Don’t hibernate this winter! You can learn a new skill or language or just have fun... all from the comfort of your home. Check out the wide variety of courses offered by Distance Education/Online Learning.

New Distance Education/Online Learning courses

You can learn almost anything via Distance Education/Online Learning! Here are a few new Distance/Online courses offered this winter... details on these and many other courses are available inside!

- 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

We’re also offering new courses in:

- Digital Video
- Fitness and Weight Loss Essentials
- Genealogy/In Search of your Scottish Ancestry
- Principles of Landscape Construction
- Setting and Achieving Goals

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

Look for the New! symbol throughout our catalogue!

Continuing Education

Registration opens on Tuesday, November 29, 2011

You can register by web, fax, mail or in person. Refer to the inside back cover in this catalogue.

Here’s how to reach us:
Phone: 905-385-4295 | Toll free: 1-888-385-4295
Fax: 905-575-2348 | Web: ce.mohawkcollege.ca

Mohawk’s GoGreen initiative, we’ve gone to a smaller catalogue... but it’s still loaded with a huge mix of courses and programs!
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Campus Codes & Locations

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

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

EX Prior Learning Assessment & Recognition

FW Field Work
Course work done on job location

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

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

OL OntarioLearn.com
No scheduled classes - offered online

OR Other
See course description for details

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

Please refer to website for maps

Focus on 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
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](http://www.mohawkcollege.ca/calendar/busGeneral) or [ce.mohawkcollege.ca/busgeneral](http://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](http://www.mohawkcollege.ca/calendar/busMarketing) or [ce.mohawkcollege.ca/busmarketing](http://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 applicable) 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 WE Jan18 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 prepare 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**

**ACCTAC432**

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 6:30-10:00 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 BUSNBA332 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: BUSNBA371.
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 BUSNBA371 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 8 $208.19

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 MRKTBC158 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: MRKTBC158.
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 jayne.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 HRPA and are eligible to write the National Knowledge Exam (NKE) and receive the CHRP (Certified Human Resources Professional) designation. Please be aware each course expires 10 years after completion.

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

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

Courses are also offered via Distance Education.

Compensation and Benefits HRESPI11 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

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, 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.
11758 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 Learning.

Introduction To Industrial Relations
LABPRPIR08 (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
LABPRPIR14
Develop in-depth understanding of the structure and process of collective bargaining in Canada. Prerequisite: LABPRPIR08.
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 on Microsoft Office (INFOBW001) before beginning any course. Familiarity with basic accounting concepts is also recommended.

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

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

Questions? 905-575-2064 / 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)
MGMT100
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

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

CRN Location Day(s) Start Times #Sessions Fee

12256 FF WE Jan11 6:30-9:30 6 $104.20

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 workshop 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

Certassiveness 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 $98.22

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 $98.22

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 $98.22

Performance Evaluations

HRESSC50
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 $98.22

Team Skills 1

MGMTSSC11
Discover the essential components of working as a productive team member.

12362 FF MO Jan30 6:00-9:00 4 $98.22

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 $98.22

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 $98.22

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 $98.22

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 $98.22

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

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 your 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

Need Help?

AskMohawk at ce.mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/managementstudies

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

The Legals 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 $269.97

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 $269.97

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 11:00-4:30 4 $223.06

Sign up now!

Registration opens at 8:30 am on Tuesday, November 29
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 Windows, 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 INFO1113.
12163 BF TU Jan11 6:30-9:30 12 $267.67
12167 FF TU Jan11 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 workplace grievances, harassment, addiction issues, and management styles. Prerequisite: LABRUN002. 10 hours.
12150 HD WE Jan25 6:00-10:00 3 $76.45

Register online at ce.mohawkcollege.ca (*CRN required)
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: LABRUN14, 30 hours.
12149 HD MO/TH Jan16 6:00-9:30 10 $202.36

Labour Studies Field Placement WORKRUN199
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

WSIB Medical Orientation LABRUN024
19012 HD FR Jan20 6:00-9:00 6 202.36
SA/SU 9:00-5:00

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

For program details visit ce.mohawkcollege.ca/labourstudiesjoint or www.labourstudies.mcmaster.ca/hdcl-mac-mohawk-certificates

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

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

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 OADM0323
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 Jan16 6:00-9:30 13 $312.28

Medical Terminology 2 OADM0324
Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADM0323.
11610 FF TH Jan12 6:00-9:30 13 $312.28

How to read course details:
CRN* Location Day(s) Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
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 Jan 9 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 Jan 9 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 Jan 9 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 Jan 9 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 Jan 19 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 Jan 18 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 Jan 18 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 Jan 19 6:00-10:00 14 $404.27

Microtranscription OADMOA261
Gain training in the efficient operation of transcribing software and equipment to generate first-time marketable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADMOA116 and KEYB 10008.
11652 FF TU Jan 17 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 daytime, three semester programs. On successful completion you will receive three Certificates. You require approval from the Program Manager before registering for daytime courses.

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

Come and enjoy a special 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 ASTHAES03
Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra.
11803 FF TU Jan 10 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 Jan 11 6:30-9:30 13 $439.97
11804 FF WE Jan 11 9:30-12:30 13 $439.97

Waxing ASTHW306
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 Jan 12 6:30-9:30 13 $459.97

Business & Marketing For The Cosmetics Industry MRKTWS136
Learn effective business and marketing techniques for starting a cosmetics business. Focus on freelance work, networking, advertising, product inventory and customer service.
11806 FF TU Jan 10 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 Jan 10 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 Jan 9 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 Jan 9 6:30-9:30 11 $667.38

Spa Manicure/Pedicure & Specialized Applications ASTHWS406
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 Jan 9 9:30-4:00 6 $470.36

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

**Gel & Acrygel Applications** ASTHWS05
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
11814 FF TU Jan10 6:30-9:30 11 $322.43
11815 FF TH Jan12 6:30-9:30 11 $322.43

**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 I** ASTHWS101
Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.
11817 FF TU Jan10 8:30-9:30 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: ASTHWS144 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.
12409 FF WE Jan11 7:00-10:00 12 $267.67

**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.
12410 FF TU Jan10 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.
12411 FF TH Jan12 7:00-10:00 12 $245.36

**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.
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 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.

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How to read course details:

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**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 - Other

Pattern Drafting Workshop FASH10021
For individuals with a 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

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 TEXTHC10048
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

Sewing - 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 TEXTHC1005
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

Creative & Visual Arts

Sewing Courses - Other

Jeans For Everyone TEXTHC10041
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 process, 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

Swimwear Sewing TEXTHC33
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 Feb1 9:00-5:00 1 $79.90

Closures TEXTHC10045
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, seams 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, lopstitching, 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

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

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

For more information or to receive the materials list by e-mail contact Bonnie Pataran
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

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

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 décor. Learn techniques for selecting and measuring fabric, calculating requirements and constructing shams, duvet cover, pillows, bedspray, and bed skirt as you work on your project in class. Some sewing skills needed.
12557  FF  WE  Jan25  7:00-10:00  4  $89.22

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. $75). 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

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

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 garnals, miniatures, wreaths and display work. Kit available.
Prerequisite: FLORFC001 12417 FF TU Jan17 7:00-10:00 10 $233.06
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 WE Jan18 9:30-4:00 5 $223.06
12422 FF WE Jan18 7:00-10:00 10 $233.06

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

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 HORTOR01
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) HORTOR03
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

Environmental Pest 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 HORTOR44
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

Environmentally Friendly Pest & Weed Control
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

Successful completion of senior secondary school English or equivalent.
For program details visit ce.mohawkcollege.ca/landscape

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.
12198 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 your musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging, composition, computer music, etc.

Admission Requirements
The program is open to absolute beginners or individuals 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
MUC10038
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, tunes, 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.

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 opera.

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

Photography

Photography Certificate
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.

Admission Requirements
See catalogue index.

For program details visit 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: (HTOPY110)

12294 FF MO Jan16 3:30-9:30 10 $223.06
Creative & Visual Arts

Digital Photography 1 \text{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 $223.06
- 12206 BF MO Jan16 7:00-10:00 $223.06
- 12205 FF TU Jan16 7:00-10:00 $223.06
- 12207 FF WE Jan16 7:00-10:00 $223.06
- 12208 FF TH Jan16 7:00-10:00 $223.06

Digital Photography 2 \text{PHTOPY300}
Experiment with new and advanced techniques in digital photography. Prerequisite: \text{PHTOPY101}
- 12209 FF TU Jan17 7:00-10:00 $223.06

New!

Digital Video - Introduction \text{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 $223.06

Introduction To Digital Imaging/Photoshop \text{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 $223.06
- 12203 FF WE Jan18 6:30-9:30 $223.06

Lightroom \text{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: \text{PHTOPY101}

- 12210 FF TH Jan19 6:30-9:30 $228.06

Studio Lighting \text{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: \text{PHTOPY101}

- 12216 OR TU Jan17 6:30-9:30 $202.36

The Business Of Photography \text{BUSNPY112}
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 $223.06

Urban Landscape And Documentary Photo \text{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 $223.06

Photography - Specialised Courses/Workshops

Digital Cameras-How To Use Yours Effectively \text{PHTOCR527}
Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera.

- 12220 FF SA Mar3 9:30-4:30 $78.57

Portraits-Low Key / High Key \text{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 $154.09

New!

Working in RAW \text{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 $89.22

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 \text{ce.mohawkcollege.ca/visualarts}

Work Experience Option \text{WORKPW900}
You are responsible for arranging your own work placement and supervisor, and MUST receive approval from the Program Manager Visual Arts/Photography for your chosen work place BEFORE registering in this course.

