

Winter 2012

C A T A L O G U E



futuready



MOHAWK

COLLEGE

Continuing Education

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

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Campus Codes & Locations

BF Brantford Campus 411 Elgin Street Brantford ON N3S 7P5 519-758-6014	FW Field Work course work done on job location	OL OntarioLearn.com No scheduled classes - offered online
DE Distance Education No scheduled classes - offered via distance education format	HD Hamilton & District Labour Education Centre 1130 Barton Street East Hamilton ON L8H 7P9 905-928-2944	OR Other see course description for details
EX Prior Learning Assessment & Recognition	IH Institute for Applied Health Sciences 1400 Main Street West Hamilton ON L8S 1C7 905-540-4247	SC STARRT Institute 481 Barton Street Hamilton ON L8G 3Y4 905-575-1212 ext. 5000
FF Fennell Campus 135 Fennell Avenue West Hamilton ON L9C 1E9 905-575-1212		

Please refer to website for maps

Focus on Distance Education / Online Learning

You don't need to leave the comfort of your home to earn credits...why not take an online course? Here are a few new courses being offered via distance education this semester:

- Auditing
- Cost & Managerial Accounting
- Employment Law
- English
- Industrial Electrician Pre-License
- Intermediate Accounting
- Management Information Systems
- Social Media and Society
- Strategies for Instruction for Library Technicians
- Technical Calculus



Browse the Distance Education/Online Learning section of this catalogue for a complete list.

Beat the snow and cold and study from home this winter!

Visit the Continuing Education website at ce.mohawkcollege.ca

Business Diplomas

The listed Business Diplomas are equivalent to the post-secondary two or three year programs and can be completed at night school. To estimate the required length of time for completion, divide the total courses required by the number of courses you plan to take each year (students average 5 courses per year). Post-secondary students taking courses at night and Continuing Education students are regulated by Post-Secondary policies. You must consult the appropriate Associate Dean with questions pertaining to prerequisites, entry to class, graduation requirements, etc.

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

Prior Learning Assessment & Recognition (PLAR)

You may apply for credit in individual courses based on learning acquired through work and other life experiences. For more information, contact the PLAR Office at plar@mohawkcollege.ca. Assessments should begin in the term prior to the start of classes. This information applies to Business Career Strategies (CRED10018) which is not available through night school.

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

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

Questions?

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

Business Administration Diploma

Ontario College Advanced Diploma

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.

For program details visit

www.mohawkcollege.ca/calendar/busAdmin or ce.mohawkcollege.ca/busadmin

Course offerings are listed under Business Diploma Courses.

Business - Accounting Diploma

Ontario College Diploma

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.

For program details visit

www.mohawkcollege.ca/calendar/busAcct or ce.mohawkcollege.ca/busaccounting

Course offerings are listed under Business Diploma Courses.

Business - General Diploma

Ontario College Diploma

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.

For program details visit

www.mohawkcollege.ca/calendar/busGeneral or ce.mohawkcollege.ca/busgeneral

Course offerings are listed under Business Diploma Courses.

Business - Marketing Diploma

Ontario College Diploma

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.

For program details visit

www.mohawkcollege.ca/calendar/busMarketing or ce.mohawkcollege.ca/busmarketing

Refer to the Math/Statistics section for Math courses. Course offerings are listed under Business Diploma Courses.

Business Diploma Courses

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.

11618 FF TU Jan17 6:00-9:30 12 \$312.28

Accounting 3 - Financial Accounting Concepts

ACCT10008

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

11620 FF TH Jan19 6:00-9:30 12 \$312.28

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.

11619 FF TU Jan17 6:30-10:00 12 \$312.28

Accounting 4 - Contemporary

Accounting Issues

ACCT10010

Demonstrate the applications of GAAP and IFRS in financial reporting in the areas of current liabilities and contingencies, long-term liabilities, shareholders equity, complex debt and equity and earnings per share.. Prerequisite: ACCT10008 or ACCT10009. Note: ACCT10010 & ACCT10011 replace ACCT10003.

11621 FF WE Jan18 6:00-9:30 12 \$312.28

Accounting 4 - Financial Reporting

ACCT10011

Demonstrate the applications of GAAP in financial reporting in the areas of leases, income taxes, pensions, and accounting changes and error analysis. Prerequisite: ACCT10008 or ACCT10009. Note: ACCT10010 & ACCT10011 replace ACCT10003.

11622 FF MO Jan16 7:00-10:30 12 \$312.28

Accounting 2 - Financial

ACCT10014

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

11617 FF MO Jan16 6:30-10:30 14 \$404.27

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.

11630 FF MO Jan16 6:30-10:00 12 \$312.28

Taxation

ACCTAC409

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

11643 FF TU Jan17 6:30-10:30 14 \$404.27

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%).

11623 FF TU Jan17 6:00-9:30 12 \$312.28

Cost & Managerial Accounting 2

ACCTAC436

Prerequisite: ACCTAC336.

11631 FF TU Jan17 6:00-9:30 12 \$312.28

Accounting 1

ACCTCB101

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

11615 FF TU Jan17 6:30-10:00 12 \$312.28

11616 FF TH Jan19 6:30-10:00 12 \$312.28

Management Accounting

ACCTCB203

Study accounting within the context of management decision making, including job order costing, cash budgets and variance analysis. Prerequisite: ACCTCB101.

11636 FF TH Jan19 6:00-9:30 12 \$312.28

Business Finance

ACCTCB340

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

11625 FF WE Jan18 6:30-10:00 12 \$312.28

Business

Entrepreneurship and Business Planning

BUSNBA532

Enhance your understanding of small business operations through practical work in developing and operating an actual small business.

Prerequisite: CB340

11632 FF TU Jan17 6:00-9:30 12 \$312.28

Organizational Behaviour 2

BUSNBA571

Examine the conceptual frameworks and behavioural skills needed to function effectively as a member of a team or department. Develop skills in group problem solving, leadership, conflict resolution, group dynamics and inter-group functioning. Prerequisite: BUSNOB371.

11639 FF TU Jan17 6:00-9:30 12 \$312.28

Business Law

BUSNCB436

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

11627 FF WE Jan18 6:00-9:30 12 \$312.28

Introduction To Organizational Behaviour

BUSNOB371

Develop individual and interpersonal skills. Focus on perception, attitudes, values, motivation, job design, interpersonal communication and coaching.

11633 FF TU Jan17 6:00-9:30 12 \$312.28

Microeconomics

ECONEB122

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

11634 FF TU Jan17 6:00-9:30 12 \$312.28

Macroeconomics

ECONEB222

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

11635 FF TH Jan19 6:00-9:30 12 \$312.28

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.

11629 FF TH Jan19 6:00-9:30 8 \$208.19

Information Systems Management

INFOBA635

Concentrate on the basics of computer based information systems.

11626 FF TH Jan19 6:00-9:30 12 \$312.28

Marketing 1

MRKTCB158

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

11637 FF MO Jan16 6:00-9:30 12 \$312.28

Marketing 2

MRKTMK351

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

11638 FF TH Jan19 6:00-9:30 12 \$312.28

Applied Selling

MRKTMK355

Explore basic techniques and principles involved in selling industrial and retail products. Learn to plan and present successful sales presentations. Prerequisite: MRKTMK351.

11624 FF TU Jan17 6:00-9:30 12 \$312.28

Purchasing

MRKTMK455

Focus on the purchasing function and related techniques. Prerequisite: MRKTMK351

11640 FF TU Jan17 6:00-9:30 12 \$312.28

Business Certificates

Applied Accounting Bookkeeping

Acknowledgement of Completion

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca

905-575-2192 (press 2) /

cathie.duncan@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/appacct

These courses are also offered in a DISTANCE EDUCATION format.

Applied Accounting-Bookkeeping 1

ACCTBZ018

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

12129 FF TU Jan10 6:30-9:30 12 \$267.67

12132 FF WE Jan11 6:30-9:30 12 \$267.67

Applied Accounting-Bookkeeping 2

ACCTBZ019

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

Prerequisite: ACCTBZ018.

12130 FF TU Jan10 6:30-9:30 12 \$267.67

12133 FF WE Jan11 6:30-9:30 12 \$267.67

Applied Accounting-Bookkeeping 3

ACCTBZ020

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

12131 FF TU Jan10 6:30-9:30 12 \$267.67

12134 FF WE Jan11 6:30-9:30 12 \$267.67

Dental Office Administration

Acknowledgement of Completion

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/dentalofficeadmin

Dental Office Administration

Introduction

MGMTBU153

Gain practical experience in dental office administration by studying the dental environment, the dental office team, dental specialists, terminology, tooth numbering systems and the Ontario Dental Fee Guide. Purchase workbook prior to the first class.

12085 FF MO Jan9 6:30-9:30 8 \$178.44

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.

12087 FF WE Jan11 6:30-9:30 6 \$133.83

Disability Management Certificate

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

Financial Planning Certificate

See Distance Education section for course offerings.

For program details visit

ce.mohawkcollege.ca/financialplanning

Human Resources Certificate

Mohawk College Certificate

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

jane.cooper@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/humanresources

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to www.hrpa.ca/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 HRPAs and are eligible to write the National Knowledge Exam (NKE) and receive the CHRP (Certified Human Resources Professional) designation. Please be aware each course expires 10 years after completion.

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

Introduction to Industrial Relations (LABRPIR08) is offered under the Industrial Relations Certificate.

Courses are also offered via Distance Education.

Compensation and Benefits HRESPIR11

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

11781 FF MO Jan9 6:30-9:30 14 \$312.28

Scan code for more program information



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

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.

11747 FF TU Jan10 6:30-9:30 13 \$289.97

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.

11779 FF WE Jan11 6:30-9:30 14 \$312.28

Occupational Health & Safety

SAFEPIR21

Benefit from a comprehensive introduction to the Occupational Health & Safety Act.

11761 FF WE Jan11 6:30-9:30 13 \$289.97

Organizational Behaviour and Administration BUSNPIR22 (E)

Develop interpersonal skills for functioning within an organization, with emphasis on group problem solving, leadership, power and influence, conflict resolution, and group dynamics.

11768 FF WE Jan11 6:30-9:30 14 \$312.28

Industrial Relations Certificate

Mohawk College Certificate

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca
905-575-2192 (press 2) /
cathie.duncan@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/industrialrelations

Some course offerings are listed under the Human Resources Certificate.

Some courses are offered via Distance Education.

Introduction To Industrial Relations LABRPIR08 (E)

Gain a good grasp of industrial relations concepts, historical development of industrial relations in Canada, contemporary trade unionism and collective bargaining.

12127 FF TU Jan10 6:30-9:30 13 \$289.97

12128 BF WE Jan11 6:30-9:30 13 \$289.97

Collective Bargaining LABRPIR14

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

12126 FF MO Jan9 6:30-9:30 13 \$289.97

Integrated Accounting Certificate

Mohawk College Certificate

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca
905-575-2256 (press 2) /
peggy.daniel@mohawkcollege.ca

Admission Requirements

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

For program details visit

ce.mohawkcollege.ca/integratedacct

Software Versions:

AccPac 5.6
QuickBooks Premier 2011
Simply Accounting 2010 Pro

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

Simply Accounting INFO10087

GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.

12081 FF TU Jan10 6:30-9:30 12 \$267.67

QuickBooks INFO10159

Learn to use QuickBooks for your small to mid-size business needs. Explore the basics plus more advanced topics including: vendors, customers, employees, reports and various types of transactions. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.

12083 FF WE Jan11 6:30-9:30 12 \$267.67

AccPac - General Ledger INFOBW190

Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows. Equivalent: INFO10088.

12078 FF TU Jan10 6:30-9:30 6 \$133.83

AccPac - Accounts Receivable INFOBW290

Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing. Prerequisite: INFOBW190.

12080 FF TU Feb28 6:30-9:30 6 \$133.83

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

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.

Scan code for more program information



Questions?

905-575-2064 / cebus@mohawkcollege.ca
905-575-2192 (press 2) /
cathie.duncan@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/leadershipdevelopment

Creative and Critical Thinking (LDS) COMM10216

Discover the power of creative thinking. Learn to successfully apply creative and critical thinking skills to address challenges encountered in your professional and personal life.

12145 FF TH Jan12 6:30-9:30 10 \$228.31

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.

12146 FF MO Jan9 6:30-9:30 10 \$228.31

Employment Law (LDS) LAWS10090

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

12140 FF TU Jan17 6:30-9:30 10 \$228.31

Performance Management (LDS)

MGMT10100

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

12144 FF TU Jan10 6:30-9:30 10 \$228.31

Leading Teams (LDS) MGMT10101

Examine the leader's role in the development and success of workplace teams. Explore the differences between a group and a team, analyze team structures including Self Directed Work Teams, and examine the benefits of coaching and mentoring.

12142 BF MO Jan9 6:30-9:30 10 \$228.31

Managing Change (LDS) MGMT10102

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

12143 BF TH Jan12 6:30-9:30 10 \$228.31

Management Studies Certificate

Mohawk College Certificate

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca
905-575-2192 (press 2) /
cathie.duncan@mohawkcollege.ca

Business

For program details visit
ce.mohawkcollege.ca/managementstudies

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

The Legalities of Hiring and Firing MGMT10016

Benefit from comprehensive information on many legal issues of hiring & firing to protect your company from time-consuming and costly lawsuits or unnecessary complaints to a government agency.

12138 FF SA Mar10 10:00-5:30 4 \$223.06

Managerial Communications MGMTBPC02

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

12135 FF TH Jan12 7:00-10:00 13 \$289.97

Managerial Analysis MGMTBPC05

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

12136 FF TU Jan10 7:00-10:00 13 \$289.97

Managing by Due Diligence MGMTBU471

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

12139 FF SA Jan14 10:00-5:30 4 \$223.06

Employment Standards and Human Rights Law MGMTBU497

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

12137 FF SU Feb12 11:00-6:30 4 \$223.06

Sign up now!

Registration opens at 8:30 am
on Tuesday, November 29

Ontario Management Development Studies

This program has been phased out and replaced by a new program entitled Leadership Development Series.

To obtain an OMDP Record of Completion, you must notify Continuing Education Business in writing.

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

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca
 905-575-2192 (press 2) /
cathie.duncan@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/omdp

Workplace Leadership Certificate

Ontario College Certificate

STAY COMPETITIVE! Here's your opportunity to develop a personal toolkit to enhance your performance and employment profile. Choose the workshops of most benefit in attaining your professional and personal goals.

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

Questions?

905-575-2025 / crearts@mohawkcollege.ca

905-575-1212 ext. 3345 /

lynn.james@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/workplaceleadership

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

Training Techniques EDUCSSPA1

Learn to design, develop and deliver an effective training session for colleagues at work and evaluate your training success.

12534 FF TH Mar1 6:00-9:00 4 \$89.22

Workplace Legislation 1 HRES10006

Gain a working knowledge of employment law and the advantages of being proactive in working relationships.

12357 FF SA Feb11 9:00-4:00 2 \$89.22

Workplace Legislation 2 HRES10007

Continue to develop your knowledge of legal employment obligations and the benefits of compliance in establishing an effective working environment. Prerequisite: HRES10006.

12358 FF SA Feb25 9:00-4:00 2 \$89.22

Performance Evaluations HRESSSC50

Focus on minimizing personality and subjectivity in evaluations, eliminating surprises, dealing with difficult bosses/employees and ground rules for productive P.E. sessions.

12356 FF WE Jan11 6:00-9:00 4 \$89.22

Team Skills 1 MGMTSSC11

Discover the essential components of working as a productive team member.

12362 FF MO Jan30 6:00-9:00 4 \$89.22

Team Skills 2 MGMTSSC14

Focus on techniques and skills needed as facilitator or member of a team. Prerequisite: MGMTSSC11.

12363 FF MO Mar5 6:00-9:00 4 \$89.22

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.

12359 FF SA/SU Mar24 9:30-4:30 2 \$89.22

Customer Service 2 MRKT10015

Develop your understanding of good customer service for a competitive edge. Prerequisite: MRKTSSP04.

12360 FF SA/SU Mar31 9:30-4:30 2 \$89.22

Center Stage PERS10013

Project control and confidence. Structure presentations for maximum effect. Determine audience attitudes and needs. Use visual aids effectively. Develop a plan to improve future presentations.

12361 FF TU Feb7 6:30-9:30 4 \$89.22

WSIB Workplace Safety & Insurance Board Adjudication

Acknowledgement of Completion

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca

Courses are offered in the Fall and Winter terms only.

WSIB Eligibility Adjudication

BUSNBU158

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

11563 FF SU Jan15 9:00-4:00 5 \$260.23

WSIB Case Management Adjudication

BUSNBU159

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

11564 FF SU Feb26 9:00-4:00 5 \$260.23

Need Help?

AskMohawk at ce.mohawkcollege.ca

Business Computers

Do you have computer skills, but lack a certificate?

The Prior Learning Assessment & Recognition (PLAR) process can help you earn a Certificate faster. Visit www.mohawkcollege.ca/plar 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. Printer access cards are available in Open Access.

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

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

Software Versions:

Microsoft Office 2010
 Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)
 Adobe Photoshop Elements 9
 Windows 7

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

Business Computer Applications Certificate

Mohawk College Certificate

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

Questions?

905-575-2064 / cebus@mohawkcollege.ca

905-575-2256 (press 2) /

peggy.daniel@mohawkcollege.ca

Admission Requirements

Some understanding of the Windows environment is required. You are strongly urged to complete WORKSHOP FOR WINDOWS (INFOBW001) before taking other courses.

Courses make use of eLearn which will be taught in COMPUTER BASICS WITH WINDOWS, WORD and EXCEL (INFO10156).

For program details visit

ce.mohawkcollege.ca/buscomputer

Subject Specialist Acknowledgements are available for Word, Excel, Access and Graphics. Visit the website above for details.

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

Workshop For Windows INFOBW001

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

12171 FF WE Jan11 6:30-9:30 6 \$133.83

Computer Basics with Windows 7, Word and Excel INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10053 or INFO10113.

12163 BF TU Jan10 6:30-9:30 12 \$267.67

12167 FF TU Jan10 6:30-9:30 12 \$267.67

12165 FF TH Jan12 6:30-9:30 12 \$267.67

Word Core INFO10077

Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.

12175 FF MO Jan9 6:00-9:00 12 \$267.67

12168 FF SA Jan14 9:00-12:30 10 \$267.67

Word Expert INFO10080

Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077.

12176 FF WE Jan11 6:00-9:00 12 \$267.67

Excel Core INFO10078

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.

12169 FF WE Jan11 6:30-9:30 12 \$267.67

Excel Expert INFO10079

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

12170 FF TU Jan10 6:30-9:30 12 \$267.67

Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

12173 FF TU Jan10 6:00-9:00 12 \$267.67

PowerPoint INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.

12179 FF WE Jan11 7:00-10:00 12 \$267.67

Photoshop (Adobe) INFO10149

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

12177 FF MO Jan9 7:00-10:00 12 \$267.67

Webmaster Certificate

Mohawk College Certificate

Creation, organization and maintenance of personal and business web pages requires knowledge of general design principles, image editing, and programming techniques.

For more detailed information visit nexus.mohawkcollege.ca.

Questions?

905-575-2064 / cebus@mohawkcollege.ca

905-575-2256 (press 2) /

peggy.daniel@mohawkcollege.ca

Admission Requirements

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

For program details visit

ce.mohawkcollege.ca/webmaster

Subject Specialist Acknowledgements are available for Webmaster, Web Scripting and Web Graphics. Visit the website above for details.

Some courses are offered under the Business Computer Applications Certificate and/or through Distance Education.

Web Design Basics INFO10144

Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web.

12348 FF TU Jan10 6:30-9:30 12 \$267.67

12347 FF SA Jan14 9:00-12:30 10 \$267.67

Web Page Design INFO10110

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

12344 FF TH Jan12 7:00-10:00 12 \$267.67

Dreamweaver INFO10111

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

12345 FF TU Jan10 6:30-9:30 12 \$267.67

Web Scripting with PHP INFO10112

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

12346 FF TH Jan12 6:30-9:30 12 \$267.67

XML INFO10145

Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML.

Covers programming with Javascript to modify XML documents. Prerequisite: INFO10110.

12343 FF TU Jan10 6:30-9:30 12 \$267.67

Flash Animation INFO10150

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

12342 FF WE Jan11 6:30-9:30 12 \$267.67

Fireworks (Adobe) INFO10152

Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images optimized for the web.

12340 FF WE Jan11 6:30-9:30 12 \$267.67

Outlook INFOBIN56

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

12341 FF MO Jan9 6:30-9:30 6 \$133.83

Labour Studies

Labour Studies Certificate

Ontario College Certificate

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

Questions?

905-547-2944 ext. 22 /

labourstudies@mohawkcollege.ca

The Program of Study has changed effective Fall 2011.

For program details visit

ce.mohawkcollege.ca/labourstudies

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

Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

Stewards Training 2 LABRUN003

Designed for stewards, local officers and those with experience handling grievances. Discuss discipline grievances, harassment, addiction issues, and management styles. Prerequisite: LABRUN002. 10 hours.

12150 HD WE Jan25 6:00-10:00 3 \$67.45

Business

Workplace Referral Person LABRUN009

Learn to assist co-workers with issues such as alcohol & drug addiction, family tension and stress, through referral to social and community services. Manual not required. 30 hours.
12454 HD WE Jan25 6:00-9:30 10 \$202.36

Collective Bargaining-Advanced LABRUN167

Enhance negotiation skills for collective bargaining. Examine contract issues, bargaining priorities, preparing proposals and other issues. Prerequisite: LABRUN014. 30 hours.
12149 HD MO/TU Jan16 6:00-9:30 10 \$202.36

Labour Studies Field Placement WORKUN199

Apply skills and knowledge learned in the Labour Studies Program in this 60-hour placement. You can be credited for approved projects in the labour movement, community based activity, and environmental projects or other activities. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.
12151 FW \$167.56

Labour Studies in Occupational Health and Safety Certificate

Mohawk College Certificate

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

Questions?

905-547-2944 ext. 22 /
labourstudies@mohawkcollege.ca

The Program of Study has changed effective Fall 2011.

For program details visit

ce.mohawkcollege.ca/labourstudiesohs

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

Manual prices are available at
www.hamiltonlabour.ca under Education tab.

Labour Issues - Research and Documentation LABR10083

Learn to identify current issues, long term risks and benefits, and discuss how they impact your daily life by researching a topic relevant to the current labour movement. Manual not required. This is an independent study course and attendance is not required. In class hours are for those requiring assistance or a computer. 30 hours.
12155 HD MO Feb27 6:00-9:30 6 \$202.36

Occupational Health & Safety Level 3 - Common Workplace Issues SAFE10080

Focus on health & safety hazards encountered in the workplace with attention to identification, control and worker protection. 39 hours.
12152 HD SA/SU Feb11 9:00-5:00 5 \$263.06

Occupational Health and Safety - Industrial SAFE10081

Topics include: confined space entry hazard recognition training, confined space plans & program, safety requirements for transporting dangerous goods, and lockout procedures. 30 hours.
12154 HD TU/WE Feb21 6:00-10:00 9 \$202.36

Workplace Insurance and Disability Prevention Leadership

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

Questions?

905-547-2944 ext. 22 / nclark@odrt.ca
labourstudies@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/labourstudiesWIDPL

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

Manual prices are available at
www.hamiltonlabour.ca under Education tab.

WSIB Level 1-Rights and Obligations LABRUN026

Obtain knowledge of all the statutory obligations in facilitating workplace insurance reporting and adjudicative procedures. 12 hours.
12335 HD SA/SU Jan28 9:00-5:00 2 \$80.94

WSIB Level 2-Benefits & Services LABRUN027

Understand the worker benefits and services established through current and historical legislation, regulations, and policies. Prerequisite: LABRUN026. 12 hours.
12337 HD SA/SU Feb4 9:00-5:00 2 \$80.94

WSIB Level 3 Appeals & Dispute Resolutions LABRUN022

Learn to prepare and present appeals or mediations on behalf of the employer or worker. Prerequisites: LABRUN026 & LABRUN027. 44 hours.
12339 HD FR Mar2 6:00-9:00 11 \$296.79
SA/SU 9:00-5:00

Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council. McMaster University offers a number of scholarships to students taking certificate courses.

Questions?

HDLC 905-547-2944 ext. 22 /
labourstudies@mohawkcollege.ca
McMaster University (Sharon Molnar)
905-525-9140 ext. 24692 /
molnars@mcmaster.ca

For program details visit

ce.mohawkcollege.ca/labourstudiesjoint or
www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates

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

McMaster Courses

Each course is \$125 with fees payable to McMaster University at the first class (cash or cheque only). Attendance is required on both days (9:30 am to 4:00 pm)

Challenges 1 (64-825)

Explore the many challenges facing the Canadian labour movement including: politics, labour related legislation, changing workplace technology, labour market trends, shifting union membership demographics, and new trends in labour organizing.
February 25 & 26, 2012

Portrayals of Labour: Representing Workers in Film and Documentaries (64-896A)

Do you enjoy watching films and documentaries? Examine depictions of workers and unions on the large and small screen by viewing and discussing several films, documentaries, and excerpts focused on portrayals of workers and their struggles.
March 24 & 31, 2012

The Nature of Work: Past, Present and Future (898A)

Explore how workplace organization and technology shape our experiences at work. Examine the evolution of work in various contexts including: manufacturing, caring professions, retail, and the impact of work on wellbeing and work-family balance.
April 14 & 15, 2012

Office Administration

Medical Transcription Certificate

Mohawk College Certificate

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

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/medtranscription

Medical Terminology 1 OADMOA323

Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: ALL TEXTS ARE REQUIRED FOR FIRST NIGHT OF CLASS.
11609 FF TU Jan10 6:00-9:30 13 \$312.28

Medical Terminology 2 OADMOA324

Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADMOA323.
11610 FF TH Jan12 6:00-9:30 13 \$312.28

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

Business / Creative & Visual Arts

Medical Transcribing 1 OADMOA352

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

11611 FF MO Jan9 6:00-9:30 13 \$312.28

Medical Transcribing 2 OADMOA452

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

11612 FF MO Jan9 6:00-9:30 13 \$312.28

Medical Transcribing 3 OADMOA552

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

11613 FF MO Jan9 6:00-9:30 13 \$312.28

Medical Transcribing 4 OADMOA652

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

11614 FF MO Jan9 6:00-9:30 13 \$312.28

Office Administration - General

Equivalent to the one-year dayschool Ontario College Certificate.

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

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

905-575-1212 ext. 3853 / janet.ross@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/officeadmingeneral

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

Excel and PowerPoint Concepts INFO10022

Achieve a working knowledge of Microsoft PowerPoint 2007 and Microsoft Excel 2007 by preparing basic slide presentations and charted spreadsheets. No class May 21.

11648 FF TH Jan19 6:30-10:00 12 \$312.28

Computer Skills Building KEYB10008

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

11646 FF WE Jan18 6:00-8:30 12 \$208.19

Keyboarding - Beginners KEYBSEZ30

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

11649 FF WE Jan18 6:00-9:00 12 \$267.67

Document Processing 1 OADMOA116

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

11647 FF TH Jan19 6:00-10:00 14 \$404.27

Microtranscription OADMOA261

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

Prerequisite: OADMOA116 and KEYB 10008.

11652 FF TU Jan17 6:00-9:30 12 \$312.28

Creative & Visual Arts

Aesthetics/Cosmetics

Aesthetics Certificate

Mohawk College Certificate

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

Questions?

905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

For program details visit

ce.mohawkcollege.ca/aesthetics

Aesthetics, Nail Technician and Applied Cosmetics

Daytime Program

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

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

Come and enjoy a specialized treatment at the BEAUTY BUZZ SALON

Students from the Aesthetics/Nail Technician programs will be taking appointments. Day and evening appointments available from March to June 2012. Contact the salon at 905-575-1212 ext. 3274 / jakki.polyoka@mohawkcollege.ca

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.

11803 FF TU Jan10 6:30-9:30 13 \$289.97

Aesthetics: Skin Care II ASTHAES03

Enhance your understanding of product knowledge, bacteriology, sanitation and hygiene and develop skills in skin cleansing, massage and mask treatments. You must provide models for application sessions. Supplies included in course fee. Prerequisite: ASTHAES02 Skin Care I

11805 FF WE Jan11 6:30-9:30 13 \$439.97

11804 FF WE Jan11 9:30-12:30 13 \$439.97

Waxing ASTHWS306

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

11807 FF TH Jan12 6:30-9:30 13 \$459.97

Business & Marketing For The Cosmetics Industry MRKTWS136

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

11806 FF TU Jan10 6:30-9:30 11 \$255.36

Biology Preparatory BIOLHZA34

Enhance your understanding of human biology fundamentals as related to the Aesthetics Industry. This course does not meet the entry requirements for health sciences programs. Textbook is included.

11823 FF TU Jan10 1:00-4:00 13 \$439.97

Work Experience Option WORKWS034

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

11808 OR MO-FR Jan9 9:00-12:00 10 \$202.36

Nail Technician Certificate

Mohawk College Certificate

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

Questions?

905-575-1212 ext. 3489 /

jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

For program details visit

ce.mohawkcollege.ca/nailtechnician

Manicure, Pedicure - Care And Techniques ASTHWS305

Learn to recognize healthy nails and understand their growth, diseases and care. Develop manicure and pedicure techniques, using appropriate equipment. You must provide models for practical applications and evaluations. Supplies and textbook included.

11810 FF MO Jan9 6:30-9:30 11 \$667.38

Spa Manicure/Pedicure & Specialized Applications ASTHWS405

Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Supplies included. Prerequisite: ASTHWS305.

11811 FF MO Jan9 9:30-4:00 6 \$470.36

Creative & Visual Arts

Gel & Acrygel Applications ASTHWS905

Develop skill with Acrygel bind gel applications for artificial nails. You are responsible for providing models for practical sessions. Supplies included. Prerequisite ASTHWS405
11809 FF MO Feb13 9:30-4:00 7 \$589.97

Make Up Artistry Certificate

Mohawk College Certificate

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

Questions?

905-575-1212 ext. 3489 /

jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

For program details visit

ce.mohawkcollege.ca/makeupartistry

Make Up:Paramedical & Camouflage

Therapy

ASTHWS031

Learn corrective makeup techniques to conceal skin disorders or scarring. Examine makeup formulation and suitability, application, psychological aspects, communication and patient documentation needed to work effectively in a clinical setting. Previous makeup or medical experience is necessary. You provide models for practical applications.
11812 FF WE Jan11 7:00-10:00 13 \$349.97

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.
11813 FF WE Jan11 6:30-9:30 12 \$342.67

Makeup: Theatrical & Special Effects II

ASTHWS032

Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029 Theatrical & Special Effects I.
11814 FF TU Jan10 6:30-9:30 11 \$342.67
11815 FF TH Jan12 6:30-9:30 11 \$342.67

Applied Cosmetics Certificate

Mohawk College Certificate

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

Questions?

905-575-1212 ext. 3489 /

jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful Completion of Senior Secondary School English or equivalent.

For program details visit

ce.mohawkcollege.ca/cosmetics

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

Study colour theory, style analysis, figure analysis, and image profile to develop a well accessorized wardrobe with co-ordinated makeup shades. Supplies included.
11816 FF TH Jan12 7:00-10:00 12 \$327.67

Cosmetology 1 ASTHWS101

Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.
11817 FF TU Jan10 6:30-9:30 13 \$289.97

Make-Up Artistry ASTHWS144

Explore makeup fundamentals for various applications through practical demonstration and applications. Kit included for daytime.
11818 FF MO Jan9 6:30-9:30 12 \$267.67

Make-Up Artistry II ASTHWS244

Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTH WS144 or equivalent. Students are responsible for their own models.
11821 FF TU Jan10 9:30-12:30 12 \$312.67
11819 FF WE Jan11 6:30-9:30 12 \$267.67

Haircare

Hair Cutting

ASTH10002

Learn basic cutting and styling techniques using a mannequin. Supplies included.
11828 FF MO Jan9 7:00-10:00 7 \$231.14

Hair Colour and Perm ASTH10003

Enhance your styling techniques with emphasis on hair colouring and perming. You must provide models or mannequins for practical application sessions. Supplies cost approx. \$60.00
11825 FF WE Feb8 7:00-10:00 7 \$156.14

Dressmaking/Fashion

Dressmaking Certificate

Mohawk College Certificate

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

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Secondary School English or equivalent.

For program details visit

ce.mohawkcollege.ca/dressmaking

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 simple skirt style will be completed. Materials discussed at the first class. Real beginners should consider taking Sewing-Introduction TEXTHC027. Refer to Creative Sewing section.
12404 FF WE Jan25 7:00-10:00 10 \$223.06
12405 FF SA Jan28 9:00-3:30 5 \$223.06

Dressmaking 1-Level 2 FASHDM115

Make a basic blouse with set in sleeves. Learn professional techniques for simple collars, short sleeve styling, buttonholes and more. Prerequisite: FASHDM110 or equivalent.
12406 FF MO Jan16 7:00-10:00 10 \$223.06

Dressmaking 2-Level 2 FASHDM125

Enhance your skills with particular attention to professional fit and finishing details for pants. Complete pants fitted in muslin in your choice of pant styling. Prerequisite: FASHDM120 or equivalent.
12407 FF TH Jan19 7:00-10:00 10 \$223.06

Tailoring 1 - Level 2 FASHDM145

Learn professional tailoring tips for men's jackets, trousers, and vests. Choose a man's or boy's garment as a project. Materials extra. Prerequisite: FASHDM140 or equivalent.
12408 FF MO Jan9 7:00-10:00 13 \$289.97

Fashion Design Certificate

Mohawk College Certificate

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

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Secondary School English or equivalent. A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.

For program details visit

ce.mohawkcollege.ca/fashiondesign

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

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.
12409 FF WE Jan11 7:00-10:00 12 \$267.67

Pattern Design And Drafting -

Intermediate

FASHFA210

Focus on drafting and designing the bodice and hip length block working with standard and personal measurements. Develop bodices, collars, and neck line designs. Designing a dress/blouse is required. Prerequisite: FASHFA200.
12410 FF TU Jan10 7:00-10:00 12 \$267.67

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.
12411 FF TH Jan12 7:00-10:00 12 \$245.36

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

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.

12413 FF TH Jan19 7:00-10:00 10 \$223.06

Fabric Awareness

TEXTFA910

Explore fabric basics with emphasis on natural and man-made fibres, yarns, fabric construction, finishes. This allows the individual to become knowledgeable about the selection and care of fabrics available on the market.

12412 FF WE Jan18 7:00-10:00 10 \$223.06

Fashion Design - Other

Pattern Drafting Workshop **FASH10021**

For individuals with pattern making knowledge, discover more advanced skills in this designing area. Using standard measurements, new design techniques will be explored. These can be applied to personal designing. Course is Feb 24/25.

12530 FF FR Feb24 7:00-9:30 2 \$74.35
SA 9:00-4:30

Creative Sewing Skills

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

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

Basic Sewing Courses

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

Sewing - Introduction

TEXTHC027

Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program. Course is Jan. 20/21 & Mar.23/24.

12475 FF FR Jan20 7:00-9:30 2 \$74.35
SA 9:00-4:30

12476 FF FR Mar23 7:00-9:30 2 \$74.35
SA 9:00-4:30

Basic Sewing 1

TEXTHC177

Develop your skills in pattern reading, preparing the fabric, measuring, marking, pressing and machine sewing as you make a pair of elasticized shorts or pants. Patterns and fabric suggested. Course is Feb. 10/11.

12477 FF FR Feb10 7:00-9:30 2 \$74.35
SA 9:00-4:30

Basic Sewing 2

TEXTHC203

Continue developing new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested. Course is Mar.2/3.

12478 FF FR Mar2 7:00-9:30 2 \$74.35
SA 9:00-4:30

Basic Sewing 3

TEXTHC322

Construct a sleeveless or a semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting and hem and neck finishing. Patterns and fabric suggested. Course is Mar.23/24.

12479 FF FR Mar23 7:00-9:30 2 \$74.35
SA 9:00-4:30

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. Course is Feb. 24/25.

12481 FF FR Feb24 7:00-9:30 2 \$74.35
SA 9:00-4:30

Serger Courses

All About Sergers

TEXTHC034

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

12547 FF SA Jan28 9:00-4:30 1 \$74.91

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.

12539 FF SA Feb25 9:00-4:30 1 \$74.91

Quilting Courses

Quilting - Basic Introduction **TEXTHC319**

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

12544 FF SA Jan28 9:00-4:00 1 \$69.91

Hand Quilting Essentials **CREA10039**

Discover the joys of hand quilting with emphasis on choosing appropriate designs, adjusting them to fit your project and selecting tools that work best. Then take needle in hand and tackle a small project. Kit available.

12549 FF SA Feb4 9:00-4:30 1 \$74.91

Quilting - Four Block Sampler

TEXT10051

Focus on quilt making essentials including colour and fabric selection, rotary cutting, battings and markings, borders and sashing, setting blocks and binding. Complete a small quilt using patterns supplied. Basic sewing skills needed.

12546 FF TH Feb16 7:00-10:00 4 \$89.22

Scrap Quilt

TEXTHC341

Discover how easy it is to make the curved log cabin quilt in a day, using remnants and scraps. Rotary cutting equipment required and some quilting experience.

12545 FF SA Mar24 9:00-4:00 1 \$69.91

Sewing Courses - Other

Jeans For Everyone

TEXT10041

Make a great fitting pair of jeans, using a commercial pattern and one of the latest fashion fabrics. Demonstrations and in depth instruction will be given on various design detail for jeans. Patterns suggested. Sewing skills essential.

12543 FF TH Jan19 7:00-10:00 4 \$89.22

Measuring for Fit

CREA10028

Altering a commercial pattern can be a nightmare! Focus on proper measuring, pattern alteration principles, ease allowances and alteration techniques for common trouble spots in skirts, bodices and dresses without sewing a trial garment. Complete 1/2 scale patterns for reference.

12540 FF SA Feb4 9:00-4:30 1 \$74.91

Polar Fleece Jacket

TEXTHC388

Here's an opportunity to learn how to work with fleece confidently with a focus on zipper insertion, pockets, designer decorative touches and more. Complete a jacket with or without a hood that you would be proud to wear. Suggested patterns. Basic sewing required.

12538 FF SA Feb4 9:00-4:30 1 \$74.91

Sewing With Knits

TEXTHC427

Gain expert tips for selecting fabrics, controlling hems, stabilizing seams and edges, and adding decorative details for professional results. Samples will be completed. Basic sewing skills needed.

12531 FF SA Feb4 7:00-4:30 1 \$74.91

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.

12548 FF SA Feb11 9:00-5:00 1 \$79.90

Closures

TEXT10045

Learn professional techniques for inserting zippers and creating perfect buttonholes for any garment. Explore the use of decorative closures by making Chinese balls, frogs and working with fabrics for toggles, toes and loops and unique style bound buttonholes. Sewing skills needed.

12541 FF SA Feb18 9:00-4:30 1 \$74.91

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.

12558 FF SA Feb18 9:00-4:30 1 \$74.91

Sewing For Children

CREA10063

Learn easy, time-saving tips for children's wear that you can apply to commercial patterns and ready to wear garments. Discover notions, patterns, decorative embellishing ideas and construction techniques to make sewing for boys and girls a snap! Sewing skills needed.

12537 FF SA Feb18 9:00-4:30 1 \$74.91

Garment Making Tips

CREA10027

Discover time saving sewing tips and tricks for easier sewing and produce professional results. Topics include perfecting darts, sewing curves, topstitching, easy mitering, piping, quick spaghetti straps, hem finishes, and many more shortcuts. Precut kit available. Sewing skills required.

12542 FF SA Mar3 9:00-4:30 1 \$74.91

Give the Gift of Education!

Gift Certificates available

905-385-4295

Creative & Visual Arts

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.

12550 FF TH Mar22 7:00-10:00 1 \$27.14

Home Decorating Courses

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

Sewing Window Treatments - Part 1 CREA10103

Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware. Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.

12484 FF TU Jan24 7:00-10:00 4 \$89.22

Sewing Window Treatments - Part 2 CREA10104

Enhance your skills in drapery making, and learn creative ways to dress-up any window, using a wide assortment of valance and tab top styles, and various prints and plain fabrics for a look that can be simple, casual or dramatic. Complete various samples in class. Basic sewing skills required.

12486 FF WE Feb29 7:00-10:00 4 \$89.22

Sewing Window Treatments - Part 3 CREA10105

Try your hand at roman shades/balloons and more sophisticated and stylish drapery treatments. Start with the basic design rules, measuring, estimating yardage, hardware and install correctly. Complete samples in class. Some drapery and sewing skills beneficial.

12488 FF TU Feb28 7:00-10:00 4 \$89.22

Drapery Workshop TEXT10054

Put your new drapery knowledge to good use by tackling a full scale window treatment project. Come prepared with fabric, measurements and have the chance to have hands-on help to complete your project. Sewing skills needed. Course is Feb 25/26.

12489 FF SA/SU Feb25 9:00-4:00 2 \$89.22

Home Decor Ideas CREAHC323

Explore the secrets of the pros for applying trims, bias strips, ruching. Learn to add different embellishments, mitered banding, decorative welting, tassels and more expertly. This will enhance your ability and confidence for completing any home decor project. Sewing skills required. Course is Feb 10/11.

12490 FF FR Feb10 7:00-9:30 2 \$74.35
SA 9:00-4:30

Home Decor - Bedroom Ideas CREA10119

Create custom bedding to complement your decor. Learn techniques for selecting and measuring fabric, calculating requirements and constructing shams, duvet cover, pillows, bedspread, and bed skirt as you work on your project in class. Some sewing skills needed.

