Mohawk College’s Health Science CE, PT & Graduate Studies provide:

- Flexibility to study online, in-class or a combination
- Applied curriculum taught by practicing faculty
- Access to state-of-the-art learning resources
- Clinical placements in relevant settings in affiliated sites across Ontario
- Courses that reflect the latest trends in health care

Choose from:

- Bridging courses/programs for:
  - Internationally Educated Nurses
  - Internationally Educated Medical Laboratory Technologists
  - Pharmacy Technicians
  - Personal Support Workers to Practical Nursing

Certificate programs:

- Disability Management
- Food Services
- Mental Health Nursing
- Oncology Nursing
- Peri-Operative Nursing
- RN - Critical Care Nursing
- RN - Perinatal Nursing High Risk Obstetrics or Neonatal
- RPN - Maternal Newborn
- RN/RPN Refresher Certificates

Read more starting on Page 54!

With courses in Business, Creative Arts, Technology, Health, Human Services, Languages - online and in class - credit and non-credit – there’s sure to be something to interest you!

Recycle This Catalogue... Give It To A Friend!
Focus on Health Sciences Distance Education/Online Learning...

Why not take your certificate online? Check out these programs:

- Diabetes Education Certificate
- Food Services Certificate
- Gerontology - Multidiscipline Certificate
- Medical Laboratory Assistant/Technician Certificate
- Psychosocial Rehabilitation Certificate
- RN - Critical Care Nursing Certificate
- RN - First Assistant Graduate Certificate
- RN - Oncology Nursing Certificate
- RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal
- And more….

Browse all of the Health Sciences programs in the Distance Education/Online Learning section starting on page 32.

Visit the Continuing Education website at ce.mohawkcollege.ca
**Accounting and Financial**

**Applied Accounting Bookkeeping**

**Acknowledgement of Completion**

**Graduation Requirement:** 3 courses

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

**Questions?**

905-575-2139 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cebus@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/appacct

For program details visit cathie.duncan@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/busaccounting

For program details visit cebus@mohawkcollege.ca

Certified General Accountants Association of Ontario (CGA)

[1-800-668-1454 / www.cga-ontario.org / ce.mohawkcollege.ca/CGA]

Some courses are recognized by the CGA when an appropriate grade level is achieved. A Bachelor’s Degree is required prior to receiving certification as a CGA. Call the CGA or visit their website (above) for more information.

Check the Leadership and Management section for additional course offerings.

**Accounting 1 - ACCTCB101**

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

22438  FF  Tu  May1  6:30-10:00  12  $312.28

**Accounting 2 - Financial - ACCT10014**

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

Prerequisite: ACCTCB101. Equivalent: ACCTAC201.

22449  FF  Mo  Apr30  6:30-10:30  14  $404.82

**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.

22441  FF  We  May2  6:30-10:00  12  $312.28

**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.

22442  FF  Th  May3  6:00-9:30  12  $312.28

**Accounting 4 - Contemporary Accounting Issues - ACCT10010**

Demonstrate the applications of GAAP and IFRS in financial reporting in the areas of current liabilities and contingencies, long-term liabilities, shareholders equity, complex debt and equity and earnings per share.

Prerequisite: ACCT10008 or ACCT1009.

Note: ACCT10010 & ACCT10011 replace ACCT10003.

22443  FF  We  May2  6:00-9:30  12  $312.28

**Accounting 4 - Financial Reporting - ACCT10011**

Demonstrate the applications of GAAP in financial reporting in the areas of leases, income taxes, pensions, and accounting changes and error analysis.

Prerequisite: ACCT10008 or ACCT1009. Note: ACCT10010 & ACCT10011 replace ACCT10003.

22444  FF  Mo  Apr30  7:00-10:30  12  $312.28

**Applied Accounting Systems**

ACCTAC410

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

22445  FF  Tu  May1  6:00-9:30  12  $312.28

**Business Finance**

ACCTCB340

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

22447  FF  We  May2  6:30-10:00  12  $312.28

**Business Finance 2**

BUSNBA440

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

Prerequisite: ACCTCB340.

22448  FF  We  May2  6:30-10:00  12  $312.28

**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.

22454  FF  Mo  Apr30  6:30-10:00  12  $312.28

**Cost & Managerial Accounting 2**

ACCTAC436

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

22456  FF  We  May2  6:00-9:30  12  $312.28

**Financial Statement Concepts**

ACCT10005

Learn to determine the financial position of a business organized as a corporation, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principles (GAAP).

Prerequisite: ACCTCB101. Equivalent: ACCTAC201.

22440  FF  Tu  May1  6:00-9:30  12  $312.28

**Taxation**

ACCTAC409

Prerequisite: ACCT10005. For self-employed individuals in proprietorships and partnerships and individuals employed by Corporations. Prerequisite: ACCTAC201 or ACCT10005 and ACCT10014.

22492  FF  Tu  May1  6:30-10:30  14  $404.82

**Financial Planning Certificate**

Refer to the Distance Education section for course offerings.

For program details and graduation requirements visit ce.mohawkcollege.ca/financialplanning

Register online at ce.mohawkcollege.ca (*CRN required)

Sign up now! Registration opens at 8:30 am on Tuesday, March 6

**Business - Accounting Diploma**

**Ontario College Diploma**

**Graduation Requirement:** 25 courses


**Questions?**

905-575-2358 / cebus@mohawkcollege.ca
905-575-1212 ext. 3333 / mike.bozzo@mohawkcollege.ca

For program details and graduation requirements visit www.mohawkcollege.ca/calendar/busAcct or ce.mohawkcollege.ca/busaccounting

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<tr>
<td>22211</td>
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</table>
Integrated Accounting Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
Enhance your understanding of computerized accounting and its effect on accounting practice.

Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

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

For program details and graduation requirements visit ce.mohawkcollege.ca/integratedacct

Software Versions:
AccPac 5.6
QuickBooks Premier 2011
Simply Accounting 2010 Pro

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

Simply Accounting INFO10087
GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.
22123 FF TU Apr 17 6:30-9:30 12 $267.67

QuickBooks INFO10159
Learn to use QuickBooks for your small to mid-size business needs. Explore the basics plus more advanced topics including: vendors, customers, employees, reports and various types of transactions. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.
22115 FF WE Apr 18 6:30-9:30 12 $267.67

AccPac - General Ledger INFOBW190
Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows. Equivalent: INFO10088.
22118 FF TH Apr 19 6:30-9:30 6 $133.83

AccPac - Accounts Payable INFOBW390
Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing. Software is included with the text. Prerequisite: INFOBW190. Equivalent: INFO10088.
22120 FF TH May 31 6:30-9:30 6 $133.83

Business Computer Applications Certificate
Mohawk College Certificate
Graduation Requirement: 9 courses
Whether you need documentation to show your competence with computers or you want to be able to use your home computer more effectively, this program offers courses to meet the needs of today's computer users. You can take a variety of courses in a number of software applications or choose to specialize in Word, Excel, Access, or Graphics.

Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

Admission Requirements
Some understanding of the Windows environment is required. You are strongly urged to complete WORKSHOP FOR WINDOWS (INFOBW001) before taking other courses. Courses make use of eLearn which will be taught in COMPUTER BASICS WITH WINDOWS, WORD and EXCEL (INFO10156).
For program details and graduation requirements visit ce.mohawkcollege.ca/buscomputer

Subject Specialist Acknowledgements are being phased out and will no longer be available after the Spring 2012 semester. Please email the Program Manager if you require further details.

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

Workshop For Windows INFOBW001
Explore the Windows environment. Learn basic skills including: managing the desktop, files and folders, Internet Explorer and more. Textbook required. Non-credit for the novice computer user.
22382 FF WE Apr 18 6:30-9:30 6 $133.83

Computer Basics with Windows 7, Word and Excel INFO10156
Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10053 or INFO10113.
22175 FF TU Apr 17 6:30-9:30 12 $267.67
22174 FF TH Apr 19 6:30-9:30 12 $267.67

Access Core INFO10081
Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.
22181 FF TU Apr 17 6:00-9:00 12 $267.67
22178 FF SA Apr 21 9:00-12:30 10 $267.67

Access Expert INFOBW305
Learn to use Microsoft Access 2007 pivot tables & charts, import & export data to Excel, work with table analyzer & function tables & use macros. Prerequisite: INFO10081.
22182 FF WE Apr 18 6:00-9:00 6 $133.83

Excel Core INFO10078
Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.
22179 FF TU Apr 17 6:30-10:00 10 $267.67

Excel Expert INFO10079
Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.
22177 FF WE Apr 18 6:30-10:00 12 $267.67

Photoshop (Adobe) INFO10149
Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, printing files for the web and more.
22185 FF MO Apr 16 6:30-10:00 10 $267.67

PowerPoint INFO10082
Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.
22186 FF WE Apr 18 7:00-10:00 12 $267.67

Word Core INFO10077
Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.
22184 FF WE Apr 18 6:00-9:00 12 $267.67

Word Expert INFO10080
Learn to add columns, tables, styles, forms, images, text boxes, indexes and tables of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077.
22183 FF MO Apr 16 6:00-9:00 12 $267.67

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Desktop Publishing With Word INF0B410
Create professional flyers, greeting cards, letterheads, business cards, and more. You don’t need to master specialized software. Word 2007 can do it all and more. Prerequisite: INF01077.
22176 FF MO Apr 23 6:30-9:30 6 $133.83

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

Webmaster Certificate
Mohawk College Certificate
Graduation Requirement: 9 courses
Creation, organization and maintenance of personal and business web pages requires knowledge of general design principles, image editing, and programming techniques. For more detailed information visit nexus.mohawkcollege.ca.
Questions?
905-575-2239 / cebus@mohawkcollege.ca
905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

Admission Requirements
Each course requires some understanding of Windows, and a working knowledge of Internet resources. If you are unfamiliar with computers or the Internet completion of the course COMPUTER BASICS WITH WINDOWS 7, WORD AND EXCEL (INFO10156) is recommended.

For program details and graduation requirements visit ce.mohawkcollege.ca/webmaster

Business Studies

Business - Accounting Diploma
Ontario College Diploma
Graduation Requirement: 27 courses
Acquire a broad, integrated business education. Study small business with an entrepreneurial focus relevant to today’s marketplace. Credits can be transferred to the other Business Diplomas to earn a second diploma.
Questions?
905-575-2358 / cebus@mohawkcollege.ca
905-575-1212 ext. 3333 / mike.bozzo@mohawkcollege.ca

For program details visit www.mohawkcollege.ca/calendar/busGeneral or ce.mohawkcollege.ca/busgeneral

Refer to the Leadership and Management section for course offerings.

Business - Marketing Diploma
Ontario College Diploma
Graduation Requirement: 26 courses
Explore the theory and practice of marketing. Gain an understanding of the buying and selling process, consumer behaviour, distribution channels, managing the promotion mix, developing marketing strategies and marketing plans.
Questions?
905-575-2358 / cebus@mohawkcollege.ca
905-575-1212 ext. 3333 / mike.bozzo@mohawkcollege.ca

For program details and graduation requirements visit www.mohawkcollege.ca/calendar/busMarketing or ce.mohawkcollege.ca/busmarketing

Refer to the Leadership and Management section for course offerings.

Business Mathematics
Refer to the Math/Statistics section for course offerings.

Industrial Relations Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Develop a solid foundation in Canadian industrial relations theory and practice.
Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/industriralrelations

Some course offerings are listed under the Human Resources Certificate.

Some courses are offered via Distance Education.

Introduction To Industrial Relations LNBPR108 (E)
Gain a good grasp of industrial relations concepts, historical development of industrial relations in Canada, contemporary trade unionism and collective bargaining.
22140 FF TU/WED Apr 17 6:30-9:30 13 $289.97

WSIB Workplace Safety & Insurance Board Adjudication
Acknowledgement of Completion
Graduation Requirement: 2 courses
Acquire a comprehensive overview of the adjudication process relating to Workplace Safety and Insurance Board (WSIB) claims. Learn to effectively administer and manage WSIB claims from both an employer and worker perspective. Ideal for employers or worker advocates.
Questions?
905-575-2139 / cebus@mohawkcollege.ca
wm.bowman@sympatico.ca

Courses are offered in the Fall and Winter terms only.

Register online at ce.mohawkcollege.ca (*CRN required)
Business

Labour Studies

Labour Studies Certificate
Ontario College Certificate
Graduation Requirement: 10 courses
Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.
Questions? 905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca

The Program of Study has changed effective Fall 2011. For program details and graduation requirements visit ce.mohawkcollege.ca/labourstudies

Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.


Labour Law LABR10047
Explore: certification and dispute settlement; unfair labour practices; good faith bargaining; strikes, lockouts and picketing; the duty of fair representation; management and union rights; grievance arbitration law. 30 hours. 22126 HD SA/SU Jul14 9:00-5:00 4 $202.36

The Changing Face of the Labour Movement LABR10082
Examine changes in the workplace and community including: aboriginal issues, migrant issues, and globalization. Explore the challenges and opportunities facing the labour movement. Course dates: June 23, 24, July 7, 20 hours. 22124 HD SA/SU Jun23 9:00-5:00 3 $134.90

Stewards Training 1 LABRUN002
Examine the responsibilities of the Union Steward, including grievance handling, understanding collective agreements, and the steward/membership relationship. 10 hours. 22122 HD SA/SU Apr28 9:00-5:00 2 $67.45

Labour Studies Field Placement WORKUN199
Apply skills and knowledge learned in the Labour Studies Program in this 60-hour placement. You can be credited for approved projects in the labour movement, community based activity, and environmental projects or other activities. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering. 22119 FW $167.56

Labour Studies in Occupational Health and Safety Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.
Questions? 905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca

The Program of Study has changed effective Fall 2011. For program details and graduation requirements visit ce.mohawkcollege.ca/labourstudies

Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.


WSIB Level 1-Rights and Obligations LABRUN026
Obtain knowledge of all the statutory obligations in facilitating workplace insurance reporting and adjudicative procedures. 12 hours. 22134 HD SA/SU Apr21 9:00-5:00 2 $80.94

WSIB Level 2-Benefits & Services LABRUN027
Understand the worker benefits and services established through current labour legislation, regulations, and policies. Prerequisite: LABRUN026. 12 hours. 22136 HD SA/SU May5 9:00-5:00 2 $80.94

WS.I.B. Return To Work Specialist LABRUN023
Become a Return to Work Specialist. Examine accommodation & job restructuring, employers’ obligations, Labour’s role, contract language, Labour Market Re-entry & mediation. Prerequisite: LABRUN026 and LABRUN027. 30 hours. 22137 HD SA/SU May26 9:00-5:00 5 $202.36

WS.I.B. Medical OrientationLABRUN024
Learn to analyze medical reports & resolve entitlement issues for injured workers. Consider specific work related injuries, and occupational diseases and how to prove a causal relationship. Prerequisites: LABRUN026 and LABRUN022 or LABRUN023. 30 hours. 21837 HD FR Jun15 9:00-9:30 6 $202.36

Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)
Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council. McMaster University offers a number of scholarships to students taking certificate courses.
Questions? HDLC 905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca
McMaster University (Sharon Molnar) 905-525-9140 ext. 24692 / molnars@mcmaster.ca
For program details visit ce.mohawkcollege.ca/labourstudiesjoint or www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates

PLEASE NOTE: INQUIRIES REGARDING REGISTRATION & REFUNDS SHOULD BE DIRECTED TO THE INSTITUTION OFFERING THE COURSE.

McMaster Courses
Each course is $125 with fees payable to McMaster University at the first class (cash or cheque only). Attendance is required on both days (9:30 am to 4:00 pm)
The Occupancy Movement: Agitating and Mobilizing for Change
Thousands of protests across 80 countries including Canada occupied and set up camps in public spaces in 2011. Explore the factors that
motivated this mobilization, its goals, leadership structure, and the next steps in this mass movement.
May 5 & 12, 2012
McMaster University, KTH-709

Business Administration
Diploma
Ontario College Advanced Diploma
Graduation Requirement: 37 courses
Experience an innovative program that combines a two year specialization with a third year of studies in management practices. Specialize in Accounting, Marketing, General or Enterprise Business. Learn current business computer applications that enhance marketability in an ever-changing business environment. Questions? 905-575-2358 / cebus@mohawkcollege.ca
905-575-1212 ext. 3333 / mike.bozzo@mohawkcollege.ca
For program details and graduation requirements visit www.mohawkcollege.ca/calendar/busAdmin or ce.mohawkcollege.ca/busadmin

Business Diploma Course Offerings
Post-secondary students taking courses at night and Continuing Education students are regulated by post-secondary policies. Please contact the post-secondary department (as above) with questions pertaining to prerequisites, entry to class, graduation requirements, etc.
You cannot register in a course without the appropriate prerequisite(s) or equivalent.
Please note: Business Career Strategies (CRED10018) is not available through Continuing Education but can be obtained through the PLAR process. Visit www.mohawkcollege.ca/plar for details on this process.
Check the Accounting and Financial section for additional course offerings applicable to the Business - Accounting Diploma.

Applied Selling  MRKTMK355
Explore basic techniques and principles involved in selling industrial and retail products. Learn to plan and present successful sales presentations. Prerequisite: MRKTMK351.
22446 FF WE May2 6:00-9:30 12 $312.28

Business Law  BUSNCB436
Review common statute law pertinent to business and legal concepts governing commercial institutions and transactions.
22450 FF WE May2 6:00-9:30 12 $312.28

Business Management  MGMTBA534
Learn to evaluate and formulate corporate strategy, and consider implementation issues. Prerequisites: ACCTCB340 and MATHMA311 and ACCTCB203 or ACCTAC336 and MRKTMK456 and BUSNBG335. CO-REQUISITES: BUSNA440 and MATHMA411. 22451 FF WE May2 6:00-9:30 12 $312.28

Contemporary Issues in Economics  ECON10003
A review and discussion of current economic issues affecting Canada at the federal and provincial levels. Among the topics discussed will be energy, environment, social welfare and labour issues.
22453 FF TH May3 6:00-9:30 12 $312.28

Information Systems Management  INFOBA635
Concentrate on the basics of computer based information systems.
22449 FF TU May1 6:00-9:30 12 $312.28

Macroeconomics  ECONEB222
Analyze the aggregate supply and demand on the determination of employment, prices, and national income. Prerequisite: ECONEB122.
22457 FF TH May3 6:00-9:30 12 $312.28

Marketing 1  MRKTCB158
Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix.
22488 FF MO Apr30 6:00-9:30 12 $312.28

Marketing 2  MRKTMK351
Learn about the marketing mix with particular emphasis on the Place, Promotion, and Pricing elements. Prerequisite: MRKTCB158.
22485 FF TH May3 6:00-9:30 12 $312.28

Marketing Management  MRKTMK456
Develop an understanding of the planning, evaluation and control of marketing strategies and tactics. Prerequisite: MRKTMK351.
22486 FF WE May2 6:00-9:30 12 $312.28

Microeconomics  ECONEB122
Explore the laws of supply and demand, the costs of production and profit determination in various market conditions.
22487 FF TU May1 6:00-9:30 12 $312.28

Personal Financial Management  BUSNE450
Develop an understanding of the vocabulary and principles involved in financial planning, the Income Tax System and preparation of a personal income tax return. Prerequisite: ACCTCB101.
22491 FF WE May2 6:00-9:30 12 $312.28

Understanding Financial Statements  ACCTAC211
Interpret financial statement components and demonstrate their relevance to managerial decision making. Prerequisite: ACCTCB101.
22494 FF MO Apr30 6:30-10:00 12 $312.28

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

Human Resources Certificate
Mohawk College Certificate
Graduation Requirement: 9 courses
Acquire the knowledge and the skills you need to become a successful practitioner of Human Resources Management. All courses are approved by the Human Resources Professionals Association of Ontario.
Questions? 905-575-2358 / cebus@mohawkcollege.ca jane.cooper@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/humanresources

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:
In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to www.hrpa.ca or call 1-800-387-1311.
Program graduates (with an overall academic average of 70% with no individual grade lower than 65%) fulfill the academic requirements of HRPA and are eligible to write the National Knowledge Exam (NKE) and receive the CHRP designation. Please be aware each course expires 10 years after completion.

Students who have completed the 9 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam.

Introduction to Industrial Relations (LABRIR08) is offered under the Industrial Relations Certificate.
Courses are also offered via Distance Education.

Finance And Accounting  ACCTPIR23
Develop an understanding of measurement bases and reporting methodologies used in accounting and the role of accounting in the management of personnel functions.
22409 FF WE Apr18 6:30-9:30 15 $334.58

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.
22410 FF TU Apr17 6:30-9:30 13 $289.97

Occupational Health & Safety  SAFEPIR21
Benefit from a comprehensive introduction to the Occupational Health & Safety Act.
22411 FF TU Apr17 6:30-9:30 13 $289.97

Recruitment And Selection  HRESPIR20
Consider different means of recruiting applicants, various screening techniques and approaches for critically assessing candidate information.
22412 FF MO Apr16 6:30-9:30 13 $289.97

Staff Training and Development  BUSNPIR16
Discover the concepts, and techniques involved in staff training and development including needs analysis and design and delivery of training.
22413 FF WE Apr18 6:30-9:30 13 $289.97
Business

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

Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/leadershipdevelopment

Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/leadershipdevelopment

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.

22160 BF Tu Apr17 6:30-9:30 10 $228.31

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.

22157 BF Th Apr19 6:30-9:30 10 $228.31

Employment Law (LDS) LAWS10090
Lead confidently in a regulated work environment. Focus on statutory and common law, employment standards, health and safety, labour relations, pay equity and human rights legislation for management and unionized personnel.

22153 FF Tu Apr24 6:30-9:30 10 $228.31

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.

22162 WE WE Apr18 6:30-9:30 10 $228.31

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.

22161 FF Tu Apr17 6:30-9:30 10 $228.31

Management Studies Certificate
Mohawk College Certificate
Graduation Requirement: 9 courses
Benefit from the broad focus on organizational goals and strategic planning offered in this program to help you transition from your area of specialization to the management role. Develop organizational skills to solve various management challenges and handle the management role.

Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/leadershipdevelopment

Understanding Managerial Skills MGMTBPC03
Enhance your awareness of self and others and develop specific skills and strategies for managing people effectively in various organizational situations.

22143 TH Th Apr19 6:30-9:30 13 $289.97

Problem Solving - Decision Making MGMTBPC04
Perfect your own problem solving skills, and discover methods of encouraging better thinking skills in others.

22142 FF MO Apr16 6:30-9:30 13 $289.97

Managing by Due Diligence MGMTBU471
Examine “Due Diligence” as the legal standard for successfully managing hiring, health & safety, workplace rights, training, discipline, independent contractors, presenteeism, terminations and documentation.

22149 FF SA May26 10:00-5:30 4 $223.06

Employment Standards and Human Rights Law MGMTBU497
Gain an understanding of the Ontario Employment Standards Act and the Human Rights Code including employer/employee rights and obligations, legislated standards, discrimination, sexual harassment, and the exemption and compensation process.

22146 FF SA Apr21 10:00-5:30 4 $223.06

Ontario Management Development Studies
This program has been phased out and replaced by a new program titled Leadership Development Series. To obtain an OMDS Record of Completion, you must notify Continuing Education Business in writing.

If you were unable to complete the OMDS courses prior to the phase out, you have 2 options:
1) Complete courses from the new LDS program and apply them to the OMDS Record of Completion or
2) A limited selection of OMDS courses are being offered under the Management Studies program or via OntarioLearn.

Questions?
905-575-2139 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/omdp

Workplace Leadership Certificate
Ontario College Certificate
Graduation Requirement: 15 courses
Stay competitive! Here’s your opportunity to develop a personal toolkit to enhance your performance and employment profile. Choose the workshops of most benefit in attaining your professional and personal goals.

A variety of workshops is offered each term. Complete workshops in single units, or work towards the Workplace Leadership Certificate (15 workshops required).

Questions?
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/workplaceleadership

Assertiveness for Professionals is now part of this program and is offered in the General Interest section.

NEW!
Career Strategies for Workplace Leadership CRED10080
Hire smart! Examine career development strategies for workplace leaders. Discover elements of personal branding, resume development and effective portfolios from an employer’s perspective.

21841 FF SA Apr21 9:00-4:00 2 $89.22

Communication Skills 1 COMMSSC12
Enhance your communication skills, with attention to problem-solving, listening, and honest expression of feelings and ideas.

21823 FF SA May26 9:00-4:00 2 $89.22

Communication Skills 2 COMMSSC46
Practice listening, providing feedback, giving and receiving criticism, using body language effectively and resolving conflict. Prerequisite: COMMSSC12.

21824 FF SA Jun9 9:00-4:00 2 $89.22

Dealing With Difficult People CONFSSP88
Identify types of difficult people and develop effective strategies for dealing with them and making them work part of the team.

21825 FF SU Apr22 9:00-4:00 2 $89.22

Effective Meetings MGMTSSP64
Learn to extract ideas and problem solve in a group setting. Discover how to plan more productive and efficient meetings that save time, money and maximize a team’s contribution.

21827 FF Th Apr19 6:00-9:00 4 $89.22

Personal & Professional Management MGMTSSC69
Discover the basics of developing a portfolio of essential skills and techniques to enhance personal and professional excellence.

21826 FF WE Apr18 6:00-9:00 4 $89.22

Workplace Diversity MGMTSSC87
Tolerance, inclusiveness and legal issues make workplace diversity a business imperative. Understand diversity leadership and the tools needed for a successful program.

21828 FF SU Jun10 9:00-4:00 2 $89.22
Office Skills

**Business Computer Applications Certificate**
Refer to the Business Computers section for program and course details.

**Dental Office Administration**
Acknowledgement of Completion
Graduation Requirement: 6 courses
Targets the needs of those looking to work effectively in dental health offices. The main objective is to prepare the student to find work in a dental environment.

Questions?
905-575-2139 / cebus@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/dentalofficeadmin

**Communication & Customer Service**
COMM10149
Emphasizes positive relationships and fosters the ideas of empathy, respect, encouragement and clear communication. Explore the tools of excellent customer service in a health provider office and the positive outcomes of a good attitude.

22107 FF MO May7 6:30-9:30 6 $133.83

**Office Management**
MGMT10076
Study office organization and simplifying the work environment including: time management, office harmony, delegation, problem solving, mission and vision statements, planning and executing staff meetings, and interpersonal skills assessments.

22108 FF WE May9 6:30-9:30 6 $133.83

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

**Medical Transcription Certificate**
Mohawk College Certificate
Graduation Requirement: 9 courses
Develop the knowledge and skills necessary for success as a Medical Transcriptionist. Learn to complete accurate transcription of complex medical reports and correspondence, within a specified time limit. Demonstrated competence in knowledge of medical terminology, English language skills, excellent keyboarding speed, and proficiency with word processing software is a prerequisite. PLAR Exams may be available for some courses.

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

Questions?
905-575-2358 / cebus@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/medtranscription

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**Office Administration - General Certificate**
Ontario College Certificate
Graduation Requirement: 12 courses
Become skilled in the performance of essential office tasks such as document preparation, filing, microtranscription, customer service, recordkeeping and business applications software.

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

Questions?
905-575-2358 / cebus@mohawkcollege.ca
905-575-1212 ext. 3853 / janet.ross@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/officeadmin

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

**Financial Concepts for Office Administration**
FINC10009
Apply mathematical principles relevant in business practice and be introduced to basic accounting fundamentals and terminology. Topics will include budgeting, cash management, and source document terminology.

22558 FF TU May8 6:00-9:30 12 $312.28

**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.

22525 FF TH May3 6:30-10:00 12 $312.28

**Computer Skills Building**
KEYB10008
Achieve a minimum speed of 35 net words per minute by using proper keyboarding techniques and computer technology. NOTE: Memory stick required for the first class.

22513 FF WE May2 6:00-8:30 12 $208.19

**Keyboarding - Beginners**
KEYB230
Develop your keyboarding skills with emphasis on speed and accuracy. NOTE: Memory stick required for first class.

22515 FF WE May2 6:00-9:00 12 $267.67

**Document Processing**
OADM1116
An introduction to basic technical support skills related to computer hardware and software. Use MS Word 2010 to produce professional documents.

22524 FF MO Apr16 6:00-10:00 14 $404.82

**Document Processing and Simulations**
OADM228
Use MS Word 2010 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisite: OADM1116 and KEYB 10008.

22520 FF WE May2 6:00-9:30 12 $312.28

**Microtranscription**
OADM261
Gain training in the efficient operation of transcribing software and equipment to generate first-time marketable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADM1116 and KEYB 10008.

22526 FF MO Apr30 6:00-10:00 10 $312.28

Register online at ce.mohawkcollege.ca (*CRN required)
Creative & Visual Arts

Aesthetics/Cosmetics

Aesthetics Certificate

Mohawk College Certificate

Graduation Requirement: 13 courses
Prepare for a career in the growing field of aesthetics. Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations. Questions? 905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful completion of Senior Secondary School English or equivalent. For program details and graduation requirements visit ce.mohawkcollege.ca/aesthetics

Aesthetics, Nail Technician and Applied Cosmetics

Daytime Program
The Aesthetics, Nail Technician and Applied Cosmetics Certificate is offered as daytime, three semester programs. On successful completion you will receive three Certificates. You require approval from the Program Manager before registering for day time courses.

For information, application or an appointment contact 905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Aesthetics: Skin Care I

ASTHAES02
Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra.
22250 FF WE Apr 11 6:30-9:30 13 $289.97

Aesthetics: Skin Care II

ASTHAES03
Enhance your understanding of product knowledge, bacteriology, sanitation and hygiene and develop skills in skin cleansing, massage and mask treatments. You must provide models for application sessions. Supplies included in course fee. Prerequisite: ASTHAES02 Skin Care I
22252 FF TU Apr 10 6:30-9:30 13 $439.97

Aesthetics: Skin Care III

ASTHAES04
Enhance your understanding of salon procedures and equipment, working with live models. You provide models for practical applications. Prerequisite:ASTH AES03 Skin Care II
22253 FF WE Apr 11 9:30-12:30 13 $339.97

Aesthetics: Body Massage & Treatments

ASTHAES05
Course incorporates theory and practical application of: complete body relaxation massage, head massage, and back treatment. Topics presented for discussion purposes include lymphatic drainage, body wraps, body exfoliation, hydrotherapy and sunless tanning. Prerequisite: ASTHAES04 or equivalent. Manual included.
22276 FF WE Apr 11 1:00-4:00 13 $339.97

Waxing

ASTHWS306
Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.
22282 FF TH Apr 12 6:30-9:30 13 $459.97

Business & Marketing For The Cosmetics Industry

MRKTWS136
Learn effective business and marketing techniques for starting a cosmetics business. Focus on freelance work, networking, advertising, product inventory and customer service.
22281 FF MO Apr 9 1:00-4:00 11 $255.36

Work Experience Option

WORKWS034
Integrate classroom theory and practical experience in the workplace. You must arrange your own work place location and supervisor and receive approval from the Certificate Program Manager BEFORE registering in this course.
22283 FF MO-FR Apr 9 9:00-5:00 10 $223.06

Nail Technician Certificate

Mohawk College Certificate

Graduation Requirement: 6 courses
Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures. Questions? 905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful completion of Senior Secondary School English or equivalent. For program details and graduation requirements visit ce.mohawkcollege.ca/nailtechnician

Manicure, Pedicure - Care And Techniques

ASTHWS305
Learn to recognize healthy nails and understand their growth, diseases and care. Develop manicure and pedicure techniques, using appropriate equipment. You must provide models for practical applications and evaluations. Supplies and textbook included.
22285 FF MO Apr 9 6:30-9:30 11 $667.38

Scultped Nail Enhancements

ASTHWS906
Develop skill in various aspects of nail art and sculpture enhancement. You must provide models for practical sessions. Supplies included. Prerequisite ASTHWS905
22288 FF MO Apr 9 9:30-12:30 11 $525.36

Make-Up Artistry Certificate

Mohawk College Certificate

Graduation Requirement: 9 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? 905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful completion of Senior Secondary School English or equivalent. For program details and graduation requirements visit ce.mohawkcollege.ca/makeupartistry

Make-Up - Theatrical & Special Effects

ASTHWS029
Develop your skills in make up artistry, with emphasis on theatrical and special effects make up and prosthetics. Supplies included.
22299 FF WE Apr 11 6:30-9:30 12 $342.67

Make-Up: Theatrical & 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 Theatrical & Special Effects I
22298 FF TU Apr 10 6:30-9:30 11 $320.36

Make Up: Paramedical & Camouflage Therapy

ASTHWS031
Learn corrective makeup techniques to conceal skin disorders or scarring. Examine makeup formulation and suitability, application, psychological aspects, communication and patient documentation needed to work effectively in a clinical setting. Previous makeup or medical experience is necessary. You provide models for practical applications.
22291 FF TU Apr 10 9:30-12:30 13 $349.97

Make-Up: Portfolio Development

ASTHWS344
Specialize in applications of makeup for photography. Learn the do’s and don’ts of what to include to build your professional portfolio. Colour and black & white photography will be used to achieve those special looks (5 photos included). Students must supply their own models. Material fees included. Prereq: ASTHWS244 Make Up Artistry II.
22293 FF WE Apr 11 6:30-10:30 12 $408.92

Make-Up: Bridal, Glamour, Runway

PERSWS444
Enhance your knowledge of make-up, colour choices and applications for special occasions. You must supply your own models. Prerequisite: WS244 Make-Up Artistry II or equivalent.
22289 FF TU Apr 10 1:00-4:00 11 $233.06

Looking for a course? Search the index at the back of this catalogue.

The College is open on Easter Monday
Make-Up Artistry Workshops

NEW!

Air Brush Makeup  ASTH10004
Learn how to do the "flawless finish" with the art of Air Brush Makeup. Air brush gun & compressor required OR pre-orders available up to one week prior to course. Cost $350+HST for basic starter kit. Email jakki.polyoka@mohawkcollege.ca.
22304 FF SU Apr29  9:30-12:30  1  $30.00

Applied Cosmetics Certificate
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? 905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca
Admission Requirements
Successful Completion of Senior Secondary School English or equivalent.
For program details and graduation requirements visit ce.mohawkcollege.ca/cosmetology

Haircare
Hair Cutting  ASTH10002
Learn basic cutting and styling techniques using a mannequin. Supplies included.
22302 FF MO Apr9  7:00-10:00  7  $231.14

Creative & Visual Arts

Hair Colour and Perm  ASTH10003
Enhance your styling techniques with emphasis on hair colouring and perming. You must provide models or mannequins for practical application sessions. Supplies cost approx. $60.00
22300 FF WE May16  7:00-10:00  7  $156.14

Dressmaking/Fashion

Dressmaking Certificate
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 skilfully combines theory and practice.
Questions? 905-575-2307 / bonnie.pataran@mohawkcollege.ca
Admission Requirements
Secondary School English or equivalent.
For program details and graduation requirements visit ce.mohawkcollege.ca/dressmaking

Dressmaking 1-Level 1  FASHDM110
Concentrate on the essentials of dressmaking, including basic sewing skills, pattern and materials selection, layout and cutting. Construction of a simple skirt style will be completed. Materials at the first class. Real beginner should consider taking Sewing-Introduction TEXTHCO27. Refer to Creative Sewing section.
22389 FF MO Apr16  7:00-10:00  10  $223.06
22390 FF TH Apr19  7:00-10:00  10  $223.06

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.
22391 FF WE Apr18  7:00-10:00  10  $223.06

Dressmaking 3-Level 1  FASHDM130
Concentrate on professional fitting techniques, interfacing, special trimmings and linings as you complete a dressmaker’s lined jacket. Prerequisite: First 4 courses or equivalent.
22392 FF TH Apr19  7:00-10:00  10  $223.06

Fashion Design Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
Intended for experienced dressmakers, fashion teachers and others interested in fashion and design. Develop technical skills in pattern design and drafting, and the creation of individualized designs. Explore other fashion related areas including drawing, colour and figure theory, textile and costume awareness.
Questions? 905-575-2307 / bonnie.pataran@mohawkcollege.ca

Admission Requirements
Secondary School English or equivalent. A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.
For program details and graduation requirements visit ce.mohawkcollege.ca/fashiondesign

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

Cost of materials is your responsibility. ALL COURSES ARE NOT OFFERED EACH SEMESTER

Pattern Design And Drafting-Basic  FASHFA200
Work with the flat pattern method to develop basic drafting skills used in Pattern making. Concentrate on drafting accuracy, and working with standard and personal measurements. Design a skirt of your choice. Sewing skills essential.
22393 FF TH Apr12  7:00-10:00  12  $267.67

Dress Design-Advanced  TEXTFA220
Enhance your skills in sleeve drafting working with standard and personal measurements. Explore various sleeve styles and use your new drafting skills by designing 2 outfits. Prerequisite: FASHFA200 & FASHFA210.
22394 FF TU Apr10  7:00-10:00  12  $267.67

Fashion Drawing  FASHFA201
Learn to transfer fashion ideas to paper. Focus on drawing details, fabrics and textures to be interpreted for pattern drafting and explore drawing materials and ways to illustrate designs.
22396 FF TH Apr19  7:00-10:00  10  $223.06

Fabric Awareness  TEXTFA910
Explore fabric basics with emphasis on natural and man-made fibres, yarns, fabric construction, finishes. This allows the individual to become knowledgeable about the selection and care of fabrics available on the market.
22397 FF WE Apr18  7:00-10:00  10  $223.06

Fashion - Millinery

NEW!
Trendy Headpiece-Fascinator  CREA10146
Make an eye-catching topper! Bring your favourite flowers, feathers, and other trims and learn the skills and techniques for producing these elegant and trendy fashion accessories. Kit available with additional supplies needed. (Aprox. $15).
22546 FF SA May26  9:00-5:00  1  $79.90

Fashion-Related Courses

Visual Merchandising And Display 1  MRKTFA950
Become familiar with this field by focusing on developing and executing creative strategies to define a store’s personality and image in today’s marketplace. Learn how to create dynamic retail display presentations by utilizing the visual merchandising principles. Develop creative proposals featuring a fashion retail window staging, signage and in-store display point visual presentation.
22399 FF WE Apr18  7:00-10:00  10  $223.06

Register online at ce.mohawkcollege.ca (*CRN required)
Creative & Visual Arts

Creative Sewing Skills
Questions? 905-575-2307 / bonnie.pataran@mohawkcollege.ca

Supplies required for these courses - some are available from the instructor/College. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information or to receive the materials list by e-mail contact Bonnie Pataran

Basic Sewing Courses

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

Sewing - Introduction

Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program. Course is Apr.13/14, June 1/2 & July 6/7.

22521 FF Fr Apr13 7:00-9:30 2 $74.35
 SA 9:00-4:30
22522 FF Fr Jun1 7:00-9:30 2 $74.35
 SA 9:00-4:30
22523 FF Fr Jul6 7:00-9:30 2 $74.35
 SA 9:00-4:30

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. Course is May 11/12.

22527 FF Fr May11 7:00-9:30 2 $74.35
 SA 9:00-4:30

Basic Sewing 2

Continue developing new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested. Course is May 25/26.

22528 FF Fr May25 7:00-9:30 2 $74.35
 SA 9:00-4:30

Basic Sewing 3

Construct a sleeveless or a semi-fitted dress, with set in sleeves and explore new techniques for zippers, easy fitting and hem and neck finishing. Patterns and fabric suggested. Course is June 8/9.

22529 FF Fr Jun8 7:00-9:30 2 $74.35
 SA 9:00-4:30

Basic Sewing 4


22530 FF Fr Apr27 7:00-9:30 2 $74.35
 SA 9:00-4:30

Basic Sewing 5

Challenge yourself more with new sewing skills! Enhance your wardrobe with a casual and trendy "Hoodie" jacket with either a zipped or buttoned center front. Patterns will be suggested. Sewing skills needed. Course is May 11/12.

22531 FF Fr May11 7:00-9:30 2 $74.35
 SA 9:00-4:30

Casual Dressing Made Easy

Enhance your sewing skills by creating a 2 piece outfit - a slightly flared skirt with elastic waist and a pullover top with a V or boat neckline and choice of sleeve length and finishes. Some sewing skills needed. Pattern & fabric suggested. Course is May 11/12.

22532 FF Fr May17 7:00-9:30 2 $74.35
 SA 9:00-4:30

Serger Courses

All About Sergers

Gain a better understanding of your serger and its capabilities and functions with hands-on practice. Decorative techniques and tips for a professional look is highlighted. You must supply a serger in good working order. Kit available to purchase.

22541 FF Sa May12 9:00-4:30 1 $74.91

Quilting Courses

Quilting - Basic Introduction

Discover how easy machine quilting is! Learn fabric and colour selection, rotary cutting, battings and finishing tips. Excellent for the novice or as a refresher before tackling a project. Complete samples - Kit available. Basic sewing knowledge required.

22540 FF Sa Apr21 9:00-4:00 1 $99.91

Hand Quilting

Learn hand quilting techniques as you make a small pillow top. Learn to mark, layer and hand quilt and convert the top into a pillow. Kit available with materials, tools and pattern. Sewing skills required. Course is Tues. Apr. 17 & Sat. Apr.28.

22537 FF Tu Apr17 9:00-9:30 2 $74.35
 SA 9:30-4:00

Quilting - Reversible Shoulder Bag

Use traditional Japanese bag construction to create an unique shoulder bag with blocks that are machine sewn, padded and then quilted by hand or machine. A basic pattern will be provided. Basic machine skills and hand quilting are recommended.

22547 FF Sa May12 9:00-4:30 1 $74.91

Quilting-Double Sided Quilt

Make a double-sided, frayed edge quilt using flannel. Gain step by step instructions using the quilt-as-you-go-method. No batting required. Pattern is provided and the finished size can be easily adjusted to suit your needs. Sewing skills required.