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

Design

Design & Colour 1 \text{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 $223.06

Design & Colour 2 \text{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 $223.06

Design & Colour 3 \text{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 $223.06

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

Watch for our Spring/Summer 2012 catalogue Available in print on Tuesday, March 6
### Creative & Visual Arts

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

Some pottery courses have field trips.

#### Ceramics - Foundation 1 CERAPC201
Explore practical work, including preparing clay; forming coil, pinch and slab pots; throwing cylinder forms on the wheel; glazing finished work. Materials and supplies extra.

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#### Ceramics - Foundation 2 CERAPC202
Learn to construct hand-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: CERAPC201 Ceramics Foundation 1.

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

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

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#### Ceramics - Intermediate 1 CERAPC301
Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: CERAPC204 Ceramics Foundation 4.

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#### Ceramics - Intermediate 2 CERAPC302
Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: CERAPC301 Ceramics Intermediate 1.

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

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#### Ceramics - Intermediate 4 CERAPC304
Design and construct four individual piece settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: PC303 Ceramics Intermediate 3.

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#### Ceramics - Advanced 1 CERAPC401
Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.

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#### Ceramics - Advanced 2 CERAPC402
Prerequisite: PC401 Ceramics Advanced 1.

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#### Ceramics - Advanced 3 CERAPC403
Prerequisite: PC402 Ceramics Advanced 2.

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#### Ceramics - Advanced 4 CERAPC404
Prerequisite: PC403 Ceramics Advanced 3.

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#### Glaze Theory CERAPC311
Focus on glaze development through hands-on experimentation with ceramic materials, observation and testing with minimal glaze calculation. You work independently under guidance of instructor. Prerequisite: PC204 Ceramics Foundation.

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#### Painting

##### Chinese Brush Painting ARTTPD101
Explore the styles, supplies and equipment used in Chinese brush painting to produce basic and simple strokes.

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##### Chinese Brush Painting 2 ARTTPD102
Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: PD101

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##### Chinese Brush Painting 3 ARTTPD103
Practice basic classical techniques used in painting landscapes. Prerequisite: PD102

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##### Chinese Brush Painting 4 ARTTPD104
Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: PD103

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##### Chinese Brush Painting 5 ARTTPD105
Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: PD104

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How to read course details:

- **CRN**: Course Reference Number
- **Location**: Course location
- **Day(s)**: Days of the week the course is offered
- **Start**: Start date of the course
- **Times**: Course times
- **Fee**: Course fee

Register online - ce.mohawkcollege.ca
Chinese Brush Painting 6 ARTTPD106
Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD231. Choice field.
12249 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

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 $223.06
12254 BF WE Jan18 6:30-9:30 10 $223.06

Watercolour Painting 2 ARTTPD331
Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: PD231 Watercolour Painting 1.
12248 FF MO Jan16 6:30-9:30 10 $223.06
12255 BF WE Jan18 6:30-9:30 10 $223.06

Watercolour Painting 3 ARTTPD431
Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: PD331 Watercolour Painting 2.
12249 FF MO Jan16 6:30-9:30 10 $223.06
12256 BF WE Jan18 6:30-9:30 10 $223.06

Watercolour Painting 4 ARTTPD531
Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3.
12259 FF MO Jan16 6:30-9:30 10 $223.06
12257 BF WE Jan18 6:30-9:30 10 $223.06

Watercolour Painting 5 ARTTPD631
Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: PD531 Watercolour Painting 4.
12251 FF MO Jan16 6:30-9:30 10 $223.06
12258 BF WE Jan18 6:30-9:30 10 $223.06

Watercolour Painting 6 ARTTPD731
Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5.
12252 FF MO Jan16 6:30-9:30 10 $223.06
12259 BF WE Jan18 6:30-9:30 10 $223.06

Painting - Specialised Courses/Workshops

Watercolour Painting - Specialised Courses/Workshops

NEW!
Encastic ARTT10037
All skill levels. Using beeswax, pigments and 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

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

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 $223.06

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

Creative & Visual Arts

Drawing - Specialized Courses/Workshops

NEW!
Nuts and Bolts - Drawing in 3D ARTTT10038
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

Register online at ce.mohawkcollege.ca (CRN required)
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 CREATR541
A brief history of enamelling techniques followed by hands-on work on precut 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 CREATR483
An introduction to stringing and finishing plain and hand knotted strands. Supply list sent prior to workshop. Materials extra.
12280 FF SA Mar10 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
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?
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

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 cibcb.com / 416-925-8420 / fax:416-929-8815 / info@cibcb.com

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

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 commonplace 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 (MGMT1EA631). 42 hours
11250 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
Cost Management

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 (ACCTMC501). 42 hours

Payroll Administration

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 - ACCTMC501. Grade of 65% or better required to receive CIB credit. 42 hours

Taxation I

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: ACCTMC501 and ACCTMC502. 45 hours

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

LAWSSEL6C

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 28, 2012. 39 hours

12310 OL Mar19 $367.33

Estate Procedures

LAWSSEL4C

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 Feb8 $424.32

Hossein Khaleghi<br>Office of the Registrar and Records Officer<br>Mohawk College<br>905-575-3660<br>hossein.khaleghi@mohawkcollege.ca
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
11246 OL Jan13 $352.38
11428 OL Mar1 $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

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.

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

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

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

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

Financial Statement Analysis FINCFP014
Nurture your study of microeconomics fundamentals, with particular attention to price strategy and management; distribution management; marketing communications; and new directions. Equivalent to Marketing 1 (MRKTCB156). 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 (MRKTMC351). Prerequisite: MRKTMC508. 45 hours
11101 OL Jan13 $352.38

Register online - ce.mohawkcollege.ca/FinancialPlanning

How to read course details:

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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 perspective 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

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 MRKTMC508
Examine marketing strategies and their role in achieving organizational objectives. Focus on market process and environments; planning and data collection; buyer behaviour and targeting strategies; and marketing mix. Equivalent to Marketing 1 (MRKTMC156). 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 (MRKTMC351). Prerequisite: MRKTMC508. 45 hours
11101 OL Jan13 $352.38

Microeconomics - Introductory ECONMCS03
Explore principles essential to an understanding of contemporary microeconomics, with emphasis on the use of economic models for accurate analysis of economic developments. Examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures and the effects of government intervention in the economic marketplace. Equivalent to Microeconomics (ECONB122). 45 hours
11246 OL Jan13 $352.38
11428 OL Mar1 $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

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. Prerequisite: FINCFP011, FP012 and FP013. 45 hours
11132 OL Jan13 $562.45

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

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

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

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

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

Register online - ce.mohawkcollege.ca/FinancialPlanning
Human Resources Certificate
Mohawk College Certificate
Courses are approved by the Human Resources Professionals Association of Ontario (HRPA). 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
11035 OL Jan13 $352.38
11266 OL Feb1 $352.38
11424 OL Mar1 $352.38

Finance And Accounting ACCTP123
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
11230 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

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

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Industrial Distribution Integrated Case Study
BUSB10056

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 Improved Case Presentations. Prerequisites: BUSB10046, MGMT10069, MKRT10027, BUSB10054 and BUSB10055. 30 hours

11377 OL Jan13 $252.26

Leadership Development Series

For program details visit ce.mohawkcollege.ca/leadershipdevelopment

NEW!

Employment Law
BUSNIPR19

Discuss legislation pertaining to labour relations, employment standards, employment equity, workers’ compensation and human rights. 48 hours

11534 OL Jan13 $369.32

Labour Economics
BUSNIPR10 (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 & governments, and problems & solutions to unemployment, discrimination, & wage differentials. 42 hours

11277 OL Jan13 $332.36

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

42 hours

11313 OL Jan13 $332.36

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

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
Distance Education/Online Learning

Manufacturing Leadership Certificate
Mohawk College Certificate
For program details visit disted.mohawkcollege.ca/manufacturingleadership

Coaching And Developing People
MGMTCM03
Proven and practical strategies for coaching and communicating, getting work done, resolving conflict, improving performance and developing positive working relationships are presented. Manual included. 30 hours
11280 OL Jan13 $500.80

Continuous Improvement Process
QUALCM06
Become familiar with the concepts, terms and methods used by today’s industry to pursue continuous improvement. Manual included. 30 hours
11136 OL Jan13 $500.80

Developing Effective Teams
MGMTCM04
New and aspiring supervisors develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. You will learn how various team structures can help organizations make the most of their human resources. Manual included. 30 hours
11161 OL Jan13 $500.80

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

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
CONBU397
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
SBMGM249
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 hrs
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 WÉBCAM REQUIRED. Knowledge/experience in required. Equivalent to Applied Selling (MRKTMC355). 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

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

**Admission Requirements**
- OSSD or equivalent
- For program details visit disted.mohawkcollege.ca/smallbusentrepreneurship

**Intro To Small Business And Entrepreneurship**
- SBMG1001
- 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**
- SBMG202
- Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite: SBMG101. 56 hours
- 11962 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

**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: SBMG101. 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: SBMG101. 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: SBMG101, SBMG1016, INFOS203, SBMG10000, SBMG202 and MGMTSB102. 56 hours
- 11287 OL Jan13 $414.48

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**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
- 11499 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**
- HSCI10138
- Consider basic procedures for common veterinary surgeries. Topics include pre and post-op duties, handling and cleaning of surgical instruments, sterile and non-sterile techniques, and appropriate behaviour during surgery and record keeping. Prerequisite: HLTH10098. 36 hours
- 11368 OL Jan13 $292.31

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**Basic Veterinary Pharmacology**
- HSCI10135
- Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: HLTH10098. 36 hours
- 11326 OL Jan13 $292.31

**Veterinary Anaesthesia**
- VETR10000
- Focus on the fundamentals of Veterinary Anaesthesia, with emphasis on equipment, preparing animals for anaesthesia, monitoring and the post anaesthetic period. Prerequisite: HSCI10135. 36 hours
- 11433 OL Jan13 $292.31

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**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)**
- Highly recommended.

