



Spring 2012

C A T A L O G U E

futuready

 **MOHAWK**  
COLLEGE

Continuing Education

Register online: [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) | [Programs and Courses](#)

# Quick Reference Guide

Associated Professional Programs.....	77	Health Sciences.....	54
Bridging Programs for Immigrants.....	75	Hospitality & Travel.....	62
Business.....	3	Human Services.....	64
Community Training Solutions.....	76	Languages & Communications.....	67
Computer Courses.....	4,27,51	Leisure Education.....	71
Creative & Visual Arts.....	10	Math/Statistics (NEW!).....	72
Distance Education/Online Learning.....	20	MCE Corporate Training.....	77
Engineering Technology.....	46	Social Sciences.....	74
General Interest/Weekend Workshops.....	74	Registration Information.....	78

## Campus Codes & Locations

**BF** Brantford Campus  
411 Elgin Street  
Brantford ON N3S 7P5  
519-758-6014

**BL** Mohawk Laurier  
50 Market Street  
Brantford ON N3T 2Z5

**DE** Distance Education  
No scheduled classes - offered via  
distance education format

**FF** Fennell Campus  
135 Fennell Avenue West  
Hamilton ON L9C 1E9  
905-575-1212

**FW** Field Work  
course work done on job location

**HD** Hamilton & District Labour  
Education Centre  
1130 Barton Street East  
Hamilton ON L8H 7P9  
905-928-2944

**IH** Institute for Applied Health  
Sciences  
1400 Main Street West  
Hamilton ON L8S 1C7  
905-540-4247

**OL** OntarioLearn.com  
No scheduled classes -  
offered online

**OR** Other  
see course description for details

**SC** STARRT Institute  
481 Barton Street  
Hamilton ON L8G 3Y4  
905-575-1212 ext. 5000

*Please refer to website for maps*

## 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](http://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](mailto:cebus@mohawkcollege.ca)

905-575-2192 (press 2) /

[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

#### For program details visit

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

These courses are also offered in a DISTANCE EDUCATION format.

These courses can be used towards the Integrated Accounting Certificate.

### Applied Accounting-Bookkeeping 1

#### ACCTBZ018

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

22201 FF TU Apr17 6:30-9:30 12 \$267.67

22209 FF WE Apr18 6:30-9:30 12 \$267.67

### Applied Accounting-Bookkeeping 2

#### ACCTBZ019

Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations.

Prerequisite: ACCTBZ018.

22203 FF TU Apr17 6:30-9:30 12 \$267.67

22210 FF WE Apr18 6:30-9:30 12 \$267.67

### Applied Accounting-Bookkeeping 3

#### ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019.

22205 FF TU Apr17 6:30-9:30 12 \$267.67

22211 FF WE Apr18 6:30-9:30 12 \$267.67

## Business - Accounting Diploma

### Ontario College Diploma

#### Graduation Requirement: 25 courses

Prepare for careers in accounting while specializing in financial accounting, cost and management accounting, taxation, business finance, and applied accounting systems. Experience a balance of accounting theory and practical applications with integrated computer technologies. Progress towards a professional accounting designation.

#### Questions?

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

905-575-1212 ext. 3333 /

[mike.bozzo@mohawkcollege.ca](mailto:mike.bozzo@mohawkcollege.ca)

#### For program details and graduation requirements visit

[www.mohawkcollege.ca/calendar/busAcct](http://www.mohawkcollege.ca/calendar/busAcct) or [ce.mohawkcollege.ca/busaccounting](http://ce.mohawkcollege.ca/busaccounting)

**Certified General Accountants Association of Ontario (CGA)**  
1-800-668-1454 / [www.cga-ontario.org/ce.mohawkcollege.ca/CGA](http://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.

22439 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. Prerequisite: 70% in ACCTAC201 or 70% in ACCT10005 and ACCT10014.

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 ACCT10009. 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 ACCT10009. 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 TU May1 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

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

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

Find your room before  
you come on campus  
Visit [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

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



# Business

## 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](mailto:cebus@mohawkcollege.ca)

905-575-2256 (press 2) /

[peggy.daniel@mohawkcollege.ca](mailto: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 any course. Familiarity with basic accounting concepts is also recommended.

For program details and graduation requirements visit

[ce.mohawkcollege.ca/integratedacct](http://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 Apr17 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 Apr18 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 Apr19 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 May31 6:30-9:30 6 \$133.83

## Business Computers

**Do you have computer skills, but lack a certificate?**

The Prior Learning Assessment & Recognition (PLAR) process can help you earn a Certificate faster. Visit [www.mohawkcollege.ca/plar](http://www.mohawkcollege.ca/plar) or email [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca) to arrange a Challenge Exam for any of the Business Computer Applications or Webmaster courses. A minimum of 2 weeks notice is required. A non-refundable fee will be charged.

All Challenge Exams are completed in the Office 2010 environment and all theory-based questions must be answered using this version. You will not be given a refund or retest if you encounter difficulty with specific features.

**Course Notes:**

Printing costs will be charged at all printers. Printer access cards are available in Open Access.

All courses require a textbook.

You must bring a recordable CD or USB memory stick to each class. If you wish audio output, you must bring your own standard headphones with miniature plug.

Most courses include assignments and a test during the final class. Prepare to spend 2 hours of independent study for each hour of classroom instruction.

**Software Versions:**

Microsoft Office 2010

Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)

Adobe Photoshop Elements 9

Windows 7

## 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](mailto:cebus@mohawkcollege.ca)

905-575-2256 (press 2) /

[peggy.daniel@mohawkcollege.ca](mailto: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](http://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 Apr18 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 Apr17 6:30-9:30 12 \$267.67

22174 FF TH Apr19 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 Apr17 6:00-9:00 12 \$267.67

22178 FF SA Apr21 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 & junction tables & use macros. Prerequisite: INFO10081.

22182 FF WE Apr18 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 Apr17 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 Apr18 6:30-10:00 10 \$267.67

**Photoshop (Adobe) INFO10149**

Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more.

22185 FF MO Apr16 7:00-10:00 12 \$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 Apr18 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 Apr18 6:00-9:00 12 \$267.67

**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: INFO10077.

22183 FF MO Apr16 6:00-9:00 12 \$267.67



Learn about accounting principles and software



Want more information?

4	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

**Desktop Publishing With Word  
INFOBW410**

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: INFO10077.  
22176 FF MO Apr23 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](http://nexus.mohawkcollege.ca).

**Questions?**

905-575-2139 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2256 (press 2) / [peggy.daniel@mohawkcollege.ca](mailto: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](http://ce.mohawkcollege.ca/webmaster)

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 Business Computer Applications Certificate and/or through Distance Education.

**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.

22190 FF TU Apr17 6:30-9:30 12 \$267.67  
22196 FF SA Apr21 9:00-12:30 10 \$267.67

**Web Page Design INFO10110**

Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience.

22193 FF TH Apr19 7:00-10:00 12 \$267.67

**Dreamweaver INFO10111**

Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110.

22194 FF TU Apr17 6:30-10:00 10 \$267.67

**Web Scripting with PHP INFO10112**

Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110.

22195 FF TH Apr19 6:30-9:30 12 \$267.67

**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. Prerequisite: INFO10110.

22191 FF TU Apr17 6:30-9:30 12 \$267.67

**Flash Animation INFO10150**

Discover this powerful animation product by working with graphics, symbols, sound and video. Use components, add animation, articulate motion and morphing, and create interactive navigation. Learn to load, control and publish Flash content.

22197 FF WE Apr18 6:30-9:30 12 \$267.67

**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.

22188 FF WE Apr18 6:30-9:30 12 \$267.67

**Outlook INFOBIN56**

Explore the use of Outlook 2007 & the Internet as an effective personal information manager & organizational tool. This course is NOT Outlook Express. Can be used as a credit in the BCA Certificate.

22189 FF MO Apr23 6:30-9:30 6 \$133.83

**Business Studies****Business - Accounting  
Diploma**

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

**Business Administration  
Diploma**

Refer to the Leadership and Management section for program and course details.

**Business - General 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](mailto:cebus@mohawkcollege.ca)  
905-575-1212 ext. 3333 / [mike.bozzo@mohawkcollege.ca](mailto:mike.bozzo@mohawkcollege.ca)

**For program details visit**

[www.mohawkcollege.ca/calendar/busGeneral](http://www.mohawkcollege.ca/calendar/busGeneral)  
or [ce.mohawkcollege.ca/busgeneral](http://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](mailto:cebus@mohawkcollege.ca)  
905-575-1212 ext. 3333 / [mike.bozzo@mohawkcollege.ca](mailto:mike.bozzo@mohawkcollege.ca)

For program details and graduation requirements visit

[www.mohawkcollege.ca/calendar/busMarketing](http://www.mohawkcollege.ca/calendar/busMarketing)  
or [ce.mohawkcollege.ca/busmarketing](http://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](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) / [cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

For program details and graduation requirements visit

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

Some course offerings are listed under the Human Resources Certificate.

Some courses are offered via Distance Education.

**Introduction To Industrial Relations  
LABRPIR08 (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/WE Apr17 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](mailto:cebus@mohawkcollege.ca)  
[wm.bowman@sympatico.ca](mailto:wm.bowman@sympatico.ca)

Courses are offered in the Fall and Winter terms only.

## 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](mailto:labourstudies@mohawkcollege.ca)

The Program of Study has changed effective Fall 2011.

For program details and graduation requirements visit

[ce.mohawkcollege.ca/labourstudies](http://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.**

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose Education tab.

#### 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](mailto: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](mailto:labourstudies@mohawkcollege.ca)

The Program of Study has changed effective Fall 2011.

For program details and graduation requirements visit

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

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

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose Education tab.

#### Occupational Health & Safety- Level 1 - Training LABREWS01

Focus on the rights and responsibilities of workplace parties, hazard recognition and control, Joint Health and Safety Committees, and more. 30 hours.

22129 HD FR Apr20 6:00-9:30 6 \$202.36  
SA 9:00-5:00

#### Occupational Health & Safety- Level 2 - Provincial Law LABREWS02

Study legislation governing labour's roles and develop understanding of legal orders, enforcement and deficiencies. Prerequisite: LABREWS01. 30 hours.

22131 HD SA/SU May26 9:00-5:00 4 \$202.36

#### Occupational Health & Safety - Health Care/Community Worker SAFE10082

Examine various types of hazards, diseases and gases. Covers ergonomics for the health care sector and community workers and other related employment dangers. 30 hours.

22132 HD FR Jun8 6:00-9:30 5 \$202.36  
SA/SU 9:00-5:00

#### Labour Issues - Research and Documentation LABR10083

Learn to identify current issues, long term risks and benefits, and discuss how they impact your daily life by researching a topic relevant to the current labour movement. Manual not required. This is an independent study course and attendance is not required. 30 hours.

22127 FW \$202.36

#### Workplace Insurance and Disability Prevention Leadership Certificate

Mohawk College Certificate  
Graduation Requirement: 11 courses

Mohawk College, in partnership with the Occupational Disability Response Team (ODRT), offers specialized leadership training in the field of Workplace Insurance and Disability Prevention. Intended for individuals interested in working in the field of Workplace Safety & Insurance Advocacy or as a Disability Prevention specialist. Offers programming in fundamental principles, law, advocacy, key skill sets, advanced claim strategies, complex issue analysis, research and leadership training/coaching.

**Questions?**

905-547-2944 ext. 22 / [nclark@odrt.ca](mailto:nclark@odrt.ca)  
[labourstudies@mohawkcollege.ca](mailto:labourstudies@mohawkcollege.ca)

For program details visit [ce.mohawkcollege.ca/labourstudiesWIDPL](http://ce.mohawkcollege.ca/labourstudiesWIDPL)

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

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose the Education tab.

#### 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 and historical legislation, regulations, and policies. Prerequisite: LABRUN026. 12 hours.

22136 HD SA/SU May5 9:00-5:00 2 \$80.94

#### W.S.I.B. Return To Work Become a 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

#### W.S.I.B. Medical Orientation LABRUN024

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 6:00-9:30 6 \$202.36  
SA/SU 9:00-5:00

#### 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](mailto:labourstudies@mohawkcollege.ca)  
McMaster University (Sharon Molnar)  
905-525-9140 ext. 24692 / [molnars@mcmaster.ca](mailto:molnars@mcmaster.ca)

For program details visit [ce.mohawkcollege.ca/labourstudiesjoint](http://ce.mohawkcollege.ca/labourstudiesjoint) or [www.labourstudies.mcmaster.ca/hdcl-mac-mohawk-certificates](http://www.labourstudies.mcmaster.ca/hdcl-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 Occupy Movement: Agitating and Mobilizing for Change

Thousands of protestors across 80 countries including Canada occupied and set up camps in public spaces in 2011. Explore the factors that

6	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



motivated this mobilization, its goals, leadership structure, and the next steps in this mass movement.

May 5 & 12, 2012

McMaster University, KTH-709

## Leadership and Management

### 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](mailto:cebus@mohawkcollege.ca)

905-575-1212 ext. 3333 /

[mike.bozzo@mohawkcollege.ca](mailto:mike.bozzo@mohawkcollege.ca)

#### For program details and graduation requirements visit

[www.mohawkcollege.ca/calendar/busAdmin](http://www.mohawkcollege.ca/calendar/busAdmin) or [ce.mohawkcollege.ca/busadmin](http://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](http://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 BUSNGB335. CO-REQUISITES: BUSNBA440 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 impact of 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.

22458 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

#### BUSNBE450

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](mailto:cebus@mohawkcollege.ca)

[jane.cooper@mohawkcollege.ca](mailto:jane.cooper@mohawkcollege.ca)

#### For program details and graduation

#### requirements visit

[ce.mohawkcollege.ca/humanresources](http://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.hrupa.ca/hrpa](http://www.hrupa.ca/hrpa) 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 (Certified Human Resources Professional) 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 (LABRPIR08) 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

Need Help?  
AskMohawk at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## 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 performance management, managing change, team building, employment law and project management.

### Questions?

905-575-2139 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

### For program details visit

[ce.mohawkcollege.ca/leadershipdevelopment](http://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 FF 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](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

### For program details and graduation requirements visit

[ce.mohawkcollege.ca/managementstudies](http://ce.mohawkcollege.ca/managementstudies)  
**Human Resource Management Studies (MGMTBPC01) is offered under the Human Resources Certificate.**

## The Legalities of Hiring and Firing

### MGMT10016

Gain legal information about recruitment, applications, resumes, job descriptions, interviews, hiring, human rights, common law, statutory rules, evaluations, discipline, dismissals, notice periods, severance pay, just cause, employment contracts, releases and more.

22148 FF SU May6 10:00-5:30 4 \$223.06

## 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 FF 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 compliance 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 OMDP Record of Completion, you must notify Continuing Education Business in writing.

If you were unable to complete the OMDP courses prior to the phase out, you have 2 options:

- 1) Complete courses from the new LDS program and apply them to the OMDP Record of Completion or;
- 2) A limited selection of OMDP courses are being offered under the Management Studies program or via OntarioLearn.

### Questions?

[cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

### For program details visit

[ce.mohawkcollege.ca/omdp](http://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](mailto:lynn.james@mohawkcollege.ca)

### For program details and graduation requirements visit

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

### MGMTSSC89

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

8	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



## 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](mailto:cebus@mohawkcollege.ca)

For program details and graduation requirements visit

[ce.mohawkcollege.ca/dentalofficeadmin](http://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](mailto:cebus@mohawkcollege.ca)

For program details and graduation requirements visit

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

### Medical Terminology 1 OADMOA323

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

22557 FF MO Apr16 6:00-9:30 13 \$312.28  
22376 FF WE Apr18 6:00-9:30 13 \$312.28

### Medical Terminology 2 OADMOA324

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

22380 FF TU Apr17 6:00-9:30 13 \$312.28

### Medical Transcribing 1 OADMOA352

Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA261. NOTE: You must be enrolled in or have completed OADMOA323 prior to taking this course.

22386 FF MO Apr16 6:00-9:30 13 \$312.28

### Medical Transcribing 3 OADMOA552

Learn to work independently, using professional resources, to transcribe documents with varied and complex medical language within a specified time limit. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA452.

22387 FF MO Apr16 6:00-9:30 13 \$312.28

### Medical Transcribing 4 OADMOA652

Consolidate knowledge and skills established in Transcribing 1, 2, and 3, to achieve a transcription production rate compatible with an entry-level professional position. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA552.

22388 FF MO Apr16 6:00-9:30 13 \$312.28

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

### 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](mailto:cebus@mohawkcollege.ca)

905-575-1212 ext. 3853 /

[janet.ross@mohawkcollege.ca](mailto:janet.ross@mohawkcollege.ca)

For program details and graduation requirements visit

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

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 KEYBSEZ30

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 1 OADMOA116

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 OADMOA228

Use MS Word 2010 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisite: OADMOA116 and KEYB 10008.

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

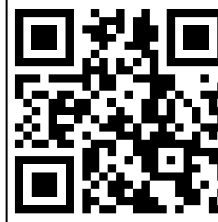
### Microtranscription OADMOA261

Gain training in the efficient operation of transcribing software and equipment to generate first-time mailable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADMOA116 and KEYB 10008.

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

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

Employment  
Advisement



# Creative & Visual Arts

## 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](mailto: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](http://ce.mohawkcollege.ca/aesthetics)

#### Aesthetics, Nail Technician and Applied Cosmetics

##### Daytime Program

The Aesthetics, Nail Technician and Applied Cosmetics Certificates are offered as day-time, 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](mailto:jakki.polyoka@mohawkcollege.ca)

#### Come and enjoy a specialized treatment at the BEAUTY BUZZ SALON

Students from the Aesthetics/Nail Technician programs will be taking appointments. Day and evening appointments available from March to June 2012. Contact the salon at 905-575-1212 ext. 3274 / [jakki.polyoka@mohawkcollege.ca](mailto: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 Apr11 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 Apr10 9:30-12:30 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: ASTHAES03 Skin Care II

22253 FF WE Apr11 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. Prereq: ASTHAES04 or equivalent. Manual included.

22276 FF WE Apr11 1:00-4:00 13 \$339.97

#### Waxing

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 Apr12 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 Apr9 1:00-4:00 11 \$255.36

#### Work Experience Option WORKWS034

Integrate classroom theory and practical experience in the work place. You must arrange your own work place location and supervisor and receive approval from the Certificate Program Manager BEFORE registering in this course.

22283 FF MO-FR Apr9 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](mailto: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](http://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 Apr9 6:30-9:30 11 \$667.38

#### Sculpted 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 Apr9 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](mailto: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](http://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 Apr11 6:30-9:30 12 \$342.67

#### Makeup: 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 Apr10 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 Apr10 9:30-12:30 13 \$349.97

#### Makeup: 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 Makeup Artistry II.

22293 FF WE Apr11 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 Apr10 1:00-4:00 11 \$233.06

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

## 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](mailto: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/cosmetics](http://ce.mohawkcollege.ca/cosmetics)

### Colour Theory For Fashion And Make-Up Co-Ordination **FASHWS013**

Study colour theory, style analysis, figure analysis, and image profile to develop a well accessorized wardrobe with co-ordinated makeup shades. Supplies included.

22245 FF TH Apr12 7:00-10:00 12 \$327.67

### Cosmetology 1 **ASTHWS101**

Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.

22246 FF TU Apr10 6:30-9:30 13 \$289.97

### Make-Up Artistry **ASTHWS144**

Explore makeup fundamentals for various applications through practical demonstration and applications. Kit included for daytime.

22247 FF WE Apr11 7:00-10:00 12 \$267.67

### Make-Up Artistry II **ASTHWS244**

Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTH WS144 or equivalent.

Students are responsible for their own models.

22248 FF MO Apr9 6:30-9:30 12 \$267.67

### Professional Selling In Cosmetics

#### MRKTWS143

Develop selling skills and techniques you need to improve cosmetic sales. Topics also include resume writing and interview skills to "get the job".

22249 FF TH Apr12 6:30-9:30 11 \$245.36

## 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

### 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 skillfully combines theory and practice.

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

#### Admission Requirements

Secondary School English or equivalent.

For program details and graduation requirements visit

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

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

### 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 TEXTHC027. 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, interfacings, 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](mailto: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](http://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 designing. 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. (Approx. \$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



# 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 TEXTHC027

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 TEXTHC177

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 TEXTHC203

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 TEXTHC322

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 TEXT10023

Make a casual and trendy Zip-Up Vest. Enhance your skills in measuring, layout, cutting, inserting decorative flat piping and construction. Patterns and fabric suggested. Some sewing experience beneficial. Course is Apr.27/28.

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

### Basic Sewing 5 TEXT10024

Challenge yourself more with new sewing skills! Enhance your wardrobe with a casual and trendy "Hoodie" jacket with either a zippered 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 TEXT10049

Enhance your sewing skills by completing 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	May11	7:00-9:30	2	\$74.35
		SA		9:00-4:30		

## Serger Courses

### All About Sergers TEXTHC034

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 TEXTHC319

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

22540	FF	SA	Apr21	9:00-4:00	1	\$69.91
-------	----	----	-------	-----------	---	---------

### NEW!

### Hand Quilting CREA10143

Learn hand quilting techniques as you make a 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	6:30-9:30	2	\$74.35
		SA		9:30-4:00		

### NEW!

### Quilting - Reversible Shoulder Bag

Use traditional Japanese bag construction to create a 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
-------	----	----	-------	-----------	---	---------

### NEW!

### Quilting-Double Sided Quilt TEXT10056

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	May1	6:30-9:30	4	\$89.22
-------	----	----	------	-----------	---	---------

## Sewing Courses - Other

### Trendy Headpiece - Fascinator

Refer to Fashion - Millinery

### Essential Elements of Pattern

### Alterations TEXT10032

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 TEXT10033

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
-------	----	----	-------	-----------	---	---------

### NEW!

### 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 top, 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		

### NEW!

### 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 CREA10108

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		

### NEW!

### 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 TEXTHC333

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	\$104.00
-------	----	-------	-------	-----------	---	----------

12	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 welting, bias strips, mitreing and ruching. Sewing skills required.

22519 FF TU May22 7:00-10:00 4 \$89.22

Find your room before you come on campus  
Visit [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## 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 manufacturers, 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](mailto:bonnie.pataran@mohawkcollege.ca)

Admission Requirements

Secondary School English or equivalent

For program details and graduation requirements visit

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

The Upholstery Certificate courses and other courses have been relocated to the Brantford Campus.

**NEW!**

### Upholstery 1 - Level 1 CREAUPH01

Learn upholstery basics with emphasis on tool safety, using an industrial sewing machine, fabric selection, estimating, layout and cutting, working with padding, various foams and different hardware. Complete a footstool project. Kit available at an additional cost. Tool purchases required.

22510 BF TU Apr17 6:30-9:30 10 \$223.06

22511 BF TU Apr17 9:30-4:00 5 \$223.06

### Upholstery 1 - Level 2 CREAUPH02

Enhance skills in measuring, layout, estimating, padding, webbing, springs, and more. Upholster a Slipper Chair as a course project. Kit provided at an additional cost. Prerequisite: CREAUPH01.

22512 BF TU May29 9:30-4:00 5 \$223.06

### 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](mailto:crearts@mohawkcollege.ca)

905-318-4295 mailbox 1736 /

[wendy.hodgkins1@mohawkcollege.ca](mailto: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](http://ce.mohawkcollege.ca/interiordecorating)

RECOGNIZED BY CDECA

ALL COURSES ARE NOT OFFERED EACH SEMESTER.

### 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).

21689 FF TH Apr19 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, TDRWHF203.

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: TDRWHF203.

22082 FF TU Jun12 7:00-10:00 4 \$233.06

### 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, TDRWHF230.

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

# 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 Jun2 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](mailto:bonnie.pataran@mohawkcollege.ca)

##### Admission Requirements

Secondary School English or equivalent.

For program details and graduation requirements visit

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

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

### Techniques And Color Harmonies -

#### Basic FLORFC001

Study the care and handling of flowers, elements and principles of design, and colour harmonies. Complete flower arrangements in fresh and artificial material. Supplies will be discussed at the first class. A kit including equipment, 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 FLORFC004

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 display work. Kit available. Prerequisite: FLORFC001.

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

#### Designing With Exotics FLORFC005

Use exotic flowers, greens and artificial floral material to create dramatic, bold, unique and contemporary designs. Will cover care and handling and corsage work. Kit available. Prerequisite: FLORFC001 & FLORFC004.

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

#### FLORFC002

Focus on bridal bouquets, corsages, boutonnières, and church and reception pieces. Fresh and artificial floral materials will be use. Kit available. Prerequisites: FLORFC001 & FLORFC004.

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

#### Style Trends in Design FLORFC205

Explore the latest trends in floral design, with emphasis on advanced and innovative design styles that combine line, form, texture and colour. Prerequisites: FLORFC001, FC002, FC003, FC004, FC005. Kit available.

22475 FF WE Apr18 7:00-10:00 10 \$223.06

#### Special Design Workshops FLORFC006

Create various "theme" presentations, individual and group displays using a variety of floral material. Materials and supplies extra. Prerequisites: FLORFC001- FLORFC005 inclusive.

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

### Floral - General Interest Workshops

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto: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 FLOR10017

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 FLORGI601

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 accessories. Get 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

#### **NEW!**

#### Contemporary Floral Design FLOR10021

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 FLORGI226

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

#### FLORGI686

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?

905-575-2298 / [crearts@mohawkcollege.ca](mailto: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](http://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 Apr25 6:30-9:30 1 \$33.35

14	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



## Perennial Gardening 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 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

## Landscape Design Certificate

### Mohawk College Certificate

#### Graduation Requirement: 7 courses

Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills.

#### Questions?

905-575-2298 / [crearts@mohawkcollege.ca](mailto: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/landscapedesign](http://ce.mohawkcollege.ca/landscapedesign)

It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.

If you are planning to use the Horticulture Certificate instead of taking HORTLA010 (General Plant ID), you must apply for an exemption for HORTLA010 before applying for the Landscape Design Certificate.

## HORTHOR01- Fundamentals of Horticulture

Refer to Horticulture Plant Identification Certificate

## General Plant Identification HORTLA010

Study identification and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses. Field trips included. NOTE: This course is a requirement of the Landscape Design Cert. but CANNOT be used as a credit in the Horticulture Plant Identification Certificate.

21705 FF TH Apr19 6:30-9:30 12 \$267.67

## Landscape Design 1 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

## Landscape Design II HORTLA007

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

## Landscape Design III 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

Earn your certificate  
while you work.  
CE makes it happen!

## Music

### Music Certificate

#### Mohawk College Certificate

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.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
905-575-1212 ext. 3152 /  
[bill.wright@mohawkcollege.ca](mailto:bill.wright@mohawkcollege.ca)

#### 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

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

## Guitar - Adult Class 1 MUSCPA107

Learn a variety of traditional and contemporary songs to develop left and right hand coordination and general musicianship.

22254 FF TU Apr17 6:30-8:00 13 \$144.99

22255 FF WE Apr18 6:30-8:00 13 \$144.99

## Guitar - Adult Class 2 MUSCPA207

Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.

22256 FF TU Apr17 8:30-10:00 13 \$144.99

## Guitar - Adult Class 3 MUSCPA307

Focus on popular tunes, reading melodies, chords and rhythms. Prerequisite: (PA207) or a knowledge of basic rhythms and notes in the open position.

22257 FF WE Apr18 8:30-10:00 13 \$144.99

## Guitar Song Book MUSC10038

A continuation of the ideas developed in Guitar 3.

22258 FF TH Apr19 8:30-10:00 13 \$144.99

## Piano Adult Class 1 MUSCMU100

Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major and minor chords. Access to practice piano required. Textbook required.

22259 FF TH Apr19 7:00-8:30 13 \$144.99

## Piano Adult Class 2 MUSCMU200

Enhance playing and sight reading techniques as we explore intervals, major scales and basic chording. 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

## Piano-Adult Class 3 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

## Piano-Adult Class 4 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.

22263 FF WE Apr18 8:30-10:00 13 \$144.99

## Piano Adult Class 5 MUSC10028

Continue to build upon the concepts learned in level 3 and 4. Apply this knowledge as you learn to create piano arrangements to suit your own playing ability. Prerequisite: MU400 or 3 years playing experience.

