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.

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.

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

ReCYCLE THis CaTaLOguE... givE iT TO a FRIEnD!
Focus on Distance Education / Online Learning

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

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

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

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

Visit the Continuing Education website at ce.mohawkcollege.ca
Business Diplomas

The listed Business Diplomas are equivalent to the post-secondary two or three year programs and can be completed at night school. To estimate the required length of time for completion, divide the total courses required by the number of courses you plan to take each year (students average 5 courses per year). Prior Learning Assessment & Recognition (PLAR) may apply for credit in individual courses based on learning acquired through work and other life experiences. For more information, contact PLAR Office at plar@mohawkcollege.ca. Assessments should begin in the term prior to IAP and are regulated by Post-Secondary policies. You must consult the appropriate Associate Dean with questions pertaining to prerequisites, entry to class, graduation requirements, etc.

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/calender/busGeneral or ce.mohawkcollege.ca/busgeneral

Course offerings are listed under Business Diploma Courses.

Business - Marketing Diploma

Ontario College Diploma

Explore the theory and practice of marketing. Gain an understanding of the buying and selling process, consumer behaviour, distribution channels, managing the promotion mix, developing marketing strategies and marketing plans.

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

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

Business Diploma Courses

Financial Statement Concepts

ACCT10005

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

Prerequisite: ACCTCB101. Equivalent: ACCTAC201.

11618 FF MO Jan16 6:00-9:30 12 $312.28

Accounting - Financial Accounting Concepts

ACCT10008

Demonstrate the application of GAAP and IFRS (where appropriate) in financial reporting in the areas of Revenue Recognition, Capital Assets and Intangible Assets and Goodwill.

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

11620 FF MO Jan17 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

ACCT10100

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 & ACCT10101 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 & ACCT10101 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 of a given period in accordance with Generally Accepted Accounting Principles (GAAP). Accepted Accounting Principles (GAAP).

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

Analyze 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: ACCTCB101 or ACCT10005 and ACCT10014 or ACCTAC211 and MATHMA201.

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

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

Entrepreneurship and Business Planning BUSNBA532
Enhance your understanding of small business operations through practical work in developing and operating an actual small business. Prerequisite: CB340.
11632 FF TU Jan17 6:00-9:30 12 $312.28

Organizational Behaviour 2 BUSNBA571
Examine the conceptual frameworks and behavioural skills needed to function effectively as a member of a team or department. Develop skills in group problem solving, leadership, conflict resolution, group dynamics and inter-group functioning. Prerequisite: 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 ECONB122
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 ECONB222
Analyze the impact of aggregate supply and demand on the determination of employment, prices, and national income. Prerequisite: ECONB122.
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 MRKTCB158
Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix.
11637 FF MO Jan16 6:00-9:30 12 $312.28

Marketing 2 MRKTMK351
Learn about the marketing mix with particular emphasis on the Place, Promotion, and Pricing elements. Prerequisite: MRKTCB158.
11638 FF TH Jan19 6:00-9:30 12 $312.28

Applied Selling MRKTMK355
Explore basic techniques and principles involved in selling industrial and retail products. Learn to plan and present successful sales presentations. Prerequisite: MRKTMK351.
11624 FF TU Jan17 6:00-9:30 12 $312.28

Purchasing MRKTMK455
Focus on the purchasing function and related techniques. Prerequisite: MRKTMK351
11640 FF TU Jan17 6:00-9:30 12 $312.28

Business Certificates

Applied Accounting Bookkeeping

Acknowledgement of Completion
Benefit from a self-study format that allows you to work at your own pace and complete more than one level per term if you choose. You must purchase textbooks and correlated workbooks, available through the College bookstores.
Questions? 905-575-2064 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/appacct
These courses are also offered in a DISTANCE EDUCATION format.

Applied Accounting-Bookkeeping 1 ACCTBZ2018
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 ACCTBZ2019
Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ2018.
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 ACCTBZ2020
Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ2019.
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

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

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:
In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to www.hrpa.ca/hrpa or call 1-800-387-1311.
Program graduates (with an overall academic average of 70% with no individual grade lower than 65%) fulfill the academic requirements of 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 HRESPR11
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

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

How to read course details:
Scan code for more program information.
Human Resource Management Studies

MGMTBPC01
Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits.
11747 FF TU Jan10 6:30-9:30 13 $289.97

Human Resources Planning and Staffing

HRESPIR17
Learn the principles and techniques of effective human resource planning, with emphasis on assessment of organizational needs, use of HRIS and the design of action plans to meet staffing goals.
11779 FF WE Jan11 6:30-9:30 14 $312.28

Occupational Health & Safety

SAFEPIR21
Benefit from a comprehensive introduction to the Occupational Health & Safety Act.
11761 FF WE Jan11 6:30-9:30 13 $289.97

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

Software Versions:

AccPac 5.6
QuickBooks Premier 2011
Simply Accounting 2010 Pro

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

Simply Accounting INFO10987
GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.
12081 FF TU Jan10 6:30-9:30 12 $267.67

QuickBooks INFO10159
Learn to use QuickBooks for your small to mid-size business needs. Explore the basics plus more advanced topics including: vendors, customers, employees, reports and various types of transactions. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.
12083 FF WE Jan11 6:30-9:30 12 $267.67
1946 FF TH Jan12 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 Mar6 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)

MGMT1010
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)
Business

For program details visit
ce.mohawkcollege.ca/managementstudies

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

The Legalsities of Hiring and Firing

MGMT10016
Benefit from comprehensive information on many legal issues of hiring & firing to protect your company from time-consuming and costly lawsuits or unnecessary complaints to a government agency.

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

Managerial Communications

MGMTBPC02
Further refine your written and oral presentation skills to enhance your credibility as manager.

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

Managerial Analysis

MGMTBPC05
Develop skills in the four critical functions of management - planning, controlling, organizing and leading to support a strong competitive advantage for your organization.

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

Managing by Due Diligence

MGMTBU471
Examine “Due Diligence” as the legal standard for successfully managing hiring, health & safety, workplace rights, training, discipline, independent contractors, presenteeism, safety, workplace rights, training, discipline, and the exemption and compliance process.

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

Employment Standards and Human Rights Law

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

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

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

Ontario Management Development Studies

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

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

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

For program details visit
ce.mohawkcollege.ca/omdp

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 microphone 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

Workplace Leadership Certificate

Ontario College Certificate
STAY COMPETITIVE! Here’s your opportunity to develop a personal toolkit to enhance your performance and employment profile. Choose the workshops of most benefit in attaining your professional and personal goals. A variety of workshops is offered each term. Complete workshops in single units, or work towards the Workplace Leadership Certificate (15 workshops required).

Questions?
905-575-9551 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/workplaceleadership

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?
905-575-9551 / cebus@mohawkcollege.ca

Courses are offered in the Fall and Winter terms only.

WSIB Eligibility Adjudication

BUSNBU158
Develop knowledge of the policies and procedures for determining initial entitlement in a Workplace Safety and Insurance Board claim.

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

WSIB Case Management Adjudication

BUSNBU159
Develop your skills in effective caseload management. Emphasis on Reemployment Obligations, the new Work Reintegration Program, the payment of long-term LOE benefits and controlling premium costs.
Prerequisite: BUSNBU158 or permission from instructor.

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

Need Help?
AskMohawk at ce.mohawkcollege.ca
Business

Business Computer Applications Certificate

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

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 Jan10 6:30-9:30 12 $267.67
12167 FF TU Jan10 6:30-9:30 12 $267.67
12165 FF TH Jan12 6:30-9:30 12 $267.67

Word Core INFO10077
Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.
12175 FF MO Jan9 6:00-9:00 12 $267.67
12168 FF SA Jan14 9:00-12:30 10 $267.67

Word Expert INFO10080
Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077.
12176 FF WE Jan11 6:00-9:00 12 $267.67

Excel Core INFO10078
Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.
12169 FF WE Jan11 6:30-9:30 12 $267.67

Excel Expert INFO10079
Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.
12170 FF TU Jan10 6:30-9:30 12 $267.67

Access Core INFO10081
Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.
12173 FF TU Jan10 6:00-9:00 12 $267.67

PowerPoint INFO10082
Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.
12179 FF WE Jan11 7:00-10:00 12 $267.67

Photoshop (Adobe) INFO10149
Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more.
12177 FF MO Jan9 7:00-10:00 12 $267.67

Webmaster Certificate

Mohawk College Certificate
Creation, organization and maintenance of personal and business web pages requires knowledge of general design principles, image editing, and programming techniques. For more detailed information visit nexus.mohawkcollege.ca.

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

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

For program details visit ce.mohawkcollege.ca/webmaster

Customer Service Staff 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 disciplinary 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. Prerequisites: LABRUN14, 30 hours.
12149 HD MO/TU Jan30 6:00-9:30 10 $202.36

**Labour Studies Field Placement WORKUN199**
Apply skills and knowledge learned in the Labour Studies Program in this 60-hour placement. You can be credited for approved projects in the labour movement, community based activity, and environmental projects or other activities. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.
12151 FW $167.56

**Labour Studies in Occupational Health and Safety Certificate**
Mohawk College Certificate
Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

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

The Program of Study has changed effective Fall 2011.
For program details visit ce.mohawkcollege.ca/labourstudiesohs

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

**Labour Issues - Research and Documentation LABRUN003**
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 SASU Feb11 9:00-5:00 5 $263.06

**Occupational Health and Safety - Industrial SAFE10081**
Topics include: confined space entry hazard recognition training, confined space plans & program, safety requirements for transporting dangerous goods, and lockout procedures. 30 hours.
12154 HD TU/WE Feb21 6:00-10:00 9 $202.36

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

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

For program details visit ce.mohawkcollege.ca/labourstudiesWIDPL

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

Manuel 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 Feb11 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 SASU Feb26 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 8 $296.79 SASU 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?**
905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/labourstudiesjoint or www.labourstudies.mcmaster.ca/hdlc-mac-chamber

**Please note:** INQUIRIES REGARDING REGISTRATION & REFUNDS SHOULD BE DIRECTED TO THE INSTITUTION OFFERING THE COURSE.

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

**Challenges 1 (64-825)**
Explore the many challenges facing the Canadian labour movement including: politics, labour related legislation, changing workplace technology, labour market trends, shifting union membership demographics, and new trends in labour organizing.
February 25 & 26, 2012

**Portrayals of Labour: Representing Workers in Film and Documentaries (64-896A)**
Do you enjoy watching films and documentaries? Examine depictions of workers and unions on the large and small screen by viewing and discussing several films, documentaries, and excerpts focused on portrayals of workers and their struggles.
March 24 & 31, 2012

**The Nature of Work: Past, Present and Future (898A)**
Explore how workplace organization and technology shape our experiences at work. Examine the evolution of work in various contexts including: manufacturing, caring professions, retail, and the impact of work on wellbeing and work-family balance.
April 14 & 15, 2012

**Office Administration**

**Medical Transcription Certificate**
Mohawk College Certificate
Develop the knowledge and skills necessary for success as a Medical Transcriptionist. Learn to complete accurate transcription of complex medical reports and correspondence, within a specified time limit. Demonstrated competence in knowledge of medical terminology, English language skills, excellent keyboarding speed, and proficiency with word processing software is a prerequisite. PLAR Exams may be available for some courses.
Office Administration-Medical Diploma students will have completed all courses except Medical Transcribing 3 and 4 and are encouraged to complete these to obtain this additional credential.

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

For program details visit ce.mohawkcollege.ca/medtranscription

**Medical Terminology 1 OADMOA323**
Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: ALL TEXTS ARE REQUIRED FOR FIRST NIGHT OF CLASS.
11609 FF TU Jan10 6:00-9:30 13 $312.28

**Medical Terminology 2 OADMOA324**
Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADMOA323.
11610 FF TH Jan12 6:00-9:30 13 $312.28
Medical Transcribing 1 OADMOA352
Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA261. NOTE: You must be enrolled in or have completed OADMOA323 prior to taking this course.
11611 FF MO Jan9 6:00-9:30 13 $312.28

Medical Transcribing 2 OADMOA452
Enhance your skills in transcribing complex and specialized medical dictation. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA352.
11612 FF MO Jan9 6:00-9:30 13 $312.28

Medical Transcribing 3 OADMOA552
Learn to work independently, using professional resources, to transcribe documents with varied and complex medical language within a specified time limit. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA452.
11613 FF MO Jan9 6:00-9:30 13 $312.28

Medical Transcribing 4 OADMOA652
Consolidate knowledge and skills established in Transcribing 1, 2, and 3, to achieve a transcription production rate compatible with an entry-level professional position. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA552.
11614 FF MO Jan9 6:00-9:30 13 $312.28

Office Administration - General
Equivalent to the one-year dayschool Ontario College Certificate.
Become skilled in the performance of essential office tasks such as document preparation, filing, microtranscription, customer service, recordkeeping and business applications software.
Students completing this program through Continuing Education are regulated by Post-Secondary policies. Consult the Program Manager with questions pertaining to prerequisites, equivalents, graduation requirements, etc. You must complete this Certificate within a reasonable length of time or additional courses may be required for currency.
Questions? 905-575-2358 / cebus@mohawkcollege.ca 905-575-1212 ext. 3853 / janet.ross@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca Officemanagement
Some courses are offered under other certificates. Refer to index.

Excel and PowerPoint Concepts INFO10022
Achieve a working knowledge of Microsoft PowerPoint 2007 and Microsoft Excel 2007 by preparing basic slide presentations and charted spreadsheets. No class May 21.
11648 FF TH Jan19 6:30-10:00 12 $312.28

Computer Skills Building KEYB10008
Achieve a minimum speed of 35 net words per minute by using proper keyboarding techniques and computer technology. NOTE: Memory stick required for the first class.
11646 FF WE Jan18 6:00-8:30 12 $208.19

Keyboarding - Beginners KEYBSEZ30
Develop your keyboarding skills with emphasis on speed and accuracy. NOTE: Memory stick required for first class.
11649 FF WE Jan18 6:00-9:00 12 $267.67

Document Processing 1 OADMOA116
An introduction to basic technical support skills related to computer hardware and software. Use MS Word 2010 to produce professional documents.
11647 FF TH Jan19 6:00-10:00 14 $404.27

Microtranscription OADMOA261
Gain training in the efficient operation of transcribing software and equipment to generate first-time marketable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADMOA116 and KEYB 10008.
11652 FF TU Jan17 6:00-9:30 12 $312.28

Creative & Visual Arts Aesthetics/Cosmetics

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

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

Aesthetics, Nail Technician and Applied Cosmetics

Daytime Program
The Aesthetics, Nail Technician and Applied Cosmetics Certificates are offered as 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

Aesthetics: Skin Care I ASTHAES02
Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra.
11803 FF TU Jan10 6:30-9:30 13 $289.97

Aesthetics: Skin Care II ASTHAES03
Enhance your understanding of product knowledge, bacteriology, sanitation and hygiene and develop skills in skin cleansing and mask treatments. You must provide models for application sessions. Supplies included in course fee. Prerequisite:ASTHAES02 Skin Care I
11805 FF WE Jan11 6:30-9:30 13 $439.97
11804 FF WE Jan11 9:30-12:30 13 $439.97

Waxing ASTHWS306
Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.
11807 FF TH Jan12 6:30-9:30 13 $459.97

Business & Marketing For The Cosmetics Industry MRKTWS136
Learn effective business and marketing techniques for starting a cosmetics business. Focus on freelance work, networking, advertising, product inventory and customer service.
11806 FF TU Jan10 6:30-9:30 11 $255.36

Biography Preparatory BOLHAZ34
Enhance your understanding of human biology fundamentals as related to the Aesthetics Industry. This course does not meet the entry requirements for health sciences programs. Textbook is included.
11823 FF TU Jan10 1:00-4:00 13 $439.97

Work Experience Option WORKWS034
Integrate classroom theory and practical experience in the work place. You must arrange your own work place location and supervisor and receive approval from the Program Manager BEFORE registering in this course.
11808 OR MO-FR Jan9 9:00-12:00 10 $202.36

Nail Technician Certificate Mohawk College Certificate
Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, safety 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/nailltechnician

Manicure, Pedicure - Care And Techniques ASTHWS305
Learn to recognize healthy nails and understand their growth, diseases and care. Develop manicure and pedicure techniques, using appropriate equipment. You must provide models for practical applications and evaluations. Supplies and textbook included.
11810 FF MO Jan9 6:30-9:30 11 $667.38
11910 FF, SU Feb12 9:30-4:00 5 $667.38

Spa Manicure/Pedicure & Specialized Applications ASTHWS405
Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Supplies included. Prerequisite:ASTHWS305.
11811 FF MO Jan9 9:30-4:00 6 $470.36

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

#### Gel & Acrygel Applications ASTHWS095
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 Feb 13 9:30-4:00 7 $589.97

#### Make Up Artistry Certificate
Mohawk College Certificate
Benefit from professional training in make-up artistry and related services industry, 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 Jan 17 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 Jan 17 6:30-9:30 12 $342.67

#### Make-Up: Theatrical & Special Effects II ASTHWS032
Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029 Theatrical & Special Effects I.
11814 FF TU Jan 10 6:30-9:30 11 $322.43
11815 FF TH Jan 12 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 Jan 12 7:00-10:00 12 $327.67

#### Cosmetology 1 ASTHWS101
Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.
11817 FF TU Jan 10 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 Jan 9 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 Jan 10 9:30-12:30 12 $312.67
11819 FF WE Jan 11 6:30-9:30 12 $267.67

#### Hair Care

**Hair Colouring and Perm ASTHWS1003**
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
11828 FF MO Jan 7 7:00-10:00 7 $231.14

**Hair Colour and Perm ASTHWS1002**
Learn basic cutting and styling techniques using a mannequin. Supplies included.
11825 FF WE Feb 8 7:00-10:00 7 $156.14

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

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

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

For program details visit ce.mohawkcollege.ca/fashiondesign

In consultation with the Program Manager this program.

**Cost of materials is your responsibility**

#### Pattern Design And Drafting - Basic FASHFA200
Work with the flat pattern method to develop basic drafting skills used in designing. Concentrate on drafting accuracy, and working with standard and personal measurements. Design a skirt of your choice. Sewing skills essential.
12409 FF WE Jan 11 7:00-10:00 12 $267.67

#### Pattern Design And Drafting - Intermediate FASHFA210
Focus on drafting and designing the bodice and hip length block working with standard and personal measurements. Develop bodices, collars, and neck line designs. Designing a dress/blouse is required. Prerequisite: FASHFA200.
12410 FF TU Jan 10 7:00-10:00 12 $267.67

#### Designing Workshop FASHFA235
Enhance your design skills and gain a higher level of proficiency utilizing previous drafting knowledge. Completion of several projects, starting with the first draft, working through the muslin stages and on to the finished project. Prerequisite: Previous 4 drafting courses.
12411 FF TH Jan 12 7:00-10:00 12 $245.36

### 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 Jan 12 7:00-10:00 12 $327.67

#### Cosmetology 1 ASTHWS101
Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.
11817 FF TU Jan 10 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 Jan 9 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 Jan 10 9:30-12:30 12 $312.67
11819 FF WE Jan 11 6:30-9:30 12 $267.67

#### Hair Care

**Hair Colouring and Perm ASTHWS1003**
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
11828 FF MO Jan 7 7:00-10:00 7 $231.14

**Hair Colour and Perm ASTHWS1002**
Learn basic cutting and styling techniques using a mannequin. Supplies included.
11825 FF WE Feb 8 7:00-10:00 7 $156.14

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

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

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

For program details visit ce.mohawkcollege.ca/fashiondesign

In consultation with the Program Manager this program.

**Cost of materials is your responsibility**

#### Pattern Design And Drafting - Basic FASHFA200
Work with the flat pattern method to develop basic drafting skills used in designing. Concentrate on drafting accuracy, and working with standard and personal measurements. Design a skirt of your choice. Sewing skills essential.
12409 FF WE Jan 11 7:00-10:00 12 $267.67

#### Pattern Design And Drafting - Intermediate FASHFA210
Focus on drafting and designing the bodice and hip length block working with standard and personal measurements. Develop bodices, collars, and neck line designs. Designing a dress/blouse is required. Prerequisite: FASHFA200.
12410 FF TU Jan 10 7:00-10:00 12 $267.67

#### Designing Workshop FASHFA235
Enhance your design skills and gain a higher level of proficiency utilizing previous drafting knowledge. Completion of several projects, starting with the first draft, working through the muslin stages and on to the finished project. Prerequisite: Previous 4 drafting courses.
12411 FF TH Jan 12 7:00-10:00 12 $245.36
Basic Sewing 3 TEXTHC322
Construct a sleeveless or a semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting and hem and neck finishing. Patterns and fabric suggested. Course is Mar.23/24.
12479 FF FR Mar23 7:00-9:30 2 $74.35
SA 9:00-4:30

The Zip-Up Vest TEXT10048
Make a casual and trendy vest. Enhance your skills in measuring, layout, cutting, construction and inserting decorative flat piping. Patterns and fabrics suggested. Some sewing experience needed. Course is Feb. 24/25.
12481 FF FR Feb24 7:00-9:30 2 $74.35
SA 9:00-4:30

Sewing - Introduction TEXTHC319
Discover how easy machine quilting is! Learn basic skills essential. 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 skills 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, using 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 TEXT10057
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 sewing experience.
12545 FF FR Mar24 9:00-4:00 1 $69.91

Give the Gift of Education!
Gift Certificates available
905-385-4205

Creative & Visual Arts

Fashion Drawing FASFA201
Learn to transfer fashion ideas to paper. Focus on drawing details, fabrics and textures to be interpreted for pattern drafting and explore drawing materials and ways to illustrate designs.
12413 FF TH Jan19 7:00-10:00 10 $223.06

Fabric Awareness TEXTFA910
Explore fabric basics with emphasis on natural and man-made fibres, yarns, fabric construction, finishes. This allows the individual to become knowledgeable about the selection and care of fabrics available on the market.
12412 FF WE Jan18 7:00-10:00 10 $223.06

Fashion Design - Other

Pattern Drafting Workshop FASH10021
For individuals with pattern making knowledge, discover more advanced skills in this designing area. Using standard measurements, new design techniques will be explored. These can be applied to personal designing. Course is Feb 24/25.
12530 FF FR Feb24 7:00-9:30 2 $74.35
SA 9:00-4:30

Creative Sewing Skills Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca
Supplies required for these courses - some are available from the instructor/College. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information or to receive the materials list by e-mail contact Bonnie Pataran

Basic Sewing Courses

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

Sewing - Introduction TEXTHC027
Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program. Course is Jan. 20/21 & Mar.23/24.
12475 FF FR Jan20 7:00-9:30 2 $74.35
SA 9:00-4:30
12476 FF FR Mar23 7:00-9:30 2 $74.35
SA 9:00-4:30

Basic Sewing 1 TEXTHC177
Develop your skills in pattern reading, preparing the fabric, measuring, marking, pressing and machine sewing as you make a pair of elasticized shorts or pants. Patterns and fabric suggested. Course is Feb. 10/11.
12477 FF FR Feb10 7:00-9:30 2 $74.35
SA 9:00-4:30

Basic Sewing 2 TEXTHC203
Continue developing new skills in measuring, easy set in sleeves, facings, interfacing and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested. Course is Mar.2/3.
12478 FF FR Mar2 7:00-9:30 2 $74.35
SA 9:00-4:30

Basic Sewing 3 TEXTHC322
Construct a sleeveless or a semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting and hem and neck finishing. Patterns and fabric suggested. Course is Mar.23/24.
12479 FF FR Mar23 7:00-9:30 2 $74.35
SA 9:00-4:30

The Zip-Up Vest TEXT10048
Make a casual and trendy vest. Enhance your skills in measuring, layout, cutting, construction and inserting decorative flat piping. Patterns and fabrics suggested. Some sewing experience needed. Course is Feb. 24/25.
12481 FF FR Feb24 7:00-9:30 2 $74.35
SA 9:00-4:30

Sewing Courses - Other

Jeans For Everyone TEXT10041
Make a great fitting pair of jeans, using a commercial pattern and one of the latest fashion fabrics. Demonstrations and in depth instruction will be given on various design detail for jeans. Patterns suggested. Sewing skills essential.
12543 FF TH Jan19 7:00-10:00 4 $89.22

Measuring for Fit CREA10028
Altering a commercial pattern can be a nightmare! Focus on proper measuring, pattern alteration principles, ease allowances and alteration techniques for common trouble spots in skirts, bodices and dresses without sewing a trial garment. Complete 1/2 scale patterns for reference.
12540 FF SA Feb4 9:00-4:30 1 $74.91

Polar Fleece Jacket TEXTHC388
Here’s an opportunity to learn how to work with fleece confidently with a focus on zipper insertion, pockets, designer decorative touches and more. Complete a jacket with or without a hood that you would be proud to wear. Suggested patterns. Basic sewing required.
12538 FF SA Feb4 9:00-4:30 1 $74.91

Sewing With Knits TEXTHC427
Gain expert tips for selecting fabrics, controlling hems, stabilizing seams and edges, and adding decorative details for professional results. Samples will be completed. Basic sewing skills needed.
12531 FF SA Feb4 9:00-4:30 1 $74.91

Swimwear Sewing TEXTHC333
Sew a comfortable good fitting swimsuit, with attention to easy techniques for working with stretch fabric, applying elastic and inserting bra cups (optional) with professional results.
12548 FF SA Feb11 9:00-5:00 1 $79.90

Closures TEXT10045
Learn professional techniques for inserting zippers and creating perfect buttonholes for any garment. Explore the use of decorative closures by making Chinese balls, frogs and working with fabrics for toggles, toes and loops and unique style bound buttonholes. Sewing skills needed.
12541 FF SA Feb18 9:00-4:30 1 $74.91

Sewing Sheer Fabric TEXTHC447
Sheer fabrics continue to be popular for garments and scarves. Discover professional techniques for handling and sewing silky and sheer fabrics. Complete samples of different types of edges, seams, and how to use sheer pieces as accents to garments. Basic sewing skills essential.
12558 FF SA Feb18 9:00-4:30 1 $74.91

Sewing For Children CREA10063
Learn easy, time-saving tips for children’s wear that you can apply to commercial patterns and ready to wear garments. Discover notions, patterns, decorative embellishing ideas, new construction techniques to make sewing for boys and girls a snap! Sewing skills needed.
12537 FF SA Feb18 9:00-4:30 1 $74.91

Garment Making Tips CREA10027
Discover time saving sewing tips and tricks for easier sewing and produce professional results. Topics include perfecting darts, sewing curves, topstitching, easy mitering, piping, quick spaghetti straps, hem finishes, and many more shortcuts. Precut kit available. Sewing skills required.
12542 FF SA Mar3 9:00-4:30 1 $74.91