22538 FF Tu May17 6:30-9:30 4 $89.22

Sewing Courses - Other

Trendy Headpiece - Feminizer

Refer to Fashion - Millinery

Essential Elements of Pattern Alterations

Examine professional approaches for taking body measurements, making correct ease allowances and alteration techniques for common trouble spots without sewing a trial garment. Sewing skills essential.

22543 FF Mo Apr16 6:30-10:00 2 $74.91

Essential Pattern Alterations - Advanced

Focus on pattern adjustments for skirts, blouses and dresses for a more personalized fit. Sewing skills essential. Completion of TEXT10032 beneficial.

22544 FF Mo Apr30 6:30-9:30 3 $89.89

Bias Cut Fashion

CREA10120

Discover figure-flattering benefits of a bias cut garment. Learn to layout, cut and sew this wonderful method of draping as you work with soft fabric, to create a lovely cowl neck, skirt or dress. Some sewing skills needed. Course is May 4/5.

22536 FF Fr May4 7:00-9:30 2 $74.35
 SA 9:00-4:30

Collar and Cuff Details

CREA10144

Quickly add personal style to garments using detachable details for an eye-catching new look. Learn to use these accessories and various fabric choices to update sweaters, jackets, tops and dresses. Basic sewing skills required. Course is Apr.27/28.

22539 FF Fr Apr27 7:00-9:30 2 $74.35
 SA 9:00-4:30

Hand Finishing

TEXT10013

Learn the fine, invisible stitches that are the hallmarks of couture sewing. Master various hand stitches, finest fastenings and finishing touches that will create a quality looking garment. Sewing skills required.

22545 FF Sa May12 9:00-4:00 1 $69.91

Sewing Rain Gear

CREA1008

Learn to work with waterproof or water-repellent fabric by constructing this sport wind-and-rain suit. Pattern is also suitable for traditional fabric. Sewing proficiency required. Course is May 4/5.

22534 FF Fr May4 7:00-9:30 2 $74.35
 SA 9:00-4:30

Sewing-Maternity Wear

CREA10145

Learn to choose and expertly adapt regular commercial patterns to personalize maternity outfits that are even wearable after baby’s birth. Consider good fabric choices, and designs to accommodate pregnancy changes. Sewing knowledge required.

22555 FF Mo May28 7:00-10:00 4 $89.22

Smocked Bridal Garter

TEXT10028

Personalize a wedding garter with specialty threads and pearls, and basic smocking stitches. Kit ($15) available from the instructor.

22548 FF Sa May12 9:30-3:30 1 $59.93

Swimwear Sewing

TEXT10033

Sew a comfortable good fitting swimsuit, with attention to easy techniques for working with stretch fabric, applying elastic and inserting bra cups (optional) with professional results.

22542 FF Sa Apr14 9:00-5:00 1 $79.90

Bra-Making 1 - Full Band Bra

FASH10011

Sew a basic white full band bra (underwires optional) and fine tune the fit to create a personalized pattern. A specialized class for those with strong sewing skills. Kit available at additional cost. Course is Apr.28/29.

22535 FF Sa/Su Apr28 9:30-4:30 2 $104.09

How to read course details:

CRN* Location Day(s) Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
Sports Bra TEXT10046
Discover the benefits of this versatile basic for exercise or casual wear. Learn to take measurements for a perfect fit and focus on various construction techniques and styles. Some sewing skills required. Course is June 1/2.
22533 FF FR Jun1 7:00-9:30 2 $74.35
SA 9:00-4:30

Costume Work - Leotard Basic CREA10121
Learn to construct this costume basic for dance, gymnastics or figure skating using a serger or sewing machine. Topics include working with stretch fabrics, applying elastics, creating a shelf bra and finishing edges. Sewing skills required. Course is Apr. 20/21.
22556 FF FR Apr20 7:00-9:30 2 $74.35
SA 9:00-4:30

Home Decorating Courses

Receive an “Acknowledgement of Completion” after completing 6 courses.

Sewing Window Treatments - Part 1 CREA10103
Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware. Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.
22516 FF WE Apr18 7:00-10:00 4 $89.22

Sewing Window Treatments - Part 2 CREA10104
Enhance your skills in drapery making, and learn creative ways to dress-up any window, using a wide assortment of valance and tab top styles, and various prints and plain fabrics for a look that can be simple, casual or dramatic. Complete various samples in class. Basic sewing skills required.
22517 FF WE May23 7:00-10:00 4 $89.22

Sewing Window Treatments - Part 3 CREA10105
Try your hand at roman shades/balloons and more sophisticated and stylish drapery treatments. Start with the basic design rules, measuring, estimating yardage, hardware and install correctly. Complete samples in class. Some drapery and sewing skills beneficial.
22518 FF TU Apr17 7:00-10:00 4 $89.22

Sewing for Home Decorators CREA10102
Get great decorating ideas to complement your window treatments and learn to sew various pillow styles and other soft furnishings for your home. Add personal expression to your home decor with designer touches using fabric, trims, embellishments, decorative wetting, bias strips, mitring and ruching. Sewing skills required.
22519 FF TU May22 7:00-10:00 4 $89.22

Upholstery/Interior Decorating

Upholstery-Furniture Certificate Mohawk College Certificate
Graduation Requirement: 8 courses
Gain practical skills and knowledge for work in the upholstery industry. Employment opportunities may be found with manufactures, furniture stores, refinishing firms or in your own business. Focus on handling of equipment and safety, fabrics, trims, other materials and hardware. Complete 4 new and 2 re-upholstery projects.
Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca
Admission Requirements
Secondary School English or equivalent
For program details and graduation requirements visit
ce.mohawkcollege.ca/interiordecorating

Upholstery-Other Upholstery-Introductory CREAHC113
Here’s your opportunity to choose a simple upholstery project. Complete a hands-on project of re-upholstering simple kitchen or dining room chair seats and backs OR complete a hands-on project of a simple hinged style footstool for practice. Be introduced to the tools, materials and supplies needed to upholster furniture. Footstool kit available from instructor. Course is Apr 14/15.
22514 BF SA/SU Apr14 9:30-3:30 2 $89.22

Interior Decorating Certificate Mohawk College Certificate
Graduation Requirement: 13 courses
Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge.
Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1736 / wendy.hodgkins1@mohawkcollege.ca
Admission Requirements
Successful completion of senior secondary school English or equivalent.
For program details and graduation requirements visit
ce.mohawkcollege.ca/interiordecorating

RECOGNIZED BY CDECA
ALL COURSES ARE NOT OFFERED EACH SEMESTER.

Creative & Visual Arts

3-D Computer Drafting CADM10014
Create professional floor plans, elevations and perspective views using basic computer software.
21687 FF TH Apr19 7:00-10:00 10 $223.06

Accessorizing the Home CREA10031
Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215, CREAHF205.
21688 FF TU Apr17 6:30-9:30 10 $223.06

Colour Principles CREAHF215
Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies (approx. $120 required).
21699 FF TH Apr16 6:30-9:30 10 $223.06

Design Principles CREAHF205
Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.
21690 FF TU Apr17 6:30-9:30 10 $223.06

Estimating METRHF230
Learn to estimate and measure for flooring, fabrics and finishes used in today’s interiors. Prerequisites: CREAHF215, CREAHF205, TDRWVF203.
21691 FF WE Apr18 6:30-9:30 10 $223.06

Kitchen and Bathroom Concepts CREA10035
Explore function, space planning and current trends for that perfect ‘dream kitchen’ or bathroom ‘spa’. Prerequisite: TDRWVF203.
22062 FF TU Jun12 7:00-10:00 4 $236.06

Residential Lighting CREA10029
Learn to use incandescent, fluorescent and halogen lights, decorative fixtures and accent lighting to beautify residential interiors.
21693 FF MO Apr16 6:30-9:30 10 $223.06

Soft Furnishings and Window Treatments CREA10030
Discover how different drapery treatments, accessories and accents add the perfect finishing touches. Prerequisites: CREAHF215, CREAHF205, METRHF230, TDRWVF230.
21694 FF TU Apr17 6:30-9:30 10 $223.06

Understanding Flooring and Furniture CREA10034
Focus on the fundamentals of furniture design and construction and flooring choices for finished and functional interiors.
21695 FF TH Apr19 6:30-9:30 10 $223.06

Find your room before you come on campus
Visit ce.mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
Creative & Visual Arts

Home Interiors - Other

Home Staging CREA10077
Curb Appeal - Improve your house from the outside in: plants, paint, Colour Scheme - Discover tones that will enhance your home: colour flow, paint technician. Furniture Arrangement - Learn to make the most of your space: convenience, comfort, openness. Fast fixes - Learn to make your rooms more attractive to buyers: De-clutter, update, accessorize.

21696 FF SA Apr21 9:00-12:00 5 $160.83
21697 FF SA Jun22 9:00-12:00 5 $160.83

Floral/Horticulture

Floral Techniques Certificate
- Basic

Mohawk College Certificate
Graduation Requirement: 7 courses
Explore the principles and practices of floral design including form, technique, composition, colour, plant identification and care and handling. Learn to create floral arrangements for any occasion with creative expression and originality.

Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca

Admission Requirements
Secondary School English or equivalent.
For program details and graduation requirements visit ce.mohawkcollege.ca/floral

Cost of materials is your responsibility. ALL COURSES ARE NOT OFFERED EACH SEMESTER.

Techniques And Color Harmonies - Basic FLOORC001
Study the care and handling of flowers, elements and principles of design, and colour harmonies. Complete flower arrangements in fresh and artificial material. Supplies will be discussed at the first class. A kit including equipment, supplies, and textbook is available for purchase (approx. $73). Does not include fresh/artificial product.

22469 FF WE Apr11 9:30-4:00 5 $223.06
22468 FF TH Apr12 7:00-10:00 10 $223.06
22470 FF TU May22 9:30-4:00 5 $223.06

Materials For Designs FLOORC004
Explore various materials used effectively in creating floral arrangements. Introduction to different holding mediums used in creating designs relating to 4 major historical time periods. Cover fresh garlands, miniatures, wreaths and design work. Kit available.

Prerequisite: FLOORC001.

22471 FF WE May23 9:30-4:00 5 $223.06

Designing With Exotics FLOORC005
Use exotic flowers, greens and artificial floral material to create dramatic, bold, unique and contemporary designs. Will cover care and handling and design work. Kit available.

Prerequisite: FLOORC001 & FLOORC004.

22473 FF TH Apr12 9:30-4:00 5 $223.06
22472 FF TU Apr17 7:00-10:00 10 $223.06

Wedding Work And Special Occasion FLOORC002
Focus on bridal bouquets, corsages, boutonnieres, and church and reception pieces. Fresh and artificial floral materials will be use. Kit available.

Prerequisites: FLOORC001 & FLOORC004.

22474 FF TH May24 9:30-4:00 6 $267.67

Style Trends in Design FLOORC025
Explore the latest trends in floral design, with emphasis on advanced and innovative design styles that combine line, form, texture and colour. Kit available.

22476 FF TU Apr10 9:30-4:00 5 $223.06

Special Design Workshops FLOORC006
Create various "theme" presentations, individual and group displays using a variety of floral material. Materials and supplies extra.

Prerequisites: FLOORC001- FLOORC005 inclusive.

22476 FF TU Apr10 9:30-4:00 5 $223.06

Floral - General Interest Workshops

Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca

The courses below require that you purchase supplies - some are available from the instructor or from the college. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information, or to receive the materials list by e-mail, contact Bonnie Pataran.

Easter Blooms FLOOR10017
Create a colourful table arrangement in spring colours for your Easter entertaining. Follow easy instructions using a variety of fresh flowers and greens. Supply list outlines a selection of ideas. Purchased kit available.

22549 FF TH Apr5 6:30-9:30 1 $29.96

Easy Flower Arranging FLOORGI601
Learn to attractively arrange a simple vase and a centerpiece arrangement using fresh flowers. See innovative ideas to create arrangements using inexpensive containers, and simple access to cost tips on care and handling of fresh, silk flowers and greens. Kit available for purchase or your own choice.

22550 FF SA Apr21 9:30-2:30 1 $49.94

Contemporary Floral Design FLOOR10201
Explore interesting techniques to design and create a vibrant and trendy, eye-catching floral arrangement. Use an unique assortment of tropical flowers and greens to create a special arrangement.

22553 FF SA May5 9:30-12:30 1 $29.96

Living Wreath FLOORGI226
Create a great gift for Mother’s Day of for yourself, that can be used indoors or outdoors. Learn how to construct the base and insert a variety of perennials or annuals of your choice and watch it grow throughout the summer. Some supplies available for purchase.

22551 FF FR May11 6:30-9:30 1 $29.96

Table Centrepiece Arrangement FLOORGI686
Add a special touch for Mother’s Day table that you made yourself! Easy to follow directions, complete a horizontal style with fresh cut long lasting flowers and greens. If preferred, add candles for a finishing touch. Then create a beautiful fresh topiary tree. Supply list outlines a selection of ideas. Kit available for purchase.

22552 FF SA May12 9:30-12:30 1 $29.96

Horticulture Plant Identification Certificate

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?
905-575-2309 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1795

Admission Requirements
Successful completion of senior secondary school English or equivalent.
For program details and graduation requirements visit ce.mohawkcollege.ca/horticulture

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

Annuals, Perennials, Bulbs HORTHOR06
Consider annuals, perennials and bulbs for use in modern landscapes, with emphasis on identification, cultural requirements and ornamental value.

21698 FF TU Apr17 7:00-10:00 12 $267.67

Deciduous Shrubs HORTHOR04
Explore and learn about a broad range of deciduous shrubs suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.

21699 FF TH Apr19 6:30-9:30 12 $267.67

Deciduous Trees HORTHOR02
Explore and learn about a broad range of deciduous trees suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.

21700 FF TU Apr17 6:30-9:30 12 $267.67

Fundamentals Of Horticulture HORTHOR01
Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature.

21701 FF WE Apr18 7:00-10:00 12 $267.67

Horticulture - General Interest Workshops

Jump-Start Your Garden For Spring HORTHOR24
Learn professional tips for a beautiful garden. Focus on soil amendment, fertilizers, pruning, summer bulbs, lawn care and maintenance for flowers, shrubs and trees.

21703 FF WE Apr26 6:30-9:30 1 $33.35
Perennial Gardening \textsc{HORTHOR44}
Learn about exciting new varieties of perennials and how to combine them to create shady retreats, deal with drought conditions, and explore container gardening.
21704 FF WE May2 6:30-9:30 2 $64.33

Pruning & Maintenance Of Shrubs And Trees \textsc{HORTHOR36}
Demonstrations with live plants and illustrated presentations by a Certified Arborist are used in the workshop to give you the confidence to prune your shrubs and garden plants successfully.
21709 FF TH May10 6:30-9:30 1 $33.35

\textbf{Landscape Design Certificate}
Mohawk College Certificate
\textbf{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.
\textbf{Questions?} 905-575-2298 / crearts@mohawkcollege.ca 905-318-4188 for mailbox 1795
\textbf{Admission Requirements}
Successful completion of senior secondary school English or equivalent.
For program details and graduation requirements visit \texttt{ce.mohawkcollege.ca\textasciitilde landscapedesign}

\section*{Music}
\textbf{Music Certificate}
Mohawk College Certificate
\textbf{Graduation Requirement:6 core courses + option courses to a total of 180 hours (CREDIT COURSES)}
Explore new musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging, composition, computer music, etc. On successful completion of the program, you will have developed your musical ability to the entrance level of the three-year Applied Music Program at Mohawk College.
\textbf{Questions?} 905-575-2025 / crearts@mohawkcollege.ca 905-575-1212 ext. 3152 / bill.wright@mohawkcollege.ca
\textbf{Admission Requirements}
The program is 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.
For program details and graduation requirements visit \texttt{ce.mohawkcollege.ca\textasciitilde music}

\section*{HORTHOR01- Fundamentals of Horticulture}
Refer to Horticulture Plant Identification Certificate
\textbf{General Plant Identification \textsc{HORTLA010}}
Study identification and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses. Field trips included.
\textbf{NOTE:} This course is a requirement of the Landscape Design Cert. but NOT\textit{\textasciitilde} NOT be used as a credit in the Horticulture Plant Identification Certificate.
21705 FF TH Apr19 6:30-9:30 12 $267.67

\textbf{Landscape Design I \textsc{HORTLA001}}
Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.
21702 FF MO Apr16 7:00-10:00 12 $267.67

\textbf{Landscape Design II \textsc{HORTA007}}
Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation.
21707 FF MO Apr16 7:00-10:00 12 $267.67

\textbf{Landscape Design III \textsc{HORTLA008}}
Develop a more comprehensive understanding of working drawings and communications skills. Topics include layout grading, planting and construction drawings.
21708 FF WE Apr18 7:00-10:00 12 $267.67

\begin{center}
\textbf{Learn your certificate while you work. CE makes it happen!}
\end{center}

\textbf{Piano Adult Class 2 \textsc{MUSCMU200}}
Enhance playing and sight reading techniques as we explore intervals, major scales and basic chords. Classical and popular tunes and duets may also be played. Prerequisite: MU100 or 1 yr playing and sight reading experience.
22260 FF WE Apr18 7:00-8:30 13 $144.99

\textbf{Piano-Adult Class 3 \textsc{MUSCMU300}}
Develop knowledge of major and minor scales and triads while exploring traditional and popular tunes. Prerequisite: MU200 or 2 yrs playing and sight reading experience.
22264 FF TH Apr19 8:30-10:00 13 $144.99

\textbf{Piano-Adult Class 4 \textsc{MUSCMU400}}
Focus on keyboard harmony as applied in classical and popular music. Develop greater knowledge of major and minor scales, arpeggios and dominant 7ths as you continue to explore traditional and popular tunes. Prerequisite: MU300 or 2 years playing experience.
22265 FF WE Apr18 8:30-10:00 13 $144.99

\textbf{Prep Ear Training & Solfge 1 \textsc{MUSC10013}}
22265 FF MO Apr16 6:00-8:00 13 $193.32

\textbf{Theory 2 \textsc{MUSCMU223}}
Continue the study begun in Theory 1 which prepares students for the Royal Conservatory Grade 2 Theory Examinations which can be written in May, August or December. Prerequisite: (MU123)
22266 FF MO Apr16 8:00-10:00 13 $193.32

\textbf{Vocal-Adult Class 1 \textsc{MUSCPA160}}
Improve singing skills with attention to breath control, voice production, stage deportment and intonation.
22267 FF TU Apr17 6:00-7:00 10 $74.35
22268 FF TU Apr17 7:00-8:00 10 $74.35

\textbf{Vocal-Advanced Adult \textsc{MUSCPA360}}
Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: (PA160), or equivalent experience.
22269 FF TU Apr17 8:00-9:30 10 $111.53

\textbf{Musical Performing Ensembles}
\textbf{Jazz Improvisation \textsc{MUSCMU909}}
Explore concepts and techniques of jazz improvisation in an ensemble setting (rhythm section and various woodwinds, brass, strings, vocals). Basic understanding of chords and scales required and ability to “read” notated music a definite asset. No audition required.
For further information, call 905-575-1212 ext. 3152.
22270 FF TH Apr19 6:00-8:00 14 $193.32

\textbf{Give the Gift of Education!}
Gift Certificates available
905-385-4295

Register online at ce.mohawkcollege.ca (*CRN required)
Creative & Visual Arts

Performing Arts

Performing Arts Certificate
Mohawk College Certificate
Graduation Requirement: 14 courses
Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. This certificate will provide you with the fundamentals to pursue a career in theatre arts, and the necessary information and contacts to move forward. Of interest to Media Studies students and those wishing to increase their communication skills, spontaneity and showmanship and apply these skills to your current practices, as well as those planning a career in the industry.

Questions?
905-575-2025 / 905-575-1212 ext. 3009 / crearts@mohawkcollege.ca

For program details and graduation requirements visit
ce.mohawkcollege.ca/performancearts

Acting for Beginners will run in the fall.

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: Acting for Beginners. Location: Staircase Theatre 27 Dundurn St. N. Hamilton
21750 OR MO Apr16 7:00-10:00 8 $161.88

Acting Three: The Feedback Show
CREA10079
You will be given the opportunity to perform past work to an esteemed panel of industry professionals. Gain constructive feedback and an opportunity to network. This guidance can assist your launch towards a professional career as working actor. Rehearsal class.
Prerequisite: Acting Two. Location: Staircase Theatre 27 Dundurn St. N. Hamilton
21749 OR TU Apr17 7:00-10:00 8 $161.88

NEW!
The Master Class
CREA10136
Designed for the serious Actor. You will perform various works to invited professionals from the industry bi-weekly; receive immediate feedback; strengthen your approach & and your auditions. Prerequisite: Acting 3: The Feedback Show.
22432 FF TU Jun12 7:00-10:00 8 $178.44

Photography

Photography Certificates
Mohawk College Certificates
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?
905-575-2298 / 905-575-2312 / crearts@mohawkcollege.ca

Admission Requirements
See catalogue index.

Cameras
- DSLR - aperture priority mode
- shutter priority mode
- program mode
- manual mode
Minimum 4 megapixels

Completion of Certificate
It is your responsibility to monitor your progress through the program. Option credits cannot be used twice.

Prior Learning Assessment & Recognition
See catalogue index.

Applied Certificate
For program details and graduation requirements visit
ce.mohawkcollege.ca/photography

Art Certificate
For program details and graduation requirements visit
ce.mohawkcollege.ca/photography

Advanced Digital Imaging/Photoshop
PHTOPY120
Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110
21794 FF MO Apr16 6:30-9:30 10 $223.06

Architectural Photography
PHTO10030
Explore the principles and techniques associated with architectural photography while you learn to effectively capture extorsions and interiors through the use of composition, lighting, various lenses, digital processing. Course includes two weekend field trips.
Prerequisite: PHTOPY101
21795 FF MO Apr16 7:00-10:00 10 $223.06

Digital Photography 1
PHTOPY101
Achieve better results for your images and a clearer understanding of camera operation. You require a camera and the ability to provide images from CD/DVD or USB drive.
21796 FF MO Apr16 7:00-10:00 10 $223.06
21797 FF TU Apr17 7:00-10:00 10 $223.06
21798 FF WE Apr18 7:00-10:00 10 $223.06
22398 BF WE Apr18 7:00-10:00 10 $223.06
21799 FF TH Apr19 7:00-10:00 10 $223.06

Digital Photography 2
PHTOPY300
Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101
21800 FF TU Apr17 7:00-10:00 10 $223.06

History of Photography
PHTO109(E)
Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.
21801 FF TUTH Apr17 6:15-9:30 9 $223.06

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.
21802 FF TU Apr17 6:30-9:30 10 $223.06
21803 FF WE Apr18 6:30-9:30 10 $223.06

Lightroom
PHTO10054
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 w/LR 3.x (Adobe. com Education Store approx. $90) Prerequisite: PHTOPY101
22274 FF TH Apr19 6:30-9:30 10 $223.06

Media Photography
PHTOPY105
Photograph news worthy events and bring them to life with a journalistic style that you develop through in-class, self-directed and online modalities. Learn about the practical and professional aspects of photojournalism by covering and reporting on local assignments.
Prerequisite: PHTOPY300
22275 FF TH Apr19 6:30-9:30 10 $223.06

Nature Photography
PHTO1006
Learn to photograph various subjects in their natural habitat.flowers, wildlife, insects, geological formations, etc. Saturday field trips May 5, 12. Prerequisite: Digital Photography 1 (PHTO110)
22395 FF MO Apr16 6:30-9:30 10 $223.06

Portraits
PHTO10059
‘Hands-on’ course covers all aspects of portraiture..simple/advanced studio techniques & outdoor/location shoots, effective use of hand-held flash/light studio strobe units, lenses, composition, posing. Field trip part of course. Model fee included. Dates: May 5, 6, 12, 13, 26, 27. Prerequisite: PHTO225
22562 FF SA/SU May 9 9:00-5:30 6 $536.90

Studio Lighting
PHTO225
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
21805 OR TU Apr17 6:30-9:30 10 $202.36

Photography - Specialised Courses/Workshops

Advanced Black and White Digital Imaging
PHTO10022
Lecture techniques to: process color digital image files into black and white; control and change image grey scale; maximize tonal range; prepare files to produce beautiful black and white prints. Knowledge of Photoshop an asset.
22377 FF SA/SU May 9 9:30-4:30 2 $89.22

Digital Cameras-How To Use Yours
Effectively
PHTOCR57
Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera.
22278 FF SA Apr28 9:30-4:30 1 $78.57

Fashion Photography
PHTO10027
A unique opportunity to work with a variety of fashion models and makeup artists in various settings. Hands-on course covers lighting, posing techniques, protocol, ongoing discussion/ demonstration, image critique. DSLR and sound knowledge of camera operation required. Dates are June 20, 21, 23, 24, 26. Critique: Tuesday June 26 7-10.
22280 FF WE/TH Jun20 7:00-10:00 5 $181.01 SA/SU 9:30-4:30
Visual Arts

Visual Arts Certificates
These programs provide a solid base of theory and practice which, with additional training and experience, could lead you to occupations, such as advertising, design, textiles, teaching, recreation, gallery work or self-employment.

Questions? 905-575-2298 / 905-575-2312 / crearts@mohawkcollege.ca

Admission Requirements
See catalogue index.

For program details and graduation requirements visit ce.mohawkcollege.ca/visualarts

Prior Learning Assessment & Recognition
See catalogue index.

Foundation Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
For program details and graduation requirements visit ce.mohawkcollege.ca/visualarts

Intermediate Certificate
Mohawk College Certificate
Graduation Requirement: 7 courses
Admission Requirements
Foundation Certificate
For program details and graduation requirements visit ce.mohawkcollege.ca/visualarts

Advanced Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
Admission Requirements
Intermediate Certificate
For program details and graduation requirements visit ce.mohawkcollege.ca/visualarts

Visual Arts - Other

Visual Arts - Other
Business for Artists - BUSN10098
Visual Documentation - ARTT10039
Portfolio and Presentation - ARTT10040
See Distance Education section of catalogue

NEW!
Feltling CREA10137
In hands-on/studio workshop, you explore and experiment with wet felting, a versatile, strong, warm material to make 3 items such as scarves/jewellery. Materials $16, payable to instructor.
22287 FF SA Apr14 9:30-4:30 1 $78.57

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.
22290 Apr16 $202.36

Mat Cutting CREA10133
Using simple hand tools, you learn to cut your own mats to fit your own artwork (painting, drawing, needlework, photography). Mat colour and frame design are discussed. List of equipment/supplies required will be sent to you ahead of time.
22292 FF SA Jun2 9:30-12:30 1 $41.55

Mosaic-Outdoor Sculpture CREA10124
Use salvaged stone, tile, glass, metal with adhesive and grout to mosaic your sculpture, suitable for out-of-doors. Structural/design considerations, concrete recipes, materials, cutting techniques, colouring will be covered.
Material fee: $60 Location: Copetown. Dates: June 2, 3, 16, 17.
22294 OR SA/SA Jun2 9:00-5:00 4 $232.36

Mosaics CREA10081
Use salvaged and discarded tiles, glass, ceramics, stone, etc. and a variety of bases, adhesives and grouts, to create simple or more complex mosaics. Design, colour and function will be discussed and employed. Materials extra-$approx $20.
22295 FF SA/SA Apr21 9:00-5:00 2 $89.22

NEW!
Paper Making CREA10138
22284 FF SA/SA May6 9:30-4:30 2 $89.22

Safety In The Arts SAFECR442
You complete a self-directed take home test on the hazards associated with painting, printmaking, photography, jewellery, pottery, stained glass, wood carving and other arts.
22296 $42.87

Twig Furniture CREATCR510
Complete a fan back twig willow chair. Materials extra $60 at time of workshop.
22297 FF SA May26 9:30-4:30 1 $146.37

Work Experience Option WORKPW900
You are responsible for arranging your own work place location and supervisor, and MUST receive approval from the Program Manager.
Visual Arts/Photography for your chosen work place BEFORE registering in this course.
22301 $202.36

Design

Design & Colour 1 ARTPG101
Examine elements and principles of design including line, colour, texture and space, through slides, lectures, and projects.
22303 FS MO Apr16 7:00-10:00 10 $223.06

Design & Colour 2 ARTPG201
Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor. Prerequisite: PG101 Basic Design and Colour 1.
22312 FF MO Apr16 7:00-10:00 10 $223.06

Design & Colour 3 ARTPG301
Focus on personal expression and continued experiment with colour and design through self-directed learning, with guidance from instructor. Prerequisite: PG201 Basic Design and Colour 2.
22313 FS MO Apr16 7:00-10:00 10 $223.06

Pottery

Pottery Visit ce.mohawkcollege.ca/artgallery to view projects produced by pottery students.

Some pottery courses have field trips.

Ceramics - Foundation 1 CERACP201
Learn practical work, including preparing clay, forming coil, pinch and slab pots; throwing cylinder forms on the wheel; glazing finished work. Materials and supplies extra.
21552 SC MO Apr16 6:30-9:30 10 $253.06
21557 BF MO Apr16 6:30-9:30 10 $253.06
21553 SC TU Apr17 6:30-9:30 10 $253.06
21554 SC WE Apr18 1:00-4:00 10 $253.06
21555 SC WE Apr18 6:30-9:30 10 $253.06
21556 BF WE Apr18 6:30-9:30 10 $253.06
21556 SC TH Apr19 6:30-9:30 10 $253.06
21559 BF TH Apr19 1:00-4:00 10 $253.06
21560 BF TH Apr19 6:30-9:30 10 $253.06

Ceramics - Foundation 2 CERACP202
Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: PG201 Ceramics Foundation 1.
21561 SC MO Apr16 6:30-9:30 10 $253.06
21562 BF MO Apr16 6:30-9:30 10 $253.06
21563 SC TU Apr17 6:30-9:30 10 $253.06
21564 SC WE Apr18 1:00-4:00 10 $253.06
21565 SC WE Apr18 6:30-9:30 10 $253.06
21638 BF WE Apr18 6:30-9:30 10 $253.06
21645 SC TH Apr19 6:30-9:30 10 $253.06
21649 BF TH Apr19 1:00-4:00 10 $253.06
21660 BF TH Apr19 6:30-9:30 10 $253.06

Register online at ce.mohawkcollege.ca (*CRN required)
Creative & Visual Arts

Ceramics - Foundation 3 CERAPC203
Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: PC202 Ceramics Foundation 2.

21562 SC MO Apr16 6:30-9:30 10 $253.06
21627 BF MO Apr16 6:30-9:30 10 $253.06
21584 SC TU Apr17 6:30-9:30 10 $253.06
21595 SC WE Apr18 1:00-4:00 10 $253.06
21608 SC WE Apr18 6:30-9:30 10 $253.06
21639 BF WE Apr18 6:30-9:30 10 $253.06
21616 SC TH Apr19 6:30-9:30 10 $253.06
21650 BF TH Apr19 1:00-4:00 10 $253.06
21661 BF TH Apr19 6:30-9:30 10 $253.06

Ceramics - Foundation 4 CERAPC204
Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs, and clay objects by combining hand building and throwing techniques. Prerequisite: PC203 Ceramics Foundation 3.

21563 SC MO Apr16 6:30-9:30 10 $253.06
21628 BF MO Apr16 6:30-9:30 10 $253.06
21585 SC TU Apr17 6:30-9:30 10 $253.06
21596 SC WE Apr18 1:00-4:00 10 $253.06
21609 SC WE Apr18 6:30-9:30 10 $253.06
21640 BF WE Apr18 6:30-9:30 10 $253.06
21617 SC TH Apr19 6:30-9:30 10 $253.06
21651 BF TH Apr19 1:00-4:00 10 $253.06
21670 BF TH Apr19 6:30-9:30 10 $253.06

Ceramics - Intermediate 1 CERAPC301
Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: PC204 Ceramics Foundation 4.

21564 SC MO Apr16 6:30-9:30 10 $253.06
21629 BF MO Apr16 6:30-9:30 10 $253.06
21590 SC TU Apr17 6:30-9:30 10 $253.06
21603 SC WE Apr18 1:00-4:00 10 $253.06
21597 SC WE Apr18 6:30-9:30 10 $253.06
21641 BF WE Apr18 6:30-9:30 10 $253.06
21618 SC TH Apr19 6:30-9:30 10 $253.06
21652 BF TH Apr19 1:00-4:00 10 $253.06
21671 BF TH Apr19 6:30-9:30 10 $253.06

Ceramics - Intermediate 2 CERAPC302
Design and construct covered jars with varying shapes and lids. Design and throw a canister set with lid and riveted joints. Prerequisite: PC301 Ceramics Intermediate 1.

21565 SC MO Apr16 6:30-9:30 10 $253.06
21630 BF MO Apr16 6:30-9:30 10 $253.06
21591 SC TU Apr17 6:30-9:30 10 $253.06
21604 SC WE Apr18 1:00-4:00 10 $253.06
21598 SC WE Apr18 6:30-9:30 10 $253.06
21642 BF WE Apr18 6:30-9:30 10 $253.06
21619 SC TH Apr19 6:30-9:30 10 $253.06
21653 BF TH Apr19 1:00-4:00 10 $253.06
21672 BF TH Apr19 6:30-9:30 10 $253.06

Ceramics - Intermediate 3 CERAPC303
Create teapots and casseroles in series with careful attention to body forms, handles, lid fit. Hand build wall tiles, plaques and murals. Prerequisite: PC302 Ceramics Intermediate 2.

21566 SC MO Apr16 6:30-9:30 10 $253.06
21631 BF MO Apr16 6:30-9:30 10 $253.06
21592 SC TU Apr17 6:30-9:30 10 $253.06
21606 SC WE Apr18 1:00-4:00 10 $253.06
21613 SC WE Apr18 6:30-9:30 10 $253.06
21645 BF WE Apr18 6:30-9:30 10 $253.06
21620 SC TH Apr19 6:30-9:30 10 $253.06
21654 BF TH Apr19 1:00-4:00 10 $253.06
21673 BF TH Apr19 6:30-9:30 10 $253.06

Pottery - Specialised Courses and Workshops

NEW!
Raku Firing CREA10140
Hands-on opportunity to participate in a raku firing using a variety of combustible materials. Fast and exciting results. You bring 10, small medium, bisque-fired pieces, weilder’s gloves and raku tongs (if available).
22314 BF SA Apr21 9:00-5:00 1 104.76

Painting

Chinese Brush Painting 1 ARTTPD101
Explore the styles, supplies and equipment used in Chinese brush painting to produce basic and simple strokes.
22315 FF SA Apr14 9:30-12:30 10 $223.06

Chinese Brush Painting 2 ARTTPD102
Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: PD102
22317 FF SA Apr14 9:30-12:30 10 $223.06

Chinese Brush Painting 3 ARTTPD103
Practice basic classical techniques used in painting landscapes. Prerequisite: PD102
22318 FF SA Apr14 9:30-12:30 10 $223.06

Chinese Brush Painting 4 ARTTPD104
Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: PD103
22319 FF SA Apr14 9:30-12:30 10 $223.06

Chinese Brush Painting 5 ARTTPD105
Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: PD104
22320 FF SA Apr14 9:30-12:30 10 $223.06

Chinese Brush Painting 6 ARTTPD106
Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD105
22321 FF SA Apr14 9:30-12:30 10 $223.06

Painting 1 ARTTPD211
Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.
22323 FF TU Apr17 6:30-9:30 10 $223.06

Painting 2 ARTTPD311
Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: PD211 Painting 1.
22324 FF TU Apr17 6:30-9:30 10 $223.06

Painting 3 ARTTPD411
Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: PD311 Painting 2.
22325 FF TU Apr17 6:30-9:30 10 $223.06

Painting 4 ARTTPD511
Recognize and use the nuances of colour to create various effects. Prerequisite: PD411 Painting 3.
22326 FF TU Apr17 6:30-9:30 10 $223.06

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: PC204 Ceramics Foundation
21682 SC MO-FR Apr16 10 $253.06
21683 BF MO-FR Apr16 10 $253.06

See work done by faculty and students [ce.mohawkcollege.ca/artgallery]
Painting 5  ARTTPD611  Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the impressionists to the smooth, brushless quality of trompe l’oeil. Prerequisite: PD511

Painting 4.  22327  FF  TU  Apr17  6:30-9:30  10  $223.06

Painting 6  ARTTPD711  Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: PD611.

Watercolour Painting 1  ARTTPD231  You work from sketches and still life to produce a finishing painted showing shape and form, movement and perspective. creatarts@mohawkcollege.ca for list of materials.

Watercolour Painting 1.  22329  FF  MO  Apr16  6:30-9:30  10  $223.06

Watercolour Painting 2  ARTTPD331  Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: PD231 Watercolour Painting 1.

Watercolour Painting 3  ARTTPD431  Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: PD331 Watercolour Painting 2.

Watercolour Painting 4  ARTTPD531  Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3.

Watercolour Painting 5  ARTTPD631  Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complementary colour and triads. Prerequisite: PD531 Watercolour Painting 4.

Watercolour Painting 6  ARTTPD731  Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5.

Painting - Specialised Courses/Workshops


Encastmatic  ARTT10037  All skill levels. Using beeswax, pigment, appropriate tools/materials, you explore this ancient technique revisited by today’s artists including heating/colouring wax, incising, embedding, transfer images. New techniques and materials added. Some painting experience beneficial. Material fee $35.00.

Drawing

FASHION DRAWING - FASHPA201  See Fashion Design Certificate

Drawing 1  ARTTPD201  Enhance your ability to observe and record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, and gesture using charcoal, pencil, and conte crayon.

Drawing 2  ARTTPD301  Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: PD201 Drawing 1.

Drawing 3  ARTTPD401  Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: PD301 Drawing 2.

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

Drawing - Specialized Courses/Workshops

Nuts and Bolts - Drawing in 3D  ARTP10038  Learn how to develop basic 3D illustrations. You will create both quick sketches and precise drawings with an emphasis on line work and equipment handling. List of required supplies will be sent ahead of time.

Pen and Ink  ARTTP10042  Explore fundamentals of pen and ink for various applications through practical demonstrations and hands-on exercises. All skill levels. Materials extra.

Jewellery & Silversmithing

Jewellery - Construction  CREAPJ205  Using materials such as; metals, resins, stones and leather, you design and construct dynamic, one-of-a-kind, jewellery. Focus on design principles, surfaces, colour, wirework and finishing techniques. Materials extra. Start-up kit, $10 due first night of course.

Pen and Ink  ARTTP10042  Explore fundamentals of pen and ink for various applications through practical demonstrations and hands-on exercises. All skill levels. Materials extra.

Jewellery and Silversmithing 1  CREAPJ201  Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. $30).  22349  BF  TU  Apr17  1:30-4:30  10  $243.06

Jewellery and Silversmithing 2  CREAPJ202  Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.  22351  BF  TU  Apr17  1:30-4:30  10  $243.06

Jewellery and Silversmithing 3  CREAPJ301  Explore different methods of texturing metal. Design your own pieces and complete a brooch or pendant. Materials extra. Prerequisites: PJ202. Recommended Drawing 1 (ARTTPD201) prior to taking this course.

Jewellery and Silversmithing 4  CREAPJ302  Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.

Jewellery and Silversmithing 5  CREAPJ401  Develop your own program and projects in consultation with the instructor. Casting not part of this course. Prerequisite: PJ302. Materials extra.

Precious Metal Clay 1  CREAP10080  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.

Precious Metal Clay 2  CREAP10128  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: CREAP10080

Register online at ce.mohawkcollege.ca (*CRN required)
Creative & Visual Arts / Distance Education/Online Learning

Jewellery - Specialised Courses/Workshops

Beadweaving - Introduction CREA10134

Design & complete your own bracelet, pendant and earrings using various wires, beadwork techniques, beads and tools. Materials $20, payable to instructor.

Jewellery-Beginners Wirework CREA10037

Materials of Tole Sculpture carving. Materials including including 3 stitches. Please provide the materials for the course.

Rings Only! CREA10117

Using Precious Metal Clay (PMC), you fabricate rings from ring blanks and nesting rings that can include bezels. No previous experience necessary. Materials fee $75.

Carving & Sculpture

Carving And Sculpture In Wood 1 CREATPS231

Study carving in the round including characteristics of wood, basic tools for carving and principles of three-dimensional design. Materials extra.

Carving and Sculpture in Wood 2 CREATPS232

Enhance skill in carving in the round and relief carving. Materials extra. Prerequisite: PS231 Carving and Sculpture in Wood 1.

Carving and Sculpture in Wood 3 CREATPS331

Develop techniques for handling more difficult materials including decorative chip and gouge carving. Prerequisite: PS232 Carving and Sculpture in Wood 2.

Paper Tole

Paper Tole 1 CREATPC126

Develop basic skills with emphasis on terminology, pattern planning, uses and control of the cutting knife; matting and framing. Materials cost approximately $45.00.

Paper Tole 2 CREATPC130

Enhance skills in sculpturing and molding with emphasis on shape and structures. Select ships, water birds or fish. Prerequisite: PC129 Paper Tole 4. Material Fee: $45.00.

Paper Tole 3 CREATPC131

Concentrate on profiles of animals, and the human form with emphasis on perspective. Prerequisite: PC130 Paper Tole 5. You are responsible for material costs.

Distance Education/Online Learning

What is Distance Education/Online Learning? Distance education/online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14 week period and are instructor-led.

They are not self-paced, nor self-directed. You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least: PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/Vista/Win7. MAC: Intel x86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard) The campus codes identify delivery through OntarioLearn (OL) or Distance Education (DE). Your start-up information is different depending on delivery methods.