22261 FF WE Apr18 8:30-10:00 13 \$144.99

## Prep Ear Training & Solfege 1

### MUSC10013

22265 FF MO Apr16 6:00-8:00 13 \$193.32

## Theory 2

### 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

## Vocal-Adult Class 1 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

## Vocal-Advanced Adult 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

## Musical Performing Ensembles

### Jazz Improvisation 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

Give the Gift of Education!  
Gift Certificates available  
905-385-4295

# 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 present careers outside of the acting industry.

##### Questions?

905-575-2025 / 905-575-1212 ext. 3009 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

For program details and graduation requirements visit

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

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](mailto:crearts@mohawkcollege.ca)

#### Admission Requirements

See catalogue index.

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

#### 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](http://ce.mohawkcollege.ca/photography)

### Art Certificate

For program details and graduation requirements visit

[ce.mohawkcollege.ca/photography](http://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 exteriors 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 PHTOPY109 (E)

Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.

21801 FF TU/TH 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

Digital Photography Courses/Workshops



#### 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 PHTOPY106

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 (PY101)

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/large studio strobe units, lenses, composition, posing. Field trip part of course. Model fee included. Dates: May 5, 6, 12, 13, 26, 27. Prerequisite: PHTOPY225

22562 FF SA/SU May5 9:00-5:30 6 \$536.90

#### Studio Lighting PHTOPY225

Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod. Course location: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101

21805 OR TU Apr17 6:30-9:30 10 \$202.36

### Photography - Specialised Courses/Workshops

#### Advanced Black and White Digital Imaging PHTO10022

Learn techniques to: process colour digital image files into black and white; control and change image grey scale; maximize tonal range; prepare files to produce beautiful black and white high quality prints. Knowledge of Photoshop an asset.

22277 FF SA/SU May5 9:30-4:30 2 \$89.22

#### Digital Cameras-How To Use Yours Effectively PHTOCR527

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

16	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 Figure PHTO10056

Photography the human form in a studio with attention to lighting, directing a model, protocol, photo shoot. Studio experience required. Nude models used in this course. Model fees included. Materials included.

22279 FF FR Jun15 7:00-10:00 3 \$161.53  
SA/SU 9:30-4:30

## Photography - Wedding PHTO10018

Focus on client interviews, engagement portraits, wedding packages, pricing, contracts, etc. Studio and location shoots. (weather permitting) Model fees included. Critique night will be Tues. June 12, 6:30 p.m. - 8:00 p.m.

21793 FF SA/SU Jun9 9:30-4:30 3 \$164.09  
TU 6:30-8:00

## 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](mailto:crearts@mohawkcollege.ca)

#### Admission Requirements

See catalogue index.

For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://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](http://ce.mohawkcollege.ca/visualarts)

Recommend completion of Design & Colour prior to studio courses.

### Intermediate Certificate

Mohawk College Certificate

Graduation Requirement: 7 courses

Admission Requirements  
Foundation Certificate

For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

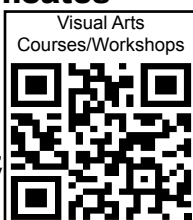
### Advanced Certificate

Mohawk College Certificate

Graduation Requirement: 8 courses

Admission Requirements  
Intermediate Certificate

For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)



Visual Arts  
Courses/Workshops

## Visual Arts - Other

### Business for Artists - BUSN10098

### Visual Documentation - ARTT10039

### Portfolio and Presentation - ARTT10040

See Distance Education section of catalogue

### NEW!

### Felting

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

### CREA10137

### History Of Crafts

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

### HISTPD024

### Mat Cutting

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

### CREA10133

### 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/SU Jun2 9:00-5:00 4 \$232.36

### CREA10124

### Mosaics

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/SU Apr21 9:00-5:00 2 \$89.22

### CREA10081

### NEW!

### Paper Making

Recycle your paper in style. Give it a fashionable purpose and turn it into accessories and stationery. Materials \$20.

22284 FF SA/SU May5 9:30-4:30 2 \$89.22

### CREA10138

### Safety In The Arts

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

### SAFECR442

### Twig Furniture

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

### CREACR510

## 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

Visit our website  
[ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## Design

### Design & Colour 1

Examine elements and principles of design including line, colour, texture and space, through slides, lectures, and projects.

22303 FF MO Apr16 7:00-10:00 10 \$223.06

### ARTTPG101

### Design & Colour 2

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

### ARTTPG201

### Design & Colour 3

Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. Prerequisite: PG201 Basic Design and Colour 2.

22313 FF MO Apr16 7:00-10:00 10 \$223.06

### ARTTPG301

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

## Pottery

Visit [ce.mohawkcollege.ca/artgallery](http://ce.mohawkcollege.ca/artgallery) to view projects produced by pottery students.

Some pottery courses have field trips.

### Ceramics - Foundation 1 CERAPC201

Explore practical work, including preparing clay; forming coil, pinch and slab pots; throwing cylinder forms on the wheel; glazing finished work. Materials and supplies extra.

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

21558 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 CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: PC201 Ceramics Foundation 1.

21561 SC MO Apr16 6:30-9:30 10 \$253.06

21626 BF MO Apr16 6:30-9:30 10 \$253.06

21583 SC TU Apr17 6:30-9:30 10 \$253.06

21594 SC WE Apr18 1:00-4:00 10 \$253.06

21607 SC WE Apr18 6:30-9:30 10 \$253.06

21638 BF WE Apr18 6:30-9:30 10 \$253.06

21615 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

Need Help?  
AskMohawk at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)



# 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 consistency in lids and lid fittings. 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

## Ceramics - Intermediate 4 CERAPC304

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: PC303 Ceramics Intermediate 3.

21567	SC	MO	Apr16	6:30-9:30	10	\$253.06
21632	BF	MO	Apr16	6:30-9:30	10	\$253.06
21593	SC	TU	Apr17	6:30-9:30	10	\$253.06
21605	SC	WE	Apr18	1:00-4:00	10	\$253.06
21614	SC	WE	Apr18	6:30-9:30	10	\$253.06
21643	BF	WE	Apr18	6:30-9:30	10	\$253.06
21621	SC	TH	Apr19	6:30-9:30	10	\$253.06
21655	BF	TH	Apr19	1:00-4:00	10	\$253.06
21674	BF	TH	Apr19	6:30-9:30	10	\$253.06

## Ceramics - Advanced 1 CERAPC401

Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.

21568	SC	MO	Apr16	6:30-9:30	10	\$253.06
21633	BF	MO	Apr16	6:30-9:30	10	\$253.06
21586	SC	TU	Apr17	6:30-9:30	10	\$253.06
21599	SC	WE	Apr18	1:00-4:00	10	\$253.06
21610	SC	WE	Apr18	6:30-9:30	10	\$253.06
21644	BF	WE	Apr18	6:30-9:30	10	\$253.06
21622	SC	TH	Apr19	6:30-9:30	10	\$253.06
21656	BF	TH	Apr19	1:00-4:00	10	\$253.06
21675	BF	TH	Apr19	6:30-9:30	10	\$253.06

## Ceramics - Advanced 2 CERAPC402

Prerequisite: PC401 Ceramics Advanced 1.

21569	SC	MO	Apr16	6:30-9:30	10	\$253.06
21634	BF	MO	Apr16	6:30-9:30	10	\$253.06
21587	SC	TU	Apr17	6:30-9:30	10	\$253.06
21600	SC	WE	Apr18	1:00-4:00	10	\$253.06
21611	SC	WE	Apr18	6:30-9:30	10	\$253.06
21646	BF	WE	Apr18	6:30-9:30	10	\$253.06
21623	SC	TH	Apr19	6:30-9:30	10	\$253.06
21657	BF	TH	Apr19	1:00-4:00	10	\$253.06
21676	BF	TH	Apr19	6:30-9:30	10	\$253.06

## Ceramics - Advanced 3 CERAPC403

Prerequisite: PC402 Ceramics Advanced 2.

21570	SC	MO	Apr16	6:30-9:30	10	\$253.06
21635	BF	MO	Apr16	6:30-9:30	10	\$253.06
21588	SC	TU	Apr17	6:30-9:30	10	\$253.06
21601	SC	WE	Apr18	1:00-4:00	10	\$253.06
21612	SC	WE	Apr18	6:30-9:30	10	\$253.06
21647	BF	WE	Apr18	6:30-9:30	10	\$253.06
21624	SC	TH	Apr19	6:30-9:30	10	\$253.06
21658	BF	TH	Apr19	1:00-4:00	10	\$253.06
21677	BF	TH	Apr19	6:30-9:30	10	\$253.06

## Ceramics - Advanced 4 CERAPC404

Prerequisite: PC403 Ceramics Advanced 3.

21571	SC	MO	Apr16	6:30-9:30	10	\$253.06
21636	BF	MO	Apr16	6:30-9:30	10	\$253.06
21589	SC	TU	Apr17	6:30-9:30	10	\$253.06
21602	SC	WE	Apr18	1:00-4:00	10	\$253.06
21582	SC	WE	Apr18	6:30-9:30	10	\$253.06
21648	BF	WE	Apr18	6:30-9:30	10	\$253.06
21625	SC	TH	Apr19	6:30-9:30	10	\$253.06
21659	BF	TH	Apr19	1:00-4:00	10	\$253.06
21678	BF	TH	Apr19	6:30-9:30	10	\$253.06

## 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

## 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 to medium, bisque-fired pieces, welder's gloves and raku tongs (if available)

22314	BF	SA	Apr21	9:00-5:00	1	104.76
-------	----	----	-------	-----------	---	--------

## Painting

### Chinese Brush Painting 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: PD101

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
-------	----	----	-------	-----------	----	----------

Need Help?

AskMohawk at [ce.mohawkcollege.ca](mailto:ce.mohawkcollege.ca)

See work done by faculty and students

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

18	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

## Painting 5

ARTTPD611

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. 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.

22328 FF TU Apr17 6:30-9:30 10 \$223.06

## Watercolour Painting 1

ARTTPD231

You work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. crearts@mohawkcollege.ca for list of materials.

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.

22330 FF MO Apr16 6:30-9:30 10 \$223.06

## 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.

22332 FF MO Apr16 6:30-9:30 10 \$223.06

## Watercolour Painting 4

ARTTPD531

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

22333 FF MO Apr16 6:30-9:30 10 \$223.06

## Watercolour Painting 5

ARTTPD631

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

22334 FF MO Apr16 6:30-9:30 10 \$223.06

## Watercolour Painting 6

ARTTPD731

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

22335 FF MO Apr16 6:30-9:30 10 \$223.06

## Painting - Specialised Courses/Workshops

### Bold Botanical

ARTT10034

Through exercises/experimentation, using botanical subject matter, you explore complimentary hues/values/intensity of colour. Drawing/composition/design practiced in preliminary colour pencil sketches. Final painting on canvas started in class. Some painting experience required. Materials extra.

22338 FF SA/SU Apr21 9:30-4:30 2 \$89.22

### Encaustic

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.

22339 FF SA/SU Apr28 9:30-4:30 2 \$89.22

**NEW!**

### Plein Air Painting

ARTT10041

Capture flora, fauna and available architecture outdoors/on location at the Dundas Valley Conservation Authority, Rail Trail Centre in this relaxing and skill building workshop. All skill levels welcome. Workshop runs rain or shine. Meet at Rail Trail Centre first day.

22401 OR SA/SU Jun23 9:30-4:30 2 \$80.94

## Drawing

FASHION DRAWING - FASHFA201  
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.

22342 FF TH Apr19 7:00-10:00 10 \$223.06

### 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.

22343 FF TH Apr19 7:00-10:00 10 \$223.06

### Drawing 3

ARTTPD401

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

22344 FF TH Apr19 7:00-10:00 10 \$223.06

### 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.

22341 FF WE Apr18 6:30-9:30 10 \$223.06

## Drawing - Specialized Courses/Workshops

### Nuts and Bolts - Drawing in 3D

ARTT10038

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.

22345 FF SA/SU May12 9:30-4:30 2 \$89.22

**NEW!**

### Pen and Ink

ARTT10042

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

22404 FF SA/SU May26 9:30-4:30 2 \$89.22

## 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.

22348 FF TH Apr19 6:30-9:30 10 \$233.06

## 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. Recommend Drawing 1 (ARTTPD201) prior to taking this course.

22356 BF MO Apr16 6:30-9:30 10 \$243.06

## Jewellery and Silversmithing 4

CREAPJ302

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

22357 BF MO Apr16 6:30-9:30 10 \$243.06

## 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.

22358 BF MO Apr16 6:30-9:30 10 \$243.06

**NEW!**

### Jewellery-Fundamentals

CREA10139

Explore silver jewellery making including historical overview, tools, soldering, fabrication, to make items such as band ring, earrings, pendant. Materials extra (approx. \$30)

22347 FF TH Apr19 6:30-9:30 10 \$223.06

**NEW!**

### PMC Beads Only

CREA10141

Learn how to make your own hollow beads using this amazing clay-like material that turns into pure metal when fired. You create four hollow beads using PMC (Silver) and CopperClay including basic techniques in rolling, texturing, filing, carving, dry construction and metal finishing.

22346 FF TH Apr19 6:30-9:30 10 \$223.06

### Precious Metal Clay 1

CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.

22359 FF WE Apr18 6:30-9:30 10 \$223.06

### Precious Metal Clay 2

CREA10128

Jewellery making using PMC (Precious Metal Clay). Topics include principles of design, properties of PMC, basic tools and tool creation, PMC carving, dry construction, advanced torch firing, finishing and polishing. Materials extra. Prerequisite: CREA10080

22360 FF WE Apr18 6:30-9:30 10 \$223.06

# Creative & Visual Arts / Distance Education/Online Learning

## Jewellery - Specialised Courses/Workshops

### Beadweaving - Introduction CREA10134

Absolute beginners. You learn about the different threads, beads, needles, etc. While trying your hand at 3 popular beadweaving stitches: peyote, circular brick and spiral rope. You will make a necklace, bracelet and earrings using the 3 stitches. Material fee \$35.00.  
**22363** FF SA May5 9:30-4:30 1 \$78.57

### Jewellery-Beginners Wirework

#### CREA10037

Design & complete your own bracelet, pendant and earrings using various wires, wirework techniques, beads and tools. Materials \$20, payable to instructor.  
**22361** FF SA Apr21 9:30-4:30 1 \$78.57

### 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. Material fee \$75.  
**22362** FF SA May12 10:00-6:00 2 \$74.35  
 SU 10:00-2:00

## Carving & Sculpture

### Carving And Sculpture In Wood 1

#### CREAPS231

Study carving in the round including characteristics of wood, basic tools for carving and principles of three-dimensional design. Materials extra.  
**22364** FF WE Apr18 7:00-10:00 10 \$223.06

### Carving and Sculpture in Wood 2

#### CREAPS232

Enhance skill in carving in the round and relief carving. Materials extra. Prerequisite: PS231 Carving and Sculpture in Wood 1.  
**22366** FF WE Apr18 7:00-10:00 10 \$223.06

### Carving and Sculpture in Wood 3

#### CREAPS331

Develop techniques for handling more difficult materials including decorative chip and gouge carving. Prerequisite: PS232 Carving and Sculpture in Wood 2.  
**22365** FF WE Apr18 7:00-10:00 10 \$223.06

## Paper Tole

### Paper Tole 1

#### CREAPC126

Develop basic skills with emphasis on terminology; pattern planning; uses and control of the cutting knife; matting and framing. Materials cost approximately \$45.00.  
**22371** BF TU Apr17 1:00-4:00 10 \$223.06  
**22367** FF WE Apr18 6:30-9:30 10 \$223.06

### Paper Tole 5

#### CREAPC130

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.  
**22368** FF WE Apr18 6:30-9:30 10 \$223.06

### Paper Tole 6

#### CREAPC131

Concentrate on profiles of animals, and the human form with emphasis on perspective. Prerequisite: PC130 Paper Tole 5. You are responsible for material costs.  
**22369** FF WE Apr18 6:30-9:30 10 \$223.06

### Paper Tole 7

#### CREAPC132

Demonstrate movement (planes, trains, ships) with special attention to mounting and matting for effect. Prerequisite: PC131 Paper Tole 6. Materials are your responsibility.  
**22372** BF TU Apr17 1:00-4:00 10 \$223.06  
**22370** FF WE Apr18 6:30-9:30 10 \$223.06

## 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 x 86 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](http://mohawk.bookware3000.ca)

### Exams

For exam information visit [disted.mohawkcollege.ca](http://disted.mohawkcollege.ca) All work and scheduled exams must be completed by course end date. Questions: [deexams@mohawkcollege.ca](mailto:deexams@mohawkcollege.ca)

Questions? | 905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

## OL - OntarioLearn.com

To see if online education fits your learning style, go to [OntarioLearn.com](http://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](http://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.

Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## 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.

### Refunds

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

## 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](mailto:disted@mohawkcollege.ca)

### Membership Questions?

Information on ACMO membership and RCM exam available at 905-826-6890, 1-800-265-3263, [jschenk@acmo.org](mailto:jschenk@acmo.org) or [www.acmo.org](http://www.acmo.org)

### For program details and graduation requirements visit

[disted.mohawkcollege.ca/acmo](http://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.

In order to receive the certificate one elective course is also required.

### Introduction To Condominium Law LAWSCDM01

Learn the fundamentals of condominium law. Focus on the Ontario Condominium Act and working with related governance including Declarations, By-laws and Rules and other legislation affecting condominiums. 42 hours  
**21204** DE Apr12 \$474.40

### Physical Building Management MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focuses on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to Facilities Management (MGMTA631). 42 hours  
**21231** DE Apr12 \$474.40

20	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		<b>12256</b>	FF	WE	Jan11	6:30-9:30	6	\$104.20



# Distance Education/Online Learning

## 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  
21211 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 operations. 42 hours  
21212 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](http://www.cibcb.com) / 416-925-9420 / fax:416-929-8815 / [info@cibcb.com](mailto:info@cibcb.com)

Visit [www.cibcb.com](http://www.cibcb.com) to view Mohawk College equivalencies to C.I.B. courses. For details visit [ce.mohawkcollege.ca/CIB](http://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 ACCTBU192

Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I (ACCTMCS01). 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](http://www.ilco.on.ca)

### Admission Requirements

RECOMMENDED: Experience in the legal field.

### For program details visit

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

Corporate Procedures LAWSEL6  
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](mailto:disted@mohawkcollege.ca)  
[ce.mohawkcollege.ca/appacct](http://ce.mohawkcollege.ca/appacct)

## Applied Accounting-Bookkeeping 1

### ACCTBZ018

Explore the basics of bookkeeping including: journals, ledgers, worksheets, 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 (ACCTBZ018). 36 hours

21165 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 (ACCTBZ019). 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 completion 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

### MGMT10096

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

21265 OL May11 \$353.38

## Management of Organizational, Strategic and Marketing Plans MGMT10094

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

### MRKT10026

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

21327 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

# Distance Education/Online Learning

## 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](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

#### For program details and graduation requirements visit

[disted.mohawkcollege.ca/businessstudies](http://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	Jun1	\$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 (ECONEB222). Prerequisite: Microeconomics - Introductory (ECONMCS03). 45 hours

21117	OL	May11	\$353.38
21309	OL	Jul3	\$353.38

### Management Operations MGMTMCS07

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

21067	OL	May11	\$353.38
-------	----	-------	----------

### Management Principles MGMTMCS06

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

21228	OL	May11	\$353.38
21310	OL	Jul3	\$353.38

### Marketing Principles MRKTMCS08

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

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 (MRKTMCS08). 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 in 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 build 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](mailto:disted@mohawkcollege.ca)  
[dennis-m.cheredar@mohawkcollege.ca](mailto:dennis-m.cheredar@mohawkcollege.ca)

#### For program details and graduation requirements visit

[ce.mohawkcollege.ca/financialplanning](http://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 LAST. 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](http://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](mailto:disted@mohawkcollege.ca)  
 For details visit [disted.mohawkcollege.ca/CGA](http://disted.mohawkcollege.ca/CGA)

### 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](http://disted.mohawkcollege.ca)

22	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# 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 (ACCTMCS01) 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

## English I COMM10256

Focus on effective communication in the workplace. Practice writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Microphone is required. 45 hours  
21532 OL May11 \$353.38

## Intermediate Accounting I ACCT10021

Develop the skills needed to prepare and interpret financial statements. Focus on accounting for partnerships, corporations, long-term debt, the statement of cash flows, and financial statement analysis. Prerequisite: Accounting - Introductory II (ACCTMCS02). 56 hours  
21533 OL May11 \$415.48

## Intermediate Accounting II ACCT10022

Gain understanding of financial reporting. Topics include accounting concepts, income statement and balance sheet presentation, statement of cash flows, reporting and valuation of cash, receivables, inventories and temporary investments. Prerequisite: Intermediate Accounting I (ACCT10021). 56 hours  
21544 OL May11 \$415.48

## Intermediate Accounting III ACCT10023

You will gain an understanding of some complex topics in accounting. Topics include: Leases, Pensions, Income Taxes, Accounting Changes and Error Corrections. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours  
21536 OL May11 \$333.36

## Management Information Systems INFO10160

Examine the use of information systems to support executive decision making. MS Access will be used to provide illustration and practice in database concepts including data storage and retrieval and auditing controls. 42 hours  
21539 OL May11 \$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](http://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](http://ce.mohawkcollege.ca/humanresources)

## 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 receive special emphasis. 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

## 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 OHSA. 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  
21494 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

## Recruitment And Selection HRESPIR20

Human Resources professionals need an understanding of how recruitment and selection fits in an organization and how it relates to other HR management functions. You will learn to identify HR requirements and attract and retain an effective workforce, with emphasis on changing legislation and its impact on recruitment and selection. Prerequisite: Human Resource Management Studies (MGMTBPC01). 42 hours  
21545 OL May11-Jun29 \$333.36  
21032 OL May11-Aug17 \$333.36  
21384 OL Jun1 \$333.36  
21318 OL Jul3 \$333.36

## Staff Training and Development BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Topics include needs analysis; program design/development; program administration; and measurement and evaluation. Prerequisite: Human Resource Management Studies (MGMTBPC01). 60 hours  
21063 OL May11 \$438.06  
21496 OL Jun1 \$438.06  
21312 OL Jul3 \$438.06

## Human Resources - Other Benefits Administration BUSN10059

Examine benefits and their administration. Focus on the Canada Pension Plan, Workers' Compensation, government and private health and insurance plans, pension programs, and contractual and volunteer benefits. Topics also include costing, program design, E.A.P.s and special programs. 45 hours  
21020 OL May11 \$353.38

Free Academic Upgrading  
905-575-2029



# Distance Education/Online Learning

**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 (MGMTBPC01). 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 (MGMTBPC01). 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](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements visit [ce.mohawkcollege.ca/IDL](http://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](http://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](http://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, pay equity 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](http://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 management 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](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)  
[disted.mohawkcollege.ca/longtermcaremgmt](http://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 not 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 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  
21336 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](http://ce.mohawkcollege.ca)

24	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# 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](http://disted.mohawkcollege.ca/manufacturingleadership)

### Coaching And Developing People MGMTCA03

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

### Continuous Improvement Process QUALCMA06

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 MGMTCA04

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  
21144 OL May11 \$501.80

### Supervisory Skills For Business And Industry MGMTCA02

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](http://ce.mohawkcollege.ca/OMDP) for details.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[cathie.duncan@mohawkcollege.ca](mailto: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 And Working 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

**SBMGMD249**  
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  
21188 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 (MRKTMK355). 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 (MRKTMCS08). 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](mailto:disted@mohawkcollege.ca)  
[mike.piczak@mohawkcollege.ca](mailto:mike.piczak@mohawkcollege.ca)

#### Admission Requirements

OSSD or equivalent

For program details and graduation requirements visit [disted.mohawkcollege.ca/smallbusentrepreneurship](http://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  
21485 OL May11 \$333.36

# Distance Education/Online Learning

## Operations And Legal Issues

### SBMG202

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 (SBMG101). 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 \$333.36

## 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 (SBMG101). 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 (SBMG101). 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 (SBMG101), Computer Skills 1 (SBMG10014), Computer Skills 2 (SBMG10016), Small Business Marketing Skills (SBMG10000), Operations And Legal Issues (SBMG202) 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

Train for a new career in animal care



including client relations and business communication, and develop fundamental knowledge of animal health care.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

#### Admission Requirements

Grade 12 Diploma, or equivalency and basic computer skills.

For program details and graduation requirements visit [disted.mohawkcollege.ca/veterinaryofficemgt](http://disted.mohawkcollege.ca/veterinaryofficemgt)

## Veterinary Office Skills & Procedures

### OADM10013

Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered. 42 hours

21131 OL May11 \$333.36

## Veterinary Terminology

### COMM10107

Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients. 42 hours

21132 OL May11 \$333.36

## Basic Animal Husbandry

### HLTH10062

Develop basic knowledge of anatomy, nutrition and behaviour of dogs, cats, ferrets and rabbits. Consider veterinary diseases, especially zoonotics, and the importance of a clean, well organized hospital. Prerequisite: Veterinary Terminology (COMM10107). 36 hours

21090 OL May11 \$293.31

## Animal Husbandry II

### HLTH10071

Develop basic knowledge of the anatomy, nutrition and behaviour of horses, pigs, cows, sheep and goats. Explore veterinary diseases, especially zoonotics, and appropriate restraint and safety procedures around large animals. Prerequisite: Basic Animal Husbandry (HLTH10062). 36 hours

21108 OL May11 \$293.31

## Veterinary Lab Procedures

### HLTH10098

Enhance your understanding of laboratory and radiology and procedures and common practices in a veterinary hospital. Proper preparation of laboratory samples, safety procedures, and appropriate techniques receive emphasis. Prerequisite: Animal Husbandry II (HLTH10071). 36 hours

21021 OL May11 \$293.31

## Veterinary Surgical Procedures

### HSCI10138

Consider basic procedures for common veterinary surgeries. Topics include pre and post-op duties, handling and cleaning of surgical instruments, sterile and non-sterile techniques, and appropriate behaviour during surgery and record keeping. Prerequisite: Veterinary Lab Procedures (HLTH10098). 36 hours

21343 OL May11 \$293.31

Register online -  
[ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## 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 (HLTH10098). 36 hours

21302 OL May11 \$293.31

## Veterinary Anaesthesia

### VETR10000

Focus on the fundamentals of Veterinary Anesthesia, with emphasis on equipment, preparing animals for anesthesia, monitoring and the post anesthetic 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](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto: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](http://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 (OADM0A323). 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 on 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

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

26	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



# 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  
21120 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 Preambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to Health Insurance Billing (INSROA350). Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003). 42 hours  
21081 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 (COMM10041). 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](http://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](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/buscomputer](http://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, create 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 analyzer and junction tables 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 loading, 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 7, Word and Excel INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) 36 hours.  
21379 DE Apr9 \$240.31  
21490 DE Apr23 \$240.31

### Computer Basics with Windows Vista, Word & 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 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

# 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, colour adjustments, compositing, preparing files for the 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

**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: 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  
21128 DE Apr16 \$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 Associate**  
**Cisco Certified Network Associate 1 - Networking Fundamentals INFO10057**  
Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours  
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 COMP10120**  
Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe Indesign 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, colour mapping and alpha channels. Prerequisite: Introduction to Photoshop (INFOPY114). Software CS4 or CS5; required. Equivalent to Advanced Digital Imaging/Photoshop (PHTOPY120). 42 hours  
21383 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  
21500 OL Jul3 \$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 memorizing). 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 COMPCO165**  
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

28	How to read course details:	CRN*	Location	Day(s)	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 KEYB10007

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

## MS 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](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements visit [ce.mohawkcollege.ca/integratedacct](http://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

## AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: AccPac-General Ledger (INFOBW190), AccPac-Accounts Receivable (INFOBW290) and AccPac-Accounts Payable (INFOBW390). 18 hours  
21149 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 analysts 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](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements visit

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

#### Questions?

Karen Bacher, Distance Education,  
905-575-2154 /  
[karen.bacher@mohawkcollege.ca](mailto:karen.bacher@mohawkcollege.ca)

Peggy Daniel, Program Manager,  
[peggy.daniel@mohawkcollege.ca](mailto: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 (INFO10110). 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



# Distance Education/Online Learning

## Flash Animation INFO10150

Discover this powerful animation product by working with graphics, symbols, sound and video. Use components, add animation, articulate motion and morphing, and create interactive navigation. Learn to load, control and publish Flash content. 36 hours  
21051 DE Apr16 \$240.31

## JavaScript - Level 1 INFOBIN36

Learn to use essential JavaScript applications to validate HTML forms, "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.  
21012 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

## 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

## Drawing

### 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/cp](http://www.realisticdrawing.com/cp) 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/loyalist](http://www.realisticdrawing.com/loyalist) 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](http://disted.mohawkcollege.ca/computerscience)

#### Generic Computer Training COMPCO001

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 COMPCO002

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 COMP10034

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. 28 hours  
21456 DE Apr11 \$186.91  
21506 DE May9 \$186.91

## 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 Tradesmen'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](mailto:disted@mohawkcollege.ca)  
[patrick.worsell@mohawkcollege.ca](mailto:patrick.worsell@mohawkcollege.ca)

For program details and graduation requirements visit [disted.mohawkcollege.ca/gis](http://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

30	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# Distance Education/Online Learning

## GPS - Global Positioning Systems INFOCV630

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 homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto: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](http://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.oahi.com](http://www.oahi.com)

#### Textbook Information

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext 251 at a cost of approximately \$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

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## 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

#### MATH10037

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 [helen.dakin@mohawkcollege.ca](mailto:helen.dakin@mohawkcollege.ca) or [gary.helmer@mohawkcollege.ca](mailto:gary.helmer@mohawkcollege.ca). 4 months - 42 hours  
21280 DE \$280.36

### Mathematics Of Finance MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Prerequisites: MATHMS122, MS165, 10015, MS171 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at [helen.dakin@mohawkcollege.ca](mailto:helen.dakin@mohawkcollege.ca) or [gary.helmer@mohawkcollege.ca](mailto: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.  
22429 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 MATHMA001. 45 hours  
21112 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](http://ce.mohawkcollege.ca)

# 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 MATHMA411 may take this course. Prerequisite: Statistics (MATHMA570) or Introductory Statistics course. 56 hours  
21345 OL May11 \$415.48

## 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**

Examine applications of differentiation and integration in electronics. Focus on Maclaurin, Taylor and Fourier series, linear differential equations, double integrals, Laplace and Fourier transforms. Equivalent to Engineering Mathematics 3 (MATH10014). Prerequisite: Technical Calculus I (MATH10052) or Engineering Mathematics 2 (MATH10021). 45 hours  
21531 OL May11 \$353.38

## MicroStation

### Acknowledgement of Completion

### Graduation Requirement: 3 courses

**YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at [peter.mann@mohawkcollege.ca](mailto:peter.mann@mohawkcollege.ca)**

For program details visit [disted.mohawkcollege.ca/microstation](http://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](http://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 Chemistry (GSCICE053). 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 (SAFEFT100). 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 material 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 (ENVROH105). Prerequisite: Prep Science Chemistry (GSCICE053). 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 (SAFE0H309). 45 hours  
21420 OL May11 \$353.38

Book your Distance Education exam online [disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## 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) GSCICE053

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. This course does not require prior knowledge in Chemistry; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach, you can achieve high success. 57 hours  
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 / [IAHHealthservices@mohawkcollege.ca](mailto:IAHHealthservices@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's, for the first course, NRSRG10073, 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.