Register online at ce.mohawkcollege.ca (*CRN required)
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, needle and fabric 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

How to read course details:

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

Sewing Window Treatments - Part 1  CREA10103
Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware. Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.
12484  FF  TU  Jan24  7:00-10:00  4  $89.22

Sewing Window Treatments - Part 2  CREA10104
Enhance your skills in drapery making, and learn creative ways to dress-up any window, using a wide assortment of valance and tab top styles, and various prints and plain fabrics for a look that can be simple, casual or dramatic. Complete various samples in class. Basic sewing skills required.
12486  FF  WE  Feb29  7:00-10:00  4  $89.22

Sewing Window Treatments - Part 3  CREA10105
Try your hand at roman shades/balloons and more sophisticated and stylish drapery treatments. Start with the basic design rules, measuring, estimating yardage, hardware and install correctly. Complete samples in class. Some drapery and sewing skills beneficial.
12488  FF  TU  Feb28  7:00-10:00  4  $89.22

Drapery Workshop  TEXT10054
Put your new drapery knowledge to good use by tackling a full scale window treatment project. Come prepared with fabric, measurements and have the chance to have hands-on help to complete your project. Sewing skills needed. Course is Feb 25/26.
12489  FF  SA/SU  Feb25  9:00-4:00  2  $89.22

Home Decor Ideas  CREAH323
Explore the secrets of the pros for applying trims, bias strips, ruching. Learn to add different embellishments, mitered banding, decorative and tassels, and more. This will enhance your ability and confidence for completing any home decor project. Sewing skills required. Course is Feb 10/11.
12490  FF  FR  Feb10  7:00-9:30  2  $74.35  SA  9:00-4:30

Home Decor - Bedroom Ideas  CREA10119
Create custom bedding to complement your decor. Learn techniques for selecting and measuring fabric, calculating requirements and constructing shams, duvet cover, pillows, bedspread, and bed skirt as you work on your project in class. Some sewing skills needed.
12557  FF  WE  Jan25  7:00-10:00  4  $89.22

Slipcovers - Part 1  CREA10122
Transform the look of a worn or dated piece of furniture for a fraction of the cost of replacement. Update the look of your own upright chair while learning the basics of design, measurement, cutting and sewing a slipcover for it. Some sewing skills required. Course is Fri. Jan 20, Fri, Jan 27 & Sat Jan 28.
12492  FF  FR  Jan20  7:00-9:30  3  $99.22  SA  9:00-4:00

Slipcovers - Part 2  CREA10123
Further develop your skill in slip covering armchairs and sofas, whether traditional or modern. Examine various styles and options and learn to create a fitted slipcover for your armchair that’s perfect for your decor. Sewing skills needed. Course is Fri Feb. 24 & Sat/Su. Mar. 3/4.
12493  FF  FR  Feb24  7:00-9:30  3  $111.53  SA/SU  9:00-4:00

Upholstery/Interior Decorating

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

Interior Decorating Certificate
Mohawk College Certificate
Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge.
Questions? 905-575-2025 / crearts@mohawkcollege.ca 905-318-4295 mailbox 1736 / 905-575-2025 / crearts@mohawkcollege.ca Questions? 905-318-4295 mailbox 1736 / 905-575-2025 / crearts@mohawkcollege.ca

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  SBM10001
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  Jan16  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. Fix Mast - Learn to make your rooms more attractive to buyers: De-clutter, update, accessorize.
12333  SS  SA/SU  Jan14  9:00-12:00  5  $160.83
12334  SS  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

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

For program details visit  ce.mohawkcollege.ca/interiordecorating

For program details visit  ce.mohawkcollege.ca/floral

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Materials For Designs  FLORFC004
Explore various materials used effectively in creating floral arrangements. Introduction to different holding mediums used in creating designs relating to 4 major historical time periods. Cover fresh garlands, miniatures, wreaths and display work. Kit available.
Prerequisite: FLORFC001
12417 FF  TU Jan17 7:00-10:00 10 $223.06
12420 FF  TH Feb23 9:30-4:00 5 $223.06

Special Floral Tributes  FLORFC003
Learn to design elegant, large scale floral tributes for the bereaved. Fresh and artificial materials will be used. Kit available.
Prerequisites: FLORFC001 & FLORFC004.
12423 FF  TU Jan18 9:30-4:00 5 $223.06
12422 FF  WE Jan18 7:00-10:00 10 $223.06

Style Trends in Design  FLORFC025
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

Silk Flower Arrangement  FLORGI682
Create a colourful arrangement for any room using the very natural looking silk flowers. Choose from a variety of flowers that will be outlined in the materials as well as a selection of floral material to be used. Kit available for purchase or your own choice.
12556 FF  SA Mar10 9:00-12:00 1 $29.96

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 / cearts@mohawkcollege.ca
905-318-4295 mailbox 1795

Fundamentals Of Horticulture  HORTHOR01
Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature.
12188 FF  WE Jan11 7:00-10:00 12 $267.67

Conifers (Evergreens)  HORTHOR03
In depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.
12192 FF  TH Jan12 6:30-9:30 12 $267.67

Horticulture - General Interest Workshops

Easy Flower Arranging  FLORGI601
Learn to attractively arrange a simple vase and a centerpiece arrangement using fresh flowers. See innovative ideas to create arrangements using dried flowers, foliage, and simple accessories. Get tips on care and handling of fresh, silk flowers and greens. Kit available for purchase or your own choice.
12552 FF  SA Jan28 9:00-2:30 1 $49.94

Valentine Floral Workshop  FLORGI617
Create an eye-catching and romantic oasis ring for your dinner table on this special occasion. Kit available for purchase.
12553 FF  SA Feb11 9:00-12:00 1 $29.96

Floor Vase Arrangement  FLORGI612
Create an innovative arrangement of either contemporary, country or traditional styling that will enhance an empty space anywhere in your home. Take any type of large vase, and use silk or natural floral material or a combination. Supply list outlines a selection of ideas. Supplies available for purchase.
12555 FF  SA Feb25 9:00-12:00 1 $29.96

High Style Tropical Arrangement  FLOR10010
Create a tropical centrepiece using exotic flowers and foliage accented with fresh fruit that will be a conversation piece. Kit available or purchase your own.
12554 FF  SA Mar3 9:00-12:00 1 $29.96

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 Feb3 6:30-9:30 1 $33.35

Landscape Design Certificate
Mohawk College Certificate
Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills.
It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.
Questions?
905-575-2298 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1795

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

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

HORTHOR01- Fundamentals of Horticulture
Refer to Horticulture Plant Identification Certificate

Botany For Horticulture  HORTLA009
Develop a basic understanding of plant structures, growth and reproduction, classification systems and the relationship between plants and the environment.
12189 FF  TH Jan12 7:00-10:00 12 $267.67

Landscape Design I  HORTLA001
Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.
12197 FF  MO Jan9 7:00-10:00 12 $267.67

Landscape Design II  HORTLA007
Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation.
12199 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.
12219 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. On successful completion of your program, you will have developed your musical ability to the entrance level of the three-year Applied Music Program at Mohawk College.

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

Admission Requirements
The program is open to absolute beginners or individuals at any stage. You may qualify for credit for previous musical experience.
Level 1 instruments and vocals require no previous experience. You must supply your own instruments where applicable and pay for texts.
Successful completion of senior secondary school English or equivalent.
For program details visit ce.mohawkcollege.ca/music

Guitar - Adult Class 1
MUSCPA107
Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship.
12104 FF TU Jan10 6:30-8:00 13 $144.99
12105 FF WE Jan11 6:30-8:00 13 $144.99

Guitar - Adult Class 2
MUSCPA207
Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.
12107 FF TU Jan10 8:30-10:00 13 $144.99
12108 FF WE Jan11 8:30-10:00 13 $144.99

Guitar - Adult Class 3
MUSCPA307
Focus on popular tunes, reading melodies, chords and rhythms. Prerequisite: (PA207) or a knowledge of basic rhythms and notes in the open position.
12110 FF WE Jan11 8:30-10:00 13 $144.99

Guitar Song Book
MUSC10038
A continuation of the ideas developed in Guitar 3.
12394 FF TH Jan12 8:30-10:00 13 $144.99

Jazz Harmony 1
MUSCMU181
Focus on the construction and aural recognition of intervals, chords and modes, diatonic chord progressions and chorale functions and substitutions. Credit in the Applied Music Program. Prerequisite: (M123)
12111 FF TH Jan12 6:00-8:00 13 $193.32

Piano Adult Class 1
MUSCMU100
Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major scales.
Access to practice piano required.
12112 FF TH Jan12 7:00-8:30 13 $144.99

Piano Adult Class 2
MUSCMU200
Enhance playing techniques and handling of intervals, minor scales, and minor triads. Some popular tunes and duets may also be played. Prerequisite: (M100) or MU101 or 1 yr. playing experience. Textbook required.
12313 FF TH Jan12 8:30-10:00 13 $144.99

Music Program.
1 and 2 are prerequisite courses for the Applied Music Program.
12113 FF WE Jan11 8:00-9:30 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. Prerequisite: (PA160).
12118 FF TU Jan10 8:00-9:30 10 $74.35

Performing Arts

Performing Arts Certificate
Mohawk College Certificate
Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. This certificate will provide you with the fundamentals to pursue a career in theatre arts, and the necessary information and contacts to move forward. Of interest to Media Studies students and those interested in writing for performance, this program offers tools to improve your current skills and may offer their work to the instructor for use in the program. Option credits cannot be used twice.
For program details visit ce.mohawkcollege.ca/performingarts

Acting for Beginners
CREA10072
Join Actress/Director/Teacher/Second City Grad Christina Payne along an artistic journey connecting on camera/stage through character creation, commercial auditions, finding legitimate agents & building your resume. Use monologue/scene analysis tools & improvisation exercises to stimulate & prepare you for a monologue/scene analysis tools & improvisation for a career in the arts. Location: Staircase Theatre, 27 Dunburn St. N. Hamilton
12483 OR TU Jan24 7:00-10:00 8 $161.88

Acting Two
CREA10071
An intense look inside the performer’s internal approach to the character’s conception. Examine human behaviour/re-create the substance that produces the truthful “moments” within the work. Designed like a rehearsal class for students seriously interested in pursuing a career & intent on performing their final work in Acting Three. Prerequisite: Acting for Beginners. Location: Staircase Theatre 27 Dunburn St. N. Hamilton
12483 OR TU Jan24 7:00-10:00 8 $161.88

Acting for TV/Film
CREA10086
Explore the art of acting on camera. Through participation in mock commercial & film auditions, strengthen your technical skills and confidence and learn to stay in-character on and off the camera. Writers or actors interested in writing are encouraged to attend this course and may offer their work to the instructor for students to perform in class. Prerequisite: CREA10079 Acting 3
12474 FF TH Jan26 7:00-10:00 8 $188.44

Photography

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

Advanced Digital Imaging
PHTOPY120
Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110
12294 FF MO Jan16 6:30-9:30 10 $223.06
Digital Photography 1  PHTOPY101
Achieve better results for your images and a clearer understanding of camera operation. You require a camera and the ability to provide images from CD/DVD or USB drive.

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

Digital Photography 2  PHTOPY300
Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101

12209 FF TU Jan17  7:00-10:00 10 $223.06

Digital Video - Introduction  PHTO10055
Video demands more than a steady hand! This comprehensive introduction, with special attention to camera operation/controls, includes digitizing and editing footage using a computer and a finished project on dvd. You must bring your own laptop loaded with Macs/imovie or Windows/moviemaker & camera.

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

Introduction To Digital Imaging/Photoshop  PHTOPY110
Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.

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

Lightroom  PHTO10054
The industry-standard tool for managing photo libraries and image processing. Learn to import, develop and present your photos. You must have your own laptop w/LR 3.x (Adobe.com Education Store approx. $90) Prerequisite: PHTOPY101

12210 FF TH Jan19  6:30-9:30 10 $228.06

Studio Lighting  PHTOPY225
Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod, flash. Course location: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101

12216 OR TU Jan17  6:30-9:30 10 $202.36

The Business Of Photography  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 4 $223.06

Urban Landscape And Documentary Photo  PHTOPY111
In this project/portfolio based course developed through in-class, self-directed and online modalities, you produce truthful, objective, and often candid photographs on a particular theme or subject used for publications, exhibitions or companies with private archives. Prerequisite: Digital Photography 1 (PY101)

12218 FF MO Jan16  7:00-10:00 10 $223.06

Photography - Specialised Courses/Workshops

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

12220 FF SA Mar3  9:30-4:30 1 $78.57

Portraits-Low Key / High Key PHTO10010
For those with previous photo studio and portrait experience, this hands-on workshop covers the pureness of white on white portraits and moods created with lighting and dark clothing on dark backgrounds. You have a thorough knowledge of digital SLR camera operation. Model fees included.

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

Working in RAW PHTO10058
Learn the steps and workflow that will teach you to process and edit RAW image files in Adobe Camera Raw and Adobe Lightroom to produce images of maximum quality and impact. You bring your own camera capable of shooting in RAW format.

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

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 / crarts@mohawkcollege.ca

Admission Requirements
See catalogue index.

For program details visit ce.mohawkcollege.ca/visualarts

Foundation Certificate
Mohawk College Certificate
For program details visit ce.mohawkcollege.ca/visualarts

Intermediate Certificate
Mohawk College Certificate
Admission Requirements
Foundation Certificate
For program details visit ce.mohawkcollege.ca/visualarts

Advanced Certificate
Mohawk College Certificate
Admission Requirements
Intermediate Certificate
For program details visit ce.mohawkcollege.ca/visualarts

Design

Design & Colour 1  ARTTPG101
Examine elements and principles of design including line, colour, texture and space, through slides, lectures, and projects

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

Design & Colour 2  ARTTPG201
Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor. Prerequisite: PG101 Basic Design and Colour 2

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

Design & Colour 3  ARTTPG301
Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. Prerequisite: PG201 Basic Design and Colour 2

12232 FF MO Jan16  7:00-10:00 10 $223.06

Watch for our Spring/Summer 2012 catalogue
Available in print on Tuesday, March 6

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

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

Some pottery courses have field trips.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
<th>#Sessions</th>
<th>Fee</th>
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<tr>
<td>12256</td>
<td>FF</td>
<td>WE</td>
<td>Jan11</td>
<td>6:30-9:30</td>
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<td>$104.20</td>
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<table>
<thead>
<tr>
<th>CERAPC201</th>
<th>How to read course</th>
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<tbody>
<tr>
<td>Foundation 1</td>
<td>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.</td>
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<tr>
<td>SC MO Jan16 6:30-9:30</td>
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<td>11954 BF MO Jan16 6:30-9:30</td>
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<td>11826 SC WE Jan18 1:00-4:00</td>
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<thead>
<tr>
<th>CERAPC202</th>
<th>Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: PC201 Ceramics Foundation 1.</th>
</tr>
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<tbody>
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<td>SC MO Jan16 6:30-9:30</td>
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<tr>
<td>11943 BF MO Jan16 6:30-9:30</td>
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<tr>
<td>11855 SC TU Jan17 6:30-9:30</td>
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<td>11922 SC WE Jan18 6:30-9:30</td>
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<td>11889 BF TH Jan19 6:30-9:30</td>
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</tbody>
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<tr>
<th>CERAPC203</th>
<th>Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency, explore finishing techniques. Prerequisite: PC202 Ceramics Foundation 2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC MO Jan16 6:30-9:30</td>
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<tr>
<td>11944 BF MO Jan16 6:30-9:30</td>
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<td>11967 BF WE Jan18 6:30-9:30</td>
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<tr>
<td>11933 SC TH Jan19 6:30-9:30</td>
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<td>11990 BF TH Jan19 6:30-9:30</td>
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</tbody>
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<tr>
<th>CERAPC204</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC MO Jan16 6:30-9:30</td>
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<tr>
<td>11945 BF MO Jan16 6:30-9:30</td>
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<td>11859 SC TU Jan17 6:30-9:30</td>
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<td>11957 BF TU Jan17 6:30-9:30</td>
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<td>11885 SC WE Jan18 6:30-9:30</td>
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<tr>
<td>11968 BF WE Jan18 6:30-9:30</td>
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<tr>
<td>11980 BF TH Jan19 1:00-4:00</td>
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<tr>
<td>11991 BF TH Jan19 6:30-9:30</td>
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</tbody>
</table>

Register online - ce.mohawkcollege.ca
### Creative & Visual Arts

#### Chinese Brush Painting 6  ARTTPD106
Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD431. 12239 FF SA Jan14 9:30-12:30 10 $223.06

#### Painting 1  ARTTPD211
Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra. 12241 FF TU Jan17 6:30-9:30 10 $223.06

#### Painting 2  ARTTPD311
Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: PD211 Painting 1. 12242 FF TU Jan17 6:30-9:30 10 $223.06

#### Painting 3  ARTTPD411
Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: PD311 Painting 2. 12243 FF TU Jan17 6:30-9:30 10 $223.06

#### Painting 4  ARTTPD511
Recognize and use the nuances of colour to create various effects. Prerequisite: PD411 Painting 3. 12244 FF TU Jan17 6:30-9:30 10 $223.06

#### Painting 5  ARTTPD611
Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l’oeil. Prerequisite: PD511 Painting 4. 12245 FF TU Jan17 6:30-9:30 10 $223.06

#### Painting 6  ARTTPD711
Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: PD611. 12246 FF TU Jan17 6:30-9:30 10 $223.06

#### Watercolour Painting 1  ARTTPD231
Working from sketches of nature or simple objects, produce a finished painting showing movement and perspective. Materials extra. 12247 FF MO Jan16 6:30-9:30 10 $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

#### 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

#### Watercolour Painting 4  ARTTPD531
Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3. 12250 FF MO Jan16 6:30-9:30 10 $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 $233.06

#### Watercolour Painting 6  ARTTPD731
Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5. 12252 FF MO Jan16 6:30-9:30 10 $233.06

#### Painting - Specialised Courses/Workshops

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Registration Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>FASHION DRAWING - FASHFA201</td>
<td>See Fashion Design Certificate</td>
<td></td>
</tr>
<tr>
<td>Drawing 1</td>
<td>ARTTPD201</td>
<td>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.</td>
</tr>
<tr>
<td>Drawing 2</td>
<td>ARTTPD301</td>
<td>Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: PD201 Drawing 1.</td>
</tr>
<tr>
<td>Drawing 3</td>
<td>ARTTPD401</td>
<td>Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: PD301 Drawing 2.</td>
</tr>
<tr>
<td>Drawing On The Right Side Of The Brain</td>
<td>ARTTPD501</td>
<td>Release artistic potential using right brain drawing. Ideal for beginners or those who feel they cannot draw at all. Bring coil bound sketchbook (11&quot;x14&quot;) &amp; 2b, 4b pencils to first class.</td>
</tr>
</tbody>
</table>

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

#### Watercolour Painting 7  ARTTPD831
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

#### Materials extra. 12257 BF WE Jan18 6:30-9:30 10 $223.06

### Drawing - Specialized Courses/Workshops

#### NEW!

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Registration Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuts and Bolts - Drawing in 3D</td>
<td>ARTTT10038</td>
<td>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.</td>
</tr>
</tbody>
</table>

#### Jewellery & Silversmithing

#### NEW!

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Registration Information</th>
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</thead>
<tbody>
<tr>
<td>Jewellery - Construction</td>
<td>CREAPJ205</td>
<td>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.</td>
</tr>
<tr>
<td>Jewellery and Silversmithing 1</td>
<td>CREAPJ201</td>
<td>Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. $30).</td>
</tr>
<tr>
<td>Jewellery and Silversmithing 2</td>
<td>CREAPJ202</td>
<td>Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.</td>
</tr>
<tr>
<td>Jewellery and Silversmithing 3</td>
<td>CREAPJ301</td>
<td>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.</td>
</tr>
<tr>
<td>Jewellery and Silversmithing 4</td>
<td>CREAPJ302</td>
<td>Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.</td>
</tr>
<tr>
<td>Jewellery and Silversmithing 5</td>
<td>CREAPJ401</td>
<td>Develop your own program and projects in consultation with the instructor. Casting not part of this course. Prerequisite: PJ302. Materials extra.</td>
</tr>
<tr>
<td>Precious Metal Clay 1</td>
<td>CREAT10080</td>
<td>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.</td>
</tr>
</tbody>
</table>

#### Register online at ce.mohawkcollege.ca (*CRN required)
OL - OntarioLearn.com

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

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

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

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

DE - Distance Education

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

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

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

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

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

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

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

Condominium Management (ACMO) Certificate

Mohawk College Certificate

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

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

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

For program details visit disted.mohawkcollege.ca/acmo

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 / 416-925-9420 / fax: 416-929-8815 / info@cibcb.com

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

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

Associated Professional Programs

Condominium Administration & Human Relations

Financial Planning For Condominium Managers

Regulated Condominium Manager (R.C.M.)

Examine financial policies and procedures necessary for a condominium’s long term economic success. Focus on budget, collection, expenses, reserve fund, investment, accounting methods, financial statement, cash-flow planning, audit, borrowing, and treasurers and auditors. Working knowledge of Excel, Word and basic bookkeeping is required.

Refunds
The refund amount is calculated as the fraction of the time that has NOT elapsed from the published start date of the course, times the total course fee.

Textbooks
Textbooks are not included. You must purchase these at a local book store.

Prerequisite
You must have completed a recognized introductory business course.

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

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

For program details visit disted.mohawkcollege.ca/acmo

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

Refunds
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Textbooks
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For program details visit disted.mohawkcollege.ca/acmo

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.

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 CREADR541

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 CREADR483

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
Cost Management  ACCT10017
Examine preparation and use of managerial cost accounting data in planning, controlling and decision-making in manufacturing and service operations. Consider new and traditional costing systems, budgeting, and basic differential analysis. Equivalent to Canadian Institute of Bookkeeping CIB331 and Management Accounting (ACCTCB203).
Prerequisite: Accounting Introductory 1 (ACCTMC501). 42 hours
11393 OL Jan13 $332.36
Payroll Administration  ACCTBU192
Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers’ Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory 1 (ACCTMC501). Grade of 65% or better required to receive CIB credit. 42 hours
11268 OL Jan13 $332.36
11456 OL Mar1 $332.36
Taxation  I ACCT10019
Gain an understanding of income taxation in Canada with a focus on employment income, business income, income from property or investments and capital gains. Learn to complete personal tax returns manually and using a software application. Equivalent to Canadian Institute of Bookkeeping CIB332. Prerequisites: ACCTMC501 and ACCTMC502. 45 hours
11432 OL Jan13 $352.38
Institute of Law Clerks of Ontario
Designed to help you prepare for the annual examinations of The Institute of Law Clerks of Ontario (ILCO). Register for the Provincial Examinations through ILCO. Mohawk College is no longer hosting the examination. For approved exam locations, visit www.ilco.on.ca
Admission Requirements
RECOMMENDED: Experience in the legal field.
For program details visit ce.mohawkcollege.ca/lawclerk
Corporate Procedures LAWSSEL96
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 LAWSSEL94
Deals with the preparation of wills and administration of estates. Includes the collection, realization & management of assets of the deceased and after settlement of debts, payment of legacies & distribution of residue to the beneficiaries. PROVINCIAL EXAM: June 5, 2012. 48 hours
12308 OL Feb6 $424.32
Profile of Distance Education/Online Learning
Distance Education/Online Learning
Business
Applied Accounting Bookkeeping
Acknowledgement of Completion
Develop your skills and knowledge in Bookkeeping. These courses are also part of the Integrated Accounting Certificate. You will have 12 weeks to complete each course.
Questions? 905-575-2703 / disted@mohawkcollege.ca ce.mohawkcollege.ca/appacct
Applied Accounting-Bookkeeping 1
ACCTBZ018
Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements. 36 hours
11182 DE Jan12 $240.31
11167 DE Feb16 $240.31
Applied Accounting-Bookkeeping 2
ACCTBZ019
Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018. 36 hours
11183 DE Jan12 $240.31
11188 DE Feb16 $240.31
Applied Accounting-Bookkeeping 3
ACCTBZ020
Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019. 36 hours
11184 DE Jan12 $240.31
11189 DE Feb16 $240.31
Business - Other
Advertising & Sales Promotion
ADVR10039
Examine advertising, sales promotion, public relations, direct marketing, internet marketing and ethical and regulatory considerations as components of an integrated marketing communications framework. Equivalent to Advertising (MRKTMK361). 56 hours
11096 OL Jan13 $414.48
Applied Marketing Research
MRKT10030
Examine the role of marketing research in today’s competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship and explore real world research applications. Equivalent to Market Research (MRKTMK450). 45 hours
11306 OL Jan13 $352.38
Dental Terminology
COMM10168
Develop sound knowledge of dental terms, with an emphasis on anatomy, instrumentation and terminology specific to dental disease, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion. 36 hours
11055 OL Jan13 $292.31
Entrepreneurship Fundamentals
SBMGBU395
Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurship and intrapreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. 42 hours
11117 OL Jan13 $332.36
Leadership in a Team Environment
MGMT10096
Focus on skills and abilities needed to lead a team-based organization. Learn to mobilize participation, build consensus, and enable individuals to maximize their team’s ability to achieve results. 45 hours
11284 OL Jan13 $352.38
Management of Organizational, Strategic and Marketing Plans
MGMT10094
Work in teams to analyze an existing organizational situation, recommend a strategic direction for the organization, and develop a detailed marketing plan to support it. 60 hours
11365 OL Jan13 $437.06
Marketing on the World Wide Web
MRKT10046
Analyze how segmentation, target marketing and positioning are executed and the unique dimensions of product, pricing, place and promotion on the Web. Significant student collaboration, research and discussions required. Prerequisites: Introductory marketing, computer and communications. 42 hours
11352 OL Jan13 $332.36
Start-Up Nation
BUSN10095
Examine entrepreneurship and its influence in today’s world. Topics include intrapreneurship, social entrepreneurship, virtual businesses and e-commerce. Examine examples of innovation and the role of technology in the evolution of entrepreneurship. 28 hours
11474 DE Jan11 $186.91
Business Studies Certificate
Mohawk College Certificate
Develop or enhance your skills and knowledge for successful entry into the business world. This certificate will provide an introduction to a variety of different business areas.
Questions? 905-575-2703 / disted@mohawkcollege.ca shelley.kitchen@mohawkcollege.ca
For program details visit disted@mohawkcollege.ca/businessstudies
Accounting - Introductory I ACCTMC501
Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to Accounting 1 (ACCTCB101). 45 hours
11249 OL Jan13 $352.38
11246 OL Feb1 $352.38
11247 OL Mar1 $352.38
Register online at ce.mohawkcollege.ca (CRN required)
**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  
1126 OL Jan13 $352.38
1148 OL Mar1 $352.38

Business Law - Introductory  LAWSMCS05  Develop the legal perspectives you need to conduct business in an environment increasingly affected by legislation. Focus on employment law, contracts, torts, business organizations, human rights, creditor's rights and marketing law. Equivalent to Business Law (BUSNCB436). 45 hours  
1102 OL Jan13 $352.38
1145 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 ECON1222. Prerequisite: ECONMCS03. 45 hours  
1113 OL Jan13 $352.38
1133 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  
1104 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  
1124 OL Jan13 $352.38
1133 OL Mar1 $352.38

Marketing Principles  MKRTMCS08  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 (MKRTCB158). 45 hours  
1124 OL Jan13 $352.38
1146 OL Mar1 $352.38

Marketing - Advanced  MKRT10018  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 (MKRTMK351). Prerequisite: MKRTMCS08. 45 hours  
1110 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 behavior and market structures and the effects of government intervention in the economic marketplace. Equivalent to Microeconomics (ECONEB122). 45 hours  
1127 OL Jan13 $352.38
1140 OL Feb1 $352.38

Quantitative Methods  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  
1135 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 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 CP1 exam must attain a grade of 60% or greater.