Textbooks

Textbooks are not included in course fees. Order texts online at mohawk.bookware3000.ca

Exams

For exam information visit disted.mohawkcollege.ca. All work and scheduled exams must be completed by course end date. Questions: disted@mohawkcollege.ca

Questions? 905-575-2703 / disted@mohawkcollege.ca

OL - OntarioLearn.com

To see if online education fits your learning style, go to OntarioLearn.com and click on Online Learning to participate in a short quiz titled, “Are You Ready for On-line Learning?”

Start Date/Registration Deadline

Most courses start on Friday, May 11, 2012. We must receive your registration no later than Wednesday, May 16, 2012. Monthly Intakes available for some courses.

Getting Started

You can start your course by visiting disted.mohawkcollege.ca. Your course officially begins Friday, May 11, 2012. It is your responsibility to log in to your course(s) prior to the refund deadline.

Refunds

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

DE - Distance Education

Instructors are available by phone and/or email for all courses.

Registration Deadline

You can register up to 6 calendar days after the official start date unless otherwise stated.

Getting Started

You will receive your course information by mail. It is your responsibility to log in to your course(s) prior to the refund deadline. Textbooks are not included.

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Associated Professional Programs

Condominium Management (ACMO) Certificate

Mohawk College Certificate

Graduation Requirement: 5 courses

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

Membership Questions?

Information on ACMO membership and CRM exam available at 905-826-6890, 1-800-265-3263, jschenk@acmo.org or www.acmo.org

For program details and graduation requirements visit disted.mohawkcollege.ca/acmo

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.

Instructors are available by phone and/or email for all courses.

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Introduction To Condominium Law LAWCSDM01

Learn the fundamentals of condominium law. Focus on the Ontario Condominium Act and working with related governance including Declarations, By-laws and Rules and other legislation affecting condominiums. 42 hours

Physical Building Management MGTMCDM02

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 (MGTMTEA631). 42 hours

Book your Distance Education exam online at disted.mohawkcollege.ca

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Getting Started

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Refunds

Refund requests must be received within 6 days of the published start date of the course. A $20 administrative fee is non-refundable.
Financial Planning For Condominium Managers FINCCDM03
Examine sound fiscal policies and procedures necessary for a condominium’s long term economic success. Focus on budget, collection, expenses, reserve fund, investment, accounting methods, financial statement, cash-flow planning, audit, borrowing, and treasurers and auditors. Working knowledge of Excel, Word and basic bookkeeping is required. 42 hours
2121 DE Apr12 $474.40

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 situations. 42 hours
2121 DE Apr12 $474.40

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

Questions? Canadian Institute of Bookkeeping at www.cibcb.com / 416-929-9420 / fax:416-929-8815 / info@cibcb.com
Visit www.cibcb.com to view Mohawk College equivalencies to C.I.B. courses. For details visit ce.mohawkcollege.ca/CIB

Cost Management ACCT10017
Examine preparation and use of managerial cost accounting data in planning, controlling and decision-making in manufacturing and service operations. Consider new and traditional costing systems, budgeting, and basic differential analysis. Equivalent to Canadian Institute of Bookkeeping CIB331 and Management Accounting (ACCTCB203). Prerequisite: Accounting - Introductory I (ACCTMCS01). 42 hours
21357 OL May11 $333.36

Payroll Administration ACCTB1U92
Examine maintaining payroll records, salaries, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; record of Employment preparation; T4s and T4 Summary preparation; Workers’ Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I (ACCTMCS01). Grade of 65% or better required to receive CIB credit. 42 hours
21413 OL Jul3 $333.36

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 Taxation (ACCTAC409). Prerequisites: Accounting - Introductory I (ACCTMCS01) and Accounting - Introductory II (ACCTMCS02). 45 hours
21393 OL May11 $353.38

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. Mohawk College is no longer hosting the examination. For approved exam locations, visit www.ilco.on.ca

Admission Requirements RECOMMENDED: Experience in the legal field.
For program details visit ce.mohawkcollege.ca/lawclerk

Corporate Procedures LAWSELC6 CRN 12310 Start Date: March 19 $367.33

WATCH FOR COURSES NEXT TERM.

Business

Applied Accounting Bookkeeping
Acknowledgement of Completion
Graduation Requirement: 3 courses
Develop your skills and knowledge in Bookkeeping. These courses are also part of the Integrated Accounting Certificate. You will have 12 weeks to complete each course.

Questions? 905-575-2703 / disted@mohawkcollege.ca

Applied Accounting-Bookkeeping 1 ACCTBZ018
Explore the basics of bookkeeping including: journals, ledgers, spreadsheets, and financial statements. 36 hours
21164 DE Apr16 $240.31
21150 DE May18 $240.31

Applied Accounting-Bookkeeping 2 ACCTBZ019
Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: Applied Accounting-Bookkeeping 1 (ACCTBZ2018). 36 hours
21155 DE Apr16 $240.31
21151 DE May18 $240.31

Applied Accounting-Bookkeeping 3 ACCTBZ020
Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: Applied Accounting-Bookkeeping 2 (ACCTBZ2019). 36 hours
21166 DE Apr16 $240.31
21152 DE May18 $240.31

Business - Other

Advertising & Sales Promotion ADVR10039
Examine advertising, sales promotion, public relations, direct marketing, internet marketing and ethical and regulatory considerations as components of an integrated marketing communications framework. Equivalent to Advertising (MRKTMK361), 56 hours
21079 OL May11 $415.48

Applied Marketing Research MRKT10030
Examine the role of marketing research in today’s competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship and explore real world research applications. Equivalent to Market Research (MRKTMK450). 45 hours
21287 OL May11 $353.38

Dental Terminology COMM10168
Develop sound knowledge of dental terms, with an emphasis on anatomy, instrumentation and terminology specific to dental disease, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion. 36 hours
21043 OL May11 $293.31

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 promotion of a business plan. 42 hours
21160 OL May11 $333.36

Introduction To E-Business INFOBU396
Explore technology, concepts and issues in electronic business conducted through the World Wide Web. Examine issues related to security, authentication, privacy, encryption, intellectual property rights, acceptable use policies, and legal liabilities. MS FrontPage & FTP Software required. 45 hours
22262 OL May11 $353.38

Leadership in a Team Environment MGMTCO096
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
21265 OL May11 $353.38

Management of Organizational, Strategic and Marketing Plans MGMTCO094
Work in teams to analyze an existing organizational situation, recommend a strategic direction for the organization, and develop a detailed marketing plan to support it. 60 hours
21340 OL May11 $438.06

Marketing on the World Wide Web MRKTKO026
Analyze how segmentation, target marketing and positioning are executed and the unique dimensions of product, pricing, place and promotion on the World Wide Web. Significant student collaboration, research and discussions required. Prerequisites: Introductory marketing, computer and communications. 42 hours
21232 OL May11 $333.36

Start-Up Nation BUSN10095
Examine entrepreneurship and its influence in today’s world. Topics include intrapreneurship, social entrepreneurship, virtual businesses and e-commerce. Examine examples of innovation and the role of technology in the evolution of entrepreneurship. 28 hours
21430 DE May10 $186.91

Register online at ce.mohawkcollege.ca (*CRN required)
Business Studies Certificate
Mohawk College Certificate
Graduation Requirement: 11 courses
Develop or enhance your skills and knowledge for successful entry into the business world. This certificate will provide an introduction to a variety of different business areas.

Questions?
905-575-2703 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

For program details and graduation requirements visit: disted.mohawkcollege.ca/businessstudies

Accounting - Introductory I ACCTMCS01
Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to Accounting 1 (ACCTCB101). 45 hours
21230 OL May11 $353.38
21388 OL Jun $353.38
21389 OL Jul3 $353.38

Accounting - Introductory II ACCTMCS02
Continue your study with a focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Equivalent to Canadian Institute of Bookkeeping CIB113. Prerequisite: Accounting - Introductory I (ACCTMCS01). 45 hours
21227 OL May11 $353.38
21390 OL Jul3 $353.38

Business Law - Introductory LAWSMCS05
Develop the legal perspectives you need to conduct business in an environment increasingly affected by legislation. Focus on employment law, contracts, torts, business organizations, human rights, creditor's rights and marketing law. Equivalent to Business Law (BUSNCB436). 45 hours
21028 OL May11 $353.38
21410 OL Jul3 $353.38

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 (ECONEBB22). Prerequisite: Microeconomics - Introductory (ECONMCS03). 45 hours
21117 OL May11 $353.38
21309 OL Jul3 $353.38

Management Operations MGTMCS07
Examine responsibilities of operations managers in manufacturing and non-manufacturing organizations and current tools including JIT, MRP, ERP, SAP and more. Equivalent to Operations Management (BUSNGB335). 45 hours
21067 OL May11 $353.38

Management Principles MGTMCS06
Explore the development of modern management and organizational theory. Consider processes of planning, organizing, directing and controlling. Focus on contemporary views of management, behavioral strategies and techniques, ethical and social responsibilities in the practice of management, and an overview of human relations. 45 hours
21228 OL May11 $353.38
21310 OL Jul3 $353.38

Marketing Principles MRKTMC508
Examine marketing strategies and their role in achieving organizational objectives. Focus on marketing process and environments; planning and data collection; buyer behaviour and targeting strategies; and marketing mix. Equivalent to Marketing 1 (MRKTCB158). 45 hours
21229 OL May11 $353.38

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). Prerequisite: Marketing Principles (MRKTMC508). 45 hours
21084 OL May11 $353.38

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 to the economic marketplace. Equivalent to Microeconomics (ECONEB122). 45 hours
21255 OL May11 $353.38
21366 OL Jun1 $353.38

Quantitative Methods 1 BUSN10045
Benefit from an introduction to the use of graphs to present information and study basic measures of central tendencies and dispersions for both sample and population. Learn to use math functions to describe business relationships and builds models, and linear and quadratic functions and constrained optimization for practical business situations. 45 hours
21118 OL May11 $353.38

Financial Planning Certificate
Mohawk College Certificate
Graduation Requirement: 4 courses
CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This in-house, four-course Certificate program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accreditation exams. Students applying the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater.

Questions?
905-575-2703 / disted@mohawkcollege.ca
dennis.m.cheredar@mohawkcollege.ca

For program details and graduation requirements visit: ce.mohawkcollege.ca/financialplanning

Financial Environment FINCFP011
Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. 45 hours
21114 OL May11 $563.45

Life and Death Issues of Financial Planning FINCFP012
Analyze risk exposures and the strategies used to address them. Consider estate planning and the effects of different courses of action on the funds available to your heirs after death. 45 hours
21153 OL May11 $563.45

Investment Planning FINCFP013
Develop an understanding of capital markets with attention to securities, operation of securities markets, modern portfolio theory, Canadian financial markets, investor objectives and balancing risk and return. 45 hours
21145 OL May11 $563.45

Retirement Planning And Case Studies FINCFP014
Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. THIS COURSE MUST BE TAKEN FIRST. Prerequisites: Financial Environment (FINCFP011), Life and Death Issues of Financial Planning (FP012) and Investment Planning (FP013). 45 hours
21115 OL May11 $563.45

CGA Equivalency Courses
The following courses can be used as credits with the Certified General Accountants of Ontario. For transfer credit information visit www.cga-ontario.org.
A grade of 70% is required in each equivalent course to obtain a transfer credit.

Questions?
905-575-2703 / disted@mohawkcollege.ca

CGA Equivalency Courses

Auditing I ACCT10026
Concentrate on the fundamentals of external audits. Focus on the purpose of audits; reporting, professional standards and ethics; legal liability; audit evidence, and documentation; planning and analysis; materiality and risk; and internal control. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours
21540 OL May11 $333.36

Auditing II ACCT10027
Further develop auditing skills with in-depth study of internal controls. Learn to audit sales, acquisitions, payroll, inventory and cash balances and related income statements and balance sheets. Prerequisite: Auditing I (ACCT10026). 56 hours
21541 OL May11 $415.48

Business Finance I ACCT10028
Develop broad understanding of financial management including financial statement analysis, valuation of cash flows, risk and return and capital budgeting. Draw on theory learned in previous study to enhance financial decision-making skills. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours
21542 OL May11 $333.36

Book your Distance Education exam online at disted.mohawkcollege.ca
Distance Education/Online Learning

Business Finance II  ACCT10029
Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: Business Finance I (ACCT10028), 56 hours
21543 OL May11 $415.48

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. Prerequisites: Accounting - Introductory I (ACCTMC301) or Finance and Accounting (ACCTPIR23), 48 hours
21537 OL May11 $370.32

Cost and Managerial Accounting II  ACCT10025
Learn to handle fixed manufacturing overhead on income statements, and approaches for measuring performance. Topics include allocating costs for service departments and joint processes, pricing, quality costs, and analyzing cost behaviour. Equivalent to: Cost and Managerial Accounting 2 (ACCTAC436), Prerequisite: Cost and Managerial Accounting I (ACCT10024), 48 hours
21538 OL May11 $370.32

Compensation and Benefits HRESPIR11
Examine the theoretical and applied aspects of the compensation function used in all organizations. Major factors that influence the design of a compensation system will be studied. Prerequisite: Human Resource Management Studies (MGMTBPC01), 45 hours
21250 OL May11 $353.38

Finance And Accounting ACCTPIR23
An understanding of accounting concepts is an important asset in human resource management. Explore the relationships between management of performance and basic management functions of planning, coordination and control. Basic knowledge of accounting is recommended. Prerequisite: Human Resource Management Studies (MGMTBPC01), 42 hours
21035 OL May11 $333.36
21409 OL Jun1 $333.36
21524 OL Jul3 $333.36

Human Resource Management Studies MGMTBPC01
Explore the strategic importance of HR management. Topics include job analysis and design, planning, recruitment and selection, government and legal challenges, orientation and training, management development and career planning. Employee motivation, performance appraisal, compensation management, financial incentives, employee benefits and services, employee relations, and the Union-Management framework will also be studied. 60 hours
21029 OL May11 $438.06
21373 OL Jun1 $438.06
21502 OL Jul3 $438.06

Human Resources Planning and Staffing HRESPIR17
Learn how to forecast the human resource needs of an organization within ambient socio-political situations. 42 hours
21210 OL May11 $333.36
21525 OL Jul3 $333.36

Human Resources Certificate
Mohawk College Certificate
Graduation Requirement: 9 courses
Courses are approved by the Human Resources Professionals Association of Ontario (HRPAO).
HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:
In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to www.hrpa.ca or call 1-800-387-1311.
Students who have successfully completed the 9 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam. For program details and graduation requirements visit: ce.mohawkcollege.ca/humanresources

Introduction To Industrial Relations LABRPIR08 (E)
Examine theory and practice with emphasis on union-management relations, industrial relations processes, and bargaining issues. Explore the collective bargaining process, and administration of the collective agreement, grievances and arbitration. Prerequisite: Human Resource Management Studies (MGMTBPC01), 42 hours
21171 OL May11 $333.36
21526 OL Jul3 $333.36

Occupational Health & Safety SAFEPIR21
Broaden your knowledge of OHS. Topics include legislation, WSIB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of OHSA Programs. 45 hours
21033 OL May11 $353.38
21404 OL Jun1 $353.38
21385 OL Jul3 $353.38

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: Human Resource Management Studies (MGMTBPC01), 42 hours
21546 OL May11-Jun29 $333.36
21034 OL May11-Aug17 $333.36
21380 OL Jun1 $333.36
21360 OL Jul3 $333.36

Free Academic Upgrading
905-575-2029

Register online at ce.mohawkcollege.ca (*CRN required)
NEW!

Dispute Resolution HMNS10093
Examine alternative dispute resolution in its historical, social and legal context. Develop skills in the various stages of mediation and consider models and practical techniques for successful negotiation. Prerequisite: Human Resources Management Studies (MGMTPC01). 42 hours
22414 OL May11 $333.36

Personnel Research Techniques and HRIS HRES10017
Study basic analytical techniques and research and design methodology relating to human resource information systems. Equivalent to HR Research and Information Systems (HRESHRM16). Prerequisite: Human Resource Management Studies (MGMTPC01). 42 hours
21293 OL May11 $333.36

Industrial Distribution Leadership Certificate
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?
905-575-2703 / disted@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/IDL

WATCH FOR COURSES NEXT TERM.

Industrial Relations Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
For program details and graduation requirements visit ce.mohawkcollege.ca/industrialrelations
See other course listings under Human Resources Certificate.

NEW!

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. 39 hours
22561 OL May11 $313.33

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
21258 OL May11 $333.36

Leadership Development Series
For program details visit ce.mohawkcollege.ca/leadershipdevelopment

Employment Law (LDS) LAWS10090
Examine federal and provincial statutory and common employment law. Topics include employment standards, health and safety, labour relations, privacy and human rights legislation applicable to management and unionized employees and leaders. 30 hours
21547 OL May11 $258.26

Legal - Other

Introduction To Legal Office Practice And Procedures OADM10009
Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended: Legal Terminology (LAWS10005). 42 hours
21158 OL May11 $333.36

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
21292 OL May11 $333.36

Law Office Accounting ACCT10007
Focus on the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. Prerequisites: Introduction to Legal Office Practice And Procedures (OADM10009). and Legal Terminology (LAWS10005). 42 hours
21062 OL May11 $333.36

Legal Terminology LAWS10005
Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 42 hours
21216 OL May11 $333.36

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
21045 OL May11 $333.36

Book your Distance Education exam online at disted.mohawkcollege.ca

Long Term Care Management
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 manage2nt of the facility operations and this program allows students to have an understanding of the long-term care industry.

Background in the following subject areas is strongly recommended: Health Science/Community Services Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism (focus in Accommodation or Food and Beverage); Business Administration; and/or have relevant management experience.

Questions?
905-575-2703 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

disted.mohawkcollege.ca/longtermcaremgmt

Financial Management (Retirement Communities/Long Term Care) FINC10008
Learn to use financial management and budgeting tools common to the private and for profit sectors. Canadian financial infrastructure, funding and health care system also receive emphasis. 45 hours
21329 OL May11 $353.38

Food Nutrition & Hospitality Management for Retirement HLTH10109
Investigate the nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. 45 hours
21337 OL May11 $353.38

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. 45 hours
21419 OL May11 $353.38

Operational Overview in Long-term Care HLTH10110
Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours
21339 OL May11 $353.38

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: Operational Overview in Long-term Care (HLTH10110). 45 hours
21148 OL May11 $353.38

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. 45 hours
21418 OL May11 $353.38

Need Help?
AskMohawk at ce.mohawkcollege.ca
Distance Education/Online Learning

Manufacturing Leadership Certificate
Mohawk College Certificate
Graduation Requirement: 7 courses
For program details and graduation requirements visit disted.mohawkcollege.ca/manufacturingleadership

Coaching And Developing People
MGMTCM03
Proven and practical strategies for coaching and communicating, getting work done, resolving conflict, improving performance and developing positive working relationships are presented. Manual included. 30 hours
21261 OL May11 $501.80

Continuous Improvement Process
QUALCM06
Become familiar with the concepts, terms and methods used by today’s industry to pursue continuous improvement. Manual included. 30 hours
21119 OL May11 $501.80

Developing Effective Teams
MGMTCM04
New and aspiring supervisors develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. You will learn how various team structures can help organizations make the most of their human resources. Manual included. 30 hours
21444 OL May11 $501.80

Supervisory Skills For Business And Industry
MGMTCM02
Supervisors will develop specialized skills such as time management, effective communication, customer relations, an understanding of complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. Manual included. 30 hours
21263 OL May11 $501.80

The Business of Tomorrow
BUSN10047
Learn to deal with issues and questions related to two manufacturing challenges: the global economy and the changing workplace. Intended for supervisors, course topics include implementing change, the impacts from global competitors, understanding the workforce ‘mosaic’, committing to continuous learning and helping others to do the same. Manual included. 30 hours
21100 OL May11 $501.80

Ontario Management Development Studies
This program has been phased out and replaced by a new program titled Leadership Development Series. You should only take the courses listed below to complete the current OMDP certificate. These courses cannot be used towards the new Leadership Development series. Visit ce.mohawkcollege.ca/OMDP for details.
Questions? 905-575-2703 / disted@mohawkcollege.ca

cathie.duncan@mohawkcollege.ca

Critical & Creative Thinking
BUSN10022
Hone your abilities to think creatively and apply critical thinking and reasoning to personal and work situations. Sound card required, mandatory group work. 30 hours
21080 OL May11 $253.26

Dealing With Difficult People
CONFBU397
Discover how understanding and working with all kinds of personalities contributes to management success. Learn to assess personality styles, establish rapport, read body language, and connect with anyone you choose. 30 hours
21161 OL May11 $253.26
21412 OL Jul3 $253.26

Effective Supervision-Human Relations
MGMTMD221
Enhance your understanding of people, with emphasis on motivation, handling conflict, delegation, building morale and more. Develop practical insights into handling people effectively and improve your overall performance. 30 hours
21187 OL May11 $253.26

How to Start a Small Business
SBMGMG249
Focus on the fundamentals of business operation with emphasis on creating a business plan. 30 hours
21407 OL May11 $253.26

Personal Success
MGMTMD278
Learn to thrive in the workplace and socially. Enhance your abilities in public speaking, listening, and self-presentation. Topics include techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time and stress management. 30 hours
21189 OL May11 $253.26

Small Business Bookkeeping
ACCTMD103
Develop an understanding of the basics of bookkeeping and the role of accounting in managing a small business effectively. 30 hours
21435 OL May11 $253.26

Professional Sales
Ethical Issues in Business
BUSN10010(E)
Using case studies drawn from real business situations and research papers, you will explore business ethics. Reports and presentations are required. 45 hours
21018 OL May11 $353.38

Principles of Sales
BUSN10021
Learn to develop and penetrate your accounts effectively using profitable selling strategies. ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED. Knowledge/experience in marketing recommended. Equivalent to Applied Selling (MRKTMG355), 56 hours
21324 OL May11 $415.48

Selling For Success
MRKT10025
Prepare for a successful sales career. Explore the selling process, ethics, technology applications, negotiation and customer relations. Hone your communication skills by preparing and delivering a sales presentation. Prerequisite: Marketing Principles (MRKTMG080). 48 hours
21116 OL May11 $370.32

Strategies for Fostering Client Loyalty
BUSN10058
Gain insights and ideas for creating lasting and genuine customer relationships that will withstand the competitive overtures of other companies. 45 hours
21323 OL May11 $353.38

Project Management
Introduction to Project Management
HRES10013
Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. 48 hours
21092 OL May11 $370.32
21368 OL Jun1 $370.32
21411 OL Jul3 $370.32

Project Management Scheduling Software
INFO10105
Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Required: MS Project 2010 software. Prerequisite: Introduction to Project Management (HRES10013). 48 hours
21111 OL May11 $370.32
21375 OL Jul3 $370.32

Small Business and Entrepreneurship Certificate
Ontario College Certificate
Graduation Requirement: 10 courses
Develop or enhance your skills and knowledge for successful small business ownership, or management roles. You will develop a comprehensive business plan useful for securing financing and strategic business planning.
Questions? 905-575-2703 / disted@mohawkcollege.ca
mike.piczak@mohawkcollege.ca

Admission Requirements
OSSD or equivalent
For program details and graduation requirements visit disted.mohawkcollege.ca/smallbusentrepreneurship

Intro To Small Business And Entrepreneurship
SBMGSB101
Learn success skills important for small business ownership. Develop understanding of the historical and political context of small business in Canada and the major financial areas of business management. 70 hours
21240 OL May11 $494.51

Managing The Small Business
SBMG10013
Study best practices and proven approaches for handling people, data, and systems in the small business. Focus on content and process skills including decision-making, presenting arguments, building teams, introducing change and leadership. 42 hours
21465 OL May11 $333.36

Register online at ce.mohawkcollege.ca (*CRN required)
**Distance Education/Online Learning**

*Operations And Legal Issues*

**SBMG1020**
Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite: Intro to Small Business And Entrepreneurship (SBMGSB101). 56 hours  
21065 OL May11 $415.48

*Computer Skills 1*

**SBMG10014**
Learn to use Windows 7 and other software to produce business reports, work with existing spreadsheets, communicate via E-mail and browse the Web. Assignments will become components of the student’s written business plan. 42 hours  
21266 OL May11 $333.36

*Computer Skills 2*

**SBMG10016**
Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: Computer Skills 1 (SBMG10014). 42 hours  
21267 OL May11 $415.48

*Small Business-Financial Management*

**MGMTSB102**
Prepare for an entrepreneurial role as a general manager rather than a financial specialist. Develop a broad understanding of accounting and financial management concepts. Prerequisite: Intro to Small Business And Entrepreneurship (SBMGSB101). 56 hours  
21241 OL May11 $415.48

*Small Business Marketing Skills*

**SBMG10000**
Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: Intro to Small Business And Entrepreneurship (SBMGSB101). 56 hours  
21156 OL May11 $415.48

*The Detailed Business Plan*

**SBMG10015**
Learn to research, develop and present a comprehensive business plan for a business of your choice. Prerequisites: Intro to Small Business And Entrepreneurship (SBMGSB101), Computer Skills 1 (SBMG10014), Computer Skills 2 (SBMG10016), Small Business Marketing Skills (SBMG10000), Operations And Legal Issues (SBMGSB202) and Small Business-Financial Management (MGMTSB102). 56 hours  
21268 OL May11 $415.48

**Office Skills**

*Veterinary Office Management Certificate*

**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

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*Basic Veterinary Pharmacology*

**HSCI10135**
Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: Veterinary Lab Procedures (HLT10098), 36 hours  
21302 OL May11 $293.31

*Veterinary Anaesthesia*

**VETR10000**
Focus on the fundamentals of Veterinary Anaesthesia, with emphasis on equipment, preparing animals for anaesthesia, monitoring and the post anaesthetic period. Prerequisite: Basic Veterinary Pharmacology (HSCI10135), 36 hours  
21394 OL May11 $293.31

*Building and Maintaining Customer Relationships*

**BUSN10034**
Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business, 48 hours  
21061 OL May11 $370.32

*Ward Clerk Certificate*

**Mohawk College Certificate**
Graduation Requirement: 6 courses  
Develop essential skills for employment as a hospital ward clerk/secretary. Completion of medical keyboarding is strongly recommended to enhance your employment opportunities. Questions? 905-575-2703 / disted@mohawkcollege.ca shelley.kitchen@mohawkcollege.ca

*Admission Requirements*  
Grade 12 diploma, or equivalency, and basic computer skills. Experience in the health care setting is an asset.  
For program details and graduation requirements visit disted.mohawkcollege.ca/wardclerk

*Medical Keyboarding (KEYB10005)* is strongly recommended.

*Comprehending Medical Terms and Diagnoses*

**HSCI10003**
Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to Medical Terminology (OADMOA323), 42 hours  
21001 OL May11 $333.36

21369 OL Jun1 $333.36

21317 OL Jul3 $333.36

*Medical Conditions for Medical Office Professionals*

**HSCI10002**
Examine common medical conditions and review pertinent anatomy and physiology. Consider the relationship of aging and the body’s systems. Open to those currently working in healthcare or those interested in this career direction. 36 hours  
21000 OL May11 $293.31

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**Train for a new career in animal care**

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**Book your DE exam online**

disted.mohawkcollege.ca
Distance Education/Online Learning

Pharmacology for the Medical Office 
HSCI10024
Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. This course will interest people currently employed or those aspiring to employment in health related areas. 36 hours
21208 OL May11 $293.31

Understanding Medical Tests for 
Medical Office Staff HSCI10025
Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours
21214 OL May11 $293.31

Understanding Surgical Procedures for 
Medical Office Staff HSCI10026
Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours
21215 OL May11 $293.31

Working And Communicating In A 
Medical Setting COMM10021
Develop your communication skills, with emphasis on verbal and nonverbal communication, communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations. 36 hours
21209 OL May11 $293.31

Office Skills - Other

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
21210 OL May11 $293.31

Medical Keyboarding KEYB10005
Increase your knowledge of specific terms and improve keyboarding speed and accuracy. Includes case histories, a variety of medical reports, technical terminology and timed writings. Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003) and keyboarding skills of 30 net words per minute. 42 hours
21239 OL May11 $333.36

Medical OHIP Billing OADM10010
Study the basics of efficient Health Claim Billing in Ontario. Learn to use the Schedule of Benefits and Premambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to Health Insurance Billing (INSR0A30). Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003). 42 hours
21281 OL May11 $333.36

Medical Terminology II - Pronunciation 
HSCI10157
Enhance your understanding of medical terminology studied previously with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required speaker and microphone. Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours
21472 OL May11 $293.31

Styles and Practices of Medical 
Transcription HSCI10152
Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMM0041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 42 hours
21437 OL May11 $333.36

Computers

For details on certificate and acknowledgement visit ce.mohawkcollege.ca/buscomputer

What you need.
Access to a computer with appropriate software. Instructors provide assistance with course content but cannot provide any technical support; your Internet Service Provider is responsible for such support.

SOFTWARE VERSIONS
Windows XP Operating System
Windows Vista Operating System
Windows 7 Operating System
Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)
Access, Excel, PowerPoint, Word: Office 2010
Outlook 2010
Visio 2010
Photoshop Elements 9
Publisher 2007
Software is your responsibility and is not included in course fees.

Business Computer Applications Certificate

Mohawk College Certificate Graduation Requirement: 9 courses Questions? 905-575-2703 / disted@mohawkcollege.ca For program details and graduation requirements visit ce.mohawkcollege.ca/buscomputer

Access Core INFO10081 Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design tables and use forms, queries, and reports. Prerequisite: Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours
21125 DE Apr16 $240.31

Access Expert INFOBW305 Learn to use Access 2007 pivot tables & charts, import and export data to Excel, work with table analyzers and junction (JOIN) and use macros. Prerequisite: Access Core (INFO10081). 18 hours
21551 DE Apr16 $120.15

Adobe Photoshop Elements INFO10069 Create slide shows, calendars and more, using Adobe Photoshop Elements 9. Focus on blending, organizing, editing and sharing photos, repairing/retouching, and adding text and effects. Adobe approved course materials. Prerequisite: Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours
21307 OL May11 $293.31

Computer Basics with Windows, 
Word and Excel INFO10113 Gain basic competency in the Windows Vista operating system, Microsoft Word and Microsoft Excel. Equivalent to Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word & Excel (INFO10156). 36 hours
21288 DE Apr9 $240.31
21489 DE Apr23 $240.31

Computer Basics with Windows Vista, 
Word & Excel INFO10156 Gain basic competency in the Windows Vista operating system, Microsoft Word and Microsoft Excel. Equivalent to Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word & Excel (INFO10156). 36 hours
21288 DE Apr9 $240.31
21489 DE Apr23 $240.31

Computer Basics with Windows, 
Word and Excel INFO10053 Learn the basics for using Windows XP effectively, including creating, editing, formatting, saving and printing Word and Excel documents. Equivalent to Computer Basics with Windows Vista, Word and Excel (INFO10113) or Computer Basics with Windows 7, Word & Excel (INFO10156). 36 hours
21083 DE Apr9 $240.31
21488 DE Apr23 $240.31

Desktop Publishing With Word 
INFOBW410 Create professional flyers, greeting cards, letterheads, business cards, and more. You don’t need to master specialized software. Word 2010 can do it all and more. Prerequisite: Word Core (INFO10077). 18 hours
21040 DE Apr16 $120.15

Excel Core INFO10078 Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours
21126 DE Apr9 $240.31

Need Grade 12 equivalency? 905-575-2029

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Distance Education/Online Learning

Excel Expert INFO10079
Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images, and more. Prerequisite: Excel Core (INFO10078). 36 hours 21127 DE Apr9 $240.31

Photoshop (Adobe) INFO10149
Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, color adjustments, compositing, preparing files for web and more. Covers Standard version of Photoshop CS5.5. Prerequisite: Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours 21300 DE Apr9 $240.31

Publisher Core INFO10157
Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word and Excel (INFO10156). Version 2007. 36 hours 21392 DE Apr16 $240.31

Word Core INFO10077
Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) or Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours 21129 DE Apr16 $240.31

Word Expert INFO10080
Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: Word Core (INFO10077). 36 hours 21130 DE Apr16 $240.31

Cisco Certified Network Associate Cisco Certified Network Associate 1 - Networking Fundamentals INFO10057
Focus on networking terminology and protocols, local-area networking (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Internet Protocols (IP) addressing and network standards. 70 hours 21082 OL May11 $676.71

Cisco Certified Network Associate 2 - Intro to Routing COMP10055
Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: Cisco Certified Network Associate 1 - Networking Fundamentals (INFO10057). 70 hours 21124 OL May11 $676.71

Cisco Certified Network Associate 3-Routing and Switching COMP10117
Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: Cisco Certified Network Associate 2 - Intro to Routing (COMP10055). 70 hours 21395 OL May11 $676.71

Cisco Certified Network Associate 4 - Wide Area Networking COMP10118
Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: Cisco Certified Network Associate 3 - Routing and Switching (COMP10117). 70 hours 21397 OL May11 $676.71

Computer - Graphics
Software is your responsibility and is not included in course fees.

Adobe Illustrator COMP10119
Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours 21406 OL May11 $333.36

Adobe InDesign Basics COMP12020
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 required. 42 hours 21405 OL May11 $333.36

Introduction To Photoshop INFOPY114
Learn the tools and commands of this popular program. Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Software version CS4 or CS5 required. Equivalent to Introduction to Digital Imaging/Photoshop (PHTOPY110). 42 hours 21382 OL May11 $333.36

Photoshop - Level 2 INFO10047
Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, color mapping and alpha channels. Prerequisite: Introduction to Photoshop (INFOPY114). Software CS4 or CS5; required. Equivalent to Advanced Digital Imaging/Photoshop (PHTOPY120). 42 hours 21583 OL May11 $333.36

Computer - Other
Software is your responsibility and is not included in course fees.

Adobe Acrobat COMP10104
Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours 21306 OL May11 $293.31

Introduction to QuickBooks INFO10141
Use QuickBooks to set up a chart of accounts, reconcile accounts, and perform record keeping essential for small and mid-sized businesses. QuickBooks 2011 - PC Edition. 42 hours 21359 OL May11 $333.36

Advanced QuickBooks INFO10142
Explore various topics including purchasing, inventory, management, units of measure, estimates and progress billing, job castings, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and maximizing). Prerequisite: Introduction to QuickBooks (INFO10141). 42 hours 21047 OL May11 $333.36

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 21333 OL May11 $333.36

HTML Intermediate COMP10107
Learn to use Dynamic HTML (DHTML) for Cascading Style Sheets, controlling content, and positioning. Advanced DHTML features and structuring data with XML also receive emphasis. Prerequisite: HTML Introduction (COMP10106). 40 hours 21335 OL May11 $320.01

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 21400 OL May11 $333.36

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 21422 OL May11 $353.38

Introduction To Micro Computers COMP10165
You will be introduced to various topics including Windows 7, Internet, MS Word, MS Excel as well as MS PowerPoint. 28 hours 21026 DE Apr12 $186.91

Free Academic Upgrading 905-575-2029
Book your DE exam online disted.mohawkcollege.ca

How to read course details:

CRN Location Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
Distance Education/Online Learning

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
21237 OL May11 $320.01

Java - Intermediate COMP10036
Enhance your Java skills to develop Java applets and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: Java - Introduction (COMP10035). 40 hours
21064 OL May11 $320.01

Keyboarding for Computers KEYB1007
Learn to type, with emphasis on speed (30 net words per minute) and accuracy. Enhance skills in proofreading and editing and benefit from the latest research on repetitive stress injury and ergonomics. Software NOT compatible with a Mac computer. 42 hours
21123 OL May11 $333.36

Microsoft Office Professional: Version XP
INFORM141
Learn the basics of Word, Excel, Access, Outlook and PowerPoint and how these various applications within the Microsoft Office XP Professional suite of programs interact. 42 hours
21053 OL May11 $333.36

MS-Office 2007 INFO10095
Learn the diverse applications available within the Microsoft Office Pro Edition which contains Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. 42 hours
21091 OL May11 $333.36

Integrated Accounting Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
Enhance your understanding of computerized accounting and its effect on accounting practice.
Software is included with textbook purchase; software is not compatible with a Mac computer.
Questions? 905-575-2703 / disted@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/integratedacct

AccPac - General Ledger INFOBW190
Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports using Sage AccPac 500 ERP, Version 5.6. Prerequisite: Windows course or equivalent experience and familiarity with basic accounting. 18 hours
21038 OL May11 $173.15

AccPac - Accounts Receivable INFOBW290
Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP. Version 5.6. Prerequisite: AccPac - General Ledger (INFOBW190). 18 hours
21162 OL May11 $173.15

AccPac - Accounts Payable INFOBW390
Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: AccPac - General Ledger (INFOBW190). 18 hours
21163 OL May11 $173.15

AccPac Order Entry - Level 1 INFOBW490
Learn to set up Inventory Control, Purchase Orders and Order Entry modules using Sage AccPac 500 ERP, Version 5.6. Setting up inventory items and preparing requisitions, purchase orders, receipts and invoices receive emphasis. Prerequisites: AccPac - General Ledger (INFOBW190), AccPac - Accounts Receivable (INFOBW290) and AccPac - Accounts Payable (INFOBW390). 18 hours
21147 OL May11 $173.15

AccPac Order Entry - Level 2 INFOBW492
Focus on Inventory Control, Purchase Orders and Order Entry modules. Learn to work with quotations, orders, invoices, requisitions, PO's, receipts, inventory, shipments and adjustments. Uses Sage AccPac 500 ERP, Version 5.6. Prerequisite: AccPac Order Entry-Level 1 (INFOBW490). 18 hours
21148 OL May11 $173.15

Simply Accounting INFO10087
GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows. 36 hours
21133 DE Apr16 $240.31

Technical Support
Attain the technical skills and knowledge that technology support specialists need to support staff who deliver quick, informed solutions to desktop-related problems and, as well, support standard application development and implementation projects.

A+ Essentials-Hardware COMP10108
Develop understanding of typical PC components and their relationship to the computer’s operating system and peripherals. Gain experience in diagnosis and troubleshooting, and prepare for the A+ hardware certification exam. 56 hours
21342 OL May11 $415.48

A+ Essentials - Operation System Software COMP10121
Complete this course and A+ Essentials - Hardware to validate knowledge of computer operating systems, including installation, repair, configuring, troubleshooting, preventive maintenance, security and soft skills. Prerequisite: A+ Essentials Hardware (COMP10108). 52 hours
21423 OL May11 $392.90

Webmaster Certificate
Mohawk College Certificate
Graduation Requirement: 9 courses
Questions? 905-575-2703 / disted@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/webmaster

Webmaster Certificate Program
Important Note: The Spring 2012 semester will be the last opportunity to register for online courses until Fall 2013. However, please consult the Business section if you wish to continue in this program in the classroom environment.
The online delivery of the courses in this program will be temporarily unavailable for the Fall 2012, Winter 2013 and Spring 2013 semesters due to program review. Mohawk College is committed to reviewing programs on a regular basis to ensure that the curriculum remains in line with employer and student needs. Such a review enables Mohawk to pursue its vision for increased interactivity and for an enhanced online learning management system, helping its students become Future Ready graduates.
Information on options for completing this program are available at ce.mohawkcollege.ca/webmaster

Questions?
Karen Bacher, Distance Education, 905-575-2154 / karen.bacher@mohawkcollege.ca
Peggy Daniel, Program Manager, peggy.daniel@mohawkcollege.ca

For Web Page Design courses, you will be provided with a Web account to enable you to upload pages to a Mohawk College web server. You will 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.

CGI/Perl Scripting INFOBIN62
Learn literals, variables, control statements, functions & reading & writing data to a file, write CGI/Perl scripts to process information received from HTML forms & write the output in a raw data file or in an HTML web page. Prerequisite: JavaScript - Level 1 (INFOBIN36). 18 hours
21289 DE Apr9 $120.15

Dreamweaver INFO10111
Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: Web Page Design (INFO1110). 36 hours
21286 DE Apr9 $240.31

Fireworks (Adobe) INFO10152
Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images optimized for the web. 36 hours
21346 DE Apr16 $240.31

Online at ce.mohawkcollege.ca (*CRN required)
Distance Education/Online Learning

Flash Animation INFO10150
Discover this powerful animation product by working with graphics, symbols, sound and video. Use animation, articulate motion and morphing, and create interactive navigation. Learn to load, control and publish Flash content. 36 hours 21051 DE Apr18 $240.31

JavaScript - Level 1 INFOBIN36
Learn to use essential JavaScript applications to validate "sniff" browser type & set Internet cookies. Prerequisite: Web Page Design (INFO10110) or previous programming experience. 18 hours 21102 DE Apr9 $120.15

Outlook INFOBIN56
Explore the use of Outlook & the Internet as an effective personal information manager & organizational tool. This course is NOT Outlook Express. Prerequisite: Web Page Design (INFO10110). 18 hours. 21102 DE Apr9 $120.15

Web Design Basics INFO10144
Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web. 36 hours 21050 DE Apr9 $240.31

Web Page Design INFO10110
Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: Web Design Basics (INFO10144) or computer coding experience. 36 hours 21290 DE Apr9 $240.31

Web Page Design - Level 3 INFO10034
Enhance your skills in creating professional Web pages for personal or business use. Learn to publish a web site on search engines & select a web host. Prerequisite: Web Page Design (INFO10110). 18 hours 21232 DE Apr9 $120.15

Web Scripting with PHP INFO10112
Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: Web Page Design (INFO10110). 36 hours 21291 DE Apr9 $240.31

XML INFO10145
Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML. Covers programming with Javascript to modify XML documents. 36 hours 21049 DE Apr16 $240.31

Drawing DRAW10050
Drawing Realistic Subjects in Coloured Pencil CREA10095
Learn professional tips for creating realistic portraits, flowers, and other drawings using coloured pencils. Benefit from detailed demonstrations, useful critiques and discussions of various techniques. You can view the course website at www.realisticdrawing.com/36 hours 21024 OL May11 $293.31

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/loyalyst 36 hours 21023 OL May11 $293.31

Engineering Technology

Architecture

History Of Architecture BLDGAR173 (E)
Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 42 hours 21447 OL May11 $333.36

History of Ontario Architecture BLDG10043 (E)
You are introduced to the evolution of Ontario architecture from First Nations to modern day. With readings, assignments and empirical observation, you will study the development of design and construction techniques unique to the development of architecture in Ontario. 45 hours 21446 OL May11 $353.38

Generic Computer Training

For details visit disted@mohawkcollege.ca/computerscience

Generic Computer Training COMPC001
An overview of the Windows operating system, Microsoft Word and Excel. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours 21457 DE Apr11 $186.91
21504 DE May9 $186.91

Computer Skills For College COMPC002
Learn the fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Topics include managing files and folders, formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 42 hours 21455 DE Apr11 $280.36
21505 DE May9 $280.36

Essential Computer Skills COMPC10034
Learn the fundamentals of Microsoft Word, Excel and Access. Topics include formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 29 hours 21456 DE Apr11 $186.91
21506 DE May9 $186.91

Creative & Visual Arts

Westerns: A Study in the Film Genre GINT10034
Explore the major themes, theories and ideas of the Western and the place of the genre in the contemporary context. Focusing on selected actors, directors and films, examine History and Components, Landscape and Setting, and Indigenous Peoples. 48 hours 21022 OL May11 $370.32

Certificate of Qualification Examination Preparatory Courses

Industrial Electrician Pre-License ELECIL400
Review the theory and electrical code for the Industrial Electrician 442A as stipulated by the Ontario Apprenticeship Trade Exam’s Qualification Act in preparation for the C of Q exam. 60 hours 21487 DE Apr12 $385.06

Geographic Information Systems Certificate

Mohawk College Certificate

Graduation Requirement: 8 courses
GIS, a popular and affordable technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation Engineers and individuals in resources management and business.