32	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



# Distance Education/Online Learning

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 NRS10024 and NRS10026 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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26709 /  
[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

For program details visit  
[disted.mohawkcollege.ca/breastfeeding](http://disted.mohawkcollege.ca/breastfeeding)

## Level 1: Breastfeeding Basics

### NRS10073

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 Apr30 \$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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

#### Admission Requirements

To be eligible you must be a RN, RPN, Registered Dietician, Pharmacist, Chiropractor 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](http://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 May11 \$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 May11 \$253.26

### Living with Diabetes HLTH10028

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 (HSC10052). 30 hours

21235 OL May11 \$253.26

### Special Issues With Diabetes HLTH10046

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 (HLTH10028). 30 hours

21066 OL May11 \$253.26

### Diabetes Field Placement 1 HLTH10057

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 (HSC10052), Living with Diabetes (HLTH10028) and Special Issues With Diabetes (HLTH10046). 60 hours

21134 DE Apr2 \$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](http://ce.mohawkcollege.ca/foodservices). Some courses in this program are only offered in class.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-521-2100 ext. 77124 /  
[linda.brush@mohawkcollege.ca](mailto: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 May11 \$253.26

### Institutional Food Service HLTH10064

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 May11 \$253.26

### Introduction to Nutrition in Health Care

#### HLTH10065

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to Nutritional Care (HLTHHCF60). 30 hours

21099 OL May11 \$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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto: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](http://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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto: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](http://disted.mohawkcollege.ca/gerontology)

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

### An Introduction To The Study Of Aging

#### HSCIGER10

Provides a survey of the biological, psychological, social and spiritual aspects of aging. 30 hours

22501 OL May11 \$253.26

### Physiology Of Aging HSCIGER20

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 (HSCIGER10). 30 hours

21449 OL May11 \$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 May11 \$253.26

# Distance Education/Online Learning

## Individual Study

**HMNSGER60**  
Here's your opportunity to pursue a particular topic in depth through independent research and/or extensive reading. Prerequisites: HSCIGER10, 20, 30, 41 and LAWSGER51. 45 hours

22502 OL May11 \$353.38

## Community-Based Field Experience WORKGER71

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: An Introduction To The Study of Aging (HSCIGER10), Physiology Of Aging (HSCIGER20) and Assessment And Planning (HSCIGER30). 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 (HSCIGER10), Physiology Of Aging (HSCIGER20) and Assessment And Planning (HSCIGER30), Mental Health Aspects of Aging (HSCIGER41), Legal And Ethical Issues Related to Aging (LAWSGER51) and Individual Study (HMNSGER60). 30 hours

21222 OL May11 \$155.44

## 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 (HSCIPNB11). 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 program, 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?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26706 /  
[mary.golba-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@mohawkcollege.ca)

## Admission Requirements

Grade 12 English and Math & Grade 11 Chemistry or mature student status.

**For program details visit**  
[disted.mohawkcollege.ca/medlabassistant](http://disted.mohawkcollege.ca/medlabassistant)

**Michener Institute Contacts (416-596-3101):**  
**Clinical: Sarah Newton, ext. 3394 /**  
[snewton@michener.ca](mailto:snewton@michener.ca)

**PD807 course: Madeline Ng, ext. 3308 /**  
[mng1@michener.ca](mailto:mng1@michener.ca)

The Laboratory Basics Workshop (MLSC10003) is offered this term. See the Health Sciences section for information.

### 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 MLSCMLA53

Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties. 27 hours

21189 DE Apr10 \$180.23

### MLAR Mod 5 - Basics Techniques In Chemistry CHEMMLA54

Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties. 27 hours.

21190 DE Apr10 \$180.23

### MLAR Mod 6 - Basic Techniques In Microbiology MLSCMLA55

Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties. 24 hours.

21191 DE Apr10 \$160.20

### MLAR Mod 7 Histology/Cytology MLSCMLA56

Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties. 24 hours.

21192 DE Apr10 \$160.20

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Introduction To Transfusion Medicine MLSCMLA61

Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto: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](http://disted.mohawkcollege.ca/oncologynursing)

The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrolment in the Oncology Clinical Experience course and within 5 years of beginning the program.

## Introduction To Oncology Nursing NRSNGSCC1

Explore Oncology Nursing. Topics include pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN. 30 hours

21196 DE Apr19 \$200.26

## Communications And Psychosocial Issues In Oncology HSCINSCC2

Communication and psychosocial issues faced by patients and families living with cancer is 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 (NRSNGSCC1). 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 (NRSNGSCC1). 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

21198 DE Apr19 \$260.33

34	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# Distance Education/Online Learning

## Symptom Control And Management HSCINSCC5

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. Prerequisite: Introduction to Oncology Nursing (NRSNGNSCC1). 39 hours  
21031 DE Apr19 \$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 Apr19 \$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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto: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/pharmacytech](http://ce.mohawkcollege.ca/pharmacytech)

## Management of Drug Distribution Systems Pharmacy Technician HSCI10140

Enhance your skills in drug distribution management and safe product release, in preparation for regulation as a Pharmacy Technician. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings. 39 hours  
21354 OL May11 \$313.33

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

## Pharmacology - Pharmacy Technician Bridging HSCI10137

Further develop your competence and confidence in contributing to safe patient care, with a practical applied approach to pharmacology. Focus on pharmacological uses of drugs within a variety of common medical conditions. 33 hours  
21328 OL May11 \$273.28

## Product Preparation Pharmacy Technician Bridging HSCI10139

Learn theoretical knowledge and practical skills for safe and accurate preparation of 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  
21269 OL May11 \$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 May11 \$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. Many of our graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through USPPRA.org. 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](mailto:disted@mohawkcollege.ca)  
[christine.mcmulkin@mohawkcollege.ca](mailto: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 HSCIPSR01 Psychosocial Rehabilitation Foundations. If you do not have related knowledge and experience in mental health, HLTH10016 Introduction to Mental Health is recommended starting point.

### For program details and graduation requirements visit

[disted.mohawkcollege.ca/psychosocialrehab](http://disted.mohawkcollege.ca/psychosocialrehab)

## Introduction to Mental Health HLTH10016

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. Weekly chat sessions will be held on Tuesdays at 8:30 pm EST. 45 hours  
21233 OL May11 \$353.38

## Psychosocial Rehabilitation Foundations HSCIPSR01

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 May11 \$353.38

## Independent Study In Psychosocial Rehabilitation HSCIPSR06

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: HSCIPSR01-HSCIPSR03, HSCI10092 and HSCIPSR05. 60 hours  
21008 OL May11 \$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](mailto:goran.popovic@mohawkcollege.ca)

## RNFA Theory 2 NRSG10040

Develop intraoperative knowledge and techniques necessary for the RN First Assistant's role. The nursing diagnosis is used as the defining guide in planning and implementing patient care. Facilitated study through online learning activities and computer-based modules. 39 hours  
21666 DE Apr2 \$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:  
(CLIN10038/CLIN10039)  
Clinical courses can only be completed in spring/summer semesters. Clinical course prerequisites are successful completion of foundational (NRSG10055, 10056, HSCIHSCB1) 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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26709 /  
[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

## Admission Requirements

Current registration with the College of Nurses of Ontario as a Registered Practical Nurse. Fax proof of current registration to Program Manager at 905-528-7706.

For program details and graduation requirements visit [disted.mohawkcollege.ca/maternalnewbornnursing](http://disted.mohawkcollege.ca/maternalnewbornnursing)

## Introduction to Perinatal Nursing Part 1 NRSG10055

Enhance your knowledge and nursing skills in the field of perinatal nursing. In this beginning module, you will start the study of the process of pregnancy from conception through the antenatal period to the start of labour and delivery. Topics include fertilization, embryological and fetal development, the psychological and physiological adaptations to pregnancy, pregnancy risk assessment, and prenatal health education principles. 32 hours  
21730 DE Apr12 \$361.49

## Introduction to Perinatal Nursing Part 2 NRSG10056

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: Introduction to Perinatal Part 2 (NRSG10055). 32 hours  
21734 DE Apr12 \$361.49

## RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal

Ontario College Graduate Certificate

Graduation Requirement: 7 (High Risk Obstetrics) / 7 courses (Neonatal)

For program details see the Health Sciences section.

## Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26709 /  
[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

## Admission Requirements

Current Registration with College of Nurses of Ontario  
Fax proof of current registration to Program Manager at 905-528-7706

WATCH FOR COURSES NEXT TERM.

## 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](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

Please refer to the Health Sciences section for information regarding clinical placement.

## Introductory Module 1 NRSG10036

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules. 30 hours

21154 DE Apr12 \$200.26  
21334 DE May10 \$200.26

## Critical Care Module 2 - Respiratory NRSG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: Introductory Module 1 (NRSG10036). 33 hours

21004 DE Apr12 \$220.28

## Critical Care Module 3 Cardiovascular Nursing NRSG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: Introductory Module 1 (NRSG10036). 45 hours

21005 DE Apr12 \$300.38

## Special Needs Population In Critical Care Module 4 NRSG10035

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 (NRSG10036). 30 hours  
21155 DE Apr12 \$200.26

## Critical Care Module 5 Neurosciences NRSG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: Introductory Module 1 (NRSG10036). 36 hours

21003 DE Apr12 \$240.31

## Critical Care 6 Gastrointestinal and Genitourinary NRSG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: Introductory Module 1 (NRSG10036). 39 hours

21006 DE Apr12 \$260.33

## RN - Occupational Health Nursing Certificate

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

## Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto: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](http://disted.mohawkcollege.ca/occupationalhealthnursing)

Occupational Health Nursing Module 1 (NRSGOHN01) is a prerequisite for most subsequent courses unless prior approval from the Program Manager is given.

## Health & Safety Legislation - Module 3 HSCIOHN03

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 (NRSGOHN01). 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

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Human Services

## Autism and Behavioural Sciences Graduate Certificate

Ontario College Graduate Certificate

Graduation Requirement: 12 courses

## Questions?

905-575-2706 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto: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.

Post-Graduate  
Ministry-recognized  
program



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

# Distance Education/Online Learning

For program details and graduation requirements visit [disted.mohawkcollege.ca/autism](http://disted.mohawkcollege.ca/autism)

**IMPORTANT NOTE:** The Non-Violent Crisis Intervention course (CONFMHN08) is offered May 5th - May 6th. The Recertification course will be offered on June 2nd. See Human Services- Other section. Equivalent to CONF10004.

**Autism Field Placement - Details online.**

## Autism - Introduction to Autism Spectrum Disorder (ASD) HSC10041

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 (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 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 (HSC10041). 30 hours

21247 OL May11 \$273.26

## Introduction to Applied Behaviour Analysis HSC10042

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 (HSC10041). 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 mediator training. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 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 (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 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 transition practices 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 (HSC10042) 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 (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 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](http://disted.mohawkcollege.ca/braille) It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering.

## Braille - Level 1 SENSSSE44

Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Braille. **IMPORTANT NOTE:** It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering. 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 Braille and develop basic skills in the use of the Slate and Stylus. Prerequisite: Braille - Level 1 (SENSSE44). **NOTE:** You must have access to a Perkins Braille 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 Braille. Prerequisite: Braille - Level 2 (SENSSE45). **NOTE:** You must have access to a Perkins Braille. 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 (SENSSE46). **NOTE:** You must have access to a Perkins Braille. 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](mailto: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

# Distance Education/Online Learning

## Cults and Terrorism SSCI10006 (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 PSYC156 (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 SSCI10008 (E)

Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours  
21464 OL May11 \$353.38

Watch for our Fall 2012 catalogue Available in print on Tuesday, August 14

## Early Childhood Education Courses

If you are interested in pursuing an Early Childhood Education (ECE) diploma, you may take the following courses. Upon successful completion, you will be eligible to receive an exemption for the equivalent diploma courses when you receive ECE program acceptance.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

### Admission Requirements

For admission procedures and requirements visit [www.mohawkcollege.ca/calendar/ece](http://www.mohawkcollege.ca/calendar/ece). The complete ECE program is available through day school and part-time studies, evening classes.

### NEW!

## Administration and Supervision in ECE EDUC10077

Examine the administrative procedures and supervisory functions required to operate a child care program. Develop the technical and interpersonal skills that ensure an efficient operation. Equivalent to Supervision and Administration (EDUCEC332). Prerequisite: Learning Environment 1(EDUCEC115). 42 hours  
22419 OL May11 \$333.36

## Child Development 1 EDUC10051

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

### NEW!

## 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](mailto:disted@mohawkcollege.ca)

**Academic Coordinator**  
[linda.jones@mohawkcollege.ca](mailto:linda.jones@mohawkcollege.ca)

**Field Placement Coordinator**  
[kim.laush@mohawkcollege.ca](mailto:kim.laush@mohawkcollege.ca)

### Admission Requirements

Courses are restricted to those who have applied and been accepted. Refer to the website below for information relevant to entrance requirements and to obtain an application. Potential students may complete Communications (COMM1041), Introductory Psychology (PSYC156), Mathematics (MATH10038), Active Citizenship (COMM10034), Developmental Psychology (PSYC271) and two general electives prior to being accepted.

For program details and graduation requirements visit [www.mohawkcollege.ca/calendar/Educational\\_Assistant](http://www.mohawkcollege.ca/calendar/Educational_Assistant) or [ce.mohawkcollege.ca/ea](http://ce.mohawkcollege.ca/ea)

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.

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Adaptive Computer Technology in Education COMP10006

Learn to use specialized, adaptive technology 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 EDUC10001

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: SAFE10004, EDUCEDE14, 17, 19, 21-23. 42 hours  
21226 OL May11 \$333.36

## Classroom Skills EDUCEDE21

Benefit from an overview of the Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: Safety In An Educational Setting (SAFE10004), Foundations of Education (EDUCEDE14) & Personal And Interpersonal Dynamics (EDUCEDE17). 42 hours  
21202 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: SAFE10004, 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 EDUC10002

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 (SAFE10004), 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: SAFE10004, EDUCEDE14-22. 42 hours  
21027 OL May11 \$333.36

38	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



# Distance Education/Online Learning

## Exceptionalities 3 EDUCUDE26

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUCUDE14-23, SAFE10004. 42 hours  
21218 OL May11 \$333.36

## Foundations of Education EDUCUDE14

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  
21168 OL May11 \$333.36

## Learning Strategies EDUC10004 (E)

Help your students to master effective learning strategies. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning. 42 hours  
21244 OL May11 \$333.36

## Lifeskills and Job Coaching EDUC10037

Focus on the job coaching role to assist the exceptional learner with basic life skills and job readiness training. 42 hours  
21159 OL May11 \$333.36

## Mathematics MATH10038

Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability. 42 hours  
21015 OL May11 \$333.36  
21503 OL Jul3 \$333.36

## Personal And Interpersonal Dynamics EDUCUDE17

Enhance personal and professional skills. Focus on organizing information, analyzing tasks and situations, and selecting and implement solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: Safety In An Educational Setting (SAFE10004) and Foundations of Education (EDUCUDE14). 42 hours  
21106 OL May11 \$333.36

## Practicum 1 EDUCUDE15

Integrate 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 (EDUCUDE14) and Safety In An Educational Setting (SAFE10004).  
21213 OL May11 \$363.97

## Practicum 2 EDUCUDE16

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 Secondary educational division. Prerequisite: Practicum 1(EDUCUDE15).  
21010 OL May11 \$363.97

## Practicum 3 EDUCUDE24

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and / or multiple exceptionalities. Prerequisite: Practicum 1 (EDUCUDE16). Corequisite: Exceptionalities 3 (EDUCUDE26).  
21219 OL May11 \$452.19

## Practicum 4 EDUCUDE25

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, EDUCUDE14, 15, 16, 17 and 24.  
21225 OL May11 \$452.19

## Safety In An Educational Setting SAFE10004

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement. 42 hours  
21217 OL May11 \$333.36

## Supporting The English Language Learner EDUC10036

Examine the pivotal role of Educational Assistants in assisting ELD students to access the Ontario Curriculum and develop literacy/academic skills for success. 42 hours  
21078 OL May11 \$333.36

## Total Communication Part 1 EDUC10040

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues. 42 hours  
21014 OL May11 \$333.36

## Total Communication Part 2 EDUC10041

Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: Total Communication Part 1(EDUC10040). 42 hours  
21041 OL May11 \$333.36

**Earn your certificate**  
while you work.  
Mohawk makes it happen!

## Student Affairs and Services

Study this professional field in higher education that promotes student learning, success and development. Learn how to provide specific educational services and programs designed to facilitate the achievement of students' educational, personal and career goals. Of interest to post-secondary graduates, staff in Admissions, Financial Aid, Advisement/ Counselling, Housing and Student Leadership.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

For more information visit  
[disted.mohawkcollege.ca/studentaffairs](http://disted.mohawkcollege.ca/studentaffairs)

## Student Development and Student Experience CRED10051

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. Equivalent to Business Careers (CRED10018). 42 hours  
21338 OL May11 \$333.36

## Function and Organizations in Student Affairs CRED10054

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: Student Development and Student Experience (CRED10051). 42 hours  
21358 OL May11 \$333.36

## Learning And The Student Learner CRED10057

Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment. Prerequisites: Student Development and Student Experience (CRED10051) and Function and Organizations in Student Affairs (CRED10054). 42 hours  
21403 OL May11 \$333.36

## Teaching the Adult Learner Certificate

### Mohawk 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](mailto:disted@mohawkcollege.ca)  
905-575-2307 /  
[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

For program details and graduation requirements visit [disted.mohawkcollege.ca/teachingadultlearner](http://disted.mohawkcollege.ca/teachingadultlearner)

## Adult Learning EDUC1003

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  
21140 OL May11 \$333.36  
21469 OL Jul3 \$333.36  
22109 OL Aug1 \$333.36

## Curriculum Development EDUC1003

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 (EDUC1003) and Adults with Learning Disabilities (SENSTAL06). 42 hours  
21002 OL May11 \$333.36  
21391 OL Jun1 \$333.36  
22110 OL Aug1 \$333.36

Visit our website  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

# Distance Education/Online Learning

## Instructional Techniques EDUCTAL04

Focus on instructional strategies that respect and challenge adult learners. Explore various instructional techniques and factors in their selection, and demonstrate mastery through design and online delivery of a lesson. Explore classroom management issues and the use of media and resources. Students will be required to use a microphone for some course assignments. Prerequisite: Adult Learning (EDUCTAL03). 42 hours

21141	OL	May11	\$333.36
21441	OL	Jun1	\$333.36
22112	OL	Aug1	\$333.36

## Assessment And Evaluation EDUCTAL05

Examine the processes involved in assessment and evaluation, with emphasis on understanding and meeting the needs of learners and stakeholders. Evaluate your own practice as a teacher or trainer in your environment. Prerequisite: Adult Learning (EDUCTAL03). 42 hours

21070	OL	May11	\$333.36
22106	OL	Jul3	\$333.36
22114	OL	Aug1	\$333.36

## Adults With Learning Disabilities

### SENSTAL06

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success opportunities for all learners. Prerequisite: Adult Learning (EDUCTAL03). 42 hours

21142	OL	May11	\$333.36
-------	----	-------	----------

## Teaching Online

### Acknowledgement of Completion

#### Graduation Requirement: 5 courses

After successfully completing 5 courses, send request to [bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca). For details visit [disted.mohawkcollege.ca/teachingadultlearner](http://disted.mohawkcollege.ca/teachingadultlearner)

## Assessment of On-Line Learning

### EDUC10069

Discuss key issues in planning online assessment and feedback and innovative practices for encouraging collaborative online learning. Topics also include use of electronic marking tools, effective file management and custom email organization. 30 hours

21433	OL	May11	\$253.26
-------	----	-------	----------

## Designing and Authoring an On-line Course EDUCTAL068

Focus on the challenges of creating effective online curriculum. Explore innovative possibilities for formatting and delivering online material. Learn to integrate web and text resources and post them to the Blackboard system. 45 hours

21432	OL	May11	\$353.38
-------	----	-------	----------

## Group Learning and Team Development EDUCTAL072

Learn and experience, through several interactive processes, the various elements of group dynamics and team development. Through practical experiences and writing exercises, you will build skills as facilitators of the teaching-learning process. 42 hours

21486	OL	May11	\$333.36
-------	----	-------	----------

## Instructing/Facilitating an On-Line course EDUC10070

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

### EDUC10067

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 component of relationships and develop interpersonal skills essential to employment success. Prerequisite: Communications (COMMLL041). 28 hours

21113	OL	May11	\$239.91
-------	----	-------	----------

## Communications (Langs) COMMLL041

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 strict deadlines apply. 45 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 (COMMLL041). 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

### COMMCM190 (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

21048	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 (COMMLL041). 45 hours

21221	OL	May11	\$353.38
-------	----	-------	----------

## Researching & Reporting-Lgs

### COMMLL122

Selecting examples related to your career or sample assignment, you will develop research and reporting skills. Topics include problem definition, print-based and electronic research methodologies, survey strategies, and report writing. Prerequisite: Post-secondary basic level communications course. You must participate in at least one discussion. 39 hours

21182	OL	May11	\$313.33
-------	----	-------	----------

## Writing Grammatically COMM10218

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

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
-------	----	-------	----------

21497	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	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# Distance Education/Online Learning

**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](mailto:disted@mohawkcollege.ca)  
905-575-2307 / [bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

For program details visit [ce.mohawkcollege.ca/languageinterpreter](http://ce.mohawkcollege.ca/languageinterpreter)

For information on program requirements and Orientation sessions, refer to the Languages & Communications section.