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

For program details visit ce.mohawkcollege.ca/financialplanning

**Financial Environment**  FINCFP011  Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. 45 hours  
1131 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  
1170 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  
1162 OL Jan13 $562.45

**Retirement Planning And Case Studies**  FINCFP014  Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings.  
THIS COURSE MUST BE TAKEN LAST. Prerequisites: FINCFP011, FP012 and FP013. 45 hours  
1132 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  

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

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

For details visit disted@mohawkcollege.ca/CGA

**NEW!**  Auditing I  ACCT10026  Concentrate on the fundamentals of external audits. Focus on the purpose of audits; reporting, professional standards and ethics; legal liability; audit evidence and documentation; planning and analysis; materiality and risk; and internal control. Prerequisite: ACCT10022. 42 hours  
12517 OL Jan13 $332.36

**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**

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

NEW!
Cost and Managerial Accounting I
ACCT10024
Examine the basics of managerial accounting. Topics include elements of a job costing system, application of cost-volume-profit analysis, application of relevant costs to special decisions and their fit with preparation of master budgets. Prerequisites: ACCTMCS01 or ACCTPIR23. 48 hours
12508 OL Jan13 $369.32

NEW!
Cost and Managerial Accounting II
ACCT10025
Learn to handle fixed manufacturing overhead on income statements, and approaches for measuring performance. Topics include allocating costs for service departments and joint processes, pricing, quality costs, and analyzing cost behaviour. Prerequisite: ACCT10024. 48 hours
12509 OL Jan13 $369.32

NEW!
English 1
COMM10256
Focus on effective communication in the workplace. Practice writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. 45 hours
12503 OL Jan13 $352.38

NEW!
Intermediate Accounting I
ACCT10021
Develop the skills needed to prepare and interpret financial statements. Focus on accounting for partnerships, corporations, long-term debt, the statement of cash flows, and financial statement analysis. Prerequisite: ACCTMCS02. 56 hours
12504 OL Jan13 $414.48

NEW!
Intermediate Accounting II
ACCT10022
Gain understanding of financial reporting. Topics include accounting concepts, income statement and balance sheet presentation, statement of cash flows, reporting and valuation of cash, receivables, inventories and temporary investments. Prerequisite: ACCT10021. 56 hours
12521 OL Jan13 $414.48

NEW!
Intermediate Accounting III
ACCT10023
You will gain an understanding of some complex topics in accounting. Topics include: Leases, Pensions, Income Taxes, Accounting Changes and Error Corrections. Prerequisite: ACCT10022. 42 hours
12507 OL Jan13 $332.36

NEW!
Management Information Systems
INFO10160
Examine the use of information systems to support executive decision making. MS Access will be used to provide illustration and practice in database concepts including data storage and retrieval and auditing controls. 42 hours
12510 OL Jan13 $332.36

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

Compensation and Benefits HRESPIR11
Examine the theoretical and applied aspects of the compensation function used in all organizations. Major factors that influence the design of a compensation system receive special emphasis. Prerequisite: MGMTBPC01. 45 hours
11269 OL Jan13 $352.38
12166 OL Feb1 $352.38
11424 OL Mar1 $352.38

Finance And Accounting
ACCTPIR23
An understanding of accounting concepts is an important asset in human resource management. Explore the relationships between management of performance and basic management functions of planning, coordination and control. Basic knowledge of accounting is recommended. Prerequisite: MGMTBPC01. 42 hours
11035 OL Jan13 $332.36
11450 OL Feb1 $332.36
12330 OL Mar1 $332.36

Human Resource Management Studies
MGMTBPC01
Explore the strategic importance of HR management. Topics include job analysis and design, planning, recruitment and selection, government and legal challenges, orientation and training, management development and career planning. Employee motivation, performance appraisal, compensation management, financial incentives, employee benefits and services, employee relations and the Union-Management framework will also be studied. 60 hours
11009 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

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

Introduction To Industrial Relations
LABRPIR08 (E)
Examine theory and practice with emphasis on union-management relations, industrial relations processes, and bargaining issues. Explore the collective bargaining process, and administration of the collective agreement, grievances and arbitration. Prerequisite: MGMTBPC01. 42 hours
11189 OL Jan13 $332.36
12338 OL Mar1 $332.36

Occupational Health & Safety SAFEPIR21
Broaden your knowledge of OHSA. Topics include legislation, WSIB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of OHSA Programs. 45 hours
11033 OL Jan13 $352.38
12162 OL Feb1 $352.38
11423 OL Mar1 $352.38

Organizational Behaviour and Administration
BUSNPIR22 (E)
Examine the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Prerequisite: MGMTBPC01. 42 hours
12524 OL Jan13-Mar2 $332.36
11034 OL Jan13-Apr20 $332.36
11418 OL Feb1 $332.36
11396 OL Mar1 $332.36

Recruitment And Selection HRESPIR20
Human Resources professionals need an understanding of how recruitment and selection fits in an organization and how it relates to other HR management functions. You will learn to identify HR requirements and attract and retain an effective workforce, with emphasis on changing legislation and its impact on recruitment and selection. Prerequisite: MGMTBPC01. 42 hours
12523 OL Jan13-Mar2 $332.36
11032 OL Jan13-Apr20 $332.36
11422 OL Feb1 $332.36
11343 OL Mar1 $332.36

Staff Training and Development
BUSN10059
Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Topics include needs analysis; program design/ development; program administration; and measurement and evaluation. Prerequisite: MGMTBPC01. 60 hours
11080 OL Jan13 $437.06
12174 OL Feb1 $437.06
11337 OL Mar1 $437.06

Human Resources - Other
Benefits Administration
BUSN10059
Examine benefits and their administration. Focus on the Canada Pension Plan, Workers’ Compensation, government and private health and insurance plans, pension programs, and contractual and volunteer benefits. Topics also include costing, program design, E.A.P.s and special programs. 45 hours
11020 OL Jan13 $352.38

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

**Industrial Distribution Integrated Case Study**

**BUSN10056**

Apply learning acquired in coursework to your own work environment. Use case studies and real world examples presented in this capstone course to develop processes that will have a positive impact in your place of work. Benefit from a hands-on approach, assimilating Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. Prerequisites: BUSN10046, MRKT10069, MRKT10027, BUSN10054 and BUSN10055. 30 hours

11377 OL Jan13 $252.26

**Industrial Relations Certificate**

**Mohawk College Certificate**

For program details visit [ce.mohawkcollege.ca/industrialrelations](ce.mohawkcollege.ca/industrialrelations)

**Leadership Development Series**

For program details visit [ce.mohawkcollege.ca/leadershipdevelopment](ce.mohawkcollege.ca/leadershipdevelopment)

**Legal - Other**

**Introduction To Legal Office Practice And Procedures**

**LAWS10090**

Examine fundamental 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 within 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

11079 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.

For program details visit [ce.mohawkcollege.ca/longtermcaremgt](ce.mohawkcollege.ca/longtermcaremgt)

**Law Office Accounting**

**ACCT10007**

Focus on the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. Prerequisites: OADM10009 and LAWS10005. 45 hours

11079 OL Jan13 $352.38

**Negotiations in Industrial Distribution**

**BUSN10054**

Focus on the negotiation process, an essential component of successful customer service and satisfaction. Discuss the principles of the distribution negotiations process, negotiation strategies and tactics, ethics in the negotiating process, and building relationships. 30 hours

12307 OL Jan13 $252.26

**Operational Fundamentals in Industrial Distribution**

**BUSN10055**

Discuss Logistics, Inventory Management and Sourcing & Purchasing as three fundamental activities in the Industrial Distribution industry. Also consider Operations and Supply Chain Management, the Supply Chain, Forecasting, Value-based Management and Inventory Management and Sales and Operations Planning. 30 hours

11391 OL Jan13 $252.26

**Personnel Research Techniques and HRIS**

**HRES10017**

Study basic analytical techniques and research and design methodology relating to human resource information systems. Equivalent to HRESHRM16. Prerequisite: MGMTBPC01. 42 hours

11314 OL Jan13 $332.36

**Questions?**

905-575-2703 / disted@mohawkcollege.ca

For program details visit [ce.mohawkcollege.ca/IDL.html](ce.mohawkcollege.ca/IDL.html)

**Questions?**

905-575-2703 / disted@mohawkcollege.ca

For program details visit [ce.mohawkcollege.ca/leadershipdevelopment](ce.mohawkcollege.ca/leadershipdevelopment)

**Questions?**

905-575-2703 / disted@mohawkcollege.ca

For program details visit [ce.mohawkcollege.ca/longtermcaremgt](ce.mohawkcollege.ca/longtermcaremgt)

**Questions?**

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For program details visit [ce.mohawkcollege.ca/leadershipdevelopment](ce.mohawkcollege.ca/leadershipdevelopment)

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For program details visit [ce.mohawkcollege.ca/leadershipdevelopment](ce.mohawkcollege.ca/leadershipdevelopment)
Distance Education/Online Learning

Operational Overview in Long-term Care HLTH10110
Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours
11364  OL  Jan13  $352.38

Resident Centred Care HLTH10108
Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110. 45 hours
11361  OL  Jan13  $352.38

Sales and Marketing in Long Term Care Management BUSN10093
Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. 45 hours
11462  OL  Jan13  $352.38

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

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

Coaching And Developing People MGMTCA03
Proven and practical strategies for coaching and communicating, getting work done, resolving conflict, improving performance and developing positive working relationships are presented. Manual included. 30 hours
11280  OL  Jan13  $500.80

Continuous Improvement Process QUALCA06
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 MGMTCA04
New and aspiring supervisors develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. You will learn how various team structures can help organizations make the most of their human resources. Manual included. 30 hours
11161  OL  Jan13  $500.80

Supervisory Skills For Business And Industry MGMTCA02
Supervisors will develop specialized skills such as time management, effective communication, customer relations, an understanding of complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. Manual included. 30 hours
11282  OL  Jan13  $500.80

The Business of Tomorrow BUSN10047
Learn to deal with issues and questions related to two manufacturing challenges: the global economy and the changing workplace. Intended for supervisors, course topics include implementing change, the impacts from global competitors, understanding the workforce ‘mosaic’, committing to continuous learning and helping others to do the same. Manual included. 30 hours
11117  OL  Jan13  $500.80

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

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

cathie.duncan@mohawkcollege.ca

Critical & Creative Thinking BUSN10022
Hone your abilities to think creatively and apply critical thinking and reasoning to personal and work situations. Sound card required, manual included. 30 hours
7287  OL  Jan13  $252.26

Dealing And Working With Difficult People
CONFBUS397
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 SBMGMDD249
Focus on the fundamentals of business operation with emphasis on creating a business plan. 30 hours
11446  OL  Jan13  $252.26

Personal Success MGMTMD278
Learn to thrive in the workplace and socially. Enhance your abilities in public speaking, listening, and self-presentation. Topics include techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time and stress management. 30 hours
11207  OL  Jan13  $252.26

Small Business Bookkeeping ACCTMD103
Develop an understanding of the basics of bookkeeping and the role of accounting in managing a small business effectively. 30 hours
11488  OL  Jan13  $252.26

Professional Sales
Ethical Issues in Business BUSN10010(E)
Using case studies drawn from real business situations and research papers, you will explore business ethics. Reports and presentations are required. 45 hours
11018  OL  Jan13  $352.38

Principles of Sales BUSN10021
Learn to develop and penetrate your accounts effectively using profitable selling strategies. ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED. Knowledge/experience in marketing recommended. Equivalent to Applied Selling (MRKTMK355), 56 hours
11349  OL  Jan13  $414.48

Selling For Success MRKTMK355
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: MRKTMC508. 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 2010 software. Prerequisite: HRES10013. 48 hours
11128  OL  Jan13  $369.32
11412  OL  Mar1  $369.32

Small Business and Entrepreneurship Certificate
Ontario College Certificate
Explore and enhance your skills and knowledge for successful small business ownership, or management roles. You will develop a comprehensive business plan useful for securing financing and strategic business planning.

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

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 SBMGB101
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 SBMGB202
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: SBMGB101. 56 hours
11802 OL Jan13 $414.48

Computer Skills 1 SBMG10014
Learn to use Windows 7 and other software to produce business reports, work with existing spreadsheets, communicate via e-mail and browse the Web. Assignments will become components of the student’s written business plan. 42 hours
11285 OL Jan13 $332.36

Computer Skills 2 SBMG10016
Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: SBMGB10014. 42 hours
11296 OL Jan13 $332.36

Small Business-Financial Management MGMTB102
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: SBMGB101. 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: SBMGB101. 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: SBMG1001, SBMG10001, SBMG10016, INFOSSB203, SBMG10000, SBMGB202 and MGMTB102. 56 hours
11287 OL Jan13 $414.48

Office Administration

Veterinary Office Management Certificate
Mohawk College Certificate
Prepare for a career as a key member of the veterinary office and animal health care team. Focus on veterinary office skills including client relations and business communication, and develop fundamental knowledge of animal health care.

Admission Requirements
Grade 12 Diploma, or equivalency and basic computer skills.
For program details visit disted.mohawkcollege.ca/veterinaryofficemgmt

Veterinary Office Skills & Procedures OADM10013
Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered. 42 hours
11148 OL Jan13 $332.36

Veterinary Terminology COMM10107
Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients. 45 hours
11149 OL Jan13 $352.38

Basic Animal Husbandry HLTH10062
Develop basic knowledge of anatomy, nutrition and behaviour of dogs, cats, ferrets and rabbits. Consider veterinary diseases, especially zoonotics, and the importance of a clean, well organized hospital. Prerequisite: COMM10107. 36 hours
11107 OL Jan13 $292.31

Animal Husbandry II HLTH10071
Develop basic knowledge of the anatomy, nutrition and behaviour of horses, pigs, cows, sheep and goats. Explore veterinary diseases, especially zoonotics, and appropriate restraint and safety procedures around large animals. Prerequisite: HLTH10062. 36 hours
11125 OL Jan13 $292.31

Veterinary Lab Procedures HLTH10098
Enhance your understanding of laboratory and radiology and procedures and common practices in a veterinary hospital. Proper preparation of laboratory samples, safety procedures, and appropriate techniques receive emphasis. Prerequisite: HLTH10071. 36 hours
11021 OL Jan13 $292.31

Veterinary Surgical Procedures 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

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

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.
For program details visit disted.mohawkcollege.ca/wardclerk

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSCI10003
Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to OADM0A323 - Medical Terminology. 45 hours
11001 OL Jan13 $352.38
11406 OL Feb1 $352.38
11342 OL Mar1 $352.38

Medical Conditions for Medical Office Professionals 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

Pharmacy 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 Jan13 $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 Jan13 $292.31

Working And Communicating In A Medical Setting  COMM10021
Develop your communication skills, with emphasis on verbal and nonverbal communication, communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations. 36 hours 11228 OL Jan13 $292.31

Office Administration - Other Essentials In Health Records
Management  MGMT10039
Learn professional record keeping practices with emphasis on filing, numbering and retention, qualitative analysis, confidentiality, reimbursements, regulatory and accrediting agencies and alternate health care systems. 36 hours 11137 OL Jan13 $292.31

Medical Keyboarding  KEYB10005
Increase your knowledge of specific terms and improve keyboarding speed and accuracy. Includes case histories, a variety of medical reports, technical terminology and timed writings. Prerequisite: HSCI10003 and keyboarding skills of 30 net words per minute. 42 hours 11258 OL Jan13 $332.36

Medical OHIP Billing  OADM10010
Study the basics of efficient Health Claim Billing in Ontario. Learn to use the Schedule of Benefits and Preambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to Health Insurance Billing (INSROA350). Prerequisite: HSCI10003. 42 hours 11098 OL Jan13 $332.36

Medical Terminology II - Pronunciation  HSCI10157
Enhance your understanding of medical terminology studied or previously 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 Jan13 $292.31

Styles and Practices of Medical Transcription  HSCI10152
Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI11003) and Communications (COMM1041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 45 hours 11491 OL Jan13 $352.38

Computer Basics with Windows 7, Word and Excel  INFO10156
Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10053 or INFO10113. 36 hours 11417 DE Jan9 $240.31
12074 DE Jan23 $240.31

Computer Basics with Windows Vista, Word & Excel  INFO10113
Gain basic competency in the Windows Vista operating system, Microsoft Word and Microsoft Excel. Equivalent to INFO10053 or INFO10113. 36 hours 11308 DE Jan9 $240.31
12073 DE Jan23 $240.31

Computer Basics with Windows, Word and Excel  INFO10053
Learn the basics for using Windows XP effectively, including creating, editing, formatting, saving and printing Word and Excel documents. Equivalent to INFO10113 or INFO10156. 36 hours 11100 DE Jan9 $240.31
12072 DE Jan23 $240.31

Excel Core  INFO10078
Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours 11143 DE Jan9 $240.31

Excel Expert  INFO10079
Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078. 36 hours 11144 DE Jan9 $240.31

Photoshop (Adobe)  INFO10149
Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more. Covers Standard version of Photoshop CS5.5. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours 11324 DE Jan9 $240.31

PowerPoint  INFO10082
Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours 11145 DE Jan9 $240.31

Publisher Core  INFO10157
Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10053 or INFO10113 or INFO10156. Version 2007. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours 11431 DE Jan9 $240.31

Visio  INFO10045
Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010. Prerequisite: INFO10053 or INFO10113 or INFO10156. 18 hours 11315 OL Jan13 $172.15

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start Date</th>
<th>Start Times</th>
<th>#Sessions</th>
<th>Fee ($)</th>
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<tr>
<td>Word Core</td>
<td>INFO10077</td>
<td>DE</td>
<td>Jan9</td>
<td>11446</td>
<td>$240.31</td>
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<td>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</td>
<td>11446 DE Jan9</td>
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<td>Word Expert</td>
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<td>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</td>
<td>11147 DE Jan9</td>
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<td>Desktop Publishing With Word</td>
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<td>Jan9</td>
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<td>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</td>
<td>11042 DE Jan9</td>
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<tr>
<td><strong>Cisco Certified Network Associate</strong></td>
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<tr>
<td><strong>Cisco Certified Network Associate 1 - Networking Fundamentals</strong></td>
<td>INFO10057</td>
<td>DE</td>
<td>Jan9</td>
<td>11099</td>
<td>$675.71</td>
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<tr>
<td>Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANS), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours</td>
<td>11099 OL Jan13</td>
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<tr>
<td><strong>Cisco Certified Network Associate 2 - Intro to Routing</strong></td>
<td>COMP10055</td>
<td>DE</td>
<td>Jan13</td>
<td>11141</td>
<td>$675.71</td>
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<td>Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours</td>
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<tr>
<td><strong>Cisco Certified Network Associate 3 - Routing and Switching</strong></td>
<td>COMP10117</td>
<td>DE</td>
<td>Jan13</td>
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<tr>
<td>Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours</td>
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<tr>
<td><strong>Cisco Certified Network Associate 4 - Wide Area Networking</strong></td>
<td>COMP10118</td>
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<td>Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: COMP10117. 70 hours</td>
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<td><strong>Computer - Graphics</strong></td>
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<td>Software is your responsibility and is not included in course fees.</td>
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<td>Adobe Illustrator</td>
<td>COMP10119</td>
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<td>Jan13</td>
<td>11445</td>
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<td>Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours</td>
<td>11445 OL Jan13</td>
<td>$332.36</td>
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<td>Adobe InDesign Basics</td>
<td>COMP10120</td>
<td>DE</td>
<td>Jan13</td>
<td>11444</td>
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<tr>
<td>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</td>
<td>11444 OL Jan13</td>
<td>$352.38</td>
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<tr>
<td><strong>Introduction To Photoshop</strong></td>
<td>INFOPY114</td>
<td>DE</td>
<td>Jan13</td>
<td>11420</td>
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<tr>
<td>Learn the tools and commands of this popular program. Topics include inputting 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</td>
<td>11420 OL Jan13</td>
<td>$332.36</td>
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<td>Photoshop - Level 2</td>
<td>INFO10047</td>
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<td>Jan13</td>
<td>11421</td>
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<tr>
<td>Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Prerequisite: INFO114, Software CS4 or CS5; required. Equivalent to PHTOPY120. 42 hours</td>
<td>11421 OL Jan13</td>
<td>$332.36</td>
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<td><strong>Computer - Other</strong></td>
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<td>Software is your responsibility and is not included in course fees.</td>
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<td>Adobe Acrobat</td>
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<td>DE</td>
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<td>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</td>
<td>11338 OL Jan13</td>
<td>$292.31</td>
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<td><strong>Introduction to QuickBooks</strong></td>
<td>INFO10141</td>
<td>DE</td>
<td>Jan13</td>
<td>11218</td>
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<tr>
<td>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</td>
<td>11218 OL Mar1</td>
<td>$332.36</td>
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<td><strong>Advanced QuickBooks</strong></td>
<td>INFO10142</td>
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<td>Jan13</td>
<td>11059</td>
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<tr>
<td>Explore various topics, including preparing, 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</td>
<td>11059 OL Jan13</td>
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<td><strong>HTML Introduction</strong></td>
<td>COMP10106</td>
<td>DE</td>
<td>Jan13</td>
<td>11358</td>
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<td>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</td>
<td>11358 OL Jan13</td>
<td>$319.01</td>
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<td><strong>HTML Intermediate</strong></td>
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<td>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</td>
<td>11360 OL Jan13</td>
<td>$319.01</td>
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<td>Introduction to C# Programming</td>
<td>COMP10116</td>
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<td>Jan13</td>
<td>11439</td>
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<tr>
<td>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</td>
<td>11439 OL Jan13</td>
<td>$332.36</td>
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<td><strong>Programming in C</strong></td>
<td>COMP10122</td>
<td>DE</td>
<td>Jan13</td>
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<td>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</td>
<td>11026 DE Jan11</td>
<td>$186.91</td>
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<tr>
<td><strong>Introduction To Micro Computers</strong></td>
<td>COMP10035</td>
<td>DE</td>
<td>Jan13</td>
<td>11081</td>
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<tr>
<td>You will be introduced to various topics including networking, 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</td>
<td>11081 OL Jan13</td>
<td>$319.01</td>
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<td><strong>Java - Introduction</strong></td>
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<td>11140</td>
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<tr>
<td>Enhance your Java skills to develop Java applications and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions, and file input/output. Prerequisite: COMP10035. 40 hours</td>
<td>11140 OL Jan13</td>
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<td><strong>Java - Intermediate</strong></td>
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<td>Jan13</td>
<td>11141</td>
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<tr>
<td>Enhance your Java skills to develop Java applications and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions, and file input/output. Prerequisite: COMP10035. 40 hours</td>
<td>11141 OL Jan13</td>
<td>$332.36</td>
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<td><strong>Keyboarding for Computers</strong></td>
<td>KEYB10007</td>
<td>DE</td>
<td>Jan13</td>
<td>11070</td>
<td>$352.38</td>
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<tr>
<td>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</td>
<td>11070 OL Jan13</td>
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<td><strong>MS Office Professional: Version XP</strong></td>
<td>INFORM141</td>
<td>DE</td>
<td>Jan13</td>
<td>11108</td>
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<td>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</td>
<td>11108 OL Jan13</td>
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<td><strong>MS-Office 2007</strong></td>
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<td>Jan13</td>
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<tr>
<td>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</td>
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</table>

**Sign up now!**
Registration opens at 8:30 am on Tuesday, November 29.
### Integrated Accounting Certificate

**Mohawk College Certificate**
Enhance your understanding of computerized accounting and its effect on accounting practices.