Questions? 905-575-2703 / disted@mohawkcollege.ca patrick.worsell@mohawkcollege.ca

For program details and graduation requirements visit disted.mohawkcollege.ca/gis

Introduction To Geographic Information Systems INFOCVA03
An overview of GIS fundamentals and terminology in business, government surveying and natural resources. You will examine the collection, management, analysis and presentation of spatial data, database system concepts, data modeling, and digital mapping. 42 hours 21201 OL May11 $333.36

Designing, Managing/Implementing A GIS INFOCVA14
Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Prerequisites: Introduction to Geographic Information Systems (INFOCVA03), Access Core (INFO10081) and Access Expert (INFOBW305). 42 hours 21167 OL May11 $333.36

GIS Software - ArcView INFOCVA36
Learn to create and manipulate data in ArcView, geocode addresses, perform Spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours 21009 OL May11 $333.36

How to read course details:

CRN* Location Day(s) Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20

lots of workplace applications for these courses

For details visit disted.mohawkcollege.ca/gis

Lots of workplace applications for these courses
Distance Education/Online Learning

GPS - Global Positioning Systems
INFOC630
Learn to plan a project, carry out data collection, determine the reliability of the data, and transfer the data to GIS Software. Focus on Introduction to GPS, GIS and GPS, using GPS, data collection, project planning and processing data. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours 21365 OL May11 $333.36

Internet Mapping
INFOCVA08
Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours 21515 OL May11 $333.36

Remote Sensing
INFOCVA37
Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture and other areas. Software not included. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours 21364 OL May11 $333.36

Home Inspection Certificate
Mohawk College Certificate
Graduation Requirement: 10 courses
Learn to help homeowners make informed decisions about their prospective new home.

Data provided by the Association of Home Inspectors incorporates the Standard of Practice of ASHI/CAHP (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

Questions? 905-575-2703 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

Admission Requirements
A grade 12 diploma or equivalent, including senior level English. Experience in the construction industry is an asset.

For program details and graduation requirements visit disted.mohawkcollege.ca/homeinspection

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAH) provided that a 70% average is maintained in each of the subjects being submitted to OAH for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAH directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAH regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 / 1-888-RHI-OAH / www.oah.com

Textbook Information
Textbooks must be purchased directly from the publisher. Carlson, Dunlop and Associates at 1-800-268-7070 ext 251 at a cost of approximately $200.00 per course in addition to the course fees.

Interior/Insulation Inspection BLDGHI001
Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings. 42 hours 21172 OL May11 $333.36

Exterior Inspection BLDGHI002
Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows. 42 hours 21173 OL May11 $333.36

Heating Inspection I
HRAPHI003
Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment. 42 hours 21174 OL May11 $333.36

Heating Inspection II
HRAPHI004
Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: Heating Inspection I (HRAPHI003). 42 hours 21175 OL May11 $333.36

Plumbing Inspection
HRAPHI005
Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures. 42 hours 21176 OL May11 $333.36

Air Conditioning & Heat Pumps Inspection
HRAPHI006
Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps. 42 hours 21177 OL May11 $333.36

Electrical Inspection
ELECHI007
Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures. 42 hours 21178 OL May11 $333.36

Structural Inspection
BLDGHI008
Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices. 42 hours 21179 OL May11 $333.36

Roofing Inspection
BLDGHI009
Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention. 42 hours 21180 OL May11 $333.36

Communication/Professional Practices
COMMHI010
Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals. 42 hours 21181 OL May11 $333.36

Mathematics
Business Mathematics Of Finance
MATH1037
Explore Financial Mathematics with emphasis on compound interest, annuities, perpetuities, amortization mortgage loans and bonds intended for business students. Prerequisite: MATHMA101 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helenn.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours 211280 DE $280.36

Mathematics Of Finance
MATHMA381
Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Prerequisites: MATHM3122, M3141, M3171 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helenn.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours 21206 DE $280.36

NEW!
Business Math Applications
MATH10057
Review basic arithmetic and algebra and mathematical tools and concepts essential for college study and employment. Good preparation for students preparing to study Marketing, Business, Financial Planning, Accounting, Purchasing or Insurance.

Equivalent to Mathematics (MATHMA101) 45 hours 224429 OL May11 $353.38

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 Mathematics (MATHMA001) 45 hours 211112 OL May11 $353.38

Statistics
MATHMA570
You are introduced to statistics, organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Software for this course will not operate on a MAC computer. DVD drive required. Prerequisite: Introductory College level math course. Students wishing MATHMA451 may take MATHMA570. 56 hours 21186 OL May11 $415.48

Need Help?
AskMohawk at ce.mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
Distance Education/Online Learning

Statistics II MATH10049
Topics include: review of inferences for one simple mean and proportion, SPC, inferences on the difference of 2 means, inferences for difference of 2 proportions, Chi-square analysis (independence, goodness of fit), ANOVA, Linear and Multiple Regressions. Software for this course will not operate on a MAC computer. Students wishing MATHMA41 may take this course. Prerequisite: Statistics (MATHMA570) or Introductory Statistics course. 56 hours 21345 OL May11 $145.48

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 21436 OL May11 $438.06

Technical Calculus II MATH10054

MicroStation
Acknowledgement of Completion
Graduation Requirement: 3 courses
YOU MUST HAVE ACCESS TO MICROSTATION V6, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at peter.mann@mohawkcollege.ca

For program details visit disted.mohawkcollege.ca/microstation

MicroStation 2D - Level 1 CADMMSN01 MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator, whether working alone or in a classroom. 24 hours 21194 OL May11 $334.21

MicroStation 2D - Level 2 CADMMSN02 Building on the basic techniques covered in Level 1, you will be introduced to the higher level, but equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: MicroStation 2D-Level 1 (CADMMSN01). 24 hours 21195 OL May11 $334.21

MicroStation 3D Level 3 CADM10009 Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: MicroStation 2D-Level 1 (CADMMSN01) and MicroStation 2D-Level 2 (CADMMSN02). 24 hours 21207 OL May11 $334.21

Occupational Health and Safety Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
If you have successfully completed BOTH the Chemical Hazards (CHEM10005) and Physical Hazards (SAFE10070) online courses, it is considered equivalent to Intro. to Occupational Hygiene (ENVROH101). Some courses in this program are only offered in class.

For program details and graduation requirements visit ce.mohawkcollege.ca/ohs

Chemical Hazards CHEM10005 Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Material handling, cumulative trauma disorders and integrals. 45 hours 21332 OL May11 $353.38

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 Basic Principles of Fire Safety (SAFEPT100). 48 hours 21341 OL May11 $370.32

Industrial Hygiene SAFE10078 Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to Intro. to Occupational Hygiene (ENVROH101). 45 hours 21421 OL May11 $353.38

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 handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304). 42 hours 21109 OL May11 $333.36

Introduction to Toxicology ENVR10022 Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to Toxicology (ENVRH105). Prerequisite: Prep Science Chemistry (GSCPE053). 30 hours 21330 OL May11 $253.26

Legislation for Health and Safety SAFE10077 Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFEH039). 45 hours 21420 OL May11 $353.38

Physical Hazards SAFE10070 Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Prerequisites: Occupational Health and Safety (SAFEPIR21) and Introduction to Science (GSCI10002). 60 hours 21331 OL May11 $438.06

Sciences
Prep Science (Chemistry) GSCPE053 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 21170 OL May11 $421.13

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 21169 OL May11 $421.13

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

Health Sciences
MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component. Contact Health Services at 905-540-4247 ext. 26750 / IAHShealthservices@mohawkcollege.ca

Breastfeeding Program
Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The revised program, consisting of three theory courses and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards that are required for eligibility to write the IBCLC examination. The program, as of Sep. 2011 has been approved by the International Accreditation and Approval Committee (AARC) on Education in Human Lactation and Breastfeeding. For certified lactation consultants only, CERP, for the first course, NRSIG10073, will be given from Sep. 1/11 to Aug 31/12 inclusive. CLINICAL COURSE (CLIN10026)
INFORMATION: Clinical course prerequisites are successful completion of all theory courses.

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Clinical courses can only be completed in spring/summer semesters. Exclusion from practicum may be approved via the PLAR process on the basis of the learner’s documented current clinical practice. Note: For spring/summer 2012, students eligible for clinical placement are those who have previously completed NRSG10024 and NRSG10026 of the former program and who have submitted a clinical application to Program Manager, CLIN10026 course information is located in the Health Sciences section of catalogue.

Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, Vulnerable Sector Screening if required by agency.

Questions? 905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

For program details visit disted.mohawkcollege.ca/breastfeeding

Level 1: Breastfeeding Basics NRSG10073
Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breast feeding. 36 hours
21470 DE Apr/30 $240.31

Diabetes Education Certificate
Ontario College Graduate Certificate
Graduation Requirement: 5 courses
Develop a firm foundation in current clinical approaches to diabetes education. The program is an excellent step towards certification as a Certified Diabetes Educator (CDE).

Questions? 905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
To be eligible you must be a RN, RPN, Registered Dietician, Pharmacist, Chiroprodist or Physician. Prior approval is necessary. Forward your Certificate of Registration to Amy Boyer, Institute for Applied Health Sciences, 1400 Main St. W., Hamilton, ON L8S 1C7 or fax to 905-528-7706.

For program details and graduation requirements visit disted.mohawkcollege.ca/diabeteseducation

Diabetes Care - Basic HSCIDW001
Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication, 30 hours
21157 OL May/11 $253.26

Introduction to Patient Education HSC10052
Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator’s role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: Diabetes Care - Basic (HSCIDW001). 30 hours
21135 OL May/11 $253.26

Living with Diabetes HLT10028
Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: Introduction to Patient Education (HSC110052), 30 hours
21235 OL May/11 $253.26

Special Issues With Diabetes HLT10046
Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: Living with Diabetes (HLT10028). 30 hours
21066 OL May/11 $253.26

Diabetes Field Placement 1 HLT10057
Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: Diabetes Care - Basic (HSCIDW001), Introduction to Patient Education (HSC110052), Living with Diabetes (HLT10028) and Special Issues With Diabetes (HLT10046). 60 hours
21134 DE Apr/2 $298.06

Food Services Certificate
Ontario College Certificate
Graduation Requirement: 7 courses
For certificate details see the Health Sciences section or visit ce.mohawkcollege.ca/foodservices. Some courses in this program are only offered in class.

Questions? 905-575-2703 / disted@mohawkcollege.ca
905-521-2100 ext. 77124 / linda.brush@mohawkcollege.ca

Sanitation And Safety SAFEHCF30
Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. 30 hours
21138 OL May/11 $253.26

Institutional Food Service HLT10064
Focus on the food service worker’s role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to Food Service Management (SAFEHCF40). 30 hours
21085 OL May/11 $253.26

Introduction to Nutrition in Health Care HLT110065
Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to Nutritional Care (HLTHHC60). 30 hours
21099 OL May/11 $253.26

Working with the Aged - Multidiscipline Certificate
Ontario College Certificate
Graduation Requirement: 8 courses
Explore formal studies in aging.

Questions? 905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Completion of an approved certificate program in Health Sciences or Human Services. (e.g. RPN-Personal Support Worker, OTA/PTA)

For program details and graduation requirements visit disted.mohawkcollege.ca/gerontology

Courses are integrated with the Gerontology-Multidiscipline Certificate.

See box at beginning of Health Sciences section regarding Medical Clearance. Contact Program Manager for clinical information.

Gerontology - Multidiscipline Certificate
Ontario College Certificate
Graduation Requirement: 10 courses
Benefit from formal studies in aging.

Questions? 905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

For program details and graduation requirements visit disted.mohawkcollege.ca/gerontology

Courses are integrated with the Working with the Aged - Multidiscipline Certificate.

An Introduction To The Study Of Aging HSCGER10
Provides a survey of the biological, psychological, social and spiritual aspects of aging. 30 hours
22501 OL May/11 $253.26

Physiology Of Aging HSCGER20
You will study the physiology of human growth and development. Aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: An Introduction To The Study Of Aging (HSCGER10). 30 hours
21449 OL May/11 $253.26

Legal And Ethical Issues Related To Aging LAWSGER51
Explore current ethical issues in community based and long term care institutions such as euthanasia, living wills, ageism, use of restraints and competence in decision making. Discussions on legal issues focus on advocacy, substitute decision making, power of attorney, guardianship and residents’ rights. 30 hours
21415 OL May/11 $253.26

Register online at ce.mohawkcollege.ca (*CRN required)
### Distance Education/Online Learning

**Individual Study**  
HMNSGER60  
Here’s your opportunity to pursue a particular topic in depth through independent research and/or extended study.  
Prerequisites: HSCGER10, 20, 30, 41 and LAWSGER1.5 hours  
22502 OL May11 $353.38

**Community-Based Field Experience**  
WORKGER71  
Integrate gerontology theory and practice in this community-based placement.  
Benefits from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager.  
Prerequisites: An Introduction To The Study of Aging (HSCGER10), Physiology Of Aging (HSCGER20) and Assessment And Planning (HSCGER30). 30 hours  
21223 OL May11 $155.44

**Institutional-Based Field Experience**  
WORKGER81  
Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager.  
Prerequisites: An Introduction To The Study of Aging (HSCGER10), Physiology Of Aging (HSCGER20) and Mental Health Aspects Of Aging (HSCGER41), Legal And Ethical Issues Related To Aging (LAWSGER1) and Individual Study (HMNSGER60). 30 hours  
21222 OL May11 $155.44

**Health Sciences - Other**  
HSCI10027  
Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences II (HSCIPBN11). 60 hours  
21518 OL May11 $438.06

**Preparatory Biology**  
BIOL10006  
Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. This course presents human body anatomy and physiology. No longer acceptable as a Science required to enter Nursing at the B.Sc N. level. 56 hours  
21037 OL May11 $415.48

**Medical Laboratory Assistant/Technician Certificate**  
Special Joint Mohawk/Michener Institute Certificate  
Graduation Requirement: 13 courses  
Offered in conjunction with The Michener Institute (Toronto) and approved by OSMT. Complete the theory portion through Distance Education at Mohawk College and the laboratory sessions at The Michener Institute or at Mohawk College. You must satisfy admission requirements of both institutions. Upon completion, you will be eligible to write the OSMT certification exam.  
Questions to mohawkcollege.ca  
905-575-2703 / disted@mohawkcollege.ca  
905-540-4247 ext. 26706 / molly.gooha@bylhouwer@mohawkcollege.ca

#### Health Sciences - Other**  
**Human Anatomy and Physiology**  
HSCI10027  
Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences II (HSCIPBN11). 60 hours  
21518 OL May11 $438.06

**Preparatory Biology**  
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Questions to mohawkcollege.ca  
905-575-2703 / disted@mohawkcollege.ca  
905-540-4247 ext. 26706 / molly.gooha@bylhouwer@mohawkcollege.ca

**Admission Requirements**  
Grade 12 English and Math & Grade 11 Chemistry or mature student status.  
For program details visit disted.mohawkcollege.ca/medlabassistant

**Preparatory Biology**  
BIOL10006  
You will be provided with a basic introduction to Human Biology by examining cell structure and function as well as examining the body systems. You will also be able to understand the organization of the human body from cell to organism, identify the major components of the 11 body systems and understand the functions of the 11 body systems. For Medlab students only. 56 hours  
21011 DE Apr10 $362.48

**MLAR Mod 4 - Basic Techniques In Haematology**  
MLSLCMA63  
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 haemoglobin, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties. 27 hours  
21199 DE Apr10 $180.23

**MLAR Mod 5 - Basics Techniques In Chemistry**  
CHEMLA54  
Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties. 27 hours.  
21190 DE Apr10 $180.23

**MLAR Mod 6 - Basic Techniques In Microbiology**  
MLSLCMA55  
Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties. 24 hours.  
21191 DE Apr10 $160.20

**MLAR Mod 7 Histology/Cytology**  
MLSLCMA56  
Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties. 24 hours.  
21192 DE Apr10 $160.20

**Introduction To Transfusion Medicine**  
MLSLCMA61  
Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 24 hours  
21193 DE Apr10 $160.20

**Oncology Nursing Certificate**  
Ontario College Graduate Certificate  
Graduation Requirement: 7 courses  
Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.  
Questions?  
905-575-2703 / disted@mohawkcollege.ca  
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

**Admission Requirements**  
You must submit proof of current College of Nurses of Ontario registration to the Program Manager during the first course and annually thereafter. A completed clinical immunization record is required before clinical experiences.  
For program details and graduation requirements visit disted.mohawkcollege.ca/ oncologynursing

**Communications And Psychosocial Issues In Oncology**  
HSCINSCC2  
Communication and psychosocial issues faced by patients and families living with cancer are the focus. Topics include communication skills, developmental issues, impact of cancer on patients and families, grief and bereavement and survivorship issues. Prerequisite: Introduction To Oncology Nursing (NRSGSCC1). 36 hours  
21197 DE Apr19 $240.31

**Major Malignancies I**  
HSCINSCC3  
You will examine the disease processes of various cancers - gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular. The nurse’s role in treatment, prevention and detection of these cancers will be discussed. Prerequisite:Introduction To Oncology Nursing (NRSGSCC1). 39 hours  
21313 DE Apr19 $260.33

**Major Malignancies II**  
HSCINSCC4  
Examine the disease processes of cancer and the nurse’s role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system; skin cancer and melanomas; multiple myelomas; adult leukemia; and Hodgkin and non-Hodgkin lymphomas. Prerequisite: Major Malignancies I (HSCINSCC3). 39 hours  
21318 DE Apr19 $260.33

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Symptom Control And Management 
HSCINSSC5
You will focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisites: Introduction to Oncology Nursing (NRSGNSCC1), 39 hours.
21031 DE April 19 $260.33

Oncology Clinical Experience 
CLINNSCC6
An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager.
21234 DE April 19 $317.32

Pharmacy Technician Bridging 
Pharmacy Technicians who are currently in the profession - either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job" - who wish to pursue OCP registration, must complete the four approved Pharmacy Technician bridging courses. These courses will prepare you to meet the requirements for registration with OCP. 
Questions? 905-575-2703 / disted@mohawkcollege.ca 905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca
Admission Requirements For acceptance into the Bridging courses, you must present evidence of having successfully written the OCP certification exam or the PEBC evaluating exam prior to registration. Registration will be restricted for each course pending proof of certification which must be faxed to Amy Boyer, Program Manager at 905-528-7706. Please include contact information with fax and desired courses. You will be notified of acceptance and given directions for registration.
Prior Learning Assessment & Recognition (PLAR) is available to challenge any course except the mandatory Professional Practice course. The Structured Practical Training component managed by OCP follows completion of the bridging courses. For details visit ce.mohawkcollege.ca/pharmacy tech

Management of Drug Distribution 
Systems Pharmacy Technician 
HSCI10140
Enhance your skills in drug distribution management and safe product release, in preparation for registration as a Pharmacy Technician. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings. 39 hours
21354 OL May 11 $313.33

Pharmacology - Pharmacy Technician Bridging 
HSCI10137
Further develop your competence and confidence in contributing to safe patient care, with a practical, evidence-based approach to pharmacology. Focus on pharmacological uses of drugs within a variety of common medical conditions. 33 hours
21329 OL May 11 $273.28

Product Preparation Pharmacy Technician Bridging 
HSCI10139
Learn theoretical knowledge and practical skills for compounding diets for patients with non-sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined. 33 hours
21289 OL May 11 $273.28

Professional Practice for Pharmacy Technician Bridging 
HSCI10136
You will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. 45 hours
21326 OL May 11 $353.38

Psychosocial Rehabilitation Certificate 
Ontario College Certificate
Graduation Requirement: 6 courses
Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people with prolonged mental illness. The program attracts learners with experience in the mental health field either as a person recovering their mental health well being, a family member, volunteer and/or as a provider of mental health services. Participants gain an understanding of the foundations of the approach as well as core knowledge of and experience with skills related to incorporating the approach within mental health practices and programs. Graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through USPRA. A PSR/RPS Canada Bursary is available to assist enrolled students who are recovering their mental health and well being.
Questions? 905-575-2703 / disted@mohawkcollege.ca christine.mcmulkin@mohawkcollege.ca
Admission Requirements Experience in and a current connection to the mental health field either as a person recovering their mental health and well being, a family member, volunteer and/or provider of mental health services. Note that an Approval Process for entry into the program has been established. Please contact Program Manager Christine McMulkin if you are interested in enrolling in HSCIPS01 Psychosocial Rehabilitation Foundations. If you do not have related knowledge and experience in mental health, HLT10016 Introduction to Mental Health is recommended starting point. For program details and graduation requirements visit disted.mohawkcollege.ca/psychosocialrehab

Introduction to Mental Health 
HLTH10016
Understand the importance of a holistic approach to mental health issues. Focus on understanding the provision of care to individuals with mental health challenges. For program details and graduation requirements visit disted.mohawkcollege.ca/psychosocialrehab

Psychosocial Rehabilitation Foundations 
HSCIPS01
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 Wednesdays at 9:00 pm EST. 45 hours
21007 OL May 11 $353.38

Independent Study In Psychosocial Rehabilitation 
HSCIPS06
Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contractor and the course instructor is required. During the course, three chat sessions will be held on Wednesdays at 8 p.m. Prerequisites: HSCIPS01-HSCIPS03, HSC10092 and HSCIPS05. 60 hours
21008 OL May 11 $438.06

RN - First Assistant Graduate Certificate 
Ontario College Graduate Certificate
Graduation Requirement: 5 courses
For certificate details refer to the Health Sciences section.
Questions? 905-540-4247 ext. 26742 / goran.popovic@mohawkcollege.ca

RNA Theory 2 
NRSG10040
Develop foundational 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. Facilitated study through online learning activities and computer-based modules. 39 hours
21666 DE April 2 $260.33

RPN - Maternal Newborn Nursing Certificate 
Ontario College Graduate Certificate
Graduation Requirement: 7 courses
Perinatal nurses must be able to identify, assess, select and implement appropriate evidence-based nursing care to women and their families. In this program, you will develop knowledge and skills in perinatal nursing within the scope of practice of RPN. CLINICAL COURSE INFORMATION: CL1N10038/CL1N10039
Clinical courses can only be completed in spring/summer semesters. Clinical course prerequisites are successful completion of foundational (NRSG10055, 10056, HSC1005 B) and related advanced theory courses. Exclusion from clinical courses may
**Distance Education/Online Learning**

be acquired via the PLAR process on the basis of the learner’s documented current clinical practice.

**Note:** For spring/summer 2012, students eligible for clinical placement are those who have completed the applicable advanced theory course(s) and who have submitted a clinical application to Program Manager.

Check Health Sciences section of catalogue for Perinatal Nursing spring/summer 2012 clinical courses offerings.

**Preclinical Medical Requirements:** Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, Vulnerable Sector Screening if required by agency.

**Questions?**
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 / amy.boyer@mohawkcollege.ca

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**RN - Critical Care Nursing Certificate**

**Ontario College Graduate Certificate**
**Graduation Requirement: 10 courses**

For certificate details see the Health Sciences section.

**Questions?**
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 / amy.boyer@mohawkcollege.ca

**Please refer to the Health Sciences section for information regarding clinical placement.**

**Introductory Module 1**
NRSNG10036

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite of Introductory Course for other critical care modules. 30 hours

21154 DE Apr12 $200.26
21334 DE May10 $200.28

**Critical Care Module 2 - Respiratory**
NRSNG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: Introductory Module 1(NRSNG10036), 33 hours

21004 DE Apr12 $220.28

**Critical Care Module 3 Cardiovascular Nursing**
NRSNG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: Introductory Module 1(NRSNG10036), 45 hours

21005 DE Apr12 $300.38

**Special Needs Population In Critical Care Module 4**
NRSNG10035

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: Introductory Module 1(NRSNG10036), 30 hours

21155 DE Apr12 $200.26

**Critical Care Module 5 Neurosciences**
NRSNG10003

Examine the major neuromuscular problems that result in a critical care setting and implementation of nursing processes for them. Prerequisite: Introductory Module 1(NRSNG10036), 36 hours

21003 DE Apr12 $240.31

**Critical Care 6 Gastrointestinal and Genitourinary**
NRSNG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: Introductory Module 1(NRSNG10036), 39 hours

21006 DE Apr12 $260.33

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**RN - Occupational Health Nursing Certificate**

**Ontario College Graduate Certificate**
**Graduation Requirement: 8 courses**

**Questions?**
905-575-2703 / disted@mohawkcollege.ca

**Admission Requirements**
Certificate of Registration from the College of Nurses of Ontario as an RN or registered in the jurisdiction where you live.

For program details and graduation requirements visit disted.mohawkcollege.ca/occupationalhealthnursing

**Occupational Health Nursing Module 1**
(NRSNGOH01) is a prerequisite for most subsequent courses unless prior approval from the Program Manager is given.

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**Health & Safety Legislation - Module 3**
HSCI100N3

Occupational health nurses must understand relevant health and safety legislation in order to assist workplaces to comply with legislated requirements. You will be introduced to various health and safety legislation and thus assist you in the design and implementation of a health and safety program. Prerequisite: Occupational Health Nursing Module 1 (NRSNGOH01), 42 hours

22507 OL May11 $333.36

**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. Equivalent to Assessment Skills for Nurses (NRSGHZ215), 42 hours

21439 OL May11 $333.36

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**Book your DE exam online**

disted.mohawkcollege.ca

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**Human Services**

**Autism and Behavioural Sciences Graduate Certificate**

**Ontario College Graduate Certificate**
**Graduation Requirement: 12 courses**

**Questions?**
905-575-2706 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

**Admission Requirements**
To be eligible for this certificate you must have as a minimum an Ontario College Diploma or a university degree from a recognized institution. Prior approval for this certificate is necessary. Please mail a copy of your educational qualifications to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2 or fax to 905-575-2381.

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**Post-Graduate Ministry-recognized program**

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**Weekly Schedule**

<table>
<thead>
<tr>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
<th>#Sessions</th>
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<tbody>
<tr>
<td>12256</td>
<td>FF</td>
<td>WE</td>
<td>Jan11</td>
<td>6:30-9:30</td>
<td>6</td>
<td>$104.20</td>
</tr>
</tbody>
</table>
Distance Education/Online Learning

For program details and graduation requirements visit disted.mohawkcollege.ca/autism

IMPORTANT NOTE: The Non-Violent Crisis Intervention course (CONFHMN08) is offered May 5th - May 6th. The Recertification course will be offered on June 2nd. See Human Services - Other section. Equivalent to CONF1004.

**Autism Field Placement - Details online.**

**Autism - Introduction to Autism Spectrum Disorder (ASD) HSCI10041**
Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD. 42 hours
21242 OL May11 $333.36

**Behavioural Skill Building EDUC10028**
Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042). 45 hours
21254 OL May11 $353.38

**Ethics and Professionalism EDUC10034**
Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs. Prerequisite: Autism - Introduction to Autism Spectrum Disorder (HSCI10041). 30 hours
21247 OL May11 $273.26

**Introduction to Applied Behaviour Analysis HSCI10042**
Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: Autism - Introduction to Autism Spectrum Disorder (HSCI10041). 60 hours
21243 OL May11 $438.06

**Parent and Staff Training EDUC10029**
Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediation training. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042). 30 hours
21076 OL May11 $253.26

**Specialized Instructional Strategies**

**EDUC10030**
Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042). 60 hours
21075 OL May11 $438.06

**Transition Planning and Implementation**

**EDUC10031**
Learn to plan and mediate transitions for children with ASD. Examine models for effective transition planning, assessment and evaluation, differing perspectives on transitions within and across environments, developing collaborative relationships with parents and professionals, understanding legal and relevant legislation. Prerequisite: Behavioural Skill Building (EDUC10028). 30 hours
21253 OL May11 $253.26

**Treating Challenging Behaviour**

**HMNS10006**
Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: Introduction to Applied Behaviour Analysis (HSCI10042) and Ethics and Professionalism (EDUC10034). 45 hours
21246 OL May11 $353.38

**Working with Families and Teams**

**HMNS10005**
Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042). 45 hours
21245 OL May11 $353.38

**Field Placement 1 WORK10019**
This placement can only be started after students have successfully completed Intro to ASD, the introduction to ABA, Ethics and Professionalism and a successful police check. 140 hours
21667 DE Apr6 $318.68

**Field Placement 2 WORK10020**
This placement can only be started after all nine theory courses have been successfully completed, as well as Field Placement 1. 210 hours
21668 DE Apr6 $454.84

**Braille Courses**

**Acknowledgement of Completion**

Graduation Requirement: 4 courses
For details visit disted.mohawkcollege.ca/braille

**Braille - Level 1 SENSSSE44**
Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Brailor. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Brailor. As supply is limited, please ensure that you have arranged for a Brailor prior to registering. Final exam to be arranged with proctor. 18 hours
21058 OL May11 $173.15

**Braille - Level 2 SENSSSE45**
Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Brailor and develop basic skills in the use of the Slate and Stylus. Prerequisite: Braille - Level 1(SENSSSE44). NOTE: You must have access to a Perkins Brailor and slate and stylus. Final exam to be arranged with proctor. 27 hours
21059 OL May11 $233.23

**Braille - Level 3 SENSSSE46**
Complete your development of basic skills in reading and writing contracted Braille using the Perkins Brailor. Prerequisite: Braille - Level 2 (SENSSSE45). NOTE: You must have access to a Perkins Brailor. Final exam to be arranged with proctor. 27 hours
21060 OL May11 $233.23

**Braille - Level 4 SENSSSE47**
Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: Braille - Level 4 (SENSSSE46). NOTE: You must have access to a Perkins Brailor. Final exam to be arranged with proctor. 27 hours
21139 OL May11 $233.23

**Criminal Psychology and Behaviour**
These courses will enhance your knowledge and skill set for those who work or want to work in a human service, social work or legal and justice setting where an understanding in criminal behaviour would be an asset.

Questions? 905-575-2703 / disted@mohawkcollege.ca

**Criminal Psychology - Psychopathic Minds**

**PSYC10002 (E)**
Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning. 45 hours
21236 OL May11 $353.38
21492 OL Jun1 $353.38
21499 OL Jul3 $353.38

**Criminal Psychology 2 - Criminal Minds**

**PSYC10003 (E)**
Enhance your understanding of the criminal mind. Further explore issues discussed in Criminal Psychology: Psychopathic Minds and examine psychological models related to criminology. 45 hours
21077 OL May11 $353.38

Register online at ce.mohawkcollege.ca (*CRN required*)
Distance Education/Online Learning

Cults and Terrorism
SSC10006 (E)
Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons why people join, and why they may have difficulty leaving, society’s role in supporting cultic groups and strategies for protecting individuals and vulnerable populations. 45 hours
21377 OL Jun1 $353.38

Domestic and Workplace Violence
PSYC10006 (E)
Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours
21086 OL May11 $353.38

Introductory Psychology
PSYCSS156 (E)
Examine the basis of behaviour and why people think and act as they do. You will study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours
21056 OL May11 $333.36
21372 OL Jun1 $333.36
21315 OL Jul3 $333.36

Sexual Violence
SSC110008 (E)
Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours
21464 OL May11 $353.38

Children Development
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 interpersonal relationship between the child and his/her world. Equivalent to Child Development & Behaviour 1 (EDUCEC121), 42 hours
21381 OL May11 $333.36

Wellness for Children
HLTH10121
Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to Health, Safety and Nutrition (HLTHEC101), 28 hours
21417 OL May11 $239.91

Working with Parents
EDUC10076
Learn to work effectively with parents. Examine the dual role of parents as a resource and client, and the role of child care as a support system for families. Develop skills necessary to plan, implement and evaluate parent meetings. Equivalent to Parents as Partners (EDUCEC420), Prerequisite: Field Placement 1 and Seminar (WORKEC298), 42 hours
22418 OL May11 $333.36

EDUCATIONAL ASSISTANT DIPLOMA
Ontario College Diploma
Graduation Requirement: 28 courses
Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.
Questions? 905-575-2703 / disted@mohawkcollege.ca
Academic Coordinator linda.jones@mohawkcollege.ca
Field Placement Coordinator kim.lauish@mohawkcollege.ca
Admission Requirements For admission procedures and requirements visit www.mohawkcollege.ca/calendar/cece. The complete ECE program is available through day school and part-time studies, evening classes.

Administration and Supervision in ECE
EDUCEDE14
Examine the administrative procedures and supervisory functions required to operate a child care program. Develop the technical and interpersonal skills that ensure an efficient operation. Equivalent to Supervision and Administration (EDUCEC332), Prerequisite: Learning Environment 1(EDUCEC115), 42 hours
22419 OL May11 $333.36

Placement packages will be available to registered students in the course site. You may register but will not be permitted to start your placement until packages are completed and approved.

Adaptive Computer Technology in Education
COMP10006
Learn to use specialized, adaptive technologies to enhance your ability to assist special needs children. Basic computer skills and a USB drive required. NOTE: You must have computer skills (e.g. word processing, internet search) to be successful in this course. Prerequisite: Computers in Education (EDUCEDE19), 42 hours
21238 OL May11 $333.36

Autism Spectrum Disorder - Assisting Student Development
EDUCEDE14
Develop essential tools for working with children diagnosed with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE1004, EDUCEDE14, 17, 19, 21-23. 42 hours
21226 OL May11 $333.36

Computers In Education
EDUCEDE19
Learn to use Ministry of Education Software and other available programs to enhance skills in working with exceptional learners. Prior keyboarding and computer skills required. Prerequisites: SAFE1004, EDUCEDE14-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours
21203 OL May11 $333.36

Cultural Diversity In An Educational Setting
EDUCEDE21
Enhance knowledge, cultural sensitivity, and comfort levels in furthering inclusively in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication. 42 hours
21013 OL May11 $333.36

Exceptionalities 1
EDUCEDE22
Develop understanding of suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: Safety In An Educational Setting (SAFE1004), Foundations of Education (EDUCEDE14) & Personal And Interpersonal Dynamics (EDUCEDE17). 42 hours
21205 OL May11 $333.36

Exceptionalities 2
EDUCEDE23
Discuss the types of communications exceptionalities and their implications for students. Cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. Prerequisites: SAFE1004, EDUCEDE14-22. 42 hours
21027 OL May11 $333.36
Course Details

EDUCDE26  Exceptionalities 3

"Intelligently Challenged" will describe intellectual challenges, team roles, expectations, skills, and 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: EDUC1044, 1045, 1046, and 1047. 42 hours.

Foundations of Education EDUCDE14

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports. 42 hours.

EDUC10004 (E)

Help your students to master effective learning strategies. Develop understanding of how we learn, remember, and interact. Learn to identify learning needs, and apply various strategies to support learning. 42 hours.

EDUC10038 (E)

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; Patterns and Algebra; and Data Management and Probability. 42 hours.

EDUCDE17  Personal And Interpersonal Dynamics

Enhance personal and professional skills. Focus on organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: Safety In An Educational Setting (SAFE10004) and Foundations of Education (EDUCEDE14). 42 hours.

EDUCDE24  Practicum 3

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioral, communications, autism, intellectual/developmentally delayed, physical and/or multiple exceptionalities. Prerequisite: Practicum 1 (EDUCEDE16). Corequisite: Exceptionalities 3 (EDUCEDE26).

EDUCEDE25  Practicum 4

Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Prerequisite: SAFE10004, EDUC14, 15, 16, 17 and 24.

SAFE10004 (E)

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement. 42 hours.

EDUC10036  Supporting The English Language Learner

Examine the pivotal role of Education Assistants in assisting ELD students to access the Ontario Curriculum and develop literacy/academic skills for success. 42 hours.

EDUC10040 (E)

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues. 42 hours.

EDUCEDE14 (E)

Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: Total Communication Part 1 (EDUCEDE140). 42 hours.

EDUCEDE15 (E)

Incorporate theory, observation and hands-on practice in a real-life educational setting, under supervision of a teacher or educational team. You require police clearance, health screening, and First Aid CPR before beginning the practicum. Prerequisites: Foundations of Education (EDUCEDE14) and Safety In An Educational Setting (SAFE10004).

EDUCEDE16 (E)

Build on introductory field work experiences. Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Senior educational division. Prerequisite: Practicum 1(EDUCEDE15).

EDUCEDE23 (E)

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. Equivalent to Business Careers (CRED10018). 42 hours.

CRED10051  Student Development and Student Experience

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: Student Development and Student Experience (CRED10051) and Function and Organizations in Student Affairs (CRED10054). 42 hours.

CRED10054  Function and Organizations in Student Affairs

CRED10057  Learning And The Student Learner

Mowhawk College Certificate

Graduation Requirement: 6 courses

Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-575-2307 / bonnie.pataran@mohawkcollege.ca

For program details and graduation requirements visit disted@mohawkcollege.ca/teachingadultlearner

EDUCTAL03  Adult Learning

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults. 42 hours.

EDUCTAL02  Curriculum Development

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance. Develop a course outline and a lesson plan. Prerequisite: Adult Learning (EDUCTAL03) and Adults with Learning Disabilities (SENSTAL06). 42 hours.

EDUCTAL03  Adult Learning

Register online at ce.mohawkcollege.ca (*CRN required)

Visit our website disted.mohawkcollege.ca

For more information visit disted.mohawkcollege.ca/studentaffairs
Distance Education/Online Learning

Instructing/Facilitating an On-Line course  EDCU10070
Review the role of an online facilitator and strategies for effective online facilitation within a postsecondary learning environment. Examine specific features of the Blackboard Learning System for online facilitation. 45 hours
21434  OL  May11  $353.38

Introduction to On-Line Delivery  EDCU10067
Develop understanding of the use of online environments and technologies to support and enhance learning. Examine the context and pedagogy for online learning with emphasis on tutor and learner styles, and models of online learning. 30 hours
21431  OL  May11  $253.26

Languages & Communications

Active Citizenship  COMM10034
Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical components of relationships and develop interpersonal skills essential to employment success. Prerequisite: Communications (COMM0L041). 28 hours
21113  OL  May11  $239.91

Communications (Langs)  COMM0L041
Study the basics of communication in the English language from word use to a well-developed essay. This is not a self-paced course, regular weekly class postings are mandatory and deadlines apply. 48 hours
21039  OL  May11  $353.38
21408  OL  Jun1  $353.38
21484  OL  Jul3  $353.38

Introduction to Intercultural Communication  COMM10073 (E)
Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society. Equivalent to Communications (COMM0L041). 42 hours
21248  OL  May11  $333.36

Introduction to Japanese  LANG10060
Gain a basic understanding of conversational Japanese, with a focus on vocabulary, common phrases, and grammar fundamentals. Japanese culture, customs, and society are also examined. Microphone required. 45 hours
21401  OL  May11  $353.38

Introduction To Mass Communication  COMM0CM190 (E)
You will demonstrate how historical, technological and regulatory developments shape the Canadian media. Media Literacy will be developed using successful intelligence. 28 hours
22093  OL  May11  $239.91

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
21408  OL  May11  $333.36

Organizational Business Communication  COMM10027
Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to Communications (COMM0L041). 45 hours
21221  OL  May11  $353.38

Writing Grammatically  COMM10218
Enhance your understanding of English grammar, and develop skills in the effective use of parts, in-depth study of sentence structure and a practical review of stylistic conventions in business writing. 48 hours
21424  OL  May11  $370.32

Certificate of Competence in the French Language

Mohawk College Certificate
Graduation Requirement: 8 courses
For program details see the Languages & Communications section. Some courses in this program are only offered in class.