**Comprehending Medical Terms and Diagnoses**
- HSCI10003
- Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to OADM332 - Medical Terminology. 45 hours
- 11001 OL Jan13 $369.32
- 11006 OL Feb1 $369.32
- 11342 OL Mar1 $369.32

**Medical Conditions for Medical Office Professionals**
- HSCI10002
- Examine common medical conditions and review pertinent anatomy and physiology. Consider the relationship of aging on the body’s systems. Open to those currently working in healthcare or those interested in this career direction. 36 hours
- 11000 OL Jan13 $292.31

**Pharmacology for the Medical Office**
- HSCI10024
- Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. This course will interest people currently employed or those aspiring to employment in health related areas. 36 hours
- 11227 OL Jan13 $292.31
Understanding Medical Tests for Medical Office Staff HSCI10025
Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended: HSCI10003. 36 hours 11233 OL Jan'13 $292.31

Understanding Surgical Procedures for Medical Office Staff HSCI10026
Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: HSCI10003. 36 hours 11234 OL Jan'13 $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 Jan'13 $292.31

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 Jan'13 $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: HSCI10003 and keyboarding skills of 30 net words per minute. 42 hours 11258 OL Jan'13 $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 guidelines for Ontario and Preambles of the Ministry of Health, and guidelines for billing. Prerequisite: Current knowledge of medical terminology unique to healthcare. 36 hours 11198 OL Jan'13 $332.36

Medical Terminology II - Pronunciation HSCI10157
Enhance your understanding of medical terminology studied, 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: HSCI10003. 36 hours 11541 OL Jan'13 $292.31

Distance Education/Online Learning

Styles and Practices of Medical Transcription HSCI10152
Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMM10041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 45 hours 11491 OL Jan'13 $352.38

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 VISIONS
Windows XP Operating System Windows Vista Operating System Windows 7 Operating System Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)
Software is your responsibility and is not included in course fees.

Business Computer Applications Certificate
Mohan College Certificate
Questions? 905-575-2703 / disted@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/buscomputer

Access Core INF001081
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 Jan'9 $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 Jan'13 $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 Jan'9 $240.31
12074 DE Jan'23 $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 Jan'9 $240.31
12073 DE Jan'23 $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 Jan'9 $240.31
12072 DE Jan'23 $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 Jan'9 $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 Jan'9 $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 Jan'9 $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 Jan'9 $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 Jan'9 $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 Jan'13 $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
11942 DE Jan9 $120.15

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 INFOP0Y114
Learn the tools and commands of this popular program. Topics include: printing photographic images, 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: INFOP0Y114. 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
11385 OL Jan13 $332.36
12182 OL Mar1 $332.36

Advanced QuickBooks INFO10142
Explore various topics including processing; 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 $352.36

Introduction To Micro Computers COMPCC0165
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
11061 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

Registration opens at 8:30 am on Tuesday, November 29
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, 180 hours
11179 OL Jan13 $172.15

AccPac - Accounts Payable INFOBW390
Examine ledger setup, adding vendor accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP. Version 5.6. Prerequisite: INFOBW190, 180 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 (COMP1008), 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 an 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 INFOBIN52
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
11663 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 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

Book your Distance Education Exam online at disted.mohawkcollege.ca
Certificate of Qualification Examination Preparatory Courses

NEW!

Industrial Electrical Pre-License
ELECIL400

Review the theory and electrical code for the Industrial Electrical 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 INFOPW305. 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
INFOCVA30

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

For program details visit
disted.mohawkcollege.ca/homeinspection

Exterior Inspection
BDLIGH002

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

Interior/Insulation Inspection
BDLIGH001

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 Insulation
BDLIGH001

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

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

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.

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

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### 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**

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

**MicroStation 2D - Level 2**

Building on the basic techniques covered in Level 1, you will be introduced to the higher level techniques, and equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: CADMMSN01. 24 hours

**MicroStation 3D Level 3**

Build on techniques covered in Levels 1 and 2, with a focus on advanced design and drafting of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: CADMMSN01 & CADMMSN02. 24 hours

### 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 (ENVRO101). 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 (GSCIEP053). 45 hours

**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

**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 (ENVRO101). 45 hours

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

NEW!

**MicroStation 2D Level 1 CADMMSN01**

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

**MicroStation 2D Level 2 CADMMSN02**

MicroStation 2D - Level 2 CADMMSN02

Building on the basic techniques covered in Level 1, you will be introduced to the higher level techniques, and equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: CADMMSN01. 24 hours

**MicroStation 3D Level 3 CADM10009**

MicroStation 3D Level 3 CADM10009

Build on techniques covered in Levels 1 and 2, with a focus on advanced design and drafting of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: CADMMSN01 & CADMMSN02. 24 hours

**Chemical Hazards CHEM10005**

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 (GSCIEP053). 45 hours

**Fire Protection SAFE10071**

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

**Industrial Hygiene SAFE10078**

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 (ENVRO101). 45 hours

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

NEW!
Introduction to Ergonomics  SAFE10045
An overview of ergonomic principles will highlight basic workplace 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  ENVRI0022
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 (GSCPE053).
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 (SAFEOH309).
45 hours
11464 OL Jan13 $352.38

Physical Hazards  SAFE10070
Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation.
Prerequisite: Occupational Health and Safety (SAFEPH21) and Introduction to Science (GSCI10002).
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
11005 OL Jan13 $352.38

Prep Science (Chemistry)  GSCPE053
Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. This course does not require prior knowledge in Chemistry; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach, you can achieve high success. 57 hours
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. 28750 / IAHSHealthServices@mohawkcollege.ca

Breastfeeding Program
Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The revised program, consisting of three theory courses and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards that are required for eligibility to write the IBCLC examination.
The program, as of Sep, 2011 has been approved by the International Accreditation and Approval Committee (AARC) on Education in Human lactation and Breastfeeding. Approval for CERP’s recognition of courses for certified lactation consultants is in process.
Clinical course prerequisites are successful completion of all theory courses.
Eligible students (those who have previously completed courses NRSG10024 and NRSG10062 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 Human Lactation and Breastfeeding. Approval for CERP’s recognition of courses for certified lactation consultants is in process.

NEW!
Level 2: Breastfeeding Management  NRSG10074
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.
Prerequisite: NRSG10073. 36 hours
12491 DE Jan16 $240.31

Diabetes Education Certificate  ONCGC001
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  HSCIDW001
Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication. 30 hours
11174 OL Jan13 $252.26
11546 OL Feb1 $252.26
11550 OL Mar1 $252.26

Introduction to Patient Education  HSCI10052
Explore learning styles and readiness to learn in patients with diabetes. Study the adult educator’s role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001. 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: HSCI10052. 30 hours
11124 OL Jan13 $252.26
11548 OL Feb1 $252.26
11552 OL Mar1 $252.26

Level 1: Breastfeeding Basics  NRSG10073
Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding, and develop skills you need to support successful breastfeeding.
36 hours
11539 DE Jan16 $240.31

For program details visit disted.mohawkcollege.ca/breastfeeding
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, HSCI10052, HLTH10028 and HLTH10046. 60 hours
11151 DE Jan12 $298.06

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

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.

Food Services Certificate
Ontario College Certificate
For certificate details see the Health Sciences section or visit ce.mohawkcollege.ca/foodservices.

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

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

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 (HLTHCCF60). 30 hours
11116 OL Jan13 $252.26

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

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

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

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

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

Community-Based Field Experience WORKGER71
Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of an OSMT and gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, 20 and 30. 30 hours
11242 OL Jan13 $154.44

Institutional-Based Field Experience WORKGER81
Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, 20, 30, 41, LAWSGER51 and HMNSGER60. 30 hours
11241 OL Jan13 $154.44

Health Sciences - Other
Human Anatomy and Physiology HSCI10027
Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences II (HSCIPN21). 60 hours
12305 OL Jan13 $437.06

Preparatory Biology BIOL10006
Intended for mature students wishing to enter Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences II (HSCIPN21). 60 hours
11039 OL Jan13 $414.48
11413 OL Mar1 $414.48

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. 26708 / mary.golba-bylouwer@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
Program: Clinical, ext. 3308 / mng1@michener.ca

Register online at ce.mohawkcollege.ca (*CRN required)
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 haemoglobin, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties. 27 hours
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 urine, 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, 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 PEBE 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 HSCI10136
You will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. 45 hours
11351 OL Jan13 $352.38

Pharmacology - Pharmacy Technician Bridging HSCI10137
Further develop your competence and confidence in contributing to safe patient care, with a practical applied approach to pharmacology. Focus on pharmacological uses of drugs within a variety of common medical conditions. 33 hours
11353 OL Jan13 $272.28

How to read course details:

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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
11283 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 (HHLT10016) is recommended.