12557 FF TU Jan24 7:00-10:00 4 \$89.22

Slipcovers - Part 1 CREA10122

Transform the look of a worn or dated piece of furniture for a fraction of the cost of replacement. Update the look of your own upright chair while learning the basics of design, measurement, cutting and sewing a slipcover for it. Some sewing skills required. Course is Fri. Jan.20, Fri, Jan 27 & Sat Jan 28.

12492 FF FR Jan20 7:00-9:30 3 \$89.22
SA 9:00-4:00

Slipcovers - Part 2 CREA10123

Further develop your skill in slip covering armchairs and sofas, whether traditional or modern. Examine various styles and options and learn to create a fitted slipcover for your armchair that's perfect for your decor. Sewing skills needed. Course is Fri Feb. 24 & Sat/Su. Mar. 3/4/

12493 FF FR Feb24 7:00-9:30 3 \$111.53
SA/SU 9:00-4:00

Upholstery/Interior Decorating

Upholstery-Furniture Certificate

The Upholstery Certificate is suspended temporarily. Contact Bonnie Pataran, Program Manager at 905-575-2307 / bonnie.pataran@mohawkcollege.ca

Interior Decorating Certificate

Mohawk College Certificate

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

Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1736 / wendy.hodgkins1@mohawkcollege.ca

Admission Requirements

Successful completion of senior secondary school English or equivalent.

For program details visit ce.mohawkcollege.ca/interiordecorating

RECOGNIZED BY CDECA
ALL COURSES ARE NOT OFFERED EACH SEMESTER.

Colour Principles CREAHF215

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

12327 FF WE Jan11 6:30-9:30 10 \$223.06

Design Principles CREAHF205

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

12331 FF MO Jan9 6:30-9:30 10 \$223.06

Basic Drafting TDRWHF203

Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx.\$90). Prerequisites: HF215, CREAHF205.

12325 FF TH Jan12 7:00-10:00 10 \$223.06

Business Strategies for Interior Decorators SBMG10001

Discover how to work with banking professionals, suppliers, trades and clients in operating your decorating business. Completion near the end of your program recommended.

12326 FF TU Jan10 6:30-9:30 10 \$223.06

Creative Paint Techniques CREA10036

Master the latest faux finishing techniques. Supply costs of \$80 must be paid to the instructor at the first class.

12329 FF WE Jan11 6:30-9:30 10 \$223.06

Kitchen and Bathroom Concepts CREA10035

Explore function, space planning and current trends for that perfect 'dream kitchen' or bathroom 'spa'. Prerequisite: TDRWHF203.

12332 FF TU Jan10 6:30-9:30 10 \$223.06

Home Interiors - Other

Home Staging CREA10077

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

12333 FF SA Jan14 9:00-12:00 5 \$160.83
12334 FF SA Feb25 9:00-12:00 5 \$160.83

Floral/Horticulture

Floral Techniques Certificate - Basic

Mohawk College Certificate

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

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

Admission Requirements

Secondary School English or equivalent.

For program details visit ce.mohawkcollege.ca/floral

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. \$73). Does not include fresh/artificial product.

12415 FF WE Jan11 9:30-4:00 5 \$223.06
12416 FF TH Jan12 9:30-4:00 5 \$223.06
12414 FF TH Jan19 7:00-10:00 10 \$223.06

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

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.

12417 FF TU Jan17 7:00-10:00 10 \$223.06
12420 FF TH Feb23 9:30-4:00 5 \$223.06

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.

12423 FF TU Jan10 9:30-4:00 5 \$223.06
12422 FF WE Jan18 7:00-10:00 10 \$223.06

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.

12424 FF TU Feb21 9:30-4:00 5 \$223.06

Register online -
ce.mohawkcollege.ca

Floral - General Interest Workshops

Questions?
905-575-2307 /

bonnie.pataran@mohawkcollege.ca

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

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.

12552 FF SA Jan28 9:00-2:30 1 \$49.94

Valentine Floral Workshop FLORGI617

Create an eye-catching and romantic oasis ring for your dinner table on this special occasion. Kit available for purchase.

12553 FF SA Feb11 9:00-12:00 1 \$29.96

Floor Vase Arrangement FLORGI612

Create an innovative arrangement of either contemporary, country or traditional styling that will enhance an empty space anywhere in your home. Take any type of large vase, and use silk or natural floral material or a combination. Supply list outlines a selection of ideas. Supplies available for purchase.

12555 FF SA Feb25 9:00-12:00 1 \$29.96

High Style Tropical Arrangement FLOR10010

Create a tropical centrepiece using exotic flowers and foliage accented with fresh fruit that will be a conversation piece. Kit available or purchase your own.

12554 FF SA Mar3 9:00-12:00 1 \$29.96

Silk Flower Arrangement FLORGI682

Create a colourful arrangement for any room using the very natural looking silk flowers. Choose from various styles that will be outlined in the materials as well as a selection of floral material to be used. Kit available for purchase or your own choice.

12556 FF SA Mar10 9:00-12:00 1 \$29.96

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

Horticulture Plant Identification Certificate

Mohawk College Certificate

Prepare for a career change, or enhance your interest in plant materials used in the nursery, commercial, and residential landscape. Study the features and cultural requirements of a broad range of plant materials.

Questions?

905-575-2298 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1795

Admission Requirements

Successful completion of senior secondary school English or equivalent.

For program details visit

ce.mohawkcollege.ca/horticulture

Fundamentals Of Horticulture

HORTHOR01

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

12188 FF WE Jan11 7:00-10:00 12 \$267.67

Conifers (Evergreens) HORTHOR03

In depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.

12192 FF TH Jan12 6:30-9:30 12 \$267.67

Horticulture - General Interest Workshops

Environmentally Friendly Pest & Weed Control for Novice Gardener HORT10010

With today's concern for the environment, government agencies are legislating pesticide bans in most communities. This course will bring into focus a comprehensive range of pest control measures from ladybugs to biological weed controls. Students will gain an overview of alternative methods of pest and weed control without the use of toxic pesticides.

12172 FF SA Mar24 9:00-5:00 1 \$64.33

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.

12195 FF WE Feb15 6:30-9:30 2 \$64.33

Plant Propagation HORT10003

Learn to propagate annuals, perennials, shrubs and vines with a focus on seeds, cuttings, root division and registered plant patents.

12194 FF WE Mar21 6:30-9:30 1 \$33.35

Winter Gardening HORT10005

Keep your thumbs green all winter long. Create beautiful front-porch planters and enjoy indoor gardening with houseplants and spring seedlings.

12196 FF WE Feb29 6:30-9:30 1 \$33.35

Landscape Design Certificate

Mohawk College Certificate

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

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

Questions?

905-575-2298 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1795

Admission Requirements

Successful completion of senior secondary school English or equivalent.

For program details visit

ce.mohawkcollege.ca/landscapedesign

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

HORTHOR01- Fundamentals of Horticulture

Refer to Horticulture Plant Identification Certificate

Botany For Horticulture HORTLA009

Develop a basic understanding of plant structures, growth and reproduction, classification systems and the relationship between plants and the environment.

12189 FF TH Jan12 7:00-10:00 12 \$267.67

Landscape Design I HORTLA001

Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.

12197 FF MO Jan9 7:00-10:00 12 \$267.67

Landscape Design II HORTLA007

Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation.

12190 FF MO Jan9 7:00-10:00 12 \$267.67

Landscape Design III HORTLA008

Develop a more comprehensive understanding of working drawings and communications skills. Topics include layout, grading, planting and construction drawings.

12191 FF WE Jan11 7:00-10:00 12 \$267.67

**Watch for our
Spring/Summer 2012
catalogue**

Available in print on
Tuesday, March 6

Creative & Visual Arts

Music

Music Certificate

Mohawk College Certificate

(CREDIT COURSES)

Explore new musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging, composition, computer music, etc. On successful completion of the program, you will have developed your musical ability to the entrance level of the three-year Applied Music Program at Mohawk College.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3152 /
bill.wright@mohawkcollege.ca

Admission Requirements

The program is open to absolute beginners or individuals at any stage. You may qualify for credit for previous musical experience.

Level 1 instruments and vocals require no previous experience. You must supply your own instruments where applicable and pay for texts. Successful completion of senior secondary school English or equivalent.

For program details visit

ce.mohawkcollege.ca/music

Guitar - Adult Class 1 MUSCPA107

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

12104 FF TU Jan10 6:30-8:00 13 \$144.99
12105 FF WE Jan11 6:30-8:00 13 \$144.99

Guitar - Adult Class 2 MUSCPA207

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

12107 FF TU Jan10 8:30-10:00 13 \$144.99

Guitar - Adult Class 3 MUSCPA307

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

12110 FF WE Jan11 8:30-10:00 13 \$144.99

Guitar Song Book MUSC10038

A continuation of the ideas developed in Guitar 3.

12394 FF TH Jan12 8:30-10:00 13 \$144.99

Jazz Harmony 1 MUSCMU181

Focus on the construction and aural recognition of intervals, chords and modes, diatonic chord progressions and chorale functions and substitutions. Credit in the Applied Music Program. Prerequisite: (MU123)

12111 FF TH Jan12 6:00-8:00 13 \$193.32

Piano Adult Class 1 MUSCMU100

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

12112 FF TH Jan12 7:00-8:30 13 \$144.99

Piano Adult Class 2 MUSCMU200

Enhance playing techniques and handling of intervals, minor scales, and minor triads. Some popular tunes and duets may also be played. Prerequisite: (MU100) or MU010 OR 1 yr. playing experience. Textbook required.

12313 FF TH Jan12 8:30-10:00 13 \$144.99

Piano-Adult Class 3 MUSCMU300

Develop knowledge of major and minor scales, arpeggios, and dominant 7ths used in keyboard harmonizations of traditional and popular tunes. Prerequisite: (MU200) or 2yrs. playing experience.

12113 FF WE Jan11 8:00-9:30 13 \$144.99

Piano-Adult Class 4 MUSCMU400

Focus on keyboard harmony as applied in classical and popular music. Prerequisite: (MU300) or 2 years playing experience. Credit in the Applied Music Program.

12114 FF WE Jan11 8:00-9:30 13 \$144.99

Theory 1 MUSCMU123

Learn to understand the rudiments of Music, with emphasis on writing skills. Course coincides with the Royal Conservatory Theory examination, written May or December. Theory 1 and 2 are prerequisite courses for the Applied Music Program.

12115 FF MO Jan9 7:00-9:00 13 \$193.32

Vocal-Adult Class 1 MUSCPA160

Improve singing skills with attention to breath control, voice production, stage deportment and intonation.

12116 FF TU Jan10 6:00-7:00 10 \$74.35

12117 FF TU Jan10 7:00-8:00 10 \$74.35

Vocal-Adult Class 2 MUSCPA161

This credit course is designed for singers with previous training who wish to further develop their vocal techniques and performance skills. in folk, ballad, popular, musical comedy and operetta. Prerequisite: (PA160).

12118 FF TU Jan10 8:00-9:30 10 \$74.35

Sign up now!

Registration opens at 8:30 am
on Tuesday, November 29

Performing Arts

Performing Arts Certificate

Mohawk College Certificate

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. This certificate will provide you with the fundamentals to pursue a career in theatre arts, and the necessary information and contacts to move forward. Of interest to Media Studies students and those wishing to increase their communication skills, spontaneity and showmanship and apply these skills to your present careers outside of the acting industry.

Questions?

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

For program details visit

ce.mohawkcollege.ca/performingarts

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. Use monologue/scene analysis tools & improvisation exercises to stimulate & prepare you for a career in the arts. Location: Staircase Theatre, 27 Dundurn St. N.

12482 OR MO Jan23 7:00-10:00 8 \$161.88

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

12483 OR TU Jan24 7:00-10:00 8 \$161.88

Acting for TV/Film CREA10086

Explore the art of acting on camera. Through participation in mock commercial & film auditions, strengthen your technical skills and confidence and learn to stay in-character on and off the camera. Writers or actors interested in writing are encouraged to attend this course and may offer their work to the instructor for students to perform in class. Prerequisite: CREA10079 Acting 3

12474 FF TH Jan26 7:00-10:00 8 \$188.44

Need Grade 12 equivalency?

905-575-2029

Photography

Photography Certificates

Mohawk College Certificates

Develop and enhance your professional skills and photographic techniques in Art and/or Applied Photography in a convenient part time schedule. Become familiar with a wide range of photographic equipment, business and design practices, and studio work.

Questions?

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

Admission Requirements

See catalogue index.

ce.mohawkcollege.ca/photography

CAMERAS

- DSLR
- aperture priority mode
- shutter priority mode
- program mode
- manual mode
- minimum 4 megapixels

Completion of Certificate

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

Prior Learning Assessment & Recognition

See catalogue index.

Applied Certificate

For program details visit

ce.mohawkcollege.ca/photography

Art Certificate

For program details visit

ce.mohawkcollege.ca/photography

Advanced Digital Imaging PHTOPY120

Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110

12294 FF MO Jan16 6:30-9:30 10 \$223.06

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

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.

12204	FF	MO	Jan16	7:00-10:00	10	\$223.06
12206	BF	MO	Jan16	7:00-10:00	10	\$223.06
12205	FF	TU	Jan17	7:00-10:00	10	\$223.06
12207	FF	WE	Jan18	7:00-10:00	10	\$223.06
12208	FF	TH	Jan19	7:00-10:00	10	\$223.06

Digital Photography 2 PHTOPY300

Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101

12209	FF	TU	Jan17	7:00-10:00	10	\$223.06
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NEW!

Digital Video - Introduction PHTO10055

Video demands more than a steady hand! This comprehensive introduction, with special attention to camera operation/controls, includes digitizing and editing footage using a computer and a finished project on dvd. You must bring your own laptop loaded with Macs/imovie or Windows/moviemaker & camera.

12201	FF	MO	Jan16	7:00-10:00	10	\$223.06
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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.

12202	FF	TU	Jan17	6:30-9:30	10	\$223.06
12203	FF	WE	Jan18	6:30-9:30	10	\$223.06

Lightroom PHTO10054

The industry-standard tool for managing photo libraries and image processing. Learn to import, develop and present your photos. You must have your own laptop w/LR 3.x (Adobe.com Education Store approx. \$90) Prerequisite: PHTOPY101

12210	FF	TH	Jan19	6:30-9:30	10	\$228.06
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Studio Lighting PHTOPY225

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

12216	OR	TU	Jan17	6:30-9:30	10	\$202.36
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The Business Of Photography BUSNYP112

Gain in-depth knowledge of a professional photography business, with attention to fiscal organization, marketing and promotion, copyright, licensing, contracts, employee relations, legal issues and networking. Mar. 10,11,24,25.

12217	FF	SA/SU	Mar10	9:00-5:00	4	\$223.06
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Urban Landscape And Documentary Photo PHTOPY111

In this project/portfolio based course developed through in-class, self-directed and online modalities, you produce truthful, objective, and often candid photographs on a particular theme or subject used for publications, exhibitions or companies with private archives. Prerequisite: Digital Photography 1 (PY101)

12218	FF	MO	Jan16	7:00-10:00	10	\$223.06
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Photography - Specialised Courses/Workshops

Digital Cameras-How To Use Yours Effectively PHTOCR527

Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera.

12220	FF	SA	Mar3	9:30-4:30	1	\$78.57
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Portraits-Low Key / High Key PHTO10010

For those with previous photo studio and portrait experience, this hands-on workshop covers the pureness of white on white portraits and moods created with lighting and dark clothing on dark backgrounds. You have a thorough knowledge of digital SLR camera operation. Model fees included.

12219	FF	SA/SU	Mar3	9:00-5:00	2	\$154.09
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NEW!

Working in RAW PHTO10058

Learn the steps and workflow that will teach you to process and edit RAW image files in Adobe Camera Raw and Adobe Lightroom to produce images of maximum quality and impact. You bring your own camera capable of shooting in RAW format.

12384	FF	SA/SU	Feb25	9:30-4:30	2	\$89.22
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Visual Arts

Visual Arts Certificates

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

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

Admission Requirements

See catalogue index.

For program details visit
ce.mohawkcollege.ca/visualarts

Prior Learning Assessment & Recognition

See catalogue index

Foundation Certificate

Mohawk College Certificate

For program details visit
ce.mohawkcollege.ca/visualarts

Recommend completion of Design & Colour prior to studio courses.

Intermediate Certificate

Mohawk College Certificate

Admission Requirements

Foundation Certificate

For program details visit
ce.mohawkcollege.ca/visualarts

Advanced Certificate

Mohawk College Certificate

Admission Requirements

Intermediate Certificate

For program details visit
ce.mohawkcollege.ca/visualarts

Visual Arts - Other

NEW!

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.

12262	OR		Jan16			\$202.36
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NEW!

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.

12385	FF	SA	Mar10	9:30-12:30	1	\$41.55
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NEW!

Selected Themes, Art History & Appreciation HIST10014

Through AGH gallery tour and series of lectures featuring curators, artists and academics, you learn about historic/contemporary artists/styles of art. For evaluation, students submit a 500 word response to the programme. \$50 Lecture fee payable to Art Gallery of Hamilton, 123 King St. W. Course location: Art Gallery of Hamilton

12295	OR	TH	Feb2	6:30-8:15	6	\$56.80
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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.

12221	OR		Jan16			\$202.36
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Design

Design & Colour 1 ARTTPG101

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

12223	FF	MO	Jan16	7:00-10:00	10	\$223.06
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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.

12230	FF	MO	Jan16	7:00-10:00	10	\$223.06
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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.

12232	FF	MO	Jan16	7:00-10:00	10	\$223.06
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**Watch for our
Spring/Summer 2012
catalogue**

Available in print on
Tuesday, March 6

Chinese Brush Painting 6 ARTTPD106

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD105
 12239 FF SA Jan14 9:30-12:30 10 \$223.06

Painting 1 ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.
 12241 FF TU Jan17 6:30-9:30 10 \$223.06

Painting 2 ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: PD211 Painting 1.
 12242 FF TU Jan17 6:30-9:30 10 \$223.06

Painting 3 ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: PD311 Painting 2.
 12243 FF TU Jan17 6:30-9:30 10 \$223.06

Painting 4 ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: PD411 Painting 3.
 12244 FF TU Jan17 6:30-9:30 10 \$223.06

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.
 12245 FF TU Jan17 6:30-9:30 10 \$223.06

Painting 6 ARTTPD711

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: PD611.
 12246 FF TU Jan17 6:30-9:30 10 \$223.06

Watercolour Painting 1 ARTTPD231

Working from sketches of nature or simple objects, produce a finished painting showing movement and perspective. Materials extra.
 12247 FF MO Jan16 6:30-9:30 10 \$233.06
 12254 BF WE Jan18 6:30-9:30 10 \$233.06

Watercolour Painting 2 ARTTPD331

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: PD231 Watercolour Painting 1.
 12248 FF MO Jan16 6:30-9:30 10 \$233.06
 12255 BF WE Jan18 6:30-9:30 10 \$233.06

Watercolour Painting 3 ARTTPD431

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: PD331 Watercolour Painting 2.
 12249 FF MO Jan16 6:30-9:30 10 \$233.06
 12256 BF WE Jan18 6:30-9:30 10 \$233.06

Watercolour Painting 4 ARTTPD531

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3.
 12250 FF MO Jan16 6:30-9:30 10 \$233.06
 12257 BF WE Jan18 6:30-9:30 10 \$233.06

Watercolour Painting 5 ARTTPD631

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: PD531 Watercolour Painting 4.
 12251 FF MO Jan16 6:30-9:30 10 \$233.06
 12258 BF WE Jan18 6:30-9:30 10 \$233.06

Watercolour Painting 6 ARTTPD731

Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5.
 12252 FF MO Jan16 6:30-9:30 10 \$233.06
 12259 BF WE Jan18 6:30-9:30 10 \$233.06

Painting - Specialised Courses/Workshops

NEW!

Encaustic ARTT10037

All skill levels. Using beeswax, pigment, appropriate tools/materials, you explore this ancient technique revisited by today's artists including heating/colouring wax, incising, embedding, transfer images. New techniques and materials added. Some painting experience beneficial. Material fee \$35.00.
 12386 FF SA/SU Jan28 9:30-4:30 2 \$89.22

Drawing

FASHION DRAWING - FASHFA201
 See Fashion Design Certificate

Drawing 1 ARTTPD201

Enhance your ability to observe and record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, and gesture using charcoal, pencil, and conte crayon.
 12263 FF TH Jan19 7:00-10:00 10 \$223.06

Drawing 2 ARTTPD301

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: PD201 Drawing 1.
 12264 FF TH Jan19 7:00-10:00 10 \$223.06

Drawing 3 ARTTPD401

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: PD301 Drawing 2.
 12265 FF TH Jan19 7:00-10:00 10 \$223.06

NEW!

Drawing On The Right Side Of The Brain 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.
 12261 BF TU Jan17 6:30-9:30 10 \$233.06

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

Drawing - Specialized Courses/Workshops

NEW!

Nuts and Bolts - Drawing in 3D

ARTT10038

Learn how to develop basic 3D illustrations. You will create both quick sketches and precise drawings with an emphasis on line work and equipment handling. List of required supplies will be sent ahead of time.
 12395 FF SA/SU Mar10 9:30-4:30 2 \$89.22

Jewellery & Silversmithing

NEW!

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.
 12266 FF WE Jan18 6:30-9:30 10 \$233.06

Jewellery and Silversmithing 1

CREAPJ201

Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. \$30).
 12268 BF TU Jan17 1:30-4:30 10 \$243.06
 12271 BF TH Jan19 6:30-9:30 10 \$243.06

Jewellery and Silversmithing 2

CREAPJ202

Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.
 12270 BF TU Jan17 1:30-4:30 10 \$243.06
 12272 BF TH Jan19 6:30-9:30 10 \$243.06

Jewellery and Silversmithing 3

CREAPJ301

Explore different methods of texturing metal. Design your own pieces and complete a brooch or pendant. Materials extra. Prerequisites: PJ202. Recommend Drawing 1 (ARTTPD201) prior to taking this course.
 12273 BF MO Jan16 6:30-9:30 10 \$243.06

Jewellery and Silversmithing 4

CREAPJ302

Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.
 12274 BF MO Jan16 6:30-9:30 10 \$243.06

Jewellery and Silversmithing 5

CREAPJ401

Develop your own program and projects in consultation with the instructor. Casting not part of this course. Prerequisite: PJ302. Materials extra.
 12275 BF MO Jan16 6:30-9:30 10 \$243.06

Precious Metal Clay 1 CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.
 12277 FF WE Jan18 6:30-9:30 10 \$223.06

Creative & Visual Arts / Distance Education/Online Learning

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
12278 FF WE Jan18 6:30-9:30 10 \$223.06

Jewellery - Specialised Courses/Workshops

Beadweaving - Introduction CREA10134
Absolute beginners. You learn about the different threads, beads, needles, etc. While trying your hand at 3 popular beadweaving stitches: peyote, circular brick and spiral rope. You will make a necklace, bracelet and earrings using the 3 stitches. Material fee \$35.00.
12397 FF SA Feb25 9:30-4:30 1 \$78.57

Copper Enamelling-Introduction

CREACR541
A brief history of enamelling techniques followed by hands-on work on pre-cut copper pendant, earring forms, will provide you with an introduction to preparation, application, kiln use (safety), wet sanding and cold-connection. You will enamel a total of three pieces, Material fee included.
12279 BF SA Feb25 9:30-4:30 1 \$88.57

Jewellery-Bead Stringing CREACR483
An introduction to stringing and finishing plain and hand knotted strands. Supply list sent prior to workshop. Materials extra.
12280 FF SA Mar3 10:00-12:30 1 \$40.65

Jewellery-Beginners Wirework

CREA10037
Design & complete your own bracelet and earrings using various wires, wirework techniques, beads and tools. Materials \$20, payable to instructor.
12281 FF SA Feb25 9:30-4:30 1 \$78.57

Distance Education/ Online Learning

What is Distance Education/Online Learning?

Distance education/online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14 week period and are instructor-led. They are not self-paced, nor self-directed. You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least:
PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/Vista/Win7.
MAC: Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard)
The campus codes identify delivery through OntarioLearn (OL) or Distance Education (DE). Your start-up information is different depending on delivery methods.

OL - OntarioLearn.com

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

Start Date/Registration Deadline

Most courses start on Friday, January 13, 2012. We must receive your registration no later than Wednesday, January 18, 2012. February and March Intakes available for some courses.

Getting Started

You can start your course by visiting disted.mohawkcollege.ca. Your course officially begins Friday, January 13, 2012. It is your responsibility to log in to your course(s) prior to the refund deadline.

Refunds

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

DE - Distance Education

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

Registration Deadline

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

Getting Started

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

Refunds

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

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: deexams@mohawkcollege.ca

Questions?

905-575-2703 / disted@mohawkcollege.ca

Associated Professional Programs

Condominium Management (ACMO) Certificate

Mohawk College Certificate

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

Membership/Program Questions?

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

For program details visit disted.mohawkcollege.ca/acmo

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

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

Introduction To Condominium Law

LAWSCDM01
Learn the fundamentals of condominium law. Focus on the Ontario Condominium Act and working with related governance including Declarations, By-laws and Rules and other legislation affecting condominiums. 42 hours
11223 DE Jan10 \$474.40

Physical Building Management

MGMTCDM02
Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focuses on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to Facilities Management (MGMTA631). 42 hours
11250 DE Jan10 \$474.40

Financial Planning For Condominium Managers

FINCCDM03
Examine sound fiscal policies and procedures necessary for a condominium's long term economic success. Focus on budget, collection, expenses, reserve fund, investment, accounting methods, financial statement, cash-flow planning, audit, borrowing, and treasurers and auditors. Working knowledge of Excel, Word and basic bookkeeping is required. 42 hours
11230 DE Jan10 \$474.40

Condominium Administration & Human Relations

MGMTCDM04
Explore knowledge and skills required for effective condominium management, including application of the Condominium Act and other legislation in daily operations. 42 hours
11231 DE Jan10 \$474.40

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

Canadian Institute of Bookkeeping

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

Questions?

Canadian Institute of Bookkeeping at www.cibcb.com / 416-925-9420 / fax:416-929-8815 / info@cibcb.com

Visit www.cibcb.com to view Mohawk College equivalencies to C.I.B. courses. For details visit ce.mohawkcollege.ca/CIB

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

Distance Education/Online Learning

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 1 (ACCTMCS01). 42 hours
11393 OL Jan13 \$332.36

Payroll Administration ACCTBU192
Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I -ACCTMCS01. Grade of 65% or better required to receive CIB credit. 42 hours
11268 OL Jan13 \$332.36
11456 OL Mar1 \$332.36

Taxation I ACCT10019
Gain an understanding of income taxation in Canada with a focus on employment income, business income, income from property or investments and capital gains. Learn to complete personal tax returns manually and using a software application. Equivalent to Canadian Institute of Bookkeeping CIB332. Prerequisites: ACCTMCS01 and ACCTMCS02. 45 hours
11432 OL Jan13 \$352.38

Institute of Law Clerks of Ontario
Designed to help you prepare for the annual examinations of The Institute of Law Clerks of Ontario (ILCO). Register for the Provincial Examinations through ILCO. Mohawk College is no longer hosting the examination. For approved exam locations, visit www.ilco.on.ca

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

Corporate Procedures LAWSSEL6
Involves the preparation & filing of articles for incorporation of corporations. Become familiar with the Act(s) governing the formation & operation of corporations. PROVINCIAL EXAM: June 26, 2012. 39 hours
12310 OL Mar19 \$367.33

Estate Procedures LAWSSEL4
Deals with the preparation of wills and administration of estates. Includes the collection, realization & management of assets of the deceased and after settlement of debts, payment of legacies & distribution of residue to the beneficiaries. PROVINCIAL EXAM: June 5, 2012. 48 hours
12308 OL Feb6 \$424.32

**Watch for our
Spring/Summer 2012
catalogue**

Available in print on
Tuesday, March 6

Business

Applied Accounting Bookkeeping

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

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

Applied Accounting-Bookkeeping 1 ACCTBZ018

Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements. 36 hours
11182 DE Jan12 \$240.31
11167 DE Feb16 \$240.31

Applied Accounting-Bookkeeping 2 ACCTBZ019

Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018. 36 hours

11183 DE Jan12 \$240.31
11168 DE Feb16 \$240.31

Applied Accounting-Bookkeeping 3 ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019. 36 hours

11184 DE Jan12 \$240.31
11169 DE Feb16 \$240.31

Need Help?

AskMohawk at ce.mohawkcollege.ca

Business - Other

Advertising & Sales Promotion ADVR10039

Examine advertising, sales promotion, public relations, direct marketing, internet marketing and ethical and regulatory considerations as components of an integrated marketing communications framework. Equivalent to Advertising (MRKTMK361). 56 hours
11096 OL Jan13 \$414.48

Applied Marketing Research MRKT10030

Examine the role of marketing research in today's competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship and explore real world research applications. Equivalent to Market Research (MRKTMK450). 45 hours
11306 OL Jan13 \$352.38

Dental Terminology COMM10168

Develop sound knowledge of dental terms, with an emphasis on anatomy, instrumentation and terminology specific to dental disease, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion. 36 hours
11055 OL Jan13 \$292.31

Entrepreneurship Fundamentals SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurship and intrapreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. 42 hours
11177 OL Jan13 \$332.36

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
11284 OL Jan13 \$352.38

Management of Organizational, Strategic and Marketing Plans MGMT10094

Work in teams to analyze an existing organizational situation, recommend a strategic direction for the organization, and develop a detailed marketing plan to support it. 60 hours
11365 OL Jan13 \$437.06

Marketing on the World Wide Web MRKT10026

Analyze how segmentation, target marketing and positioning are executed and the unique dimensions of product, pricing, place and promotion on the Web. Significant student collaboration, research and discussions required. Prerequisites: Introductory marketing, computer and communications. 42 hours
11352 OL Jan13 \$332.36

Start-Up Nation BUSN10095

Examine entrepreneurship and its influence in today's world. Topics include intrapreneurship, social entrepreneurship, virtual businesses and e-commerce. Examine examples of innovation and the role of technology in the evolution of entrepreneurship. 28 hours
11474 DE Jan11 \$186.91

Business Studies Certificate

Mohawk College Certificate

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

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

For program details visit disted.mohawkcollege.ca/businessstudies

Accounting - Introductory IACCTMCS01

Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to Accounting 1 (ACCTCB101). 45 hours
11249 OL Jan13 \$352.38
11426 OL Feb1 \$352.38
11427 OL Mar1 \$352.38

Distance Education/Online Learning

Accounting - Introductory II ACCTMCS02

Continue your study with a focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Equivalent to Canadian Institute of Bookkeeping CIB113. Prerequisite: ACCTMCS01. 45 hours

11246	OL	Jan13	\$352.38
11428	OL	Mar1	\$352.38

Business Law - Introductory

LAWSMCS05

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

11028	OL	Jan13	\$352.38
11451	OL	Mar1	\$352.38

Introduction To Macroeconomics

ECON10002

Examine the macroeconomic problems facing society including unemployment, inflation and economic growth. Learn to evaluate government's use of fiscal and monetary policy to deal with these problems. Equivalent to ECONB222. Prerequisite: ECONMCS03. 45 hours

11134	OL	Jan13	\$352.38
11334	OL	Mar1	\$352.38

Management Operations MGMTMCS07

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

11084	OL	Jan13	\$352.38
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Management Principles MGMTMCS06

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

11247	OL	Jan13	\$352.38
11335	OL	Mar1	\$352.38

Marketing Principles MRKTMCS08

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

11248	OL	Jan13	\$352.38
11460	OL	Mar1	\$352.38

Marketing - Advanced MRKT10018

Continue your study of marketing fundamentals, with particular attention to price strategy and management; distribution management; marketing communications; and new directions. Equivalent to Marketing 2 (MRKTMK351). Prerequisite: MRKTMCS08. 45 hours

11101	OL	Jan13	\$352.38
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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 (ECONB122). 45 hours

11274	OL	Jan13	\$352.38
11402	OL	Feb1	\$352.38

Quantitative Methods 1 BUSN10045

Benefit from an introduction to the use of graphs to present information and study basic measures of central tendencies and dispersions for both sample and population. Learn to use math functions to describe business relationships and build models, and linear and quadratic functions and constrained optimization for practical business situations. 45 hours

11135	OL	Jan13	\$352.38
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Sign up now!
Registration opens at 8:30 am on
Tuesday, November 29

Financial Planning Certificate

Mohawk College Certificate

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

Questions?

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

For program details visit

ce.mohawkcollege.ca/financialplanning

Financial Environment FINCFP011

Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. 45 hours

11131	OL	Jan13	\$562.45
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Life and Death Issues of Financial Planning FINCFP012

Analyze risk exposures and the strategies used to address them. Consider estate planning and the effects of different courses of action on the funds available to your heirs after death. 45 hours

11170	OL	Jan13	\$562.45
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Investment Planning FINCFP013

Develop an understanding of capital markets with attention to securities, operation of securities markets, modern portfolio theory, Canadian financial markets, investor objectives and balancing risk and return. 45 hours

11162	OL	Jan13	\$562.45
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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, FP012 and FP013. 45 hours

11132	OL	Jan13	\$562.45
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CGA Equivalency Courses

The following courses can be used as credits with the Certified General Accountants of Ontario. For the transfer credit information please visit www.cga-ontario.org

A grade of 70% is required in each of the equivalent courses in order to obtain a transfer credit.

Questions?

905-575-2703 / disted@mohawkcollege.ca

For details visit disted.mohawkcollege.ca/CGA



NEW!

Auditing I

ACCT10026

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

Prerequisite: ACCT10022. 42 hours

12517	OL	Jan13	\$332.36
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NEW!

Auditing II

ACCT10027

Further develop auditing skills with in-depth study of internal controls. Learn to audit sales, acquisitions, payroll, inventory and cash balances and related income statements and balance sheets. Prerequisite: ACCT10026. 56 hours

12518	OL	Jan13	\$414.48
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NEW!

Business Finance I

ACCT10028

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

12519	OL	Jan13	\$332.36
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NEW!

Business Finance II

ACCT10029

Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: ACCT10028. 56 hours

12520	OL	Jan13	\$414.48
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Register online -
ce.mohawkcollege.ca

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

Distance Education/Online Learning

NEW!

Cost and Managerial Accounting I ACCT10024

Examine the basics of managerial accounting. Topics include elements of a job costing system, application of cost-volume-profit analysis, application of relevant costs to special decisions and their fit with preparation of master budgets. Prerequisites: ACCTMCS01 or ACCTPIR23. 48 hours

12508 OL Jan13 \$369.32

NEW!

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. Prerequisite: ACCT10024. 48 hours

12509 OL Jan13 \$369.32

NEW!

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. 45 hours

12503 OL Jan13 \$352.38

NEW!

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: ACCTMCS02. 56 hours

12504 OL Jan13 \$414.48

NEW!

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: ACCT10021. 56 hours

12521 OL Jan13 \$414.48

NEW!

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: ACCT10022. 42 hours

12507 OL Jan13 \$332.36

NEW!

Management Information Systems INFO10160

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

12510 OL Jan13 \$332.36

Human Resources Certificate

Mohawk College Certificate

Courses are approved by the Human Resources Professionals Association of Ontario (HRPAO).

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

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

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

For program details visit ce.mohawkcollege.ca/humanresources

Compensation and Benefits HRESPIR11

Examine the theoretical and applied aspects of the compensation function used in all organizations. Major factors that influence the design of a compensation system receive special emphasis. Prerequisite: MGMTBPC01. 45 hours

11269 OL Jan13 \$352.38

12166 OL Feb1 \$352.38

11424 OL Mar1 \$352.38

Finance And Accounting ACCTPIR23

An understanding of accounting concepts is an important asset in human resource management. Explore the relationships between management of performance and basic management functions of planning, coordination and control. Basic knowledge of accounting is recommended. Prerequisite: MGMTBPC01. 42 hours

11035 OL Jan13 \$332.36

11450 OL Feb1 \$332.36

12330 OL Mar1 \$332.36

Human Resource Management Studies MGMTBPC01

Explore the strategic importance of HR management. Topics include job analysis and design, planning, recruitment and selection, government and legal challenges, orientation and training, management development and career planning. Employee motivation, performance appraisal, compensation management, financial incentives, employee benefits and services, employee relations and the Union-Management framework will also be studied. 60 hours

11029 OL Jan13 \$437.06

11410 OL Feb1 \$437.06

12184 OL Mar1 \$437.06

Human Resources Planning and Staffing HRESPIR17

Learn how to forecast the human resource needs of an organization within ambient socio-political situations. 42 hours

11229 OL Jan13 \$332.36

12336 OL Mar1 \$332.36

Introduction To Industrial Relations LABRPIR08 (E)

Examine theory and practice with emphasis on union-management relations, industrial relations processes, and bargaining issues. Explore the collective bargaining process, and administration of the collective agreement, grievances and arbitration. Prerequisite: MGMTBPC01. 42 hours

11189 OL Jan13 \$332.36

12338 OL Mar1 \$332.36

Occupational Health & Safety SAFEPIR21

Broaden your knowledge of OHSA. Topics include legislation, WSIB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of OHS Programs. 45 hours

11033 OL Jan13 \$352.38

12162 OL Feb1 \$352.38

11423 OL Mar1 \$352.38

Organizational Behaviour and Administration BUSNPIR22 (E)

Examine the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Prerequisite: MGMTBPC01. 42 hours

12524 OL Jan13-Mar2 \$332.36

11034 OL Jan13-Apr20 \$332.36

11418 OL Feb1 \$332.36

11396 OL Mar1 \$332.36

Recruitment And Selection HRESPIR20

Human Resources professionals need an understanding of how recruitment and selection fits in an organization and how it relates to other HR management functions. You will learn to identify HR requirements and attract and retain an effective workforce, with emphasis on changing legislation and its impact on recruitment and selection. Prerequisite: MGMTBPC01. 42 hours

12523 OL Jan13-Mar2 \$332.36

11032 OL Jan13-Apr20 \$332.36

11422 OL Feb1 \$332.36

11343 OL Mar1 \$332.36

Staff Training and Development BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Topics include needs analysis; program design/development; program administration; and measurement and evaluation. Prerequisite: MGMTBPC01. 60 hours

11080 OL Jan13 \$437.06

12174 OL Feb1 \$437.06

11337 OL Mar1 \$437.06

Human Resources - Other

Benefits Administration BUSN10059

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

11020 OL Jan13 \$352.38

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

Distance Education/Online Learning

Personnel Research Techniques and HRIS HRES10017
Study basic analytical techniques and research and design methodology relating to human resource information systems. Equivalent to HRESHRM16. Prerequisite: MGMTBPC01. 42 hours
11314 OL Jan13 \$332.36

Industrial Distribution Leadership Certificate

Mohawk College Certificate

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

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

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

For program details visit
ce.mohawkcollege.ca/IDL.html

Customer Service and Sales in Industrial Distribution MRKT10027
Discuss the importance of customer relationship management, marketing strategies and promotions, and the outside and inside selling processes required for success in industrial distribution. 30 hours
11069 OL Jan13 \$252.26

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
11347 OL Jan13 \$252.26

Negotiations in Industrial Distribution BUSN10054
Focus on the negotiation process, an essential component of successful customer service and satisfaction. Discuss the principles of the distribution negotiations process, negotiation strategies and tactics, ethics in the negotiating process, and building relationships. 30 hours
12307 OL Jan13 \$252.26

Operational Fundamentals in Industrial Distribution BUSN10055
Discuss Logistics, Inventory Management and Sourcing & Purchasing as three fundamental activities in the Industrial Distribution industry. Also consider Operations and Supply Chain Management, the Supply Chain, Forecasting, Value-based Management and Inventory Management and Sales and Operations Planning. 30 hours
11391 OL Jan13 \$252.26

Industrial Distribution Integrated Case Study BUSN10056
Apply learning acquired in coursework to your own work environment. Use case studies and real world examples presented in this capstone course to develop processes that will have a positive impact in your place of work. Benefit from a hands-on approach, assimilating Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. Prerequisites: BUSN10046, MGMT10069, MRKT10027, BUSN10054 and BUSN10055. 30 hours
11377 OL Jan13 \$252.26

Industrial Relations Certificate

Mohawk College Certificate

For program details visit
ce.mohawkcollege.ca/industrialrelations
See other course listings under Human Resources Certificate.

Employment Law BUSNPIR19
Discuss legislation pertaining to labour relations, employment standards, employment equity, workers' compensation and human rights. 48 hours
11534 OL Jan13 \$369.32

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
11277 OL Jan13 \$332.36

Leadership Development Series

For program details visit
ce.mohawkcollege.ca/leadershipdevelopment

NEW!

Employment Law (LDS) LAWS10090
Examine federal and provincial statutory and common employment law. Topics include employment standards, health and safety, labour relations, pay equity and human rights legislation applicable to management and unionized employees and leaders. 30 hours
12529 OL Jan13 \$257.26

Legal - Other

Introduction To Legal Office Practice And Procedures OADM10009
Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended: LAWS10005. 45 hours
11175 OL Jan13 \$352.38

Landlord & Tenant Law LAWS10064
Examine landlord/tenant relationships, relevant legislation and the essentials of a tribunal application proceeding under the Residential Tenancies Act. Good preparation for careers as rental agents, property management professionals and support roles with the Board. 42 hours
11313 OL Jan13 \$332.36

Law Office Accounting ACCT10007
Focus on the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. Prerequisites: OADM10009 and LAWS10005. 45 hours
11079 OL Jan13 \$352.38

Legal Terminology LAWS10005
Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 45 hours
11235 OL Jan13 \$352.38

Provincial Offences/Motor Vehicle Offences LAWS10076
Develop a good understanding of issues, procedures, and the role of tribunal agents/paralegals representing individuals involved in offences under the Provincial Offences Act, and other provincial statutes. 42 hours
11057 OL Jan13 \$332.36

Long Term Care Management

Due to the aging population and the commitment from the Ministry of Health and Long-term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators and General Managers. This demanding career is accountable for the administration and management of the facility operations and this program allows students to have an understanding of the long-term care industry.