French 1  LANG10061
Build confidence using simple structures and vocabulary to express yourself and ask questions in French. Read short articles for insight into French family life and family celebrations in Canada and around the world. Equivalent to La Pratique du Francais 1 (LANGFR003). 42 hours
21425  OL  May11  $333.36
21407  OL  Jun1  $333.36

French 2  LANG10062
Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. Equivalent to La Pratique du Francais 2 (LANGFR004). Prerequisite: French 1 (LANG10061). 42 hours
21426  OL  May11  $333.36

French 3  LANG10063
Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. Equivalent to La Pratique du Francais 3 (LANGFR005). Prerequisite: French 2 (LANG10062). 42 hours
21427  OL  May11  $333.36

French 4  LANG10064
Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French-speaking Canada serve as language models and provide a cultural perspective on current issues. Equivalent to La Pratique du Francais 4 (LANGFR006). Prerequisite: French 3 (LANG10063). 42 hours
21428  OL  May11  $333.36

40  CRN*  Location  Day(s)  Start  Times  #Sessions  Fee
12256  FF  WE  Jan11  6:30-9:30  6  $104.20
French 5 LANG10065
Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. Equivalent to La Pratique du Francais 5 (LANGFR007). Prerequisite: French 4 (LANG10064). 42 hours
21429 OL May11 $333.36

Language Interpreter Training Program
Questions? 905-575-2703 / disted@mohawkcollege.ca 905-575-2307 / bonnie.pataran@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/languagetranslator Interpreting, for Setting Specific Interpreting
Build Consecutive Interpreting Development Interpreting
Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035. Prior to registering for course, you must provide proof of successful completion of CILSAT or MLSAT. 30 hours
21298 OL May11 $253.26

Literature Selection Series
Canadian Literature COMMLLT93 (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. 45 hours
21356 OL May11 $353.38

Understanding 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
21185 OL May11 $333.36
22559 OL Jun1 $333.36

Writing for Publication Certificate
Mohawk College Certificate Graduation Requirement: 5 courses For program details refer to the Languages & Communications section.
Questions? 905-575-2703 / disted@mohawkcollege.ca 905-575-2307 / bonnie.pataran@mohawkcollege.ca
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! 45 hours
21183 OL May11 $353.38

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

CRN* Location Day(s) Start Time #Sessions Fee

12256 FF WE Jan11 6:30-9:30 6 $104.20
Distance Education/Online Learning

Information Work II LIBRLT420
Continue study of reference tools, with focus on electronic subscription and pay-per-use databases and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. Prerequisite: Information Work I (LIBRLT240). 39 hours
21074 OL May 11 $313.33

Client Services LIBRLT435
Examine various services available in different library settings and explore interfacing and document supply. Investigate the basics of user orientation and training, programming, local and oral history and practice customer service skills. Examine the vital roles of promotion and public relations, marketing and library advocacy. Prerequisite: Information Work I (LIBRLT240). 36 hours
21352 OL May 11 $293.31

Descriptive And Access Cataloguing II LIBRLT302
Develop understanding of library cataloguing, including the Anglo-American Cataloguing Rules for creating descriptive item records. Learn to use MARC coding for cataloguing bibliographic records in an automated environment. Prerequisite: Intro to Libraries and the Information Industry (LIBRLT110). 36 hours
21072 OL May 11 $293.31

Descriptive And Access Cataloguing II LIBRLT305
Examine form and choice of entry, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Prerequisite: Descriptive and Access Cataloguing I (LIBRLT302). 36 hours
21073 OL May 11 $293.31

Subject Analysis And Classification LIBRLT320
Study the principles of classification and subject analysis and learn to use the Dewey Decimal Classification scheme and Library of Congress subject headings. Access to print Dewey Decimal Classification schedules is recommended. Prerequisite: Descriptive and Access Cataloguing II (LIBRLT305). 39 hours
21363 OL May 11 $332.33

Database Design For Information Workers INFOLT340
Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2010 required. Not open to students with Access Core (INFO10081). Prerequisite: Computer Basics with Windows, Word and Excel. 21 hours
21281 OL May 11 $193.18

Serials LIBRLT351
Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: Descriptive And Access Cataloguing I (LIBRLT302). 18 hours
21122 OL May 11 $173.15

Information Work III LIBRLT425
Continue study of reference tools, with focus on electronic subscription and pay-per-use databases and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. Prerequisite: Information Work II (LIBRLT420). 39 hours
21074 OL May 11 $313.33

Client Services LIBRLT435
Examine various services available in different library settings and explore interfacing and document supply. Investigate the basics of user orientation and training, programming, local and oral history and practice customer service skills. Examine the vital roles of promotion and public relations, marketing and library advocacy. Prerequisite: Information Work I (LIBRLT240). 36 hours
21352 OL May 11 $293.31

Descriptive And Access Cataloguing I LIBRLT302
Develop understanding of library cataloguing, including the Anglo-American Cataloguing Rules for creating descriptive item records. Learn to use MARC coding for cataloguing bibliographic records in an automated environment. Prerequisite: Intro to Libraries and the Information Industry (LIBRLT110). 36 hours
21072 OL May 11 $293.31

Descriptive And Access Cataloguing II LIBRLT305
Examine form and choice of entry, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Prerequisite: Descriptive and Access Cataloguing I (LIBRLT302). 36 hours
21073 OL May 11 $293.31

Acquisitions LIBRLT350
Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. Prerequisite: Descriptive and Access Cataloguing I (LIBRLT302). 36 hours
21164 OL May 11 $293.31

Library Financial Management & Budgeting MGMT10041
Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Only for students taking Computer Basics with Windows, Word and Excel in place of separate courses in Windows, Word and Excel. Prerequisites: LIBRLT110, INFO10113, INFO10053 or INFO10156. 18 hours
21105 OL May 11 $173.15

Genre Fiction And Readers’ Advisory Service COMMLT225
Explore readers’ advisory service and the components of readers’ advisory work from patron interview to service promotion. You will examine the principal genres of fiction, and determine their specific characteristics and appeal for readers. 36 hours
21662 OL May 11 $293.31

Youth Services & Issues LIBRL10034
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. 36 hours
21663 OL May 11 $293.31

NEW!

Introduction to Metadata & Metadata Applications LIBRL10035
Examine the fundamentals of metadata. Learn to apply various metadata schemes and standards to the description of digital and electronic resources on the web. Previous knowledge of HTML coding is highly recommended. Prerequisites: Cataloguing Electronic & Internet Resources (LIBRL10003) and Electronic Publishing and Emerging Library Technologies (INFOLT402). 36 hours
22436 OL May 11 $293.31

Field Work 1 WORKLT290
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library. Prerequisites: INFOLT390, LIBRLT420, LIBRLT320 and LIBRLT215. 105 hours
21259 OL May 11 $150.00
21442 OL Jun 1 $150.00
21443 OL Jul 3 $150.00
22430 OL Aug 1 $150.00
22565 OL Apr 2 $150.00

Register online at ce.mohawkcollege.ca (*CRN required)
Distance Education/Online Learning

Field Work 2 WORKLT490
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: WORKLT290, INFOLT402, LIBRLT435, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325. 105 hours
21036 OL May11 $150.00
21444 OL Jun1 $150.00
21445 OL Jul3 $150.00
22451 OL Aug3 $150.00
22566 OL Apr2 $150.00

Records and Information Management Certificate
Ontario 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 a records management program in any organizational setting.
Questions?
905-575-2703 / disted@mohawkcollege.ca
905-575-2309 / dolores.harmspenner@mohawkcollege.ca

Admission Requirements
A passing standing in grade 12 English at the general level, or equivalent.
For program details and graduation requirements visit disted.mohawkcollege.ca/recordsmanagement
Catalogue listings for English and computer courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

Records And Information Management Fundamentals OADMRM100
Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records. 39 hours
21664 OL May11 $313.33

Archives LIBRM103
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, preservation, conservation, and facility planning and security. 39 hours
21665 OL May11 $313.33

Looking for a course? Search the index at the back of this catalogue.

General Education Courses
The following courses are designed as general interest and/or General Education electives for various post-secondary programs. Each course is a stand-alone course.
For additional General Education courses, refer to the index at the back of the catalogue for those courses indicated with an (E).
disted.mohawkcollege.ca/Generaleducation

Anger Management CONF10005 (E)
Learn about the many types of anger and how to manage and/or modify it. You will identify your specific anger triggers and how your anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 39 hours
21256 OL May11 $313.33

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
21093 OL May11 $370.32

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
21473 OL May11 $353.38

Canadian Politics SSCISS105 (E)
Develop insight into Canadian politics. Topics include the structure of government in Canada, the practice of politics, and discussion of major political issues. 42 hours
21200 OL May11 $333.36

Co-dependency as an Addiction PSYC10008 (E)
Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point. 45 hours
21465 OL May11 $353.38

Developmental Psychology PSYC10027 (E)
Covering topics across the human lifespan, from infancy through to old age, you will examine theories of child development and the research that bears on these theories. Development across the physical, social, emotional, and cognitive domain will also be covered including the nature-nurture issue; the effects of early experience; and continuity - discontinuity in developmental change. 45 hours
21057 OL May11 $353.38
21374 OL Jun1 $353.38
21372 OL Jul3 $353.38

Field to Fork: Introduction to Local and Global Food Systems HORT10021 (E)
Consider opportunities and challenges for making food system changes at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues. 45 hours
21304 OL May11 $353.38

Forensic Psychology PSYC10001 (E)
Designed for those interested in understanding or pursuing a career in forensic/ correctional psychology, you will cover areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology. 36 hours
21220 OL May11 $293.31

Geological Disasters ENVR10005 (E)
Examine the causes and effects of some of the world’s greatest disasters associated with earthquakes, volcanoes, tsunamis, hurricanes, floods, fires, extinctions and impacts from space. 45 hours
21044 OL May11 $353.38

Global Warming Concepts ENVR10004 (E)
Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours
21493 OL May11 $256.26

Growing Up Digital-Living and Working in Canada INFO10158 (E)
Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours
21402 OL May11 $353.38

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
21396 OL May11 $353.38

Humanities HMNS10077 (E)
Focus on some fundamental questions that you ask of yourself while proceeding through life. Discusses issues concerning nature of the individual and various social, cultural, and physical contexts. 45 hours
21404 OL May11 $353.38

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
21349 OL May11 $353.38

Book your DE exam online
disted.mohawkcollege.ca

CRN* Location Day(s) Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
Introduction to Racism and Discrimination SSC10026 (E)
Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 42 hours
21025 OL May11 $333.36

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
21251 OL May11 $353.38

Introduction to Sustainable Development ENVR10026 (E)
Discuss environmental, economic and social impacts that affect the sustainability of our communities. Examine the effects of human populations on ecosystems and consider individual responsibility to promote sustainability through lifestyle change. 45 hours
21348 OL May11 $353.38

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
21474 OL May11 $353.38

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
21370 OL Jun1 $333.36

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
21252 OL May11 $333.36
21319 OL Jul3 $333.36

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. 45 hours
21094 OL May11 $353.38

Philosophy of Art SSCIPT001 (E)
You will 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. 30 hours
22563 OL May11 $253.36

Science Fiction COMM10043 (E)
Explore our changing world through the medium of science fiction. Discover the amazing narrative and fantastic voyages of this literary genre, through study of various short stories and novels. Prerequisite: College English or equivalent. 42 hours
21224 OL May11 $333.36

Soccer and its Impact on Society SSC10031 (E)
Examine the impact of soccer on socioeconomic, religious, political, and cultural views worldwide. Explore the relationship and human behaviors influenced by soccer ideology and its effects on “pop culture”. 42 hours
21347 OL May11 $333.36

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
21534 OL May11 $333.36

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. 45 hours
21295 OL May11 $353.38

Sociology 1 SSCISS108 (E)
The discipline of sociology deals with the study of people’s lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours
21055 OL May11 $333.36
21371 OL Jun1 $333.36
21316 OL Jul3 $333.36

Sociology 2 SSCISS109 (E)
Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, “race”, and ethnicity, the family, population, social movements and change. Prerequisite: Sociology 1(SSCISS108). 42 hours
21017 OL May11 $333.36

Sports Psychology PSYC10009 (E)
Examining the individual components of how one’s mind works is a valuable tool for performance in sports and 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
22420 OL May11 $333.36


Distance Education/Online Learning / Engineering Technology

ACE Courses
Contact Shelley Kitchen at shelley.kitchen@mohawkcollege.ca for registration details.
Enrolment is limited so please contact Shelley Kitchen as soon as possible.

ACE Apprenticeship Math MATH10047
Enhance skills developed in Core Mathematics in preparation for apprenticeship study.
Topics include number sense and algebra; measurement and geometry; proportional reasoning; analytic geometry; relations and functions; trigonometric functions; statistics; and personal finance. Prerequisite: ACE Core Math (MATH10045). 120 hours
21274 OL Apr2

ACE Biology BIOL10011
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, a current and crucial issue. Prerequisite: ACE Core Math (MATH10045). 120 hours
21278 OL Apr2

ACE Business Mathematics MATH10046
Enhance your skill with business-related mathematics. Topics include arithmetic and geometric sequences and series; simple and compound interest; annuities; exponential growth; retail mathematics; data analysis; and solving various mathematics problems. Prerequisite: ACE Core Math (MATH10045). 120 hours
21270 OL Apr2

ACE Chemistry GSCI10004
Enhance your knowledge of chemistry. Focus on industrial and environmental issues, analyze problems, complete laboratory exercises and communicate scientific information effectively. Content is geared to adult learners entering health and environmental science programs. Prerequisites: ACE Core Math (MATH10045). 120 hours
21273 OL Apr2

ACE Communications COMM10148
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
21271 OL Apr2

ACE Computers COMP10083
Become comfortable using computer hardware and software (2 types) and online communication tools such as the Internet. Learn to generate documents, using popular application software. Ethical and safety issues associated with computer use are also discussed. 100 hours
21279 OL Apr2

ACE Core Math MATH10045
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
21272 OL Apr2

ACE Physics PHYS10000
Develop an understanding of physical concepts and principles and learn to apply them to various practical systems. Explore forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. Prerequisite: ACE Core Math (MATH10045). 120 hours
21274 OL Apr2

ACE Self Management and Self Direction CRED10044
Develop knowledge, skills, and behaviours to enhance academic, employment and personal effectiveness. Focus on areas such as self-reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career/employment exploration. 80 hours
21275 OL Apr2

ACE Technology Math MATH10044
Enhance algebraic skills mastered in Core Mathematics in preparation for technology study. Learn to solve applied problems involving trigonometric, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: ACE Core Math (MATH10045). 120 hours
21276 OL Apr2

Engineering Technology

Questions?
905-575-2303 / 905-575-2507 / 905-575-2139
ceengty@mohawkcollege.ca

See each certificate description or refer to the web site at ce.mohawkcollege.ca/engineeringtechnology

Engineering Technology Admission Requirements
Unless stated otherwise, the admission requirements for all Engineering Technology programs include Ontario Grade 12 Diploma or equivalent or Mature Student status.

NOTE: You must ensure you have the required course prerequisites listed in the course descriptions and on our website

Apprenticeship

Certificate of Qualification Examination Preparatory Courses
Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act, by reviewing various relevant theory for a specific trade.
Questions?
905-575-2507 / ceengty@mohawkcollege.ca / cc.mohawkcollege.ca/cofq

Admission Requirements
Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam, and determine your eligibility to write the exam. Branch numbers: 1-800-688-4479 Hamilton 905-521-7764 & Brantford 519-756-5197.

Pre-License Electrical ELECHEQ12
Review theory and electrical code for the Construction & Maintenance 309A exam. Text requirements will be discussed in the first class.
22192 SC MOWE Apr16 6:30-9:00 20 $429.61

Pre-License Instrumentation 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.
22200 SC MOWE May23 6:30-9:30 10 $223.06

Certificate Of Qualification Prep Machinist MACHHAQ02
Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act.
22497 SC TUTH Apr17 6:30-9:00 24 $498.95

Certificate of Qualification Prep - Tool & Die MACHHEQ03
Prepare to write the Examination for the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act.
22498 SC TUTH Apr17 6:30-9:00 24 $498.95

Cert Of Qualification Prep Mechanic MECHHEQ02
Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen’s Qualification Act.
21787 BF MOWE Apr16 6:00-9:00 24 $498.95

Pre-Licence Truck - Coach Technician-Class 310T MOTPSAM65
Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen’s Qualification Act.
21680 SC WE Apr18 6:30-9:30 12 $267.67

Pre-Licence Auto Service Technician-Class 310S MOTPSAM66
Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen’s Qualification Act.
21679 FF WE Apr18 6:30-9:30 12 $267.67

Skilled Trades

Automotive - Other
Questions
905-575-2507 / ceengty@mohawkcollege.ca / 905-575-2746 / russell.krick@mohawkcollege.ca

CNC Programming Certificate (Including CAD/CAM)
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.

How to read course details:

CRN Location Day(s) Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
**Engineering Technology**

**Questions?**
905-575-2507 / ceengty@mohawkcollege.ca
519-758-6027 / 905-575-1212 ext. 6027 / godfrey.nicholson@mohawkcollege.ca

**Admission Requirements**
For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings. Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended. (See Machine Tool Operator Certificate for basic skills).

For program details and graduation requirements visit ce.mohawkcollege.ca/cncprogramming

**Some components of this program require approved safety glasses and footwear.**

<table>
<thead>
<tr>
<th>CNC Programming</th>
<th>Basic</th>
<th>MACHRE810</th>
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<tbody>
<tr>
<td>Study machine tool set-up for 2 1/2 axes milling and 2 axes turning.</td>
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<tr>
<td>21851 SC TU/TH Apr17 7:00-10:00 20 $429.61</td>
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<tr>
<th>CAD/CAM (MasterCAM)</th>
<th>2D CADMRRE455</th>
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<tr>
<td>Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prequisite: MACHRE811.</td>
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<tr>
<td>21791 SC TU Apr17 6:00-10:00 15 $429.61</td>
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**Electrical Fundamentals Certificate**
Mohawk College Certificate
Graduation Requirement: 3 courses
Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

<table>
<thead>
<tr>
<th>Questions?</th>
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<tbody>
<tr>
<td>905-575-2507 / <a href="mailto:ceengty@mohawkcollege.ca">ceengty@mohawkcollege.ca</a></td>
</tr>
<tr>
<td>905-575-1212 ext. 3986 / <a href="mailto:ahmed.arkoub@mohawkcollege.ca">ahmed.arkoub@mohawkcollege.ca</a></td>
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**Admission Requirements**
A minimum of Grade 11 mathematics and physics, or equivalent.

For program details and graduation requirements visit ce.mohawkcollege.ca/electricalfundamentals

<table>
<thead>
<tr>
<th>MATHMA002</th>
<th>Preparatory Mathematics (Technology)</th>
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<tbody>
<tr>
<td>Refer to Math Learning Centre courses in the Math/Statistics section.</td>
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<tr>
<th>ELECHV200</th>
<th>Electricity 2 &amp; ELECH107 - Electricity 1</th>
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<tr>
<td>Refer to Heating, Refrigeration, Air-Conditioning (HRAC) Certificate.</td>
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</table>

**Fluid Power Certificate**
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.

<table>
<thead>
<tr>
<th>Questions?</th>
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<tbody>
<tr>
<td>905-575-2507 / <a href="mailto:ceengty@mohawkcollege.ca">ceengty@mohawkcollege.ca</a></td>
</tr>
<tr>
<td>905-575-2531 / <a href="mailto:doug.daniels@mohawkcollege.ca">doug.daniels@mohawkcollege.ca</a></td>
</tr>
</tbody>
</table>

**Admission Requirements**
You require basic knowledge of or experience with fluid power systems.

For program details and graduation requirements visit ce.mohawkcollege.ca/fluidpower

**Some components of this program require approved safety glasses and footwear.**

<table>
<thead>
<tr>
<th>Electrical/Electronic Applications For Fluid Power</th>
<th>ELECMF104</th>
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<tbody>
<tr>
<td>Enhance your understanding of schematics, wiring diagrams and practices, input/output devices, logic control devices, and control concepts. Use metering and test devices, and troubleshoot electrical systems.</td>
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</tbody>
</table>

22065 SC TU/TH Apr17 6:00-10:00 13 $378.93

**Industrial Lubrication Certificate**
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.

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<tr>
<th>Questions?</th>
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<tr>
<td>905-575-2507 / <a href="mailto:ceengty@mohawkcollege.ca">ceengty@mohawkcollege.ca</a></td>
</tr>
<tr>
<td>905-575-2531 / <a href="mailto:doug.daniels@mohawkcollege.ca">doug.daniels@mohawkcollege.ca</a></td>
</tr>
</tbody>
</table>

**Admission Requirements**
You should have employment responsibilities involving lubrication and several years related experience. Secondary school background with chemistry, physics and mathematics is an asset.

For program details and graduation requirements visit ce.mohawkcollege.ca/industriallubrication

WATC FOR COURSES NEXT TERM.

**Industrial Mechanic (Millwright) Certificate**
Mohawk College Certificate
Graduation Requirement: 21 courses
Prepare for skilled employment in manufacturing and industrial settings. Learn to install, maintain and repair industrial equipment, operate hoisting devices and fabricate parts.

NOTE: Advanced standing is available for those with credits in similar CE courses. This program may meet in-school requirements of the IMM Apprenticeship Program. Candidates will be evaluated individually by the Apprenticeship branch.

<table>
<thead>
<tr>
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<tr>
<td>905-575-2507 / <a href="mailto:ceengty@mohawkcollege.ca">ceengty@mohawkcollege.ca</a></td>
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</tr>
</tbody>
</table>

**Machine Tool Operator Certificate**
Mohawk College Certificate
Graduation Requirement: 5 courses
Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective tools.

<table>
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</tr>
<tr>
<td>519-758-6027 / 905-575-1212 ext. 6027 / <a href="mailto:godfrey.nicholson@mohawkcollege.ca">godfrey.nicholson@mohawkcollege.ca</a></td>
</tr>
</tbody>
</table>

**Admission Requirements**
You require Grade 12 Mathematics, and a strong mechanical aptitude.

For program details and graduation requirements visit ce.mohawkcollege.ca/machinetooloperator

**Some components of this program require approved safety glasses and footwear.**

**Machine Shop 1**
MACHRE165
Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting. Miscellaneous fee included.

| 21788 SC SA Apr14 8:00-12:00 10 $337.41 |

**Machine Shop 2**
MACHRE265
Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Miscellaneous fee included.

| 21789 SC SA Apr14 8:00-12:00 10 $337.41 |

**Machine Shop 3**
MACHRE465
Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.

| 21790 SC SA Apr14 8:00-12:00 10 $337.41 |

**Machine Shop Theory**
MACHRE543
Develop skills and knowledge in safety, tool use, engine lathe set-up and operation, and drilling, milling, and surface grinding operations.

| 22167 SC MO/WE Apr16 6:00-9:00 24 $498.95 |

**Blueprint Reading Mechanical**
TDWRRE152
Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.

| 21849 SC TU Apr17 7:00-10:00 12 $267.67 |

Register online at ce.mohawkcollege.ca (*CRN required*.

Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.
Maintenance Mechanic Fundamentals Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.
Questions? 905-575-2507 / ceengty@mohawkcollege.ca
905-575-2531 / doug.daniels@mohawkcollege.ca

Admission Requirements
Grade 12 mathematics, physics and chemistry. A good mechanical aptitude recommended.
For program details and graduation requirements visit ce.mohawkcollege.ca/maintenancemechanic

MATLLUB00 - Lubrication Fundamentals
Refer to the Industrial Lubrication Certificate. Watch for courses next term.

Welding - Other

Questions? 905-575-2507 / ceengty@mohawkcollege.ca
905-575-2512 ext. 5058 / jeff.gill@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca

Admission Requirements
Good 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. Everyone must register in Shielded Metal Arc Welding 1.
For program details and graduation requirements visit ce.mohawkcollege.ca/welderoperator. Both the theory and practical components are required to receive credit in each course. Most theory is self-study.
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.
21778 SC MO/WE Apr16 6:30-9:30 26 $669.33

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.
21779 SC MO/WE Apr16 6:30-9:30 26 $669.33

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.
21780 SC MO/WE Apr16 6:30-9:30 26 $669.33

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, flat, and horizontal positions. Prerequisite: WELD236 or WELD10502 or equivalent. Material fee included.
21781 SC MO/WE Apr16 6:30-9:30 26 $669.33

Blueprint Reading Welding TDRWE154
Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.
21777 SC TU Apr17 7:00-10:00 13 $289.97

Welding - Other

Questions? 905-575-2507 / ceengty@mohawkcollege.ca
905-575-2512 ext. 5058 / jeff.gill@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca

Admission Requirements
Good 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. Everyone must register in Shielded Metal Arc Welding 1.
For program details and graduation requirements visit ce.mohawkcollege.ca/welderoperator. Both the theory and practical components are required to receive credit in each course. Most theory is self-study.
You must supply Safety Glasses, Safety Boots and Welding Gloves.

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Welding - Other

Questions? 905-575-2507 / ceengty@mohawkcollege.ca
905-575-2512 ext. 5058 / jeff.gill@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca

Admission Requirements
Good 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. Everyone must register in Shielded Metal Arc Welding 1.
For program details and graduation requirements visit ce.mohawkcollege.ca/welderoperator. Both the theory and practical components are required to receive credit in each course. Most theory is self-study.
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.
21778 SC MO/WE Apr16 6:30-9:30 26 $669.33

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21781 SC MO/WE Apr16 6:30-9:30 26 $669.33

Blueprint Reading Welding TDRWE154
Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.
21777 SC TU Apr17 7:00-10:00 13 $289.97

Woodworking Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5027 / ken.mercer@mohawkcollege.ca

For details visit ce.mohawkcollege.ca/woodworking

Some components of this program require approved safety glasses and footwear.

Cabinet Making for Women BLDG10022
Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills in the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.
21774 SC MO Apr16 6:30-9:30 12 $267.67

Hand Tool Techniques BLDG10230
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.
21776 SC MO Apr16 6:30-9:30 12 $267.67

Cabinet Making - Level 1 BLDG10270
Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills in the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.
21772 SC TH Apr19 6:30-9:30 12 $267.67

Cabinet Making - Level 2 BLDG10271
Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDG10270 or BLDG10022 completed within one year. (Project may or may not be completed within the 12 weeks.)
21773 SC TU Apr17 6:30-9:30 12 $267.67

Furniture/Cabinet Making BLDG10273
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 BLDG10271.
21775 SC TH Apr18 6:30-9:30 12 $267.67

Electrotechnology

Electronic Fundamentals Certificate
Mohawk College Certificate
Graduation Requirement: 4 courses
Electronics are a key element of modern industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.
Questions? 905-575-2139 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

Admission Requirements
Grade 12 Mathematics or equivalent.
For program details and graduation requirements visit ce.mohawkcollege.ca/electronicfundamentals
Human Machine Interfacing Certificate

Mohawk College Certificate

Graduation Requirement: 5 courses

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on “hands-on” exercises.

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
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905-575-2139 / ceengty@mohawkcollege.ca

Instrumentation Courses

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
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905-575-2139 / ceengty@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca

Industrial Drives Certificate

Mohawk College Certificate

Graduation Requirement: 5 courses

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
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905-575-2139 / ceengty@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca

Programmable Logic Controller Certificate

Mohawk College Certificate

Graduation Requirement: 4 courses

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on “hands-on” exercises.

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
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905-575-2139 / ceengty@mohawkcollege.ca
905-575-2139 / ceengty@mohawkcollege.ca

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 Certificates 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:

1. A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
2. Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. Documented proof of related work experience would include letters or affidavits from employers detailing work experience related to the certification sought and the name, and certificate number of the supervising certificate holder(s).

For further information contact Charles Honey at 905-575-2522 / charles.honey@mohawkcollege.ca

Questions?
905-575-2527 / ceengty@mohawkcollege.ca
905-575-2527 / ceengty@mohawkcollege.ca
905-575-2527 / ceengty@mohawkcollege.ca
905-575-2527 / ceengty@mohawkcollege.ca
905-575-2527 / ceengty@mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
Fuel Technician Certification
Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section. Upon completion of all four parts of the Gas Technician 2, the student will be permitted to book for their final TSSA examination. NOTE: Participants are also required to pay an Examination Fee of $150.00 for each level (GT-3, GT-2, GT-1) of certification. For more information, access the TSSA link via ce.mohawkcollege.ca/fueltechnician

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2522 / charles.honey@mohawkcollege.ca

Admission Requirements
Applicants must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

BLLGBE03 - Air Handling And Refrigeration
Refer to Building Environmental Systems Certificate.

Air Conditioning For HRAC HRAPRE905
Explore the theory of the mechanical air conditioning cycle, individual system components and accessories, refrigerant piping, control systems, troubleshooting, installation practices and service procedures.

Building Environmental Systems Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Complete 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.

Building Environmental

Heating, Refrigeration, Air-Conditioning (HRAC) Certificate
Ontario College Certificate
Graduation Requirement: 7 courses
Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2522 / charles.honey@mohawkcollege.ca

Admission Requirements
You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

For program details and graduation requirements visit ce.mohawkcollege.ca/hrac

In addition, upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

OIL BURNER TECHNICIAN
You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The GT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through day school training at this time.

GAS TECHNICIAN
You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

Gas Technician 2 Review GOPT10002
Benefit from this optional refresher. Intended to help Mohawk CE or Day students 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.

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.

The purchase of books will be required; instructors will advise.

Building Construction Sciences
Architectural Drafting Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Enhance your skills or prepare for a career as an architectural drafts-person, job captain, building inspector, appraiser or site supervisor.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 / kevin.haluiik@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/architecturaldrafting

This certificate will be phased out by fall 2012.

DRAFTING FUNDAMENTALS & STANDARDS TDRWEA106
Develop basic architectural drafting and technological construction methodology skills for the building industry.

Construction Estimating Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 / kevin.haluiik@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/constructionestimating

Estimating 3 BLDGCV442
Use blueprints to calculate quantities and pricing materials for construction projects. Includes a computer estimating component. Prerequisites: BLDG1010 and COMPC001 or approved equivalent. Saturday/Sunday class dates will be: May 26 & 27, and June 9 & 10.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 / kevin.haluiik@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/constructionestimating

Learn more about the programs offered at Mohawk College.

How to read course details:

CRN* 12256

Heating, Refrigeration, Air-Conditioning (HRAC) Certificate
Ontario College Certificate
Graduation Requirement: 7 courses
Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2522 / charles.honey@mohawkcollege.ca

Admission Requirements
You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

For program details and graduation requirements visit ce.mohawkcollege.ca/hrac

In addition, upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

OIL BURNER TECHNICIAN
You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The GT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through day school training at this time.

GAS TECHNICIAN
You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

Gas Technician 2 Review GOPT10002
Benefit from this optional refresher. Intended to help Mohawk CE or Day students 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.

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.

The purchase of books will be required; instructors will advise.

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

Construction Management A
MGMTCN340
Examine the principles of critical-path scheduling, as well as relevant provincial and municipal acts, regulations, and permit processes.
21822 FF TH May 10 6:00-10:00 14 $404.82

Residential Design & Construction Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
For program details and graduation requirements visit
ce.mohawkcollege.ca/residentialdesign

Construction Practice-Basic BLDGRC027
Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all semesters.
21735 FF TU Apr 17 6:30-9:30 12 $267.67

Framing Techniques BLDGRC028
Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Offered in all semesters.
21746 SC MO Apr 16 6:30-9:30 12 $267.67

Residential Electrical & Plumbing BLDGRC029
Study the installation and safety procedures of typical electric circuits and associated equipment, and plumbing lines and fixtures. Will be offered every semester.
21748 SC WE Apr 18 7:00-10:00 12 $267.67

Trim Finishing & Cabinetry BLDGRC032
Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc. Offered in Spring semester only.
21747 SC TH Apr 19 7:00-10:00 12 $267.67

Building & Construction Sciences - Other
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 /
kevin.halulik@mohawkcollege.ca

NEW!
Principles of Landscape Construction BLDG10069
Develop the ability and knowledge to create practical and aesthetically appealing outdoor spaces. Gain an understanding of the purpose, limitations, and construction/installation techniques for common landscaping materials.
22407 FF WE Apr 18 6:00-9:00 14 $312.28

Applied Mechanics PHYSEA201
Study forces, vectors, scalars, resultants and equilibrants, equilibrium conditions, analysis of trusses, shear and bending moment diagrams for simple conditions and section properties.
22066 FF WE May 9 6:30-10:00 16 $404.82

Transportation Technology TRANE105
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.
21850 FF TU May 15 6:30-9:30 14 $312.28

Transportation Design 1 TRANTR462
Introduces the procedures in the planning and design of streets and highways for urban and rural design standards.
21852 FF MO May 7 6:00-10:00 19 $404.82

Computer Science Certificate - Level 1
Mohawk College Certificate
Graduation Requirement: 6 courses
Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3310 /
dennis.angle@mohawkcollege.ca
For program details and graduation requirements visit
ce.mohawkcollege.ca/computerscience

Programming Fundamentals COMP1001
Learn to apply essential software tools and methods to produce and maintain quality software systems. NOTE: 2 hours on a Saturday is required (TBA)
21717 FF TU May 8 6:00-10:00 17 $488.91

HTML & CSS COMPCO710
Explore HTML basics including design, formatting, hypertext links, frames, tables, forms and styles.
21669 FF MO May 7 6:00-10:00 14 $404.82

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

Oops! We didn’t know you wanted it
Register early - we need at least 10 students to run our classes

Computer Science & Information Technology - Other
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3310 /
dennis.angle@mohawkcollege.ca

Introduction To Micro Computers COMPCO165
Focus on computer essentials including the Windows 7 operating system and use of MS Word, Excel and PowerPoint.
21718 FF MO May 7 6:00-10:00 7 $208.19

AutoCAD Design Certificate
Mohawk College Certificate
Graduation Requirement: 6 courses
Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
denise.serafin@mohawkcollege.ca

Admission Requirements
If you have no previous computer knowledge or knowledge of Windows you should take COMPC0001-General Computer Training (Refer to Distance Education) before taking courses within this program. Drafting knowledge is strongly recommended.
For program details and graduation requirements visit
ce.mohawkcollege.ca/autocad

AutoDESK - REVIT CADM10028
Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs. Book included in fees.
21813 FF SA/SU Apr 21 9:00-5:00 6 $386.58

AutoDesk REVIT - Advanced CADM10040
REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development, and construction documentation tools in this class using architectural examples. Prerequisite:CADM10028. Book included in fees.
21814 FF SA/SU May 12 9:00-5:00 6 $396.58

AutoCAD - Introduction CADMCD06
Discover entity creation, dimensioning, layers and linetypes and text creation using AutoCAD.
21807 FF SA/SU Apr 14 9:00-5:00 6 $334.58
21806 FF TU/TH Apr 17 6:00-9:30 13 $334.58
21808 SC TU/TH Apr 17 6:00-9:30 13 $334.58

AutoCAD - 3D Modeling CADMCD11
Produce and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCD15.
21810 FF MO/WE Apr 16 6:00-9:30 13 $334.58

AutoCAD - Customization CADMCD12
Focus on creating drawing template files, external references, customizing AutoCAD, automating AutoCAD using script files and creating custom menus and toolbars. Prerequisite: CADMCD15.
21811 FF TU/TH Apr 17 6:00-9:30 13 $334.58

Register online at ce.mohawkcollege.ca (*CRN required)
Engineering Technology

AutoCAD - Advanced CADMCD15
Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCD06.
21812 FF S/A/SU May12 9:00-5:00 6 $334.58
21815 SC T/TH Jun5 6:00-9:30 13 $334.58

AutoCAD - Architectural CADMCD20
Prepare two-dimensional residential and commercial architectural drawings. Create floor plans, roof plans, sections and elevations. Prerequisite: CADMCD15.
21809 FF MO/WE Apr16 6:00-9:30 13 $334.58

Computer Science - Software Engineering Specialist Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
Develop a background in computer programming and systems analysis and design. Focus is on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3310 / dennis.angie@mohawkcollege.ca

Admission Requirements
You must have completed the Computer Science Level 1 Certificate or be able to meet course prerequisites.
For program details and graduation requirements visit ce.mohawkcollege.ca/computersciencesoftware

Programming in Java COMP10062
Building upon the logic and object oriented programming concepts developed by the Programming Fundamentals course (COMP1001). The course concentrates on the creation and use of classes as an object type, but still covers the basic elements that many traditional languages use, ie, 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.
21719 FF T/TH May8 6:00-8:30 28 $488.91

Microcomputer Engineering Hardware Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
Grade 12 (OSSD), MATH10042 (refer to Math Learning Centre courses) and COMPNET01 (refer to Server and Network Support Certificate) or equivalent.

Microcomputer Engineering Software Certificate
Mohawk College Certificate
Graduation Requirement: 4 courses
Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
COMPNET25 and COMP10052 or equivalent (refer to Server and Network Support Certificate)
For program details and graduation requirements visit ce.mohawkcollege.ca/microcomputersoftware

WATCH FOR COURSES NEXT TERM

UNIX/Linux COMP10052
Learn to install, maintain, and troubleshoot a UNIX system. Focus on a technical overview of the UNIX/Linux operating system, including hands-on experience with commands, files, and tools. Topics include graphical user interfaces (GUI), UNIX/Linux commands, user and group management, configuring peripheral devices, file system maintenance, software management, system monitoring, shell environments and scripting. Prerequisite: COMPNET01. "NOTE: No class June 13 &20.
22121 FF WE Apr25 6:00-10:00 14 $404.82

Computer Hardware & Software COMPNET01
Learn to assemble and configure a computer, install and troubleshoot hardware and software problems and examine system networking and network server basics as preparation for A+ certification.
21548 FF TH May3 6:00-10:00 14 $404.82

Internet Technologies COMPNET25
Explore client and server side programming using scripting languages and environments of VBScript, JavaScript, and Active Server pages. Build interactive Web pages and dynamic Web applications. Prerequisite: COMPNET01
21706 FF WE May2 6:00-10:00 14 $404.82

Network Specialist Certificate
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?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
Server and Network Support Certificate or completion of the following courses: COMPNET01 and COMPNET20.
For program details and graduation requirements visit ce.mohawkcollege.ca/networkspecialist

Routing (CCNA2) COMPNET35
Develop skills in configuring a router, managing Cisco IOS, configuring routing protocol on routers, and setting access lists to control the access to routers. 14 hours of online education required. MANDATORY Prerequisite: COMPNET20
21710 FF MO May7 6:00-10:00 14 $404.82

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

Prep Sciences
For Mathematics courses refer to the Math/ Statistics section of the catalogue.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3481 / frosina.stojanovska-pocuca@mohawkcollege.ca

Preparatory Chemistry (G.A.S.)
CHEMPE106
Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. Monday class is every second Monday.
22305 FF WE Apr 25 6:30-9:30 19 $404.82
MO 6:30-9:30

Preparatory Physics (G.A.S.)
PHYSPE108
Prepare for entry into most college level Technology and Health Sciences programs with selected study of physics.
22307 FF TUTH Apr 26 6:30-9:30 19 $404.82

Physical & Environmental Sciences
Fire Safety Certificate
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 would benefit from this program.
Questions? 905-575-2139 / ceengty@mohawkcollege.ca
905-575-2225 / geoff.white@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/firesafety
WATCH FOR COURSES NEXT TERM

Environmental Engineering Certificate
Mohawk College Certificate
Graduation Requirement: 7 courses
Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca
905-318-4295 mailbox 1501 / margaret.thomson@mohawkcollege.ca
Admission Requirements
Prep Chemistry (GSClPE053) or equivalent. Refer to Prep Science section for GSClPE053 availability.
For program details and graduation requirements visit ce.mohawkcollege.ca/environmentalengineering

Environmental Science ENVROH702
Develop an understanding of environmental issues, technologies, sustainability, ecosystems, pollution, pest control and resources.
Prerequisite: GSClPE053 or equivalent.
22074 FF TU May 8 7:00-10:00 14 $312.28

Solid And Hazardous Waste Management WASTOH706
Focus on tools, techniques and solid and hazardous technology with emphasis on pollution prevention and regulatory compliance.
Prerequisites: CHEMHO701 and ENVROH702.
22075 FF WE May 9 6:00-9:00 14 $312.28

Environmental Engineering - Other
Water Treatment Technology - Entry Lvl Certificate STEN10012
Gain a thorough understanding, through theory and practice, of the operation of water treatment plants and small-scale water treatment systems; completion with a minimum 70% in MOE testing allows you to receive an Entry Level Drinking Water Certificate upon graduation from Mohawk’s Environmental Technician or Chemical Technology programs.
Prerequisite: General Chemistry. *NOTE: No class May 18 & 22.
22158 FF MO-FR May 14 8:30-4:30 7 $360.12

Occupational Health and Safety Management Certificate
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? 905-575-2139 / ceengty@mohawkcollege.ca
905-575-2225 / geoff.white@mohawkcollege.ca
Admission Requirements
Knowledge of chemistry, physics and mathematics is an asset.
For program details and graduation requirements visit ce.mohawkcollege.ca/ohs

Hazard Assessment and Control SAFE10072
Study practical aspects of recognizing, assessing and controlling workplace hazards. Topics include: legal responsibilities, inspection techniques, control strategies and training programs.
22076 FF WE Apr 18 7:00-10:00 15 $289.97

Occupational Hygiene-Introduction ENVROH101
Focus on recognition, evaluation and control of chemical and physical workplace hazards, technology, exposure measurement and control strategies, and legal information sources.
22077 FF MO Apr 16 6:00-9:00 13 $289.97

Workplace Safety And Insurance Act SAFEOH309
Explore effective strategies to address work related disability management claims, return to work, and WSIB premiums and incentive issues related to the WS&IA.
22079 FF WE Apr 18 6:00-9:00 12 $267.67

Industrial Engineering Certificate - Level 1
Mohawk College Certificate
Graduation Requirement: 6 courses
For individuals employed in first level Industrial Engineering positions conduct time-and-motion studies, draw plans of efficient plant layout; assist in quality control testing; and participate in various manufacturing problem solving applications.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext.3650 / louie.dorazio@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/industrialengineering

Management Of Human Resources HEBSIM337
Examine behavioural science and its application to better understand human behaviour and the use of human skills in the work environment.
22151 FF TU Apr 17 6:00-9:00 14 $312.28

Plant Layout And Material Handling IENGIM335
Examine analytical techniques used in designing plant layouts and material handling systems.
22150 FF TH Apr 19 6:00-10:00 14 $404.82

Quality Assurance Certificate - Level 1 (Suspended)
To discuss program completion please contact the Program Manager.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3650 / louie.dorazio@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/qualityassurance

Register online at ce.mohawkcollege.ca (*CRN required)
Engineering Technology / Health Sciences

**Mechanical Design**

**Questions?** 905-575-2203 / ceengty@mohawkcollege.ca  
905-575-1212 ext. 3058 / sebastian.rimie@mohawkcollege.ca  
[ce.mohawkcollege.ca/mechanicaldesign](ce.mohawkcollege.ca/mechanicaldesign)

**SolidWorks Basic**  
CADMRE066  
Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface. Intended for mechanical designers.  
21716 FF TH Apr'19 6:00-9:30 13 $334.58

**Geometric Dimensioning & Tolerancing**  
MECHDA55  
Enhance engineering drafting skills and learn the “language” of geometric dimensioning and tolerancing, based on ASME Y14.5M-2009 standard.  
21714 FF MO/WE Jun'19 6:00-9:30 12 $267.67

New Courses, More Knowledge, New Opportunities!