For program details visit disted.mohawkcollege.ca/psychosocialrehab

Introduction to Mental Health
HHLT10016
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 8:30 pm EST. 44.5 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
HSCI10002
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: HSCIPSR02. 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, HSCI10002 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
NRSG10039
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

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

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.
(NRSG10055, NRSG10056, HSCINC1B - Neonatal Resuscitation, NRSGNSC1A &/or NRSGNSC2A)

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
NRSG10055
Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis. 32 hours
11527 DE Jan16 $361.49

Introduction to Perinatal Nursing Part 2
NRSG10056
Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents.
Prerequisite: NRSG10055. 32 hours
11528 DE Jan16 $361.49

Perinatal RPN Maternal Care
NRSGNSCA1
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, intrapartum and postpartum assessment and complications.
Prerequisites: NRSG10055 and NRSG10056. 32 hours
11530 DE Jan16 $213.61
Distance Education/Online Learning

Perinatal Newborn And Family Care (RPN)  NRSGNSCA2
Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisites: NRSG10055, NRSG10056 & NRSGNSCA1. 32 hours
11529  DE  Jan16  $213.61

RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal  NRSG10036
Prerequisite: NRSG10036. 33 hours
11004  DE  Jan12  $300.38

Special Needs Population In Critical Care Module 4  NRSG10035
Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036. 45 hours
11005  DE  Jan12  $200.26

Critical Care Module 5 Neurosciences  NRSG10003
Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: NRSG10036. 36 hours
11003  DE  Jan12  $240.31

Critical Care Module 3 Cardiovascular Nursing  NRSG10002
Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036. 45 hours
11005  DE  Jan12  $300.38

Critical Care Module 6 Gastrointestinal and Genitourinary  NRSG10004
Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036. 39 hours
11006  DE  Jan12  $260.33

RN - Occupational Health Nursing Certificate  NRSG10036
Prerequisite: NRSG10036. 36 hours
11339  DE  Jan16  $200.26

Human Services

Autism and Behavioural Sciences Graduate Certificate  Ontario College Graduate Certificate
Questions?
905-575-2706 / disted@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 (CONMH08) is offered March 3rd - March 4th. The Recertification course will be offered on February 4th. See Human Services-Other section. Equivalent to CONHF004.

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

Autism and Behavioural Sciences Graduate Certificate  Autism and Behavioural Sciences Graduate Certificate
Questions?
905-575-2706 / disted@mohawkcollege.ca

Admission Requirements
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For program details visit disted@mohawkcollege.ca/autism

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905-575-2706 / disted@mohawkcollege.ca

Admission Requirements
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For program details visit disted@mohawkcollege.ca/autism

IMPORTANT NOTE: The Non-Violent Crisis Intervention course (CONMH08) is offered March 3rd - March 4th. The Recertification course will be offered on February 4th. See Human Services-Other section. Equivalent to CONHF004.

Autism Field Placement - Details online.

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

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: HSCI10041 & 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: HSCI10041 & 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  HNSN10006
Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSCI10041 & EDUCEDE14-17. 45 hours
11265 OL Jan13 $352.38

Working with Families and Teams  HNSN10005
Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: HSCI10041 & 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 Brailier prior to registering.

Braille - Level 1  SENSSSSE44
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 Brailier prior to registering. Final exam to be arranged with proctor. 18 hours
11075 OL Jan13 $172.15

Braille - Level 2  SENSSSSE45
Continue your study of Braille to develop basic skills in reading and writing contracted Braille, using the Perkins Braille and develop basic skills in the use of the Slate and Stylus. Prerequisite: SENSSSSE44. IMPORTANT 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  SENSSSSE46
Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: SENSSSSE45. IMPORTANT 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  SENSSSSE47
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: SENSSSSE46. IMPORTANT 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

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 (EDUCEDE121). 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
shelley.kitchen@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 (PSYC156), Mathematics (MATH10038), Active Citizenship (COM10034), Developmental Psychology (PSYC271) 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: EDUCEDE19. 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, EDUCEDE14, 17, 19, 21-23. 42 hours
11245 OL Jan13 $332.36

Classroom Skills  EDUCEDE21
Benefit from an overview of the Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: SAFE10004, EDUCEDE14 & 17. 42 hours
11220 OL Jan13 $332.36

Computers In Education  EDUCEDE19
Learn to use Ministry of Education Software and other available programs to enhance skills in working with exceptional learners. Prior keyboarding and computer skills required. Prerequisites: SAFE10004, EDUCEDE14-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours
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

Register online at ce.mohawkcollege.ca (*CRN required)
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 theories of communication and 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 EDUCEDE24
"Intelligently 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 Exceptionalities describes 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 development of 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
11915 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
11223 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.
1120 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 EDUCEDE36
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 EDUCEDE040
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 EDUCEDE041
Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: EDUCEDE14. 42 hours
11043 OL Jan13 $332.36

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

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

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, Advising/ 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

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

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
11463 OL Jan13 $252.26

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

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

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

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

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: COMM10041. 28 hours
11130 OL Jan13 $238.91

Canadian Literature
COMM1L903
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

Communications (Langs)
COMM1L041
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 COMM10041. 45 hours
11267 OL Jan13 $352.38

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

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

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 COMM10041. 45 hours
11240 OL Jan13 $352.38

Researching & Reporting-Lgs
COMM1L22
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

Writing Grammatically
COMM1L218
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

Register online at ce.mohawkcollege.ca (*CRN required)
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 Français 1 (LANGFR003). 42 hours

CRN* Location Day(s) Start Times #Sessions Fee
11469 OL Jan13 6:30-9:30 6 $104.20
12178 OL Feb1 6:30-9:30 6 $104.20

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 Français 2 (LANGFR004). Prerequisite: LANG10061. 42 hours

CRN* Location Day(s) Start Times #Sessions Fee
11470 OL Jan13 6:30-9:30 6 $104.20

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 Français 3 (LANGFR005). Prerequisite: LANG10062. 42 hours

CRN* Location Day(s) Start Times #Sessions Fee
11471 OL Jan13 6:30-9:30 6 $104.20

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 Français 4 (LANGFR006). Prerequisite: LANG10063. 42 hours

CRN* Location Day(s) Start Times #Sessions Fee
11472 OL Jan13 6:30-9:30 6 $104.20

French 5

LANG10065

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. Equivalent to La Pratique du Français 5 (LANGFR007). Prerequisite: LANG10064. 42 hours

CRN* Location Day(s) Start Times #Sessions Fee
11473 OL Jan13 6:30-9:30 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11317 OL Jan13 6:30-9:30 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11112 OL Jan13 6:30-9:30 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11318 OL Jan13 6:30-9:00 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11054 OL Jan13 6:30-9:00 6 $104.20

Setting Specific Interpreting LANG10035

Examine protocols, procedures and techniques for interpreting in various setting: Court interpreting, interpreting with child victim/witness, health care interpreting, and interpreting in the violence against women sector. Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours

CRN* Location Day(s) Start Times #Sessions Fee
11325 OL Jan13 6:30-9:00 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11319 OL Jan13 6:30-9:00 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11201 OL Jan13 6:30-9:30 6 $104.20

Intro to Creative Non-Fiction COMMLLT04

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

CRN* Location Day(s) Start Times #Sessions Fee
11397 OL Jan13 6:30-9:00 6 $104.20

Romance Writing COMMLLT07

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

CRN* Location Day(s) Start Times #Sessions Fee
11113 OL Jan13 6:30-9:00 6 $104.20

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

CRN* Location Day(s) Start Times #Sessions Fee
11124 OL Jan13 6:30-9:00 6 $104.20

Writing For Publication - Level 1 COMM10113

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

CRN* Location Day(s) Start Times #Sessions Fee
11202 OL Jan13 6:30-9:00 6 $104.20

Writing For Publication - Level 2 COMM10111

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: COMM10113. 45 hours

CRN* Location Day(s) Start Times #Sessions Fee
11030 OL Jan13 6:30-9:00 6 $104.20

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.
Distance Education/Online Learning

Questions?
905-575-2703 / disted@mohawkcollege.ca
519-759-7200 ext. 7204 / john.beiler@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

COMM0L223  
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: COMM0L213. 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 behavior 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

SSCICSS288  
Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocation 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 (SSCIS108). 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

SSCICSS281 (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  
11304 OL Jan13 $252.26
12100 OL Mar1 $252.26

Diversity and First Nations

SSCIC10017  
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

SSCICSP202 (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

Investigating And Evidence

LAWS10040  
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

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

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

Need Help?
AskMohawk at ce.mohawkcollege.ca

Free Academic Upgrading
905-575-2029

Visit our website
disted.mohawkcollege.ca

Register online at ce.mohawkcollege.ca (CRN required)
How to read course details:

**Corporate Crime Investigation**

**LAW10088**

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**

**LAW10089**

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 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.

**Library/Records Management**

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, and 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 interlibrary 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**

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

Peertutoring Available

905-575-1212 ext 3279
peertutor@mohawkcollege.ca

**Peer Tutoring Available**
Distance Education/Online Learning

Multimedia LIBRTL35
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 publication in libraries. Develop skills in planning and delivering educational resources in a library setting. Access to a library is required. 36 hours
12284 OL Jan13 $292.31

Law Libraries And Legal Research LIBRTL405
Explore the Canadian and Ontario legal systems, with emphasis on legal research, 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 LIBRTL375
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 $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 health clients. Prerequisite: LIBRTL425. 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: LIBRTL110. 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: LIBRTL305 and LIBRTL351. 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 WORKLT290
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: INFOLTL390, LIBRTL420, LIBRTL320 and LIBRTL215. 105 hours
11320 OL Jan13 $149.00
11500 OL Feb1 $149.00
11501 OL Mar1 $149.00

Field Work 2 WORKLT490
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library Prerequisites: WORKLT290, INFOLTL402, LIBRTL435, INFOLTL340, LIBRTL350, LIBRTL351, HRESLT150 and LIBRTL325. 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 dolores.harmspenner@mohawkcollege.ca

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).

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 $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 modern art) and some attention to international art (Canadian, contemporary, Asian, First Nations, Islamic). 48 hours
11110 OL $369.32

Astronomy GSCI10006 (E)
Discover the wonders of Astronomy. Examine the bodies of the Solar System, and learn interesting facts about the planets and their moons, the stars, nebulae and galaxies. 45 hours
11543 OL $352.38

Canadian Politics SSCL10015 (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 $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 $352.38

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

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**Distance Education/Online Learning**

<table>
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<th>Course Code</th>
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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 SSC11008 (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 worldwide. 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
12205 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

Distance Education/Online Learning

Sociology 1 SSCI1108 (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

Sociology 2 SSCI1109 (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: SSCI1108. 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 COMM10190 (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

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 GINTL1107 (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 PSYCS021 (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
11146 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 French) 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.acedistancedelivery.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. 120 hours
11290 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
11292 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. Prerequisite: MATH10045. 120 hours
11294 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

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
cce.mohawkcollege.ca/cofq

Admission Requirements
Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam and determine your eligibility to write the exam. Branch numbers: 1-800-688-4479 Hamilton 905-521-7764 & Brantford 519-756-5197.

