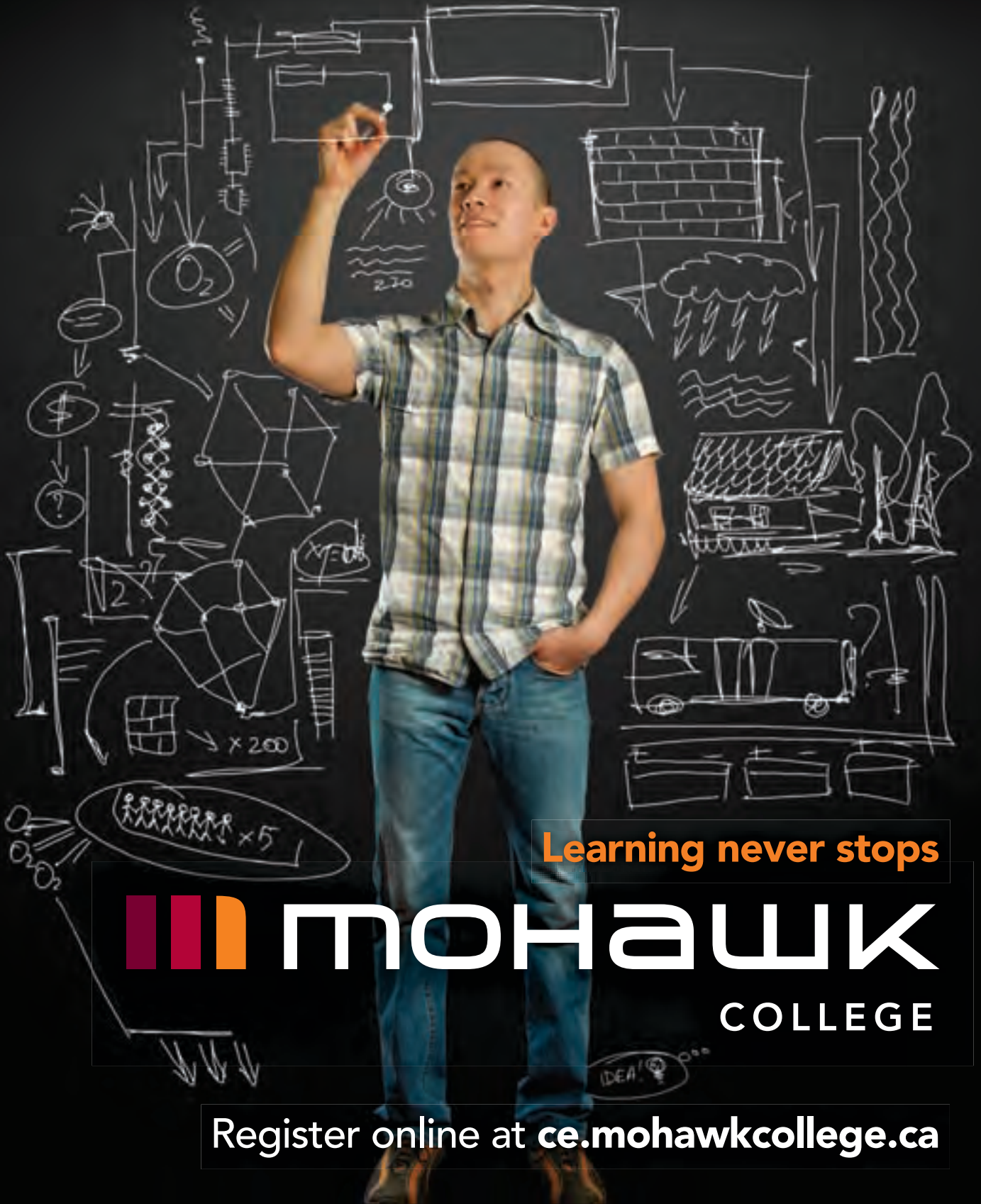# Continuing Education & Online Learning

**Learning never stops**

## MOHAWK COLLEGE

Register online at **ce.mohawkcollege.ca**

# MCACES

## MOHAWK COLLEGE ASSOCIATION OF CONTINUING EDUCATION STUDENTS

mcaces.ca

Our mission is to provide direction and services to enhance and enrich the lifelong learning of all Continuing Education Students at Mohawk College.

## Take advantage of our services and programs

Continuing Education Students are members of MCACES and are invited to utilize the following services:

- Referral to College programs and services
- Bursaries information and applications
- Orientation weeks and special events
- Computer, fax and print services
- Legal and debt counselling
- Group auto and home insurance
- Food Share
- Consignment tickets

## Need counselling?

Continuing Education students may access free counselling services Monday to Friday from 9:00 a.m. to 4:30 p.m. with extended hours Tuesdays and Thursdays until 7:00 p.m.

Call 905-575-2211 or 519-759-7200 for additional information or to arrange an appointment. E-mail counselling@mohawkcollege.ca.

## Find help at our Resource Centres

**Fennell Campus**, Room F114
**Brantford Campus**, Room B101
**IAHS Campus**, Room 105
**STARRT Institute**, Room A121

Phone: 905-575-2176
Web: **mcaces.ca**
Email: **mcaces@mohawkcollege.ca**

MCACES is governed by a volunteer Board of Directors of Continuing Education Students.

## Professional Development Program – helping you with career growth

### Employment Advisement

Current and recent continuing education students at Mohawk College have access to a variety of Employment Advisement services including:

### Résumé Critiquing

Your résumé is one of the most important elements of your job search. Have your résumé critiqued in person or online.

### Interview Preparation

An interview strategies appointment can assist you with understanding the interview process and answer any questions you may have. Learn how to answer tough interview questions and feel more prepared.

### Portfolio Assistance

Learn how to start collecting information to present in a professional manner, or find out how you can create a portfolio using documentation you already have.

## Workshop Series

MCACES provides our students with training and development opportunities that build on classroom experience. A variety of sessions are held at our Fennell Campus MCACES Resource Centre.

For more information or to book an appointment, please contact us at 905-575-2176 or visit **mcaces.ca**. Extended and online hours are available.

## Employment Advisement Blog

Learn tips and tricks from Career Consultant Student bloggers who have an in depth knowledge of the work search process. Access MCACESblogs at **mcacesblogs.wordpress.com**.

## Join MCACES on Facebook!

Our FAN PAGE includes:

- Event information
- Programs and services
- Blogs, photos...and more!

Connect with us at facebook.com/mcaces

**Online Learning**
Online learning provides you with the opportunity to learn online, anywhere, and at your convenience. Read more on page 127.

## Quick Reference Guide

# Welcome to Mohawk!

Dear Lifelong Learners:

Like you, Continuing Education continues for us at Mohawk. Our instructors are continuously improving the programs we offer to meet the needs of our students and the markets we serve. Technology moves forward, best practices get better, new equipment comes into play… and we ensure that our students are ready to meet these changes in the workplace. You can count on the Continuing Education programs at Mohawk to prepare, upgrade or retrain for any opportunity.

We have improved the format of our catalogue this year. We have provided you a more efficient, user friendly way to share the vast number of programs we offer.

**Within the pages of our catalogue, you will discover dozens of courses in Technology, Healthcare, Business, and much more. We are sure you will find exciting options in your areas of interest.**

Continuing Education is a vibrant part of the Mohawk community. We think you will find we are the perfect place to hone up on business skills; learn (and master) a new technology; or, perhaps, embark upon a completely different career.

Have a good look through the book. It can take you places.

Welcome to Mohawk!

**Cheryl Jensen**
*Vice President, Academic*

**We've redesigned our catalogue — tell us what you think for a chance to win a $100 Visa gift card.** Complete the survey online by March 31st, 2013 at **ce.mohawkcollege.ca/feedback**.

**Connect with Continuing Education staff and students online with MCACES** Find the latest program, service and event information by joining our active social media community. Just search MCACES on Facebook, LinkedIn and Twitter.

**ce.mohawkcollege.ca**

# Certificates and Diplomas

Have a look through our many program options. You can see the credential the program offers, and the way you'll learn: Online, in-class, or a mix of both.

| CERTIFICATE OR DIPLOMA | DELIVERY | | | CREDENTIAL | PAGE # |
|---|---|---|---|---|---|
| | ONLINE | CLASSROOM | MIX OF ONLINE & CLASSROOM | | |
| **BUSINESS** | | | | | |
| **ACCOUNTING AND FINANCIAL** | | | | | |
| Financial Planning | • | | | MCC | 17 |
| Integrated Accounting | | | • | MCC | 18 |
| **BUSINESS DIPLOMAS** | | | | | |
| Business - Accounting | | | • | OCD | 19 |
| Business - Marketing | | | • | OCD | 19 |
| Business (General) | | | • | OCD | 19 |
| Business Administration | | | • | OCAD | 19 |
| **BUSINESS STUDIES** | | | | | |
| Business Studies | • | | | MCC | 21 |
| Industrial Relations | | | • | MCC | 22 |
| International Business Management | • | | | OCGC | 22 |
| Small Business and Entrepreneurship | • | | | OCC | 23 |
| **COMPUTERS** | | | | | |
| Business Computer Applications | | | • | MCC | 24 |
| Webmaster | | | • | MCC | 27 |
| **LEADERSHIP AND MANAGEMENT** | | | | | |
| Human Resources | | | • | MCC | 28 |
| Industrial Distribution Leadership | • | | | MCC | 29 |
| Management Studies | | • | | MCC | 30 |
| Manufacturing Leadership | • | | | MCC | 31 |
| **OFFICE SKILLS** | | | | | |
| Medical Transcription | | | • | MCC | 32 |
| Office Administration - General | | | • | OCC | 33 |
| Veterinary Office Management | • | | | MCC | 34 |
| Ward Clerk | • | | | MCC | 35 |
| **CREATIVE AND VISUAL ARTS / INTERDISCIPLINARY STUDIES** | | | | | |
| **AESTHETICS/COSMETICS** | | | | | |
| Aesthetics | | • | | MCC | 37 |
| Applied Cosmetics | | • | | MCC | 37 |
| Make-Up Artistry | | • | | MCC | 38 |
| Nail Technician | | • | | MCC | 38 |
| **DESIGN SKILLS** | | | | | |
| Floral Techniques - Basic | | • | | MCC | 40 |
| Interior Decorating | | • | | MCC | 41 |
| Upholstery-Furniture | | • | | MCC | 42 |
| **DRESSMAKING/FASHION/SEWING** | | | | | |
| Dressmaking | | • | | MCC | 42 |
| Fashion Design | | • | | MCC | 43 |
| **HOSPITALITY** | | | | | |
| Professional Bartending | | • | | MCC | 54 |
| **LABOUR STUDIES** | | | | | |
| Labour Studies | | • | | OCD | 54 |

| CERTIFICATE OR DIPLOMA | DELIVERY | | | CREDENTIAL | PAGE # |
|---|---|---|---|---|---|
| | ONLINE | CLASSROOM | MIX OF ONLINE & CLASSROOM | | |
| Labour Studies in Occupational Health and Safety | | • | | MCC | 55 |
| Workplace Insurance and Disability Prevention Leadership | | • | | MCC | 55 |
| **LANGUAGES & COMMUNICATIONS** | | | | | |
| Certificate of Competence in the French Language | | | • | MCC | 56 |
| Writing for Publication | | | • | MCC | 60 |
| **LIBRARY/RECORDS MANAGEMENT** | | | | | |
| Library and Information Technician | • | | | OCD | 61 |
| Records and Information Management | • | | | OCC | 63 |
| **SPECIALIZED PROFESSIONAL PROGRAMS** | | | | | |
| Career Consultant | | • | | OCGC | 63 |
| Condominium Management (ACMO) | • | | | MCC | 64 |
| Teaching the Adult Learner | • | | | MCC | 65 |
| **VISUAL AND PERFORMING ARTS** | | | | | |
| Performing Arts | | • | | MCC | 65 |
| Visual Arts - Advanced | | | • | MCC | 66 |
| Visual Arts - Foundation | | | • | MCC | 66 |
| Visual Arts - Intermediate | | | • | MCC | 66 |
| **ENGINEERING TECHNOLOGY AND SKILLED TRADES** | | | | | |
| **BUILDING AND CONSTRUCTION SCIENCES** | | | | | |
| Building Environmental Systems | | • | | MCC | 72 |
| Construction Estimating | | • | | MCC | 72 |
| Geographic Information Systems | • | | | MCC | 73 |
| Heating, Refrigeration and Air Conditioning Technician | | • | | OCC | 74 |
| Home Inspection | • | | | MCC | 75 |
| Residential Design & Construction | | • | | MCC | 75 |
| **COMPUTER SCIENCES & INFORMATION TECHNOLOGY** | | | | | |
| AutoCAD Design | | • | | MCC | 77 |
| Computer Science - Level 1 | | • | | MCC | 77 |
| Computer Science - Software Engineering Specialist | | • | | MCC | 78 |
| Microcomputer Engineering Hardware | | • | | MCC | 78 |
| Microcomputer Engineering Software | | • | | MCC | 78 |
| Network Specialist | | • | | MCC | 79 |
| Server & Network Support | | • | | MCC | 79 |
| **ELECTRICAL** | | | | | |
| Electrical Fundamentals | | • | | MCC | 79 |
| Electronic Fundamentals | | • | | MCC | 79 |
| Human Machine Interfacing | | • | | MCC | 80 |
| Industrial Drives | | • | | MCC | 80 |
| Programmable Logic Controllers | | • | | MCC | 80 |

**CREDENTIALS: MCC** - Mohawk College Certificate, **MMIC** - Special Joint Mohawk/Michener Institute Certificate, **OCD** - Ontario College Diploma

> Mohawk College has been instrumental in helping us design a program that would prepare our next generation of leaders within the industrial distribution sector. Our company has benefited greatly from the programs Mohawk College has assisted us with. We have seen tremendous value from the our employees who have graduated from the **Industrial Leadership Development Program**. Looking forward to continuing our partnership.

TED CHISHOLM, *DIRECTOR OF GLOBAL BUSINESS PROCESS, BDI WORLDWIDE*

| CERTIFICATE OR DIPLOMA | ONLINE | CLASSROOM | MIX OF ONLINE & CLASSROOM | CREDENTIAL | PAGE # |
|---|---|---|---|---|---|
| **ENVIRONMENTAL** | | | | | |
| Environmental Engineering | | • | | MCC | 81 |
| Fire Safety | | • | | MCC | 81 |
| Occupational Health and Safety Management | | | • | MCC | 82 |
| **GARDENING** | | | | | |
| Horticulture Plant Identification | | • | | MCC | 83 |
| Landscape Design | | • | | MCC | 83 |
| **MANUFACTURING AND MECHANICAL** | | | | | |
| CNC Programming | | • | | MCC | 84 |
| Fluid Power | | • | | MCC | 84 |
| Industrial Engineering Certificate - Level 1 | | • | | MCC | 85 |
| Industrial Lubrication | | • | | MCC | 85 |
| Industrial Mechanic (Millwright) | | • | | | 85 |
| Machine Tool Operator | | • | | MCC | 85 |
| Maintenance Mechanic Fundamentals | | • | | MCC | 86 |
| Quality Assurance - Level 1 | | • | | MCC | 86 |
| Welder Operator | | • | | MCC | 86 |
| **HEALTH SCIENCES** | | | | | |
| **ALLIED HEALTH** | | | | | |
| Bridging Program for Medical Laboratory Technology | | | • | OCD | 92 |
| Medical Laboratory Technician | | | • | MMIC | 92 |
| **GERONTOLOGY** | | | | | |
| Dementia Studies - Multidiscipline | | | • | OCGC | 94 |
| Gerontology - Multidiscipline | | | • | OCGC | 94 |
| Working with Dementia Clients - Multidiscipline | | | • | OCGC | 94 |
| Working with the Aged - Multidiscipline | | | • | OCGC | 95 |
| **NURSING** | | | | | |
| Bridging for Internationally Educated Nurses | | | • | OCC | 95 |
| Oncology Nursing | • | | | OCGC | 97 |
| Perioperative Nursing | | | • | OCGC | 98 |
| Registered Nurse - Critical Care Nursing | • | | | OCGC | 98 |
| Registered Nurse - First Assistant | | | • | OCGC | 99 |
| Registered Nurse - Nephrology Nursing | | | • | OCGC | 99 |
| Registered Nurse - Occupational Health Nursing | • | | | OCGC | 99 |
| Registered Nurse - Perinatal Nursing High Risk Obstetrics or Neonatal | | • | | OCGC | 100 |
| Registered Nurse Refresher | | | • | OCGC | 101 |

| CERTIFICATE OR DIPLOMA | ONLINE | CLASSROOM | MIX OF ONLINE & CLASSROOM | CREDENTIAL | PAGE # |
|---|---|---|---|---|---|
| Registered Nurse/Registered Practical Nurse Mental Health | | | • | OCGC | 102 |
| Registered Practical Nurse - Maternal Newborn Nursing | • | | | OCGC | 103 |
| Registered Practical Nurse Refresher | | | • | OCGC | 103 |
| **OTHER (HEALTH SCIENCES)** | | | | | |
| Diabetes Education | • | | | OCGC | 105 |
| Disability Management | | • | | OCGC | 105 |
| Food Services | • | | | OCC | 106 |
| Medical Device Reprocessing (MDR) | | | • | MCC | 108 |
| Palliative Care | • | | | OCC | 108 |
| Palliative Care for Personal Support Workers | | • | | OCC | 108 |
| Personal Support Worker | | | • | OCC | 109 |
| Psychosocial Rehabilitation | • | | | OCGC | 109 |
| **HUMAN SERVICES / JUSTICE AND WELLNESS STUDIES** | | | | | |
| **COMMUNITY LEADERSHIP** | | | | | |
| Event Planning Techniques | | | • | OCGC | 111 |
| Fundraising/Development Associate | | • | | MCC | 111 |
| Leadership and Management in the Not-for-Profit Sector | | • | | MCC | 111 |
| Volunteer Management | | | • | MCC | 112 |
| Workplace Leadership | | • | | MCC | 112 |
| **HELPING PROFESSIONS** | | | | | |
| Concepts in Bereavement Support | | • | | OCC | 113 |
| Counselling Techniques | | • | | MCC | 114 |
| Social Service Worker | | | • | OCD | 114 |
| Therapeutic Recreation | | | • | MCC | 114 |
| **WORKING WITH CHILDREN & YOUTH** | | | | | |
| Autism and Behavioural Science | • | | | OCGC | 117 |
| Child & Youth Worker | | | • | OCAD | 118 |
| Early Childhood Education | | | • | OCD | 119 |
| Early Childhood Education - Leadership and Administration | | | • | MCC | 120 |
| Early Childhood Education Resource Teacher | | • | | OCGC | 120 |
| Educational Assistant | • | | | OCD | 120 |
| **MEDIA AND ENTERTAINMENT** | | | | | |
| **MUSIC** | | | | | |
| Music | | • | | MCC | 122 |
| **PHOTOGRAPHY** | | | | | |
| Photography Certificates - Applied | | • | | MCC | 124 |
| Photography Certificates - Art | | • | | MCC | 124 |

**..looking for just one course?** Flip the page for a complete list of all courses offered this term...

**OCAD** - Ontario College Advanced Diploma, **OCGC** - Ontario College Graduate Certificate – refer to page 129 for definitions

# Courses

Our selection of courses offered in the Spring/Summer term can be found below. Find what interests you, and hop to the page number listed to get course details.

| COURSE NAME | COURSE CODE | ONLINE | CLASSROOM | BLENDED | PAGE # |
|---|---|:-:|:-:|:-:|:-:|
| **BUSINESS** | | | | | |
| **ACCOUNTING AND FINANCIAL** | | | | | |
| AccPac - Accounts Payable | INFOBW390 | • | | | 18 |
| AccPac - Accounts Receivable | INFOBW290 | • | • | | 18 |
| AccPac - General Ledger | INFOBW190 | • | • | | 18 |
| AccPac - Payroll | INFOBW590 | • | | | 18 |
| AccPac Order Entry - Level 1 | INFOBW490 | • | | | 18 |
| AccPac Order Entry - Level 2 | INFOBW492 | • | | | 18 |
| Applied Accounting-Bookkeeping 1 | ACCTBZ018 | • | • | | 16 |
| Applied Accounting-Bookkeeping 2 | ACCTBZ019 | • | • | | 16 |
| Applied Accounting-Bookkeeping 3 | ACCTBZ020 | • | • | | 16 |
| Auditing I | ACCT10026 | • | | | 16 |
| Auditing II | ACCT10027 | • | | | 16 |
| Business Finance I | ACCT10028 | • | | | 17 |
| Business Finance II | ACCT10029 | • | | | 17 |
| Cost and Managerial Accounting I | ACCT10024 | • | | | 17 |
| Cost and Managerial Accounting II | ACCT10025 | • | | | 17 |
| Cost Management | ACCT10017 | • | | | 16 |
| English 1 | COMM10256 | • | | | 17 |
| Financial Environment | FINCFP011 | • | | | 17 |
| Intermediate Accounting I | ACCT10021 | • | | | 17 |
| Intermediate Accounting II | ACCT10022 | • | | | 17 |
| Intermediate Accounting III | ACCT10023 | • | | | 17 |
| Investment Planning | FINCFP013 | • | | | 17 |
| Life and Death Issues of Financial Planning | FINCFP012 | • | | | 17 |
| Management Information Systems | INFO10160 | • | | | 17 |
| Payroll Administration | ACCTBU192 | • | | | 16 |
| QuickBooks | INFO10159 | • | • | | 18 |
| Retirement Planning And Case Studies | FINCFP014 | • | | | 17 |
| Simply Accounting | INFO10087 | • | • | | 18 |
| Taxation I | ACCT10019 | • | | | 16 |
| **BUSINESS DIPLOMAS** | | | | | |
| Accounting 1 | ACCTCB101 | | • | | 19 |
| Accounting 2 - Financial | ACCT10014 | | • | | 19 |
| Accounting 3 - Financial Accounting Applications | ACCT10009 | | • | | 19 |
| Accounting 4 - Contemporary Accounting Issues | ACCT10010 | | • | | 19 |
| Accounting 4 - Financial Reporting | ACCT10011 | | • | | 19 |
| Advertising & Sales Promotion | ADVR10039 | • | | | 19 |
| Applied Accounting Systems | ACCTAC410 | | • | | 19 |
| Applied Marketing Research | MRKT10030 | • | | | 19 |
| Business Finance 2 | BUSNBA440 | | • | | 19 |
| Business Law | BUSNCB436 | | • | | 19 |
| Business Mathematics Of Finance | MATH10037 | • | • | | 20 |

| COURSE NAME | COURSE CODE | ONLINE | CLASSROOM | BLENDED | PAGE # |
|---|---|:-:|:-:|:-:|:-:|
| Business Statistics | MATHMA305 | | • | | 20 |
| Business Writing and Reporting | COMM10065 | | • | | 20 |
| Computer Applications For Business | INFO10048 | | • | | 20 |
| Cost & Managerial Accounting 1 | ACCTAC336 | | • | | 20 |
| Cost & Managerial Accounting 2 | ACCTAC436 | | • | | 20 |
| Entrepreneurship Fundamentals | SBMGBU395 | • | | | 20 |
| Financial Statement Concepts | ACCT10005 | | • | | 20 |
| Information Systems Management | INFOBA635 | | • | | 20 |
| Macroeconomics | ECONEB222 | | • | | 20 |
| Marketing 1 | MRKTCB158 | | • | | 20 |
| Marketing 2 | MRKTMK351 | | • | | 20 |
| Microeconomics | ECONEB122 | | • | | 20 |
| Principles of Purchasing | BUSN10101 | • | | | 20 |
| Principles of Sales | BUSN10021 | • | | | 20 |
| **BUSINESS STUDIES** | | | | | |
| Accounting - Introductory I | ACCTMCS01 | • | | | 21 |
| Accounting - Introductory II | ACCTMCS02 | • | | | 21 |
| Business Law - Introductory | LAWSMCS05 | • | | | 21 |
| Business Research and Writing Skills | SBMG10019 | • | | | 23 |
| Computer Skills for Small Business | COMP10134 | • | | | 23 |
| Computer Skills for Small Business Advanced | COMP10135 | • | | | 23 |
| Corporate Procedures | LAWSSELC6 | • | | | 22 |
| Effective Supervision - Human Relations | MGMTMD221 | • | | | 20 |
| Global Supply Chain Management | BUSNIB102(SA) | • | | | 22 |
| How to Start a Small Business | SBMGMD249 | • | | | 20 |
| International Market Entry Strategies | BUSNIB101(SA) | • | | | 22 |
| Intro To Small Business And Entrepreneurship | SBMGSB101 | • | | | 23 |
| Introduction to Legal Office Practice and Procedures | OADM10009 | • | | | 22 |
| Introduction To Macroeconomics | ECON10002 | • | | | 21 |
| Landlord & Tenant Law | LAWS10064 | • | | | 22 |
| Leadership in a Team Environment | MGMT10096 | • | | | 21 |
| Legal Terminology | LAWS10005 | • | | | 23 |
| Management Operations | MGMTMCS07 | • | | | 21 |
| Management Principles | MGMTMCS06 | • | | | 21 |
| Managing The Small Business | SBMG10013 | • | | | 23 |
| Marketing - Advanced | MRKT10018 | • | | | 21 |
| Marketing Digitally | MRKT10037 | • | | | 21 |
| Marketing on the World Wide Web | MRKT10026 | • | | | 21 |
| Marketing Principles | MRKTMCS08 | • | | | 21 |
| Microeconomics - Introductory | ECONMCS03 | • | | | 21 |
| Operations And Legal Issues | SBMGSB202 | • | | | 23 |
| Provincial Offences/Motor Vehicle Offences | LAWS10076 | • | | | 23 |

| COURSE NAME | COURSE CODE | DELIVERY | | | PAGE # |
| --- | --- | --- | --- | --- | --- |
| | | ONLINE | CLASSROOM | BLENDED | |
| Quantitative Methods 1 | BUSN10045 | ● | | | 22 |
| Selling For Success | MRKT10025 | ● | | | 22 |
| Small Business Bookkeeping | ACCTMD103 | ● | | | 21 |
| Small Business Marketing Skills | SBMG10000 | ● | | | 23 |
| Small Business-Financial Management | MGMTSB102 | ● | | | 23 |
| Supervisory Skills for Small Business | SBMG10017 | ● | | | 23 |
| The Generic Business Plan | SBMG10018 | ● | | | 23 |
| **COMPUTERS** | | | | | |
| A+ Essentials - Operation System Software | COMP10121 | ● | | | 26 |
| A+ Essentials-Hardware | COMP10108 | ● | | | 26 |
| Access - Expert | COMP10141 | ● | | | 24 |
| Access Core | INFO10081 | ● | ● | | 24 |
| Adobe Acrobat | COMP10104 | ● | | | 25 |
| Adobe Photoshop Elements | INFO10069 | ● | | | 27 |
| Advanced QuickBooks | INFO10142 | ● | | | 25 |
| Android Application Development | COMP10147 | ● | | | 25 |
| Blackberry Application Development | COMP10146 | ● | | | 25 |
| Cisco Certified Network Associate 1 - Networking Fundamentals | INFO10057 | ● | | | 25 |
| Cisco Certified Network Associate 2 - Intro to Routing | COMP10055 | ● | | | 25 |
| Cisco Certified Network Associate 3 - Routing and Switching | COMP10117 | ● | | | 25 |
| Cisco Certified Network Associate 4 - Wide Area Networking | COMP10118 | ● | | | 25 |
| Computer Basics with Windows 7, Word and Excel | INFO10156 | ● | ● | | 24 |
| Computer Skills For College | COMPCO002 | ● | | | 26 |
| Desktop Publishing (Word) | INFO10178 | ● | | | 25 |
| Dreamweaver | INFO10111 | | ● | | 27 |
| Dreamweaver (Webpage Authoring) | COMP10138 | ● | | | 27 |
| Excel Core | INFO10078 | ● | ● | | 24 |
| Excel Expert | INFO10079 | ● | ● | | 24 |
| Fireworks (Adobe) | INFO10152 | ● | ● | | 27 |
| FLASH - an Introduction | COMP10144 | ● | | | 27 |
| Flash Animation | INFO10150 | | ● | | 27 |
| Flash Games | INFO10171 | ● | ● | | 27 |
| Fundamentals of UNIX | COMP10024 | ● | | | 25 |
| Generic Computer Training | COMPCO001 | ● | | | 26 |
| HTML Intermediate | COMP10107 | ● | | | 26 |
| HTML Introduction | COMP10106 | ● | | | 26 |
| Introduction to C# Programming | COMP10116 | ● | | | 26 |
| Introduction To Micro Computers | COMPCO165 | ● | | | 26 |
| iPhone Application Development | COMP10151 | ● | | | 25 |
| Java - Intermediate | COMP10036 | ● | | | 26 |
| Java - Introduction | COMP10035 | ● | | | 26 |
| JavaScript | COMP10137 | ● | | | 27 |
| Microsoft Office 365 | COMP10145 | ● | | | 26 |
| MS-Office 2007 | INFO10095 | ● | | | 26 |
| MySQL Databases | COMP10149 | ● | | | 26 |
| PERL Introduction | COMP10139 | ● | | | 27 |
| Photoshop (Adobe) | INFO10149 | ● | | | 28 |
| PowerPoint | INFO10082 | ● | ● | | 24 |
| Programming in C | COMP10122 | ● | | | 26 |

| COURSE NAME | COURSE CODE | DELIVERY | | | PAGE # |
| --- | --- | --- | --- | --- | --- |
| | | ONLINE | CLASSROOM | BLENDED | |
| Publisher Core | INFO10157 | ● | | | 24 |
| Visio Essentials | INFO10174 | ● | | | 25 |
| Web Design Basics | INFO10144 | | ● | | 27 |
| Web Design for Mobile Apps | COMP10150 | ● | | | 26 |
| Web Page Design | INFO10110 | | ● | | 27 |
| Web Scripting with PHP | INFO10112 | | ● | | 28 |
| Word Core | INFO10077 | ● | ● | | 25 |
| Word Expert | INFO10080 | ● | ● | | 25 |
| Workshop For Windows | INFOBW001 | | ● | | 24 |
| XML | INFO10145 | | ● | | 28 |
| **LEADERSHIP AND MANAGEMENT** | | | | | |
| Basics Of Supply Chain Management | BUSNSPC15 | | ● | | 28 |
| Benefits Administration | BUSN10059 | ● | | | 29 |
| Coaching And Developing People | MGMTCMA03(SA) | ● | | | 31 |
| Communications (LDS) | COMM10217 | | ● | | 30 |
| Compensation and Benefits | HRESPIR11 | ● | ● | | 29 |
| Continuous Improvement Process | QUALCMA06(SA) | ● | | | 31 |
| Creative and Critical Thinking (LDS) | COMM10216 | ● | | | 30 |
| Developing Effective Teams | MGMTCMA04(SA) | ● | | | 31 |
| Dispute Resolution | HMNS10093 | ● | | | 29 |
| Employment Law (LDS) | LAWS10090 | ● | ● | | 30 |
| Employment Standards and Human Rights Law | MGMTBU497 | | ● | | 31 |
| Finance And Accounting | ACCTPIR23 | ● | ● | | 29 |
| Financial Management (Retirement Care) Communities/Long Term | FINC10008 | ● | | | 32 |
| Food Nutrition & Hospitality Management for Retirement | HLTH10109 | ● | | | 32 |
| HR and Labour Relations in Retirement Communities Management | HRES10020 | ● | | | 32 |
| Human Relations (LDS) | HRES10019 | | ● | | 30 |
| Human Resource Management Studies | MGMTBPC01 | ● | ● | | 29 |
| Human Resources Planning and Staffing | HRESPIR17 | ● | | | 29 |
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| Introduction to Nutrition in Health Care | HLTH10065(SA) | • | | | 107 |
| Introduction to Palliative Care | HSCIHZA69 | • | | | 108 |
| Introduction to Patient Education | HSCI10052(SA) | • | | | 105 |
| Introduction to Return-to-Work Coordination | CREDRTC02 | | • | | 106 |
| Legislation And Disability Management | LAWSRTC13 | | • | | 106 |
| Level 1: Breastfeeding Basics | NRSG10073(SA) | • | | | 104 |
| Level 2: Breastfeeding Management | NRSG10074(SA) | • | | | 104 |
| Level 3: Advanced Breastfeeding Practice | NRSG10075(SA) | • | | | 104 |
| Living with Diabetes | HLTH10028(SA) | • | | | 105 |
| Loss, Grief & End of Life Issues | HMNS10016(SA) | • | | | 108 |
| Loss, Grief and Caregiver Support | HSCI10094 | | • | | 109 |
| Management and Organizational Skills for Return-to-Work Coordina | MGMTRTC12 | | • | | 106 |
| Managing Change | MGMTRTC18 | | • | | 106 |
| Mask Fit Testing | HSCI10057 | | • | | 107 |
| Mental Health Issues, Rehabilitation Services & Return-To-Work | HRESRTC04 | | • | | 106 |

| COURSE NAME | COURSE CODE | ONLINE | CLASSROOM | BLENDED | PAGE # |
|---|---|:---:|:---:|:---:|:---:|
| Operating Room Attendant | NRSGNSCD9 | | • | | 107 |
| Operating Room Attendant Laboratory Experience | HSCI10155 | | | | 107 |
| Pain Management | HSCI10082(SA) | • | | | 108 |
| Preparatory Biology | BIOL10006 | • | | • | 107 |
| Problem-Solving With Groups | MGMTRTC09 | | • | | 106 |
| Professional Issues and Advocacy | HMNS10017(SA) | • | | | 108 |
| Psychosocial Rehabilitation Foundations | HSCIPSR01(SA) | • | | | 109 |
| Sanitation And Safety | SAFEHCF30(SA) | • | | | 107 |
| Special Issues With Diabetes | HLTH10046(SA) | • | | | 105 |
| Standard First Aid, C.P.R. 'C'/AED | HSCI10088 | | • | | 104 |
| Trauma Informed Perspectives | HLTH10183 | • | | | 107 |
| Workers' Compensation | HRESRTC14 | | • | | 106 |
| **HUMAN SERVICES / JUSTICE AND WELLNESS STUDIES** | | | | | |
| **COMMUNITY LEADERSHIP** | | | | | |
| Annual Giving | HMNSSSFR2 | | • | | 111 |
| Customer Service 1 | MRKTSSP04 | | • | | 112 |
| Customer Service 2 | MRKT10015 | | • | | 112 |
| Ethics In The Workplace | LAWSSSPC6 | | • | | 112 |
| Event Sponsorship | RECLRLA08 | | | • | 111 |
| Introduction to Special Events | HSCIRLA09 | | • | | 111 |
| Leadership And Communications | COMMSSNPL | | • | | 112 |
| Practical Human Resources Management | HRESSSNPH | | • | | 112 |
| Principles of Convention and Meeting Planning | RECL10030 | • | | | 111 |
| Relationship Building | HMNSSSC71 | | • | | 112 |
| Volunteer Management 3 | MGMTSSP63 | | | • | 112 |
| Volunteer Management for Events | MGMT10086 | | | • | 111 |
| Wedding Planning | PLAN10009 | | | • | 111 |
| **FITNESS AND WELLNESS** | | | | | |
| Anatomy | HLTH10078 | | • | | 113 |
| Fitness Theory | HLTHFI001 | | • | | 112 |
| Personal Trainer Module | HLTHFI004 | | • | | 112 |
| **HELPING PROFESSIONS** | | | | | |
| Braille - Level 1 | SENSSSE44 | • | | | 113 |
| Braille - Level 2 | SENSSSE45 | • | | | 113 |
| Braille - Level 3 | SENSSSE46 | • | | | 113 |
| Braille - Level 4 | SENSSSE47 | • | | | 113 |
| Crisis Intervention | HMNSSO231(SA) | | • | | 114 |
| Field Placement 1(P-T) | WORKSOA21(SA) | | | | 114 |
| Field Placement 2(P-T) | WORKSOB21(SA) | | | | 114 |
| Field Placement 3 (P-T) | WORKSOC21(SA) | | | | 114 |
| Field Placement 4(P-T) | WORKSOD21(SA) | | | | 114 |
| Field Placement 5(P-T) | WORKSOE21(SA) | | | | 114 |
| Field Placement 6 (P-T) | WORKSOF21(SA) | | | | 114 |
| Introduction to Concurrent Disorders | HMNS10034 | | • | | 113 |
| Individual Counselling | COUNTC104 | | • | | 114 |
| Interviewing Skills | COMMSO226(SA) | | | • | 114 |
| Issues And Ethics In Counselling | COUNTC208 | | • | | 114 |
| Professional Development | CREDSO123(SA) | | • | | 114 |
| Techniques Of Family Intervention II | HMNSSO432(SA) | | | • | 114 |
| Therapeutic Recreation - Research | RECL10014 | | | • | 115 |
| **HUMAN SERVICES - OTHER** | | | | | |
| NonViolent Crisis Intervention | CONFMHN08(SA) | | • | | 115 |
| Non-violent Crisis Intervention-Recertification | CONFEH108(SA) | | • | | 115 |
| Project DARE Wilderness Expedition | GINT10029(E) | | | | 115 |

| COURSE NAME | COURSE CODE | ONLINE | CLASSROOM | BLENDED | PAGE # |
|---|---|:---:|:---:|:---:|:---:|
| **JUSTICE** | | | | | |
| Close Protection Advance Exercise | LAWS10134 | | | | 117 |
| Close Protection Basic Driving | LAWS10133 | | | | 117 |
| Close Protection Course 1 | LAWS10120 | | | | 117 |
| Close Protection Course 2 | LAWS10121 | | | | 117 |
| Close Protection Course 3 | LAWS10122 | | | | 117 |
| Close Protection Course 4 | LAWS10123 | | | | 117 |
| Close Protection Pistol | LAWS10117 | | | | 117 |
| Communications/Reporting- Police Foundations | COMMLL223 | • | | | 115 |
| Computer/Cyber Crime | LAWS10084 | • | | | 116 |
| Conflict Management | CONFSS426 | • | | | 115 |
| Corporate Crime Investigation | LAWS10088 | • | | | 116 |
| Crime & Society | SSCI10020 (E) | | • | | 115 |
| Criminal And Civil Law | LAWSPF301 | • | | | 115 |
| Criminal Code | LAWSPF302 | • | | | 115 |
| Criminal Code And Federal Statutes | LAWSPF402 | • | | | 115 |
| Criminology - Police Foundations | SSCISS281 (E) | • | | | 116 |
| Diversity and First Nations | SSCI10017 | • | | | 116 |
| Interpersonal & Group Dynamics | SSCIPF202 (E) | • | | | 116 |
| Investigation And Evidence | LAWSPF404 | • | | | 116 |
| Investigative Techniques for Motor Vehicle Collisions | LAWS10089 | • | | | 116 |
| Police Powers 1 | LAWSPF303 | • | | | 116 |
| Principles Of Ethical Reasoning | LAWSPF106 | • | | | 116 |
| Private Investigator-Licensing Requirements | LAWS10091 | | • | | 116 |
| Private Security - Licensing Requirements | LAWS10087 | | • | | 116 |
| Provincial Offenses | LAWSPF401 | • | | | 116 |
| Traffic Management | LAWSPF309 | • | | | 116 |
| Youth In Conflict With The Law | LAWSPF305 | • | | | 116 |
| **WORKING WITH CHILDREN & YOUTH** | | | | | |
| Adaptive Computer Technology in Education | COMP10006(SA) | • | | | 120 |
| Administration and Supervision in ECE | EDUC10077 | • | | | 119 |
| Adolescence: Treatment Approaches & Issues | HMNSCC358(SA) | | | • | 119 |
| Advanced Therapeutic Programming | HMNSCC362(SA) | | | • | 119 |
| Autism - Introduction to Autism Spectrum Disorder (ASD) | HSCI10041(SA) | • | | | 118 |
| Autism Spectrum Disorder- Assisting Student Development | EDUC10001(SA) | • | | | 120 |
| Behavioural Skill Building | EDUC10028(SA) | • | | | 118 |
| Child Development 1 | EDUC10051 | • | | | 119 |
| Classroom Skills | EDUCEDE21(SA) | • | | | 121 |
| Cognitive Behaviour Modification In CYW | HMNSCC457(SA) | | | • | 119 |
| Computers In Education | EDUCEDE19(SA) | • | | | 121 |
| Cultural Diversity In An Educational Setting | EDUC10002(SA) | • | | | 121 |
| Ethics and Professionalism | EDUC10034(SA) | • | | | 118 |
| Exceptionalities 1 | EDUCEDE22(SA) | • | | | 121 |
| Exceptionalities 2 | EDUCEDE23(SA) | • | | | 121 |
| Exceptionalities 3 | EDUCEDE26(SA) | • | | | 121 |
| Family and Community Engagement | EDUC10057(SA) | | | • | 120 |
| Field Placement 1 | WORK10019(SA) | • | | | 118 |
| Field Placement 1 & Seminar | WORKEC298(SA) | | | | 119 |
| Field Placement 2 | WORK10020(SA) | • | | | 118 |
| Field Placement 2 & Seminar | WORKEC299(SA) | | | | 119 |
| Field Placement 3 & Seminar | WORKEC398(SA) | | | | 119 |
| Field Placement 4 & Seminar | WORKEC399(SA) | | | | 120 |
| Field Work Practicum 1 | WORKCC255(SA) | | | | 119 |
| Field Work Practicum 2 | WORKCC455(SA) | | | | 119 |
| Field Work Practicum 3 | WORKCC655(SA) | | | | 119 |
| Foundations of Education | EDUCEDE14(SA) | • | | | 121 |
| Health, Safety & Nutrition | HLTHEC101(SA) | | | • | 119 |
| Infant and Toddler Learning Environment | EDUC10074(SA) | | | • | 119 |

| COURSE NAME | COURSE CODE | ONLINE | CLASSROOM | BLENDED | PAGE # |
|---|---|:---:|:---:|:---:|:---:|
| Introduction to Applied Behaviour Analysis | HSCI10042(SA) | • | | | 118 |
| Learning Strategies | EDUC10004 (E) (SA) | • | | | 121 |
| Lifeskills and Job Coaching | EDUC10037(SA) | • | | | 121 |
| Management Leadership Skills and Staff Development for Early Childhood Education | EDUC10078 | • | | | 120 |
| Mathematics | MATH10038 | • | | | 121 |
| Parent and Staff Training | EDUC10029(SA) | • | | | 118 |
| Personal And Interpersonal Dynamics | EDUCEDE17(SA) | • | | | 121 |
| Practicum 2 | EDUCEDE16(SA) | • | | | 121 |
| Practicum 3 | EDUCEDE24(SA) | • | | | 121 |
| Practicum 4 | EDUCEDE25(SA) | • | | | 121 |
| Practicum Preparation 1 | EDUC10075(SA) | • | | | 121 |
| Safety In An Educational Setting | SAFE10004(SA) | • | | | 121 |
| Specialized Instructional Strategies | EDUC10030(SA) | • | | | 118 |
| Total Communication Part 1 | EDUC10040(SA) | • | | | 121 |
| Total Communication Part 2 | EDUC10041(SA) | • | | | 121 |
| Transition Planning and Implementation | EDUC10031(SA) | • | | | 118 |
| Treating Challenging Behaviour | HMNS10006(SA) | • | | | 118 |
| Wellness for Children | HLTH10121 | • | | | 119 |
| Working with Families and Teams | HMNS10005(SA) | • | | | 118 |
| Working with Parents | EDUC10076(SA) | • | | | 119 |
| **MEDIA AND ENTERTAINMENT** | | | | | |
| **COMPUTER - GRAPHICS** | | | | | |
| Adobe Illustrator | COMP10119 | • | | | 122 |
| Adobe InDesign Basics | COMP10120 | • | | | 122 |
| Introduction to Photoshop | INFOPY114 | • | | | 122 |
| Photoshop - Level 2 | INFO10047 | • | | | 122 |
| **MUSIC** | | | | | |
| Ear Training 2 | MUSCMU240 | | • | | 123 |
| Electronic Music 1 | MUSCMU570 | | • | | 123 |
| Guitar - Adult Class 1 | MUSCPA107 | | • | | 123 |
| Guitar - Adult Class 2 | MUSCPA207 | | • | | 123 |
| Guitar - Adult Class 3 | MUSCPA307 | | • | | 123 |
| Guitar Song Book | MUSC10038 | | • | | 123 |
| Jazz Improvisation | MUSCMU909 | | • | | 123 |
| Piano Adult Class 1 | MUSCMU100 | | • | | 123 |
| Piano Adult Class 2 | MUSCMU200 | | • | | 123 |
| Piano Adult Class 5 | MUSC10028 | | • | | 123 |
| Piano Song Book | MUSC10053 | | • | | 123 |
| Piano-Adult Class 4 | MUSCMU400 | | • | | 123 |
| The World of Hand Drumming | MUSC10004 | | • | | 123 |
| Theory 2 | MUSCMU223 | | • | | 123 |
| Vocal-Adult Class 1 | MUSCPA160 | | • | | 123 |
| Vocal-Advanced Adult | MUSCPA360 | | • | | 123 |
| **PHOTOGRAPHY** | | | | | |
| Advanced Digital Imaging/Photoshop | PHTOPY120 | | • | | 124 |
| Architectural Photography | PHTO10030 | | • | | 124 |
| Baby/Infant Photography | PHTO10063 | | • | | 125 |
| Digital Cameras-How To Use Yours Effectively | PHTOCR527 | | • | | 125 |
| Digital Photography 1 | PHTOPY101 | | • | | 124 |
| Digital Photography 2 | PHTOPY300 | | • | | 124 |
| Fashion Photography | PHTO10027 | | • | | 124 |
| Flash Photography | PHTO10064 | | • | | 125 |
| History of Photography | PHTOPY109 (E) | | • | | 124 |
| Introduction To Digital Imaging/ Photoshop | PHTOPY110 | | • | | 124 |
| Media Photography | PHTOPY105 | | • | | 124 |
| Nature Photography | PHTOPY106 | | • | | 124 |
| Photography - Wedding | PHTO10018 | | • | | 124 |
| Portraiture | PHTOPY402 | | • | | 124 |
| Studio Lighting | PHTOPY225 | | | | 124 |
| Waterfalls | PHTO10062 | | | | 125 |

# Business

## CERTIFICATES, DIPLOMAS AND COURSES

Read more at
**ce.mohawkcollege.ca/business**

## Climb the corporate ladder.
## Learn to stand out.

The rate at which business evolves seems to be ever increasing. New practices, new technology and new markets all add up to a new reality. Whether you need to upgrade your skills for a promotion, better fulfill your job's demands, or get reacquainted with business as usual, The McKeil School of Business at Mohawk College offers workshops, courses, certificates and diplomas to help you achieve your goals. We offer flexible options that will fit your busy schedule, with courses available online, in-class or a mix of both. So, login or sit in, but don't miss out.

## Let's talk business

Innovation centres in Hamilton help companies turn their ideas into commercial success stories.*

## Credit where credit is due

You may qualify for credits that can be awarded for skills and knowledge acquired in other courses, or in your personal work experience. See page 129 for details about Prior Learning Assessment and Recognition (PLAR).

## Ready for your Certificate or Diploma?
## Ready to Graduate?

Refer to the Graduation/Convocation section on page 129 for information and instructions.

*www.investinhamilton.ca/why-hamilton/top-ten-reasons/

## Certificate and Diploma Options               Page

## Small Business and Entrepreneurship

**Learn the skills to realize your goal of becoming self-employed!**

## ACCOUNTING AND FINANCIAL

## Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 3 courses**
Benefit from a self-study format that allows you to work at your own pace and complete more than one level per term if you choose. You must purchase textbooks and correlated workbooks, available through the College bookstores.

**Questions?**
Call: 905-575-2358 or 905-575-2192 (press 2)
Email: cebus@mohawkcollege.ca or cathie.duncan@mohawkcollege.ca
Web: ce.mohawkcollege.ca/appacct

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Program of Studies**

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

**These courses can be used towards the Integrated Accounting Certificate.**

### Applied Accounting-Bookkeeping 1     ACCTBZ018
Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22197 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21248 | | Apr16 | Jul9 | | | Online | $251.28 |
| 22202 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21235 | | May16 | Aug8 | | | Online | $251.28 |

### Applied Accounting-Bookkeeping 2     ACCTBZ019
Develop additional skills with emphasis on merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: Applied Accounting-Bookkeeping 1 (ACCTBZ018).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22199 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21249 | | Apr16 | Jul9 | | | Online | $251.28 |
| 22203 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21236 | | May16 | Aug8 | | | Online | $251.28 |

### Applied Accounting-Bookkeeping 3     ACCTBZ020
Further enhance your bookkeeping skills. Topics include partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: Applied Accounting-Bookkeeping 2 (ACCTBZ019).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22200 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21250 | | Apr16 | Jul9 | | | Online | $251.28 |
| 22204 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21237 | | May16 | Aug8 | | | Online | $251.28 |

## Canadian Institute of Bookkeeping

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

**Questions?**
Call: 416-925-9420 (CIB)
Email: info@cibcb.com
Web: www.cibcb.com

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/CIB

**Program of Studies**
• Refer to our website to view Mohawk equivalencies to C.I.B. courses.

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21363 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Payroll Administration     ACCTBU192
Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation of journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I (ACCTMCS01) or Accounting 1 (ACCTCB101) or Grade of 65% or better required to receive CIB credit. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21102 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Taxation I     ACCT10019
Gain an understanding of income taxation in Canada with a focus on employment income, business income, income from property or investments and capital gains. Learn to complete personal tax returns manually and using a software application. This course is not for MAC users. Equivalent to Canadian Institute of Bookkeeping CIB332 and Tax Practice-Option (BUSNBA609). Prerequisites: Accounting - Introductory II (ACCTMCS02). 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21386 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## CGA Equivalency Courses

The following courses can be used as credits with the Certified General Accountants of Ontario. A grade of 70% is required in each equivalent course to obtain transfer credit.