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

Register early - we need at least 10 students to run our classes

**Health Sciences**

[ce.mohawkcollege.ca/healthsciences](ce.mohawkcollege.ca/healthsciences)

**NOTE:** MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

You must submit the Communicable Disease Screening (immunization) form, available at [ce.mohawkcollege.ca/healthsciences.html](ce.mohawkcollege.ca/healthsciences.html) to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one-time processing fee of $115.00. Make cheques payable to “Mohawk College Health Services” with your student ID number clearly visible on the front of the cheque. Cash accepted if dropped off in person to Room 303.

Questions?  
Health Services 905-540-4247 ext. 26750 / IAHSHSHealthServices@mohawkcollege.ca

Books for courses offered at the IAHS may be purchased at the Health Sciences Bookstore in McMaster University Medical Centre, 1200 Main Street West, Room 1G. Phone 905-525-9140 ext. 22288 or 1-(800)-407-9465; Fax 905-570-0743; or titles. mcmaster.ca/trade/specialform.htm

**CPR and First Aid Certification**

Additional courses requested by special interest groups can also be accommodated.

**Questions?** 905-540-4247 ext. 26258

**C.P.R. ’C’/AED Recertification - Health Care Provider Level**  
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.

25026 IH SU Apr'19 9:00-12:30 1 $47.12
25027 IH MO Apr'23 4:30-8:00 1 $47.12
25028 IH MO May'14 9:00-12:30 1 $47.12
25029 IH MO Jun'11 4:30-8:00 1 $47.12
25030 IH SU Jul'8 9:00-12:30 1 $47.12
25031 IH MO Aug'27 4:30-8:00 1 $47.12

**C.P.R.’C’/AED - Health Care Provider Level**  
HSC110086  
Designed for Health Professionals, you will learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. This course is a prerequisite for PN, BScN, programs.

Heart and Stroke Foundation certification.

25015 IH SA Apr'14 9:00-2:30 $76.31
25020 IH TU May'8 5:00-10:30 1 $76.31
25021 IH SA May'26 9:00-2:30 1 $76.31
25023 IH SA Jun'23 9:00-2:30 1 $76.31
25024 IH SA Jul'21 9:00-2:30 $76.31
25025 IH TU Aug'28 5:00-10:30 1 $76.31

**Standard First Aid, C.P.R. ’C’/AED**  
HSC110088  
Complete intensive training, according to Red Cross Standards. WSIB (ON) approved.

Designed to meet training requirements of community or industry personnel, this course is also a prerequisite for many college entry programs, e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, Child/Youth Worker, Rec/Leisure, Law & Security, Educational Assistant, Firefighters, etc. First Aid Valid for 3 years. CPR valid for 1 year.

25032 IH SA/SU Apr'28 9:00-5:00 2 $153.51
25033 IH SA/SU May'26 9:00-5:00 2 $153.51
25034 IH SA/SU Jun'23 9:00-5:00 4 $153.51
25035 IH SA/SU Jul'14 9:00-5:00 2 $153.51
25036 IH SA/SU Aug'25 9:00-5:00 2 $153.51

**Medical Laboratory Technology**

**Questions?** 905-540-4247 ext. 26258 / molly.golba-bythouwer@mohawkcollege.ca

The College offers many courses suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for crosstraining and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

SEE THE DISTANCE EDUCATION SECTION FOR OTHER COURSES FOR TECHNOLOGISTS

The College is open on Easter Monday
ATTENTION MEDICAL LABORATORY TECHNOLOGISTS
You may be eligible for up to $1500.00 tuition reimbursement through the Allied Health Professional Development Fund. For more information visit www.osmt.org

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.
25114 IH TH May10 6:30-9:30 6 $132.41

Medical Laboratory Technology
Bridging Program for Medical Laboratory Technology
Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs.
Questions:
905-540-4247 ext 26706 / mary.golba-by lhouwer@mohawkcollege.ca
ce.mohawkcollege.ca/bridgingmedlab
NEW - The Bridging Program is ALSO offering a new format that provides distance education and hands on learning opportunities.
Questions:
maria.ieluzzi@mohawkcollege.ca
NEW - ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM
NEW - COMING THIS SPRING, CRITICAL THINKING AND APPLIED INVESTIGATION Application Deadline for Sept.2012, 9 month program, is Thursday April 5, 2012.

Introduction to Molecular Techniques MLSC1007
Learn about molecular techniques used in the clinical laboratory. Laboratory sessions provide an opportunity for practical applications. For CRN 25110 Sat class Jun 16/12, for CRN 25112 Sat class is Jun 23/12.
25112 OR TU Apr17 6:30-9:30 12 $371.79
SA 9:00-5:30
25110 IH WE Apr18 6:30-9:30 12 $371.79
SA 9:00-5:30

Assessment And Interpretation Of Results MLSCMLS17
Develop your skills in interpreting lab data and understanding what other parameters must be examined, in order to validate lab results.
25102 IH MO Apr9 9:00-3:30 10 $391.21
25103 OR TH Apr12 9:00-3:30 10 $391.21

Quality Control And Quality Management MLSCQML18
Go beyond routine quality control. Come and explore the role of the laboratory, in the total quality management framework, for the hospital organization. Learn what role the bench tech can play in this important process. 18 hrs self study.
25105 IH FR Apr13 9:00-3:30 10 $393.21
25106 OR FR Apr13 9:00-3:30 10 $393.21

Case Studies, Exam Preparation MLSCML20
Prepare yourself for the CSMLS examinations through case studies and specific exam writing workshops. (no class May 19/12)
25104 IH SA May5 9:00-3:30 5 $207.36

Sector Specific Language And Culture II MLSCML23
Builds upon the skills introduced in MLS21.
25109 IH TU/TH April 17 12:30-3:30 10 $202.36

Medical Laboratory Assistant/Technician Certificate
Special Joint Mohawk/Michener Institute Certificate
Graduation Requirement: 13 courses
Offered in conjunction with The Michener Institute (Toronto). Complete the theory portion through distance education at Mohawk College and the laboratory sessions at The Michener Institute and Mohawk College. You must satisfy admission requirements of both institutions.
Questions?
See the Distance Education section 905-540-4247 ext. 26258 / mary.golba-bylhouwer@mohawkcollege.ca
For program details and graduation requirements visit disted.mohawkcollege.ca/medlabassistant
Laboratory Basics Workshop MLSC1003
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. Friday session at IH. Saturday & Sunday sessions at Fennell Campus.
25111 IH FR Apr27 5:00-9:00 3 $133.16
SA/SU 9:00-5:00

Medical Laboratory Assistant Refresher MLSCMLA40
Review laboratory basics and examine discipline-specific knowledge in chemistry, hematology, microbiology, and histology/cytology. Purchase Manual at McMaster Health Sciences Bookstore prior to first class.
25113 IH TU Apr10 6:30-9:30 9 $182.12

Clinical Experience 2 CLIN10035
4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.
25108 FW MO-FR Apr5 8:00-4:00 20 $1017.56

Nursing Courses/Workshops
Please see the Distance Education Health Sciences section for distance education courses for nurses.
ATTENTION RNs and RPNs
You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund!
For more information and application forms visit the RNAO or RPNAO websites at www.rnao.org or www.rpnao.org

Health Sciences

Nursing
For information regarding Enhanced RN/RPN Exam Preparation Courses designed for those who have made at least one attempt on the registration exam call 905-540-4247 ext. 26737.

Administration of Medication for Nurses NRSG10027
Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Note: the last three weeks of June there will be two classes per week Tuesday and Thursday. Thursday classes are June 14, 21, and June 28.
25121 IH TU/TH April 3 5:00-8:30 16 $374.34

Arrhythmia Interpretation NRSG101060
Enhance understanding of cardiac monitoring, arrhythmias (sinus, atrial, and ventricular) hear blocks and pacemakers. Combined classroom and online delivery for regulated health care professionals.
25087 IH WE April 25 6:00-10:00 10 $269.81

Assessment Skills For Nurses NRSGH2215
Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. Bring your stethoscope. CRN 25080 - Refresher students only NOTE: no class May 9 class will be held on Tuesday May 8. CRN 25079 BIEN student’s only NOTE: no class May 21
25079 IH MO Apr2 4:30-9:30 10 $331.76
25080 IH TU/WE April 11 5:30-9:30 12 $331.76

Basic Footcare for RNs and RPNs NRSGHZPAE
Focus on basic principles and skills in footcare. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course.
25066 IH TH May10 6:30-9:30 2 $97.69
SA 9:00-4:00

Advanced Footcare for RNs and RPNs NRSG10545
Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Thursday, May 31, Saturday, June 2, and 9 and Sunday, June 10.
25097 IH TH May31 6:30-9:30 4 $241.96
SA 9:00-4:00

Footcare Field Practicum CLIN10058
Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7.5 hour clinical setting. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test and influenza vaccination must be submitted at least one week prior to field experience to IAHS.
Room 185. Fax: (905) 528-7706.
25068 FW TH Jul12 8:30-4:00 1 $156.06

Need Help?
AskMohawk at ce.mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
Health Sciences

Registered Practical Nursing Exam Preparation
HSCI10040
Prepare to write the College of Nurses Registration exams. Review content, discuss study and test taking strategies and answer practice tests. CRN 25123 has 2 in class sessions April 21 and April 22, 9:00-4:00 PM. 25123 IH SA/SU Apr21 9:00-4:00 2 $148.24

The Management Of Wounds
HSCI1279 Enhance theoretical knowledge and practical skills in caring for complex wounds; Including leg ulcers, Equine Eastern Canadian Assoc. of Wound Care series. Bring text (available in McMaster Hospital, Room 1G) to first class. Classes held on alternate Saturdays. Dates: July 7, 21, Aug 4, 18, Sep 1. You are required to log on to eLearn one week prior to first class. Course manual available online on specific course page in eLearn.

25056 IH SA Jul7 9:00-4:00 5 $202.36

Breastfeeding Program
See Distance Education section of this catalogue for program information. Prior to clinical experience, the following prerequisites must be completed: Mohawk College Medical Clearance & depending on placement agency, Mask Fit testing, BCLS, Police Check may also be required.

Breastfeeding Clinical Experience
CLIN10026 Integrate breastfeeding knowledge and skills in both hospital and community based settings in this 24-hour clinical placement. Prerequisite: NRSG 10024 and CLIN 10026.

25055 FW Apr16 $161.88

To obtain a certificate, you must fill out a "Request for Certificate" form, available at ce.mohawkcollege.ca/faq or by calling 905-540-4274 ext. 26258.

Bridging for Internationally Educated Nurses (BIEN)
Ontario College Certificate Graduation Requirement: 11 courses
Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the regulatory requirements of the College of Nurses of Ontario (CNO). Based upon your Letter of Direction from the CNO, you will be given an individualized program of study designed to meet your learning needs. Upon successful completion of all required elements, you will be issued a certificate.

Questions?
905-540-4274 ext. 26737 / bien@mohawkcollege.ca

NEW! Ontario Bridging Participants Assistance Program. Accepted BIEN students may be eligible to receive up to $5000 in reimbursement for tuition, books or equipment. OBAP application forms are available from the Registration Office, IAHS Campus.

Admission Requirements
1. Letter of Direction from the College of Nurses AND
2. You must have practised as a nurse within the last 10 years AND
3. All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment and achieve a benchmark of 7, (i-CELBAN must be completed within 3 months post admission).
4. Proof of Canadian citizenship, permanent residency or authorized under the Immigration and Refugee Protection Act (Canada).

NOTE: You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMPCO269 or INFOBW001 in this catalogue. How do I apply?
Forward a cover letter along with:
1) Letter of Direction from CNO
2) Resume outlining your work experience
3) Provide Canadian Language Benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (i-CELBAN)
Contact Applied Communication Centre for details at 905-575-1212 ext. 3369 and
4) Proof of Citizenship or immigration status.
Forward your documents by fax, email or mail to: BIEN Program
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main St. West, Hamilton, ON L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca
Program Manager: Nancy Brown-Fellows

For program details and graduation requirements visit ce.mohawkcollege.ca/bien.

Your program of study, based upon your Letter of Direction 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. 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 and BCLS before your clinical experience.

Adminstration of Medications and Assessment Skills
See Nursing Courses/Workshops

Clinical Experience 1 (200 hrs)
CLIN10027 Benefit from 200 hours of hands-on practice in different supervised acute care clinical sites. Prior to attendance, you must have completed all program courses and required Medical clearance, mask fit testing and BCLS.

25126 FW Apr2 $1218.06

Clinical Experience 1 (300 hrs)
CLIN10049 Receive 300 hours of hands-on practice in this supervised clinical experience in one or more affiliated acute care clinical sites.

25127 FW Apr3 $1762.58

Clinical Experience 1 (400 hrs)
CLIN10032 Receive 400 hours of hands-on practice in this supervised clinical experience in one or more affiliated acute care clinical sites.

25128 FW Apr4 $2347.10

Clinical Experience 2 (BIEN) CLIN10028 Gain an additional 200 hours of hands-on practice in different preceptorship acute or continuing care clinical sites. Prior to attendance, you must have completed all program courses and required Medical clearance, mask fit testing and BCLS.

25115 FW Apr5 $486.93

Clinical Skills Review
NRSG10028 Demonstrate proficiency in nursing skills following CNO’s standards of practice in a simulated laboratory setting. Prerequisite: NRSG10016, NRSG10018. BRING A STETHESCOPE to all classes.

25116 IH TH Apr5 9:00-9:00 12 $326.36

Nursing Informatics
NRSG10016 Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources such as Telehealth. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment, group and individual projects, presentations and reports. Lab dates are April 28, May 26 and June 16.

25117 IH SA Apr28 9:00-4:00 3 $283.30

Nursing Theory 1
NRSG10019 Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis and intervention implementation and evaluation using evidence-based practice. There are 7 in class sessions; remainder online. CRN 25124 held at CARE. April 12, 26 May 10, 24, June 7, 21, and June 28. CRN 25125 at Newcomer Information Centre for Education & Training, Brampton, April 11, 25, May 9, 23. June 6, 20, and 27.
**NOTE: You MUST log into eLearn ONE WEEK BEFORE START DATE.

25125 OR WE Apr11 9:00-4:00 7 $523.70

25124 OR TH Apr12 9:00-4:00 7 $523.70

RN and RPN Certificates

NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

The Communicable Disease Screening form, available at ce.mohawkcollege.ca/healthsciences.html, must be submitted to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one time processing fee of $115.00. Make cheques payable to Mohawk College Health Services with your student I.D. number clearly written on the front of the cheque (cash will be accepted if dropped off in person to Room 303).

Questions?
Health Services 905-540-4274 ext. 26750/ IAHShealthservices@mohawkcollege.ca

ATTENTION RNs and RPNs
You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund.
For more information and application forms visit the RNAO or RPNAO websites at www.rnao.ca or www.rpnao.org

Prerequisite for all RN and RPN courses:
Current registration from the College of Nurses of Ontario, as a Registered Nurse (RN) or a Registered Practical Nurse (RPN).
Professional Issues
NRSQ10018
Analyze trends in health care, ethical and legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 25118 Four in class sessions dates are Apr 7, May 5, 26, and June 16; remainder are online. CRN 25119 held at Halton Multicultural Centre, ON. Four in class sessions are Apr 21, May 12, June 9 and 23; remainder are online. **NOTE: You must log on to eLearn ONE WEEK BEFORE START date.
25118 IH Room 24 9:00-4:00 4 $433.37
25119 OR SA Apr 21 9:00-4:00 4 $433.37

Therapeutic Relationships
COMM10099
Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements.
25120 IH FR Apr 20 10:00-4:00 10 $341.76

RN Refresher Certificate
Ontario College Graduate Certificate
Graduation Requirement: 8 courses
Are you a Registered Nurse in Ontario who has been out of active practice for more than 5 years?
Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.
Questions?
905-540-4247 ext. 26737 / bien@mohawkcollege.ca

RN Refresher Certificate
Ontario College Graduate Certificate
Graduation Requirement: 8 courses
Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years?
Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.
Questions?
905-540-4247 ext. 26737 / bien@mohawkcollege.ca

Admission Requirements
1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario
2. Practised as a nurse within the last 10 years.

How do I Apply?
Forward a cover letter with:
1) A copy of CNO Certificate of Registration or Letter of Direction.
2) Resume outlining your nursing practice to:
RN Refresher Certificate
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main St. West, Hamilton, ON L8S 1C7
FAX: 905-528-7706 or email bien@mohawkcollege.ca
Program Manager: Nancy Brown-Fellows
For program details and graduation requirements visit ce.mohawkcollege.ca/rpn-refresher

RPN Refresher Certificate
Ontario College Graduate Certificate
Graduation Requirement: 8 courses
Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years?
Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario(CNO).
On completion of all required courses you will receive a certificate.
Questions?
905-540-4247 ext. 26737 / bien@mohawkcollege.ca

Admission Requirements
1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario AND
2. Have practised as a nurse within the last 10 years.
How do I apply?
Forward a cover letter with:
1) A copy of CNO Certificate of Registration or Letter of Direction.
2) Resume outlining your nursing practice to:
RN Refresher Certificate
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main St. West, Hamilton, ON L8S 1C7
FAX: 905-528-7706 or email bien@mohawkcollege.ca
Program Manager: Nancy Brown-Fellows
For program details and graduation requirements visit ce.mohawkcollege.ca/rpn-refresher

RPN Diploma Completion
Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO’s full scope of practice.
Questions?
905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca
905-540-4247 ext. 26736/ sharon.hamilton1@mohawkcollege.ca
ce.mohawkcollege.ca/rpn-diplomacompletion

Admission Requirements
2. College of Nurses of Ontario (CNO) current Certificate of Registration AND
3. Currently working to full Scope of Practice as outlined by the CNO
*Computer skills are required

How do I Apply?
Forward a cover letter along with
1) Copy of RPN certificate
2) Letter from your employer outlining your current practice
3) Proof of Current CNO Registration.
4) Resume outlining your nursing practice and continuing education courses to:
Registered Practical Nurse Diploma Completion Program
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main Street West
Hamilton, ON L8S 1C7
Book admission interview with Program Mgr. via Sharon at ext. 26736.
Note: You must complete the full program within 3 years of admission to program.
CLINICAL COURSE INFORMATION: Refer to your individual program of study sent with your acceptance into the program.
Clinical courses (CLN10045 & CLN10048) can only be completed in spring/summer semesters. CLINICAL COURSE PREREQUISITES are successful completion of all required nursing theory courses. Clinical applications to be submitted in January of the year in which you become eligible to complete clinical course.
NOTE: Eligible students are to attend a MANDATORY clinical information session on Tuesday April 3, 4-5PM. IAHS, Room 243.

For course offerings, see BIEN, Human Services or Languages & Communications sections of the catalogue.

Clinical Consolidation
CLIN10048
Work with an experienced peer preceptor in an active medical/surgical/rehabilitation clinical setting in order to refine/ enhance your clinical expertise. Program Manager approval is required before registering.
25052 FW Apr 25 $473.02

Mental Health Clinical Experience
CLIN10045
Integrate the mental health nursing theory learned in prior classroom study of Mental Health Nursing (NRSG 10020 and/or NRSG 10042) in a psychiatric care clinical setting.
Program Manager approval is required before registering for course.
25053 FW Jul 23 $476.05

RN - Critical Care Nursing Certificate
Ontario College Graduate Certificate
Graduation Requirement: 10 courses
Obtain knowledge and skills necessary to work in Critical Care areas. Part-time certificate, intended for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.
Questions?
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Evidence of registration with the College of Nurses, fax to the Program Manager before the first class. FAX: 905-528-7706
For program details and graduation requirements visit ce.mohawkcollege.ca/criticalcarenursing

Register online at ce.mohawkcollege.ca (*CRN required)
Prior Learning Assessment & Recognition (PLAR)

You may qualify for credit for skills and knowledge acquired in other courses or through work experience. Contact Amy Boyer, Program Manager, at 905-540-4247 ext. 26708.

See box at beginning of Health Sciences section regarding Medical Clearance.

Critical Care Module 2 (Respiratory) - Clinical

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.

25070 FW Apr 9 $188.87

Critical Care Module 3 (Cardiovascular) - Clinical

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.

25071 FW Apr 10 $161.88

Critical Care Module 5 (Neurosciences) - Clinical

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.

25072 FW Apr 11 $161.88

Critical Care Module 6 (GI/GU) - Clinical

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.

25073 FW Apr 12 $53.96

RN - Advanced Cardiac Care Certificate

See Distance Education for course offerings.

RPN - Maternal Newborn Nursing Certificate

Ontario College Graduate Certificate

Graduation Requirement: 7 courses

Prerequisites: NRSG10055 and NRSG10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate. For program details and graduation requirements visit disted.mohawkcollege.ca/maternalnewbornnursing

Free Academic Upgrading
905-575-2029

Mental Health Nursing Certificate

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team. Upon completion of the program of study, students are eligible for the program certificate. There are 5 theory courses (see website) plus 1 field experience included in this program of study. Courses are offered in a blended format, classroom/distance education, with an occasional classroom component, using the learning management system eLearn. Each semester another theory course will be offered. HSCI10145 & HSCI10147 are prerequisites for the remaining theory courses. NOTE: The clinical field experience will be available Fall Semester 2012. Please contact program manager for placement prerequisites.

Questions?
905-540-4247 ext 26708 / amy.boyer@mohawkcollege.ca

RN - Nephrology Nursing Certificate

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

Enhance your knowledge and skills in caring for patients with renal disease and their families. Complete 4 theory courses and 1 clinical experience. You must successfully complete a nursing assessment skills course before you enrol in the clinical experience module.

Questions?
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements

Current certificate of registration as an RN from the College of Nurses of Ontario. Fax proof of registration to Amy Boyer at 905-528-7706.

For program details and graduation requirements visit ce.mohawkcollege.ca/nephrology

Purchase or order needed materials in advance of start date.

THE NEPHROLOGY PROGRAM HAS BEEN TEMPORARILY SUSPENDED.

RN - Operating Room Certificate

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of periOperative Nursing Association of Canada. Offered in new blended format combining in classroom and on line formats.

Application/Questions?
905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca

goran.popovic@mohawkcollege.ca

Admission Requirements

Current registration as a RN with the College of Nurses of Ontario and medical clearance. You must apply and be accepted into the RN/ RPN Perioperative Program.

For program details and graduation requirements visit ce.mohawkcollege.ca/nn-operatingroom

Operating Room Principles & Practices 1 Theory

NRSG10032

This course addresses surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

25131 IH WE Apr 19 6:00:10:00 10 $256.32

Operating Room Principles & Practices 2 Theory

NRSG10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, plastics, Ophth, ENT, Thoracic, Vascular & Cardio.

25089 IH TU Apr 24 6:00:10:00 10 $269.81

OR Experience B HSCI10158

In an operating room environment, students will continue to practice their skills for scrub nurse and circulating nurse.

25132 OR TU Jun 5 7:30:3:30 5 $269.81

The College is open on Easter Monday
Health Sciences

**O.R. Laboratory Experience**
HSCI10159
Student will continue to practise skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment.
25088 OR SA May12 8:00-5:00 1 $369.94

**R.N. Operating Room Clinical**
CLIN10060
Apply peripheral operative nursing theory and skills in a full-time preceptored Operating Room Suite.
25090 FW Apr2 $559.17

Other Perioperative Courses

Operating Room Attendant
NRSNGSCD9
Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety.
25085 IH TU Apr24 6:00-10:00 8 $215.85

Operating Room Attendant Laboratory Experience
HSCI10155
Utilize OR attendant theory and skills in a hospital laboratory experience.
25086 OR TU May1 2:00-10:00 4 $202.36

**RN - First Assistant Graduate Certificate**

Ontario College Graduate Certificate
Graduation Requirement: 5 courses
Program is comprised of independent study part time on line, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton.
Accommodations will be your responsibility.

Application/Questions?
905-540-4247 ext. 26258 /
cehealth@mohawkcollege.ca

Admission Requirements
Student Application Form and interview with the Program Manager
For program details and graduation requirements visit ce.mohawkcollege.ca/rnfa

RNFA Independent Internship
CLIN10046
Course involves 50 hours of clinical time in areas of clinics, pathology, radiology, infection control, and patient hospital and office visits.
25129 FW Jul2 $331.76

RNFA Laboratory Practice
NRSNG10041
Tutorial lab is offered over 6 days. 60 hours of interactive learning activities with skills labs.
RNFA's and physicians will be involved in this course. Expanded function stressed and is elaborated on, as the perioperative nurse is prepared to assume the RNFA intraoperative responsibilities for assisting at surgery. Dates: June 15 to 22 inclusive.
25130 IH FR Jun15 8:00-5:00 7 $388.21

**RPN - Operating Room Certificate**

Ontario College Graduate Certificate
Graduation Requirement: 9 courses
Develop the specialized perioperative nursing skills you need to function effectively in the operating room suite in accordance with Standards of PeriOperative Room Nursing Association of Canada.
Offered in new blended format combining in classroom and Distance Education formats.
Application/Questions?
905-540-4247 ext. 26258 /
cehealth@mohawkcollege.ca

Admission Requirements
Current Registration as a RPN with the College of Nurses of Ontario and medical clearance.
You must apply and be accepted into the RN/ RPN OR Program.

For program details and graduation requirements visit ce.mohawkcollege.ca/rnfnoperatingroom

See RN Operating Room Certificate for course offerings

**Medical Device Reprocessing (MDR) Certificate**

Mohawk College Certificate
Graduation Requirement: 6 courses
Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department/Central Supply & Sterilization Department
Application/Questions?
905-540-4247 ext. 26258 /
cehealth@mohawkcollege.ca

Admission Requirements
You must apply and be accepted into the MDR program.

For program details and graduation requirements visit ce.mohawkcollege.ca/mdr

**Clinical Experience Medical Device Reprocessing**
CLIN10059
Apply MDR Theory in a full-time preceptored experience in a hospital setting.
25078 FW Apr16 $563.31

**RN/RPN - Pediatric Nursing**

This program, under development, is intended for nurses wishing to improve/enhance knowledge and skills in paediatric nursing, particularly in the community setting. Courses are being designed to provide an in depth study of content essential to the provision of effective nursing care with the paediatric population (infancy to young adult) and their families.
NOTE: Course offerings will resume in Fall, 2012 semester.
Prior Learning Assessment & Recognition
Exemption from NRSNG10057 - Paediatric Assessment course may be granted via PLAR for RNs and RPNs who have current work experience with assessment of paediatric clients.

**RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal**

Ontario College Graduate Certificate
Graduation Requirement: 7 courses (Neonatal) / 9 (High Risk Obstetrics)
Enhance your knowledge and skills in perinatal nursing care with a rigorous review of relevant material from conception to six weeks post partum for mother, fetus/newborn and family. There will be a strong emphasis on physiology, evidence-based practice and nursing management. The Perinatal High Risk Obstetrical Certificate program prepares RNs for the Canadian Nurses Association Perinatal Certification exam.
Some course manuals are on line and others available for purchase at Titles, McMaster Medical Centre Bookstore. Please bring to first class.

Application/Questions?
905-540-4247 ext. 26709 / 
donna.dunlop@mohawkcollege.ca
905-540-4247 ext. 26736 / 
sharon.hamilton1@mohawkcollege.ca

Admission Requirements
Proof of current registration with the College of Nurses of Ontario as a Registered Nurse must be faxed to the Program Manager at 905-528-7706.
PERINATAL NURSING CERTIFICATE CLINICAL COURSE INFORMATION:
Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption if in possession of a current agency NRP Certification. Clinical courses may only be taken in the Spring/Summer semester.
INTRODUCTION TO PERINATAL 1 & 2
NRSNG 10055 & NRSNG 10056. SEE DISTANCE EDUCATION SECTION OF CATALOGUE.
For program details and graduation requirements visit ce.mohawkcollege.ca/perinatalnursing

Register online at ce.mohawkcollege.ca ( )
Obstetrical Nursing 1 Clinical Experience CLIN10002
Integrate the knowledge and skills learned in Advanced Obstetrical Nursing 1. Clinical experience will occur in a Level 2 perinatal nursing setting (L&D, antepartum clinic, antenatal diagnostic unit etc.) Mohawk College Medical Clearance and current NRC required. Prerequisite: NRSG10049.
25051 FW Apr16 $457.30

Obstetrical Nursing 2 Clinical Experience CLIN10003
Integrate knowledge and skills learned in previous classroom study of OB Nursing 2 in a Level 3 (or Level 2+/equivalent) perinatal clinical setting. Medical clearance and current NRC required. Prerequisite: NRSG10051.
25063 FW Apr16 $455.95

RPN Maternal Care Clinical Experience CLIN10038
Integrate the knowledge and skills learned in RPN Maternal Care (NRSG NSCA1). The clinical experience will occur in a Level 1-2 perinatal setting (labour & delivery unit-observation only-antepartum unit, fetal assessment unit, antenatal clinic, genetics clinic, postpartum). Mohawk Medical clearance AND current NRP are required.
25054 FW Apr2 $269.81

RPN Newborn & Family Care Clinical Experience CLIN10039
Integrate the knowledge and skills learned in RPN Newborn & Family Care (NRSG NSCA2). The clinical experience will occur in a Level 1-2 nursery, Level 2 or special care nursery, breastfeeding clinic). Mohawk Medical Clearance AND current NRP are required.
25057 FW Apr16 $296.79

Certificates/Diplomas - Other than Nursing

To obtain a certificate, you must fill out a "Request for Certificate" form.

Disability Management Certificate (Return to Work Coordinator)
Ontario College Certificate
Graduation Requirement: 25 courses
Develop your practical skills in disability management for the Canadian workplace, with this Certificate program developed in 1995 by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation.
PRIOR LEARNING ASSESSMENT/EXEMPTIONS
You may be eligible for credit for skills and knowledge you have acquired in your work experiences or exemption for course taken at another educational organization. For further information including NIDMAR guidelines contact Patti Boucher.
Questions? 905-540-4247 ext 26736 / sharon.hamilton1@mohawkcollege.ca / pboucher@gpsmha.ca

Admission Requirements
Contact Patti Boucher, Program Manager, before registering for the first module. Computer skills to prepare a basic WORD document, use email and the internet.
All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.
For program details and graduation requirements visit ce.mohawkcollege.ca/disabilitymgmt

NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.

A Certificate will be awarded upon successful completion of the entire program.
NOTE: To avoid course cancellations, you must be registered 5 days prior to course date and no refunds/transfers 2 days prior to course start date. Thank you.

Effective Disability Management Programs
HRESRTC01 Explore the rationale for establishing a disability management program; various structures for providing a return-to-work capacity within a organization, and setting up a new program or evaluating an existing one.
25008 IH SA Apr14 8:30-6:30 1 $309.12

Introduction to Return-to-Work Coordination CREDRTC02
Explore the elements of the plan; the roles of people involved in the process; types of accomodations and the hierarchy of return-to-work options.
25007 IH FR Apr13 12:00-6:30 1 $242.53

Problem-Solving With Groups
MGTRTC09
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.
25010 IH FR Apr20 12:00-6:30 1 $242.53

Introduction Into Conflict Resolution
CONFRTC10
Learn to analyze conflicts and develop strategies for satisfying the interests of all stakeholders - with emphasis on return-to-work situations.
25009 IH SA Apr21 8:30-6:30 1 $309.12

Disability & Diversity Workplace
MGTRTC11
Examine diversity issues and their impact on return to work, and explore strategies for dealing with cultural differences.
25013 IH FR Jun15 12:00-6:30 1 $242.53

Management and Organizational Skills for Return-to-Work Coordina
MGTRTC12
Analyze your organizational skills and explore leadership, planning and communication strategies to assist in achieving goals and objectives.
25017 IH FR Jul20 12:00-6:30 1 $242.53

Disability Management in Unionized Organizations
MGTRTC16
Various aspects of labour relations impact disability management including the collective agreement and provincial labour relations act. Memorandums of agreement and letters of intent used in establishing programs and joint committees will be examined. Dispute resolution in a union setting will be explored.
25014 IH FR May25 12:00-6:30 1 $242.53

Disability Management from the Human Resources Perspective
HRESRTC17
Explore provincial employment standards acts that influence return to work in non-unionized organizations, policy and procedures development, and alternate dispute resolution and committee processes.
25012 IH SA May26 8:30-3:30 1 $242.53

Managing Change
MGTRTC18
Explore how those involved in disability management need to monitor and respond to changes that occur within or outside the organization. Consider the effects of change on individuals.
25016 IH SA Jun16 8:30-3:30 1 $309.12

Assisting Technology And Accommodation
SENSRTC19
Consider the implementation of low to high tech assistive technology in the accommodation of a worker with disabilities.
25018 IH SA Jul21 8:30-3:30 1 $242.53

Evaluating the Return-To-Work Process and Disability Management
HRESRTC20
Gain an overview of techniques for evaluating programs including matching outcomes to goals, benchmarking, program audits and cost-benefit ratios.
25019 IH SA Aug18 8:30-6:30 1 $309.12

Marketing and Education in Disability Management and Return-to-Work
MRKRTC22
Consider the planning and development of internal communications programs for creating support within the organization for disability management and external communication targeted to medical and other service providers.
25021 IH FR Aug17 12:00-6:30 1 $242.53

Food Services Certificate
Ontario College Certificate
Graduation Requirement: 7 courses
Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.
Questions/Application? 905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca
You must apply and be accepted into the Food Services program.

CULHCF10 - Introduction to Institutional Food Services is a prerequisite to all other courses in the program.

Admission Requirements
Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their
The part time PSW Program will be offered September 2012. Interested candidates may apply now for the September intake. Please contact the Program Manager for an application form and further details - amy.boyer@mohawkcollege.ca

An information session will be held Tuesday, Aug 2/12 at 5:30pm, room 138 to outline the delivery of the part time program.

SPECIAL INTEREST COURSES FOR POST GRADUATE PSW'S, PLEASE CHECK WEBSITE FOR SPRING COURSES.

PSW Bridging to PN Program
If you have met the admission requirements and have been accepted into the PSW-PN Bridging Program, you are eligible to register for the PSW-PN Bridging courses. Entry into semester 2 of the PN Program would follow successful completion of the Bridging Courses.

Questions?
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
OCP certification or PEBC letter of completion to be faxed to the Program Manager at 905-528-7706. Include contact information with your fax. Registration restricted to applicants who have OCP or PEBC credentials.

Pharmacology - Pharmacy Technician Bridging
HSCI10137
A practical, applied approach to pharmacology. Through a variety of learning tools such as assignments, quizzes, case studies and group work, you will enhance your ability to practice competently and contribute to a safe patient care setting. Gain basic knowledge related to the pharmaceutical uses of drugs within a variety of commonly encountered medical conditions.

Questions?
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Course prerequisites are drug information and health care sciences. You should be familiar with drug classifications.

Psychosocial Rehabilitation Certificate
See Distance Education for course offerings.

Gerontology Programs
To obtain a certificate, you must fill out a “Request for Certificate” form.

Working with Dementia Clients - Multidiscipline Certificate
Ontario College Certificate
Graduation Requirement: 6 courses
Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Completion of an approved certificate program in health or human services or approval from Program Manager. Proof of certification must be faxed to Program Manager: 905-528-7706.

For program details and graduation requirements visit ce.mohawkcollege.ca/dementiastudies
Hospitality & Travel

Professional Bartending Certificate

Mohawk College Certificate

Graduation Requirement: 14 courses

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Questions?
905-575-2025 / 905-575-1212 ext. 3009 / crearts@mohawkcollege.ca

Admission Requirements

YOU MUST BE 19 YEARS OF AGE OR OLDER.

For program details and graduation requirements visit ce.mohawkcollege.ca/bartending

In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an ACKNOWLEDGMENT OF COMPLETION for successful completion of the following courses:

Mixology 1 - 21 hrs.

Mixology 2 - 21 hrs.

Be a Professional Server - 18 hrs.

Wine Appreciation 1 - 21 hrs.

Smart Serve - 3 hrs.

The Smart Serve Certificate is mandatory to work in an establishment that serves alcohol in Ontario.

Be a Professional Server HOSP10010

Learn the skills of a Professional Bartender/Wait Person. Acquire proper tableside techniques for bar and dining room service. Customer Relations, “Point of Sale” Systems, menu presentation, proper meal service, banquet service and bartending etiquette will also be addressed.

21751 FF TH Apr26 7:00-10:00 6 $141.83

Mixology 1 HOPSPF8001

Learn the art and science of mixing cocktails for restaurant and bar facilities in compliance with standards for Hospitality Beverage Operations. Tasting and practice session included. Liquid product costs $45.00 included in fee.

21752 FF MO Apr16 6:30-10:00 6 $201.14

Mixology 2 HOPSPF8002

Enhance your skills with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, shooter varieties and domestic and imported beers. Liquor product costs of $45.00 included in the course fee. Prerequisite: Mixology 1 (FB001)

21753 FF MO Jun4 6:30-10:00 6 $201.14

Careerlicensing through the Pension Commission.

Wine Appreciation 1 HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Included in fee is $50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class.

21759 FF WE Apr18 6:30-10:00 6 $228.74

Wine Appreciation 2 HOSPFB005

Explore the major wine regions of the OLD WORLD, including France, Italy, Spain, Portugal, Germany, Austria, Hungary and Greece. Focus is given to France and Italy since they share the largest part of the wine market today. Also study non-appellation wines such as “Super” Tuscans and Vin de Pays wines.

21760 FF WE May30 6:30-10:00 6 $206.14

Job-related Skills for the Hospitality Industry

Cake Decorating

Upon successful completion of Cake Decorating - Levels 1, 2, and 3, you will receive an Acknowledgement of Completion.

Cake Decorating 1 CULIGI737

Learn the basics of cake decorating; piping, icing, modeling and decorating skills. Create beautiful cakes that everyone will admire. Supply costs (approx. $40) are the responsibility of the participant.

21761 FF TH Apr19 6:30-9:30 5 $115.03

Cake Decorating 2 CULIGI738

Learn icing flowers, flood work, rolled fondant, brush embroidery and bordering. Supply costs (approx. $40) are the responsibility of the participant. Prerequisite: Level 1

21762 FF TH May24 6:30-9:30 5 $115.03

The College is open on Easter Monday
Travel Education
Jacques Pauwels, PhD, historian, author, lecturer. Born and raised in Belgium, Jack began conducting tours of Europe at a very young age. While still in his 20s, Jack moved to Canada and enrolled at York University where he completed his PhD in history and also completed his second doctorate in political science at the U of T. Today, Dr. Pauwels lives in Brantford and is busy organizing educational tours around the world. In most cases, Jack has designed your Ship’s School Tour and is often your tour leader. Please let SHIP’S SCHOOL know that you saw your tour in our Mohawk College Continuing Education Catalogue.

Questions?
susan.bowinkelmann@mohawkcollege.ca
ce.mohawkcollege.ca/traveleducation

Spring 2012

Primavera 2012 - Switzerland
May 9 - 23; $3,375. A comprehensive tour of Europe’s Alpine paradise, featuring superb mountain scenery, wonderful lakes, great cities, classy resorts, and delicious food. With Jacques Pauwels

Prague, Salzburg, Budapest, Vienna
May 19-23; Cost $4,225. A 14-day tour celebrating the 150th birthday of Gustav Klimt. Extensive visits to Prague, Salzburg, Budapest and Vienna with emphasis on art and music.

New York City
May 19-21; tour cost $887. Spend the long weekend in the “Big Apple”. Accommodation in Manhattan and enjoy a combination of guided sightseeing and free time. Visit museums, attend shows, enjoy fine dining or partake in retail therapy.

Musica Italia
June 26-July 8; $5,450. Join the world-renowned Canadian pianist Angela Hewitt at her Lake Trasimeno Festival in Perugia, for superb music, gala dinners and visits to historic towns. Also, time in Verona during the famous Verdi Opera festival.