Pre-License Electrical ELECHEQ12
Review theory and electrical code for the Construction & Maintenance 309A exam. Text requirements will be discussed in the first class. 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

Skilled Trades

Automotive - Other

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2746 / russell.krick@mohawkcollege.ca

Body Communication Systems
MOTP1005
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
MOTP1006
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.

Free Academic Upgrading
905-575-2029

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

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

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

How to read course details:
CRN*/Location Day(s) Start Times #Sessions Fee

CNC Programming - Intermediate
MACHRE811
Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.
11655 SC T/TH Jan10 7:00-10:00 20 $429.61

CAD/AM (MasterCAM) 3D CADMRE456
Generate 3 dimensional wire frame models and multi surface tool paths for pattern and mould making or die sinking. Prerequisite: CADMRE455.
11636 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.
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
905-575-1212 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/industriallubrication

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
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
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. Prerequisite: MACHRE165. 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

Visit www.mohawkcollege.ca for program details.
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 / jeff.gill@mohawkcollege.ca

Admission Requirements
Grade 12 mathematics, physics and chemistry. A good mechanical aptitude recommended.

For program details visit ce.mohawkcollege.ca/maintenance

MATALUB00 - 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 GTA (TIG) process. Prerequisite: WELDRE236 or WELD1005 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 6:00-12:00 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 6:00-12:00 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 constructing 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 Jan16 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

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<td>6:30-9:30</td>
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Instrumentation 2 For Traders

**INSTR155**
Focus on On-Off and PID controls, digital electronic and pneumatic controllers and loops. Combustion control, and conductivity analysis and control, control valves, positioners, and calibrations. Prerequisite: INSTR1047 or equivalent.

<table>
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<tr>
<th>CRN</th>
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<td>Fall 2023</td>
<td>MO</td>
<td>6:00-10:00</td>
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**Mohawk College Certificate**

Mohawk 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

**Human-Machine Interfacing Certificate**

Mohawk College Certificate

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills needed to 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

For program details visit
ce.mohawkcollege.ca/hmi

**Human-Machine Interfacing**

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: ASYSLPC11.

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**Instrumentation Courses**

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

ce.mohawkcollege.ca/instrumentation

**Legislative Compliance**

**Air Brake Training**

Questions?
905-575-2507 / ceengty@mohawkcollege.ca

**Air Brake Training**

**CFC/ODP Training Courses**

**CFC/HCFC/HFC Control**

ENVRRE904 Examine environmentally correct equipment design, and handling procedures for CFC/ HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Under Ontario regulations, individuals who handle refrigerants must successfully complete training and an exam as part of the Refrigerant 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/HFC/HCFC Control**

Examining 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.

<table>
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**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) 1-877-862-8772 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.

**Questions?**
905-575-2139 / ceengty@mohawkcollege.ca

ce.mohawkcollege.ca/cfc-odp

**Questions?**
905-575-2139 / ceengty@mohawkcollege.ca

**Questions?**
905-575-2139 / ceengty@mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required*)
Fuel Technician Certification
Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. 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.

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 fuelled equipment is a definite advantage.

OIL BURNER TECHNICIAN
You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. Note: The Oil Burner Technician 3 & 2 training is offered through day/school training at this time.

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

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 T/TH Jan16 6:00-10:00 4 $89.22

Gas Technician 2 - Part 2 GOPTRE050
Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focuses 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 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. 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 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 T/TH Jan16 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 T/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.

Air Conditioning For HRAC HRPABE051
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 T/TH Jan24 6:30-9:30 20 $429.61

Building Environmental Systems Certificate
Mohawk College Certificate
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/buildenviroystems.

Heating HRPABE051
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 T/TH 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 technology.
11581 SC WE Jan18 6:00-9:00 15 $334.58

Air Handling & Preventive Maintenance BLDGBES03
Refer to CFC/ODP Training Courses.
13111 OR TU Jan10 10:30-2:30 12 $303.53

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 T/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

Technical Standards and Safety Authority.
Building & Construction Sciences

Architectural Drafting Certificate
Mohawk College Certificate
Enhance your skills or prepare for a career as an architectural drafts-person, job captain, building inspector, appraiser or site supervisor.

Questions: 905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3994 / kevin.haluik@mohawkcollege.ca

For program details visit: ce.mohawkcollege.ca/architecturaldrafting

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: BLDGAE202
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

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
905-575-1212 ext. 3994 / kevin.haluik@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, windows 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

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

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

Register online at ce.mohawkcollege.ca (*CRN required)
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 CADMCA06
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 SAVSU Jan14 9:00-5:00 6 $334.58

AutoCAD - 3D Modeling CADMCA11
Produce 2 and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCA15.
11583 FF WE Jan11 6:00-9:30 13 $334.58

AutoCAD - Customization CADMCA12
Focus on creating drawing template files, external references, customizing AutoCAD, automating AutoCAD using script files and creating custom menus and toolbars. Prerequisite: CADMCA15.
11596 FF TH Jan12 6:00-9:30 13 $334.58

AutoCAD - Advanced CADMCA15
Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCA06.
11584 FF TH Jan12 6:00-9:30 13 $334.58
11594 FF SAVSU Feb4 9:00-5:00 6 $334.58

AutoCAD - Architectural CADMCA20
Prepare two-dimensional residential and commercial architectural drawings. Create floor plans, roof plans, sections and elevations. Prerequisite: CADMCA15.
11595 FF SAVSU Mar3 9:00-5:00 6 $334.58

AutoDESK Inventor INFOCA29
Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers.
11597 FF SAVSU 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.angie@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/computersciencesoftware

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, COMPCC001 (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/servernetworksupport

UNIX/Linux COMP10052
Learn to install, maintain, and troubleshoot a Linux system. Focus on a technical overview of the UNIX/Linux operating system, including hands-on experience with commands, files, and tools. Topics include graphical user interfaces (GUI), UNIX/Linux commands, user and group management, configuring peripheral devices, file system maintenance, software management, system monitoring, shell environments and scripting. Prerequisite: COMPNET01
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 multiport and internetworks using LAN and WAN interfaces, and plan, design,
Engineering Technology

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 FY 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
905-575-2223 / geoff.white@mohawkcollege.ca

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 FY TH 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

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

For program details visit
ce.mohawkcollege.ca/industrialengineering

Register online at ce.mohawkcollege.ca (*CRN required)
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 cooperation 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
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
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 Jan16 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

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 HEAL Service - IAHSS - 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?
905-575-2203 / ceengty@mohawkcollege.ca
Admission Requirements
You require Grade 12 Math or equivalent.
For program details visit ce.mohawkcollege.ca/healthsciences

Preparatory Biology
BIOL1006
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.
15010 IH WE Jan10 6:30-9:30 15 $365.63
15090 IH WE Jan11 6:30-9:30 15 $365.63

CPR and First Aid Certification
Additional courses requested by special interest groups can also be accommodated.
Questions?
905-540-4247 ext. 26750 /
ce.mohawkcollege.ca/healthsciences

Additional courses requested by special interest groups can also be accommodated.
Questions?
905-575-2203 / ceengty@mohawkcollege.ca
Admission Requirements
You require Grade 12 Math or equivalent.
For program details visit ce.mohawkcollege.ca/healthsciences

On Campus after dark?
Volunteers are here to assist
905-575-2203
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, EVT, DCS, OTAP/OTAW, 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 WETH Jan4  9:00-5:00  2  $164.55
15033 IH SA/SU Jan14  9:00-5:00  2  $153.51
15034 FF SA/SU Feb4  9:00-5:00  2  $153.51
15036 BF SA/SU Feb11  9:00-5:00  2  $153.51
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 safe collection of capillary 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

Medical Laboratory Technology

Questions? 905-540-4247 ext. 26706 / mary.golba-blyhouwer@mohawkcollege.ca
The College offers many courses suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for crosstraining and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

SEE THE DISTANCE EDUCATION SECTION FOR OTHER COURSES FOR TECHNOLOGISTS

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
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 Fennel 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

Analytical Techniques 1 Theory  MLSCMLS09
19003 OR MO Jan9  9:30-12:30  9  $356.21
Analytical Techniques 2 Theory  MLSCMLS11
19032 OR MO Jan9  1:30-4:30  7  $308.72

Analytical Techniques

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-blyhouwer@mohawkcollege.ca
ce.mohawkcollege.ca/bridgingmedlab

Nursing

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

ATTENTION RNs and RPNs
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.

Advanced Footcare for RNs and RPNs
NRSNG10059
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

Health Sciences

Nursing Courses/Workshops

Please see the Distance Education Health Sciences section for distance education courses for nurses.

Health Sciences

Nursing

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
NRSNG10027
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
NRSNG10059
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
NRSNG2215
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 BSEN student only. CRN 15114 held at Brampton Newcomer Information Centre. CRNs 15112 (Jan 7 and Mar 24), 15114 (Jan 11 and March 28) include in 2 class sessions with remainder online.
15114 OR WE Jan11  9:00-4:00  2  $313.76
15112 IH SA Jan7  9:00-4:00  2  $313.76
15111 IH MO Jan9  4:30-9:30  10  $313.76
15113 IH WE Jan15  5:00-9:00  12  $313.76

Basic Footcare for RNs and RPNs
NRSNG2215Z
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 BF TH/SA Feb16  6:30-9:30  2  $87.69

Register online at ce.mohawkcollege.ca (*)
Health Sciences

The Management Of Wounds
HSCI127
Enhance theoretical knowledge and practical skills in caring for complex wounds. Including leg ulcers. Equivalent to ST-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 on online specific course page in eLearn.