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: disted.mohawkcollege.ca/cga

**Program of Studies**
• For transfer credit information refer to www.cga-ontario.org

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21411 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Auditing II     ACCT10027
Further develop auditing skills with in-depth study of internal controls. Learn to audit sales, acquisitions, payroll, inventory and cash balances and related income statements and balance sheets. Prerequisite: Auditing I (ACCT10026). 48 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21412 | | May10 | Aug16 | | | Online (OL) | $384.95 |

### Advanced Accounting     ACCT10032
Gain an understanding of some complex topics in accounting for leases, pensions, EPS, and accounting changes. Prerequisite: ACCT10023. 42 hours.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 29005 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21413 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21414 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Cost and Managerial Accounting I ACCT10024

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21408 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21409 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## English 1 COMM10256

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21404 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21405 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21415 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21407 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Management Information Systems INFO10160

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21410 | | May10 | Aug16 | | | Online (OL) | $346.16 |

# Financial Planning Certificate (185)

## MOHAWK COLLEGE CERTIFICATE

### Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accreditation exams. Students applying the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater. **These courses are not suitable for someone taking them for their own personal financial planning.**

### Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca or dennis-m.cheredar@mohawkcollege.ca
Web: ce.mohawkcollege.ca/financialplanning

### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| FINCFP011 | Financial Environment | 45 |
| FINCFP012 | Life and Death Issues of Financial Planning | 45 |
| FINCFP013 | Investment Planning | 45 |
| FINCFP014 | Retirement Issues and Case Studies | 45 |

## Financial Environment FINCFP011

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21200 | | May10 | Aug16 | | | Online (OL) | $585.59 |

## Life and Death Issues of Financial Planning FINCFP012

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21238 | | May10 | Aug16 | | | Online (OL) | $585.59 |

## Investment Planning FINCFP013

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21230 | | May10 | Aug16 | | | Online (OL) | $585.59 |

## 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: FINCFP011, FINCFP012 and FINCFP013.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21201 | | May10 | Aug16 | | | Online (OL) | $585.59 |

# Integrated Accounting Certificate (099)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**
Enhance your understanding of computerized accounting and its effect on accounting practice.

**Questions?**
Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: ce.mohawkcollege.ca/integratedacct

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ACCTBZ018 | Applied Accounting-Bookkeeping 1 | 36 |
| ACCTBZ019 | Applied Accounting-Bookkeeping 2 | 36 |
| ACCTBZ020 | Applied Accounting-Bookkeeping 3 | 36 |
| INFO10087 | Simply Accounting | 36 |
| INFOBW190 | AccPac-General Ledger | 18 |
| INFOBW390 | AccPac-Accounts Payable | 18 |

| Options - Choose 2: | | |
|---|---|---|
| INFO10078 | Excel Core | 36 |
| INFO10079 | Excel Expert | 36 |
| INFO10081 | Access Core | 36 |
| INFO10159 | Quickbooks | 36 |
| INFOBW290 | AccPac-Accounts Receivable | 18 |
| INFOBW490 | AccPac-Order Entry Level 1 | 18 |
| INFOBW492 | AccPac-Order Entry Level 2 | 18 |
| INFOBW590 | AccPac-Payroll | 18 |

**Software Versions:**
- AccPac 5.6, QuickBooks Premier 2012, Simply Accounting 2012 Pro
- Software is included with textbook purchase.
- Software is not compatible with a Mac computer.

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

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22109 | TU | Apr16 | May21 | 6:30-9:30 | 6 | Classroom (FF) | $139.32 |
| 21141 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## AccPac - Accounts Receivable INFOBW290
Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing. Software is included with text. Prerequisite: AccPac - General Ledger (INFOBW190).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21246 | | May10 | Aug16 | | | Online (OL) | $178.64 |
| 22119 | TU | May28 | Jul2 | 6:30-9:30 | 6 | Classroom (FF) | $139.32 |

## 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: AccPac - General Ledger (INFOBW190).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21247 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## AccPac - Payroll INFOBW590
Learn to prepare payroll data and process payroll transactions. Software is included with the text. Prerequisites: AccPac-General Ledger (INFOBW190), AccPac-Accounts Receivable (INFOBW290) and AccPac-Accounts Payable (INFOBW390).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21234 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## AccPac Order Entry - Level 1 INFOBW490
Learn to set up Inventory Control, Purchase Orders and Order Entry modules. Topics include requisitions, receipts and invoices. Software is included with the text. Prerequisites: AccPac - General Ledger (INFOBW190), AccPac - Accounts Receivable (INFOBW290) and AccPac - Accounts Payable (INFOBW390).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21232 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## AccPac Order Entry - Level 2 INFOBW492
Learn to enter and work with quotations, orders, invoices, requisitions, Pos, receipts, inventory, shipments and adjustments. Software is included with the text. Prerequisite: AccPac Order Entry - Level 1 (INFOBW490).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21233 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## QuickBooks INFO10159
Discover QuickBooks for your small to mid-size business needs. Topics include vendors, customers, employees, reports and various transactions. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21429 | | Apr15 | Jul6 | | | Online | $251.28 |
| 22110 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## Simply Accounting INFO10087
Examine the setup of the GL, AR, AP, Payroll, Inventory, and Services. Software is included with the text. Equivalent to Applied Accounting Systems (ACCTAC410). Prerequisite: Knowledge of basic accounting and Windows.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21218 | | Apr15 | Jul2 | | | Online | $251.28 |
| 22122 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

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## BUSINESS DIPLOMAS

**Questions?**
Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

All students are regulated by post-secondary policies. Please contact us if you have questions pertaining to prerequisites, entry to class, graduation requirements, etc.

**You cannot register in a course without the appropriate prerequisite(s) or equivalent.**

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

**Refer to the Mathematics and Sciences section (under Engineering Technology) for Business Math courses.**

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## Business - Accounting Diploma (316)

### ONTARIO COLLEGE DIPLOMA

**Graduation Requirement: 24 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.

**Program of Studies**
- Refer to: ce.mohawkcollege.ca/busaccounting or www.mohawkcollege.ca/316

**Certified General Accountants Association of Ontario (CGA)**
Call: 1-800-668-1454
Web: www.cga-ontario.org or 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.

## Business Administration Advanced Diploma (632)

### 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.

**Program of Studies**
- Refer to: ce.mohawkcollege.ca/busadmin or www.mohawkcollege.ca/632

## Business (General) Diploma (320)

### 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.

**Program of Studies**
- Refer to: ce.mohawkcollege.ca/busgeneral or www.mohawkcollege.ca/320

## Business - Marketing Diploma (319)

### 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.

**Program of Studies**
- Refer to: ce.mohawkcollege.ca/busmarketing or www.mohawkcollege.ca/319

## Business Diploma Course Offerings

### Accounting 1                                           ACCTCB101
Examine the role of accounting in planning and controlling business operation.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22133 | MO | Apr15 | Jul15 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Accounting 2 - Financial                               ACCT10014
Covers current assets, capital assets, and payroll liabilities. Learn to determine the financial position of a business organized as a partnership and sole proprietorship, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principles (GAAP). Prerequisite: ACCTCB101. Equivalent: ACCTAC201.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22136 | TU | Apr16 | Jul16 | 6:30-10:30 | 14 | Classroom (FF) | $420.79 |

### Accounting 3 - Financial Accounting Applications     ACCT10009
Demonstrate the application of GAAP and IFRS in financial reporting in the areas of cash, receivables, inventory and investments. Prerequisite: 70% in ACCTAC201 or 70% in ACCT10005 and ACCT10014.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22137 | WE | Apr17 | Jul3 | 6:30-10:00 | 12 | Classroom (FF) | $325.08 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22141 | WE | Apr17 | Jul3 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22151 | TH | Apr18 | Jul4 | 6:30-10:00 | 12 | Classroom (FF) | $325.08 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21171 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### 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%).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22142 | TU | Apr16 | Jul2 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21043 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Business Finance 2                                    BUSNBA440
Focus on capital budgeting, dividend policy, and using sources of long-term financing. Prerequisite: ACCTCB340.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22149 | TH | Apr18 | Jul4 | 6:30-10:00 | 12 | Classroom (FF) | $325.08 |

### Business Law                                          BUSNCB436
Review common statute law pertinent to business and legal concepts governing commercial institutions and transactions.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22152 | TU | Apr16 | Jul2 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Business Mathematics Of Finance — MATH10037

Develop an understanding of simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101. For online students access to Scientific Notebook with Windows is required. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22162 | TU | Apr16 | Jul2 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |
| 21037 | | May15 | Aug28 | | | Online | $293.16 |
| 21537 | | Jun26 | Oct9 | | | Online | $293.16 |

### Business Statistics — MATHMA305

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22163 | WE | Apr17 | Jul17 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

### Business Writing and Reporting — COMM10065

Create effective business documents and presentations. Covers: using a clear, persuasive writing style; producing convincing business documents; and creating effective visual communications that deliver your message and improve your business. Apply these skills using advanced techniques in Microsoft Word and PowerPoint.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22161 | WE | Apr17 | Jun5 | 6:00-9:30 | 8 | Classroom (FF) | $216.72 |

### Computer Applications For Business — INFO10048

Develop business communication and documentation skills by learning how to locate, create, edit, manage, and store documents and information in ways that will increase personal and organizational productivity.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22160 | TH | Apr18 | Jun8 | 6:00-9:30 | 8 | Classroom (FF) | $216.72 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22143 | MO | Apr15 | Jul15 | 6:30-10:00 | 12 | Classroom (FF) | $325.08 |

### Cost & Managerial Accounting 2 — ACCTAC436

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22145 | WE | Apr17 | Jul3 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Entrepreneurship Fundamentals — SBMGBU395

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21245 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22140 | TU | Apr16 | Jul2 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Information Systems Management — INFOBA635

Concentrate on the basics of computer based information systems.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22154 | TH | Apr18 | Jul4 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Macroeconomics — ECONEB222

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22156 | TH | Apr18 | Jul4 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Marketing 1 — MRKTCB158

Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22157 | MO | Apr15 | Jul15 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Marketing 2 — MRKTMK351

Learn about the marketing mix with particular emphasis on the Place, Promotion, and Pricing elements. Prerequisite: MRKTCB158.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22158 | WE | Apr17 | Jul3 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Microeconomics — ECONEB122

Explore the laws of supply and demand, the costs of production and profit determination in various market conditions.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22155 | TU | Apr16 | Jul2 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Principles of Purchasing — BUSN10101

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21529 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21067 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## BUSINESS STUDIES

## Business Courses

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

### Effective Supervision-Human Relations — MGMTMD221

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21271 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### How to Start a Small Business — SBMGMD249

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21081 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Leadership in a Team Environment     MGMT10096

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21024 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### *NEW!* Marketing Digitally     MRKT10037

Explore web-based and digital marketing including web sites, social media and mobile communication. Learn to evaluate online marketing strategies with emphasis on measurement of marketing activity. Equivalent to Web Marketing (MRKT10028). Prerequisite: Marketing Principles (MRKTMCS08). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22510 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21069 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Small Business Bookkeeping     ACCTMD103

Develop an understanding of essential bookkeeping skills and the role of accounting in managing a small business effectively. 30 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21121 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Business Studies Certificate (068)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 11 courses**

Develop or enhance your skills and knowledge for successful entry into the business world. This certificate will provide an introduction to a variety of different business areas.

#### Questions?

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

#### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| ACCTMCS01 | Accounting - Introductory 1 | 45 |
| BUSN10045 | Quantitative Methods 1 | 45 |
| COMMLL122 | Researching and Reporting | 39 |
| ECONMCS03 | Microeconomics - Introductory | 45 |
| LAWSMCS05 | Business Law - Introductory | 45 |
| MGMTMCS06 | Management Principles | 45 |
| MRKTMCS08 | Marketing Principles | 45 |

| Options - Choose 4: | |
|---|---|
| ACCTMCS02 | Accounting - Introductory II |
| BUSNPIR16 | Staff Training and Development |
| ECON10002 | Introduction to Macroeconomics |
| LABRPIR08 | Introduction to Industrial Relations |
| MGMTMCS07 | Management Operations |
| MRKT10018 | Marketing - Advanced |
| MRKT10025 | Selling for Success |
| SAFEPIR21 | Occupational Health and Safety |

### Accounting - Introductory I     ACCTMCS01

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21312 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21382 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |
| 21383 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

### Accounting - Introductory II     ACCTMCS02

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21309 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21384 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

### Business Law - Introductory     LAWSMCS05

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21072 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21084 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

### Introduction To Macroeconomics     ECON10002

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21203 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Management Operations     MGMTMCS07

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21162 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Management Principles     MGMTMCS06

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21310 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Marketing Principles     MRKTMCS08

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21311 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Marketing - Advanced     MRKT10018

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21174 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Microeconomics - Introductory     ECONMCS03

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21335 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21204 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Selling For Success          MRKT10025

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21202 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## Industrial Relations Certificate (824)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Develop a solid foundation in Canadian industrial relations theory and practice.

**Questions?**
Call: 905-575-2358 or 905-575-2192 (press 2)
Email: cebus@mohawkcollege.ca or cathie.duncan@mohawkcollege.ca
Web: ce.mohawkcollege.ca/industrialrelations

**Program of Studies**

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

**Some courses are offered under other Certificates. Refer to the Index.**

## Institute of Law Clerks of Ontario

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

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/lawclerk or www.ilco.on.ca

**Admission Requirements**
• RECOMMENDED: Experience in the legal field.

### Corporate Procedures          LAWSSELC6

Involves the preparation and filing of articles for incorporation of corporations. Become familiar with the Act(s) governing the formation and operation of corporations. 42 hours
**Provincial Exam: June 25, 2013.**

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 12432 | | Mar18 | Jun21 | | | Online (OL) | $401.16 |

## International Business Management Certificate (116)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirements: 12 courses**
You will learn to effectively investigate, analyze, manage and direct most aspects of international trade for an organization.

**Questions?**
Call: 905-575-2706
Email: disted@mohawkcollege.ca or michaelpiczak@gmail.com
Web: www.mohawkcollege.ca/116

**Admission Requirements**
• College Business diploma or Business university degree or demonstrated competence through related work experience.
• Prior approval is necessary. Please mail a copy of your educational qualifications to:

    Mohawk College
    Distance Education, Room J029
    PO Box 2034, Hamilton, ON   L8N 3T2.

**Program of Studies**
• Refer to the website to view the POS.

### Global Supply Chain Management     BUSNIB102(SA)

Outline the various aspects of the storage, movement and management of product inventories across borders. Assess the legal environment and the practical aspects of managing inventory. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22672 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### International Market Entry Strategies     BUSNIB101(SA)

Analyze the advantages and disadvantages to several options in market entry and distribution choices available to the international trader. Apply these concepts to identify optimal market entry strategies when engaging in international trade. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21444 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Labour Studies Program

Refer to the Creative Arts / Interdisciplinary Studies Section.

## Legal Courses

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

### Introduction to Legal Office Practice     OADM10009
### and Procedures

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21243 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Landlord & Tenant Law          LAWS10064

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21044 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Legal Terminology — LAWS10005

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21298 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Provincial Offences/Motor Vehicle Offences — LAWS10076

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21147 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Small Business and Entrepreneurship Certificate (179)

### 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?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca or michaelpiczak@gmail.com
Web: disted.mohawkcollege.ca/smallbusentrepreneurship

**Admission Requirements**
• OSSD or equivalent

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| COMP10134 | Computer Skills for Small Business | 42 |
| SBMG10013 | Managing The Small Business | 56 |
| SBMG10018 | The Generic Business Plan | 42 |
| SBMGSB101 | Intro to Small Business And Entrepreneurship | 56 |
| SBMGSB202 | Operations and Legal Issues | 56 |
| COMP10135 | Computer Skills for Small Business Advanced | 42 |
| MGMTSB102 | Small Business - Financial Management | 56 |
| SBMG10000 | Small Business Marketing Skills | 56 |
| SBMG10019 | Business Research & Writing Skills | 56 |

| Options - Choose 1: | | |
|---|---|---|
| SBMG10015 | The Detailed Business Plan | 56 |
| SBMG10017 | Supervisory Skills for Small Business | 56 |

### Intro To Small Business And Entrepreneurship — SBMGSB101

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21321 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### Computer Skills for Small Business — COMP10134

Learn to produce business reports and communication documents, enter data into existing financial spreadsheets, communicate effectively using e-mail and browse the Web. By the course end, you will tender a draft business plan that will demonstrate competency by the submission of assignments that will become components of your written business plan. Equivalent to Computer Skills for Business 1 (SBMG10014).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21543 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Managing The Small Business — SBMG10013

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21086 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### The Generic Business Plan — SBMG10018

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21524 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Operations And Legal Issues — SBMGSB202

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21160 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### Computer Skills for Small Business Advanced — COMP10135

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 or COMP10134). Equivalent to Computer Skills for Small Business 2 (SBMG10016).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21545 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Small Business-Financial Management — MGMTSB102

Prepare for an entrepreneurial role as a general manager rather than a financial specialist. Develop a broad understanding of accounting and financial management concepts. Prerequisite: Intro to Small Business And Entrepreneurship (SBMGSB101).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21322 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### Small Business Marketing Skills — SBMG10000

Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: Intro to Small Business And Entrepreneurship (SBMGSB101).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21241 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### *NEW!* Business Research and Writing Skills — SBMG10019

Develop appropriate business communication skills while completing various assignments that require research, data analysis and suitable business writing.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22498 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### *NEW!* Supervisory Skills for Small Business — SBMG10017

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22501 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## WSIB Workplace Safety & Insurance Board Adjudication

### ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 2 courses**

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

**Questions?**
Call: 905-575-2358
Email: cebus@mohawkcollege.ca or wm.bowman@sympatico.ca

**Courses are offered in the Fall and Winter terms only.**

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Blended = Course includes online and classroom instruction | (SA) = Special Approval, see page 128

## 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 or email plar@mohawkcollege.ca to arrange a Challenge Exam for any of the Business Computer Applications or Webmaster courses. A minimum of 2 weeks notice is required. A non-refundable fee will be charged.

All Challenge Exams are completed in the Office 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.
- 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.

**Classroom Software Versions:**
- Adobe Photoshop Elements 9, Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop), Microsoft Office 2010, Windows 7

**Online Learning Information:**
- You need access to a computer with appropriate software.
- Instructors provide assistance with course content but cannot provide any technical support. Your Internet Service Provider is responsible for such support.

**Online Software Versions:**
- Adobe Photoshop Elements 10, Adobe Suite CS6 (Dreamweaver, Fireworks, Flash, Photoshop), Microsoft Office 2010, Outlook 2010
- Publisher 2007, Visio 2010, Windows 7

## Business Computer Applications Certificate (915)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**

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

**Questions?**
Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: ce.mohawkcollege.ca/buscomputer

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Admission Requirements**
- Some understanding of the Windows environment is required.
- You are strongly urged to complete WORKSHOP FOR WINDOWS (INFOBW001) before taking other courses.
- Courses make use of eLearn which will be taught in COMPUTER BASICS WITH WINDOWS, WORD and EXCEL (INFO10156).

**Program of Studies**

| Mandatory Courses: | | Hours |
| --- | --- | --- |
| INFO10156 | Computer Basics with Windows 7, Word and Excel | 36 |
| INFO10077 | Word Core | 36 |
| INFO10078 | Excel Core | 36 |

**Options - Choose 3:**
See website for a complete list of options

**Some courses are offered under the Webmaster Certificate.**

### Workshop For Windows — INFOBW001

Explore the Windows environment. Learn basic skills including: managing the desktop, files and folders, Internet Explorer and more. Textbook required. Non-credit for the novice computer user.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22471 | MO | Apr15 | May27 | 6:30-9:30 | 6 | Classroom (FF) | $139.32 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21376 | | Apr15 | Jul6 | | | Online | $251.28 |
| 22469 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 22468 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

### 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 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21210 | | Apr15 | Jul2 | | | Online | $251.28 |
| 22475 | TU | Apr16 | Jul2 | 6:00-9:00 | 12 | Classroom (FF) | $278.64 |

### Access - Expert — COMP10141

Focus on advanced features of MS Access for Windows, including table lookups, advanced queries and forms. Learn to work with form controls, macro concepts, switchboard forms, and more. Equivalent to: Access Expert (INFOBW305) and Access Level II (INFO10177). Prerequisite: Access Core (INFO10081).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21490 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### 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 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21211 | | Apr15 | Jun22 | | | Online | $251.28 |
| 22473 | TU | Apr16 | Jun18 | 6:30-10:00 | 10 | Classroom (FF) | $278.64 |

### Excel Expert — INFO10079

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21212 | | Apr15 | Jun22 | | | Online | $251.28 |
| 22574 | WE | Apr17 | Jun26 | 6:30-10:00 | 11 | Classroom (FF) | $278.64 |

### PowerPoint — INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2010. Topics include basic functions and commands and advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21213 | | Apr15 | Jul3 | | | Online | $251.28 |
| 22476 | WE | Apr17 | Jul3 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

### Publisher Core — INFO10157

Learn to create professional flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21385 | | Apr15 | Jul6 | | | Online | $251.28 |

## Visio Essentials INFO10174

Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21505 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## 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 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21214 | | Apr15 | Jul6 | | | Online | $251.28 |
| 22470 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## Word Expert INFO10080

Master advanced features of Microsoft Word 2010. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, and templates. Prerequisite: Word Core (INFO10077).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21215 | | Apr15 | Jul6 | | | Online | $251.28 |
| 22474 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## Desktop Publishing (Word) INFO10178

Discover the wonders of Word and Desktop Publishing with attention to typography, tools for professional looking documentation, and organizational charts. Prerequisite: Word Core (INFO10077).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21541 | | Apr15 | Jul6 | | | Online | $251.28 |

## Cisco Certified Network Associate

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

## Cisco Certified Network Associate 1 INFO10057
## - Networking Fundamentals

Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21173 | | May10 | Aug16 | | | Online (OL) | $679.30 |

## Cisco Certified Network Associate 2 COMP10055
## - Intro to Routing

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21209 | | May10 | Aug16 | | | Online (OL) | $679.30 |

## Cisco Certified Network Associate 3 COMP10117
## - Routing and Switching

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21388 | | May10 | Aug16 | | | Online (OL) | $679.30 |

## Cisco Certified Network Associate 4 COMP10118
## - Wide Area Networking

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21390 | | May10 | Aug16 | | | Online (OL) | $679.30 |

## Computer Courses

**Software is your responsibility and is not included in course fees.**

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

## Adobe Acrobat COMP10104

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21053 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Advanced QuickBooks INFO10142

Explore various topics including purchasing, inventory, management, units of measure, estimates and progress billing, job costings, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing). Prerequisite: QuickBooks (INFO10159). 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 21148 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## *NEW!* Android Application Development COMP10147

Focus on planning, developing and testing mobile applications for the Android platform. Learn to use Java to create location-aware applications incorporating various features and programming techniques for achieving effective interaction on PDAs. Prerequisites: Java Intermediate (COMP10036) and MySQL Databases (COMP10149). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22519 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## *NEW!* Blackberry Application Development COMP10146

Learn to plan, develop and test mobile applications for the Blackberry platform. Topics include programming techniques for achieving effective interaction on Blackberry Smartphones and the Playbook Tablet. Prerequisites: Java Intermediate (COMP10036) and MySQL Databases (COMP10149). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22517 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## *NEW!* Fundamentals of UNIX COMP10024

Develop an understanding of the Unix Operating System. Explore basic and advanced UNIX commands, file and directory systems, and standard utilities including e-mail clients and text editors. Learn to work with Jobs and Processes, the scheduling facility and Shell Environment Variables. Use the Bourne Shell to create, modify and debug Shell Scripts. 56 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22549 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## *NEW!* iPhone Application Development COMP10151

Learn to plan, develop and test cutting-edge mobile applications for the iOS platform, using the Objective- C programming language, and programming techniques for achieving effective interaction on iPhones and iPads. You MUST use a Mac with xCode. Prerequisites: Java Intermediate (COMP10036) and MySQL Databases (COMP10149). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 22520 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### NEW! MySQL Databases — COMP10149

Investigate the creation, modification, implementation, and maintenance of MySQL and MSSQL databases. Also examine how these databases interface with internet applications and database servers. Prerequisite: Access Expert (COMP10141) but HTML Introduction (COMP10106) is recommended. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22518 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### NEW! Web Design for Mobile Apps — COMP10150

Learn new ways to design, develop and test mobile user interfaces, and to "mobilize" existing websites. Combine theory and coding exercises using CSS2, HTML5, Javascript, Ajax and techniques to achieve innovative user experiences on Smartphones and Tablets Must have an Android, Blackberry or iPhone. Prerequisite: Dreamweaver (Webpage Authoring) COMP10138. 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22505 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### HTML Introduction — COMP10106

Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21345 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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). 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21347 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Introduction to C# Programming — COMP10116

Explore C# object-oriented programming concepts including data abstraction, inheritance and polymorphism. Learn to design, code and document business-oriented programs, using .NET and C#. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21393 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Introduction To Micro Computers — COMPCO165

Focus on computer essentials including the Windows 7 operating system, the Internet, MS Word, Excel and PowerPoint. 28 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21019 | | Apr11 | Jul11 | | | Online | $195.44 |

### Java - Introduction — COMP10035

Learn to develop applications and applets using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, joptionPane Class, arrays, and basic Applets. 40 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21318 | | May10 | Aug16 | | | Online (OL) | $332.20 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21159 | | May10 | Aug16 | | | Online (OL) | $332.20 |

### NEW! Microsoft Office 365 — COMP10145

Learn to use MS Office 365 Web Apps. These browser-based versions of MS Excel, Word and PowerPoint enable editing of documents in web browsers while preserving the original formatting. MS SharePoint Online and MS Lync Online are also introduced. 30 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22521 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21181 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Programming in C — COMP10122

Build knowledge of structured programming and problem solving using C as the foundation for further programming study. Consider operations; flow control; input/output; arrays; pointers; strings; and structures. Access to a C compiler required. 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21110 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Generic Computer Training

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: disted.mohawkcollege.ca/computerscience

### Generic Computer Training — COMPCO001

Gain an overview of the Windows 7 operating system, and Microsoft Office 2007, Word and Excel fundamentals. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21131 | | Apr10 | Jul3 | | | Online | $195.44 |

### Computer Skills For College — COMPCO002

Focus on fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Learn to manage files and folders, format a Word document, manipulate data, formulas and charts in Excel and work with databases. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21130 | | Apr10 | Jul3 | | | Online | $293.16 |

## 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.

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

### A+ Essentials-Hardware — COMP10108

Develop understanding of typical PC components and their relationship to the computer's operating system and peripherals. Gain experience in diagnosis and troubleshooting, and prepare for the A+ hardware certification exam. 56 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21353 | | May10 | Aug16 | | | Online (OL) | $432.00 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21111 | | May10 | Aug16 | | | Online (OL) | 408.40 |

# Webmaster Certificate (137)

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.

### Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: ce.mohawkcollege.ca/webmaster

### Online Learning Questions?

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

### Admission Requirements

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

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| INFO10110 | Web Page Design | 36 |

**Option Group 1 - Choose 1:**

| INFO10069 | Adobe Photoshop Elements | 36 |
|---|---|---|
| INFO10149 | Photoshop (Adobe) | 36 |
| INFO10152 | Fireworks (Adobe) | 36 |

**Option Group 2 - Choose 7:**
**See website for a complete list of options**

**Some courses are offered under the Business Computer Applications Certificate.**

### Important Note

- The online delivery of some of the courses in this programs is temporarily unavailable due to program review. We expect online delivery to resume in Fall 2013.
- 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 College to pursue its vision for increased interactivity and for an enhanced online learning management system, helping students become Future Ready Graduates.
- Students can choose to continue in this program in the classroom environment or take the online course(s) listed below which will be accepted as exemptions in the interim.

### Questions?

Call: 905-575-2154
Email: karen.bacher@mohawkcollege.ca

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22102 | TH | Apr18 | Jul4 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22101 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 22108 | SA | Apr20 | Jul6 | 9:00-12:30 | 10 | Classroom (FF) | $278.64 |

## Adobe Photoshop Elements INFO10069

Learn to use this versatile software. Examine how to load, organize and share photos, repair and retouch and add text and style effects. Create slide shows, calendars and more. Adobe approved course materials. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22748 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Dreamweaver INFO10111

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22106 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## Dreamweaver (Webpage Authoring) COMP10138

Explore Dreamweaver. Learn to customize the DW working environment, create and manage sites and work with typography, images, tables, layers, frames and forms. Knowledge of HTML is recommended.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21486 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Fireworks (Adobe) INFO10152

Develop skills with this easy-to-use graphics editing software package that allows you to quickly create images optimized for the web.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22103 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21504 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## FLASH - an Introduction COMP10144

Focus on Flash vs. Shockwave, interface basics, drawing and painting, and working with objects, type, artwork, layers, symbols and instances. Topics also include animation, interactivity, exporting to HTML and self-contained movies.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21530 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Flash Animation INFO10150

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22105 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## Flash Games INFO10171

Enhance your skills with Flash and create a short animation and game using Actionscript 3. Learn to use a storyboard and time-management chart as a planning tool. Complete two major assignments for inclusion in your portfolio. Prerequisite: Flash - An Introduction (COMP10144).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22104 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |
| 21493 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## JavaScript COMP10137

Learn the essentials which comprise most modern programming languages, using JavaScript. Move from writing simple programs to those that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21485 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## PERL Introduction COMP10139

Learn the basics of Perl, a powerful object-oriented scripting language used with UNIX, Linux, Win32 and the internet. Learn to design and develop programs which are highly portable to any platform.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21487 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Photoshop (Adobe)     INFO10149

Learn to edit and enhance images. Focus on selection tools, layers, masks and channels, text, vector drawing, colour adjustments, compositing, preparing files for the web.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21051 | | Apr15 | Jun25 | | | Online | $251.28 |

### Web Scripting with PHP     INFO10112

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22107 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22100 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## LEADERSHIP AND MANAGEMENT

## APICS - The Association for Operations Management

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

**Questions?**
APICS Hamilton Chapter
Call: 905-689-9117
Email: info@apicshamilton.org
Web: 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.

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22742 | MO | Apr22 | Jul8 | 7:00-10:00 | 10 | Classroom (FF) | $610.64 |

### Principles of Manufacturing Management (FMM)     BUSNSPC13

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22743 | WE | Apr17 | Jul3 | 7:00-10:00 | 11 | Classroom (FF) | $621.74 |

## 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
Call: 905-561-9889
Email: admin@cim-hamilton.com
Web: www.cim-hamilton.com or ce.mohawkcollege.ca/CIM

**Program of Studies**
- The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses.
- Visit ce.mohawkcollege.ca/CIM to view a complete list. Courses will be offered via equivalencies only. Check the index for offerings.

**Certificates Available:**

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

**Certificate in Management & Administration Studies (CIMA)**
Exposes you to the eight major areas of managerial responsibility and is ideal for those looking to make management their career choice.

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

## Human Resources Certificate (825)

### 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?**
Call: 905-575-2358
Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca
Web: ce.mohawkcollege.ca/humanresources

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| ACCTPIR23 | Finance and Accounting | 45 |
| BUSNPIR16 | Staff Training and Development | 39 |
| BUSNPIR22 | Organizational Behaviour and Administration | 42 |
| HRESPIR11 | Compensation and Benefits | 42 |
| HRESPIR17 | Human Resources Planning and Staffing | 42 |
| HRESPIR20 | Recruitment and Selection | 39 |
| LABRPIR08 | Introduction to Industrial Relations | 39 |
| MGMTBPC01 | Human Resources Management Studies | 39 |
| SAFEPIR21 | Occupational Health and Safety | 39 |

**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/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.**

## Compensation and Benefits — HRESPIR11

Explore current trends, practices and ethical issues relating to compensation with emphasis on achieving a sustainable competitive advantage. Prerequisite: Human Resource Management Studies (MGMTBPC01).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22281 | WE | May1 | Jul31 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |
| 21330 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Finance And Accounting — ACCTPIR23

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22280 | TU | May7 | Aug13 | 6:30-9:30 | 15 | Classroom (FF) | $348.30 |
| 21138 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21083 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |
| 21400 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

## Human Resource Management Studies — MGMTBPC01

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22283 | SA | May4 | Jun15 | 9:00-3:00 | 7 | Classroom (FF) | $301.86 |
| 21073 | | May10 | Aug16 | | | Online (OL) | $455.60 |
| 21373 | | Jun3 | Sep9 | | | Online (OL) | $455.60 |
| 21097 | | Jul2 | Oct8 | | | Online (OL) | $455.60 |

## Human Resources Planning and Staffing — HRESPIR17

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21293 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21401 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

## Introduction To Industrial Relations — LABRPIR08 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21255 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21402 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21136 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21092 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |

## 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21417 | | May10 | Jun28 | | | Online (OL) | $346.16 |
| 21137 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21377 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |
| 21365 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

## Recruitment And Selection — HRESPIR20

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21416 | | May10 | Jun28 | | | Online (OL) | $346.16 |
| 21135 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21381 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |
| 21063 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |
| 22282 | MO-FR | Jul8 | Jul12 | 9:00-5:00 | 5 | Classroom (FF) | $301.86 |

## Staff Training and Development — BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Prerequisite: Human Resource Management Studies (MGMTBPC01).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21158 | | May10 | Aug16 | | | Online (OL) | $432.00 |
| 21093 | | Jun3 | Sep9 | | | Online (OL) | $432.00 |
| 21058 | | Jul2 | Oct8 | | | Online (OL) | $432.00 |

# Human Resources Courses

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

## 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. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21016 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Dispute Resolution — HMNS10093

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21421 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Personnel Research Techniques and HRIS — HRES10017

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21045 | | May10 | Aug16 | | | Online (OL) | $346.16 |

# Industrial Distribution Leadership Certificate (924)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**

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

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

The Industrial Distribution Integrated Case Study (BUSN10056) will be offered in Fall 2013.

### Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca or michaelpiczak@gmail.com
Web: ce.mohawkcollege.ca/idl

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| BUSN10046 | Business Fundamentals in Ind Dist | 30 |
| MRKT10027 | Customer Service and Sales in Ind Dist | 30 |
| BUSN10055 | Operational Fundamentals in Ind Dist | 30 |
| BUSN10054 | Negotiations in Ind Dist | 30 |
| MGMT10069 | Leadership & Effective Communication in Ind Dist | 30 |
| BUSN10056 | Ind Dist Integrated Case Study | 30 |

### Leadership and Effective Communication in Industrial Distribution — MGMT10069

Develop essential leadership skills. Explore the differences between managing and leading, with emphasis on developing a High Performance Team, Team Dynamics & Problem Solving in today's workplace. Coaching Skills and Leadership Models are also covered. 30 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22575 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Leadership and Management in the Not-for-Profit Sector Certificate

Refer to the Human Services section.

## 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?**
Call: 905-575-2358 or 905-575-2192 (press 2)
Email: cebus@mohawkcollege.ca or cathie.duncan@mohawkcollege.ca
Web: ce.mohawkcollege.ca/leadershipdevelopment

**Online Learning Questions?**
Call: 905-575-2703

Email: disted@mohawkcollege.ca

**Program of Studies**

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

### Communications (LDS) — COMM10217

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22212 | MO | Apr15 | Jun26 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Creative and Critical Thinking (LDS) — COMM10216

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21498 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Employment Law (LDS) — LAWS10090

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22214 | TU | Apr23 | Jun26 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |
| 21418 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Human Relations (LDS) — HRES10019

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22205 | SU | Apr21 | May26 | 7:00-3:00 | 5 | Classroom (BF) | $237.20 |

### Managing Change (LDS) — MGMT10102

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22209 | WE | Apr17 | Jun19 | 6:30-9:30 | 10 | Classroom (FF) | $237.20 |
| 22208 | SA | Apr20 | May25 | 9:00-3:00 | 5 | Classroom (BF) | $237.20 |

### Performance Management (LDS) — MGMT10100

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22210 | TU | Apr16 | Jun18 | 6:30-9:30 | 10 | Classroom (FF) | $237.20 |
| 21500 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Project Management (LDS) — MGMT10099

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21499 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Management Studies Certificate (827)

MOHAWK COLLEGE CERTIFICATE

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

**Questions?**
Call: 905-575-2358 or 905-575-2192 (press 2)
Email: cebus@mohawkcollege.ca or cathie.duncan@mohawkcollege.ca
Web: ce.mohawkcollege.ca/managementstudies

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| MGMTBPC01 | Human Resource Man Studies | 39 |
| MGMTBPC02 | Managerial Communications | 39 |
| MGMTBPC03 | Understanding Mngrl Skills | 39 |
| MGMTBPC04 | Prob Solv-Decision Making | 39 |
| MGMTBPC05 | Managerial Analysis | 39 |
| MGMTBPC06 | Financial Interpre & Analysis | 39 |

| Options - Choose 3: | | |
|---|---|---|
| BUSNBU158 | WSIB Eligibility Adjudication | 35 |
| BUSNBU159 | WSIB Case Management Skills | 35 |
| BUSNBU491 | Managing Workplace Law | 30 |
| BUSNCB436 | Business Law | 39 |
| BUSNPIR19 | Employment Law | 39 |

| | | |
|---|---|---|
| COMPCO810 | Information System 1 | 56 |
| ECONEB122 | Microeconomics | 42 |
| ECONEB222 | Macroeconomics | 42 |
| HRESPIR20 | Recruitment & Selection | 39 |
| LABRPIR08 | Introduction to Industrial Relations | 39 |
| MGMT10016 | The Legalities of Hiring & Firing | 30 |
| MGMTBU471 | Managing by Due Diligence | 30 |
| MGMTBU497 | Employment Standards & Human Right Law | 30 |
| MRKTCB158 | Marketing 1 | 42 |
| SAFEPIR21 | Occupational Health & Safety | 39 |

**One of the following may be used in place of ONE of the above options:**

| | | |
|---|---|---|
| INFO10077 | Word Core | 36 |
| INFO10078 | Excel Core | 36 |
| INFO10081 | Access Core | 36 |
| INFO10082 | Powerpoint | 36 |

**Human Resource Management Studies (MGMTBPC01) is offered under the Human Resources Certificate.**

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22220 | SA/SU | Jul20 | Jul28 | 10:00-5:30 | 4 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22225 | SA/SU | May4 | May12 | 10:00-5:30 | 4 | Classroom (FF) | $232.20 |

### Managerial Communications    MGMTBPC02

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22222 | TH | Apr18 | Jul11 | 6:00-9:00 | 13 | Classroom (FF) | $301.86 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22224 | SU | Jun16 | Jul7 | 10:00-5:30 | 4 | Classroom (FF) | $232.20 |

### NEW! Managing Customer C.A.R.E.    MGMT10112

Explore total customer care. Learn to handle difficult situations and consider the imperatives of internal and external service. Lead and motivate business teams to develop what it takes to C.A.R.E. about customers.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22545 | MO | Apr22 | Jul8 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Managing Workplace Law    BUSNBU491

Examines the fundamentals of employment law with emphasis on key government statutes and legal issues affecting employees. Includes common law, labour and employment safety, discrimination, harassment and HR law.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22226 | SA/SU | Apr20 | Apr28 | 10:00-5:30 | 4 | Classroom (FF) | $232.20 |

### NEW! New Supervisor Competencies    MGMT10111

Focus on essential skills for management hopefuls. Topics include transitioning, leadership and communication. Examine legal issues, human relations, training, coaching, delegation and working in teams.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22537 | SA/SU | May25 | Jun2 | 10:00-5:30 | 4 | Classroom (FF) | $232.20 |

## Manufacturing Leadership Certificate (055)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca or michaelpiczak@gmail.com
Web: disted.mohawkcollege.ca/manufacturingleadership

### Coaching And Developing People    MGMTCMA03(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21020 | | May10 | Aug16 | | | Online (OL) | $520.83 |

### Continuous Improvement Process    QUALCMA06(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21205 | | May10 | Aug16 | | | Online (OL) | $520.83 |

### Developing Effective Teams    MGMTCMA04(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21229 | | May10 | Aug16 | | | Online (OL) | $520.83 |

### Supervisory Skills for Business and Industry    MGMTCMA02(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21022 | | May10 | Aug16 | | | Online (OL) | $520.83 |

### The Business of Tomorrow    BUSN10047(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21189 | | May10 | Aug16 | | | Online (OL) | $520.83 |

## Project Management

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

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21182 | | May10 | Aug16 | | | Online (OL) | $384.80 |
| 21369 | | Jun3 | Sep9 | | | Online (OL) | $384.80 |
| 21085 | | Jul2 | Oct8 | | | Online (OL) | $384.80 |

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**Blended** = Course includes online and classroom instruction  |  **(SA)** = Special Approval, see page 128

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21198 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## Retirement Communities

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?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: disted.mohawkcollege.ca/longtermcaremgt

### Financial Management (Retirement Care) Communities/Long Term      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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21341 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21349 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21107 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21351 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21348 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21106 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Workplace Leadership Certificate

Refer to the Human Services section.

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## OFFICE SKILLS

## Dental Office Administration

### ACKNOWLEDGEMENT OF COMPLETION

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

**Questions?**
Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dentalofficeadmin

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| MGMTBU153 | Dental Office Administration Intro | 24 |
| MRKT10029 | Marketing & Treatment Coordination | 18 |
| INFO10115 | AbelDent: Dental Office Computers | 42 |
| COMM10149 | Communication & Customer Service | 18 |
| MGMT10076 | Office Management | 18 |
| PERS10014 | Professional Development | 18 |

### Professional Development      PERS10014

Learn the art of marketing personal skills through self-assessment, the career planning process, getting and keeping a job, improvement of self-esteem, and the reduction of stress. Practical application will be applied to the cover letter, resume and interview techniques for obtaining a job in a Dental or Health Provider's Office.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22165 | SA | Apr13 | Apr27 | 9:30-3:30 | 3 | Classroom (FF) | $139.32 |

## Medical Transcription Certificate (172)

### MOHAWK COLLEGE CERTIFICATE

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

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

**Questions?**
Call: 905-575-2358
Email: cebus@mohawkcollege.ca or rebekah.penuta@mohawkcollege.ca
Web: ce.mohawkcollege.ca/medtranscription

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Program of Studies**

**Mandatory Courses:**

KEYB10008    Keyboarding..........................................................................
OADMOA261    Microtranscription..............................................................
OADMOA323    Medical Terminology 1 ......................................................
OADMOA324    Medical Terminology 2 ......................................................
OADMOA352    Medical Transcription 1 ....................................................
OADMOA452    Medical Transcription 2 ....................................................
OADMOA552    Medical Transcribing 3 ......................................................
OADMOA652    Medical Transcribing 4 ......................................................

**Options - Choose 1:**

INFO10053    Computer Basics with Windows, Word & Excel
INFO10113    Computer Basics Windows Vista, Word & Excel
INFO10156    Computer Basics Windows 7, Word & Excel

### Medical Terminology 1       OADMOA323

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22169 | MO | Apr15 | Jul13 | 6:00-9:30 | 13 | Classroom (FF) | $325.08 |
| 22167 | TU | Apr16 | Jul9 | 6:00-9:30 | 13 | Classroom (FF) | $325.08 |

### Medical Terminology 2       OADMOA324

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22170 | MO | Apr15 | Jul13 | 6:00-9:30 | 13 | Classroom (FF) | $325.08 |
| 22172 | WE | Apr17 | Jul19 | 6:30-10:00 | 13 | Classroom (FF) | $325.08 |

### Medical Transcription 1       OADMOA352

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22179 | MO | Apr15 | Jul13 | 6:00-9:30 | 13 | Classroom (FF) | $325.08 |

### Medical Transcription 2       OADMOA452

Enhance your skills in transcribing complex and specialized medical dictation. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA352.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22186 | MO | Apr15 | Jul13 | 6:00-9:30 | 13 | Classroom (FF) | $325.08 |

### Medical Transcribing 3       OADMOA552

Learn to work independently, using professional resources, to transcribe documents with varied and complex medical language. Earphones and USB storage device/recordable CD are required. 3 in-class tests to be written. Prerequisite: OADMOA452.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21542 | | Apr11 | Jul18 | | | Online | $293.16 |

### Medical Transcribing 4       OADMOA652

Consolidate knowledge and skills established in Transcribing 1, 2, and 3, to achieve a transcription production rate. Earphones and a USB storage device/recordable CD are required. 3 in-class tests to be written. Prerequisite: OADMOA552.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21544 | | Apr11 | Jul18 | | | Online | $293.16 |

# Online Course? Book your exam

**Book your exam online early.** For instructions visit disted.mohawkcollege.ca/exam

# Office Administration - General Certificate (380)

### ONTARIO COLLEGE CERTIFICATE

#### Graduation Requirement: 12 courses

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

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

#### Questions?

Call: 905-575-2358 or 905-575-1212 ext. 3853
Email: cebus@mohawkcollege.ca or janet.ross@mohawkcollege.ca
Web: ce.mohawkcollege.ca/officeadmingeneral

#### Program of Studies

• Refer to the website to view the POS.

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

### Administrative Office Procedures       OADM10015

Discover skills fundamental to the pursuit of an office career. Covers filing and record management, notetaking, information distribution and reprographics, and time management. Blended learning course.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22187 | SA | May4 | Jun15 | 9:00-3:00 | 7 | Blended (FF) | $325.08 |

### Basic Word Applications       OADMOA116

Introduces basic technical support skills related to computer hardware and software. Use MS Word 2010 to produce professional documents. Blended learning course.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22188 | TH | May2 | Aug1 | 6:00-10:00 | 14 | Blended (FF) | $420.79 |

### Digital Transcription       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 KEYB10008.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22191 | TU | Apr30 | Jul16 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### 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. Blended learning course.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22189 | MO | Apr29 | Jul15 | 6:30-10:00 | 12 | Blended (FF) | $325.08 |

### Intermediate Word Applications       INFO10162

Using Word 2010 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Blended learning course. Prerequisite OADMOA116 and KEYB10008.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22395 | TH | May2 | Aug1 | 6:00-10:00 | 14 | Blended (FF) | $325.08 |

### Keyboarding       KEYB10008

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22192 | WE | May1 | Jul17 | 6:00-8:30 | 12 | Classroom (FF) | $216.72 |

### Keyboarding - Beginners       KEYBSEZ30

Develop your keyboarding skills with emphasis on speed and accuracy. NOTE: Memory stick required for first class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22194 | WE | May1 | Jul17 | 6:00-9:00 | 12 | Classroom (FF) | $278.64 |

## Office Skills Courses

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

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21145 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Essentials in Health Records Management        MGMT10039
Learn professional record keeping practices with emphasis on filing, numbering and retention, qualitative analysis, confidentiality, reimbursements, regulatory and accrediting agencies and alternate health care systems. 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21206 | | May10 | Aug16 | | | Online (OL) | $304.28 |

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21320 | | May10 | Aug16 | | | Online (OL) | $406.16 |

### Medical OHIP Billing                                   OADM10010
Study the basics of efficient Health Claim Billing in Ontario. Learn to use the Schedule of Benefits and Preambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to Health Insurance Billing (INSROA350). Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003). 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21172 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Styles and Practices of Medical Transcription    HSCI10152
Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMMLL041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21123 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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?**
Call: 905-575-1212 ext. 3905
Email: business.web@mohawkcollege.ca
Web: ce.mohawkcollege.ca/adminassistant or www.aaa.ca

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

## Veterinary Office Management Certificate (935)

**Graduation Requirement: 9 courses**
Prepare for a career as a key member of the veterinary office and animal health care team. Focus on veterinary office skills including client relations and business communication, and develop fundamental knowledge of animal health care.

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: disted.mohawkcollege.ca/veterinaryofficemgt

**Admission Requirements**
• Grade 12 Diploma, or equivalency and basic computer skills.

**Program of Studies**

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

### Veterinary Office Skills & Procedures           OADM10013
Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21216 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Veterinary Terminology                               COMM10107
Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21217 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21180 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21195 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Veterinary Lab Procedures                           HLTH10098
Enhance your understanding of laboratory and radiology and procedures and common practices in a veterinary hospital. Proper preparation of laboratory samples, safety procedures, and appropriate techniques receive emphasis. Prerequisite: Animal Husbandry II (HLTH10071).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21017 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21354 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Basic Veterinary Pharmacology     HSCI10135

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21052 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Veterinary Anaesthesia     VETR10000

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21387 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Building and Maintaining Customer Relationships     BUSN10034

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21157 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## Ward Clerk Certificate (163)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**

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

#### Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: disted.mohawkcollege.ca/wardclerk

#### Admission Requirements

• Grade 12 diploma, or equivalency, and basic computer skills.
• Experience in the health care setting is an asset.

#### Program of Studies

**Mandatory Courses:**     **Hours**

| | | |
|---|---|---|
| HSCI10003 | Comprehending Medical Terms and Diagnoses | 42 |
| HSCI10157 | Medical Terminology II - Pronunciation | 36 |
| HSCI10024 | Pharmacology for the Medical Office | 36 |
| HSCI10002 | Medical Conditions for Medical Office Professionals | 36 |
| COMM10021 | Working and Communicating in a Medical Setting | 36 |
| HSCI10025 | Understanding Medical Tests for Medical Office Staff | 36 |
| HSCI10026 | Understanding Surgical Procedures for Medical Office Staff | 36 |

**Medical Keyboarding (KEYB10005) is strongly recommended.**

### Comprehending Medical Terms and Diagnoses     HSCI10003

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to Medical Terminology (OADMOA323).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21001 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21370 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |
| 21062 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Medical Conditions for Medical Office Professionals     HSCI10002

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21000 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### 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). NOT equivalent to Medical Terminology 2 (OADMOA324).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21396 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Pharmacology for the Medical Office     HSCI10024

Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. This course will interest people currently employed or those aspiring to employment in health related areas.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21291 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Understanding Medical Tests for Medical Office Staff     HSCI10025

Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended: Comprehending Medical Terms and Diagnoses (HSCI10003).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21296 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Understanding Surgical Procedures for Medical Office Staff     HSCI10026

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: Comprehending Medical Terms and Diagnoses (HSCI10003).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21297 | | May10 | Aug16 | | | Online (OL) | $304.28 |

### Working And Communicating in a Medical Setting     COMM10021

Develop your communication skills, with emphasis on verbal and nonverbal communication, communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21292 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Get Started Online

**We've gone green!** Start Up Information for Online (OL) (OntarioLearn) courses is available on the Mohawk website **only** at disted.mohawkcollege.ca/getstarted

# Creative and Visual Arts / Interdisciplinary Studies

## CERTIFICATES AND COURSES

Read more at
**ce.mohawkcollege.ca/creative**

### Create, perform, imagine, produce. Find (and feed!) your muse at Mohawk.

Master a medium, or explore an art form. Take a place in the spotlight, or shine from behind the scenes. Make the most of your ambition to create, design, produce, perform and communicate. Choose from a brilliant selection of courses in the arts and applied arts and explore a career while you realize a dream. Learn the craft and the business of art, and a hands-on understanding of an exciting, rewarding industry.

### Painting your future

Being one of the most economical filming cities, Hamilton is attracting major Hollywood and Canadian production companies.*

### Credit where credit is due

You may qualify for credits that can be awarded for skills and knowledge acquired in other courses, or in your personal work experience. See page 129 for details about Prior Learning Assessment and Recognition (PLAR).

### Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 129 for information and instructions.

*www.investinhamilton.ca/why-hamilton/top-ten-reasons/

## AESTHETICS/COSMETICS

## Aesthetics Certificate (026)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 13 courses**

Prepare for a career in the growing field of aesthetics. Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations.