Software is included with the text. Prerequisite: Windows course or equivalent experience and familiarity with basic accounting. 18 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
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<tr>
<td>INFOBW190</td>
<td>AccPac - General Ledger</td>
<td>INFO10087, Sage AccPac 500 ERP, Version 5.6.</td>
<td>36 hours</td>
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<td>INFOBW290</td>
<td>AccPac - Accounts Receivable</td>
<td>INFOBW190, Sage AccPac 500 ERP, Version 5.6.</td>
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<td>INFOBW390</td>
<td>AccPac - Accounts Payable</td>
<td>INFOBW190, Sage AccPac 500 ERP, Version 5.6.</td>
<td>18 hours</td>
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<tr>
<td>INFOBW490</td>
<td>AccPac Order Entry - Level 1</td>
<td>INFOBW190, Sage AccPac 500 ERP, Version 5.6.</td>
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<td>INFOBW492</td>
<td>AccPac Order Entry - Level 2</td>
<td>INFOBW190, Sage AccPac 500 ERP, Version 5.6.</td>
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<td>INFOBW590</td>
<td>AccPac - Payroll</td>
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<td>INFO10087</td>
<td>Simply Accounting</td>
<td>Mohawk College Certificate</td>
<td>36 hours</td>
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#### 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

<table>
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<td>COMP10108</td>
<td>A+ Essentials-Hardware</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
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**A+ Essentials - Operation System Software**

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

<table>
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<th>Title</th>
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<th>Hours</th>
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<tr>
<td>COMP10121</td>
<td>A+ Essentials - Operation System Software</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>52 hours</td>
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#### Webmaster Certificate

**Mohawk College Certificate**

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

For program details visit [ce.mohawkcollege.ca/webmaster](ce.mohawkcollege.ca/webmaster)

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

**CGI/Perl Scripting 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 an HTML web page. Prerequisite: INFOBIN36. 18 hours

<table>
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<th>Title</th>
<th>Prerequisites</th>
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<th>Fee</th>
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<td>INFOBIN52</td>
<td>CGI/Perl Scripting</td>
<td>INFOBIN36.</td>
<td>18 hours</td>
<td>$120.15</td>
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**Dreamweaver**

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

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
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<tr>
<td>INFO10111</td>
<td>Dreamweaver</td>
<td>INFO10110.</td>
<td>36 hours</td>
<td>$240.31</td>
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**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
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<td>INFO10150</td>
<td>Flash Animation</td>
<td>INFO10110.</td>
<td>36 hours</td>
<td>$240.31</td>
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</tbody>
</table>

**Fireworks (Adobe)**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO10152</td>
<td>Fireworks (Adobe)</td>
<td>INFO10110.</td>
<td>36 hours</td>
<td>$240.31</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFOBIN36</td>
<td>JavaScript - Level 1</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>18 hours</td>
<td>$240.31</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
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<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF010144</td>
<td>Web Design Basics</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>18 hours</td>
<td>$240.31</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF010111</td>
<td>Web Scripting with PHP</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>36 hours</td>
<td>$240.31</td>
</tr>
</tbody>
</table>

**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

<table>
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<tr>
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<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF010145</td>
<td>XML</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>36 hours</td>
<td>$240.31</td>
</tr>
</tbody>
</table>

#### 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

<table>
<thead>
<tr>
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<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>GINT10034</td>
<td>Westerns: A Study in the Film Genre</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>48 hours</td>
<td>$369.32</td>
</tr>
</tbody>
</table>

**Drawing**

INFO10095

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREA10095</td>
<td>Drawing</td>
<td>INFO10110, Sage AccPac 500 ERP, Version 5.6.</td>
<td>36 hours</td>
<td>$292.31</td>
</tr>
</tbody>
</table>

Register online - [ce.mohawkcollege.ca](ce.mohawkcollege.ca)

**Distance Education/Online Learning**

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

Drawing Realistic Subjects in Pencil CREA10094
Learn to use blending and shading and other pencil techniques to create detailed still life, landscape, portraits and more. Hone your skills with step-by-step instruction and helpful critiques. You can view the course website at www.realisticdrawing.com/loyalist 36 hours
11023 OL Jan13 $292.31

Watch for our Spring/Summer 2012 catalogue Available in print on Tuesday, March 6

Engineering Technology

Architecture
History Of Architecture BLDGAR173 (E) Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 45 hours
11504 OL Jan13 $352.38

History of Ontario Architecture BLDG10043 (E) You are introduced to the evolution of Ontario architecture from First Nations to modern day. With readings, assignments and empirical observation, you will study the development of design and construction techniques unique to the development of architecture in Ontario. 45 hours
11504 OL Jan13 $352.38

Generic Computer Training
For details visit disted@mohawkcollege.ca/computerscience

Generic Computer Training COMPCO001 An overview of the Windows operating system, Microsoft Word and Excel. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours
11524 DE Jan11 $186.91
12211 DE Feb1 $186.91

Computer Skills For College COMPCO002 Learn the fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Topics include managing files and folders, formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 42 hours
11522 DE Jan11 $280.36
12212 DE Feb1 $280.36

Certificate of Qualification Examination Preparatory Courses

NEW! Industrial Electrician Pre-License ELECIL400 Review the theory and electrical code for the Industrial Electrician 442A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act in preparation for the G 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 INFOWB305. 42 hours
11185 OL Jan13 $332.36

GIS Software - ArcView INFOCVA36 Learn to create and manipulate data in ArcView, geocode addresses, perform Spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03. 42 hours
11009 OL Jan13 $332.36

GPS - Global Positioning Systems INFOCV630 Learn to plan a project, carry out data collection, determine the reliability of the data, and transfer the data to GIS Software. Focus on Introduction to GPS, GIS and GPS, using GPS, data collection, project planning and processing data. Prerequisite: INFOCV03. 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

Examination Preparatory Courses
Successful completion of the Mohawk College Certificate fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAH) provided that a 70% average is maintained in each of the subjects being submitted to OAH for consideration. Students must still complete the Defect Recognition and Reporting Subject, which may be taken through the OAH directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety. Contact the OAH regarding Professional Liability (Errors and Omissions) Insurance. Call 416-256-0960 or 1-888-RHI-OAHI or visit www.oahi.com

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

Interior/Insulation Inspection BLDGH001
Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings. 42 hours
11190 OL Jan13 $332.36

Exterior Inspection BLDGH002
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
Mathematics of Finance \( \text{MATHMA381} \)
Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Prerequisite: MATHMS122, MS165, 10015, MS171 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helen.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours
11225 DE $280.36

Fundamental Mathematics \( \text{MATH10031} \)
Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to MATHMA001. 45 hours
11129 OL Jan13 $352.38

Statistics \( \text{MATHMA570} \)
You are introduced to statistics, organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Software for this course will not operate on a MAC computer. DVD drive required. Prerequisite: Introductory College level math course. Students wishing MATHMA451 may take MATHMA570. 56 hours
11205 OL Jan13 $414.48

Statistics II \( \text{MATH10049} \)
Topics include: review of inferences for one sample mean and proportion, SPC, inferences on the difference of 2 means, inferences for difference of 2 proportions, Chi-square analysis (independence, goodness of fit), ANOVA, Linear and Multiple Regressions. Software for this course will not operate on a MAC computer. Students wishing MATHMA411 may take this course. Prerequisite: MATH10070 or Introduction to Statistics course. 56 hours
11370 OL Jan13 $414.48

Technical Calculus I \( \text{MATH10052} \)
Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours
11490 OL Jan13 $437.06

Technical Calculus II \( \text{MATH10054} \)
Examine applications of differentiation and integration in engineering. Focus on Maclaurin, Taylor and Fourier series, linear differential equations, double integrals, Laplace and Fourier transforms. Equivalent to Calculus I (MATH10014). Prerequisite: Technical Calculus I (MATH10052). 45 hours
12501 OL Jan13 $352.38

NEW!

Distance Education/Online Learning

MicroStation
Acknowledgement of Completion
YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8I OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks
For program details visit disted.mohawkcollege.ca/microstation

MicroStation 2D - Level 1 \( \text{CADMMSN01} \)
MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator, whether working alone or in a classroom. 24 hours
11213 OL Jan13 $333.21

MicroStation 2D - Level 2 \( \text{CADMMSN02} \)
Building on the basic techniques covered in Level 1, you will be introduced to the higher level, but equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite:CADMMSN01. 24 hours
11214 OL Jan13 $333.21

MicroStation 3D Level 3 \( \text{CADM10009} \)
Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: CADMMSN01 & CADMMSN02. 24 hours
11226 OL Jan13 $333.21

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

Occupational Health and Safety Certificate
If you have successfully completed BOTH the Chemical Hazards (CHEM10005) and Physical Hazards (SAFE10070) online courses, it is considered equivalent to Intro. to Occupational Hygiene (ENVRO101). Some courses in this program are only offered in class.

Chemical Hazards \( \text{CHEM10005} \)
Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSC1P053), 45 hours
11357 OL Jan13 $352.38

Fire Protection \( \text{SAFE10071} \)
Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent: Basic Principles of Fire Safety (SAFEFT100). 48 hours
11366 OL Jan13 $369.32

Industrial Hygiene \( \text{SAFE10078} \)
Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. W/WHMIS and other relevant legislation receive emphasis. Equivalent to Intro. to Occupational Hygiene (ENVRO101). 45 hours
11465 OL Jan13 $352.38
### Distance Education/Online Learning

#### Introduction to Ergonomics SAFE10045
An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304). 42 hours
11126 OL Jan13 $332.36

#### Introduction to Toxicology ENVR10022
Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to Toxicology (ENVROH105). Prerequisite: Prep Science Chemistry (GCCIP0E03). 30 hours
11355 OL Jan13 $252.28

#### Legislation for Health and Safety SAFE10077
Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and employees, filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFE903H). 30 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 (SAFE8021) and Introduction to Science (GSC10002). 60 hours
11356 OL Jan13 $437.06

### Sciences

#### Basic Botany HORT10004
Develop practical foundational knowledge in plant form and function in preparation for further horticultural study. Examine plant classification, external and internal structures and physiological processes related to horticulture. 45 hours
11085 OL Jan13 $352.38

#### Prep Science (Chemistry) GCCIP0E03
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

#### Health Sciences

**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. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073. 36 hours
12491 DE Jan16 $240.31

#### 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 CERPs recognition of courses for certified lactation consultants is in process.
**CLINICAL COURSE (CLIN10026)**: Clinical courses can only be completed in spring/summer semesters. Exclusion from practicum may be approved via the PLAR process on the basis of the learner’s documented current clinical practice. Clinical course prerequisites are successful completion of all theory courses. Eligible students (those who have previously completed courses NRSG10024 and NRSG10025 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 Room 185 or by contacting Program Secretary or Program Manager. Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, Vulnerable Sector Screening if required by agency. Note: Eligible students must attend a mandatory Clinical Information session on Friday, February 3, 2012 - 3:00-4:00 p.m. - IAHS. Room: TBA.
**Questions?** 905-575-2703 / disted@mohawkcollege.ca 905-540-4247 ext. 26707 / amy.boyer@mohawkcollege.ca

#### 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

### Diabetes Education Certificate

#### Ontario College Graduate Certificate
Develop a firm foundation in current clinical approaches to diabetes education. The program is an excellent step towards certification as a Certified Diabetes Educator (CDE).
**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. Examine 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 HLTH11002
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
11544 OL Jan13 $252.26
11548 OL Feb1 $252.26
11552 OL Mar1 $252.26
Distance Education/Online Learning

Special Issues With Diabetes HLTH10046
Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028. 30 hours
11083 OL Jan13 $252.26
11549 OL Feb1 $252.26
11553 OL Mar1 $252.26

Diabetes Field Placement 1 HLTH10057
Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: HSCIDW001, HSCI10052, HLTH10028 and HLTLH10046. 60 hours
11511 DE Jan12 $298.06

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

Sanitation And Safety SAFEHC30
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 (SAFEHC40). 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 (HLTHHC60). 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

Admission Requirements
Completion of an approved certificate program in Health Services or Human Services, (e.g. RPN, Personal Support Worker, OTA/PTA)
For program details visit disted.mohawkcollege.ca/gerontology
Courses are integrated with the Gerontology-Multidiscipline Certificate.
See box at beginning of Health Sciences section regarding Medical Clearance. Contact Program Manager for clinical information.

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 HSCI10020
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: HSCI10, 30 hours
11511 OL Jan13 $252.26

Assessment And Planning HSCI10030
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: HSCI10 and 20. 30 hours
11535 OL Jan13 $252.26

Mental Health Aspects Of Aging HSCI10041
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: HSCI10, 20 and 30. 30 hours
12303 OL Jan13 $252.26

Legal And Ethical Issues Related To Aging LAWS10051
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
11548 OL Jan13 $252.26

Community-Based Field Experience WORKGER1
Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of health care professionals. Arrange placement details with the Program Manager. Prerequisites: HSCI10, 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: HSCI10, 20, 30, 41, LAWS10051 and HMNS1006. 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 (HSCIPNB11). 60 hours
12305 OL Jan13 $437.06

Preparatory Biology BIO10006
Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care program, this course presents basic human body anatomy and physiology. No longer acceptable as a Science required to enter Nursing at the B.Sc. N. level. 56 hours
11039 OL Jan13 $414.48
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-byhouwer@mohawkcollege.ca

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

Michener Institute Contacts (416-596-3101):
Clinical: Sarah Newton, ext. 3394 / smnewton@michener.ca
OSMT Certification: Madeline Ng, ext. 3308 / mng1@michener.ca
The Laboratory Basics Workshop (MLSC10003) is offered this term in the Health Sciences section for information.

Register online at ce.mohawkcollege.ca (*CRN required)
Introduction To Transfusion Medicine MLSCMLA61
Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 24 hours
11212 DE Jan12 $160.20

Oncology Nursing Certificate
Ontario College Graduate Certificate
Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.
Questions? 905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca
Admission Requirements
You must submit proof of current College of Nurses of Ontario registration to the Program Manager during the first course and annually thereafter. A completed clinical immunization record is required before clinical experiences.
For program details visit disted.mohawkcollege.ca/oncologynursing
The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrolment in the Oncology Clinical Experience course and within 5 years of beginning the program.

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, application 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
11901 DE Jan12 $362.48

MLAR Mod 4 - Basic Techniques In Haematology
MLSCMLA53
Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties. 27 hours
11208 DE Jan12 $180.23

MLAR Mod 5 - Basics Techniques In Chemistry
CHEMMLA54
Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and facial 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

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
CLININSCC6
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 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
11531 OL Jan13 $352.38

Pharmacology - Pharmacy Technician Bridging
HSCI10137
Further develop your competence and confidence in contributing to safe patient care as part of a practical applied approach to pharmacology. Focus on pharmaceutical uses of drugs within a variety of common medical conditions. 33 hours
11532 OL Jan13 $272.28
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 (HLC10016) is recommended.

For program details visit disted@mohawkcollege.ca/psychosocialrehab

Introduction to Mental Health  HLC10016
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. 45 hours
11007 OL Jan13  $352.38

Mental Health Services, Programs and Organizations  HSCIPSR02
Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. You will explore how Practitioners can support program change. Weekly chat sessions will be held on Mondays at 8:00 pm EST. Prerequisite: HSCIPSR01. 45 hours
11508 OL Jan13 $352.38

Mental Health Practitioner Roles & Competencies  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: HSCIPSR03. 45 hours
12304 OL Jan13 $352.38

Independent Study In Psychosocial Rehabilitation  HSCIPSR06
Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contractor and the course instructor is required. Three evening chat sessions during the course, day and time to be announced. Prerequisites: HSCIPSR01-HSCIPSR03, 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)
Distance Education/Online Learning

Perinatal Newborn And Family Care (RPN)  NRSN10055
Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisites: NRSN10055, NRSN10056 & NRSN10058. 32 hours 11029 DE Jan16 $213.61

RN - Perinatal Nursing Certificate Obstetrics or Neonatal
Ontario College Graduate Certificate
For certificate details see the Health Sciences section.
Questions? 905-575-2703 / disted@mohawkcollege.ca 905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca

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

Neonatal Nursing 1 (Advanced)  NRSN10036
Examine the nursing assessment and care of the moderately ill and/or preterm neonate. Topics include preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisites: NRSN10055 and NRSN10056. 30 hours 11339 DE Jan16 $200.26

Book your DE exam online disted.mohawkcollege.ca

Critical Care Module 3 Cardiovascular Nursing  NRSN10002
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: NRSN10036. 45 hours 11005 DE Jan12 $300.38

Special Needs Population In Critical Care Module 4  NRSN10035
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: NRSN10036. 30 hours 11172 DE Jan12 $200.26

Critical Care Module 5 Neurosciences  NRSN10003
Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: NRSN10036. 36 hours 11003 DE Jan12 $240.31

Critical Care 6 Gastrointestinal and Genitourinary  NRSN10004
Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSN10036. 39 hours 11006 DE Jan12 $260.33

RN - Occupational Health Nursing Certificate
Ontario College Graduate Certificate
Questions? 905-575-2703 / disted@mohawkcollege.ca lisa.gilmour@mohawkcollege.ca

Admission Requirements
Certification of Registration from the College of Nurses of Ontario as an RN or registered in the jurisdiction where you live.
For program details visit disted.mohawkcollege.ca/occupationalhealthnursing

Occupational Health Nursing Module 1  (NRSN301) is a prerequisite for most subsequent courses unless prior approval from the Program Manager is given.

Health Assessment  HSCI10151
Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Equivalent: NRSNGH215 Assessment Skills for Nurses. 42 hours 11493 OL Jan13 $332.36

Introduction to Applied Behaviour Analysis  HSCI10041
Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD. 42 hours 11261 OL Jan13 $332.36

Behavioural Skill Building  EDUC10028
Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: HSCI10041 & 42. 45 hours 11273 OL Jan13 $352.38

Ethics and Professionalism  EDUC10034
Examine the foundations of ethical thinking and decision-making within a behavioral 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

Human Services

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

Admission Requirements
To be eligible for this certificate you must have as a minimum an Ontario College Diploma or a university degree from a recognized institution. Prior approval for this certificate is necessary. Please mail a copy of your educational qualifications to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2 or fax to 905-575-2381.
For program details visit disted@mohawkcollege.ca/autism

IMPORTANT NOTE: The Non-Violent Crisis Intervention course (CONMH308) is offered March 3rd - March 4th. The Recertification course will be offered on February 4th. See Human Services-Other section. Equivalent to CONF10004.

Autism Field Placement - Details online.

Autism - Introduction to Autism Spectrum Disorder (ASD)  HSCI10041
Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD. 42 hours 11261 OL Jan13 $332.36

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

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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  HMNS10006
Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSCI11041 & EDUCEDE14-17. 48 hours
11265 OL Jan13 $352.38

Working with Families and Teams  HMNS10005
Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate and function effectively as a member of a multi-disciplinary team. Prerequisites: HSCI10041 & 42. 45 hours
11264 OL Jan13 $352.38

Braille Courses

Braille - Level 1  SENSSSE44
Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Braille. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Brailier. As supply is limited, please ensure that you have arranged for a Brailier prior to registering.
11075 OL Jan13 $172.15

Braille - Level 2  SENSSSE45
Continue your study of Braille to develop basic skills in reading and writing contracted Braille, using the Perkins Brailier and develop basic skills in the use of the Slate and Stylus. Prerequisite: SENSSSE44. IMPORTANT NOTE: You must have access to a Perkins Brailer and slate and stylus. Final exam to be arranged with proctor. 27 hours
11076 OL Jan13 $232.23

Braillie - Level 3  SENSSSE46
Complete your development of basic skills in reading and writing contracted display Braille using the Perkins Braille. Prerequisite: SENSSSE45. IMPORTANT NOTE: You must have access to a Perkins Brailier. Final exam to be arranged with proctor. 27 hours
11077 OL Jan13 $232.23

Braiille - Level 4  SENSSSE47
Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: SENSSSE46. IMPORTANT NOTE: You must have access to a Perkins Brailier. Final exam to be arranged with proctor. 27 hours
11156 OL Jan13 $232.23

Early Childhood Education Courses

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

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

Admission Requirements
For admission procedures and requirements visit www.mohawkcollege.ca/calendar/ece. The complete ECE program is available through day school and part-time studies, evening classes.

Child Development 1  EDUC10051
Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to Child Development & Behaviour 1 (EDUCE121). 42 hours
11419 OL Jan13 $332.36

Wellness for Children  HLTH10121
Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to Health, Safety and Nutrition (HLTHEC101). 28 hours
11461 OL Jan13 $238.91

Educational Assistant Diploma

Ontario College Diploma
Equivalent to the dayschool program. Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

Questions? 905-575-2703 / disted@mohawkcollege.ca
Academic Coordinator linda.jones@mohawkcollege.ca
Field Placement Coordinator kim.laush@mohawkcollege.ca
Admission Requirements
Courses are restricted to those who have completed and approved. Refer to the website below for information relevant to entrance requirements and to obtain an application.

Potential students may complete Communications (COMML041), Introductory Psychology (PSYC156), Mathematics (MATH1036), Active Citizenship (COMM10034), 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. IMPORTANT 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
11225 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

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<td>Introduction to Japanese</td>
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<td>COMM10218</td>
<td>Writing Grammatically</td>
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### Course Descriptions

**Teaching Online**
Receive an “Acknowledgement of Completion” after successfully completing 5 courses. Send request to bonnie.pataran@mohawkcollege.ca

**Assessment of On-Line Learning (OL)**
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

**Designing and Authoring an On-line Course (OL)**
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

**Group Learning and Team Development (OL)**
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

**Instructing/Facilitating an On-Line course (OL)**
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

**Introduction to On-Line Delivery (OL)**
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

**Languages & Communications**

**Active Citizenship (OL)**
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, 26 hours

**Canadian Literature (OL)**
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

Register online at ce.mohawkcollege.ca (*CRN required*)
Certificate of Competence in the French Language

For program details see the Languages & Communications section. Some courses in this program are only offered in class.

French 1  LANG10061
Build confidence using simple structures and vocabulary to express yourself and ask questions in French. Read short articles for insight into French family life and family celebrations in Canada and around the world. Equivalent to La Pratique du Francais 1 (LANGFR003). 42 hours. Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours. 11469 OL Jan13 $332.36
12178 OL Feb1 $332.36

French 2  LANG10062
Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. Equivalent to La Pratique du Francais 2 (LANGFR004). Prerequisite: LANG10061. 42 hours. 11470 OL Jan13 $332.36

French 3  LANG10063
Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. Equivalent to La Pratique du Francais 3 (LANGFR005). Prerequisite: LANG10062. 42 hours. 11471 OL Jan13 $332.36

French 4  LANG10064
Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Equivalent to La Pratique du Francais 4 (LANGFR006). Prerequisite: LANG10063. 42 hours. 11472 OL Jan13 $332.36

French 5  LANG10065
Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. Equivalent to La Pratique du Francais 5 (LANGFR007). Prerequisite: LANG10064. 42 hours. 11473 OL Jan13 $332.36

Introduction to Spoken Language Interpreting  LANG10031
Explore the fundamentals of spoken language interpreting in various settings, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Microphone required. Prerequisites: LANG10031, LANG10032 and LANG10033. 30 hours. 11112 OL Jan13 $252.26

Skills Development - Sight Translation  LANG10033
Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Must have access to a microphone. Prerequisites: LANG10031 and LANG10032. 30 hours. 11111 OL Jan13 $252.26

Skills Development - Simultaneous Interpreting  LANG10034
Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Microphone required. Prerequisites: LANG10031, LANG10032 and LANG10033. 30 hours. 11110 OL Jan13 $252.26

Consecutive Interpreting  LANG10032
Build skills essential to effective consecutive interpreting. Through various exercises, enhance proficiency in memory and comprehension, note taking, vocabulary, and handling linguistic and ethical challenges assertively. Prerequisite: LANG10031. 30 hours. 11054 OL Jan13 $252.26

Setting Specific Interpreting LANG10035
Examine protocols, procedures and techniques for interpreting in various setting: Court interpreting, interpreting with child victims/witnesses, health care interpreting, and interpreting in the violence against women sector. Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours. 11325 OL Jan13 $252.26

Capstone Course, Skills Integration  LANG10036
Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills required for work as an independent contractor. Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035. Prior to registering for course, you must provide proof of successful completion of CILSAT or ILSAT. 30 hours. 11319 OL Jan13 $252.26

Writing for Publication Certificate
Mohawk College Certificate
For program details refer to the Languages & Communications section.

Grammar For Writing Professionals COMMLLT02
Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders! 45 hours. 11201 OL Jan13 $352.38

Intro to Creative Non-Fiction 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. 11397 OL Jan13 $312.33

Romance Writing COMMLLT04
Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Discuss preparing work for publication. Previous writing skills recommended. 45 hours. 11113 OL Jan13 $352.38

Travel Writing COMM10121
Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Along with the pieces themselves, you’ll study the various publishing markets for this type of work, from traditional to online opportunities. 39 hours. 11124 OL Jan13 $312.33

Writing For Publication - Level 1 COMMLLT03
Explore creative writing and the publishing process, with attention to the various steps of manuscript preparation, including conferencing, editing and proofreading. Examine the writer’s craft using professional works as models. 45 hours. 11202 OL Jan13 $352.38

Writing For Publication - Level 2 COMMLLT09
Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: COMMLLT03. 45 hours. 11030 OL Jan13 $352.38

Law & Security / Policing

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

Book your DE exam online

disted.mohawkcollege.ca
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
COMMML223
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: COMMML123. 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
SSCIS288
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
SSCIS281 (E)
Examine various theoretical explanations of criminal and deviant behaviour. You will relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. 30 hours
11104 OL Jan13 $252.26
12100 OL Mar1 $252.26

Diversity and First Nations
SSCIS10017
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 peoples 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
SSCIS202 (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 $352.26

Interviewing and Investigation
LAWSPF304
Develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. Learn the basics of investigation including the practical development of note taking and observation skills. Access to a video camera required; high speed internet recommended. 48 hours
11114 OL Jan13 $369.32

Investigation And Evidence
LAWSPF404
You will examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours
11115 OL Jan13 $369.32

Police Powers 1
LAWSPF303
You will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Prerequisite: LAWSPF301. 28 hours
11495 OL Jan13 $238.91

Political Science & Public Administration
SSCIS027 (E)
You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours
11346 OL Jan13 $332.36

Principles Of Ethical Reasoning
LAWSPF106
Intended for law enforcement professionals, this course explores personal and professional ethical issues. You will learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours
11278 OL Jan13 $352.38

Traffic Management
LAWSPF309
Learn to navigate and apply the Provincial Traffic Law, with emphasis on locating topics in the Acts and Regulations, mastering the definitions required to interpret traffic law and applying the law concerning Police Authorities, drivers licenses, permits and rules of the road. You will also practice interpersonal strategies and procedures for motor vehicle stops. 42 hours
11345 OL Jan13 $332.36

Youth In Conflict With The Law
LAWSPF305
Examine the handling of young offenders within the judicial system. Develop understanding of relevant legislation, detention, interviewing and processing, disposition alternatives, extra-judicial measures and rehabilitation options. Prerequisite: LAWSPF111. 45 hours
11106 OL Jan13 $352.38

Investigation Courses
Computer/Cyber Crime
LAWS10084
Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours
11369 OL Jan13 $332.36
### Distance Education/Online Learning

#### 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/Records Management

#### Library and Information Technician Diploma
**Ontario College Diploma**
Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

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

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

Catalogue listings for English, computer and general education courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

#### Intro To Libraries And The Information Industry
**LIBR110**
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
**INFT390**
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**

### Library Technologies

#### Electronic Publishing and Emerging Library Technologies
**INFOL402**
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
**LIBR1220**
Explore the basics of information work and effective use of print and online reference sources such as library catalogues, bibliographies, dictionaries, and encyclopedias. Prerequisite: LIBR1110. 39 hours
**11088 OL**  
**Jan13**  
**$312.33**

#### Information Work II
**LIBR1420**
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: LIBR1220. 39 hours
**11163 OL**  
**Jan13**  
**$312.33**

#### Information Work III
**LIBR1425**
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: LIBR1420. 39 hours
**11091 OL**  
**Jan13**  
**$312.33**

#### Client Services
**LIBR435**
Examine various services available in different library settings and explore interlending and document supply. Investigate the basics of user orientation and training, programming, local and oral history and practice customer service skills. Examine the vital roles of promotion and public relations, marketing and library advocacy. Prerequisite: LIBR1220. 36 hours
**11378 OL**  
**Jan13**  
**$292.31**

#### Descriptive And Access Cataloguing I
**LIBR302**
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: LIBR1110. 36 hours
**11089 OL**  
**Jan13**  
**$292.31**

#### Descriptive And Access Cataloguing II
**LIBR305**
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: LIBR302. 36 hours
**11090 OL**  
**Jan13**  
**$292.31**