15061 HI TU Jan10 6:00-9:00 10 $202.36
15062 HI 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 Clearing & depending on placement agency, Mask Fit testing, BCLS, Police Check may also be required.

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! You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund! See Distance Education section of this catalogue for all clinical/field placement courses and courses with a clinical component.

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. OB-PAP 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 complete 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 authorization under the Immigration and Refugee Protection Act (Canada).

NOTE: You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMPCO296 or INFOBW001 in this catalogue.

How do I apply?
Forward a cover letter along with: 1) Letter of Direction from CNO 2) Resume outlining your nursing practice 3) Provide Canadian Language Benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (I-CELBAN) 4) Copy of Citizenship or immigration status. Forward your documents by fax, email or mail to:
BIEN Program Mohawk College Institute for Applied Health Sciences Room 185
1400 Main St. West, Hamilton, ON L8S 1C7 FAX: 905-528-7706 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 testing and BCLS before your clinical experience.

Administration of Medications and Assessment Skills
See Nursing Courses Workshops

Clinical Skills Review
NRSG10028
Demonstrate proficiency in nursing skills following CNO’s standards of practice in a simulated laboratory setting. Prerequisite: NRSG10016, NRSG10018. Bring a STETHESCOPE to all classes. 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
NRSG10046
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 NRSG10042 & NRSG10046 is equivalent to NRSG10020 Nursing Theory 2.
15106 IH WE Jan18 5:30-9:30 6 $303.53

Mental Health Nursing
NRSG10042
Explores nursing theory as applied to mental health. Three in class sessions are Saturday Jan 21, Feb 11, Mar 10. CRN 15107
15107 IH SA Feb4 9:00-4:00 4 $161.88

Nursing Informatics
NRSG10016
Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources such as Telehealth. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment, group and individual projects, presentations and reports. Lab dates are Jan 21, Feb 11 and Mar 10...
15115 IH SA Jan21 9:00-4:00 3 $283.30

Nursing Theory 1
NRSG10019
Update nursing management skills for sickle 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 18, 22, Mar 25, 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
NRSG10020
Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSG 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
NRSG10018
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 15011 will be held at Newcomer Information Centre for Education and Training, Brampton. Four in class sessions are Jan 18, Feb 8, Feb 29 and Mar 21 the remainder online. **NOTE: Students MUST log on to eLearn ONE WEEK BEFORE START date.
15101 OR WE Jan18 9:00-4:00 4 $433.37
15103 OR WE Jan18 9:00-4:00 4 $433.37
15103 OR WE Jan18 9:00-4:00 4 $433.37
15103 OR WE Jan18 9:00-4:00 4 $433.37
15103 OR WE Jan18 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.
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 (CNO).
2. Have practised as a nurse within the last 10 years.
3. 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/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 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
   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

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

- **CRN**: Course Reference Number
- **Location**: Where the course is offered (e.g., FF = Face to Face)
- **Day(s)**: Days the course is offered (e.g., WE = Wednesday and Friday)
- **Start**: Start date of the course
- **Times**: Time the course meets
- **#Sessions**: Number of sessions
- **Fee**: Cost of the course

### 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: NRSG10055 and NRSG10056 (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 RNSs 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 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

### 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**

### Operating Room Principles & Practices 2 Theory
- **NRSG10033**
- Focus on surgical terminology, specifically equipment and related anatomy for surgical specialties: Ortho, Neuro, Plastics, Ophthalmic, 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 Anesthesia Nursing**
- **NRSGNCS06**
- 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 NRSG 10080.
- **15057 IH TU Jan10 6:00-10:00 9 $242.83**

### RN/RPN Introduction to Operating Room Nursing
- **NRSG10058**
- 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**

### Anesthesia, 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 $263.30**

### 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**

### RN/RPN Clinical 1B
- **CLIN10057**
- Use perioperative theory and skills in a full-time preceptored Operating Room Suite.
- **15053 FW Jan10 $548.28**

### 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/mafa

### How to read course details:
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 preceptorship 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 NRSG10056
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, 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.
15058 IH SA Jan14 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 on 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

Health Sciences

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. Prerequisites: 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
19014 IH SA Mar3 9:00-5:00 1 $101.18
19015 IH SA Mar3 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.

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

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
Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within an organization, and setting up a new program or evaluating an existing one.
15035 IH SA Jan21 8:30-6:00 1 $309.12

Introduction to Return-to-Work Coordination
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
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
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
Examine a three-stage helping model used by RTW Coordinators.
15039 IH FR Feb24 12:00-6:30 1 $242.53

Legislation And Disability Management
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
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
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.

CULIHCF10 - Introduction to Institutional Food Services
12256 FF WE Jan11 6:30-9:30 6 $104.20
15038 IH WE Feb18 6:30-9:30 6 $214.36
15039 IH SA Mar24 6:30-3:30 6 $242.53
15040 IH FR Apr21 6:30-9:30 6 $309.12
15041 IH TH May9 6:30-3:30 6 $242.53
15042 IH FR Jun16 6:30-3:30 6 $309.12
15043 IH WE Jul23 6:30-9:30 6 $242.53
15044 IH SA Aug20 6:30-3:30 6 $242.53
15045 IH TH Sep17 6:30-3:30 6 $242.53

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.

NOTE: Fundamentals of Hospice Palliative Care course from Hospice Palliative Care Network is equivalent to HSCIHZA69 - Introduction to Palliative Care. Students must apply for an exemption for course HSCIHZA69 proving 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, 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.
Health Sciences

Psychosocial Rehabilitation Certificate
See Distance EduCatWe 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.

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

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.

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

Clinical Field Placement With Clients CLINDEM05
Apply the skills learned in Dementia theory courses in a clinical setting.

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

For program details visit
ce.mohawkcollege.ca/dementiastudies

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

<table>
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<tr>
<th>CRN</th>
<th>Location</th>
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Health Sciences / Hospitality & Travel

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.maoo.org / www.rpnao.org

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 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 of age and 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
HOSPFF001
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
HOSPFF002
Enhance your skills with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, non-appellation wines, 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
HOSPFF004
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
HOSPFF005
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” Tuscan and Vin de Pays wines.

12441 FF WE Feb22 6:30-10:00 6 $206.14

Smart Serve Certification Course
HOSPFF008
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 $60.00

12438 FS 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
CULIGI737
Learn the basics of cake decorating; piping, icing, modeling and decorating skills. You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund!

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.maoo.org / www.rpnao.org

Job-related Skills for the Hospitality Industry

Cake Decorating
Upon successful completion of Cake Decorating - Levels 1, 2, and 3, you will receive an Acknowledgement of Completion.

Cake Decorating 1
CULIGI737
Learn the basics of cake decorating; piping, icing, modeling and decorating skills. Create beautiful cakes that everyone will admire. Supply costs (approx. $40) are the responsibility of the participant.

12452 FF TH Jan12 6:30-9:30 5 $114.88

Cake Decorating 2
CULIGI738
Learn icing flowers, flood work, rolled fondant, brush embroidery and more. Supply costs (approx. $50) are the responsibility of the participant. Prerequisite: Level 1.

12453 FF TH Feb16 6:30-9:30 5 $114.88

Cake Decorating 3
CULIGI739
Learn gum paste roses, lily nail flowers, string work, embroidery and more. Design and produce 3-tier wedding cake. Supply costs (approx. $50) are the responsibility of the participant. Prerequisite: Level 2.

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 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 of age and under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

"Please bring a sharp knife, hand towel and an apron to all FOOD courses!"

Cooking - Basic
CULIGI138
Join Chef Tim Humble and amaze your family and friends with your new culinary talents. Bring a sharp knife, tongs, apron and towel. Food costs of $35.00 to be paid to instructor at the first class.

12445 FF MO Jan9 7:00-10:00 4 $140.00

Cooking - Beyond Basic
CULIGI472
A continuation of Cooking - Basic, join Chef Tim Humble and learn classic and modern methods of food preparation. Food costs of $50 to be paid to the instructor on the first class.

12446 FF MO Feb 7:00-10:00 6 $190.00
Jacques Pauwels.

Gourmet Dining CUL10002
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 CUL10042
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.
12453 FF TU Jan17 7:00-10:00 6 $198.00

Soup’s On! CULIG526
Explore the limitless possibilities of soup with Chef Gord Phillips. “The Soup King”. Begin with fresh stock, create cream soups, puree soups, and unusual recipes from around the world. Food cost of $25 to be paid to the instructor on the first night, Bring containers.
12448 FF TU Jan17 7:00-10:00 3 $93.00

NEW!

Easter Chocolate And Sugar Fun CULIG387
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 CUL10059
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 Canada and is often involved in the history, art and architecture of the world. In most cases, Jack has designed his Ship’s School Tour and is often your Tour Leader.
Please let SHIP’S SCHOOL know that you saw your Tour Leader. Designed your Ship’s School Tour and is often involved in the history, art and architecture of the world. In most cases, Jack has designed his Ship’s School Tour and is often your Tour Leader.

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 18-25; tour cost $2,395. Valencia, one of Spain’s truly great cities, plus the attractions of the Costa Blanca. The Mediterranean resort of Benifir, 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 Toof, lecturer in the history of art at U of T’s School of Continuing Studies.