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

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

Financial Management (Retirement Communities/Long Term Care) FINC10008
Learn to use financial management and budgeting tools common to the private and not for profit sectors. Canadian financial infrastructure, funding and health care system also receive emphasis. 45 hours
11354 OL Jan13 \$352.38

Food Nutrition & Hospitality Management for Retirement HLTH10109
Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. 45 hours
11362 OL Jan13 \$352.38

HR and Labour Relations in Retirement Communities Management HRES10020
Examine the human resources framework with emphasis on obtaining and retaining competent employees. Topics include compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. 45 hours
11463 OL Jan13 \$352.38

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

Distance Education/Online Learning

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

11364 OL Jan13 \$352.38

Resident Centred Care HLTH10108

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110. 45 hours

11361 OL Jan13 \$352.38

Sales and Marketing in Long Term Care Management BUSN10093

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. 45 hours

11462 OL Jan13 \$352.38

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

Manufacturing Leadership Certificate

Mohawk College Certificate

For program details visit disted.mohawkcollege.ca/manufacturingleadership

Coaching And Developing People MGMTCMA03

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

11280 OL Jan13 \$500.80

Continuous Improvement Process QUALCMA06

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

11136 OL Jan13 \$500.80

Developing Effective Teams MGMTCMA04

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

11161 OL Jan13 \$500.80

Supervisory Skills For Business And Industry MGMTCMA02

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

11282 OL Jan13 \$500.80

The Business of Tomorrow BUSN10047

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

11117 OL Jan13 \$500.80

Ontario Management Development Studies

This program has been phased out and replaced by a new program entitled Leadership Development Series. You should only be taking the courses listed below to complete the current OMDP certificate. These courses cannot be used towards the new Leadership Development series. Visit ce.mohawkcollege.ca/OMDP for details.

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

Critical & Creative Thinking BUSN10022

Hone your abilities to think creatively and apply critical thinking and reasoning to personal and work situations. Sound card required, mandatory group work. 30 hours

11097 OL Jan13 \$252.26

Dealing And Working With Difficult People CONFBU397

Discover how understanding and working with all kinds of personalities contributes to management success. Learn to assess personality styles, establish rapport, read body language, and connect with anyone you choose. 30 hours

11178 OL Jan13 \$252.26

11454 OL Mar1 \$252.26

Effective Supervision-Human Relations MGMTMD221

Enhance your understanding of people, with emphasis on motivation, handling conflict, delegation, building morale and more. Develop practical insights into handling people effectively and improve your overall performance. 30 hours

11206 OL Jan13 \$252.26

How to Start a Small Business SBMGMD249

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

11446 OL Jan13 \$252.26

Personal Success MGMTMD278

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

11207 OL Jan13 \$252.26

Small Business Bookkeeping ACCTMD103

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

11488 OL Jan13 \$252.26

Professional Sales

Ethical Issues in Business BUSN10010(E)

Using case studies drawn from real business situations and research papers, you will explore business ethics. Reports and presentations are required. 45 hours

11018 OL Jan13 \$352.38

Principles of Sales BUSN10021

Learn to develop and penetrate your accounts effectively using profitable selling strategies. ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED. Knowledge/experience in marketing recommended. Equivalent to Applied Selling (MRKTMK355). 56 hours

11349 OL Jan13 \$414.48

Selling For Success MRKT10025

Prepare for a successful sales career. Explore the selling process, ethics, technology applications, negotiation and customer relations. Hone your communication skills by preparing and delivering a sales presentation. Prerequisite: MRKTMCS08. 48 hours

11133 OL Jan13 \$369.32

Strategies for Fostering Client Loyalty BUSN10058

Gain insights and ideas for creating lasting and genuine customer relationships that will withstand the competitive overtures of other companies. 45 hours

11348 OL Jan13 \$352.38

Project Management

Introduction to Project Management HRES10013

Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. 48 hours

11109 OL Jan13 \$369.32

11405 OL Feb1 \$369.32

11452 OL Mar1 \$369.32

Project Management Scheduling Software INFO10105

Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Required: MS Project 2007 software. Prerequisite: HRES10013. 48 hours

11128 OL Jan13 \$369.32

11412 OL Mar1 \$369.32

Small Business and Entrepreneurship Certificate

Ontario College Certificate

Develop or enhance your skills and knowledge for successful small business ownership, or management roles. You will develop a comprehensive business plan useful for securing financing and strategic business planning.

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

Distance Education/Online Learning

Admission Requirements

OSSD or equivalent

For program details visit disted.mohawkcollege.ca/smallbusinessentrepreneurship

Intro To Small Business And

Entrepreneurship SBMGSB101

Learn success skills important for small business ownership. Develop understanding of the historical and political context of small business in Canada and the major financial areas of business management. 70 hours

11259 OL Jan13 \$493.51

Managing The Small Business

SBMG10013

Study best practices and proven approaches for handling people, data, and systems in the small business. Focus on content and process skills including decision-making, presenting arguments, building teams, introducing change and leadership. 42 hours

11560 OL Jan13 \$332.36

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: SBMGSB101. 56 hours

11082 OL Jan13 \$414.48

Computer Skills 1

SBMG10014

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

11285 OL Jan13 \$332.36

Computer Skills 2

SBMG10016

Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: SBMG10014. 42 hours

11286 OL Jan13 \$332.36

Small Business-Financial Management

MGMTSB102

Prepare for an entrepreneurial role as a general manager rather than a financial specialist. Develop a broad understanding of accounting and financial management concepts. Prerequisite: SBMGSB101. 56 hours

11260 OL Jan13 \$414.48

Small Business Marketing Skills

SBMG10000

Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: SBMGSB101. 56 hours

11173 OL Jan13 \$414.48

The Detailed Business Plan SBMG10015

Learn to research, develop and present a comprehensive business plan for a business of your choice. Prerequisites: SBMGSB101, SBMG10014, SBMG10016, INFOSB203, SBMG10000, SBMGSB202 and MGMTSB102. 56 hours

11287 OL Jan13 \$414.48

Office Administration

Veterinary Office Management Certificate

Mohawk College Certificate

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?

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

Admission Requirements

Grade 12 Diploma, or equivalency and basic computer skills.

For program details visit

disted.mohawkcollege.ca/veterinaryofficemgt

Veterinary Office Skills & Procedures

OADM10013

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

11148 OL Jan13 \$332.36

Veterinary Terminology

COMM10107

Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients. 45 hours

11149 OL Jan13 \$352.38

Basic Animal Husbandry

HLTH10062

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

11107 OL Jan13 \$292.31

Animal Husbandry II

HLTH10071

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

11125 OL Jan13 \$292.31

Veterinary Lab Procedures

HLTH10098

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

11021 OL Jan13 \$292.31

Veterinary Surgical Procedures

HSC110138

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

11368 OL Jan13 \$292.31

Basic Veterinary Pharmacology

HSC110135

Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: HLTH10098. 36 hours

11326 OL Jan13 \$292.31

Veterinary Anaesthesia

VETR10000

Focus on the fundamentals of Veterinary Anesthesia, with emphasis on equipment, preparing animals for anesthesia, monitoring and the post anesthetic period. Prerequisite: HSC110135. 36 hours

11433 OL Jan13 \$292.31

Building and Maintaining Customer

Relationships

BUSN10034

Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business. 48 hours

11078 OL Jan13 \$369.32

Ward Clerk Certificate

Mohawk College Certificate

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

Questions?

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

Admission Requirements

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

For program details visit

disted.mohawkcollege.ca/wardclerk

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and

Diagnoses

HSC110003

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to OADMOA323 - Medical Terminology. 45 hours

11001 OL Jan13 \$352.38

11406 OL Feb1 \$352.38

11342 OL Mar1 \$352.38

Medical Conditions for Medical Office

Professionals

HSC110002

Examine common medical conditions and review pertinent anatomy and physiology. Consider the relationship of aging on the body's systems. Open to those currently working in healthcare or those interested in this career direction. 36 hours

11000 OL Jan13 \$292.31

Pharmacology for the Medical Office

HSC110024

Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. This course will interest people currently employed or those aspiring to employment in health related areas. 36 hours

11227 OL Jan13 \$292.31

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

Distance Education/Online Learning

Understanding Medical Tests for Medical Office Staff HSC110025

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: HSC110003. 36 hours
11233 OL Jan13 \$292.31

Understanding Surgical Procedures for Medical Office Staff HSC110026

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: HSC110003. 36 hours
11234 OL Jan13 \$292.31

Working And Communicating In A Medical Setting COMM10021

Develop your communication skills, with emphasis on verbal and nonverbal communication, communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations. 36 hours
11228 OL Jan13 \$292.31

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

Office Administration - Other

Essentials In Health Records Management MGMT10039

Learn professional record keeping practices with emphasis on filing, numbering and retention, qualitative analysis, confidentiality, reimbursements, regulatory and accrediting agencies and alternate health care systems. 36 hours
11137 OL Jan13 \$292.31

Medical Keyboarding KEYB10005

Increase your knowledge of specific terms and improve keyboarding speed and accuracy. Includes case histories, a variety of medical reports, technical terminology and timed writings. Prerequisite: HSC110003 and keyboarding skills of 30 net words per minute. 42 hours
11258 OL Jan13 \$332.36

Medical OHIP Billing OADM10010

Study the basics of efficient Health Claim Billing in Ontario. Learn to use the Schedule of Benefits and Preambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to Health Insurance Billing (INSROA350). Prerequisite: HSC110003. 42 hours
11098 OL Jan13 \$332.36

Medical Terminology II - Pronunciation HSC110157

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: HSC110003. 36 hours
11541 OL Jan13 \$292.31

Styles and Practices of Medical Transcription HSC110152

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 (HSC110003) and Communications (COMMLL041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 45 hours
11491 OL Jan13 \$352.38

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

Computers

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

What you need.

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

SOFTWARE VERSIONS

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

Business Computer Applications Certificate

Mohawk College Certificate

Questions?

905-575-2703 / disted@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/buscomputer

Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
11142 DE Jan9 \$240.31

Adobe Photoshop Elements INFO10069

Create slide shows, calendars and more, using Adobe Photoshop Elements 9. Focus on loading, organizing, editing and sharing photos, repairing/retouching, and adding text and effects. Adobe approved course materials. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
11332 OL Jan13 \$292.31

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. 36 hours.
11417 DE Jan9 \$240.31
12074 DE Jan23 \$240.31

Computer Basics with Windows Vista, Word & Excel INFO10113

Gain basic competency in the Windows Vista operating system, Microsoft Word and Microsoft Excel. Equivalent to INFO10053 or INFO10156. 36 hours
11308 DE Jan9 \$240.31
12073 DE Jan23 \$240.31

Computer Basics with Windows, Word and Excel INFO10053

Learn the basics for using Windows XP effectively, including creating, editing, formatting, saving and printing Word and Excel documents. Equivalent to INFO10113 or INFO10156. 36 hours
11100 DE Jan9 \$240.31
12072 DE Jan23 \$240.31

Excel Core INFO10078

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
11143 DE Jan9 \$240.31

Excel Expert INFO10079

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078. 36 hours
11144 DE Jan9 \$240.31

Photoshop (Adobe) INFO10149

Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more. Covers Standard version of Photoshop CS5.5. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
11324 DE Jan9 \$240.31

PowerPoint INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
11145 DE Jan9 \$240.31

Publisher Core INFO10157

Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10053 or INFO10113 or INFO10156. Version 2007. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
11431 DE Jan9 \$240.31

Visio INFO10045

Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010. Prerequisite: INFO10053 or INFO10113 or INFO10156. 18 hours
11315 OL Jan13 \$172.15

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

Distance Education/Online Learning

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: INFO10053 or INFO10113 or INFO10156. 36 hours
11146 DE Jan9 \$240.31

Word Expert

INFO10080
Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077. 36 hours
11147 DE Jan9 \$240.31

Desktop Publishing With Word

INFOBW410
Create professional flyers, greeting cards, letterheads, business cards, and more. You don't need to master specialized software. Word 2010 can do it all and more. Prerequisite: INFO10077. 18 hours
11042 DE Jan9 \$120.15

Cisco Certified Network Associate

Cisco Certified Network Associate 1 - Networking Fundamentals INFO10057
Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours
11099 OL Jan13 \$675.71

Cisco Certified Network Associate 2 - Intro to Routing COMP10055
Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours
11141 OL Jan13 \$675.71

Cisco Certified Network Associate 3 - Routing and Switching COMP10117
Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours
11434 OL Jan13 \$675.71

Cisco Certified Network Associate 4 - Wide Area Networking COMP10118
Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: COMP10117. 70 hours
11436 OL Jan13 \$675.71

Computer - Graphics

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

Adobe Illustrator COMP10119
Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours
11445 OL Jan13 \$332.36

Adobe InDesign Basics COMP10120

Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe Indesign required. 45 hours
11444 OL Jan13 \$352.38

Introduction To Photoshop INFOPY114

Learn the tools and commands of this popular program. Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Software version CS4 or CS5 required. Equivalent to PHTOPY110. 42 hours
11420 OL Jan13 \$332.36

Photoshop - Level 2 INFO10047

Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Prerequisite: INFOPY114. Software CS4 or CS5; required. Equivalent to PHTOPY120. 42 hours
11421 OL Jan13 \$332.36

Computer - Other

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

Adobe Acrobat COMP10104

Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours
11330 OL Jan13 \$292.31

Introduction to QuickBooks INFO10141

Use QuickBooks to set up a chart of accounts, reconcile accounts, and perform record keeping essential for small and mid-sized businesses. QuickBooks 2010 - PC Edition. 42 hours
11395 OL Jan13 \$332.36
12182 OL Mar1 \$332.36

Advanced QuickBooks INFO10142

Explore various topics including purchasing, inventory, management, units of measure, estimates and progress billing, job castings, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing). Prerequisite: INFO10141. 42 hours
11059 OL Jan13 \$332.36

HTML Introduction COMP10106

Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 40 hours
11358 OL Jan13 \$319.01

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: COMP10106. 40 hours
11360 OL Jan13 \$319.01

Introduction to C# Programming

COMP10116
Explore C# object-oriented programming concepts including data abstraction, inheritance and polymorphism. Learn to design, code and document business-oriented programs, using .NET and C#. 42 hours
11439 OL Jan13 \$332.36

Programming in C COMP10122

Build knowledge of structured programming and problem solving using C as the foundation for further programming study. Consider operations; flow control; input/output; arrays; pointers; strings; and structures. Access to a C compiler required. 45 hours
11466 OL Jan13 \$352.38

Introduction To Micro Computers

COMPCO165
You will be introduced to various topics including Windows 7, Internet, MS Word, MS Excel as well as MS PowerPoint. 28 hours
11026 DE Jan11 \$186.91

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
11256 OL Jan13 \$319.01

Java - Intermediate COMP10036

Enhance your Java skills to develop Java applets and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: COMP10035. 40 hours
11081 OL Jan13 \$319.01

Keyboarding for Computers KEYB10007

Learn to type, with emphasis on speed (30 net words per minute) and accuracy. Enhance skills in proofreading and editing and benefit from the latest research on repetitive stress injury and ergonomics. Software NOT compatible with a MAC computer. 42 hours
11140 OL Jan13 \$332.36

MS Office Professional: Version XP

INFORM141
Learn the basics of Word, Excel, Access, Outlook and PowerPoint and how these various applications within the Microsoft Office XP Professional suite of programs interact. 45 hours
11070 OL Jan13 \$352.38

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. 45 hours
11108 OL Jan13 \$352.38

Sign up now!
Registration opens at 8:30 am
on Tuesday, November 29

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

Distance Education/Online Learning

Integrated Accounting Certificate

Mohawk College Certificate

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

Software is included with textbook purchase; software is not compatible with a Mac computer.

For program details visit ce.mohawkcollege.ca/integratedacct

AccPac - General Ledger INFOBW190

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

11040 OL Jan13 \$172.15

AccPac - Accounts Receivable INFOBW290

Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW190. 18 hours

11179 OL Jan13 \$172.15

AccPac - Accounts Payable INFOBW390

Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW190. 18 hours

11181 OL Jan13 \$172.15

AccPac Order Entry - Level 1 INFOBW490

Learn to set up Inventory Control, Purchase Orders and Order Entry modules using Sage AccPac 500 ERP, Version 5.6. Setting up inventory items and preparing requisitions, purchase orders, receipts and invoices receive emphasis. Prerequisites: INFOBW190, BW290 and BW390. 18 hours

11164 OL Jan13 \$172.15

AccPac Order Entry - Level 2 INFOBW492

Focus on Inventory Control, Purchase Orders and Order Entry modules. Learn to work with quotations, orders, invoices, requisitions, PO's, receipts, inventory, shipments and adjustments. Uses Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW490. 18 hours

11165 OL Jan13 \$172.15

AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: INFOBW190, BW290 and BW390. 18 hours

11166 OL Jan13 \$172.15

Simply Accounting INFO10087

GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows. 36 hours

11150 DE Jan9 \$240.31

Register online -
ce.mohawkcollege.ca

Technical Support

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

A+ Essentials-Hardware COMP10108

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

11367 OL Jan13 \$414.48

A+ Essentials - Operation System Software COMP10121

Complete this course and A+ Essentials - Hardware to validate knowledge of computer operating systems, including installation, repair, configuring, troubleshooting, preventive maintenance, security and soft skills. Prerequisite: A+ Essentials Hardware (COMP10108). 52 hours

11467 OL Jan13 \$391.90

Webmaster Certificate

Mohawk College Certificate

Questions?

905-575-2703 / disted@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/webmaster

For Web Page Design courses, you will be provided with a Web account to enable you to upload pages to a Mohawk College web server. You will need access to a computer with appropriate software. Instructors provide assistance with course content but cannot provide any technical support. The Internet Service Provider is responsible for such support.

CGI/Perl Scripting INFOBIN62

Learn literals, variables, control statements, functions & reading & writing data to a file, write CGI/Perl scripts to process information received from HTML forms & write the output in a raw data file or in an HTML web page. Prerequisite: INFOBIN36. 18 hours

11310 DE Jan9 \$120.15

Dreamweaver INFO10111

Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110. 36 hours

11305 DE Jan9 \$240.31

Fireworks (Adobe) INFO10152

Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images optimized for the web. 36 hours

11371 DE Jan9 \$240.31

Flash Animation INFO10150

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

11063 DE Jan9 \$240.31

JavaScript - Level 1 INFOBIN36

Learn to use essential JavaScript applications to validate HTML forms, "sniff" browser type & set Internet cookies. Prerequisite: INFO10110 or previous programming experience. 18 hours

11119 DE Jan9 \$120.15

Outlook INFOBIN56

Explore the use of Outlook & the Internet as an effective personal information manager & organizational tool. This course is NOT Outlook Express. Prerequisite: INFO10110. 18 hours.

11012 DE Jan9 \$120.15

Web Design Basics INFO10144

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

11062 DE Jan9 \$240.31

Web Page Design INFO10110

Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience. 36 hours

11311 DE Jan9 \$240.31

Web Page Design - Level 3 INFO10034

Enhance your skills in creating professional Web pages for personal or business use. Learn to publish a web site on search engines & select a web host. Prerequisite: INFO10110. 18 hours

11251 DE Jan9 \$120.15

Web Scripting with PHP INFO10112

Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110. 36 hours

11312 DE Jan9 \$240.31

XML INFO10145

Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML.

Covers programming with Javascript to modify XML documents. 36 hours

11061 DE Jan9 \$240.31

Creative & Visual Arts

Westerns: A Study in the Film Genre GINT10034

Explore the major themes, theories and ideas of the Western and the place of the genre in the contemporary context. Focusing on selected actors, directors and films, examine History and Components, Landscape and Setting, and Indigenous Peoples. 48 hours

11022 OL Jan13 \$369.32

Drawing

Drawing Realistic Subjects in Coloured Pencil CREA10095

Learn professional tips for creating realistic portraits, flowers, and other drawings using coloured pencils. Benefit from detailed demonstrations, useful critiques and discussions of various techniques. You can view the course website at www.realisticdrawing.com/cp 36 hours

11024 OL Jan13 \$292.31

Distance Education/Online Learning

Drawing Realistic Subjects in Pencil CREA10094

Learn to use blending and shading and other pencil techniques to create detailed still life, landscapes, portraits and more. Hone your skills with step-by-step instruction and helpful critiques. You can view the course website at www.realisticdrawing.com/loyalist 36 hours
11023 OL Jan13 \$292.31

**Watch for our
Spring/Summer 2012
catalogue**

Available in print on
Tuesday, March 6

Engineering Technology

Architecture

History Of Architecture BLDGAR173 (E)

Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 45 hours
11505 OL Jan13 \$352.38

History of Ontario Architecture BLDG10043 (E)

You are introduced to the evolution of Ontario architecture from First Nations to modern day. With readings, assignments and empirical observation, you will study the development of design and construction techniques unique to the development of architecture in Ontario. 45 hours
11504 OL Jan13 \$352.38

Generic Computer Training

For details visit
disted.mohawkcollege.ca/computerscience

Generic Computer Training COMPCO001

An overview of the Windows operating system, Microsoft Word and Excel. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours
11524 DE Jan11 \$186.91
12211 DE Feb1 \$186.91

Computer Skills For College COMPCO002

Learn the fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Topics include managing files and folders, formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 42 hours
11522 DE Jan11 \$280.36
12212 DE Feb1 \$280.36

Essential Computer Skills COMP10034

Learn the fundamentals of Microsoft Word, Excel and Access. Topics include formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 28 hours
11523 DE Jan11 \$186.91
12213 DE Feb1 \$186.91

Certificate of Qualification Examination Preparatory Courses

NEW!

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
11562 DE Jan11 \$385.06

Geographic Information Systems Certificate

Mohawk College Certificate

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

Questions?

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

For program details visit
disted.mohawkcollege.ca/gis

Introduction To Geographic Information Systems INFOCVA03

An overview of GIS fundamentals and terminology in business, government surveying and natural resources. You will examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping. 42 hours
11220 OL Jan13 \$332.36

Designing, Managing/Implementing A GIS INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Prerequisites: INFOCVA03, INFO10081 and INFOBW305. 42 hours
11185 OL Jan13 \$332.36

GIS Software - ArcView INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform Spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03. 42 hours
11009 OL Jan13 \$332.36

GPS - Global Positioning Systems INFOCV630

Learn to plan a project, carry out data collection, determine the reliability of the data, and transfer the data to GIS Software. Focus on Introduction to GPS, GIS and GPS, using GPS, data collection, project planning and processing data. Prerequisite: INFOCVA03. 42 hours
11401 OL Jan13 \$332.36

Internet Mapping INFOCVA08

Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: INFOCVA03. 42 hours
12302 OL Jan13 \$332.36

Remote Sensing INFOCVA37

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: INFOCVA03. 42 hours
11400 OL Jan13 \$332.36

Home Inspection Certificate

Mohawk College Certificate

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

Questions?

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

Admission Requirements

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

For program details visit
disted.mohawkcollege.ca/homeinspection

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

Contact the OAH regarding Professional Liability (Errors and Omissions) Insurance. Call 416-256-0960 or 1-888-RHI-OAH or visit 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

BLDGH1001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings. 42 hours
11190 OL Jan13 \$332.36

Exterior Inspection BLDGH1002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows. 42 hours
11191 OL Jan13 \$332.36

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

Distance Education/Online Learning

Heating Inspection I HRAPHI003

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on Identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment. 42 hours
11192 OL Jan13 \$332.36

Heating Inspection II HRAPHI004

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: HRAPHI003. 42 hours
11193 OL Jan13 \$332.36

Plumbing Inspection HRAPHI005

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures. 42 hours
11194 OL Jan13 \$332.36

Air Conditioning & Heat Pumps Inspection HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps. 42 hours
11195 OL Jan13 \$332.36

Electrical Inspection ELECHI007

Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures. 42 hours
11196 OL Jan13 \$332.36

Structural Inspection BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices. 42 hours
11197 OL Jan13 \$332.36

Roofing Inspection BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention. 42 hours
11198 OL Jan13 \$332.36

Communication/Professional Practices COMMHI010

Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals. 42 hours
11199 OL Jan13 \$332.36

Mathematics

Business Mathematics Of Finance MATH10037

Explore Financial Mathematics with emphasis on compound interest, annuities, perpetuities, amortization mortgage loans and bonds. Intended for business students. Prerequisite: MATHMA101 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helen.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours
11299 DE \$280.36

Mathematics Of Finance MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Prerequisites: MATHMS122, MS165, 10015, MS171 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helen.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours
11225 DE \$280.36

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
11129 OL Jan13 \$352.38

Statistics MATHMA570

You are introduced to statistics, organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control. Chi-square distribution, regression & correlation. Software for this course will not operate on a MAC computer. DVD drive required. Prerequisite: Introductory College level math course. Students wishing MATHMA451 may take MATHMA570. 56 hours
11205 OL Jan13 \$414.48

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: MATHMA570 or Introductory Statistics course. 56 hours
11370 OL Jan13 \$414.48

Technical Calculus I MATH10052

Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours
11490 OL Jan13 \$437.06

NEW!

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 Calculus I (MATH10014). Prerequisite: Technical Calculus I (MATH10052). 45 hours
12501 OL Jan13 \$352.38

Book your DE exam online
disted.mohawkcollege.ca

MicroStation

Acknowledgement of Completion

YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at peter.mann@mohawkcollege.ca

For program details visit disted.mohawkcollege.ca/microstation

MicroStation 2D - Level 1 CADMMSN01

MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator, whether working alone or in a classroom. 24 hours
11213 OL Jan13 \$333.21

MicroStation 2D - Level 2 CADMMSN02

Building on the basic techniques covered in Level 1, you will be introduced to the higher level, but equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: CADMMSN01. 24 hours
11214 OL Jan13 \$333.21

MicroStation 3D Level 3 CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: CADMMSN01 & CADMMSN02. 24 hours
11226 OL Jan13 \$333.21

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

Occupational Health and Safety Certificate

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

Chemical Hazards CHEM10005

Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSC1PE053). 45 hours
11357 OL Jan13 \$352.38

Fire Protection SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent: Basic Principles of Fire Safety (SAFEFT100). 48 hours
11366 OL Jan13 \$369.32

Industrial Hygiene SAFE10078

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to Intro. to Occupational Hygiene (ENVROH101). 45 hours
11465 OL Jan13 \$352.38

Distance Education/Online Learning

Introduction to Ergonomics SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304). 42 hours

11126 OL Jan13 \$332.36

Introduction to Toxicology ENVR10022

Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to Toxicology (ENVROH105). Prerequisite: Prep Science Chemistry (GSC1PE053). 30 hours

11355 OL Jan13 \$252.26

Legislation for Health and Safety

SAFE10077

Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFE0H309). 45 hours

11464 OL Jan13 \$352.38

Physical Hazards

SAFE10070

Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Prerequisites: Occupational Health and Safety (SAFEPIR21) and Introduction to Science (GSC10002). 60 hours

11356 OL Jan13 \$437.06

Sciences

Basic Botany

HORT10004

Develop practical foundational knowledge in plant form and function in preparation for further horticultural study. Examine plant classification, external and internal structures and physiological processes related to horticulture. 45 hours

11085 OL Jan13 \$352.38

Prep Science (Chemistry)

GSC1PE053

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

11188 OL Jan13 \$420.13

Prep Science (Physics)

PHYSPE001

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

11187 OL Jan13 \$420.13

Health Sciences

MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component

Contact Health Services at
905-540-4247 ext. 26750 /
IAHShealthservices@mohawkcollege.ca

Breastfeeding Program

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The revised program, consisting of three theory courses and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards that are required for eligibility to write the IBCL examination.

The program, as of Sep, 2011 has been approved by the International Accreditation and Approval Committee (AARC) on Education in Human Lactation and Breastfeeding. Approval for CERP's recognition of courses for certified lactation consultants is in process.

CLINICAL COURSE (CLIN10026)

INFORMATION:

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. Clinical course prerequisites are successful completion of all theory courses.

Eligible students (those who have previously completed courses NRS10024 and NRS10026 of the former program) and who are planning to complete CLIN10026 in spring/summer, 2012 semester must apply to the Program Manager by January, 2012. Clinical applications are available at IAHS in Continuing Education Health Sciences Office, Room 185 or by contacting Program Secretary or Program Manager.

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

Note: Eligible students must attend a mandatory Clinical Information session on Friday, February 3, 2012 - 3:00-4:00 p.m. - IAHS. Room: TBA.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca

For program details visit

disted.mohawkcollege.ca/breastfeeding

Level 1: Breastfeeding Basics

NRS10073

Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breast feeding. 36 hours

11539 DE Jan16 \$240.31

NEW!

Level 2: Breastfeeding Management

NRS10074

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: NRS10073. 36 hours

12491 DE Jan16 \$240.31

Diabetes Education Certificate

Ontario College Graduate Certificate

Develop a firm foundation in current clinical approaches to diabetes education. The program is an excellent step towards certification as a Certified Diabetes Educator (CDE).

Questions?

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

Admission Requirements

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

For program details visit

disted.mohawkcollege.ca/diabeteseducation

Diabetes Care - Basic

HSC1DW001

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication. 30 hours

11174 OL Jan13 \$252.26
11546 OL Feb1 \$252.26
11550 OL Mar1 \$252.26

Introduction to Patient Education

HSC10052

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSC1DW001. 30 hours

11152 OL Jan13 \$252.26
11547 OL Feb1 \$252.26
11551 OL Mar1 \$252.26

Living with Diabetes

HLTH10028

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSC10052. 30 hours

11254 OL Jan13 \$252.26
11548 OL Feb1 \$252.26
11552 OL Mar1 \$252.26

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

Distance Education/Online Learning

Special Issues With Diabetes HLTH10046

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly.

Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028. 30 hours

11083	OL	Jan13	\$252.26
11549	OL	Feb1	\$252.26
11553	OL	Mar1	\$252.26

Diabetes Field Placement 1 HLTH10057

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: HSCIDW001, HSC110052, HLTH10028 and HLTH10046. 60 hours

11151	DE	Jan12	\$298.06
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Food Services Certificate

Ontario College Certificate

For certificate details see the Health Sciences section or visit

ce.mohawkcollege.ca/foodserves.

Some courses in this program are only offered in class.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-521-2100 ext. 77124 /

linda.brush@mohawkcollege.ca

Sanitation And Safety SAFEHCF30

Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. 30 hours

11155	OL	Jan13	\$252.26
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Institutional Food Service HLTH10064

Focus on the food service worker's role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to Food Service Management (SAFEHCF40). 30 hours

11102	OL	Jan13	\$252.26
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Introduction to Nutrition in Health Care HLTH10065

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

11116	OL	Jan13	\$252.26
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Working with the Aged - Multidiscipline Certificate

Ontario College Certificate

Explore formal studies in aging.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-540-4247 ext. 26708 /

amy.boyer@mohawkcollege.ca

Admission Requirements

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

For program details visit

disted.mohawkcollege.ca/gerontology

Courses are integrated with the Gerontology-Multidiscipline Certificate.

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

Book your DE exam online

disted.mohawkcollege.ca

Gerontology - Multidiscipline Certificate

Ontario College Certificate

Benefit from formal studies in aging.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-540-4247 ext. 26708 /

amy.boyer@mohawkcollege.ca

Admission Requirements

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

For program details visit

disted.mohawkcollege.ca/gerontology

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

Physiology Of Aging HSCIGER20

You will study the physiology of human growth and development. Aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10. 30 hours

11511	OL	Jan13	\$252.26
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Assessment And Planning HSCIGER30

Focus on assessment and planning for the psychosocial and spiritual needs of the aging individual with special attention given to understanding aging in Canada, personality development, self-perception and self-concept, communication skills required for an older clientele, plus cultural variables. Prerequisites: HSCIGER10 and 20. 30 hours

11535	OL	Jan13	\$252.26
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Mental Health Aspects Of Aging

HSCIGER41

You will investigate many issues related to the mental health of the aging individual. Psychology, sociology and relationships will be emphasized as they relate to aging. Prerequisites: HSCIGER10, 20 and 30. 30 hours

12303	OL	Jan13	\$252.26
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Legal And Ethical Issues Related To

Aging

LAWSGER51

Explore current ethical issues in community based and long term care institutions such as euthanasia, living wills, ageism, use of restraints and competence in decision making. Discussions on legal issues focus on advocacy, substitute decision making, power of attorney, guardianship and residents' rights. 30 hours

11458	OL	Jan13	\$252.26
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Community-Based Field Experience

WORKGER71

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, 20 and 30. 30 hours

11242	OL	Jan13	\$154.44
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Institutional-Based Field Experience

WORKGER81

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, 20, 30, 41, LAWSGER51 and HMNSGER60. 30 hours

11241	OL	Jan13	\$154.44
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Health Sciences - Other

Human Anatomy and Physiology

HSC110027

Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences II (HSCIPNB11). 60 hours

12305	OL	Jan13	\$437.06
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Preparatory Biology

BIOL10006

Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care program, this course presents human body anatomy and physiology. No longer acceptable as a Science required to enter Nursing at the B.Sc N. level. 56 hours

11039	OL	Jan13	\$414.48
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11413	OL	Mar1	\$414.48
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Medical Laboratory Assistant/Technician Certificate

Ontario College Certificate

Offered in conjunction with The Michener Institute (Toronto) and approved by OSMT. Complete the theory portion through Distance Education at Mohawk College and the laboratory sessions at The Michener Institute or at Mohawk College. You must satisfy admission requirements of both institutions. Upon completion, you will be eligible to write the OSMT certification exam.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-540-4247 ext. 26706 /

mary.golba-byhouwer@mohawkcollege.ca

Admission Requirements

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

For program details visit

disted.mohawkcollege.ca/medlabassistant

Michener Institute Contacts (416-596-3101):

Clinical: Sarah Newton, ext. 3394 /

snewton@michener.ca

PD807 course: Madeline Ng, ext. 3308 /

mng1@michener.ca

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

Distance Education/Online Learning

Med Lab Assistant Module 1

Introduction **MLSCMLA50**

This is an introductory unit which provides an overview of the program. Focuses on ethics, standards of practice, patient rights and safety. Specimen collection, handling, reception, processing and associated clerical duties are also covered. 24 hours

11525 DE Jan12 \$160.20

MLAR Mod 2 - Laboratory Basics

MLSCMLA51

Review laboratory protocols. Topics include basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plasticware. The preparation of simple reagents and solutions using the proper glassware/plasticware is presented. 21 hours

11526 DE Jan12 \$140.18

Preparatory Biology **BIOL10006**

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

11011 DE Jan12 \$362.48

MLAR Mod 4 - Basic Techniques In

Haematology **MLSCMLA53**

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

11208 DE Jan12 \$180.23

MLAR Mod 5 - Basics Techniques In

Chemistry **CHEMMLA54**

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

11209 DE Jan12 \$180.23

MLAR Mod 6 - Basic Techniques In

Microbiology **MLSCMLA55**

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

11210 DE Jan12 \$160.20

MLAR Mod 7 Histology/Cytology

MLSCMLA56

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

11211 DE Jan12 \$160.20

Introduction To Transfusion Medicine

MLSCMLA61

Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 24 hours

11212 DE Jan12 \$160.20

Oncology Nursing Certificate

Ontario College Graduate Certificate

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-540-4247 ext. 26708 /

amy.boyer@mohawkcollege.ca

Admission Requirements

You must submit proof of current College of Nurses of Ontario registration to the Program Manager during the first course and annually thereafter. A completed clinical immunization record is required before clinical experiences.

For program details visit

disted.mohawkcollege.ca/oncologynursing

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

Introduction To Oncology Nursing

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. 30 hours

11215 DE Jan12 \$200.26

Communications And Psychosocial

Issues In Oncology **HSCINSCC2**

Communication and psychosocial issues faced by patients and families living with cancer is the focus. Topics include communication skills, developmental issues, impact of cancer on patients and families, grief and bereavement and survivorship issues. Prerequisite:

NRSGNSCC1. 36 hours

11216 DE Jan12 \$240.31

Major Malignancies I **HSCINSCC3**

You will examine the disease processes of various cancers - gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular. The nurse's role in treatment, prevention and detection of these cancers will be discussed. Prerequisite: NRSGNSCC1. 39 hours

11338 DE Jan12 \$260.33

Major Malignancies II **HSCINSCC4**

Examine the disease processes of cancer and the nurse's role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system; skin cancer and melanomas; multiple myelomas; adult leukemia; and Hodgkin and non-Hodgkin lymphomas. Prerequisite: HSCINSCC3. 39 hours

11217 DE Jan12 \$260.33

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: NRSGNSCC1. 39 hours

11031 DE Jan12 \$260.33

Oncology Clinical Experience

CLINNSCC6

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

11253 DE Jan12 \$317.32

Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession - either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job" - who wish to pursue OCP registration, must complete the four approved Pharmacy Technician bridging courses. These courses will prepare you to meet the requirements for registration with OCP.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-540-4247 ext. 26708 /

amy.boyer@mohawkcollege.ca

Admission Requirements

For acceptance into the Bridging courses, you must present evidence of having successfully written the OCP certification exam or the PEBC evaluating exam prior to registration. Registration will be restricted for each course pending proof of certification which must be faxed to Amy Boyer, Program Manager at 905-528-7706. Please include contact information with fax and desired courses. You will be notified of acceptance and given directions for registration.

Prior Learning Assessment & Recognition (PLAR) is available to challenge any course except the mandatory Professional Practice course. The Structured Practical Training component managed by OCP follows completion of the bridging courses.

For details visit

ce.mohawkcollege.ca/pharmacytech

Professional Practice for Pharmacy

Technician Bridging **HSC110136**

You will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. 45 hours

11351 OL Jan13 \$352.38

Pharmacology - Pharmacy Technician

Bridging **HSC110137**

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

11353 OL Jan13 \$272.28

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

Distance Education/Online Learning

Management of Drug Distribution Systems Pharmacy Technician HSCI10140

Enhance your skills in drug distribution management and safe product release, in preparation for regulation as a Pharmacy Technician. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings. 39 hours
11390 OL Jan13 \$312.33

Product Preparation Pharmacy Technician Bridging HSCI10139

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined. 33 hours
11288 OL Jan13 \$272.28

Sign up now!

Registration opens at 8:30 am on Tuesday, November 29

Psychosocial Rehabilitation Certificate

Ontario College Certificate

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people with prolonged mental illness. The program attracts people with experience in the field either as a person working towards their own recovery and/or as a provider of mental health services. Learners develop an understanding of the foundations of PSR, as well as the knowledge and skills related to integrating the approach within practice and programs. Successful completion of the program prepares the student for the Psychiatric Rehabilitation Practitioner certification process.

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

Admission Requirements

Experience in and a current connection to the field of mental health either as a person working towards their own recovery and/or a family member and/or a volunteer or mental health worker. Note that an Approval Process has been established. Please contact Christine McMulkin, Program Manager to discuss your interest and entry into the program. If you are interested in enrolling in the PSR Certificate program, but do not have related knowledge and experience, enrolling in Introduction to Mental Health (HLTH10016) is recommended.

For program details visit
disted.mohawkcollege.ca/psychosocialrehab

Introduction to Mental Health HLTH10016

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. Weekly chat sessions will be held on Tuesdays at 9:00 pm EST. 45 hours
11252 OL Jan13 \$352.38

Psychosocial Rehabilitation Foundations HSCIPSR01

Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and practitioners and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Mondays at 8:30pm EST. 45 hours
11007 OL Jan13 \$352.38

Mental Health Services, Programs and Organizations HSCIPSR02

Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. You will explore how Practitioners can support program change. Weekly chat sessions will be held on Mondays at 8:00 pm EST. Prerequisite: HSCIPSR01. 45 hours
11508 OL Jan13 \$352.38

Mental Health Practitioner Roles & Competencies HSC110092

Focus on key practitioner roles in mental health, including: community support, peer support, vocational rehabilitation and housing support. Examine how the Recovery and Psychosocial Rehabilitation approaches are integrated within mental health practitioner roles and identify competencies fundamental to each role. Weekly chat sessions: Thursdays at 9:00 pm EST. Prerequisite: HSCIPSR03. 45 hours.
12304 OL Jan13 \$352.38

Independent Study In Psychosocial Rehabilitation HSCIPSR06

Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contractor and the course instructor is required. Three evening chat sessions during the course, day and time to be announced. Prerequisites: HSCIPSR01-HSCIPSR03, HSC110092 and HSCIPSR05. 60 hours
11008 OL Jan13 \$437.06

RN - First Assistant Graduate Certificate

Ontario College Graduate Certificate

For certificate details refer to the Health Sciences section.