Germany Northern Lights
July 7 - 22; $3,795. An exploration of historic cities; Munster and Mainz, the great seaports of Bremen, Hamburg, Kiel and Lubeck, the mystic Harz Mountains, old towns like Goslar and Quedlinburg and the university of Gottingen.

Haida Gwaii (Queen Charlotte Islands)
Aug 9-18, $3,175.
A repeat of our successful tour of “Canada’s Galapagos” featuring superb scenery, wildlife, and Haida history and culture! With Jacques Pauwels and our Western Canada specialist, Dianne Globe, supported by the best of local resource persons.

Fall 2012
Sicily & Malta
Sep. 2012. Tour cost $3,545. An exploration of the biggest island in the Mediterranean, followed by a look at the little island of the Knights of St. John. Prehistoric sites, splendid Greek temples, Arab and Byzantine architecture and art, and more!

Balkan Heartlands: Macedonia, Albania, Bulgaria, and Northern Greece
Sept 7 - 23; tour cost $3,595. Tour highlights: Mount Athos; beautiful Lake Ohrid; the ruins of Alexander the Great’s capital, Pella; and the region’s great cities; Skopje, Sofia, Tirana, and Thessaloniki. Excellent hotels and food.

South American Highlights: Chile, Argentina and Brazil
Oct. 10-26. tour cost approx. $4,900. We start in Santiago de Chile, then cross the high Andes to Argentina for visits to the Mendoza wine country, Buenos Aires, and the Pampas; on to the Iguaçu Waterfalls; and finish in glorious Rio!

The Azores
Mid-Oct; tour cost approximately $2,800. Discover 4 islands of Portugal’s semi-tropical, scenic, and fascinating archipelago in the mid-Atlantic. San Miguel, Pico, Faial, and Terceira.

Direct flights from Toronto to the Azores!

Maple Leaf Route - Battlefield Tour
Nov 5 - 16; tour cost TBA. Our very successful annual tour of the Canadian battlefields of WWI and II in Normandy, Northern France, Belgium, and the Netherlands. You will be in Flanders’ Fields on Remembrance Day; an unforgettable experience!

Indochina
Departure around Nov. 10; approx. $5,000. A first-class tour of Saigon and the Mekong Delta in southern Vietnam, Phnom Penh and Angkor Wat in Cambodia, Luang Prabang and Vientiane in Laos, and Halong Bay and Hanoi in northern Vietnam.

The Wonders of Southern India
Nov. 18 - Dec. 6; $6,350. There is a special quality to Southern India. Its graceful ambience retains more of the essence of ancient India than any other part of the country, while being on the leading edge of communication technology. Pre-tour: The Ajanta and Ellora Caves; A unique four day pre-tour to the UNESCO World Heritage Site is also offered; $975.

Jacques’ Annual Exotic Tour: Kenya and Tanzania
Departure around Nov. 20. Tour cost TBA. Details coming soon

Register online at ce.mohawkcollege.ca (*CRN required)
Human Services

Questions?
905-540-4247 ext. 20811 / cehumser@mohawkcollege.ca

ASIST: Applied Suicide Intervention SKILLS TRAINING
HMNS10038
Caregivers will learn to recognize risk, and discover how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Lunch and training materials are included in the course fee.
Contact marco.felvus@mohawkcollege.ca for additional details.
22455 BL SASU Apr28 9:00-5:00 2 $262.99

Nonviolent Crisis Intervention
CONFMN08
Full Crisis Prevention Institute NVCI certification valid for 2 calendar years upon successful completion. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). Physical exertion is required in this workshop. The workbook must be purchased from the Campus Store PRIOR to the class. Registrations will only be accepted from current Mohawk College Human Services Diploma or Certificate students.
22063 FF SASU May5 9:00-4:00 2 $223.06

Non-Violent Crisis Intervention-Re-certification
CONFEN08
Crisis Prevention Institute NVCI Recertification. To be eligible for this course you must have completed the full certification within the last 2 calendar years. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). The Workbook must be purchased from the Campus Store PRIOR to the class. You must bring your valid certification card to class.
22064 FF SA Jun2 9:00-1:00 1 $63.00

Project DARE Wilderness Expedition
GINT0029
Learn about yourself, the role you play in a group situation, and develop skills of cooperation, communication and problem solving in this three-day wilderness expedition in camping and more. Requires a 40% physical and 60% emotional commitment. You must arrive at DARE by 2 p.m. on the first day and will leave DARE by 12 noon on the third day. PAYMENT MUST BE MADE PRIOR TO APR. 1/12.
22437 OR MO-WE Apr23 3 $399.00

Free Academic Upgrading
905-575-2029

Human Services

Questions?
905-540-4247 ext. 20811 / cehumser@mohawkcollege.ca

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22437 OR MO-WE Apr23 3 $399.00

Free Academic Upgrading
905-575-2029

Fundraising/Development Associate Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and interpersonal skills.
Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/fundraising

WATCH FOR COURSES NEXT TERM

Not-for-Profit Leadership Development Certificate
Mohawk College Certificate
Graduation Requirement: 7 courses
Intended for managers or supervisors in social service agencies, community service, charitable or not for profit organizations. Benefit from the guidance of community leaders with extensive professional experience.
Questions?
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/notforprofit

Mission, Vision, Values Workshop
PLAN1000
Examine the principles and framework for the operation of for-profit organizations. A prerequisite for all other courses in the Not for Profit Leadership Development Certificate program.
21818 FF SA May9 9:00-4:00 1 $73.00

Practical Human Resources Management
HRESSNPH
Consider recruitment, interviewing and selection, terminations, performance feedback and evaluation, progressive discipline, attendance, management and employment related legislation in non-profit organizations.
21817 FF TU Apr17 6:30-9:30 10 $223.06

Resource Development
MISCHSSNPM
Investigate sources of funding for not for profit organizations and learn to develop a resource development plan, identifying capacity, vision and ethics to assess potential resources available to the organizations.
21820 FF WE Apr18 6:30-9:30 10 $223.06

Ooops! We didn't know you wanted it
Register early - we need at least 10 students to run our classes

How to read course details:
CRN* 12256
LOCATION Day(s) Start Times #Sessions Fee
FF WE Jan11 6:30-9:30 6 $104.20

Community Studies - Other Courses

Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

How to read course details:
CRN* 12256
LOCATION Day(s) Start Times #Sessions Fee
FF WE Jan11 6:30-9:30 6 $104.20

New!

Project Planning and Grant Proposal Writing
PLAN10014
Walk through the process of developing a grant proposal, from project planning and budgeting, to application, to potential funders.
21839 FF WE Apr25 8:30-9:30 10 $223.06

Special Event Development
GINTSSPA9
Learn the essentials of successful special event development and management. Areas to be covered include: event decision making, volunteer management and promotion.
21829 FF SA Jun16 9:00-4:00 2 $89.22

Event Planning Techniques Certificate
Ontario College Graduate Certificate
Graduation Requirement: 10 courses
A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors. Courses taught by experienced, professional event organizers.
Questions?
905-540-4247 ext. 20811 / cehumser@mohawkcollege.ca
905-575-2158 / sue.vattay@mohawkcollege.ca
Admission Requirements
Graduate of Recreation and Leisure Services, Business, Marketing, Hospitality or Tourism programs or other college or university program OR event organizer with event planning experience.
For program details and graduation requirements visit ce.mohawkcollege.ca/eventplanning

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

Introduction To Special Events
HSCIRLA09
Explore industry issues, careers, tourism impact and professional bodies and certification. Open to all students. Students may concurrently take RECLR01, RECLRAL02, MGM10006, HMNSSSFPN, HMNSSSFR1, or TRVLTL415. Class dates: Tues April 17, Sat April21 and Tuesday April 24.
21830 FF TU Apr17 6:00-9:00 3 $89.22
SA 9:00-3:00
Volunteer Management for Events
MGMT10086
Explore basic aspects of volunteer management in event planning. Consider recruitment, training, recognition, risk management and position descriptions. One class Wed May 23 and Fri May 11.
21835 FF MO Apr16 6:00-9:00 12 $267.67
WE/FR 6:00-9:00
Wedding Planning
PLAN10009
Learn how to set up, run and market your own Wedding Planning business. Focus on preparing for a meeting with a client, creating and managing a budget, and the special logistics of wedding planning including invitations, wedding cultures, ceremonies, photography and more. Prerequisites: RECLRA01 or RECLRAL02. 2 Thurs classes May 10 and June 7.
21848 FF TU May8 6:00-9:00 10 $223.06
TH 6:00-9:00
Human Services

Counselling Techniques Certificate
Mohawk College Certificate
Graduation Requirement: 8 courses
Develop counselling skills. Most program participants are employed in agencies or offices where skills in interviewing or information giving are required.
Questions? 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/counsellingtechniques

Individual Counselling COUNTC104
Examine the philosophy, methodology and practices of major counselling theories.
21840 FF TH April 12 6:30-9:30 14 $312.28

Issues And Ethics In Counselling COUNTC208
Examine ethical concerns and professional conduct of counsellors in community, vocational, social agencies and other settings.
Equivalent to LAWSGT391.
21821 FF WE April 11 6:30-9:30 14 $312.28

Social Service Worker Diploma
Ontario College Diploma
Graduation Requirement: 30 courses
Learn all the skills necessary to practice social service work in the province of Ontario. Study interviewing skills, documentation, case management, individual assessment, and experience 600 hours of supervised field placement.
Questions? 905-540-4247 ext. 20811 / cehumserv@mohawkcollege.ca 905-575-1212 ext. 3668 / janice.duda-kosar@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/socialserviceworker

Administrative Practice MGMTSO428
Year 3 & 4. Assess management/administrative agency models & approaches to the delivery of social services. Develop & critique funding proposals.
22052 FF TH April 12 6:30-9:30 10 $208.19

Register online at ce.mohawkcollege.ca (*CRN required)

Volunteer Management Certificate
Mohawk College Certificate
Graduation Requirement: 3 courses
Gain the knowledge and skills needed for effective management of volunteer programs.
Questions? 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/volunteermgmt

Volunteer Management 3 MGMTSSP63
Learn to integrate data collection, problem solving, ethics and methodology, data analysis and effective decision making to respond to volunteer management issues. Dates for 3 Saturday classes TBD the first day of class.
Prerequisite: MGMTSSP43.
22560 FF TU April 10 6:30-9:30 17 $429.61 SA 9:00-5:00

Helping Professions

Addictions/Concurrent Disorders
Acknowledgement of Completion
Graduation Requirement: 3 courses
Gain an understanding of addictions, co-occurring addictions, mental health issues and disorders.
Questions? 905-540-4247 ext. 20811 / cehumserv@mohawkcollege.ca 905-575-1212 ext. 3668 / janice.duda-kosar@mohawkcollege.ca

Admission Requirements
Completion of Human Services Diploma.
For program details and graduation requirements visit ce.mohawkcollege.ca/acd

Introduction to Concurrent Disorders HNMS10034
Learn about co-occurring addiction and mental health issues. Define a concurrent disorder, understand the importance of addressing concurrent disorder issues, examine your attitudes and values, develop knowledge of treatment options and understand the importance of the therapeutic relationship.
22051 FF WE April 18 6:30-9:30 9 $200.75

Bereavement Counselling Certificate
Ontario College Graduate Certificate
Graduation Requirement: 8 courses
Develop skills in bereavement assessment, theoretical models of grief and specific intervention and therapeutic techniques when traditional support models are insufficient. You will also receive additional training specific to children, families, disenfranchised grief, and crisis management.
Questions? 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/bereavementcounselling
Contact the Program Manager regarding future offerings.

Career Consultant Certificate
Ontario College Graduate Certificate
Graduation Requirement: 8 courses
Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.
Questions? 905-575-2025 / creats@mohawkcollege.ca 905-575-1212 ext. 3576 / lidia.siino@mohawkcollege.ca

Admission Requirements
A degree or diploma in a related area. Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.
You must be accepted into the program before taking any courses. Contact the Program Manager as above for more information. You will be required to submit an updated resume. You must apply at least one week prior to start-up.
For program details and graduation requirements visit ce.mohawkcollege.ca/careerconsultant

Diversity In The Workplace CREDCAR08
Prepare yourself for advising clients with specific needs, examine barriers to employment and The Ontario Human Rights Code, and Conflict Resolution. April 14, April 28, May 12, May 26, June 9 & June 23.
21721 FF SA April 14 9:00-4:00 6 $289.97

Group Facilitation Skills CREDCAR05
Combine theory and practice to develop 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.
21720 FF WE April 18 6:00-9:00 13 $289.97

Concepts in Bereavement Support Certificate
Ontario College Certificate
Graduation Requirement: 6 courses
Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.
Questions? 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
For program details and graduation requirements visit ce.mohawkcollege.ca/bereavementsupport
Contact the Program Manager regarding future offerings.
Human Services

Interviewing Skills  COMMS0226
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.
22053 FF MO Apr16 6:30-9:30 10 $312.28

Social Service Work Practice With Diverse Groups HMMNSS0232
Year 1 & 2. Introduces the many faces of diversity in Canadian life.
22054 FF WE Apr18 6:30-9:30 10 $208.19

Techniques Of Family Intervention I HMMNSS0332
Year 3 & 4. Understand the needs of families with infants, children and adolescents. Develop intervention strategies and identify the challenges and changes of adolescence.
22055 FF TU Apr17 6:30-9:30 14 $312.28

Field Placement 1 (P-T) WORKSOA21 22057 FW $389.02
22058 FW $389.02
22059 FW $389.02
22060 FW $389.02
22061 FW $389.02
22062 FW $389.02

Therapeutic Recreation Certificate

Mohawk College Certificate Graduation Requirement: 5 courses Designed for practitioners currently working in the field of Recreation. Participants will be provided with updated knowledge and skills in the Therapeutic Recreation field.
Questions? 905-540-4247 ext. 20811 / cehumserv@mohawkcollege.ca 905-575-2158 / sue.vattay@mohawkcollege.ca

Admission Requirements
You must be a Recreation Therapist with 5 - 7 years work experience OR have a degree/diploma in Recreation and Leisure Services. For program details, graduation requirements and application form visit ce.mohawkcollege.ca/therapeuticrec

Therapeutic Recreation - Research RECL10014 Implement outcome oriented research methods to collect quantitative and/or qualitative data. Learn how to analyze research results and incorporate relevant data into applicable changes within therapeutic recreation service delivery. Tuesday class May 15 and June 12.
21782 FF T/TH Apr26 6:00-9:00 12 $267.67

Visit our website ce.mohawkcollege.ca

Private Security / Investigators

Questions? 5197759-7200 ext. 7210 lisa.brown16@mohawkcollege.ca

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.
22035 FF SA/SU May5 8:00-6:00 5 $366.26

Private Security - Licensing Requirements LAWS10087 Complete the training and study the curriculum for the security guard’s test as mandated by the Ministry of Community Safety and Correctional Services. Training manual/supplies are required and may be purchased from the instructor (approx. $45.00).
22003 FF SA/SU Apr21 8:00-6:00 4 $297.41
22023 FF Jun5 8:00-6:00 4 $297.41
22031 FF SA/SU Jun2 8:00-6:00 4 $297.41
22033 FF SA/SU Jul7 8:00-6:00 4 $297.41

Working with Children & Youth

Child & Youth Worker Diploma

Ontario College Advanced Diploma Graduation Requirement: 28 courses Learn your role as part of the treatment team facilitating change in children and youth who are experiencing a range of social, emotional, family, or behavioural challenges in their lives. Develop therapeutic relationships with children and youth in a variety of diverse settings that include, residential and day treatment centres, mental health clinics, community settings, child protection, custody, schools, group homes, and more.
Questions? 905-540-4247 ext. 20811 / cehumserv@mohawkcollege.ca 905-575-1212 ext. 3909 / marco.felvus@mohawkcollege.ca

Admission Requirements Courses are restricted to those who have applied and been accepted. Please visit our website, or contact us, to obtain an application form. You require Grade 12 (or equivalent) including English, or mature student status with admission tests. For program details and graduation requirements visit www.mohawkcollege.ca/calendar/childyouthworker or ce.mohawkcollege.ca/cyw

Advanced Group Work HMNSCC556 Year 3 & 4. Designed to provide an in depth study of the interactions, issues and key concepts that occur in small group. Emphasis placed on the student proposing, designing, implementing and evaluating a therapeutic group to be presented to the class. Prerequisites: HMNSCC457, HMNSCC458, WORKCC455. Course material will be covered 39 hours in class and 17 hours online delivery.
22067 FF TU Apr17 6:30-9:30 13 $404.27

Assessment And Treatment Strategies In CYW HMNSCC458

Year 3 & 4. Provides a forum for discussion to assist students to integrate theory (from previous & present courses) with practice. Study case assessment, service planning, case formulation, treatment planning and develop report writing skills & applied treatment skills as the primary CYW with a client, within a multidisciplinary team. You will need a client to write a report on. Delivery via 36 hours in class and 6 hours on line. Prerequisites: HMNSCC358, COUNC355, HMNSCC362, HSCICC327.
22068 FF MO Apr16 6:30-9:30 12 $312.28

Community Interventions & Resources HMNSCC553 Year 3 & 4. Reviews and system other community change theories, learn methods of identifying gaps in service, access community resources, communication networks, professional networks, referral procedures and strategies for change. Course material will be covered via 39 hours in class and 3 hours on line delivery. Prerequisites: HMNSCC457, HMNSCC458, WORKCC455.
22072 FF WE Apr18 6:30-9:30 13 $312.28

Intervention Strategies For CYW HMNSCC257

Year 1 & 2. Introduces concepts, principles & procedures underlying the practice of child and youth work in treatment programs with children, adolescents & their families. Emphasizes development and use of a therapeutic relationship, behaviour management techniques, formulation of a basic level client care plan. Course material will be covered via 39 hours in class and 3 hours on line delivery. Prerequisites: HMNSCC142, HMNSCC143, HMNSCC162.
22073 FF TH Apr19 6:30-9:30 13 $312.28

Legislation: Policies & Procedures GMTCCC153

Year 1 and 2. Focus on government structures, children’s services legislation, agency licensing, policies & procedure, legal rights of children & adolescents, court procedures, logistics & protocol, routes of entry into service system, ethics & legal standards of CYW work practice. Course material will be covered via 35 hours in class and 7 hours on line delivery.
22078 FF MO-FR Jul9 9:30-4:30 5 $312.28

The Abused Person HMNS10076

This course, combined with CRED10005 (The Professional CYW), replaces CREDC601 (Professional Development in Child and Youth Care). You are encouraged to register in both courses at the same time. You can expect a combination of on-line and in class learning.
22085 FF SA Apr19 9:30-4:30 4 $208.19

How to read course details:

CRN* Location Day(s) Start Times Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
Human Services / Languages & Communications

The Professional Child and Youth Worker CRED10055
This course, combined with HMNS10076 (The Abused Person), replaces CREDCC601 (Professional Development in Child and Youth Care). You are expected to register in both courses at the same time. You can expect a combination of on-line and in class learning.
22092 FF SA May 12 9:30-4:30 2 $104.09
Field Placement Practicum 1 WORKCC255 Contingent on completion of required course work.
22353 FW $610.12
Field Placement Practicum 2 WORKCC455 Contingent on completion of required course work.
22354 FW $685.74
Field Placement Practicum 3 WORKCC655 Contingent on completion of required course work.
22355 FW $740.35

Early Childhood Education Diploma
Ontario College Diploma
Graduation Requirement: 22 courses
Prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.
Questions?
905-540-4247 ext. 20811 / chehumserv@mohawkcollege.ca
905-575-2709 / jacqueline-p.adams@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants. You require Grade 12 (or equivalent) including English, or mature student status with admission tests. You must complete a program questionnaire and participate in a visit to a preschool setting.
For program details and graduation requirements visit
ce.mohawkcollege.ca/eceleadershipadmin

Field Placement 4 & Seminar WORKEC399
22493 FW $517.44

Early Childhood Education - Leadership and Administration Certificate
Mohawk College Certificate
Graduation Requirement: 7 courses
Participate in courses designed through a collaborative effort between Early Childhood Educators from community centres and staff from Affiliated Services for Children and Youth. Benefit from the guidance of these community leaders and their extensive professional experience in Early Learning and Care by gaining training and skills needed when working within Early Childhood Education communities. Competencies from the Occupational Standards for Child Care Administrators will be incorporated.
Questions?
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

Admission Requirements
An ECE Diploma or equivalent.
For program details and graduation requirements visit
ce.mohawkcollege.ca/eceleadershipadmin

Financial Management and Planning in Early Learning and Care FINC10005
Identify financial and administrative tasks that are required for the successful management of a child care center. Addresses responsibilities for sound financial management and dealing with budgets. Learn to appropriately delegate tasks and verify the accuracy of work.
21843 FF MO Apr 16 6:30-9:30 10 $223.06

Human Resources in Early Learning and Care HRES10018
Explore recruitment, interviewing, orientation, retention, supervision, motivating staff, and record keeping. Discuss employment standards, working conditions, conducting meetings and professional development.
21842 FF TH Apr 19 6:30-9:30 10 $223.06

Early Childhood Education Resource Teacher Certificate
Ontario College Graduate Certificate
Graduation Requirement: 8 courses
A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.
Questions?
905-540-4247 ext. 20811 / chehumserv@mohawkcollege.ca
905-575-2256 (press 1) / karen.pavao@mohawkcollege.ca

Admission Requirements
An Early Childhood Education Diploma. Applications accepted every other year. You must apply in the Spring of that year. Next admission - Fall 2012.

For program details and graduation requirements visit
ce.mohawkcollege.ca/eceleadershipadmin

Advocacy In The School And Community HMNSRT061
Learn to function effectively as Resource Consultants to classroom teachers, coordinate programs in the home and school, support parents in handling difficult situations and develop liaisons with other agencies.
PREREQUISITE: LIBRRT071.
21898 FF MO Apr 16 6:30-9:30 12 $267.67

Educational Assistant Diploma
Ontario College Diploma
Graduation Requirement: 28 courses
Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.
General Questions?
905-540-4247 ext. 20811 / chehumserv@mohawkcollege.ca
Academic Coordinator
linda.jones@mohawkcollege.ca
Field Placement Coordinator
kim.laush@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. Visit the website for information on how to apply. Potential students may complete: Communications, Introductory Psychology, Mathematics, Active Citizenship, Developmental Psychology and 2 general electives prior to being accepted.
For program details and graduation requirements visit
www.mohawkcollege.ca/calendar/educational_assistant or ce.mohawkcollege.ca/ea

Courses are offered online through OntarioLearn and under other Certificates. Check the index.

Languages & Communications

For Academic Upgrading information please see College and Career Preparation in the Community Training section of this catalogue.

Languages - English

Questions?
905-575-2025 / crearts@mohawkcollege.ca

In more than 30 Mohawk College programs, COMM10092: College Communications is now a prerequisite for COMM10041: Communications. All students enrolled in a full-time program, including those taking COMM10041 through Continuing Education, are required to have their skills assessed to ensure they are placed in the appropriate communications course. You are strongly encouraged to complete the assessment before the first night of class. If you are unable to complete the assessment before classes begin,

Register online at ce.mohawkcollege.ca (*CRN required)
you will be offered an assessment during your first scheduled class.

To book your Assessments for Success appointment, call or visit us during business hours at 905-575-2042, Room A122, Fennell Campus.

ESL (English as a Second Language) students have the option of completing a language-based assessment. Please call 905-575-1212 ext. 3569 to arrange an ESL Language Assessment.

Questions? assessment@mohawkcollege.ca

For sample questions and more information visit www.mohawkcollege.ca and click on “Student Services”, then “Assessments for Success”, then “Resources”.

Students taking Communications (Langs) COMM041 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMM043 OR COMM044) would be more suitable. Students wishing to register for COMM044 beginning Monday April 24, 2012 must have one of the following prerequisites: COMM1002, COMM043, or Canadian Language Benchmark Level 7 in each of reading, writing, listening and speaking. To verify your eligibility and obtain clearance to register in this course, contact the Program Manager at caroline.neufeld@mohawkcollege.ca / 905-575-1212 ext. 3284 or 3800.

AC - Communications, Part B COMM044

Improve reading, writing, listening and speaking skills required in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM1002, COMM043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

21731 FF TU/TH Apr 24 6:30-8:30 14 $378.93

Active Citizenship COMM10034

Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prerequisite: LL041 or LO04.  

21726 FF MO Apr 16 7:00-9:00 14 $208.19
21727 FF WE Apr 18 7:00-9:00 14 $208.19
21728 FF SA Apr 21 10:00-12:00 14 $208.19
21729 FF TU May 1 6:00-10:00 14 $208.19
21732 FF TU/TH Jul 10 6:30-8:30 14 $208.19

College Communication COMM0092

Develop the skills in reading and writing necessary to success in college. The teaching and assessment of reading skills and of writing skills will be balanced, accounting for approximately 50% each of the overall course and course grade. Vocabulary development will be applied in both reading and writing contexts. No single assignment or test will be worth more than 15% of the final grade.

21722 FF TH Apr 19 6:00-9:00 14 $312.28

Need Grade 12 equivalency? 905-575-2029

Communications (Langs) COMM041

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

21723 FF MO Apr 16 6:30-9:30 14 $312.28
21724 FF WE Apr 18 6:30-9:30 14 $312.28
21725 FF TH Apr 19 6:30-9:30 14 $312.28
21733 FF TU/TH Jul 10 6:30-9:30 14 $312.28

English as a Second Language

LINC (Language Instruction for Newcomers to Canada)

Free to eligible individuals. Prerequisite: Language assessment from LINC Assessment Centre.

Levels 4 to 7 Full-time day classes - 9 a.m. to 2:30 p.m.

Mon. to Fri. New students start classes on Mondays.

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

Photography (CLB 1-3) Videography (CLB 4-7)

LINC 6 Intensive Preparation for post-secondary admission.

9 a.m. to 2:30 p.m. - Mon. to Fri. - April 2 to June 29, 2012

Part-Time Discrete Skills Courses

Listening (CLB 5) Mon. & Wed. 2:30 p.m. to 5:00 p.m.

Start Date: April 30, 2012

Writing (CLB 5) Tues. & Thurs. 2:30 p.m. to 5:00 p.m.

Start Date: May 1, 2012

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals

Free full-time classes. Mon. to Fri. - 9:00 a.m. to 2:00 p.m.

Workplace mentorships - 2 credit post-secondary.

April 2 to June 27, 2012

EWC - (CLB 7) Enhanced Workplace Communication

Fee part-time evening classes 6:00 p.m. to 9:00 p.m.

Wednesday - 10 weeks - Start Date: April 18, 2012

ESL for International Visa Students

ESL Essentials

Prerequisite: Language assessment. You are expected to purchase class texts. 25-hour daytime program comprises of 4 courses: Listening, Speaking, Reading, Writing. Success in all 4 courses leads to promotion to the GAS-English for Academic Purposes program.

Questions? 905-575-2421 / mary.franco@mohawkcollege.ca

ESL Essentials - Listening COMM10150

Practice listening for specific sounds and key words and mastering larger messages in brief everyday and academic conversations. Develop listening comprehension skills at the Canadian Language Benchmark level 4.

22111 FF TU May 8 $1175.00

ESL Essentials - Reading COMM10152

Build skill in understanding factual information, finding the main idea and reading for specific information in various short texts. Develop vocabulary and reading fluency at the Canadian Language Benchmark 4 level.

22113 FF TU May 8 $1175.00

ESL Essentials - Speaking COMM10151

Enhance your ability to carry on conversation and improve your pronunciation skills in everyday social settings. You will also learn to make a brief presentation. Develop speaking skills at the Canadian Language Benchmark 4 level.

22116 FF TU May 8 $1175.00

ESL Essentials - Writing COMM10153

Learn to produce accurate simple and compound sentences, with a focus on basic grammar, sentence structure and sentence patterns, punctuation and spelling rules, paragraphing, text organization and coherence. Canadian Language Benchmark 4 skill development.

22117 FF TU May 8 $1175.00

GAS-English for Academic Purposes

PREREQUISITE FOR THE EAP Program: Language assessment. You are expected to purchase class texts. An Ontario Special Bursary is available for citizens and residents who qualify.

Questions? 905-575-2421 / mary.franco@mohawkcollege.ca

Basic Academic Listening Practices COMM10204

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.

22133 FF TU May 8 $219.00

Basic Academic Reading Practices COMM10202

Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.

22128 FF TU May 8 $219.00

Basic Academic Speaking Practices COMM10203

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.

22130 FF TU May 8 $219.00

The College is open on Easter Monday
Languages & Communications

Basic Academic Writing Practices
COMM10201
Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use conjunctions and transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at Canadian Language Benchmark 5. 22125 FF TU May 8 $219.00

Applied Listening for College
COMM10207
Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, note-taking, and abbreviating information. Skill development at Canadian Language Benchmark 6. 22139 FF TU May 8 $219.00

Applied Reading for College COMM10205
Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affiliation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6. 22135 FF TU May 8 $219.00

Applied Speaking for College
COMM10206
Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6. 22138 FF TU May 8 $219.00

Academic Listening Skills COMM10213
Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interview and lectures. Develop pre-listening and note-taking strategies necessary for academic success. 22145 FF TU May 8 $219.00

Academic Reading Preparation
COMM10210
Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and reasearch and citations also receive emphasis. 22306 FF TU May 8 $219.00

Academic Speaking Skills COMM10212
Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments. 22308 FF TU May 8 $219.00

Academic Writing Preparation
COMM10211
Develop writing skills at Canadian Language Benchmark 7 with emphasis on prewriting, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays. 22309 FF TU May 8 $219.00

Special Evening Courses-ESL
IELTS PREPARATION WORKSHOP
Learn the types of tasks required in the exams and further understand the procedures and expectations. Also receive guidance in the completion of test application forms. First Tuesday of each month. 6:00 p.m. to 9:00 p.m. Start Date: May 8, 2012 Cost: $45.00 per workshop IELTS LISTENING & SPEAKING SKILLS IELTS READING & WRITING SKILLS 5-Hour Workshops Participate in sample tasks and practice questions to prepare for the Academic or General IELTS exam and be guided on how to continue your studies at home. Tuesday & Thursday (monthly) 6:00 p.m. to 8:30 p.m. Start Date: May 15, 2012 Cost: $75.00 per workshop

Languages - Other (CREDIT COURSES)
Questions? 905-575-1212 ext. 3566 / melissa.topp@mohawkcollege.ca

American Sign Language I LANGL120
Learn the basics of the communication system used by most deaf people. 22152 FF TU Apr 10 7:00-10:00 13 $289.97

American Sign Language II LANGL220
Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive a Certificate of Completion upon successful completion of levels 1 and 2. 22154 FF TH Apr 12 7:00-10:00 13 $289.97

Conversational Mandarin Chinese LANGL16
Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan. 22155 FF TU Apr 10 6:30-9:30 13 $289.97

Conversational Polish 1 LANG10001
Learn to listen, read and write simple Polish with precision and confidence. Prerequisite: Polish for Beginners or equivalent. 22166 FF WE Apr 11 7:00-10:00 13 $289.97

German-Conversational 1 LANGL11
Develop basic language for travel and everyday communication, with emphasis on pronunciation. 22156 FF MO Apr 9 7:00-10:00 13 $289.97

German-Conversational 2 LANGL11
Enhance your abilities with conversational German. Prerequisite German 1 or equivalent. 22159 FF WE Apr 11 7:00-10:00 13 $289.97

Italian 1 LANGLA03
Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text “Percorsi” before the first class. 22163 FF MO Apr 9 7:00-10:00 13 $289.97

Italian 2 LANGLB03
Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent. 22164 FF WE Apr 11 7:00-10:00 13 $289.97

Italian 3 LANGLC03
Perfect your abilities with the Italian language. Prerequisite: Italian Conversational 2 or equivalent. 22165 FF TU Apr 10 7:00-10:00 13 $289.97

Sign Language I - Part A LANGL359
Designed to provide you with knowledge of the ear, various levels of hearing loss and practical use of Sign Language. Emphasis is placed on American Sign Language as a component of Total Communication. Practice receptive and expressive skills, body language, facial expression and classifiers. Basic issues are covered such as deaf and hard of hearing populations and cochlear implants. CRN 22271 April 14, 15, 21, 22, & 28, CRN 22272 May 26, 27, June 2, 3 & 9. 22271 FF SA/SU Apr 14 9:00-5:00 13 $289.97 22272 FF SA/SU May 26 9:00-5:00 13 $289.97 22273 FF MO-FR Aug 20 9:00-5:00 5 $289.97

Spanish For Beginners LANGL01
Develop your conversational skills for everyday communication. Good for travelers. 22167 FF MO Apr 9 7:00-10:00 13 $289.97 22168 FF TU Apr 10 7:00-10:00 13 $289.97 22169 FF WE Apr 11 7:00-10:00 13 $289.97

Spanish-Conversational 1 LANGLA04
Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent. 22171 FF MO Apr 9 7:00-10:00 13 $289.97 22170 FF SA Apr 14 9:30-12:30 13 $289.97

Spanish-Conversational 2 LANGLB04
Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1. 22173 FF WE Apr 11 7:00-10:00 13 $289.97

Spanish-Conversational 3 LANGLC04
Continue the study of Spanish at the advanced level. Prerequisite: Spanish Conversation II or equivalent level of skill. 22172 FF TH Apr 12 7:00-10:00 13 $289.97

Certificate of Competence in the French Language
Mohawk College Certificate
Graduation Requirement: 8 courses (CREDIT COURSES)
Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

Register online at ce.mohawkcollege.ca (*CRN required)
Languages & Communications

Common Course Information

**La Pratique du Francais 1**

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Advanced French

Learn to integrate written and spoken French into communicative and social situations. Emphasis on interaction, conversation and written and oral reports. Learn to present information and viewpoints in both a formal and informal / conversational manner. Integrate various grammar elements and vocabulary in a communicative format. Incorporate various spoken and written genres. Likewise, you can maintain an essential knowledge of French through contextualized practice and real-world exposure.

**Parlons Francais 1**

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

**La Pratique du Francais 2**

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

**La Pratique du Francais 3**

Express-vous sans probleme dans un discussion se rapportant a une situation quotidienne. Le passe compose est un des points grammaticaux les plus importants enseignes dans ce niveau.

**La Pratique du Francais 4**

Etudiez les elements grammaticaux dans un contexte a la fois personel et culturel-conditions present, revision des temps etudes dans les niveaux precedents.

**La Pratique du Francais 5**

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

**Parlons Avance 6**

Build your communication skills and fluency through the discussion of current events, magazine articles and other sources. Prerequisite: FS081.

Note: Intended for individuals with excellent proficiency in English and a second language.

For program details visit ce.mohawkcollege.ca/languageinterpreter

You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency. This mandatory testing is recommended to be taken after the Fourth Course LANG10034 and must be completed prior to the registration of the Sixth Course LANG10036. Any associated expenses are your responsibility. Testing can be arranged through Mohawk College. Contact Bonnie Pataran for details.

**ORIENTATION SESSION**

Wednesday, March 21, 2012 - 6:30 - 8:00 p.m. OR Wednesday, April 4, 2012 - 6:30 - 8:00 p.m.

**FENNELL CAMPUS - J-WING - ROOM J119**

Park in Lot P8

Contact 905-575-2307 / bonnie.pataran@mohawkcollege.ca to reserve a spot.

**INTENSIVE LANGUAGE INTERPRETER TRAINING PROGRAM**

**BECOME A QUALIFIED INTERPRETER IN 3 MONTHS**

Start Date: Mid April - Mid July

Tuition Cost: $1338.36 for 6 courses (does not include competency testing cost)

Attend one of the Orientation sessions or contact Bonnie Pataran for course schedule

Prior to registering for the Capstone Course, you must provide proof of successful completion of the CILISAT or ILSAT test.

**Introduction to Spoken Language Interpreting**

**LANG10031**

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. Saturday course will run Apr.21,28, May 5,12,26. Revision of dates if necessary.

**Consecutive Interpreting**

**LANG10032**

Benefit from a skillful mix of theory and practice focused on memory and comprehension, note-taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031. Saturday course will run June 2,9,16,23,30. Revision of dates if necessary.

**Setting Specific Interpreting**

**LANG10035**

Examine protocols, procedures and techniques for interpreting in various settings. These include the courts and legal settings involving child victims/witnesses, health care setting and the domestic violence sector. Prerequisite: LANG10031, 10032, 10033, 10034 Saturday course will run Apr. 21,28,May 5,12,26. Revision of dates if necessary.

How to read course details:

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Languages & Communications / Leisure Education

Capstone Course, Skills Integration LANG10036
Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills require for work as an independent contractor. Prerequisites: First 5 courses. Course will run June 9,16,23,July 7,14. Revision of dates if necessary. 22554 FF SA Jun9 9:00-3:30 5 $223.06

Writing for Publication Certificate
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 to 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?
905-575-2025 / crearts@mohawkcollege.ca
905-575-2307 / bonnie.pataran@mohawkcollege.ca

Admission Requirements
Successful completion of senior secondary school English or equivalent.
For program details and graduation requirements visit ce.mohawkcollege.ca/writingpublication

The Dynamics of Plot COMM10120
Focuses on the unsung hero of great storytelling: plot. Study and use various plot mechanics and devices through in-class workshop. Learn how to refresh classic storytelling arcs and incorporate backstory and thematic content. Avoid plot cliches. Study great plots from the movies, short stories and novels. 22403 FF TU Apr10 7:00-10:00 13 $289.97

Grammar For Writers COMMLLP01
Learn to recognize and correct errors in punctuation, word choice, structure, and tone, and write and edit with confidence. Suitable for the beginning writer who wants to be grounded in the basics or established writers who would like to hone their skills. 22402 FF TU Apr10 7:00-10:00 13 $289.97

Creative Writing II: Short Fiction COMMLLP945
Continue 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. 22400 FF TU Apr10 7:00-10:00 13 $289.97

Intro to Creative Non-Fiction COMCM0000
Interested in travel writing, personal essays, feature articles or crafting a memoir? Capitalize on your creative talents and personal experiences to craft engaging non-fiction. Learn the techniques, experiment with different forms and receive helpful feedback. 22405 FF WE Apr11 7:00-10:00 13 $289.97

Reading for Writers COMM10169
This fast-paced course examines the role of reading in a writer’s life. All readings are done in class and designed to help you read like a write. Enjoy snippets from celebrated authors and apply their polish and style to your own narrative technique. 22422 FF WE Apr11 7:00-10:00 13 $289.97

Workshops with Local Writers COMM10125
Get feedback on your writing from published local authors. Explore different themes, techniques, and writing styles from local to global. Experiment with different forms. Connect with the city’s vibrant writing community in a weekly workshop environment. 22406 FF WE Apr11 7:00-10:00 13 $289.97

NEW!
Writing For Children COMMLLP05
This course introduces participants to the diverse world of children’s literature. Through exploration into stories for young readers and writing exercises that develop the unique skills necessary for success in this field, students will produce stories, poems, and articles for a primary and grade-school readership. Course topics will range from getting ideas to getting published, and students will be encouraged to develop and market their work. Enrollment is limited. 22421 FF TH Apr12 7:00-10:00 13 $289.97

Writing Workshop 1 COMM10215
This interactive class lets you develop and polish your creative skills in an active workshop environment. Many of the popular writing styles are covered, including short fiction, script, non-fiction etc. Choose any of the styles to concentrate on with ongoing feedback and support. 22408 FF TH Apr12 7:00-10:00 13 $289.97

NEW!
Suspense And Mystery Writing COMMLLP10
Uncover the secrets of suspense and mystery and build your skills in developing plot and character, leaving clues, and exposing villains and hidden stories. 22423 FF WE Apr11 7:00-10:00 13 $289.97

Need Help?
AskMohawk at ce.mohawkcollege.ca

LEISURE EDUCATION

LEISURE EDUCATION...SOMETHING FOR EVERYONE
Why not add something new to your life? Consider various opportunities. Look for Golf, Fencing, Coaching, Wilderness and Fitness leadership courses.