**Questions?**
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: ce.mohawkcollege.ca/aesthetics

**Admission Requirements**
• Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ASTHAES02 | Aesthetics: Skin Care I | 39 |
| ASTHAES03 | Aesthetics: Skin Care II | 39 |
| ASTHAES04 | Aesthetics: Skin Care III | 39 |
| ASTHAES05 | Aesthetics: Massage & Treatment | 39 |
| ASTHWS144 | Makeup Artistry | 36 |
| ASTHWS305 | Manicure/Pedicure-Care & Techniques | 33 |
| ASTHWS306 | Waxing | 39 |
| BIOLHZA34 | Biology Preparatory | 39 |
| FASHWS013 | Colour Theory For Fashion & Makeup | 36 |
| MRKTWS136 | Business & Marketing for the Cosmetic Industry | 33 |
| MRKTWS143 | Professional Selling in Cosmetics | 33 |
| WORKWS034 | Work Experience Option | 30 |

| Options - Choose 1: | | |
|---|---|---|
| ASTH10000 | Hot Stone Massage | 36 |
| ASTHWS031 | Makeup: Paramedical & Camouflage | 39 |
| ASTHWS244 | Makeup Artistry II | 36 |
| ASTHWS405 | Spa Manicure/Pedicure Applications | 33 |
| ASTHWS905 | Gel & Acrygel Applications | 39 |
| PERSWS444 | Makeup: Bridal, Glamour, Runway | 33 |

**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 or 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 2013. Contact the salon at 905-575-1212 ext. 3274 or 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22245 | TU | Apr9 | Jul2 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### Aesthetics: Skin Care III — ASTHAES04(SA)

Enhance your understanding of salon procedures and equipment, working with live models. You provide models for practical applications. Prerequisite: ASTH AES03 Skin Care II

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22247 | WE | Apr10 | Jul3 | 1:00-4:00 | 13 | Classroom (FF) | $351.86 |

### Aesthetics: Body Massage & Treatments — ASTHAES05(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22244 | WE | Apr10 | Jul3 | 9:30-12:30 | 13 | Classroom (FF) | $351.86 |

### Waxing — ASTHWS306

Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22249 | TH | Apr11 | Jul4 | 6:30-9:30 | 13 | Classroom (FF) | $471.86 |

### Business & Marketing For The Cosmetics Industry — MRKTWS136(SA)

Learn effective business and marketing techniques for starting a cosmetics business. Focus on freelance work, networking, advertising, product inventory and customer service.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22248 | MO | Apr8 | Jul8 | 9:30-12:30 | 11 | Classroom (FF) | $265.42 |
| 29033 | TU | Apr9 | Jul18 | 6:30-9:30 | 11 | Classroom (FF) | $265.42 |

### Work Experience Option — WORKWS034(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22250 | | | | | | FieldWork | $211.50 |

## Applied Cosmetics Certificate (830)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses.**

Are you interested in a career in retail cosmetics, or looking for personal development? Develop practical training and knowledge in skin analysis and care, colour theory, make up applications and theory, corrective techniques, merchandising and sales.

**Questions?**
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cosmetics

**Admission Requirements**
• Successful Completion of Senior Secondary School English or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ASTHWS144 | Makeup Artistry | 36 |
| ASTHWS244 | Makeup Artistry II | 36 |
| FASHWS013 | Colour Theory for Fashion & Makeup Co-ordination | 36 |
| MARKTWS143 | Professional Selling in Cosmetics | 33 |

| Option Group 1 - Choose 1: | | |
|---|---|---|
| ASTHWS101 | Cosmetology | 39 |
| ASTHAES02 | Aesthetics Skin Care 1 | 39 |

| Option Group 2 - Choose 1: | | |
|---|---|---|
| ASTHWS305 | Manicure/Pedicure-Care & Techniques | 33 |
| ASTHWS306 | Waxing | 39 |
| ASTHWS136 | Business & Marketing for the Cosmetic Industry | 33 |
| ASTHWS344 | Makeup: Portfolio Development | 36 |
| PERSWS444 | Makeup: Bridal, Glamour, Runway | 33 |
| WORKWS034 | Work Experience Option | 30 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22251 | TH | Apr11 | Jun27 | 7:00-10:00 | 12 | Classroom (FF) | $338.64 |

### Cosmetology 1            ASTHWS101

Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.
EQUIVALENT: ASTHAES02

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22252 | TU | Apr9 | Jul2 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### Make-Up Artistry            ASTHWS144

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22253 | MO | Apr8 | Jul8 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

### 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: ASTHWS144 or equivalent. Students are responsible for their own models.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22254 | MO | Apr8 | Jul8 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

### 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".

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22255 | WE | Apr10 | Jun12 | 6:30-9:30 | 11 | Classroom (FF) | $255.42 |

## Haircare Courses

### Hair Cutting            ASTH10002

Learn basic cutting and styling techniques using a mannequin. Supplies included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22264 | MO | Apr8 | May27 | 7:00-10:00 | 7 | Classroom (FF) | $237.54 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22263 | WE | May15 | Jun26 | 7:00-10:00 | 7 | Classroom (FF) | $162.54 |

## Make-Up Artistry Certificate (056)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 11 courses**

Benefit from professional training in make-up artistry and related service areas, including make up techniques for theatre, photography, paramedical, film, television and fashion applications. Ideal skills enhancer for aestheticians, hairdressers, cosmetic retailers.

**Questions?**
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: ce.mohawkcollege.ca/makeupartistry

**Admission Requirements**
- Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ASTHWS029 | Makeup: Theatrical & Special Effects | 36 |
| ASTHWS031 | Makeup: Paramedical & Camouflage | 39 |
| ASTHWS101 | Cosmetology | 39 |
| ASTHWS144 | Makeup Artistry | 36 |
| ASTHWS244 | Makeup Artistry II | 36 |
| FASHWS013 | Colour Theory for Fashion & Makeup Co-ordination | 36 |
| MRKTWS136 | Business & Marketing for the Cosmetic Industry | 33 |
| PERSWS444 | Makeup: Bridal, Glamour, Runway | 33 |
| HRSY10010 | Hairstyling for the Makeup Artist | 24 |

**Options - Choose 2:**

| | | |
|---|---|---|
| ASTHWS032 | Makeup: Theatrical & Special Effects II | 33 |
| ASTHWS344 | Makeup: Portfolio Development | 36 |
| WORKWS034 | Work Experience Option | 30 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22259 | TU | Apr9 | Jun25 | 6:30-9:30 | 12 | Classroom (FF) | $353.64 |

### Make Up: Paramedical & Camouflage Therapy       ASTHWS031(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22258 | TU | Apr9 | Jul2 | 9:30-12:30 | 13 | Classroom (FF) | $361.86 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22261 | WE | Apr10 | Jun26 | 6:30-9:30 | 12 | Classroom (FF) | $419.89 |

### Make-Up: Bridal, Glamour, Runway       PERSWS444(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22260 | TU | Apr9 | Jun18 | 1:00-4:00 | 11 | Classroom (FF) | $265.42 |

### Hairstyling for the Makeup Artist            HRSY10010

A beginners approach to Session/Editorial hairstyling, from basic fundamentals such as fashion concepts and blow drying, to the more complex art of extension placement and hair pieces. It is becoming more common that Session artists know the fundamentals of hairstyling as well as makeup application. Having these combined skills will assist the artist to be more marketable based on their versatility. Supplies extra.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22265 | MO | Apr8 | Jun3 | 6:30-9:30 | 8 | Classroom (FF) | $270.76 |

## Make-Up Artistry Workshops

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22262 | SU | May12 | May12 | 9:30-12:30 | 1 | Classroom (FF) | $30.00 |

## Nail Technician Certificate (027)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**

Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures.

## Questions?
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: ce.mohawkcollege.ca/nailtechnician

### Admission Requirements
• Successful completion of Senior Secondary School English or equivalent.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| ASTHWS101 | Cosmetology | 39 |
| ASTHWS305 | Manicure/Pedicure-Care & Techniques | 33 |
| ASTHWS405 | Spa Manicure/Pedicure Applications | 33 |
| ASTHWS905 | Gel & Acrygel Applications | 39 |
| ASTHWS906 | Sculpted Nail Enhancements | 33 |
| MRKTWS136 | Business & Marketing for the Cosmetic Industry | 33 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22256 | MO | Apr8 | Jun24 | 6:30-9:30 | 11 | Classroom (FF) | $688.42 |

### Sculpted Nail Enhancements ASTHWS906(SA)
Develop skill in various aspects of nail art and sculpture enhancement. You must provide models for practical sessions. Supplies included. Prerequisite ASTHWS905

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22257 | MO | Apr8 | Jul8 | 1:00-4:00 | 11 | Classroom (FF) | $535.42 |

## 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?
Call: 905-575-2024 or toll free 1-866-891-2011
Email: muzeria.nuredini@mohawkcollege.ca
Web: www.mohawkcollege.ca/community-training

**Visit our NEW Community Welcome Centre, Room J137, Fennell Campus, for the following services:**

## Academic Upgrading - mohawkcollege.ca/au

### Academic Preparation Programs
Take advantage of these free opportunities to upgrade your academic skills to realize your personal employment or educational goals. These programs are conveniently offered during the day and the evening.

The academic upgrading streams offer adult learners:

• A personal academic assessment
• An individualized "Learning Plan"
• 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 and English. Ask us about Biology, Physics and Chemistry upgrading.

### 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?
Call: 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 or toll free 1-866-891-2011
TTY: 905-575-2436
Email: dep@mohawkcollege.ca

**These Employment Ontario programs are funded by the Ontario Government.**

## Community Employment Services

### Questions?
Call: 905-575-2177 or toll free 1-866-891-2011
Email: jobs@mohawkcollege.ca

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

### Our Location:
**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.

**This Employment Ontario program is funded in part by the Government of Canada.**

## Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Check out Mohawk College's Pre-Apprenticeship training programs. Specific trade program offerings are based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time day programs include: pre-trades training, trade specific safety training and a mandatory work experience component.

Program offerings are funded by and subject to MTCU approval.

### Questions?
Call: 905-575-2301 or toll free 1-866-891-2011
Email: debbie.dedauw@mohawkcollege.ca
Web: www.mohawkcollege.ca/preapp

## 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?
Call: 905-575-2177 or toll free 1-866-891-2011
Email: secondcareer@mohawkcollege.ca or jobs@mohawkcollege.ca

## Summer Jobs Service (SJS)

SJS supports employment for students from April to August. It provides direct access to summer jobs for students aged 15-30, who are planning to return to school in the fall. Students can also participate in open workshops to gain knowledge and skills to find jobs. Participating employers receive a wage subsidy and access to students who are ready and willing to work in the summer.

### Questions?
Call: 905-575-2368 or toll free 1-866-891-2011
Email: sjs@mohawkcollege.ca

Fennell Campus

- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek 211 Centennial Pkwy, Unit 4.

**This Employment Ontario program is funded by the Ontario Government.**

## Academic and Career Entrance (ACE)

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

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

### Questions?
Call: 905-575-2706
Email: shelley.kitchen@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 to fill out an application.

ACE Chemistry, Biology and Communications are not available until Fall 2013. Contact Shelley Kitchen at shelley.kitchen@mohawkcollege.ca for registration details.

ACE courses are also available during the day and part-time, for further information please contact sheila.safranyos@mohawkcollege.ca

### ACE Apprenticeship Math                                     MATH10047(SA)
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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21034 | | Apr1 | Sep2 | | | Online (OL) | |

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21027 | | Apr1 | Sep2 | | | Online (OL) | |

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21036 | | Apr1 | Sep2 | | | Online (OL) | |

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21029 | | Apr1 | Sep2 | | | Online (OL) | |

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21031 | | Apr1 | Sep2 | | | Online (OL) | |

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21032 | | Apr1 | Sep2 | | | Online (OL) | |

### ACE Technology Math                                     MATH10044(SA)
Enhance algebraic skills mastered in Core Mathematics in preparation for technology study. Learn to solve applied problems involving trigonometry, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: ACE Core Math (MATH10045).120 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21033 | | Apr1 | Sep2 | | | Online (OL) | |

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## DESIGN SKILLS

## Floral Techniques - Basic Certificate (805)

### MOHAWK COLLEGE CERTIFICATE

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

### Questions?
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: ce.mohawkcollege.ca/floral

### Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.
- Some manual dexterity is required for the use of sharp tools.

### Program of Studies
**Courses should be completed in the sequence listed:**

| Mandatory Courses: | | Hours |
|---|---|---|
| FLORFC001 | Basic Techniques & Colour Harmonies | 30 |
| FLORFC004 | Materials For Design | 30 |
| FLORFC005 | Designing With Exotics | 30 |
| FLORFC002 | Wedding Work & Special Occasions | 36 |
| FLORFC003 | Special Floral Tributes | 30 |
| FLORFC205 | Style Trends In Design | 30 |
| FLORFC006 | Special Design Workshop | 30 |

**Cost of materials is your responsibility.**

### 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. $70). Does not include fresh/artificial product.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22117 | TU | Apr23 | Jun25 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |
| 22118 | WE | Apr24 | May22 | 9:30-4:00 | 5 | Classroom (FF) | $232.20 |
| 22553 | MO-FR | Jul8 | Jul12 | 9:30-4:00 | 5 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22120 | WE | Apr17 | Jun19 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |
| 22121 | WE | Jun5 | Jul3 | 9:30-4:00 | 5 | Classroom (FF) | $232.20 |

### Special Floral Tributes — FLORFC003

Learn to design elegant, large scale floral tributes for the bereaved. Fresh and artificial materials will be used. Kit available. Prerequisites: FLORFC001 & FLORFC004.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22123 | TU | Apr16 | May14 | 9:30-4:00 | 5 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22124 | TU | May28 | Jun25 | 9:30-4:00 | 5 | Classroom (FF) | $232.20 |

## Floral Design Courses

### Florals To Wear — FLOR10013

Learn the latest trends and creative ideas for a variety of corsages, boutonnieres and body wear flowers. Prerequisite: FLORFC006 or floral industry experience. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22554 | TH | Apr25 | May2 | 9:30-4:00 | 2 | Classroom (FF) | $92.88 |

### Bridal Bouquets-Advanced Techniques — FLOR10012

Perfect your detailing techniques for personalizing bridal bouquet designs and adding special touches for the discriminating bride. Prerequisite: FLORFC006 or floral industry experience. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22555 | TH | May16 | May23 | 9:30-4:00 | 2 | Classroom (FF) | $92.88 |

## Floral Workshops

### Questions?
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

Supplies are required. Some are available from the instructor/College. A list will be provided 1 week prior to course start. Contact us for more information or to have the list emailed.

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22721 | SA | Apr20 | Apr20 | 9:30-2:30 | 1 | Classroom (FF) | $49.93 |

### Living Wreath — FLORGI226

Create a great gift for Mother's Day or 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22720 | FR | May10 | May10 | 6:30-9:30 | 1 | Classroom (FF) | $29.96 |

### Table Centrepiece Arrangement — FLORGI686

Add a special touch to a 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22722 | SA | May11 | May11 | 9:30-12:30 | 1 | Classroom (FF) | $29.28 |

### Floral Arrangement - Custom — FLORGI553

Everlasting arrangements give that special touch to today's interior decor. Let's take a basket, vase, urn, or interesting container and create your own innovative arrangement. There's a wide assortment of floral material (natural materials or silks) that is inexpensive. A selection of ideas will be outlined in the materials list. Kit provided or your own choice.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22723 | SA | May25 | May25 | 9:30-12:30 | 1 | Classroom (FF) | $29.96 |

## Interior Decorating Certificate (178)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 13 courses**

Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge.

**Courses are recognized by the CDECA.**

**Questions?**
Call: 905-575-2025 or 905-318-4295 mailbox 1736
Email: crearts@mohawkcollege.ca or wendy.hodgkins1@mohawkcollege.ca
Web: ce.mohawkcollege.ca/interiordecorating

**Admission Requirements**
- Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**
The first four courses must be taken in the order listed below. The + courses can be taken any time during the program. The ++ courses can be taken when the prerequisites have been met.

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| CREAHF215 | Colour Principles | 30 |
| CREAHF205 | Design Principles | 30 |
| TDRWHF203 | Basic Drafting  ++ | 30 |
| METRHF230 | Estimating  ++ | 30 |
| TEXT10029 | Fabrics for Interiors  + | 30 |
| CREA10029 | Residential Lighting  + | 30 |
| CREA10034 | Understanding Floors & Furniture  + | 30 |
| CREA10030 | Soft Furnishings & Window ++ | 30 |
| CREA10031 | Accessorizing the Home ++ | 30 |
| CREA10033 | Creative Design Presentations ++ | 30 |
| CREAHF240 | Interior Design Studio | 30 |

| Options - Choose 2: | | |
|---------------------|---|---|
| CREA10036 | Creative Paint Techniques | 30 |
| CADM10014 | 3-D Computer Drafting ++ | 30 |
| CREA10035 | Kitchen & Bathroom Concepts | 30 |
| SBMG10001 | Business Strategies for Interior Decorators ++ | 30 |

### Accessorizing the Home — CREA10031

Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215 and CREAHF205.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21564 | MO | Apr15 | Jun24 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Colour Principles · CREAHF215

Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies (approx. $120 required).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21565 | TU | Apr16 | Jun18 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Design Principles · CREAHF205

Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21569 | WE | Apr17 | Jun19 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Estimating · METRHF230

Learn to estimate and measure for flooring, fabrics and finishes used in today's interiors. Prerequisites: CREAHF215, CREAHF205, TDRWHF203.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21568 | WE | Apr17 | Jun19 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Residential Lighting · CREA10029

Learn to use incandescent, fluorescent and halogen lights, decorative fixtures and accent lighting to beautify residential interiors.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21566 | TU | Apr16 | Jun18 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Soft Furnishings and Window Treatments · CREA10030

Discover how different drapery treatments, accessories and accents add the perfect finishing touches. Prerequisites: CREAHF215, CREAHF205, METRHF230, TDRWHF230.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21571 | MO | Apr15 | Jun24 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Understanding Flooring and Furniture · CREA10034

Focus on the fundamentals of furniture design and construction and flooring choices for finished and functional interiors.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21567 | TU | Apr16 | Jun18 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### 3-D Computer Drafting · CADM10014

Create professional floor plans, elevations and perspective views using basic computer software.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21570 | TH | Apr18 | Jun20 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

## Upholstery-Furniture Certificate (159)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 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?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: ce.mohawkcollege.ca/upholstery

**Admission Requirements**
- Completion of Senior Secondary School English or equivalent.
- Some manual dexterity is required for the use of sharp tools.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| CREAUPH01 | Upholstery 1 Level 1 | 30 |
| CREAUPH02 | Upholstery 1 Level 2 | 30 |
| CREA10020 | Upholstery 1 Level 3 - Part 1 | 36 |
| CREA10021 | Upholstery 1 Level 3 - Part 2 | 36 |
| CREA10013 | Upholstery 1 Level 4 | 33 |
| CREA10014 | Upholstery 1 Level 5 | 33 |
| CREA10015 | Upholstery 1 Level 6 | 33 |

**Cost of materials for class projects is your responsibility.**

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22112 | MO | Apr15 | Jun24 | 6:30-9:30 | 10 | Classroom (BF) | $232.20 |
| 22111 | TU | Apr16 | May14 | 9:30-4:00 | 5 | Classroom (BF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22113 | TU | May28 | Jun25 | 9:30-4:00 | 5 | Classroom (BF) | $232.20 |

### Upholstery 1 - Level 3 - Part 1 · CREA10020

Enhance skills in measuring, layout, sewing, marking and estimating for a Wing Chair project. Focus on installation of no sag springs and padding. Kit provided at additional cost. Prerequisite: First 3 courses.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22115 | MO | Jun3 | Jul15 | 9:30-4:00 | 6 | Classroom (BF) | $278.64 |

### Upholstery 1 - Level 4 · CREA10013

Further development of upholstery skills are covered. Attention will be given on the proper layout, installing of springs, padding Project will be a Tub Chair . Kit available at an additional cost. Prerequisites: First 2 courses. The last class will be 1/2 day.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22114 | MO | Apr15 | May27 | 9:30-4:00 | 6 | Classroom (BF) | $255.42 |

## Upholstery Courses

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

### Upholstery Know How · TEXT10059

Learn professional techniques for creating successful colour, pattern, texture and design combinations. Enhance your ability and confidence. Hands-on examples will be shown. Great foundation for participation in Upholstery-Introduction CREAHC113 but not mandatory.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22718 | FR | Apr26 | Apr26 | 6:30-10:00 | 1 | Classroom (FF) | $34.95 |

### Upholstery Makeover · TEXT10060

Enhance and transform your home furnishings from upholstered pieces, accents and accessories giving them an up-to-date look. Our expert will have lots of actual items and samples to demonstrate how to apply easy economical and fast fix approaches. Take home all kinds of new ideas to renew the comfort, appearance and longevity of any room in your home. Bring in examples (pictures) of your own for discussion.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22719 | SA | Apr27 | Apr27 | 9:30-4:00 | 1 | Classroom (FF) | $69.90 |

## DRESSMAKING / FASHION / SEWING

## Dressmaking Certificate (819)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

Focus on basic sewing skills and dressmaking principles for a professional standard. Develop expertise with different fabrics and textures and construct garments with creative expression. Each course skillfully combines theory and practice.

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dressmaking

**Admission Requirements**
- Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| FASHDM110 | Dressmaking 1 Level 1 | 30 |
| FASHDM115 | Dressmaking 1 Level 2 | 30 |
| FASHDM120 | Dressmaking 2 Level 1 | 30 |
| FASHDM125 | Dressmaking 2 Level 2 | 30 |
| FASHDM130 | Dressmaking 3 Level 1 | 30 |
| FASHDM135 | Dressmaking 3 Level 2 | 30 |
| FASHDM140 | Tailoring 1 Level 1 | 42 |
| FASHDM145 | Tailoring 1 Level 2 | 39 |

**Cost of materials is your responsibility.**

### Dressmaking 1 - Level 1     FASHDM110

Concentrate on the essentials of dressmaking, including basic sewing skills, pattern and materials selection, layout and cutting. Construction of a basic skirt style will be completed. Materials at the first class. Real beginner should consider taking Sewing-Introduction (TEXTHC027) first - refer to the Sewing section. CRN 22749: First day is a 1/2 day.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22125 | TU | Apr23 | Jun25 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |
| 22749 | MO-FR | Jul8 | Jul12 | 9:00-4:00 | 5 | Classroom (FF) | $232.20 |

### Dressmaking 1 - Level 2     FASHDM115

Make a basic blouse with set in sleeves. Learn professional techniques for simple collars, short sleeve styling, buttonholes and more. Prerequisite: FASHDM110 or equivalent.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22126 | TH | Apr18 | Jun20 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Dressmaking 2-Level 1     FASHDM120

Discover special techniques to eliminate the "homemade look" in all of your sewing. Complete a detailed blouse/dress. Prerequisite: First 2 courses or equivalent.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22127 | TU | Apr16 | Jun18 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Tailoring-Level 1     FASHDM140

Examine details of cutting, fitting and sewing a tailored garment, in wool or another natural fibre. Complete a ladies tailored jacket. Prerequisite: FASHDM135 or equivalent.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22128 | TH | Apr11 | Jul11 | 7:00-10:00 | 14 | Classroom (FF) | $325.08 |

## Dressmaking Courses

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

### The Sheath Dress     CREA10152

Master the classic sheath, appropriate for any occasion. Learn to properly fit; choose the right neckline, sleeves and dress length by completing a dress for yourself. Patterns suggested. Sewing knowledge required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22568 | SA/SU | Apr27 | Apr28 | 9:00-4:30 | 2 | Classroom (FF) | $116.10 |

## Fashion Design Certificate (804)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirements: 8 courses**

Intended for experienced dressmakers, fashion teachers, and others interested in fashion and design. Develop technical skills in pattern design and drafting, and the creation of individualized designs. Explore other fashion related areas including drawing, colour and figure theory, textile and costume awareness.

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: ce.mohawkcollege.ca/fashiondesign

**Admission Requirements**
- Successful completion of Senior Secondary School English or equivalent.
- A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| **First 5 courses must be taken in order** | | |
| FASHFA200 | Pattern Design and Drafting - Basic | 36 |
| FASHFA210 | Pattern Design and Drafting - Intermediate | 36 |
| TEXTFA220 | Dress Design - Advanced | 36 |
| FASHFA230 | Fitting Analysis Workshop | 36 |
| FASHFA235 | Designing Workshop | 36 |
| **These 2 may be taken at any time** | | |
| FASHFA201 | Fashion Drawing | 30 |
| FASHFA202 | Colour Study For Fashion | 30 |
| **Options - Choose 1:** | | |
| FASHFA240 | Costume Influencing | 33 |
| TEXTFA910 | Fabric Awareness | 30 |
| SBMGMD249 | How To Start A Small Business | 30 |

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

**Cost of materials is your responsibility.**

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22129 | TH | Apr18 | Jul4 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

### Designing Workshop     FASHFA235

Enhance your design skills and gain a higher level of proficiency utilizing previous drafting knowledge. Completion of several projects, starting with the draft, working through the muslin stages and on to the finished project. Prerequisite: Previous 4 drafting courses.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22130 | TU | Apr16 | Jul2 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

### Fashion Drawing     FASHFA201

Learn to transfer fashion ideas to paper. Focus on drawing details, fabrics and textures to be interpreted for pattern drafting and explore drawing materials and ways to illustrate designs.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22131 | TH | Apr18 | Jun20 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

## Fashion Courses

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

### 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. Please register at least 2 weeks in advance.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22716 | SA | Apr27 | Apr27 | 9:00-5:00 | 1 | Classroom (FF) | $79.21 |

## Visual Merchandising And Display 1     MRKTFA950

Focus on developing and executing creative strategies to define a store's personality and image in today's marketplace. Learn how to create effective displays using the visual merchandising principles. Attention given to store planning, theories, props and tools. Budget restraints will be discussed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22132 | MO | Apr15 | Jun24 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

# Home Decorating Courses

### ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirements: 6 courses**

Supplies are required. Some are available from the instructor/College. A list will be provided 1 week prior to course start. Contact us for more information or to have the list emailed.

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

**Upholstery Makeover Course**

Get ideas for updating upholstery pieces, accents & accessories. Refer to Upholstery 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22731 | WE | Apr24 | May15 | 7:00-10:00 | 4 | Classroom (FF) | $92.88 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22732 | WE | May22 | Jun12 | 7:00-10:00 | 4 | Classroom (FF) | $92.88 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22733 | MO | Apr22 | May13 | 7:00-10:00 | 4 | Classroom (FF) | $92.88 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22734 | MO | May27 | Jun17 | 7:00-10:00 | 4 | Classroom (FF) | $92.88 |

# Quilting Courses

Supplies are required. Some are available from the instructor/College. A list will be provided 1 week prior to course start. Contact us for more information or to have the list emailed.

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22724 | SA | May4 | May4 | 9:00-4:00 | 1 | Classroom (FF) | $69.90 |

## 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 Wed Apr 17 & Sat Apr 27.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22565 | WE SA | Apr17 | Apr27 | 7:00-10:00 9:00-4:00 | 2 | Classroom (FF) | $77.40 |

## Applique Quilting     TEXT10027

Create 9 different machine and hand applique techniques, as you construct a beautiful 14" pillow. Kit provided (approx.$20) or your choice of supplies. Basic sewing required. Pattern and material list provided.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22739 | SA | May4 | May4 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

## *NEW!* Quilting-English Paper Piecing     CREA10163

Focus an update version of English paper piecing. Learn to accurately piece scrap fabrics in the challenging tumbling blocks pattern. An excellent hand sewing skill for many challenging designs. Complete a simple project. Basic hand sewing skills essential.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22736 | FR SA | May10 | May11 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

## *NEW!* Quilting-Needle-Turn Applique     CREA10164

Discover the mystery of needle-turn while making a Baltimore album-style wall quilt, which includes four blocks, sashing and a shark's tooth border. Pattern provided and fabric selection will be discussed and provided. Hand sewing and quilting skills required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22737 | WE | May22 | Jun12 | 7:00-10:00 | 4 | Classroom (FF) | $92.88 |

# Serger Courses

Supplies are required. Some are available from the instructor/College. A list will be provided 1 week prior to course start. Contact us for more information or to have the list emailed.

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22707 | SA | Apr20 | Apr20 | 9:30-4:30 | 1 | Classroom (FF) | $74.89 |

## *NEW!* Accessories-Cascading Scarves     CREA10161

Create easy-to-sew accessories. Using your serger, create an airy look with a single layer, sheer flounces in lightweight fabric or multi-dimensional ripples creating a multi-layer flounces. Make your own pattern and complete 2 projects. Serger required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22735 | FR SA | May3 | May4 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### Serging - Yoga Pants — CREA10113

Four-way stretch fabric makes for ideal exercise wear for your daily workout or for casual wear at home. Learn how to work with stretch correctly and get tips and techniques for serging (cover stitch instruction included) this versatile style of pant. You must supply your own serger.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22709 | SA | Jun1 | Jun1 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

## Sewing (Basic)

#### ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirements: 6 courses**
Supplies are required. Some are available from the instructor/College. A list will be provided 1 week prior to course start. Contact us for more information or to have the list emailed.

#### Questions?
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

Supplies are required for these courses. Some are available from the instructor/College. A materials list will be provided at least one week before the course starts, once adequate enrollment is reached. Please contact us for more information or to receive the materials list by email.

### Sewing - Introduction — 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22558 | FR SA | Apr12 | Apr13 | 7:00-9:00 9:00-5:00 | 2 | Classroom (FF) | $77.40 |
| 22559 | FR SA | Jun21 | Jun22 | 7:00-9:00 9:00-5:00 | 2 | Classroom (FF) | $77.40 |
| 22560 | TU/WE | Jul3 | Jul4 | 9:30-3:00 | 2 | Classroom (FF) | $77.40 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22561 | FR SA | May3 | May4 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22562 | FR SA | May24 | May25 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22563 | FR SA | Jun14 | Jun15 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### The Zip-Up Vest — TEXT10048

Make a casual and trendy vest. Enhance your skills in measuring, layout, cutting, construction and inserting decorative flat piping. Patterns and fabrics suggested. Some sewing experience needed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22569 | FR SA | Apr26 | Apr27 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22566 | FR SA | May10 | May11 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### Easy Shrugs & Toppers — CREA10048

Complete an elegant or sporty, simple to wear accessory in no time. Instructor will supply patterns and you will complete one or more in class. Basic sewing skills beneficial.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22728 | SA | Jun1 | Jun1 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

### Sew A Casual Vest — CREA10061

Right in style for casual dressing this season, is the addition of a vest. Sharpen your sewing skills with this project with a choice of an array of suggested vest patterns and fabrics. Basic sewing skills needed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22711 | SA | May25 | May25 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

## Sewing Courses

Supplies are required. Some are available from the instructor/College. A list will be provided 1 week prior to course start. Contact us for more information or to have the list emailed.

#### Questions?
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca

**Trendy Headpiece - Fascinator - refer to Fashion Courses**

### Basic Alterations — FASH10017

Garments sometimes don't fit just right. Learn how to modify and alter garments to fit correctly whether they need to be taken in or out, lengthened or shortened. Find out the best way to achieve a better looking garment. Some sewing experience essential.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22710 | SA | Jun1 | Jun1 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

### Basic Hand Embroidery — TEXTHC328

This handwork technique can add a special touch that "makes" a garment, quilt or highlight a home decor accessory. Learn about threads, needles and fabrics as well as learning beautiful embroidery stitches while making a sampler. Kit available from the instructor.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22712 | MO | Apr15 | Apr15 | 6:30-9:30 | 1 | Classroom (FF) | $28.83 |

### Beadwork By Hand — TEXTHC285

Learn to create that special look that adds flare to your wardrobe. Master beading techniques - the stitches, kinds of beads, thread and needles to use for a unique touches. Develop your design skills by completing various samples and explore interesting embellishments. Sewing skills essential. Kit available at additional cost.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22727 | SA | May4 | May4 | 9:00-4:00 | 1 | Classroom (FF) | $69.90 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22567 | FR SA | Apr19 | Apr20 | 7:00-9:30 9:00-4:30 | 2 | Classroom (FF) | $77.40 |

### Closures                                           TEXT10045

Closures may zip, button, wrap, tie, loop or snap. They can be functional, decorative or invisible. Closures can be simple or the most important design element in a garment. Professional techniques for all styles of clothing will be covered. Samples completed. Sewing skills needed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22729 | SA | May11 | May11 | 9:00-4:30 | 1 | Classroom (FF) | $70.83 |

### Couture Techniques 101                            TEXTHC352

Find out how important boning and underlining is to ensure the look, style and shape for evening and bridal wear. Couture tips will be demonstrated in how to use them effectively. Complete samples for future reference. Sewing skills essential.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22713 | WE | Apr17 | Apr17 | 6:30-9:30 | 1 | Classroom (FF) | $29.96 |

### *NEW!* Easy To Sew Cape                            CREA10162

For a winning fashion statement this spring, create a versatile cape in a stylish lightweight wool or your choice of fabric. Customize the pattern with your measurements and adjust the waist to fit any size. Complement it with an accent scarf. Sewing skills required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22738 | FR | Apr19 | Apr20 | 7:00-9:30 | 2 | Classroom (FF) | $77.40 |
|  | SA |  |  | 9:00-4:30 |  |  |  |

### Glovemaking                                        TEXTHC163

Gloves are an elegant addition to any wardrobe. Explore the art of glovemaking with attention to terminology, fabrics, and hand stitching. Kit available.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22730 | SA | May4 | May4 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

### Sewing Sheer Fabric                                TEXTHC447

Sheer fabrics continue to be popular for garments and scarves. Discover professional techniques for handling and sewing silky and sheer fabrics. Complete samples of different types of edges, seams, and how to use sheer pieces as accents to garments. Basic sewing skills essential.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22725 | SA | May11 | May11 | 9:00-4:30 | 1 | Classroom (FF) | $74.89 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22714 | SA | Apr27 | Apr27 | 9:00-5:00 | 1 | Classroom (FF) | $79.89 |

### Zipper Applications The Easy Way                   TEXTHC247

Zippers are a big fashion item this season! See how zippers can be decorative (the new exposed one) and functional. Learn the easy way of inserting all types of zippers in garments, pockets and even pillows, by using practice techniques for a professional look. Samples will be made. Basic sewing skills. Kit available.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22726 | SA | May25 | May25 | 9:00-4:00 | 1 | Classroom (FF) | $69.90 |

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## ENGLISH AS A SECOND LANGUAGE

## English as a Second Language

**Questions?**
Call: 905-575-2421
Email: mary.franco@mohawkcollege.ca

**LINC - (Language Instruction for Newcomers to Canada)**
- Free to eligible individuals. Prerequisite: Language assessment from LINC Assessment Centre.

- Levels 1 to 7 Full-time day classes - 9 a.m. to 2:30 p.m.
- Mon. to Fri. Start Date: April 1, 2013. New students start classes on Mondays.

**LINC for Youth (18 to 25) - Project Based Courses**
- Photography (CLB 1-3)
- Videography (CLB 4-7)
- Start Date: April 1, 2013
- New students start classes on Mondays.

**LINC 6 Intensive**
- Preparation for post-secondary admission
- 9 a.m. to 2:30 p.m. - Mon. to Fri.- April 1 to July 19, 2013

**Part-Time LINC Discrete Skills Courses**
- Listening (CLB 5) Mon. & Wed. 2:30 p.m. to 5:00 p.m. - 8 weeks - Start Date: April 29, 2013
- Writing (CLB 5) Tues. & Thurs. 2:30 p.m. to 5:00 p.m. - 8 weeks - Start Date: April 30, 2013

**Enhanced Workplace Communications**
- Free Part-time Classes
- Speaking (CLB 6/7) - Wednesday - 2:30 p.m. to 5:30 p.m. - 10 weeks - Start Date: April 10 to June 12, 2013

**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 post-secondary credits.
- April 4 to June 28, 2013

### English as a Second Language Grammar      LANG10074(SA)

Course will cover intensive grammar including verb tenses, modals, passive voice and adjective clauses. Self-study is required. Canadian Language Benchmark 5/6.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22025 | MO/WE | Apr22 | Jul3 | 2:30-5:00 | 20 | Classroom (FF) | $180.00 |

## GAS-English for Academic Purposes

A Language assessment is required. You are expected to purchase class texts. Bursary may be available for citizens and residents who qualify.

**Questions?**
Call: 905-575-2421
Email: mary.franco@mohawkcollege.ca

### Basic Academic Listening Practices         COMM10204(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22516 | MO | May6 | Aug16 |  |  | Classroom (FF) | $235.00 |

### Basic Academic Reading Practices          COMM10202(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22524 | MO | May6 | Aug16 |  |  | Classroom (FF) | $235.00 |

### Basic Academic Speaking Practices         COMM10203(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22527 | MO | May6 | Aug16 |  |  | Classroom (FF) | $235.00 |

### Basic Academic Writing Practices — COMM10201(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22532 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

## Applied Courses

### Questions?
Call: 905-575-2421
Email: mary.franco@mohawkcollege.ca

### Applied Listening for College — COMM10207(SA)

Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, note taking, and abbreviating information. Skill development at Canadian Language Benchmark 6.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22533 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

### Applied Reading for College — COMM10205(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22534 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

### Applied Speaking for College — COMM10206(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22535 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

### Applied Writing for College — COMM10208(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22538 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

## Academic Courses

### Questions?
Call: 905-575-2421
Email: mary.franco@mohawkcollege.ca

### Academic Listening Skills — COMM10213(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22547 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

### Academic Reading Preparation — COMM10210(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22552 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

### Academic Speaking Skills — COMM10212(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22699 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

### Academic Writing Preparation — COMM10211(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22704 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |
| 22705 | MO | May6 | Aug16 | | | Classroom (FF) | $235.00 |

## GENERAL EDUCATION / SOCIAL SCIENCES

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

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

### Questions?
Call: 905-575-2025 or 905-575-1212 ext. 3046
Email: crearts@mohawkcollege.ca or joanna.sargent@mohawkcollege.ca
Web: disted.mohawkcollege.ca/generaleducation

### Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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

### Anger Management — CONF10005 (E)

Learn about the many types of anger and how to manage and/or modify it. 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21336 | | May10 | Aug16 | | | Online (OL) | $325.22 |

### Art History and Theory — ARTT10014 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21183 | | May10 | Aug16 | | | Online (OL) | $384.80 |

### Astronomy — GSCI10006 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21397 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Canadian Literature COMMLL903 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21362 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Canadian Politics SSCISS105(E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21283 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21133 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Coping With Stress HLTHSS309(E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22166 | MO | Apr22 | Jul29 | 6:15-9:30 | 13 | Classroom (FF) | $325.08 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21317 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21090 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |
| 21095 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21169 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21375 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |

## *NEW!* Culture, Language and Linguistics COMM10277 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22522 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Developmental Psychology PSYCSS271 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22168 | WE | May1 | Jul24 | 6:15-9:30 | 13 | Classroom (FF) | $325.08 |
| 21153 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21374 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |
| 21057 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

## Domestic and Workplace Violence PSYC10006 (E)

Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21176 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21302 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Geological Disasters ENVR10005 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21146 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21091 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21077 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## History of Aboriginal/Canadian Relations INDS10009 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21389 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21129 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22171 | WE | Apr24 | Jul17 | 6:00-9:15 | 13 | Classroom (FF) | $325.08 |

## Introduction To Children's Literature COMMLLT06 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21269 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21428 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |

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

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21358 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### NEW! Introduction to Philosophy    SSCI10049 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22523 | | May10 | Aug16 | | | Online (OL) | $346.16 |

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

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21018 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Introduction to Science    GSCI10002 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21331 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Introductory Psychology    PSYCSS156 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22173 | TU | Apr30 | Jul23 | 6:15-9:30 | 13 | Classroom (FF) | $325.08 |
| 21152 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21372 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |
| 21060 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Labour Economics    BUSNPIR10 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21338 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Meteorology    GSCI10007 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21398 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Myths And Legends    HISTLLT05 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21435 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Nutrition    HLTH10044 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21332 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21064 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Personality Psychology    PSYC10007 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21184 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Philosophy Of Art    SSCIPT001 (E)

Explore the concepts of art, aesthetics, nature and experience as the subject of artworks, the place of art in life and society and mimetic theories in the philosophy of art. 30 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21518 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Political Science & Public Administration    SSCISS027 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21066 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Popular Culture and the Media    COMM10276 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21536 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Science Fiction    COMM10043 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21306 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21132 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Soccer and its Impact on Society    SSCI10031 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21356 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Social Media and Society    SSCI10045 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21406 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Social Psychology — PSYC10012 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21046 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Sociology 1 — SSCISS108 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22572 | MO | Apr15 | Jul22 | 6:00-9:15 | 13 | Classroom (FF) | $325.08 |
| 22174 | WE | May1 | Jul31 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |
| 21151 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21371 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |
| 21061 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Sociology 2 — SSCISS109 (E)

Explore various sociological perspectives. Consider social structure, gender, "race", and ethnicity, the family, population, social movements and change. Prerequisite: Sociology 1(SSCISS108).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22175 | TH | Apr18 | Jul18 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |
| 21014 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21424 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Sports Psychology — PSYC10009 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21197 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Stress, Wellness and Nutrition — HLTH10111 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21096 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21359 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### The Study of Human Sexuality — SSCI10003 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21089 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |

### Success Strategies — CREDAS101

Success Strategies is a pre-requisite course for graduation in the General Arts & Science Program. You will have an opportunity to explore career options, and develop skills in the following areas: thinking, essay writing, research, and effective learning.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22177 | TU/TH | Apr30 | Jun13 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

### Understanding Literature — COMM10095 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21228 | | May10 | Aug16 | | | Online (OL) | $384.80 |

### What In The World Is Going On — GINTLLT07 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21337 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### World Of Abnormal Psychology — PSYCSS021 (E)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21150 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21368 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |
| 21055 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

## HOSPITALITY / LEISURE / GENERAL INTEREST

# Cake Decorating

ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 3 courses**

**Questions?**
Call: 905-575-2025 or 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/job-related-skills-hospitality

### Cake Decorating 1 — CULIGI737

Learn the basics of cake decorating: leveling; filling and icing the cake. Learn basic piping techniques, flowers and more. Create and decorate beautiful cakes that everyone will admire. The supply costs (approx. $95) are the responsibility of the participant.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21601 | TH | Apr18 | May16 | 6:30-9:30 | 5 | Classroom (FF) | $119.60 |

### Cake Decorating 2 — CULIGI738

Create beautiful royal icing flowers, lily nail flowers, flood work, basket weave design and more. The supply costs (approx. $40) are the responsibility of the participant. Prerequisite: Level 1

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21602 | TH | May23 | Jun20 | 6:30-9:30 | 5 | Classroom (FF) | $120.60 |

### Cake Decorating 3 — CULIGI739

Step by step instructions on rolled fondant, gum paste flowers, string work, brush embroidery and more. Design and produce 2-tier cake. Supply costs (approx. $50) are the responsibility of the participant. List of supplies will be mailed to you prior to the first class. Prerequisite: Levels 1 & 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21603 | TH | Jun27 | Jul18 | 6:00-10:00 | 4 | Classroom (FF) | $121.10 |

## Coaching

Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

**Questions?**
Call: 905-575-2298
Email: katya.garon@mohawkcollege.ca

### Coaching: Introduction to Competition - Part A    SPRT10000

Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22235 | FR SA | May10 | May11 | 6:00-10:00 9:00-5:00 | 2 | Classroom (FF) | $135.00 |
| 22236 | FR SA | Jun21 | Jun22 | 6:00-10:00 9:00-5:00 | 2 | Classroom (FF) | $135.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22237 | FR SA | May17 | May18 | 6:00-10:00 9:00-5:00 | 2 | Classroom (FF) | $135.00 |
| 22238 | FR SA | Jul26 | Jul27 | 6:00-10:00 9:00-5:00 | 2 | Classroom (FF) | $135.00 |

### Making Ethical Decisions    SPRT10021

Successful completion of this workshop, fully equips coaches to handle virtually any ethical situation 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22242 | FR | May10 | May10 | 6:00-10:00 | 1 | Classroom (FF) | $60.00 |
| 22243 | FR | Jun21 | Jun21 | 6:00-10:00 | 1 | Classroom (FF) | $60.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22240 | FR | Jun7 | Jun7 | 6:00-10:30 | 1 | Classroom (FF) | $75.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22239 | FR SA | May31 | Jun1 | 6:30-10:00 9:00-5:00 | 2 | Classroom (FF) | $130.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22241 | SA | Jun8 | Jun8 | 9:00-5:00 | 1 | Classroom (FF) | $115.00 |

## Dancing

**Questions?**
Call: 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/generalinterest

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22708 | TH | Apr25 | Jun13 | 7:00-8:30 | 8 | Other | $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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21595 | TH | Apr25 | Jun13 | 8:30-10:00 | 8 | Other | $138.00 |

### Intro to Latin Dance    DANC10005

Join Sean Quinlan, choreographer and competitive Latin Dancer in learning the foundations of the four most popular Latin Dances: Merengue, Salsa, Bachata & Cha Cha. Location: Germania Banquet Centre, 863 King St. E.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21596 | WE | Apr24 | Jun12 | 7:00-8:30 | 8 | Other | $138.00 |

### Latin Dance - Intermediate    DANC10006

Join Sean Quinlan and continue to build on the steps learned in Level 1. The dances include: Salsa, Bachata & Cha Cha. Location: Germania Banquet Centre, 863 King St. East.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21597 | WE | Apr24 | Jun12 | 8:30-10:00 | 8 | Other | $138.00 |

## Exercise & Sports

**Questions?**
Call: 905-575-2298
Email: katya.garon@mohawkcollege.ca

### 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 Page Gym.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22231 | WE | Apr10 | Apr10 | 7:30-9:30 | 1 | Other | $30.00 |

### Fencing Level 1    SPRTLE213

Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013. Location:Hillfield Strathallan School Page Gym. April 24 in DeGroote gym.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22232 | WE | Apr17 | May8 | 7:30-9:30 | 4 | Other | $80.00 |

### Golf 1 - Outdoor Practice    RECLLE040

REGISTER FOR ONLY ONE OF MAY 22 or May 29. ALL SESSIONS ARE HELD RAIN OR SHINE. Practice putting, chipping and hitting real ball at Wedgewood Golf Range (905-523-4653). Ideal for everyone. Equipment is supplied if needed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22215 | WE | May22 | May22 | 6:00-8:00 | 1 | Other | $30.00 |
| 22217 | WE | May29 | May29 | 6:00-8:00 | 1 | Other | $30.00 |

**Indoor golf sessions will not be offered this term due to gym construction. Try outdoor practice instead!**

### Golf 2 - Play                                                RECLLE340

Prerequisite: RECLLE040 Golf Outdoor Practice. Playing lessons 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22223 | WE | Jun5 | Jun5 | 6:00-8:00 | 1 | Other | $30.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22206 | WE | Jun12 | Jun12 | 6:00-8:00 | 1 | Other | $30.00 |

## 55 Plus

The following courses and workshops may be of interest to you:
- Painting/Watercolours
- Acting for Beginners
- Home Reno for Women
- Food, Food, Food
- Sewing Courses
- Flower Arranging Courses
- Home Decorating Courses
- Perennial Gardening
- Digital Photography
- Selected Themes, Art History & Appreciation
- Pottery
- Jewellery - Construction

**Refer to the index for course listings.**

**Questions?**
Call: 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/generalinterest

### 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.

**A $10 material fee must 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
- Flip That House (Fennell Campus)

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21593 | TU | Apr9 | Apr30 | 9:00-12:00 | 4 | Other | $84.60 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21588 | TU | May7 | May28 | 9:00-12:00 | 4 | Other | $84.60 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21591 | TU | Jun4 | Jun25 | 9:00-12:00 | 4 | Other | $84.60 |

## 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.

**Questions?**
Call: 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca

### 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

**\*Please bring a sharp knife, hand towel and an apron to all FOOD courses!**

### Cooking - Basic                                             CULIGI138

Join Chef Tim 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21948 | TU | Apr16 | May7 | 7:00-10:00 | 4 | Classroom (FF) | $143.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21949 | TU | May14 | Jun18 | 7:00-10:00 | 6 | Classroom (FF) | $175.00 |

### Gourmet Dining                                              CULI10002

Join Personal Chef Jacob Lucas for a culinary adventure. Prepare six signature menus with international influences. Food costs of $55 to be paid to the instructor at the first class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21942 | WE | Apr17 | May22 | 7:00-10:00 | 6 | Classroom (FF) | $185.00 |

### *NEW!* Feeding Your Family on a Shoestring                   CULI10064

Learn to cut your grocery bill in half - without coupons! Improve your shopping skills and prepare healthy low cost recipes with cookbook author Karen McLaughlin. Cookbook is included in course fee. Food costs of $25.00 is paid directly to the instructor at the first class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22144 | MO | Apr29 | May27 | 7:00-10:00 | 4 | Classroom (FF) | $160.00 |

### Spring and Summer Soups                                     CULI10058

Explore the limitless possibilities of soup with Chef Tim Humble. Beginning with fresh stock, you will then create a variety of hot, cold, green and fruity soups. Food costs of $25 to be paid to the instructor on the first night.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21943 | MO | Apr8 | Apr22 | 7:00-10:00 | 3 | Classroom (FF) | $90.00 |

## Weekend Food

**Questions?**
Call: 905-575-2025 or 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca

### Pita & Companion Dishes — CULI10060
Join Mason Galganov and learn to make pita and companion dishes from the Mediterranean, North Africa and North America. Food costs of $17 included in course fee. Bring along your appetite.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21947 | SA | Apr27 | Apr27 | 10:00-5:00 | 1 | Classroom (FF) | $94.00 |

### Making Pizza at Home — CULI10062
Learn to prepare a "from scratch" crust, using organic flours, discover a variety of toppings and THEN bake it. Taste, share and consider. Yes, we eat what we make! Food costs of $14 included in course.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21944 | SA | May25 | May25 | 10:00-3:00 | 1 | Classroom (FF) | $65.00 |

### Bread - Bake it at Home — CULI10059
Learn to bake wheat based yeast breads at home using a variety of grains and seeds without additives or preservatives. Taste the difference! Food and materials costs of $12 included in course fee.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21946 | SA | Jun8 | Jun8 | 10:00-4:00 | 1 | Classroom (FF) | $87.00 |

## Home Renovation for Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 5 courses**
Join CHCHTV Reno Expert Pamela Stiles, 5 Time "Readers Choice Award" Winner and Home Reno Expert at Home Depot in these courses which are of interest to Home Renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what YOU can do and when to call in the EXPERTS. Material costs are included in the course fees.