#### Subject Analysis And Classification
**LIBR320**
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: LIBR305. 39 hours
**11399 OL**  
**Jan13**  
**$332.33**

#### Indexing And Abstracting
**LIBR325**
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: LIBR320. 36 hours
**11516 OL**  
**Jan13**  
**$292.31**

#### Database Design For Information Workers
**INFOL340**
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
**LIBR350**
Explore the technical aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBR302. 18 hours
**11139 OL**  
**Jan13**  
**$172.15**

#### Acquisitions
**LIBR350**
Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. Prerequisite: LIBR302. 36 hours
**11121 OL**  
**Jan13**  
**$292.31**

#### Collection Maintenance & Inventory Control
**LIBR215**
Learn the basics of circulation, maintenance of library materials, and inventory and weeding. Also explore effective use of standard audiovisual equipment. Prerequisite: LIBR110. 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: LIBR110, INFO10113, INFO10053 or INFO10156. 18 hours
**11122 OL**  
**Jan13**  
**$172.15**

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### How to read course details:

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Peer Tutoring Available
905-575-1212 ext 3279
peer.tutor@mohawkcollege.ca
Distance Education/Online Learning

Multimedia
LIBRLT335
Focus on materials in formats such as video, DVD, films, CD-ROMs, compact discs, records, cassettes, software, talking books, pictures and maps. Explore the acquisition, processing, cataloguing, storage, and circulation of these materials. Discuss issues such as copyright and performance rights, equipment needs and maintenance, as well as other trends. Prerequisite: LIBRLT305. 36 hours
12284 OL Jan13 $292.31

Law Libraries And Legal Research
LIBRLT405
Explore the Canadian and Ontario legal systems, with emphasis on legal materials, legal research, and the basics of running a law library. Learn to use primary and secondary legal materials and find information on specific topics using both print and electronic resources. Explore acquisitions, cataloguing and collection development in a law library setting. Access to a law library is required. 36 hours
12283 OL Jan13 $292.31

School Libraries
LIBRLT375
Focus on the unique features and issues of elementary and secondary school libraries. Examine collection development and management, programming and reference services, funding and budgeting, volunteer management and the impact of online resources in a school library setting. Option course. Prerequisite: None. 39 hours
11515 OL Jan13 $312.33

Health Libraries & Resources
LIBR10004
Learn about key health information resources in all formats and identify the features and issues of different types of health libraries. Develop skills in searching the major indexes, electronic databases and the World Wide Web to find quality information to meet the reference needs of your varied clients. Prerequisite: LIBRLT425. 36 hours
12285 OL Jan13 $292.31

Government Information
LIBR10002
Prepare for a vital role in linking citizens with government information. Focus on locating and using consumer guides, statistics, technical reports, handbooks, and maps now issued free on the Web, as well as government documents in print formats. Prerequisite: LIBRLT110. 36 hours
12287 OL Jan13 $292.31

Cataloguing Electronic & Internet Resources
LIBR10003
Apply traditional methods of cataloguing, using AACR2 and MARC21 coding, to Internet resources and other electronic resources. Examine metadata standards and machine generated cataloguing. Prerequisites: LIBRLT305 and LIBRLT351. 36 hours
12286 OL Jan13 $292.31

NEW!
Strategies for Instruction for Library Technicians
LIBR10036
Develop skills in planning and delivering instruction in various library environments. Focus on effective presentation techniques, educational technologies, information literacy, learning styles, and instructional design and evaluation methods. 36 hours
12286 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: INFOLT390, LIBRLT420, LIBRLT320 and LIBRLT215. 105 hours
11320 OL Jan13 $149.00
11500 OL Feb1 $149.00
11501 OL Mar1 $149.00

Field Work 2
WORKLT490
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library. Prerequisites: WORKLT290, INFOLT402, LIBRLT435, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325. 105 hours
11037 OL Jan13 $149.00
11502 OL Feb1 $149.00
11503 OL Mar1 $149.00

Records and Information Management Certificate
Ontario College Certificate
With the increasing production of and demand for complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively. Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate a records management program in any organizational setting.
Questions?
905-575-2703 / disted@mohawkcollege.ca
905-575-2309 / doletos.harmspener@mohawkcollege.ca
Admission Requirements
A pass standing in grade 12 English at the general level, or equivalent. For program details visit disted.mohawkcollege.ca/recordsmanagement

Active Records Management
OADMRM101
Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. Prerequisite: OADMRM100. 39 hours
12282 OL Jan13 $312.33

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

General Education Courses
The following courses are designed as general interest and/or General Education electives for various post-secondary programs. Each course is a stand-alone course. For additional General Education courses, refer to the index at the back of the catalogue for those courses indicated with an (E).
disted.mohawkcollege.ca/dependecy

Anger Management
CONF10005 (E)
Learn about the many types of anger and how to manage and/or modify it. You will identify your specific anger triggers and how your anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 39 hours
11275 OL Jan13 $312.33

Art History and Theory
ARTT1014 (E)
Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, contemporary, Asian, First Nations, Islamic). 48 hours
11110 OL Jan13 $369.32

Astronomy
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 Jan13 $352.38

Canadian Politics
SSC11015 (E)
Develop insight into Canadian politics. Topics include the structure of government in Canada, the practice of politics, and discussion of major political issues. 42 hours
11219 OL Jan13 $332.36

Co-dependency as an Addiction
PSYC10008 (E)
Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point. 45 hours
11533 OL Jan13 $352.38

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

Criminal Psychology - Psychopathic Minds  PSYC10002 (E)
Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning. 45 hours
11255 OL Jan13 $352.38
12159 OL Feb1 $352.38
12181 OL Mar1 $352.38

Criminal Psychology 2 - Criminal Minds PSYC10003 (E)
Enhance your understanding of the criminal mind. Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to crimeology. 45 hours
11094 OL Jan13 $352.38

Cults and Terrorism SSCI10006 (E)
Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons why people join, and why they may have difficulty leaving, society's role in supporting cultic groups and strategies for protecting individuals and vulnerable populations. 45 hours
11415 OL Feb1 $352.38

Developmental Psychology PSYC5971 (E)
Covering topics across the human lifespan, from infancy through to old age, you will examine theories of child development and the research that bears on these theories. Development across the physical, social, emotional, and cognitive domain will also be covered including the nature-nurture issue; the effects of early experience; and continuity - discontinuity in developmental change. 45 hours
11074 OL Jan13 $352.38
11411 OL Feb1 $352.38
11336 OL Mar1 $352.38

Domestic and Workplace Violence PSYC10006 (E)
Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours
11103 OL Jan13 $352.38

Field to Fork: Introduction to Local and Global Food Systems HORT10021 (E)
Consider opportunities and challenges for making food systems change at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues. 45 hours
11328 OL Jan13 $352.38

Forensic Psychology PSYC59001 (E)
Designed for those interested in understanding or pursuing a career in forensic/correctional psychology, you will cover areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology. 36 hours
11239 OL Jan13 $292.31

Geological Disasters ENVR10005 (E)
Examine the causes and the effects of some of the world's greatest disasters associated with earthquakes, volcanic eruptions, tsunamis, hurricanes, floods, fires, extinctions and impacts from space. 45 hours
11056 OL Jan13 $352.38

Global Warming Concepts ENVR10004 (E)
Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours
112161 OL Jan13 $252.26
11416 OL Feb1 $252.26

Growing Up Digital: Living and Working In Canada INFO10158 (E)
Explore the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours
11441 OL Jan13 $352.38

Harry Potter To Aslan: Children's Literature COMMLTLT11 (E)
Explore the magical worlds of Harry Potter and other amazing characters in children's fantasy literature. Discover their creators and the underlying mythologies upon which they draw. Learn to assist children and adults in appreciating the genre. 45 hours
11398 OL Jan13 $352.38

History of Aboriginal/Canadian Relations INDS10009 (E)
Examine the unique position of Aboriginals in Canadian society. Focus on historical and political issues and development of the legal relationships between colonial powers and Aboriginal peoples. 45 hours
11435 OL Jan13 $352.38

History of Photography PHOTOPY109 (E)
Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world. 30 hours
11519 OL Jan13 $252.26

Humanities HMNS1077 (E)
Focus on some fundamental questions that you ask of yourself while proceeding through life. Discusses issues concerning nature of the individual and various social, cultural, and physical contexts. 45 hours
11443 OL Jan13 $352.38

Introduction To Children's Literature COMMLTLT06 (E)
Examine the history and development of children's literature and its varied forms and techniques. Explore major authors and important issues presented in this genre. (Note: may involve material that is explicit and/or offensive to some.) 42 hours
11204 OL Jan13 $332.36
12328 OL Mar1 $332.36

Introduction to Geology: An Overview of Planet Earth ENVR10028 (E)
Explore the fundamentals of geology. Focus on the formation of the universe, the solar system, the history of the earth, formation of oceans and continents, plate tectonics, and rock types and their formation. 45 hours
11375 OL Jan13 $352.38

Introduction to Racism and Discrimination SSCI10026 (E)
Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 45 hours
11025 OL Jan13 $352.38

Introduction to Science GSCI10002 (E)
Learn science fundamentals including notations for scientific measurement, basic chemical principles, elements and compounds, nuclear weight, organic chemistry and health related biological principles. 45 hours
11270 OL Jan13 $352.38

Introduction to Sustainable Development ENVR10026 (E)
Discuss environmental, economic and social impacts that affect the sustainability of our communities. Examine the effects of human populations on ecosystems and consider individual responsibility to promote sustainability through lifestyle change. 45 hours
11374 OL Jan13 $352.38

Introductory Psychology PSYC59156(E)
Examine the basis of behaviour and why people think and act as they do. You will study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours
11107 OL Jan13 $332.36
11409 OL Feb1 $332.36
11340 OL Mar1 $332.36

Meteorology GSCI10007 (E)
Focus on the nature and causes of weather-related phenomena. Develop a basic working knowledge of all aspects of meteorology. 45 hours
11544 OL Jan13 $352.38

Myths And Legends HISTLLT05 (E)
Discover the universal and enduring presence of myths and legends. Examine creation myths, hero/heroine myths, dominant archetypes and other topics to develop insight into how a distant past connects to our contemporary world. Prerequisite: College English or equivalent. 42 hours
11467 OL Feb1 $332.36

Nutrition HLTH10044 (E)
Explore the nutritional effectiveness of various diets and food additives. Examine the role of food in maintaining health and reducing the risk of illness and learn to evaluate claims made by food faddists and food vendors. Prerequisite: College English or equivalent. 42 hours
11271 OL Jan13 $332.36
11344 OL Mar1 $332.36

Book your DE exam online at disted.mohawkcollege.ca
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
1111 OL Jan13 $352.38

Rock On - Pop Music Introduction MUSC10001 (E)
Explore the social history of popular music from its roots in the Mississippi Delta to musical developments since the 1980's. Examine musical phenomena including Presleymania, the Beatles, Motown and soul, and grunge, industrial music and rap. 28 hours
11540 OL Jan13 $238.91

Science Fiction COMM10043 (E)
Explore our changing world through the medium of science fiction. Discover the amazing narrative and fantastic voyages of this literary genre, through study of various short stories and novels. Prerequisite: College English or equivalent. 42 hours
11243 OL Jan13 $332.36

Sexual Violence SSCI10008 (E)
Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours
11532 OL Jan13 $352.38

Soccer and its Impact on Society SSCI10301 (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

Social Media and Society SSCI10405 (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

Sociology 1 SSCISS108 (E)
The discipline of sociology deals with the study of people’s lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours
11072 OL Jan13 $332.36
11408 OL Feb1 $332.36
11341 OL Mar1 $332.36

Sociology 2 SSCISS109 (E)
Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, "race", and ethnicity, the family, population, social movements and change. Prerequisite: SSCISS108. 42 hours
11017 OL Jan13 $332.36

Sports Psychology PSYC10009 (E)
Examining the individual components of how one’s mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. You will evaluate what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. 42 hours
11127 OL Jan13 $332.36

Stress, Wellness and Nutrition HLTH10111 (E)
Enhance your understanding of positive and negative stress in our personal and professional lives. Using wellness perspectives, gain insights into controlling internal and external stressors to promote long-term health. 42 hours
11376 OL Jan13 $332.36
12183 OL Mar1 $332.36

Success Matters COMM10180 (E)
Master proven strategies as the foundation for success in the postsecondary classroom and the workplace. Focus on reading, writing and test taking skills, time management, and planning and decision-making. 42 hours
11327 OL Jan13 $332.36

The Study of Human Sexuality SSCI10003 (E)
Examine historical, theoretical, cross cultural, and life cycle perspectives on human sexuality. Discuss gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy. 45 hours
12158 OL Feb1 $352.38

Understanding Literature COMM10095 (E)
Learn to appreciate literature critically by reviewing literary history and examining different genres. Explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. Creative-writing students will benefit from a framework in which to appreciate and evaluate their own writing. 48 hours
11160 OL Jan13 $369.32

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 GINT10707 (E)
Learn to critically analyze global events and crises, and develop understanding of background issues to make informed judgments about today’s major new stories. Prerequisite: College English or equivalent. 42 hours
11276 OL Jan13 $332.36

World Of Abnormal Psychology PSYCSS021 (E)
Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. 45 hours
11071 OL Jan13 $352.38
11148 OL Feb1 $352.38
11333 OL Mar1 $352.38

Upgrading

Academic and Career Entrance (ACE) Courses
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.acedistanceelivery.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.

Enrollment is limited so please contact Shelley Kitchen as soon as possible.

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

ACE Apprenticeship Math  MATH10047
Enhance skills developed in Core Mathematics in preparation for apprenticeship study. Topics include number sense and algebra; measurement and geometry; proportional reasoning; analytic geometry; relations and functions; trigonometric functions; statistics; and personal finance. Prerequisite: MATH10045. 100 hours
11296 OL Jan13

ACE Business Mathematics MATH10046
Enhance your skill with business-related mathematics. Topics include arithmetic and geometric sequences and series; simple and compound interest; annuities; exponential growth; retail mathematics; data analysis; and solving various mathematical problems. Prerequisite: MATH10045. 120 hours
11299 OL Jan13

ACE Chemistry  GSCI10004
Enhance your knowledge of chemistry. Focus on industrial and environmental issues, analyze problems, complete laboratory exercises and communicate scientific information effectively. Content is geared to adult learners entering health and environmental science programs. Prerequisites: MATH10045. 120 hours
11292 OL Jan13

ACE Computers  COMP10083
Become comfortable using computer hardware and software (2 types) and online communication tools such as the Internet. Learn to generate documents, using popular application software. Ethical and safety issues associated with computer use are also discussed. 80 hours
11298 OL Jan13

ACE Physics  PHYS10000
Develop an understanding of physical concepts and principles and learn to apply them to various practical systems. Explore forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. Prerequisite: MATH10045. 120 hours
11293 OL Jan13

ACE Self Management and Self Direction  CRED10044
Develop knowledge, skills, and behaviours to enhance academic, employment and personal effectiveness. Focus on areas such as self reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career/employment exploration. 80 hours
11294 OL Jan13

ACE Technology Math MATH10044
Enhance algebraic skills mastered in Core Mathematics in preparation for technology study. Learn to solve applied problems involving trigonometry, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: MATH10045. 120 hours
11295 OL Jan13

Engineering Technology

Questions? 905-575-2203 / 905-575-2507 / 905-575-2129 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

Admission Requirements

Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam and determine your eligibility to write the exam. Branch numbers: 1-800-668-4479

Hamilton 905-521-7764 & Brantford 519-756-5197.

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

12528 SC MO/WE Jan16 6:00-9:00  20 $429.61

Certificate Of Qualification Prep Machinist  MACHHAQ02
Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act.

11066 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.

11067 SC TU/TH Jan10 6:00-9:00  24 $498.95

Cert Of Qualification Prep Mechanic  MECHHEQ02
Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen’s Qualification Act.

11599 BF MO/WE Jan9 6:00-9:00  24 $498.95

Free Academic Upgrading  905-575-2029

Pre-Licence Truck - Coach Technician-Class 310T  MOTPSAM65
Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen’s Qualification Act.

12368 SC WE Jan11 6:30-9:30  12 $267.67

Pre-Licence Auto Service Technician-Class 310S  MOTPSAM66
Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen’s Qualification Act.

12367 FF WE Jan11 6:30-9:30  12 $267.67

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

Skilled Trades

Automotive - Other

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

Body Communication Systems  MOTP10065
Focus on automotive body electronics and communication systems. You will take a strategic approach to repairing communication systems and programming modules using state of the art diagnostic equipment. Prerequisite: Class ‘S’ Automotive technician or apprentice.

12366 FF TU/TH Jan31 6:30-9:30  2 $44.61

Air Conditioning and Climate Controls  MOTP10066
Learn the latest automotive air conditioning equipment updates and diagnostic tips. Diagnose domestic and import climate control systems. Prerequisite: Ozone Depletion Card

12365 FF TU/TH Feb7 6:30-9:30  2 $44.61

CNC Programming Certificate (Including CAD/ CAM)

Mohawk College Certificate
Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

Questions? 905-575-2507 / ceengty@mohawkcollege.ca
519-758-6027 / 905-575-1212 ext. 6027 / godfrey.nicholson@mohawkcollege.ca

Admission Requirements

For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings. Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended. (See Machine Tool Operator Certificate for basic skills).

For program details visit ce.mohawkcollege.ca/cncprogramming

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

44 How to read course details:

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

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

### 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/CAM (MasterCAM) 3D  
**CADMRE456**
Generate 3 dimensional wire frame models and multi surface tool paths for pattern and mould making or die sinking.  
**Prerequisite:** CADMRE455.  
11656 SC TU Jan10 6:00-10:00 13 $378.93

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**Electrical Fundamentals Certificate**

**Mohawk College Certificate**
Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.  
**Questions?**  
905-575-2507 / ceengty@mohawkcollege.ca  
905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

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

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

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**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 Certification 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.ipfs.org](http://www.ipfs.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.

**Admission Requirements**
You require basic knowledge of or experience in hydraulics/pneumatics, components/systems, operation and troubleshooting methods and electronic/ electrical fundamentals. Manual included.

**Hydraulics Specialist**  
**STEN10000**
12292 SC TU Jan17 6:00-9:00 10 $383.86

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

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**Industrial Mechanic (Millwright) Certificate**

**Mohawk College Certificate**
Prepare for skilled employment in manufacturing and industrial settings. Learn to install, maintain and repair industrial equipment, operate hoisting devices and fabricate parts.  
**NOTE:** Advanced standing is available for those with credits in similar CE courses. This program may meet in-school requirements of the IMM Apprenticeship Program.  
Candidates will be evaluated individually by the Apprenticeship branch.

**Questions?**  
905-575-2507 / ceengty@mohawkcollege.ca  
905-575-2531 / doug.daniels@mohawkcollege.ca

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

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

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**Machine Tool Operator Certificate**

**Mohawk College Certificate**
Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

**Questions?**  
905-575-2507 / ceengty@mohawkcollege.ca  
519-758-6027 / 905-575-1212 ext. 6027 / godfrey.nicholson@mohawkcollege.ca

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

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

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**Machine Shop 1**  
**MACHRE165**
Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting.  
**Miscellaneous fee included.**
11603 SC SA Jan14 8:00-12:00 10 $337.41

**Machine Shop 2**  
**MACHRE265**
Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations.  
**Prerequisite:** MACHRE165.  
**Miscellaneous fee included.**
11604 SC SA Jan14 8:00-12:00 10 $337.41

**Machine Shop 3**  
**MACHRE465**
Study safety procedures, advanced turning operations, advanced milling applications and operational calculations.  
**Prerequisite:** MACHRE265.  
**Miscellaneous fee included.**
11605 SC SA Jan14 8:00-12:00 10 $337.41

**Blueprint Reading Mechanical**  
**TDRWRE152**
Learn to visualize objects and interpret related drawings, as well as to be able to determine the purpose machined parts.  
**For program details visit**  
[ce.mohawkcollege.ca/imm](http://ce.mohawkcollege.ca/imm)

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**Hydraulic Trouble Shooting & Re-Building**  
**STENMF101**
Examine theory and practice of break down, re-build, testing components, troubleshooting, researching and applying documentation, and related components to specifications.  
**Prerequisite:** STENMF100.  
12293 SC WE Jan11 6:00-9:15 12 $289.97

**Hydraulic Troubleshooting**  
**STENMF102**
19031 SC TU Jan10 6:00-9:15 12 $289.97

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You can register online at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) (*CRN required)*
Engineering Technology

Maintenance Mechanic Fundamentals Certificate
Mohawk College Certificate
Intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2531 / doug.daniels@mohawkcollege.ca

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

For program details visit
ce.mohawkcollege.ca/maintenancefundamental

MATTLUB00 - Lubrication Fundamentals
Refer to the Industrial Lubrication Certificate.

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 Oxygen cutting, Material fee included.
12120 SC MO/WE Jan9 6:30-9:30 26 $669.33

Shielded Metal Arc Welding 2
WELDRE235
Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included.
12121 SC MO/WE Jan9 6:30-9:30 26 $669.33

Shielded Metal Arc Welding 3
WELDRE236
Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included.
12122 SC MO/WE Jan9 6:30-9:30 26 $669.33

Gas Metal Arc Welding WELDRE237
Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduction to basic PULSE-MIG transfer and the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included.
12123 SC MO/WE Jan9 6:30-9:30 26 $669.33

Blueprint Reading Welding TDRWRE154
Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.
12119 SC TU Jan10 7:00-10:00 13 $289.97

Welding - Other

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5058 / jeff.gill@mohawkcollege.ca

Brantford Courses?
519-758-6027 / 905-575-1212 ext. 6027
godfrey.nicholson@mohawkcollege.ca

Welding - Other

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5058 / jeff.gill@mohawkcollege.ca

Options
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: WELDRE128. 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, SMAW with the downhand technique for Gas and Oil Transmission Lines. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.
12124 SC SA Jan14 8:00-12:00 12 $437.59

Welding WELDRE226
Cover basic Shielded Metal Arc Welding; SMAW to C.W.B. Standards; SMAW to TSSA Standards; Gas Metal Arc Welding including Spray Arc, Short Arc and Flux-Core techniques. Material fee included.
12125 SC SA Jan14 8:00-12:00 12 $437.59

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 BLDG1002
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 BLDG1020
12515 SC MO Jan9 6:30-9:30 12 $267.67

Cabinet Making - Level 1 BLDG1070
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 BLDG1071
Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDG1070 or BLDG10022 completed within one year. (Project may or may not be completed within the 12 weeks.)
12512 SC TU Jan10 6:30-9:30 12 $267.67

Furniture/Cabinetmaking BLDG1073
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 BLDG1071.
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 products. 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

For program details visit
ce.mohawkcollege.ca/electronicfundamentals

Free Academic Upgrading
ce.mohawkcollege.ca/electronicfundamentals
Instrumentation 2 For Tradesmen

INSTR155

Focus on On-Off and PID controls, digital electronic and pneumatic controllers and loops. Combustion control and conductivity analyser control, control, control valves, positioners, and calibrations. Prerequisite: INSTR047 or equivalent.

12502 FF TUTH Jan17 6:00-9:00 24 $498.95

Industrial Drives Certificate

Mohawk College Certificate

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

Questions?

905-575-2139 / ceengty@mohawkcollege.ca

In order to obtain a certificate you must:

1. Successfully complete the written course examinations for both Industrial Drives 1 and 2.
2. Successfully complete the practical course examinations for both Industrial Drives 1 and 2.

Certificate

For program details visit ce.mohawkcollege.ca/industrialdrives

Electrotechnology - Other

Questions?

905-575-2139 / ceengty@mohawkcollege.ca

Basic computer skills.

Introduction to LabView Basics 1

ASYS10009

Learn to use LabView to create applications for test and measurement, data acquisitions, instrument control, data logging, measurement analysis and report generation. The creation of standalone executable and shared library is also covered.

12374 FF MO Jan19 6:00-10:00 14 $404.27

Human-Machine Interfacing Certificate

Mohawk College Certificate

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills 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 those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

For program details visit ce.mohawkcollege.ca/hmi

HMI Programming 1

ASYS10004

Basic simple HMI interfaces, Line Display units, tags and PLC communications are studied. An introduction to software for HMI using the Wonderware Intouch package for HMI application covering static and dynamic graphics. Prerequisite: ASYSPLCL11

12373 FF TH Jan12 6:00-10:00 13 $378.93

Instrumentation Courses

Questions?

905-575-2139 / ceengty@mohawkcollege.ca

905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

ce.mohawkcollege.ca/instrumentation

PLC Programming 2

ASYSPLC12

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

12372 FF TH Jan9 6:00-10:00 13 $378.93

12373 FF TH Jan10 6:00-10:00 13 $378.93

Register online

Engineering Technology

 Legislative Compliance

Air Brake Training

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

cemohawkcollege.ca/airbrake

Air Brake Training

MOTPSAM70

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

CFC/ODP Training Courses

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

Questions?

905-575-2139 / ceengty@mohawkcollege.ca

cemohawkcollege.ca/cfc-odp

CFC/HFC/HFC Control ENVRRE904

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

12378 FF SA Jan28 8:30-3:30 1 $214.17

12379 FF SA Mar3 8:30-3:30 1 $214.17

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-882-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with a category 

or whose ODP card has expired. Course Manual provided. HST included.

12038 SC MO Jan14 6:00-9:00 2 $214.54
Gas Technician 2 - Part 2 GOPTRE051
Train for certification as a Gas Technician 2 (GT-2) in Ontario. Topics include natural/ propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: Gas Technician 3. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must have successfully completed parts 1 and 2 before enrolling in parts 3 and 4.
11568 SC MO/WE Jan16 6:00-10:00 30 $769.92

Gas Technician 2 - Part 3 GOPTRE052 Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken after part 3.
11569 SC MO/WE Jan16 6:00-10:00 30 $769.92

Gas Technician 2 - Part 4 GOPTRE053 Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combination systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken after part 3. Examination/ certification fee of $150.00 is extra after all 4 parts are completed.
11570 SC TU/TH Jan17 6:00-10:00 30 $769.92

Gas Technician 3 GOPTRE244 Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of $150.00 will be charged for TSSA certification.
11572 SC MO/WE Jan23 6:00-10:00 36 $905.41
11573 SC TU/TH Jan24 6:00-10:00 36 $905.41

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

Heating, Refrigeration, Air-Conditioning (HRAC) Certificate

Ontario College Certificate

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2522 / charles.honey@mohawkcollege.ca

Admission Requirements
You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

For details visit ce.mohawkcollege.ca/hrac

In addition, upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

BLDBSYS03 - Air Handling And Refrigeration
Refer to Building Environmental Systems Certificate.
ENVRRE904 - CFC/HCFC/HFC Control
Refer to CFC/ODP Training Courses.
GOPTRE243/RE244 - Gas & Oil Burner Technician 3
Refer to Fuel Technician Certification.
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
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.