Questions?
905-540-4247 ext. 26742 /
goran.popovic@mohawkcollege.ca

RNFA Theory 1 NRSRG10039

Develop the theoretical foundation of RNFA practice. Explore the first assistant's role and interdependence with physicians and nurses for the benefit of the patient. Facilitated study through online learning activities and computer-based modules. 39 hours
12311 DE Jan25 \$260.33

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

RPN - Maternal Newborn Nursing Certificate

Ontario College Graduate Certificate

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. In this program, you will develop knowledge and skills in perinatal nursing within the scope of practice of RPN.
CLINICAL COURSE INFORMATION
(CLIN10038/CLIN10039):

Clinical courses can only be completed in spring/summer semester. Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Clinical course prerequisites are successful completion of related theory courses. (NRSRG10055, NRSRG10056, HSCINSCB1 - Neonatal Resuscitation, NRSNGNSCA1 &/or NRSNGNSCA2)

Eligible students, planning to complete a clinical course in spring/summer 2012 semester, must apply to Program Manager by January, 2012. Clinical applications are available online in course manuals, at IAHS in Continuing Education Health Sciences Office, Room 185 or by contacting Program Manager or Secretary. Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, Vulnerable Sector Screening if required by agency. NOTE: Eligible students must attend a mandatory Clinical information session on February 3, 2012 - 3:00-4:00 pm - IAHS Room: TBA

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca

Admission Requirements

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

For program details visit
disted.mohawkcollege.ca/maternalnewbornnursing

Introduction to Perinatal Nursing Part 1 NRSRG10055

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. 32 hours
11527 DE Jan16 \$361.49

Introduction to Perinatal Nursing Part 2 NRSRG10056

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: NRSRG10055. 32 hours
11528 DE Jan16 \$361.49

Perinatal RPN Maternal Care NRSNGNSCA1

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. You focus on the care of women experiencing healthy and at risk childbearing, with emphasis on the RPN's role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisites: NRSRG10055 and NRSRG10056. 32 hours
11530 DE Jan16 \$213.61

Distance Education/Online Learning

Perinatal Newborn And Family Care (RPN) NRSNGNSCA2

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisites: NRSNG10055, NRSNG10056 & NRSNGNSCA1. 32 hours
11529 DE Jan16 \$213.61

RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal

Ontario College Graduate Certificate

For certificate details see the Health Sciences section.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca

Admission Requirements

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

Neonatal Nursing 1 (Advanced)

NRSNG10045

Examine the nursing assessment and care of the moderately ill and/or preterm neonate. Topics include preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisites: NRSNG10055 and NRSNG10056. 30 hours
11339 DE Jan16 \$200.26

Book your DE exam online
disted.mohawkcollege.ca

RN - Critical Care Nursing Certificate

Ontario College Graduate Certificate

For certificate details see the Health Sciences section.

Questions?

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

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

Introductory Module 1 NRSNG10036

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules. 30 hours
11171 DE Jan12 \$200.26
11359 DE Jan26 \$200.26

Critical Care Module 2 - Respiratory NRSNG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: NRSNG10036. 33 hours
11004 DE Jan12 \$220.28

Critical Care Module 3 Cardiovascular Nursing NRSNG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSNG10036. 45 hours
11005 DE Jan12 \$300.38

Special Needs Population In Critical Care Module 4 NRSNG10035

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSNG10036. 30 hours
11172 DE Jan12 \$200.26

Critical Care Module 5 Neurosciences NRSNG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: NRSNG10036. 36 hours
11003 DE Jan12 \$240.31

Critical Care 6 Gastrointestinal and Genitourinary NRSNG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSNG10036. 39 hours
11006 DE Jan12 \$260.33

RN - Occupational Health Nursing Certificate

Ontario College Graduate Certificate

Questions?

905-575-2703 / disted@mohawkcollege.ca
lisa.gilmour@mohawkcollege.ca

Admission Requirements

Certificate of Registration from the College of Nurses of Ontario as an RN or registered in the jurisdiction where you live.

For program details visit disted.mohawkcollege.ca/occupationalhealthnursing

Occupational Health Nursing Module 1 (NRSNGOHN01) is a prerequisite for most subsequent courses unless prior approval from the Program Manager is given.

Health Assessment HSC110151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Equivalent: NRSNGHZ215
Assessment Skills for Nurses. 42 hours
11493 OL Jan13 \$332.36

Health in the Workplace HLTH10030

Learn to develop, implement and evaluate health promotion and disease prevention programs and strategies in the workplace. 42 hours
12301 OL Jan13 \$332.36

Human Services

Autism and Behavioural Sciences Graduate Certificate

Ontario College Graduate Certificate

Questions?

905-575-2706 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

Admission Requirements

To be eligible for this certificate you must have as a minimum an Ontario College Diploma or a university degree from a recognized institution. Prior approval for this certificate is necessary. Please mail a copy of your educational qualifications to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2 or fax to 905-575-2381.

For program details visit

disted.mohawkcollege.ca/autism

IMPORTANT NOTE: The Non-Violent Crisis Intervention course (CONFMHN08) is offered March 3rd - March 4th. The Recertification course will be offered on February 4th. See Human Services-Other section. Equivalent to CONF10004.

Autism Field Placement - Details online.

Autism - Introduction to Autism Spectrum Disorder (ASD) HSCI10041

Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD. 42 hours
11261 OL Jan13 \$332.36

Behavioural Skill Building EDUC10028

Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: HSCI10041 & 42. 45 hours
11273 OL Jan13 \$352.38

Ethics and Professionalism EDUC10034

Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs. Prerequisite: HSCI10041. 30 hours
11266 OL Jan13 \$272.26

Introduction to Applied Behaviour Analysis HSCI10042

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: HSCI10041. 60 hours
11262 OL Jan13 \$437.06

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

Distance Education/Online Learning

Parent and Staff Training EDUC10029

Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediator training. Prerequisites: HSC110041 & 42. 30 hours
11093 OL Jan13 \$252.26

Specialized Instructional Strategies EDUC10030

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: HSC110041 & 42. 60 hours
11092 OL Jan13 \$437.06

Transition Planning and Implementation EDUC10031

Learn to plan and mediate transitions for children with ASD. Examine models for effective transition planning, assessment and evaluation, differing perspectives on transitions within and across environments, developing collaborative relationships with parents and professionals, understanding transition practices and relevant legislation. Prerequisite: EDUC10028. 30 hours
11272 OL Jan13 \$252.26

Treating Challenging Behaviour HMNS10006

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSC110042 & EDUC10034. 45 hours
11265 OL Jan13 \$352.38

Working with Families and Teams HMNS10005

Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: HSC110041 & 42. 45 hours
11264 OL Jan13 \$352.38

Braille Courses

Acknowledgement of Completion

For details visit disted.mohawkcollege.ca/braille It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering.

Braille - Level 1 SENSSSE44

Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Braille. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering. Final exam to be arranged with proctor. 18 hours
11075 OL Jan13 \$172.15

Braille - Level 2 SENSSSE45

Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Braille and develop basic skills in the use of the Slate and Stylus. Prerequisite: SENSSSE44. NOTE: You must have access to a Perkins Braille and slate and stylus. Final exam to be arranged with proctor. 27 hours
11076 OL Jan13 \$232.23

Braille - Level 3 SENSSSE46

Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: SENSSSE45. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours
11077 OL Jan13 \$232.23

Braille - Level 4 SENSSSE47

Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: SENSSSE46. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours
11156 OL Jan13 \$232.23

Early Childhood Education Courses

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

Questions?

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

Admission Requirements

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

Child Development 1 EDUC10051

Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to Child Development & Behaviour 1 (EDUCEC121). 42 hours
11419 OL Jan13 \$332.36

Wellness for Children HLTH10121

Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to Health, Safety and Nutrition (HLTHEC101). 28 hours
11461 OL Jan13 \$238.91

Educational Assistant Diploma

Ontario College Diploma

Equivalent to the dayschool program. Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

Questions?

905-575-2703 / disted@mohawkcollege.ca

Academic Coordinator

linda.jones@mohawkcollege.ca

Field Placement Coordinator

kim.laush@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. Refer to the website below for information relevant to entrance requirements and to obtain an application.

Potential students may complete Communications (COMMLL041), Introductory Psychology (PSYC55156), Mathematics (MATH10038), Active Citizenship (COMM10034), Developmental Psychology (PSYC55271) and two general electives prior to being accepted.

For program details visit

www.mohawkcollege.ca/calendar/Educational_Assistant.html or ce.mohawkcollege.ca/ea

Placement packages will be available to registered students in the course site

You may register but will not be permitted to start your placement until packages are completed and approved.

Adaptive Computer Technology in Education COMP10006

Learn to use specialized, adaptive technology to enhance your ability to assist special needs children. Basic computer skills and a USB drive required. NOTE: You must have computer skills (e.g. word processing, internet search) to be successful in this course. Prerequisite: EDUC10019. 42 hours
11257 OL Jan13 \$332.36

Autism Spectrum Disorder- Assisting Student Development EDUC10001

Develop essential tools for working with children diagnosed with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE10004, EDUC10014, 17, 19, 21-23. 42 hours
11245 OL Jan13 \$332.36

Classroom Skills EDUC10021

Benefit from an overview of the Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: SAFE10004, EDUC10014 & 17. 42 hours
11221 OL Jan13 \$332.36

Computers In Education EDUC10019

Learn to use Ministry of Education Software and other available programs to enhance skills in working with exceptional learners. Prior keyboarding and computer skills required. Prerequisites: SAFE10004, EDUC10014-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours
11222 OL Jan13 \$332.36

Cultural Diversity In An Educational Setting EDUC10002

Enhance knowledge, cultural sensitivity, and comfort levels in furthering inclusively in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication. 42 hours
11013 OL Jan13 \$332.36

Distance Education/Online Learning

Exceptionalities 1

EDUCEDE22

Develop understanding of suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: SAFE10004, EDUCEDE14 and 17. 42 hours

11224 OL Jan13 \$332.36

Exceptionalities 2

EDUCEDE23

Discuss the types of communications exceptionalities and their implications for students. Cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. Prerequisites: SAFE10004, EDUCEDE14-22. 42 hours

11027 OL Jan13 \$332.36

Exceptionalities 3

EDUCEDE26

"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. 42 hours

11237 OL Jan13 \$332.36

Foundations of Education EDUCEDE14

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports. 42 hours

11186 OL Jan13 \$332.36

Learning Strategies EDUC10004 (E)

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

11263 OL Jan13 \$332.36

Lifeskills and Job Coaching EDUC10037

Focus on the job coaching role to assist the exceptional learner with basic life skills and job readiness training. 42 hours

11176 OL Jan13 \$332.36

Mathematics

MATH10038

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

11015 OL Jan13 \$332.36

12198 OL Mar1 \$332.36

Personal And Interpersonal Dynamics EDUCEDE17

Enhance personal and professional skills. Focus on organizing information, analyzing tasks and situations, and selecting and implement solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: SAFE10004 & EDUCEDE14. 42 hours

11123 OL Jan13 \$332.36

Practicum 1

EDUCEDE15

Integrate theory, observation and hands-on practice in a real-life educational setting, under supervision of a teacher or educational team. You require police clearance, health screening, and First Aid/CPR before beginning the practicum. Prerequisites: EDUCEDE14, SAFE10004.

11232 OL Jan13 \$362.97

Practicum 2

EDUCEDE16

Build on introductory field work experiences. Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Prerequisite: EDUCEDE15.

11010 OL Jan13 \$362.97

Practicum 3

EDUCEDE24

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: EDUCEDE16. Corequisite: EDUCEDE26.

11238 OL Jan13 \$451.19

Practicum 4

EDUCEDE25

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.

11244 OL Jan13 \$451.19

Safety In An Educational Setting SAFE10004

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

11236 OL Jan13 \$332.36

Supporting The English Language Learner

EDUC10036

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

11095 OL Jan13 \$332.36

Total Communication Part 1 EDUC10040

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

11014 OL Jan13 \$332.36

Total Communication Part 2 EDUC10041

Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: EDUC10040. 42 hours

11043 OL Jan13 \$332.36

Book your DE exam online
disted.mohawkcollege.ca

Student Affairs and Services

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

Questions?

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

For more information visit

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. 42 hours

11363 OL Jan13 \$332.36

Function and Organizations in Student Affairs

CRED10054

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: CRED10051. 42 hours

11394 OL Jan13 \$332.36

Learning And The Student Learner

CRED10057

Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment. Prerequisites: CRED10051, CRED10054. 42 hours

11442 OL Jan13 \$332.36

Give the Gift of Education!

Gift Certificates available
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Teaching the Adult Learner Certificate

Mohawk College Certificate

Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-575-2307 / bonnie.pataran@mohawkcollege.ca

For program details visit

disted.mohawkcollege.ca/teachingadultlearner

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. 42 hours

11157 OL Jan13 \$332.36

11536 OL Feb1 \$332.36

11538 OL Mar1 \$332.36

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

Distance Education/Online Learning

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: EDUCTAL03 and SENSTAL06. 42 hours

11002	OL	Jan13	\$332.36
11430	OL	Feb1	\$332.36
12443	OL	Mar1	\$332.36

Instructional Techniques EDUCTAL04

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

11158	OL	Jan13	\$332.36
11496	OL	Feb1	\$332.36
12442	OL	Mar1	\$332.36

Assessment And Evaluation EDUCTAL05

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

11087	OL	Jan13	\$332.36
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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. 30 hours

11218	OL	Jan13	\$252.26
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Adults With Learning Disabilities SENSTAL06

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

11159	OL	Jan13	\$332.36
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Teaching the Adult Learner - Other

Counselling Adult Learners EDUC10071

Enhance your effectiveness as a facilitator/teacher. Examine the theory and practice of counselling adults, applying the seven basic skills presented in Carkhuff's Model of Helping. Participation in an online counselling session is mandatory. Prerequisite: EDUCTAL03. 42 hours

11492	OL	Jan13	\$332.36
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Free Academic Upgrading
905-575-2029

Teaching Online

Receive an "Acknowledgement of Completion" after successfully completing 5 courses. Send request to bonnie.pataran@mohawkcollege.ca

For details visit 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

11483	OL	Jan13	\$252.26
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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

11482	OL	Jan13	\$352.38
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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

11561	OL	Jan13	\$332.36
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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

11484	OL	Jan13	\$352.38
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Introduction to On-Line Delivery EDUC10067

Develop understanding of the use of online environments and technologies to support and enhance learning. Examine the context and pedagogy for online learning with emphasis on tutor and learner styles, and models of online learning. 30 hours

11479	OL	Jan13	\$252.26
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Languages & Communications

Active Citizenship COMM10034

Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prerequisite: COMMLL041. 28 hours

11130	OL	Jan13	\$238.91
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Canadian Literature COMMLL903

Focus on literary analysis (written and oral) of selected Canadian novels and short stories, with emphasis on target audience, the relevance of setting and plot in relation to Canadian culture and history, and literary devices. 45 hours

11392	OL	Jan13	\$352.38
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Communications (Langs) COMMLL041

Study the basics of communication in the English language from word use to a well-developed essay. This is not a self-paced course, regular weekly class postings are mandatory and strict deadlines apply. 45 hours

11041	OL	Jan13	\$352.38
11448	OL	Feb1	\$352.38
11558	OL	Mar1	\$352.38

Introduction to Intercultural Communication COMM10073 (E)

Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society. Equivalent to COMMLL041. 45 hours

11267	OL	Jan13	\$352.38
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Introduction to Japanese LANG10060

Gain a basic understanding of conversational Japanese, with a focus on vocabulary, common phrases, and grammar fundamentals. Japanese culture, customs, and society are also examined. Microphone required. 45 hours

11440	OL	Jan13	\$352.38
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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

11060	OL	Jan13	\$332.36
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Organizational Business Communication COMM10027

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

11240	OL	Jan13	\$352.38
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Researching & Reporting-Lgs COMMLL122

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

11200	OL	Jan13	\$312.33
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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

11468	OL	Jan13	\$369.32
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**Watch for our
Spring/Summer 2012
catalogue**
Available in print on
Tuesday, March 6

Distance Education/Online Learning

Certificate of Competence in the French Language

For program details see the Languages & Communications section. Some courses in this program are only offered in class.

French 1 LANG10061

Build confidence using simple structures and vocabulary to express yourself and ask questions in French. Read short articles for insight into French family life and family celebrations in Canada and around the world. Equivalent to La Pratique du Francais 1 (LANGFR003). 42 hours
 11469 OL Jan13 \$332.36
 12178 OL Feb1 \$332.36

French 2 LANG10062

Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. Equivalent to La Pratique du Francais 2 (LANGFR004). Prerequisite: LANG10061. 42 hours
 11470 OL Jan13 \$332.36

French 3 LANG10063

Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. Equivalent to La Pratique du Francais 3 (LANGFR005). Prerequisite: LANG10062. 42 hours
 11471 OL Jan13 \$332.36

French 4 LANG10064

Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Equivalent to La Pratique du Francais 4 (LANGFR006). Prerequisite: LANG10063. 42 hours
 11472 OL Jan13 \$332.36

French 5 LANG10065

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. Equivalent to La Pratique du Francais 5 (LANGFR007). Prerequisite: LANG10064. 42 hours
 11473 OL Jan13 \$332.36

Book your DE exam online
disted.mohawkcollege.ca

Language Interpreter Training Program

Questions?
 905-575-2703 / disted@mohawkcollege.ca
 905-575-2307 /
bonnie.pataran@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/languageinterpreter

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

Introduction to Spoken Language Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. 30 hours
 11317 OL Jan13 \$252.26

Skills Development - Sight Translation LANG10033

Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Must have access to a microphone. Prerequisites: LANG10031 and LANG10032. 30 hours
 11112 OL Jan13 \$252.26

Skills Development - Simultaneous Interpreting LANG10034

Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Microphone required. Prerequisites: LANG10031, LANG10032 and LANG10033. 30 hours
 11318 OL Jan13 \$252.26

Consecutive Interpreting LANG10032

Build skills essential to effective consecutive interpreting. Through various exercises, enhance proficiency in memory and comprehension, note taking, vocabulary, and handling linguistic and ethical challenges assertively. Prerequisite: LANG10031. 30 hours
 11054 OL Jan13 \$252.26

Setting Specific Interpreting LANG10035

Examine protocols, procedures and techniques for interpreting in various setting: Court interpreting, interpreting with child victims/witnesses; health care interpreting; and interpreting in the violence against women sector. Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours.
 11325 OL Jan13 \$252.26

Capstone Course, Skills Integration LANG10036

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills required for work as an independent contractor. Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035. Prior to registering for course, you must provide proof of successful completion of CILISAT or ILSAT. 30 hours
 11319 OL Jan13 \$252.26

Sign up now!

Registration opens at 8:30 am
 on Tuesday, November 29

Writing for Publication Certificate

Mohawk College Certificate

For program details refer to the Languages & Communications section.

Grammar For Writing Professionals COMMLLT02

Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders! 45 hours
 11201 OL Jan13 \$352.38

Intro to Creative Non-Fiction COMM10000

Explore strategies for determining marketability and developing an idea into a professional non-fiction work. Focus on research, critical writing issues and preparing a publisher's proposal. 39 hours
 11397 OL Jan13 \$312.33

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. 45 hours
 11113 OL Jan13 \$352.38

Travel Writing COMM10121

Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Along with the pieces themselves, you'll study the various publishing markets for this type of work, from traditional to online opportunities. 39 hours
 11124 OL Jan13 \$312.33

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. 45 hours
 11202 OL Jan13 \$352.38

Writing For Publication - Level 2 COMMLLT09

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: COMMLLT03. 45 hours
 11030 OL Jan13 \$352.38

Law & Security / Policing

Police Foundations

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

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

Distance Education/Online Learning

Questions?

905-575-2703 / disted@mohawkcollege.ca
519-759-7200 ext. 7204 /
john.belisle@mohawkcollege.ca

For program details visit

disted.mohawkcollege.ca/policefoundations

Canadian Criminal Justice System

LAWSPF111 (E)

Acquire foundational knowledge of the development and operation of the Canadian Criminal Justice system. Learn to critically analyze individual components and examine the effectiveness of the system. 42 hours

11329 OL Jan13 \$332.36
11425 OL Mar1 \$332.36

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: COMMLL123. 42 hours

11301 OL Jan13 \$332.36

Conflict Management

CONFSS426

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

11153 OL Jan13 \$369.32

Contemporary Social Problems-Police Foundations

SSCISS288

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

11350 OL Jan13 \$369.32

Criminal And Civil Law

LAWSPF301

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

11279 OL Jan13 \$332.36
11457 OL Mar1 \$332.36

Criminal Code

LAWSPF302

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

11105 OL Jan13 \$332.36

Criminal Code And Federal Statutes

LAWSPF402

You will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: LAWSPF301. 42 hours

11303 OL Jan13 \$332.36

Criminology - Police Foundations

SSCISS281 (E)

Examine various theoretical explanations of criminal and deviant behaviour. You will relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. 30 hours

11104 OL Jan13 \$252.26
12180 OL Mar1 \$252.26

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

11154 OL Jan13 \$332.36

Forensics 9-1-1

LAWS10075

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

11058 OL Jan13 \$391.90

Interpersonal & Group Dynamics

SSCIIPF202 (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

11304 OL Jan13 \$352.38

Interviewing and Investigation

LAWSPF304

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

11114 OL Jan13 \$369.32

Investigation And Evidence

LAWSPF404

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

11115 OL Jan13 \$369.32

Police Powers 1

LAWSPF303

You will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Prerequisite: LAWSPF301. 28 hours

11495 OL Jan13 \$238.91

Political Science & Public

Administration

SSCISS027 (E)

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

11346 OL Jan13 \$332.36

Principles Of Ethical Reasoning

LAWSPF106

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

11278 OL Jan13 \$352.38

Provincial Offences

LAWSPF401

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

11302 OL Jan13 \$369.32

Traffic Management

LAWSPF309

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

11345 OL Jan13 \$332.36

Youth In Conflict With The Law

LAWSPF305

Examine the handling of young offenders within the judicial system. Develop understanding of relevant legislation, detention, interviewing and processing, disposition alternatives, extra-judicial measures and rehabilitation options. Prerequisite: LAWSPF111. 45 hours

11106 OL Jan13 \$352.38

Investigation Courses

Computer/Cyber Crime

LAWS10084

Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours

11369 OL Jan13 \$332.36

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disted.mohawkcollege.ca

Distance Education/Online Learning

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
11438 OL Jan13 \$332.36

Investigative Techniques for Motor Vehicle Collisions LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours
11437 OL Jan13 \$332.36

Library/Records Management

Library and Information Technician Diploma Ontario College Diploma

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?
905-575-2703 / disted@mohawkcollege.ca
905-575-2309 / dolores.harmspenner@mohawkcollege.ca

For program details visit 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.

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

Catalogue listings for English, computer and general education courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

Intro To Libraries And The Information Industry LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements. 39 hours
11086 OL Jan13 \$312.33

Personal Computer Support For Library Technicians INFOLT390

Develop your computer hardware skills, with attention to the computer system, upgrading components, troubleshooting, viruses, selecting hardware and basic networking. Access to a working computer that can be disassembled is recommended. This computer should be Pentium II or higher, and should not be a laptop. 39 hours
11120 OL Jan13 \$312.33

Electronic Publishing and Emerging Library Technologies INFOLT402

Focus on electronic publishing, including using basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. PowerPoint software needed. Prerequisite: Computer Basics with Windows, Word and Excel. 36 hours
11379 OL Jan13 \$292.31

Information Work I LIBRLT220

Explore the basics of information work and effective use of print and online reference sources such as library catalogues, bibliographies, dictionaries, and encyclopedias. Prerequisite: LIBRLT110. 39 hours
11088 OL Jan13 \$312.33

Information Work II LIBRLT420

Continue to develop reference skills with attention to the use of biographical sources, manuals, almanacs, statistical sources, Ontario government statutes and regulations. Develop your reference interview and internet searching skills. Prerequisite: LIBRLT220. 39 hours
11163 OL Jan13 \$312.33

Information Work III LIBRLT425

Continue study of reference tools, with focus on electronic subscription and pay-per-use databases, and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. Prerequisite: LIBRLT420. 39 hours
11091 OL Jan13 \$312.33

Client Services LIBRLT435

Examine various services available in different library settings and explore interlending and document supply. Investigate the basics of user orientation and training, programming, local and oral history and practice customer service skills. Examine the vital roles of promotion and public relations, marketing and library advocacy. Prerequisite: LIBRLT220. 36 hours
11378 OL Jan13 \$292.31

Descriptive And Access Cataloguing I LIBRLT302

Develop understanding of library cataloguing, including the Anglo-American Cataloguing Rules for creating descriptive item records. Learn to use MARC coding for cataloguing bibliographic records in an automated environment. Prerequisite: LIBRLT110. 36 hours
11089 OL Jan13 \$292.31

Descriptive And Access Cataloguing II LIBRLT305

Examine form and choice of entry, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Prerequisite: LIBRLT302. 36 hours
11090 OL Jan13 \$292.31

Subject Analysis And Classification LIBRLT320

Study the principles of classification and subject analysis and learn to use the Dewey Decimal Classification scheme and Library of Congress subject headings. Access to print Dewey Decimal Classification schedules is recommended. Prerequisite: LIBRLT305. 39 hours
11399 OL Jan13 \$332.33

Indexing And Abstracting LIBRLT325

Study different kinds of indexes and indexing principles and assign indexing terms to various materials. Work with electronic information retrieval systems and indexing software and practice writing abstracts. Learn to use and create a thesaurus. Prerequisite: LIBRLT320. 36 hours
11516 OL Jan13 \$292.31

Database Design For Information Workers INFOLT340

Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2010 required. Not open to students with INFO10081 Access Core. Prerequisite: Computer Basics with Windows, Word and Excel. 21 hours
11300 OL Jan13 \$192.18

Serials LIBRLT351

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302. 18 hours
11139 OL Jan13 \$172.15

Acquisitions LIBRLT350

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. Prerequisite: LIBRLT302. 36 hours
11121 OL Jan13 \$292.31

Collection Maintenance & Inventory Control LIBRLT215

Learn the basics of circulation, maintenance of library materials, and inventory and weeding. Also explore effective use of standard audiovisual equipment. Prerequisite: LIBRLT110. 36 hours
11517 OL Jan13 \$292.31

Human Relations & Supervision HRESLT150

Learn to apply the basic principles of effective supervision including planning, recruitment, selection, training, motivation, delegation and time management in a library environment. 36 hours
11512 OL Jan13 \$292.31

Library Financial Management & Budgeting MGMT10041

Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Only for students taking Computer Basics with Windows, Word and Excel in place of separate courses in Windows, Word and Excel. Prerequisite: LIBRLT110, INFO10113, INFO10053 or INFO10156. 18 hours
11122 OL Jan13 \$172.15

Peer Tutoring Available
905-575-1212 ext 3279
peer.tutor@mohawkcollege.ca

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

Distance Education/Online Learning

Multimedia

LIBRLT335

Focus on materials in formats such as video, DVD, films, CD-ROMs, compact discs, records, cassettes, software, talking books, pictures and maps. Explore the acquisition, processing, cataloguing, storage, and circulation of these materials. Discuss issues such as copyright and public performance, equipment needs and maintenance, as well as other trends. Prerequisite: LIBRLT305. 36 hours
12284 OL Jan13 \$292.31

Law Libraries And Legal Research

LIBRLT405

Explore the Canadian and Ontario legal systems, with emphasis on legal materials, legal research, and the basics of running a law library. Learn to use primary and secondary legal materials and find information on specific topics using both print and electronic resources. Explore acquisitions, cataloguing and collection development in a law library setting. Access to a law library is required. 36 hours
12283 OL Jan13 \$292.31

School Libraries

LIBRLT375

Focus on the unique features and issues of elementary and secondary school libraries. Examine collection development and management, programming and reference services, funding and budgeting, volunteer management and the impact of online resources in a school library setting. Option course. Prerequisite: None. 39 hours
11515 OL Jan13 \$312.33

Health Libraries & Resources

LIBR10004

Learn about key health information resources in all formats and identify the features and issues of different types of health libraries. Develop skills in searching the major indexes, electronic databases and the World Wide Web to find quality information to meet the reference needs of your varied clients. Prerequisite: LIBRLT425. 36 hours
12285 OL Jan13 \$292.31

Government Information

LIBR10002

Prepare for a vital role in linking citizens with government information. Focus on locating and using consumer guides, statistics, technical reports, handbooks, and maps now issued free on the Web, as well as government documents in print formats. Prerequisite: LIBRLT110. 36 hours
12287 OL Jan13 \$292.31

Cataloguing Electronic & Internet

Resources

LIBR10003

Apply traditional methods of cataloguing, using AACR2 and MARC21 coding, to Internet resources and other electronic resources. Examine metadata standards and machine generated cataloguing. Prerequisites: LIBRLT305 and LIBRLT351. 36 hours
12286 OL Jan13 \$292.31

NEW!

Strategies for Instruction for Library Technicians

LIBR10036

Develop skills in planning and delivering instruction in various library environments. Focus on effective presentation techniques, educational technologies, information literacy, learning styles, and instructional design and evaluation methods. 36 hours
12506 OL Jan13 \$292.31

Field Work 1

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: INFOLT390, LIBRLT420, LIBRLT320 and LIBRLT215. 105 hours
11320 OL Jan13 \$149.00
11500 OL Feb1 \$149.00
11501 OL Mar1 \$149.00

Field Work 2

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: WORKLT290, INFOLT402, LIBRLT435, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325. 105 hours
11037 OL Jan13 \$149.00
11502 OL Feb1 \$149.00
11503 OL Mar1 \$149.00

Records and Information Management Certificate

Ontario College Certificate

With the increasing production of and demand for complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively. Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate a records management program in any organizational setting.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-575-2309 / dolores.harmspenner@mohawkcollege.ca

Admission Requirements

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

For program details visit disted.mohawkcollege.ca/recordsmanagement

Catalogue listings for English and computer courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

Active Records Management

OADM101

Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. Prerequisite: OADM100. 39 hours
12282 OL Jan13 \$312.33

Book your DE exam online
disted.mohawkcollege.ca

WORKLT290

WORKLT490

Document Management Technology

GRAPRM102

Explore the application of electronic documents, imaging and micrographic technology to records management, short and long term storage and retrieval. Topics include: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats. 39 hours
12300 OL Jan13 \$312.33

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

General Education Courses

The following courses are designed as general interest and/or General Education electives for various post-secondary programs. Each course is a stand-alone course.

For additional General Education courses, refer to the index at the back of the catalogue for those courses indicated with an (E).

disted.mohawkcollege.ca/generaleducation

Anger Management

CONF10005 (E)

Learn about the many types of anger and how to manage and/or modify it. You will identify your specific anger triggers and how your anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 39 hours
11275 OL Jan13 \$312.33

Art History and Theory

ARTT10014 (E)

Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, contemporary, Asian, First Nations, Islamic). 48 hours
11110 OL Jan13 \$369.32

Astronomy

GSC110006 (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
11543 OL Jan13 \$352.38

Canadian Politics

SSCISS105 (E)

Develop insight into Canadian politics. Topics include the structure of government in Canada, the practice of politics, and discussion of major political issues. 42 hours
11219 OL Jan13 \$332.36

Co-dependency as an Addiction

PSYC10008 (E)

Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point. 45 hours
11533 OL Jan13 \$352.38

Distance Education/Online Learning

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

11255	OL	Jan13	\$352.38
12159	OL	Feb1	\$352.38
12181	OL	Mar1	\$352.38

Criminal Psychology 2 - Criminal Minds PSYC10003 (E)

Enhance your understanding of the criminal mind. Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to criminology. 45 hours

11094	OL	Jan13	\$352.38
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Cults and Terrorism SSC110006 (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

11415	OL	Feb1	\$352.38
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Developmental Psychology PSYC271 (E)

Covering topics across the human lifespan, from infancy through to old age, you will examine theories of child development and the research that bears on these theories. Development across the physical, social, emotional, and cognitive domain will also be covered including the nature-nurture issue; the effects of early experience; and continuity - discontinuity in developmental change. 45 hours

11074	OL	Jan13	\$352.38
11411	OL	Feb1	\$352.38
11336	OL	Mar1	\$352.38

Domestic and Workplace Violence PSYC10006 (E)

Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours

11103	OL	Jan13	\$352.38
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Field to Fork: Introduction to Local and Global Food Systems HORT10021 (E)

Consider opportunities and challenges for making food system changes at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues. 45 hours

11328	OL	Jan13	\$352.38
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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

11239	OL	Jan13	\$292.31
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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

11056	OL	Jan13	\$352.38
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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

12161	OL	Jan13	\$252.26
11416	OL	Feb1	\$252.26

Growing Up Digital-Living and Working In Canada INFO10158 (E)

Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours

11441	OL	Jan13	\$352.38
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Harry Potter To Aslan: Children's Literature COMMLLT11 (E)

Explore the magical worlds of Harry Potter and other amazing characters in children's fantasy literature. Discover their creators and the underlying mythologies upon which they draw. Learn to assist children and adults in appreciating the genre. 45 hours

11398	OL	Jan13	\$352.38
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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

11435	OL	Jan13	\$352.38
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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. 30 hours

11519	OL	Jan13	\$252.26
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Humanities HMNS10077 (E)

Focus on some fundamental questions that you ask of yourself while proceeding through life. Discusses issues concerning nature of the individual and various social, cultural, and physical contexts. 45 hours

11443	OL	Jan13	\$352.38
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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

11204	OL	Jan13	\$332.36
12328	OL	Mar1	\$332.36

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

11375	OL	Jan13	\$352.38
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Introduction to Racism and Discrimination SSC110026 (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. 45 hours

11025	OL	Jan13	\$352.38
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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

11270	OL	Jan13	\$352.38
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Introduction to Sustainable Development ENVR10026 (E)

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

11374	OL	Jan13	\$352.38
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Introductory Psychology PSYC271 (E)

Examine the basis of behaviour and why people think and act as they do. You will study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours

11073	OL	Jan13	\$332.36
11409	OL	Feb1	\$332.36
11340	OL	Mar1	\$332.36

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

11544	OL	Jan13	\$352.38
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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

11407	OL	Feb1	\$332.36
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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

11271	OL	Jan13	\$332.36
11344	OL	Mar1	\$332.36

Book your DE exam online at disted.mohawkcollege.ca

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

Distance Education/Online Learning

Personality Psychology PSYC10007 (E)

Learn to define personality and its influence on behaviour and actions. Examine patterns of thoughts, feelings and behaviour that make a person unique. Explore personality assessment and intelligence testing. 45 hours
11111 OL Jan13 \$352.38

Rock On - Pop Music Introduction

MUSC10001 (E)

Explore the social history of popular music from its roots in the Mississippi Delta to musical developments since the 1980's. Examine musical phenomena including Presleymania, the Beatles, Motown and soul, and grunge, industrial music and rap. 28 hours
11540 OL Jan13 \$238.91

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
11243 OL Jan13 \$332.36

Sexual Violence

SSCI10008 (E)

Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours
11532 OL Jan13 \$352.38

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
11372 OL Jan13 \$332.36

NEW!

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
12505 OL Jan13 \$332.36

Social Psychology

PSYC10012 (E)

Develop an understanding about how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 45 hours
11316 OL Jan13 \$352.38

Social, Legal and Ethical Issues for

Internet Use

INFO10131 (E)

Learn to identify and address ethical issues associated with Internet use. Areas of discussion include restricting access, copyright, ethical issues, protecting oneself, buying online, keeping up with the issues and personal responsibility. 30 hours
11016 OL Jan13 \$252.26

Need Grade 12 equivalency?
905-575-2029

Sociology 1

The discipline of sociology deals with the study of people's lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours
11072 OL Jan13 \$332.36
11408 OL Feb1 \$332.36
11341 OL Mar1 \$332.36

Sociology 2

Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, "race", and ethnicity, the family, population, social movements and change. Prerequisite: SSCI1008. 42 hours
11017 OL Jan13 \$332.36

Sports Psychology

PSYC10009 (E)

Examining the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. You will evaluate what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. 42 hours
11127 OL Jan13 \$332.36

Stress, Wellness and Nutrition

HLTH10111 (E)

Enhance your understanding of positive and negative stress in our personal and professional lives. Using wellness perspectives, gain insights into controlling internal and external stressors to promote long-term health. 42 hours
11376 OL Jan13 \$332.36
12183 OL Mar1 \$332.36

Success Matters

COMM10180 (E)

Master proven strategies as the foundation for success in the postsecondary classroom and the workplace. Focus on reading, writing and test taking skills, time management, and planning and decision-making. 42 hours
11327 OL Jan13 \$332.36

The Study of Human Sexuality

SSCI10003 (E)

Examine historical, theoretical, cross cultural, and life cycle perspectives on human sexuality. Discuss gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy. 45 hours
12158 OL Feb1 \$352.38

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
11160 OL Jan13 \$369.32

SSCISS108 (E)

The discipline of sociology deals with the study of people's lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours
11072 OL Jan13 \$332.36
11408 OL Feb1 \$332.36
11341 OL Mar1 \$332.36

SSCISS109 (E)

Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, "race", and ethnicity, the family, population, social movements and change. Prerequisite: SSCI1008. 42 hours
11017 OL Jan13 \$332.36

SSCISS108 (E)

The discipline of sociology deals with the study of people's lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours
11072 OL Jan13 \$332.36
11408 OL Feb1 \$332.36
11341 OL Mar1 \$332.36

Wellness for Life

HLTH10147 (E)

Consider the physical, emotional, social, intellectual, and spiritual dimensions of health. You will be provided with current factual information about various health-related issues including stress, substance abuse, sexuality, fitness, weight management, environmental concerns and death and dying. 45 hours
11545 OL Jan13 \$352.38

What In The World Is Going On

GINTLLT07 (E)

Learn to critically analyze global events and crises, and develop understanding of background issues to make informed judgments about today's major new stories. Prerequisite: College English or equivalent. 42 hours
11276 OL Jan13 \$332.36

World Of Abnormal Psychology

PSYCSS021 (E)

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. 45 hours
11071 OL Jan13 \$352.38
11403 OL Feb1 \$352.38
11333 OL Mar1 \$352.38

Upgrading

Academic and Career Entrance (ACE)

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

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

Questions?

905-575-2706 / disted@mohawkcollege.ca

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.acedistancelearning.ca to fill out an application.

ACE Core Math, ACE Biology and ACE Communications courses

The Ace Core Math, ACE Biology and ACE Communications courses are not available until April 2012. Contact Shelley Kitchen at shelley.kitchen@mohawkcollege.ca for registration details.

Enrolment is limited so please contact Shelley Kitchen as soon as possible.

Distance Education/Online Learning / Engineering Technology

ACE Apprenticeship Math MATH10047

Enhance skills developed in Core Mathematics in preparation for apprenticeship study. Topics include number sense and algebra; measurement and geometry; proportional reasoning; analytic geometry; relations and functions; trigonometric functions; statistics; and personal finance. Prerequisite: MATH10045. 100 hours
11296 OL Jan13

ACE Business Mathematics MATH10046

Enhance your skill with business-related mathematics. Topics include arithmetic and geometric sequences and series; simple and compound interest; annuities; exponential growth; retail mathematics; data analysis; and solving various mathematical problems. Prerequisite: MATH10045. 120 hours
11289 OL Jan13

ACE Chemistry GSCI10004

Enhance your knowledge of chemistry. Focus on industrial and environmental issues, analyze problems, complete laboratory exercises and communicate scientific information effectively. Content is geared to adult learners entering health and environmental science programs. Prerequisites: MATH10045. 120 hours
11292 OL Jan13

ACE Computers COMP10083

Become comfortable using computer hardware and software (2 types) and online communication tools such as the Internet. Learn to generate documents, using popular application software. Ethical and safety issues associated with computer use are also discussed. 80 hours
11298 OL Jan13

ACE Physics PHYS10000

Develop an understanding of physical concepts and principles and learn to apply them to various practical systems. Explore forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. Prerequisite: MATH10045. 120 hours
11293 OL Jan13

ACE Self Management and Self Direction CRED10044

Develop knowledge, skills, and behaviours to enhance academic, employment and personal effectiveness. Focus on areas such as self reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career/employment exploration. 80 hours
11294 OL Jan13

ACE Technology Math MATH10044

Enhance algebraic skills mastered in Core Mathematics in preparation for technology study. Learn to solve applied problems involving trigonometry, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: MATH10045. 120 hours
11295 OL Jan13

Engineering Technology

Questions?

905-575-2203/ 905-575-2507/ 905-575-2139
ceengty@mohawkcollege.ca

See each certificate description or refer to the web site at
ce.mohawkcollege.ca/engineeringtechnology

Engineering Technology Admission Requirements

Unless stated otherwise, the admission requirements for all Engineering Technology programs include Ontario Grade 12 Diploma or equivalent or Mature Student status.

NOTE: You must ensure you have the required course prerequisites listed in the course descriptions and on our website

Apprenticeship

Certificate of Qualification Examination Preparatory Courses

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

Questions?

905-575-2507/ ceengty@mohawkcollege.ca
ce.mohawkcollege.ca/cofj

Admission Requirements

Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam and determine your eligibility to write the exam. Branch numbers: 1-800-668-4479 Hamilton 905-521-7764 & Brantford 519-756-5197.

Pre-License Electrical ELECHEQ12

Review theory and electrical code for the Construction & Maintenance 309A exam. Text requirements will be discussed in the first class. 12528 SC MO/WE Jan16 6:00-9:00 20 \$429.61

Certificate Of Qualification Prep Machinist MACHHAQ02

Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act. 11606 SC TU/TH Jan10 6:00-9:00 24 \$498.95

Certificate of Qualification Prep - Tool & Die MACHHEQ03

Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act. 11607 SC TU/TH Jan10 6:00-9:00 24 \$498.95

Cert Of Qualification Prep Mechanic MECHHEQ02

Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen's Qualification Act. 11599 BF MO/WE Jan9 6:00-9:00 24 \$498.95

Free Academic Upgrading
905-575-2029

Pre-Licence Truck - Coach Technician-Class 310T MOTPSAM65

Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen's Qualification Act. 12368 SC WE Jan11 6:30-9:30 12 \$267.67

Pre-Licence Auto Service Technician-Class 310S MOTPSAM66

Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen's Qualification Act. 12367 FF WE Jan11 6:30-9:30 12 \$267.67

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

Skilled Trades

Automotive - Other

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-2746 / russell.kruck@mohawkcollege.ca

Body Communication Systems MOTP10065

Focus on automotive body electronics and communication systems. You will take a strategic approach to repairing communication systems and programming modules using state of the art diagnostic equipment. Prerequisite: Class 'S' Automotive technician or apprentice. 12366 FF TU/TH Jan31 6:30-9:30 2 \$44.61

Air Conditioning and Climate Controls MOTP10066

Learn the latest automotive air conditioning equipment updates and diagnostic tips. Diagnose domestic and import climate control systems. Prerequisite: Ozone Depletion Card 12365 FF TU/TH Feb7 6:30-9:30 2 \$44.61

CNC Programming Certificate (Including CAD/CAM)

Mohawk College Certificate

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?