Vienna in Depth
Mar 24-Apr 2; tour cost $2,565. 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 week 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 ambiance 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

Human Services

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca

Human Services Workshops
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.felus@mohawkcollege.ca for additional details.
12444 FF SA/SU Feb25 9:00-5:00 2 $262.99

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

**Community Services**

**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.

**Admission Requirements**
Graduate of Recreation and Leisure Services, Business, Marketing, Hospitality or Tourism.

**For program details visit ce.mohawkcollege.ca/eventplanning**

**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.

**For program details visit ce.mohawkcollege.ca/notforprofit**

**Leadership And Communications COMSSNPL**
Recognize and apply leadership competencies and develop a vision and values-based management approach for not for profit organizations.

**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.

**Volunteer Management Certificate**
Mohawk College Certificate
Gain the knowledge and skills needed for effective management of volunteer programs.

**Volunteer Management 2 MGMTSSP43**
Further enhance your management skills with emphasis on leadership, legal issues, team building, communications plans, quality assurance and resource development.

**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.

**For program details visit ce.mohawkcollege.ca/fundraising**

**Addictions/Concurrent Disorders**
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.

**Admission Requirements**
Completion of a Human Services Diploma.

**Questions?**
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

**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

**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. 3376 / lidia.siino@mohawkcollege.ca

**Admission Requirements**
A degree or diploma in a related area. Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.

You must be accepted into the program before taking any courses. Contact the Program Manager as above for more information. You
will be required to submit an updated resume.
You must apply at least one week prior to start-up.

For program details 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-rosan@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 Jan10 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 6:30-9:15 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

Private Security / Investigators
Questions?
519-759-7220 / 905-575-1212 ext. 7210 / cheryl.burns1@mohawkcollege.ca
Note: Ministry fees re: private security or investigators test/licence are outlined at www.mcccs.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

Police Foundations
Community Services LAWS10042
19038 BF TU Mar6 6:00-9:00 7 $156.14

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

Sign up now!
Registration opens at 8:30 am on Tuesday, November 29
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 / cehumser@mohawkcollege.ca
905-575-1212 ext. 3345 / jacqueline.p.adams@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/childyouworker or ce.mohawkcollege.ca/cyw

Introduction To Group Dynamics
HMNSSC143
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
HMNSSC358
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, HMNSSC257, WORKCC255.
12141 FF TH Jan12 6:30-9:30 18 $404.27

Advanced Therapeutic Programming
HMNSSC362
Year 3 & 4. Select and modify therapeutic activities for the exceptional child using art, play music, and movement therapies. Prerequisites: MGMTCC153, HMNSSC257 & WORKCC255.
12147 FF WE Jan11 6:30-9:30 14 $312.28

Assessment And Treatment Strategies
In CYW
HMNSSC458
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 & 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: HMNSSC358, COUNCC359, HMNSSC362, HSCICC327.
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 - 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. Gain 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 / lynne.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.
12356 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.
12355 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 / cehumser@mohawkcollege.ca
905-575-2226 (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.
For further information, please contact Hannah Morel: hannah.morrel@mohawkcollege.ca

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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: HMNSTRT031
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: HMNSTRT061 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 or ce.mohawkcollege.ca/ea
Courses are offered online through OntarioLearn and under other Certificates. Check the index.

Languages & Communications

For Academic Upgrading information please see College and Career Preparation in the Community Training section of this catalogue.

Languages - English
Questions?
905-575-2025 / crearts@mohawkcollege.ca

In more than 30 Mohawk College programs, COMM10092: College Communications is now a prerequisite for COMM10041: Communications. All students enrolled in a full-time program, including those taking COMM10041 through Continuing Education, are required to have their skills assessed to ensure they are placed in the appropriate communications course. You are strongly encouraged to complete the assessment before the first night of class. If you are unable to complete the assessment before classes begin, 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) COMM10041 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMM1043 OR COMM1044) would be more suitable. Students wishing to register for COMM10044 beginning Monday January 14, 2012 must have one of the following prerequisites: COMM10092, COMM1043, 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 COMM10044
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, COMM1043, or Canadian Language Benchmark Level 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.
12009 FF WE Jan11 6:30-9:45 13 $312.28

Communications (Langs) COMM10041
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-AACP 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 mentors 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

EFL for International Visa Students

ESL Essentials
Prerequisite: Language assessment. You are expected to purchase class texts. 25-hour daytime program consists of 4 courses: Listening, Speaking, Reading, Writing. Success in all 4 courses leads to promotion to the GAS-English for Academic Purposes program.

Questions?
905-575-2421 / mary.franco@mohawkcollege.ca

ESL Essentials - Listening COMM10150
Practice listening for specific sounds and key words and mastering larger messages in brief everyday and academic conversations. Develop listening comprehension skills at the Canadian Language Benchmark 4 level.
12456 FF MO Jan9 $1175.00

Register online at ce.mohawkcollege.ca (*CRN required)
### Languages & Communications

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
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**Languages - Other**

(CREDIT COURSES)

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**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

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**Basic Academic Writing Practices**

Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at Canadian Language Benchmark 5.

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<th>Course</th>
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**Basic Academic Reading Practices**

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.

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<th>Course</th>
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**Basic Academic Speaking Practices**

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.

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<tr>
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<td>Jan9</td>
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</table>
Languages & Communications

Mohawk College Certificate (CREDIT COURSES) Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

Admission Requirements

1. Minimum Ontario Secondary School Diploma or equivalent
2. Fluency (reading, writing, speaking) in English as well as a second language.

For program details visit ce.mohawkcollege.ca/french

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

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 Avancée 1 LANG10046

La maîtrise des règles grammaticales et la formation des temps des verbes ‘reguliers’ et ‘irreguliers’ et leurs emploi dans des contextes oraux. Ainsi que l’emploi et le placement des pronoms.

12054 FF TU Jan10 6:30-9:30 10 $223.06

La Grammaire Avancée 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.

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.

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

Register online at ce.mohawkcollege.ca (*CRN required)
Prior to registering for the Capstone Course, you must provide proof of successful completion of the CILSAT 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 Jan 1 1 8:30-11:30 10 $223.06 12432 SA Sa Jan 21 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 Feb 28 6:30-9:30 10 $223.06 12427 FF SA Mar 3 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 Sa Jan 21 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 Sa Mar 3 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.

The Dynamics of Prose COMM10119
Great writing hinges on establishing a unique voice and writing style. Learn how to create or refresh yours with this intensive survey and workshopping of the techniques necessary for memorable prose. Study the masters of distinctive prose and workshop your own experiments with writing styles in search of your authentic writing voice. Develop editing strategies for avoiding clumsy or purple prose. 12559 FF TH Jan 12 7:00-10:00 13 $289.97

The Dynamics of Plot COMM10120
Focuses on the writing hero of great storytelling: plot. Study and use various plot mechanisms and devices through in-class workshop. Learn how to refresh classic storytelling arcs and incorporate backstory and thematic content. Avoid plot clichés. Study great plots from the movies, short stories and novels. 12560 FF TU Jan 10 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 more. Develop skills required for successful writing, particularly for those who have never written before. Prerequisite: LANG10031. 12494 FF TH Jan 12 7:00-10:00 13 $289.97

Grammar For Writers COMM10201
Learn to recognize and correct errors in punctuation, word choice, structure, and tone, and write 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 Jan 10 7:00-10:00 13 $289.97

Creative Writing COMM10904
Learn or review the building blocks of fiction writing. Enhance your understanding of plot and character dynamics, setting, dialogue, backstory, point of view, and the concept of “show, don’t tell”. 12497 FF TU Jan 10 7:00-10:00 13 $289.97

Novel Writing 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 Jan 11 7:00-10:00 13 $289.97

Intro to Creative Non-Fiction COMM10000
Interested in travel writing, personal essays, or creative non-fiction? This workshop covers the techniques, experiment with different forms and receive helpful feedback. 12499 FF WE Jan 11 7:00-10:00 13 $289.97

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 Jan 1 1 8:30-11:30 10 $223.06 12432 SA Sa Jan 21 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 Feb 28 6:30-9:30 10 $223.06 12427 FF SA Mar 3 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 Sa Jan 21 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 Sa Mar 3 9:00-3:30 5 $223.06
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.
11391 FF SA Feb25 10:00-5:00 1 $130.00

Exercise & Sports Courses

Fencing Introductory RECLLE013
Develop the basic offensive and defensive skills of this challenging form of exercise. Foliis, 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 7:30-8:30 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.
11386 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.
11388 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.
11387 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.

Leisure Education / Math/Statistics

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

Math/Statistics

Business Diploma Math Courses

Business Math of Finance MATH10037
Math of Finance concepts and calculations, including annuities, amortization, etc.
9008 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.
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 MO/TH Jan16 7:00-10:00 19 $404.27

Mathematics - Lecture Courses

Questions?
905-575-2298 / keeptyl@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.

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 11667 - Jan12 11719 - Jan18
11720 - Jan24 11721 - Feb8 11722 - Feb21
11723 - Mar5 11731 - Mar22

Mathematics 2 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 11668 - Jan12 11725 - Jan18
11726 - Jan24 11727 - Feb8 11729 - Feb21
11730 - Mar5 11731 - Mar22

Mathematics 2 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 11669 - Jan12 11728 - Jan18
11731 - Mar5 11736 - Mar22

Mathematics 3 MATH10024
Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHM5173.
FF 6:00-9:00 $312.28
11669 - Jan9 11670 - 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: MATHM5165 or equivalent.
FF 6:00-9:00 $312.28
11670 - Jan9 11671 - Jan12 11741 - Jan18
11742 - Jan24 12003 - Feb8 11743 - Feb21
11744 - Mar5 11745 - Mar22
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).

Mathematics 2 (Motie Power Technqs)
MATHMA009
Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

Mathematics 2 (Motie Power Technqs)
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.

Mathematics
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 11972 - Jan18
12008 - Jan24 11846 - Feb8 11862 - Feb21
11884 - Mar5 11903 - Mar22

Mathematics
MATHMA0101
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).