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.

AutoCAD - Introduction CADMCAD06
Discover entity creation, dimensioning, layers and linetypes and text creation using AutoCAD.

AutoCAD - Introduction CADMCAD11
Produce and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCAD15.

AutoCAD - Customization CADMCAD12
Focus on creating drawing template files, external references, customizing AutoCAD, automating AutoCAD using script files and creating custom menus and toolbars. Prerequisite: CADMCAD15.

AutoCAD - Advanced CADMCAD15
Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCAD06.

AutoCAD - Architectural CADMCAD20
Prepare two-dimensional residential and commercial architectural drawings. Create floor plans, roof plans, sections and elevations. Prerequisite: CADMCAD15.

AutoDESK Inventor INFOCAD29
Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers.

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.

Microcomputer Engineering Hardware Certificate
Mohawk College Certificate
Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineered oriented microcomputer applications.

AutoCAD - 3D Modeling CADMCAD11
Produce and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCAD15.

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. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
You must have completed the Computer Science Level 1 Certificate or be able to meet course prerequisites.

WATCH FOR COURSES NEXT TERM

Microcomputer Engineering Hardware Certificate
Mohawk College Certificate
Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineered oriented microcomputer applications.

Digital Systems ELEC10103
Extend the concepts studied in Digital Principles to include sequential circuits, memory systems, buses and microcontroller architecture. Program the ATmega169 in assembly language to drive applications including LCDs, Timers and ADCs. Build systems to measure voltage, generate waveforms, display messages and control small pr

Microcomputer Engineering Software Certificate
Mohawk College Certificate
Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
COMPNET25 and COMP10052 or equivalent (refer to Server and Network Support Certificate) or equivalent.

For program details visit ce.mohawkcollege.ca/computersciencesoftware

for

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

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.

For program details visit ce.mohawkcollege.ca/servernetworksupport

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.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
Grade 12 OSSD, COMP0001 (refer to Distance Education for Generic Computer Skills) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

For program details visit ce.mohawkcollege.ca/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.

Windows Server Administration COMPNET10
Learn to plan, install, and manage Microsoft’s Windows network operating system. Prerequisite: COMPNET01.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
Grade 12 OSSD, COMP0001 (refer to Distance Education for Generic Computer Skills) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

For program details visit ce.mohawkcollege.ca/servernetworksupport

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 multi-protocol internetworks using LAN and WAN interfaces, and plan, design,
install, operate and troubleshoot Ethernet, TCP/IP Networks. This certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions? 905-575-2203 / ceengty@mohawkcollege.ca 905-575-1212 ext. 3172 / sabu.joseph@mohawkcollege.ca

Admission Requirements
Server and Network Support Certificate or completion of the following courses: COMPNET01 and COMPNET20.

For program details visit ce.mohawkcollege.ca/networkspecialist

Routing (CCNA2) COMPNET35
Develop skills in configuring a router, managing Cisco IOS, configuring routing protocol on routers, and setting access lists to control the access to routers. 14 hours of online education required. MANDATORY Prerequisite: COMPNET20.
11692 FF WE Jan11 6:00-10:00 14 $404.27

Switching (CCNA3) COMPNET40
Acquire knowledge and skills to design, set up, configure and support a LAN using switches and routers. 14 hours of online education required. Prerequisite: COMPNET35.
11693 FF MO Jan9 6:00-10:00 14 $404.27

Wireless & VoIP Technologies COMPNET50
Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20.
11792 FF TU Jan10 6:00-10:00 14 $404.27

Prep Sciences
For Mathematics courses refer to the Math/Statistics section of the catalogue.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca 905-575-1212 ext. 3481 / frosina.stojanovska-pocuca@mohawkcollege.ca

Preparatory Chemistry (Gas) CHEMPE106
Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. Tuesday class is every second Tuesday.
11576 FF TUTH Jan11 6:00-9:30 19 $404.27

Physical & Environmental Sciences
Fire Safety Certificate
Mohawk College Certificate
Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.
Questions? 905-575-2139 / ceengty@mohawkcollege.ca 905-575-2225 / geoff.white@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/firesafety

Basic Principles Of Fire Safety SAFEFT100
Focus on the chemistry and physics of fire, methods of extinguishment, fire protection and life safety.
12320 FF MO Jan9 7:00-10:00 15 $334.58

Fire Safety 4-Water Extinguishing Systems SAFET104
Consider the design and application of automatic sprinkler systems including water applications, and fluid mechanics for hydraulic systems. Prerequisite: SAFET100.
12321 FF TH Jan12 6:30-9:30 13 $289.97

Fire Safety 5-Special Extinguishing Systems SAFET105
Study fixed fire extinguishing systems with their applications and design. Prerequisite: SAFET100.
12322 FF TU Jan10 7:00-10:00 13 $289.97

Environmental Engineering Certificate
Mohawk College Certificate
Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca 905-318-4285 mailbox 1501 / margaret.thomson@mohawkcollege.ca

Admission Requirements
Preregister Chemistry (GSCIEP053) or equivalent. Refer to Prep Science section for GSCIEP053 availability.

For program details visit ce.mohawkcollege.ca/environmentalengineering

Principles Of Environmental Chemistry CHEMOH701
Explore elements, radicals and compounds, stoichiometry, solutions, chemical water analysis, pH, chemical kinetics and equilibria, gas laws and solubility alkalinity, colloids and coagulation, organic compounds, oxidation-reduction. Prerequisite: GSCIEP053 or equivalent.
11566 FF TH Jan16 6:30-9:30 14 $312.28

Environmental Legislation And Audit LAWSOH703
Develop a working knowledge of environmental legislation and its application to air, water, waste disposal, noise, transportation and audits. Prerequisites: CHEMOH701 & ENVROH702.
11565 FF TU Jan16 6:00-9:00 14 $312.28

Water And Wastewater Treatment WASTOH705
Develop understanding of processes, methods determining operating parameters and their relationship to operating process. Prerequisites: CHEMOH701 and ENVRH702.
11574 FF WE Jan11 7:00-10:00 14 $312.28

Occupational Health & Safety Management Certificate
Mohawk College Certificate
Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-coordinators, Occupational Health Nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

Questions? 905-575-2139 / ceengty@mohawkcollege.ca 905-575-2225 / geoff.white@mohawkcollege.ca

Admission Requirements
Knowledge of chemistry, physics and mathematics is an asset.

For program details visit ce.mohawkcollege.ca/ohs

Ergonomics ENVROH304
Learn to design jobs and workplaces to enhance job effectiveness and well-being.
12323 FF TH Jan12 6:30-9:30 13 $267.67

Occupational Toxicology & Disease ENVROH105
Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.
12324 FF WE Jan11 7:00-10:00 12 $267.67

Industrial Engineering Certificate - Level 1
Mohawk College Certificate
For individuals employed in first level Industrial Engineering positions conduct time-and-motion studies, draw plans of efficient plant layout; assist in quality control testing; and participate in various manufacturing problem solving applications.
Questions? 905-575-2203 / ceengty@mohawkcollege.ca 905-575-1212 ext.3650 / louie.dorazio@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/industrialengineering

Problem Solving IENGIM252
Explore analytical and creative problem solving techniques.
12066 FF WE Jan11 7:00-10:00 14 $312.28

Manufacturing Management MGMTIM153
Analyze the organization of modern industry and relationships among different functions.
12065 FF TU Jan10 6:00-9:30 12 $312.28

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

Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3650 /
louie.dorazio@mohawkcollege.ca

Admission Requirements
You require Grade 12 Math or equivalent.

For program details visit ce.mohawkcollege.ca/qualityassurance

Statistical Process Control 1

MATHC102
Examine statistical methods and applications required by industry including presentation and description of data, probability, sampling and description of data, probability, sampling required by industry including presentation and description of data, probability, sampling.

Payment options include cash, cheques, debit, E.T. Clarke Centre, Room 102 at McMaster. McMaster University provides parking permits may be obtained at 0743; or titles.mcmaster.ca/trade/specialform.htm

Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3058 /
sebastian.irmie@mohawkcollege.ca
ce.mohawkcollege.ca/mechanicaldesign

SolidWorks Advanced

CADM10041
Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.

Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3058 /
sebastian.irmie@mohawkcollege.ca

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.

Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3058 /
sebastian.irmie@mohawkcollege.ca

Health Sciences

ce.mohawkcollege.ca/healthsciences

NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.
You must submit the Communicable Disease Screening (Immunization) form, available at ce.mohawkcollege.ca/healthsciences.html to the HEALTH SERVICES OFFICE - ROOM 303 accompanied by a one-time processing fee of $115.00. Make cheques payable to "Mohawk College Health Services" with your student ID number clearly visible on the front of the cheque. Cash accepted if dropped off in person to Room 303.

Questions?
Health Services 905-540-4247 ext. 26750 /
IAMSHealthServices@mohawkcollege.ca

Books for courses offered at the IAHS may be purchased at the IAHS Bookstore in McMaster University Medical Centre, 1200 Main Street West, Room 1G. Phone 905-525-9140 ext. 22288 or 1-(800)-407-9465; Fax 905-570-0743; or titles.mcmaster.ca/trade/specialform.htm

Preparatory Biology

BIOI1006
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.

Questions?
905-540-4247 ext. 26258

CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

Questions?
905-540-4247 ext. 26258

On Campus after dark?
Volunteers are here to assist

Mask Fit Testing

HSCI110057
Pre-clinical requirement for all Health Science programs. You must bring completed "HEALTH QUESTIONNAIRE" to class. If you miss your scheduled class, you MUST re-register.

CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

Questions?
905-540-4247 ext. 26258
Medical Laboratory Technology

Bridging Program for Medical Laboratory Technology

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and want 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-lyhouwer@mohawkcollege.ca

Health Sciences...Nursing Courses/Workshops

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

ATTENTION RNs and RPNs
You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund! For more information and application forms visit the RNAO or RPNAO websites at www.rnao.org or www.rpnao.org

Nursing

For information regarding Enhanced RN/ RPN Exam Preparation Courses designed for those who have made at least one attempt on the registration exam call 905-540-4247 ext. 26737.

Administration of Medication for Nurses

NRSG10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Note: No class March 15.

Advanced Footcare for RNs and RPNs

NRSG10059

Assessment and nursing care of high risk feet. Pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: March 8, 10, 24, and 31.

Approval Skills For Nurses

NRSGH2215

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: March 8, 10, 24, and 31.

Basic Footcare for RNs and RPNs

NRSGH22A5

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.

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

**The Management Of Wounds HSCI1127**
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 online on specific course page in eLearn.

**15061 IH**
TU Jan10  6:00-9:00  10  $202.36

**15062 IH**
SA Jan14  9:00-4:00  5  $202.36

**Breastfeeding Program**
See Distance Education section of this catalogue for program information. Prior to clinical experience, the following prerequisites must be completed: Mohawk College Medical Clearance & depending on placement agency, Mask Fit testing, BCLS, Police Check may also be required.

**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 STETHOSCOPE** 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 session are Saturday Feb 4, Feb 25, Mar 24 and 1 full day on line. **NOTE:** Combined NRSG10042 & NRSG10046 is equivalent to NRSG10020 Nursing Theory 2.

**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 acute and chronically ill adults. Focus on nursing assessment, diagnosis and intervention implementation and evaluation using evidence-based practice. There are 7 in class sessions; remainder online. CRN 15102 held at CARE-Jan 12, 26, Feb 9, 23, Mar 8, 22 and Apr 5th. CRN 15103 at Halton Multicultural Centre, Oakville-Jan 11, 25, Feb 6, 22, Mar 7, 21, and Apr 4. **NOTE:** You MUST log into eLearn ONE WEEK BEFORE START DATE.

**15103 OR WE Jan11 9:00-5:00  7  $523.70**

**15102 OR TH Jan12 9:00-5:00  7  $523.70**

**Nursing Theory 2 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**

**15106 SA 9:00-4:00**

**Professional Issues NRS10018**
Analyze trends in health care, ethical and legal issues, standards of professional practice, cultural aspects and multidisciplinary practice.

**15101 OR WE Jan18 9:00-4:00  4  $433.37**

**15103 SA Jan14 9:00-4:00  4  $433.37**

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**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

Are you an internationally-educated nurse?

**New! Ontario Bridging Participants Assistance Program**: Accepted BIEN students may be eligible to receive up to $5000 in bursary funding towards tuition, books or equipment. OBAP application forms are available from the Registration Office, IAHS Campus.

**Admission Requirements**
1. Letter of Direction from the College of Nurses of Ontario 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-CELANB must be completed within 3 months post admission).
4. Proof of Canadian citizenship or permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).

**NOTE:** You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMP 2926 or INFO 79001 in this catalogue.

**How do I apply?**
Forward a cover letter along with:
1) Letter of Direction from CNO AND
2) Resume outlining your nursing practice AND
3) Provide Canadian English Language benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (I-CELANB).

**Contact Applied Communication Centre for details at 905-575-1212 ext. 3569 and 4) Proof of Citizenship or immigration status.**

**For your documents by fax, email or mail:**

**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 one week of medical clearance, mask testing and BCLS before your clinical experience.**

**Administration of Medications and Assessment Skills**
See Nursing Courses/Workshops

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**RN and RPN Certificates**

**NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.**

The Communicable Disease Screening form, available at ce.mohawkcollege.ca/healthsciences.html, must be submitted to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one time processing fee of $115.00. Make cheques payable to Mohawk College Health Services with your student I.D. number clearly written on the front of the cheque (cash will be accepted if dropped off in person to Room 303).

**Questions?**
Health Services 905-540-4247 ext. 26750 / IAHShealthservices@mohawkcollege.ca

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**ATTENTION RNs and RPNs**
You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund.

For more information and application forms visit the RNAO or RPNAO websites at www.rnao.org or www.rpnao.org

**Prerequisite for all RN and RPN courses:**
Current registration from the College of Nurses of Ontario, as a Registered Nurse (RN) or a Registered Practical Nurse (RPN).

**To obtain a certificate, you must fill out a “Request for Certificate” form, available at ce.mohawkcollege.ca/facq or by calling 905-540-4247 ext. 26258.**

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**How to read course details:**

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<tr>
<th>CRN*</th>
<th>Location</th>
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<td>FF</td>
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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. 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:
RN Refresher Certificate 
Mohawk College 
Institute for Applied Health Sciences 
Room 185 
1400 Main St. West, Hamilton, ON L8S 1C7 
FAX: (905) 528-7706 or email bien@mohawkcollege.ca 
Program Manager. Nancy Brown-Fellows 
For program details visit ce.mohawkcollege.ca/rn-refresher 

Refer to your individualized program of study, for prerequisites and co-requisites. YOU MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience. 

NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.

RPN Refresher Certificate
Ontario College Graduate Certificate
Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years? Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). 
Upon completion of all required courses you will receive a certificate.

Questions? 905-540-4247 ext. 26737 / bien@mohawkcollege.ca

Admission Requirements
1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario AND 
2. Have practised as a nurse within the last 10 years. How do I apply? Forward a cover letter with: 
1) A copy of CNO Certificate of Registration or Letter of Direction. 
2) Resume outlining your nursing practice to: 
 Forward your documents by fax, email or mail to:
RPN Refresher Certificate 
Mohawk College 
Institute for Applied Health Sciences 
Room 185 
1400 Main St. West, Hamilton, ON L8S 1C7 
FAX: (905) 528-7706 or email bien@mohawkcollege.ca 
Program Manager: Nancy Brown-Fellows 
For program details visit ce.mohawkcollege.ca/rpn-refresher 

Refer to your individualized program of study, for prerequisites and co-requisites. YOU MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience. 

NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.

RPN Diploma Completion
Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO’s full scope of practice. 
Questions? 905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca 
905-540-4247 ext. 26736/ sharon.hamilton1@mohawkcollege.ca

Admission Requirements
2. College of Nurses of Ontario (CNO) current Certificate of Registration AND 
3. Currently working to Full Scope of Practice as outlined by the CNO 
*Basic computer skills are required 

How do I apply? Forward a cover letter along with: 
1) Copy of RPN certificate 
2) Letter from your employer outlining your current practice 
3) Proof of Current CNO Registration. 
4) Resume outlining your nursing practice and continuing education courses to: 
Registered Practical Nurse Diploma Completion Program 
Mohawk College 
Institute for Applied Health Sciences 
Room 185

1400 Main Street West 
Hamilton, ON L8S 1C7 
Book admission interview with Program Mgr. via Sharon at ext. 26736. 

You may qualify for credit for skills and knowledge acquired in other courses or through work experience. Contact Amy Boyer, Program Manager, at 905-540-4247 ext 26708. For program details visit ce.mohawkcollege.ca/criticalcarenursing 

To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext 26708. 

See Distance Education for additional Critical Care offerings.

Prior Learning Assessment & Recognition (PLAR)
You may qualify for credit for skills and knowledge acquired in other courses or through work experience. Contact Amy Boyer, Program Manager, at 905-540-4247 ext. 26708. 

See box at beginning of Health Sciences section regarding Medical Clearance.

Critical Care Module 2 (Respiratory) - Clinical 
CLIN1004 Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient. 15870 FW Jan12 $188.87 

Need Help? AskMohawk at ce.mohawkcollege.ca

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

Critical Care Module 3 (Cardiovascular) - Clinical
Integrated 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
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 RNS and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team. Upon completion of the program of study, you are eligible for the program certificate. There are 5 theory courses (see website) plus 1 field experience included in this program of study. Courses are offered in a blended format, classroom/distance education, with an occasional classroom component, using the learning management system eLearn. Each semester another 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

RN - Nephrology Nursing Certificate
See Distance Education for above programs.

Operational Room Principles & Practices Theory NRSNG1003
Focus on surgical terminology, especially pertaining to surgical specialties: Ortho, Neuro, Plastics, Opth, ENT, Thoracic, Vascular & Cardiac.

15048 IH WE Jan12 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
PeriAnesthesia Nursing NRSNGS06
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 10060.

15057 IH TU Jan10 6:00-10:00 9 $242.83

PeriAnesthesia Nursing Clinical CLIN10053
Use PeriAnesthesia theory and skills in full-time preceptored PeriAnesthesia settings.

15067 FW Mar7 $472.89

RN - First Assistant Graduate Certificate
Ontario College Graduate Certificate
Program is comprised of independent study part time on line, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Application/Questions? 905-540-4247 ext. 26259 / cehealth@mohawkcollege.ca

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 practice skills for the scrub nurse and circulating nurse role.

15049 OR TU/SA Feb14 7:30-3:30 5 $303.53

Anaesthesia, Assessment & Critical Care 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

How to read course details:
CRN*
Location Day(s) Start Times #Sessions Fee
12256 FF WE Jan11 6:30-9:30 6 $104.20
RPN - Operating Room Certificate
Ontario College Graduate Certificate
Develop the specialized perioperative nursing skills you need to function effectively in the operating room suite in accordance with Standards of PeriOperative Room Nursing Association of Canada.
Offered in new blended format combining in classroom and Distance Education formats.
Application/Questions? 905-540-4247 ext. 26258 / ccehealth@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 / ccehealth@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
HSC10124
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
HSC10125
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, 17 and 31.
15058 IH SA Jan21 9:00-4:00 6 $242.83

Paediatric Assessment: Infant to Young Adult
NRSG10057
Explore normal paediatric growth and development. Using case studies, simulations, and skills labs, complete head-to-toe assessments and examine atypical symptoms of prevalent illnesses. Community clinical setting. Open to RNs and RPNs. NOTE: Course runs on alternate Saturdays. Dates: Jan. 14, 28, Feb.11, 25, Mar. 10 and 24. You are required to log on to eLearn one week prior to first class. Course manual is available online on specific course page in eLearn.
15059 IH SA Jan14 9:00-4:00 6 $242.83

RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal
Ontario College Graduate Certificate
Enhance your knowledge and skills in perinatal nursing care with a rigorous review of relevant material from conception to six weeks post partum for mother, fetus/newborn and family. There will be a strong emphasis on physiology, evidence-based practice and nursing management. The Perinatal High Risk Obstetrical Certificate program prepares RNs for the Canadian Nurses Association Perinatal Certification exam.
Some course manuals are on line and others available for purchase at Titles, McMaster Medical Centre Bookstore. Please bring to first class.
Questions? 905-540-4247 ext. 26736 / 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 905-540-4247 ext. 26736 for registration information package for the 3 hour exam and call the program manager at 905-540-4247 ext. 26736 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 log on 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

Disability Management Certificate (Return to Work Coordinator)
Ontario College Certificate
Develop your practical skills in disability management for the Canadian workplace, with this Certificate program developed in 1995 by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation.

Health Sciences
PRIOR LEARNING ASSESSMENT & 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. 26736 for prerequisite assessment.

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 NDMA 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/disabilitymgmt

NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.

A Certificate will be awarded upon successful completion of the entire program.

NOTE: No refunds or course transfers two days prior to the scheduled course date.

Effective Disability Management Programs
CREDRTC02 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
CREDRTC02 Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

15031 IH FR Jan20 12:00-6:30 1 $242.53

The Role of Assessment MISRTC06 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
COMMRTC08 Explore communication skills for formal and informal interviews including those involving supervisors and health care providers. Learn to create an interaction in which the returning worker becomes an active partner in the return-to-work process.

15040 IH SA Jan28 8:30-3:30 1 $242.53

Interviewing and Helping Skills
COMMRTC08 Examine a three-stage helping model used by RTW Coordinators.

15039 IH FR Feb24 12:00-6:30 1 $242.53

Free Academic Upgrading
905-575-2029

Legislation And Disability Management

LAWRTCT13 Examine human rights laws, accommodation requirements and other related acts that apply to workers with disabilities.

15043 IH SA Mar24 8:30-6:00 1 $309.12

Workers’ Compensation

HRESRTC14 Focus on an overview of workers compensation legislation across Canada and the provisions within each system related to return to work.

15041 IH SA Feb25 8:30-3:30 1 $242.53

Insurance And Other Benefits

INSRTC15 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.

CULICF10 - Introduction to Institutional Food Services is a prerequisite to all other courses in the program.

Admission Requirements
Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority.

15048 IH TH Jan10 8:30-3:30 10 $242.36

15049 IH TH Jan11 8:30-3:30 10 $242.36

Food Preparation

CULICF20 Study basic cooking principles with the emphasis on entree, soup, starch, fruit and beverage preparation. Explore allergies, intolerances, multiculturalism and catering.

No need to purchase manual. Notes will be provided.

15050 IH TU Jan10 6:30-9:30 10 $214.36

15051 IH TH Jan12 6:30-9:30 10 $214.36

Nutritional Care

HLTHHCF60 Examine various disease states – cardiovascular, diabetes, cancer, dysphagia, kidney disease, etc. and their relationship to nutrition. Topics include nutrition labelling, Canada’s Food Guide, texture and energy modification and geriatric nutrition.

15078 IH TU Jan10 6:30-9:30 10 $214.36

15079 IH TH Jan12 6:30-9:30 10 $214.36

Palliative Care Certificate

Ontario College Certificate Palliative care aims to relieve the suffering and improve the quality of living and dying for those with terminal illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for health care professionals, the curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Questions? 905-540-4247 ext. 26258

Admission Requirements
You must be a regulated health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician.)

NOTE: Individual courses may be taken by persons interested in working in palliative care; however a Certificate will only be granted to regulated health professionals upon completion of all course work.

For program details visit ce.mohawkcollege.ca/palliativecare.

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 a placement in a Health Care setting.

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 on 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

Admission Requirements
See box at beginning of Health Sciences program.

Ethics And Legailities 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 awareness 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

Admission Requirements
See box at beginning of Health Sciences program.

Montessori Methods for Dementia TM HSCI10160
19108 IH TU Mar20 6:00-9:00 12 $242.83
Dementia Studies - Multidiscipline Certificate
Ontario College Certificate

Admission Requirements
Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

ATTENTION RNs and RPNs
You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund.

For more information and application forms visit the RNAO / RPNAO websites at www.mao.org / www.rpnao.org

Working with the Aged - Multidiscipline Certificate
Gerontology - Multidiscipline Certificate

See Distance Education section for program information and course offerings.

Food...Food...Food

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.

The Smart Serve Certificate is mandatory to work in an establishment that serves alcohol in Ontario.

**IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION**

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding GI, M1 and M2 licenses, and all drivers 21 years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

**Mixology 1** 
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, shooters, mixed drinks and domestic and imported beers. Liquor/ product costs of $45.00 included in the course fee. Prerequisite: Mixology 1 (FB001)

12435 FF MO Feb27 6:30-10:00 6 $201.14

**Be A Professional Server**
HOSP10010
Learn the skills of a Professional Bartender/Wait Person. Acquire proper tableside techniques for bar and dining room service. Customer Relations, “Point of Sale” Systems, menu presentation, proper meal service, banquet service and bartending etiquette will also be addressed.

12364 FF TU Jan24 7:00-10:00 6 $141.83

**Wine Appreciation 1** 
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” Tuscanos and Vin de Pays wines.

12441 FF WE Feb22 6:30-9:00 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 TUE Feb7 6:00-9:00 1 $50.00
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. 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 Feb 23 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 Mar17 9:30-2:00 3 $114.88

**Food...Food...Food**

You may register in food courses anytime up to 3 days before the start date. Phone the Program Manager at 905-575-1212 ext. 3009 / 519-759-7200 ext. 3009 for permission after this time period. You may apply for a refund or transfer up to three days prior to start date. Food costs are not included in the course fee for courses with several sessions. Food costs must be paid to the instructor on the first night of class.

**IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION**

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding GI, M1 and M2 licenses, and all drivers 21 years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

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

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

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 Feb6 7:00-10:00 6 $190.00
Hospitality & Travel / Human Services

Gourmet Dining  CUL110002
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  $196.00

Eat Locally  CUL110042
Join Chef Brent Newmann and follow the seasonal produce from our farmers. Create exciting meals using in-season, local ingredients. Be Eco-friendly. Know what you are eating. Eat local! Taste the difference! Food cost: $50 paid to the instructor at the 1st class.
12433  FF  TU  Jan17  7:00-10:00  6  $196.00

Soup’s On!  CULIG1526
Explore the limitless possibilities of soup with Chef Gord Phillips. "The Soup King". Begin with fresh stock, create cream soups, puree, and unusual recipes from around the world. Food cost of $25 to be paid to the instructor on the first night, Bring containers.
12449  FF  TU  Jan17  7:00-10:00  3  $93.00

NEW!