905-575-2507 / ceengty@mohawkcollege.ca
519-758-6027 / 905-575-1212 ext. 6027 /
godfrey.nicholson@mohawkcollege.ca

Admission Requirements

For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings. Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended. (See Machine Tool Operator Certificate for basic skills).

For program details visit

ce.mohawkcollege.ca/cncprogramming

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

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

CNC Programming - Intermediate MACHRE811

Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.
11655 SC TU/TH Jan10 7:00-10:00 20 \$429.61

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.
11656 SC TU Jan10 6:00-10:00 13 \$378.93

Electrical Fundamentals Certificate

Mohawk College Certificate

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3988 /
ahmed.arkoub@mohawkcollege.ca

Admission Requirements

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

For program details visit

ce.mohawkcollege.ca/electricalfundamentals

MATHMA002 - Preparatory Mathematics (Technology)

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

ELECHV200 - Electricity 2 & ELECHV107 - Electricity 1

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

Fluid Power Certificate

Mohawk College Certificate

Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power.

For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-2531 /
doug.daniels@mohawkcollege.ca

Admission Requirements

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

For program details visit

ce.mohawkcollege.ca/fluidpower

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

Hydraulic Trouble Shooting & Re-Building STENMF101

Examine theory and practice of break down, re-build, testing components, troubleshooting, researching and applying documentation, and relating components to specifications. Prerequisite: STENMF100.

12293 SC WE Jan11 6:00-9:15 12 \$289.97

Need Help?

AskMohawk at ce.mohawkcollege.ca

Fluid Power Society Hydraulic Specialists Certification Program

Prepare to write the Hydraulic Specialist Certification examination with this review course offered in cooperation with the Fluid Power Society. Testing facilities for the Hydraulic Specialist Certificate will be available at Mohawk College. You must register directly with the Fluid Power Society to write the exam.

Questions?

Contact the Society at www.ifps.org or 905-575-2531 /

doug.daniels@mohawkcollege.ca

Exam Night: Tuesday, March 20, 2012, 6:00 p.m. - 9:00 p.m. at the STARRT Institute.

Hydraulic Specialists wishing to write the examination only, should contact doug.daniels@mohawkcollege.ca

Hydraulics Specialist STEN10000

Review hydraulics, and mechanical and electrical fundamentals. Manual included.

12292 SC TU Jan10 6:00-9:00 10 \$383.86

Industrial Lubrication Certificate

Mohawk College Certificate

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-2531 /

doug.daniels@mohawkcollege.ca

Admission Requirements

You should have employment responsibilities involving lubrication and several years related experience. Secondary school background with chemistry, physics and mathematics is an asset.

For program details visit

ce.mohawkcollege.ca/industriallubrication

Lubrication Fundamentals MATLLUB00

Focus on tribology/lubrication principles, systems, classification, environmental considerations, installation layout and system operation and troubleshooting.

12288 SC MO Jan9 6:00-9:15 14 \$334.58

Lubrication Systems, Storage and Handling MATLLUB04

Develop an understanding of general equipment terminology, guidelines and applications, manual and automatic lubrication systems, operating procedures and trouble-shooting.

12291 SC TU Jan10 6:00-9:15 14 \$334.58

Industrial Mechanic (Millwright) Certificate

Mohawk College Certificate

Prepare for skilled employment in manufacturing and industrial settings. Learn to install, maintain and repair industrial equipment, operate hoisting devices and fabricate parts.

NOTE: Advanced standing is available for those with credits in similar CE courses. This program may meet in-school requirements

of the IMM Apprenticeship Program. Candidates will be evaluated individually by the Apprenticeship branch.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-2531 /

doug.daniels@mohawkcollege.ca

Admission Requirements

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

For program details visit

ce.mohawkcollege.ca/imm

Machine Tool Operator Certificate

Mohawk College Certificate

Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

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

godfrey.nicholson@mohawkcollege.ca

Admission Requirements

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

For program details visit

ce.mohawkcollege.ca/machinetooloperator

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

Machine Shop 1 MACHRE165

Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting. Miscellaneous fee included.

11603 SC SA Jan14 8:00-12:00 10 \$337.41

Machine Shop 2 MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Miscellaneous fee included.

11604 SC SA Jan14 8:00-12:00 10 \$337.41

Machine Shop 3 MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.

11605 SC SA Jan14 8:00-12:00 10 \$337.41

Blueprint Reading Mechanical TDRWRE152

Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.

11608 SC TU Jan10 7:00-10:00 12 \$267.67

Engineering Technology

Maintenance Mechanic Fundamentals Certificate

Mohawk College Certificate

Intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-2531 / doug.daniels@mohawkcollege.ca

Admission Requirements

Grade 12 mathematics, physics and chemistry. A good mechanical aptitude recommended.

For program details visit

ce.mohawkcollege.ca/maintenancemechanic

MATLLUB00 - Lubrication Fundamentals

Refer to the Industrial Lubrication Certificate.

Oops! We didn't know you wanted it

Register early - we need at least 10 students to run our classes

Welder Operator Certificate

Mohawk College Certificate

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5058 / jeff.gill@mohawkcollege.ca

Admission Requirements

Good mechanical aptitude required. You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate. Everyone must register in Shielded Metal Arc Welding 1.

For program details visit

ce.mohawkcollege.ca/welderoperator. Both the theory and practical components are required to receive credit in each course. Most theory is self-study.

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

Shielded Metal Arc Welding 1

WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included.

12120 SC MO/WE Jan9 6:30-9:30 26 \$669.33

Shielded Metal Arc Welding 2

WELDRE235

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety.

Prerequisite: WELDRE234 or equivalent. Material fee included.

12121 SC MO/WE Jan9 6:30-9:30 26 \$669.33

Shielded Metal Arc Welding 3

WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included.

12122 SC MO/WE Jan9 6:30-9:30 26 \$669.33

Gas Metal Arc Welding WELDRE237

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions.

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

12123 SC MO/WE Jan9 6:30-9:30 26 \$669.33

Blueprint Reading Welding TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

12119 SC TU Jan10 7:00-10:00 13 \$289.97

Welding - Other

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5058 / jeff.gill@mohawkcollege.ca

Brantford Courses?

519-758-6027 / 905-575-1212 ext. 6027
godfrey.nicholson@mohawkcollege.ca

For details visit

ce.mohawkcollege.ca/welding

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

Welding I

WELDRE125

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

11600 BF SA Jan14 8:00-12:00 9 \$330.67

Welding II

WELDRE126

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

11601 BF SA Jan14 8:00-12:00 9 \$330.67

Welding III

WELDRE129

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

11602 BF SA Jan14 8:00-12:00 9 \$330.67

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

Welding Pipe & TIG

WELDRE215

Develop skills in pipe Welding, Shielded Metal Arc Welding with the uphand technique, Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding, and SMAW with the downhand technique for Gas and Oil Transmission Lines. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.

12124 SC SA Jan14 8:00-12:00 12 \$437.59

Welding

WELDRE226

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

12125 SC SA Jan14 8:00-12:00 12 \$437.59

Free Academic Upgrading

905-575-2029

Woodworking

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5027 / ken.mercer@mohawkcollege.ca

For details visit

ce.mohawkcollege.ca/woodworking

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

Cabinet Making for Women BLDG10022

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills 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.

12513 SC MO Jan9 6:30-9:30 12 \$267.67

Hand Tool Techniques BLDGTZ030

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

12515 SC MO Jan9 6:30-9:30 12 \$267.67

Cabinet Making - Level 1 BLDGTZ070

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

12511 SC TH Jan12 6:30-9:30 12 \$267.67

Cabinet Making - Level 2 BLDGTZ071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDGTZ070 or BLDG10022 completed within one year. (Project may or may not be completed within the 12 weeks.)

12512 SC TU Jan10 6:30-9:30 12 \$267.67

Furniture/Cabinetmaking BLDGTZ073

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

12514 SC WE Jan11 6:30-9:30 12 \$267.67

Electrotechnology

Electronic Fundamentals Certificate

Mohawk College Certificate

Electronics are a key element of modern industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Questions?

905-575-2139 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

Admission Requirements

Grade 12 Mathematics or equivalent.

For program details visit

ce.mohawkcollege.ca/electronicfundamentals

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

DC Electrical/Electronic Theory ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.
12260 SC TU Jan17 6:00-10:00 14 \$404.27

AC Electrical/Electronic Theory ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.
12312 FF WE Jan18 6:00-10:00 12 \$353.59

Electrotechnology - Other

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
reno.dagostino@mohawkcollege.ca

Admission Requirements
Basic computer skills.

Introduction to LabView Basics 1 ASYS10009

Learn to use LabView to create applications for test and measurement, data acquisitions, instrument control, data logging, measurement analysis and report generation. The creation of standalone executables and shared libraries is also covered.
12374 FF MO Jan9 6:00-10:00 14 \$404.27

Human-Machine Interfacing Certificate

Mohawk College Certificate
Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
reno.dagostino@mohawkcollege.ca

Admission Requirements

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

For program details visit
ce.mohawkcollege.ca/hmi

HMI Programming 1 ASYS10004

Basic simple HMI interfaces, Line Display units, tags and PLC communications are studied. An introduction to software for HMI using the Wonderware Intouch package for HMI application covering static and dynamic graphics. Prerequisite: ASYSPLC11.
12373 FF TH Jan12 6:00-10:00 13 \$378.93

Instrumentation Courses

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3988 /
ahmed.arkoub@mohawkcollege.ca
ce.mohawkcollege.ca/instrumentation

Instrumentation 2 For Tradesmen INSTRE155

Focus on On-Off and PID controls, digital electronic and pneumatic controllers and loops. Combustion pH and conductivity analysis and control, control valves, positioners, and calibrations. Prerequisite: INSTRE047 or equivalent.
12502 FF TU/TH Jan17 6:00-9:00 24 \$498.95

Industrial Drives Certificate

Mohawk College Certificate
Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
reno.dagostino@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/industrialdrives

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

Refer to the Electronic Fundamentals Certificate.

Industrial Drives 2 ASYS10002

Enhance your understanding of drive control for DC motors. Analog and Digital DC Drive Regulator systems are covered. Drive performance and troubleshooting are introduced. Prerequisite: ASYS 10001
12377 FF WE Jan11 6:00-10:00 13 \$378.93

Programmable Logic Controller Certificate

Mohawk College Certificate
For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on "hands-on" exercises.

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
reno.dagostino@mohawkcollege.ca

Admission Requirements

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

For program details visit
ce.mohawkcollege.ca/plc

PLC Programming 2 ASYSPLC12

BCD, math, Structured Sequential Logic, files and Analog I/O are introduced. Work on an Allen-Bradley PLC-5 using RSLogix software. Significant "hands-on" exercises. Prerequisite: ASYSPLC11
12376 FF TH Jan9 6:00-10:00 13 \$378.93
12375 FF TU Jan10 6:00-10:00 13 \$378.93

Legislative Compliance

Air Brake Training

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
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.

12038 SC SA/SU Jan14 8:30-5:30 2 \$241.54
12039 SC SA/SU Feb11 8:30-5:30 2 \$241.54

CFC/ODP Training Courses

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

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
ce.mohawkcollege.ca/cfc-odp

CFC/HCFC/HFC Control ENVVRE904

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.

12378 FF SA Jan28 8:30-3:30 1 \$214.17
12379 FF SA Mar3 8:30-3:30 1 \$214.17

Fuel Certification Challenge Examinations

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

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

1. A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
2. Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc.

Engineering Technology

Documented proof of related work experience would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

For further information, contact Charles

Honey at 905-575-2522 /

charles.honey@mohawkcollege.ca

Questions?

905-575-2507 / ceengty@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. The modular curriculum devotes approximately equal time to theory and practical instruction. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section. Upon completion of all four parts of the Gas Technician 2, the student will be permitted to book for their final TSSA examination.

NOTE: Participants are also required to pay an Examination Fee of \$150.00 for each level (GT-3, GT-2, GT-1) of certification.

For more information, access the TSSA link via ce.mohawkcollege.ca/fueltechnician

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-2522 /

charles.honey@mohawkcollege.ca

Admission Requirements

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

OIL BURNER TECHNICIAN

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

GAS TECHNICIAN

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

Gas Technician 2 Review GOPT10002

Benefit from this optional refresher. Intended to help Mohawk CE or Day students who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053.

11571 SC TU/TH Jan10 6:00-10:00 4 \$89.22

Gas Technician 2 - Part 1 GOPTRE050

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

11567 SC MO/WE Jan23 6:00-10:00 30 \$769.92

Gas Technician 2 - Part 2 GOPTRE051

Train for certification as a Gas Technician 2 (GT-2) in Ontario. Topics include natural/propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: Gas Technician 3. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must have successfully completed parts 1 and 2 before enrolling in parts 3 and 4.

11568 SC MO/WE Jan16 6:00-10:00 30 \$769.92

Gas Technician 2 - Part 3 GOPTRE052

Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

11569 SC MO/WE Jan16 6:00-10:00 30 \$769.92

Gas Technician 2 - Part 4 GOPTRE053

Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combo systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3. Examination/certification fee of \$150.00 is extra after all 4 parts are completed.

11570 SC TU/TH Jan17 6:00-10:00 30 \$769.92

Gas Technician 3 GOPTRE244

Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of \$150.00 will be charged for TSSA certification.

11572 SC MO/WE Jan23 6:00-10:00 36 \$905.41

11573 SC TU/TH Jan24 6:00-10:00 36 \$905.41

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

Heating, Refrigeration, Air-Conditioning (HRAC) Certificate

Ontario College Certificate

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-2522 /

charles.honey@mohawkcollege.ca

Admission Requirements

You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

For details visit ce.mohawkcollege.ca/hrac

In addition, upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

BLDGBES03 - Air Handling And Refrigeration

Refer to Building Environmental Systems Certificate.

ENVRRE904 - CFC/HCFC/HFC Control

Refer to CFC/ODP Training Courses.

GOPTRE243/RE244 - Gas & Oil Burner Technician 3

Refer to Fuel Technician Certification.

Electricity 1 - Residential ELECHV107

Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electric test meters, with emphasis on residential HVAC systems.

12431 SC TU/TH Jan17 6:00-9:00 24 \$498.95

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.

12318 SC MO/WE Jan16 6:00-9:00 24 \$498.95

Air Conditioning For HRAC HRAPRE905

Explore the theory of the mechanical air conditioning cycle, individual system components and accessories, refrigerant piping, control systems, troubleshooting, installation practices and service procedures.

11577 SC TU/TH Jan24 6:30-9:30 20 \$429.61

Building Environmental Systems Certificate

Mohawk College Certificate

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-2522 /

charles.honey@mohawkcollege.ca

Admission Requirements

Practical work experience or equivalent.

For program details visit

ce.mohawkcollege.ca/buildenvironsystems

Heating HRAPBES01

Review operation and maintenance of hot water and steam boilers and accessories, oil and gas burners, heating controls, plumbing, fire protection and alarm systems. Intended for building operators.

11580 SC TH Feb23 6:00-9:00 15 \$334.58

Electrical BLDGBES04

Learn the basics of electricity and building electrical services, motor control and wiring diagrams, and calculation of loads and charges. Designed for Building Operators.

11579 SC TU Jan17 6:00-9:00 15 \$334.58

13110 OR WE Jan11 10:30-2:30 14 \$303.53

Controls STENBES05

Focus on the fundamentals of automatic controls, how they work, and how they are applied and interconnected.

11578 SC MO Jan16 6:00-9:15 14 \$334.58

Water Treatment STENBES06

Examine water treatment, with emphasis on the importance of water treatment, its effect on equipment and water treatment terminology.

11581 SC WE Jan18 6:00-9:00 15 \$334.58

Air Handling & Preventive Maintenance BLDGBES03

13111 OR TU Jan10 10:30-2:30 12 \$303.53

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

Building & Construction Sciences

Architectural Drafting Certificate

Mohawk College Certificate

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

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 /
kevin.haluik@mohawkcollege.ca

For program details visit

ce.college.ca/architecturaldrafting

THIS CERTIFICATE WILL BE PHASED OUT BY FALL 2012.

Introduction To The Ontario Building Code-Part 9 BLDGAR202

Applies to all buildings occupying an area greater than 10m² but not exceeding 600m² and less than 3 stories in building height used for major residential, business, and personal services, mercantile, and medium and low hazard industrial occupancies. Review applications of the regulations to building design.

12070 FF WE Jan11 6:00-10:00 14 \$404.27

Blueprint Reading 1 TDRWAR301

Interpret various residential commercial and industrial drawings, symbols and notations standard to the building industry.

12069 FF TU Jan10 6:00-10:00 14 \$404.27

Construction Estimating Certificate

Mohawk College Certificate

Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 /
kevin.haluik@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/constructionestimating

Estimating 2 BLDG10010

Measure the quantities of materials necessary to build residential and commercial buildings working from drawings and specifications. Prerequisite: BLDGEA202

12067 FF WE Jan11 6:00-10:00 14 \$404.27

Construction Management B MGMTCN440

Develop an understanding of the role of project management in the construction industry, and the phases of a typical construction project, from job acquisition to project close-out. Prerequisite: MGMTCN340

12068 FF TH Jan12 6:00-10:00 14 \$404.27

Looking for a course?

Search the index at the back of this catalogue.

Residential Design & Construction Certificate

Mohawk College Certificate

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
peter.mann@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/residentialdesign

Construction Practice-Basic BLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all semesters.

12076 FF TU Jan10 6:30-9:30 12 \$267.67

Framing Techniques BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Offered in all semesters.

12077 SC MO Jan9 6:30-9:30 12 \$267.67

Residential Electrical & Plumbing BLDGRE029

Study the installation and safety procedures of typical electric circuits and associated equipment, and plumbing lines and fixtures. Will be offered every semester.

12082 SC WE Jan11 7:00-10:00 12 \$267.67

Building For Energy Efficiency

BLDGRE031

Explore a variety of cost effective, practical methods of designing and detailing for energy efficiency. Offered in Winter semester only.

12075 FF TU Jan10 7:00-10:00 12 \$267.67

Residential Drafting TDRWRE030

Focus on basic visualization techniques, dimensions and scales, symbols, and detailing methods. T-square and basic drawing instruments required. Offered in Fall semester only.

12079 FF TH Jan12 7:00-10:00 12 \$267.67

Building & Construction Sciences - Other

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 /
kevin.haluik@mohawkcollege.ca

NEW!

Principles of Landscape Construction BLDG10069

Develop the ability and knowledge to create practical and aesthetically appealing outdoor spaces. Gain an understanding of the purpose, limitations, and construction/installation techniques for common landscaping materials.

12109 FF WE Jan11 6:00-9:00 14 \$312.28

Environmental Technology ENVREA204

Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management.

12071 FF TU Jan10 6:00-9:00 14 \$312.28

Computer Sciences

NOTE:

Printing costs will be charged at all printers.

Computer Science Certificate - Level 1

Mohawk College Certificate

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3310 /
dennis.angle@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/computerscience

Programming Fundamentals

COMP10001

Learn to apply essential software tools and methods to produce and maintain quality software systems. NOTE: 2 hours on a Saturday is required (TBA).

12084 FF TU Jan10 6:00-10:00 17 \$487.66
SA 10:00-12:00

HTML & CSS COMPCO710

Explore HTML basics including design, formatting, hypertext links, frames, tables, forms and styles.

12108 FF TU Jan10 6:00-10:00 14 \$404.27

Computer Science & Information Technology - Other

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3310 /
dennis.angle@mohawkcollege.ca

Introduction To Micro Computers

COMPCO165

Focus on computer essentials including the Windows 7 operating system and use of MS Word, Excel and PowerPoint.

12106 FF WE Jan11 6:00-10:00 7 \$208.19

AutoCAD Design Certificate

Mohawk College Certificate

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
denise.serafin@mohawkcollege.ca

Admission Requirements

If you have no previous computer knowledge or knowledge of Windows you should take COMPCO001-Generic Computer Training (Refer to Distance Education) before taking courses within this program. Drafting knowledge is strongly recommended.

For program details visit

ce.mohawkcollege.ca/autocad

Engineering Technology

AutoDESK - REVIT CADM10028

Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs. Book included in fees.

11592 FF TU Jan10 6:00-9:30 13 \$386.58

AutoDesk REVIT - Advanced CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools in this class using architectural examples. Prerequisite: CADM10028. Book included in fees.

11593 FF WE Jan11 6:00-9:30 13 \$396.58

AutoCAD - Introduction CADMCAD06

Discover entity creation, dimensioning, layers and linetypes and text creation using AutoCAD.

11582 FF TU Jan10 6:00-9:30 13 \$334.58

11598 SC TH Jan12 6:00-9:30 13 \$334.58

11585 FF SA/SU Jan14 9:00-5:00 6 \$334.58

AutoCAD - 3D Modeling CADMCAD11

Produce and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCAD15.

11583 FF WE Jan11 6:00-9:30 13 \$334.58

AutoCAD - Customization CADMCAD12

Focus on creating drawing template files, external references, customizing AutoCAD, automating AutoCAD using script files and creating custom menus and toolbars. Prerequisite: CADMCAD15.

11596 FF TH Jan12 6:00-9:30 13 \$334.58

AutoCAD - Advanced CADMCAD15

Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCAD06.

11584 FF TH Jan12 6:00-9:30 13 \$334.58

11594 FF SA/SU Feb4 9:00-5:00 6 \$334.58

AutoCAD - Architectural CADMCAD20

Prepare two-dimensional residential and commercial architectural drawings. Create floor plans, roof plans, sections and elevations. Prerequisite: CADMCAD15.

11595 FF SA/SU Mar3 9:00-5:00 6 \$334.58

AutoDESK Inventor INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers.

11597 FF SA/SU Mar24 9:00-5:00 6 \$334.58

Computer Science - Software Engineering Specialist Certificate

Mohawk College Certificate
Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3310 / dennis.angle@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/computersciencesoftware

Admission Requirements

You must have completed the Computer Science Level 1 Certificate or be able to meet course prerequisites.

WATCH FOR COURSES NEXT TERM

Microcomputer Engineering Hardware Certificate

Mohawk College Certificate

Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 /

sabu.joseph@mohawkcollege.ca

Admission Requirements

Grade 12 (OSSD), MATH10042 (refer to Math Learning Centre courses) and COMPNET01 (refer to Server and Network Support Certificate) or equivalent.

For program details visit

ce.mohawkcollege.ca/microcomputerhardware

Digital Systems

ELEC10103

Extend the concepts studied in Digital Principles to include sequential circuits, memory systems, buses and microcontroller architecture. Program the ATmega169 in assembly language to drive applications including LCDs, Timers and ADCs. Build systems to measure voltage, generate waveforms, display messages and control small systems. Prerequisites: ELEC10039 and ELEC10040. NOTE: 2 hours on a Saturday is required(TBA).

11783 FF TU Jan10 6:00-10:00 17 \$487.66
SA 10:00-12:00

Microcomputer Engineering Software Certificate

Mohawk College Certificate

Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 /

sabu.joseph@mohawkcollege.ca

Admission Requirements

COMPNET25 and COMP10052 or equivalent (refer to Server and Network Support Certificate)

For program details visit

ce.mohawkcollege.ca/microcomputersoftware

WATCH FOR COURSES NEXT TERM

Server and Network Support Certificate

Mohawk College Certificate

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 /

sabu.joseph@mohawkcollege.ca

Admission Requirements

Grade 12 OSSD, COMP0001 (refer to Distance Education for Generic Computer Skills) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

For program details visit

ce.mohawkcollege.ca/serveetworksupport

UNIX/Linux

COMP10052

Learn to install, maintain, and troubleshoot a Linux system. Focus on a technical overview of the UNIX/Linux operating system, including hands-on experience with commands, files, and tools. Topics include graphical user interfaces (GUI), UNIX/Linux commands, user and group management, configuring peripheral devices, file system maintenance, software management, system monitoring, shell environments and scripting. Prerequisite: COMPNET01

11665 FF WE Jan11 6:00-10:00 14 \$404.27

Computer Hardware & Software

COMPNET01

Learn to assemble and configure a computer, install and troubleshoot hardware and software problems and examine system networking and network server basics as preparation for A+ certification.

11653 FF TH Jan12 6:00-10:00 14 \$404.27

Windows Server Administration

COMPNET10

Learn to plan, install, and manage Microsoft's Windows network operating system.

Prerequisite: COMPNET01

11654 FF MO Jan9 6:00-10:00 14 \$404.27

Network Fundamentals

COMPNET20

Focus on current and emerging networking technology with emphasis on terminology and protocols, LANs, WANs, OSI models, cabling, switches, routers, Ethernet, IP addressing, and network standards. Online reading required.

Prerequisite: COMPNET01

11691 FF TH Jan12 6:00-10:00 14 \$404.27

Network Specialist Certificate

Mohawk College Certificate

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,

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

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

install, operate and troubleshoot Ethernet, TCP/IP Networks. This certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-575-1212 ext. 3172 /

sabu.joseph@mohawkcollege.ca

Admission Requirements

Server and Network Support Certificate or completion of the following courses: COMPNET01 and COMPNET20.

For program details visit

ce.mohawkcollege.ca/networkspecialist

Routing (CCNA2) COMPNET35

Develop skills in configuring a router, managing Cisco IOS, configuring routing protocol on routers, and setting access lists to control the access to routers. 14 hours of online education required. MANDATORY Prerequisite: COMPNET20

11692 FF WE Jan11 6:00-10:00 14 \$404.27

Switching (CCNA3) COMPNET40

Acquire knowledge and skills to design, set up, configure and support a LAN using switches and routers. 14 hours of online education required. Prerequisite: COMPNET20.

11693 FF MO Jan9 6:00-10:00 14 \$404.27

Wireless & VoIP Technologies

COMPNET50

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20

11782 FF TU Jan10 6:00-10:00 14 \$404.27

Prep Sciences

For Mathematics courses refer to the Math/Statistics section of the catalogue.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-575-1212 ext. 3481 /

frosina.stojanovska-pocuca@mohawkcollege.ca

Preparatory Chemistry (Gas)

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. Tuesday class is every second Tuesday.

11576 FF TU/TH Jan10 6:30-9:30 19 \$404.27

Physical & Environmental Sciences

Fire Safety Certificate

Mohawk College Certificate

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

Questions?

905-575-2139 / ceengty@mohawkcollege.ca

905-575-2225 / geoff.white@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/firesafety

Basic Principles Of Fire Safety

SAFEFT100

Focus on the chemistry and physics of fire, methods of extinguishment, fire protection and life safety.

12320 FF MO Jan9 7:00-10:00 15 \$334.58

Fire Safety 4-Water Extinguishing Systems SAFEFT104

Consider the design and application of automatic sprinkler systems including water applications, and fluid mechanics for hydraulic systems. Prerequisite: SAFEFT100.

12321 FF TH Jan12 6:30-9:30 13 \$289.97

Fire Safety 5-Special Extinguishing Systems SAFEFT105

Study fixed fire extinguishing systems with their applications and design. Prerequisite: SAFEFT100.

12322 FF TU Jan10 7:00-10:00 13 \$289.97

Environmental Engineering Certificate

Mohawk College Certificate

Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-318-4295 mailbox 1501 /

margaret.thomson@mohawkcollege.ca

Admission Requirements

Prep Chemistry (GSCPE053) or equivalent. Refer to Prep Science section for GSCPE053 availability.

For program details visit

ce.mohawkcollege.ca/environmentalengineering

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: GSCPE053 or equivalent.

11566 FF TH Jan12 6:30-9:30 14 \$312.28

Environmental Legislation And Audit

LAWSOH703

Develop a working knowledge of environmental legislation and its application to air, water, waste disposal, noise, transportation and audits.

Prerequisites: CHEMOH701 & ENVROH702.

11565 FF TU Jan10 6:00-9:00 14 \$312.28

Water And Wastewater Treatment

WASTOH705

Develop an understanding of processes, methods determining operating parameters and their relationship to operating process.

Prerequisites: CHEMOH701 and ENVROH702.

11574 FF WE Jan11 7:00-10:00 14 \$312.28

Occupational Health & Safety Management Certificate

Mohawk College Certificate

Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-ordinators, Occupational Health Nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

Questions?

905-575-2139 / ceengty@mohawkcollege.ca

905-575-2225 / geoff.white@mohawkcollege.ca

Admission Requirements

Knowledge of chemistry, physics and mathematics is an asset.

For program details visit

ce.mohawkcollege.ca/ohs

Ergonomics ENVROH304

Learn to design jobs and workplaces to enhance job effectiveness and well-being.

12323 FF TH Jan12 6:30-9:30 13 \$267.67

Occupational Toxicology & Disease

ENVROH105

Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.

12324 FF WE Jan11 7:00-10:00 12 \$267.67

Industrial Engineering Certificate - Level 1

Mohawk College Certificate

For individuals employed in first level Industrial Engineering positions conduct time-and-motion studies, draw plans of efficient plant layout; assist in quality control testing; and participate in various manufacturing problem solving applications.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-575-1212 ext.3650 /

louie.dorazio@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/industrialengineering

Problem Solving IENGM252

Explore analytical and creative problem solving techniques.

12066 FF WE Jan11 7:00-10:00 14 \$312.28

Manufacturing Management MGMTIM153

Analyze the organization of modern industry and relationships among different functions.

12065 FF TU Jan10 6:00-9:30 12 \$312.28

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Engineering Technology / Health Sciences

Quality Assurance Certificate - Level 1

Mohawk College Certificate

Quality Sciences Practitioners currently employed in business or industry should benefit from this program offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Program content is consistent with ASQ requirements for certification. The Hamilton Section of ASQ administers a certification examination in March and October each year. See details on the ASQ website - www.asq.org on how to qualify for ASQ certification as a Certified Quality Technician (CQT).

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-575-1212 ext. 3650 /

louie.dorazio@mohawkcollege.ca

Admission Requirements

You require Grade 12 Math or equivalent.

For program details visit

ce.mohawkcollege.ca/qualityassurance

Statistical Process Control 1

MATHQC102

Examine statistical methods and applications required by industry including presentation and description of data, probability, sampling distribution, statistical inference, and objectives.

12058 FF TH Jan12 6:00-9:00 13 \$289.97

Mechanical Design

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-575-1212 ext. 3058 /

sevastian.irimie@mohawkcollege.ca

ce.mohawkcollege.ca/mechanicaldesign

SolidWorks Advanced

CADM10041

Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.

11575 FF TH Jan12 6:00-9:30 13 \$334.58

NEW!

Co-ordinate Measuring Machines

MECH10024

This course will cover the operation of Co-ordinate Measuring Machines (CMM), measuring routines and programming for dimensional measurements. In addition, students will complete case studies on various drawings and perform manual measuring routines on a Mitutoyo CMM using programs.

11650 FF MO Jan9 6:00-9:00 10 \$223.06

On Campus after dark?

Volunteers are here to assist



905-575-2263

Health Sciences

ce.mohawkcollege.ca/healthsciences

NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

You must submit the Communicable Disease Screening (Immunization) form, available at ce.mohawkcollege.ca/healthsciences.html to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one-time processing fee of \$115.00. Make cheques payable to "Mohawk College Health Services" with your student ID number clearly visible on the front of the cheque. Cash accepted if dropped off in person to Room 303.

Questions?

Health Services 905-540-4247 ext. 26750 /

IAHSHealthServices@mohawkcollege.ca

Books for courses offered at the IAHS may be purchased at the Health Sciences Bookstore in McMaster University Medical Centre, 1200 Main Street West, Room 1G. Phone 905-525-9140 ext. 22288 or 1-(800)-407-9465; Fax 905-570-0743; or titles.mcmaster.ca/trade/specialform.htm

Parking for Continuing Education Health Sciences students

McMaster University provides parking services for the Institute for Applied Health Sciences (campus code-IH). Permits may be purchased and picked up in person from the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and VISA. You require your student number to pick up your permit. Parking for evenings and weekends is \$6.00 payable upon exit at automated attendant.

Questions?

905-525-9140 ext. 24232

For the General Public

General Health Sciences

Questions?

905-540-4247 ext. 26736 /

cehealth@mohawkcollege.ca

Preparatory Biology - BIOL10006 is also available in Distance Education.

EMERGENCY MEDICAL RESPONDER (EMR)

Provide pre-hospital emergency medical care for the sick & injured. Designed for those entering emergency services i.e. Fire Fighters, Police Officers, Industrial first responders. This 2 semester, 84 hour course is also a precursor for Primary Care Paramedic Programs in Ontario and across Canada.

Emergency Medical Responder Part II HLTH10066

Continue critical thinking skills in recognising, evaluating and applying hands on treatment to patients during a medical or trauma emergency. Learn how to converse with medical responders both Fire and EMS and have the ability to work in a supportive role. Must have CPR "C" Health Care Provider. NOTE - No class Feb. 20.

15068 IH MO Jan9 6:30-9:30 14 \$556.11

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.

15000	IH	MO	Jan16	4:30-6:00	1	\$40.00
15001	IH	MO	Jan16	6:00-7:30	1	\$40.00
15002	IH	WE	Jan18	4:30-6:00	1	\$40.00
15003	IH	WE	Jan18	6:00-7:30	1	\$40.00
15004	IH	MO	Jan23	4:30-6:00	1	\$40.00
15005	IH	MO	Jan23	6:00-7:30	1	\$40.00
15006	IH	WE	Jan25	4:30-6:00	1	\$40.00
15007	IH	WE	Jan25	6:00-7:30	1	\$40.00
15008	IH	MO	Jan30	4:30-6:00	1	\$40.00
15009	IH	MO	Jan30	6:00-7:30	1	\$40.00
15010	IH	MO	Mar12	4:30-6:00	1	\$40.00
15011	IH	MO	Mar12	6:00-7:30	1	\$40.00
15012	IH	WE	Mar14	4:30-6:00	1	\$40.00
15013	IH	WE	Mar14	6:00-7:30	1	\$40.00
15014	IH	MO	Mar19	4:30-6:00	1	\$40.00
15015	IH	MO	Mar19	6:00-7:30	1	\$40.00
15016	IH	WE	Mar21	4:30-6:00	1	\$40.00
15017	IH	WE	Mar21	6:00-7:30	1	\$40.00
15018	IH	MO	Mar26	4:30-6:00	1	\$40.00
15019	IH	MO	Mar26	6:00-7:30	1	\$40.00
15020	IH	WE	Mar28	4:30-6:00	1	\$40.00
15021	IH	WE	Mar28	6:00-7:30	1	\$40.00

Preparatory Biology

BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. This course is not a credit for BScN Nursing. 45 hours in-class and 11 hours self study.

15091 IH TU Jan10 6:30-9:30 15 \$365.63
15090 IH WE Jan11 6:30-9:30 15 \$365.63

Sign up now!

Registration opens at 8:30 am on Tuesday, November 29

CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

Questions?

905-540-4247 ext. 26258

C.P.R. 'C'/AED - Health Care Provider Level

HSCI10086

Designed for Health Professionals, you will learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. This course is a prerequisite for PN, BScN., programs. Heart and Stroke Foundation certification.

15022	IH	SA	Jan7	9:00-2:30	1	\$76.31
15023	IH	SA	Jan21	9:00-2:30	1	\$76.31
15024	IH	TU	Feb7	5:00-10:00	1	\$76.31
15025	IH	SA	Mar10	9:00-2:30	1	\$76.31

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.

15026	IH	SU	Jan8	9:00-12:00	1	\$43.70
15027	IH	MO	Jan16	4:30-7:30	1	\$43.70
15042	IH	MO	Feb6	4:30-7:30	1	\$43.70
15028	IH	SA	Feb18	9:00-12:00	1	\$43.70
15029	IH	MO	Mar12	4:30-7:30	1	\$43.70
15030	IH	SA	Mar24	9:00-12:00	1	\$43.70

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

Standard First Aid, C.P.R. 'C'/AED HSCI10088
 19003 BL MO/TU Jan2 9:00-5:00 2 153.51
 19004 BL SA Jan28 9:00-5:00 2 153.51
 SU 12:00-8:00

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. CRNs 15032, 15034, and 15036, Parking included in price of course.
 15032 FF WE/TH Jan4 9:00-5:00 2 \$164.55
 15033 IH SA/SU Jan14 9:00-5:00 2 \$153.51
 15034 BF SA/SU Feb4 9:00-5:00 2 \$164.55
 15036 FF SA/SU Feb11 9:00-5:00 2 \$164.55
 15038 IH SA/SU Mar24 9:00-5:00 2 \$153.51

Health Professionals and Health Care Workers Courses/Workshops/Certificates

Overview of Lymphology and Lymphedema Management HSCI10154

Focus on the basics of Lymphedema and related disorders and treatment options including compression, and Complex Decongestive Therapy. Examine the International Lymphedema Framework Movement and lymphology research and educational opportunities.
 15060 IH SA Feb4 9:00-4:30 1 \$95.59

Medical Laboratory Technology

Questions?
 905-540-4247 ext. 26258 / mary.golba-byhouwer@mohawkcollege.ca

The College offers many courses suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for cross-training and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

SEE THE DISTANCE EDUCATION SECTION FOR OTHER COURSES FOR TECHNOLOGISTS

ATTENTION MEDICAL LABORATORY TECHNOLOGISTS

You may be eligible for up to \$1500.00 tuition reimbursement through the Allied Health Professional Development Fund. For more information visit www.osmt.org

Basic Blood Collection MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available.
 15097 IH TH Jan12 6:30-9:30 6 \$136.41

Health Sciences

Nursing Courses/Workshops

Please see the Distance Education Health Sciences section for distance education courses for nurses.

ATTENTION RNs and RPNs

You could be eligible for up to \$1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO or RPNAO websites at www.rnao.org or www.rpnao.org

Nursing

For information regarding Enhanced RN/ RPN Exam Preparation Courses designed for those who have made at least one attempt on the registration exam call 905-540-4247 ext. 26737.

Administration of Medication for Nurses NRS10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Note: No class March 15.
 15110 IH TH Jan12 5:00-8:30 16 \$374.34

Advanced Footcare for RNs and RPNs NRS10059

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: March 8, 10, 24, and 31.
 15065 IH TH Mar8 6:30-9:30 4 \$241.96
 SA 9:00-4:00

Assessment Skills For Nurses NRS10025

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. Bring your own stethoscope. CRN 15113- Refresher students only. CRN's 15111, 15112 and 15114 are for BIEN student only. CRN 15114 held at Brampton Newcomer Information Centre. CRNs 15112 (Jan 7 and Mar 24), CRN 15114 (Jan 6 and March 24) include 2 in class sessions with remainder online.
 15114 OR FR Jan6 9:00-4:00 2 \$331.76
 15112 IH SA Jan7 9:00-4:00 2 \$331.76
 15111 IH MO Jan9 4:30-9:30 10 \$331.76
 15113 IH WE Jan18 5:00-9:00 12 \$331.76

Basic Footcare for RNs and RPNs NRS10059

Focus on basic principles and skills in footcare. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. CRN 15063 includes parking.
 15063 BF TH/SA Jan26 6:30-9:30 2 \$96.66
 15064 IH TH/SA Feb16 6:30-9:30 2 \$87.69

Medical Laboratory Technology

Bridging Program for Medical Laboratory Technology

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs.

NEW - The Bridging Program is ALSO offering a new format that provides distance education and hands on learning opportunities.

Questions?
 905-540-4247 ext. 26706 / mary.golba-byhouwer@mohawkcollege.ca
ce.mohawkcollege.ca/bridgingmedlab

NEW - ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM

Information Session for all Bridging Program offerings: Tuesday March 6, 2012, Mohawk McMaster Institute for Applied Health Sciences, Room TBA.

Application Deadline for Sept.2012, 9 month program, is Thursday April 5, 2012.

Clinical Experience 1 CLINMLS08

Develop practical skills in the five major lab disciplines in this simulated clinical experience.
 15092 FW MO-FR Jan2 8:00-4:30 30 \$1363.71
 15094 IH MO-FR Jan2 8:00-4:30 30 \$1363.71

Clinical Experience 2 CLINMLS16

Further enhance your practical skills in the five major lab disciplines in this clinical experience.
 15093 FW MO-FR Feb13 8:00-4:30 30 \$1363.71

Medical Laboratory Assistant/Technician Certificate

Offered in conjunction with The Michener Institute (Toronto). Complete the theory portion through distance education at Mohawk College and the laboratory sessions at The Michener Institute and Mohawk College. You must satisfy admission requirements of both institutions.

Questions?
 See the Distance Education section
 905-540-4247 ext. 26258 / mary.golba-byhouwer@mohawkcollege.ca

Laboratory Basics Workshop MLSC10003

Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination. Friday session at IH. Saturday & Sunday sessions at Fennell Campus.
 15095 IH FR Mar30 5:00-9:00 3 \$133.16
 SA/SU 9:00-5:00

Clinical Experience 2 CLIN10035

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.
 15096 FW MO-FR Jan3 8:00-4:30 20 \$1006.17

Health Sciences

The Management Of Wounds HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to S1-Canadian Assoc. of Wound Care series. Bring text (available in McMaster Hospital, Room 1G) to first class. CRN 15062 - classes held on alternate Saturdays. Dates: Jan. 14, 28, Feb. 11, 25 and Mar. 10. You are required to log on to eLearn one week prior to first class. Course manual available online on specific course page in eLearn.