**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. 30 hours  
21296 OL May11 \$253.26

**Skills Development - Sight Translation LANG10033**  
Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Must have access to a microphone. Prerequisites: Introduction to Spoken Language (LANG10031) and Consecutive Interpreting (LANG10032). 30 hours  
21095 OL May11 \$253.26

**Skills Development - Simultaneous Interpreting LANG10034**  
Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Microphone required. Prerequisites: Introduction to Spoken Language Interpreting (LANG10031), Consecutive Interpreting (LANG10032) and Skills Development - Sight Translation (LANG10033). 30 hours  
21297 OL May11 \$253.26

**Consecutive Interpreting LANG10032**  
Build skills essential to effective consecutive interpreting. Through various exercises, enhance proficiency in memory and comprehension, note taking, vocabulary, and handling linguistic and ethical challenges assertively. Prerequisite: Introduction to Spoken Language Interpreting (LANG10031). 30 hours  
21042 OL May11 \$253.26

**Setting Specific Interpreting LANG10035**  
Examine protocols, procedures and techniques for interpreting in various settings: Court interpreting, interpreting with child victims/witnesses; health care interpreting; and interpreting in the violence against women sector. Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours.  
21301 OL May11 \$253.26

**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 required for work as an independent contractor. Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035. Prior to registering for course, you must provide proof of successful completion of CILISAT or ILSAT. 30 hours  
21298 OL May11 \$253.26

**Literature Selection Series Canadian Literature COMMLL903 (E)**  
Focus on literary analysis (written and oral) of selected Canadian novels and short stories, with emphasis on target audience, the relevance of setting and plot in relation to Canadian culture and history, and literary devices. 45 hours  
21356 OL May11 \$353.38

**Introduction To Children's Literature COMMLL06 (E)**  
Examine the history and development of children's literature and its varied forms and techniques. Explore major authors and important issues presented in this genre. (Note: May involve material that is explicit and/or offensive to some.) 42 hours  
21185 OL May11 \$333.36  
22559 OL Jun1 \$333.36

**Understanding Literature COMM10095(E)**  
Learn to appreciate literature critically by reviewing literary history and examining different genres. Explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. Creative-writing students will benefit from a framework in which to appreciate and evaluate their own writing. 48 hours  
21143 OL May11 \$370.32

## 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](mailto:disted@mohawkcollege.ca)  
905-575-2307 / [bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

**Grammar For Writing Professionals COMMLL02**  
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

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

**Romance Writing COMMLL04**  
Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Discuss preparing work for publication. Previous writing skills recommended. 45 hours  
21096 OL May11 \$353.38

**Travel Writing COMM10121**  
Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Along with the pieces themselves, you'll study the various publishing markets for this type of work, from traditional to online opportunities. 39 hours  
21107 OL May11 \$313.33

**Writing For Publication - Level 1 COMMLL03**  
Explore creative writing and the publishing process, with attention to the various steps of manuscript preparation, including conferencing, editing and proofreading. Examine the writer's craft using professional works as models. 45 hours  
21184 OL May11 \$353.38

**Writing For Publication - Level 2 COMMLL09**  
Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: Writing for Publication - Level 1 (COMMLL03). 45 hours  
21030 OL May11 \$353.38

**Writing - Other**  
**NEW!**  
**Writing Short Stories COMM10259**  
Examine story writing fundamentals, with emphasis on character development, narrative unity, and plot. Follow a step-by-step approach to producing a story for publication. Consider opportunities for publication and the submission process. 48 hours  
22433 OL May11 \$370.32

## Law & Security / Policing

**Police Foundations**  
You may register in the following courses whether or not you have been accepted in the Police Foundations Diploma program. Most of these courses are included in the Police Foundations program of studies. The complete Police Foundations program is available through dayschool classes.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
519-759-7200 ext. 7204 / [john.belisle@mohawkcollege.ca](mailto:john.belisle@mohawkcollege.ca)

For program details visit [disted.mohawkcollege.ca/policefoundations](http://disted.mohawkcollege.ca/policefoundations)

**Canadian Criminal Justice System LAWSPF111 (E)**  
Acquire foundational knowledge of the development and operation of the Canadian Criminal Justice system. Learn to critically analyze individual components and examine the effectiveness of the system. 42 hours  
21305 OL May11 \$333.36  
21387 OL Jul3 \$333.36



# Distance Education/Online Learning

## Communications/Reporting- Police Foundations COMMLL223

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. ACCESS TO A VIDEO CAMERA IS REQUIRED. Prerequisite: Communications/Reporting - Police Foundations (COMMLL123). 42 hours  
**21282** OL May11 \$333.36

## Conflict Management CONFSS426

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Recommended Prerequisites: LAWSPF301, LAWSPF302, LAWSPF303, LAWSPF401. 48 hours  
**21136** OL May11 \$370.32

## Contemporary Social Problems-Police Foundations SSCISS288

Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocations in police services. You will explore how individual behaviours collectively create social issues. Topics include crime, violence, abuse, social stratification, ageism, and racism. Prerequisite: Sociology 1 (SSCISS108). 48 hours  
**21325** OL May11 \$370.32

## Criminal And Civil Law LAWSPF301

Develop legal research and analysis skills. You will learn to analyze and classify offences and identify possible defences in criminal cases, examine the rights and obligations of citizens in civil law, and the responsibilities and limitations of citizens and police officers according to the Charter of Rights and Freedoms. 42 hours  
**21260** OL May11 \$333.36  
**21414** OL Jul3 \$333.36

## Criminal Code LAWSPF302

An introduction to the most common Criminal Code offences as you examine those offences against the person, property, weapons and public order. You will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed. Prerequisite: Criminal and Civil Law (LAWSPF301). 42 hours  
**21088** OL May11 \$333.36

## Criminal Code And Federal Statutes LAWSPF402

You will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: Criminal and Civil Law (LAWSPF301). 42 hours  
**21284** OL May11 \$333.36

## Criminology - Police Foundations SSCISS281 (E)

Examine various theoretical explanations of criminal and deviant behaviour. You will relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. 30 hours  
**21087** OL May11 \$253.26  
**21498** OL Jun1 \$253.26

## Diversity and First Nations SSC10017

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self determination. 42 hours  
**21137** OL May11 \$333.36

## Forensics 9-1-1 LAWS10075

Explore forensics, including identification, fingerprinting, crime scene management, DNA evidence and forensic art. Introductory study for students in Police Foundations, Law and Security, but also intended as a resource for other members of the law and enforcement, legal, communications and creative writing communities. 52 hours  
**21046** OL May11 \$392.90

## Interpersonal & Group Dynamics SSCIPF202 (E)

Learn to apply knowledge of interpersonal relations and group dynamics working with individuals or in a team. Effective communication skills, group cohesiveness and group decision-making are discussed. 45 hours  
**21285** OL May11 \$353.38

## Interviewing and Investigation LAWSPF304

Develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. Learn the basics of investigation including the practical development of note taking and observation skills. Access to a video camera required; high speed internet recommended. 48 hours  
**21097** OL May11 \$370.32

## Investigation And Evidence LAWSPF404

You will examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours  
**21098** OL May11 \$370.32

## Police Powers 1 LAWSPF303

You will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Prerequisite: Criminal and Civil Law (LAWSPF301). 28 hours  
**21440** OL May11 \$239.91

## Political Science & Public Administration SSCISS027 (E)

You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours  
**21321** OL May11 \$333.36

## Principles Of Ethical Reasoning LAWSPF106

Intended for law enforcement professionals, this course explores personal and professional ethical issues. You will learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours  
**21259** OL May11 \$353.38

## Provincial Offences LAWSPF401

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offenses, and involvement of non-police agencies. Topics include the Provincial Offences Act, Mental Health Act, Residential Tenancies Act, Trespass to Property Act, Liquor License Act, Coroners Act, Child and Family Services Act, the Family Law Act and the Blind Persons' Rights Act. 48 hours  
**21283** OL May11 \$370.32

## Traffic Management LAWSPF309

Learn to navigate and apply the Provincial Traffic Law, with emphasis on locating topics in the Acts and Regulations, mastering the definitions required to interpret traffic law and applying the law concerning Police Authorities, drivers licenses, permits and rules of the road. You will also practice interpersonal strategies and procedures for motor vehicle stops. 42 hours  
**21320** OL May11 \$333.36

## Youth In Conflict With The Law LAWSPF305

Examine the handling of young offenders within the judicial system. Develop understanding of relevant legislation, detention, interviewing and processing, disposition alternatives, extra-judicial measures and rehabilitation options. Prerequisite: Canadian Criminal Justice System (LAWSPF111). 42 hours  
**21089** OL May11 \$333.36

## Investigation Courses

### Computer/Cyber Crime LAWS10084

Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours  
**21344** OL May11 \$333.36

### Corporate Crime Investigation LAWS10088

Examine white-collar crime, with a focus on corporate offenders, types of corporate crime, the costs of corporate crime and society's response. Of interest to various law enforcement professionals. 42 hours  
**21399** OL May11 \$333.36

### Investigative Techniques for Motor Vehicle Collisions LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours  
**21398** OL May11 \$333.36

## Library / Records Management

### Library and Information Technician Diploma

#### Ontario College Diploma

#### Graduation Requirement: 28 courses

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn

42	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# Distance Education/Online Learning

to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-575-2309 /  
[dolores.harmspenner@mohawkcollege.ca](mailto:dolores.harmspenner@mohawkcollege.ca)

## Admission Requirements

Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent, or mature student status; and a pass standing in grade 12 English at the general level, or equivalent. Library or related experience is strongly recommended.

**The student workload for each course is 10-15 hours per week.**

**For program details and graduation requirements visit**  
[disted.mohawkcollege.ca/library](http://disted.mohawkcollege.ca/library)

**Catalogue listings for English, computer and general education 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.**

## Intro To Libraries And The Information Industry LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements. 39 hours

21069 OL May11 \$313.33

## Personal Computer Support For Library Technicians INFOLT390

Develop your computer hardware skills, with attention to the computer system, upgrading components, troubleshooting, viruses, selecting hardware and basic networking. Access to a working computer that can be disassembled is recommended. This computer should be Pentium II or higher, and should not be a laptop. 39 hours

21103 OL May11 \$313.33

## Electronic Publishing and Emerging Library Technologies INFOLT402

Focus on electronic publishing, including using basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. PowerPoint software needed. Prerequisite: Computer Basics with Windows, Word and Excel. 36 hours

21353 OL May11 \$293.31

## Information Work I LIBRLT220

Explore the basics of information work and effective use of print and online reference sources such as library catalogues, bibliographies, dictionaries, and encyclopedias. Prerequisite: Intro to Libraries and the Information Industry (LIBRLT110). 39 hours

21071 OL May11 \$313.33

## Information Work II LIBRLT420

Continue to develop reference skills with attention to the use of biographical sources, manuals, almanacs, statistical sources, Ontario government statutes and regulations. Develop your reference interview and internet searching skills. Prerequisite: Information Work I (LIBRLT220). 39 hours

21146 OL May11 \$313.33

## 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 May11 \$313.33

## Client Services LIBRLT435

Examine various services available in different library settings and explore interlending 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 (LIBRLT220). 36 hours

21352 OL May11 \$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 May11 \$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 May11 \$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 May11 \$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 May11 \$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 May11 \$173.15

## 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

21104 OL May11 \$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 May11 \$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 May11 \$293.31

## Youth Services & Issues LIBR10034

Explore the role of public library staff in youth advocacy and community partnerships serving youth. Investigate the basics of collection development, programming, space design and readers' advisory services. 36 hours

21663 OL May11 \$293.31

**NEW!**

## Introduction to Metadata & Metadata Applications LIBRLT10035

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 (LIBR10003) and Electronic Publishing and Emerging Library Technologies (INFOLT402). 36 hours

22436 OL May11 \$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](http://disted.mohawkcollege.ca/library) Prerequisites: INFOLT390, LIBRLT420, LIBRLT320 and LIBRLT215. 105 hours

21299 OL May11 \$150.00

21442 OL Jun1 \$150.00

21443 OL Jul3 \$150.00

22430 OL Aug1 \$150.00

22565 OL Apr2 \$150.00

Book your DE exam online  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

# 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](http://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
22431	OL	Aug1	\$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](mailto:disted@mohawkcollege.ca)  
905-575-2309 / [dolores.harmspinner@mohawkcollege.ca](mailto:dolores.harmspinner@mohawkcollege.ca)

#### Admission Requirements

A pass standing in grade 12 English at the general level, or equivalent.

For program details and graduation requirements visit [disted.mohawkcollege.ca/recordsmanagement](http://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

## LIBRRM103

Develop an understanding of archival theory and practice. Focus on the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventive conservation, and facility planning and security. 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](http://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 PSYC271 (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
21311	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 the effects of some of the world's greatest disasters associated with earthquakes, volcanoes, tsunamis, hurricanes, floods, fires, extinctions and impacts from space. 45 hours

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	\$253.26
-------	----	-------	----------

### 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](http://disted.mohawkcollege.ca)

44	How to read course details:	CRN* 12256	Location FF	Day(s) WE	Start Jan11	Times 6:30-9:30	#Sessions 6	Fee \$104.20
----	-----------------------------	---------------	----------------	--------------	----------------	--------------------	----------------	-----------------



# Distance Education/Online Learning

## Introduction to Racism and Discrimination

**SSCI10026 (E)**

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 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 \$253.26

## 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

**SSCI10031 (E)**

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

21347 OL May11 \$333.36

## Social Media and Society

**SSCI10045 (E)**

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

21334 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

## **NEW!**

## Sociology-Sport

**SSCI10046 (E)**

You will explore and discover the structural and cultural relationship of sport to society. Also, examine the issues of race, gender, social stratification, deviances, economics, religion and politics as they relate to sport in society. 42 hours

22420 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 specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. You will evaluate what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. 42 hours

21110 OL May11 \$333.36

## Stress, Wellness and Nutrition

**HLTH10111 (E)**

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

21350 OL May11 \$333.36

21501 OL Jul3 \$333.36

## The Study of Human Sexuality

**SSCI10003 (E)**

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

21491 OL Jun1 \$353.38

## What In The World Is Going On

**GINTLLT07 (E)**

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

21257 OL May11 \$333.36

## World Of Abnormal Psychology

**PSYCSS021 (E)**

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. 45 hours

21054 OL May11 \$353.38

21367 OL Jun1 \$353.38

21308 OL Jul3 \$353.38

## Upgrading

### Academic and Career Entrance (ACE)

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

To receive an ACE Acknowledgment of Completion, students must successfully complete the Communications (English or Francais) course, a Mathematics course and any 2 courses from the list below.

### Questions?

905-575-2706 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

### Admission Requirements

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

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

# Distance Education/Online Learning / Engineering Technology

## ACE Courses

Contact Shelley Kitchen at [shelley.kitchen@mohawkcollege.ca](mailto: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). 100 hours  
21277 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 mathematical 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

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

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 trigonometry, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: ACE Core Math (MATH10045). 120 hours  
21276 OL Apr2

### PHYS10000

### Pre-Licence Electrical ELECHEQ12

Review theory and electrical code for the Construction & Maintenance 309A exam. Text requirements will be discussed in the first class. 22192 SC MO/WE Apr16 6:00-9:00 20 \$429.61

### Pre-Licence 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 MO/WE 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 TU/TH Apr17 6:00-9:00 24 \$498.95

### Certificate of Qualification Prep - Tool & Die MACHHEQ03

Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act. 22498 SC TU/TH Apr17 6:00-9:00 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 MO/WE 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

## Engineering Technology

### Questions?

905-575-2203 / 905-575-2507 / 905-575-2139  
[ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

See each certificate description or refer to the web site at [ce.mohawkcollege.ca/engineeringtechnology](http://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](mailto:ceengty@mohawkcollege.ca)  
[ce.mohawkcollege.ca/cofq](http://ce.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: 1-800-668-4479 Hamilton 905-521-7764 & Brantford 519-756-5197.

## Skilled Trades

Automotive - Other

### Questions

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2746 / [russell.krick@mohawkcollege.ca](mailto:russell.krick@mohawkcollege.ca)

**WATCH FOR COURSES NEXT TERM**

### 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.

46	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
519-758-6027 / 905-575-1212 ext. 6027 /  
[godfrey.nicholson@mohawkcollege.ca](mailto: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](http://ce.mohawkcollege.ca/cncprogramming)

Some components of this program require approved safety glasses and footwear.

## CNC Programming - Basic MACHRE810

Study applicable mathematics, standard code and machine tool set-up for 2 1/2 axes milling and 2 axes turning.

21851 SC TU/TH Apr17 7:00-10:00 20 \$429.61

## CAD/CAM (MasterCAM) 2D CADMRE455

Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811.

21791 SC TU Apr17 6:00-10:00 15 \$429.61

## Electrical Fundamentals Certificate

Mohawk College Certificate

Graduation Requirement: 3 courses

Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3988 /  
[ahmed.arkoub@mohawkcollege.ca](mailto:ahmed.arkoub@mohawkcollege.ca)

## Admission Requirements

A minimum of Grade 11 mathematics and physics, or equivalent.

For program details and graduation requirements visit

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

## MATHMA002 - Preparatory Mathematics (Technology)

Refer to Math Learning Centre courses in the Math/Statistics section.

## ELECHV200 - Electricity 2 & ELECHV107 - Electricity 1

Refer to Heating, Refrigeration, Air-Conditioning (HRAC) Certificate.

## 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.

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 /  
[doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

## Admission Requirements

You require basic knowledge of or experience with fluid power systems.

For program details and graduation requirements visit

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

Some components of this program require approved safety glasses and footwear.

## Electrical/Electronic Applications For Fluid Power ELECMEF104

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.

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.

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 /  
[doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

## 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](http://ce.mohawkcollege.ca/industriallubrication)

WATCH 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.

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 /  
[doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

## Admission Requirements

Work experience in some aspect of the trade is an asset.

For program details and graduation requirements visit [ce.mohawkcollege.ca/imm](http://ce.mohawkcollege.ca/imm)

## 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 cutting tools.

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
519-758-6027 / 905-575-1212 ext. 6027 /  
[godfrey.nicholson@mohawkcollege.ca](mailto:godfrey.nicholson@mohawkcollege.ca)

## Admission Requirements

You require Grade 12 Mathematics, and a strong mechanical aptitude.

For program details and graduation requirements visit

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

22187 SC MO/WE Apr16 6:00-9:00 24 \$498.95

## Blueprint Reading Mechanical TDRWRE152

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



# Engineering Technology

## 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](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 /

[doug.daniels@mohawkcollege.ca](mailto: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](http://ce.mohawkcollege.ca/maintenancemechanic)

**MATLLUB00 - Lubrication Fundamentals**

Refer to the Industrial Lubrication Certificate.

**WATCH FOR COURSES NEXT TERM.**

## Welder Operator Certificate

Mohawk College Certificate

**Graduation Requirement: 5 courses**

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

**Questions?**

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 5058 /

[jeff.gill@mohawkcollege.ca](mailto:jeff.gill@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](http://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, horizontal, and vertical positions.

Introduction to basic PULSE-MIG transfer and the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent.

Material fee included.

21781 SC MO/WE Apr16 6:30-9:30 26 \$669.33

**Blueprint Reading Welding TDRWRE154**

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](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 5058 /

[jeff.gill@mohawkcollege.ca](mailto:jeff.gill@mohawkcollege.ca)

**Brantford Courses?**

519-758-6027 / 905-575-1212 ext. 6027 /

[godfrey.nicholson@mohawkcollege.ca](mailto:godfrey.nicholson@mohawkcollege.ca)

**For details visit [ce.mohawkcollege.ca/welding](http://ce.mohawkcollege.ca/welding)**

**You must supply Safety Glasses, Safety Boots and Welding Gloves.**

**Welding I**

**WELDRE125**

Focus on arc welding with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4+ plate metal. Material fee included.

21784 BF SA Apr14 8:00-12:00 9 \$330.67

**Welding II**

**WELDRE126**

Further develop welding skills in the vertical and horizontal positions. Prerequisite: WELDRE125. Material fee included.

21785 BF SA Apr14 8:00-12:00 9 \$330.67

**Welding III**

**WELDRE129**

Continue developing welding skills in all positions. Prerequisite: WELDRE126. Material fee included.

21786 BF SA Apr14 8:00-12:00 9 \$330.67

**Completion of WELDRE125, WELDRE126, & WELDRE129 may qualify you for C.W.B. equivalent certification in the flat position only.**

**Welding Pipe & TIG**

**WELDRE215**

Develop skills in pipe Welding, Shielded Metal Arc Welding with the uphand technique, Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding, and SMAW with the downhand technique for Gas and Oil Transmission Lines.

Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.

22427 SC SA Apr21 8:00-12:00 12 \$437.59

**Welding**

**WELDRE226**

Cover basic Shielded Metal Arc Welding; SMAW to C.W.B. Standards; SMAW to TSSA Standards; Gas Metal Arc Welding including Spray Arc, Short Arc and Flux-Core techniques. Material fee included.

22428 SC SA Apr21 8:00-12:00 12 \$437.59

**Woodworking**

**Questions?**

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 5027 /

[ken.mercer@mohawkcollege.ca](mailto:ken.mercer@mohawkcollege.ca)

**For details visit**

[ce.mohawkcollege.ca/woodworking](http://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 on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.

21774 SC MO Apr16 6:30-9:30 12 \$267.67

**Hand Tool Techniques BLDGTZ030**

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

21776 SC MO Apr16 6:30-9:30 12 \$267.67

**Cabinet Making - Level 1 BLDGTZ070**

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.

21772 SC TH Apr19 6:30-9:30 12 \$267.67

**Cabinet Making - Level 2 BLDGTZ071**

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDGTZ070 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/Cabinetmaking BLDGTZ073**

Build a piece of furniture or cabinet with the guidance of a cabinet maker. Use techniques from Levels 1 and 2 to build your own custom project (size limitations). Supply own plan and materials. Prerequisite BLDGTZ071.

21775 SC WE 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](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3988 /

[ahmed.arkoub@mohawkcollege.ca](mailto:ahmed.arkoub@mohawkcollege.ca)

**Admission Requirements**

Grade 12 Mathematics or equivalent.

**For program details and graduation requirements visit**

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

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

48	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

## DC Electrical/Electronic Theory

### ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

22198 FF TH Apr26 6:00-10:00 14 \$404.27

## AC Electrical/Electronic Theory

### ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.

22199 SC TH Apr26 6:00-10:00 12 \$353.59

## 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](mailto:ceengty@mohawkcollege.ca)  
[reno.dagostino@mohawkcollege.ca](mailto:reno.dagostino@mohawkcollege.ca)

#### Admission Requirements

For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

For program details and graduation requirements visit [ce.mohawkcollege.ca/hmi](http://ce.mohawkcollege.ca/hmi)

**WATCH FOR COURSES NEXT TERM**

## Instrumentation Courses

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3988 /  
[ahmed.arkoub@mohawkcollege.ca](mailto:ahmed.arkoub@mohawkcollege.ca)  
[ce.mohawkcollege.ca/instrumentation](http://ce.mohawkcollege.ca/instrumentation)

**WATCH FOR COURSES NEXT TERM**

## 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](mailto:ceengty@mohawkcollege.ca)  
[reno.dagostino@mohawkcollege.ca](mailto:reno.dagostino@mohawkcollege.ca)

For program details and graduation requirements visit

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

### ELECER001/ER002 - DC Elec/Electronic Theory & AC Elec/Electronic Theory

Refer to the Electronic Fundamentals Certificate.

## Industrial Drives 3

### ASYS10003

Concentrate on control theory for single phase and three phase AC motors, and Analog and Digital regulator systems. Prerequisite: ASYS10002

22237 FF WE Apr18 6:00-10:00 13 \$378.93

## 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](mailto:ceengty@mohawkcollege.ca)  
[reno.dagostino@mohawkcollege.ca](mailto:reno.dagostino@mohawkcollege.ca)

#### Admission Requirements

A basic understanding of electrical circuitry, particularly control circuits is required. Applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

For program details and graduation requirements visit [ce.mohawkcollege.ca/plc](http://ce.mohawkcollege.ca/plc)

## PLC Programming 2

### ASYSPLC12

BCD, math, Structured Sequential Logic, files and Analog I/O are introduced. Work on an Allen-Bradley PLC-5 using RSLogix software. Significant "hands-on" exercises. Prerequisite: ASYSPLC11

22240 FF TH Apr19 6:00-10:00 13 \$378.93

## PLC Programming 3

### ASYSPLC13

Develop skills with advanced Ladder Logic instructions, Tag Databases and multiple programs. EtherNet, ControlNet, DeviceNet, Analog I/O and PID. Prerequisite: ASYSPLC12

22241 FF TU Apr17 6:00-10:00 13 \$378.93

22242 FF TH Apr19 6:00-10:00 13 \$378.93

## Legislative Compliance

### Air Brake Training

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[ce.mohawkcollege.ca/airbrake](http://ce.mohawkcollege.ca/airbrake)

#### Admission Requirements

Minimum requirement is full class "G" license.

### Air Brake Training

### MOTPSAM70

Earn your 'Z' Air Brake Endorsement on your license, as required by The Ontario Ministry of Transportation.

21681 SC SA/SU Apr21 8:30-5:00 2 \$241.54

21685 SC SA/SU Jun23 8:30-5:00 2 \$241.54

21686 SC SA/SU Aug18 8:30-5:00 2 \$241.54

## CFC/ODP Training Courses

Required by individuals who do not have an ODP card or for those whose ODP card has expired. Under Ontario regulations, individuals who handle refrigerants must successfully complete training and an exam as part of the Ozone Depleting Substances Awareness Program. Those who successfully complete the full one-day course will receive a renewable Ontario Ozone Depletion Card, and a nationally registered number for refrigerant purchase.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[ce.mohawkcollege.ca/cfc-odp](http://ce.mohawkcollege.ca/cfc-odp)

## CFC/HCFC/HFC Control

### ENVRRE904

Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Course Manual provided. HST included.

22094 FF SA Apr14 8:30-3:00 1 \$214.17

22103 FF SA May12 8:30-3:00 1 \$214.17

22104 FF SA Jun23 8:30-3:00 1 \$214.17

## Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 [www.tssa.org](http://www.tssa.org). After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA. If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

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](mailto:charles.honey@mohawkcollege.ca)

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

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

# Engineering Technology

## 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](http://ce.mohawkcollege.ca/fueltechnician)

### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2522 / [charles.honey@mohawkcollege.ca](mailto:charles.honey@mohawkcollege.ca)

### Admission Requirements

Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum. Experience working with gas and/or oil fueled equipment is a definite advantage.

## OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through dayschool training at this time.

## GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

## 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.

21771 SC MO/WE May28 6:00-10:00 4 \$89.22

## 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.

21712 SC TU/TH May22 6:00-10:00 30 \$769.92

The purchase of books will be required; instructors will advise.

**Earn your certificate**  
while you work.  
CE makes it happen!

## 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](mailto:ceengty@mohawkcollege.ca)  
905-575-2522 / [charles.honey@mohawkcollege.ca](mailto: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](http://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.

### BLDGBES03 - Air Handling And Refrigeration

Refer to Building Environmental Systems Certificate.

### ENVRRE904 - CFC/HCFC/HFC Control

Refer to CFC/ODP Training Courses.

### GOPTRE243/RE244 - Gas & Oil Burner Technician 3

Refer to Fuel Technician Certification.

## Electricity 2-Commercial/Light Industrial ELECHV200

Focus on thermostats and electric control devices, 3-phase motors and starters, complex control system circuitry and schematic wiring diagrams. Field experience and prior knowledge of electricity required. Prerequisite: ELECHV107.

22424 SC MO/WE Apr23 6:30-9:30 24 \$498.95

## 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.

21770 SC TU/TH Apr3 6:30-9:30 20 \$429.61

## Building Environmental Systems Certificate

### Mohawk College Certificate

#### Graduation Requirement: 6 courses

Become proficient in Heating Systems, Air Conditioning and Refrigeration Systems, Electrical Systems, Air Handling and Preventative Maintenance Programs, Water Treatment Programs and Energy Efficiency in Large Buildings.

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2522 / [charles.honey@mohawkcollege.ca](mailto:charles.honey@mohawkcollege.ca)

#### Admission Requirements

Practical work experience or equivalent.

For program details and graduation requirements visit [ce.mohawkcollege.ca/buildenvironsystems](http://ce.mohawkcollege.ca/buildenvironsystems)

## Air Conditioning And Refrigeration HRAPBES02

Examine the operation and maintenance of refrigeration and air-conditioning equipment. Intended for building operators.

21764 SC MO/TH May14 6:00-9:00 15 \$334.58

## Air Handling & Preventive Maintenance BLDGBES03

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

21692 SC TU May1 6:00-9:00 15 \$334.58

## Building & Construction Sciences

## Architectural Drafting Certificate

### Mohawk College Certificate

#### Graduation Requirement: 6 courses

Enhance your skills or prepare for a career as an architectural draftsman, job captain, building inspector, appraiser or site supervisor.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3994 / [kevin.haluik@mohawkcollege.ca](mailto:kevin.haluik@mohawkcollege.ca)

For program details and graduation requirements visit

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

21846 FF TU May8 6:30-9:30 14 \$312.28

## 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3994 / [kevin.haluik@mohawkcollege.ca](mailto:kevin.haluik@mohawkcollege.ca)

For program details and graduation requirements visit

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

## Estimating 3

### BLDGCV442

Use blueprints to calculate quantities and pricing materials for construction projects. Includes a computer estimating component. Prerequisites: BLDG10010 and COMPCO001 or approved equivalent. Saturday/Sunday class dates will be: May 26 & 27, and June 9 & 10.

21819 FF WE May9 6:00-10:00 13 \$404.82  
SA/SU 8:30-2:30

50	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



## 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 May10 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](mailto:ceengty@mohawkcollege.ca)  
[peter.mann@mohawkcollege.ca](mailto:peter.mann@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/residentialdesign](http://ce.mohawkcollege.ca/residentialdesign)

## Construction Practice-Basic BLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all semesters.  
21735 FF TU Apr17 6:30-9:30 12 \$267.67

## Framing Techniques BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Offered in all semesters.  
21746 SC MO Apr16 6:30-9:30 12 \$267.67

## Residential Electrical & Plumbing BLDGRE029

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 Apr18 7:00-10:00 12 \$267.67

## Trim Finishing & Cabinetry BLDGRE032

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 Apr19 7:00-10:00 12 \$267.67

## Building & Construction Sciences - Other

**Questions?**  
905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3994 /  
[kevin.haluik@mohawkcollege.ca](mailto:kevin.haluik@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 Apr18 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 May9 6:30-10:00 16 \$404.82

## Transportation Technology TRANEA105

Examine the essentials of transportation, and the role of the transportation network in rural and urban environments. Intended for those interested in Urban Planning, Civil Engineering, Architectural, and Transportation Engineering.  
21850 FF TU May15 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 TU/TH May8 6:00-9:00 19 \$404.82

## Computer Sciences

NOTE:

Printing costs will be charged at all printers.