Easter Chocolate And Sugar Fun  CULIG1387
Join Gordana and discover covering chocolate and sugar molding. Just in time for Easter Celebrations. Cost of the supplies are the responsibility of the student. Approx. $40.
12450  FF  SA  Mar3  9:00-3:00  1  $88.00

Weekend Food

Bread - Bake it at Home  CUL110059
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 to complete his PhD in history and also completed his second doctorate in political science at the U of T. Today, Dr. Pauwels lives in Brantford and is busy organizing educational tours to many destinations.
Please let SHIP'S SCHOOL know that you saw your tour in our Mohawk College Continuing Education Catalogue.

Questions?
  susan.bowinkelmann@mohawkcollege.ca
  ce.mohawkcollege.ca/traveleducation

Paris in Depth  CUL110002
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  CUL110002
Mar 16-25; tour cost $2,395. Valencia, one of Spain’s truly great cities, plus the attractions of the Costa Blanca. The Mediterranean resort of Benifirm, the amazing oasis of Eiche with 100,000 palm trees, and the seaport of Alicante.

Madrid & Barcelona  CUL110002
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, Chilida and many others. The tour host is Alan Toff, lecturer in the history of art at U of T’s School of Continuing Studies.

Vienna in Depth  CUL110002
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  CUL110002
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  CUL110002
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  CUL110002
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  CUL110002
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  CUL110002
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  CUL110002
Sept 2012. Tour cost: $4215. An exploration of the biggest island in the Mediterranean, followed by a look at the little island of the Knights of St. John. Prehistoric sites, splendid Greek temples, Arab and Byzantine architecture and art, and more!

The Wonders of Southern India  CUL110002
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  CUL110002
Munich in Depth  CUL110002
Maple Leaf Tour  CUL110002
Hawaii

On Campus after dark?
Volunteers are here to assist

Human Services

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

Non-Violent Crisis Intervention-Recertification  CONFEH108
Crisis Prevention Institute NVCI Recertification. To be eligible for this course you must have completed the full certification within the last 2 calendar years. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). The Workbook must be purchased from the Campus Store PRIOR to the class. This workbook is not included in the course fee.

Nonviolent Crisis Intervention  CONFN108
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 workshop 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.

ASI: 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.

Questions?
  contact marco.felvis@mohawkcollege.ca for additional details.

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

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. Credits taught by experienced, professional event organizers.

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca
905-575-2158 / sue.vattay@mohawkcollege.ca

Admission Requirements
Graduate of Recreation and Leisure Services, Business, Marketing, Hospitality or Tourism programs or college or university program OR event organizer with event planning experience.

For program details visit ce.mohawkcollege.ca/eventplanning

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

Notes: See additional course offerings below.

Introduction To Special Events
HSCIRLA09
Explore industry issues, careers, tourism impact and professional bodies and certification. Open to all students. Students may concurrently take RECLRLA01, RECLRLA02, MGMT10006, HMNSSSNP, HMNSSSF1R, or TRVLTL415.

Class dates: Jan 14, 16, 23, FF
12269 FF SA Jan14 9:00-3:00 3 $89.22
MOWE WE 6:00-9:00

Event Marketing
RECLRLA07
Acquire essential skills in developing a marketing plan and promotional strategies for events or festivals. Prerequisite: RECLRLA04.

12267 FF TU Jan24 6:00-9:00 10 $223.06

Program Applications: Creating A Dynamic Event Program RECLRLA02
Develop skills in making contacts and negotiating contracts for event programming. Learn to maximize program ideas and trends.

Prerequisite: HSCIRLA09

12276 FF WE Jan18 6:00-9:00 12 $267.67

Fundraising/Development Associate Certificate
Mohawk College Certificate
Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and interpersonal skills.

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

For program details visit ce.mohawkcollege.ca/fundraising

Annual Giving
HMNSSSF2R
Discuss the essential components of annual giving programs. Learn to prepare an effective direct mail package, organize special events and handle other fundraising tools.

12533 FF TU Jan17 6:30-9:30 10 $223.06

Recreation Practicum 1 WORKRL142
13099 FW $468.75

Recreation Practicum 3 WORKRL342
13100 FW $795.70

Public Relations Fundraising & Special Events
HMNSSSNP
Develop essential skills in dealing professionally with the community on behalf of the organization or event. Learn to develop a PR plan, analyze public relations audiences, and develop a successful relationship with the media.

12532 FF TH Jan26 6:30-9:30 10 $223.06

Not-for-Profit Development Certificate
Mohawk College Certificate
Intended for managers or supervisors in social service agencies, community service, charitable or not for profit organizations. Benefit from the guidance of community leaders with extensive professional experience.

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

For program details visit ce.mohawkcollege.ca/notforprofit

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

12352 FF WE Jan25 8:30-9:30 10 $223.06

Board And Staff Responsibilities
MGMTSSP1
Examine the characteristics of non-profit organizations; roles and responsibilities of the chief executive officer and the board of directors; management styles appropriate to voluntary organizations; the relevance of the organization’s mission in a changing environment; and techniques and processes for productive meetings.

12351 FF MO Jan23 6:00-9:00 10 $223.06

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

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

For program details visit ce.mohawkcollege.ca/volunteermgmt

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

Prerequisite: MGMTSSP24. Dates for 3 Saturday classes TBD by full class.

12447 FF TU Jan10 6:30-9:30 17 $429.61
SA 9:30-4:30

Oops! We didn't know you wanted it
Register early - we need at least 10 students to run our classes

Admissions/Concurrent Disorders

Addictions/Concurrent Disorders

Acknowledgement of Completion
Gain an understanding of addictions, co-occurring disorders, mental health issues and disorders.

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca
905-575-1212 ext. 3345 / janice.duda-kosar@mohawkcollege.ca

Admission Requirements
Completion of a Human Services Diploma.

For program details visit ce.mohawkcollege.ca/acd

Introduction to Addictions HMNS10039
Gain a basic understanding of addictions including prevalence, diagnoses, assessment and treatment. Current issues and trends in the field will be explored.

12306 FF WE Jan11 6:30-9:30 9 $200.75

Bereavement Counselling Certificate
Ontario College Graduate Certificate
Develop skills in bereavement assessment, theoretical models of grief and specific intervention and therapeutic techniques when traditional support models are insufficient. You will also receive additional training specific to children, families, disenfranchised grief, and crisis management.

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

For program details visit ce.mohawkcollege.ca/bereavemcounselling

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. 3345 / liddia.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.

Questions?
905-575-2035 / janice.duda-kosar@mohawkcollege.ca
905-575-1212 ext. 3345 / janice.duda-kosar@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/careerconsultant
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-kozar@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/socialservworker

Professional Development Seminar
CREDSD123
Year 1 and 2. Identify the interpersonal skills which support effective interaction with coworkers, supervisors and client-consumers. Through collaboration with classmates, practice developing the skills presented and begin to integrate a professional identity, based on increased self awareness.
12314 FF TU Jan10 6:30-9:30 10 $208.19

Social Service Worker Practice II
HMNSSO230
Year 1 & 2. Practice fundamental skills and techniques that are used in direct practice with clients. A practical and experiential course, utilizing videotaping, role-plays, discussion and feedback.
12315 FF MO Jan9 6:30-9:30 10 $208.19

Community Change
HMNSSO433
Year 3 and 4. Introduces the community change process and explains how social work organizations play a vital role in it. Emphasis will be on community change and the relationship between the elements of an organization and the process of change.
12309 FF TH Jan12 6:30-9:30 14 $312.28

Psychology Of Adjustment 2
PSYCSS233
Year 3 & 4. Gain a better understanding of self and others to help develop resources for effective living in today’s world.
12317 FF TU Jan10 6:00-9:15 13 $312.28

Social Service Worker Practice IV
HMNSSO434
Year 3 and 4. Introduces the realities of professional practice and provide students with practical knowledge and resources to maintain a humanistic and client centered focus.
12316 FF WE Jan11 6:30-9:30 10 $208.19

Register online at ce.mohawkcollege.ca (*

Human Services

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

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

Private Investigator License Requirements LAWS10111
19110 FF SA/SU Mar24 8:00-6:00 3 $210.43

Security License Requirements LAWS10085
19092 FF TU/WE Feb28 10:00-5:00 2 $140.09

Flexibility: Range of Motion HLTH10085
19113 BF TH Feb23 12:00-4:00 8 $210.43

Police Foundations

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

Bus Plan: Personal Trainers HLTH10097
19052 BF WE Jan11 10:30-12:00 29 $313.28
19049 BF FR Jan13 9:30-11:00 14 $208.19
How to read course
details:

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.

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/childyoutherworker 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: MGMTC153, HMNSSC257, WORKCC455.
12141 FF  TH  Jan12  6:30-9:30  18  $404.27

Advanced Therapeutic Programming
HMNSSC383
Year 3 & 4. Select and modify therapeutic activities for the exceptional child using art, play music, and movement therapies. Prerequisites: MGMTC153, HMNSSC257 & WORKCC455.
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 & application 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, CONCNC359, HMNSSC362, HSCICC327.
12153 FF  MO  Jan9  6:30-9:30  14  $312.28

Field Placement 3 & Seminar  WORKKEC398
19088  FW  $504.38

Field Placement 4 & Seminar  WORKKEC399
19098  FW  $504.38

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? 905-575-2225 / cehumser@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/ceceleadershipadmin

Communications and Relationships in Early Learning and Care COMM10174
Gain essential written and verbal communication skills. Explore conflict resolution, decision making, group strategies, team work, time management and more.
12536 FF  TH  Jan19  6:30-9:30  10  $223.06

ECE - Leadership in Action EDUC10058
Explore the importance of leadership, professionalism and advocacy in Early Learning and Care.
12535 FF  TU  Jan17  6:30-9:30  10  $223.06

Early Childhood Education Resource Teacher Certificate
Ontario College Graduate Certificate
A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Questions? 905-575-2226 / cehumser@mohawkcollege.ca
905-575-2256 (press 1) / karen.pavao@mohawkcollege.ca

Admission Requirements
An Early Childhood Education Diploma. Applications accepted every other year. You must apply in the Spring of that year. Next admission - Fall 2012.

For program details visit ce.mohawkcollege.ca/ecearesourceteacher

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 general information will be researched, compiled and shared to further hone necessary skills.

For more information contact: jacqueline.p.adams@mohawkcollege.ca

Questions? 905-575-2226 / cehumser@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca
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: HMNSSRT031
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: HMNSSRT061 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 COMM10104: 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.

*English as a Second Language*
Language Instruction for Newcomers to Canada (LINC)
LINC classes are offered during the day from 9:00 a.m. to 3:00 p.m. Monday to Friday. Mohawk College offers LINC (Language Instruction for Newcomers to Canada) free of charge to eligible individuals.
New students are accepted on a continuous intake basis in most LINC classes. For students at LINC 6 level, there is a 15-week course, the equivalent to GAS-ACP 400.
LINC YOUTH (for students 18 to 25) two project-based classes: Videography and Photography.
LINC 7 offers advanced English including TOEFL preparation.

Part-time LINC Classes
LINC Writing (CLB 5)
Tuesday & Thursday - 3 p.m. to 5:30 p.m.
Start Date: January 10, 2012
LINC Listening (CLB 5)
Monday & Wednesday - 3 p.m. to 5:30 p.m.
Start Date: January 9, 2012

Enhanced Language Training (ELT)
Mohawk College offers ELT (Enhanced Language Training) for internationally educated professionals. Workplace 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

Register online at ce.mohawkcollege.ca (*CRN required)
ESL Essentials - Reading COMM10152
Build skill in understanding factual information, finding the main idea and reading for specific information in various short texts. Develop vocabulary and reading fluency at the Canadian Language Benchmark 4 level.
12457 FF MO Jan9 $1175.00

ESL Essentials - Speaking COMM10151
Enhance your ability to carry on conversation and improve your pronunciation skills in everyday social settings. You will also learn to make a brief presentation. Develop speaking skills at the Canadian Language Benchmark 4 level.
12458 FF MO Jan9 $1175.00

ESL Essentials - Writing COMM10153
Learn to produce accurate simple and compound sentences, with a focus on basic conversations and short texts. Use of vocabulary and punctuation rules. Develop writing skills at the Canadian Language Benchmark 4 skill level.
12459 FF MO Jan9 $1175.00

Basic Academic Writing Practices COMM10201
Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use conjunctional and transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at the Canadian Language Benchmark 5.
12463 FF MO Jan9 $219.00

Applied Listening for College COMM10207
Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, notetaking, and abbreviating information. Skill development at the Canadian Language Benchmark 6.
12526 FF MO Jan9 $219.00

Applied Reading for College COMM10205
Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affinity, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.
12516 FF MO Jan9 $219.00

Applied Speaking for College COMM10206
Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6.
12525 FF MO Jan9 $219.00

Basic Academic Listening Practices COMM10204
Practice listening for key information in conversations and short texts. Develop spoken English at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at the Canadian Language Benchmark 5.
12460 FF MO Jan9 $219.00

Basic Academic Reading Practices COMM10202
Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.
12461 FF MO Jan9 $219.00

Basic Academic Speaking Practices COMM10203
Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at the Canadian Language Benchmark 5.
12462 FF MO Jan9 $219.00

Writing 400 COMM10137
Develop writing skills at Canadian Language Benchmark 7 with emphasis on pre-writing, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.
12470 FF MO Jan9 $219.00

Languages - Other (CREDIT COURSES)
Questions? 905-575-2025 / crearts@mohawkcollege.ca

American Sign Language I LANGLL120
Learn the basics of the communication system used by most deaf people.
12086 FF TU Jan10 7:00-10:00 13 $289.97

American Sign Language II LANGLL220
Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive a Certificate of Completion upon successful completion of levels 1 and 2.
12088 FF TH Jan12 7:00-10:00 13 $289.97

German-Conversational 1 LANGLLA11
Develop basic language for travel and everyday conversation, with emphasis on pronunciation.
12089 FF MO Jan9 7:00-10:00 13 $289.97

German-Conversational 2 LANGLLB11
Enhance your abilities with conversational German. Prerequisite: German 1 or equivalent.
12090 FF WE Jan11 7:00-10:00 13 $289.97

Italian 1 LANGLLA03
Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.
12091 FF MO Jan9 7:00-10:00 13 $289.97

Italian 2 LANGLLB03
Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.
12093 FF TH Jan12 7:00-10:00 13 $289.97

Practica Italian 1 LANGLLD09
Practice oral and written skills covered in Conversational Italian 1. Not a credit course. Prerequisite: Italian Conversational 1 or permission from the instructor.
12289 FF WE Jan11 7:00-10:00 6 $193.00

Practica Italian 2 LANGLLD10
Benefit from practice of oral and written skills developed in Conversational Italian Level 2.A non-credit course.
12290 FF WE Feb22 7:00-10:00 6 $193.00

Japanese-Conversational 1 LANGLLA17
Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.
12095 FF MO Jan9 6:30-9:30 13 $289.97

Languages & Communications

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.francio@mohawkcollege.ca

Basic Academic Listening Practices COMM10204
Practice listening for key information in conversations and short texts. Develop spoken English at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at the Canadian Language Benchmark 5.
12460 FF MO Jan9 $219.00

Basic Academic Reading Practices COMM10202
Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.
12461 FF MO Jan9 $219.00

Basic Academic Speaking Practices COMM10203
Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at the Canadian Language Benchmark 5.
12462 FF MO Jan9 $219.00

GAS-Applied Communications Program

Listening 400 COMM10208
Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and practice reading and editing. Skill development at the Canadian Language Benchmark 6.
12527 FF MO Jan9 $219.00

Reading 400 COMM10136
Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and research and citations also receive emphasis.
12466 FF MO Jan9 $219.00

Speaking 400 COMM10136
Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments.
12468 FF MO Jan9 $219.00

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

Sign Language I - Part A  LANGLL359
Designed to provide you with knowledge of the ear, various levels of hearing loss and practical use of Sign Language. Emphasis is placed on American Sign Language as a component of Total Communication. Practice receptive and expressive skills, body language, facial expression and classifiers. Basic issues are covered such as deaf and hard of hearing populations and cochlear implants. CRN 12381 Jan 14, 15, 21, 22, 28. CRN 12382 Feb 11, 12, 18, 19, 25.
12381 FF SA/SU Jan14 9:00-5:00 5 289.97
12382 FF SA/SU Feb11 9:00-5:00 5 289.97

Sign Language I - Part B  LANGLL459
A continuation of LL359. New vocabulary is introduced. Emphasis is placed on increasing Sign Language fluency in both the receptive and expressive modes of communication. Course dates: Mar 10, 11, 17, 18, 24.
12383 FF SA/SU Mar10 9:00-5:00 5 289.97

Spanish For Beginners  LANGLE01
Develop your conversational skills for everyday communication. Good for travelers.
12097 FF TU Jan10 7:00-10:00 13 289.97
12098 FF WE Jan11 7:00-10:00 13 289.97
12099 FF TH Jan12 7:00-10:00 13 289.97
12100 FF SA Jan14 9:30-12:30 13 289.97
12096 FF MO Jan16 7:00-10:00 13 289.97

Spanish-Conversational 1  LANGLLA04
Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent.
12101 FF MO Jan9 7:00-10:00 13 289.97

Spanish-Conversational 2  LANGLLB04
Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.
12102 FF WE Jan11 7:00-10:00 13 289.97

Certificate of Competence in the French Language
Mohawk College Certificate (CREDIT COURSES)
Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.
Questions? 905-575-2025 / crearts@mohawkcollege.ca
Val LeBlanc 905-561-6093
For program details visit ce.mohawkcollege.ca/french
 prerequisites must be met.
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 Pratique du Francais 1  LANGFR003
Learn the basics of grammatical structures and vocabulary for conversational applications. REQUIRED TEST: "En bons termes" by Prentice Hall.
12031 FF MO Jan9 6:30-9:30 13 289.97
12032 FF TU Jan10 6:30-9:30 13 289.97
12033 FF WE Jan11 6:30-9:30 13 289.97
12034 FF SA Jan14 9:00-12:00 13 289.97

La Pratique du Francais 2  LANGFR004
Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.
12035 FF MO Jan9 6:30-9:30 13 289.97
12036 FF TH Jan12 6:30-9:30 13 289.97
12037 FF SA Jan14 9:00-12:00 13 289.97

La Pratique du Francais 3  LANGFR005
Exprimez-vous sans probleme dans une situation quotidienne. Le passe compose est un des points grammaticaux les plus importants enseignes dans ce niveau.
12370 FF WE Jan11 6:30-9:30 20 289.97
12047 FF SA Jan14 9:00-12:00 13 289.97

La Pratique du Francais 4  LANGFR006
Etudiez les elements grammaticaux dans un contexte a la fois personnel et culturel:conditionnel present, revision des temps etudies dans les niveaux precedents.
12048 FF MO Jan9 6:30-9:30 13 289.97

La Pratique du Francais 5  LANGFR007
Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.
12049 FF TH Jan12 6:30-9:30 13 289.97

Parlons Francais 1  LANGFS032
Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequisite: FR005 La pratique du francais 3.
12051 FF TU Jan10 6:30-9:30 13 289.97

Parlons Francais 2  LANGFS033
Developpez votre vocabulaire et différentes structures orales en éducatif le thèmes suivants: "Preparons un voyage", "Passons la douane!", "Arrive a l'hotel", "Sejour a l'hotel", "Depart de l'hotel". Prerequisite: Parlons Francais 1 FS032, La Pratique du Francais 3 FR005.
12052 FF TH Jan12 6:30-9:30 13 289.97

Parlons Francais 3  LANGFS071
12053 FF WE Jan11 6:30-9:30 13 289.97

Parlons Avance 5  LANGFS081
Enhance your ability to converse in French on more complex issues in everyday situations.
12050 FF TU Jan10 6:30-9:00 12 223.06
12369 FF FR Jan13 9:30-12:00 12 223.06

Register online at ce.mohawkcollege.ca (*CRN required)
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 T/TH Feb28 6:30-9:30 10 $223.06
12425 SA Jan21 9:00-3:30 5 $223.06

Consecutive Interpreting
LANG10032
Benefit from a skillful mix of theory and practice focused on memory and comprehension, note taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031.
12428 FF T/TH Feb28 6:30-9:30 10 $223.06
12427 SA Mar3 9:00-3:30 5 $223.06

Skills Development - Sight Translation
LANG10033
Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Saturday course will run Jan 21, 28, Feb. 4, 11, 18. Revision of dates if necessary. Prerequisites: LANG10031,10032.
12429 FF SA Jan21 9:00-3:30 5 $223.06

Skills Development - Simultaneous Interpreting
LANG10034
Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Saturday course will run Mar. 3, 10, 17, 24, 31. Dates revised if necessary. Prerequisites: LANG10031, 32 - 35
12430 FF SA Mar3 9:00-3:30 5 $223.06

Writing for Publication Certificate
Mohawk College Certificate
With a new focus and new courses, this certificate program is ideal for beginner and established writers alike who are interested in creating or enhancing their portfolio of written work. Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you're a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and most importantly, get you writing.

Questions? 905-575-2025 / creadts@mohawkcollege.ca
   bonnie.pataran@mohawkcollege.ca

Admission Requirements
Successful completion of senior secondary school English or equivalent.
For program details visit ce.mohawkcollege.ca/writingpublication
Leisure - Wilderness

NEW! Winter Survival Skills RECL10025
Explore essential survival skills including prevention and avoidance skills, emergency trip planning, clothing and footwear selection, basic map and compass skills, and more. In addition, participants will learn winter camp and snowshoeing skills. Course manual available in class for $25.00.
11591 FF SA Feb 25 10:00-6:00 1 $130.00

Exercise & Sports Courses

Fencing Introductory RECLLE013
Develop the basic offensive and defensive skills of this challenging form of exercise. Fencing, masks, and protective jackets supplied. Location: Hillfield Strathallan school 11589 OR WE Jan 11 7:30-9:30 1 $30.00

Fencing Level 1 SPRTE213
Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013. Location: Hillfield Strathallan School 11590 OR WE Jan 18 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

Fitness Theory HLTHF001
Study basic anatomy, movement mechanics, physiology of exercise, principles of training, basic nutrition, weight management, and gender issues. A PREREQUISITE FOR ALL SPECIALTY MODULES. Final written exam. 11586 FF WE Jan 11 7:00-10:00 13 $402.89

Group Fitness Leader Module HLTHF003
Apply fitness theory in the development of a safe, effective, fitness class, with emphasis on music and phrasing, class design, cueing, program planning, and teaching/leading. Location: MacNab Street YWCA, 75 MacNab St. South. Prerequisite: Fitness Theory. 11588 OR SU Feb 26 12:00-4:30 6 $232.86

Personal Trainer Module HLTHF004
Prepare for a Certified Professional Trainer Network designation. Study advanced anatomy, exercise physiology, and biomechanics in program design, as well as consulting skills and the business aspects of personal training. CPTN Prerequisite: Fitness Theory FI001. 11587 FF MO Jan 9 7:00-10:30 13 $457.26

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

Math/Statistics

Business Diploma Math Courses

Questions? 905-575-2298 / ceegnty@mohawkcollege.ca 905-575-1212 ext. 3481 / frosina.stojanovska-pocuca@mohawkcollege.ca

Business Math of Finance MATH1003
Math of Finance concepts and calculations including annuities, amortization, etc. 19008 FF TU Jan 17 6:00-9:30 12 $312.28

Business Statistics MATHMA305
Covers: Organization of Data, Measures of Location, Variation, Probability & Sampling Distributions, Confidence Intervals, Hypothesis Testing, Regression & Correlation. MINITAB software will be used. Prerequisite: MATH101 11642 FF WE Jan 18 6:00-10:00 14 $404.27

Business Statistics 2 MATHMA411
Covers Estimating Population Parameters, Hypothesis Testing, Statistical Inferences from two samples, Chi-square Analysis, Linear Regression and Multiple Regression Analysis. Thursday classes are every other week beginning Jan. 25. Prerequisite: MATHMA311 or MATHMA305. 11644 FF MO/TH Jan 16 7:00-10:00 19 $404.27

Mathematics - Lecture Courses

Questions? 905-575-2298 / ceegnty@mohawkcollege.ca 905-575-1212 ext. 3481 / frosina.stojanovska-pocuca@mohawkcollege.ca

Mathematics MATHMS171
Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U). Thursday night classes are every other Thursday. 12226 FF TU/TH Jan 17 6:30-9:30 19 $404.27

Statistics 1 MATHMS372
Develop a basic understanding of statistics and the use of MiniTab. Topics include uni-variate and bi-variate data, regression and correlation; probability concepts and distributions; sampling; and confidence intervals. Prerequisite: MATHMS171 or MATH10012. 11651 FF WE Jan 18 6:00-9:00 14 $312.28

Math Learning Centre Courses

Questions? 905-575-2507 / ceegnty@mohawkcollege.ca 905-575-2155 / glenda.davis@mohawkcollege.ca
For details visit ce.mohawkcollege.ca/mathematics-statistics
To start any of the individualized courses, register in the course and you must attend the one hour mandatory introductory session in the Math Learning Centre, starting at 6:00 pm on the date indicated by the CRN in which you registered. The Math Learning Centre is located in the Learning Support Centre Room C122 at the Fennell Campus.