15061 IH TU Jan10 6:00-9:00 10 \$202.36
15062 IH SA Jan14 9:00-4:00 5 \$202.36

Breastfeeding Program

See Distance Education section of this catalogue for program information. Prior to clinical experience, the following prerequisites must be completed: Mohawk College Medical Clearance & depending on placement agency, Mask Fit testing, BCLS, Police Check may also be required.

RN and RPN Certificates

NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

The Communicable Disease Screening form, available at ce.mohawkcollege.ca/healthsciences.html, must be submitted to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one time processing fee of \$115.00. Make cheques payable to Mohawk College Health Services with your student I.D. number clearly written on the front of the cheque (cash will be accepted if dropped off in person to Room 303).

Questions?

Health Services 905-540-4247 ext. 26750 /
IAHShealthservices@mohawkcollege.ca

ATTENTION RNs and RPNs

You could be eligible for up to \$1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO or RPNao websites at www.rnao.org or www.rpnao.org

Prerequisite for all RN and RPN courses:

Current registration from the College of Nurses of Ontario, as a Registered Nurse (RN) or a Registered Practical Nurse (RPN).

To obtain a certificate, you must fill out a "Request for Certificate" form, available at ce.mohawkcollege.ca/faq or by calling 905-540-4247 ext. 26258.

Bridging for Internationally Educated Nurses (BIEN)

Ontario College Certificate

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the regulatory requirements of the College of Nurses of Ontario (CNO). Based upon your Letter of

Direction from the CNO, you will be given an individualized program of study designed to meet your learning needs. Upon successful completion of all required elements, you will be issued a certificate.

Questions?

905-540-4247 ext. 26737 /
bien@mohawkcollege.ca

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. OBPA application forms are available from the Registration Office, IAHS Campus.

Admission Requirements

1. Letter of Direction from the College of Nurses AND
 2. You must have practised as a nurse within the last 10 years AND
 3. All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment and achieve a benchmark of 7, (I-CELBAN must be completed within 3 months post admission).
 4. Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).
- NOTE: You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMP296 or INFOBW001 in this catalogue.

How do I apply?

Forward a cover letter along with:

- 1) Letter of Direction from CNO
 - 2) Resume outlining your nursing practice
 - 3) Provide Canadian Language Benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (I-CELBAN).
 - 4) Proof of Citizenship or immigration status.
- Contact Applied Communication Centre for details at 905-575-1212 ext. 3569 and
Forward your documents by fax, email or mail to:

BIEN Program
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main St. West, Hamilton, ON L8S 1C7
FAX: 905-528-7706 or email
bien@mohawkcollege.ca
Program Manager: Nancy Brown-Fellows

For program details visit
ce.mohawkcollege.ca/bien.

Your program of study, based upon your Letter of Direction from the CNO, will be sent to you before the start of the semester. Refer to your program of study for prerequisites and co-requisites. You MUST complete all courses in your program before attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. You require medical clearance, mask fit testing and BCLS before your clinical experience.

Administration of Medications and Assessment Skills

See Nursing Courses/Workshops



Clinical Skills Review NRSRG10028

Demonstrate proficiency in nursing skills following CNO's standards of practice in a simulated laboratory setting. Prerequisite: NRSRG10016, NRSRG10018. BRING A STETHESCOPE to all classes. CRN 15108 will be held in the Auditorium of Oakville Trafalgar Hospital. No class March 12. CRN 15109 no class March 15.

15108 OR MO Jan16 5:00-9:00 12 \$306.36
15109 IH TH Jan19 5:00-9:00 12 \$306.36

Maternal-Child Theory 2 NRSRG10046

Explores nursing theory as applied to maternal-child and pediatric populations. There are 6 in class sessions Jan 18, Feb 01, Feb 22, Mar 7, Mar 28 and Apr 11 remainder on line. NOTE: Combined NRSRG10042 & NRSRG10046 is equivalent to NRSRG10020 Nursing Theory 2.

15106 IH WE Jan18 5:30-9:30 6 \$303.53

Mental Health Nursing NRSRG10042

Explores nursing theory as applied to mental health. Three in class session are Saturday Feb 4, Feb 25, Mar 24 Mar 31 all from 9 - 4.

15107 IH SA Feb4 9:00-4:00 4 \$161.88

Nursing Informatics NRSRG10016

Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources such as Telehealth. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment, group and individual projects, presentations and reports. Lab dates are Jan 21, Feb 11 and Mar 10..

15115 IH SA Jan21 9:00-4:00 3 \$283.30

Nursing Theory 1 NRSRG10019

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis and intervention implementation and evaluation using evidence-based practice. There are 7 in class sessions; remainder online. CRN 15102 held at CARE-Jan 12, 26, Feb 9, 23, Mar 8, 22 and Apr 5th. CRN 15103 at Halton Multicultural Centre, Oakville-Jan 11, 25, Feb 8, 22, Mar 7, 21, and Apr 4. **NOTE: You MUST log into eLearn ONE WEEK BEFORE START DATE.

15103 OR WE Jan11 9:00-5:00 7 \$523.70
15102 OR TH Jan12 9:00-5:00 7 \$523.70

Nursing Theory 2 NRSRG10020

Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSRG HZ215. Saturday classes are: Feb 4, Feb 25, Mar 24 and Mar 31 from 9-4.

15105 IH WE Jan18 5:30-9:30 10 \$528.70
SA 9:00-4:00

Professional Issues NRSRG10018

Analyze trends in health care, ethical and legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 15083 Four in class sessions dates are Jan 14, Feb 4, Feb 18 and Mar 10 the remainder online. CRN 15101 will be held at Newcomer Information Centre for Education and Training, Brampton. Four in class sessions are Jan 13, Feb 3, Feb 24 and Mar 9 the remainder online. **NOTE: Students MUST to log into eLearn ONE WEEK BEFORE START date.

15101 OR FR Jan13 9:00-4:00 4 \$433.37
15083 IH SA Jan14 9:00-4:00 4 \$433.37

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

Therapeutic Relationships COMM10099

Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. No class March 16th.
15084 IH FR Jan20 10:00-4:00 10 \$341.76

RN Refresher Certificate

Ontario College Graduate Certificate

Are you a Registered Nurse in Ontario who has been out of active practice for more than 5 years?

Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.



Revitalize your nursing career

Questions?

905-540-4247 ext. 26737 / bien@mohawkcollege.ca

Admission Requirements

1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario
2. Have practised as a nurse within the last 10 years

How do I Apply?

Forward a cover letter along with

- 1) A copy of Certificate of Registration or Letter of Direction from CNO
- 2) Resume outlining your nursing practice to: Forward your documents by fax, email or mail to:

RN Refresher Certificate
Mohawk College
Institute for Applied Health Sciences
Room 185

1400 Main St. West, Hamilton, ON L8S 1C7

FAX: 905-528-7706 or email

bien@mohawkcollege.ca

Program Manager: Nancy Brown-Fellows

For program details visit

ce.mohawkcollege.ca/rn-refresher

Refer to your individualized program of study, for prerequisites and co-requisites. You MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience.

NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.

RPN Refresher Certificate

Ontario College Graduate Certificate

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years?

Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.

Questions?

905-540-4247 ext. 26737 / bien@mohawkcollege.ca

Admission Requirements

1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario AND

2. Have practised as a nurse within the last 10 years.

How do I apply?

Forward a cover letter with:

- 1) A copy of CNO Certificate of Registration or Letter of Direction.
- 2) Resume outlining your nursing practice to: Forward your documents by fax, email or mail to:

RPN Refresher Certificate
Mohawk College
Institute for Applied Health Sciences
Room 185

1400 Main St. West, Hamilton, ON L8S 1C7

FAX: (905) 528-7706 or email

bien@mohawkcollege.ca

Program Manager: Nancy Brown-Fellows

For program details visit

ce.mohawkcollege.ca/rpn-refresher

Refer to your individualized program of study, for prerequisites and co-requisites. You MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience.

NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.

RPN Diploma Completion

Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO's full scope of practice.

Questions?

905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca
905-540-4247 ext. 26736 / sharon.hamilton1@mohawkcollege.ca

Admission Requirements

1. Official Transcripts: Ontario College Certificate Practical Nurse AND
2. College of Nurses of Ontario (CNO) current Certificate of Registration AND
3. Currently working to full Scope of Practice as outlined by the CNO

*Basic computer skills are required

How do I Apply?

Forward a cover letter along with

- 1) Copy of RPN certificate
- 2) Letter from your employer outlining your current practice
- 3) Proof of Current CNO Registration.
- 4) Resume outlining your nursing practice and continuing education courses to: Registered Practical Nurse Diploma Completion Program
Mohawk College
Institute for Applied Health Sciences
Room 185

Refresh your nursing practice



1400 Main Street West

Hamilton, ON L8S 1C7

Book admission interview with Program Mgr. via Sharon at ext. 26736.

Note: You must complete the full program within 3 years of admission to program.

CLINICAL COURSE INFORMATION: Refer to your individual program of study sent with your acceptance into the program.

Clinical courses (CLIN 10045 & CLIN 10048) can only be completed in spring/summer semesters. CLINICAL COURSE PREREQUISITES are successful completion of all required nursing theory courses. Eligible students planning to complete a clinical course in spring/summer 2012 MUST APPLY TO PROGRAM MANAGER BY JANUARY, 2012. Clinical applications are available at IAHS, Room 185. See Donna or Sharon.

NOTE: Eligible students are to attend a MANDATORY clinical information session on Tuesday April 3, 4-5PM. IAHS, Room TBA.

For course offerings, see BIEN, Human Services or Languages & Communications sections of the catalogue.

RN - Critical Care Nursing Certificate

Ontario College Graduate Certificate

Obtain knowledge and skills necessary to work in Critical Care areas. Part-time certificate, intended for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

Questions?

905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements

Evidence of registration with the College of Nurses, fax to the Program Manager before the first class. FAX: 905-528-7706

For program details visit

ce.mohawkcollege.ca/criticalcarenursing

To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext 26708.

See Distance Education for additional Critical Care offerings.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

You may qualify for credit for skills and knowledge acquired in other courses or through work experience. Contact Amy Boyer, Program Manager, at 905-540-4247 ext. 26708

See box at beginning of Health Sciences section regarding Medical Clearance.

Critical Care Module 2 (Respiratory) - Clinical CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptor Clinical Placement. The preceptor retains responsibility for care of the patient.

15070 FW

Jan12

\$188.87

Need Help?

AskMohawk at ce.mohawkcollege.ca

Health Sciences

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.
15071 FW Jan13 \$161.88

Critical Care Module 5 (Neurosciences) - Clinical CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.
15072 FW Jan10 \$161.88

Critical Care Module 6 (GI/GU) - Clinical CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.
15073 FW Jan11 \$53.96

RN - Advanced Cardiac Care Certificate

See Distance Education for course offerings.

RPN - Maternal Newborn Nursing Certificate

Ontario College Graduate Certificate

Prerequisites: NRSRG10055 and NRSRG10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate.

Mental Health Nursing Certificate

Ontario College Graduate Certificate

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team. Upon completion of the program of study, you are eligible for the program certificate.

There are 5 theory courses (see website) plus 1 field experience included in this program of study. Courses are offered in a blended format, classroom/distance education, with an occasional classroom component, using the learning management system eLearn. Each semester another theory course will be offered. HSCI10145 & HSCI10147 are prerequisites for the remaining theory courses.

Questions?

905-540-4247 ext 26708 /

amy.boyer@mohawkcollege.ca

ce.mohawkcollege.ca/mentalhealthnursing

Admission Requirements

You are to submit proof of current College of Nurses of Ontario registration to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.

Introspective Practice HSCI10147

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. First class only is mandatory. Balance of course completed via eLearn.

15088 IH TU Jan10 6:30-9:30 1 \$242.83

Whole Person Assessment HSCI10149

Integrate refined interviewing skills with assessment tools to construct an understanding of your clients' health journey. Identify the clients' ability based on data collected from various sources using the multidisciplinary team approach. Compose a narrative of your clients' personal, family, social and vocational life in partnership with your clients. Course delivery by eLearn. (no in class sessions)

15104 IH WE Jan11 6:30-9:30 12 \$242.83

RN - Occupational Health Nursing Certificate

Oncology Nursing Certificate

See Distance Education for above programs.

RN - Nephrology Nursing Certificate

Ontario College Graduate Certificate

Enhance your knowledge and skills in caring for patients with renal disease and their families. Complete 4 theory courses and 1 clinical experience. You must successfully complete a nursing assessment skills course before you enrol in the clinical experience module.

Questions?

905-540-4247 ext. 26708 /

amy.boyer@mohawkcollege.ca

Admission Requirements

Current certificate of registration as an RN from the College of Nurses of Ontario. Fax proof of registration to Amy Boyer at 905-528-7706.

For program details visit

ce.mohawkcollege.ca/nephrologynursing

Purchase or order needed materials in advance of start date.

THE NEPHROLOGY PROGRAM HAS BEEN TEMPORARILY SUSPENDED.

RN - Operating Room Certificate

Ontario College Graduate Certificate

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of periOperative Nursing Association of Canada.

Offered in new blended format combining in classroom and on line formats.

Application/Questions?

905-540-4247 ext. 26258 /

cehealth@mohawkcollege.ca

goran.popovic@mohawkcollege.ca

Admission Requirements

Current registration as a RN with the College of Nurses of Ontario and medical clearance.

You must apply and be accepted into the RN/RPN Perioperative Program.

For program details visit

ce.mohawkcollege.ca/rn-operatingroom

RN/RPN Introduction to Operating Room Nursing NRSRG10058

Students are introduced to perioperative nursing principals and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

15051 IH WE Jan11 6:00-10:00 12 \$320.47

OR Laboratory Experience A HSCI10156

In an operating room environment, the student will practise skills for the scrub nurse and circulating nurse role.

15049 OR TU/SA Feb14 7:30-3:30 5 \$303.53

Anaesthesia, Assessment & Critical Care HSCINSC87

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

15046 IH TH Feb16 6:00-10:00 10 \$283.30

OR Laboratory Experience B HSCI10158

In an operating room environment, students will continue to practice their skills for scrub nurse and circulating nurse.

15050 OR SA Feb11 7:30-3:30 5 \$269.81

Operating Room Principles & Practices 2 Theory NRSRG10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac.

15048 IH WE Feb1 6:00-10:00 10 \$269.81

RN/RPN Clinical 1A CLIN10051

Apply perioperative nursing theory and laboratory experience in an Operating Room Suite.

15052 FW Jan9 \$472.89

RN/RPN Clinical 1B CLIN10052

Use perioperative theory and skills in a full-time preceptored Operating Room Suite.

15053 FW Jan10 \$548.28

Other Perioperative Courses

Peri Anaesthesia Nursing NRSNGNSC06

Develop nursing skills in pre-and-post-anesthesia and sedation practice in PeriAnesthesia environments such as Ambulatory Care, ICU, Preadmission Units, Labour and Delivery, Dental/Medical offices etc. Prerequisites: Arrhythmia Interpretation NRSRG 10060.

15057 IH TU Jan10 6:00-10:00 9 \$242.83

Peri Anesthesia Nursing Clinical

CLIN10053

Use PeriAnesthesia theory and skills in full time preceptored PeriAnesthesia settings.

15067 FW Mar7 \$472.89

RN - First Assistant Graduate Certificate

Ontario College Graduate Certificate

Program is comprised of independent study part time on line, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Application/Questions?

905-540-4247 ext. 26258 /

cehealth@mohawkcollege.ca

Admission Requirements

Student Application Form and interview with the Program Manager

For program details visit

ce.mohawkcollege.ca/rnfa

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

RPN - Operating Room Certificate

Ontario College Graduate Certificate

Develop the specialized perioperative nursing skills you need to function effectively in the operating room suite in accordance with Standards of PeriOperative Room Nursing Association of Canada.

Offered in new blended format combining in classroom and Distance Education formats.

Application/Questions?
905-540-4247 ext. 26258 /
cehealth@mohawkcollege.ca

Admission Requirements

Current Registration as a RPN with the College of Nurses of Ontario and medical clearance.

You must apply and be accepted into the RN/ RPN OR Program.

For program details visit

ce.mohawkcollege.ca/rpn-operatingroom

For course offerings see RN Operating Room Certificate

Medical Device Reprocessing (MDR) Certificate

Mohawk College Certificate

Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department/Central Supply & Sterilization Department

Application/Questions?
905-540-4247 ext. 26258 /
cehealth@mohawkcollege.ca

Admission Requirements

You must apply and be accepted into the MDR program.

For program details visit ce.mohawkcollege.ca/mdr

MDR Principles and Practices 2

HSCI10124

Provides knowledge and technique necessary to assume proper instrument assembly and different methods of sterilization. 28 hours in class theory.

15054 IH WE Jan11 6:00-10:00 7 \$188.87

MDR Principles and Practices 3

HSCI10125

Includes Event Related Sterility as it pertains to storage and distribution. Material management and professionalism will also be covered.

15055 IH WE Feb29 6:00-10:00 7 \$188.87

Clinical Experience Medical Device Reprocessing CLIN10059

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

15056 FW Jan9 \$548.28

RN/RPN - Pediatric Nursing

Prior Learning Assessment & Recognition

Exemption from NRSG10057 - Pediatric Assessment course may be granted via PLAR for RNs and RPNs who have current work experience with assessment of pediatric clients.

Nursing Care of Children with Cardio/Respiratory Disorders NRSG10066

Focus on pediatric cardio respiratory disorders in a community context with emphasis on pathology, medical management, ongoing assessment, medication administration, and other factors influencing patient wellbeing.

Prerequisite NRSG 10057 Course runs alternating Saturdays, Jan 21, Feb.4, 18, Mar. 3, 17 and 31.

15058 IH SA Jan21 9:00-4:00 6 \$242.83

Paediatric Assessment: Infant to Young Adult NRSG10057

Explore normal paediatric growth and development. Using case studies, simulations, and skills labs, complete head-to-toe assessments and examine atypical symptoms of prevalent illnesses. Community clinical setting. Open to RNs and RPNs. NOTE: Course runs on alternate Saturdays. Dates: Jan. 14, 28, Feb.11, 25, Mar. 10 and 24.. You are required to log on to eLearn one week prior to first class. Course manual is available online on specific course page in eLearn.

15059 IH SA Jan14 9:00-4:00 6 \$242.83

RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal

Ontario College Graduate Certificate

Enhance your knowledge and skills in perinatal nursing care with a rigorous review of relevant material from conception to six weeks post partum for mother, fetus/newborn and family. There will be a strong emphasis on physiology, evidence-based practice and nursing management. The Perinatal High Risk Obstetrical Certificate program prepares RNs for the Canadian Nurses Association Perinatal Certification exam.

Some course manuals are on line and others available for purchase at Titles, McMaster Medical Centre Bookstore. Please bring to first class.

Questions?

905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca
905-540-4247 ext. 26736 /
sharon.hamilton1@mohawkcollege.ca

Admission Requirements

Proof of current registration with the College of Nurses of Ontario as a Registered Nurse must be faxed to the Program Manager at 905-528-7706.

PERINATAL NURSING CERTIFICATE CLINICAL COURSE INFORMATION:

Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption.

CLINICAL COURSES MAY ONLY BE TAKEN IN THE SPRING/SUMMER SEMESTER. Eligible students planning to complete a clinical course in spring/summer 2012 semester must apply to Program Manager by January, 2012. Clinical applications are available online in eLearn course manuals or at the IAHS, room 185, see Sharon or Donna.

NOTE: Eligible students are to attend a MANDATORY clinical information session on Friday, February 3, 2012, 3-4pm, IAHS, Rm TBA.

For program details visit ce.mohawkcollege.ca/perinatalnursing

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. 26736 for registration information package for the 3 hour exam and call the program manager at 905-540-4247 ext 26709 for prerequisite assessment.

Obstetrical Nursing 1 (Advanced) NRSG10049

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring abnormal labour, and perinatal bereavement. Class dates are Sept 30, Oct 28 and Nov 25. You are required to logon to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. There will also be 18 hours independent learning. Preqquisites: NRSG10055 & 10056.

3 sessions will be held on Jan 13, Feb 3 and Feb 24, 2012. Balance of hours independent learning.

15045 IH FR Jan13 9:00-4:00 3 \$428.74

Obstetrical Nursing 2 (Advanced) NRSG10051

Focus on more complex obstetrical complications such as hypertensive disorders, diabetes, bleeding, infections, cardiac disease and obstetrical emergency situations. (Prerequisites: NRSG 10055, 10056 & 10049) Classes held Mar 2, 9, 23, 30 & Apr 13, 2012.

15047 IH FR Mar2 9:00-4:00 5 \$511.16

Neonatal Resuscitation-Initial Provider Certification HSCINSCB1

Due to impending changes in NRP educational requirements, this course offering has been cancelled. As soon as possible the course will be implemented following the new guidelines. Watch the ce.mohawkcollege.ca/perinatalnursing web page for future course offerings in the Winter 2012 semester

15066 IH MO Jan9 9:00-5:00 1 \$101.18

Certificates/Diplomas - Other than Nursing

To obtain a certificate, you must fill out a "Request for Certificate" form.

Disability Management Certificate (Return to Work Coordinator)

Ontario College Certificate

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.

Health Sciences

PRIOR LEARNING ASSESSMENT/ EXEMPTIONS

You may be eligible for credit for skills and knowledge you have acquired in your work experiences or exemption for course taken at another educational organization. For further information including NIDMAR guidelines contact Patti Boucher.

Questions?

905-540-4247 ext 26736 /
sharon.hamilton1@mohawkcollege.ca
pboucher@pshsa.ca

Admission Requirements

Contact Patti Boucher, Program Manager, before registering for the first module.
 . Computer skills to prepare a basic WORD document, use email and the Internet.
 . All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.

For program details visit

ce.mohawkcollege.ca/disabilitymgt

NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.

A Certificate will be awarded upon successful completion of the entire program.

NOTE: No refunds or course transfers two days prior to the scheduled course 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 a organization, and setting up a new program or evaluating an existing one.

15035 IH SA Jan21 8:30-6:00 1 \$309.12

Introduction to Return-to-Work Coordination

CREDRTC02

Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

15031 IH FR Jan20 12:00-6:30 1 \$242.53

The Role of Assessment

MISCRTC06

Consider how return-to-work coordinators can identify qualified assessment professionals and interpret their assessments.

15037 IH FR Jan27 12:00-6:30 1 \$242.53

Communication and Interviewing Skills

COMMRTC07

Explore communication skills for formal and informal interviews including those involving supervisors and health care providers. Learn to create an interaction in which the returning worker becomes an active partner in the return-to-work process.

15040 IH SA Jan28 8:30-3:30 1 \$242.53

Interviewing and Helping Skills

COMMRTC08

Examine a three-stage helping model used by RTW Coordinators.

15039 IH FR Feb24 12:00-6:30 1 \$242.53

Free Academic Upgrading

905-575-2029

Legislation And Disability Management

LAWSRTC13

Examine human rights laws, accommodation requirements and other related acts that apply to workers with disabilities.

15043 IH SA Mar24 8:30-6:00 1 \$309.12

Workers' Compensation

HRESRTC14

Focus on an overview of workers compensation legislation across Canada and the provisions within each system related to return to work.

15041 IH SA Feb25 8:30-3:30 1 \$242.53

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.

15044 IH FR Mar23 12:00-6:30 1 \$242.53

Food Services Certificate

Ontario College Certificate

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

Questions/Application?

905-540-4247 ext. 26258 /
cehealth@mohawkcollege.ca

You must apply and be accepted into the Food Services program.

CULIHC F10 - Introduction to Institutional Food Services is a prerequisite to all other courses in the program.

Admission Requirements

Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority. *Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.

For program details visit

ce.mohawkcollege.ca/foodservices

All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

Food Preparation 1

CULIHC F20

Study basic cooking principles with the emphasis on entree, soup, starch, fruit and beverage preparation. Explore allergies, intolerances, multiculturalism and catering. No need to purchase manual. Notes will be handed out in class.

15080 IH TU Jan10 6:30-9:30 10 \$214.36

15081 IH TH Jan12 6:30-9:30 10 \$214.36

Nutritional Care

HLTHHC F60

Examine various disease states - cardiovascular, diabetes, cancer, dysphagia, kidney disease, etc. and their relationship to nutrition. Topics include nutrition labelling, Canada's Food Guide, texture and energy modification and geriatric nutrition.

15078 IH TU Jan10 6:30-9:30 10 \$214.36

15079 IH TH Jan12 6:30-9:30 10 \$214.36

Palliative Care Certificate

Ontario College Certificate

Palliative care aims to relieve the suffering and improve the quality of living and dying for those with terminal illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for health care professionals, the curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Questions?

905-540-4247 ext. 26258

Admission Requirements

You must be a regulated health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician.)
 NOTE: Individual courses may be taken by persons interested in working in palliative care; however a Certificate will only be granted to regulated health professionals upon completion of all course work.

For program details visit

ce.mohawkcollege.ca/palliativecare. To register for the field placement, you require permission from the Program Manager, medical clearance, and between October and April, a mandatory flu shot.

NOTE: Fundamentals of Hospice Palliative Care course from Hospice Palliative Care Network is equivalent to HSCIHA69-Introduction to Palliative Care. Students must apply for an exemption for course HSCIHA69 providing proof of course completion of Fundamentals course.

NOTE: No course offerings Winter 2012. Program is under review.

Personal Support Worker Certificate

Ontario College Certificate

Develop critical knowledge and skills to provide personal care and support to people living at home and in long-term care facilities. This program, approved by the Ministry of Health and the Ministry of Training, Colleges and Universities, consolidates and replaces the Health Care Aide and Home Support programs.

Questions?

905-540-4247 ext. 26708 /
amy.boyer@mohawkcollege.ca

Admission Requirements

Ontario Secondary School Diploma (GED, College and Career Preparation) including:
 . Grade 12 English general, advanced C or U.
 . Grade 10 Mathematics, general or advanced, applied or academic.

Mature applicants (over 19 and not meeting the admission requirements) will be required to do the mature applicant testing.

You must submit a current immunization record before beginning the clinical placement. Successful completion of CPR Basic Rescuer C, Standard First Aid training and Mask Fitting is required prior to clinical placements. Police Clearance may also be required by some clinical sites.

For program details visit

ce.mohawkcollege.ca/psw

The part time PSW Program will be offered September 2012. Interested candidates may apply now for the September intake.

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

Please contact the Program Manager for an application form and further details.
amy.boyer@mohawkcollege.ca

SPECIAL INTEREST COURSES FOR POST GRADUATE PSWs, PLEASE CHECK WEBSITE FOR WINTER COURSES.

PSW Bridging to PN Program

If you have met the admission requirements and have been accepted into the PSW-PN Bridging Program, you are eligible to register for the PSW-PN Bridging courses. Entry into semester 2 of the PN Program would follow successful completion of the Bridging Courses.

Questions?
905-540-4247 ext. 26736 /
sharon.hamilton1@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/psw2pn

Course start dates for HSCI10143 and HSCI10142 are subject to change.

Computers In Nursing COMPCO291

Provides students with both a conceptual background and practical experience related to Information Technology. Special attention is paid to the areas of Information Technology that are most pertinent to the health care field. Topics include Hospital Information Systems, Database Management Systems, Telemedicine and Mobile Computing. Required report and presentation project relating computers to some aspect of the medical field.

15100 IH TU Jan10 6:30-9:30 15 \$283.30

Bridged Anatomy and Physiology HSCI10143

Further enhance your understanding of human anatomy and physiology, with particular attention to cell/tissue organization and the various body systems. Intended for accepted students in the PSW-PN Bridging Program. 45 hrs.

15098 IH WE Jan11 6:00-9:00 15 \$303.53

Transitional Concepts for Personal Support Worker Bridging HSCI10142

Prepare to enter semester 2 of the Practical Nursing program by integrating your PSW theory and skills with nursing concepts. Topics include information technology; nursing process; role, scope of practice and governance, and quality assurance. 45 hrs. Required: Download from College of Nurses Website the Compendium for Nurses. Intended for students accepted into the PSW-PN Bridging Program.

15099 IH MO Jan9 6:00-9:00 15 \$303.53

Palliative Care for Personal Support Workers Certificate

Ontario College Certificate

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

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

Admission Requirements

Personal Support Worker Certificate. Proof of certification must be faxed to Program Manager at 905-528-7706.

For program details visit
ce.mohawkcollege.ca/palliativecarepsw

Loss, Grief and Caregiver Support HSCI10094

This course will allow students to increase their 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.

15087 IH WE Jan11 6:30-9:30 10 \$212.36

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.

15069 FW Jan9 \$202.36

Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession (either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job") who wish to pursue OCP registration must complete the 4 approved Pharmacy Technician Bridging courses. These courses will prepare the Pharmacy Technician to meet the education requirements for registration with OCP.

The Bridging courses may be taken in any order, as offered. You may use the PLAR process to challenge any of the courses except for the Professional Practice course which is mandatory. The Structured Practical Training component managed by OCP follows the completion of the bridging courses.

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

Admission Requirements

OCP certification or PEBC letter of completion to be faxed to the Program Manager at 905-528-7706. Include contact information with your fax. Registration restricted to applicants who have OCP or PEBC credentials.

Management of Drug Distribution Systems Pharmacy Technician HSCI10140

Examine various drug distribution systems that prepare you to manage operations in different practice settings to ensure safe effective drug supply and distribution. Learn about distributive functions in institutional settings, common drug plans, adjudication challenges, inventory management elements and common business practices with emphasis on accurate product release within the role of the Pharmacy Technician.

15085 IH WE Jan11 6:30-9:30 13 \$278.06

Professional Practice for Pharmacy Technician Bridging HSCI10136

Prepare for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. Through a variety of learning tools such as interactive case studies, assignments, quizzes and group work, you will enhance your ability to practice competently with the professional practice framework. (START DATE MAY BE SUBJECT TO CHANGE)

15086 IH TU Jan10 6:30-9:30 15 \$323.53

Psychosocial Rehabilitation Certificate

See Distance Education for course offerings.

Gerontology Programs

To obtain a certificate, you must fill out a "Request for Certificate" form.

Working with Dementia Clients - Multidiscipline Certificate

Ontario College Certificate

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

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

Admission Requirements

Completion of an approved certificate program in health or human services or approval from Program Manager. Proof of certification must be faxed to Program Manager: 905-528-7706.

For program details visit
ce.mohawkcollege.ca/dementiastudies

See box at beginning of Health Sciences section regarding Medical Clearance.

Contact the Program Manager for Clinical information.

Communication & Interpersonal Skills In Dementia COMMDEM02

Develop dementia-specific communication skills, with emphasis on approaches to use, problem solving, cueing, working in teams, working with families, interagency partnering, confidentiality, change process and quality assurance.

15075 IH WE Jan25 6:30-9:30 8 \$171.88

Ethics And Legalities 1 LAWSDEM04

Explore the current ethical issues in community based and long term care institutions, i.e. euthanasia, living wills, use of restraints, etc. Discussions on legal issues focusing on advocacy, power of attorney, residents rights, etc. Presented in a variety of formats, and the student will be encouraged to be aware of their beliefs and those of others.

15076 IH WE Mar21 6:30-9:30 1 \$171.88

Clinical Field Placement With Clients CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

15074 FW Jan10 \$388.21

Dementia Clinical/Placement CLINDEM08

Gain clinical experience

15077 FW Jan9 \$472.97

Watch for our Spring/Summer 2012 catalogue

Available in print on
Tuesday, March 6

Health Sciences / Hospitality & Travel

Basics of Grape-Growing HORT10025
13119 BF WE Jan18 7:00-10:00 10 \$238.06

Dementia Studies - Multidiscipline Certificate

Ontario College Certificate

Admission Requirements

Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

ATTENTION RNs and RPNs

You could be eligible for up to \$1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO / RPNAO websites at www.mao.org / www.rpnao.org

Contact the Program Manager for Clinical information.

Working with the Aged - Multidiscipline Certificate Gerontology - Multidiscipline Certificate

See Distance Education section for program information and course offerings.

Hospitality & Travel

Professional Bartending Certificate

Mohawk College Certificate

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Questions?

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

Admission Requirements

YOU MUST BE 19 YEARS OF AGE OR OLDER.

For program details visit

ce.mohawkcollege.ca/bartending

In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an **ACKNOWLEDGEMENT OF COMPLETION** for successful completion of the following courses:

Mixology 1 - 21 hrs.

Mixology 2 - 21 hrs.

Be a Professional Server - 18 hrs.

Wine Appreciation 1 - 21 hrs.

Smart Serve - 3 hrs.

The Smart Serve Certificate is mandatory to work in an establishment that serves alcohol in Ontario.

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 1

HOSPFB001

Learn the art and science of mixing cocktails for restaurant and bar facilities in compliance with standards for Hospitality Beverage Operations. Tasting and practice session included. Liquor/product costs \$45.00 included in fee.

12434 FF MO Jan9 6:30-10:00 6 \$201.14

Mixology 2

HOSPFB002

Enhance your skills with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, shooter varieties and domestic and imported beers. Liquor/product costs of \$45.00 included in the course fee. Prerequisite: Mixology 1 (FB001)

12435 FF MO Feb27 6:30-10:00 6 \$201.14

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.

12364 FF TU Jan24 7:00-10:00 6 \$141.83

Wine Appreciation 1

HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Included in fee is \$50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class.

12440 FF WE Jan11 6:30-10:00 6 \$228.74

Wine Appreciation 2

HOSPFB005

Explore the major wine regions of the OLD WORLD, including France, Italy, Spain, Portugal, Germany, Austria, Hungary and Greece. Focus is given to France and Italy since they share the largest part of the wine market today. Also study non-appellation wines such as "Super" Tuscans and Vin de Pays wines.

12441 FF WE Feb22 6:30-10:00 6 \$206.14

Smart Serve Certification Course

HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Fee includes a manual \$17.30.

12436 FF TU Jan17 6:00-9:00 1 \$50.00

12437 BF TU Feb7 6:00-9:00 1 \$50.00

12438 FF SA Feb25 10:00-1:00 1 \$50.00

12439 FF TU Mar20 6:00-9:00 1 \$50.00

Job-related Skills for the Hospitality Industry

Cake Decorating

Upon successful completion of Cake Decorating - Levels 1, 2, and 3, you will receive an Acknowledgement of Completion.

Cake Decorating 1

CULIG1737

Learn the basics of cake decorating; piping, icing, modeling and decorating skills. Create beautiful cakes that everyone will admire. Supply costs (approx. \$40) are the responsibility of the participant.

12452 FF TH Jan12 6:30-9:30 5 \$114.88

Cake Decorating 2

CULIG1738

Learn icing flowers, flood work, rolled fondant, brush embroidery and more. Supply costs (approx. \$40) are the responsibility of the participant. Prerequisite: Level 1

12453 FF TH Feb16 6:30-9:30 5 \$114.88

Cake Decorating 3

CULIG1739

Learn gum paste roses, lily nail flowers, string work, embroidery and more. Design and produce 3-tier wedding cake. Supply costs (approx. \$50) are the responsibility of the participant. Prerequisite: Level 2.

12473 FF SA Mar10 9:00-2:00 3 \$114.88

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.

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

CULIG1138

Join Chef Time Humble and amaze your family and friends with your new culinary talents. Bring a sharp knife, tongs, apron and towel. Food costs of \$35.00 to be paid to instructor at the first class.

12445 FF MO Jan9 7:00-10:00 4 \$140.00

Cooking - Beyond Basic

CULIG1472

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.

12446 FF MO Feb6 7:00-10:00 6 \$190.00

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

Hospitality & Travel / Human Services

Gourmet Dining

CULI10002

With over 20 years experience, join Executive Chef Leo Gillis for a culinary adventure. Prepare six signature menus with international influences. Food costs of \$60 to be paid to the instructor at the first class.

12448 FF WE Jan18 7:00-10:00 6 \$198.00

Eat Locally

CULI10042

Join Chef Brent Newmann and follow the seasonal produce from our farmers. Create exciting meals using in-season, local ingredients. Be Eco-friendly. Know what you are eating. Eat local! Taste the difference! Food cost: \$50 paid to the instructor at the 1st class.

12433 FF TU Feb14 7:00-10:00 6 \$198.00

Soup's On!

CULIG1526

Explore the limitless possibilities of soup with Chef Gord Phillips. "The Soup King". Begin with fresh stock, create cream soups, purees, and unusual recipes from around the world. Food cost of \$25 to be paid to the instructor on the first night. Bring containers.

12449 FF TU Jan17 7:00-10:00 3 \$93.00

NEW!

Easter Chocolate And Sugar Fun

CULIG1387

Join Gordana and discover covering chocolate and sugar molding. Just in time for Easter Celebrations. Cost of the supplies are the responsibility of the student. Approx. \$40.

12450 FF SA Mar3 9:00-3:00 1 \$68.00

Weekend Food

Bread - Bake it at Home

CULI10059

Learn to bake wheat based yeast breads at home using a variety of grains and nuts. No additives or preservatives used; taste the difference! Food costs of \$10 included in course fee.

12451 FF SA Feb18 10:00-4:00 1 \$85.00

Travel Education

Jacques Pauwels, PhD, historian, author, lecturer. Born and raised in Belgium, Jack began conducting tours of Europe at a very young age. While still in his 20's Jack moved to Canada and enrolled at York University where he completed his PhD in history and also completed his second doctorate in political science at the U of T. Today, Dr. Pauwels lives in Brantford and is busy organizing educational tours around the world. In most cases, Jack has designed your Ship's School Tour and is often your Tour Leader. Please let SHIP'S SCHOOL know that you saw your tour in our Mohawk College Continuing Education Catalogue.

Questions?

susan.bowinkelmann@mohawkcollege.ca
ce.mohawkcollege.ca/traveleducation

Winter 2012

Florence in Depth

Feb 15-24; tour cost 2,450. Leisurely walking tours plus visits to the Uffizi, Accademia, Medici Chapel, Santa Croce, Ponte Vecchio, the Duomo, etc. Also side trips to Siena, San Gimignano, Fiesole and Pisa.

Canary Islands

February 16-27; tour cost \$2,695. Our tour of the balmy, subtropical "Fortunate Isles" will include all the attractions of Tenerife, plus sidetrips to Lanzarote and Gran Canaria. With Jacques Pauwels.

Paris in Depth

Feb 24-Mar 4; tour cost \$2,550. A unique opportunity to get to thoroughly know and enjoy the history, architecture, art and food of the French capital. Our low price also includes a subway pass, a museum pass, four dinners in typical restaurants, a Seine cruise, and even a classical music concert!

Valencia & Surroundings

Mar 16-25; tour cost \$2,395. Valencia, one of Spain's truly great cities, plus the attractions of the Costa Blanca. The Mediterranean resort of Beniform, the amazing oasis of Eiche with 100,000 palm trees, and the seaport of Alicante.

Madrid & Barcelona

Mar 18-29; tour cost \$3,495. A leisurely immersion into the art and architecture of Spain and with visits to all the great museums and buildings of Madrid and Barcelona, featuring the best works of El Greco, Velasquez, Goya, Picasso, Miro, Dali, Chillida and many others. The tour host is Alan Toff, lecturer in the history of art at U of T's School of Continuing Studies.

Vienna in Depth

Mar 24-Apr 2; tour cost \$2,595. Enjoy the music, history, architecture and fine food of Austria's wonderful metropolis. With Jacques Pauwels.

Planned for SPRING 2012

Normandy & Brittany

April 6-17; \$3,695. Our annual tour, offered in conjunction with Guelph Arts Council and escorted by Jacques Pauwels, heads for Amiens, Dieppe, Rouen, Monet's home and garden at Giverny, Honfleur, the Normandy landing beaches, Mont. St-Michel, St. Malo, etc.

Berlin in Depth

April 19-28; \$2,495. This booming capital is one of Europe's most dynamic and exciting cities. Berlin features spectacular contemporary architecture, fabulous museums, fascinating history, superb music, and great food!

Primavera 2012 - Switzerland

May 9-23; \$3,375. A comprehensive tour of Europe's Alpine paradise, featuring superb mountain scenery, wonderful lakes, great cities, classy resorts, and delicious food. With Jacques Pauwels.

Prague, Salzburg, Budapest, Vienna

May 10-23; Cost TBA. A 14-day tour celebrating the 150th birthday of Gustav Klimt. Extensive visits to Prague, Salzburg, Budapest and Vienna with emphasis on art and music. Tour guide is George Sandford.

North to Alaska

Late May departure; cost TBA. An overland coach tour offering a unique opportunity to experience some of the most gorgeous country in Canada's northwest, Alberta, British Columbia and the Yukon, before discovering the land and people of Alaska.

Planned for Summer & Fall 2012

Sicily & Malta

Sept 2012. Tour cost: \$4215. An exploration of the biggest island in the Mediterranean, followed by a look at the little island of the Knights of St. John. Prehistoric sites, splendid Greek temples, Arab and Byzantine architecture and art, and more!

The Wonders of Southern India

Nov 16-Dec 6; Tour Cost: TBA. There is a special quality to Southern India. Its graceful ambience retains more of the essence of ancient India than any other part of the country, while being on the leading edge of communication technology.

Balkan Heartlands: Macedonia, Bulgaria and Northern Greece.
Brazil & Argentina
Munich in Depth
Maple Leaf Tour
Hawaii



Human Services

Human Services Workshops

Questions?