## 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3310 /  
[dennis.angle@mohawkcollege.ca](mailto:dennis.angle@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/computerscience](http://ce.mohawkcollege.ca/computerscience)

## Programming Fundamentals

### COMP10001

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 May8 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 TU May8 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3310 /  
[dennis.angle@mohawkcollege.ca](mailto: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 May7 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](mailto:ceengty@mohawkcollege.ca)  
[denise.serafin@mohawkcollege.ca](mailto:denise.serafin@mohawkcollege.ca)

#### Admission Requirements

If you have no previous computer knowledge or knowledge of Windows you should take COMPCO001-Generic 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](http://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 Apr21 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 May12 9:00-5:00 6 \$396.58

## AutoCAD - Introduction CADMCAD06

Discover entity creation, dimensioning, layers and linetypes and text creation using AutoCAD.  
21807 FF SA/SU Apr14 9:00-5:00 6 \$334.58  
21806 FF TU/TH Apr17 6:00-9:30 13 \$334.58  
21808 SC TU/TH Apr17 6:00-9:30 13 \$334.58

## AutoCAD - 3D Modeling CADMCAD11

Produce and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCAD15.  
21810 FF MO/WE Apr16 6:00-9:30 13 \$334.58

## AutoCAD - Customization CADMCAD12

Focus on creating drawing template files, external references, customizing AutoCAD, automating AutoCAD using script files and creating custom menus and toolbars. Prerequisite: CADMCAD15.  
21811 FF TU/TH Apr17 6:00-9:30 13 \$334.58

# Engineering Technology

**AutoCAD - Advanced CADMCAD15**  
Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCAD06.  
21812 FF SA/SU May12 9:00-5:00 6 \$334.58  
21815 SC TU/TH Jun5 6:00-9:30 13 \$334.58

**AutoCAD - Architectural CADMCAD20**  
Prepare two-dimensional residential and commercial architectural drawings. Create floor plans, roof plans, sections and elevations. Prerequisite: CADMCAD15.  
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 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3310 / [dennis.angle@mohawkcollege.ca](mailto:dennis.angle@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](http://ce.mohawkcollege.ca/computersciencesoftware)

**Programming in Java COMP10062**

Building upon the logic and object oriented programming concepts developed by the Programming Fundamentals course (COMP10001). 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 TU/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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3172 / [sabu.joseph@mohawkcollege.ca](mailto: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.

For program details and graduation requirements visit [ce.mohawkcollege.ca/microcomputerhardware](http://ce.mohawkcollege.ca/microcomputerhardware)

**Electricity 1 ELEC10099**

This course introduces students to electrical units, voltage, current, resistance and power. DC circuit analysis is studied including Ohms Law, Kirchoffs voltage and current laws, Series and Parallel circuits, Network Theorems and Magnetism.

21711 FF TU May8 6:00-9:00 28 \$488.91  
WE 6:00-8:00

## 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3172 / [sabu.joseph@mohawkcollege.ca](mailto: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](http://ce.mohawkcollege.ca/microcomputersoftware)

**WATCH FOR COURSES NEXT TERM**

Sign up now!  
Registration opens at 8:30 am  
on Tuesday, November 29

## Server & Network Support Certificate

**Mohawk College Certificate**

**Graduation Requirement: 5 courses**

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources.

Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

**Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3172 / [sabu.joseph@mohawkcollege.ca](mailto:sabu.joseph@mohawkcollege.ca)

**Admission Requirements**

Grade 12 OSSD, COMPCO001 (refer to Distance Education for Generic Computer Skills) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

For program details and graduation requirements visit [ce.mohawkcollege.ca/servernetworksupport](http://ce.mohawkcollege.ca/servernetworksupport)

**UNIX/Linux COMP10052**

Learn to install, maintain, and troubleshoot a Linux 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3172 / [sabu.joseph@mohawkcollege.ca](mailto: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](http://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.

52	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

## Prep Sciences

For Mathematics courses refer to the Math/Statistics section of the catalogue.

### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3481 /  
[frosina.stojanovska-pocuca@mohawkcollege.ca](mailto: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 Apr25 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 TU/TH Apr26 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 should benefit from this program.

### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2225 / [geoff.white@mohawkcollege.ca](mailto:geoff.white@mohawkcollege.ca)

For program details and graduation requirements visit

[ce.mohawkcollege.ca/firesafety](http://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](mailto:ceengty@mohawkcollege.ca)  
905-318-4295 mailbox 1501 /  
[margaret.thomson@mohawkcollege.ca](mailto:margaret.thomson@mohawkcollege.ca)

### Admission Requirements

Prep Chemistry (GSC1PE053) or equivalent. Refer to Prep Science section for GSC1PE053 availability.

For program details and graduation requirements visit [ce.mohawkcollege.ca/environmentalengineering](http://ce.mohawkcollege.ca/environmentalengineering)

### Environmental Science ENVROH702

Develop an understanding of environmental issues, technologies, sustainability, ecosystems, pollution, pest control and resources.

Prerequisite: GSC1PE053 or equivalent.  
22074 FF TU May8 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: CHEMOH701 and ENVROH702.  
22075 FF WE May9 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 May14 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-ordinators, 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](mailto:ceengty@mohawkcollege.ca)  
905-575-2225 / [geoff.white@mohawkcollege.ca](mailto: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](http://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 Apr18 7:00-10:00 15 \$289.97

### Occupational Hygiene-Introduction

#### ENVROH101

Focus on recognition, evaluation and control of chemical and physical workplace hazards, toxicology, exposure measurement and control strategies, and legal information sources.

22077 FF MO Apr16 6:00-9:00 13 \$289.97

### Workplace Safety And Insurance Act

#### SAFE0H309

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 Apr18 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext.3650 /  
[louie.dorazio@mohawkcollege.ca](mailto:louie.dorazio@mohawkcollege.ca)

For program details and graduation requirements visit

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

### Management Of Human Resources

#### HRESIM337

Examine behavioural science and its application to better understand human behaviour and the use of human skills in the work environment.

22151 FF TU Apr17 6:00-9:00 14 \$312.28

### Plant Layout And Material Handling

#### IENGIM535

Examine analytical techniques used in designing plant layouts and material handling systems.

22150 FF TH Apr19 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](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3650 /  
[louie.dorazio@mohawkcollege.ca](mailto:louie.dorazio@mohawkcollege.ca)

For program details and graduation requirements visit

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

Watch for our  
Fall 2012 catalogue  
Available in print on  
Tuesday, August 14



# Engineering Technology / Health Sciences

## Mechanical Design

### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3058 /  
[sevastian.irimie@mohawkcollege.ca](mailto:sevastian.irimie@mohawkcollege.ca)  
[ce.mohawkcollege.ca/mechanicaldesign](http://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 Apr19 6:00-9:30 13 \$334.58

### Geometric Dimensioning & Tolerancing MECHBDA55

Enhance engineering drafting skills and learn the "language" of geometric dimensioning and tolerancing, based on ASME Y14.5M-2009 standard.

21714 FF MO/WE Jun4 6:00-9:30 12 \$267.67

New Courses, More Knowledge, New Opportunities!



Mechanical Design

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](http://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](http://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 /  
[IAHSHealthServices@mohawkcollege.ca](mailto:IAHSHealthServices@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](http://titles.mcmaster.ca/trade/specialform.htm)

### Parking for Continuing Education Health Sciences students

McMaster University provides parking services for the Institute for Applied Health Sciences (campus code-IH). Permits may be purchased and picked up in person from the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and VISA. You require your student number to pick up your permit. Parking for evenings and weekends is \$6.00 payable upon exit at automated attendant.

### Questions?

905-525-9140 ext. 24232

## For the General Public

### General Health Sciences

#### Questions?

905-540-4247 ext. 26736 /  
[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)

Preparatory Biology - BIOL10006 is also available in Distance Education.

### EMERGENCY MEDICAL RESPONDER (EMR)

Provide pre-hospital emergency medical care for the sick & injured. Designed for those entering emergency services i.e. Fire Fighters, Police Officers, Industrial first responders. This 2 semester, 84 hour course is also a precursor for Primary Care Paramedic Programs in Ontario and across Canada.

### Mask Fit Testing

### HSCI10057

Pre-clinical requirement for all Health Science programs. You must bring completed "HEALTH QUESTIONNAIRE" to class. If you miss your scheduled class, you MUST re-register.

25000	IH	WE	Apr11	4:30-6:00	1	\$40.00
25001	IH	WE	Apr11	6:00-7:30	1	\$40.00
25002	IH	MO	Apr16	4:30-6:00	1	\$40.00
25003	IH	MO	Apr16	6:00-7:30	1	\$40.00
25004	IH	WE	Apr18	4:30-6:00	1	\$40.00
25005	IH	WE	Apr18	6:00-7:30	1	\$40.00
25037	IH	MO	May7	4:30-6:00	1	\$40.00
25038	IH	MO	May7	6:00-7:30	1	\$40.00
25039	IH	WE	May9	4:30-6:00	1	\$40.00
25040	IH	WE	May9	6:00-7:30	1	\$40.00
25041	IH	MO	Jun4	4:30-6:00	1	\$40.00
25042	IH	MO	Jun4	6:00-7:30	1	\$40.00
25043	IH	WE	Jun6	4:30-6:00	1	\$40.00
25044	IH	WE	Jun6	6:00-7:30	1	\$40.00
25081	IH	MO	Jul9	4:30-6:00	1	\$40.00
25082	IH	WE	Jul11	4:30-6:00	1	\$40.00
25083	IH	MO	Jul30	4:30-6:00	1	\$40.00
25084	IH	WE	Aug1	4:30-6:00	1	\$40.00

### Preparatory Biology

### BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. This course is not a credit for BScN Nursing. 45 hours in-class and 11 hours self study.

25100	IH	TU	Apr3	6:30-9:30	15	\$365.63
25101	IH	TU/TH	May1	6:30-9:30	15	\$365.63

Free Academic Upgrading  
905-575-2029

## 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 HSCI10087

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	Apr15	9:00-12:30	1	\$47.12
25027	IH	MO	Apr23	4:30-8:00	1	\$47.12
25028	IH	MO	May14	9:00-12:30	1	\$47.12
25029	IH	MO	Jun11	4:30-8:00	1	\$47.12
25030	IH	SU	Jul8	9:00-12:30	1	\$47.12
25031	IH	MO	Aug27	4:30-8:00	1	\$47.12

### C.P.R.'C'/AED - Health Care Provider

### Level HSCI10086

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	Apr14	9:00-2:30	1	\$76.31
25020	IH	TU	May8	5:00-10:30	1	\$76.31
25022	IH	SA	May26	9:00-2:30	1	\$76.31
25023	IH	SA	Jun23	9:00-2:30	1	\$76.31
25024	IH	SA	Jul21	9:00-2:30	1	\$76.31
25025	IH	TU	Aug28	5:00-10:30	1	\$76.31

### Standard First Aid, C.P.R. 'C'/AED

### HSCI10088

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, Fire Fighters, etc. First Aid Valid for 3 years. CPR valid for 1 year.

25032	IH	SA/SU	Apr28	9:00-5:00	2	\$153.51
25033	IH	SA/SU	May26	9:00-5:00	2	\$153.51
25034	IH	TU/TH	Jun12	6:00-9:30	4	\$153.51
25035	IH	SA/SU	Jul14	9:00-5:00	2	\$153.51
25036	IH	SA/SU	Aug25	9:00-5:00	2	\$153.51

## Medical Laboratory Technology

### Questions?

905-540-4247 ext. 26258 /  
[mary.golba-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@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 cross-training 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**

## 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](http://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-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@mohawkcollege.ca)  
[ce.mohawkcollege.ca/bridgingmedlab](http://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](mailto: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 MLSC10007

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 QUALMLS18

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 MLSCMLS20

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 MLSCMLS23

Builds upon the skills introduced in MLS21.

25109 IH TU/TH Apr17 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-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@mohawkcollege.ca)

For program details and graduation requirements visit

[disted.mohawkcollege.ca/medlabassistant](http://disted.mohawkcollege.ca/medlabassistant)

### Laboratory Basics Workshop MLSC10003

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](http://www.rnao.org) or [www.rpnao.org](http://www.rpnao.org)**

## 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 NRSRG10027

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 Apr3 5:00-8:30 16 \$374.34

### Arrhythmia Interpretation NRSRG10060

Enhance understanding of cardiac monitoring, arrhythmias (sinus, aerial, and ventricular) heart blocks and pacemakers. Combined classroom and online delivery for regulated health care professionals.

25087 IH WE Apr25 6:00-10:00 10 \$269.81

### Assessment Skills For Nurses NRSRGH2215

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. Bring your own stethoscope. CRN 25080 - Refresher students only NOTE: no class May 9 class will be held on Tues 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 Apr11 5:30-9:30 12 \$331.76

### Basic Footcare for RNs and RPNs NRSRGHZPAE

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 NRSRG10059

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

# 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 HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to S1-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: NRSRG 10024 and NRSRG 10026. 25055 FW Apr16 \$161.88

## 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](http://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 905-540-4247 ext. 26750/  
[IAHShealthservices@mohawkcollege.ca](mailto: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.org](http://www.rnao.org) or [www.rpnao.org](http://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).

To obtain a certificate, you must fill out a "Request for Certificate" form, available at [ce.mohawkcollege.ca/faq](http://ce.mohawkcollege.ca/faq) or by calling 905-540-4247 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?**  
905-540-4247 ext. 26737 /  
[bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

**NEW! Ontario Bridging Participants Assistance Program. Accepted BIEN students may be eligible to receive up to \$5000 in bursary funding towards 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 COMPCO296 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 nursing practice
- 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. 3569 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](mailto:bien@mohawkcollege.ca)  
Program Manager: Nancy Brown-Fellows

For program details and graduation requirements visit [ce.mohawkcollege.ca/bien](http://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.

### Administration 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 \$1782.58

### 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 preceptored 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 NRSRG10028

Demonstrate proficiency in nursing skills following CNO's standards of practice in a simulated laboratory setting. Prerequisite: NRSRG10016, NRSRG10018. BRING A STETHESCOPE to all classes.

25116 IH TH Apr5 5:00-9:00 12 \$326.36

### Nursing Informatics NRSRG10016

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 NRSRG10019

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

56	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



## Professional Issues NRS10018

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, Oakville. 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	SA	Apr7	9:00-4:00	4	\$433.37
25119	OR	SA	Apr21	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	Apr20	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](mailto:bien@mohawkcollege.ca)

#### Admission Requirements

1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario
2. Have practised as a nurse within the last 10 years

#### How do I Apply?

Forward a cover letter along with

- 1) A copy of Certificate of Registration or Letter of Direction from CNO
- 2) Resume outlining your nursing practice to: Forward your documents by fax, email or mail 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

Email: [bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

Program Manager: Nancy Brown-Fellows

#### For program details and graduation requirements visit

[ce.mohawkcollege.ca/rn-refresher](http://ce.mohawkcollege.ca/rn-refresher)

Refer to your individualized program of study, for prerequisites and co-requisites. You MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience.

**NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.**

## 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). Upon completion of all required courses you will receive a certificate.

#### Questions?

905-540-4247 ext. 26737 / [bien@mohawkcollege.ca](mailto: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: Forward your documents by fax, email or mail to: RPN 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](mailto:bien@mohawkcollege.ca)

Program Manager: Nancy Brown-Fellows

#### For program details and graduation requirements visit

[ce.mohawkcollege.ca/rpn-refresher](http://ce.mohawkcollege.ca/rpn-refresher)

Refer to your individualized program of study, for prerequisites and co-requisites. You MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience.

**NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.**

## 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](mailto:donna.dunlop@mohawkcollege.ca)  
905-540-4247 ext. 26736 / [sharon.hamilton1@mohawkcollege.ca](mailto:sharon.hamilton1@mohawkcollege.ca)  
[ce.mohawkcollege.ca/rpn-diplomacompletion](http://ce.mohawkcollege.ca/rpn-diplomacompletion)

#### Admission Requirements

1. Official Transcripts: Ontario College Certificate Practical Nurse AND
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

\*Basic 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 (CLIN 10045 & CLIN 10048) 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	Apr25	\$473.02
-------	----	-------	----------

## Mental Health Clinical Experience

### CLIN10045

Integrate the mental health nursing theory learned in prior classroom study of Mental Health Nursing (NRS10020 and/or NRS10042) in a psychiatric care clinical setting. Program Manager approval is required before registering for course.

25053	FW	Jul23	\$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](mailto: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](http://ce.mohawkcollege.ca/criticalcarenursing)

# Health Sciences

To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext 26708.

See Distance Education for additional Critical Care offerings.

## 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 CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

25070 FW Apr9 \$188.87

### Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

25071 FW Apr10 \$161.88

### Critical Care Module 5 (Neurosciences) - Clinical CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

25072 FW Apr11 \$161.88

### Critical Care Module 6 (GI/GU) - Clinical CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

25073 FW Apr12 \$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: NRS10055 and NRS10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate. For program details and graduation requirements visit [disted.mohawkcollege.ca/maternalnewbornnursing](http://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](mailto:amy.boyer@mohawkcollege.ca)

Admission Requirements

You are to submit proof of current College of Nurses of Ontario registration to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.

For program details and graduation requirements visit

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

### Advancements in the Mental Health System HSCI10145

Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal aspects of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. Course all delivered via eLearn. One in class sessions.

25098 IH WE Apr11 6:30-9:30 12 \$242.83

### Whole Person Assessment HSCI10149

Integrate refined interviewing skills with assessment tools to construct an understanding of your clients' health journey. Identify the clients' ability based on data collected from various sources using the multidisciplinary team approach. Compose a narrative of your clients' personal, family, social and vocational life in partnership with your clients. Course delivery by eLearn. ( no in class sessions)

25094 IH WE Apr11 6:30-9:30 12 \$242.83

### RN - Occupational Health Nursing Certificate

See Distance Education for course offerings.

### Oncology Nursing Certificate

See Distance Education for course offerings.

### 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](mailto: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/nephrologynursing](http://ce.mohawkcollege.ca/nephrologynursing)

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](mailto:cehealth@mohawkcollege.ca)  
[goran.popovic@mohawkcollege.ca](mailto: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/rn-operatingroom](http://ce.mohawkcollege.ca/rn-operatingroom)

### Operating Room Principles & Practices 1 Theory NRS10032

This course addresses surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

25131 IH WE Apr4 6:00-10:00 10 \$256.32

### Operating Room Principles & Practices 2 Theory NRS10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac.

25089 IH TU Apr24 6:00-10:00 10 \$269.81

### OR Laboratory Experience B HSCI10158

In an operating room environment, students will continue to practice their skills for scrub nurse and circulating nurse.

25132 OR TU Jun5 7:30-3:30 5 \$269.81

## O.R. Laboratory Experience C 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 perioperative nursing theory and skills in a full-time preceptor 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](mailto: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](http://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](mailto: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/rpn-operatingroom](http://ce.mohawkcollege.ca/rpn-operatingroom)

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](mailto: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](http://ce.mohawkcollege.ca/mdr)

### Clinical Experience Medical Device Reprocessing CLIN10059

Apply MDR Theory in a full-time preceptor 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.

**Questions?**  
905-540-4247 ext. 26709 /  
[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)  
905-540-4247 ext. 26736 /  
[sharon.hamilton1@mohawkcollege.ca](mailto: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](http://ce.mohawkcollege.ca/perinatalnursing)

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

#### NRSNG10055 - Intro to Perinatal Nursing 1 NRSNG10056 - Intro to Perinatal Nursing 2

Challenge exams are available for introduction to Perinatal Nursing 1 & 2 for nurses (RNs & RPNs) with appropriate knowledge, skills & clinical experience. Call 905-540-4247 ext. 26736 for registration information package for the 3 hour exam and call the program manager at 905-540-4247 ext 26709 for prerequisite assessment.

### Advanced Neonatal Nursing 2 NRSNGSCF3

Examine the assessment and care of high risk and critically ill neonates. Topics include cardiac problems, congenital anomalies, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. No Class Jun 7/12. Course manual on line.

25061 IH TH May3 9:00-4:00 6 \$504.47

### Advanced Neonatal Nursing 1 - Clinical Experience CLINNSCF2

Integrate the knowledge and skills learned in Advanced Neonatal Nursing in a clinical setting. Mohawk Medical clearance and current NRC required. Clinical experience takes place in Level 2 Perinatal Nursing. Prerequisite: NRSNG 10055, NRSNG 10056 & NRSNG 10045.

25060 FW Apr16 \$457.30

### Advanced Neonatal Nursing 2 - Clinical Experience CLINNSCF4

Integrate the knowledge and skills learned in a Neonatal Nursing 2 (Advanced) in a Level 2+ or 3 neonatal intensive care setting. Mohawk College medical clearance and NRC are required. Prerequisites: NRSNG 10055, NRSNG 10056 & NRSNG 10043.

25062 FW Jun1 \$457.30



# Health Sciences

## 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 NRS10049.

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 NRP required. Prerequisite: NRS10051.

25063 FW Apr16 \$455.95

## RPN Maternal Care Clinical Experience **CLIN10038**

Integrate the knowledge and skills learned in RPN Maternal Care (NRS1 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 (NRS1 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@pshsa.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/disabilitymgt](http://ce.mohawkcollege.ca/disabilitymgt)

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 accommodations; and the hierarchy of return-to-work options.

25007 IH FR Apr13 12:00-6:30 1 \$242.53

## Problem-Solving With Groups

### **MGMTRTC09**

Develop a range of facilitation skills that Return to Work Coordinators use to move the return-to-work process forward or to deal with general issues arising from the program.

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

### **MGMTRTC11**

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 Coordination

### **MGMTRTC12**

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 **MGMTRTC16**

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 **MGMTRTC18**

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 8:30-6:30 1 \$309.12

## Assistive 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 **MRKTRTC22**

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.

**CULIHCF10 - 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

supervisor receive priority. \*Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.

For program details and graduation requirements visit [ce.mohawkcollege.ca/foodservices](http://ce.mohawkcollege.ca/foodservices)

All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

## Food Preparation - 2 CULIHC50

Continue the study of cooking with emphasis on short order and breakfast items, pasta and rice, pastry dough, tea biscuits, muffins & yeast dough, salads & dressings. Prerequisite: CULI HCF20, Food Prep 1.

25047 IH TU Apr10 6:30-9:30 10 \$217.36  
25048 IH TH Apr12 6:30-9:30 10 \$217.36

## Food Service Management Functions SAFEHCF40

Learn to evaluate menus, identify appropriate cooking methods, adapt recipes to specific quantities, portion foods, control food inventories and calculate food costs for an institutional kitchen. CRN 25128 at Brantford includes Parking.

25045 IH TU Apr10 6:30-9:30 10 \$217.36  
25046 IH TH Apr12 6:30-9:30 10 \$217.36

## Food Services Fieldwork Requirement WORKHCF02

Required Fieldwork placement for students who are not currently working in a Health Care Facility.

25064 FW Apr9 \$388.21

## Personal Support Worker Certificate

Ontario College Certificate

Graduation Requirement: 17 courses

Develop critical knowledge and skills to provide personal care and support to people living at home and in long-term care facilities. This program, approved by the Ministry of Health and the Ministry of Training, Colleges and Universities, consolidates and replaces the Health Care Aide and Home Support programs.

Questions?  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

Admission Requirements

Ontario Secondary School Diploma (GED, College and Career Preparation) including:  
. Grade 12 English general, advanced C or U.  
. Grade 10 Mathematics, general or advanced, applied or academic.

Mature applicants (over 19 and not meeting the admission requirements) will be required to do the mature applicant testing.

You must submit a current immunization record before beginning the clinical placement. Successful completion of CPR Basic Rescuer C, Standard First Aid training and Mask Fitting is required prior to clinical placements. Police Clearance may also be required by some clinical sites.

For program details and graduation requirements visit [ce.mohawkcollege.ca/psw](http://ce.mohawkcollege.ca/psw)

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](mailto: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 PSWs, 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. 26736 /  
[sharon.hamilton1@mohawkcollege.ca](mailto:sharon.hamilton1@mohawkcollege.ca)

For program details visit [ce.mohawkcollege.ca/psw2pn](http://ce.mohawkcollege.ca/psw2pn)

## Palliative Care for Personal Support Workers Certificate

Ontario College Certificate

Graduation Requirement: 6 courses

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

Questions?  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

Admission Requirements

Personal Support Worker Certificate. Proof of certification must be faxed to Program Manager at 905-528-7706.

For program details and graduation requirements visit

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

## Clinical Field Placement CLIN10041

Integrate knowledge and skills acquired from the theoretical components of the program in a practical application under the guidance of experienced and knowledgeable personnel. Dates, times and clinical sites must be arranged with the Program Manager.

25069 FW Apr9 \$202.36

## Symptom Management within the PSW

Scope of Practice HSC110096

Focus on treatment modalities and symptom management strategies (within the PSW's Scope of Practice). Benefit from a 9-hour lab demonstrating caregiver skills and examine the roles of the Multidisciplinary and Interdisciplinary Health Care team.

25092 IH WE Apr4 6:30-9:30 10 \$217.36

## 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 4 approved Pharmacy Technician Bridging courses. These courses will prepare the Pharmacy Technician

to meet the education requirements for registration with OCP.

The Bridging courses may be taken in any order, as offered. You may use the PLAR process to challenge any of the courses except for the Professional Practice course which is mandatory. The Structured Practical Training component managed by OCP follows the completion of the bridging courses.

Questions?  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto: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 HSC110137

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 pharmacological uses of drugs within a variety of commonly encountered medical conditions.

25095 IH WE Apr4 6:30-9:30 11 \$242.59

## Product Preparation Pharmacy Technician Bridging HSC110139

Learn theoretical knowledge and practical skills for safe and accurate preparation of 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.

25096 IH TU Apr10 6:30-9:30 11 \$242.59

## 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](mailto: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](http://ce.mohawkcollege.ca/dementiastudies)

# Health Sciences / Hospitality & Travel

See box at beginning of Health Sciences section regarding Medical Clearance.

Contact the Program Manager for Clinical information.

## Clinical Field Placement With Clients CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

25076 FW Apr9 \$388.97

## Dementia Studies - Multidiscipline Certificate

Ontario College Certificate

Graduation Requirement: 8 courses

### Admission Requirements

Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

### 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 / RPNAO websites at [www.rnao.org](http://www.rnao.org) / [www.rpnao.org](http://www.rpnao.org)

Contact the Program Manager for Clinical information.

## Dementia Clinical/Placement CLINDEM08

Gain clinical experience

25077 FW Apr9 \$475.22

## Working with the Aged - Multidiscipline Certificate

See Distance Education section for program information and course offerings.

## Gerontology - Multidiscipline Certificate

See Distance Education section for program information and course offerings.

## Gerontology - Other

### Restorative Care HSCIGER05

Learn to improve the functioning of residents in long-term care facilities, with emphasis on the principles of restorative care, assessment tools, mobility and ambulation dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a certificate program in Health Sciences or Human Services..

25091 IH TU Apr10 6:30-9:30 10 \$214.36

Oops! We didn't know you wanted it  
Register early - we need at least 10 students to run our classes

## 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](mailto: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](http://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 **ACKNOWLEDGEMENT 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 HOSPFB001

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. Liquor/product costs \$45.00 included in fee.

21752 FF MO Apr16 6:30-10:00 6 \$201.14

### Mixology 2 HOSPFB002

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

Give the Gift of Education!  
Gift Certificates available  
905-385-4295

### Smart Serve Certification Course HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Fee includes a manual \$17.30.

21754 FF TU Apr17 6:00-9:00 1 \$50.00

21755 BF TU May8 6:00-9:00 1 \$50.00

21756 FF SA May26 10:00-1:00 1 \$50.00

21757 FF TU Jun19 6:00-9:00 1 \$50.00

21758 FF TU Jul10 6:00-9:00 1 \$50.00

### 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

### IMPORTANT INFORMATION REGARDING

#### IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes

## 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 CULIG1737

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 CULIG1738

Learn icing flowers, flood work, rolled fondant, brush embroidery and more. Supply costs (approx. \$40) are the responsibility of the participant. Prerequisite: Level 1

21762 FF TH May24 6:30-9:30 5 \$115.03



**Cake Decorating 3 CULIGI739**  
Learn gum paste roses, lily nail flowers, string work, embroidery and more. Design and produce 3-tier wedding cake. Supply costs (approx. \$50) are the responsibility of the participant. Prerequisite: Level 2.  
21763 FF SA Jun23 9:00-2:00 3 \$115.03

**Food...Food...Food**  
You may register in food courses anytime up to 3 days before the start date. Phone the Program Manager at 905-575-1212 ext. 3009 / 519-759-7200 ext. 3009 for permission after this time period. You may apply for a refund or transfer up to three days prior to start date. Food costs are not included in the course fee for courses with several sessions. Food costs must be paid to the instructor on the first night of class.