Mathematics 1 MATH10011
Focus on Equations, Basic and Intermediate Algebra, Right Triangle Trigonometry, Quadratics, and Complex Numbers. 4 month (42 hour). Prerequisite: Grade 12 (C or U) or MATH MA002 or equivalent. FF 6:00-9:00 $312.28

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

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

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

Mathematics 3 MATH10024
Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173. FF 6:00-9:00 $312.28

Mechanical Intermediate Algebra MATH10029
Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS165 or equivalent. FF 6:00-9:00 $312.28

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### Math/Statistics

**Mathematics for Computer Studies**

**MATH10042**  
Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).  
**FF**  
6:00-9:00  
$400.27  
11671 - Jan9  
11749 - Feb8  
11750 - Feb21  
11751 - Mar5  
11752 - Mar22

**Preparatory Apprenticeship - Math**

**MATHMA001**  
Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration, 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).  
**FF**  
6:00-9:00  
$353.59  
11672 - Jan9  
11757 - Jan24  
11756 - Mar5  
11766 - Mar22

**Preparatory Mathematics (Technology)**

**MATHMA002**  
Prepare for College Technical mathematics with attention to Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry, 6 month (72 hour). Prerequisite: Grade 10 Math (U or C).  
**FF**  
6:00-9:00  
$498.95  
11673 - Jan9  
11755 - Jan24  
11765 - Mar5  
11771 - Nov24

**Preparatory Mathematics (Business)**

**MATHMA003**  
Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations, 4 month (48 hour). Prerequisite: Grade 10 Math (U or C).  
**FF**  
6:00-9:00  
$353.59  
11674 - Jan9  
11756 - Jan24  
11771 - Jan7  
11777 - Mar5  
11778 - Mar22

**Mathematics 1 - General Arts And Science**

**MATHMA006**  
Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents, 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).  
**FF**  
6:00-9:00  
$312.28  
11675 - Jan9  
11774 - Jan24  
11777 - Mar5  
11778 - Mar22

**Mathematics 1 (Motive Power Technqs)**

**MATHMA008**  
Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).  
**FF**  
6:00-9:00  
$312.28  
11676 - Jan9  
12006 - Jan24  
11785 - Mar5  
11786 - Mar22

**Mathematics 2 (Motive Power Technqs)**

**MATHMA009**  
Develop skills with Equations, Graphing and Systems of Equations and Trigonometry, 4 month (42 hour). Prerequisite: MATHMA008.  
**FF**  
6:00-9:00  
$312.28  
11677 - Jan9  
11778 - Jan24  
12007 - Mar5  
11793 - Mar22

**Math**

**MATHMA018**  
Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry, 4 month (42 hour). Prerequisite: MATHMA006.  
**FF**  
6:00-9:00  
$312.28  
11678 - Jan9  
11789 - Feb8  
11984 - Mar5  
11903 - Mar22

**Mathematics**

**MATHMA101**  
Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis, 4 month (42 hour). Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C).  
**FF**  
6:00-9:00  
$312.28  
11679 - Jan9  
11706 - Jan12  
11846 - Feb8  
11984 - Mar5  
11903 - 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  
11844 - Feb8  
11983 - Feb21

**Differential Calculus**

**MATHMA383**  
Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.  
**FF**  
6:00-9:00  
$312.28  
11681 - Jan9  
11709 - Jan12  
11997 - 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  
11797 - Jan18  
11895 - Mar5  
11903 - Mar22

**Mechanical Basic Algebra**

**MATHMS150**  
Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations, 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).  
**FF**  
6:00-9:00  
$312.28  
11684 - Jan9  
11712 - Jan12  
11873 - Feb21

**Mechanical Basic Algebra**

**MATHMS165**  
Learn about Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).  
**FF**  
6:00-9:00  
$404.27  
11685 - Jan9  
11713 - Jan12  
11875 - Feb21

**Mathematics**

**MATHMS173**  
Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).  
**FF**  
6:00-9:00  
$312.28  
11686 - Jan9  
11714 - Jan12  
11880 - Jan18  
12014 - Jan24  
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 Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: MATHMS144.  
**FF**  
6:00-9:00  
$312.28  
11687 - Jan9  
11715 - Jan12  
11880 - Jan18

**Mathematics**

**MATHMS248**  
Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, Graphing and Systems of Equations, 4 month (56 hour). Prerequisite: MATHMS171.  
**FF**  
6:00-9:00  
$404.27  
11688 - Jan9  
11716 - Jan12  
11881 - Feb21

**Mathematics**

**MATHMS377**  
Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.  
**FF**  
6:00-9:00  
$312.28  
11689 - Jan9  
11717 - Jan12  
11883 - Feb21

**Applied Packaging Design**

**PCKG10002**  
Develop the understanding of Equations, Percents, Geometry and Mensuration, Unit Conversions and Trigonometry, 4 month (56 hour).  
**FF**  
6:00-9:00  
$404.27  
11690 - Jan9  
11718 - Jan12  
11891 - Mar22

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**Need Grade 12 equivalency?**  
905-575-2029

**Register online - ce.mohawkcollege.ca**

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**How to read course details:**

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<tr>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
<th>#Sessions</th>
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<td>FF</td>
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<td>Jan11</td>
<td>6:30-9:30</td>
<td>6</td>
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Social Sciences / General Interest

Sociology 1  
SSCISS108 (E)  
Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings.  
12028 FF MO Jan9  6:00-9:15  13 $312.28  
12027 FF WE Jan11  6:30-9:45  13 $312.28

Sociology 2  
SSCISS109 (E)  
Further develop your understanding of the interrelationship between the individual and society, and between different social groups.  
12029 FF WE Jan11  6:30-9:45  13 $312.28

Need Help?  
AskMohawk at ce.mohawkcollege.ca

General Interest

Questions?  
905-575-1212 ext. 3009 /  
crearts@mohawkcollege.ca  
World of Abnormal Psychology  
 refer to Distance Education section

Current Affairs:Canada/World  
SSCISS291  
Explore major contemporary issues facing Canada and examine international issues and points of conflict.  
12103 FF MO Jan9  6:00-9:30  13 $312.28

Dancing

Ballroom Dancing-Beginners  
DANCING901  
Learn the basics of Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. Singles welcome! LOCATION. Germania Banquet Centre of Hamilton, 863 King St., E.  
12485 OR WE Jan25  7:00-8:30  8 $138.00

Ballroom Dancing-Intermediate  
DANCING902  
Enhance your skills with the six dances covered in the basic course, plus Merengue, Samba and Salsa. Singles welcome! LOCATION. Germania Banquet Centre of Hamilton, 863 King St., East  
12487 OR WE Jan25  8:30-10:00  8 $138.00

Home  
Home Reno for Women will return in the spring semester.  

Life and Career Skills

Setting and Achieving Goals and Assertiveness Training for Professionals  
- Levels 1, 2 and 3 can be included in the WORKPLACE LEADERSHIP CERTIFICATE. Business Section.  
Upon successful completion of the Assertiveness Training for Professionals Levels 1, 2 and 3. You will receive an Acknowledgement of Completion. Gain a solid foundation of the skills of assertiveness, including self-management skills and skills to deal with challenging individuals and structures within employment settings. These skills are foundational to employment retention and progression in today’s challenging and changing world of work.  

Assertiveness For Professionals  
PERSG1050  
Develop enhanced personal management skills for career productivity. Focus on stress and anger management, dealing with difficult people, and peer relations. Students can receive an Acknowledgement of Completion.  
12398 FF WE Jan18  6:30-9:30  4 $89.22

Assertiveness for Professionals 2  
PERS10008  
A review of skills taught in Level 1 and an introduction to and practice of problem solving skills and dealing with difficult people in work situations. How to deal with assertiveness in group situations, be an effective group leader and team member.  
12399 FF WE Feb15  6:30-9:30  4 $89.22

Assertiveness for Professionals 3  
PERS10011  
Building on the skills developed in Level 1 & 2, participants will receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.  
12400 FF WE Mar14  6:30-9:30  4 $89.22

Fitness and Weight Loss Essentials  
HLTH10148  
Learn the nutrition and exercise essentials of healthy living and see why diets don’t work and how diets make us fatter. Learn the factors behind weight gain and how to reverse them - permanently!  
12402 FF SA Jan21  10:00-4:00  1 $80.00

Setting and Achieving Goals  
GINT10048  
Learn the process of creating Value Centered Goals and a manageable Action Plan. Whatever your goals may be, you can achieve them given the right tools, skill set and knowledge! Manual extra.  
12401 FF TU Jan31  7:00-10:00  4 $89.22

Zoomers and Boomers

ZOOMERS & BOOMERS  
The following courses and workshops may be of interest to you:  
* Painting/Watercolours  
* Paris in Depth  
* Acting for Beginners  
* Home Reno for Women  
* Home Staging  
* Food, Food, Food  
* Sewing - Introduction  
* Easy Flower Arranging  
* Perennial Gardening  
* Digital Photography  
* Selected Themes, Art History & Appreciation  
* Pottery  
* Jewellery - Construction  
Please check the INDEX for more information.
### 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 Feb15 10:00-4:00 1 $80.00

**NEW!**
**In Search of your Scottish Ancestry** GINT10046
Let’s get started on the search for your heritage. Learn to effectively use Scottish census records, statutory records, old parish registers and other resources. Get in touch with others looking for “your ancestors”.

12432 FF SA Feb25 10:00-4:00 1 $80.00

#### Outsmart your Smartphone GINT10044
Your smartphone can do much more than place calls and text! Discover the different carrier & hardware options, a software overview of the 3 major smartphone platforms: Android, iPhone (iOS) and Blackberry OS. Topics: email, backup & syncing, IM, SMS, widgets, app stores, media and voice commands.

12371 FF SA Mar3 9:00-11:30 1 $38.39

### Bridging Programs for Immigrants

#### Occupation-Specific Language Training for Human Services
This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Human Services field (ECE, Education, Child & Youth Worker etc.) Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

**Questions?** Patrice Palmer - 905 575-1212, ext 3805. patrice.palmer@mohawkcollege.ca

There are no fees for these courses.

#### Occupation-Specific Language Training for Health Sciences
This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Health Sciences field (Nursing, PSW, Medical Radiation Technology, etc.) Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

#### Occupation-Specific Language Training for Business
This 180-hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Business field. Open only to Permanent Residents and Protected Persons. CLB assessment required prior to registration.

### Community Training Solutions

**Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.**

**Questions?** 905-575-2024 / toll free 1-866-891-2011 / muzeria.nuredini@mohawkcollege.ca

www.mohawkcollege.ca/communitytraining

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

#### College & Career Preparation
**www.mohawkcollege.ca/c&cp**

**Academic Preparation Programs**
Take advantage of these free opportunities to upgrade your academic skills to realize your personal employment or educational goals. These programs are conveniently offered during the day and the evening. The academic upgrading streams offer adult learners:
- A personal academic assessment
- An individualized “Learning Plan”
- Self-paced and goal-oriented learning
- A learner-centered teaching approach
- Flexible hours and continuous intake
- Free GED Preparation

**Academic Upgrading**
Achieve Grade 12 equivalency in Math, English, Physics and Chemistry. Skilled trades - Benefit from targeted academic preparation for apprenticeship training. This program stream includes basic computer and technology skills and employability skills.

**Literacy & Basic Skills for the Workplace**
Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

**Deaf Empowerment Program**
Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. You may attend the full-time day program, Monday to Friday, at the Fennell Campus or night school classes at the Brantford campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend these programs at no cost, day or evening.

**Questions?** Voice: 905-575-2029 / toll free 1-866-891-2011 TTY: 905-575-2436 / dep@mohawkcollege.ca

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

**TOWES - Testing of Workplace Essential Skills Assessment**
TOWES is designed to meet the needs of business and industry and the community. TOWES tests evaluate an employee’s or potential employee’s skills against specific occupational profiles, providing workplace-based criteria to assess academic and other skills in relation to the individual’s job and career path requirements.

**Preparation**
Benefit from an academic preparation program to enhance your essential skills, increase your TOWES score and improve your employment opportunities.

**Questions?** 905-575-2308 / toll free 1-866-891-2011

#### Community Employment Services
Visit the NEW Community Welcome Centre, Room J137.
Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

**Services provided:**
- Individual job search assistance
- Creating an effective resume
- Improving interview techniques
- Upgrading and training opportunities

Two Locations:
- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

**Questions?** 905-575-2177 / toll free 1-866-891-2011 jobs@mohawkcollege.ca

This Employment Ontario program is funded by the Ontario Government.

#### Second Career
Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

Two Locations:
- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

**Questions?** 905-575-2177 / toll free 1-866-891-2011 / secondcareer@mohawkcollege.ca jobs@mohawkcollege.ca

#### Summer Jobs Service (SJS)
SJS supports employment for students from April to August. It provides direct access to summer jobs for students aged 15-30, who are planning to return to school in the fall. Students can also participate in open workshops to gain knowledgeable 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 / sjss@mohawkcollege.ca

Fennell Campus and STARRT Campus
This Employment Ontario program is funded by the Ontario Government.

Free Academic Upgrading
905-575-2029
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

Emergency Services Communications (911 Operator)

Prepare for work as an Emergency Services Communicator in this 16 week full-time program designed by emergency service professionals. Learn the preliminary skills to work in police, fire, medical (EMS) or other emergency services, taught by communicators employed in the field.

As a Communicator you could PROVIDE THE LIFELINE between the public and the responders who render police, fire, medical and other emergency service assistance. Find out if you have what it takes to become a 911 emergency service dispatcher. Call now to book your FREE pre-assessment session.

Next Intake: February 2012

Questions?
905-575-2717 / toll free 1-866-891-2011 / esc@mohawkcollege.ca

Admission Requirements
Acceptance into the program requires that participants attain a minimum standard of a timed multi-tasking assessment and the ability to demonstrate a minimum of 30 net wpm typing with 90% speed accuracy.

MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is committed to providing people with the necessary skills and expertise required for future business success. Scheduled and customized training solutions are available to meet your needs.

For more information visit www.mcecor.com
NEW ONLINE COMPUTER COURSES NOW AVAILABLE.
Visit www.mcecor.com or call 905-667-6230 to register today.

Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters. Browse Distance Education/Online Learning section of this catalogue for online offerings.

For on-site, customized course delivery or information on program completion contact 905-667-6230 / 1-877-670-6230

For program details visit www.manufacturingleadership.com

Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?
905-667-6236 / 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 MGMMP01

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.

12399 FF TU Jan10 6:30-9:30 10 542.80

Need Help?
AskMohawk at ce.mohawkcollege.ca

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association “Cross Connection Control Specialist” certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours.

Questions?
905-667-6236 / tdfrancesco@mcecor.com

For program details/registration visit www.mcecor.com

Cross Connection Control Tester’s Recertification HRAP10060

Recertify as a backflow tester. Effective January 1, 2012 recertification every 5 years is required by the Ontario Water Works Association. Individuals certified before Jan 1, 2007 must attend a 16-hour seminar and pass an examination to retain certification.

12396 SC MO/TU Jan23 8:00-4:30 2

Cross Connector Ctrl Tester HRAPEW268

Prepare for the Ontario Water Works Association “Cross Connection Control Specialist” certification exam. Examining backflow, hazards, maintenance and testing. Open to licensed plumbers, steam fitters or engineers or water distribution employees.

12392 SC MO-FR Jan16 8:00-4:30 5

12393 SC MO-FR Feb13 8:00-4:30 5

Gas Technician III & II Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?
905-667-6236 / tdfrancesco@mcecor.com

Welding Training Program

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator 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?
905-667-6236 / tdfrancesco@mcecor.com

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.

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

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<tr>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
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<td>Jan 11</td>
<td>6:30-9:30</td>
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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 905-758-6000 or visit www.mohawkcollege.ca
In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit www.mohawkcollege.ca for campus closure announcements. These are the only methods of providing advance notice.

Classroom Locations
Room numbers for courses at all campuses are available at ce.mohawkcollege.ca after 3:00 pm on the day the course begins. Classroom locations are also posted at the main campus entrances.

Course Cancellations
Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note - Classes will be cancelled if they do not meet minimum enrolment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College. Long weekends - classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Credentials
Below are definitions for the credentials listed below each program title in this catalogue:
Mohawk College Certificate: Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.
Ontario College Diploma: Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours.
Ontario College Graduate Diploma: Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.
Ontario College Graduate Certificate: Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

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

Financial Information

FEES
Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and CanCopy Fees:
Fees are calculated based on the number of hours per course. Tuition-$5.64, CanCopy-$0.0052. The Academic Service Fee-$0.55, Student Activity Fee-$0.43, Student IT Enhancement Fee-$0.07, Capital Campaign Fee-$0.05 are calculated per hour to a maximum of 45 hours. Transportation Fee-$0.69 per hour is charged on courses offered at Fennell (FF), Brantford (BF), and STARRT (SC) locations only, to a maximum of $43.00.

FINANCIAL INFORMATION
1. Course fees do not include textbooks, and/or learning materials provided by many courses. (Some exceptions may apply.) These are often available in the Campus stores.
2. Payment may be made by Cash, Certified Cheque, Money Order, VISA or MasterCard, or Debit.
INTERNATIONAL STUDENTS
All international students require approval from International Education, Room J107, at Fennell Campus before registering for continuing education courses. International fees for C.E. courses will apply - $910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Visit the staff in Room J107 or call 905-575-2254 for more details.

REPLACEMENT CERTIFICATE/DIPLOMA FEE
A fee of $30 applies for replacement of a College certificate or diploma. Visit our Registration Centre room C066 at Fennell Campus to make your request and payment. Hours are Monday-Friday 8:30 am - 4:30 pm.

Financial Aid
If you are a part-time student or upgrading and are considered low income, you may apply for an Ontario Special Bursary or a Mohawk College Continuing Education Help Fund Bursary to assist with fees and books for financially-approved programs. Application deadlines apply. For more information, call 905-575-2133 or 519-795-2200 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 register for 2012 T2204 Tuition and Education Amounts Certificate via Self Service in MoCoMotion.
Note: Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to any Student Registration Centre, THE Square Student Services, MCACES office or call 905-385-4295, 1-888-385-4295 or 905-575-2176.

Refunds
To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Distance Education) you must withdraw within 6 days of the published start date of the course to receive a refund. If you wish to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

REFUND AMOUNTS
A $20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Refunds
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 from the off date has not passed and space is available.
3. Refunds are issued by cheque and sent to the college all refunds will be applied to that balance.
4. The Standard Refund Policy may not apply in MoCoMotion.

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.

Academic Information

Academic Appeal Form
You may obtain the Student Academic Appeal Form at Fennell Campus, Room C112, or F124, Student Services at the Institute for Applied Health Sciences, STARRT Institute or from your Assoc. Dean’s office.

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 MoLearn "Self Service" on the Main Menu of the Welcome tab. For assistance, contact the Registration Centre at 905-575-2000 or ask@mohawkcollege.ca.

General Education Band Selection Courses
More information about General Education is available in the Social Sciences section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grades
Effective Fall 2009, a minimum passing grade of 50% applies for all graded courses offered at the College. A 60% weighted GPA is required for graduation. Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at www.mohawkcollege.ca-Mohawk Students-Academic Records and Registration-Grading and Evaluation. To access your grades and review your progress, use MoCoMotion and select "View Grades" on the Main Menu of the Welcome tab.

Graduation
When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Assoc. Dean in writing. “Request for Certificate” forms for certificate graduates and “Application for Admission to Convocation” (graduation) forms for diploma graduates are available from the Continuing Education Registration Office, the Continuing Education Student Activities (MCACES) Office or at the Information Desk. Carefully indicate the correct spelling of the names to appear on the document. Continuing Education certificates and diplomas are generally presented at the Fall Continuing Education convocation ceremony. The deadline to apply for graduation is August 15.

Prerequisites
It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Prior Learning Assessment & Recognition (PLAR)
Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, by one of the following methods:
- Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.
- Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

Questions? www.mohawkcollege.ca/PLAR / PLAR@mohawkcollege.ca / 905-575-2395

Exemptions: Refer to Exemptions section above.

Release and Waiver
Students registered or participating in a Continuing Education course or program are bound by College Regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to disabled registrants; students receiving voluntary assistance from College faculty, staff or another registrant/student.

NOTICE OF WAIVER:
Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, program description, option, course, objective, fee, timetable, or prerequisite. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Consult this term this publication in this catalogue.

Repeating Failed Courses
A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

Residency & Time Requirements for Certificate and Diploma Programs
To qualify for a Mohawk College certificate or diploma, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. Graduates are expected to demonstrate competencies outlined in the program of studies applicable at the time of graduation. Where study has been interrupted, the College may require a student to repeat a subject area.

Senior Citizens
Senior Citizens, 65 years of age or older, may register for most Mohawk C.E. funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Services for CE Students
Aboriginal Support Services
For information: 519-755-7207 ext 3118 or 905-575-1212 ext 3118.
Aboriginal Student Recruitment Coordinator - Lacey Hill, ext. 3777.
Aboriginal Student Counsellor - Kim Hill, ext. 7147.
Aboriginal Friendship Lounges: Fennell - Room E104, ext. 3002; Brantford - Room A134, ext. 7145
native@mohawkcollege.ca

Accessible Learning Services
Accessible Learning Services are available at all campuses for confirmed applicants and registered students who suspect they have a disability or who have a documented disability such as:
- Physical or mental health condition
- Learning disability
- Deafness, deafened and hard of hearing
- Blindness or partial sight
- Acquired brain injury

Contact Information:
- Fennell Campus: Room C102 / 905-575-2211
- Brantford Campus: Room A102 / 519-758-6014
- Institute for Applied Health Sciences (IAHS): Room 303 / 905-540-4247 ext. 26751
- START: Room A118 / 905-575-1212 ext 5401
accessiblelearningservices@mohawkcollege.ca

Early identification is recommended. Attendance at a Group Information and Registration Session (GIRS) is required as a first step to access support for individual needs. A comprehensive overview of Accessible Learning Services and Session information/schedule is available at www.mohawkcollege.ca/StudentServices/AccessibleLearningServices.

Accessible Parking
You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Books, Supplies, Clothing, Gifts
Three locations: Fennell Campus (main store - 135 Fennell Ave. W. Hamilton 905-575-2070); Brantford Campus (411 Elgin Street, Brantford 519-758-6026); START Institute (481 Barton St. E. 905-575-2514).
Visit mohawk.bookware3000.ca for hours of operation. Check out our NEW ONLINE ORDERING feature - choose to either reserve your order for pick-up at the Bookstore or have your books delivered to your door for a nominal fee.

Payment methods - Cash, MasterCard, VISA and direct payment (debit).

Booklists - Posted in the bookstore just before term start-up.

Textbook Returns - Returned merchandise must be unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses.

Refund Policy - Textbooks
Sales receipts must be provided with all items. Refund Period - two weeks from date of purchase with receipt. A restocking charge may apply at the discretion of the bookstore manager. If you are withdrawing from a course after the two week period, you must provide a copy of your withdrawal form.

Custom Courseware - non-returnable.
Students in certain courses may have to purchase their own supplies. In most instances, these will be available for sale at the College. Please check with your instructor before purchasing supplies. LIKE us on Facebook for great deals and updates!
Counselling Services for Continuing Education Students

Registered Continuing Education students and confirmed applicants may access counselling services from 8:30 am to 4:30 pm Mon - Fri at the Fennell Campus Room C102 (The Square). Please call 905-575-2211/519-759-7200 ext. 2211 for more information.

Services Available:

- Educational Planning
- Career Counselling
- Academic Problem Solving

In addition, prospective and registered CE students may access counselling services in the MCACES Centre - room F114, Fennell Campus during specified hours. Call 905-575-2176 / 519-759-7200 ext. 2176 for more information.

Dispute Resolution Services

You may access the services of a professional mediator on a confidential, voluntary basis, free of charge. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues such as interpersonal conflict/personal harassment. For an appointment, contact the Student Issues Coordinator at 905-575-2318 or from Brantford 519-759-7200 ext. 2318, via email at diane.harrison@mohawkcollege.ca or in person at Fennel A129.

Our Library

The library is here to help you! Contact us at any of Mohawk’s campuses:

- Brantford (915-758-6019)
- Fennell - 2 locations: The Cummings Library & Collaboratory (905-575-2077) in the Learning Exchange and the eLibrary in IWING (905-575-2244)
- IAHS (905-540-4247 ext. 26835)
- STARRT (905-575-2504)

Can’t visit us in person? Access the library website, TheBRAIN at brain.mohawkcollege.ca., for a full range of resources - from anywhere at any time!

The library is an integral part of your learning experience and we’re committed to helping you succeed!

- Get expert, friendly assistance from professional staff accessible by phone, email (braintogo@mohawkcollege.ca), in person or chat;
- Access resources in a variety of formats - print, audiovisual and online;
- Connect 24x7 to a huge array of online materials (e-books, e-journals, online videos and more) from TheBRAIN;
- Collaborate in group spaces that can be booked ahead (at select locations) or study in quiet areas;
- Discover online guides and tutorials to get you started with your research.

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

Parking Information

Fennell, Brantford & STARRT

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

NOTE: If you are taking a course during the day or at 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 905-512-4441 or www.city.hamilton.on.ca/hsr for details about routes, schedules, etc.

Smoke Free Policy

Smoking is not allowed in any Mohawk College facility, and is prohibited at the main entrances of the College and other selected entrances. Non Smoking Areas are clearly identified by signs. Note: Entrances are patrolled and smoking fines will be issued to those who do not comply with this policy.

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Register online at ce.mohawkcollege.ca (*CRN required*)
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*(E)* denotes General Education Course
Register as of Tuesday, November 29, 2011...

4 ways to register:

By Web:
PAYMENT: Visa
VISIT: ce.mohawkcollege.ca
Available to existing and new students.
Day, evening and weekends for your convenience.

By Facsimile:
PAYMENT: Visa
FAX completed Registration Form to:
Fennell Campus 905-575-2348
Brantford Campus 519-758-6043
NOTE: Registration by fax does not guarantee a place in the course.
Acknowledgement will be mailed to you within 10 days of processing.

By Mail:
PAYMENT: Certified Cheque, Money Order, Visa
Complete Registration Form and mail to:
Mohawk College: Continuing Education Registration
P.O. Box 2034, Hamilton, Ontario L8N 3T2
NOTE: Registration by mail does not guarantee a place in the course.
Acknowledgement will be mailed to you within 10 days of processing.

In Person:
HAMILTON
Fennell Campus
135 Fennell Avenue West, 905-385-4295
Regular Business Hours:
Monday to Thursday, 8:30 a.m. to 7:00 p.m.
Friday, 8:30 a.m. to 4:30 p.m.
Extended Business Hours:
January 2, 2012 to January 20, 2012:
Monday to Thursday, 8:00 a.m. to 8:00 p.m.
Friday, 8:00 a.m. to 5:00 p.m.
Institute for Applied Health Sciences – Room 121
1400 Main Street West, 905-540-4247 ext. 26352
Monday to Friday, 8:30 a.m. to 4:00 p.m.
BRANTFORD
Brantford Campus – Room A102
411 Elgin Street, 519-758-6014 | Contact Campus for hours.
STARRT INSTITUTE
Stoney Creek – Room A111
481 Barton Street, 905-575-1212 ext. 5000
Contact Campus for hours.

Have a question?
Scan to view Mohawk’s Continuing Education AskMohawk Instant Answer Service on your smart phone
1. Download 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.intellirresponse.com/m/ce
Continuing Education Registration Form: Avoid Disappointment... Register Early

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

Date of Birth: ______/____/____

Example: Day 01 Month Jan Year 1952

Social Insurance Number: ___________________________

* Note: Date of Birth/S.I.N. is required on the Mohawk College Student Record System to assist our office in the retrieval of your academic grades from the computerized/documented student file and to issue income tax receipts.

Please check: Do you possess a high school Diploma? [ ] Yes [ X ] No

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? [ X ] Yes [ ] No

Please print: [ ] Dr [ ] Mr [ ] Miss [ ] Mrs [ ] Ms

Surname: ___________________________ First Name: ___________________________ Second Name: ___________________________

Unit/Apt: ___________________________ Street Address: ___________________________

City: ___________________________ Province: ___________________________ Postal Code: ___________________________


Course Information - Use this section to register for up to four courses.

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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: ___________________________

Credit Card Expiry Date: ______/____/____

Card Holder Signature: ___________________________ Date: ____________

*Payable to Mohawk College