**Questions?**
Call: 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/generalinterest

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21592 | TU | Apr9 | Apr30 | 7:00-10:00 | 4 | Classroom (FF) | $102.88 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21587 | TU | May7 | May28 | 7:00-10:00 | 4 | Classroom (FF) | $102.88 |

### Kitchens — BLDG10074
Practical hands-on instruction to renew your kitchen. From design, to building and hanging cabinets, hardware and tiling a backslash, let Pamela show you the "ins and outs" of refinishing your kitchen.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21589 | SA | May11 | May18 | 9:00-3:00 | 2 | Classroom (FF) | $102.88 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21590 | TU | Jun4 | Jun25 | 7:00-10:00 | 4 | Classroom (FF) | $102.88 |

### NEW! Flip That House — BLDG10079
Obtain practical hands-on instruction on how to flip a house, from buying to selling, plumbing to curb appeal, details and the big picture. You will learn where to invest your $$money$$ and cost effective ways to enhance the property.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21941 | SA | Jun8 | Jun15 | 9:00-3:00 | 2 | Classroom (FF) | $102.88 |

## Outdoor Education

**Questions?**
Call: 905-575-2298
Email: katya.garon@mohawkcollege.ca

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22227 | SA | Jun8 | Jun8 | 10:00-4:00 | 1 | Classroom (FF) | $85.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22078 | TH | Apr11 | Apr25 | 8:30-10:30 | 3 | Other | $145.00 |

### 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 – TBA.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22077 | TH SA/SU | Jun6 | Jun9 | 7:00-10:00 8:30-3:30 | 3 | Classroom (FF) Other | $170.00 |

### Map and Compass/GPS Workshop — RECL10006
Learn to navigate in the great outdoors, using map & compass and global positioning systems.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22229 | SA | Apr13 | Apr13 | 10:00-3:00 | 1 | Classroom (FF) | $80.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22079 | SA | Apr20 | Apr20 | 8:30-12:00 | 1 | Other | $40.00 |
| 22193 | SA | Apr27 | Apr27 | 8:30-12:00 | 1 | Other | $40.00 |
| 22195 | SA | May4 | May4 | 8:30-12:00 | 1 | Other | $40.00 |
| 22196 | SA | May11 | May11 | 8:30-12:00 | 1 | Other | $40.00 |

### Rock Climbing Level I — RECLLE139
Benefit from additional practice and instruction. Prerequisite: ROCK CLIMBING-INTRODUCTORY. LOCATION: Rattlesnake Point, north end of Appleby Line. For information call Equinox at 1-800-785-8855.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22198 | TH SA/SU | Apr25 | Apr28 | 7:00-10:00 8:30-5:30 | 3 | Classroom (FF) Other | $160.00 |
| 22201 | TH SA/SU | Jul4 | Jul7 | 7:00-10:00 8:30-5:30 | 3 | Classroom (FF) Other | $160.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22230 | SA | May11 | May11 | 9:00-5:00 | 1 | Classroom (FF) | $130.00 |

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Blended = Course includes online and classroom instruction  |  (SA) = Special Approval, see page 128

## Professional Bartending Certificate (085)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 13 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?**
Call: 905-575-2025 or 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/bartending

**Admission Requirements**
• You must be 19 years of age or older.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HOSPFB107 | Mixology | 35 |
| HOSP10010 | Be A Professional Server | 18 |
| HOSPFB008 | Smart Serve Certification Course** | 3 |
| HOSPFB004 | Wine Appreciation 1 | 21 |
| HOSPFB005 | Wine Appreciation 2 | 21 |
| HOSP10008 | Food Handlers Certificate | 7 |
| HSCI10086 | CPR & First Aid Certificate | 7 |
| COMMSSC12 | Communication Skills 1 | 12 |
| COMMSSC46 | Communication Skills 2 | 12 |
| CONFSSP88 | Dealing with Difficult People | 12 |
| MGMTSSPC7 | Supervision Skills | 12 |
| MGMTSSPD7 | Supervision Skills 2 | 12 |
| EDUCSSPA1 | Training Techniques | 12 |

**In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an**

### ACKNOWLEDGEMENT OF COMPLETION:
• Mixology - 35 hrs.
• Be a Professional Server - 18 hrs.
• Wine Appreciation 1 - 21 hrs.
• Wine Appreciation 2 - 21 hrs.
• Smart Serve - 3 hrs.

**\*The Smart Serve Certificate is mandatory for alcohol servers in Ontario.**

### 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

### Mixology                                    HOSPFB107
Master the art and science of mixing cocktails for restaurant, bar, catering and banquet facilities in compliance with standards found in Hospitality Beverage Operations. Tasting and practice sessions are included. Liquor/product costs of $75.00 included in course fee.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21931 | MO | Apr15 | Jun24 | 6:30-10:00 | 10 | Classroom (FF) | $345.90 |

### 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 HOSPFB001.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21932 | MO | May13 | Jun24 | 6:30-10:00 | 6 | Classroom (FF) | $207.54 |

### Be A Professional Server                    HOSP10010
Learn the skills of a Professional Bartender/Wait Person. Acquire proper tableside techniques for bar and dining room service. Customer Relations, "Point of Sale" Systems, menu presentation, proper meal service, banquet service and bartending etiquette will also be addressed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21930 | TH | Apr25 | May30 | 7:00-10:00 | 6 | Classroom (FF) | $147.32 |

### 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 the course fee is $50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class. WCO manual included in the fee.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21933 | WE | Apr24 | May29 | 6:30-10:00 | 6 | Classroom (FF) | $232.54 |

### Wine Appreciation 2                         HOSPFB005
Explore the elegance of Old World Wines, grape varieties, regions, including France and Italy. Develop your tasting skills with selected wines. Gain an understanding of quality standards and regulations. Wine costs of $50 included in course fee.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21934 | WE | Jun5 | Jul10 | 6:30-10:00 | 6 | Classroom (FF) | $212.54 |

### 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 $19.00.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21935 | TU | Apr23 | Apr23 | 6:00-9:30 | 1 | Classroom (FF) | $50.50 |
| 21936 | TU | May7 | May7 | 6:00-9:30 | 1 | Classroom (BF) | $50.50 |
| 21937 | SA | May25 | May25 | 10:00-1:30 | 1 | Classroom (FF) | $50.50 |
| 21938 | TU | Jun11 | Jun11 | 6:00-9:30 | 1 | Classroom (FF) | $50.50 |
| 21939 | TU | Jul16 | Jul16 | 6:00-9:30 | 1 | Classroom (FF) | $50.50 |

## LABOUR STUDIES

## Labour Studies Certificate (139)

### ONTARIO COLLEGE CERTIFICATE

**Graduation Requirement: 9 courses**
Offered in partnership with the Solidarity Place Education Centre.

**Questions?**
Call: 905-547-2944 ext. 22
Email: labourstudies@mohawkcollege.ca
Web: ce.mohawkcollege.ca/labourstudies

**Program of Studies**

The Program of Study has changed effective Fall 2012. Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

| Mandatory Courses: | | Hours |
|---|---|---|
| LABR10089 | Stewards Training 1 | 15 |
| LABR10090 | Stewards Training 2 | 15 |
| LABR10091 | Collective Bargaining 1 | 15 |
| LABR10092 | Collective Bargaining 2 | 15 |
| LABR10093 | Social Media & Communications for Workers | 15 |
| LABR10094 | Labour History & Lobbying for Change | 15 |
| LABR10095 | Human Rights, Diversity & Equity | 45 |
| LABR10096 | Workers & Community: Making the Connection | 45 |
| WORKUN199 | Labour Studies Field Placement | 60 |

**Unless otherwise specified a manual is required at an extra cost. Solidarity Place will collect fees for manuals on the first day of class.**
Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

### Collective Bargaining 1 — LABR10091

Develop a solid understanding of the bargaining process and factors that affect bargaining. Covers a working knowledge of laws and rules that structure the process.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22031 | SA/SU | Apr27 | Apr28 | 9:00-4:30 | 2 | Classroom (HD) | $105.75 |

### Collective Bargaining 2 — LABR10092

How do we deal with workplace change, restructuring, automation, or new technology? Learn what language best protects workers against unfairness and study methods of dealing with concession demands in pension and health benefits. Prerequisite: LABR10091.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22032 | SA/SU | May4 | May5 | 9:00-4:30 | 2 | Classroom (HD) | $105.75 |

### Social Media and Communications for Workers — LABR10093

Learn to use the media to communicate to workers, members and the public. Discuss how news is framed and explore media alternatives. Develop news releases, advisories and press conferences materials.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22033 | SA/SU | Jun1 | Jun2 | 9:00-4:30 | 2 | Classroom (HD) | $105.75 |

### Labour Studies Field Placement — WORKUN199

Apply the skills and knowledge learned in the Labour Studies Program. Gain credit for approved projects and roles in the labour movement, community organizations and various environmental projects. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22034 | | | | | | FieldWork | $172.35 |

## Labour Studies in Occupational Health and Safety Certificate (140)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Offered in partnership with the Solidarity Place Worker Education Center.

**Questions?**
Call: 905-547-2944 ext. 22
Email: labourstudies@mohawkcollege.ca
Web: ce.mohawkcollege.ca/labourstudiesohs

**Program of Studies**
The Program of Study has changed effective Fall 2012. Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| SAFE10080 | OH&S - Level 3 - Common Workplace Issues | 30 |
| WORK10101 | Labour Issues - Research & Documentation in Health & Safety | 55 |

**Option Group 1 - Choose 1:**

| | | |
|--|--|--|
| LABREWS01 | OH&S - Level 1 | 30 |
| SAFE10025 | OH&S - Level 1 - Federal | 30 |

**Option Group 2 - Choose 1:**

| | | |
|--|--|--|
| LABREWS02 | OH&S - Level 2 - Provincial Law | 30 |
| SAFE10027 | OH&S - Level 2 - Federal Law | 30 |

**Option Group 3 - Choose 1:**

| | | |
|--|--|--|
| LABREWS07 | OH&S - Level 2 - Provincial Committees | 30 |
| SAFE10026 | OH&S - Level 2 - Federal Committees | 30 |

**Option Group 4 - Choose 1:**

| | | |
|--|--|--|
| SAFE10081 | OH&S - Industrial | 30 |
| SAFE10082 | OH&S - Health Care/Community Worker | 30 |
| SAFE10086 | OH&S - Manufacturing & Fabricating Hazards | 45 |

**Unless otherwise specified a manual is required at an extra cost. Solidarity Place will collect fees for manuals on the first day of class.**
Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

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

Understand provincial OH&S laws and regulations. Learn how they are interpreted and used to safeguard workers. Review inadequacies and formulate strategies to overcome them. Discover how to support workers efforts for improvements. Prerequisite: LABREWS01 or SAFE10025.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22035 | SA/SU | May25 | Jun2 | 9:00-4:30 | 4 | Classroom (HD) | $211.50 |

### Occupational Health & Safety - Level 2 - Provincial Committees — LABREWS07

Discover changes to the OH&S Act, issues of dangerous circumstances and gains in testing & inspections. Learn responsibilities of Joint committees through discussion, skill development and use of practical tools. Prerequisite: LABREWS01 or SAFE10025.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22036 | TU | Jun11 | Aug13 | 6:00-9:00 | 10 | Classroom (HD) | $211.50 |

### Occupational health & Safety - Manufacturing & Fabricating Hazards — SAFE10086

Covers: electrical hazards, hand tool risks, compressed gas, welding hazards, indoor air quality, conveyor systems, operational principles of forklifts, machine guarding, noise levels, hearing loss and more. Prerequisite: LABREWS01 or SAFE10025.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22037 | SA/SU | Jul6 | Jul21 | 9:00-4:30 | 6 | Classroom (HD) | $317.25 |

### Labour Issues - Research & Documentation in Health & Safety — WORK10101

Identify current issues, potential long term risks, and benefits related to the health & safety knowledge you have gained in this program through independent study and research. Topics will be relevant to your daily life, work, volunteerism, etc.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22038 | | | | | | FieldWork | $162.30 |

## Workplace Insurance and Disability Prevention Leadership Certificate (942)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 11 courses**
Mohawk College, in partnership with the Occupational Disability Response Team (ODRT), offers specialized leadership training in the field of Workplace Insurance and Disability Prevention. Intended for individuals interested in working in the field of Workplace Safety & Insurance Advocacy or as a Disability Prevention specialist. Offers programming in fundamental principles, law, advocacy, key skill sets, advanced claim strategies, complex issue analysis, research and leadership training/coaching.

**Questions?**
Call: 416-441-7654 or 905-547-2944 ext. 22
Email: info@odrt.ca or labourstudies@mohawkcollege.ca
Web: ce.mohawkcollege.ca/WIDPL

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| LABRUN026 | Rights & Obligations - Level 1 | 12 |
| LABRUN027 | Benefits & Services - Level 2 | 12 |
| LABRUN022 | Appeals & Dispute Resolution - Level 3 | 44 |
| LABRUN023 | Return to Work - Level 4 | 36 |
| LABRUN024 | Medical Orientation - Level 5 | 30 |
| LABREWS01 | OH&S - Level 1 | 30 |
| LABR10085 | Basic Strategies | 18 |
| WORK10075 | Field Placement: Advocacy | 40 |
| WORK10076 | Field Placement: Disability Prevention | 40 |

**Option Group 1 - Choose 2:**

| | | |
|--|--|--|
| LABR10025 | Occupational Disease - Level 6 | 36 |
| LABR10086 | Advanced Strategies 1 | 12 |
| LABR10087 | Advanced Strategies 2 - Part 1 | 20 |
| LABR10088 | Advanced Strategies 2 - Part 2 | 20 |

**Unless otherwise specified a manual is required at an extra cost. The SPWEC will collect fees for manuals on the first day of class.**
Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

### Rights and Obligations-Level 1        LABRUN026
Apply knowledge of all statutory obligations in facilitating workplace insurance reporting and adjudicative procedures.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22146 | SA/SU | Apr27 | Apr28 | 9:00-3:00 | 2 | Classroom (HD) | $84.60 |

### Benefits and Services-Level 2        LABRUN027
Apply knowledge of worker benefits and services established through current and historical legislation, regulations, and policies. Prerequisite: LABRUN026.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22147 | SA/SU | May11 | May12 | 9:00-3:00 | 2 | Classroom (HD) | $84.60 |

### Medical Orientation-Level 5        LABRUN024
Learn to analyze medical reports and resolve entitlement issues for injured workers. Prerequisite: LABRUN022 or LABRUN023.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22150 | FR SA | Jul12 | Jul27 | 6:00-9:00 9:00-4:00 | 6 | Classroom (HD) | $211.50 |

### Advanced Strategies 2-Part 2        LABR10088
Choose from a number of modules in your individual area of concern. Modules include: understanding specific compensation issues, return to work and disability prevention principles.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22148 | FR SA | Jun7 | Jun15 | 6:00-9:00 9:00-4:00 | 4 | Classroom (HD) | $141.00 |

### Field Placement: Advocacy        WORK10075
Apply skills and knowledge in areas including: interviewing injured workers, preparing case files, reviewing WSIB files, communicating with adjudicators and health professionals, preparing for appeals and completing WSIB forms.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22153 | | | | | | FieldWork | $126.40 |

### Field Placement: Disability Prevention        WORK10076
Apply skills and knowledge in areas including: reviewing and developing Return to Work policies, plans and programs, reviewing injured worker functional abilities, identifying potential barriers, developing accommodation solutions, and participating in RTW meetings and mediation.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22159 | | | | | | FieldWork | $126.40 |

## Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)

Offered in partnership with the Solidarity Place Education Centre and the Brantford & District Labour Council. McMaster University offers a number of scholarships to students taking certificate courses.

**Mohawk College Questions?**
Call: 905-547-2944 ext.22
Email: labourstudies@mohawkcollege.ca
Web: ce.mohawkcollege.ca/labourstudiesjoint

**McMaster University Questions?**
Call: 905-525-9140 ext.24692
Email: molnars@mcmaster.ca
Web: www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates

**Please note: inquiries regarding registration & refunds should be directed to the institution offering the course.**

## McMaster Courses

### Internet Skills for Activists (64-829)
Learn how activists use social networking to mobilize and explore these technologies in a practical way. Build a blog and use online tools including Blogger, Twitter, YouTube, Facebook and Flickr. Fee payable to McMaster University at the first class (cash or cheque only). Takes place at McMaster University, KTH-709.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| | SA | Apr6 | Apr13 | 9:30-4:00 | 2 | Other | $125.00 |

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## LANGUAGES & COMMUNICATIONS

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## Certificate of Competence in the French Language (829)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**
Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

**Questions?**
Call: 905-575-2025 or 905-561-6093
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/french

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Program of Studies**

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

**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 to be arranged during the semester. Contact Prior Learning Assessment & Recognition (PLAR) at plar@mohawkcollege.ca**

**For placement in the appropriate French course, contact Val LeBlanc at 905-561-6093.**

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21113 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21094 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |

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### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21547 | MO | Apr15 | Jul22 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |
| 21548 | TU | Apr16 | Jul9 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |
| 21549 | WE | Apr17 | Jul10 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |
| 21550 | SA | Apr20 | Jul13 | 9:00-12:00 | 13 | Classroom (FF) | $301.86 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21114 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### La Pratique du Francais 2 — LANGFR004

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21551 | MO | Apr15 | Jul22 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |
| 21552 | TH | Apr18 | Jul11 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |
| 21553 | SA | Apr20 | Jul13 | 9:00-12:00 | 13 | Classroom (FF) | $301.86 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21115 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21554 | TU | Apr16 | Jul9 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |
| 21555 | SA | Apr20 | Jul13 | 9:00-12:00 | 13 | Classroom (FF) | $301.86 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21116 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21556 | MO | Apr15 | Jul22 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21117 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### La Pratique du Francais 5 — LANGFR007

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21557 | TH | Apr18 | Jul11 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### Parlons Francais 1 — LANGFS032

Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequisite: LANGFR005 La pratique du francais 3.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21558 | TH | Apr18 | Jul11 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21559 | WE | Apr17 | Jul10 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21560 | TU | Apr16 | Jul9 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

## French - Advanced

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.

**Questions?**
Call: 905-561-6093 (Val LeBlanc)

**Admission Requirements**
- 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 emploies dans des exercices ecrits et oraux. Ainsi que l'emploi et le placement des pronouns.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21561 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (FF) | $232.20 |

### Parlons Avance 3 — LANGFS079

A continuation of Parlons Avance 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21562 | TU | Apr16 | Jul2 | 6:30-9:00 | 12 | Classroom (FF) | $232.20 |
| 21563 | FR | Apr19 | Jul5 | 9:30-12:00 | 12 | Classroom (FF) | $232.20 |

## 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. Benefits individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: ce.mohawkcollege.ca / languageinterpreter

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@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.

### Program of Studies

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

### COMPETENCY TESTS (CILISAT or ILSAT):

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

### Orientation Session:

Thursday, April 4, 2013 - 6:30 - 8:00 p.m. **OR** Wednesday, April 10, 2013 - 6:30 - 8:00 p.m. FENNELL CAMPUS - J-WING - ROOM J103, Park in Lot P8. Contact: 905-575-2307 or bonnie.pataran@mohawkcollege.ca to reserve a spot

### Intensive Language Interpreter Training Program

**Become a Qualified Interpreter in 3 1/2 months.**
Dates: April 17 - July 15.

- Offered during the evening hours: Mon/ Wed/ Fri and one Saturday per course.
- Tuition Cost: $1439.51 for 6 courses(does not include competency testing cost)
- Attend one of the Orientation Sessions or contact Bonnie Pataran for course schedule

### Introduction to Spoken Language Interpreting    LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. CRN 22135 Dates: Apr. 20, 27, May 4, 11, 25. Revision of dates if necessary.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22134 | TU/TH | Apr16 | May16 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |
| 22557 | Mo/We/Fr SA | Apr17 | Apr29 | 6:00-10:00 9:00-3:30 | 7 | Classroom (FF) | $232.20 |
| 22135 | SA | Apr20 | May25 | 9:00-3:30 | 5 | Classroom (FF) | $232.20 |
| 21047 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### 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. CRN 22139 Dates: June 8, 15, 22, 29, July 6. Revision of dates if necessary.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21144 | | May10 | Aug16 | | | Online (OL) | $262.40 |
| 22138 | TU/TH | May21 | Jun20 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |
| 22139 | SA | Jun8 | Jul6 | 9:00-3:30 | 5 | Classroom (FF) | $232.20 |

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

Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Prerequisites: LANG10031,10032.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21185 | | May10 | Aug16 | | | Online (OL) | $262.40 |

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

Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Prerequisites: LANG10031, LANG10032, LANG10033.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21048 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Setting Specific Interpreting    LANG10035(SA)

Examine protocols, procedures and techniques for interpreting in various settings. These include the courts and legal settings involving child victims/witnesses, health care setting and the domestic violence sector. Prerequisite: LANG10031, 10032, 10033, 10034.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21519 | | May10 | Aug16 | | | Online (OL) | $262.40 |

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

Prior to registering for this course you must provide proof of successful completion of the CILISAT or ILSAT test. 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21049 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Languages - Other

**Questions?**
Call: 905-575-2025
Email: crearts@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

### American Sign Language I    LANGLL120

Learn the basics of the communication system used by most deaf people.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21572 | TU | Apr9 | Jun25 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

### American Sign Language II    LANGLL220

Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive an Acknowledgement of Completion upon successful completion of levels 1 and 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21573 | TH | Apr11 | Jun27 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

### 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. Course Dates: April 13, 14, 20, 21 & 27.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21580 | SA/SU | Apr13 | Apr27 | 9:00-4:00 | 5 | Classroom (FF) | $301.86 |

### Conversational Mandarin Chinese    LANGLLA16

Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21574 | TU | Apr9 | Jun25 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

### Italian for Beginners    LANG10054

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21149 | | May10 | Aug16 | | | Online (OL) | $346.16 |

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CRN = Course Registration Number | **(FF)** = Fennell, **(IH)** = IAHS, **(SC)** = STARRT, see page 126 for all campuses | **Online / Online (OL)**, see page 127

Sign Language I - Part B    LANGLL459
29051   WE   Apr17 Jul3   6:30-10:00   12   Classroom (FF)   $301.86

## Italian 1      LANGLLA03

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21575 | TH | Apr11 | Jun27 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

## Italian 2      LANGLLB03

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21576 | TU | Apr9 | Jun25 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

## Practica Italian 1      LANGLLD09

Practice oral and written skills covered in Conversational Italian 1. Non-credit. Prerequisite: Italian Conversational 1 or permission from the instructor.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21578 | MO | Apr1 | May6 | 7:00-10:00 | 6 | Classroom (FF) | $193.00 |

## Practica Italian 2      LANGLLD10

Benefit from practice of oral and written skills developed in Conversational Italian Level 2. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21579 | MO | May13 | Jun24 | 7:00-10:00 | 6 | Classroom (FF) | $193.00 |

## Introduction to Japanese      LANG10060

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21076 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Japanese-Conversational 1      LANGLLA17

Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21577 | MO | Apr1 | Jun24 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

## Spanish For Beginners      LANGLLE01

Develop your conversational skills for everyday communication. Good for travelers.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21584 | SA | Apr6 | Jun29 | 9:15-12:30 | 12 | Classroom (FF) | $301.86 |
| 21582 | TU | Apr9 | Jun25 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |
| 21583 | WE | Apr10 | Jun26 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

## Spanish-Conversational 1      LANGLLA04

Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22377 | MO | Apr1 | Jun24 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |
| 21585 | TH | Apr11 | Jun27 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

## Spanish-Conversational 2      LANGLLB04

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21586 | WE | Apr10 | Jun26 | 6:45-10:00 | 12 | Classroom (FF) | $301.86 |

## Online Course? Book your exam

**Book your exam online early.** For instructions visit disted.mohawkcollege.ca/exam.

## Writing and Communication

**Questions?**
Call: 905-575-2025
Email: crearts@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Important Changes:**
- Fall 2012 marked the introduction of two new COMM courses in Continuing Education.
- COMM11040 Communication is equivalent to COMMLL041 Communications (Langs) and brings students with basic skills to college level foundational skills.
- COMM10265 Critical and Innovative Thinking is a new second-level communications course (replacing COMM10034 Active Citizenship). COMMLL041 (or equivalent) is a prerequisite for COMM10265.

**For ESL (English as a Second Language) Students:**
- Students who register in COMM11040 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMLL043 or COMMLL044) would be more suitable. COMMLL044 is now a prerequisite, not an equivalent, for COMM11040.
- ESL students wishing to register in COMMLL044 must have one of the following prerequisites: COMMLL043 or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking. To verify your eligibility and obtain clearance to register in this course, contact: crearts@mohawkcollege.ca or 905-575-2025
- You may be advised to complete language-based assessment. Please call 905-575-1212 ext. 3569 or email assessment@mohawkcollege.ca to arrange an ESL Language Assessment.

## Communication D      COMM11040

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22098 | TU/TH | Apr30 | Aug1 | 6:30-8:30 | 28 | Classroom (FF) | $420.79 |

## Communication      COMMLL041

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21142 | | May10 | Aug16 | | | Online (OL) | $367.10 |
| 21082 | | Jun3 | Sep9 | | | Online (OL) | $367.10 |
| 21399 | | Jul2 | Oct8 | | | Online (OL) | $367.10 |

## Critical and Innovative Thinking      COMM10265

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21525 | | Apr11 | Jul15 | | | Online | $195.44 |
| 22099 | TU | Apr30 | Jul30 | 7:00-9:00 | 14 | Classroom (FF) | $216.72 |

## AC - Communications, Part B      COMMLL044(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22097 | TU/TH | May14 | Aug8 | 6:30-8:30 | 26 | Classroom (FF) | $394.43 |

## Grammar and Composition for General Arts & Sciences — COMM10045

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22164 | WE | May8 | Aug7 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

## 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. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21329 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Organizational Business Communication — COMM10027

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21303 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Researching & Reporting-Lgs — COMMLL122

Explore techniques for effective writing and develop research and reporting skills. Topics include problem definition, print-based and electronic research methodologies, survey strategies, and formal report writing. Course is equivalent to Report Writing. Prerequisite: Communications (COMMLL041) or equivalent post-secondary communications course. 39 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21266 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## Writing Grammatically — COMM10218

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21112 | | May10 | Aug16 | | | Online (OL) | $384.80 |

# Writing for Publication Certificate (123)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

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

**Questions?**
Call: 905-575-2025 or 905-575-2307
Email: crearts@mohawkcollege.ca or bonnie.pataran@mohawkcollege.ca
Web: ce.mohawkcollege.ca/writingpublication

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Admission Requirements**
• Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**
**Refer to the website for the full POS.**
Writing for Stage and Screen 1 and 2 can be used in the PERFORMING ARTS CERTIFICATE.

## Acknowledgement Of Completion Series
• To further your studies - please visit the website for details.
• The Writing Mysteries course is planned for the Fall 2013 semester.

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22544 | TH | Apr18 | Jul11 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

## The Dynamics of Character — COMM10141

Create memorable characters that are the heart of great storytelling. Workshop the techniques necessary for vivid characterization, dialogue, description and backstory. Analyze great characters from Madame Bovary to Seinfeld.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22546 | WE | Apr17 | Jul10 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

## Creative Writing — COMMLL904

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22548 | TU | Apr16 | Jul9 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

## Writing the Novel 1 — LANGLL936

Master the essentials of the novel form - plot, structure and character arc. Discipline your prose and process as you tackle the first or next draft. Get feedback on your work-in-progress.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22543 | WE | Apr17 | Jul10 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

## Writing For Publication - Level 1 — COMMLLT03

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21268 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Writing For Publication - Level 2 — COMMLLT09

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: Writing for Publication - Level 1 (COMMLLT03).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21074 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Grammar For Writing Professionals — COMMLLT02

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21267 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Writing For Children — COMMLLP05

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22536 | TU | Apr16 | Jul9 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

## Poetry Writing — COMMLLT13

Develop the skills needed to create and market publishable poems.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21483 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Writing Poetry — COMMLLP04

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22550 | WE | Apr17 | Jul10 | 6:30-9:30 | 13 | Classroom (FF) | $301.86 |

### The Dynamics of Prose — COMM10119

Great writing hinges on establishing a unique voice and writing style. Learn how to create or refresh yours with this intensive survey and workshopping of the techniques necessary for memorable prose. Study the masters of distinctive prose and workshop your own experiments with writing styles in search of your authentic writing voice. Develop editing strategies for avoiding clunky or purple prose.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22542 | TH | Apr18 | Jul11 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

### Romance Writing — COMMLLT04

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21186 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Travel Writing — COMM10121

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21194 | | May10 | Aug16 | | | Online (OL) | $325.22 |

### Creative Writing II: Short Fiction — COMMLL945

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22539 | TH | Apr18 | Jul11 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

### Writing Short Stories — COMM10259

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21426 | | May10 | Aug16 | | | Online (OL) | $384.80 |

### NEW! Writer's Weekend-Introductory — COMM10279

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22556 | SA/SU | Apr13 | Apr14 | 9:30-4:00 | 2 | Classroom (FF) | $92.88 |

## Ready for your Certificate? Ready to Graduate?

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## Library and Information Technician Diploma (800)

### ONTARIO COLLEGE DIPLOMA

**Graduation Requirement: 28 courses**

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

**Questions?**
Call: 905-575-2703 or 905-575-2309
Email: disted@mohawkcollege.ca or
dolores.harmspenner@mohawkcollege.ca
Web: disted.mohawkcollege.ca/library

**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.

**Program of Studies**

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

| Mandatory Courses: | | Hours |
|---|---|---|
| LIBRLT110 | Intro to Libraries & the Information Industry | 39 |
| INFO10172 | Information Technology for Library Technicians | 39 |
| INFOLT402 | Electronic Publishing and Emerging Library Technologies | 36 |
| LIBR10041 | Online Searching | 39 |
| LIBR10044 | Reference Processes | 39 |
| LIBR10045 | Reference Services and Sources | 39 |
| LIBR10040 | Library Programming, Marketing and Advocacy | 36 |
| LIBR10042 | Resource Description and Access I | 36 |
| LIBR10043 | Resource Description and Access II | 36 |
| LIBR10039 | Library Classification | 39 |
| LIBR10038 | Indexing and Subject Analysis | 39 |
| INFOLT340 | Database Design for Info Workers | 21 |
| LIBRLT351 | Serials | 18 |
| LIBRLT350 | Acquisitions | 36 |
| LIBR10037 | Circulation and Inter-Library Loan | 36 |
| HRESLT150 | Human Relations & Supervision | 36 |
| MGMT10041 | Library Financial Management & Budgeting | 18 |
| COMP10136 | Introduction to Computers 1 | 45 |
| WORKLT290 | Field Work 1 | 105 |
| WORKLT490 | Field Work 2 | 105 |

1 Communications course, 1 Literature course, 2 General Education courses

| Options - Choose 4: | | |
|---|---|---|
| LIBRLT385 | Children's Services and Issues | 36 |
| OADMRM100 | Records & Information Management Fundamentals | 39 |
| LIBRRM103 | Archives | 39 |
| COMMLT225 | Genre Fiction & Readers' Advisory Service | 36 |
| LIBR10002 | Government Information | 36 |
| LIBRLT403 | Special Libraries | 39 |
| LIBRLT335 | Multimedia | 36 |
| LIBRLT405 | Law Libraries and Legal Research | 36 |
| LIBRLT375 | School Libraries | 39 |
| LIBR10004 | Health Libraries and Resources | 36 |
| LIBR10034 | Youth Services and Issues | 36 |
| LIBR10035 | Introduction to Metadata | 36 |
| LIBR10036 | Strategies for Instruction for Library Technicians | 36 |

**Some courses are listed under other Programs. Refer to the index.**

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21163 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## Information Technology for Library Technicians  INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, ipads and tablets, QR codes and various software and applications. Access to current mobile device technology required. Equivalent to INFOLT390.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21477 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## Electronic Publishing and Emerging  INFOLT402
## Library Technologies

Focus on electronic publishing, including using basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. PowerPoint software needed. Prerequisite: INFO10053 or INFO10113 or INFO10156 or COMP10136.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21360 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Online Searching  LIBR10041

Learn to apply Boolean constructs and other concepts for efficient retrieval of information from the Internet, library catalogues and commercial databases. Equivalent to LIBRLT220. Prerequisite: LIBRLT110.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21480 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## Reference Processes  LIBR10044

Explore fundamental principles of professional accountability that underpin the provision of information services in libraries. Develop effective reference interviewing techniques to answer customer queries. Explore topics related to the management of information service including service standards, in person and virtual service points, policy development and strategies for continuing professional development of staff. Equivalent to LIBRLT420. Prerequisite: LIBR10041.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21523 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21166 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## NEW! Reference Services and Sources  LIBR10045

Focus on reference services and resources used to answer information queries from library customers. Compare and evaluate traditional and emerging reference resources and apply online search skills to effectively answer typical customer queries. Equivalent to LIBRLT425. Prerequisites: LIBRLT420 or LIBR10044.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22279 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## Library Programming, Marketing and Advocacy  LIBR10040

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to LIBRLT435. Prerequisites: LIBRLT220 or LIBR10041.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21479 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Resource Description and Access 1  LIBR10042

Focus on RDA rules for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Equivalent to LIBRLT302. Prerequisite: LIBRLT110.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21475 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Resource Description and Access II  LIBR10043

Examine form and choice of entry according to RDA cataloguing rules, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Recognize the changes in MARC coding resulting from RDA Cataloguing Rules. Equivalent to LIBRLT305. Prerequisite: LIBR10042.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21522 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Library Classification  LIBR10039

Study the principles of classification. Learn to use the Dewey Decimal Classification scheme and Library of Congress Classification scheme. Explore issues related to the process of classifying library materials. Equivalent to LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21478 | | May10 | Aug16 | | | Online (OL) | $335.22 |

## Indexing and Subject Analysis  LIBR10038

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Equivalent to LIBRLT325. Prerequisites: LIBRLT320 or LIBR10039.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21481 | | May10 | Aug16 | | | Online (OL) | $314.28 |

## 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. Prerequisite: INFO10053 or INFO10113 or INFO10156 or COMP10136.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21038 | | May10 | Aug16 | | | Online (OL) | $199.58 |

## Serials  LIBRLT351

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21208 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## 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: LIBRLT302 or LIBR10042.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21191 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## 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. Prerequisites: LIBRLT110 and INFO10053 or INFO10113 or INFO10156 or COMP10136.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21192 | | May10 | Aug16 | | | Online (OL) | $178.64 |

## Field Work 1  WORKLT290(SA)

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22570 | | Apr1 | | | | Online (OL) | $153.44 |
| 21050 | | May10 | | | | Online (OL) | $153.44 |
| 21125 | | Jun3 | | | | Online (OL) | $153.44 |
| 21126 | | Jul2 | | | | Online (OL) | $153.44 |
| 22447 | | Aug1 | | | | Online (OL) | $153.44 |

# Get Started Online

**We've gone green!** Start Up Information for Online (OL) (OntarioLearn) courses is available on the Mohawk website **only** at disted.mohawkcollege.ca/getstarted.

## Field Work 2         WORKLT490(SA)

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: WORKLT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22571 | | Apr1 | | | | Online (OL) | $153.44 |
| 21139 | | May10 | | | | Online (OL) | $153.44 |
| 21127 | | Jun3 | | | | Online (OL) | $153.44 |
| 21128 | | Jul2 | | | | Online (OL) | $153.44 |
| 22448 | | Aug1 | | | | Online (OL) | $153.44 |

## Computers 1 - Introduction to        COMP10136

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Microsoft Works is NOT acceptable for this course.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21489 | | May10 | Aug16 | | | Online (OL) | $346.16 |

# Records and Information Management Certificate (810)

### 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?

Call: 905-575-2703 or 905-575-2309
Email: disted@mohawkcollege.ca or dolores.harmspenner@mohawkcollege.ca
Web: disted.mohawkcollege.ca/recordsmanagement

### Admission Requirements

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

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| OADMRM100 | Records and Info Mgt Fundamentals | 39 |
| OADMRM101 | Active Records Management | 39 |
| GRAPRM102 | Document Mgt Technology | 39 |
| LIBRRM103 | Archives | 39 |
| INFO10095 | MS Office 2007 | 42 |
| COMMLL122 | Research & Reporting - LGS | 39 |

**Some courses are listed under other Programs. Refer to the index.**

## Records And Information Management Fundamentals    OADMRM100

Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22093 | | May10 | Aug16 | | | Online (OL) | $325.22 |

## Archives         LIBRRM103

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22094 | | May10 | Aug16 | | | Online (OL) | $325.22 |

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<div style="text-align:center"><strong>SPECIALIZED PROFESSIONAL PROGRAMS</strong></div>

# Assertiveness for Professionals

### ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 3 courses.**

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.

### Questions?

Call: 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/generalinterest

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| PERSGI050 | Assertiveness for Professionals 1 | 12 |
| PERS10008 | Assertiveness for Professionals 2 | 12 |
| PERS10011 | Assertiveness for Professionals 3 | 12 |

**These courses can also be used in the Workplace Leadership Certificate.**

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21598 | WE | Apr24 | May15 | 6:30-9:30 | 4 | Classroom (FF) | $92.88 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21599 | WE | May22 | Jun12 | 6:30-9:30 | 4 | Classroom (FF) | $92.88 |

## Assertiveness for Professionals 3     PERS10011

Building on the skills developed in Level 1 & 2, receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21600 | WE | Jun19 | Jul10 | 6:30-9:30 | 4 | Classroom (FF) | $92.88 |

# Career Consultant Certificate (076)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**

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

### Questions?

Call: 905-575-2025 or 905-575-1212 ext. 3576
Email: crearts@mohawkcollege.ca or lidia.siino@mohawkcollege.ca
Web: ce.mohawkcollege.ca/careerconsultant

### 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.

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**Program of Studies**

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

### Theories Of Career Development    CREDCAR01

Survey current theories of career development, with an emphasis on dominant concepts and the accompanying processes. Examine the history, current thinkers in the field, life-span development, decision-making, and adaptation to change.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22075 | TU | Apr16 | Jul9 | 6:00-9:00 | 13 | Classroom (FF) | $301.86 |

### Socio-Economic Change And Response    CREDCAR07

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22074 | WE | Apr17 | Jul10 | 6:00-9:00 | 13 | Classroom (FF) | $301.86 |

## Condominium Management (ACMO) Certificate (912)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

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

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: disted.mohawkcollege.ca/acmo

**ACMO Membership and RCM Exam Questions?**
Call: 905-826-6890 or 1-800-265-3263
Email: jschenk@acmo.org
Web: www.acmo.org

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| LAWSCDM01 | Intro to Condominium Law | 42 |
| MGMTCDM02 | Physical Bldg Management | 42 |
| FINCCDM03 | Financial Planning for Condo Managers | 42 |
| MGMTCDM04 | Condo Administration & Human Relations | 42 |
| **Options - Choose 1:** | | |
| CONFBU397 | Dealing with Difficult People | 30 |
| MGMTMD278 | Personal Success | 30 |

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

### Introduction To Condominium Law    LAWSCDM01

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21287 | | Apr16 | Jul16 | | | Online | $476.70 |

### 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 (MGMTEA631).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21313 | | Apr16 | Jul16 | | | Online | $476.70 |

### Financial Planning For Condominium Managers    FINCCDM03

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21294 | | Apr16 | Jul16 | | | Online | $476.70 |

### Condominium Administration & Human Relations MGMTCDM04

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21295 | | Apr16 | Jul16 | | | Online | $476.70 |

### Personal Success    MGMTMD278

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21272 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Student Affairs and Services Courses

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

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21350 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21364 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21078 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Teaching Online

### ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 5 courses**

**Questions?**
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21119 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Designing and Authoring an On-line Course · EDUC10068

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21118 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Group Learning and Team Development · EDUC10072

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21087 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21120 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Teaching the Adult Learner Certificate (129)

### 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?**
Call: 905-575-2703 or 905-575-2307
Email: disted@mohawkcollege.ca or bonnie.pataran@mohawkcollege.ca
Web: disted.mohawkcollege.ca / teachingadultlearner

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| EDUCTAL03 | Adult Learning | 42 |
| EDUCTAL02 | Curriculum Development | 42 |
| EDUCTAL04 | Instructional Techniques | 42 |
| EDUCTAL05 | Assessment & Evaluation | 42 |
| EDUCTAL08 | Instructional Tech Adult Ed | 30 |
| SENSTAL06 | Adults with Learning Disabilities | 42 |

### Adult Learning · EDUCTAL03

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21225 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21394 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Adults With Learning Disabilities · SENSTAL06

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21227 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Curriculum Development · EDUCTAL02

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance. Develop a course outline and a lesson plan. Prerequisite: Adult Learning (EDUCTAL03) and Adults with Learning Disabilities (SENSTAL06).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21002 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21533 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |

### Instructional Techniques · EDUCTAL04

Explore instructional techniques, resources and classroom management strategies that challenge adult learners. Design and deliver a lesson online. . Students will be required to use a microphone for some course assignments. Prerequisite: Adult Learning (EDUCTAL03), Curriculum Development (EDUCTAL02) and Adults with Learning Disabilities (SENSTAL06).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21226 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21534 | | Jun3 | Sep9 | | | Online (OL) | $346.16 |

### Assessment And Evaluation · EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment. Prerequisite: Adult Learning (EDUCTAL03), Curriculum Development (EDUCTAL02), Instructional Techniques (EDUCTAL04) and Adults with Learning Disabilities (SENSTAL06).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21164 | | May10 | Aug16 | | | Online (OL) | $346.16 |
| 21134 | | Jul2 | Oct8 | | | Online (OL) | $346.16 |

### Instructional Technology In Adult Education · EDUCTAL08

Examine effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners. Considerable research and reading are required. Excellent computer and Internet skills essential. Prerequisites: Adult Learning (EDUCTAL03) and Curriculum Development (EDUCTAL02).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21436 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## VISUAL AND PERFORMING ARTS

## Performing Arts Certificate (929)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. Provides 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. Writing for Stage and Screen 1 & 2 are credit courses in the Writing for Publication Certificate.

**Questions?**
Call: 905-575-2025 or 905-575-1212 ext. 3009
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca / performing arts

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| CREA10072 | Acting for Beginners........................................................................... | 24 |
| CREA10071 | Acting Two ......................................................................................... | 24 |
| CREA10079 | Acting Three: The Feedback Show....................................................... | 24 |
| CREA10085 | Acting Four: The Career Class ........................................................... | 24 |

| Options - Choose 4: | | |
|---|---|---|
| CREA10086 | Acting for Film/TV .............................................................................. | 24 |
| CREA10087 | Acting for Film/TV 2 ........................................................................... | 24 |
| CREA10136 | The Master Class................................................................................. | 24 |
| CREA10090 | An Actor's Director ............................................................................. | 24 |
| CREA10091 | Whose Laugh is it Anyway?................................................................ | 24 |
| ASTHWS029 | Make-up: Theatrical & Special Effects 1 ............................................ | 30 |
| ASTHWS032 | Make-up: Theatrical & Special Effects 2 ............................................ | 30 |
| CREA10092 | The Monologue Class.......................................................................... | 24 |
| COMM10268 | Writing for Stage & Screen 1 ............................................................. | 24 |
| COMM10269 | Writing for Stage & Screen 2 ............................................................. | 24 |

### Acting for Beginners                                       CREA10072

Join Actress/Director/Teacher/Second City Grad Christina Payne, along an artistic journey connecting on camera/stage through character creation, commercial auditions, finding legitimate agents & building your resume. Using monologue/scene analysis tools & improvisation exercises to stimulate & prepare you for a career in the arts.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22464 | MO | Apr15 | Jun10 | 7:00-10:00 | 8 | Classroom (FF) | $185.76 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22466 | TU | Apr16 | Jun4 | 7:00-10:00 | 8 | Other | $169.20 |

### 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. Prerequisite: Acting Two (rehearsal class). Location: Staircase Theatre 27 Dundurn St. N. Hamilton.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22465 | WE | Apr17 | Jun5 | 7:00-10:00 | 8 | Other | $169.20 |

### Writing for Stage & Screen 1                              COMM10268

Learn the basics of writing engaging dialogue, memorable characters, and conflicts, suited to both the stage and screen. Tackle the basic building blocks of writing dramatic and powerful scenes and stories through a series of writing exercises.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22467 | WE | Apr24 | Jun12 | 7:00-10:00 | 8 | Classroom (FF) | $185.76 |

## 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?**
Call: 905-575-2298 or 905-575-2312, Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/visualarts

## Visual Arts - Foundation Certificate (041)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

**Program of Studies**
• Design and Colour 1 should be taken first.

| Mandatory Courses: | | Hours |
|---|---|---|
| ARTTPG101 | Design and Colour 1 ........................................................................... | 30 |
| ARTTPD201 | Drawing 1............................................................................................ | 30 |
| HISTPD024 | History of Crafts ................................................................................. | 30 |
| SAFECR442 | Safety in the Arts................................................................................ | 3 |

**Options - Choose 4:**
Any introductory or basic level studio/hands-on courses from Visual Arts Certificates

## Visual Arts - Intermediate Certificate (042)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**

**Admission Requirements**
• Visual Arts - Foundation Certificate

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ARTTPG201 | Design & Colour 2............................................................................... | 30 |
| ARTTPD301 | Drawing 2............................................................................................ | 30 |

| Option Group 1 - Choose 1: | | |
|---|---|---|
| BLDGAR173 | History of Architecture........................................................................ | 42 |
| BLDG10043 | History of Ontario Architecture........................................................... | 42 |
| PHTOPY109 | History of Photography ....................................................................... | 30 |
| SSCIPT001 | Philosophy of Art ................................................................................ | 30 |
| INFO10144 | Web Design Basics.............................................................................. | 36 |

**Option Group 2 - Choose 4::**
Other studio hands/on courses, prerequisites must be met, from Visual Arts Certificate courses or Photography Certificate courses

**Some courses are offered under other Programs. Refer to the Index.**

## Visual Arts - Advanced Certificate (043)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**

**Admission Requirements**
• Visual Arts - Intermediate Certificate

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ARTTPG301 | Design and Colour 3 ........................................................................... | 30 |

| Option Group 1 - Choose 2: | | |
|---|---|---|
| ARTT10014 | Art History and Theory ....................................................................... | 48 |
| SBMGMD249 | How to Start a Small Business............................................................ | 30 |
| EDUCTAL03 | Adult Learning..................................................................................... | 36 |
| PSYCSS156 | Introductory Psychology...................................................................... | 42 |
| PHTOPY101 | Digital Photography 1 (if not used in Foundation Certificate)............ | 30 |
| WORKPW900 | Work Experience.................................................................................. | 30 |
| INFO10110 | Web Page Design................................................................................ | 36 |

**Option Groups 2 and 3 - Choose 4:**
Other studio/hands-on courses from Visual Arts Certificate courses or Photography courses.

**Some courses are offered under other Programs. Refer to the Index.**

## Design Courses

**Courses can be applied to Visual Arts Certificates unless marked non-credit.**

**Questions?**
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

### Design & Colour 1 — ARTTPG101

Through independent/self-directed learning/projects using textbook, online and faculty resources, you examine elements and principles of design that include colour, line, texture, space. Call about required text.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22413 | | Apr8 | Jun17 | | | Other | $211.50 |

### Design & Colour 2 — ARTTPG201

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22414 | | Apr8 | Jun17 | | | Other | $211.50 |

### Design & Colour 3 — ARTTPG301

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22415 | | Apr8 | Jun17 | | | Other | $211.50 |

## Drawing

**Courses can be applied to Visual Arts Certificates unless marked non-credit.**

**Questions?**
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

### Fashion Drawing (FASHFA201)

Refer to the Fashion Design Certificate.

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22444 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22437 | TH | Apr11 | Jun13 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22438 | TH | Apr11 | Jun13 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Drawing 3 — ARTTPD401

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22439 | TH | Apr11 | Jun13 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22445 | SA/SU | Apr27 | Apr28 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |

## Jewellery & Silversmithing

**Courses can be applied to Visual Arts Certificates unless marked non-credit.**

**Questions?**
Call: 905-575-2025 or 905-575-2312
Email: crearts@mohawkcollege.ca

### 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)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22407 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (FF) | $252.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22404 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (FF) | $252.20 |

### *NEW!* Construction-Rivets — CREA10159

Using cold connections/rivet and screw construction techniques, you expand your skill in this credit workshop creating unique/one-of-a-kind jewellery. May 11, 25. Materials/tools extra.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22452 | SA | May11 | May25 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |

### Jewellery and Silversmithing 1 — CREAPJ201

Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. $30).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22405 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $252.20 |

### Jewellery and Silversmithing 2 — CREAPJ202

Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22406 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $252.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22434 | MO | Apr8 | Jun17 | 6:00-9:00 | 10 | Classroom (BF) | $252.20 |

### Jewellery and Silversmithing 4 — CREAPJ302

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22435 | MO | Apr8 | Jun17 | 6:00-9:00 | 10 | Classroom (BF) | $252.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22436 | MO | Apr8 | Jun17 | 6:00-9:00 | 10 | Classroom (BF) | $252.20 |

### Precious Metal Clay 1 — CREA10080

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22409 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (FF) | $242.20 |

## Precious Metal Clay 2 — CREA10128

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22410 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (FF) | $242.20 |

## NEW! Spinner Ring — CREA10160

Using silver/copper/brass, you hand construct/decorate/finish your own spinner ring. Previous metalsmithing experience required. Material fee $45.00 extra. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22453 | SA | Apr6 | Apr6 | 10:00-4:00 | 1 | Classroom (BF) | $78.90 |

# Painting

**Courses can be applied to Visual Arts Certificates unless marked non-credit.**

**Questions?**
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

## Chinese Brush Painting — ARTTPD101

Explore the styles, supplies and equipment used in Chinese brush painting to produce basic and simple strokes.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22416 | SA | Apr6 | Jun15 | 9:30-12:30 | 10 | Classroom (FF) | $232.20 |

## Chinese Brush Painting 2 — ARTTPD102

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: PD101

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22417 | SA | Apr6 | Jun15 | 9:30-12:30 | 10 | Classroom (FF) | $232.20 |

## Chinese Brush Painting 3 — ARTTPD103

Practice basic classical techniques used in painting landscapes. Prerequisite: PD102

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22418 | SA | Apr6 | Jun15 | 9:30-12:30 | 10 | Classroom (FF) | $232.20 |

## Chinese Brush Painting 4 — ARTTPD104

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: PD103

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22419 | SA | Apr6 | Jun15 | 9:30-12:30 | 10 | Classroom (FF) | $232.20 |

## Chinese Brush Painting 5 — ARTTPD105

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: PD104

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22420 | SA | Apr6 | Jun15 | 9:30-12:30 | 10 | Classroom (FF) | $232.20 |

## Chinese Brush Painting 6 — ARTTPD106

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD105

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22421 | SA | Apr6 | Jun15 | 9:30-12:30 | 10 | Classroom (FF) | $232.20 |

## NEW! Drawing/Painting for Watercolours — ARTT10044

Through a series of exercises/demonstrations/hands-on practice, you develop drawing/painting techniques/skills specific to watercolour painting. You already have some painting experience. Materials extra.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22450 | SA/SU | Jun8 | Jun9 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |
| 22451 | SA/SU | Aug10 | Aug11 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |

## Painting 1 — ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22422 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Painting 2 — ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: PD211 Painting 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22423 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Painting 3 — ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: PD311 Painting 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22424 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Painting 4 — ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: PD411 Painting 3.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22425 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22426 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Painting 6 — ARTTPD711

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22427 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22428 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Watercolour Painting 2 — ARTTPD331

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22429 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22430 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Watercolour Painting 4 — ARTTPD531

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22431 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22432 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Watercolour Painting 6 — ARTTPD731

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22433 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

# Paper Tole

**Courses can be applied to Visual Arts Certificates unless marked non-credit.**

### Questions?
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22440 | TU | Apr9 | Jun11 | 1:00-4:00 | 10 | Classroom (BF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22441 | TU | Apr9 | Jun11 | 1:00-4:00 | 10 | Classroom (BF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22442 | TU | Apr9 | Jun11 | 1:00-4:00 | 10 | Classroom (BF) | $232.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22443 | TU | Apr9 | Jun11 | 1:00-4:00 | 10 | Classroom (BF) | $232.20 |

# Pottery

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

**Courses can be applied to Visual Arts Certificates unless marked non-credit.**

### Questions?
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

**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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22332 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22266 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22284 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22296 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22348 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22308 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22363 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22380 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22320 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22333 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22267 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22285 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22297 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22349 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22309 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22364 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22381 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22321 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22334 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22268 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22286 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22298 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22350 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22310 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22365 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22382 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22322 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Foundation 4 — CERAPC204

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22335 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22269 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22287 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22299 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22352 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22311 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22366 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22383 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22323 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Intermediate 1 — CERAPC301

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22336 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22270 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22288 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22300 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22353 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22312 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22367 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22384 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22324 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Intermediate 2 — CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: PC301 Ceramics Intermediate 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22337 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22271 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22289 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22301 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22354 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22313 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22368 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22385 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22325 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Intermediate 3         CERAPC303

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22338 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22272 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22290 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22302 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22355 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22314 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22369 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22386 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22326 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22339 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22273 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22291 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22303 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22356 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22315 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22371 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22387 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22327 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Advanced 1         CERAPC401

Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22340 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22274 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22292 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22304 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22357 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22316 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22372 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22388 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22328 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Advanced 2         CERAPC402

Prerequisite: PC401 Ceramics Advanced 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22341 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22275 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22293 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22305 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22358 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22317 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22373 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22389 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22329 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Advanced 3         CERAPC403

Prerequisite: PC402 Ceramics Advanced 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22342 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22276 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22294 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22306 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22359 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22318 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22374 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22390 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22330 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## Ceramics - Advanced 4         CERAPC404

Prerequisite: PC403 Ceramics Advanced 3.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22343 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22277 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22295 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22307 | WE | Apr10 | Jun12 | 1:00-4:00 | 10 | Classroom (SC) | $262.20 |
| 22360 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22319 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |
| 22375 | TH | Apr11 | Jun13 | 1:00-4:00 | 10 | Classroom (BF) | $262.20 |
| 22391 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (BF) | $262.20 |
| 22331 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (SC) | $262.20 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22393 | | Apr8 | Jun17 | | 10 | Classroom (SC) | $262.20 |
| 22394 | | Apr8 | Jun17 | | 10 | Classroom (BF) | $262.20 |

# Visual Arts Courses

Courses can be applied to Visual Arts Certificates unless marked non-credit.