**\*\*Please bring a sharp knife, hand towel and an apron to all FOOD courses!**

**Cooking - Basic CULIGI138**  
Join Chef Time Humble and amaze your family and friends with your new culinary talents. Bring a sharp knife, tongs, apron and towel. Food costs of \$35.00 to be paid to instructor at the first class.  
21767 FF MO Apr23 7:00-10:00 4 \$140.00

**Cooking - Beyond Basic CULIGI472**  
A continuation of Cooking - Basic, join Chef Tim Humble and learn classic and modern methods of food preparation. Food costs of \$50 to be paid to the instructor on the first class.  
21792 FF MO May28 7:00-10:00 6 \$190.00

**Gourmet Dining CULI10002**  
Join Executive Chef Ken LeFebour for a culinary adventure. Prepare six signature menus with international influences. Food costs of \$55.00 to be paid to the instructor at the first class.  
21768 FF WE Apr18 7:00-10:00 6 \$198.00

**Spring and Summer Soups CULI10058**  
Explore the limitless possibilities of soup with Chef Leo Gillis beginning with fresh stock, you will then create a variety of hot, cold, green and fruity soups. Food costs of \$20 to be paid to the instructor on the first night.  
21769 FF TU Apr24 7:00-10:00 3 \$88.00

**Weekend Food Bread - Bake it at Home CULI10059**  
Learn to bake wheat based yeast breads at home using a variety of grains and seeds. No additives or preservatives used; taste the difference! Food costs of \$10 included in course fee.  
22069 FF SA Apr28 10:00-4:00 1 \$85.00

**It's BBQ Season CULIGI130**  
Join Chef Leo Gillis for an entertaining day of cooking over a fire. Make grilled appetizers and easy entrees for a crowd, that are light, right and nutritious. Food costs of \$25.00 included in course fee.  
21783 FF SA Jun2 10:00-4:00 1 \$115.00

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

**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 20's 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 Iguacu 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 by Web, Mail, Fax or  
In person  
Debit, credit (VISA and MasterCard),  
cash and certified cheque accepted.

# Human Services

## Human Services

### Questions?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@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](mailto:marco.felvus@mohawkcollege.ca) for additional details.

22455 BL SA/SU Apr28 9:00-5:00 2 \$262.99

### Nonviolent Crisis Intervention **CONFMHN08**

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 SA/SU May5 9:00-4:00 2 \$89.22

### Non-Violent Crisis Intervention-Recertification **CONFEH108**

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 **GINT10029**

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

## Community Leadership

### Community Studies - Other Courses

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

### 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 6:30-9:30 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 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-2158 / [sue.vattay@mohawkcollege.ca](mailto: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](http://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 RECLRLA01, RECLRLA02, MGMT10006, HMNSSNPN, HMNSSSFR1, or TRVLT1415. Class dates: Tues April 17, Sat April 21 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 RECLRLA02. 2 Thurs classes May 10 and June 7.

21848 FF TU May8 6:00-9:00 10 \$223.06  
 TH 6:00-9:00

## 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](mailto:crearts@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/fundraising](http://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](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/notforprofit](http://ce.mohawkcollege.ca/notforprofit)

### Mission, Vision, Values Workshop **PLAN10000**

Examine the principles and framework for the operation of not-for-profit organizations. A prerequisite for all other courses in the Not for Profit Leadership Development Certificate program.

21818 FF SA May5 9:00-4:00 1 \$73.00

### Practical Human Resources Management **HRESSSNPH**

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 **MISCSSNPM**

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

Oops! We didn't know you wanted it  
 Register early - we need at least 10 students to run our classes

64	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

# Recreation & Leisure Services Diploma

Recreation Practicum  
22564 FW

WORKRL142  
\$468.75

## 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](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit

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

**Volunteer Management 3 MGMTSSP63**

Learn to integrate data collection, problem solving, research 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 Apr10 6:30-9:30 14 \$429.61

## 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](mailto:cehumserv@mohawkcollege.ca)

905-575-1212 ext. 3668 /

[janice.duda-kosar@mohawkcollege.ca](mailto:janice.duda-kosar@mohawkcollege.ca)

Admission Requirements

Completion of a Human Services Diploma.

For program details and graduation requirements visit [ce.mohawkcollege.ca/acd](http://ce.mohawkcollege.ca/acd)

**Introduction to Concurrent Disorders  
HMNS10034**

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 Apr18 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](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit [ce.mohawkcollege.ca/bereavementcounselling](http://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 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-1212 ext. 3576 /

[lidia.siino@mohawkcollege.ca](mailto: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](http://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 Apr14 9:00-4:00 6 \$289.97

**Group Facilitation Skills CREDCAR05**

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

21720 FF WE Apr18 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](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit [ce.mohawkcollege.ca/bereavementsupport](http://ce.mohawkcollege.ca/bereavementsupport)

Contact the Program Manager regarding future offerings.

## 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](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit

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

**Individual Counselling COUNTC104**

Examine the philosophy, methodology and practices of major counselling theories.

21840 FF TH Apr12 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 LAWSGT301.

21821 FF WE Apr11 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](mailto:cehumserv@mohawkcollege.ca)

905-575-1212 ext. 3668 /

[janice.duda-kosar@mohawkcollege.ca](mailto:janice.duda-kosar@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. Application forms can be downloaded from our website.

You require Grade 12 (or equivalent) including 70% in English, or mature student status with admission tests. You must complete a program questionnaire. Related volunteer experience is strongly recommended.

For program details and graduation requirements visit

[www.mohawkcollege.ca/calendar/socialServWorker.html](http://www.mohawkcollege.ca/calendar/socialServWorker.html) or [ce.mohawkcollege.ca/socialserviceworker](http://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 Apr19 6:30-9:30 10 \$208.19



# Human Services

## Interviewing Skills COMMSO226

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 14 \$312.28

## Social Service Work Practice With Diverse Groups HMNSO232

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 HMNSO332

Year 3 & 4. Understand the needs of families with infants, children and adolescent members. 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

## Field Placement 2(P-T) WORKSOB21

22058 FW \$389.02

## Field Placement 3 (P-T) WORKSOC21

22059 FW \$389.02

## Field Placement 4(P-T) WORKSOD21

22060 FW \$389.02

## Field Placement 5(P-T) WORKSOE21

22061 FW \$389.02

## Field Placement 6 (P-T) WORKSOF21

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](mailto:cehumserv@mohawkcollege.ca)  
905-575-2158 / [sue.vattay@mohawkcollege.ca](mailto: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](http://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 TU/TH Apr26 6:00-9:00 12 \$267.67

Visit our website  
[ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## Private Security / Investigators

### Questions?

519/759-7200 ext. 7210  
[lisa.brown16@mohawkcollege.ca](mailto:lisa.brown16@mohawkcollege.ca)

Note: Ministry fees re: private security or investigators test/licence are outlined at [www.mcscs.jus.gov.on.ca](http://www.mcscs.jus.gov.on.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 SA/SU May5 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](mailto:cehumserv@mohawkcollege.ca)  
905-575-1212 ext. 3590 / [marco.felvus@mohawkcollege.ca](mailto: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](http://www.mohawkcollege.ca/calendar/childyouthworker) or [ce.mohawkcollege.ca/cyw](http://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 groups. 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, COUNCC359, HMNSCC362, HSCICC327.  
22068 FF MO Apr16 6:30-9:30 12 \$312.28

## Community Interventions & Resources HMNSCC553

Year 3 & 4. Review systems and other community change theories, learn methods of identifying gaps in service, access community resources, communication networks, professional networks, referral procedures and strategies for change. Course material will be covered via 39 hours in class and 3 hours on line delivery. Prerequisites: HMNSCC457, HMNS458, 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 case and 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 MGMTCC153

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 C&Y 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 CRECCC601 (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 Apr14 9:30-4:30 4 \$208.19

66	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 CREDD601 (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 May12 9:30-4:30 2 \$104.09

## Field Work Practicum 1 WORKCC255

Contingent on completion of required course work.

22353 FW \$610.12

## Field Work Practicum 2 WORKCC455

Contingent on completion of required course work.

22354 FW \$685.74

## Field Work 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 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

905-575-2709 /

[jacqueline-p.adams@mohawkcollege.ca](mailto: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

[www.mohawkcollege.ca/calendar/ece](http://www.mohawkcollege.ca/calendar/ece) or [ce.mohawkcollege.ca/ece](http://ce.mohawkcollege.ca/ece)

Communications (COMMLL041), Ethics and Active Citizenship (COMM10034), or an elective, may be taken at any time. See the index for course offerings.

Communicable Disease Screening may be required before you begin your placement. Contact the Program Manager for details.

## Field Placement 1 & Seminar

### WORKEC298

22488 FW \$337.87

## Field Placement 2 & Seminar

### WORKEC299

22489 FW \$566.86

## Field Placement 3 & Seminar

### WORKEC398

22490 FW \$566.86

## 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](mailto:lynn.james@mohawkcollege.ca)

#### Admission Requirements

An ECE Diploma or equivalent.

For program details and graduation requirements visit

[ce.mohawkcollege.ca/eceleadershipadmin](http://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 Apr16 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 Apr19 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 /

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

905-575-2256 (press 1) /

[karen.pavao@mohawkcollege.ca](mailto: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/eceresourceteacher](http://ce.mohawkcollege.ca/eceresourceteacher)

## 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 Apr16 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 /

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

#### Academic Coordinator

[linda.jones@mohawkcollege.ca](mailto:linda.jones@mohawkcollege.ca)

#### Field Placement Coordinator

[kim.laush@mohawkcollege.ca](mailto: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/](http://www.mohawkcollege.ca/calendar/)

[Educational\\_Assistant](http://Educational_Assistant) or

[ce.mohawkcollege.ca/ea](http://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](mailto:crearts@mohawkcollege.ca)

In more than 30 Mohawk College programs, COMM10092: College Communications is now a prerequisite for COMMLL041: Communications. All students enrolled in a full-time program, including those taking COMMLL041 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,

# Languages & Communications

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](mailto:assessment@mohawkcollege.ca)

For sample questions and more information visit [www.mohawkcollege.ca](http://www.mohawkcollege.ca) and click on "Student Services", then "Assessments for Success", then "Resources".

**Students taking Communications (Langs) COMMLL041 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMLL043 OR COMMLL044) would be more suitable. Students wishing to register for COMMLL044 beginning Monday April 24, 2012 must have one of the following prerequisites: COMM10092, COMMLL043, 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](mailto:caroline.neufeld@mohawkcollege.ca) / 905-575-1212 ext. 3284 or 3800.**

## **AC - Communications, Part B COMMLL044**

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

21731 FF TU/TH Apr24 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 LL044.

21726 FF MO Apr16 7:00-9:00 14 \$208.19

21727 FF WE Apr18 7:00-9:00 14 \$208.19

21728 FF SA Apr21 10:00-12:00 14 \$208.19

21729 FF TU May1 6:00-10:00 14 \$208.19

21732 FF TU/TH Jul10 6:30-8:30 14 \$208.19

## **College Communication COMM10092**

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 Apr19 6:00-9:00 14 \$312.28

**Need Grade 12 equivalency?  
905-575-2029**

## **Communications (Langs) COMMLL041**

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

21723 FF MO Apr16 6:30-9:30 14 \$312.28

21724 FF WE Apr18 6:30-9:30 14 \$312.28

21725 FF TH Apr19 6:30-9:30 14 \$312.28

21733 FF TU/TH Jul10 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 course.

April 2 to June 27, 2012

### **EWC - (CLB 7) Enhanced Workplace Communication**

Free 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](mailto: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 4 level.

22111 FF TU May8 \$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 May8 \$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 May8 \$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 May8 \$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](mailto: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 May8 \$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 May8 \$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 May8 \$219.00



# 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 May8 \$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, notetaking, and abbreviating information. Skill development at Canadian Language Benchmark 6.  
22139 FF TU May8 \$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 affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.  
22135 FF TU May8 \$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 May8 \$219.00

## Applied Writing for College COMM10208

Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.  
22141 FF TU May8 \$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 May8 \$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 research and citations also receive emphasis.  
22306 FF TU May8 \$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 May8 \$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 May8 \$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

### Questions?

905-575-1212 ext. 3566 /  
melissa.topp@mohawkcollege.ca

## Languages - Other (CREDIT COURSES)

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

## American Sign Language I LANGLL120

Learn the basics of the communication system used by most deaf people.  
22152 FF TU Apr10 7:00-10:00 13 \$289.97

## American Sign Language II LANGLL220

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 Apr12 7:00-10:00 13 \$289.97

## Conversational Mandarin Chinese LANGLLA16

Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.  
22155 FF TU Apr10 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 Apr11 7:00-10:00 13 \$289.97

## German-Conversational 1 LANGLLA11

Develop basic language for travel and everyday communication, with emphasis on pronunciation.  
22156 FF MO Apr9 7:00-10:00 13 \$289.97

## German-Conversational 2 LANGLLB11

Enhance your abilities with conversational German. Prerequisite German 1 or equivalent.  
22159 FF WE Apr11 7:00-10:00 13 \$289.97

## Italian 1 LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.  
22163 FF MO Apr9 7:00-10:00 13 \$289.97

## Italian 2 LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.  
22164 FF WE Apr11 7:00-10:00 13 \$289.97

## Italian 3 LANGLLC03

Perfect your abilities with the Italian language. Prerequisite: Italian Conversational 2 or equivalent.  
22165 FF TU Apr10 7:00-10:00 13 \$289.97

## Sign Language I - Part A LANGLL359

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 Apr14 9:00-5:00 13 \$289.97  
22272 FF SA/SU May26 9:00-5:00 13 \$289.97  
22273 FF MO-FR Aug20 9:00-5:00 5 \$289.97

## Spanish For Beginners LANGLLE01

Develop your conversational skills for everyday communication. Good for travelers.  
22167 FF MO Apr9 7:00-10:00 13 \$289.97  
22168 FF TU Apr10 7:00-10:00 13 \$289.97  
22169 FF WE Apr11 7:00-10:00 13 \$289.97

## Spanish-Conversational 1 LANGLLA04

Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent.  
22171 FF MO Apr9 7:00-10:00 13 \$289.97  
22170 FF SA Apr14 9:30-12:30 13 \$289.97

## Spanish-Conversational 2 LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.  
22173 FF WE Apr11 7:00-10:00 13 \$289.97

## Spanish-Conversational 3 LANGLLC04

Continue the study of Spanish at the advanced level. Prerequisite: Spanish Conversation II or equivalent level of skill.  
22172 FF TH Apr12 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.

# Languages & Communications

## Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
Val LeBlanc 905-561-6093

## For program details and graduation requirements visit

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

Prerequisites must be met.

### CHALLENGE EXAMS

If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. You may challenge up to 75% of the required credits.

For beginners, no placement test is required; register directly in La Pratique 1.

Written test (FR003, FR004, FR005, FR006) You may obtain up to 4 credits with these tests which measure competence in grammar.

Oral test (FS032, FS033) You may obtain up to 2 credits with these tests which measure conversational competence.

**A non-Refundable fee will be charged.**

**Exam Date: Wednesday, April 11, 2012 from 6:00 p.m. to 9:00 p.m. in Room J237 Fennell Campus**

Contact Prior Learning Assessment & Recognition (PLAR) at [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca)

For placement in the appropriate French course, contact Val LeBlanc at 905-561-6093.

### La Pratique du Francais 1 LANGFR003

Learn the basics of grammatical structures and vocabulary for conversational applications. REQUIRED TEXT: "En bons termes" by Prentice Hall.

22216 FF MO Apr16 6:30-9:30 13 \$289.97

22217 FF TU Apr17 6:30-9:30 13 \$289.97

22219 FF WE Apr18 6:30-9:30 13 \$289.97

22220 FF SA Apr21 9:00-12:00 13 \$289.97

### La Pratique du Francais 2 LANGFR004

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

22222 FF MO Apr16 6:30-9:30 13 \$289.97

22223 FF TH Apr19 6:30-9:30 13 \$289.97

22225 FF SA Apr21 9:00-12:00 13 \$289.97

### La Pratique du Francais 3 LANGFR005

Exprimez-vous sans probleme dans une discussion se rapportant a une situation quotidienne. Le passe compose est un des points grammaticaux les plus importants enseignes dans ce niveau.

22226 FF TU Apr17 6:30-9:30 13 \$289.97

22229 FF SA Apr21 9:00-12:00 13 \$289.97

### La Pratique du Francais 4 LANGFR006

Etudiez les elements grammaticaux dans un contexte a la fois personnel et culturel: conditionnel present, revision des temps etudies dans les niveaux precedents.

22233 FF TH Apr19 6:30-9:30 13 \$289.97

### La Pratique du Francais 5 LANGFR007

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

22234 FF MO Apr16 6:30-9:30 13 \$289.97

### Parlons Avance 6 LANGFS082

Build your communication skills and fluency through the discussion of current events, magazine articles and other sources. Prerequisite: FS081

22235 FF TU Apr17 6:30-9:00 12 \$223.06

22236 FF FR Apr20 9:30-12:00 12 \$223.06

### Parlons Francais 1 LANGFS032

Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequisite: FR005 La pratique du francais 3.

22243 FF TH Apr19 6:30-9:30 13 \$289.97

### Parlons Francais 2 LANGFS033

Developpez votre vocabulaire et differentes structures orales en etudiant les themes suivants: "Preparons un voyage!", "Passons la douane!", "Arrivee a l'hotel!", "Sejour a l'hotel!", "Depart de l'hotel!". Prerequisite: Parlons Francais 1 FS032, La Pratique du Francais 3 FR005.

22244 FF WE Apr18 6:30-9:30 13 \$289.97

### Parlons Francais 3 LANGFS071

Developpez votre vocabulaire en etudiant les themes suivants: "Visitons la ville.", "Habillons-nous!", "Allons a la banque!", "Allons au restaurant!", "Allons magasiner!". Relaxed atmosphere. Conversation, situations from everyday life. Prerequisite: FS033 Parlons francais 2, FR007 La Pratique du Francais 5.

22251 FF TU Apr17 6:30-9:30 13 \$289.97

### Advanced French

Broaden your knowledge in the areas of grammar and conversation. A selection of 30 hour courses has been developed to intensify your grammatical knowledge previously learned through a series of exercises, compositions, office practices and more. Other courses will expand your oral knowledge by doing listening and reading exercises. Further enhanced by spontaneous dialogue through presentations and debates dealing with past and current events.

Val LeBlanc 905-561-6093

### Admission Requirements

Prerequisite: Certificate of Competence in the French Language.

### La Grammaire Avancee 1 LANG10046

La maitrise des regles grammaticales et la formation des temps des verbes 'reguliers et irreguliers' et leurs emplois dans des exercices ecrits et oraux. Ainsi que l'emploi et le placement des pronoms.

22214 FF WE Apr18 6:30-9:30 10 \$223.06

### Language Interpreter Training Program

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

### Questions?

905-575-2307 / [bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

### Admission Requirements

1. Minimum Ontario Secondary School Diploma or equivalent
2. Fluency (reading, writing, speaking) in English as well as a second language.

Note: Intended for individuals with excellent proficiency in English and a second language.

For program details visit [ce.mohawkcollege.ca/languageinterpreter](http://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 LANG 10036. 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](mailto: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.

22503 FF TU/TH Apr17 6:30-9:30 10 \$223.06

22504 FF SA Apr21 9:00-3:30 5 \$223.06

### Consecutive Interpreting LANG10032

Benefit from a skilful 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.

22505 FF TU/TH May29 6:30-9:30 10 \$223.06

22506 FF SA Jun2 9:00-3:30 5 \$223.06

### 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.

22508 FF SA Apr21 9:00-4:30 5 \$223.06

70	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

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

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto: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](http://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

### COMMLL945

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

22400 FF TU Apr10 7:00-10:00 13 \$289.97

## Intro to Creative Non-Fiction

### COMM10000

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-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 will be covered - poetry, 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](mailto:ce.mohawkcollege.ca)

## Leisure Education

### LEISURE EDUCATION...SOMETHING FOR EVERYONE

Why not add something new to your life? Consider various leisure opportunities. Look for Golf, Fencing, Coaching, Wilderness and Fitness leadership courses.

#### Questions?

905-575-2298 / [katya.garon@mohawkcollege.ca](mailto: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 in course fee.

22228 FF FR May11 6:00-10:00 1 \$130.00

22231 FF FR Jul20 9:00-4:00 1 \$130.00

SA 9:00-4:00

## 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.

22213 FF FR May25 6:00-10:00 2 \$130.00

22215 FF FR Jul27 6:00-10:00 2 \$130.00

SA 9:00-4:00

### NEW!

## 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.

22238 FF FR May11 6:00-10:00 1 \$55.00

22239 FF FR Jul27 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.

22218 FF FR Jun1 6:30-10:00 2 \$125.00

SA 9:00-3:00

## 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



# 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 Apr14 10:00-3:00 1 \$80.00

## Wilderness Survival Skills RECL10001

Explore essential survival skills including prevention and avoidance skills, 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 1 SPRTLE213

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 a 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 real ball at Wedgewood Golf Range (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 manoeuvring a kayak on flat water, and class one and two 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  
SA/SU 8:30-3:30

### Kayaking Pool Workshop RECLLE148

Learn the fundamentals of manoeuvring a kayak on flatwater. 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 Apr26 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](mailto: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 HLTHFI001

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 HLTHFI004

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](http://ce.mohawkcollege.ca/mathematics-statistics)

## Business Diploma Math Courses

**Questions?**  
905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-1212 ext. 3333 /  
[mike.bozzo@mohawkcollege.ca](mailto: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 7:00-9:00 19 \$404.82

## Mathematics - Lecture Courses

**Questions?**  
905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3481 /  
[frosina.stojanovska-pocuca@mohawkcollege.ca](mailto:frosina.stojanovska-pocuca@mohawkcollege.ca)

### Engineering Mathematics 2 MATH10021

An introduction to Functions, Graphs, Straight Line, Quadratic Equations, Analytic Trigonometry, Empirical Equations, Differential and Integral Calculus. Prerequisite: MATHMA179 or equivalent.  
22322 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 19 \$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

72	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

## Mathematics

**MATHMS271**  
Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171. Monday class is every second Monday.  
22310 FF TH May3 6:00-9:00 19 \$404.82  
MO 6:00-9:00

## Math Learning Centre Courses

**Questions?**  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2155 / [glenda.davis@mohawkcollege.ca](mailto:glenda.davis@mohawkcollege.ca)

For details visit [ce.mohawkcollege.ca/mathematics-statistics](http://ce.mohawkcollege.ca/mathematics-statistics)  
To start any of the individualized courses, register in the course and you must attend the one hour mandatory introductory session in the Math Learning Centre, starting at 6:00 pm on the date indicated by the CRN in which you registered. The Math Learning Centre is located in the Learning Support Centre Room C122 at the Fennell Campus.

**Please Note: Material is based on a Windows operating environment.**

## 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

**MATH10012**  
Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	\$312.28
21853 - Apr3	21856 - Apr23	21857 - May9
21858 - May24	21859 - Jun6	21860 - Jun25
21861 - Jul19	21862 - Aug21	

## Mathematics

**MATH10020**  
Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.

FF	6:00-9:00	\$312.28
22477 - Apr3	22478 - Apr23	22479 - May9
22480 - May24	22481 - Jun6	22482 - Jun25
22483 - Jul19	22484 - Aug21	

## Mathematics

**MATH10024**  
Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173.

FF	6:00-9:00	\$312.28
21870 - Apr3	21871 - Apr23	21872 - May9
21874 - May24	21875 - Jun6	21876 - Jun25
21877 - Jul19	21879 - Aug21	

Watch for our  
Fall 2012 catalogue  
Available in print on  
Tuesday, August 14

## Mechanical Intermediate Algebra

**MATH10029**  
Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry: 4 month (42 hour). Prerequisite: MATHMS165 or equivalent.

FF	6:00-9:00	\$312.28
21855 - Apr3	21863 - Apr23	21864 - May9
21865 - May24	21866 - Jun6	21867 - Jun25
21868 - Jul19	21869 - Aug21	

## Mathematics for Computer Studies

**MATH10042**  
Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	\$404.27
21880 - Apr3	21881 - Apr23	21882 - May9
21883 - May24	21884 - Jun6	21885 - Jun25
21886 - Jul19	21887 - Aug21	

**NEW!**

## 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 Apprenticeship - Math

**MATHMA001**  
Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration. 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00-9:00	\$353.59
21888 - Apr3	21889 - Apr23	21904 - May9
21892 - May24	21905 - Jun6	21906 - Jun25
21894 - Jul19	21895 - 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	21900 - Jun6	21901 - Jun25
21902 - Jul19	21903 - Aug21	

## Preparatory Mathematics(Business)

**MATHMA003**  
Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. 4 month (48 hour). Prerequisite: Grade 11 Math (U or C).

FF	6:00-9:00	\$353.59
21907 - Apr3	21909 - Apr23	21891 - May9
21908 - May24	21910 - Jun6	21911 - Jun25
21912 - Jul19	21913 - Aug21	

Free Academic Upgrading  
905-575-2029

## 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	22425 - 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
21944 - 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	

# Math/Statistics / Social Sciences / General Interest

## Mathematics

**MATHMS122**  
Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. 4 month (56 hour). Prerequisite: Grade 10 Math (applied or academic).

<b>FF</b>	<b>6:00-9:00</b>	<b>\$404.27</b>
21970 - Apr3	21971 - Apr23	21972 - May9
21973 - May24	21974 - Jun6	22426 - Jun25
21975 - Jul19	21976 - Aug21	

## Mathematics For Construction

**Technician** **MATHMS144**  
Study Algebra, Unit Conversions, Geometry & Mensuration and Right Triangle Trigonometry. 4 months (42 hour) Prerequisite: Grade 12 Math (C or U).

<b>FF</b>	<b>6:00-9:00</b>	<b>\$312.28</b>
21977 - Apr3	21978 - Apr23	21979 - May9
21981 - May24	21982 - Jun6	21983 - Jun25
21984 - Jul19	21985 - Aug21	

## Mathematics

**MATHMS150**  
Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

<b>FF</b>	<b>6:00-9:00</b>	<b>\$312.28</b>
21986 - Apr3	21987 - Apr23	21980 - May9
21988 - May24	21989 - Jun6	21990 - Jun25
21991 - Jul19	21992 - Aug21	

## Mechanical Basic Algebra

**MATHMS165**  
Learn about, Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

<b>FF</b>	<b>6:00-9:00</b>	<b>\$404.27</b>
21993 - Apr3	21994 - Apr23	21995 - May9
21996 - May24	21997 - Jun6	21998 - Jun25
21999 - Jul19	22000 - Aug21	

## Mathematics

**MATHMS173**  
Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

<b>FF</b>	<b>6:00-9:00</b>	<b>\$404.27</b>
22001 - Apr3	22002 - Apr23	22004 - May9
22005 - May24	22006 - Jun6	22007 - Jun25
22008 - Jul19	22009 - Aug21	

## Mathematics 2 For Construction

**Technician** **MATHMS244**  
Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.

<b>FF</b>	<b>6:00-9:00</b>	<b>\$312.28</b>
22010 - Apr3	22011 - Apr23	22012 - May9
22013 - May24	22014 - Jun6	22015 - Jun25
22016 - Jul19	22017 - Aug21	

## Mathematics

**MATHMS248**  
Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.

<b>FF</b>	<b>6:00-9:00</b>	<b>\$404.27</b>
22018 - Apr3	22019 - Apr23	22020 - May9
22021 - May24	22022 - Jun6	22024 - Jun25
22025 - Jul19	22026 - Aug21	

## Mathematics

**MATHMS377**  
Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.

<b>FF</b>	<b>6:00-9:00</b>	<b>\$312.28</b>
22027 - Apr3	22028 - Apr23	22029 - May9
22030 - May24	22032 - Jun6	22034 - Jun25
22036 - Jul19	22037 - Aug21	

## Applied Packaging Design

**PCKG10002**  
Develop the understanding of Equations, Percents, Geometry and Mensuration, Unit Conversions and Trigonometry. 4 month (56 hour).