905-575-2226 / cehumserv@mohawkcollege.ca

Non-Violent Crisis Intervention-Recertification

CONFEH108

Crisis Prevention Institute NVCi Recertification. To be eligible for this course you must have completed the full certification within the last 2 calendar years. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). The Workbook must be purchased from the Campus Store PRIOR to the class. You must bring your valid certification card to class.

12215 FF SA Feb4 9:00-1:00 1 \$63.00

Nonviolent Crisis Intervention

CONFMHN08

Full Crisis Prevention Institute NVCi certification valid for 2 calendar years upon successful completion. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). Physical exertion is required in this workshop. The workbook must be purchased from the Campus Store PRIOR to the class. Registrations will only be accepted from current Mohawk College Human Services Diploma or Certificate students.

12214 FF SA/SU Mar3 9:00-4:00 2 \$89.22

ASIST: Applied Suicide Intervention Skills Training

HMNS10038

Caregivers will learn to recognize risk, and discover how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Lunch and training materials are included in the course fee. Contact marco.felvus@mohawkcollege.ca for additional details.

12444 FF SA/SU Feb25 9:00-5:00 2 \$262.99

Human Services

Community Leadership

Event Planning Techniques Certificate

Ontario College Graduate Certificate

A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors. Courses taught by experienced, professional event organizers.

Questions?

905-575-2226 / cehumserv@mohawkcollege.ca
905-575-2158 / sue.vattay@mohawkcollege.ca

Admission Requirements

Graduate of Recreation and Leisure Services, Business, Marketing, Hospitality or Tourism programs or other college or university program OR event organizer with event planning experience.

For program details visit

ce.mohawkcollege.ca/eventplanning

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

*** See additional course offerings below

Introduction To Special Events

HSCIRLA09

Explore industry issues, careers, tourism impact and professional bodies and certification. Open to all students. Students may concurrently take RECLRLA01, RECLRLA02, MGMT10006, HMNSSSNPN, HMNSSFR1, or TRVLT415. Class dates: Jan 7,9,11.

12269 FF SA Jan7 9:00-3:00 3 \$89.22
MO/WE 6:00-9:00

Event Marketing

RECLRLA07

Acquire essential skills in developing a marketing plan and promotional strategies for events or festivals. Prerequisite:RECLRLA04.

12267 FF TU Jan17 6:00-9:00 10 \$223.06

Program Applications: Creating A

Dynamic Event Program RECLRLA02

Develop skills in making contacts and negotiating contracts for event programming. Learn to maximize program ideas and trends. Prerequisite: HSCIRLA09.

12276 FF WE Jan18 6:00-9:00 12 \$267.67

Fundraising/Development Associate Certificate

Mohawk College Certificate

Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and interpersonal skills.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/fundraising

Annual Giving

HMNSSFR2

Discuss the essential components of annual giving programs. Learn to prepare an effective direct mail package, organize special events and handle other fundraising tools.

12533 FF TU Jan17 6:30-9:30 10 \$223.06

Recreation Practicum 1
13099 FW

WORKRL142
\$468.75

Recreation Practicum 3
13100 FW

WORKRL342
\$785.70

Public Relations Fundraising & Special Events HMNSSSNPN

Develop essential skills in dealing professionally with the community on behalf of the organization or event. Learn to develop a PR plan, analyze public relations audiences, and develop a successful relationship with the media.

12532 FF TH Jan19 6:30-9:30 10 \$223.06

Not-for-Profit Leadership Development Certificate

Mohawk College Certificate

Intended for managers or supervisors in social service agencies, community service, charitable or not for profit organizations. Benefit from the guidance of community leaders with extensive professional experience.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/notforprofit

Leadership And Communications

COMMSSNPL

Recognize and apply leadership competencies and develop a vision and values-based management approach for not for profit organizations.

12352 FF WE Jan25 6:30-9:30 10 \$223.06

Board And Staff Responsibilities

MGMTSSNP1

Examine the characteristics of non-profit organizations; roles and responsibilities of the chief executive officer and the board of directors; management styles appropriate to voluntary organizations; the relevance of the organization's mission in a changing environment; and techniques and processes for productive meetings.

12351 FF MO Jan23 6:00-9:00 10 \$223.06

Volunteer Management Certificate

Mohawk College Certificate

Gain the knowledge and skills needed for effective management of volunteer programs.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/volunteermgt

Volunteer Management 2 MGMTSSP43

Further enhance your management skills with emphasis on leadership, legal issues, team building, communications plans, quality assurance and resource development. Prerequisite: MGMTSSP24. Dates for 3 Saturday classes TBD by full class.

12447 FF TU Jan10 6:30-9:30 17 \$429.61
SA 9:30-4:30

Oops! We didn't know you wanted it

Register early - we need at least 10 students to run our classes

Helping Professions

Addictions/Concurrent Disorders

Acknowledgement of Completion

Gain an understanding of addictions, co-occurring addictions, mental health issues and disorders.

Questions?

905-575-2226 / cehumserv@mohawkcollege.ca
905-575-1212 ext. 3668 / janice.duda-kosar@mohawkcollege.ca

Admission Requirements

Completion of a Human Services Diploma.

For program details visit

ce.mohawkcollege.ca/acd

Introduction to Addictions HMNS10039

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

12306 FF WE Jan11 6:30-9:30 9 \$200.75

Bereavement Counselling Certificate

Ontario College Graduate Certificate

Develop skills in bereavement assessment, theoretical models of grief and specific intervention and therapeutic techniques when traditional support models are insufficient. You will also receive additional training specific to children, families, disenfranchised grief, and crisis management.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/bereavementcounselling

Contact the Program Manager regarding future offerings.

Career Consultant Certificate

Ontario College Graduate Certificate

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

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3576 / lidia.siino@mohawkcollege.ca

Admission Requirements

A degree or diploma in a related area. Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.

You must be accepted into the program before taking any courses. Contact the Program Manager as above for more information. You

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

will be required to submit an updated resume. You must apply at least one week prior to start-up.

For program details visit
ce.mohawkcollege.ca/careerconsultant

Career Development Resources CREDCAR02

Create a Career Resources Compendium. Research print and electronic information sources.
 12350 FF WE Jan11 6:00-9:00 13 \$289.97

Career Development - Measurement And Assessment CREDCAR06

Examine various professional assessment instruments, their application, scoring, interpretation and limitations. Note: Successful course completion does not guarantee the right to purchase or use these tools. Fee includes assessment materials.
 12349 FF TU Jan10 6:00-9:00 13 \$414.97

Concepts in Bereavement Support Certificate

Ontario College Certificate

Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.

Questions?
 905-575-2025 / crearts@mohawkcollege.ca
 905-575-1212 ext. 3345 /
lynn.james@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/bereavementsupport

Contact the Program Manager regarding future offerings.

Counselling Techniques Certificate

Mohawk College Certificate

Develop counselling skills. Most program participants are employed in agencies or offices where skills in interviewing or information giving are required.

Questions?
 905-575-2025 / crearts@mohawkcollege.ca
 905-575-1212 ext. 3345 /
lynn.james@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/counsellingtechniques

Group Counselling COUNTC105

Gain an understanding of the theory and practice for successful group leadership and participation.
 12354 FF WE Jan11 6:30-9:30 14 \$312.28

Report Writing For The Behavioural Sciences PSYCTC106

Examine written communication requirements in social agencies, including letters, memos, assessment reports, referral forms, and case histories.
 12355 FF TH Jan12 6:30-9:30 14 \$312.28

Social Service Worker Diploma

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?
 905-575-2226 / cehumserv@mohawkcollege.ca
 905-575-1212 ext. 3668 /
janice.duda-kosar@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants. Application forms can be downloaded from our website.

You require Grade 12 (or equivalent) including 70% in English, or mature student status with admission tests. You must complete a program questionnaire. Related volunteer experience is strongly recommended.

For program details visit
www.mohawkcollege.ca/calendar/socialServWorker.html or
ce.mohawkcollege.ca/socialserviceworker

Professional Development Seminar CREDSO123

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.

12314 FF TU Jan10 6:30-9:30 10 \$208.19

Social Service Worker Practice II HMNSSO230

Year 1 & 2. Practice fundamental skills and techniques that are used in direct practice with clients. A practical and experiential course, utilizing videotaping, role-plays, discussion and feedback.

12315 FF MO Jan9 6:30-9:30 10 \$208.19

Community Change HMNSSO433

Year 3 and 4. Introduces the community change process and explains how social work organizations play a vital role in it. Emphasis will be on community change and the relationship between the elements of an organization and the process of change.

12309 FF TH Jan12 6:30-9:30 14 \$312.28

Psychology Of Adjustment 2 PSYCSS233

Year 3 & 4. Gain a better understanding of self and others to help develop resources for effective living in today's world.

12317 FF TU Jan10 6:00-9:15 13 \$312.28

Social Service Worker Practice IV HMNSSO434

Year 3 and 4. Introduces the realities of professional practice and provide students with practical knowledge and resources to maintain a humanistic and client centered focus.

12316 FF WE Jan11 6:30-9:30 10 \$208.19

Therapeutic Recreation Certificate

Mohawk College Certificate

Designed for practitioners currently working in the field of Recreation. You will be provided with updated knowledge and skills in the Therapeutic Recreation field.

Questions?
 905-575-2226 / cehumserv@mohawkcollege.ca
 905-575-2158 / sue.vattay@mohawkcollege.ca

Admission Requirements

You must be a Recreation Therapist with 5 - 7 years work experience OR have a degree/diploma in Recreation and Leisure Services.

For program details and application form visit ce.mohawkcollege.ca/therapeuticrec

Therapeutic Recreation-Program Design and Delivery RECL10013

Understand and apply the methods used in systematic program design and development in accordance with professional standards in Ontario. Design, implement and evaluate your own needs based program.

12253 FF TH Jan12 6:00-9:00 12 \$267.67

Private Security / Investigators

Questions?
 519-759-7200 / 905-575-1212 ext. 7210 /
cheryl.burns1@mohawkcollege.ca

Note: Ministry fees re: private security or investigators test/licence are outlined at www.mcscs.jus.gov.on.ca

Private Investigator-Licensing Requirements LAWS10091

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services.

12296 FF SA/SU Mar17 8:00-6:00 5 \$366.26

Private Security - Licensing Requirements LAWS10087

Complete the training and study the curriculum for the security guard's test as mandated by the Ministry of Community Safety and Correctional Services. Training manual/supplies are required and may be purchased from the instructor (approx. \$45.00).

12297 FF SA/SU Jan21 8:00-6:00 4 \$297.41

12298 FF SA/SU Feb18 8:00-6:00 4 \$297.41

12299 FF SA/SU Mar17 8:00-6:00 4 \$297.41

Watch for our
 Spring/Summer 2012
 catalogue

Available in print on
 Tuesday, March 6

Sign up now!

Registration opens at 8:30 am
 on Tuesday, November 29

Human Services

Working with Children & Youth

Child & Youth Worker Diploma

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?

905-575-2226 / cehumserv@mohawkcollege.ca
905-575-1212 ext. 3590 /

marco.felvus@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. Please visit our website, or contact us, to obtain an application form. You require Grade 12 (or equivalent) including English, or mature student status with admission tests.

For program details visit

www.mohawkcollege.ca/calendar/childyouthworker or
ce.mohawkcollege.ca/cyw

Introduction To Group Dynamics

HMNSCC143

Year 1 & 2. Provides a theoretical framework for the study of groups. Focuses upon the basic interactions, dynamics, patterns and processes that occur in small groups, with specific emphasis on interdependence, member roles and group productivity.

12164 FF TU Jan10 6:30-9:30 14 \$312.28

Adolescence: Treatment Approaches & Issues

HMNSCC358

Year 3 & 4. 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. Prerequisites: MGMTCC153, HMNSCC257, WORKCC255.

12141 FF TH Jan12 6:30-9:30 18 \$404.27

Advanced Therapeutic Programming

HMNSCC362

Year 3 & 4. Select and modify therapeutic activities for the exceptional child using art, play music, and movement therapies. Prerequisites: MGMTCC153, HMNSCC257 & WORKCC255.

12147 FF WE Jan11 6:30-9:30 14 \$312.28

Assessment And Treatment Strategies In CYW

HMNSCC458

Year 3 & 4. Provides a forum for discussion to assist you to integrate theory (from previous & present courses) with practice. Study case assessment, service planning, case formulation, treatment planning and develop report writing skills & applied treatment skills as the primary CYW with a client, within a multidisciplinary team. You need a client to write a report on for this course. Many classes will be delivered on line. Prerequisites: HMNSCC358, COUNCC359, HMNSCC362, HSCIC327.

12153 FF MO Jan9 6:30-9:30 14 \$312.28

Field Work Practicum 1 WORKCC255

Contingent on completion of required course work.

12156 FW \$610.12

Field Work Practicum 2 WORKCC455

Contingent on completion of required course work.

12157 FW \$685.74

Field Work Practicum 3 WORKCC655

Contingent on completion of required course work.

12160 FW \$740.35

Early Childhood Education Diploma

Ontario College Diploma

Prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Questions?

905-575-2226 / cehumserv@mohawkcollege.ca
905-575-2709 /

jacqueline-p.adams@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants. You require Grade 12 (or equivalent) including English, or mature student status with admission tests. You must complete a program questionnaire and participate in a visit to a preschool setting.

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

For program details visit

www.mohawkcollege.ca/calendar/ece or
ce.mohawkcollege.ca/ece

Communications (COMMLL041), Ethics and Active Citizenship (COMM10034), or an elective, may be taken at any time. See the index for course offerings.

Communicable Disease Screening may be required before you begin your placement. Contact the Program Manager for details.

Learning Environment 2 EDUCEC215

Year 1 & 2. Keeping in mind the importance of play and recognizing that children's interests and abilities are key components of effective learning environments, develop advanced skills in planning curriculum for children. Plan developmentally appropriate circles and group time activities to meet the interests and abilities of children.

12186 FF WE Jan11 7:00-10:00 14 \$312.28

ECE Curriculum 2 EDUCEC423

Year 3 & 4. Co-plan curriculum to support the interests and intelligences of children, based on documentation, in a respectful environment. Explore the impact of philosophy on curriculum design.

12185 FF TU Jan10 7:00-10:00 14 \$312.28

Parents As Partners EDUCEC420

Year 3 & 4. Examine professional ethics and partnership practices and engage in intrapersonal and interpersonal learning opportunities focused on enhancement of communication and support strategies in order to promote professional practice when working with children and families.

12187 FF TH Jan12 7:00-10:00 14 \$312.28

Early Childhood Education - Leadership and Administration Certificate

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. Benefit from the guidance of these community leaders and their extensive professional experience in Early Learning and Care by gaining training and skills needed when working within Early Childhood Education communities. Competencies from the Occupational Standards for Child Care Administrators will be incorporated.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 /

lynn.james@mohawkcollege.ca

Admission Requirements

An ECE Diploma or equivalent.

For program details visit

ce.mohawkcollege.ca/eceleadershipadmin

Communications and Relationships in Early Learning and Care COMM10174

Gain essential written and verbal communication skills. Explore conflict resolution, decision making, group strategies, team work, time management and more.

12536 FF TH Jan19 6:30-9:30 10 \$223.06

ECE - Leadership in Action EDUC10058

Explore the importance of leadership, professionalism and advocacy in Early Learning and Care.

12535 FF TU Jan17 6:30-9:30 10 \$223.06

Early Childhood Education Resource Teacher Certificate

Ontario College Graduate Certificate

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

Questions?

905-575-2226 / cehumserv@mohawkcollege.ca
905-575-2256 (press 1) /

karen.pavao@mohawkcollege.ca

Admission Requirements

An Early Childhood Education Diploma. Applications accepted every other year. You must apply in the Spring of that year. Next admission - Fall 2012.

For program details visit

ce.mohawkcollege.ca/eceresourceteacher

Co-Ordinating Resources LIBRRT071

Discover the many available community resources. Through training and practice, learn how to communicate with other professionals. A personal understanding of individual needs will be fostered and explored. Valuable generic information will be researched, compiled and shared to further hone necessary skills. Prerequisite: HMNSRT031

12380 FF MO Jan9 6:30-9:30 12 \$267.67

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

Human Services / Languages & Communications

Field Practicum 1

WORKRT021

Combine theory and practice through work in an integrated setting for 105 hours of supervised field placement. Observe and analyze the role of the resource teacher and work as a team member to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT031
12387 FW \$397.45

Field Practicum 2

WORKRT051

Work with young children and their families, staff and other professionals to prepare and implement long-term individual developmental plans. Help their families meet their special needs and demonstrate through home visits and professional consultations the ability to integrate individual developmental plans. 105 hours and a minimum of 12 weeks. Prerequisites: HMNSRT061 and WORKRT021
12388 FW \$397.45

Educational Assistant Diploma

Ontario College Diploma

Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

General Questions?

905-575-2226 / cehumserv@mohawkcollege.ca

Academic Coordinator

linda.jones@mohawkcollege.ca

Field Placement Coordinator

kim.laush@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. Visit the website for information on how to apply. Potential students may complete: Communications, Introductory Psychology, Mathematics, Active Citizenship, Developmental Psychology and 2 general electives prior to being accepted.

For program details visit

www.mohawkcollege.ca/calendar/

[Educational_Assistant@ce.mohawkcollege.ca/ea](mailto:ce.mohawkcollege.ca/ea)

ce.mohawkcollege.ca/ea

Courses are offered online through

OntarioLearn and under other Certificates.

Check the index.

Languages & Communications

For Academic Upgrading information please see College and Career Preparation in the Community Training section of this catalogue.

Languages - English

Questions?

905-575-2025 / crearts@mohawkcollege.ca

In more than 30 Mohawk College programs, COMM10092: College Communications is now a prerequisite for COMMLL041: Communications. All students enrolled in a full-time program, including those taking COMMLL041 through Continuing Education, are required to have their skills assessed to ensure they are placed in the appropriate

communications course. You are strongly encouraged to complete the assessment before the first night of class. If you are unable to complete the assessment before classes begin, you will be offered an assessment during your first scheduled class.

To book your Assessments for Success appointment, call or visit us during business hours at 905-575-2042, Room A122, Fennell Campus.

ESL (English as a Second Language) students have the option of completing a language-based assessment. Please call 905-575-1212 ext. 3569 to arrange an ESL Language Assessment.

Questions?

assessment@mohawkcollege.ca

For sample questions and more information visit www.mohawkcollege.ca and click on "Student Services", then "Assessments for Success", then "Resources".

Students taking Communications (Langs) COMMLL041 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMLL043 OR COMMLL044) would be more suitable. Students wishing to register for COMMLL044 beginning Monday January 16, 2012 must have one of the following prerequisites: COMM10092, COMMLL043, or Canadian Language Benchmark Level 7 in each of reading, writing, listening and speaking.

To verify your eligibility and obtain clearance to register in this course, contact the Program Manager at caroline.neufeld@mohawkcollege.ca / 905-575-1212 ext. 3284 or 3800.

AC - Communications, Part B

COMMLL044

Improve reading, writing, listening and speaking skills required in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM10092, COMMLL043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

12064 FF MO/WE Jan16 6:00-8:15 13 \$378.93

Active Citizenship

COMM10034

Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prerequisite: LL041 or LL044.

12030 FF TU Jan10 7:00-9:15 13 \$208.19

12056 FF TH Jan12 7:00-9:15 13 \$208.19

12057 FF SA Jan14 10:00-12:15 13 \$208.19

College Communication

COMM10092

Develop the skills in reading and writing necessary to success in college. The teaching and assessment of reading skills and of writing skills will be balanced, accounting for approximately 50% each of the overall course and course grade. Vocabulary development will be applied in both reading and writing contexts. No single assignment or test will be worth more than 15% of the final grade.

12059 FF WE Jan11 6:30-9:45 13 \$312.28

Communications (Langs) COMMLL041

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

12060 FF MO Jan9 6:30-9:45 13 \$312.28

12061 FF TU Jan10 6:30-9:45 13 \$312.28

12062 FF WE Jan11 6:30-9:45 13 \$312.28

12063 FF TH Jan12 6:30-9:45 13 \$312.28

English as a Second Language

Language Instruction for Newcomers to Canada (LINC)

LINC classes are offered during the day from 9:00 a.m. to 3:00 p.m. Monday to Friday. Mohawk College offers LINC (Language Instruction for Newcomers to Canada) free of charge to eligible individuals. New students are accepted on a continuous intake basis in most LINC classes. For students at LINC 6 level, there is a 15-week course, the equivalent to GAS-ACP 400. LINC YOUTH (for students 18 to 25) two project-based classes: Videography and Photography. LINC 7 offers advanced English including TOEFL preparation.

Part-time LINC Classes

LINC Writing (CLB 5)

Tuesday & Thursday - 3 p.m. to 5:30 p.m.

Start Date: January 10, 2012

LINC Listening (CLB 5)

Monday & Wednesday - 3 p.m. to 5:30 p.m.

Start Date: January 9, 2012

Enhanced Language Training (ELT)

Mohawk College offers ELT (Enhanced Language Training) for internationally educated professionals. Workplace mentorships are a component of ELT.

Start Date: January 2, 2012

ELT 10-week Part-time Classes for individuals who need to upgrade their communication skills for the workplace.

Start: January 18, 2012.

ELT is funded by Citizenship and Immigration Canada.

All dates are subject to change.

Questions?

905-575-2421 / mary.franco@mohawkcollege.ca

ESL for International Visa Students

ESL Essentials

Prerequisite: Language assessment. You are expected to purchase class texts. 25-hour daytime program comprises of 4 courses: Listening, Speaking, Reading, Writing. Success in all 4 courses leads to promotion to the GAS-English for Academic Purposes program.

Questions?

905-575-2421 / mary.franco@mohawkcollege.ca

ESL Essentials - Listening

Practice listening for specific sounds and key words and mastering larger messages in brief everyday and academic conversations. Develop listening comprehension skills at the Canadian Language Benchmark 4 level.

12456 FF MO Jan9 \$1175.00

Languages & Communications

ESL Essentials - Reading COMM10152

Build skill in understanding factual information, finding the main idea and reading for specific information in various short texts. Develop vocabulary and reading fluency at the Canadian Language Benchmark 4 level.
12457 FF MO Jan9 \$1175.00

ESL Essentials - Speaking COMM10151

Enhance your ability to carry on conversation and improve your pronunciation skills in everyday social settings. You will also learn to make a brief presentation. Develop speaking skills at the Canadian Language Benchmark 4 level.
12458 FF MO Jan9 \$1175.00

ESL Essentials - Writing COMM10153

Learn to produce accurate simple and compound sentences, with a focus on basic grammar, sentence structure and sentence patterns, punctuation and spelling rules, paragraphing, text organization and coherence. Canadian Language Benchmark 4 skill development.
12459 FF MO Jan9 \$1175.00

GAS-English for Academic Purposes

PREREQUISITE FOR THE EAP & ACP COURSES:

Language assessment. You are expected to purchase class texts. An Ontario Special Bursary is available for citizens and residents who qualify.

Questions?

905-575-2421/ mary.franco@mohawkcollege.ca

Basic Academic Listening Practices COMM10204

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.
12460 FF MO Jan9 \$219.00

Basic Academic Reading Practices COMM10202

Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.
12461 FF MO Jan9 \$219.00

Basic Academic Speaking Practices COMM10203

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.
12462 FF MO Jan9 \$219.00

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Gift Certificates available
905-385-4295

Basic Academic Writing Practices COMM10201

Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use conjunctions and transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at Canadian Language Benchmark 5.
12463 FF MO Jan9 \$219.00

Applied Listening for College COMM10207

Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, notetaking, and abbreviating information. Skill development at Canadian Language Benchmark 6.
12526 FF MO Jan9 \$219.00

Applied Reading for College COMM10205

Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.
12516 FF MO Jan9 \$219.00

Applied Speaking for College COMM10206

Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6.
12525 FF MO Jan9 \$219.00

Applied Writing for College COMM10208

Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.
12527 FF MO Jan9 \$219.00

GAS-Applied Communications Program

Listening 400 LANG10029

Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interviews and lectures. Develop pre-listening and note-taking strategies necessary for academic success.
12464 FF MO Jan9 \$219.00

Reading 400 LANG10030

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.
12466 FF MO Jan9 \$219.00

Speaking 400 COMM10136

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.
12468 FF MO Jan9 \$219.00

Writing 400 COMM10137

Develop writing skills at Canadian Language Benchmark 7 with emphasis on pre-writing, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.
12470 FF MO Jan9 \$219.00

Peer Tutoring Available
905-575-1212 ext 3279
peer.tutor@mohawkcollege.ca

Languages - Other

(CREDIT COURSES)

Questions?

905-575-2025 / crearts@mohawkcollege.ca

American Sign Language I LANGLL120

Learn the basics of the communication system used by most deaf people.
12086 FF TU Jan10 7:00-10:00 13 \$289.97

American Sign Language II LANGLL220

Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive a Certificate of Completion upon successful completion of levels 1 and 2.
12088 FF TH Jan12 7:00-10:00 13 \$289.97

German-Conversational 1 LANGLLA11

Develop basic language for travel and everyday communication, with emphasis on pronunciation.
12089 FF MO Jan9 7:00-10:00 13 \$289.97

German-Conversational 2 LANGLLB11

Enhance your abilities with conversational German. Prerequisite German 1 or equivalent.
12090 FF WE Jan11 7:00-10:00 13 \$289.97

Italian 1 LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.
12091 FF MO Jan9 7:00-10:00 13 \$289.97

Italian 2 LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.
12093 FF TH Jan12 7:00-10:00 13 \$289.97

Practica Italian 1 LANGLLD09

Practice oral and written skills covered in Conversational Italian 1. Not a credit course. Prerequisite: Italian Conversational 1 or permission from the instructor.
12289 FF WE Jan11 7:00-10:00 6 \$193.00

Practica Italian 2 LANGLLD10

Benefit from practice of oral and written skills developed in Conversational Italian Level 2.A non-credit course.
12290 FF WE Feb22 7:00-10:00 6 \$193.00

Japanese-Conversational 1 LANGLLA17

Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.
12095 FF MO Jan9 6:30-9:30 13 \$289.97

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

Languages & Communications

Sign Language I - Part A LANGLL359

Designed to provide you with knowledge of the ear, various levels of hearing loss and practical use of Sign Language. Emphasis is placed on American Sign Language as a component of Total Communication. Practice receptive and expressive skills, body language, facial expression and classifiers. Basic issues are covered such as deaf and hard of hearing populations and cochlear implants. CRN 12381 Jan 14, 15, 21, 22, 28. CRN 12382 Feb 11, 12, 18, 19, 25.

12381 FF SA/SU Jan14 9:00-5:00 5 \$289.97

12382 FF SA/SU Feb11 9:00-5:00 5 \$289.97

Sign Language I - Part B LANGLL459

A continuation of LL359. New vocabulary is introduced. Emphasis is placed on increasing Sign Language fluency in both the receptive and expressive modes of communication. Course dates: Mar 10, 11, 17, 18, 24.

12383 FF SA/SU Mar10 9:00-5:00 5 \$289.97

Spanish For Beginners LANGLLE01

Develop your conversational skills for everyday communication. Good for travelers.

12097 FF TU Jan10 7:00-10:00 13 \$289.97

12098 FF WE Jan11 7:00-10:00 13 \$289.97

12099 FF TH Jan12 7:00-10:00 13 \$289.97

12100 FF SA Jan14 9:30-12:30 13 \$289.97

12096 FF MO Jan16 7:00-10:00 13 \$289.97

Spanish-Conversational 1 LANGLLA04

Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent.

12101 FF MO Jan9 7:00-10:00 13 \$289.97

Spanish-Conversational 2 LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.

12102 FF WE Jan11 7:00-10:00 13 \$289.97

Certificate of Competence in the French Language

Mohawk College Certificate

(CREDIT COURSES)

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

Questions?

905-575-2025 / crearts@mohawkcollege.ca

Val LeBlanc 905-561-6093

For program details visit

ce.mohawkcollege.ca/french

Prerequisites must be met.

CHALLENGE EXAMS

If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. You may challenge up to 75% of the required credits.

For beginners, no placement test is required; register directly in La Pratique 1.

Written test (FR003, FR004, FR005, FR006)

You may obtain up to 4 credits with these tests which measure competence in grammar.

Oral test (FS032, FS033) You may obtain up to 2 credits with these tests which measure conversational competence.

A non-Refundable fee will be charged.

Exam Date: Wednesday, January 4, 2012 from

6:00 p.m. to 9:00 p.m. in Room J237 Fennell

Campus

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

For placement in the appropriate French course, contact Val LeBlanc at 905-561-6093.

La Pratique du Francais 1 LANGFR003

Learn the basics of grammatical structures and vocabulary for conversational applications. REQUIRED TEXT: "En bons termes" by Prentice Hall.

12031 FF MO Jan9 6:30-9:30 13 \$289.97

12032 FF TU Jan10 6:30-9:30 13 \$289.97

12033 FF WE Jan11 6:30-9:30 13 \$289.97

12034 FF SA Jan14 9:00-12:00 13 \$289.97

La Pratique du Francais 2 LANGFR004

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

12035 FF MO Jan9 6:30-9:30 13 \$289.97

12036 FF TH Jan12 6:30-9:30 13 \$289.97

12037 FF SA Jan14 9:00-12:00 13 \$289.97

La Pratique du Francais 3 LANGFR005

Exprimez-vous sans probleme dans une discussion se rapportant a une situation quotidienne. Le passe compose est un des points grammaticaux les plus importants enseignes dans ce niveau.

12370 FF WE Jan11 6:30-9:30 20 \$289.97

12047 FF SA Jan14 9:00-12:00 13 \$289.97

La Pratique du Francais 4 LANGFR006

Etudiez les elements grammaticaux dans un contexte a la fois personnel et culturel: conditionnel present, revision des temps etudies dans les niveaux precedents.

12048 FF MO Jan9 6:30-9:30 13 \$289.97

La Pratique du Francais 5 LANGFR007

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

12049 FF TH Jan12 6:30-9:30 13 \$289.97

Parlons Francais 1 LANGFS032

Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequisite: FR005 La pratique du francais 3.

12051 FF TU Jan10 6:30-9:30 13 \$289.97

Parlons Francais 2 LANGFS033

Developpez votre vocabulaire et differentes structures orales en etudiant les themes suivants: "Preparons un voyage!", "Passons la douane!", "Arrivee a l'hotel", "Sejour a l'hotel", "Depart de l'hotel". Prerequisite: Parlons Francais 1 FS032, La Pratique du Francais 3 FR005.

12052 FF TH Jan12 6:30-9:30 13 \$289.97

Parlons Francais 3 LANGFS071

Developpez votre vocabulaire en etudiant les themes suivants: "Visitons la ville.", "Habillons-nous!", "Allons a la banque!", "Allons au restaurant!", "Allons magasiner!". Relaxed atmosphere. Conversation, situations from everyday life. Prerequisite: FS033 Parlons francais 2, FR007 La Pratique du Francais 5.

12053 FF WE Jan11 6:30-9:30 13 \$289.97

Parlons Avance 5 LANGFS081

Enhance your ability to converse in French on more complex issues in everyday situations.

12050 FF TU Jan10 6:30-9:00 12 \$223.06

12369 FF FR Jan13 9:30-12:00 12 \$223.06

Advanced French

Broaden your knowledge in the areas of grammar and conversation. A selection of 30 hour courses has been developed to intensify your grammatical knowledge previously learned through a series of exercises, compositions, office practices and more. Other courses will expand your oral knowledge by doing listening and reading exercises. Further enhanced by spontaneous dialogue through presentations and debates dealing with past and current events.

Val LeBlanc 905-561-6093

Admission Requirements

Prerequisite: Certificate of Competence in the French Language.

La Grammaire Avancee 1 LANG10046

La maitrise des regles grammaticales et la formation des temps des verbes 'reguliers et irreguliers' et leurs emplois dans des exercices ecrits et oraux. Ainsi que l'emploi et le placement des pronoms.

12054 FF TU Jan10 6:30-9:30 10 \$223.06

La Grammaire Avancee 2 LANG10052

A continuation of La Grammaire Avancee 1.

12055 FF TH Jan12 6:30-9:30 10 \$223.06

Language Interpreter Training Program

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters within the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. The program will benefit individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

1. Minimum Ontario Secondary School Diploma or equivalent

2. Fluency (reading, writing, speaking) in English as well as a second language.

Note: Intended for individuals with excellent proficiency in English and a second language.

For program details visit

ce.mohawkcollege.ca/languageinterpreter

You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency. This mandatory testing is recommended to be taken after the Fourth Course LANG10034 and must be completed prior to the registration of the Sixth Course LANG 10036. Any associated expenses are your responsibility. Testing can be arranged through Mohawk College. Contact Bonnie Pataran for details.

ORIENTATION SESSION

Thursday, December 15, 2011 - 6:30 - 8:00 p.m.
OR

Thursday, January 5, 2012 - 6:30 - 8:00 p.m.
FENNELL CAMPUS - J-WING - ROOM J119

Park in Lot P8

Contact 905-575-2307 /

bonnie.pataran@mohawkcollege.ca to
reserve a spot

Languages & Communications / Leisure Education

INTENSIVE LANGUAGE INTERPRETER TRAINING PROGRAM

BECOME A QUALIFIED INTERPRETER IN 3 MONTHS

Classes will be held on Tuesday/Thursday/Saturday

9:30 a.m. - 3:30 p.m.

Dates: January 10 to April 5

Tuition Cost: \$1338.36 for 6 courses (does not include competency testing cost)

Attend one of the Orientation sessions or contact Bonnie Pataran for course schedule

Prior to registering for the Capstone Course, you must provide proof of successful completion of the CILISAT or ILSAT test.

Introduction to Spoken Language

Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. Saturday course will run Jan 21, 28, Feb. 4, 11, 18. Revision of dates if necessary.

12426 FF TU/TH Jan17 6:30-9:30 10 \$223.06

12425 FF SA Jan21 9:00-3:30 5 \$223.06

Consecutive Interpreting LANG10032

Benefit from a skilful mix of theory and practice focused on memory and comprehension, note taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031. Saturday course will run Mar 3, 10, 17, 24, 31. Revision of dates if necessary.

12428 FF TU/TH Feb28 6:30-9:30 10 \$223.06

12427 FF SA Mar3 9:00-3:30 5 \$223.06

Skills Development - Sight Translation

LANG10033

Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Saturday course will run Jan 21, 28, Feb. 4, 11, 18. Revision of dates if necessary. Prerequisites: LANG10031, 10032.

12429 FF SA Jan21 9:00-3:30 5 \$223.06

Skills Development - Simultaneous

Interpreting LANG10034

Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Saturday course will run Mar. 3, 10, 17, 24, 31. Dates revised if necessary. Prerequisites: LANG10031- 32 - 33.

12430 FF SA Mar3 9:00-3:30 5 \$223.06

Writing for Publication Certificate

Mohawk College Certificate

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

non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and most importantly, get you writing.

Questions?

905-575-2025 / crearts@mohawkcollege.ca

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Successful completion of senior secondary school English or equivalent.

For program details visit

ce.mohawkcollege.ca/writingpublication

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 workshop 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.

12559 FF TH Jan12 7:00-10:00 13 \$289.97

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.

12560 FF TU Jan10 7:00-10:00 13 \$289.97

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.

12494 FF TH Jan12 7:00-10:00 13 \$289.97

Grammar For Writers COMMLLP01

Learn to recognize and correct errors in punctuation, word choice, structure, and tone, and write and edit with confidence. Suitable for the beginning writer who wants to be grounded in the basics or established writers who would like to hone their skills.

12496 FF TU Jan10 7:00-10:00 13 \$289.97

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".

12497 FF TU Jan10 7:00-10:00 13 \$289.97

Novel Writing 2 COMM10143

Take your novel-in-progress to the next level. Refine your plot, character and theme in a workshop environment. Work toward a complete first draft. Learn about manuscript preparation and markets.

12498 FF WE Jan11 7:00-10:00 13 \$289.97

Intro to Creative Non-Fiction

COMM10000

Interested in travel writing, personal essays, feature articles or crafting a memoir? Capitalize on your creative talents and personal experiences to craft engaging non-fiction. Learn the techniques, experiment with different forms and receive helpful feedback.

12499 FF WE Jan11 7:00-10:00 13 \$289.97

Leisure Education

LEISURE EDUCATION...SOMETHING FOR EVERYONE

Why not add something new to your life? Consider various leisure opportunities. Look for Fencing, Coaching, Wilderness and Fitness leadership courses.

Questions?

905-575-2298 / katya.garon@mohawkcollege.ca

Leisure Coaching

Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

Coaching: Introduction to Competition - Part A SPRT10000

Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

12040 FF FR Jan13 6:30-10:00 2 \$130.00

SA 9:00-5:00

12041 FF FR Mar23 6:30-10:00 2 \$130.00

SA 9:00-5:00

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 in course fee.

12042 FF FR Jan27 6:30-10:00 2 \$130.00

SA 9:00-5:00

12043 FF FR Mar30 6:30-10:00 2 \$130.00

SA 9:00-5:00

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.

12044 FF FR Feb3 6:00-10:30 1 \$70.00

Coaching and Leading Effectively

SPRT10014

Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters.

12045 FF FR Feb10 6:30-10:00 2 \$115.00

SA 9:00-3:00

Psychology of Performance

SPRT10015

Guide athletes in the development of psychological skills they need to maximize their performance. Coaches develop individualized competition focus plans for their athletes or teams and the ability to critically reflect on psychological skills to decide which are most relevant for their athletes and teams.

12046 FF SA Feb4 9:00-5:00 1 \$90.00

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

Leisure Education / Math/Statistics

Leisure - Wilderness

NEW!

Winter Survival Skills RECL10025

Explore essential survival skills including prevention and avoidance skills, emergency trip planning, clothing and footwear selection, basic map and compass skills, and more. In addition, participants will learn winter camp and snowshoeing skills. Course manual available in class for \$25.00.

11591 FF SA Feb25 10:00-5:00 1 \$130.00

Exercise & Sports Courses

Fencing Introductory RECLLE013

Develop the basic defensive and offensive skills of this challenging form of exercise. Foils, masks, and protective jackets supplied. Location: Hillfield Strathallan school

11589 OR WE Jan11 7:30-9:30 1 \$30.00

Fencing Level 1 SPRTLE213

Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013. Location: Hillfield Strathallan School

11590 OR WE Jan18 7:30-9:30 8 \$80.00

Fitness Leadership Certification Program

Questions?

905-575-2298 / katya.garon@mohawkcollege.ca
Deanna Lawson-Langford / 905-522-9922 ext. 118

A DIFFERENT MANUAL IS REQUIRED FOR EACH COURSE. Theory is \$56.50 due first night of course, paid by CHEQUE. Group Fitness and Personal Training to be discussed first night of course.

Fitness Theory HLTHFI001

Study basic anatomy, movement mechanics, physiology of exercise, principles of training, basic nutrition, weight management, and gender issues. A PREREQUISITE FOR ALL SPECIALTY MODULES. Final written exam.

11586 FF WE Jan11 7:00-10:00 13 \$402.89

Group Fitness Leader Module

HLTHFI003

Apply fitness theory in the development of a safe, effective, fitness class, with emphasis on music and phrasing, class design, cueing, program planning, and teaching/leading. Location: MacNab Street YWCA, 75 MacNab St. South. Prerequisite: Fitness Theory.

11588 OR SU Feb26 12:00-4:30 6 \$232.86

Personal Trainer Module HLTHFI004

Prepare for a Certified Professional Trainer Network designation. Study advanced anatomy, exercise physiology, and biomechanics in program design, as well as consulting skills and the business aspects of personal training. CPTN Prerequisite: Fitness Theory FI001.

11587 FF MO Jan9 7:00-10:30 13 \$457.26

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Math/Statistics

Business Diploma Math Courses

Questions?

905-575-2358 / cebus@mohawkcollege.ca

905-575-1212 ext. 3333 /

mike.bozzo@mohawkcollege.ca

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.

11628 FF TU Jan17 6:00-9:30 12 \$312.28

Business Statistics MATHMA305

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

Prerequisite: MATHMA101

11642 FF WE Jan18 6:00-10:00 14 \$404.27

Business Statistics 2 MATHMA411

Covers Estimating Population Parameters, Hypothesis Testing, Statistical Inferences from two samples, Chi-square Analysis, Linear Regression and Multiple Regression Analysis. Thursday classes are every other week beginning Jan. 25. Prerequisite: MATHMA311 or MATHMA305.

11644 FF MO/TH Jan16 7:00-10:00 19 \$404.27

Mathematics - Lecture Courses

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

905-575-1212 ext. 3481 /

frosina.stojanovska-pocuca@mohawkcollege.ca

Mathematics MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U). Thursday night classes are every other Thursday.

12226 FF TU/TH Jan17 6:30-9:30 19 \$404.27

Statistics 1 MATHMS372

Develop a basic understanding of statistics and the use of Minitab. Topics include uni-variate and bi-variate data; regression and correlation; probability concepts and distributions; sampling; and confidence intervals. Prerequisite: MATHMS171 or MATH10012.

11651 FF WE Jan11 6:00-9:00 14 \$312.28

Math Learning Centre Courses

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-2155 / glenda.davis@mohawkcollege.ca

For details visit

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.

Mathematics 1 MATH10011

Focus on Equations, Basic and Intermediate Algebra, Right Triangle Trigonometry, Quadratics, and Complex Numbers. 4 month (42 hour). Prerequisite Grade 12 (C or U) or MATH MA002 or equivalent.