**Questions?**
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/visualarts

## History Of Crafts         HISTPD024

Through independent/self-directed learning/projects with textbook, online and faculty resources, you examine the evolution of diverse approaches to craft in metal, wood, clay to understand the connection between mankind and Arts/Crafts. Instructor contact information provided prior to course start.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22411 | | Apr8 | Jun17 | | | Other | $211.50 |

## Mat Cutting         CREA10133

Using simple hand tools, you learn to cut your own mats to fit your own artwork (painting, drawing, needlework, photography). Mat colour and frame design are discussed. List of equipment/supplies required will be sent to you ahead of time. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22455 | SA | May11 | May11 | 9:30-12:30 | 1 | Classroom (FF) | $41.71 |

## Mosaics/Mixed Media         CREA10081

Use salvaged and discarded tiles, glass, ceramics, stone, etc. and a variety of bases, adhesives and grouts, to create simple or more complex mosaics. Design, colour and function will be discussed and employed. Materials extra-approx.$20.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22449 | SA/SU | Jun15 | Jun16 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |

## Safety In The Arts         SAFECR442

You complete a self-directed take home test on the hazards associated with painting, printmaking, photography, jewellery, pottery, stained glass, wood carving and other arts.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22456 | | Apr11 | Jun13 | | | Other | $35.48 |

## Twig Furniture         CREACR510

Complete a fan back twig willow chair. Materials extra $60 at time of workshop. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22454 | SA | Apr27 | Apr27 | 9:30-4:30 | 1 | Classroom (FF) | $146.70 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22412 | | Apr8 | | | | FieldWork | $211.50 |

# Engineering Technology and Skilled Trades

## CERTIFICATES AND COURSES

Read more at
**ce.mohawkcollege.ca/engtech**

### High tech. Higher tech. Highest tech. The future is taught here.

Train in technical skills, or study to be an engineering technician: Learn through hands-on training, course work and more. Continuing Education in Engineering Technology and Skilled Trades delivers an exciting spectrum of certificate programs and special courses designed to meet the technology training needs of some of today's most demanding and forward thinking industries. The future is coming — be ready.

### Build intricate networks

The average North American depends on 264 computers…every day.*

### Admission Requirements

Unless stated otherwise, the admission requirements for all Engineering Technology programs include an Ontario Grade 12 Diploma (or equivalent) or Mature Student status. Visit our website for more information on how you can obtain your equivalent or mature student status.

Students are responsible to ensure they meet the required course prerequisites.

### Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 129 for information and instructions.

*www.wonderfulinfo.com/winfo/facttech.php*

## AUTOMOTIVE AND AVIATION

## Air Brake Training

**Questions?**
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or dwayne.barnett@mohawkcollege.ca
Web: 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22490 | SA/SU | Apr20 | Apr21 | 8:00-4:00 | 2 | Classroom (SC) | $264.20 |
| 22502 | SA/SU | May18 | May19 | 8:00-4:00 | 2 | Classroom (SC) | $264.20 |
| 22503 | SA/SU | Jun15 | Jun16 | 8:00-4:00 | 2 | Classroom (SC) | $264.20 |

## Automotive Courses

**Questions?**
Call: 905-575-2507 or 905-575-1212 ext. 3659
Email: ceengty@mohawkcollege.ca or angelo.cosco@mohawkcollege.ca

### Introduction to Hybrid Vehicles — MOTP10062

Focus on service safety procedures and battery technology. Learn to
access onboard diagnostics and observe driveline control functions.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21975 | TH | Apr18 | May23 | 6:00-10:00 | 6 | Classroom (FF) | $185.76 |

### *NEW!* Transmission and Driveline — MOTP10083

Study the fundamentals of a variety of vehicle transmission systems,
typical designs, and important components. Topics also include
transmission control units, the product development process,
manufacturing technology of vehicle transmissions and reliability
and testing.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22080 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## BUILDING & CONSTRUCTION SCIENCES

## Building & Construction Sciences Courses

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or richard.borger@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

### *NEW!* Introduction to Cost Estimating — BLDG10012

Examine the construction estimating process used in general
contracting and the role of the estimator in construction management.
Complete simple residential and commercial exercises to develop
skills with 'Taking-Off' methods. Equivalent to Estimating 1
BLDGEA202). 39 hours.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22754 | | May10 | Aug16 | | | Online (OL) | $325.22 |

### *NEW!* Green Building & LEED Core Concepts — BLDG10081

A course structured around the concepts of green design, construction
and operations that will prepare an individual for the LEED Green
Associate Exam.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22398 | MO | May6 | Jun24 | 6:00-9:00 | 7 | Classroom (FF) | $162.54 |

### 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. NOTE: No classes on May
15, 20 & 22.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22017 | MO/WE | Apr24 | Jul8 | 6:30-9:30 | 18 | Classroom (FF) | $420.79 |

### Transportation Technology — TRANEA105

Examine the essentials of transportation, and the role of the
transportation network in rural and urban environments. Intended for
those interested in Urban Planning, Civil Engineering, Architectural,
and Transportation Engineering.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22023 | TU | Apr23 | Jul23 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

### Transportation Design 1 — TRANTR462

Introduces the procedures in the planning and design of streets and
highways for urban and rural design standards.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22021 | WE | Apr24 | Jul24 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## Building Environmental Systems Certificate (090)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Become proficient in Heating Systems, Air Conditioning and
Refrigeration Systems, Electrical Systems, Air Handling and
Preventative Maintenance Programs, Water Treatment Programs and
Energy Efficiency in Large Buildings.

**Questions?**
Call: 905-575-2507 or 905-575-1212 ext. 5272
Email: ceengty@mohawkcollege.ca or roman.szpurko@mohawkcollege.ca
Web: ce.mohawkcollege.ca / buildenvironsystems

**Admission Requirements**
• Practical work experience or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HRAPBES01 | Heating | 45 |
| HRAPBES02 | Air Conditioning & Refrigeration | 45 |
| BLDGBES03 | Air Handling/Preventative Maintenance | 45 |
| BLDGBES04 | Electrical | 45 |
| STENBES05 | Controls | 45 |
| STENBES06 | Water Treatment | 45 |

**Watch for courses next term**

## Construction Estimating Certificate (867)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**
Whatever the size of the construction firm, accurate estimating and
careful monitoring of costs are essential for ensuring a profit. Upgrade
your estimating skills using computer software.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or richard.borger@mohawkcollege.ca
Web: ce.mohawkcollege.ca / constructionestimating

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| BLDGEA202 | Estimating 1 | 42 |
| BLDG10010 | Estimating 2 | 56 |
| BLDGCV442 | Estimating 3 | 56 |
| MGMTCN340 | Construction Management A | 56 |
| MGMTCN440 | Construction Management B | 56 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22024 | TU SA/SU | Apr23 | Jun18 | 6:00-10:00 8:30-2:30 | 13 | Classroom (FF) | $420.79 |

## Fuel Certification Challenge Examinations

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

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.

Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc.

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).

### Questions?
Call: 905-575-2507 or 905-575-2522
Email: ceengty@mohawkcollege.ca or charles.honey@mohawkcollege.ca

## Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

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 $230.00 for each level (GT-3, GT-2, GT-1) of certification.

For Fuel Technician information, access the TSSA link via ce.mohawkcollege.ca / fueltechnician

### Questions?
Call: 905-575-2507 or 905-575-1212 ext. 5018
Email: ceengty@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

### Testing information?
Call: 905-575-2522
Email: charles.honey@mohawkcollege.ca

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

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

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

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

### Gas Technician 2 - Part 1 — GOPTRE050
Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural / propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22022 | TU/TH | May14 | Aug22 | 6:00-10:00 | 30 | Classroom (SC) | $802.75 |

### Gas Technician 2 Review — GOPT10002
Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON JUNE 19, 2013 AT 6:00 P.M.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22069 | WE | May22 | Jun12 | 6:15-9:30 | 4 | Classroom (SC) | $92.88 |

## Geographic Information Systems Certificate (079)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

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

### Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca or patrick.worsell@mohawkcollege.ca
Web: disted.mohawkcollege.ca / gis

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| INFOCVA03 | Intro to Geographic Information Systems | 42 |
| INFOCVA36 | GIS Software - ArcView | 42 |
| INFOCVA37 | Remote Sensing | 42 |
| INFOCV630 | GPS - Global Positioning Systems | 42 |
| INFOCVA08 | Internet Mapping | 42 |
| INFOCVA14 | Designing, Managing/Implementing a GIS | 42 |
| INFO10081 | Access Core | 36 |
| INFOBW305 | Access Expert | 18 |

### Introduction To Geographic Information Systems — INFOCVA03
Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21284 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Designing, Managing/Implementing A GIS INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Mandatory prerequisites: Introduction to Geographic Information Systems (INFOCVA03), Access Core (INFO10081) and Access Expert (INFOBW305) or Access - Expert (COMP10141).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21251 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21009 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### GPS - Global Positioning Systems INFOCV630

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21367 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21098 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Remote Sensing INFOCVA37

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21366 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Geographic Information Systems Courses

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

### *NEW!* Business Practice for GIS Professionals BUSN10104

Enhance your GIS skills with practical insights into business issues including copyright, patent and source code rights, data sharing, liability, contracts and disclaimers. Examine proven project management techniques and evolving trends and business processes. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22506 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Heating, Refrigeration and Air Conditioning Technician Certificate (855)

### ONTARIO COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**
Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

**Questions?**
Call: 905-575-2507 or 905-575-1212 ext. 5272
Email: ceengty@mohawkcollege.ca or roman.szpurko@mohawkcollege.ca
Web: ce.mohawkcollege.ca / hrac

**Admission Requirements**
• You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

**Program of Studies**
• 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.

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| BLDGBES03 | Air Handling/Preventative Maintenance | 45 |
| ELECHV107 | Electricity 1 - Residential | 72 |
| ELECHV200 | Electricity 2 - Comm/Light Industrial | 72 |
| ENVRRE904 | CFC/HCFC/HFC Control | 6 |
| GOPTRE243 | Oil Burner Technician 3 | 120 |
| GOPTRE244 | Gas Technician 3 | 144 |
| HRAPRE905 | Air-Conditioning for HRAC | 60 |

• Air Handling And Refrigeration (BLDGBES03) - refer to the Building Environmental Systems Certificate.
• CFC / HCFC / HFC Control (ENVRRE904) - refer to CFC / ODP Training Courses.
• Gas / Oil Burner Technician 3 (GOPTRE243 / RE244) 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22048 | TU/TH | Apr16 | Jul4 | 6:00-9:00 | 24 | Classroom (SC) | $519.55 |

# Home Inspection Certificate (171)

## MOHAWK COLLEGE CERTIFICATE

### Graduation Requirement: 10 courses

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

### Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: disted.mohawkcollege.ca/homeinspection

### Admission Requirements

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

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| BLDGHI001 | Interior/Insulation Inspection | 42 |
| BLDGHI002 | Exterior Inspection | 42 |
| HRAPHI003 | Heating Inspection I | 42 |
| HRAPHI004 | Heating Inspection II | 42 |
| HRAPHI005 | Plumbing Inspection | 42 |
| HRAPHI006 | A/C & Heat Pumps Inspection | 42 |
| ELECHI007 | Electrical Inspection | 42 |
| BLDGHI008 | Structural Inspection | 42 |
| BLDGHI009 | Roofing Inspection | 42 |
| COMMHI010 | Communication/Professional Practices | 42 |

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

Please contact the OAHI regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAHI or www.oahi.com

### Textbook Information

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

## Interior/Insulation Inspection                    BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21256 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Exterior Inspection                              BLDGHI002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21257 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Heating Inspection I                             HRAPHI003

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on Identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21258 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Heating Inspection II                            HRAPHI004

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: Heating Inspection I (HRAPHI003).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21259 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Plumbing Inspection                              HRAPHI005

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21260 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Air Conditioning & Heat Pumps Inspection         HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21261 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Electrical Inspection                            ELECHI007

Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21262 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Structural Inspection                            BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21263 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Roofing Inspection                               BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21264 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Communication/Professional Practices            COMMHI010

Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21265 | | May10 | Aug16 | | | Online (OL) | $346.16 |

# Residential Design & Construction Certificate (849)

## 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?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or john.lane3@mohawkcollege.ca
Web: ce.mohawkcollege.ca/residentialdesign

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| BLDGRE027 | Construction Practice-Basic | 36 |
| BLDGRE028 | Framing Techniques | 36 |
| BLDGRE029 | Residential Electrical & Plumbing | 36 |
| BLDGRE030 | Residential Drafting | 36 |
| **Options - Choose 1:** | | |
| BLDGRE031 | Building for Energy Efficiency | 36 |
| BLDGRE032 | Trim Finishing & Cabinetry | 36 |

Introduction to Residential Septic Systems          WAST10008
Develop a basic understanding of Ontario Wastewater system technologies, site and soils investigation, responsibilities of practitioners, Part 8 of the Ontario Building Code and licensing requirements. Licensing exams must be booked by participants.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 29004 | TH | Apr18 | Apr20 | 12:30-6:30 | 3 | Classroom (SC) | $795.00 |
| | FR/SA | | | 9:00-3:00 | | | |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22054 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

## Framing Techniques                             BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Offered in all semesters.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22055 | MO | Apr15 | Jul15 | 6:30-9:30 | 12 | Classroom (SC) | $278.64 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22056 | WE | Apr17 | Jul3 | 6:00-9:00 | 12 | Classroom (SC) | $278.64 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22057 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (SC) | $278.64 |

# Woodworking

**Questions?**
Call: 905-575-2507 or 905-575-1212 ext. 5027
Email: ceengty@mohawkcollege.ca or shari.martin@mohawkcollege.ca
Web: ce.mohawkcollege.ca/woodworking

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

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21990 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (SC) | $278.64 |

## 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.)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21991 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (SC) | $278.64 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21993 | WE | Apr17 | Jul3 | 6:30-9:30 | 12 | Classroom (SC) | $278.64 |

## Hand Tool Techniques                           BLDGTZ030

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21994 | MO | Apr15 | Jul15 | 6:30-9:30 | 12 | Classroom (SC) | $278.64 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21992 | MO | Apr15 | Jul15 | 6:30-9 :30 | 12 | Classroom (SC) | $278.64 |

## CERTIFICATES OF QUALIFICATION

# 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?**
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cofq

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Admission Requirements**
- Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office.
- Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam.
- Branch numbers: Hamilton: 1-800-668-4479 or 905-521-7764, Brantford: 1-800-668-4479 or 519-756-5197

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22081 | MO/WE | Apr15 | Jul10 | 6:00-9:00 | 24 | Classroom (SC) | $519.55 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21088 | | Apr11 | Jul11 | | | Online | $402.60 |

## 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21974 | WE | Apr17 | Jul3 | 6:00-9:00 | 12 | Classroom (FF) | $278.64 |

## Pre-License Electrical                         ELECHEQ12

Review theory and electrical code for the Construction & Maintenance 309A exam. Current code book required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22082 | MO/WE | Apr15 | Jun24 | 6:00-9:00 | 20 | Classroom (SC) | $447.15 |

## *NEW!* 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. 30 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22528 | | Apr11 | Jul11 | | | Online | $209.40 |

### NEW! Solar Photovoltaic Installation     ENRG10019

Update your skills for renewable energy projects. Content is aligned with established technical standards, and regulatory requirements. Available only to journeypersons, apprentices and C of Q applicants in the following trades: Construction and Maintenance Electrician 309A; Domestic and Rural Electrician 309C; Powerline Technician 434A; Industrial Electrician 442A. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22526 | | Apr11 | Jul11 | | | Online | $293.16 |

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## COMPUTER SCIENCES & INFORMATION TECHNOLOGY

**NOTE: Printing costs will be charged at all printers.**

## AutoCAD Design Certificate (191)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or barrie.reeve1@mohawkcollege.ca
Web: ce.mohawkcollege.ca/autocad

**Admission Requirements**
- Drafting knowledge is strongly recommended.
- If you have no previous computer knowledge or knowledge of Windows you should take Generic Computer Training (COMPCO001) before taking courses within this program.

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| CADMCAD06 | AutoCAD- Introduction | 45 |
| CADMCAD15 | AutoCAD- Advanced | 45 |
| CADMCAD11 | AutoCAD-3D Modeling | 45 |
| CADMCAD12 | AutoCAD-Customization | 45 |
| **Options - Choose 2:** | | |
| CADM10028 | AutoDESK- REVIT | 45 |
| CADM10040 | AutoDESK - REVIT Advanced | 45 |
| CADMCAD20 | AutoCAD-Architectural | 45 |
| CADMCAD25 | AutoCAD - Mechanical | 45 |
| INFOCAD29 | AutoDESK- Inventor | 45 |

### AutoCAD - Introduction     CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level. Book provided by instructor.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22039 | MO/WE | Apr15 | May29 | 6:00-9:30 | 13 | Classroom (FF) | $423.00 |
| 22045 | TU/TH | Apr16 | May28 | 6:00-9:30 | 13 | Classroom (SC) | $423.00 |

### AutoCAD - Advanced     CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Learn to recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Book provided by instructor. Prerequisite: CADMCAD06.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22046 | TU/TH | Jun4 | Jul16 | 6:00-9:30 | 13 | Classroom (SC) | $402.30 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22040 | TU/TH | Apr16 | May28 | 6:00-9:30 | 13 | Classroom (FF) | $348.30 |

### 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 provided by instructor.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22042 | SA/SU | Apr13 | Apr28 | 9:00-5:00 | 6 | Classroom (FF) | $400.30 |

### 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 provided by instructor.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22044 | SA/SU | May4 | May26 | 9:00-5:00 | 6 | Classroom (FF) | $410.30 |

### AutoCAD - Mechanical     CADMCAD25

Create 2-dimensional mechanical drawings, and assembly drawings. Prerequisite:CADMCAD15.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22041 | SA/SU | Apr13 | Apr28 | 9:00-5:00 | 6 | Classroom (FF) | $348.30 |

### AutoDESK Inventor     INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers. Book provided by instructor.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22043 | SA/SU | May4 | May26 | 9:00-5:00 | 6 | Classroom (FF) | $423.00 |

## Computer Science - Level 1 Certificate (892)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/computerscience

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| COMPCO001 | Generic Computer Training | 28 |
| COMP10001 | Programming Fundamentals | 56 |
| COMPCO710 | Web Languages & Tools 1 | 56 |
| COMPCO910 | Intro to Networking | 56 |
| MATH10042 | Math for Computer Studies | 56 |

### Introduction To Networking     COMPCO910

Examine the fundamentals of local area networks and wide area networks. Gain hands-on network administration experience.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|------|-------|------|----------|------|
| 22401 | MO | May6 | Aug26 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 129 for information and instructions.

ENGINEERING TECHNOLOGY AND SKILLED TRADES

## Computer Science - Software Engineering Specialist (893)

**Graduation Requirement: 5 courses**

Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or
hashem.nasrollahi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/computersciencesoftware

**Admission Requirements**
- You must have completed the Computer Science - Level 1 Certificate or be able to meet course prerequisites.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| COMP10062 | Programming in Java | 70 |
| COMPCO826 | Intro-System Analysis & Design | 56 |

**Options -Choose 3:**

| | | |
|---|---|---|
| COMP10002 | Web Programming Fundamentals | 56 |
| COMPCO835 | Object Oriented Systems | 56 |
| COMPCO836 | 3GL Programming -COBOL | 70 |
| COMPCO859 | Database Theory | 56 |
| MGMT10008 | Project Management for IT | 56 |

### Introduction To Systems Analysis And Design        COMPCO826

Discuss systems analysis modelling tools and overview the System Development Life Cycle. A variety of software tools, including CASE, will be used.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22402 | TH | May9 | Aug8 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## Microcomputer Engineering Hardware Certificate (899)

**Graduation Requirement: 5 courses**

Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/microcomputerhardware

**Admission Requirements**
- Grade 12 (OSSD), MATH10042 (refer to Math Learning Centre courses) and ELEC10118 (refer to Server and Network Support Certificate) or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ELEC10050 | Internet Technologies | 56 |
| ELEC10057 | Embedded Systems | 70 |
| ELEC10095 | Digital Principles | 70 |
| ELEC10099 | Electricity 1 | 70 |
| ELEC10103 | Digital Systems | 70 |

### Embedded Systems        ELEC10057

Focus on embedded system design for real time applications. Development is extended from simple assembly programming to programming in C within an IDE. Code portability is emphasized and software is designed for reuse in other applications. Flowcharting and other development techniques are used to generate layered, modularized code in a bottomup approach to project management.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22706 | SA | May11 | Sep7 | 9:00-2:00 | 14 | Classroom (FF) | $507.75 |

## Microcomputer Engineering Software Certificate (898)

**Graduation Requirement: 4 courses**

Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or
hashem.nasrollahi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/microcomputersoftware

**Admission Requirements**
- ELEC10050 and ELEC10102 or equivalent (refer to Server and Network Support Certificate)

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| COMP10079 | Oracle Essentials | 56 |
| COMP10080 | SAP Essentials | 56 |
| COMP10081 | Oracle Grid Computing | 56 |
| COMP10082 | Oracle SOA | 56 |

**Watch for courses next term**

## MicroStation

**Completion Requirement: 3 courses**

YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE.

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: disted.mohawkcollege.ca/microstation

**Software and Textbook Questions?**
Email: peter.mann@mohawkcollege.ca

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21278 | | May10 | Aug16 | | | Online (OL) | $346.40 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21279 | | May10 | Aug16 | | | Online (OL) | $346.40 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21290 | | May10 | Aug16 | | | Online (OL) | $346.40 |

Network Design and Troubleshooting      ELEC10051
29021  SA  May11  Aug24  9:00-3:00  16  Classroom (FF)  $590.35

## Network Specialist Certificate (184)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 4 courses**

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This Certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/networkspecialist

**Admission Requirements**
- Server and Network Support Certificate or completion of the following courses: ELEC10118 and ELEC10034; or previously, COMPNET01 and COMPNET20.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| COMPNET50 | Wireless & VOIP Technologies | 56 |
| ELEC10051 | Network Design & Troubleshooting | 84 |
| ELEC10052 | Advanced Network Technologies | 64 |
| ELEC10106 | Network Security & Management | 56 |

### Wireless & VoIP Technologies      COMPNET50

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20 or ELEC10051.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22408 | MO | May6 | Aug26 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## Server & Network Support Certificate (183)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/servernetworksupport

**Admission Requirements**
- Grade 12 OSSD, COMPCO001 and MATH10042 or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ELEC10034 | Network Fundamentals | 64 |
| ELEC10049 | Windows Server Administration | 64 |
| ELEC10050 | Internet Technologies | 56 |
| ELEC10102 | Advanced Server Technologies | 56 |
| ELEC10118 | Computer Hardware & Software | 56 |

### Network Fundamentals      ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to Implement network topologies and IP addressing schemes, and configure and maintain local area networks. Prerequisite: ELEC10118.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22403 | WE | May8 | Aug21 | 6:00-10:00 | 16 | Classroom (FF) | $472.35 |

### Internet Technologies      ELEC10050

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22400 | TU | May7 | Aug6 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

### Computer Hardware & Software      ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA 's A+ certification exams.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22399 | TH | May9 | Aug8 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## ELECTRICAL

## Electrical Fundamentals Certificate (063)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 3 courses**

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

**Questions?**
Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca
Web: ce.mohawkcollege.ca/electricalfundamentals

**Admission Requirements**
- A minimum of Grade 11 mathematics and physics, or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ELECHV107 | Electricity 1 - Residential | 72 |
| ELECHV200 | Electricity 2 - Comm/Light Industrial | 72 |
| MATHMA002 | Prep. Mathematics (Technology) | 72 |

**Courses are offered under other Programs. Refer to the Index.**

## Electronic Fundamentals Certificate (886)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 4 courses**

Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

**Questions?**
Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca
Web: ce.mohawkcollege.ca/electronicfundamentals

**Admission Requirements**
- Grade 12 Mathematics or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| ELECER001 | DC Electl/Electn Theory | 56 |
| ELECER002 | AC Electl/Electn Theory | 56 |
| ELECER003 | Electronics 1 | 56 |
| ELECER005 | Electronics 2 | 56 |

### DC Electrical/Electronic Theory      ELECER001

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22050 | WE | Apr17 | Jul17 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

### AC Electrical/Electronic Theory       ELECER002

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22049 | TU | Apr16 | Jul16 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## Human Machine Interfacing Certificate (182)

#### 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?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca
Web: ce.mohawkcollege.ca/hmi

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

#### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| ASYS10004 | HMI Programming 1 | 56 |
| ASYS10005 | HMI Programming 2 | 56 |
| ASYS10006 | HMI Programming 3 | 56 |
| ASYSPLC11 | PLC Programming 1 | 56 |
| ASYSPLC12 | PLC Programming 2 | 56 |

**Watch for courses next term**

## Industrial Drives Certificate (202)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

#### Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca
Web: ce.mohawkcollege.ca/industrialdrives

#### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| ASYS10001 | Industrial Drives 1 | 52 |
| ASYS10002 | Industrial Drives 2 | 52 |
| ASYS10003 | Industrial Drives 3 | 52 |
| ELECER001 | DC Elect/Electn Theory | 56 |
| ELECER002 | AC Elect/Electn Theory | 56 |

ELECR001 and ELECR002 - refer to the Electronic Fundamentals Certificate.

## Instrumentation Courses

#### Questions?
Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca
Web: ce.mohawkcollege.ca/instrumentation

**Watch for courses next term**

## Programmable Logic Controllers Certificate (092)

#### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 4 courses**

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on "hands-on" exercises.

#### Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca
Web: ce.mohawkcollege.ca/plc

#### 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.

#### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| ASYSPLC11 | PLC Programming 1 | 52 |
| ASYSPLC12 | PLC Programming 2 | 52 |
| ASYSPLC13 | PLC Programming 3 | 52 |
| ASYSPLC14 | PLC Programming 4 | 52 |

### PLC Programming 1       ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the PLC 5 software.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22009 | TH | Apr18 | Jul11 | 6:00-10:00 | 13 | Classroom (FF) | $394.43 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22010 | TU | Apr16 | Jul9 | 6:00-10:00 | 13 | Classroom (FF) | $394.43 |

### PLC Programming 3       ASYSPLC13

Introduces Advanced Ladder Logic multiple programs such as Tag Databases, DH Plus, Remote I/O, ControlNet, Ethernet, DeviceNet, Routines and Tasks, and Function Block programming language. Participants will work on an Allen-Bradley ControlLogix 5000 processor using Rockwell's RSLogix5000 family of programming software. Prerequisite: ASYSPLC12.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22011 | TU | Apr16 | Jul9 | 6:00-10:00 | 13 | Classroom (FF) | $394.43 |
| 22012 | TH | Apr18 | Jul11 | 6:00-10:00 | 13 | Classroom (FF) | $394.43 |

## ENVIRONMENTAL

## 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?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca
Web: 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22182 | SA | Apr13 | Apr13 | 8:30-3:00 | 1 | Classroom (SC) | $214.50 |
| 22184 | SA | May11 | May11 | 8:30-3:00 | 1 | Classroom (SC) | $214.50 |
| 22185 | SA | Jun15 | Jun15 | 8:30-3:00 | 1 | Classroom (SC) | $214.50 |

## Environment Courses

### Questions?
Call: 905-575-5703
Email: disted@mohawkcollege.ca

### Energy Resources                                        ENVR10025

Examine current traditional and non-renewable energy resources and technologies and their limitations; explore renewable energy sources (e.g. hydroelectricity, solar, ocean, geothermal and wind energy) and future potential. 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22491 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### NEW! Sustainability                                       ENVR10042

Examine sustainability management from a business perspective. Topics include frameworks for corporate sustainability, life cycle costing, measuring social, environmental and economic impacts, implementing and reporting sustainability. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22525 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Environmental Engineering Certificate (083)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**
Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

### Questions?
Call: 905-575-2203 or 905-318-4295 mailbox 1501
Email: ceengty@mohawkcollege.ca or
margaret.thomson@mohawkcollege.ca
Web: ce.mohawkcollege.ca/environmentalengineering

### Admission Requirements
• Prep Chemistry (GSCIPE053) or equivalent.

### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| CHEMOH701 | Principles of Environmental Chemistry | 42 |
| ENVROH702 | Environmental Science | 42 |
| ENVROH704 | Air Pollution and Monitoring | 42 |
| ENVROH707 | Environ. Project & Reporting | 42 |
| LAWSOH703 | Environmental Legis/Audit | 42 |
| WASTOH705 | Water & Wastewater Treatment | 42 |
| WASTOH706 | Solid & Hazardous Waste Mgmt | 42 |

### Principles Of Environmental Chemistry               CHEMOH701

Explore elements, radicals and compounds, stoichiometry, solutions, chemical water analysis, pH, chemical kinetics and equilibria, gas laws and solubility alkalinity, colloids and coagulation, organic compounds, oxidation-reduction. Prerequisite: GSCIPE053 or equivalent.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22752 | TH | Apr18 | Jul18 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

### Environmental Project And Report                    ENVROH707

Concentrate on process waste audits, engineering economics, project management, report writing and oral presentation skills. A combination of distance and in class learning. Prerequisites: ALL other courses in the program.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22751 | WE | Apr17 | Jul17 | 6:00-9:00 | 14 | Classroom (FF) | $325.08 |

## Fire Safety Certificate (853)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

### Questions?
Call: 905-575-2203 or 905-575-2225
Email: ceengty@mohawkcollege.ca or geoff.white@mohawkcollege.ca
Web: ce.mohawkcollege.ca/firesafety

### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| SAFE10050 | Fire Safety Inspections | 39 |
| SAFEFT100 | Basic Principles of Fire Safety | 45 |
| SAFEFT103 | Fire Safety 3-Fire Alarms | 39 |
| SAFEFT104 | Fire Safety 4-Water Exiting Systems | 39 |
| SAFEFT105 | Fire Safety 5-Special Exiting Systems | 39 |
| SAFEFT106 | Fire Safety 6-Processes & Protection | 39 |

### Fire Safety Inspections                                  SAFE10050

Study the application and enforcement of the Ontario Fire Code and develop skills for conducting comprehensive fire safety inspections in a variety of occupancies. Prerequisite: SAFEFT100.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22059 | WE | Apr17 | Jul10 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

### Fire Safety 6-Processes & Protection                 SAFEFT106

Explore various industrial hazards with emphasis on chemical plants, flammable operations and ovens, computers warehousing and textiles. Prerequisite: SAFEFT100.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22058 | TU | Apr16 | Jul9 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

## Occupational Health and Safety Management Certificate (060)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-coordinators, Occupational Health Nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

**Questions?**
Call: 905-575-2203 or 905-575-2225
Email: ceengty@mohawkcollege.ca or geoff.white@mohawkcollege.ca
Web: ce.mohawkcollege.ca/ohs

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Admission Requirements**
- Knowledge of chemistry, physics and mathematics is an asset.

**Program of Studies**
- Completing BOTH CHEM10005 and SAFE10070 is considered equivalent to ENVROH101.

| Mandatory Courses: | | Hours |
|---|---|---|
| ENVROH101 | Occupational Hygiene-Intro | 39 |
| ENVROH105 | Occupatnl Toxicology & Disease | 36 |
| ENVROH304 | Ergonomics | 36 |
| LAWSOH301 | Fnds Occup Hlth & Sfty Law | 39 |
| SAFE10072 | Hazard Assessment & Control | 39 |
| SAFEFT100 | Basic Prncpl Fire Safety | 45 |
| SAFEOH308 | H&S Prog Dev&Coordination | 45 |
| SAFEOH309 | Wrkplc Safety&Insur Act | 36 |

### 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 (GSCIPE053).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21344 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21352 | | May10 | Aug16 | | | Online (OL) | $384.80 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22060 | WE | Apr17 | Jul10 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21109 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Introduction to Ergonomics     SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21196 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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 (GSCIPE053).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21342 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### 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 (SAFEOH309).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21108 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22061 | TU | Apr16 | Jul9 | 6:00-9:00 | 13 | Classroom (FF) | $301.86 |

### 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21343 | | May10 | Aug16 | | | Online (OL) | $455.60 |

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## GARDENING

## Horticulture Courses

**Questions?**
Call: 905-575-2507 or 905-318-4295 mailbox 1795
Email: ceengty@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22001 | WE | Apr24 | Apr24 | 6:30-9:30 | 1 | Classroom (FF) | $33.52 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21998 | WE | May1 | May8 | 6:30-9:30 | 2 | Classroom (FF) | $65.34 |

### Plant Health Management      HORT10046

Focus on common plant pests and examine cultural, biological, and chemical control strategies. Selection, application and safe handling of pesticide are discussed. Course includes a field trip and a project/assignment.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21996 | TU | Apr16 | Jul2 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21997 | TH | May16 | May16 | 6:30-9:30 | 1 | Classroom (FF) | $37.14 |

## Horticulture Plant Identification Certificate (846)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Prepare for a career change, or enhance your interest in plant materials used in the nursery, commercial, and residential landscape. Study the features and cultural requirements of a broad range of plant materials.

**Questions?**
Call: 905-575-2507 or 905-318-4295 mailbox 1795
Email: ceengty@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca
Web: ce.mohawkcollege.ca/horticulture

**Admission Requirements**
- Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| HORTHOR01 | Fundamentals of Horticulture | 36 |
| HORTHOR02 | Deciduous Trees | 36 |
| HORTHOR03 | Conifers (Evergreens) | 36 |
| HORTHOR04 | Deciduous Shrubs | 36 |
| HORTHOR05 | Brdlf Evergreens, Clmbr & Vine | 36 |
| HORTHOR06 | Annuals, Perennials, Bulbs | 36 |

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

### Fundamentals Of Horticulture      HORTHOR01

Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature. Supplies included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22008 | WE | Apr17 | Jul3 | 7:00-10:00 | 12 | Classroom (FF) | $290.64 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22007 | TU | Apr16 | Jul2 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22006 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

### Annuals, Perennials, Bulbs      HORTHOR06

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22005 | TU | Apr16 | Jul2 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

## Landscape Design Certificate (080)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**
Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills.

**Questions?**
Call: 905-575-2507 or 905-318-4295 mailbox 1795
Email: ceengty@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca
Web: ce.mohawkcollege.ca/landscapedesign

**Admission Requirements**
- Successful completion of Senior Secondary School English or equivalent.

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

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| HORTHOR01 | Fundamentals of Horticulture | 36 |
| HORTLA010 | General Plant Indentification | 36 |
| HORTLA009 | Botany/Taxonomy | 36 |
| HORTLA001 | Landscape Design I | 36 |
| HORTLA007 | Landscape Design II | 36 |
| HORTLA008 | Landscape Design III | 36 |

| Options - Choose 1: | | |
|---------------------|--|--|
| CADMCAD06 | Introduction to AutoCAD | 45.5 |
| HORTHOR02 | Deciduous Trees | 36 |
| HORTHOR03 | Conifers (Evergreens) | 36 |
| HORTHOR04 | Deciduous Shrubs | 36 |
| HORTHOR05 | Broadleaf Evergreens, Climbers and Vines | 30 |
| HORTHOR06 | Annuals, Perennials, Bulbs | 30 |

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.

Fundamentals of Horticulture (HORTHOR01) - 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22003 | TH | Apr18 | Jul4 | 6:30-9:30 | 12 | Classroom (FF) | $278.64 |

### Landscape Design 1      HORTLA001

Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22004 | MO | Apr15 | Jul15 | 7:00-10:00 | 12 | Classroom (FF) | $278.64 |

## MANUFACTURING AND MECHANICAL

## Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in co-operation with its Ontario Chapter. Course fees include course manual and CINDE membership.

**Questions?**
Call: 905-387-1655
Email: registrations@cinde.ca
Web: ce.mohawkcollege.ca/nde or www.cinde.ca

**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

**Safety shoes are mandatory for all laboratory work.**

**Register online at: www.cinde.ca.**

### Liquid Penetrant Levels 1 & 2

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
|  | TH | Sep19 |  | 7:00-10:00 | 14 | Classroom (FF) | $990.00 |

### Ultrasonics Level 1

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
|  | SA | Sep14 |  |  | 5 | Classroom (FF) | $990.00 |

### Magnetic Particle Levels 1 & 2

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
|  | TU | Sep17 |  | 7:00-10:00 | 14 | Classroom (FF) | $990.00 |

## CNC Courses

**Questions?**
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca

### CNC Operator                                   MACH10059
Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22020 | TU | Apr16 | Jun18 | 6:00-10:00 | 10 | Classroom (SC) | $309.60 |

## CNC Programming Certificate (070)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 4 courses**
Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

**Questions?**
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or robert.clark17@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cncprogramming

**Admission Requirements**
- For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings.
- Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended (see Machine Tool Operator Certificate for basic skills).

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| MACHRE810 | CNC Programming - Basic | 60 |
| MACHRE811 | CNC Programming - Intermediate | 60 |
| CADMRE455 | CAD/CAM MasterCAM 2D | 60 |
| CADMRE456 | CAD/CAM MasterCAM 3D | 52 |

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

### CNC Programming - Intermediate          MACHRE811
Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22019 | TU/TH | Apr16 | Jun4 | 6:00-10:00 | 15 | Classroom (SC) | $447.15 |

### CAD/CAM (MasterCAM) 3D                    CADMRE456
Generate 3 dimensional wire frame models and multi surface tool paths for pattern and mould making or die sinking. Prerequisite: CADMRE455.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22018 | TH | Apr18 | Jul11 | 6:00-10:00 | 13 | Classroom (SC) | $394.43 |

## Fluid Power Certificate (847)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power. For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

**Questions?**
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca
Web: ce.mohawkcollege.ca/fluidpower

**Admission Requirements**
- You require basic knowledge of, or experience with, fluid power systems.

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| STENMF100 | Basic Hydraulics | 60 |
| STENMF101 | Hydraulic Troubleshooting & Rebuild | 48 |
| STENMF102 | Hydraulic System Studies | 48 |
| STENMF103 | Basic Pneumatics & Troubleshooting | 48 |
| ELECMF104 | Electrical/Electronic Applications for Fluid Power | 60 |
| STENMF105 | Electro Pneumatic Systems | 48 |

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

### Hydraulic System Studies                  STENMF102
Learn to troubleshoot a Hydraulic system with attention to safety and warranty and using hydraulic system schematics. Prerequisite: STENMF101.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21995 | TU | Apr23 | Jul9 | 6:00-10:00 | 12 | Classroom (SC) | $368.07 |

## Industrial Engineering Certificate - Level 1 (868)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**

For individuals in first level Industrial Engineering positions. Conduct studies, draw plans of plant layout; quality control concepts, lean manufacturing concepts and participate in various manufacturing problem solving applications.

### Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca
Web: ce.mohawkcollege.ca/industrialengineering

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| HRESIM337 | Management of Human Resources | 42 |
| IENGIM132 | Work Measurement 1 | 56 |
| IENGIM252 | Problem Solving | 42 |
| IENGIM332 | Work Measurement 2 | 56 |
| IENGIM535 | Plant Layout & Material Handling | 56 |
| MGMTIM153 | Manufacturing Management | 42 |

### Management Of Human Resources HRESIM337

Examine behavioural science and its application to better understand human behaviour and the use of human skills in the work environment.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22052 | WE | Apr17 | Jul3 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

### Plant Layout And Material Handling IENGIM535

Examine analytical techniques used in designing plant layouts and material handling systems.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22053 | MO | Apr15 | Jul29 | 6:00-10:00 | 14 | Classroom (FF) | $420.79 |

## Industrial Lubrication Certificate (064)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

### Questions?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca
Web: ce.mohawkcollege.ca/industriallubrication

### 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.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| MATLLUB00 | Lubrication Fundamentals | 45 |
| MATLLUB04 | Lubrication Systems, Storage & Handling | 45 |
| STENLUB05 | Fluid Power Fundamentals | 45 |
| MATLLUB06 | Lubrication TAP | 45 |
| MECHRE044 | Power Transmission | 39 |

**Watch for courses next term**

## Industrial Mechanic (Millwright) Certificate (061)

### Questions?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or robert.clark17@mohawkcollege.ca
Web: ce.mohawkcollege.ca/imm

### Admission Requirements

• **This certificate is currently under review (effective Fall 2012).**

## Machine Tool Operator Certificate (848)

### 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?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or robert.clark17@mohawkcollege.ca
Web: ce.mohawkcollege.ca/machinetooloperator

### Admission Requirements

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

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| MACHRE165 | Machine Shop 1 | 40 |
| MACHRE265 | Machine Shop 2 | 40 |
| MACHRE465 | Machine Shop 3 | 40 |
| MACHRE543 | Machine Shop Theory | 72 |
| TDRWRE152 | Blueprint Reading Mechanical | 36 |

**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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22013 | SA | Apr13 | Jun15 | 8:00-12:00 | 10 | Classroom (SC) | $349.60 |

### Machine Shop 2 MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Miscellaneous fee included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22014 | SA | Apr13 | Jun15 | 8:00-12:00 | 10 | Classroom (SC) | $349.60 |

### Machine Shop 3 MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22015 | SA | Apr13 | Jun15 | 8:00-12:00 | 10 | Classroom (SC) | $349.60 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22016 | MO/WE | Apr15 | Jun17 | 6:00-10:00 | 18 | Classroom (SC) | $519.55 |

## Ready for your Certificate? Ready to Graduate?

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Blended = Course includes online and classroom instruction | (SA) = Special Approval, see page 128

ce.mohawkcollege.ca

## Maintenance Mechanic Fundamentals Certificate (062)

### 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?**
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or robert.clark17@mohawkcollege.ca
Web: ce.mohawkcollege.ca/maintenancemechanic

**Admission Requirements**
- Grade 12 mathematics, physics and chemistry.
- A good mechanical aptitude recommended.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| MECHRE041 | Pumps (Industrial) | 39 |
| MECHRE042 | Pipefitting for Industrial Mechanic | 39 |
| MECHRE043 | Rigging & Hoisting | 39 |
| MECHRE044 | Power Transmission | 39 |
| IENGRE045 | Material Handling Maintenance | 42 |
| MATLLUB00 | Lubrication Fundamentals | 45 |

Lubrication Fundamentals (MATLLUB00) - refer to the Industrial Lubrication Certificate.

### Pipefitting For Industrial Mechanic     MECHRE042

Explore principles, selection, installation and maintenance of metallic and non-metallic pipe, tubing and various fittings, flanges, valves and industrial fasteners.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22027 | TH | Apr18 | Jul11 | 6:00-9:00 | 13 | Classroom (SC) | $301.86 |

### Material Handling Maintenance     IENGRE045

Learn to organize preventative maintenance schedules and carry out planned maintenance, troubleshooting and repair of handling equipment.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22026 | TU | Apr16 | Jul2 | 6:00-9:30 | 12 | Classroom (SC) | $325.08 |

## Mechanical Design Courses

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

### NEW! Geometric Dimensioning and Tolerancing-Introduction     MECH10045

Enhance basic engineering drafting skills with an introduction to principles of geometric dimensioning and tolerancing. Focus on interpretation and application symbols to drawings, measurements and quality control. Prerequisite: Grade 12 Math (general or advanced) or equivalent. 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22514 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Quality Assurance - Level 1 Certificate (858)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**
Targeted towards ASQ Certified Quality Technician (CQT) Certification. Useful to individuals in business, service industries, and manufacturing who are interested in quality. Offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Certification Exams in March and October each year. See details on ASQ website: www.asq.org

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca
Web: ce.mohawkcollege.ca/qualityassurance

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| QUALQC101 | Quality Con, Tech & Motiv | 39 |
| MATHQC102 | Statistical Process Control 1 | 39 |
| MATHQC103 | Statistical Process Control 2 | 39 |
| QUALQC104 | Avail, Reliab & Maintainability | 42 |
| QUALQC105 | Principles of Metrology | 39 |
| QUALQC106 | Inspection & Testing | 42 |

### Statistical Process Control 1     MATHQC102

Examine statistical methods and applications utilized for process product system evaluation. Content includes presentation and description of data, probability, sampling distribution, statistical inference, and objectives.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22051 | MO | Apr15 | Jul22 | 7:00-10:00 | 13 | Classroom (FF) | $301.86 |

### Inspection And Testing     QUALQC106

Focus on the inspection and test plan, reference standards, measurement, sampling, documentation and data processing implications and NDE as applied to the Quality Practitioner.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22047 | WE | Apr17 | Jul3 | 6:30-10:00 | 12 | Classroom (FF) | $325.08 |

## Quality Assurance Courses

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

### NEW! Six Sigma Methods     MECH10047

Investigate an organized framework of statistical tools to improve service or product quality. Focus on charter documents, problem solving, implementation and control, and advanced techniques. Prerequisite: Introductory Statistics course or equivalent. 56 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22509 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## Welder Operator Certificate (860)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 5 courses**
Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

**Questions?**
Call: 905-575-2507 or 905-575-1212 ext. 5023
Email: ceengty@mohawkcollege.ca or james.carey2@mohawkcollege.ca
Web: ce.mohawkcollege.ca/welderoperator

**Admission Requirements**
- Average mechanical aptitude required. You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate for you. Everyone must register in Shielded Metal Arc Welding 1.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| WELDRE234 | Shielded Metal Arc Welding 1 | 78 |
| WELDRE235 | Shielded Metal Arc Welding 2 | 78 |
| WELDRE236 | Shielded Metal Arc Welding 3 | 78 |
| WELDRE237 | Gas Metal Arc Welding | 78 |
| TDRWRE154 | Blueprint Reading Welding | 39 |

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

### Shielded Metal Arc Welding 1     WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21982 | MO/WE | Apr22 | Jul24 | 6:30-9:30 | 26 | Classroom (SC) | $691.45 |

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| | | | | | | |
|---|---|---|---|---|---|---|
| Dynamics | | | | | | MECHMC422 |
| 29043 | WE | May8 | Aug7 | 6:00-10:00 | 14 | Classroom (FF) $420.79 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Strength of Materials | | | | | | MECHMC364 |
| 29042 | FR | May10 | Aug9 | 6:00-10:00 | 14 | Classroom (FF) $420.79 |

## Shielded Metal Arc Welding 2 — WELDRE235

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21983 | MO/WE | Apr22 | Jul24 | 6:30-9:30 | 26 | Classroom (SC) | $691.45 |

## Shielded Metal Arc Welding 3 — WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21984 | MO/WE | Apr22 | Jul24 | 6:30-9:30 | 26 | Classroom (SC) | $691.45 |

## Gas Metal Arc Welding — WELDRE237

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduction to the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21981 | MO/WE | Apr22 | Jul24 | 6:30-9:30 | 26 | Classroom (SC) | $691.45 |

## Blueprint Reading Welding — TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21979 | TU | Apr16 | Jul9 | 7:00-10:00 | 13 | Classroom (SC) | $301.86 |

# Welding Courses

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

**Questions?**
Call: 905-575-2507 or 905-575-1212 ext. 5023
Email: ceengty@mohawkcollege.ca or james.carey2@mohawkcollege.ca
Web: ce.mohawkcollege.ca/welding

**Brantford Courses?**
Email: jeffrey.yardy@mohawkcollege.ca

**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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22028 | SA | Apr20 | Jun15 | 8:00-12:00 | 9 | Classroom (BF) | $341.64 |

## Welding II — WELDRE126

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22029 | SA | Apr20 | Jun15 | 8:00-12:00 | 9 | Classroom (BF) | $341.64 |

## Welding III — WELDRE129

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22030 | SA | Apr20 | Jun15 | 8:00-12:00 | 9 | Classroom (BF) | $341.64 |

## Welding Pipe & T I G — 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. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21978 | SA | Apr20 | Jul6 | 8:00-12:00 | 12 | Classroom (SC) | $452.07 |

## Welding — WELDRE226

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21977 | SA | Apr20 | Jul6 | 8:00-12:00 | 12 | Classroom (SC) | $452.07 |

## MATHEMATICS AND SCIENCES

# Math Learning Centre Courses

**Questions?**
Call: 905-575-2139
Email: ceengty@mohawkcollege.ca or helen.dakin@mohawkcollege.ca
Web: 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. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22659 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22661 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22662 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22663 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22664 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22660 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22665 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22666 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22667 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22668 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## Mathematics — MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22669 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22670 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22671 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22674 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22675 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## Mathematics — MATH10024

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22676 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22677 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22678 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22701 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22679 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## 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. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22680 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22681 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22682 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22683 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22684 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22685 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22686 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22687 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22688 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22689 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $420.79 |

## 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. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22690 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22691 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22692 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22693 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22702 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## NDE Mathematics — MATH10059

Unit Conversions, Equations, Algebra, Right Triangle and Oblique Triangle Trigonometry, Logarithms, Geometry & Mensuration. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22695 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22696 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22697 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22698 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22694 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22576 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22577 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22578 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22579 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22580 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $368.07 |

## 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22581 | WE | Apr24 | Oct24 | 6:00-9:00 | | MLC (FF) | $519.55 |
| 22582 | TH | May2 | Nov2 | 6:00-9:00 | | MLC (FF) | $519.55 |
| 22583 | MO | May13 | Nov13 | 6:00-9:00 | | MLC (FF) | $519.55 |
| 22584 | TU | Jun11 | Dec11 | 6:00-9:00 | | MLC (FF) | $519.55 |
| 22585 | WE | Jul17 | Jan17 | 6:00-9:00 | | MLC (FF) | $519.55 |

## 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22586 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22587 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22588 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22589 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $368.07 |
| 22590 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $368.07 |

## Mathematics 1 - General Arts And Science — MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. Prerequisite: Grade 10 Math (applied or academic). Start date reflects mandatory orientation session. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22591 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22592 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22593 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22594 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22595 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22700 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22596 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22597 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22598 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22599 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## Math — MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Prerequisite: MATHMA006. Start date reflects mandatory orientation session. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22600 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22601 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22602 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22603 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22604 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## 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 ). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22717 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22605 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22606 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22607 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22608 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

### 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22609 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22610 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22611 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22612 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22613 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $420.79 |

### Differential Calculus     MATHMA383

Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22614 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22615 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22616 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22617 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22618 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

### 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22619 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22620 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22621 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22622 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22623 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $420.79 |

### 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22624 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22625 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22626 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22627 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22628 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

### Mathematics     MATHMS150

Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22629 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22630 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22631 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22632 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22633 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

### 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22634 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22635 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22636 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22637 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22638 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $420.79 |

### 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). Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22639 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22640 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22641 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22642 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22643 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $420.79 |

### 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. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22644 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22645 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22646 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22647 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22648 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

### Mathematics     MATHMS248

Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22649 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22650 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22651 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22652 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $420.79 |
| 22653 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $420.79 |

### Mathematics     MATHMS377

Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271. Start date reflects mandatory orientation session.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22654 | WE | Apr24 | Aug21 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22655 | TH | May2 | Aug29 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22656 | MO | May13 | Sep9 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22657 | TU | Jun11 | Oct8 | 6:00-9:00 | | MLC (FF) | $325.08 |
| 22658 | WE | Jul17 | Nov13 | 6:00-9:00 | | MLC (FF) | $325.08 |

## Mathematics Courses

**Questions?**
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or zoran.pocuca@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21425 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22376 | TU | Apr30 | Jul30 | 6:00-9:00 | 14 | Classroom (FF) | $325.08 |

**Blended** = Course includes online and classroom instruction | **(SA)** = Special Approval, see page 128     ce.mohawkcollege.ca

## Fundamental Mathematics — MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to MATHMA001. 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21199 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22370 | WE | May1 | Jul17 | 6:00-9:30 | 12 | Classroom (FF) | $325.08 |

## Math — MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Prerequisite: MATHMA006. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22499 | | May15 | Aug28 | | | Online | $293.16 |

## 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 ).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22750 | TH | May2 | Aug1 | 6:00-9:00 | 14 | Classroom (FF) | $325.08 |

## Mathematics — MATHMS271

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171. Tuesday class is every second Tuesday.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22346 | TU/TH | May2 | Jul25 | 6:00-9:00 | 19 | Classroom (FF) | $420.79 |

## Mathematics 1 - General Arts And Science — MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. Prerequisite: Grade 10 Math (applied or academic). 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22487 | | May15 | Aug28 | | | Online | $293.16 |

## Mathematics Of Finance — MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Intended for technology students. Access to Scientific Notebook with Windows. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21289 | | May15 | Aug28 | | | Online | $293.16 |
| 21539 | | Jun26 | Oct16 | | | Online | $293.16 |

## Statistics — MATHMA482

Introductory statistics intended for Technology students. Focus on organizing and summarizing univariance data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. Monday class is every second Monday.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22378 | MO/WE | May8 | Jul31 | 6:00-9:00 | 19 | Classroom (FF) | $420.79 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21270 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22573 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## Technical Calculus I — MATH10052

Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21122 | | May10 | Aug16 | | | Online (OL) | $455.60 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21403 | | May10 | Aug16 | | | Online (OL) | $367.10 |

# Sciences

### Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or zoran.pocuca@mohawkcollege.ca

### Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

## Preparatory Chemistry (G.A.S.) — CHEMPE106

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22344 | TU/TH | May2 | Jul25 | 6:00-9:00 | 19 | Classroom (FF) | $420.79 |

## Prep Science (Chemistry) — GSCIPE053

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21254 | | May10 | Aug16 | | | Online (OL) | $437.90 |

## Prep Science (Physics) — PHYSPE001

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21253 | | May10 | Aug16 | | | Online (OL) | $437.90 |

# Health Sciences

## CERTIFICATES AND COURSES

Read more at
**ce.mohawkcollege.ca/healthsciences**

## Health + Care.
## An exciting formula for the future.

Our exciting Health Sciences programs prepare students to contribute in one of the most important industries in Hamilton — and Canada. Courses in nursing, medical laboratory technology, medical imaging, pharmacy and many more are offered through Continuing Education. With amazing instructors and facilities, and the opportunity for hands-on experience, we ensure students graduate ready to seize the future.