<b>FF</b>	<b>6:00-9:00</b>	<b>\$404.27</b>
22038 - Apr3	22039 - Apr23	22040 - May9
22041 - May24	22042 - Jun6	22043 - Jun25
22044 - Jul19	22045 - Aug21	

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

## 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.

#### The following restrictions apply:

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

#### Questions?

905-575-1212 ext. 3085 / [ann.bennett@mohawkcollege.ca](mailto:ann.bennett@mohawkcollege.ca)  
905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

#### World of Abnormal Psychology

refer to Distance Education section

#### Current Affairs:Canada/World

**SSCISS291**  
21745 FF WE Apr18 6:00-9:15 13 \$312.28

#### Developmental Psychology

**PSYCSS271 (E)**  
Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality.

21744 FF TU Apr17 6:00-9:15 13 \$312.28  
21743 FF TH Apr19 6:00-9:15 13 \$312.28

## Environmental Sustainability

**SSCI10037 (E)**  
What is environmental sustainability? How do you impact the future of human life on earth? Within this course these questions will be tackled through discussion and interactive lecture. Topics such as water, food and energy production, housing, population and climate change will be just some of the issues that will be researched and discussed in this class.  
21742 FF WE Apr18 6:00-9:15 13 \$312.28

## Human Relations

**SSCISS170 (E)**  
Develop your self-awareness and self-confidence in personal and professional human relations, with emphasis on motivation; conformity, persuasion; supervision and employee relations and personality formation.  
21741 FF WE Apr18 6:00-9:15 13 \$312.28

## Introductory Psychology

**PSYCSS156 (E)**  
Benefit from in-depth study of learning, motivation, perception and the dynamics of personality.  
21739 FF TU Apr17 6:00-9:15 13 \$312.28  
21740 FF WE Apr18 6:00-9:15 13 \$312.28

## Sociology 1

**SSCISS108 (E)**  
Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings.  
21736 FF TU Apr17 6:00-9:15 13 \$312.28  
21737 FF WE Apr18 6:30-9:30 14 \$312.28

## Sociology 2

**SSCISS109 (E)**  
Further develop your understanding of the interrelationship between the individual and society, and between different social groups.  
21738 FF WE Apr18 6:30-9:30 14 \$312.28

## General Interest

#### Questions?

905-575-1212 ext. 3009 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
[ce.mohawkcollege.ca/generalinterest](http://ce.mohawkcollege.ca/generalinterest)

### Dancing

#### Ballroom Dancing-Beginners

##### DANCGI901

Learn the basics of Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., E.  
21765 OR WE Apr18 7:00-8:30 8 \$138.00

#### Ballroom Dancing-Intermediate

##### DANCGI902

Enhance your skills with the six dances covered in the basic course, plus Merengue, Samba and Salsa. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., East  
21766 OR WE Apr18 8:30-10:00 8 \$132.41

### 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 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. Material costs included in the course fee.

74	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20



# 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 skills 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 team 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

### HLTH10148

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, statutory 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

**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.  
22461 OR TU May15 9:00-12:00 4 \$80.94

**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.  
22463 OR TU Jun12 9:00-12:00 4 \$80.94

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?

905 575-1212 ext. 3805. /  
[patrice.palmer@mohawkcollege.ca](mailto: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  
22383 FF TU/TH May22 5:30-9:30 5  
SA 9:00-5:00

## Workplace Communication Skills for Human Services 4 COMM10233

22384 FF TU/TH Jun19 5:30-9:30 5  
SA 9:00-5:00

## Workplace Communication Skills for Human Services 5 COMM10234

22385 FF TU/TH Jul19 5:30-9:30 4  
SA 9:00-5:00

# 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 at the YMCA required prior to registration.

### Workplace Communication for Health Sciences 1 COMM10235

OSLT Workplace Communication Skills for Health Sciences.  
22373 FF TU/TH Apr3 6:00-10:00 4

### Workplace Communication for Health Sciences 2 COMM10236

OSLT for Health Sciences 2  
22377 FF TU/TH Apr24 6:00-10:00 5

### Workplace Communications Skills for Health Sciences 3 COMM10237

OSLT workplace communications  
22375 FF TU/TH May22 6:00-10:00 5  
SA 9:00-5:00

### Workplace Communication Skills for Health Sciences 4 COMM10238

22378 FF TU/TH Jun19 6:00-10:00 5  
SA 9:00-5:00

### Workplace Communication for Health Sciences 5 COMM10239

22379 FF TU/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.

## Community Training Solutions

Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.

Questions?  
905-575-2024 / toll free 1-866-891-2011 / [muzeria.nuredini@mohawkcollege.ca](mailto:muzeria.nuredini@mohawkcollege.ca)  
[www.mohawkcollege.ca/communitytraining](http://www.mohawkcollege.ca/communitytraining)

Visit our NEW Community Welcome Centre, Room J137, Fennell Campus, for the following services;

## College & Career Preparation

[www.mohawkcollege.ca/ccp](http://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?  
Hamilton 905-575-2029  
Brantford 519-758-6083  
or 905-575-1212 ext. 6083

### Deaf Empowerment Program

Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. You may attend the day program, at the Fennell Campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend this program at no cost.

Questions?  
Voice: 905-575-2029 / toll free 1-866-891-2011 /  
TTY: 905-575-2436 / [dep@mohawkcollege.ca](mailto:dep@mohawkcollege.ca)

These Employment Ontario programs are funded by the Ontario Government.

### TOWES - Testing of Workplace Essential Skills Assessment

TOWES is designed to meet the needs of business and industry and the community. TOWES tests evaluate an employee's or potential employee's skills against specific occupational profiles, providing workplace-based criteria to assess academic and other skills in relation to the individual's job and career path requirements.

Questions?  
905-575-2308 / toll free 1-866-891-2011.

## Community Employment Services

Visit the Community Welcome Centre, Room J137.

Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

### Services provided:

- \* Individual job search assistance

\* Creating an effective resume

\* Improving interview techniques

\* Upgrading and training opportunities

Two Locations:

- Hamilton Mountain at Fennell campus  
Hours Monday-Friday 8:30 a.m. to 4:30 p.m.  
Tuesdays 8:30 a.m. to 7:00 p.m.
- East Hamilton/Stoney Creek at STARRT Institute  
Hours Monday-Friday 8:30 a.m. to 4:30 p.m.  
Thursdays 8:30 a.m. to 7:00 p.m.

### Questions?

905-575-2177 / toll free 1-866-891-2011  
[jobs@mohawkcollege.ca](mailto: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 /  
[secondcareer@mohawkcollege.ca](mailto:secondcareer@mohawkcollege.ca)  
[jobs@mohawkcollege.ca](mailto: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](mailto:sjs@mohawkcollege.ca)

Fennell 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](mailto:preapp@mohawkcollege.ca)  
[www.mohawkcollege.ca/preapp](http://www.mohawkcollege.ca/preapp)

Need Grade 12 equivalency?  
905-575-2029

## MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is committed to providing people with the necessary skills and expertise required for future business success. Scheduled and customized training solutions are available to meet your needs.

For more information visit [www.mcecor.com](http://www.mcecor.com)

**NEW! ONLINE COMPUTER AND LEADERSHIP COURSES NOW AVAILABLE.**

Visit [www.mcecor.com](http://www.mcecor.com) or call 905-667-6230 to register today.

### 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](http://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 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

### Predictive Maintenance Technologies MECHMMP06

Discover how predictive maintenance dovetails with maintenance. Focus on various predictive maintenance and condition-based maintenance technologies.

21549 FF SA Apr14 9:00-5:00 4 \$595.25

### Management Skills & Techniques MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and course materials.

21550 FF SA/SU May12 9:00-5:00 2 \$332.30

### Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours.

Questions?

905-667-6236 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

For program details/registration visit

[www.mcecor.com](http://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 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@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 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

Watch for our  
Fall 2012 catalogue  
Available in print on  
Tuesday, August 14

## 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 operations management including production, inventory, supply chain management, materials purchasing and logistics. The Hamilton Chapter, in cooperation with Mohawk College, offers programs and workshops suited to different levels of professional development.

Questions?

APICS Hamilton Chapter

905-689-9117 / [info@apics-hamilton.org](mailto:info@apics-hamilton.org)

For program details visit [ce.mohawkcollege.ca/apics](http://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.

### Certified in Production and Inventory Management (CPIM)

Intended for professionals working in production and inventory management, this program develops in-depth technical skills and prepares you for the CPIM Certification examinations. To qualify for the CPIM designation, you must pass examinations in all five program courses.

### Principles of Manufacturing Management (FMM)

Learn to use material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and JIT manufacturing. Includes: executing production plans and master production schedules, handling capacity constraints and maintenance order control.

22050 FF WE Apr18 7:00-10:00 12 \$688.73

### Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore materials management fundamentals including manufacturing systems, forecasting, master planning, MRP, capacity management, PAC, purchasing, inventory management, physical distribution, TQM and JIT manufacturing.

22049 FF MO Apr16 7:00-10:00 10 \$599.00

### Canadian Institute of Bookkeeping

See Distance Education section for course offerings.

More Information?

Canadian Institute of Bookkeeping at [www.cibcb.com](http://www.cibcb.com) / 416-925-9420 / [info@cibcb.com](mailto:info@cibcb.com) / [ce.mohawkcollege.ca/CIB](http://ce.mohawkcollege.ca/CIB)

### Canadian Institute of Management

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

Questions?

Canadian Institute of Management, Hamilton Branch

Tel: 905-561-9889 / [www.cim-hamilton.com](http://www.cim-hamilton.com) / [admin@cim-hamilton.com](mailto:admin@cim-hamilton.com)

For program details, admission requirements and equivalencies visit [ce.mohawkcollege.ca/CIM](http://ce.mohawkcollege.ca/CIM) or [www.cim-hamilton.com](http://www.cim-hamilton.com)

CERTIFICATES AVAILABLE:

#### Certificate in Supervisory Management (CSM)

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

#### Certificate in Management & Administration Studies (CIMA)

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

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

Any applicant with a CIMA certificate, or a diploma from an accredited Business program, two years of Canadian management/



# Associated Professional Programs / Important Information

administration experience, two professional references, and a current resume may apply for this designation. Candidates must apply within six years of completing the prescribed studies.

## EQUIVALENCIES

The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses. Visit [ce.mohawkcollege.ca/CIM](http://ce.mohawkcollege.ca/CIM) to view a complete list.

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

## Institute of Law Clerks of Ontario

See Distance Education section for course offerings.

### More Information?

[www.ilco.on.ca](http://www.ilco.on.ca) / 416-214-6252 / [ce.mohawkcollege.ca/lawclerk](http://ce.mohawkcollege.ca/lawclerk)

## 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](mailto:business.web@mohawkcollege.ca)

For program details visit [ce.mohawkcollege.ca/adminassistant](http://ce.mohawkcollege.ca/adminassistant) or [www.aaa.ca](http://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.

For program details visit [ce.mohawkcollege.ca/nde](http://ce.mohawkcollege.ca/nde)

### Courses Offered:

Liquid Penetrant/ Magnetic Particle/ Eddy Current/ Ultrasonics/ Radiography/ Film Interpretation/ Radiation Safety/ PdM Techniques/ Weld Inspection & Quality Control/ Principles & Applications of NDT/ Engineering, Materials and Components (EMC)/ Level 3 Preparatory Courses/ Phased Array-Basic

### EVENING PROGRAMS IN NDT

**Certification Courses run 14 weeks  
Cost \$990.00 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

## Engineering, Materials and Components (EMC)

Mondays, starting September 10, 2012

**Class Hours: 7:00 - 10:00 p.m.**

**Location: Fennell Campus, Room E027**

**Note: Safety shoes are mandatory for all laboratory work.**

Register online at: [www.cinde.ca / registrations@cinde.ca](http://www.cinde.ca/registrations@cinde.ca) / 905-387-1655

## Important Information

## Registration 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 over. 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](http://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](http://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-\$0.052, 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 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.

## 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/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/Discover/Help.html](http://www.mohawkcollege.ca/Discover/Help.html).

### Campus Closing (Emergency Situations)

Call 905-575-2444 or 519-758-6000 or visit [www.mohawkcollege.ca](http://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](http://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](http://ce.mohawkcollege.ca) after 3:00 pm on the day 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 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](http://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](mailto: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](http://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, STARRT or IAHS 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/](http://www.mohawkcollege.ca/PLAR/)  
[PLAR@mohawkcollege.ca](mailto: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

# 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.

## Repeating 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](mailto: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 a 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](mailto: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](http://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 and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

### 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. 905-575-2514).

Visit [mohawk.bookware3000.ca](http://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-up.

### 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-returnable.

Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies. 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.harrison@mohawkcollege.ca](mailto:diane.harrison@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 iWing (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](http://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 ([braintogo@mohawkcollege.ca](mailto:braintogo@mohawkcollege.ca)), in person or chat;

.Access resources in a variety of formats - print, electronic, online and audiovisual;

.Connect 24x7 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](http://www.mohawkcollege.ca/parking) and complete the CE Transportation Fee Credit Request form.



# 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 Hamilton College locations. Contact HSR at 905-527-4441 or [www.city.hamilton.on.ca/hsr](http://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.

## Index

3D - Nuts and Bolts - Drawing in.....	19	Bias Cut Fashion.....	12
3-D Computer Drafting.....	13	Black and White Digital Imaging - Advanced.....	16
55 Plus.....	75	Blood Collection - Basic.....	55
A+ Essentials.....	29	Blueprint Reading.....	47
Abnormal Psychology - World of (E).....	45	Bold Botanical.....	19
Aboriginal Support Services.....	80	Bookkeeping - Canadian Institute of.....	21,77
Aboriginal/Canadian Relations-History of (E).....	44	Bookkeeping - Small Business.....	25
Abused Person.....	66	Books, Supplies, Clothing, Gifts.....	80
AC - Communications, Part B.....	68	Braille Courses.....	37
AC Electrical/Electronic Theory.....	49	Bra-Making.....	12
Academic and Career Entrance (ACE).....	45	Brazil - South American Highlights: Chile, Argentina and.....	63
Academic Appeal Form.....	79	Bread - Bake it at Home.....	63
Academic Information.....	79	Breastfeeding courses.....	33
Academic Listening Skills.....	69	Breastfeeding Program.....	32,56
Academic Policies and Procedures.....	79	Bridging for Internationally Educated Nurses (BIEN).....	56
Academic Speaking Skills.....	69	Bridging Programs for Immigrants.....	75
Academic Writing Preparation.....	69	Budapest, Vienna - Prague, Salzburg,.....	63
Access.....	4,27	Building and Maintaining Customer Relationships.....	26
Accessible Learning Services.....	80	Building Environmental Systems Certificate.....	50
Accessorizing the Home.....	13	Building Management - Physical.....	20
Accommodation - Assistive Technology and.....	60	Business - General Diploma.....	5
Accounting.....	3,22	Business & Marketing for the Cosmetics Industry.....	10
AccPac.....	4,29	Business Administration Diploma.....	5
ACE courses.....	46	Business Computer Applications Certificate.....	4,9,27
Acknowledgement Form and Student Card.....	78	Business Diplomas/Certificates/Courses.....	3,21
Acquisitions.....	43	Business Mathematics/Statistics.....	5,31,72
Acrobat - Adobe.....	28	Business of Tomorrow.....	25
Acting.....	16	Business Plan - Detailed.....	26
Active Citizenship.....	40,68	C# Programming.....	28
Adaptive Computer Technology in Education.....	38	Cabinet Making.....	48
Addiction - Co-dependency as an (E).....	44	CAD/CAM (MasterCAM) 2D.....	47
Addictions/Concurrent Disorders.....	65	Cake Decorating.....	62
Administration and Supervision in ECE.....	38	Calculus - Technical.....	32
Administration of Medication for Nurses.....	55	Campus Closing (Emergency Situations).....	79
Administrative Practice.....	65	Canada - Growing Up Digital-Living and Working in (E).....	44
Adobe courses.....	28	Canada/World - Current Affairs:.....	74
Adult Learning.....	39	Canadian Criminal Justice System (E).....	41
Adults with Learning Disabilities.....	40	Canadian Institute for NDE.....	78
Advancements in the Mental Health System.....	58	Canadian Institute of Bookkeeping.....	21,77
Adventure.....	72	Canadian Institute of Management.....	77
Advertising & Sales Promotion.....	21	Canadian Literature (E).....	41
Advocacy in the School and Community.....	67	Canadian Politics (E).....	44
Aesthetics Certificate.....	10	Canadian Relations-History of Aboriginal/ (E).....	44
Aging - Studies in.....	33	Capstone Course, Skills Integration.....	41,71
Air Brake Training.....	49	Cardiac Care Certificate - Advanced.....	58
Air Brush Makeup.....	11	Care - Resident Centred.....	24
Air Conditioning & Heat Pumps Inspection.....	31	Care - Restorative.....	62
Air Conditioning and Refrigeration.....	50	Career Consultant Certificate.....	65
Air Handling & Preventive Maintenance.....	50	Career Skills - Life and.....	75
Algebra - Mechanical.....	74	Career Strategies for Workplace Leadership ..	8
All About Sergers.....	12	Carving & Sculpture.....	20
American Sign Language.....	69	Casual Dressing Made Easy.....	12
Ancestry - In Search of your Scottish.....	75	Cataloguing - Descriptive and Access.....	43
Anger Management (E).....	44	Ceramics.....	17
Animal Husbandry.....	26	Certificate of Competence in the French Language.....	40,69
Annals, Perennials, Bulbs.....	14	Certificate of Qualification Examination Preparatory Courses.....	30,46
APICS - the Association for OperationsManagement.....	77	CFC/ODP Training Courses.....	49
Applied Accounting Bookkeeping.....	3,21	CGA Equivalency Courses.....	22
Applied Accounting Systems.....	3	CGI/Perl Scripting.....	29
Applied Cosmetics Certificate.....	11	Change - Managing.....	8,60
Applied Listening for College.....	69	Change - Occupy Movement: Agitating and Mobilizing for.....	6
Applied Marketing Research.....	21		
Applied Mechanics.....	51		
Applied Packaging Design.....	74		
Applied Reading for College.....	69		
Applied Selling.....	7		
Applied Speaking for College.....	69		
Applied Writing for College.....	69		
Apprenticeship.....	46		
Arbitration and Contract Administration - Grievances.....	24		
Architectural Drafting Certificate.....	50		
Architectural Photography.....	16		
Architecture - History of (E).....	30		
Archives.....	44		
ArcView - GIS Software.....	30		
Argentina and Brazil - South American Highlights: Chile.....	63		
Arrhythmia Interpretation.....	55		
Art Certificate.....	16		
Art History and Theory (E).....	44		
ASIST: Applied Suicide Intervention Skills Training.....	64		
Assertiveness for Professionals.....	75		
Assessment and Evaluation.....	40		
Assessment and Interpretation of Results.....	55		
Assessment and Treatment Strategies CYW.....	66		
Assessment of On-Line Learning.....	40		
Assessment Skills for Nurses.....	55		
Assistive Technology and Accommodation.....	60		
Associated Professional Programs.....	20,77		
Astronomy (E).....	44		
Auditing.....	22		
Autism and Behavioural Sciences Graduate Certificate.....	36		
AutoCAD Design Certificate.....	51		
Automotive.....	46		
Azores.....	63		
Backflow Prevention/Cross Connection Control.....	77		
Balkan Heartlands:Macedonia, Albania, Bulgaria, and Northern Greece.....	63		
Ballroom Dancing.....	74		
Bartending Certificate - Professional.....	62		
Basics of Supply Chain Management.....	77		
BBQ Season - It's.....	63		
Be a Professional Server.....	62		
Beads Only - PMC.....	19		
Beadweaving.....	20		
Behaviour Analysis - Applied.....	37		
Behavioural Skill Building.....	37		
Benefits - Compensation and.....	23		
Benefits Administration.....	23		
Bereavement Certificates.....	65		

# Index

Changing Face of the Labour Movement .....	6	Dispute Resolution .....	24
Chemical Hazards .....	32	Dispute Resolution Services .....	80
Child & Youth Worker Diploma .....	66	Distance Education/Online Learning .....	20
Child Development .....	38	Diversity and First Nations .....	42
Children's Literature (E) .....	41	Diversity in an Educational Setting - Cultural .....	38
Chile, Argentina and Brazil - South American Highlights .....	63	Diversity in the Workplace .....	65
Chinese - Conversational Mandarin .....	69	Document Processing .....	9
Chinese Brush Painting .....	18	Domestic and Workplace Violence (E) .....	38
Cisco Certified Network Associate .....	28	Drafting - 3-D Computer .....	13
Citizenship - Active .....	40,68	Drafting Fundamentals & Standards .....	50
Civil Law - Criminal and .....	42	Drawing courses .....	19,30
Classroom Locations .....	79	Dreamweaver .....	5,29
Classroom Skills .....	38	Dressmaking Certificate .....	11
Client Loyalty - Strategies for Fostering .....	25	Drug Distribution Systems - Management of .....	35
Client Services .....	43	Dynamics of Plot .....	71
Clinical Consolidation .....	57	Early Childhood Education .....	38,67
Clinical Skills Review .....	56	Easter Blooms .....	14
CNC Programming Certificate (Including CAD/CAM) .....	46	Easy Flower Arranging .....	14
Coaching and Developing People .....	25	E-Business .....	21
Coaching .....	71	Economics - Contemporary Issues in .....	7
Co-dependency as an Addiction (E) .....	44	Economics - Labour (E) .....	24
Collar and Cuff Details .....	12	Edible and Medicinal Plants & Trees - Identifying .....	71
College Communication .....	68	Educational Assistant Diploma .....	38,67
Colour Harmonies - Techniques and .....	14	Effective Disability Management Programs .....	60
Colour Principles .....	13	Effective Meetings .....	8
Colour Theory for Fashion and Make-Up Co-Ordination .....	11	Effective Supervision-Human Relations .....	25
Communication - College .....	68	Electrical & Plumbing - Residential .....	51
Communication & Customer Service .....	9	Electrical Fundamentals Certificate .....	47
Communication/Professional Practices .....	31	Electrical Inspection .....	31
Communications .....	8,40,68	Electricity courses .....	50,52
Communications and Psychosocial Issues in Oncology .....	34	Electronic Fundamentals Certificate .....	48
Community Employment Services .....	76	Electronic Publishing and Emerging Library Technologies .....	43
Community Interventions & Resources .....	66	Electrotechnology .....	48
Community Leadership .....	64	Elements - Adobe Photoshop .....	27
Community Training Solutions .....	76	Employment Law (LDS) .....	8,24
Compass/GPS Workshop - Map and .....	72	Employment Services - Community .....	76
Compensation and Benefits .....	23	Employment Standards and Human Rights Law .....	8
Comprehending Medical Terms and Diagnoses .....	26	Encaustic .....	19
Computer - Graphics .....	28	Engineering Mathematics .....	72
Computer Basics with Windows, Word and Excel .....	4,27	Engineering Technology .....	30,46
Computer Drafting - 3-D .....	13	English .....	23,67
Computer Hardware & Software .....	52	Entrepreneurship - Small Business and .....	25
Computer Sciences .....	51	Entrepreneurship Fundamentals .....	21
Computer Skills .....	9,26,30	Environmental Engineering Certificate .....	53
Computer Technology in Education-Adaptive .....	38	Environmental Sustainability (E) .....	74
Computer/Cyber Crime .....	42	Ergonomics .....	32
Computers - Business .....	27	ESL .....	68
Computers in Education .....	38	Essential Computer Skills .....	30
Concepts in Bereavement Support Certificate .....	65	Essential Elements of Pattern Alterations .....	12
Concurrent Disorders .....	65	Essentials in Health Records Management .....	27
Condominium Management (ACMO) Certificate .....	20	Estimating .....	13,50
Conflict Management .....	42,71	Ethical Decisions - Making .....	71
Conflict Resolution .....	60	Ethical Issues in Business (E) .....	25
Consecutive Interpreting .....	41,70	Ethical Issues Related to Aging - Legal and .....	33
Construction Estimating Certificate .....	50	Ethical Reasoning - Principles of .....	42
Contemporary Floral Design .....	14	Ethics and Professionalism .....	37
Contemporary Issues in Economics .....	7	Evaluating the Return-To-Work Process and Disability Management .....	60
Contemporary Social Problems - Police Foundations .....	42	Evaluation - Assessment and .....	40
Continuous Improvement Process .....	25	Event Planning Techniques Certificate .....	64
Contract Administration - Grievances, Arbitration and .....	24	Evidence - Investigation and .....	42
Conversational Mandarin Chinese .....	69	Excel .....	4,27
Conversational Polish .....	69	Exceptionalities .....	38
Cooking courses .....	63	Exemptions .....	79
Corporate Crime Investigation .....	42	Exercise & Sports Courses .....	72
Cosmetics .....	10	Exterior Inspection .....	31
Cosmetology .....	11	Fabric Awareness .....	11
Cost & Managerial Accounting .....	3,23		
Cost Management .....	21		
Costume Work - Leotard Basic .....	13		
Counselling Services for Continuing Education Students .....	80		
Counselling Techniques Certificate .....	65		
Course Cancellations .....	79		
CPR and First Aid Certification .....	54		
Crafts - History of .....	17		
Creative & Visual Arts .....	10,30		
Creative Non-Fiction .....	71		
Creative Writing II: Short Fiction .....	71		
Credentials .....	79		
Crime - Computer/Cyber .....	42		
Criminal and Civil Law .....	42		
Criminal Code .....	42		
Criminal Justice System - Canadian (E) .....	41		
Criminal Psychology (E) .....	37		
Criminology - Police Foundations (E) .....	42		
Crisis Intervention - Nonviolent .....	64		
Critical & Creative Thinking .....	25		
Critical Care Nursing Certificate .....	36,57		
CSS - HTML & .....	51		
Cults and Terrorism (E) .....	38		
Cultural Diversity in an Educational Setting .....	38		
Culture - Sector Specific Language and .....	55		
Current Affairs: Canada/World .....	74		
Curriculum Development .....	39		
Customer Relationships - Building and Maintaining .....	26		
Customer Service - Communication & .....	9		
Cyber Crime - Computer/ .....	42		
Dancing .....	74		
DARE Wilderness Expedition - Project .....	64		
Database Design for Information Workers .....	43		
DC Electrical/Electronic Theory .....	49		
Dealing and Working with Difficult People .....	8,25		
Death Issues of Financial Planning - Life & .....	22		
Deciduous Shrubs/Trees .....	14		
Decision Making - Problem Solving .....	8		
Dementia Studies-Multidiscipline Certificate .....	62		
Dental Office Administration .....	9		
Dental Terminology .....	21		
Descriptive and Access Cataloguing .....	43		
Design & Colour .....	17		
Design Principles .....	13		
Designing and Authoring an On-line Course .....	40		
Designing with Exotics .....	14		
Designing, Managing/Implementing a GIS .....	30		
Desktop Publishing with Word .....	5,27		
Detailed Business Plan .....	26		
Developing Effective Teams .....	25		
Developmental Psychology (E) .....	44,74		
Diabetes Education Certificate .....	33		
Diagnoses-Comprehending Medical Terms .....	26		
Differential Calculus .....	73		
Digital Photography .....	16		
Digital-Living and Working in Canada - Growing Up (E) .....	44		
Dining - Gourmet .....	63		
Disabilities - Adults with Learning .....	40		
Disability Management Certificate .....	60		
Disasters - Geological (E) .....	44		
Discrimination - Racism and (E) .....	45		
Disorders - Addictions/Concurrent .....	65		