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

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

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 $312.28
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
11796 - Jan24 11850 - Feb8 11872 - Feb21
11893 - Mar5 11908 - Mar22
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
11864 - 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
11865 - 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 Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF 6:00-9:00 $312.28
11866 - Jan9 11714 - Jan12 11802 - Jan18
12014 - Jan24 11854 - Feb8 11879 - Feb21
11896 - Mar5 11912 - Mar22

Mathematics 2 For Construction Technician
MATHMS244
Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.

FF 6:00-9:00 $312.28
11867 - 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 Oblique Triangle Trigonometry. 4 month (56 hour). Prerequisite: MATHMS171.

FF 6:00-9:00 $404.27
11868 - 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
11869 - 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
11900 - Jan9 11718 - Jan12 12021 - Jan18
12022 - Jan24 11861 - Feb8 11919 - Feb21
11920 - Mar5 11921 - Mar22

Need Grade 12 equivalency? 905-575-2029

How to read course details:

Register online - ce.mohawkcollege.ca
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**

describe to refer to Distance Education section

**Current Affairs:**

Canada/World

**SSCISS291**

Explore major contemporary issues facing Canada and examine international issues and points of conflict.

1203 H 6:00-9:30 13 $312.28

**Developmental Psychology**

**PSYCSS271 (E)**

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

1203 H 6:00-9:15 13 $312.28

**Environmental Sustainability**

**SSCISS103? (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.

1204 T 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.

1205 T 6:00-9:15 13 $312.28

**Introductory Psychology**

**PSYCSS156 (E)**

Benefit from in-depth study of learning, motivation, perception and the dynamics of personality.

1247 H 6:00-9:15 13 $312.28

1206 T 6:00-9:15 13 $312.28

**Sociology 1**

**SSCISS108 (E)**

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings.

1208 H MO 6:00-9:15 13 $312.28

1207 W 6:30-9:45 13 $312.28

**Sociology 2**

**SSCISS109 (E)**

Further develop your understanding of the interrelationship between the individual and society, and between different social groups.

1209 H WE 6:30-9:45 13 $312.28

**Need Help?**

AskMohawk at ce.mohawkcollege.ca

**General Interest**

**Questions?**
905-575-1212 ext. 3099 / 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.

1245 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

1248 OR WE Jan25 8:30-10:00 8 $138.00

**Home**

**Home Reno for Women**

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!

1240 F 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**

De-mystify 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 Card, vga/ dvi/ hdmi.

1237 F 9:00-11:30 1 $38.39

**Find your room before you come on campus**

Visit ce.mohawkcollege.ca

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

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

How to read course details:

<table>
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<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
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<th>Times</th>
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<td>FF</td>
<td>WE</td>
<td>Jan11</td>
<td>6:30-9:30</td>
<td>6</td>
<td>$104.20</td>
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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 LINE to 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. E.

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? 905-667-6230 / tdfrancesco@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 MISCMMP08

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.

12398 FF TU Jan10 6:30-9:30 10 542.80

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 Certification 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? 905-667-6230 / tdfrancesco@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 initial 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.cicb.com / 416-925-9420 / info@cicb.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@cinde.ca

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 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.

12222 FF TU Jan10 6:30-9:30 14

**Institute of Law Clerks of Ontario**

See Distance Education section for course offerings.


**Qualified Administrative Assistant**

The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of qualifications for administrative assistants and senior office personnel; reaches this standard by providing advanced education; and makes management aware of the fully qualified administrative assistants’ value. Seven courses must be completed successfully within six years to qualify for the QAA certificate.

Questions? 905-575-1212 ext. 3905 / business.web@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/administrant or www.aaa.ca

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

**Canadian Institute for NDE**

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in cooperation with its Ontario Chapter. Course fee does include course manual and CINDE membership.

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 Penetram 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 McCoMotion, 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
Transferring Courses
You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut off date has not passed and space is available in the course into which you are transferring. Fees will be re-assessed accordingly. You may transfer on the web at ce.mohawkcollege.ca, by fax, or at any designated C.E. Registration Office.

Waitlists
If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

Withdrawals
If you withdraw from a course, you must officially notify the Continuing Education Registration Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

Informing the instructor only is not sufficient. See the Refunds section for details regarding withdrawals.

Financial Information
FEES
Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and CanCopy Fees:
Fees are calculated based on the number of hours per course. Tuition-$5.64, CanCopy-$0.0052, 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 resources required by many courses. Some exceptions may apply. These are often available in the Campus store.
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
You are part-time student or upgrading and are considered low income, you may apply for an Ontario Special Bursary and/or 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 obtain a 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, contact the 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, or coursework 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 your legal mailing address.
4. Refunds are issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Important Information
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 Credential: 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 awarded by predetermined and approved credential is required for admission. View relevant policies at www.mohawkcollege.ca/Discover/Help.html.

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.

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

Register online at ce.mohawkcollege.ca (*CRN required)
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 Mohawk Learning Services 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, login to MoCoMotion and select “Self Service” 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 prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Contact the program office or the instructors. Details about the catalogue and the index indicate the course can be used to fulfill General Education requirements.

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: 919-755-7209 ext 3118 or 905-575-1212 ext 3118. Aboriginal Student Recruitment Coordinator - Lacey Hill, ext. 3777. Aboriginal Student Counselor - 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
- STARR: Room A118 / 905-575-1212 ext 5401

www.mcaces.mohawkcollege.ca

Early identification is recommended. Attendance at a Group Information and Registration Session (GI&S) 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 Transport Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Books, Supplies, Clothing, Gifts

Three locations: Fennell Campus (main store - 135 Fennell Ave. W. Hamilton 905-575-2070); Brantford Campus (411 Elgin Street, Brantford 519-758-6026); STARRT Institute (481 Barton St. E. 905-575-2514).

Visit mohawk.bookware3000.ca 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 such 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 continuing education 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 905-575-2211/519-579-7200 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 / 519-579-7200 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 519-579-7200 ext. 2318, via email at diane.harrison@mohawkcollege.ca or in person at Fennel 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 (brantmog@mohawkcollege.ca), in person or chat;
- Access resources in a variety of formats - print, audiovisual and online;
- Connect 24/7 to a huge array of online materials (e-books, e-journals, online videos and more) from TheBRAIN;
- Collaborate in group spaces that can be booked ahead (at select locations) or study in quiet areas;
- Discover online guides and tutorials to get you started with your research.

We look forward to helping you connect, learn and succeed at Mohawk!

Parking Information

Fennell, Brantford & STARRT

Continuing Education evening and weekend students at Fennell, Brantford and STARRT campuses will automatically receive a parking pass with your Acknowledgement of Registration. A transportation fee of 69 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a course during the day or a course where there are no fees, you will be required to buy a parking pass.

For information visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office.

Visit www.mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

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 905-312-4441 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 entrance 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 online at ce.mohawkcollege.ca (*CRN required)
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“(E)” denotes General Education Course
MCACES Services and Programs

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

- Referral to College programs & services
- Employment Advisement including:
  - Résumé and cover letter critiquing
  - Interview preparation
- Specialized employment workshops
- Academic Advisement
- Bursaries - information and applications
- Orientation weeks and special events
- Computer, fax and print services
- Campus Student Employment Program
- “Getting Started” web guide
- Legal and Debt Counselling
- Group auto and home insurance
- Food Share
- Walk Smart

Extended service hours available in person and online.

Join MCACES on Facebook!

Our FAN PAGE includes:
- Event information
- Programs & services
- Photos... and more!


Professional Development Workshop Series

MCACES is committed to providing our students with training and development opportunities that build on classroom experience. Each semester, a variety of sessions are held at our Fennell Campus MCACES Resource Centre. The following sessions will be offered:

- StrengthsQuest Training
- Team Skills
- Effective Communication Skills
- Social Media
- Job Search 2.0
- Creative Problem Solving
- Presentation Skills
- Portfolio Development

For more information please contact us at 905-575-2176 or visit www.mcaces.ca.

MCACES Resource Centre

Fennell Campus: Room F114
Brantford Campus: Room B101
IAHS Campus: Room 105
STARRT Institute: Room A121

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

Have a question?
1. Download a QR code reader mobile app to your smartphone.
2. Launch the app and scan the code – you’ll be taken right to the AskMohawk page.

Points to: http://mohawk.intelliresponse.com/m/ce

...lifelong learning...
## Continuing Education Registration Form: Avoid Disappointment... Register Early

Please provide your student identification number: [9 characters] (maximum of 9 characters)

### Date of Birth:

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
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Example: Day 01 Month Jan Year 1952

Social Insurance Number: [9 characters]

*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/recorded 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

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Second Name</th>
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<th>Street Address</th>
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<th>Area Code</th>
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### Course Information - Use this section to register for up to four courses.

<table>
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<tr>
<th>CRN</th>
<th>Subject/Course Code</th>
<th>Course Name</th>
<th>Campus</th>
<th>Start Date</th>
<th>Fee</th>
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Should requested CRN’s be full, please add my name to the Wait List  [ ] Yes  [ ] No

Signature of Student

Date

Total Fee:

---

Courses with insufficient enrollment will be cancelled before the course starts. Therefore, it is recommended that you register AT LEAST ONE WEEK PRIOR TO COURSE START DATE.

### Payment Information - Course fees must be paid in full at the time of registration.

- [ ] Cash  - [ ] Debit  - [ ] Visa  - [ ] MasterCard  - [ ] Certified Cheque*  - [ ] Money Order*  - [ ] Bank Draft*  - [ ] (*payable to Mohawk College)

**Method of Payment:**  [ ] MasterCard  [ ] VISA  Cardholder Name as Appears on Card

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Credit Card Expiry Date [ ] Month  [ ] Year

Card Holder Signature

Date

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