## Cure for your career

Hamilton Health Sciences is made up of a cancer centre and six distinct hospitals, employing nearly 10,000 people.*

## Important Information

## CRNE or CPRNE Exam Preparation

Call 905-540-4247 ext. 26703 or ext. 20722 or email bien@mohawkcollege.ca for information on CRNE or CPRNE Exam Preparation Courses.

*www.investinhamilton.ca/why-hamilton/top-ten-reasons/

## Certificate Options        Page

## ALLIED HEALTH

# Medical Laboratory Technician Certificate (047)

SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

**Graduation Requirement: 13 courses**
Offered in conjunction with The Michener Institute (Toronto) and approved by OSMT. Complete the theory portion at Mohawk College and the laboratory sessions at The Michener Institute and at Mohawk College. You must satisfy admission requirements of both institutions. Upon completion, you will be eligible to write the OSMT certification exam.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: mary.golba-bylhouwer@mohawkcollege.ca
Web: disted.mohawkcollege.ca/medlabassistant

**Online Learning Questions?**
Call: 905-575-2703 or 905-540-4247 ext. 26706
Email: disted@mohawkcollege.ca

**Michener Institute Contacts:**
Call: 416-596-3101: Clinical (Sarah Newton) ext. 3394 or PD807 course (Madeline Ng) ext. 3308
Email: snewton@michener.ca or mng1@michener.ca

**Admission Requirements**
- Grade 12 English and Math & Grade 11 Chemistry or mature student status.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| MLSCMLA50 | MLAR Mod 1-Introduction | 27 |
| MLSCMLA51 | MLAR Mod 2-Lab Basics | 21 |
| BIOL10006 | Preparatory Biology | 56 |
| MLSCMLA53 | MLAR Mod 4-Bas Tech in Haematology | 27 |
| CHEMMLA54 | MLAR Mod 5-Bas Tech Chem | 27 |
| MLSCMLA55 | MLAR Mod 6-Bas Tech Micro | 24 |
| MLSCMLA56 | MLAR Mod 7-Histo/Cyto | 24 |
| MLSCMLA61 | Intro to Transfusion Medicine | 24 |
| MLSC10003 | Laboratory Basics Workshop | 19 |
| MLSCMLA42 | Clinical Behavioural Science | 36 |
| CLIN10034 | Clinical Experience 1 | 96 |
| CLIN10035 | Clinical Experience 2 | 160 |

### Preparatory Biology                  BIOL10006(SA)
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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21011 | | Apr16 | Jul16 | | | Online | $379.00 |

### MLAR Mod 4 - Basic Techniques In Haematology   MLSCMLA53
Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21273 | | Apr16 | Jul16 | | | Online | $188.46 |

### MLAR Mod 5 - Basics Techniques In Chemistry   CHEMMLA54
Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21274 | | Apr16 | Jul16 | | | Online | $188.46 |

### MLAR Mod 6 - Basic Techniques In Microbiology   MLSCMLA55
Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21275 | | Apr16 | Jul16 | | | Online | $167.52 |

### MLAR Mod 7 Histology/Cytology   MLSCMLA56
Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21276 | | Apr16 | Jul16 | | | Online | $167.52 |

### Introduction To Transfusion Medicine   MLSCMLA61
Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21277 | | Apr16 | Jul16 | | | Online | $167.52 |

### Laboratory Basics Workshop   MLSC10003(SA)
Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25115 | FR SA/SU | Apr26 | Apr28 | 5:00-9:00 9:00-5:00 | 3 | Classroom (FF) | $147.06 |
| 25116 | FR SA/SU | May24 | May26 | 5:00-9:00 9:00-5:00 | 3 | Classroom (FF) | $147.06 |

### Clinical Experience 2   CLIN10035(SA)
4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25126 | MO-FR | Apr1 | Aug31 | 8:00-4:00 | 20 | FieldWork | $1023.19 |

# Bridging Program for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA

**Graduation Requirement: 24 courses**
Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs. Gain clinical experience and a diploma by applying to the 9 month program.

**APPLICATION DEADLINE IS April 15, 2013.**
The Bridging Program also offers on line learning and hands on learning opportunities.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: mary.golba-bylhouwer@mohawkcollege.ca or
maria.ieluzzi@mohawkcollege.ca
Web: ce.mohawkcollege.ca/bridgingmedlab

**Ontario bridging participants assistance program funding is available for this program**

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| SAFEMLS03 | Safe Work Practices | 12 |
| MLSCMLS04 | Specimen Procurement | 18 |
| MLSCMLS05 | Basic Laboratory Techniques | 33 |
| INSTMLS06 | Instrumentation Theory | 24 |
| INSTMLS07 | Instrumentation Lab | 18 |
| MLSCMLS02 | Standards of Practice | 15 |
| MLSCMLS09 | Analytical Techniques 1 Theory | 42 |
| MLSCMLS10 | Analytical Techniques 1 Lab | 15 |
| MLSCMLS11 | Analytical Techniques 2 Theory | 36 |
| MLSCMLS12 | Analytical Techniques 2 Lab | 14 |
| MLSCMLS13 | Analytical Techniques 3 L&T | 27 |
| MLSCMLS14 | Analytical Techniques 4 L&T | 30 |
| MLSCMLS15 | Analytical Techniques 5 L&T | 27 |
| MLSCMLS17 | Assessment/Interpretation of Results | 60 |
| MLSCMLS20 | Case Studies, Exam Preparation | 30 |
| MLSCMLS21 | Sector Specific Language & Health Culture | 54 |
| MLSCMLS22 | Basic Laboratory Techniques II | 30 |
| QUALMLS18 | Quality Control & Quality Management | 60 |
| MLSCMLS23 | Sector Language & Culture II | 30 |
| MLSCMLS24 | Sector Language & Health Culture III | 30 |
| MLSC10007 | Intro to Molecular Techniques | 44 |
| CLINMLS08 | Clinic Experience 1 | 225 |
| CLINMLS16 | Clinical Experience 2 | 225 |
| CLINMLS19 | Clinical Experience 3 | 225 |

### Assessment and Interpretation of Results    MLSCMLS17(SA)

Develop your skills in interpreting lab data and understanding what other parameters must be examined, in order to validate lab results.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25120 | Mo/We/Fr | Apr15 | Jun28 | 9:30-12:30 | 18 | Classroom (IH) | $405.75 |
| 25124 | Mo/We/Fr | Apr15 | Jun28 | 1:30-4:30 | 18 | Other | $405.75 |

### Case Studies, Exam Preparation    MLSCMLS20(SA)

Prepare yourself for the CSMLS examinations through case studies and specific exam writing workshops.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25114 | MO SA | Apr15 | Jun24 | 1:30-4:30 9:00-3:30 | 8 | Classroom (IH) | $211.50 |

### Clinical Experience 3    CLINMLS19(SA)

Allows students to continue to build their laboratory skills in the clinical setting.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25113 | MO-FR | Apr1 | Aug31 | 8:00-4:30 | 30 | FieldWork | $1373.29 |

### Introduction to Molecular Techniques    MLSC10007(SA)

Learn about molecular techniques used in the clinical laboratory. Laboratory sessions provide an opportunity for practical applications.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25117 | WE SA | Apr17 | Jun28 | 6:30-9:30 1:30-4:30 | 14 | Classroom (IH) | $385.20 |
| 25118 | WE FR | Apr17 | Jun28 | 1:30-4:30 6:30-9:30 | 14 | Other | $385.20 |

### Quality Control And Quality Management    QUALMLS18(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25122 | Tu/Th/Sa | Apr16 | Jun27 | 9:30-12:30 | 18 | Classroom (IH) | $405.75 |
| 25123 | Tu/Th/Sa | Apr16 | Jun27 | 1:30-4:30 | 18 | Other | $405.75 |

### Sector Specific Language and Health Culture III    MLSCMLS24(SA)

Continue the topics introduced in MLS21 & MLS23.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25112 | TU/TH | Apr16 | Jun20 | 12:45-3:45 | 10 | Classroom (IH) | $211.50 |

## Medical Laboratory Technology Courses

Suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for crosstraining and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

**Watch for new and revised courses in Fall 2013**

### Critical Thinking & Applied Investigation    MLSC10011

Focus on developing critical thinking skills to resolve analytical and workplace challenges in the laboratory setting. (15 hrs self directed). New Blended format.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25129 | SA | Apr6 | Jun29 | 9:30-1:00 | 13 | Other | $405.75 |

## 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 education requirements for registration with OCP.

### Questions?
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca / pharmacytech

### Online Learning Questions?
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@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)
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

NOTE: The last offering of the Pharmacy Technician Bridging courses will be in Fall 2014. Unsuccessful students will not have an opportunity to re-take a failed course. The last opportunity to PLAR a course will be in Spring 2014. Unsuccessful students will have the opportunity to register for and complete the failed PLAR course in Fall 2014. The Bridging courses will not be available after January 1, 2015.

### Management of Drug Distribution    HSCI10140(SA)
### Technician Systems Pharmacy

Enhance your skills in drug distribution management and safe product release, in preparation for regulation as a Pharmacy Techncian. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25103 | TU | Apr9 | Jun25 | 6:30-9:30 | 13 | Classroom (IH) | $294.95 |
| 21361 | | May10 | Aug16 | | | Online (OL) | $325.22 |

### Pharmacology - Pharmacy Technician Bridging     HSCI10137(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21070 | | May10 | Aug16 | | | Online (OL) | $283.34 |

### Product Preparation Pharmacy Technician Bridging     HSCI10139(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21026 | | May10 | Aug16 | | | Online (OL) | $283.34 |

### Professional Practice for Pharmacy Technician Bridging     HSCI10136(SA)

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. In class start date is subject to change.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25102 | WE | Apr3 | Jul10 | 6:30-9:30 | 15 | Classroom (IH) | $337.25 |
| 21068 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## GERONTOLOGY

## Dementia Studies - Multidiscipline Certificate (142)

#### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dementiastudies

**Admission Requirements**
Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

**Program of Studies**
• Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program. Refer to the website.

| Mandatory Courses: | | Hours |
|---|---|---|
| COMMDEM01 | Overview of Dementia Care | 24 |
| COMMDEM02 | Communication Interpersonal Skills | 24 |
| COMMDEM03 | Caregiving Skills | 24 |
| LAWSDEM04 | Ethics and Legalities 1 | 24 |
| HSCIDEM06 | Evaluation & Program Planning | 45 |
| HSCIDEM07 | Research & Development Dementia Care | 24 |
| CLINDEM08 | Dementia Clinical Placement | 90 |
| **Options - Choose 1:** | | |
| PSYSS271 | Developmental Psychology | 45 |
| SSCISS108 | Sociology 1 | 42 |

**Contact us for Clinical information.**

### Dementia Clinical/Placement     CLINDEM08
Gain clinical experience

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25105 | | Apr8 | | | | FieldWork | $494.40 |

## Working with Dementia Clients - Multidiscipline Certificate (138)

#### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 6 courses**
Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

**Questions?**
Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dementiastudies

**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.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCIDEM01 | Overview of Dementia Care | 24 |
| COMMDEM02 | Communication & Interpersonal Skills in Dementia | 24 |
| HMNSDEM03 | Caregiving Skills | 24 |
| LAWSDEM04 | Ethics and Legalities1 | 24 |
| CLINDEM05 | Clinical Field Placement with Clients | 60 |
| **Options - Choose 1:** | | |
| PSYCSS271 | Developmental Psychology | 45 |
| SSCISS108 | Sociology 1 | 42 |
| HSCI10095 | Overview of Palliative Care for PSWs | 30 |
| COMMLL041 | Communications (Lang) | 45 |

**NOTE: See PSW Program for NEW GPA workshop.**

**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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25104 | | Apr8 | | | | FieldWork | $405.75 |

## Gerontology - Multidiscipline Certificate (037)

#### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 10 courses**
Benefit from formal studies in aging.

**Questions?**
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: disted.mohawkcollege.ca/gerontology

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

**Program of Studies**
• Courses are integrated with the Working with the Aged - Multidiscipline Certificate.

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCIGER10 | Intro to the Study of Aging | 30 |
| HSCIGER20 | Physiology of Aging | 30 |
| HSCIGER30 | Assessment and Planning | 30 |
| HSCIGER41 | Mental Health Aspects of Aging | 30 |
| LAWSGER51 | Legal & Ethical Issues Related to Aging | 30 |
| HMNSGER60 | Individual Study | 45 |
| WORKGER71 | Community-based Field Exp | 30 |
| WORKGER81 | Institutional-based Field Exp | 30 |
| **Options - Choose 2:** | | |
| COMMLL041 | Communications | 45 |
| PSYCSS271 | Developmental Psychology | 45 |
| SSCISS108 | Sociology | 42 |
| HSCIDEM06 | Evaluation Pgm Plg - Dementia | 45 |
| HSCIGER05 | Restorative Care | 30 |

## Working with the Aged - Multidiscipline Certificate (019)

ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**
Explore formal studies in aging.

**Questions?**
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: disted.mohawkcollege.ca/gerontology

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

**Program of Studies**
- Courses are integrated with the Gerontology -Multidiscipline Certificate.

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCIGER10 | Intro to the Study of Aging | 30 |
| HSCIGER20 | Physiology of Aging | 30 |
| HSCIGER30 | Assessment and Planning | 30 |
| HSCIGER41 | Mental Health Aspects of Aging | 30 |
| LAWSGER51 | Legal & Ethical Issues Related to Aging | 30 |
| WORKGER71 | Community-based Field Exp | 30 |
| WORKGER81 | Institutional-based Field Exp | 30 |

| Options - Choose 1: | | |
|---|---|---|
| COMMLL041 | Communications | 45 |
| PSYCSS271 | Developmental Psychology | 45 |
| SSCISS108 | Sociology | 42 |
| HSCIGER05 | Restorative Care | 30 |

### An Introduction To The Study Of Aging — HSCIGER10(SA)
Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21427 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Physiology Of Aging — HSCIGER20
The physiology of human growth, development and aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22529 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22531 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Community-Based Field Experience — WORKGER71(SA)
Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: An Introduction To The Study of Aging (HSCIGER10), Physiology Of Aging (HSCIGER20) and Assessment And Planning (HSCIGER30).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21305 | | May10 | Aug16 | | | Online (OL) | $159.15 |

### Institutional-Based Field Experience — WORKGER81(SA)
Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: 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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21304 | | May10 | Aug16 | | | Online (OL) | $159.15 |

## Gerontology Courses

### 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..

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25106 | WE | Apr17 | Jun19 | 6:30-9:30 | 10 | Classroom (IH) | $221.50 |

### NURSING

## Bridging for Internationally Educated Nurses Certificate (189)

ONTARIO COLLEGE CERTIFICATE

**Graduation Requirement: 9 courses**
Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO). Based upon your Assessment Letter from the CNO, you will be given an individualized program of study designed to meet your learning needs.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: bien@mohawkcollege.ca
Web: ce.mohawkcollege.ca/bien.

### 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. OBPAP application forms are available from the Registration Office, IAHS Campus.

**Admission Requirements**
1. Assessment Letter from the College of Nurses.
2. You must have practiced as a nurse within the last 10 years.
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 assessments will be individually booked post admission). Contact Applied Communication Centre for details at 905-575-1212 ext. 3569
4. Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).
5. 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. Assessment Letter from CNO.
2. Resume outlining your nursing practice.
3. Provide Canadian Language Benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (I-CELBAN).
4. Proof of Citizenship or immigration status.

Forward your documents by fax, email or mail to:
Mohawk College, Institute for Applied Health Sciences
BIEN Program, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

**Program of Studies**
- Your program of study, based upon your Assessment Letter from the CNO, will be sent to you before the start of the semester.
- Refer to your program of study for prerequisites and co-requisites.
- You MUST complete all courses in your program before attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- You require medical clearance, mask fit testing, Police check and BCLS before your clinical experience.

| Mandatory Courses: | | Hours |
|---|---|---|
| COMM10099 | Therapeutic Relationships | 60 |
| NRSG10016 | Nursing Informatics | 42 |
| NRSG10018 | Professional Issues | 76 |
| NRSG10019 | Nursing Theory 1 | 84 |
| NRSG10027 | Admin of Medication-Nurses | 62 |
| NRSG10028 | Clinical Skills Review | 56 |
| NRSGHZ215 | Assessment skills for Reg Nurses | 59 |
| CLIN10027 | Clinical Experience 1 | 200-400 |
| CLIN10028 | Clinical Experience 2 | 200-300 |

Some students may be required to complete NRSG10020 Nursing Theory 2 at the discretion of the Ontario College of Nurses.

**Administration of Medications and Assessment Skills - see Nursing Courses/Workshops.**

### Clinical Experience 1 (200 hrs)     CLIN10027(SA)
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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25078 | | Apr8 | | | | FieldWork | $1293.05 |
| 25093 | | May6 | | | | FieldWork | $1293.05 |
| 25079 | | May27 | | | | FieldWork | $1293.05 |
| 25087 | | Jun10 | | | | FieldWork | $1293.05 |
| 25088 | | Jul2 | | | | FieldWork | $1293.05 |

### Clinical Experience 1 (300 hrs)     CLIN10049(SA)
Receive 300 hours of hands on practice in this supervised clinical experience in one or more affiliated acute care clinical sites.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25089 | | Jun10 | | | | FieldWork | $1863.05 |

### Clinical Experience 1 (400 hrs)     CLIN10032(SA)
Receive 400 hours of hands on practice in this supervised clinical experience in one or more affiliated acute care clinical sites.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25090 | | Apr8 | | | | FieldWork | $2453.05 |

### Clinical Experience 2 (BIEN)     CLIN10028(SA)
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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25091 | | Jun6 | | | | FieldWork | $495.50 |

### Clinical Skills Review     NRSG10028(SA)
Demonstrate proficiency in nursing skills following CNO's standards of practice in a simulated laboratory setting. Prerequisite: NRSG10016, NRSG10018. BRING A STETHOSCOPE to all classes. CRN 25077 Saturdays 4 in class sessions April 6, 27, May 25, and June 8; remainder online. NOTE: For online class (25077) student's MUST purchase course materials & logon to eLearn on April 6. CRN 25076, Tuesdays 12 in class sessions.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25076 | TU | Apr2 | Jun18 | 5:00-9:00 | 12 | Classroom (IH) | $382.15 |
| 25077 | SA | Apr6 | Jun8 | 9:00-4:00 | 4 | Blended (IH) | $382.15 |

### Nursing Informatics     NRSG10016(SA)
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, presentation and reports. Lab dates are: April 20, May 11 and June 8.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25069 | SA | Apr20 | Jun8 | 9:00-4:00 | 3 | Blended (IH) | $296.10 |

### Nursing Theory 1     NRSG10019(SA)
Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention implementation and evaluation using evidence-based practice. CRN 25070, 7 in class sessions; April 11, 25, May 9, 23, June 6, 20 & 24; remainder online. Available via video in Brampton and St. Catharines. CRN 25071 held in Halton Multicultural Centre, Oakville, April 10, 25, May 8, 22, June 5, 19 & 24. * MUST log on ONE WEEK BEFORE START.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25071 | WE | Apr10 | Jun24 | 9:00-4:00 | 7 | Blended (OR) | $547.35 |
| 25070 | TH | Apr11 | Jun24 | 9:00-4:00 | 7 | Blended (IH) | $547.35 |

### Professional Issues     NRSG10018(SA)
Analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 25061 Four in class sessions April 6, 20, May 11 & 25; remainder online. Available via video in Brampton and St. Catharines. CRN 25062 at Halton Multicutural Centre, Oakville. Four in class sessions April 13, 27, May 18 and June 1; remainder online. *NOTE:MUST log on ONE WEEK BEFORE START. Must have Text and access codes for first class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25061 | SA | Apr6 | May25 | 9:00-4:00 | 4 | Blended (IH) | $500.15 |
| 25062 | SA | Apr13 | Jun1 | 9:00-4:00 | 4 | Blended (OR) | $500.15 |

### Therapeutic Relationships     COMM10099(SA)
Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. In class sessions will be April 26, May 10, 24, June 7, 21 and 28; remainder online. All required Text and access codes must be brought to first class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25068 | FR | Apr26 | Jun28 | 10:00-4:00 | 6 | Blended (IH) | $405.75 |

## Nursing Courses

**Interested in IV Therapy course - Please call (905) 540-4247, ext. 26703**

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. 26703.

### Administration of Medication for Nurses     NRSG10027
Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. NOTE: Students must register and purchase access code "Calculating with Confidence" one week prior start date. Weeks 2 and 3 are online using access codes.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25119 | MO | Apr15 | Jun24 | 5:00-9:00 | 11 | Classroom (IH) | $417.55 |

### Advanced Footcare for RNs and RPNs     NRSG10059
Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Thurs. May 30, Saturday June 1, 8, and Sunday June 9.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25056 | TH | May30 | Jun10 | 6:30-9:30 | 4 | Classroom (IH) | $269.46 |
| | SA/SU | | | 9:00-4:00 | | | |

### Assessment Skills For Nurses · NRSGHZ215

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. You MUST BRING YOUR OWN STETHOSCOPE. CRN 25065-10 in class sessions 4:30 to 9:30 pm., BIEN students only. CRN 25066 2 in class sessions Sunday April 7 and June 9. CRN 25067 Wednesdays 12 in class sessions, 5 - 9 p.m. refresher students.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25066 | SU | Apr7 | Apr7 | 10:00-2:00 | 2 | Blended (IH) | $399.85 |
| 25065 | MO | Apr8 | Jun3 | 4:30-9:30 | 10 | Classroom (IH) | $399.85 |
| 25067 | WE | Apr10 | Jun26 | 5:00-9:00 | 12 | Classroom (IH) | $399.85 |

### Basic Footcare for RNs and RPNs · NRSGHZPAE

Focus on basic principles and skills in foot care. 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. Dates: Thurs. May 9, Sat May 11, 2013.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25026 | TH SA | May9 | May11 | 6:30-9:30 9:00-4:00 | 2 | Classroom (IH) | $91.65 |

### Cardiovascular Assessment Skills · HSCIHZ021

Designed for nurses who wish to enhance their cardiovascular assessment skills. A review of key concepts and a laboratory session using simulated patients is included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25063 | SU | May5 | May5 | 9:00-4:00 | 1 | Classroom (IH) | $157.98 |

### Enhanced Practical Nursing Examination Preparation · NRSG10048

Benefit from interactive tutorial sessions designed for those who have already attempted the CPNRE. You must purchase Evolve - Complete PN Online Case Studies at the McMaster Bookstore and bring your CPRNE results.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25072 | MO-WE | Apr22 | Apr24 | 9:00-4:00 | 3 | Blended (IH) | $270.26 |

### Footcare Field Practicum · CLIN10058

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7 hour clinical experience. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test and influenza vaccination must be submitted at least one week prior to field experience to IAHS, Room 185. Fax: (905) 528-7706.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25027 | TH | Jul11 | Jul11 | 8:30-4:30 | 1 | Other | $156.06 |

### The Management Of Wounds · HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to L1-Canadian Assoc. of Wound Care series. Bring texts (available in McMaster Hospital, Room 1G) to first class. Classes held on alternate Saturdays. Dates: May 11, 25, Jun 8, 22, Jul 6. You are required to log on to eLearn one week prior to first class. Course manual available online on specific course page in eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25025 | SA | May11 | Jul6 | 9:00-4:00 | 5 | Classroom (IH) | $211.50 |

### 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 | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25075 | SA/SU | Apr20 | Apr21 | 9:00-4:00 | 2 | Classroom (IH) | $277.44 |
| 25128 | MO/TU | Apr22 | Apr23 | 9:00-4:00 | 2 | Classroom (IH) | $277.44 |
| 25074 | MO/TU | Apr29 | Apr30 | 9:00-4:00 | 2 | Classroom (IH) | $277.44 |

### Respiratory Assessment Skills · HSCIHZ022

Designed for nurses who wish to enhance their respiratory assessment skills. Review of key assessment concepts and a laboratory session using simulated patients is included.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25064 | SA | May4 | May4 | 9:00-4:00 | 1 | Classroom (IH) | $157.98 |

## Oncology Nursing Certificate (883)

#### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 7 courses**

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

**Questions?**
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: disted.mohawkcollege.ca/oncologynursing

**Admission Requirements**
- You must submit proof of current College of Nurses registration - CNO "Find a Nurse" document to the Program Manager for course approval. Please fax to 905-528-7706 including the name of the program along with your e-mail address.
- A completed clinical immunization record is required before clinical experiences.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| NRSGNSCC1 | Introduction to Oncology Nursing | 30 |
| HSCINSCC2 | Communication & Psychosocial Issues in Oncology Nursing | 36 |
| HSCINSCC3 | Major Malignancies I | 39 |
| HSCINSCC4 | Major Malignancies II | 39 |
| HSCINSCC5 | Symptom Control & Management | 39 |
| CLINNSCC6 | Oncology Clinical Experience | 48 |
| NRSGHZ215 | Nursing Assessment Skills | 52 |

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 · NRSGNSCC1

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21280 | | Apr18 | Jun20 | | | Online | $209.40 |

### Communications and Psychosocial Issues in Oncology · HSCINSCC2

Consider various issues faced by patients and families living with cancer. Examine communication skills, developmental issues, the impact of cancer on families, grief and bereavement and survivorship issues. .Prerequisite: Introduction to Oncology Nursing (NRSGNSCC1).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21281 | | Apr18 | Jul4 | | | Online | $251.28 |

### Major Malignancies I · HSCINSCC3

Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Topics include gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: Introduction to Oncology Nursing (NRSGNSCC1).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21059 | | Apr18 | Jul11 | | | Online | $272.22 |

### Major Malignancies II     HSCINSCC4

Examine the disease processes of cancer and the nurse's role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system; skin cancer and melanomas; multiple myelomas; adult leukemia; and Hodgkin and non-Hodgkin lymphomas. Prerequisite: Major Malignancies I (HSCINSCC3).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21282 | | Apr18 | Jul11 | | | Online | $272.22 |

### 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 (NRSGNSCC1).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21075 | | Apr18 | Jul11 | | | Online | $272.22 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21315 | | Apr18 | Jul4 | | | Online | $331.80 |

## Perioperative Nursing Certificate (943)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**
Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of periOperative Nursing Association of Canada.

**Offered in new blended format combining in classroom and online formats.**

**Application/Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: cehealth@mohawkcollege.ca
or goran.popovic@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rn-operatingroom

**Admission Requirements**
- Current registration as a RN with the College of Nurses of Ontario, Mask Fit Testing and medical clearance.
- You must apply and be accepted into the RN/RPN Perioperative Program.

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| NRSG10058 | RN/RPN Intro to Operating Room Nursing | 48 |
| HSCI10156 | OR Lab Experience A | 45 |
| HSCI10158 | OR Lab Experience B | 40 |
| HSCI10159 | OR Lab Experience C | 8 |
| NRSG10032 | OR Principles and Practices 1 Theory | 38 |
| NRSG10033 | OR Principles and Practices 2 Theory | 40 |
| HSCINSC87 | Anaesthesia/Assessment/Critical Care | 42 |
| CLIN10060 | RN-Operating Room Clinical | 150 |

### Operating Room Principles & Practices 1 Theory     NRSG10032

This course addresses surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25097 | WE | Apr3 | Jun12 | 6:00-10:00 | 9 | Classroom (IH) | $267.90 |

### OR Laboratory Experience B     HSCI10158

In an operating room environment, students will continue to practice their skills for scrub nurse and circulating nurse.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25098 | TU/SA | Apr2 | May23 | 7:30-3:30 | 5 | Other | $282.00 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25096 | TU | May21 | May21 | 2:00-10:00 | 1 | Other | $370.38 |

### R.N. Operating Room Clinical     CLIN10060

Apply perioperative nursing theory and skills in a full-time preceptored Operating Room Suite.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25099 | | Apr1 | | | | FieldWork | $570.00 |

## Registered Nurse - Critical Care Nursing Certificate (871)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 10 courses**
Obtain knowledge and skills necessary to work in Critical Care areas. Part-time certificate, intended for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca/criticalcarenursing

**Online Learning Questions?**
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

**Admission Requirements**
- Completion of corresponding theory course required prior to clinical course registration.
- Evidence of registration with the College of Nurses, "Find a Nurse" document faxed to the Program Manager. FAX: 905-528-7706. Please include the name of program and your e-mail address with fax.

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| NRSG10036 | Introductory Module 1 | 30 |
| NRSG10001 | Critical Care Module 2-Respiratory | 33 |
| NRSG10002 | Critical Care Module 3-Cardiovascular | 45 |
| NRSG10035 | Special Needs Population in Critical Care Module 4 | 30 |
| NRSG10003 | Critical Care Module 5 Neuroscience | 36 |
| NRSG10004 | Critical Care Module 6 Gastrointestinal | 39 |
| CLIN10004 | Critical Care Module 2 (Respiratory) Clinical | 28 |
| CLIN10005 | Critical Care Module 3 (Cardiovascular) Clinical | 24 |
| CLIN10006 | Critical Care Module 5 (Neuroscience) Clinical | 24 |
| CLIN10007 | Critical Care Module 6 (GI/GU) Clinical | 8 |

**To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext. 26708. Clinical courses available on elearn.**

**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

### Introductory Module 1     NRSG10036(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21239 | | Apr16 | Jul16 | | | Online | $209.40 |
| 21346 | | May9 | Aug8 | | | Online | $209.40 |

## Critical Care Module 2 - Respiratory     NRSG10001(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21004 | | Apr16 | Jul16 | | | Online | $230.34 |

## Critical Care Module 3     NRSG10002(SA)
## Cardiovascular Nursing

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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21005 | | Apr16 | Jul16 | | | Online | $314.10 |

## Special Needs Population in Critical Care     NRSG10035(SA)
## Module 4

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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21240 | | Apr16 | Jul16 | | | Online | $209.40 |

## Critical Care Module 5 Neurosciences     NRSG10003(SA)

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).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21003 | | Apr16 | Jul16 | | | Online | $251.28 |

## Critical Care 6 Gastrointestinal     NRSG10004(SA)
## and Genitourinary

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21006 | | Apr16 | Jul16 | | | Online | $272.22 |

## Critical Care Module 2 (Respiratory) - Clinical     CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25057 | | Apr8 | | | | FieldWork | $197.40 |

## Critical Care Module 3 (Cardiovascular) - Clinical     CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25058 | | Apr9 | | | | FieldWork | $169.20 |

## Critical Care Module 5 (Neurosciences) - Clinical     CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25059 | | Apr10 | | | | FieldWork | $169.20 |

## Critical Care Module 6 (GI/GU) - Clinical     CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25060 | | Apr11 | | | | FieldWork | $56.40 |

# Registered Nurse - First Assistant Certificate (921)

### 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?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rnfa

**Admission Requirements**
• Student Application Form and interview with the Program Manager

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| NRSG10039 | RNFA Theory 1 | 39 |
| NRSG10040 | RNFA Theory 2 | 39 |
| NRSG10041 | RNFA Laboratory Experience | 60 |
| CLIN10046 | RNFA Independent Internship | 50 |
| CLIN10042 | RNFA Surgeon Mentored Intern | 175 |

### RNFA Surgeon Mentored Internship     CLIN10042

Course involves 175 surgical assisting hours with a surgeon mentored practice for perioperative nurses in the first assistant role. Students will be required to keep a log of surgeries that they have assisted with and clinical opportunities they have experienced. Progress will be monitored.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25127 | | Apr1 | | | | FieldWork | $570.25 |

# Registered Nurse - Nephrology Nursing Certificate (124)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Enhance your knowledge and skills in caring for patients with renal disease and their families.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca/nephrologynursing

**The Nephrology Program has been temporarily suspended.**

# Registered Nurse - Occupational Health Nursing Certificate (875)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca or theresa.markus@mohawkcollege.ca
Web: disted.mohawkcollege.ca/occupationalhealthnursing

**Admission Requirements**
• To be eligible for this certificate you must have a Certificate of Registration from the College of Nurses of Ontario as an RN or registered in any Canadian jurisdiction where you live.
• Prior approval for this certificate is necessary. Please mail a copy of your current registration to
Distance Education, Mohawk College,
P.O. Box 2034, Hamilton, Ontario L8N 3T2
or fax to 905-575-2381.

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

| Mandatory Courses: | | Hours |
|---|---|---|
| NRSGOHN01 | Occupational Health Nursing - Module 1 | 42 |
| HSCIOHN02 | Occupational Health & Health Surveillance - Module 2 | 42 |
| HSCIOHN03 | Health and Safety Legislation for OHNs - Module 3 | 42 |
| HSCIOHN04 | Health and Safety Management for OHNs - Module 4 | 42 |
| WORKOHN05 | Occupational Health Nursing Project - Module 5 | 42 |
| MGMT10020 | Ergonomics and Disability | 42 |
| HLTH10030 | Health in the Workplace | 42 |
| NRSGHZ215 | Assessment Skills for Registered Nurses | 42 |

### Occupational Health Nursing - Module 1     NRSGOHN01

Introduces the practice of occupational health nursing, ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22744 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Occupational Health & Surveillance - Module 2     HSCIOHN02

Understand the health effects of common hazardous chemical and physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions and medical surveillance. Develop an understanding of principles of occupational hygiene and exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22745 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Occupational Health Nursing Project     WORKOHN05

Apply the content of prior occupational health nursing courses in the development of a relevant project. Submit a written report on an activity or function which requires research, development, training education, revision or improvement in the field of occupational health nursing. Prerequisite: Completion of at least three OHN Certificate courses.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22746 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Ergonomics and Disability Management for Occupational Health Nursing     MGMT10020

Acquire an understanding of biomechanical & ergonomic principles & relate these to pathophysiology of work-related musculoskeletal disorders. Perform physical demands analyses, identify ergonomic risk factors & recommend workstation and/or task modification to prevent work-related injuries. Identify barriers to return to work and design an effective disability management program. Recommended Prerequisite: NRSGOHN01

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22747 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Health Assessment     HSCI10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to Assessment Skills for Nurses (NRSGHZ215).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21124 | | May10 | Aug16 | | | Online (OL) | $383.16 |

## Registered Nurse - Perinatal Nursing Certificate
## High Risk Obstetrics (877) or Neonatal (876)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 7 courses for Neonatal**

**Graduation Requirement: 7 courses for High Risk Obstetrices.**
Expand your knowledge and skills in Perinatal Nursing with an in depth study of obstetrical/neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. There is a strong emphasis on physiology, evidenced-based practice, research and nursing management. The Perinatal High Risk Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

Course manuals are online in eLearn in specific course home page. Please download and bring to first class.

**Questions?**
Call: 905-540-4247 ext. 26709 or ext. 26703 or ext. 20722
Email: donna.dunlop@mohawkcollege.ca
Web: ce.mohawkcollege.ca/perinatalnursing

**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.
- NOTE: After first course success, succeeding course registration is only by fax or in person due to compulsory course prerequisites.

**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.

**Prior Learning Assessment & Recognition (PLAR)**
- NRSG10055 - Intro to Perinatal Nursing 1
- NRSG10056 - 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. 26703 or 20722 for registration information package for the 3 hour exam. Call the Program Manager at 905-540-4247 ext. 26709 for prerequisite assessment.

**Program of Studies - High Risk Obstetrics**

| Mandatory Courses: | | Hours |
|---|---|---|
| NRSG10055 | Introduction to Perinatal Nursing I | 32.5 |
| NRSG10056 | Introduction to Perinatal Nursing 2 | 32.5 |
| HSCI10163 | NRP-Neonatal Resuscitation Certificate | 10 |
| NRSG10049 | Obstetrical Nursing 1 (Adv) | 30 |
| NRSG10051 | Obstetrical Nursing 2 (Adv) | 36 |
| CLIN10002 | Obstetrical Nursing 1 Clinical Experience | 72 |
| CLIN10003 | Obstetrical Nursing 2 Clinical Experience | 72 |

**Program of Studies - Neonatal**

| Mandatory Courses: | | Hours |
|---|---|---|
| NRSG10055 | Introduction to Perinatal Nursing I | 32.5 |
| NRSG10056 | Introduction to Perinatal Nursing 2 | 32.5 |
| HSCI10163 | NRP Neonatal Resuscitation Certification | 10 |
| NRSG10045 | Neonatal Nursing I (Adv) | 30 |
| NRSG10043 | Neonatal Nursing 2 (Adv) | 36 |
| CLINNSCF2 | Advanced Neonatal Nursing 1 Clinical | 72 |
| CLINNSCF4 | Advanced Neonatal Nursing 2 Clinical | 72 |

### Neonatal Nursing 2 - Advanced     NRSG10043(SA)

Examine the assessment and care of critically ill and/or very premature neonates. Topics include cardiac problems, congenital anomalies, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. Classes May 8, 15, June 5, Jun 13, June 26 NOTE: June 13 class only is THURSDAY, (Prerequisites: NRSG 10055, 10056 & 10045)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25055 | WE | May8 | Jun26 | 9:00-4:00 | 5 | Classroom (IH) | $530.89 |

## Advanced Neonatal Nursing 1 - Clinical Experience — CLINNSCF2

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Mohawk College medical clearance and current NRC required. Clinical experience takes place in Level 2 Perinatal Nursing setting. Prerequisite: NRSG 10055, NRSG 10056 & NRSG 10045.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25016 | | Apr15 | | | | FieldWork | $476.55 |

## 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: NRSG 10055, NRSG 10056 & NRSG 10043.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25017 | | Apr15 | | | | FieldWork | $476.55 |

## Obstetrical Nursing 1 Clinical Experience — CLIN10002

Integrate the knowledge and skills learned in Advanced Obstetrical Nursing 1. Clinical experience will occur in a Level 2 perinatal nursing setting (L&D, antepartum clinic, antenatal diagnostic unit etc.) Mohawk College medical clearance and current NRC required. Prerequisite NRSG10049.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25015 | | Apr15 | | | | FieldWork | $476.55 |

## 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. Mohawk College medical clearance and current NRP required. Prerequisite: NRSG10051.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25012 | | Apr15 | | | | FieldWork | $476.55 |

## Neonatal Resuscitation-Provider Certification — HSCI10163

Become an NRP provider with this 10-hour practicum comprised of individual skill practice and integrated simulations of mega codes and newborn scenarios. Prerequisites: Provide at practicum proof of successful completion of online NRP exam (dated within 1 month of practicum) Visit: http://www.cps.ca/nrp/OnlineExam.htm for details. (Exam requires self study, using Neonatal Resuscitation text (available for purchase at Titles or lending at IAHS Library)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25018 | MO | Jun24 | Jun24 | 9:00-5:00 | 1 | Classroom (IH) | $226.71 |
| 25080 | MO | Jun24 | Jun24 | 9:00-5:00 | 1 | Classroom (IH) | $226.71 |

## Registered Nurse Refresher Certificate (069)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**

Are you a Registered Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: bien@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rn-refresher

**Admission Requirements**
1. Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
2. Have practiced 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 Reinstatement Letter from CNO
2. Resume outlining your nursing practice.

   Forward your documents by fax, email or mail to:
   Mohawk College,Institute for Applied Health Sciences
   RN Refresher Certificate, Room 185
   1400 Main St. West, Hamilton, ON, L8S 1C7
   FAX: 905-528-7706
   Email: bien@mohawkcollege.ca

**Program of Studies**
- 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, Police checks 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 Reinstatement Letter or length of time out of practice.

**Mandatory Courses:** | **Hours**

| | | |
|---|---|---|
| NRSG10016 | Nursing Informatics | 42 |
| NRSG10018 | Professional Issues | 76 |
| NRSG10019 | Nursing Theory 1 | 84 |
| NRSG10027 | Admin of Medications-Nurses | 62 |
| NRSG10028 | Clinical Skills Review | 56 |
| NRSGHZ215 | Assessment Skills for Reg Nurses | 59 |
| CLIN10027 | Clinical Experience 1 | 200-400 |
| CLIN10028 | Clinical Experience 2 | 200-300 |



# Tuition Reimbursements

Tuition reimbursements may be available to specific, qualified individuals. Refer to the Financial Assistance information section on page 127.

# Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 129 for information and instructions.

## Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 6 courses**

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team.

**NOTES:**
- Courses are offered in a blended format using the learning management system eLearn.
- Register a minimum of 1 week in advance of start dates so that faculty can contact you with start up directions.
- Please logon to your eLearn course one week in advance of start date.

**Questions?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca/mentalhealthnursing

**Admission Requirements**
- You are to submit proof of current College of Nurses of Ontario registration, "Find a Nurse" document, to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 **INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.**

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCI10145 | Advancements in Mental Health System | 36 |
| HSCI10147 | Introspective Practice | 36 |
| HSCI10148 | Health Challenges | 36 |
| HSCI10149 | Whole Person Assessment | 36 |
| HSCI10150 | Interventions Supporting Recovery | 36 |
| CLIN10057 | Operationalizing Theory to Practice | 40 |

### Advancements in the Mental Health System        HSCI10145(SA)

Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal 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. One in class session on Tues. April 9 in Room 201 at IAHS, and balance of course completed via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25101 | TU | Apr9 | Jun25 | 6:30-9:30 | 1 | Blended (IH) | $253.80 |

### Introspective Practice        HSCI10147(SA)

Use reflective practices to explore the impact of one's values and beliefs in therapeutic partnership and gain self awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Prerequisite: HSCI10145.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25107 | WE | Apr10 | Jun26 | 6:30-9:30 | 12 | Online | $253.80 |

### Interventions Supporting Recovery        HSCI10150(SA)

Integrate knowledge of psychopharmacology and other treatment modalities/alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Prerequisite: HSCI10145. May be taken concurrently with HSCI10148, HSCI10149 or HSCI10150.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25131 | TH | Apr11 | Jun27 | 6:30-9:30 | 12 | Online | $253.80 |

### Operationalizing theory into Practice        CLIN10057

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. This is a preceptored clinical experience. Prerequisites are HSCI 10145, 10147, 10148, 10149 & 10150.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25111 | | Apr8 | | | | FieldWork | $282.00 |

### *NEW!* Introduction to Mental Health Studies        HSCI10165(SA) and the Law, Forensic

Learn role of Criminal Code of Canada and how it impacts client outcomes, liberties and dispositions. Explore services available to care for those with mental illnesses and resulting implications in the system of forensic mental health programs. 2 in class sessions, April 10, 6 p.m., Room 201 at IAHS. Will advise students of date for 2nd class; balance online. Admission Requirements: interdisciplinary professionals are eligible i.e. Nurses, Social Workers, Correctional Services, OTA/PTA.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25130 | WE | Apr10 | Jul17 | 6:00-9:00 | 15 | Blended (IH) | $274.95 |

## Registered Nurse/Registered Practical Nurse Paediatric Nursing

Expand your knowledge and skills in Pediatric Nursing. Designed to provide an in depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

**Questions?**
Call: 905-540-4247 ext. 26709 or ext. 26703 or ext. 20722
Email: donna.dunlop@mohawkcollege.ca

**Prior Learning Assessment & Recognition (PLAR)**
Exemption from NRSG10057 - Paediatric Assessment course may be granted via PLAR for RNs and RPNs who have current work experience with assessment of paediatric clients.

### Nursing Care of Children with        NRSG10066(SA) Cardio/Respiratory Disorders

Focus on care of pediatric patients with cardiorespiratory disorders, particularly in a community setting. Emphasis on pathology, medical and nursing management, medication administration and ongoing assessment. Classes are Apr 27, May 25 & Jun 22. You are required to log on to eLearn one week prior to start of class. Course manual posted in eLearn. Prerequisite - NRSG10057.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25024 | SA | Apr27 | Jun22 | 9:30-4:30 | 3 | Blended (IH) | $253.80 |

## Tuition Reimbursements

Tuition reimbursements may be available to specific, qualified individuals. Refer to the Financial Assistance information section on page 127.

## Registered Practical Nurse- Maternal Newborn Nursing Certificate (040)

**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. You will develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

**Clinical Course Information:**

Clinical courses can only be completed in spring/summer semesters. Clinical course prerequisites are successful completion of foundational (NRSG10055, NRSG10056, HSCI10163) and related advanced theory courses. 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 2013, 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.

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

**Questions?**

Call: 905-540-4247 ext. 20722 or ext. 26703
Email: donna.dunlop@mohawkcollege.ca
Web: disted.mohawkcollege.ca/maternalnewbornnursing

**Online Learning Questions?**

Call: 905-575-2703 or 905-540-4247 ext. 26709
Email: disted@mohawkcollege.ca

**Admission Requirements**

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

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| NRSG10055 | Intro to Perinatal Nursing Pt 1 | 32.5 |
| NRSG10056 | Intro to Perinatal Nursing Pt 2 | 32.5 |
| HSCI10163 | Neonatal Resuscitation Program | 10 |
| NRSGNSCA1 | Perinatal Maternal Care RPN | 32 |
| CLIN10038 | RPN Maternal Care Clinical | 40 |
| NRSGNSCA2 | Perinatal Newborn & Family Care RPN | 32 |
| CLIN10039 | RPN Newborn & Family Care Clinical Experience | 44 |

### Introduction to Perinatal Nursing Part 1          NRSG10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21419 | | Apr29 | Aug16 | | | Online | $377.16 |

### Introduction to Perinatal Nursing Part 2          NRSG10056(SA)

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: Introduction to Perinatal Part 1 (NRSG10055).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21420 | | Apr29 | Aug16 | | | Online | $377.16 |

### RPN Maternal Care Clinical Experience          CLIN10038

Integrate the knowledge and skills learned in RPN Maternal Care (NRSG NSCA1). Occurs in a Level 1-2 perinatal setting (labour & delivery unit-observation only-antepartum unit, fetal assessment unit, antenatal clinic, genetics clinic, postpartum). Mohawk College medical clearance AND current NRP are required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25013 | | Apr15 | | | | FieldWork | $282.00 |

### RPN Newborn & Family Care Clinical Experience          CLIN10039

Integrate the knowledge and skills learned in RPN Newborn & Family Care (NRSG NSCA2). Occurs in a Level 1-2 nursery, Level 2 or special care nursery, breastfeeding clinic. Mohawk College medical clearance AND current NRP are required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25014 | | Apr15 | | | | FieldWork | $310.20 |

## Registered Practical Nurse Refresher Certificate (884)

**Graduation Requirement: 8 courses**

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing

**Questions?**

Call: 905-540-4247 ext. 26703 or ext. 20722
Email: bien@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rpn-refresher

**Admission Requirements**

1. Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
2. Have practiced 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 Reinstatement Letter.
2. Resume outlining your nursing practice.