Families and Teams - Working with.....	37	Geometric Dimensioning & Tolerancing .....	54	Identifying Edible and Medicinal Plants & Trees.....	71
Family Intervention - Techniques of.....	66	German.....	69	Illustrator - Adobe.....	28
Fascinator - Trendy Headpiece .....	11	Germany Northern Lights.....	63	Imaging/Photoshop - Digital.....	16
Fashion Design Certificate.....	11	Gerontology - Multidiscipline Certificate... 33,62		Important Information.....	78
Fashion Photography.....	16	GIS .....	30	In Search of your Scottish Ancestry .....	75
Fees.....	78	Glaze Theory .....	18	Income Tax Receipts.....	79
Felting.....	17	Global Warming Concepts (E).....	44	Independent Study in Psychosocial Rehabilitation.....	35
Fencing.....	72	Golf.....	72	InDesign Basics - Adobe.....	28
Fiction - Creative Writing II: Short .....	71	Gourmet Dining.....	63	India - Wonders of Southern .....	63
Field to Fork:Introduction to Local and Global Food Systems (E) .....	44	GPS - Global Positioning Systems.....	31	Individual Counselling.....	65
Film Genre - Westerns: A Study in the .....	30	GPS Workshop - Map and Compass/ .....	72	Individual Study .....	34
Finance and Accounting.....	7,23	Grades.....	79	Indochina .....	63
Financial Aid .....	78	Graduation.....	79	Industrial Distribution Leadership Certificate...24	
Financial Concepts for Office Administration... 9		Grammar for Writers .....	41,71	Industrial Drives Certificate.....	49
Financial Environment .....	22	Grant Proposal Writing - Project Planning and.....	64	Industrial Electrician Pre-License.....	30
Financial Information.....	78	Grievances, Arbitration and Contract Administration .....	24	Industrial Engineering Certificate .....	53
Financial Management - Personal.....	7	Group Dynamics - Interpersonal & (E) .....	42	Industrial Hygiene .....	32
Financial Management - Small Business-..... 26		Group Facilitation Skills .....	65	Industrial Lubrication Certificate.....	47
Financial Management (Retirement Communities/Long Term Care) .....	24	Group Learning and Team Development.....	40	Industrial Mechanic (Millwright) Certificate.... 47	
Financial Management and Planning in Early Learning and Care .....	67	Group Work - Advanced.....	66	Industrial Relations (E).....	5,23
Financial Planning Certificate.....	3,22	Growing Up Digital-Living and Working in Canada (E) .....	44	Industrial Relations Certificate .....	5,24
Financial Planning for Condo Managers .....	21	Guitar.....	15	Information Management .....	9
Financial Statements .....	3,7	Haida Gwaii (Queen Charlotte Islands).....	63	Information Systems Management.....	7
Fire Protection .....	32	Haircare .....	11	Information Work.....	43
Fire Safety Certificate .....	53	Hand Finishing.....	12	Ink - Pen and .....	19
Fireworks (Adobe).....	5,29	Hand Quilting .....	12	Institute of Law Clerks of Ontario .....	21,78
Firing - Legalities of Hiring and .....	8	Hand Tool Techniques.....	48	Institutional Food Service.....	33
First Assistant Graduate Certificate.....	35,59	Hazard Assessment and Control.....	53	Instructing/Facilitating an On-Line course .... 40	
First Nations - Diversity and .....	42	Hazardous Waste Management - Solid and .. 53		Instructional Strategies - Specialized .....	37
Fitness and Weight Loss Essentials.....	75	Hazards - Physical .....	32	Instructional Techniques .....	40
Fitness Leadership Certification Program .... 72		Headpiece-Fascinator - Trendy.....	11	Instrumentation Courses .....	49
Flash Animation .....	5,30	Health & Safety Legislation - Module 3 .....	36	Integral Calculus .....	72
Flooring and Furniture - Understanding .....	13	Health Assessment .....	36	Integrated Accounting Certificate .....	4,29
Floral Techniques Certificate.....	14	Health Records Management - Essentials in 27		Intercultural Communication (E).....	40
Fluid Power Certificate.....	47	Health Sciences - General.....	54	Interior Decorating Certificate .....	13
Food courses.....	63	Health Sciences.....	32,54	Interior/Insulation Inspection .....	31
Food Nutrition & Hospitality Management for Retirement.....	24	Heating Inspection .....	31	Intermediate Accounting .....	23
Food Services Certificate.....	33,60	Heating, Refrigeration, Air-Conditioning (HRAC) Certificate .....	50	Internet Mapping .....	31
Food Systems - Field to Fork:Introduction to Local and Global (E) .....	44	Helping Professions .....	65	Internet Technologies.....	52
Footcare for RNs and RPNs .....	55	Hiring and Firing - Legalities of .....	8	Interpersonal & Group Dynamics (E) .....	42
Forensic Psychology (E).....	44	History of Aboriginal/Canadian Relations (E) ..44		Interpersonal Dynamics - Personal and .....	39
Forensics 9-1-1.....	42	History of Architecture (E).....	30	Interpretation of Results - Assessment and... 55	
Foundations of Education .....	39	History of Crafts .....	17	Interpreting - Consecutive .....	41,70
Framing Techniques.....	51	History of Ontario Architecture (E) .....	30	Intervention - Techniques of Family.....	66
French Certificate/courses .....	40,69	History of Photography (E).....	16	Intervention Strategies for CYW.....	66
Fuel Technician Certification .....	50	Home Decorating Courses.....	13	Interventions & Resources - Community..... 66	
Function and Organizations in Student Affairs ..39		Home Inspection Certificate.....	31	Interviewing and Investigation.....	42
Fundamental Mathematics.....	31	Home Renovation for Women.....	74	Interviewing Skills .....	66
Fundamentals of Horticulture .....	14	Home Staging .....	14	Introductory Psychology (E).....	38,74
Fundraising/Development Associate Certificate.....	64	Horticulture Plant Identification Certificate .... 14		Investigation Courses .....	42
Furniture - Understanding Flooring and .....	13	Hospitality & Travel .....	62	Investment Planning .....	22
Furniture/Cabinetmaking.....	48	How to Start a Small Business .....	25	Issues and Ethics in Counselling .....	65
Gardening courses.....	14	HR and Labour Relations in Retirement Communities Management .....	24	It's BBQ Season.....	63
Gas Metal Arc Welding.....	48	HTML .....	28,51	Italian .....	40,69
Gas Technician III & II.....	50,77	Human Anatomy and Physiology .....	24	Jacques' Annual Exotic Tour: Kenya and Tanzania .....	63
GAS-English for Academic Purposes.....	68	Human Relations - Effective Supervision-.... 35		Japanese .....	40
General Education Courses.....	44,74,79	Human Relations (E).....	8,74	Java .....	29,52
General Interest.....	74	Human Resources - Management of .....	53	JavaScript.....	30
General Plant Identification.....	15	Human Resources Certificate .....	7,23	Jazz Improvisation .....	15
Generic Computer Training.....	30	Human Resources in Early Learning and Care.....	67	Jewellery & Silversmithing .....	19
Genre Fiction and Readers' Advisory Service.43		Human Rights Law - Employment Standards.. 8		Job Coaching - Lifeskills and .....	39
Geographic Information Systems Certificate. 30		Human Services.....	36,64	Job-related Skills for the Hospitality Industry 62	
Geological Disasters (E).....	44	Human Sexuality - Study of (E).....	45	Joint Certificate in Labour Studies .....	6
Geology:An Overview of Planet Earth (E) .... 44		Humanities (E).....	44	Jump-Start Your Garden for Spring.....	14



# Index

Kitchen and Bathroom Concepts.....	13	Management of Drug Distribution Systems ...	35	Microeconomics .....	7,22
La Grammaire Avancee .....	70	Management of Human Resources.....	53	MicroStation.....	32
La Pratique du Francais.....	70	Management of Organizational, Strategic		Microtranscription.....	9
Laboratory Basics Workshop .....	55	and Marketing Plans .....	21	Mission, Vision, Values Workshop .....	64
Labour Economics (E) .....	24	Management of Wounds .....	56	Mixology.....	62
Labour Issues - Research and Documentation .	6	Management Operations.....	22	Molecular Techniques .....	55
Labour Law .....	6	Management Principles.....	22	Mosaics.....	17
Labour Movement - Changing Face of the.....	6	Management Skills & Techniques .....	77	Motor Vehicle Collisions - Investigative	
Labour Relations in Retirement Communities		Management Studies Certificate .....	8	Techniques for.....	42
Management - HR and.....	24	Managerial Skills - Understanding .....	8	MS-Office.....	29
Labour Studies Certificates.....	6	Managing by Due Diligence .....	8	Music Certificate .....	15
Landlord & Tenant Law .....	24	Managing Change.....	8,60	Musica Italia.....	63
Landscape Construction - Principles of.....	51	Managing the Small Business.....	25	Mystery Writing - Suspense and .....	71
Landscape Design Certificate .....	15	Mandarin Chinese - Conversational .....	69	Myths and Legends (E).....	45
Language and Culture - Sector Specific.....	55	Manicure, Pedicure - Care and Techniques ..	10	Nail Technician Certificate.....	10
Language Interpreter Training Program ...	41,70	Manufacturing Leadership Certificate		Nature Photography.....	16
Languages - Foreign.....	69	(MLCP) .....	25,77	NDE - Canadian Institute for .....	78
Languages & Communications .....	40,67	Manufacturing Management (FMM) -		Neonatal Nursing .....	59
Law - Business .....	7,22	Principles of.....	77	Nephrology Nursing Certificate .....	58
Law - Condominium .....	20	Map and Compass/GPS Workshop.....	72	Network Specialist Certificate .....	52
Law - Criminal and Civil .....	42	Maple Leaf Route - Battlefield Tour.....	63	New York City .....	63
Law - Landlord & Tenant .....	24	Mapping - Internet.....	31	Non-Fiction - Creative .....	71
Law & Security / Policing .....	41	Marketing.....	7,22	Nonviolent Crisis Intervention .....	64
Law Office Accounting .....	24	Marketing and Education in Disability		Not-for-Profit Leadership Development	
Leadership - Community .....	64	Management and Return-to-Work.....	60	Certificate.....	64
Leadership and Management .....	7	Marketing Diploma - Business .....	5	Nursing Courses/Workshops.....	55
Leadership Development Series .....	8,24	Marketing in Long Term Care Management -		Nutrition (E).....	45
Leadership in a Team Environment.....	21	Sales and.....	24	Nutrition in Health Care.....	33
Learning - Assessment of On-Line.....	40	Marketing on the World Wide Web.....	21	Nuts and Bolts - Drawing in 3D .....	19
Learning and the Student Learner .....	39	Marketing Plans - Management of		Obstetrical Nursing .....	60
Learning Disabilities - Adults with.....	40	Organizational, Strategic and.....	21	Occupational Health and Safety	
Learning Strategies (E).....	39	Marketing Research - Applied.....	21	Certificate/courses .....	6,23,32,53
Legal and Ethical Issues Related to Aging ...	33	Marketing Skills - Small Business .....	26	Occupational Health Nursing Certificate ..	36,58
Legal Issues - Operations and .....	26	Mask Fit Testing.....	54	Occupation-Specific Language Training	
Legal Office Practice and Procedures.....	24	Mass Communication (E).....	40	Certificates.....	75
Legal Terminology.....	24	Master Class.....	16	Occupy Movement: Agitating and Mobilizing	
Legalities of Hiring and Firing .....	8	Mat Cutting .....	17	for Change.....	6
Legislation for Health and Safety .....	32	Material Handling - Plant Layout and .....	53	Office Administration - General Certificate .....	9
Legislation: Policies & Procedures.....	66	Materials for Designs .....	14	Office Management.....	9
Legislative Compliance .....	49	Maternal Newborn Nursing Certificate .....	35,58	Office Skills .....	9,26
Leisure Education .....	71	Math Courses - Business Diploma.....	72	OHIP Billing - Medical .....	27
Library - Our.....	80	Mathematics/Statistics .....	31,72	Oil Burner Technician III & II.....	77
Library and Information Technician Diploma .	42	MCE Corporate Training & Partnerships .....	77	OL - OntarioLearn.com .....	20
Life and Career Skills.....	75	Mechanical Algebra.....	74	Oncology Nursing Certificate .....	34,58
Life and Death Issues of Financial Planning .	22	Mechanical Design.....	54	On-Line Learning - Assessment of.....	40
Lifeskills and Job Coaching.....	39	Mechanics - Applied.....	51	Ontario Architecture - History of (E) .....	30
Lighting - Residential .....	13	Media Photography.....	16	Ontario Management Development Studies ..	8,25
Lighting - Studio.....	16	Medical Conditions for Medical Office		Operating Room Certificates .....	58
Lightroom.....	16	Professionals .....	26	Operational Overview in Long-term Care.....	24
Listening for College - Applied .....	69	Medical Device Reprocessing (MDR)		Operations and Legal Issues .....	26
Listening Skills - Academic .....	69	Certificate.....	59	Organizational Behaviour & Administration(E) ..	23
Literature (E).....	41	Medical Keyboarding .....	27	Organizational Business Communication.....	40
Living with Diabetes.....	33	Medical Laboratory Assistant/Technician		Organizational Skills - Management and.....	60
Living Wreath.....	14	Certificate.....	34,55	Organizational, Strategic and Marketing	
Local Writers - Workshops with.....	71	Medical Laboratory Technology.....	54	Plans - Management of .....	21
Long Term Care Management.....	24	Medical OHIP Billing .....	27	Our Library.....	80
Machine Tool Operator Certificate.....	47	Medical Terminology .....	9,27	Outlook .....	5,30
Macroeconomics.....	7,22	Medical Terms and Diagnoses -		Packaging Design - Applied .....	74
Maintenance Management Professional		Comprehending .....	26	Painting.....	18
(MMP) Certificate .....	77	Medical Transcription Certificate .....	9	Painting and Decorating.....	75
Maintenance Mechanic Fundamentals		Medication for Nurses - Administration of.....	55	Palliative Care for Personal Support Workers	
Certificate.....	48	Medicinal Plants & Trees - Identifying Edible	71	Certificate.....	61
Major Malignancies .....	34	Meetings - Effective .....	8	Paper Making.....	17
Make-Up Artistry Certificate .....	10	Mental Health .....	35	Paper Tole.....	20
Making Ethical Decisions .....	71	Mental Health Nursing Certificate .....	58	Parent and Staff Training .....	37
Malta - Sicily & .....	63	Merchandising and Display - Visual .....	11	Parents - Working with .....	38
Management - Canadian Institute of .....	77	Metadata & Metadata Applications.....	43	Parking Information.....	80
Management - Personal & Professional.....	8	Meteorology (E).....	45	Parlons Francais.....	70
Management and Organizational Skills.....	60	Micro Computers.....	28,51	Patient Education.....	33
Management Information Systems.....	23	Microcomputer Engineering Certificates .....	52	Pattern Design and Drafting.....	11

Payroll Administration .....	21	Private Security / Investigators.....	66	Rock Climbing.....	72
Pediatric Nursing .....	59	Problem Solving - Decision Making.....	8	Romance Writing .....	41
Pedicure - Care and Techniques - Manicure,	10	Problem-Solving with Groups.....	60	Roofing Inspection .....	31
Pen and Ink.....	19	Product Preparation Pharmacy Technician		Routing (CCNA2).....	52
Perennial Gardening.....	15	Bridging.....	35,61	RPN Diploma Completion .....	57
Performance - Psychology of.....	71	Professional Bartending Certificate.....	62	Safety - Sanitation and.....	33
Performance Management (LDS) .....	8	Professional Child and Youth Worker.....	67	Safety in an Educational Setting .....	39
Performing Arts Certificate.....	16	Professional Issues.....	57	Safety in the Arts.....	17
Perinatal Nursing Certificate .....	36,59	Professional Management - Personal &.....	8	Sales.....	25
Perioperative Courses .....	59	Professional Practice for Pharmacy Technician		Sales and Marketing in Long Term Care	
Perl Scripting - CGI/.....	29	Bridging.....	35	Management.....	24
Personal & Professional Management.....	8	Professional Sales .....	25	Sales Promotion - Advertising &.....	21
Personal and Interpersonal Dynamics .....	39	Professional Selling in Cosmetics .....	11	Salzburg, Budapest, Vienna - Prague,.....	63
Personal Computer Support for Library		Professionalism - Ethics and.....	37	Sanitation and Safety.....	33
Technicians.....	43	Programmable Logic Controller Certificate ...	49	Science (E) .....	45
Personal Financial Management.....	7	Programming Fundamentals.....	51	Science Fiction (E).....	45
Personal Success .....	25	Programming in C.....	28	Sciences .....	32
Personal Support Worker Certificate.....	61	Programming in Java .....	52	Scottish Ancestry - In Search of your .....	75
Personal Trainer Module.....	72	Project DARE Wilderness Expedition.....	64	Sculpted Nail Enhancements .....	10
Personality Psychology (E).....	45	Project Management.....	25	Sculpture - Mosaic-Outdoor .....	17
Personnel Research Techniques and HRIS ..	24	Project Planning and Grant Proposal Writing ..	64	Second Career.....	76
Pharmacology - Basic Veterinary .....	26	Provincial Offences/Motor Vehicle		Sector Specific Language and Culture.....	55
Pharmacology for the Medical Office .....	27	Offences .....	24,42	Selling - Applied .....	7
Pharmacy Technician Bridging.....	35,61	Pruning & Maintenance of Shrubs and Trees	15	Selling for Success .....	25
Philosophy of Art (E) .....	45	PSW Bridging to PN Program .....	61	Selling in Cosmetics - Professional.....	11
Photography Certificates/courses (E).....	16	Psychology (E).....	44	Senior Citizens.....	80
Photoshop (Adobe).....	4,28	Psychology of Performance .....	71	Serger Courses.....	12
Photoshop Elements - Adobe.....	27	Psychosocial Issues in Oncology -		Serials.....	43
PHP - Web Scripting with.....	5,30	Communications and .....	34	Server - Be a Professional .....	62
Physical & Environmental Sciences.....	53	Psychosocial Rehabilitation Certificate ....	35,61	Server & Network Support Certificate .....	52
Physical Building Management .....	20	Public Administration - Political Science (E)..	42	Services for CE Students.....	80
Physical Hazards .....	32	Public Transportation .....	81	Setting Specific Interpreting .....	41,70
Physiology of Aging.....	33	Publisher.....	28	Sewing Courses.....	12
Piano .....	15	Qualified Administrative Assistant .....	78	Sexual Violence (E) .....	38
Plant Layout and Material Handling .....	53	Quality Assurance Certificate.....	53	Sexuality - Study of Human (E).....	45
PLC Programming .....	49	Quality Control and Quality Management ...	55	Shielded Metal Arc Welding .....	48
Plein Air Painting.....	19	Quantitative Methods .....	22	Shrubs/Trees - Deciduous .....	14
Plot - Dynamics of.....	71	QuickBooks.....	4,28	Sicily & Malta .....	63
Plumbing.....	75	Quilting Courses .....	12	Sign Language.....	69
Plumbing - Residential Electrical & .....	51	Racism and Discrimination (E).....	45	Signing for Seniors.....	75
Plumbing Inspection.....	31	Raku Firing.....	18	Simply Accounting.....	4,29
PMC Beads Only .....	19	Reading for College - Applied .....	69	Skilled Trades .....	46
Police Foundations .....	41	Reading for Writers .....	71	Skills Development - Language Interpreter ...	41
Polish - Conversational.....	69	Reasoning - Principles of Ethical .....	42	Small Business and Entrepreneurship	
Political Science & Public Administration (E)..	42	Records and Information Management		Certificate.....	25
Politics - Canadian (E) .....	44	Certificate.....	44	Smart Serve Certification Course.....	62
Portraits .....	16	Recruitment and Selection.....	7,23	Smocked Bridal Garter.....	12
Pottery .....	17	Refunds .....	79	Smoke Free Policy .....	81
PowerPoint .....	4,28	Registered Practical Nursing Exam		Soccer and its Impact on Society (E) .....	45
Practical Human Resources Management ....	64	Preparation .....	56	Social Media and Society (E).....	45
Prague, Salzburg, Budapest, Vienna .....	63	Registration Information.....	78	Social Problems-Police Foundations -	
Pre-Apprenticeship Training Programs .....	76	Release and Waiver.....	79	Contemporary .....	42
Precious Metal Clay .....	19	Remote Sensing .....	31	Social Psychology (E).....	45
Predictive Maintenance Technologies .....	77	Repeating Failed Courses.....	80	Social Sciences .....	74
Pre-Licence courses .....	46	Research - Applied Marketing.....	21	Social Service Worker Diploma.....	65
Prep Ear Training & Solfege.....	15	Researching & Reporting-Lgs.....	40	Sociology (E) .....	45,74
Preparatory Apprenticeship - Math.....	73	Residency & Time Requirements for		Soft Furnishings and Window Treatments....	13
Preparatory Biology .....	34,54	Certificate and Diploma Programs .....	80	Solid and Hazardous Waste Management ....	53
Preparatory Mathematics.....	73	Resident Centred Care .....	24	SolidWorks.....	54
Preparatory Sciences.....	32,53	Residential Design & Construction Certificate...51		Soups - Spring and Summer.....	63
Prerequisites.....	79	Residential Lighting.....	13	South American Highlights: Chile, Argentina	
Primavera 2012 - Switzerland.....	63	Resource Development.....	64	and Brazil.....	63
Principles of Ethical Reasoning.....	42	Restorative Care.....	62	Spanish.....	69
Principles of Landscape Construction.....	51	Retirement Communities Management - HR		Speaking for College - Applied.....	69
Principles of Manufacturing Management		and Labour Relations in .....	24	Special Design Workshops .....	14
(FMM).....	77	Retirement Planning and Case Studies .....	22	Special Events .....	64
Principles of Sales .....	25	Return-to-Work Coordination .....	60	Special Issues with Diabetes .....	33
Prior Learning Assessment & Recognition		REVIT - AutoDESK .....	51	Special Needs Population in Critical Care	
(PLAR).....	79	Rings Only!.....	20	Module 4.....	36
Privacy and Confidentiality.....	78	RN and RPN Certificates .....	36,56	Specialized Instructional Strategies .....	37

# Index

Spoken Language Interpreting.....	41,70	Techniques of Family Intervention.....	66	Wedding - Photography .....	17
Sport - Sociology (E).....	45	Technology and Accommodation - Assistive.....	60	Wedding Planning.....	64
Sports Bra.....	13	Tenant Law - Landlord & .....	24	Wedding Work and Special Occasion .....	14
Sports Courses - Exercise & .....	72	Terrorism - Cults and (E).....	38	Weekend Food.....	63
Sports Psychology (E) .....	45	Therapeutic Recreation Certificate.....	66	Welder Operator Certificate .....	48
Spring and Summer Soups .....	63	Therapeutic Relationships.....	57	Welding Training Program.....	77
Staff Training and Development.....	7,23	Thinking - Critical & Creative .....	25	Wellness and Nutrition - Stress, (E) .....	45
Staging - Home.....	14	Tomorrow - Business of .....	25	Wellness for Children.....	38
Standard First Aid, C.P.R. 'C'/AED.....	54	Tools and How to Use Them .....	75	Westerns: A Study in the Film Genre .....	30
Start-Up Nation .....	21	Total Communication .....	39	What in the World Is Going On (E).....	45
Statistics .....	31,72	Toxicology .....	32	Whole Person Assessment .....	58
Stewards Training .....	6	Traffic Management .....	42	Wilderness Expedition - Project DARE .....	64
Strategic and Marketing Plans - Management of Organizational.....	21	Transferring Courses .....	78	Wilderness .....	71
Strategies for Fostering Client Loyalty .....	25	Transfusion Medicine.....	34	Windows - Workshop for .....	4
Stress, Wellness and Nutrition (E) .....	45	Transition Planning and Implementation .....	37	Wine Appreciation .....	62
Structural Inspection .....	31	Transportation Design.....	51	Withdrawals .....	78
Student Affairs and Services .....	39	Transportation Technology.....	51	Wonders of Southern India .....	63
Student Development and Student Experience .....	39	Travel Education .....	63	Woodworking .....	48
Studio Lighting .....	16	Travel Writing .....	41	Word .....	4,28
Study of Human Sexuality (E).....	45	Treating Challenging Behaviour.....	37	Working and Communicating in a Medical Setting .....	27
Style Trends in Design .....	14	Trendy Headpiece-Fascinators.....	11	Working with Children & Youth .....	66
Styles and Practices of Medical Transcription.....	27	Trim Finishing & Cabinetry.....	51	Working with Dementia Clients - Multidiscipline Certificate .....	61
Subject Analysis and Classification .....	43	Twig Furniture .....	17	Working with Families and Teams.....	37
Summer Jobs Service (SJS).....	76	Understanding Financial Statements .....	7	Working with Parents .....	38
Supervision-Human Relations - Effective.....	25	Understanding Flooring and Furniture.....	13	Working with the Aged - Multidiscipline Certificate.....	33,62
Supervisory Skills for Business and Industry.....	25	Understanding Literature (E).....	41	Workplace Communication for Health Sciences .....	75
Supply Chain Management - Basics of .....	77	Understanding Managerial Skills.....	8	Workplace Diversity .....	8
Supporting the English Language Learner ....	39	Understanding Medical Tests for Medical Office Staff.....	27	Workplace Insurance and Disability Prevention Leadership Certificate .....	6
Survival Skills - Wilderness.....	72	Understanding Surgical Procedures for Medical Office Staff.....	27	Workplace Leadership Certificate .....	8
Suspense and Mystery Writing.....	71	UNIX/Linux.....	52	Workplace Safety and Insurance Act .....	53
Sustainable Development (E) .....	45	Upgrading .....	45	Workshop for Windows .....	4
Swimwear Sewing.....	12	Upholstery-Furniture Certificate .....	13	Workshops with Local Writers .....	71
Switzerland - Primavera 2012 - .....	63	Veterinary Office Management Certificate.....	26	World - Current Affairs: Canada/ .....	74
Symptom Control and Management.....	35	Vienna - Prague, Salzburg, Budapest, .....	63	World Is Going On - What in the (E).....	45
Symptom Management within the PSW Scope of Practice.....	61	Visual Arts Certificates .....	17	World of Abnormal Psychology (E).....	45
Table Centrepiece Arrangement.....	14	Visual Merchandising and Display .....	11	Wounds - Management of.....	56
Taxation .....	3,21	Vocal courses .....	15	Writing for College - Applied.....	69
Teaching Online .....	40	Volunteer Management Certificate .....	65	Writing for Publication Certificate .....	41,71
Teaching the Adult Learner Certificate .....	39	Waitlists .....	78	Writing Preparation - Academic.....	69
Team Development - Group Learning and ....	40	Ward Clerk Certificate .....	26	WSIB Courses .....	5
Teams - Developing Effective.....	25	Waste Management - Solid and Hazardous ..	53	XML .....	5,30
Teams - Working with Families and.....	37	Water Treatment Technology - Entry Level Certificate.....	53	Youth in Conflict with the Law .....	42
Technical Calculus .....	32	Watercolour Painting.....	19	Youth Services & Issues .....	43
Technical Support .....	29	Waxing .....	10		
Techniques and Color Harmonies .....	14	Webmaster Certificate.....	5,29		



Register as of **Tuesday, March 6, 2012...**



## By Web:

PAYMENT:    

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

Available to existing and new students.  
Day, evening and weekends for your convenience.



## By Facsimile:

PAYMENT:    

FAX completed Registration Form to:



Fennell Campus 905-575-2348  
Brantford Campus 519-758-6043

**NOTE:** Registration by fax does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.



## By Mail:

PAYMENT:

Certified Cheque  Money Order    

Complete Registration Form and mail to:

Mohawk College: The Square  
P.O. Box 2034, Hamilton, Ontario L8N 3T2

**NOTE:** Registration by mail does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.



## In Person:

### HAMILTON

Fennell Campus  
135 Fennell Ave. W., 905-385-4295

Extended Business Hours:  
March 6, 2012 to April 20, 2012:  
Monday to Thursday, 8:30 a.m. to 7:30 p.m.  
Friday, 8:30 a.m. to 4:30 p.m.

### Institute for Applied Health Sciences – Room 121

1400 Main Street West, 905-540-4247 ext. 26352  
Monday to Friday, 8:30 a.m. to 4:00 p.m.

### BRANTFORD

Brantford Campus – Room A102  
411 Elgin Street, 519-758-6014. Contact Campus for hours.

### STARTR INSTITUTE

Stoney Creek – Room A111  
481 Barton Street, 905-575-1212 ext. 5000  
Contact Campus for hours.



### HAVE A QUESTION?

Scan to view Mohawk's Continuing Education AskMohawk Instant Answer Service on your smart phone

1. Download a QR code reader Mobile App to your smartphone.
2. Launch the App and scan the code – you'll be taken right to the AskMohawk page.

Points to: <http://mohawk.intelliresponse.com/m/ce>