FF	6:00-9:00	\$312.28
11657 - Jan9	11658 - Jan12	11659 - Jan18
11660 - Jan24	11661 - Feb8	11662 - Feb21
11663 - Mar5	11664 - Mar22	

Mathematics 1 MATH10012

Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	\$312.28
11666 - Jan9	11694 - Jan12	11719 - Jan18
11720 - Jan24	11721 - Feb8	11722 - Feb21
11723 - Mar5	11724 - Mar22	

Mathematics MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.

FF	6:00-9:00	\$312.28
11667 - Jan9	11695 - Jan12	11725 - Jan18
11726 - Jan24	11727 - Feb8	11729 - Feb21
11730 - Mar5	11731 - Mar22	

Mathematics MATH10022

Focus on Graphing and Systems of Equations, Sine Wave Analysis, and Logarithms. 4 month (28 hour). Prerequisite: MATH10011 or equivalent.

FF	6:00-9:00	\$208.19
11668 - Jan9	11696 - Jan12	11728 - Jan18
11732 - Jan24	11733 - Feb8	11734 - Feb21
11735 - Mar5	11736 - Mar22	

Mathematics MATH10024

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173.

FF	6:00-9:00	\$312.28
11669 - Jan9	11697 - Jan12	11737 - Jan18
12000 - Jan24	11738 - Feb8	11739 - Feb21
11740 - Mar5	12001 - Mar22	

Mechanical Intermediate Algebra

MATH10029

Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry: 4 month (42 hour). Prerequisite: MATHMS165 or equivalent.

FF	6:00-9:00	\$312.28
11670 - Jan9	11698 - Jan12	11741 - Jan18
11742 - Jan24	12003 - Feb8	11743 - Feb21
11744 - Mar5	11745 - Mar22	

Give the Gift of Education!

Gift Certificates available
905-385-4295

Math/Statistics

Mathematics for Computer Studies

MATH10042

Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	\$404.27
11671 - Jan9	11699 - Jan12	11746 - Jan18
11748 - Jan24	11749 - Feb8	11750 - Feb21
11751 - Mar5	11752 - Mar22	

Preparatory Apprenticeship - Math

MATHMA001

Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration. 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00-9:00	\$353.59
11672 - Jan9	11700 - Jan12	11753 - Jan18
11757 - Jan24	11758 - Feb8	11760 - Feb21
11762 - Mar5	11763 - Mar22	

Preparatory Mathematics(Technology)

MATHMA002

Prepare for College Technical mathematics with attention to Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry. 6 month (72 hour). Prerequisite: Grade 11 Math (U or C).

FF	6:00-9:00	\$498.95
11673 - Jan9	11701 - Jan12	11754 - Jan18
11755 - Jan24	11759 - Feb8	11764 - Feb21
11765 - Mar5	11766 - Mar22	

Preparatory Mathematics(Business)

MATHMA003

Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. 4 month (48 hour). Prerequisite: Grade 11 Math (U or C).

FF	6:00-9:00	\$353.59
11674 - Jan9	11702 - Jan12	11767 - Jan18
11756 - Jan24	11769 - Feb8	11770 - Feb21
11771 - Mar5	11772 - Mar22	

Mathematics 1 - General Arts And Science

MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00-9:00	\$312.28
11675 - Jan9	11703 - Jan12	11773 - Jan18
11774 - Jan24	12004 - Feb8	11775 - Feb21
11777 - Mar5	11778 - Mar22	

Mathematics 1 (Motive Power Technqs)

MATHMA008

Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00-9:00	\$312.28
11676 - Jan9	11704 - Jan12	12005 - Jan18
12006 - Jan24	11780 - Feb8	11784 - Feb21
11785 - Mar5	11786 - Mar22	

Need Grade 12 equivalency?
905-575-2029

Mathematics 2 (Motive Power Technqs)

MATHMA009

Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

FF	6:00-9:00	\$312.28
11677 - Jan9	11705 - Jan12	11787 - Jan18
11788 - Jan24	11789 - Feb8	11790 - Feb21
12007 - Mar5	11791 - Mar22	

Math

MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMA006.

FF	6:00-9:00	\$312.28
11678 - Jan9	11706 - Jan12	11792 - Jan18
12008 - Jan24	11846 - Feb8	11862 - Feb21
11884 - Mar5	11903 - Mar22	

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 or U).

FF	6:00-9:00	\$312.28
11679 - Jan9	11707 - Jan12	11793 - Jan18
12009 - Jan24	11847 - Feb8	11863 - Feb21
11887 - Mar5	11904 - Mar22	

Engineering Mathematics 1 MATHMA179

Concentrate on Algebra, Right and Oblique Triangle Trigonometry, Complex Numbers, Sine Wave Analysis, Systems of Equations and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	\$404.27
11680 - Jan9	11708 - Jan12	11794 - Jan18
12010 - Jan24	11848 - Feb8	11865 - Feb21
11889 - Mar5	11905 - Mar22	

Differential Calculus

MATHMA383

Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.

FF	6:00-9:00	\$312.28
11681 - Jan9	11709 - Jan12	11795 - Jan18
12011 - Jan24	11849 - Feb8	11867 - Feb21
11892 - Mar5	11907 - Mar22	

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).

FF	6:00-9:00	\$404.27
11682 - Jan9	11710 - Jan12	11796 - Jan18
11798 - Jan24	11850 - Feb8	11869 - Feb21
11893 - Mar5	11908 - Mar22	

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).

FF	6:00-9:00	\$312.28
11683 - Jan9	11711 - Jan12	11797 - Jan18
11799 - Jan24	11851 - Feb8	11872 - Feb21
11895 - Mar5	11909 - Mar22	

Mathematics

MATHMS150

Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	\$312.28
11684 - Jan9	11712 - Jan12	11800 - Jan18
12012 - Jan24	11852 - Feb8	11873 - Feb21
11896 - Mar5	11910 - Mar22	

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).

FF	6:00-9:00	\$404.27
11685 - Jan9	11713 - Jan12	11801 - Jan18
12013 - Jan24	11853 - Feb8	11875 - Feb21
11897 - Mar5	11911 - Mar22	

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).

FF	6:00-9:00	\$404.27
11686 - Jan9	11714 - Jan12	11802 - Jan18
12014 - Jan24	11854 - Feb8	11879 - Feb21
11898 - Mar5	11912 - Mar22	

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.

FF	6:00-9:00	\$312.28
11687 - Jan9	11715 - Jan12	12015 - Jan18
12016 - Jan24	11857 - Feb8	11880 - Feb21
11899 - Mar5	11913 - Mar22	

Mathematics

MATHMS248

Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.

FF	6:00-9:00	\$404.27
11688 - Jan9	11716 - Jan12	12017 - Jan18
12018 - Jan24	11858 - Feb8	11881 - Feb21
11900 - Mar5	11915 - Mar22	

Mathematics

MATHMS377

Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.

FF	6:00-9:00	\$312.28
11689 - Jan9	11717 - Jan12	12019 - Jan18
12020 - Jan24	11860 - Feb8	11883 - Feb21
11901 - Mar5	11918 - Mar22	

Applied Packaging Design PCKG10002

Develop the understanding of Equations, Percents, Geometry and Mensuration, Unit Conversions and Trigonometry. 4 month (56 hour).

FF	6:00-9:00	\$404.27
11690 - Jan9	11718 - Jan12	12021 - Jan18
12022 - Jan24	11861 - Feb8	11919 - Feb21
11920 - Mar5	11921 - Mar22	

Register online -
ce.mohawkcollege.ca

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

Social Sciences / General Interest

Social Sciences

General Education Band Selection Courses

In some Continuing Education certificate/diploma programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements.

The following restrictions apply:

The course chosen must NOT be related to (or included in) your program of studies.

For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity; Recreation and Leisure Services students cannot use Sociology, etc. You are advised to seek approval for the course you are considering, before registering. When you have successfully completed the course you must apply for an exemption from your General Education course. Submit applications to the Registration Centre at your campus.

Questions?

905-575-1212 ext. 3085 /

ann.bennett@mohawkcollege.ca

905-575-2025 / crearts@mohawkcollege.ca

World of Abnormal Psychology

refer to Distance Education section

Current Affairs:Canada/World

SSCISS291

Explore major contemporary issues facing Canada and examine international issues and points of conflict.

12103 FF MO Jan9 6:00-9:30 13 \$312.28

Developmental Psychology

PSYC271 (E)

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

12203 FF WE Jan11 6:00-9:15 13 \$312.28

Environmental Sustainability

SSCI10037 (E)

What is environmental sustainability? How do you impact the future of human life on earth? Within this course these questions will be tackled through discussion and interactive lecture. Topics such as water, food and energy production, housing, population and climate change will be just some of the issues that will be researched and discussed in this class.

12024 FF TH Jan12 6:00-9:15 13 \$312.28

Human Relations

SSCISS170 (E)

Develop your self-awareness and self-confidence in personal and professional human relations, with emphasis on motivation; conformity, persuasion; supervision and employee relations and personality formation.

12025 FF WE Jan11 6:00-9:15 13 \$312.28

Introductory Psychology PSYC215 (E)

Benefit from in-depth study of learning, motivation, perception and the dynamics of personality.

12472 FF MO Jan9 6:00-9:15 13 \$312.28

12306 FF TH Jan12 6:00-9:15 13 \$312.28

Sociology 1

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings.

12028 FF MO Jan9 6:00-9:15 13 \$312.28

12027 FF WE Jan11 6:30-9:45 13 \$312.28

Sociology 2

Further develop your understanding of the interrelationship between the individual and society, and between different social groups.

12029 FF WE Jan11 6:30-9:45 13 \$312.28

SSCISS108 (E)

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.

12399 FF WE Feb15 6:30-9:30 4 \$89.22

Assertiveness for Professionals 3

PERS10011

Building on the skills developed in Level 1 & 2, participants will receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.

12400 FF WE Mar14 6:30-9:30 4 \$89.22

NEW!

Fitness and Weight Loss Essentials

HLTH10148

Learn the nutrition and exercise essentials of healthy living and see why diets don't work and how diets make us fatter. Learn the factors behind weight gain and how to reverse them - permanently!

12402 FF SA Jan21 10:00-4:00 1 \$80.00

NEW!

Setting and Achieving Goals GINT10048

Learn the process of creating Value Centered Goals and a manageable Action Plan.

Whatever your goals may be, you can achieve them given the right tools, skill set and knowledge! Manual extra.

12401 FF TU Jan31 7:00-10:00 4 \$89.22

Zoomers and Boomers

ZOOMERS & BOOMERS

The following courses and workshops may be of interest to you:

- * Painting/Watercolours
- * Paris in Depth
- * Acting for Beginners
- * Home Reno for Women
- * Home Staging
- * Food, Food, Food
- * Sewing - Introduction
- * Easy Flower Arranging
- * Perennial Gardening
- * Digital Photography
- * Selected Themes, Art History & Appreciation
- * Pottery
- * Jewellery - Construction

Please check the INDEX for more information.

Computers DeMystified COMP10130

Demystify the terms and acronyms used to describe the components and features of today's computers. Learn what to look for and what each component means and does for you as a consumer. Topics include: RAM, HDD, SSD, Motherboard, CPU, Video Cards (vga/dvi/hdmi)

12372 FF SA Mar10 9:00-11:30 1 \$38.39

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

Need Help?

AskMohawk at ce.mohawkcollege.ca

General Interest

Questions?

905-575-1212 ext. 3009 /

crearts@mohawkcollege.ca

ce.mohawkcollege.ca/generalinterest

Dancing

Ballroom Dancing-Beginners

DANCGI901

Learn the basics of Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., E.

12485 OR WE Jan25 7:00-8:30 8 \$138.00

Ballroom Dancing-Intermediate

DANCGI902

Enhance your skills with the six dances covered in the basic course, plus Merengue, Samba and Salsa. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., East

12487 OR WE Jan25 8:30-10:00 8 \$138.00

Home

Home Reno for Women will return in the spring semester.

Life and Career Skills

Setting and Achieving Goals and Assertiveness Training for Professionals - Levels 1, 2 and 3 can be included in the WORKPLACE LEADERSHIP CERTIFICATE. Business Section.

Upon successful completion of the Assertiveness Training for Professionals Levels 1, 2 and 3. You will receive an Acknowledgement of Completion. Gain a solid foundation of the skills of assertiveness, including self-management skills and skills to deal with challenging individuals and structures within employment settings. These skills are foundational to employment retention and progression in today's challenging and changing world of work.

Assertiveness For Professionals

PERSGI050

Develop enhanced personal management skills for career productivity. Focus on stress and anger management, dealing with difficult people, and peer relations. Students can receive an Acknowledgment of Completion.

12398 FF WE Jan18 6:30-9:30 4 \$89.22

General Interest / Bridging Programs /Community Training Solutions

NEW!

Let's Google it! - Genealogy GINT10047
With the popularity of the television show "Who Do You Think You Are", more people are showing an interest in genealogy research. This workshop is for beginners.
12403 FF SA Feb18 10:00-4:00 1 \$80.00

NEW!

In Search of your Scottish Ancestry GINT10046
Let's get started on the search for your heritage. Learn to effectively use Scottish census records, statutory records, old parish registers and other resources. Get in touch with others looking for "your ancestors".
12432 FF SA Feb25 10:00-4:00 1 \$80.00

Outsmart your Smartphone GINT10044
Your smartphone can do much more than place calls and text! Discover the different carrier & hardware options, a software overview of the 3 major smartphone platforms: Android, iPhone (iOS) and Blackberry OS. Topics: email, backup & syncing, IM, SMS, widgets, app stores, media and voice commands.
12371 FF SA Mar3 9:00-11:30 1 \$38.39

Bridging Programs for Immigrants

Occupation-Specific Language Training for Human Services

This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Human Services field (ECE, Education, Child & Youth Worker etc.) Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

Questions?
Patrice Palmer - 905 575-1212, ext 3805.
patrice.palmer@mohawkcollege.ca

There are no fees for these courses.

Occupation-Specific Language Training for Health Sciences

This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Health Sciences field (Nursing, PSW, Medical Radiation Technology, etc.) Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

Occupation-Specific Language Training for Business

This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Business field. Open only to Permanent Residents and Protected Persons. CLB assessment required prior to registration.

Community Training Solutions

Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.

Questions?
905-575-2024 / toll free 1-866-891-2011 / muzeria.nuredini@mohawkcollege.ca

www.mohawkcollege.ca/communitytraining

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

College & Career Preparation

www.mohawkcollege.ca/c&cp

Academic Preparation Programs

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

The academic upgrading streams offer adult learners:

- . A personal academic assessment
- . An individualized "Learning Plan"
- . Self-paced and goal-oriented learning
- . A learner-centered teaching approach
- . Flexible hours and continuous intake
- . Free GED Preparation

Academic Upgrading

Achieve Grade 12 equivalency in Math, English, Physics and Chemistry.

Skilled trades - Benefit from targeted academic preparation for apprenticeship training. This program stream includes basic computer and technology skills and employability skills.

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.

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 full-time day program, Monday to Friday, at the Fennell Campus or night school classes at the Brantford campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend these programs at no cost, day or evening.

Questions?
Voice: 905-575-2029 / toll free 1-866-891-2011
TTY: 905-575-2436 / dep@mohawkcollege.ca

These Employment Ontario programs are funded by the Ontario Government.

TOWES - Testing of Workplace Essential Skills Assessment

TOWES is designed to meet the needs of business and industry and the community. TOWES tests evaluate an employee's or potential employee's skills against specific occupational profiles, providing workplace-based criteria to assess academic and other skills in relation to the individual's job and career path requirements.

Preparation

Benefit from an academic preparation program to enhance your essential skills, increase your TOWES score and improve your employment opportunities.

Questions?
905-575-2308 / toll free 1-866-891-2011

Community Employment Services

Visit the NEW Community Welcome Centre, Room J137.

Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

Services provided:

- * Individual job search assistance
- * Creating an effective resume
- * Improving interview techniques
- * Upgrading and training opportunities

Two Locations:

- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

Questions?
905-575-2177 / toll free 1-866-891-2011
jobs@mohawkcollege.ca

This Employment Ontario program is funded by the Ontario Government.

Second Career

Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

Two Locations:

- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

Questions?
905-575-2177 / toll free 1-866-891-2011 / secondcareer@mohawkcollege.ca
jobs@mohawkcollege.ca

Summer Jobs Service (SJS)

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

Questions?
905-575-2368 / toll free 1-866-891-2011 / sjs@mohawkcollege.ca

Fennell Campus and STARRT Campus
This Employment Ontario program is funded by the Ontario Government.

Free Academic Upgrading
905-575-2029

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

Community Training Solutions / MCE / Associated Professional Programs

Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Can't find an employer sponsor on your own? Check out Mohawk College's Pre-Apprenticeship training programs. Trade areas change from year to year based on labour market demand and industry support.

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

Program offerings are funded by and subject to MTCU approval.

Questions?

905-575-2717 / toll free 1-866-891-2011 / preapp@mohawkcollege.ca

www.mohawkcollege.ca/preapp

Emergency Services Communications (911 Operator)

Prepare for work as an Emergency Services Communicator in this 16 week full-time program designed by emergency service professionals. Learn the preliminary skills to work in police, fire, medical (EMS) or other emergency services, taught by communicators employed in the field.

As a Communicator you could PROVIDE THE LIFELINE between the public and the responders who render police, fire, medical and other emergency service assistance.

Find out if you have what it takes to become a 911 emergency service dispatcher. Call now to book your FREE pre-assessment session.

Next Intake: February 2012

Questions?

905-575-2717 / toll free 1-866-891-2011 / esc@mohawkcollege.ca

Admission Requirements

Acceptance into the program requires that participants attain a minimum standard of a timed multi-tasking assessment and the ability to demonstrate a minimum of 30 net wpm typing with 90% speed accuracy.

MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is committed to providing people with the necessary skills and expertise required for future business success. Scheduled and customized training solutions are available to meet your needs.

For more information visit www.mcecor.com

NEW! ONLINE COMPUTER COURSES NOW AVAILABLE.

Visit www.mcecor.com or call 905-667-6230 to register today.

Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and

those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters. Browse Distance Education/Online Learning section of this catalogue for online offerings.

For on-site, customized course delivery or information on program completion contact 905-667-6230 / 1-877-670-6230

For program details visit

www.manufacturingleadership.com

Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?

905-667-6236 / tdifrancesco@mcecor.com

Developing Maintenance Tactics MECHMMP05

Learn to develop and implement effective maintenance tactics to ensure appropriate use and reliable performance of physical assets. Topics include FMEA, RCM and other methodologies.

12390 FF SA Mar3 9:00-5:00 4 642.50

Management Skills & Techniques MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and course materials.

12391 FF SA/SU Jan21 9:00-5:00 2 332.30

Capstone Course

MISCMP08

Working as a team, apply theory and practice from the other 7 MMP modules to an actual work project to improve current maintenance strategies, resolve a significant maintenance issue, or develop a new maintenance strategy.

12389 FF TU Jan10 6:30-9:30 10 542.80

Need Help?

AskMohawk at ce.mohawkcollege.ca

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours.

Questions?

905-667-6236 / tdifrancesco@mcecor.com

For program details/registration visit

www.mcecor.com

Cross Connection Control Tester's Recertification HRAP10060

Recertify as a backflow tester. Effective January 1, 2012 recertification every 5 years is required by the Ontario Water Works Association. Individuals certified before Jan. 1, 2007 must attend a 16-hour seminar and pass an examination to retain certification.

12396 SC MO/TU Jan23 8:00-4:30 2

Cross Connector Ctrl Tester HRAPEW268

Prepare for the Ontario Water Works Association "Cross Connection Control Specialist" certification exam. Examine backflow, hazards, maintenance and testing. Open to licensed plumbers, steam fitters or engineers or water distribution employees.

12392 SC MO-FR Jan16 8:00-4:30 5

12393 SC MO-FR Feb13 8:00-4:30 5

Gas Technician III & II Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?

905-667-6236 / tdifrancesco@mcecor.com

Welding Training Program

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required. Monday to Friday - 6 hours per day - continuous intake.

Weekly Start Dates. Tuition: \$110.00 per day

Questions?

905-667-6236 / tdifrancesco@mcecor.com

Associated Professional Programs

APICS - The Association for Operations Management

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

Questions?

APICS Hamilton Chapter
905-689-9117 / info@apicshamilton.org

For program details visit

ce.mohawkcollege.ca/apics

TWO PROGRAMS ARE AVAILABLE:

Fundamentals of Materials and Operations Management (FMOM)

Benefit from entry level study in materials and operations management or in areas that interface with it. Participants who successfully complete all five courses earn an APICS Certificate.

Associated Professional Programs / Important Information

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.

12200 FF MO Jan23 7:00-10:00 10 \$599.00

Fundamentals of Materials Handling & Warehousing BUSNSPC18

Focus on material control, warehousing, material handling equipment, the impact of logistics information systems, distribution and order processing control, warehouse management, industrial health and safety, and principles of transportation.

12199 FF WE Jan18 7:00-10:00 12 \$688.73

Canadian Institute of Bookkeeping

See Distance Education section for course offerings.

More Information?

Canadian Institute of Bookkeeping at www.cibcb.com / 416-925-9420 / info@cibcb.com / ce.mohawkcollege.ca/CIB

Canadian Institute of Management

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

Fees include: CIM membership, dinner meetings, networking and a subscription to the Canadian Manager Magazine. Applications and fees are collected by CIM. Visit www.cim-hamilton.com for details.

Questions?

Canadian Institute of Management, Hamilton Branch

Tel: 905-561-9889 / www.cim-hamilton.com / admin@cim-hamilton.com

For program details, admission requirements and equivalencies visit ce.mohawkcollege.ca/CIM or www.cim-hamilton.com

TWO CERTIFICATES ARE 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 and Designation in Management and Administration (C.I.M.)

Exposes you to the major areas of managerial responsibility and enhances management skills. * Candidates require two years of management/administration experience prior to applying for

the C.I.M. designation. Candidates must apply within six years of completing the prescribed studies.

CIM Information Night

Find out more about the CIM and our programs by attending our Information Night! This will be held Tuesday, December 13, 2011 from 6:00 to 8:00 p.m. at Mohawk College Fennell Campus (room J205).

EQUIVALENCIES

* The C.I.M. Designation 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.

Managerial Communications MGMTCIM05

Focus on communication theory, aspects of written communication and public speaking.

12522 FF TU Jan10 6:30-9:30 14

Institute of Law Clerks of Ontario

See Distance Education section for course offerings.

More Information?

www.ilco.on.ca / 416-214-6252 / ce.mohawkcollege.ca/lawclerk

Qualified Administrative Assistant

The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of qualifications for administrative assistants and senior office personnel; reaches this standard by providing advanced education; and makes management aware of the fully qualified administrative assistants' value. Seven courses must be completed successfully within six years to qualify for the QAA certificate.

Questions?

905-575-1212 ext. 3905 / business.web@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/adminassistant or www.aaa.ca

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

Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in co-operation with its Ontario Chapter. Course fee does include course manual and CINDE membership.

For program details visit ce.mohawkcollege.ca/nde

Courses Offered:

Liquid Penetrant, Magnetic Particle/ Eddy Current/ Ultrasonics/ Radiography/ Film Interpretation/ Radiation Safety/ PdM Techniques/ Weld Inspection & Quality Control/ Principles & Applications of NDT/ Engineering, Materials and Components (EMC), Level 3 Preparatory Courses, Phased Array-Basic

EVENING PROGRAMS IN NDT

Certification Courses run 14 weeks
Cost \$770.00 each

Liquid Penetrant Levels 1 & 2
Thursdays, starting January 12, 2012

Magnetic Particle Levels 1 & 2
Tuesdays, starting January 10, 2012

Radiography Level 1
Wednesdays, starting January 11, 2012

Engineering, Materials and Components (EMC)

Mondays, starting January 9, 2012

Class Hours: 7:00 - 10:00 p.m.

Location: Fennell Campus, Room E027

Note: Safety shoes are mandatory for all laboratory work.

Register online at: www.cinde.ca/registrations@cinde.ca / 905-387-1655

Important Information

Registration Information

Acknowledgement Form and Student Card

You will receive an Acknowledgement form and student card immediately when registering in person. Acknowledgements for registrations done online or sent by mail, fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MoCoMotion, the College's information portal. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration. A fee of \$6.00 per term applies for duplicate forms.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrolment for most general education and non-credit continuing education courses to those 19 years of age and over. International students who are not permanent residents of Canada require permission to register from Citizenship and Immigration Canada. Only under special circumstances can a credit course be audited. The audit application form must be approved by the Associate Dean at the time of registration. You will not receive a credit for an audited course; an AU designation is used for the transcript. Regular fees apply.

Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at www.mohawkcollege.ca/legal.html

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

Important Information

Transferring Courses

You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut off date has not passed and space is available in the course into which you are transferring. Fees will be re-assessed accordingly. You may transfer on the web at ce.mohawkcollege.ca, by fax, or at any designated C.E. Registration Office.

Waitlists

If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

Withdrawals

If you withdraw from a course, you must officially notify the Continuing Education Registration Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

Informing the instructor only is not sufficient.

See the Refunds section for details regarding withdrawals.

Financial Information

FEES

Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and CanCopy Fees:

Fees are calculated based on the number of hours per course. Tuition-\$5.64, CanCopy-\$0.052. The Academic Service Fee-\$0.55, Student Activity Fee-\$0.43, Student IT Enhancement Fee-\$0.07, Capital Campaign Fee-\$0.05 are calculated per hour to a maximum of 45 hours. Transportation Fee-\$0.69 per hour is charged on courses offered at Fennell (FF), Brantford (BF), and STARRT (SC) locations only, to a maximum of \$43.00.

FINANCIAL INFORMATION

1. Course fees do not include textbooks, and/ or learning materials required by many courses. (Some exceptions may apply.) These are often available in the Campus stores.
2. Payment may be made by Cash, Certified Cheque, Money Order, VISA or MasterCard, or Debit.

INTERNATIONAL STUDENTS

All international students require approval from International Education, Room J107, at Fennell Campus before registering for continuing education courses. International fees for C.E. courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Visit the staff in Room J107 or call 905-575-2254 for more details.

REPLACEMENT CERTIFICATE/DIPLOMA FEE

A fee of \$30 applies for replacement of a College certificate or diploma. Visit our Registration Centre room C066 at Fennell Campus to make your request and payment. Hours are Monday-Friday 8:30 am - 4:30 pm.

Financial Aid

If you are a part-time student or upgrading and are considered low income, you may apply for an Ontario Special Bursary or a Mohawk College Continuing Education Help Fund Bursary to assist with fees and books

for financially-approved programs. Application deadlines apply. For more information, call 905-575-2133 or 519-759-7200 ext. 2133, or visit the Dept. of Financial Aid, room C068, Fennell Campus, Monday to Friday, 8:30 a.m. to 4:30 p.m. Applications for financial assistance are also available in Rooms F114 and F124, Fennell Campus and the Front Desks at the Brantford and STARRT Institute Campuses. Completed applications must be returned to room F124 at Fennell or the Front Desk at the Brantford Campus or STARRT Institute.

Income Tax Receipts

In March 2012, students registered in 2011 will be able to access their T2202A Tuition and Education Amounts Certificate via Self Service in MoCoMotion.

Note: Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to any Student Registration Centre, THE Square Student Services, MCACES office or call 905-385-4295, 1-888-385-4295 or 905-575-2176.

Refunds

To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Distance Education) you must withdraw within 6 days of the published start date of the course to receive a refund. If you wish to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

REFUND AMOUNTS

A \$20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Note:

1. If you have an outstanding balance with the college all refunds will be applied to that balance.
2. Allow a minimum of 4 weeks processing time for refunds.
3. Refunds are issued by cheque and sent to the registered student. (Exception - tuition paid directly by employer or sponsoring agency to the College).
4. The Standard Refund Policy may not apply to seminars, workshops, Travel Education, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

Visit our website
ce.mohawkcollege.ca

Academic Information

Academic Appeal Form

You may obtain the Student Academic Appeal Form at Fennell Campus, Room C112, or F124, Student Services at the Institute for Applied Health Sciences, STARRT Institute or from your Assoc. Dean's office.

Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at www.mohawkcollege.ca/Discover/Help.html.

Campus Closing (Emergency situations)

Call 905-575-2444 or 519-758-6000 or visit www.mohawkcollege.ca

In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit www.mohawkcollege.ca for campus closure announcements. These are the only methods of providing advance notice.

Classroom Locations

Room numbers for courses at all campuses are available at ce.mohawkcollege.ca after 3:00 pm on the day the course begins. Classroom locations are also posted at the main campus entrances.

Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note - Classes will be cancelled if they do not meet minimum enrolment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College. Long weekends - classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Credentials

Below are definitions for the credentials listed below each program title in this catalogue:

Mohawk College Certificate: Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

Ontario College Certificate: Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

Ontario College Diploma: Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

Ontario College Advanced Diploma: Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

Ontario College Graduate Certificate: Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

Acknowledgement of Completion: Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Exemptions

Gain recognition for course work completed at another educational institution that is equivalent to learning required in a specific Mohawk course. Find information on how to

Important Information

apply and get the results of your exemption request on the Student Services tab of www.mohawkcollege.ca. To apply for an exemption, login to MoCoMotion and select "Self Service" on the Main Menu of the Welcome tab. For assistance, contact the Registration Centre at 905-575-2000 or ask@mohawkcollege.ca.

General Education Band Selection Courses

More information about General Education is available in the Social Sciences section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grades

Effective Fall 2009, a minimum passing grade of 50% applies for all graded courses offered at the College. A 60% weighted GPA is required for graduation.

Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at www.mohawkcollege.ca-Mohawk Students-Academic Records and Registration-Grading and Evaluation System. To access your grades and review your progress, use MoCoMotion and select "View Grades" on the Main Menu of the Welcome tab.

Graduation

When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Assoc. Dean in writing. "Request for Certificate" forms for certificate graduates and "Application for Admission to Convocation" (graduation) forms for diploma graduates are available from the Continuing Education Registration Office, the Continuing Education Student Activities (MCACES) Office or at the Information Desk. Carefully indicate the correct spelling of the names to appear on the document. Continuing Education certificates and diplomas are generally presented at the Fall Continuing Education convocation ceremony. The deadline to apply for graduation is August 15.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Prior Learning Assessment & Recognition (PLAR)

Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, by one of the following methods:

Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.

Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

Questions?

www.mohawkcollege.ca/PLAR/
PLAR@mohawkcollege.ca / 905-575-2395

Exemptions:

Refer to Exemptions section above.

Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College Regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to disabled registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

NOTICE OF WAIVER:

Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, program description, option, course, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Courses offered this term are published in this catalogue.

Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

Residency & Time Requirements for Certificate and Diploma Programs

To qualify for a Mohawk College certificate or diploma, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. Graduates are expected to demonstrate competencies outlined in the program of studies applicable at the time of graduation. Where study has been interrupted, the College may require a student to repeat a subject area.

Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Mohawk C.E. funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Services for CE Students

Aboriginal Support Services

For information:
519-759-7200 ext 3118 or 905-575-1212 ext 3118.
Aboriginal Student Recruitment Coordinator - Lacey Hill, ext. 3777.
Aboriginal Student Counsellor - Kim Hill, ext. 7147.
Aboriginal Friendship Lounges:
Fennell - Room E104, ext. 3002;
Brantford - Room A134, ext. 7145
native@mohawkcollege.ca

Accessible Learning Services

Accessible Learning Services are available at all campuses for confirmed applicants and registered students who suspect they have a

disability or who have a documented disability such as:

- Physical or mental health condition
- Learning disability
- Deafness, deafened and hard of hearing
- Blindness or partial sight
- Acquired brain injury

Contact Information:

- . Fennell Campus: Room C102 / 905-575-2211
- . Brantford Campus: Room A102 / 519-758-6014
- . Institute for Applied Health Sciences (IAHS): Room 303 / 905-540-4247 ext. 26751
- . STARTT: Room A118 / 905-575-1212 ext 5401
accessiblelearning@mohawkcollege.ca

Early identification is recommended. Attendance at a Group Information and Registration Session (GI&RS) is required as a first step to access support for individual needs. A comprehensive overview of Accessible Learning Services and Session information/schedule is available at www.mohawkcollege.ca/StudentServices/AccessibleLearningServices.

Accessible Parking

You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Books, Supplies, Clothing, Gifts

Three locations: Fennell Campus (main store - 135 Fennell Ave. W., Hamilton 905-575-2070); Brantford Campus (411 Elgin Street, Brantford 519-758-6026); STARTT Institute (481 Barton St. E. 905-575-2514).

Visit mohawk.bookware3000.ca for hours of operation. Check out our **NEW ONLINE ORDERING** feature - choose to either reserve your order for pick-up at the Bookstore or have your books delivered to your door for a nominal fee.

Payment methods -

Cash, MasterCard, VISA and direct payment (debit).

Booklists -

Posted in the bookstore just before term start-up.

Textbook Returns -

Returned merchandise must be unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses.

Refund Policy - Textbooks

Sales receipts must be provided with all items. Refund Period - two weeks from date of purchase with receipt. A restocking charge may apply at the discretion of the bookstore manager. If you are withdrawing from a course after the two week period, you must provide a copy of your withdrawal form.

Custom Courseware -

non-returnable. Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

LIKE us on Facebook for great deals and updates!

Counselling Services for Continuing Education Students

Registered Continuing Education students and confirmed applicants may access counselling services from 8:30 am to 4:30 pm Mon - Fri at the Fennell Campus, Room C102 (The Square). Please call 905-575-2211/519-759-7200 ext. 2211 for more information.

Services Available:

- . Educational Planning
- . Career Counselling
- . Academic Problem Solving

In addition, prospective and registered CE students may access counselling services in the MCACES Centre - room F114, Fennell Campus during specified hours. Call 905-575-2176 / 519-759-7200 ext. 2176 for more information.

Dispute Resolution Services

You may access the services of a professional mediator on a confidential, voluntary basis, free of charge. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues such as interpersonal conflict/personal harassment. For an appointment, contact the Student Issues Coordinator at 905-575-2318 or from Brantford 519-759-7200 ext. 2318, via email at diane.harrison@mohawkcollege.ca or in person at Fennell A129.

Our Library

The Library is here to help you! Contact us at any of Mohawk's campuses:

. Brantford (519-758-6019)

. Fennell - 2 locations: The Cummings Library & Collaboratory (905-575-2077) in the Learning Exchange and the eLibrary in iWing (905-575-2244)

. IAHS (905-540-4247 ext. 26835)

. STARRT (905-575-2504)

Can't visit us in person? Access the library website, TheBRAIN at brain.mohawkcollege.ca, for a full range of resources - from anywhere at any time!

The library is an integral part of your learning experience and we're committed to helping you succeed!

. Get expert, friendly assistance from professional staff accessible by phone, email

(braintogo@mohawkcollege.ca), in person or chat;

. Access resources in a variety of formats - print, audiovisual and online;

. Connect 24x7 to a huge array of online materials (e-books, e-journals, online videos and more) from TheBRAIN

. Collaborate in group spaces that can be booked ahead (at select locations) or study in quiet areas;

. Discover online guides and tutorials to get you started with your research.

We look forward to helping you connect, learn and succeed at Mohawk!

Parking Information

Fennell, Brantford & STARRT

Continuing Education evening and weekend students at Fennell, Brantford and STARRT campuses will automatically receive a parking pass with your Acknowledgement of Registration. A transportation fee of 69 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a course during the day or a course where there are no fees, you will be required to buy a parking pass.

For information visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office.

Visit www.mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

IAHS (Institute for Applied Health Sciences)

McMaster University parking guidelines apply. Purchase permits at the E.T. Clarke Centre, Room 102. Student I.D. card required. For further information, call McMaster University at 905-525-9140 ext. 24232.

Disability Parking

See Accessible Learning Services section for more information.

Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations. Contact HSR at 905-527-4441 or www.city.hamilton.on.ca/hsr for details about routes, schedules, etc.

Smoke Free Policy

Smoking is not allowed in any Mohawk College facility, and is prohibited at the main entrances of the College and other selected entrances. Non Smoking Areas are clearly identified by signs. Note: Entrances are patrolled and smoking fines will be issued to those who do not comply with this policy.

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Register as of **Tuesday, November 29, 2011...**



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VISIT: ce.mohawkcollege.ca

Available to existing and new students.
Day, evening and weekends for your convenience.



By Facsimile:

PAYMENT:  

FAX completed Registration Form to:



Fennell Campus 905-575-2348
Brantford Campus 519-758-6043

NOTE: Registration by fax does not guarantee a place in the course.
Acknowledgement will be mailed to you within 10 days of processing.



By Mail:

PAYMENT:

Certified Cheque Money Order  

Complete Registration Form and mail to:

Mohawk College: Continuing Education Registration
P.O. Box 2034, Hamilton, Ontario L8N 3T2

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In Person:

HAMILTON

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135 Fennell Avenue West, 905-385-4295

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1400 Main Street West, 905-540-4247 ext. 26352

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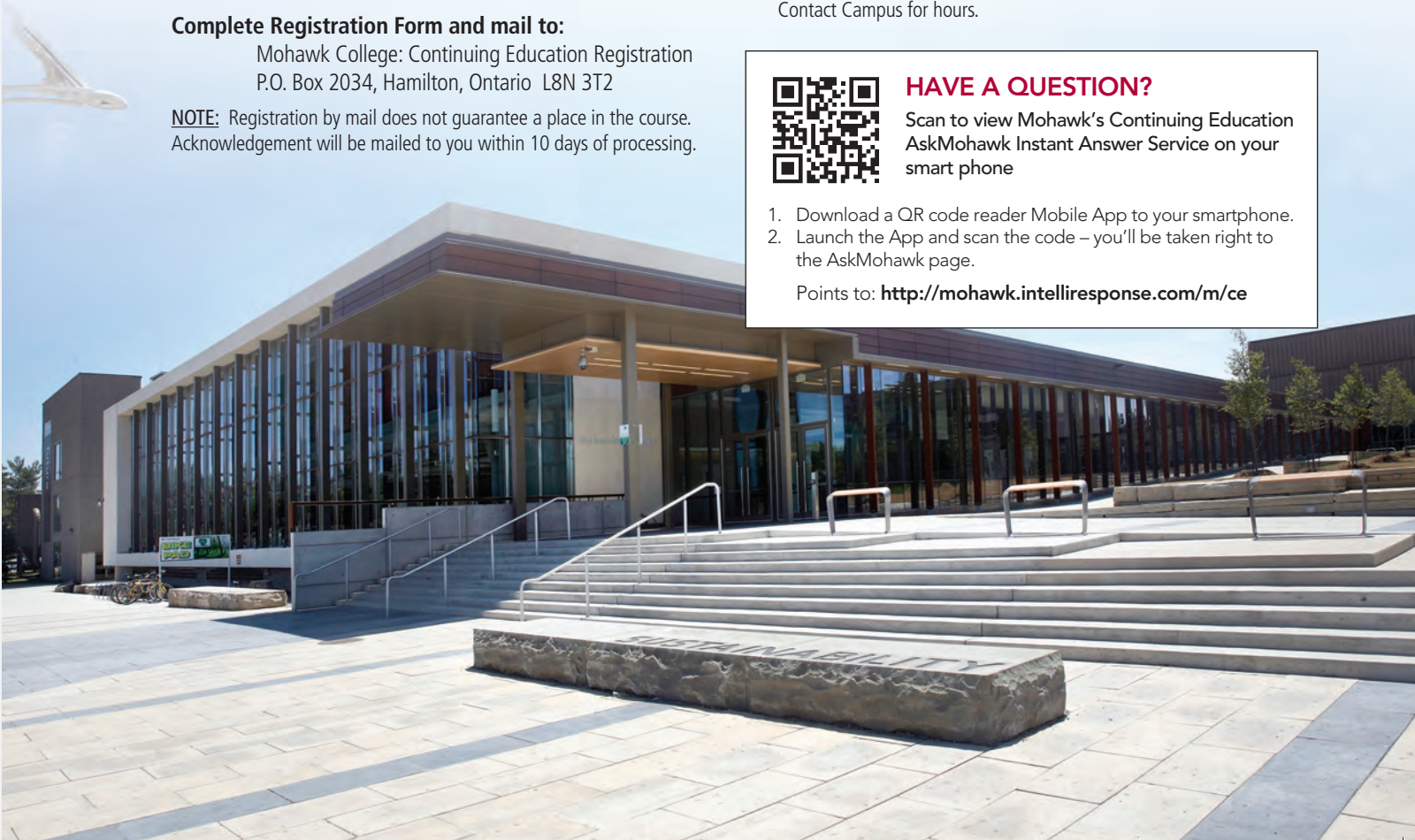


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Continuing Education Registration Form: Avoid Disappointment... Register Early

Please provide your student identification number:

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(maximum of 9 characters)

Date of Birth:

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Example: Day 01 Month Jan Year 1952

Social Insurance Number:

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* 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.

Please check: Do you possess a high school Diploma? Yes No

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? Yes No

Please print: Dr Mr Miss Mrs Ms

Surname		First Name	Second Name	
Unit/Apt		Street Address		
City ()	Province ()	Postal Code		
Area Code	Home Telephone	Area Code	Business Telephone	Ext

Course Information - Use this section to register for up to four courses.

CRN	Subject/Course Code	Course Name	Campus	Start Date mmm/dd	Fee
					\$
					\$
					\$
					\$

Should requested CRN's be full, please add my name to the Wait List Yes No

Signature of Student _____ Date _____ **Total Fee:** _____

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Courses with insufficient enrollment will be cancelled before the course starts. Therefore, it is recommended that you register AT LEAST ONE WEEK PRIOR TO COURSE START DATE.

Payment Information - Course fees must be paid in full at the time of registration.

Cash Debit Visa MasterCard Certified Cheque* Money Order* Bank Draft* (*payable to Mohawk College)

Method of Payment: MasterCard VISA Cardholder Name as Appears on Card _____

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