   Forward your documents by fax, email or mail to:
   Mohawk College, Institute for Applied Health Sciences
   RPN Refresher Certificate, Room 185
   1400 Main St. West, Hamilton, ON, L8S 1C7
   FAX: 905-528-7706
   Email: bien@mohawkcollege.ca

**Program of Studies**

- 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, Police check 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 Reinstatement Letter or length of time out of practice.

| Mandatory Courses: | | Hours |
|---|---|---|
| NRSG10016 | Nursing Informatics | 42 |
| NRSG10018 | Professional Issues | 60 |
| NRSG10019 | Nursing Theory 1 | 84 |
| NRSG10027 | Admin of Medications-Nurses | 62 |
| NRSG10028 | Clinical Skills Review | 56 |
| NRSGHZ215 | Assessment Skills for Reg Nurses | 59 |
| CLIN10027 | Clinical Experience 1 | 200-400 |
| CLIN10028 | Clinical Experience 2 | 200-300 |

## Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 129 for information and instructions.

## Registered Practical Nursing Diploma Completion

Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO's full scope of practice.

**NOTE: As of Fall 2012 Admissions are on hold for program review and revision.**

**Questions?**
Call: 905-540-4247 ext. 26709 or ext. 26703 or ext. 20722
Email: donna.dunlop@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rpn-diplomacompletion

**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 are to be submitted in January of the year in which you become eligible to complete clinical courses.

**Program of Studies**

| Courses: | | Hours |
|---|---|---|
| NRSG10018 | Professional Issues | 76 |
| NRSG10019 | Nursing Theory 1 | 84 |
| NRSG10016 | Nursing Informatics | 42 |
| NRSG10020 | Nursing Theory 2 | 60 |
| NRSG10028 | Clinical Skill Review (RN)(RPN) | 56 |
| NRSGHZ215 | Assessment Skills for Nurses (RN)(RPN) | 59 |
| NRSG10027 | Administration of Medications for Nurses (RN)(RPN) | 62 |
| CLIN10045 | Mental Health Clinical Experience | 105 |
| CLIN10048 | Consolidation | 100 |
| PSYCSS271 | Developmental Psychology | 42 |
| COMM11040 | Communications D | 42 |
| SSCISS108 | Sociology 1 | 42 |
| COMM10265 | Critical & Innovative Thinking | 28 |

**Some courses are offered under other Programs. Refer to the index.**

### Clinical Consolidation                    CLIN10048(SA)
Work with an experienced peer preceptor in an active medical/surgical/rehabilitation clinical setting in order to refine/enhance your clinical expertise.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25020 | | Apr15 | | | | FieldWork | $494.50 |

### Mental Health Clinical Experience          CLIN10045(SA)
Integrate the mental health nursing theory learned in prior classroom study of Mental Health Nursing (NRSG 10020 and/or NRSG 10042) in a psychiatric care clinical setting.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25021 | | May22 | | | | FieldWork | $671.25 |
| 25022 | | Jul24 | | | | FieldWork | $671.25 |

# Get Started Online

**We've gone green!** Start Up Information for Online (OL) (OntarioLearn) courses is available on the Mohawk website **only** at disted.mohawkcollege.ca/getstarted.

## 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 theoretical and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards required for eligibility to write the IBLC examination. The program has been approved by the International Lactation Education Accreditation and Approval Committee (LEAAC). CERPs credit is no longer being awarded for course completion due to changes in IBLC requirements for eligibility for CERPs recognition. Upon successful completion of program of studies, students will receive a "Letter of Acknowledgement" of Completion of a LEAAC Approved Breastfeeding Program.

**Clinical Course (CLIN10026) Information:**
Clinical course prerequisites are successful completion of all theory courses.

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.

Preclinical Medical Requirements: Current Mohawk College medical clearance, current Mask Fit Test, BCLS, and specific agency clinical requirements such as Vulnerable Sector Screening.

**Questions?**
Call: 905-540-4247 ext. 26709 or ext. 20722 or ext. 26703
Email: donna.dunlop@mohawkcollege.ca
Web: disted.mohawkcollege.ca/breastfeeding

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

### Level 1: Breastfeeding Basics          NRSG10073(SA)
Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breastfeeding. 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22076 | | Apr29 | Aug16 | | | Online | $251.28 |

### Level 2: Breastfeeding Management          NRSG10074(SA)
Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073. 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21455 | | Apr29 | Aug16 | | | Online | $251.28 |

### Level 3: Advanced Breastfeeding Practice          NRSG10075(SA)
Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisites: Level 1: Breastfeeding Basics (NRSG10073) and Level 2: Breastfeeding Management (NRSG10074). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21482 | | Apr29 | Aug16 | | | Online | $251.28 |

### Breastfeeding Clinical Experience          CLIN10026
Integrate breastfeeding knowledge and skills in both hospital and community based settings in this 24-hour clinical placement. Prerequisites: NRSG 10073, NRSG 10074, NRSG 10075.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25023 | | Apr15 | | | | FieldWork | $169.20 |

# CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

### Questions?
Call: 905-540-4247 ext. 26703 or ext. 20722

### 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. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25038 | SA | Apr13 | Apr13 | 9:00-2:30 | 1 | Classroom (IH) | $79.77 |
| 25039 | TU | May14 | May14 | 5:00-10:30 | 1 | Classroom (IH) | $79.77 |
| 25040 | SA | Jun1 | Jun1 | 9:00-2:30 | 1 | Classroom (IH) | $79.77 |
| 25041 | SA | Jul27 | Jul27 | 9:00-2:30 | 1 | Classroom (IH) | $79.77 |
| 25042 | TU | Aug13 | Aug13 | 5:00-10:30 | 1 | Classroom (IH) | $79.77 |
| 25043 | SA | Aug24 | Aug24 | 9:00-2:30 | 1 | Classroom (IH) | $79.77 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25044 | SU | Apr14 | Apr14 | 9:00-12:30 | 1 | Classroom (IH) | $53.31 |
| 25045 | MO | Apr29 | Apr29 | 4:30-8:00 | 1 | Classroom (IH) | $53.31 |
| 25046 | MO | May13 | May13 | 9:00-12:30 | 1 | Classroom (IH) | $53.31 |
| 25047 | MO | Jun10 | Jun10 | 4:30-8:00 | 1 | Classroom (IH) | $53.31 |
| 25048 | SU | Jul7 | Jul7 | 9:00-12:30 | 1 | Classroom (IH) | $53.31 |
| 25049 | MO | Aug26 | Aug26 | 4:30-8:00 | 1 | Classroom (IH) | $53.31 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 25050 | SA/SU | Apr27 | Apr28 | 9:00-5:00 | 2 | Classroom (IH) | $158.87 |
| 25051 | SA/SU | May25 | May26 | 9:00-5:00 | 2 | Classroom (IH) | $158.87 |
| 25052 | SA/SU | Jun15 | Jun16 | 9:00-5:00 | 2 | Classroom (IH) | $158.87 |
| 25053 | SA/SU | Jul20 | Jul21 | 9:00-5:00 | 2 | Classroom (IH) | $158.87 |
| 25054 | SA/SU | Aug24 | Aug25 | 9:00-5:00 | 2 | Classroom (IH) | $158.87 |

## Diabetes Education Certificate (928)

### 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?
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: disted.mohawkcollege.ca/diabeteseducation

### Admission Requirements
• You must be a RN, RPN, Registered Dietician, Pharmacist, Chiropodist or Physician in Ontario. 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.

### Program of Studies

| Mandatory Courses: | | Hours |
|--------------------|---|-------|
| HSCIDW001 | Diabetes Care Basic | 30 |
| HSCI10052 | Introduction to Patient Education | 30 |
| HLTH10028 | Living with Diabetes | 30 |
| HLTH10046 | Special Issues with Diabetes | 30 |
| HLTH10057 | Diabetes Field Placement 1 | 60 |

### Diabetes Care - Basic · HSCIDW001(SA)

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21242 | | May10 | Aug2 | | | Online (OL) | $262.40 |

### Introduction to Patient Education · HSCI10052(SA)

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: Diabetes Care - Basic (HSCIDW001).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21220 | | May10 | Aug2 | | | Online (OL) | $262.40 |

### Living with Diabetes · HLTH10028(SA)

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: Introduction to Patient Education (HSCI10052).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21316 | | May10 | Aug2 | | | Online (OL) | $262.40 |

### Special Issues With Diabetes · HLTH10046(SA)

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: Living with Diabetes (HLTH10028).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21161 | | May10 | Aug2 | | | Online (OL) | $262.40 |

### Diabetes Field Placement 1 · HLTH10057(SA)

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: Diabetes Care - Basic (HSCIDW001), Introduction to Patient Education (HSCI10052), Living with Diabetes (HLTH10028) and Special Issues With Diabetes (HLTH10046).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21219 | | Apr15 | Aug12 | | | Online | $311.40 |

## Disability Management Certificate (038)

### ONTARIO COLLEGE GRADUATE 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?
Call: 905-540-4247 ext. 26703 or ext. 267022
Email: patti.boucher@mohawkcollege.ca
Web: ce.mohawkcollege.ca/disabilitymgt

**Admission Requirements**
- Contact Patti Boucher, Program Manager, before registering for the first module.
- Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent prior to learning / work experience (e.g. industry training, professional development, certification or over 200 hours of related employment).
- Basic computer skills (Word, email and internet) are recommended.
- All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HRESRTC01 | Effective Disability Management Programs | 9 |
| CREDRTC02 | Introduction into the Return to Work Process | 6.5 |
| HRESRTC03 | Physical impairments, Rehabilitation and Return to Work | 6.5 |
| HRESRTC04 | Mental Health, Rehabilitation and Return to Work | 9 |
| HRESRTC05 | Job Analysis | 6.5 |
| MISCRTC06 | Role of Assessment | 6.5 |
| COMMRTC07 | Communication and Interviewing Skills | 6.5 |
| COMMRTC08 | Interviewing and Helping Skills | 6.5 |
| MGMTRTC09 | Working with Groups/Problem Solving with Groups | 6.5 |
| COMFRTC10 | Introduction to Conflict Resolution | 9 |
| MGMTRTC11 | Managing Diversity in the Workplace | 6.5 |
| MGMTRTC12 | Organizational and Management Skills | 6.5 |
| LAWSRTC13 | Legislation and Disability Management | 9 |
| HRESRTC14 | Workers' Compensation | 6.5 |
| INSRRTC15 | Insurance and Other Benefits | 6.5 |
| MGMTRTC16 | Disability Management in Unionized Environment | 6.5 |
| HRESRTC17 | Disability Management from the Human Resources Perspective | 6.5 |
| MGMTRTC18 | Managing Change | 9 |
| SENSRTC19 | Assistive Technology and Accommodation | 6.5 |
| HRESRTC20 | Evaluation, Disability Management and Return to Work | 9 |
| HLTHRTC21 | Injury Prevention and Health Promotion | 6.5 |
| MRKTRTC22 | Marketing, Communications and Education | 6.5 |
| INFORTC23 | Information Management | 6.5 |
| LAWSRTC24 | Ethics and Professional Conduct | 6.5 |
| CREDRTC25 | Managing the Return to Work Process | 9 |

**NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.**

**NOTE: To avoid course cancellations, please register 5 days prior to the course start date. No refunds/transfers 2 days prior to course start date.**

### Effective Disability Management Programs — HRESRTC01
Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within an organization, and setting up a new program or evaluating an existing one.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25001 | SA | Apr20 | Apr20 | 8:30-6:30 | 1 | Classroom (IH) | $329.64 |

### Introduction to Return-to-Work Coordination — CREDRTC02
Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25000 | FR | Apr19 | Apr19 | 12:00-6:30 | 1 | Classroom (IH) | $262.54 |

### Mental Health Issues, Rehabilitation Services & Return-To-Work — HRESRTC04
Consider symptoms, treatments and disability aspects of stress and depression and strategies for assisting individuals with stress and depression related illnesses to return to work.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25002 | SA | Apr27 | Apr27 | 8:30-6:30 | 1 | Classroom (IH) | $329.64 |

### Problem-Solving With Groups — MGMTRTC09
Develop a range of facilitation skills that Return to Work Coordinators use to move the return-to-work process forward or to deal with general issues arising from the program..

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25007 | FR | Jun21 | Jun21 | 12:00-6:30 | 1 | Classroom (IH) | $262.54 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25006 | SA | Jun22 | Jun22 | 8:30-6:30 | 1 | Classroom (IH) | $329.64 |

### Disability & Diversity Workplace — MGMTRTC11
Examine diversity issues and their impact on return to work, and explore strategies for dealing with cultural differences.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25010 | FR | Aug23 | Aug23 | 12:00-6:30 | 1 | Classroom (IH) | $262.54 |

### Management and Organizational Skills for Return-to-Work Coordina — MGMTRTC12
Analyze your organizational skills and explore leadership, planning and communication strategies to assist in achieving goals and objectives.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25011 | SA | Aug24 | Aug24 | 8:30-3:30 | 1 | Classroom (IH) | $262.54 |

### Legislation And Disability Management — LAWSRTC13
Examine human rights laws, accommodation requirements and other related acts that apply to workers with disabilities.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25005 | SA | May25 | May25 | 8:30-6:30 | 1 | Classroom (IH) | $329.64 |

### Workers' Compensation — HRESRTC14
Focus on an overview of workers compensation legislation across Canada and the provisions within each system related to return to work.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25003 | FR | Apr26 | Apr26 | 12:00-6:30 | 1 | Classroom (IH) | $262.54 |

### Insurance And Other Benefits — INSRRTC15
Examine long term and short term disability, CPP disability, automobile insurance, EI sickness benefits, social assistance, and government programs and community organizations of assistance to workers with disabilities.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25008 | SA | Jul27 | Jul27 | 8:30-3:30 | 1 | Classroom (IH) | $262.54 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25004 | FR | May24 | May24 | 12:00-6:30 | 1 | Classroom (IH) | $262.54 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25009 | FR | Jul26 | Jul26 | 12:00-6:30 | 1 | Classroom (IH) | $262.54 |

## Food Services Certificate (816)

ONTARIO COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**
Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

**Questions/Application?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: cehealth@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703 or 905-521-2100 ext. 77124
Email: disted@mohawkcollege.ca or linda.brush@mohawkcollege.ca
Web: ce.mohawkcollege.ca / foodservices

### Admission Requirements
- You must apply and be accepted into the Food Services program.
- Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority. *Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.
- All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

### Program of Studies
- CULIHCF10 - Introduction to Institutional Food Services is a prerequisite to all other courses in the program.

| Mandatory Courses: | | Hours |
|---|---|---|
| CULIHCF10 | Introduction to Institutional Food Services | 30 |
| CULIHCF20 | Food Preparation 1 | 30 |
| SAFEHCF30 | Sanitation and Safety | 30 |
| SAFEHCF40 | Food Service Management Functions | 30 |
| CULIHCF50 | Food Preparation 2 | 30 |
| HLTHHCF60 | Nutritional Care | 30 |
| WORKHCF02 | Field Placement Component | 60 |

## Sanitation And Safety                   SAFEHCF30(SA)
Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. 30 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21223 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## 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 | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25083 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (IH) | $221.50 |
| 25086 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (IH) | $221.50 |

## Institutional Food Service               HLTH10064(SA)
Focus on the food service worker's role in various food service systems in a health care environment. Topics include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to Food Service Management (SAFEHCF40).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21175 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Food Preparation - 2                     CULIHCF50
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: CULIHCF20, Food Prep 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25084 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (IH) | $228.50 |
| 25085 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (IH) | $228.50 |

## Introduction to Nutrition in Health Care   HLTH10065(SA)
Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to Nutritional Care (HLTHHCF60).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21188 | | May10 | Aug16 | | | Online (OL) | $262.40 |

# General Health Sciences Courses

### Questions?
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: cehealth@mohawkcollege.ca

### Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

## 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 I (HSCIPNB11). 60 hours.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21099 | | May10 | Aug16 | | | Online (OL) | $455.60 |

## Mask Fit Testing                          HSCI10057
Pre-clinical requirement for all Health Science programs. You must bring completed "HEALTH QUESTIONNAIRE" to class. If you miss your scheduled class, you MUST re-register.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25028 | MO | Apr8 | Apr8 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25029 | WE | Apr10 | Apr10 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25030 | MO | Apr15 | Apr15 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25031 | WE | Apr17 | Apr17 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25032 | MO | Apr22 | Apr22 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25033 | WE | Apr24 | Apr24 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25034 | MO | May13 | May13 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25035 | WE | May15 | May15 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25036 | MO | Aug19 | Aug19 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |
| 25037 | WE | Aug21 | Aug21 | 4:30-6:00 | 1 | Classroom (IH) | $40.00 |

## Operating Room Attendant                   NRSGNSCD9
Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25094 | TU | Apr2 | May14 | 6:00-10:00 | 8 | Classroom (IH) | $225.60 |

## Operating Room Attendant Laboratory Experience   HSCI10155
Utilize OR Attendant theory and skills in a hospital laboratory experience. Must have Immunization clearance, Mask Fit testing and Police Check prior to start date of the course. PREREQUISITE: HSCI10057.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25095 | TH | Apr18 | May23 | 6:00-10:00 | 5 | Other | $211.50 |

## 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. CRN 25125 is 9 in class sessions, balance online.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25125 | WE | Apr10 | Jul10 | 6:30-9:30 | 9 | Blended (IH) | $382.15 |
| 21140 | | May10 | Aug16 | | | Online (OL) | $432.00 |

## Trauma Informed Perspectives               HLTH10183
Explore post traumatic stress and associated disorders. Focus on the history, assessment, treatment modalities and recent research theory on traumatic stress and its impacts on children, adults and families. 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21531 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## 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. **Watch for offerings in Fall 2013.**

# Medical Device Reprocessing Certificate (MDR) (927)

## MOHAWK COLLEGE CERTIFICATE

**Graduation Requirements: 6 courses**

**Questions/Applications?**
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: goran.popovic@mohawkcollege.ca

### Admission Requirements

- You must apply and be accepted into the MDR program.
- The next intake of students will be in September 2013.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCI10121 | Introduction to MDR | 30 |
| HSCI10122 | MDR Laboratory Experience | 42 |
| HSCI10123 | MDR Principles and Practices 1 | 30 |
| HSCI10124 | MDR Principles and Practices 2 | 30 |
| HSCI10125 | MDR Principles and Practices 3 | 30 |
| CLIN10059 | MDR Clinical Experience | 150 |

### Clinical Experience Medical Device Reprocessing    CLIN10059

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25100 | | Apr2 | | | | FieldWork | $570.00 |

# Palliative Care Certificate (017)

## ONTARIO COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**

Palliative Care aims to relieve the suffering and improve the quality of life for those who are living with and/or dying from a progressive life limiting illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for regulated/certified health care professionals, the curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Individual courses may be taken by persons interested in working in palliative care; however, a certificate will only be granted to regulated/certified health care professionals upon completion of all course work.

### Clinical Course Information:

Clinical course prerequisites are successful completion of all related theory courses. (HSCIHZA69, COMM10084, HMNS10016, HMNS10017, HSCI10082, HSCI10083).

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 related clinical practice.

An eligible student, if planning to complete the clinical course in spring/summer semester, must apply to Program Manager by January of year in which the student plans to do the clinical course, i.e. January, 2013.

Clinical applications are available online in course manuals, at IAHS in Continuing Education Health Sciences Office, Room 185 or by contacting Program Manager or Support Staff at numbers given below.

Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and specific agency preclinical requirements such as Vulnerable Sector Screening, computer training, online orientation information, etc.

### Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26709 or ext. 20722 or ext. 26703
Email: disted@mohawkcollege.ca or donna.dunlop@mohawkcollege.ca

### Admission Requirements

- Applicant must be a regulated/certified health care professional, e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.
- Fax copy of current license/certificate to Program Manager, CE Part time & Graduate Studies, Health Sciences at 905-528-7706.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCIHZA69 | Introduction to Palliative Care | 36 |
| COMM10084 | Communication & Informed Decision Making | 36 |
| HMNS10016 | Loss, Grief and End of Life Issues | 36 |
| HMNS10017 | Professional Issues & Advocacy | 36 |
| HSCI10082 | Pain Management | 36 |
| HSCI10083 | Symptom Management | 36 |
| CLIN10033 | Field Practicum | 30 |

**Notes:** The Fundamentals of Hospice Palliative Care course offered by the Hospice Palliative Care Network is considered to be equivalent to Introduction to Palliative Care (HSCIHZA69). You must apply for a course exemption for HSCIHZA69 providing proof of successful course completion of Fundamentals course.

### Introduction to Palliative Care    HSCIHZA69

Examine the principles of care and support for palliative care patients and families in this overview course.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21526 | | Apr29 | Aug16 | | | Online | $251.28 |

### Communication and Informed    COMM10084(SA)
### Decision Making

Examine the dynamics of palliative and end of life care. Focus on the health care professional's relationship with patient and family and communication and counselling skills necessary for facilitating informed decision-making. Prerequisite: Introduction to Palliative Care (HSCIHZA69).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21527 | | Apr29 | Aug16 | | | Online | $251.28 |

### *NEW!* Loss, Grief & End of Life Issues    HMNS10016(SA)

Explore models of loss and grief in the context of end of life issues. Concepts such as anticipatory grief, grief in the family system, and grieving over the life span will be examined. Ethical issues will be addressed as grief is discussed in the content of culture, family, life stages, and the physical, social, emotional and spiritual needs of individuals and their families. Prerequisite: Introduction to Palliative Care (HSCIHZA69).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22496 | | Apr29 | Aug16 | | | Online | $251.28 |

### *NEW!* Pain Management    HSCI10082(SA)

Focus on the complexity of pain, its physiology, assessment and management. Discuss interdisciplinary collaboration, communication and education in the management of pain. Prerequisite: Introduction to Palliative Care (HSCIHZA69).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22495 | | Apr29 | Aug16 | | | Online | $251.28 |

### *NEW!* Professional Issues and Advocacy    HMNS10017(SA)

Interdisciplinary and collaborative practice between the palliative care team and the family is the focus. Discussion of ethical issues and ethical decision-making as well as legal issues will continue in this course. Advocacy for the rights of the person with advanced illness and their family will be discussed. Professional development, research and education for the palliative care professional will be examined. Prerequisite: Introduction to Palliative Care (HSCIHZA69).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22497 | | Apr29 | Aug16 | | | Online | $251.28 |

# Palliative Care for Personal Support Workers Certificate (941)

## ONTARIO COLLEGE CERTIFICATE

**Graduation Requirement: 6 courses**

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

## Questions?
Call: 905-540-4247 ext. 26703 or ext. 20722
Email: amy.boyer@mohawkcollege.ca
Web: ce.mohawkcollege.ca/palliativecarepsw

### Admission Requirements
- Personal Support Worker Certificate.
- Proof of certification must be faxed to Program Manager at 905-528-7706.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCI10095 | Overview - Palliative Care PSW | 30 |
| COMM10106 | Communications/Multicultural Considerations | 30 |
| HSCI10094 | Loss, Grief & Caregiver Support | 30 |
| HSCI10096 | Symptom Management - PSW Scope of Practice | 30 |
| MGMT10057 | Ethical Issues, Conflict Management/Stress Management | 30 |
| CLIN10041 | Clinical Field Placement | 30 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25109 | | Apr8 | | | | FieldWork | $211.50 |

### Loss, Grief and Caregiver Support              HSCI10094
Increase your knowledge of the physical process of dying, the development process in understanding the meaning of death and the preparation for death required by the individual, family, significant others and care providers.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 25110 | TH | Apr11 | Jun13 | 6:30-9:30 | 10 | Classroom (IH) | $221.50 |

## Personal Support Worker Certificate (110)

### ONTARIO COLLEGE CERTIFICATE
#### Graduation Requirement: 13 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.

**The part time Personal Support Worker Program has been suspended as of September 2012. The full time Personal Support Worker program remains available.**

#### NEW for FALL, 2013
#### Bridging to current PSW Certificate
If you are a PSW graduate from a career college, private college or Ontario Community College prior to 2006 and wish to pursue the current PSW certificate credential to attain one of the prerequisites necessary to apply for the PSW - PN Bridging Program, the proposed bridging courses to an Ontario College PSW certificate will enable you to move forward. The proposed bridging courses are tentatively scheduled for delivery September, 2013.

## PSW Bridging to PN Program

**NOTE: Admission to the PSW - PN Bridging Program has been revised. Application details are found on the Mohawk website.**

Successful applicants ONLY are eligible to register for the 2 bridging courses. Dates and times are subject to change and students will be notified. Course materials are on eLearn. Textbooks may be purchased at the Titles Bookstore, Room 1G, MUMC.

### Questions?
Call: 905-540-4247 ext. 26736
Email: sharon.hamilton1@mohawkcollege.ca
Web: ce.mohawkcollege.ca/psw2pn

## Psychosocial Rehabilitation Certificate (016)

### ONTARIO COLLEGE GRADUATE CERTIFICATE
#### Graduation Requirement: 6 courses
Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people 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 USPRA. org. A PSR/RPS Canada Bursary is available to assist enrolled students who are recovering their mental health and well being.

### Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca or christine.mcmulkin@mohawkcollege.ca
Web: disted.mohawkcollege.ca/psychosocialrehab

### 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.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| HSCIPSR01 | PSR Foundations | 45 |
| HSCIPSR02 | Mental Health Services | 45 |
| HSCIPSR03 | Psychiatric Rehab Process | 45 |
| HSCI10092 | Mental Health Practitioner Competencies | 45 |
| HSCIPSR05 | Current Trends in Mental Health | 45 |
| HSCIPSR06 | Independent Study in PSR | 60 |

### Psychosocial Rehabilitation Foundations      HSCIPSR01(SA)
Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and practitioners and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Tuesdays at 8:00 pm EST.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21007 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Independent Study in                            HSCIPSR06(SA)
### Psychosocial Rehabilitation
Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and / or gap in service. Consumer involvement is emphasized. Liaison with a site contact and the course instructor is required. During the course, three chat sessions will be held on Wednesdays at 8:00 p.m. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSCI10092 and HSCIPSR05.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21008 | | May10 | Aug16 | | | Online (OL) | $455.60 |

## Palliative Care
**Understand the needs of patients and families dealing with end of life illnesses**

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Blended = Course includes online and classroom instruction  |  (SA) = Special Approval, see page 128

# Human Services / Justice and Wellness Studies

## CERTIFICATES, DIPLOMAS AND COURSES

Read more at
**ce.mohawkcollege.ca/human-wellness**

### People helping people.
### It starts with you and it happens here.
At Mohawk, you'll have the opportunity to discover how you can make a difference. Human Services, Justice and Wellness Studies offer a remarkable collection of learning opportunities all focused on working with people and organizations in your town, your city, or even your own backyard. Working with community partners, our curriculum is built around real-world needs, so our graduates arrive in the market ready to contribute.

### Medical Clearance
Medical clearance is required for some clinical/ field placement courses and courses with a clinical component. Refer to the Communicable Disease Screening section on page 129.

### Ready for your Certificate or Diploma?
### Ready to Graduate?
Refer to the Graduation/Convocation section on page 129 for information and instructions.

### Credit where credit is due
You may qualify for credits that can be awarded for skills and knowledge acquired in other courses, or in your personal work experience. See page 129 for details about Prior Learning Assessment and Recognition (PLAR).

### Certificate and Diplomas Options          Page

### Always time to Care
Hundreds of community organizations in the Greater Hamilton Area need people like you to nurture, guide, serve and protect.

**Early Childhood Education - Leadership & Administration**
MOHAWK COLLEGE CERTIFICATE

Participate in courses designed through a collaborative effort between Early Childhood Educators from community centres and staff from Affiliated Services for Children and Youth.

## Event Planning Techniques Certificate (122)

**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?**
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/eventplanning

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Admission Requirements**
- A degree/diploma in Recreation and Leisure Services, Marketing, Hospitality, Tourism or a related field of study OR 2+ years work experience as an event planner.
- A completed application form (found on the website above).

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HOSPFB008 | Smart Serve Certification | 3 |
| HSCIRLA09 | Introduction to Special Events | 12 |
| RECLRLA01 | Logistics | 36 |
| RECLRLA02 | Program Applications | 36 |
| RECLRLA04 | Event Administration | 36 |
| RECLRLA07 | Event Marketing | 30 |
| RECLRLA08 | Event Sponsorship | 30 |
| WORKRLA06 | Special Events-Field Work | 100 |

| Option Group 1 - Choose 1: | | |
|---|---|---|
| MGMT10086 | Volunteer Management for Events | 36 |
| MGMTSSP24 | Volunteer Management 1 | 60 |

| Option Group 2 - Choose 1: | | |
|---|---|---|
| HMNSSSFR1 | Fundraising/Development | 30 |
| HMNSSSNPN | PR Fundraising & Special Events | 30 |
| PLAN10009 | Wedding Planning | 30 |
| TRVLTL415 | Introduction to Convention & Meeting Planning | 30 |

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

### Introduction to Special Events     HSCIRLA09

Explore industry trends, issues, potential careers, tourism impact and professional bodies and certification. Open to all students. Students may take concurrently with other courses in the POS.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21951 | SA/SU | Apr6 | Apr7 | 9:00-4:00 | 2 | Classroom (FF) | $92.88 |

### Volunteer Management for Events     MGMT10086

Explore basic aspects of volunteer management in event planning. Consider recruitment, training, recognition, risk management and position descriptions. Blended delivery: 20 hrs in class and 16 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21952 | MO | Apr15 | Jul15 | 6:00-9:00 | 12 | Blended (FF) | $278.64 |

### 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. Blended delivery: 14 hrs in class and 16 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21953 | TU | Apr16 | Jun18 | 6:00-8:00 | 10 | Blended (FF) | $232.20 |

### Event Sponsorship     RECLRLA08

Explore sponsorships and partnerships in the event industry, with emphasis on meeting the needs of sponsors and encouraging a win/win arrangement. Prerequisite: RECLRLA07 or permission of Program Manager. Blended delivery: 18 hrs in class and 12 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21950 | WE | May8 | Jul10 | 6:00-9:00 | 10 | Blended (FF) | $232.20 |

### NEW! Principles of Convention and     RECL10030
### Meeting Planning

Investigate the essentials of meeting planning, with emphasis on key functional responsibilities and potential pitfalls. Topics include site selection, negotiation, program planning and design, and food and beverage arrangements. Equivalent to Introduction to Convention & Meeting Planning (TRVLLT415). 36 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22513 | | May10 | Aug16 | | | Online (OL) | $304.28 |

## Fundraising/Development Associate Certificate (128)

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?**
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/fundraising

**Admission Requirements**
- An Ontario Secondary School Diploma (OSSD) or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| HMNSSSFR1 | Fundraising/Development | 30 |
| HMNSSSFR2 | Annual Giving | 30 |
| HMNSSSFR3 | Major Gifts & Planned Giving | 30 |
| HMNSSSNPN | PR, Fundraising & Special Events | 30 |
| MGMTSSP24 | Volunteer Management 1 | 60 |

Volunteer Management 1 (MGMTSSP24) is offered under the Volunteer Management Certificate each fall.

### Annual Giving     HMNSSSFR2

Discuss the essential components of annual giving programs. Learn to prepare an effective direct mail package, organize special events and handle other fundraising tools.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21961 | TU | Apr16 | Jun18 | 6:00-9:00 | 10 | Classroom (FF) | $232.20 |

## Leadership and Management in the Not-for-Profit Sector Certificate (181)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 7 courses**

Intended for managers and supervisors or aspiring managers and supervisors in social service agencies, community service, charitable or not-for-profit organizations. Professional leaders in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

**Questions?**
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/notforprofit

**Admission Requirements**
• An Ontario Secondary School Diploma (OSSD) or equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| PLAN10000 | Mission, Vision, Values Workshop | 6 |
| COMMSSNPL | Leadership & Communications | 30 |
| HRESSSNPH | Practical HR Management | 30 |
| MGMTSSNP1 | Board & Staff Responsibilities | 30 |
| MGMTSSNP3 | Strategic & Long-Range Planning | 30 |
| MISCSSNPM | Resource Development | 30 |
| PLANSSNPK | Operational Planning | 30 |

### Leadership And Communications     COMMSSNPL

Learn to recognize and apply leadership competencies and develop a vision and values-based management approach for not-for-profit organizations. Focus on the importance of strategic alliances and partnerships and on effective communication as a tool for successful management.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21972 | WE | Apr24 | Jun26 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Practical Human Resources Management     HRESSSNPH

Focus on the practical aspects of human resource management and apply these practices to not-for-profit organizations. Gain useful tools for day to day employment practices including recruitment, interviewing and selection, terminations, performance evaluation, progressive discipline, attendance management and employment-related legal issues.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21973 | TH | Apr25 | Jun27 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

## Volunteer Management Certificate (095)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 3 courses**
Gain the knowledge and skills needed for effective management of volunteer programs.

**Questions?**
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca / volunteermgt

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| MGMT SSP24 | Volunteer Management 1 | 60 |
| MGMT SSP43 | Volunteer Management 2 | 60 |
| MGMT SSP63 | Volunteer Management 3 | 60 |

### 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. Blended delivery: 4 Saturdays - Apr 20, May 4, 25, Jun 22 and 36 hrs online via eLearn. Prerequisite: MGMTSSP43.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21968 | SA | Apr20 | Jun22 | 9:00-4:00 | 4 | Blended (FF) | $447.15 |

## Workplace Leadership Certificate (120)

### MOHAWK 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.

Complete workshops in single units, or work towards the Workplace Leadership Certificate.

**Questions?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca / workplaceleadership

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**Admission Requirements**
• An Ontario Secondary School Diploma (OSSD) or equivalent.

**Program of Studies**
• Refer to the website for a full list of the courses in this program.

### Customer Service 1     MRKTSSP04

Learn to identify your customer base, determine areas for customer service enhancements and craft resources to achieve maximum results for minimum cost.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21964 | SA | Apr20 | Apr27 | 9:00-4:00 | 2 | Classroom (FF) | $92.88 |

### Customer Service 2     MRKT10015

Develop your understanding of good customer service for a competitive edge. Prerequisite: MRKTSSP04.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21965 | SA | Jun1 | Jun8 | 9:00-4:00 | 2 | Classroom (FF) | $92.88 |

### Relationship Building     HMNSSSC71

Focus on quality and service in the business environment, including the critical importance of building strong relationships, the fundamental Customer Service principles, TQ management, and ISO designation steps.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21967 | TU | May14 | Jun4 | 6:00-9:00 | 4 | Classroom (FF) | $92.88 |

### Ethics In The Workplace     LAWSSSPC6

Acquire skills to help your organization develop and maintain a code of ethics in the workplace.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21966 | TU | Apr16 | May7 | 6:00-9:00 | 4 | Classroom (FF) | $92.88 |

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## FITNESS AND WELLNESS

## Fitness Leadership Certification Program (YWCA)

**Questions?**
Call: 905-575-1212 ext.3244 or 905-522-9922 ext. 118
Email: cehumserv@mohawkcollege.ca or
deanna.lawson-langford@mohawkcollege.ca

### Fitness Theory     HLTHFI001

Study basic anatomy, movement mechanics, physiology of exercise, principles of training, basic nutrition as well as weight management. A PREREQUISITE FOR ALL SPECIALTY MODULES. Final written exam. $56.50 manual required, to be paid by cheque in week 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21940 | WE | Apr17 | Jul10 | 7:00-10:00 | 13 | Classroom (FF) | $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. Prerequisite: HLTHF1001.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21945 | MO | Apr15 | Jul22 | 7:00-10:30 | 13 | Classroom (FF) | $457.29 |

# Get Started Online

**We've gone green!** Start Up Information for Online (OL) (OntarioLearn) courses is available on the Mohawk website **only** at disted.mohawkcollege.ca/getstarted.

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## Health, Wellness & Fitness

**Questions?**
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca

### Anatomy                                           HLTH10078
Develop the basic scientific foundation for understanding the structure of the body, as well as joint actions and muscular contribution of different exercises common in fitness programs.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22540 | TU | Apr30 | Jul30 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

## Yoga Teacher Training

Intended for students who are interested in the possibility of becoming a yoga teacher. Designed to help prepare individuals to teach and adjust beginner yoga and meditation safely and with confidence to fit the uniqueness of the individual. Topics will include: Ayurvedic mind/body constitution, age ability, culture, religion and lifestyle.

**Questions?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca

**Admission Requirements**
- These courses are intended for individuals who have studied yoga previously.
- In order to be admitted into the courses, students must submit a personal statement describing their yoga studies.
- To be successful in the courses students should have at least 2 years of previous yoga training.

**Please contact us for information about our future course offerings.**

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### HELPING PROFESSIONS

## Addictions/Concurrent Disorders

### ACKNOWLEDGEMENT OF COMPLETION
**Completion Requirements: 3 courses**
Gain an understanding of addictions, co-occurring addictions, mental health issues and disorders.

**Questions?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/acd

**Admission Requirements**
- Completion of a Human Services Diploma.

**Program of Studies**

| Mandatory Courses: | | Hours |
|--------------------|--|-------|
| HMNS10037 | Introduction to Concurrent Disorders | 27 |
| HMNS10039 | Introduction to Mental Health | 27 |
| HMNS10034 | Introduction to Addictions | 27 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21969 | WE | Apr24 | Jun19 | 6:30-9:30 | 9 | Classroom (FF) | $208.98 |

## Braille Courses

### ACKNOWLEDGEMENT OF COMPLETION
**Completion Requirement: 4 courses**
It is your responsibility to acquire a Perkins Brailler. As supply is limited, please ensure that you have arranged for a Brailler prior to registering.

**Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: disted.mohawkcollege.ca/braille

### Braille - Level 1                                 SENSSSE44
Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Brailler. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Brailler. As supply is limited, please ensure that you have arranged for a Brailler prior to registering. Final exam to be arranged with proctor. 18 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21154 | | May10 | Aug16 | | | Online (OL) | $178.64 |

### Braille - Level 2                                 SENSSSE45
Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Brailler and develop basic skills in the use of the Slate and Stylus. Prerequisite: Braille - Level 1(SENSSSE44). NOTE: You must have access to a Perkins Brailler and slate and stylus. Final exam to be arranged with proctor. 27 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21155 | | May10 | Aug16 | | | Online (OL) | $241.46 |

### Braille - Level 3                                 SENSSSE46
Complete your development of basic skills in reading and writing contracted Braille using the Perkins Brailler. Prerequisite: Braille - Level 2 (SENSSSE45). NOTE: You must have access to a Perkins Brailler. Final exam to be arranged with proctor. 27 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21156 | | May10 | Aug16 | | | Online (OL) | $241.46 |

### 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 3 (SENSSSE46). NOTE: You must have access to a Perkins Brailler. Final exam to be arranged with proctor. 27 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21224 | | May10 | Aug16 | | | Online (OL) | $241.46 |

## Concepts in Bereavement Support Certificate (071)

### 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?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/bereavementsupport

**Please contact us regarding future offerings.**

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## Counselling Techniques Certificate (802)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**
Designed for individuals who wish to develop counselling skills. Most participants are employed in roles where skills in interviewing or information gathering are required. Professionals in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

**Questions?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/counsellingtechniques

**Admission Requirements**
An Ontario Secondary School Diploma (OSSD) or equivalent

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| COMMTC101 | Interaction & Communications | 42 |
| COUNTC103 | Interviewing Skills in Counselling | 42 |
| COUNTC104 | Individual Counselling | 42 |
| COUNTC105 | Group Counselling | 42 |
| COUNTC208 | Issues & Ethics in Counselling | 42 |
| PSYCSS156 | Introductory Psychology | 42 |
| PSYCSS271 | Developmental Psychology | 42 |
| PSYCTC106 | Report Writing for Behavioural Sciences | 42 |

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

### Individual Counselling     COUNTC104
Focus on the practice of individual counselling. Examine the philosophy and methodology of the major counselling theories.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21970 | TU | Apr23 | Jul23 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

### Issues And Ethics In Counselling     COUNTC208
Examines the ethical framework and the professional conduct standards in place for counsellors in various community settings and agencies.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21971 | WE | Apr24 | Jul24 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

## Social Service Worker Diploma (215)

### ONTARIO COLLEGE DIPLOMA
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?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/socialserviceworker

**Admission Requirements**
- O.S.S.D with a minimum of 70% in grade 12 English (guideline). Courses are restricted to those who have applied and been accepted.
- Visit the website for information on how to apply.
- Prior to acceptance potential students may complete some courses i.e. Communications, General Education Elective, etc. Visit the website for more information.
- A criminal background check may be required before beginning placement.

### Interviewing Skills     COMMSO226(SA)
Year 1 & 2. Develop a range of skills and techniques, which are integral to a humanistic, client-centered approach to helping. Emphasizes the enhancement of the students' own self awareness and the purposeful use of self in the helping interview. Blended delivery: 24 hrs in class, 18 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22178 | TU | Apr23 | Jul23 | 6:30-9:30 | 14 | Blended (FF) | $325.08 |

### Professional Development     CREDSO123(SA)
Year 1 and 2. Identify the interpersonal skills which support effective interaction with co-workers, supervisors and client-consumers. Through collaboration with classmates, practice developing the skills presented and begin to integrate a professional identity, based on increased self awareness. Please note that the last class will only be for 1 hour.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22180 | TH | Apr25 | Jun27 | 6:30-9:30 | 10 | Classroom (FF) | $216.72 |

### Crisis Intervention     HMNSSO231(SA)
Year 3 and 4. Provide key concepts, theories, strategies and techniques for intervention in crisis situations. Learn a model of crisis intervention for day to day use in social service work practice as well as apply techniques and strategies to specific practice situations. Please note that the last class will only be for 1 hour.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21986 | WE | Apr24 | Jun26 | 6:30-9:30 | 10 | Classroom (FF) | $216.72 |

### Techniques Of Family Intervention II     HMNSSO432(SA)
Year 3 & 4. Investigate concepts of family functioning & develop a framework for understanding the challenges to family interaction at various stages of the family life cycle. Devise approaches & strategies to assist family members to deal with problems in family relationships & stressors from the family environment. Blended delivery: 36 hrs in class and 6 hrs online.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22181 | MO | Apr22 | Jun22 | 6:30-9:30 | 14 | Blended (FF) | $325.08 |

### Field Placement 1(P-T)     WORKSOA21(SA)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21987 | | | | | | FieldWork | $389.02 |

### Field Placement 2(P-T)     WORKSOB21(SA)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21988 | | | | | | FieldWork | $389.02 |

### Field Placement 3 (P-T)     WORKSOC21(SA)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21989 | | | | | | FieldWork | $389.02 |

### Field Placement 4(P-T)     WORKSOD21(SA)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21999 | | | | | | FieldWork | $389.02 |

### Field Placement 5(P-T)     WORKSOE21(SA)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22000 | | | | | | FieldWork | $389.02 |

### Field Placement 6 (P-T)     WORKSOF21(SA)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22002 | | | | | | FieldWork | $389.02 |

## Therapeutic Recreation Certificate (280)

### 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?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/therapeuticrec

**Admission Requirements**
- A degree/diploma in Recreation and Leisure Services OR 5 - 7 years work experience as a Recreation Therapist.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| RECL10011 | TR - Foundations | 42 |
| RECL10012 | TR - Assessments | 36 |
| RECL10013 | TR - Program Design & Delivery | 36 |
| RECL10014 | TR - Research | 36 |
| WORK10048 | TR - Practicum | 300 |

### 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. Blended delivery: 20 hrs in class and 16 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21962 | TU | Apr16 | Jul2 | 7:00-10:00 | 12 | Blended (FF) | $278.64 |

## HUMAN SERVICES - OTHER

## Human Services - Other

**Questions?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca

### Nonviolent Crisis Intervention          CONFMHN08(SA)

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. Please bring your proof of registration to the class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22459 | SA | May4 | May4 | 9:00-5:00 | 1 | Classroom (FF) | $111.46 |

### Non-Violent Crisis Intervention-Recertification          CONFEH108(SA)

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). Physical exertion is required. The workbook must be purchased from the Campus Store PRIOR to the class. You must bring your valid certification card to class.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22461 | SA | May11 | May11 | 9:00-1:00 | 1 | Classroom (FF) | $77.56 |

### Project DARE Wilderness Expedition          GINT10029(E)

Learn about yourself, the role you play in a group situation, & develop skills of cooperation, communication & problem solving in this three-day wilderness expedition. Students must provide their own transportation to South River and arrive by 1:00 PM Fri. 6 full meals are included. Departure is at 1:00 PM Sun. May be used as a general elective towards any program of studies. CRN 22091 students MUST REGISTER BY April 01. CRN 22740 students MUST REGISTER BY July 15. No refunds after these dates.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22091 | FR-SU | Apr26 | Apr28 | | 3 | Other | $443.28 |
| 22740 | FR-SU | Aug9 | Aug11 | | 3 | Other | $443.28 |

# Online Course? Book your exam

**Book your exam online early.** For instructions visit disted.mohawkcollege.ca/exam.

## JUSTICE

## Police Foundations

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

**Questions?**
Call: 905-575-2703 or 905-575-1212 ext.4078
Email: disted@mohawkcollege.ca or nora.simpson@mohawkcollege.ca
Web: disted.mohawkcollege.ca / policefoundations

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21039 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Conflict Management          CONFSS426

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Prerequisites: LAWSPF303 and LAWSPF401. 48 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21221 | | May10 | Aug16 | | | Online (OL) | $384.80 |

### Crime & Society          SSCI10020 (E)

Explore the political, legal, social and cultural dimensions of criminal acts, including organized crime, acts of violence and white-collar crime. Examine the Young Offenders Act, the insanity defense, extradition and minimum sentencing, and consider how class, race, ethnicity, gender and age shape perceptions, behaviour and policy.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22379 | TU | Apr30 | Jul30 | 6:30-9:30 | 14 | Classroom (FF) | $325.08 |

### Criminal And Civil Law          LAWSPF301

Develop legal research and analysis skills. Learn to analyze and classify offences and identify possible defences in criminal cases, examine the rights and obligations of citizens in civil law, and the responsibilities and limitations of citizens and police officers according to the Charter of Rights and Freedoms. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21340 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21178 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21041 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21177 | | May10 | Aug16 | | | Online (OL) | $262.40 |

## Diversity and First Nations     SSCI10017

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21222 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21042 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Investigation And Evidence     LAWSPF404

Examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21187 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## Police Powers 1     LAWSPF303

Examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Equivalent to Powers of Arrest (LAWSLS303). Prerequisite: LAWSPF301. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22753 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Principles Of Ethical Reasoning     LAWSPF106

Intended for law enforcement professionals, this course explores personal and professional ethical issues. Learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21339 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Provincial Offenses     LAWSPF401

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offences, and involvement of non-police agencies. Equivalent to Provincial and Federal Offences (LAWSLS413). 48 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21040 | | May10 | Aug16 | | | Online (OL) | $384.80 |

## Traffic Management     LAWSPF309

Learn to navigate and apply the Provincial Traffic Law, with emphasis on locating topics in the Acts and Regulations, mastering the definitions required to interpret traffic law and applying the law concerning Police Authorities, drivers licenses, permits and rules of the road. Practice interpersonal strategies and procedures for motor vehicle stops. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21065 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21179 | | May10 | Aug16 | | | Online (OL) | $346.16 |

# Security and Investigation

**Questions?**
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca

**Online Learning Questions?**
Call: 905-575-2703
Email: disted@mohawkcollege.ca

**Note:** Private Investigator and Private Security licensing and testing is outlined at www.mcscs.jus.gov.on.ca

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21355 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21392 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Investigative Techniques for Motor Vehicle Collisions     LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21391 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## 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. 5 in class dates April 20, 21, 27, 28, and May 4.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21976 | SA/SU | Apr20 | May4 | 8:00-6:00 | 5 | Classroom (FF) | $381.25 |

## 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. Please note that this course includes Emergency Level 1st Aid certification training which is required prior to writing the Ministry's test. Training manual/supplies required may be purchased from the instructor (approx. $45.00). CRN 21980 4 in class dates April 20, 21, 27, and May 4th. CRN 21985 4 in class dates May 25, 26, June 1, and June 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21980 | SA/SU | Apr20 | May4 | 8:00-6:00 | 4 | Classroom (FF) | $309.60 |
| 21985 | SA/SU | May25 | Jun2 | 8:00-6:00 | 4 | Classroom (FF) | $309.60 |

## Tundra - Close Protection

Learn the skills required to become a Close Protection Officer through a series of courses developed in partnership with Tundra Strategies, a Global provider of Close Protection and Security Operations. The Tundra/Mohawk Close Protection courses have been developed from years of operational experience received from working within Government, Diplomatic and Private Organizations that perform Close Protection and Covert Surveillance operations around the world.

Tundra provides one of the most comprehensive private Close Protection courses available by using a training program that focuses on the key fundamentals and supporting skill requirements, conducted through a system of progressive courses that continue to add new teaching points while building on previously learned skills. You will complete more than 250 hours of instruction and employ the use of simunition - based firearms scenarios, judgemental training through the use of the Virtra Combat Simulator and multi-faceted classroom and practical teaching methods.

Tundra's instructors are former Canadian Special Operations Personnel with documented Close Protection experience at the diplomatic and government levels.

### Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca or info@tundragroup.ca
Web: www.tundragroup.ca

### Admission Requirements
- You must have completed a criminal record check and vulnerable sector check from the RCMP or equivalent agency. A valid driver's license is also required for some course work.
- You must complete and submit a personal information form for evaluation.