Questions?
905-575-2289 / katya.garon@mohawkcollege.ca

Leisure Coaching
Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

Coaching: Introduction to Competition - Part A SPRT10000
Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included. 22228 FF FR May11 6:00-10:00 1 $130.00

Coaching: Introduction to Competition - Part B SPRT10001
Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included. 22231 FF FR Jul20 6:00-10:00 1 $130.00

Making Ethical Decisions SPRT10021
By successfully completing this workshop, coaches will be fully equipped to handle virtually any ethical situations with confidence. MED helps coaches identify the legal, ethical and moral implications of difficult situations that present themselves in the world of team and individual sport. Manual included. 22228 FF FR May11 6:00-10:00 1 $55.00

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. 22228 FF FR May11 6:00-10:00 1 $130.00

Coaching: Introduction to Competition - Part B SPRT10001
Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included. 22231 FF FR Jul20 6:00-10:00 1 $130.00

Making Ethical Decisions SPRT10021
By successfully completing this workshop, coaches will be fully equipped to handle virtually any ethical situations with confidence. MED helps coaches identify the legal, ethical and moral implications of difficult situations that present themselves in the world of team and individual sport. Manual included. 22228 FF FR May11 6:00-10:00 1 $55.00

Conflict Management SPRT10013
Coaches learn how to identify where conflict is likely to occur and how to manage the situation. Coaches learn five approaches to managing conflict and when it is appropriate to use each of them. Manual included. 22221 FF FR Jun8 6:00-10:30 1 $70.00

Coaching and Leading Effectively SPRT10014
Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters. Manual included. 22228 FF FR Jun1 6:30-10:00 2 $250.00

Psychology of Performance SPRT10015
Guide athletes in the development of psychological skills they need to maximize their performance. Coaches develop individualized competition focus plans for their athletes or teams and the ability to critically reflect on psychological skills to decide which are most relevant for their athletes and teams. 22224 FF SA Jun9 9:00-5:00 1 $110.00

Leisure - Wilderness
Identifying Edible and Medicinal Plants & Trees HORT10001
Identify 50 edible and medicinal wild plants and trees during this day of hiking and foraging. Course manual available in class for $10.00 Come dressed and prepared for hiking. 22046 FF SA Jun2 10:00-4:00 1 $85.00

Free Academic Upgrading 905-575-2029

Register online at ce.mohawkcollege.ca (*CRN required)
Leisure Education / Math/Statistics

Map and Compass/GPS Workshop RECL10006
Learn to navigate in the great outdoors, using map & compass and global positioning systems.
22047 FF SA Apr1 10:00-3:00 1 $80.00

Wilderness Survival Skills RECL10001
Explore essential survival skills including prevention and avoidance, emergency trip planning, clothing and footwear selection, basic map and compass skills, and more. Course manual available in class for $25.00.
22048 FF SA May12 9:00-5:00 1 $130.00

Exercise & Sports Courses
Fencing Introductory RECLLE013
Develop the basic defensive and offensive skills of this challenging form of exercise. Foils, masks, and protective jackets supplied. Location: Hillfield Strathallan school
21873 OR WE Apr11 7:30-9:30 1 $30.00

Fencing Level II SPRTE213
Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013. Location: Hillfield Strathallan School
21878 OR WE Apr18 7:30-8:30 8 $80.00

Sports - Golf
Golf 1 - Indoor RECLLE240
Enjoy an fun introduction to golf. Ideal preparation for novice and casual and non-golfers for the outdoor sessions below. All equipment supplied.
22086 FF TU Apr24 6:30-7:30 4 $60.00
22087 FF TU Apr24 7:30-8:30 4 $60.00
22088 FF TU Apr24 8:30-9:30 4 $60.00

Golf 1 - Outdoor Practice RECLLE040
REGISTER FOR ONLY ONE OF MAY 25, JUNE 1 or 15. ALL SESSIONS ARE HELD RAIN OR SHINE. Practice putting, chipping and hitting at ball wedged at Golf Range Goat Hill (905-523-4653). Ideal for everyone but especially those who have just completed the indoor course. Equipment is supplied if needed.
22056 OR WE May23 6:00-8:00 1 $30.00
22070 OR WE May30 6:00-8:00 1 $30.00

Golf 2 - Play RECLLE340
Prerequisite: RECLLE040 Golf Outdoor Practice. This is a playing lesson in groups of 3-4. The skills introduced in Golf 1 along with good course management and proper etiquette of golf will enable you to play golf on a course on your own in a courteous way. Equipment is available if needed. Location: TBA at Golf 1 session.
22083 OR WE Jun6 6:00-8:00 1 $30.00

NEW!

Golf - STACK & TILT RECL10027
This new approach to swinging a golf club has proven to be successful for professionals and amateurs. Reduce your tendencies to “SLICE.” Bring your own clubs for a practice session at WEDGEWOOD GOLF RANGE and a playing session at: Location TBA.
22084 OR WE Jun13 6:00-8:00 2 $60.00

Adventure
Kayaking Moving Water RECLLE022
Learn the fundamentals of maneuvering a kayak on flat water, and class I and II moving water from a certified Ontario Wild Water Affiliate instructor. All equipment provided and O.W.W.A. Level One Paddle testing available on request.
LOCATION: 1st night Fennell, Sa/ Su -- T.B.A.
22089 FF TH Jun7 7:00-10:00 3 $170.00

Kayaking Pool Workshop RECLLE148
Learn the fundamentals of maneuvering a kayak on flat water. All equipment supplied. LOCATION: Call Equinox Adventures for exact location in Hamilton area 1-800-785-8855.
22090 OR TH Apr12 8:30-10:30 3 $145.00

Rock Climbing Introductory Session RECLLE039
Discover the sport of rock climbing. All ropes & equipment supplied. Wear running shoes. LOCATION: Rattlesnake Point Conservation Area-North end of Appleby Line. For information call Equinox at 1-800-785-8855.
22202 OR SA Apr21 8:30-12:00 1 $40.00
22204 OR SA Apr28 8:30-12:00 1 $40.00
22206 OR SA May5 8:30-12:00 1 $40.00
22207 OR SA Jun2 8:30-12:00 1 $40.00

Rock Climbing Level I RECLLE139
Benefit from additional practice and instruction. Prerequisite: ROCK CLIMBING-INTRODUCTORY-LE039. LOCATION: Rattlesnake Point, north end of Appleby Line. For information call Equinox at 1-800-785-8855.
22208 FF TH Apr28 7:00-10:00 3 $160.00
SA/SU 8:30-5:30
22212 FF TH Jul5 7:00-10:00 3 $160.00
SA/SU 8:30-5:30

Fitness Leadership Certification Program
Questions?
905-575-2298 / katya.garon@mohawkcollege.ca
Deanna Lawson-Langford 905-522-9922 ext. 118

A DIFFERENT MANUAL IS REQUIRED FOR EACH COURSE. Theory is $56.50 due first night of course, payable by CHEQUE. Group Fitness and Personal Training to be discussed first night of course.

Fitness Theory HLTHF001
Study basic anatomy, movement mechanics, physiology of exercise, principles of training, basic nutrition, weight management, and gender issues. A PREREQUISITE FOR ALL SPECIALTY MODULES. Final written exam.
22144 FF WE Apr18 7:00-10:00 13 $402.89

Personal Trainer Module HLTHF004
Prepare for a Certified Professional Trainer Network designation. Study advanced anatomy, exercise physiology, and biomechanics in program design, as well as consulting skills and the business aspects of personal training.
CPTN Prerequisite: Fitness Theory F1001.
22147 FF MO Apr16 7:00-10:30 13 $457.29

Join the MCACES Social Network

Math/Statistics
ce.mohawkcollege.ca/mathematics-statistics

Business Diploma Math Courses
Questions?
905-575-2385 / cebus@mohawkcollege.ca
905-575-1212 ext. 3481 / mike.bozzo@mohawkcollege.ca

Business Mathematics of Finance MATH10037
Understand simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101.
22452 FF TU May1 6:00-9:30 12 $312.28

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.
22495 FF TU May1 6:00-10:00 14 $404.82

Business Statistics 2 MATHMA411
Covers Estimating Population Parameters, Hypothesis Testing, Statistical Inferences from two samples, Chi-square Analysis, Linear Regression and Multiple Regression Analysis. Prerequisite: MATHMA311 or MATHMA305. Offered every Monday (12 sessions) and every other Thursday (7 sessions).
22496 FF MO/TH Apr30 7:00-10:00 19 $404.82

Mathematics - Lecture Courses
Questions?
905-575-2203 / ceköyty@mohawkcollege.ca
905-575-1212 ext. 3481 / frosina.stojanovska-pocuca@mohawkcollege.ca

Engineering Mathematics 2 MATH10021
An introduction to Functions, Graphs, Linear Algebra, Quadratic Equations, Analytic Trigonometry, Empirical Equations, Differential and Integral Calculus. Prerequisite: MATHMA179 or equivalent.
22312 FF TH May3 6:30-10:00 12 $312.28

Statistics MATHMA482
Introductory statistics intended for Technology students. Focus on organizing and summarizing univariate data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. Monday class is every second Monday.
22337 FF MO/WE May2 6:00-9:00 14 $404.82

Integral Calculus MATHMA483
Explore calculus concepts including integration concepts and rules with applications including surface of revolution, centroids and moments of inertia. Prerequisite: MATHMA383 or MATHMS377.
22316 FF TU May1 6:00-9:00 14 $312.28
Mathematics 1 MATH10011
Focus on Equations, Basic and Intermediate Algebra, Right Triangle Trigonometry, Quadratics, and Complex Numbers. 4 month (42 hour). Prerequisite: Grade 12 (C or U) or MATH MA002 or equivalent.

FF 6:00-9:00 $312.28
21831 - Apr3 21832 - Apr23 21834 - May9
21836 - May24 21838 - Jun6 21844 - Jun25
21845 - Jul19 21847 - Aug21

Mathematics 1 MATH10024
Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMA106.

FF 6:00-9:00 $312.28
21870 - Apr3 21871 - Apr23 21872 - May9
21874 - May24 21875 - Jun6 21876 - Jun25
21877 - Jul19 21879 - Aug21

Mathematics 2 MATH10053
Focus on Boolean Algebra, Analytic Geometry, Sine Wave Analysis, Logarithms and Differential Calculus. 4 month (42 hour). Prerequisite: MATH 10011 or equivalent.

FF 6:00-9:00 $312.28
22095 - Apr3 22096 - Apr23 22097 - May9
22098 - May24 22099 - Jun6 22100 - Jun25
22101 - Jul19 22102 - Aug21

Preparatory Mathematics (Technology) MATHMA002
Prepare for College Technical mathematics with attention to Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry. 6 month (72 hour). Prerequisite: Grade 11 Math (U or C).

FF 6:00-9:00 $498.95
21890 - Apr3 21896 - Apr23 21897 - May9
21899 - May24 21890 - Jun6 21901 - Jun25
21902 - Jul19 21903 - Aug21

Mathematics 1 - General Arts And Science MATHMA006
Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

FF 6:00-9:00 $312.28
21914 - Apr3 21915 - Apr23 21916 - May9
21917 - May24 21918 - Jun6 22125 - Jun25
21920 - Jul19 21921 - Aug21

Mathematics 1 (Motive Power Technqs) MATHMA008
Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

FF 6:00-9:00 $312.28
21922 - Apr3 21923 - Apr23 21924 - May9
21925 - May24 21926 - Jun6 21927 - Jun25
21928 - Jul19 21929 - Aug21

Mathematics 2 (Motive Power Technqs) MATHMA009
Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

FF 6:00-9:00 $312.28
21930 - Apr3 21931 - Apr23 21932 - May9
21933 - May24 21934 - Jun6 21935 - Jun25
21936 - Jul19 21937 - Aug21

Math MATHMA018
Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMA006.

FF 6:00-9:00 $312.28
21938 - Apr3 21939 - Apr23 21940 - May9
21941 - May24 21942 - Jun6 21943 - Jun25
21945 - Jul19 21946 - Aug21

Mathematics MATHMA101
Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. 4 month (42 hour). Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C ).

FF 6:00-9:00 $312.28
21947 - Apr3 21948 - Apr23 21949 - May9
21950 - May24 21951 - Jun6 21952 - Jun25
21954 - Jul19 21953 - Aug21

Engineering Mathematics 1 MATHMA179
Concentrate on Algebra, Right and Oblique Triangle Trigonometry, Complex Numbers, Sine Wave Analysis, Systems of Equations and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF 6:00-9:00 $404.27
21954 - Apr3 21955 - Apr23 21956 - May9
21957 - May24 21958 - Jun6 21959 - Jun25
21960 - Jul19 21961 - Aug21

Differential Calculus MATHMA383
Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.

FF 6:00-9:00 $312.28
21962 - Apr3 21963 - Apr23 21964 - May9
21965 - May24 21966 - Jun6 21967 - Jun25
21968 - Jul19 21969 - Aug21

Watch for our Fall 2012 catalogue
Available in print on
Tuesday, August 14

Free Academic Upgrading
905-575-2029

Register online at ce.mohawkcollege.ca (*CRN required)
<table>
<thead>
<tr>
<th>Subject</th>
<th>Code</th>
<th>Courses Offered</th>
<th>Start Times</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics</strong></td>
<td>MATHMS122</td>
<td>Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. 4 months (56 hour). Prerequisite: Grade 10 Math (applied or academic).</td>
<td>6:00-9:00</td>
<td>$404.27</td>
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<tr>
<td></td>
<td>MATHMS144</td>
<td>Study Algebra, Unit Conversions, Geometry &amp; Mensuration and Right Triangle Trigonometry. 4 months (42 hour) Prerequisite: Grade 12 Math (C or U).</td>
<td>6:00-9:00</td>
<td>$312.28</td>
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<tr>
<td><strong>Mathematics for Construction</strong></td>
<td>MATHMS145</td>
<td>Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).</td>
<td>6:00-9:00</td>
<td>$404.27</td>
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<td></td>
<td>MATHMS150</td>
<td>Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 months (56 hour). Prerequisite: Grade 12 Math (C or U).</td>
<td>6:00-9:00</td>
<td>$404.27</td>
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<tr>
<td><strong>Mechanical Basic Algebra</strong></td>
<td>MATHMS165</td>
<td>Learn about, Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).</td>
<td>6:00-9:00</td>
<td>$312.28</td>
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<tr>
<td><strong>Mathematics</strong></td>
<td>MATHMS173</td>
<td>Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).</td>
<td>6:00-9:00</td>
<td>$404.27</td>
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<tr>
<td></td>
<td>MATHMS244</td>
<td>Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.</td>
<td>6:00-9:00</td>
<td>$312.28</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>MATHMS284</td>
<td>Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.</td>
<td>6:00-9:00</td>
<td>$404.27</td>
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<tr>
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<td>MATHMS377</td>
<td>Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.</td>
<td>6:00-9:00</td>
<td>$312.28</td>
</tr>
</tbody>
</table>

**Applied Packaging Design** PCKG10002 Develop the understanding of Equations, Percents, Geometry and Mensuration, Unit Conversions and Trigonometry. 4 month (56 hour).  
**Social Sciences**

**General Education Band Selection Courses**
In some Continuing Education certificate/diploma programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements.

**Questions?**  
905-575-1212 ext. 3009/crearts@mohawkcollege.ca/ce.mohawkcollege.ca/generalinterest

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

**General Interest**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>CRN*</th>
<th>Location</th>
<th>Start</th>
<th>Times</th>
<th>Fee</th>
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<tbody>
<tr>
<td>21745</td>
<td>FF WE Apr 18 6:00-9:15 13 $312.28 Developmental Psychology PSYCSS271 (E)</td>
<td>12260</td>
<td>WE</td>
<td>Jan 11</td>
<td>6:30-9:30</td>
<td>$104.20</td>
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</table>

**Home Renovation for Women**

CHCHTV Reno Expert Pamela Stiles 5 Time “Readers Choice Award” Winner Home Reno Expert at Home Depot  
You can now receive an Acknowledgment of Completion for successfully completing 5 courses in Home Renovation (Man Welcome). Of Interest to Home Renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what YOU can do and when to call in the EXPERTS. Material costs included in the course fee.
General Interest / Bridging Programs for Immigrants

NEW!
Tools and How to Use Them BLDG10075
Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Also, tool maintenance and safety.
22080 FF TU Apr17 7:00-10:00 4 $99.22

NEW!
Basic Plumbing BLDG10072
Step by step instruction from fixing a leaky faucet to installing a toilet and everything in between. Pamela will show you how to save $$$ when you know what to look for. Maintenance and improvement for all your basic plumbing.
22081 FF TU May15 7:00-10:00 4 $89.22

NEW!
Painting and Decorating CREA10135
Hands-on instruction on how to Paint Like a Professional. Learn a variety of finishes including Venetian Plaster and Faux Finishing. Learn about wallpapering and staining wood and the tools that will make your project faster and easier.
22462 FF TU Jun12 7:00-10:00 4 $99.22

Life and Career Skills

Setting and Achieving Goals and Assertiveness Training for Professionals - Levels 1, 2 and 3 can be included in the WORKPLACE LEADERSHIP CERTIFICATE - Business section.

Upon successful completion of the Assertiveness Training for Professionals Levels 1, 2 and 3. You will receive an Acknowledgement of Completion. Gain a solid foundation of the sills of assertiveness, including self-management skills and skills to deal with challenging individuals and structures within employment settings. These skills are foundational to employment retention and progression in today’s challenging and changing world of work.

Assertiveness For Professionals PERSGI050
Develop enhanced personal management skills for career productivity. Focus on stress and anger management, dealing with difficult people, and peer relations. Students can receive an Acknowledgment of Completion.
22465 FF WE Apr11 6:30-9:30 4 $89.22

Assertiveness for Professionals 2 PERS10008
A review of skills taught in Level 1 and an introduction to and practice of problem solving skills and dealing with difficult people in work situations. How to deal with assertiveness in group situations, be an effective group leader and learn member.
22466 FF WE May9 6:30-9:30 4 $89.22

Assertiveness for Professionals 3 PERS10011
Building on the skills developed in Level 1 & 2, participants will receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.
22467 FF WE Jun6 6:30-9:30 4 $89.22

Fitness and Weight Loss Essentials HLT110148
Learn the nutrition and exercise essentials of healthy living and see why diets don’t work and how diets make us fatter. Learn the factors behind weight gain and how to reverse them - permanently!
22464 FF SA Apr28 10:00-2:00 1 $60.00

In Search of your Scottish Ancestry GINT10046
Let’s get started on the search for your heritage. Learn to effectively use Scottish census records, statuary records, old parish registers and other resources. Get in touch with others looking for "your ancestors".
22459 FF SA Jun9 10:00-4:00 1 $80.00

55 Plus
The following courses and workshops may be of interest to you:
- Painting/Watercolours
- Paris in Depth
- Acting for Beginners
- Home Reno for Women
- Home Staging
- Food, Food, Food
- Sewing - Introduction
- Easy Flower Arranging
- Perennial Gardening
- Digital Photography
- Selected Themes, Art History & Appreciation
- Pottery
- Jewellery - Construction
Refer to the index for more information.

NEW!
Signing for Seniors LANG10072
Enjoy the skill of sign language. Learn alphabet, counting, and conversation and signs that will be useful in everyday life.
22499 FF TU Apr17 6:00-7:30 10 $91.00

CHCH Reno Expert Pamela Stiles 5 Time "Readers Choice Award" Winner Home Reno Expert at Home Depot You can now receive an Acknowledgement of Completion for successfully completing 5 courses in Home Reno for Women (Men Welcome). Of interest to home renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what you can do and when to call in the EXPERTS. Tools and How to Use Them and Painting and Decorating have a $10 material fee, to be paid to the instructor at the first class.
Prerequisite: Membership Location: Sackville Hill Seniors’ Centre 780 Upper Wentworth St. Hamilton.
- Tools and How to Use Them
- Basic Plumbing
- Painting and Decorating
- Basic Maintenance
- Kitchens

NEW!
Tools and How to Use Them BLDG10075
Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Also, tool maintenance and safety.
22460 OR TU Apr17 9:00-12:00 4 $80.94

Life and Career Skills

Sign up now! Registration opens at 8:30 am on Tuesday, March 6

Bridging Programs for Immigrants

Occupation-Specific Language Training for Human Services Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Human Services field (ECE, Education, Child & Youth Worker etc.). Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

Questions?
519-576-1212 ext. 3805. / patrice.palmer@mohawkcollege.ca
There are no fees for these courses.

Workplace Communication Skills for Human Services 1 COMM10230
OSLT course
22381 FF TU/TH Apr3 5:30-9:30 4

Workplace Communication Skills for Human Services 2 COMM10231
OSLT Human Services 2
22374 FF TU/TH Apr24 5:30-9:30 5

Workplace Communication Skills for Human Services 3 COMM10232
OSLT Human Services 3
22838 FF TU/TH May22 5:30-9:30 5

Workplace Communication Skills for Human Services 4 COMM10233
22834 FF TU/TH Jun19 5:30-9:30 5

Workplace Communication Skills for Human Services 5 COMM10234
22385 FF TU/TH Jul19 5:30-9:30 4

Register online at ce.mohawkcollege.ca (*CRN required)
Bridging Programs for Immigrants / Community Training Solutions

Occupation-Specific Language Training for Health Sciences Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Health Sciences field (Nursing, PSW, Medical Radiation Technology, etc.) Open only to Permanent Residents and Protected Persons. CLB assessment required prior to registration.

Workplace Communication for Health Sciences 1 COM10235
OSLT Workplace Communication Skills for Health Sciences.
22373 FF T/TH Apr3 6:00-10:00 4

Workplace Communication for Health Sciences 2 COM10236
OSLT for Health Sciences 2
22377 FF T/TH Apr24 6:00-10:00 5

Workplace Communication Skills for Health Sciences 3 COM10237
OSLT workplace communications
22375 FF T/TH May22 6:00-10:00 5 SA 9:00-5:00

Workplace Communication Skills for Health Sciences 4 COM10238
22378 FF T/TH Jun19 6:00-10:00 5 SA 9:00-5:00

Workplace Communication Skills for Health Sciences 5 COM10239
22379 FF T/TH Jul17 6:00-10:00 5 SA 9:00-5:00

Occupation-Specific Language Training for Business Certificate
Mohawk College Certificate
Graduation Requirement: 5 courses
This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Business field. Open only to Permanent Residents and Protected Persons. CLB assessment required prior to registration. See fall courses for details.

College & Career Preparation
www.mohawkcollege.ca/ccp

Academic Preparation Programs
Take advantage of these free opportunities to upgrade your academic skills to realize your personal employment or educational goals. These programs are conveniently offered during the day and the evening.
The academic upgrading streams offer adult learners:
- A personal academic assessment
- An individualized “Learning Plan”
- Self-paced and goal-oriented learning
- A learner-centered teaching approach
- Flexible hours and continuous intake
- Free GED Preparation

Academic Upgrading
Achieve Grade 12 equivalency in Math, English, Physics and Chemistry.

Skilled trades
Benefit from targeted academic preparation for apprenticeship training.

Literacy & Basic Skills for the Workplace
Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

Questions?
905-575-2177 / toll free 1-866-891-2011 / jobs@mohawkcollege.ca
This Employment Ontario program is funded in part by the Government of Canada.

Second Career
Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

Two Locations:
- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

Questions?
905-575-2177 / toll free 1-866-891-2011 / secondscareer@mohawkcollege.ca
jobs@mohawkcollege.ca

Summer Jobs Service (SJS)
SJS supports employment for students from April to August. It provides direct access to summer jobs for students aged 15-30, who are planning to return to school in the fall. Students can also participate in open workshops to gain knowledge and skills to find jobs. Participating employers receive a wage subsidy and access to students who are ready and willing to work in the summer.

Questions?
905-575-2368 / toll free 1-866-891-2011 / sjs@mohawkcollege.ca
Fennel Campus and STARRT Campus
This Employment Ontario program is funded by the Ontario Government.

Pre-Apprenticeship Training Programs
Interested in securing an apprenticeship? Can’t find an employer sponsor on your own? Check out Mohawk College’s Pre-Apprenticeship training programs. Trade areas change from year to year based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time programs include: academic upgrading, trade specific safety training and a mandatory work experience component.

Program offerings are funded by and subject to MTCU approval.

Questions?
905-575-2717 / toll free 1-866-891-2011 / preapp@mohawkcollege.ca
www.mohawkcollege.ca/preapp

Need Grade 12 equivalency?
905-575-2029
Manufacturing Leadership Certificate (MLCP)
Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters. Browse Distance Education/Online Learning section of this catalogue for online offerings. For on-site, customized course delivery or information on program completion contact 905-667-6230 / 1-877-670-6230 For program details visit www.manufacturingleadership.com

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? 905-667-6236 / tdiffrancesco@mcecor.com

Associated Professional Programs

APICS - The Association for Operations Management
APICS is an organization of professionals with a network of chapters dedicated to Advancing Productivity, Innovation and Competitive Success. APICS is a leader in delivering superior training and education in all aspects of operations management, including production, inventory, supply chain management, materials purchasing and logistics. The Hamilton Chapter, in cooperation with Mohawk College, offers a variety of courses and workshops suited to different levels of professional development.
Questions? APICS Hamilton Chapter 905-667-9117 / info@apicshamilton.org For program details visit ce.mohawkcollege.ca/apics

TWO PROGRAMS ARE AVAILABLE:
- Fundamentals of Materials and Operations Management (FMOM)
- Benefit from entry level study in materials and operations management or in areas that interface with it. Participants who successfully complete all five courses earn an APICS Certificate.

Questions? 905-667-6236 / tdiffrancesco@mcecor.com For program details/registration visit www.mcecor.com

Gas Technician III & II Oil Burner Technician III & II Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria. Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.
Questions? 905-667-6236 / tdiffrancesco@mcecor.com

Welding Training Program
Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements. 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. Monday to Friday - 6 hours per day - continuous intake. Weekly Start Dates. Tuition: $110.00 per day
Questions? 905-667-6236 / tdiffrancesco@mcecor.com

Watch for our Fall 2012 catalogue Available in print on Tuesday, August 14

Register online at ce.mohawkcollege.ca (*CRN required)
Courses Offered:
- Radiography Level 1
- Magnetic Particle Levels 1 & 2

Materials
- fee
- operation
- CAN/CGSB
- in Canadian Institute for NDE
- www.aaa.ca
- ce.mohawkcollege.ca/adminassistant
- For business.web@mohawkcollege.ca
- Questions? this assistant standard
- See only. Check the index for offerings.

Institute of Law Clerks of Ontario
See Distance Education section for course offerings.


Qualified Administrative Assistant
The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of qualifications for administrative assistants and senior office personnel; reaches this standard by providing advanced education; and makes management aware of the fully qualified administrative assistants’ value. Seven courses must be completed successfully within six years to qualify for the QAA certificate.

Questions?
905-575-1212 ext. 3905 / business.web@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/adminassistant or www.aaa.ca
Course offerings are listed under a variety of Diplomas and Certificates. Refer to index.

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 cooperation with its Ontario Chapter. Course fee does include course manual and CINDE membership.

EVENING PROGRAMS IN NDT
Certification Courses run 14 weeks
Cost $900.00 each
- Liquid Penetrant Levels 1 & 2 Thursdays, starting September 13, 2012
- Magnetic Particle Levels 1 & 2 Thursdays, starting September 11, 2012
- Radiography Level 1 Wednesdays, starting September 12, 2012

Important Information
Acknowledgement Form and Student Card
You will receive an Acknowledgement form and student card immediately when registering in person. Acknowledgements for registrations done online or sent by mail, fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MoCoMotion, the College’s information portal. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration. A fee of $6.00 per term applies for duplicate forms.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrolment for most general education and non-credit continuing education courses to those 19 years of age and older. International students who are not permanent residents of Canada require permission to register from Citizenship and Immigration Canada. Only under special circumstances can a credit course be audited. The audit application form must be approved by the Associate Dean at the time of registration. You will not receive a credit for an audited course; an AU designation is used for the transcript. Regular fees apply.

Privacy and Confidentiality
Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at www.mohawkcollege.ca/legal.html

Transferring Courses
You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut off date has not passed and space is available in the course into which you are transferring. Fees will be re-assessed accordingly. You may transfer on the web at ce.mohawkcollege.ca, by fax, or at any designated C.E. Registration Office.

Waitlists
If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

Withdrawals
If you withdraw from a course, you must officially notify the Continuing Education Registration Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

Informing the instructor only is not sufficient. See the Refunds section for details regarding withdrawals.

Financial Information
Fees
Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and CanCopy Fees:
- Fees are calculated based on the number of hours per course. Tuition-$5.64, CanCopy-$0.0052. The Academic Service Fee-$0.55, Student Activity Fee-$0.43, Student IT Enhancement Fee-$0.07, Capital Campaign Fee-$0.05 are calculated per hour to a maximum of 45 hours. Transportation Fee-$0.69 per hour is charged on courses offered at Fennell (FF), Brantford (BF), and STARRT (SC) locations only, to a maximum of $43.00.

FINANCIAL INFORMATION
1. Course fees do not include textbooks, and/or learning materials required by many courses. (Some exceptions may apply.) These are often available in the Campus stores.
2. Payment may be made by cash, certified cheque, money order, VISA, MasterCard, or debit.

INTERNATIONAL STUDENTS
All international students require approval from International Education (The Square Room C102 Fennell Campus) before registering for Continuing Education courses. International fees for CE courses will apply - $910.00 per credit course. Some non-credit courses can be taken at a reduced rate.

REPLACEMENT CERTIFICATE/DIPLOMA FEE
A fee of $30 applies for replacement of a College certificate or diploma. Visit The Square at Fennell Campus to make your request and payment.

Financial Aid
If you are a part-time student or upgrading and are considered low income, you may apply for an Ontario Special Bursary or a Mohawk College Continuing Education Help Fund Bursary to assist with fees and books for financially-approved programs. Application deadlines apply. For more information, call 905-575-2133 or 519-759-7200 ext. 2133, or visit the Dept. of Financial Aid at The Square, Fennell Campus. Applications for financial assistance are also available in room F114, Fennell Campus, and at the front desks at the Brantford and STARRT Institute locations. Completed applications must be returned to The Square at Fennell Campus, or the Student Services area at Brantford, STARRT, or IAHS campus.

“(E)” denotes General Education Course
Important Information

Income Tax Receipts
In March 2012, students registered in 2011 will be able to access their T2202A Tuition and Education Amounts Certificate via Self Service in MoCoMotion.
Note: Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to any Student Registration Centre, The Square Student Services, MCACES office or call 905-385-4295, 1-888-385-4295 or 905-575-2176.

Refunds
To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Distance Education) you must withdraw within 6 days of the published start date of the course to receive a refund. If you wish to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

REFUND AMOUNTS
A $20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of or after the second scheduled class, whether or not you actually attended.

Note:
1. If you have an outstanding balance with the college all refunds will be applied to that balance.
2. Allow a minimum of 4 weeks processing time for refunds.
3. Refunds are issued by cheque and sent to the registered student. (Exception - tuition paid directly by employer or sponsoring agency to the College).
4. The Standard Refund Policy may not apply to seminars, workshops, Travel Education, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

Academic Information

Academic Appeal Form
You may obtain the Student Academic Appeal Form The Square at Fennell Campus, or Student Services at the Institute for Applied Health Sciences, STARRT Institute, or Brantford Campus.

Academic Policies and Procedures
All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at www.mohawkcollege.ca/DiscoverHelp.html.

Campus Closing (Emergency Situations)
Call 905-575-2444 or 519-758-6000 or visit www.mohawkcollege.ca
In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit www.mohawkcollege.ca for campus closure announcements. These are the only methods of providing advance notice.

Classroom Locations
Room numbers for courses at all campuses are available at ce.mohawkcollege.ca after 3:00 pm on the day before the course begins. Classroom locations are also posted at the main campus entrances.

Course Cancellations
Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note: - Classes will not be cancelled if they do not meet minimum enrolment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College. Long weekends - classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Credentials
Below are definitions for the credentials listed below each program title in this catalogue:
Mohawk College Certificate: Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.
Ontario College Certificate: Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.
Ontario College Diploma: Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.
Ontario College Advanced Diploma: Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.
Ontario College Graduate Certificate: Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.
Acknowledgement of Completion: Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Exemptions
Gain recognition for course work completed at another educational institution that is equivalent to learning required in a specific Mohawk course. Find information on how to apply and get the results of your exemption request on the Student Services tab of www.mohawkcollege.ca. To apply for an exemption, login to MoCoMotion and select "Self Service" on the Main Menu of the Welcome tab. For assistance, contact The Square at 905-575-2000 or ask@mohawkcollege.ca.

General Education Band Selection Courses
More information about General Education is available in the Social Sciences section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grades
Effective Fall 2009, a minimum passing grade of 50% applies for all graded courses offered at the College. A 60% weighted GPA is required for graduation.
Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at www.mohawkcollege.ca/Mohawk Students-Academic Records and Registration-Grading and Evaluation System. To access your grades and review your progress, use MoCoMotion and select “View Grades” on the Main Menu of the Welcome tab.

Graduation
When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Associate Dean in writing. "Request for Certificate" forms for certificate graduates and "Application for Admission to Convocation" (graduation) forms for diploma graduates are available from The Square at Fennell Campus, MCACES-Room F114 or Student Services at Brantford, STAART in IAMS campuses. Carefully indicate the correct spelling of the names to appear on the document. Continuing Education certificates and diplomas are generally presented at the Fall Continuing Education convocation ceremony. The deadline to apply for graduation is August 15.

Prerequisites
It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Prior Learning Assessment & Recognition (PLAR)
Earn course credits for college-level learning acquired outside the classroom. Have your life/ work experience assessed relative to specific course outcomes, by one of the following methods:
Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors. Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.
Questions? www.mohawkcollege.ca/PLAR / PLAR@mohawkcollege.ca / 905-575-2395

Exemptions:
Refer to Exemptions.

Release and Waiver
Students registered or participating in a Continuing Education course or program are bound by College regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to disabled registrants/ students receiving voluntary assistance from College faculty, staff or another registrant/student.
NOTICE OF WAIVER:
Every effort is made to ensure the accuracy of catalogue information as of the date of

Register online at ce.mohawkcollege.ca (*CRN required)
Important Information

Publication. However, the College reserves the right to modify or cancel any program, program description, option, course, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Courses offered this term are published in this catalogue.

Repeting Failed Courses
A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

Residency & Time Requirements for Certificate and Diploma Programs
To qualify for a Mohawk College certificate or diploma, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College.

To ensure the integrity and currency of credentials awarded by Mohawk College, it is expected that Continuing Education students will complete all the courses identified as part of a specific Program of Studies within a period of five years from the date of the first course registration. Students who have not completed their Program of Study within the time frame allotted must meet with the Associate Dean or his/her designate, in consultation with the Registrar, to discuss options for meeting graduation requirements.

Senior Citizens
Senior Citizens, 65 years of age or older, may register for most Continuing Education funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Services for CE Students

Aboriginal Support Services
For information: 519-759-7200 ext 3118 or 905-575-1212 ext 3118. Aboriginal Student Recruitment Coordinator - Lacey Hill, ext. 3777. Aboriginal Student Counsellor - Kim Hill, ext. 7147. Aboriginal Friendship Lounges: Fennell - Room E104, ext. 3002; Brantford - Room A134, ext. 7145 native@mohawkcollege.ca

Accessible Learning Services
Accessible Learning Services are available at all campuses for confirmed applicants and registered students who suspect they have a disability or who have documented disability such as:
- Physical or mental health condition
- Learning disability
- Deafness, deafened and hard of hearing
- Blindness or partial sight
- Acquired brain injury

Contact Information:
Fennell Campus: Room C102 / 905-575-2211
Brantford Campus: Room A102 / 519-758-6014
Institute for Applied Health Sciences (IAHS): Room 303 / 905-540-4247 ext. 26751
STARRT: Room A118 / 905-575-1212 ext 5401 accessiblelearningservices@mohawkcollege.ca

Early identification is recommended. Attendance at a Group Information and Registration Session (GI&RS) is required as a first step to access support for individual needs. A comprehensive overview of Accessible Learning Services and Session information/schedule is available at www.mohawkcollege.ca/StudentServices/AccessibleLearningServices.

Accessible Parking
You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Books, Supplies, Clothing, Gifts
Three locations: Fennell Campus (main store - 135 Fennell Ave. W., Hamilton 905-575-2070); Brantford Campus (411 Elgin Street, Brantford 519-758-6026); STARRT Institute (481 Barton St. E, 905-575-2276). Visit mohawk.bookware3000.ca for hours of operation. Check out our NEW ON-LINE ORDERING feature - choose to either reserve your order for pick-up at the Bookstore or have your books delivered to your door for a nominal fee.

Payment methods:
- Cash, MasterCard, VISA and direct payment (debit).

Booklists:
- Posted in the bookstore just before term start.

Textbook Returns:
- Returned merchandise must be unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses.

Refund Policy - Textbooks
Sales receipts must be provided with all items. Refund Period - two weeks from date of purchase with receipt. A restocking charge may apply at the discretion of the bookstore manager. If you are withdrawing from a course after the two week period, you must provide a copy of your withdrawal form.

Custom Courseware - non-refundable.

Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

LIKE us on Facebook for great deals and updates!

Counselling Services for Continuing Education Students
Registered Continuing Education students and confirmed applicants may access counselling services from 8:30 am to 4:30 pm Mon - Fri at the Fennell Campus, Room C102 (The Square). Please call 905-575-2211/519-759-7200 ext. 2211 for more information.

Services Available:
- Educational Planning
- Career Counselling
- Academic Problem Solving

In addition, prospective and registered CE students may access counselling services in the MCACES Centre - room F114, Fennell Campus during specified hours. Call 905-575-2176/519-759-7200 ext. 2176 for more information.

Dispute Resolution Services
You may access the services of a professional mediator on a confidential, voluntary basis, free of charge. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues such as interpersonal conflict/personal harassment. For an appointment, contact the Student Issues Coordinator at 905-575-2318 or from Brantford 519-759-7200 ext. 2318, via email at diane.hammond@mohawkcollege.ca or in person at Fennell A129.

Our Library
The Library is here to help you! Contact us at any of Mohawk’s campuses:
- Brantford (519-758-6019)
- Fennell - 2 locations: The Cummings Library & Collaboratory (905-575-2077) in the Learning Exchange and the bizHUB in Wing (905-575-2244)
- IAHS (905-540-4247 ext. 26835)
- STARRT (905-575-2504)

Can’t visit us in person? Access the library website, TheBRAIN at brain.mohawkcollege.ca, for a full range of resources - from anywhere at any time!

The library is an integral part of your learning experience and we’re committed to helping you succeed!

- Get expert, friendly assistance from professional staff accessible by phone, email (brainogo@mohawkcollege.ca), in person or chat.
- Access resources in a variety of formats - print, electronic, online and audiovisual.
- Connect 24/7 to a huge array of online materials (e-books, e-journals, online videos and more) from TheBRAIN

Collaborate in group spaces that can be booked ahead (at select locations) or study in quiet areas;

- Discover online guides and tutorials to get you started with your research.
- We look forward to helping you connect, learn and succeed at Mohawk!

Parking Information
Fennell, Brantford & STARRT
Continuing Education evening and weekend students at Fennell, Brantford and STARRT campuses will automatically receive a parking pass with your Acknowledgement of Registration. A transportation fee of 69 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a course during the day or a course where there are no fees, you will be required to buy a parking pass.

For information visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit www.mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

“E” denotes General Education Course
Important Information / Index

IAHS (Institute for Applied Health Sciences)
McMaster University parking guidelines apply. Purchase permits at the E.T. Clarke Centre, Room 102. Student I.D. card required. For further information, call McMaster University at 905-525-9140 ext. 24232.

Disability Parking
See Accessible Learning Services section for more information.

Public Transportation
The Hamilton Street Railway provides bus service to most McMaster College locations. Contact 905-527-4441 or www.city.hamilton.on.ca/hsr for details about routes, schedules, etc.

Smoke Free Policy
Smoking is not allowed in any Mohawk College facility, and is prohibited at the main entrances of the College and other selected entrances. Non Smoking Areas are clearly identified by signs. Note: Entrances are patrolled and smoking fines will be issued to those who do not comply with this policy.

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- Photos... and more!


Professional Development Workshop Series

MCACES is committed to providing our students with training and development opportunities that build on classroom experience. Each semester, a variety of sessions are held at our Fennell Campus MCACES Resource Centre.

For more information please contact us at 905-575-2176 or visit www.mcaces.ca.

Introducing MCACESblogs!

New for 2012! MCACES introduces our MCACESblogs, a series of blogs created by Continuing Education Students for Continuing Education Students at Mohawk College. The blogs feature the thoughts, musings and reflections outlining 3 unique perspectives from our students.

Follow our bloggers today!

http://mcacesblogs.wordpress.com/

MCACES Resource Centre

Fennell Campus: Room F114
Brantford Campus: Room B101
IAHS Campus: Room 105
STARRT Institute: Room A121
Phone: 905-575-2176
Web: www.mcaces.ca
Email: mcaces@mohawkcollege.ca

MISSION:

To provide direction and services to enhance and enrich the lifelong learning of all Continuing Education Students at Mohawk College.

...lifelong learning...
Continuing Education Registration Form: Avoid Disappointment... Register Early

Please provide your student identification number: __________________________ (maximum of 9 characters)

Date of Birth: __________ / __________ / __________
Example: Day 01 Month Jan Year 1952

Social Insurance Number: __________________________

*Note: Date of Birth/S.I.N. is required on the Mohawk College Student Record System to assist our office in the retrieval of your academic grades from the computerized/documented student files and to issue income tax receipts.

Please check: Do you possess a high school Diploma? [ ] Yes [ ] No

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? [ ] Yes [ ] No

Please print: [ ] Dr [ ] Mr [ ] Miss [ ] Mrs [ ] Ms

Surname __________________________________________ First Name __________________________________________ Second Name __________________________________________

Unit/Apt __________________________________________ Street Address __________________________________________

City __________________________________________ Province __________________________________________ Postal Code __________________________

( ) Area Code ( ) Home Telephone __________________________ ( ) Area Code ( ) Business Telephone __________________________ Ext __________________________

Course Information - Use this section to register for up to four courses.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject/Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Start Date</th>
<th>Fee</th>
</tr>
</thead>
</table>
| 1   | 1234                | Accounting  | 1      | 2023-09-01 | $100
| 2   | 5678                | Economics   | 2      | 2023-10-01 | $150
| 3   | 9012                | History     | 3      | 2023-11-01 | $200
| 4   | 4321                | English     | 4      | 2023-12-01 | $250

Should requested CRN’s be full, please add my name to the Wait List [ ] Yes [ ] No

Signature of Student __________________________________________ Date __________________________

Total Fee: __________________________


Courses with insufficient enrollment will be cancelled before the course starts. Therefore, it is recommended that you register AT LEAST ONE WEEK PRIOR TO COURSE START DATE.

Payment Information - Course fees must be paid in full at the time of registration.

[ ] Cash [ ] Debit [ ] Visa [ ] MasterCard [ ] Certified Cheque* [ ] Money Order* [ ] Bank Draft* (*payable to Mohawk College)

Method of Payment: [ ] MasterCard [ ] VISA Cardholder Name as Appears on Card

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] Credit Card Expiry Date __________________________

Card Holder Signature __________________________ Date __________________________