### Program of Studies

| Mandatory Courses: | | Hours |
|---|---|---|
| LAWS10117 | Close Protection Pistol | 42 |
| LAWS10120 | Close Protection Course 1 | 42 |
| LAWS10121 | Close Protection Course 2 | 42 |
| LAWS10122 | Close Protection Course 3 | 42 |
| LAWS10123 | Close Protection Course 4 | 42 |
| LAWS10133 | Close Protection Basic Driving | 24 |
| LAWS10134 | CP Advanced Exercise | 18 |

**These courses take place at the Tundra facility located at 1393 Centre Line Road, Clearview, ON (south of Wasaga Beach and West of Barrie).**

Class times are scheduled 8 a.m. to 5:30 p.m. most days. However, this program is very scenario and planning based, so students must understand they will be expected to work odd hours and they will have homework that will need to be completed every night.

### Close Protection Pistol     LAWS10117(SA)
Cover the fundamentals of tactical pistol and apply them to the requirements and application of a Close Protection Officer for any environment.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22278 | MO-FR | Jun3 | Jun7 | 8:00-5:30 | 5 | Other | $1496.10 |

### Close Protection Course 1     LAWS10120(SA)
Focus on the fundamentals of Close Protection Operations through the use of both classroom and practical applications. Includes operational planning and the use of simunition-based firearms scenarios. Prerequisite: Close Protection Pistol.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22345 | MO-FR | Jun10 | Jun14 | 8:00-5:30 | 5 | Other | $1846.10 |

### Close Protection Course 2     LAWS10121(SA)
Build on the fundamentals of Course 1 and focus on counter surveillance, threat identification and motorcade operations as it pertains to Close Protection Operations. Prerequisite: Close Protection Course 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22347 | MO-FR | Jun17 | Jun21 | 8:00-5:30 | 5 | Other | $1571.10 |

### Close Protection Course 3     LAWS10122(SA)
Continue to build on the fundamentals of Close Protection, while focusing on Threat Management and Integrating Support Functions (defensive marksman, canine, surveillance). Prerequisite: Close Protection Course 2.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22351 | MO-FR | Jun24 | Jun28 | 8:00-5:30 | 5 | Other | $1271.10 |

### Close Protection Course 4     LAWS10123(SA)
An advanced course focusing on leading a Close Protection team, mission planning and analysis and scenario driven training. Prerequisite: Close Course 3.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22361 | MO-FR | Jul1 | Jul5 | 8:00-5:30 | 5 | Other | $1271.10 |

### Close Protection Basic Driving     LAWS10133(SA)
Focus on the basic security driving skills necessary to operate effectively as a driver in a Close Protection team or motorcade. Prerequisite: Close Protection Course 4.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22396 | MO-WE | Jul8 | Jul10 | 8:00-5:30 | 3 | Other | $1184.20 |

### Close Protection Advance Exercise     LAWS10134(SA)
Students are assigned a simulated Close Protection mission. As a team, students are tasked with executing all aspects of the mission including planning and analysis. This will take place over a two day period. Prerequisite: Close Protection Basic Driving.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22397 | TH/FR | Jul11 | Jul12 | 8:00-5:30 | 2 | Other | $806.90 |

### WORKING WITH CHILDREN & YOUTH

## Autism and Behavioural Science Graduate Certificate (164)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 12 courses**

Students in the Autism and Behavioural Science program will understand evidence-based treatments and how they are used to teach children with autism, and design, implement and evaluate behavioural strategies. Students will complete two field placements in community settings, such as hospitals, clinics, classrooms or residential settings, to obtain real work experience.

### Questions?
Call: 905-575-2706
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: disted.mohawkcollege.ca/autism

### 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.

### Program of Studies

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

**Important Notes:**

The Non-Violent Crisis Intervention course (CONFMHN08) is offered Saturday May 4, 2013. Equivalent to CONF10004. Refer to the index.

**Autism Field Placement: Details can be found on our website.**

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

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21323 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Behavioural Skill Building — EDUC10028(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21334 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Ethics and Professionalism — EDUC10034(SA)

Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs. Prerequisite: Autism - Introduction to Autism Spectrum Disorder (HSCI10041).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21328 | | May10 | Aug16 | | | Online (OL) | $282.40 |

### Field Placement 1 — WORK10019(SA)

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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22095 | | Apr4 | Aug1 | | | Online | $333.12 |

### Field Placement 2 — WORK10020(SA)

This placement can only be started after all nine theory courses have been successfully completed, as well as Field Placement 1.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22096 | | Apr4 | Aug1 | | | Online | $475.37 |

### Introduction to Applied Behaviour Analysis — HSCI10042(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21324 | | May10 | Aug16 | | | Online (OL) | $455.60 |

### Parent and Staff Training — EDUC10029(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21168 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Specialized Instructional Strategies — EDUC10030(SA)

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21167 | | May10 | Aug16 | | | Online (OL) | $455.60 |

### Transition Planning and Implementation — EDUC10031(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21333 | | May10 | Aug16 | | | Online (OL) | $262.40 |

### Treating Challenging Behaviour — HMNS10006(SA)

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: Introduction to Applied Behaviour Analysis (HSCI10042) and Ethics and Professionalism (EDUC10034).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21327 | | May10 | Aug16 | | | Online (OL) | $367.10 |

### Working with Families and Teams — HMNS10005(SA)

Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21326 | | May10 | Aug16 | | | Online (OL) | $367.10 |

## Child & Youth Worker Diploma (610)

ONTARIO COLLEGE ADVANCED DIPLOMA

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?**

Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cyw

**Admission Requirements**

- O.S.S.D with a minimum of 70% in grade 12 English (guideline). Courses are restricted to those who have applied and been accepted. Visit the website for information on how to apply.
- Prior to acceptance potential students may complete some courses i.e. Communications, General Education Elective, etc. Visit the website for more information.
- A criminal background check may be required before beginning placement.

### Adolescence: Treatment Approaches & Issues HMNSCC358(SA)

Semester 3. Focus on the techniques & formulation skills needed to employ effective intervention strategies which meet the needs & goals of youth in treatment and in the community. Blended delivery: 24 hrs in class, 32 hrs online. In class dates are Jul 8, Jul 22 and Aug 12.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22183 | MO | Jul8 | Aug23 | 9:00-6:00 | 3 | Blended (FF) | $420.79 |

### Advanced Therapeutic Programming HMNSCC362(SA)

Semester 3. Select and modify therapeutic activities for the exceptional child using art, play music, and movement therapies. Prerequisites: HMNSCC162. Blended delivery: 33 hrs in class and 9 hrs online. 6 in class dates are Fri May 3 & Sat 4, Fri May 24 & Sat 25, Fri June 21 & Sat 22.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22207 | FR SA | May3 | Jun22 | 6:30-9:30 9:00-6:00 | 6 | Blended (FF) | $325.08 |

### Cognitive Behaviour Modification In CYW HMNSCC457(SA)

Semester 4. Presents two treatment approaches: the theory and techniques of Behaviour Modification and Cognitive Behavioural Modification. Each theory will be examined on its own merit and then studied in terms of an integration of the two approaches. Blended delivery: 18 hrs in class and 10 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22211 | WE | Apr24 | Jun26 | 6:30-9:30 | 10 | Blended (FF) | $216.72 |

### Field Work Practicum 1 WORKCC255(SA)

Contingent on completion of required course work.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22213 | | | | | | FieldWork | $699.22 |

### Field Work Practicum 2 WORKCC455(SA)

Contingent on completion of required course work.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22218 | | | | | | FieldWork | $789.81 |

### Field Work Practicum 3 WORKCC655(SA)

Contingent on completion of required course work.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22221 | | | | | | FieldWork | $849.83 |

## Early Childhood Education Diploma (213)

### 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?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/ece

**Online Learning Questions?**
Call: 905-575-2703 or 905-575-1212 ext. 4536
Email: disted@mohawkcollege.ca or leah.maccharles@mohawkcollege.ca

**Admission Requirements**

- Grade 12 English (70% guideline).
- Volunteer experience in child care is strongly recommended.
- 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.
- Potential students may complete: Communications, Critical and Innovative Thinking, or an elective prior to being accepted.
- Communicable Disease Screening and a Criminal Background Check may be required before beginning placement. Contact the Program Manager for details.

**Program of Studies**
Refer to the website for details

### Administration and Supervision in ECE EDUC10077(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21423 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Child Development 1 EDUC10051(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21378 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Health, Safety & Nutrition HLTHEC101(SA)

Year 1 and 2. Deal with the basic principles of health, safety & nutrition in young children, focusing on the role of the Early Childhood Educator. Blended delivery: 18 hrs in class and 10 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21960 | TH | Apr25 | Jun20 | 6:30-9:30 | 9 | Blended (FF) | $216.72 |

### Infant and Toddler Learning Environment EDUC10074(SA)

Year 1 & 2. Examine infant and toddler development. Explore positive communications. Relate concepts and principles of child development to curriculum. Design appropriate infant and toddler environments to support developmentally appropriate curriculum. Blended delivery: 22hrs in class and 20hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22741 | TU | Apr23 | Jul23 | 6:30-9:30 | 14 | Blended (FF) | $325.08 |

### Wellness for Children HLTH10121(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21105 | | May10 | Aug16 | | | Online (OL) | $248.44 |

### Working with Parents EDUC10076(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21422 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Field Placement 1 & Seminar WORKEC298(SA)

Students must attend a mandatory seminar on Saturday April 13. Contact us for details.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21956 | | | | | | FieldWork | $337.87 |

### Field Placement 2 & Seminar WORKEC299(SA)

Students must attend a mandatory seminar on Saturday April 13. Contact us for details.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21957 | | | | | | FieldWork | $623.55 |

### Field Placement 3 & Seminar WORKEC398(SA)

Students must attend a mandatory seminar on Saturday April 13. Contact us for details.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21958 | | | | | | FieldWork | $623.55 |

### Field Placement 4 & Seminar      WORKEC399(SA)

Students must attend a mandatory seminar on Saturday April 13. Contact us for details.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21959 | | | | | | FieldWork | $517.44 |

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

### 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?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/eceleadershipadmin

**Online Learning Questions?**
Call: 905-575-2703 or 905-575-1212 ext.4536
Email: disted@mohawkcollege.ca or leah.maccharles@mohawkcollege.ca

**Admission Requirements**
• An ECE Diploma or recognized equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| COMM10174 | Communications & Relationships | 30 |
| EDUC10053 | ECE - Leadership & Development | 30 |
| EDUC10054 | Reg, Facilities, & Governance | 30 |
| EDUC10057 | Family & Community Engagement | 30 |
| EDUC10058 | ECE - Leadership in Action | 30 |
| FINC10005 | Financial Management & Planning | 30 |
| HRES10018 | HR in Early Learning & Care | 30 |

### Family and Community Engagement      EDUC10057(SA)

Investigate creating family friendly environments and the importance of developing partnerships and strong community relationships. Explore strategies to support a culture of respect for all families, promote family involvement, and utilize community resources. Blended delivery: 18 hrs in class, 12 hrs online via eLearn.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22755 | TU | Apr23 | Jun25 | 6:30-9:30 | 10 | Blended (FF) | $232.20 |

### Management Leadership Skills and Staff Development for Early Childhood Education      EDUC10078

Focus on effective communication and leadership theory and develop a leadership style appropriate for ECE administration. Develop techniques for hiring and maintaining quality ECE staff. Equivalent to ECE Leadership and Development (EDUC10053). 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21491 | | May10 | Aug16 | | | Online (OL) | $346.16 |

## Early Childhood Education Resource Teacher Certificate (813)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

**Graduation Requirement: 8 courses**

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

**Questions?**
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/eceresourceteacher

**Admission Requirements**
• An ECE Diploma or recognized equivalent.

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| EDUCRT001 | Intro to Resource Teaching | 36 |
| HMNSRT011 | Individual Development Plan 1 | 36 |
| HMNSRT031 | Working With Families | 36 |
| HMNSRT041 | Individual Development Plan 2 | 36 |
| HMNSRT061 | Advocacy In Schools & Community | 36 |
| LIBRRT071 | Co-Ordinating Resources | 36 |
| WORKRT021 | Field Practicum 1 | 105 |
| WORKRT051 | Field Practicum 2 | 105 |

**This program will begin fall 2013. Application available online. Contact the Program Manager for details.**

## Educational Assistant Diploma (727)

### ONTARIO COLLEGE DIPLOMA

**Graduation Requirement: 26 courses**

Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

**Questions?**
Call: 905-575-2703 or 905-575-1212 ext. 3244
Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/ea

**Admission Requirements**
• Gr. 12 English and Gr. 10 Math (70% guideline).
• Current volunteer classroom experience with two letters of recommendation on school letterhead.
• Courses are restricted to those who have applied and been accepted. Refer to website for applicant form and acceptance timelines.
• Potential students may complete Psychology, Communications, Mathematics and general electives prior to being accepted.
• A criminal background check is required and first-aid training and NVCI are strongly recommended prior to Practicum 2 (EDUCEDE16).
• Placement packages will be available to registered students in the course site. Students may not begin placement until packages are completed and approved.

**Program of Studies**
Refer to the website for details

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

Learn to use adaptive technology to assist special needs children. USB drive required. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: Computers in Education (EDUCEDE19).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21319 | | May10 | Aug16 | | | Online (OL) | $346.16 |

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

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE10004, EDUCEDE14, 17, 19, 21-23.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21308 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Classroom Skills — EDUCEDE21(SA)

Examine 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), and Personal and Interpersonal Dynamics (EDUCEDE17).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21285 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Computers In Education — EDUCEDE19(SA)

Learn to use Ministry of Education Software and other programs to enhance skills in working with exceptional learners. Keyboarding and computer skills required. Prerequisites: SAFE10004, EDUCEDE14-17. Since access to Ministry software is required, you must be completing a placement within a confirmed school site.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21286 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Cultural Diversity In An Educational Setting — EDUC10002(SA)

Learn to promote inclusivity in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21012 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Exceptionalities 1 — EDUCEDE22(SA)

Explore suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: Safety In An Educational Setting (SAFE10004), Foundations of Education (EDUCEDE14), and Personal and Interpersonal Dynamics (EDUCEDE17).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21288 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Exceptionalities 2 — EDUCEDE23(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21071 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Exceptionalities 3 — EDUCEDE26(SA)

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUCEDE14-23, SAFE10004.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21300 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Foundations of Education — EDUCEDE14(SA)

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21252 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Learning Strategies — EDUC10004 (E) (SA)

Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21325 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Lifeskills and Job Coaching — EDUC10037(SA)

Focus on the job coaching role. Learn to assist the exceptional learner with basic life skills and job readiness training.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21244 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Mathematics — MATH10038

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21492 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Personal And Interpersonal Dynamics — EDUCEDE17(SA)

Enhance personal and professional skills in organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: SAFE10004 and Foundation of Education (EDUCEDE14).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21193 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Practicum Preparation 1 — EDUC10075(SA)

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to Practicum 1 (EDUCEDE15). Prerequisites: Foundations of Education (EDUCEDE14) and Safety In An Educational Setting (SAFE10004).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21484 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Practicum 2 — EDUCEDE16(SA)

Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Prerequisite: Practicum Prep. 1 (EDUC10075).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21010 | | May10 | Aug16 | | | Online (OL) | $470.00 |

### Practicum 3 — EDUCEDE24(SA)

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and /or multiple exceptionalities. Prerequisite: Practicum 2 (EDUCEDE16). Corequisite: Exceptionalities 3 (EDUCEDE26).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21301 | | May10 | Aug16 | | | Online (OL) | $470.00 |

### Practicum 4 — EDUCEDE25(SA)

Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Prerequisite: SAFE10004, EDUCEDE14,15,16,17 and 24.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21307 | | May10 | Aug16 | | | Online (OL) | $470.00 |

### Safety In An Educational Setting — SAFE10004(SA)

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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21299 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Total Communication Part 1 — EDUC10040(SA)

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21013 | | May10 | Aug16 | | | Online (OL) | $346.16 |

### Total Communication Part 2 — EDUC10041(SA)

Continue to examine teaching and implementation strategies to enhance communication skills, given different limitations and exceptionalities. Prerequisite: Total Communication Part 1 (EDUC10040).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 21143 | | May10 | Aug16 | | | Online (OL) | $346.16 |

# Media and Entertainment

## CERTIFICATES AND COURSES

Read more at
**ce.mohawkcollege.ca/media-entertain**

### Capture the moment.
### Pull some strings.

Discover the world of Media and Entertainment at Mohawk College, and open yourself to new artistic opportunities. Whether you're exploring your options or fine tuning your skills, our certificates, courses and workshops in music, photography and graphic design focus on teaching new techniques, and offering practical experience.

### Become the next sensation

Hamilton aims to become a creative industrial hotbed in Canada*. You can be a part of this future.

*www.investinhamilton.ca/why-hamilton/top-ten-reasons/

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### COMPUTER - GRAPHICS

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

**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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21080 | | May10 | Aug16 | | | Online (OL) | $346.16 |

#### Adobe InDesign Basics     COMP10120
Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe InDesign CS5 required. 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21079 | | May10 | Aug16 | | | Online (OL) | $346.16 |

#### 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 or CS6 required. Equivalent to Introduction to Digital Imaging/Photoshop (PHTOPY110). 42 hours

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21379 | | May10 | Aug16 | | | Online (OL) | $346.16 |

#### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 21380 | | May10 | Aug16 | | | Online (OL) | $346.16 |

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### MUSIC

### Music Certificate (809)

MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 13 courses**
Explore new musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging and composition. On successful completion of the program, you will have developed your theoretical musical ability to the entrance level of the three-year Applied Music program at Mohawk College.

**Questions?**
Call: 905-575-2203 or 905-575-1212 ext. 3152
Email: ceengty@mohawkcollege.ca or bill.wright@mohawkcollege.ca
Web: ce.mohawkcollege.ca/music

**Admission Requirements**
- Open to absolute beginners or individuals at any stage. You may qualify for credit for previous musical experience.
- Level 1 instruments and vocals require no previous experience. You must supply your own instruments where applicable and pay for texts.
- Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**

**Mandatory Courses:** **Hours**
MUSCMU020    Theory - Preliminary ..................................................26
MUSCMU123    Theory 1 ....................................................................26
MUSCMU223    Theory 2 ....................................................................26
MUSCMU140    Ear Training 1 (Solfege) ..........................................26
MUSCMU100    Piano - Adult Class 1 .............................................19.5
MUSCMU200    Piano - Adult Class 2 .............................................19.5
MUSCPA160    Vocal - Adult Class 1 ...............................................12

**Options - Group 1, 2 and 3 - Choose 6:**
Refer to the website for a complete list of courses

### Ear Training 2 — MUSCMU240
Continue the training begun in MU140 with attention to sixteenth and triplet rhythms, conducting in two, and singing in key signatures containing three sharps and flats.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22446 | MO | Apr15 | Jun24 | 6:00-8:00 | 10 | Classroom (FF) | $150.93 |

### Electronic Music 1 — MUSCMU570
Learn to create music in Mohawk's state of the art lab using computer and synthesizer technology. Work with analog synthesis, MIDI sequencing and digital sampling. No prior computer knowledge required but music making experience recommended.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22457 | MO | Apr15 | Jul29 | 6:30-8:30 | 14 | Classroom (FF) | $216.72 |

### Guitar - Adult Class 1 — MUSCPA107
Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22477 | TU | Apr16 | Jul9 | 6:30-8:00 | 13 | Classroom (FF) | $150.93 |
| 22478 | WE | Apr17 | Jul10 | 6:30-8:00 | 13 | Classroom (FF) | $150.93 |

### Guitar - Adult Class 2 — MUSCPA207
Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22479 | TU | Apr16 | Jul9 | 8:30-10:00 | 13 | Classroom (FF) | $150.93 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22480 | WE | Apr17 | Jul10 | 8:30-10:00 | 13 | Classroom (FF) | $150.93 |

### Guitar Song Book — MUSC10038
A continuation of the ideas developed in Guitar 3.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22481 | TH | Apr18 | Jul11 | 8:30-10:00 | 13 | Classroom (FF) | $150.93 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22482 | TH | Apr18 | Jul11 | 7:00-8:30 | 13 | Classroom (FF) | $150.93 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22483 | WE | Apr17 | Jul10 | 8:30-10:00 | 13 | Classroom (FF) | $150.93 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22485 | TH | Apr18 | Jul11 | 8:30-10:00 | 13 | Classroom (FF) | $150.94 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22484 | TH | Apr18 | Jul11 | 8:30-10:00 | 13 | Classroom (FF) | $150.93 |

### *NEW!* Piano Song Book — MUSC10053
Continue to develop piano skills from previous levels by learning to play a variety of genres and creating your own piano arrangements to suit your individual skill level and style. Prerequisite: Adult Piano 5 or minimum 3 years playing experience with ability to read music. Access to piano required.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22500 | WE | Apr17 | Jul10 | 7:00-8:30 | 13 | Classroom (FF) | $150.93 |

### 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)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22488 | MO | Apr15 | Jul22 | 8:00-10:00 | 13 | Classroom (FF) | $201.24 |

### Vocal-Adult Class 1 — MUSCPA160
Improve singing skills with attention to breath control, voice production, stage deportment and intonation.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22489 | TU | Apr16 | Jul2 | 6:00-7:00 | 12 | Classroom (FF) | $92.88 |
| 22492 | TU | Apr16 | Jul2 | 7:00-8:00 | 12 | Classroom (FF) | $92.88 |

### Vocal-Advanced Adult — MUSCPA360
Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: (PA160), or equivalent experience.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22493 | TU | Apr16 | Jul2 | 8:00-9:30 | 12 | Classroom (FF) | $139.32 |

### The World of Hand Drumming — MUSC10004
Enhance rhythm, creativity and musical expression. Explore various international rhythms and songs in solo and group activities. You must supply your own hand drum (congas, djembe, doumbek or bongos).

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22486 | WE | Apr17 | Jul10 | 7:00-8:30 | 13 | Classroom (FF) | $150.93 |

## Musical Performing Ensembles

**Questions?**
Call: 905-575-1212 ext. 3152

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22494 | TH | Apr18 | Jul11 | 6:00-8:00 | 13 | Classroom (FF) | $201.24 |

## PHOTOGRAPHY

## Photography Certificates - Applied (031) and Art (032)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**
Develop and enhance your professional skills and photographic techniques in Art and/or Applied Photography in a convenient part time schedule. Become familiar with a wide range of photographic equipment, business and design practices, and studio work.

**Questions?**
Call: 905-575-2203 or 905-575-2312
Email: anne.king@mohawkcollege.ca
Web: ce.mohawkcollege.ca/photography

**Program of Studies**

| Mandatory Courses: | | Hours |
|---|---|---|
| PHTOPY109 | History of Photography | 30 |
| PHTOPY225 | Studio Lighting | 30 |
| PHTOPY300 | Digital Photography 2 | 30 |
| PHTOPY101 | Digital Photography 1 | 30 |
| PHTOPY110 | Intro To Digital Imag/Phot | 30 |

**Options - Refer to the website for a complete list of courses**

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

**Cameras**
- DSLR
- aperture priority mode
- shutter priority mode
- program mode
- manual mode
- minimum 4 megapixels

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22063 | MO | Apr8 | Jun17 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22064 | MO | Apr8 | Jun17 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |
| 22065 | TU | Apr9 | Jun11 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |
| 22066 | WE | Apr10 | Jun12 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |
| 22068 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (BF) | $232.20 |
| 22067 | TH | Apr11 | Jun13 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### 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

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22084 | TH | Apr11 | Jun13 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Nature Photography      PHTOPY106
Learn to photograph various subjects in their natural habitat - flowers, wildlife, insects, geological formations, etc. Saturday field trips May 4,April 20. Prerequisite: Digital Photography 1 (PY101)

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22512 | WE | Apr3 | Jun5 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### 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.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22072 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Introduction To Digital Imaging/Photoshop      PHTOPY110
Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22073 | TU | Apr9 | Jun11 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |
| 22083 | WE | Apr10 | Jun12 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Advanced Digital Imaging/Photoshop      PHTOPY120
Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22062 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Classroom (FF) | $232.20 |

### Studio Lighting      PHTOPY225
Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod. Course location: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22086 | MO | Apr8 | Jun17 | 6:30-9:30 | 10 | Other | $211.50 |
| 22087 | MO | Apr8 | Jun17 | 2:00-5:00 | 10 | Other | $211.50 |

### Digital Photography 2      PHTOPY300
Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22070 | TU | Apr9 | Jun11 | 7:00-10:00 | 10 | Classroom (FF) | $232.20 |

### Portraiture      PHTOPY402
Hands-on course covers studio techniques, location shoots, hand-held flash, lenses, composition, posing. Model fee included. Dates are May 11&12 and May 25 &26. Prerequisite:PHTOPY225

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22085 | SA/SU | May11 | May26 | 9:00-4:30 | 4 | Classroom (FF) | $353.20 |

## Photography Courses

**Courses can be applied to Photography Certificates unless marked non-credit.**

**Questions?**
Call: 905-575-2203 or 905-575-2312
Email: anne.king@mohawkcollege.ca

### 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. April 30, 6:30 p.m. - 8:00 p.m.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22190 | SA/SU | Apr27 | Apr28 | 9:00-4:30 | 2 | Classroom (FF) | $158.36 |

### 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 19,20,22,23,25.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|---|---|---|---|---|---|---|---|
| 22092 | TU-TH SA/SU | Jun25 | Jun26 | 7:00-10:00 9:30-4:30 | 5 | Classroom (FF) | $178.02 |

### NEW! Waterfalls                                    PHTO10062

On location at Albion Falls, explore techniques to capture local waterfalls using different settings to showcase flow of water and power of the falls. Bring camera / tripod. (polarizer/filters optional). Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22234 | SA | Jun1 | Jun1 | 9:30-4:30 | 1 | Other | $66.96 |

### NEW! Baby/Infant Photography                      PHTO10063

Studio / hands-on workshop: learn techniques / procedures / protocols used to create images of newborns and infants. Developing a personal style, posing infants, lighting, safety considerations, and more.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22233 | SA/SU | May4 | May5 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |

### NEW! Flash Photography                            PHTO10064

Hands-on workshop. Learn theory, procedures, techniques using your small on/off camera flash, Bounce flash, front/rear curtain sync, flash/ambient light balance, fill flash and more.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22228 | SA/SU | Apr20 | Apr21 | 9:30-4:30 | 2 | Classroom (FF) | $92.88 |

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

Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera. Non-credit.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22216 | SA | Apr20 | Apr20 | 9:30-4:30 | 1 | Classroom (BF) | $71.10 |
| 22219 | SA | Apr27 | Apr27 | 9:30-4:30 | 1 | Classroom (FF) | $71.10 |

# Mohawk College Enterprise (MCE)

Mohawk College Enterprise (MCE) is a stand-alone, business to business corporation established by Mohawk College as the sole provider of corporate training and consulting services on behalf of Mohawk College. We provide customized corporate training in three areas; leadership, technology and health sciences. Our leadership portfolio offers a range of workshops and programs on topics such as customer service, problem solving, performance management, supervisory skills and more. We also provide strategic planning consulting. Our technology portfolio includes but is not limited to computer training, health and safety and backflow prevention. Our health sciences portfolio serves customers on a corporate level through customized programs as well as on an individual level with our OAMRS partnership.

**For more information on how MCE can provide our services please contact us today at 905-667-6230 or visit us at** www.mcecor.com

## Backflow Prevention/ Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours. Recertification required after 5 years, 2 days, 16 hours.

**Questions?**
Call: 905-667-6230
Email: LMacDonald@mcecor.com,
Web: www.mcecor.com

## Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

**Questions?**
Call: 905-667-6230,
Email: LMacDonald@mcecor.com,
Web: www.mcecor.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?**
Call: 905-667-6230,
Email: LMacDonald@mcecor.com
PEMAC and CIM Members must contact us to register.

## Future Ready Leadership Program for Emerging Leaders

For the first time ever, there were more people in the age group 55 - 64 preparing to leave the workforce than there were people who were getting ready to enter it.

In order to address the leadership gap, MCE has launched a nationally recognized award winning leadership program for aspiring leaders. This program held one day a month over 8 months, provides critical thinking skills and reinforces required behaviours that will prepare for and address organizational change. The program has been designed for all levels of management in all sectors and addresses; The Power of Teams, Embracing Diversity through Impact Communications, Leadership Dynamics, Leading Change, Facilitating Change Managing Performance etc.

**Questions?**
Call: 905-667-6230, Email: info@mcecor.com
Web: www.mcecor.com

## OAMRS-MCE Programs

The Ontario Association of Medical Radiation Sciences and Mohawk College Enterprise (OAMRS-MCE) have partnered to bring new and innovative educational programs to the medical imaging and radiation sciences community across Canada. These recognized and accredited programs will advance your knowledge and practice while providing education hours to satisfy regulatory body requirements.

**Questions?**
Call: 1-800-387-4674 ext. 115 (Greg Toffner)
or 905-577-5886 (Elizabeth Roediger)
Email: mgrprofsvcs@oamrs.org or
eroediger@mcecor.com,
Web: www.mcecor.com

## Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters.

**For on-site, customized course delivery or information on program completion:**
Call: 905-667-6230 or 1-877-670-6230
Web: www.manufacturingleadership.com

## Welding

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

**Full-time Welder Operator Certificate Program:** 24 weeks (Monday - Friday/6 hours per day).

**New Programs Start:** September, November, January, March, May and July.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required.

Customized Training Solutions are available with Daily / Weekly sessions to upgrade skills or practice for upcoming tests.

**Questions?**
Call: 905-575-1212 ext. 5046
Email: alan.fair@mohawkcollege.ca

# Important Information

## Campus Codes & Locations

### Blended (XX)
Course includes online and classroom content. (XX) indicates the campus where the classroom component is held.

### Classroom (BF)
**Brantford Campus**
411 Elgin Street,
Brantford, ON  N3S 7P5
519-758-6014

### Classroom (FF)
**Fennell Campus**
135 Fennell Avenue West
Hamilton, ON L9C 1E9
905-575-1212

### Classroom (HD)
**Solidarity Place Worker Education Centre**
1130 Barton Street East
Hamilton, ON  L8H 7P9
905-547-2944 ext. 22

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

### Online
**Course is online through Mohawk College**

### Online (OL)
**Course is online through OntarioLearn.com**

### Classroom (OR)
**Other**
See course description for details.

### Classroom (SC)
**STARRT Institute**
481 Barton Street
Stoney Creek, ON  L8E 2L7
905-575-1212 ext. 5000

### Field Work
Course work done at placement location.

## Campus Closing (Emergency Situations)

**Call 905-575-2444 or 519-758-6000 or visit mohawkcollege.ca/closure**

In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit mohawkcollege.ca/closure for campus closure announcements. These are the only methods of providing advance notice.

## Room Listings

Room numbers for courses at all campuses are available at ce.mohawkcollege.ca/room-listings after 3:00 pm on the first day of each term. Classroom locations are also posted at the main campus entrances.

NOTE: Room numbers can change as late as 4:30 p.m. each day. Please check the schedule frequently.

## Parking Information & Transportation

**Fennell, Brantford & STARRT**
Continuing Education evening and weekend students at Fennell, Brantford and STARRT campuses will automatically receive a parking pass with your Acknowledgement of Registration. A transportation fee of 69 cents per student contact hour is included for courses offered at these locations.

**NOTE:** If you are taking a course during the day or a course where there are no fees, you will be required to buy a parking pass.

For information, visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit www.mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

**IAHS (Institute for Applied Health Sciences)**
McMaster University provides parking services for the Institute for Applied Health Sciences. McMaster University parking guidelines will apply.

Purchase permits at the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and Visa. Student I.D. card required. Parking for single evenings and/or weekends is $6 payable upon exit at automated attendant.

**Questions?**
905-525-9140 ext. 24232

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

**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.

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## Communication from Mohawk

**Mohawk's online portal MoCoMotion, at http://mocomo.mohawkcollege.ca, and your @mohawkcollege.ca email address are the official avenues of communication used by Mohawk College.**

Examples of information found in or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Please login to MoCoMotion on a regular basis to keep your account active. You will find your username and password on your Acknowledgement of Registration form.

## Fees

**Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and Access Copyright fees:**
Fees are calculated based on the number of hours per course. Tuition @ $5.89, Access Copyright @ $.01, Academic Service Fee @ $0.55, Student Activity Fee @ $0.48, 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 Student Services (The Square Room C102 Fennell Campus) before registering for Continuing Education courses. International Fees for CE courses will apply - $910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Read more at mohawkcollege.ca/international.

# Online Learning

*provides you with the opportunity to learn online, anywhere, and at your convenience.*

## ONLINE LEARNING

### What is Online Learning?

Online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14-week period and are led by instructors. They are not self-paced, nor self-directed. There is a scheduled start and end date.

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least:

**PC:** Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/ Vista/Win7.

**MAC:** Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard).

### Textbooks

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

### Exams

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

### Questions?

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

**The delivery method is identified in the course listings as either Online (OL) or Online. Your start-up information is different depending on delivery methods.**

### Online (OL)

To see if online education fits your learning style, go to OntarioLearn.com and click on "Starting Out" to participate in a short quiz titled, "Is Online Learning right for you?"

**Start Date/Registration Deadline**
Most courses start on Friday, May 10, 2013. We must receive your registration no later than Friday, May 17, 2013.

**How to Start Your Course**
Instructions to "Start Your Course Now" will be available at disted.mohawkcollege.ca. **It is your responsibility to log in to your course(s) prior to the refund deadline. In keeping with Mohawk College's GoGreen initiative, start up letters will no longer be mailed.**

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

### Online

**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 start up letter by mail. It is your responsibility to login 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.

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### 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.

### Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Continuing Education funded credit courses for 50% of the seat Fee, plus all other Fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

### Financial Assistance

Ministry funded Ontario Special Bursaries are no longer available for Continuing Education students.

Limited tuition assistance support is available for students who complete an online profile. Check out the Financial Assistance website at mohawkcollege.ca/continuingeducationprofile for information on completing the profile and for details on awards available for continuing education students.

For more information, call 905-575-2133 or 519-759-7200, ext. 2133. You can also visit The Square at Fennell Campus or the Student Services office at your campus.

### Tuition Reimbursement for Health Sciences Students

Medical Laboratory Technologists may be eligible for up to $1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to $1500 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rnao.ca or rpnao.org for information and application forms.

## Income Tax Receipts

In March 2014, students registered in 2013 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 want to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

**Refund Amounts**
A $20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

**Notes:**
1. If you have an outstanding balance with the College, all refunds will be applied to your 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.

## Acknowledgement Form and Student Card

You will receive an Acknowledgement form and student card immediately upon registering in person. Acknowledgements for registrations done online or sent by mail or fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MoCoMotion, the College's information portal. 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.**

## Admission Requirements

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. International students, who are not permanent residents of Canada, require permission to register from Citizenship and Immigration Canada. Some programs have specific admission requirements which are listed in the program description.

## Audit Students

Only under special circumstances can a credit course be audited. The audit application form must be approved by the appropriate Associate Dean before you register. You will not receive a grade/credit for an audited course; an AU designation is used for the transcript. Regular fees apply.

## Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note: Classes will be cancelled if they do not meet minimum enrollment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College.

Long weekends: Classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

## Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these Special Approval courses cannot be placed online. Please refer to the inside of the back cover for information on other ways to register. A completed registration form will be required.

## Transferring Courses

You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut-off date has not passed and space is available in the course into which you are transferring. Fees will be re-assessed accordingly. You may transfer on the web at ce.mohawkcollege.ca, by fax, or at any designated Student Services Office.

## Waitlists

If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

## Withdrawals

If you withdraw from a course, you must officially notify the Student Services Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

**Informing the instructor only is not sufficient.**

See the Refunds section for details regarding withdrawals.

## Academic Appeal Form

You may obtain the Student Academic Appeal Form at The Square (Fennell Campus C102), Student Services at the Institute for Applied Health Sciences, STARRT Institute, or Brantford Campus. View the Academic Appeal Policy at studentpolicies.mohawkcollege.ca.

## Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at studentpolicies.mohawkcollege.ca.

## Communicable Disease Screening

Medical clearance is required for some Health Sciences programs with a clinical component. This can be completed by Mohawk Health Services or your family doctor.

You must submit the Communicable Disease Screening (immunization) form, available at ce.mohawkcollege.ca/healthsciences, to the Health Services Office, IAHS, Room 303 or Fennell, Room C109, accompanied by a one-time processing fee of $115. Make cheques payable to "Mohawk College Health Services" with your student ID number clearly visible on the front of the cheque.

**Locations:**
**Fennell Campus**, Room C109
Call: 905-575-2084
Fax: 905-575-2416
Email: FennellHealthServices@mohawkcollege.ca

**IAHS Campus**, Room 303
Call: 905-540-4247 ext. 26750
Fax: 905-528-0517
Email: IAHSHealthServices@mohawkcollege.ca
Web: ce.mohawkcollege.ca/healthsciences

## Credentials

Below are definitions for the credentials listed below each program title in this catalogue:

**MOHAWK COLLEGE CERTIFICATE:**
Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

**ONTARIO COLLEGE CERTIFICATE:**
Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

**ONTARIO COLLEGE DIPLOMA:**
Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

**ONTARIO COLLEGE ADVANCED DIPLOMA:**
Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

**ONTARIO COLLEGE GRADUATE CERTIFICATE:**
Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

**ACKNOWLEDGEMENT OF COMPLETION:**
Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

## Exemptions

Gain recognition for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course.
To apply for an exemption, login to MoCoMotion and select "Access Self Service" on the "Main Menu" in the Welcome tab. For assistance, contact The Square at 905-575-2000 or ask@mohawkcollege.ca.

## General Education Band Selection Courses

More information about General Education is available in the Creative Arts/ Interdisciplinary Studies section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

## Grades

Minimum passing grade of 50% applies 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. Click on Student Services - Academic Records and Registration - Grading and Evaluation System.

To access your grades and review your progress, use MoCoMotion and select "View Your Grades" on the Main Menu in the Welcome tab.

## Graduation / Convocation

**Applying to Graduate**
When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Associate Dean in writing. The appropriate forms are available at the Student Services office at any campus, or print the form from the Mohawk College webpage www.mohawkcollege.ca/convocationprep. The deadline to apply to graduate is August 15th for the October Convocation.

"Request for Certificate" forms are to be completed by students graduating from a Continuing Education certificate program.

"Application to Graduate" forms are to be completed by students graduating from a post-secondary diploma or post-secondary certificate they have taken through Continuing Education.

**Residency Requirements**
To qualify for a Mohawk College certificate, diploma or applied degree, students using advanced standing, exemptions and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. When students are completing Mohawk College courses through distance education at another College, residency requirements will be considered on a case-by-case basis.

**Course / Program Currency**
To be eligible for graduation, students are expected to demonstrate mastery of current competencies as outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas. In cases where study has been interrupted for one or more years, the College may require a

student to repeat a subject area. Generally, most courses will be considered current if they have been completed within the past 5 years. The decision to impose more rigorous currency standards in specific programs will be made by the Grading and Promotion Standards Committee, in response to an application for review by the Associate Dean responsible for the Program of Studies in question.

## Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

## Prior Learning Assessment and Recognition (PLAR)

Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, 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?**
Email: plar@mohawkcollege.ca
Web: www.mohawkcollege.ca/plar
Call: 905-575-2395

## Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

### STUDENT SERVICES

## Aboriginal Support Services

**For information:**
Call: 519-759-7200 ext 3428 or
905-575-1212 ext 3428

**Aboriginal Student Recruitment Coordinator**
Lacey Hill, ext. 3777

**Aboriginal Student Counsellor**
Johanne McCarthy or Elizabeth Gray, ext. 4625

**Aboriginal Education and Student Services Centre:**
**Fennell Campus**, Room A114, ext. 3428
**Brantford Campus**, Room A134, ext. 7145
Email: aess@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

# Our Library

### We are here to help!
- Assignment resources
- Program subject guides
- Print and e-resources
- Streaming videos (online)
- Online chat help
- Silent study space
- Computers (PC and Mac)
- Bookable group space

- Laptops for loan (Fennell & IAHS)
- Tech Support & Tech Talks
- Printing and copying

### Locations:
**Cummings Library:** Fennell H-Wing, 905-575-2077

**Collaboratory:** Fennell H-Wing, 905-575-2076

**bizHUB:** Fennell i-Wing, 905-575-2244

**Brantford:** 519-758-6019

**IAHS:** McMaster Campus, 905-540-4247 x26835

**STARRT:** 905-575-2504

**theBrain:** brain.mohawkcollege.ca.

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- Blindness or partial sight
- Acquired brain injury
- Autism Spectrum Disorder
- Mental Health Condition

**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 Institute**
Room A118, 905-575-1212 ext 5401

Email: accessiblelearningservices@mohawkcollege.ca

Early registration is recommended. Attendance in person at a Group Information and Registration Session or completion of the Group Information and Registration eLearn module available on MoCoMotion is a required first step for accessing services. Please check our website information for more information: mohawkcollege.ca/AccessibleLearningServices.

## Books, Supplies, Clothing, Gifts

**Mohawk College Campus Stores**
Three locations:

**Fennell Campus**
135 Fennell Avenue West, Hamilton:

**The Campus Store**, Room C104
905-575-1212 ext. 3438

**Buy the Book**, Room C068
905-575-1212 ext. 3149

**Brantford Campus**
411 Elgin Street, Brantford, 519-758-6026

**STARRT Institute**,
481 Barton Street, Stoney Creek
905-575-2514

Visit mohawk.bookware3000.ca for hours of operation.

**On-Line Ordering**
Choose to either reserve your order for pick-up at **Buy the Book** or have your books delivered to your door for a nominal FEE .

**Payment methods**
Cash, MasterCard, and VISA.

**Booklists**
Posted in **Buy the Book** 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**
Students have six weeks from first day of classes to return or exchange textbooks in original packaging and in new condition, with original receipt. A 20% restocking charge may apply at the discretion  of the bookstore staff. If you are withdrawing from a course after the six week period, you must provide a copy of your withdrawal form. After the six week period, all textbook sales are final.

**Custom Courseware**
Courseware is non-returnable. Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

## Books @ IAHS

Books for courses offered at the IAHS campus may be purchased at the Health Sciences Bookstore in the McMaster University Medical Centre.

**Where?**
1200 Main Street West, Room 1G
Call: 905-525-9140 ext. 22288 or 1-800-238-1623
Fax: 905-525-8527
Web: bookstore.mcmaster.ca

## Counselling Services

Continuing Education students may access free counselling services Monday to Friday from 9:00 a.m. to 4:30 p.m. with extended hours Tuesdays and Thursdays until 7:00 p.m.

Services include:
- Educational Planning
- Career Counselling
- Academic Problem Solving
- Personal/Crisis Counselling

Please call 905-575-2211 or from Brantford 519-759-7200, ext. 2211 for additional information or to arrange an appointment. E-mail: counselling@mohawkcollege.ca.

## Dispute Resolution Services

The Manager of Student Rights and Responsibilities acts as the first point of contact for students and staff with issues under the Student Behaviour Policy, Human Rights Policy, Academic Appeals and Student Complaint Procedure. A full range of resolution services (consultation, facilitation, mediation, conciliation, conflict, coaching and debriefing) is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

**Contact:**
Diane Harrison, Manager
Call: 905-575-2318 or from Brantford call 519-759-7200 ext. 2318
Email: diane.harrison@mohawkcollege.ca

### COLLEGE POLICIES

## Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at www.mohawkcollege.ca/legal

## Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to accessibility registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

**Notice Of Waiver:**
Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, 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. Only courses offered this term are published in this catalogue.

## Smoke Free Policy

Smoking on Mohawk College campuses is permitted only at approved outside locations identified with a "Designated Smoking Area" sign.  Maps of the Designated Smoking Areas are posted at each campus for your reference. Fines may be issued to those who do not comply.

# Index

## A

# *NEW* Courses for Spring/Summer

## Courses Offered at the **Brantford Campus**

## Courses Offered at the **STARRT Institute**

**Visual Arts**
Foundation, Intermediate
and Advanced Certificates

**Photography**
Courses and Certificates

## Courses Beginning in **July and August**

## Use this form if you are registering by MAIL, IN PERSON or by FAX.

**If you know your Mohawk College ID enter it here:** ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Date of Birth: ___ ___ /___ ___ ___ /___ ___ ___ ___        **Social Insurance Number: ___ ___ ___ ___ ___ ___ ___ ___ ___**

         **Day**      **Month**      **Year**
         (eg. 01/Jan/1968)

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? ☐ Yes ☐ No        Do you possess a high school Diploma? ☐ Yes ☐ No

☐ Mr ☐ Mrs ☐ Ms ☐ Miss        Last Name                First Name                Middle Name

Unit/Apt                Street Address

City                Province                Postal Code

Home Phone                Business Phone                Ext.

## Course Information – Use this to register for up to 3 courses. Courses with insufficient enrollment will be cancelled before the course starts. **It is recommended that you register at least one week prior to the course start date.**

| | | | | | $ |
|---|---|---|---|---|---|
| CRN | Course Code | Course Name | Campus | Start Date | Fee |
| | | | | | $ |
| CRN | Course Code | Course Name | Campus | Start Date | Fee |
| | | | | | $ |
| CRN | Course Code | Course Name | Campus | Start Date | Fee |
| | | | | | $ |

**Should requested CRN's be full, please add my name to the Wait List:** ☐ Yes ☐ No        **TOTAL FEE**

Are you working towards a Certificate or Diploma? ☐ Yes ☐ No

If yes, Program Name                Program Number

## Payment Information – Course fees must be paid in full at the time of registration

☐ Cash ☐ Debit ☐ Visa ☐ Mastercard ☐ Certified Cheque* ☐ Money Order* ☐ Bank Draft* ☐ Sponsored        (*Payable to Mohawk College)

Method of Payment: ☐ Mastercard ☐ Visa        Cardholder name as appears on card: _____

Card Number: ___ ___ ___ ___    ___ ___ ___ ___    ___ ___ ___ ___    ___ ___ ___ ___        Expiry Date: _____/_____

Cardholder Signature                Date

**NOTE: Date of Birth/S.I.N. is required on the Mohawk College Student Record System to assist our office in the retrieval of your academic grades from the computerized/microfilmed student files and to issue income tax receipts. | PRIVACY AND CONFIDENTIALITY: Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.

# Registration starts
## Tuesday, March 12th

## WEB at ce.mohawkcollege.ca

**Available to existing and new students – days, evenings and weekends.**
**Payment Options:** VISA, MASTERCARD

*NOTE: Online registration cannot be used for Special Approval courses. See page 128.*

### Fax
**Payment Options:**
VISA OR MASTERCARD

Fax the completed
Registration Form to:

Fennell Campus
905-575-2348
Brantford Campus
519-758-6043

### Mail
**Payment Options:**
VISA, MASTERCARD, CERTIFIED
CHEQUE, MONEY ORDER OR
BANK DRAFT

Complete Registration Form
and mail to:

Mohawk College:
The Square, P.O. Box 2034
Hamilton, Ontario  L8N 3T2

### In Person
**Payment Options:**
VISA, MASTERCARD,
CERTIFIED CHEQUE,
MONEY ORDER,
BANK DRAFT OR CASH

*NOTE: Registration by fax or mail does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.*

## Student Services Information

### Fennell Campus
The Square
135 Fennell Ave. W.
Call: 905-385-4295
Toll free: 1-888-385-4295

**Hours:**
Monday to Thursday,
8:30 a.m. to 7:00 p.m.
Friday, 8:30 a.m. to 4:30 p.m.
**Summer hours, effective
May 6, 2013:** Monday to
Friday, 8:30 a.m. to 4:30 p.m.

### Institute for Applied Health Sciences
Room 121
1400 Main Street West
Call: 905-540-4247 ext. 26352

**Hours:**
Monday to Friday,
8:30 a.m. to 4:00 p.m.

### Brantford Campus
Room A102
411 Elgin Street
Call: 519-758-6014
**Contact Campus for hours.**

### STARRT Institute
Stoney Creek – Room A111
481 Barton Street
Call: 905-575-1212 ext. 5000
**Contact Campus for hours.**

## How to read course details:

Course Code

Course Name →
**Business Finance 2**                                              **BUSNBA440**
Focus on capital budgeting, dividend policy, and using sources of
long-term financing. Prerequisite: ACCTCB340.

| CRN | DAY(S) | START | END | TIMES | SESS | DELIVERY | FEE |
|-----|--------|-------|-----|-------|------|----------|-----|
| 22149 | TH | Apr18 | Jul4 | 6.30-10.00 | 12 | Classroom (FF) | $325.08 |

CRN Number →     ← Fee

Start Date    Sessions    Campus

### Have a question?
Scan the QR code to view Mohawk's
Continuing Education AskMohawk Instant
Answer Service on your smart phone, or go to
mohawk.intelliresponse.com/m/ce.

1. Download a QR code reader
   Mobile App to your smartphone.
2. Launch the App and scan the code
   – you'll be taken right to the
   AskMohawk page.

# futuready

## Continuing Education and Online Learning — Mohawk makes it EASY.

At Mohawk, we have programs that are offered in-class, online or in a blended format. Our goal is to offer flexibility, making it possible for you to pursue an interest or a dream.

Many of our courses and programs are taught by working professionals who offer a winning combination of theoretical learning with practical experience.

## Choose what's right for you

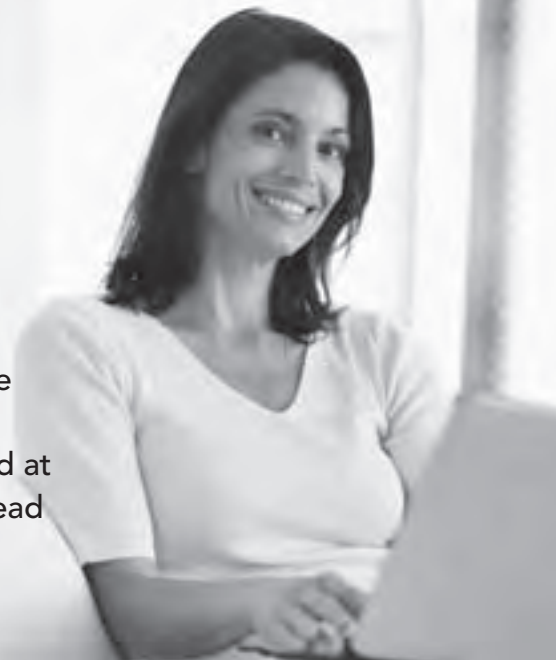Go in depth with Diploma options in the evening. Our Diplomas include:

- Business - Accounting
- Business Administration
- Business (General)
- Business - Marketing
- Library and Information Technician
- Social Service Worker
- Child and Youth Worker
- Early Childhood Education
- Educational Assistant

Or, get qualified quickly with our Certificate options in:

- Health
- Technology
- Business
- Creative and Visual Arts, Interdisciplinary Studies and Languages
- Human Services / Justice and Wellness Studies
- Media and Entertainment

## Online Learning

Online learning provides you with the opportunity to learn online, anywhere, and at your convenience. Read more on page 127.

# Continuing Education & Online Learning

## Registration opens March 12th

Don't wait to register – courses can fill quickly. Browse online at ce.mohawkcollege.ca.

You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue.

### Questions? Contact us:

Phone: 905-385-4295
Toll free: 1-888-385-4295
Web: ce.mohawkcollege.ca
Email: cereg@mohawkcollege.ca

## MOHAWK COLLEGE