

Quick Reference Guide

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Campus Codes & Locations

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

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

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

FW Field Work
course work done on job location

HD Solidarity Place Worker
Education Centre
1130 Barton Street East
Hamilton ON L8H 7P9
905-547-2944 ext.22

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

OL OntarioLearn.com
No scheduled classes -
offered online

OR Other
see course description for details

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

Please refer to website for maps

Focus on Distance Education / Online Learning ...

Are you motivated, goal oriented, disciplined and computer savvy?

Have you tried online learning?

With an increasing demand and popularity in online learning, Mohawk College offers high quality courses to meet your academic and career goals. Online education provides you with the flexibility and opportunity to learn at a distance, at your convenience. All courses are facilitated by an instructor, who is available to answer questions, provide feedback and discussion on course topics. You can reach your instructor by email or chat session regularly over a 14 week period.

We want to hear from you. Please send your feedback and program suggestions to us at disted@mohawkcollege.ca

Thank you for your interest in Mohawk College.

Visit the Continuing Education website at ce.mohawkcollege.ca

Business

Accounting and Financial

Applied Accounting Bookkeeping

Acknowledgement of Completion

Completion Requirement: 3 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
905-575-2192 (press 2) /
cathie.duncan@mohawkcollege.ca

Program of Studies

For program details visit

ce.mohawkcollege.ca/appacct

ACCTBZ018	Applied Accounting Bookkeeping 1	36
ACCTBZ019	Applied Accounting Bookkeeping 2	36
ACCTBZ020	Applied Accounting Bookkeeping 3	36

These courses are also offered in a DISTANCE EDUCATION format.

These courses can be used towards the Integrated Accounting Certificate.

Applied Accounting-Bookkeeping 1 ACCTBZ018

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

12637	FF	TU	Jan8	6:30-9:30	12	\$278.64
12640	FF	WE	Jan9	6:30-9:30	12	\$278.64

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.

12638	FF	TU	Jan8	6:30-9:30	12	\$278.64
12643	FF	WE	Jan9	6:30-9:30	12	\$278.64

Applied Accounting-Bookkeeping 3 ACCTBZ020

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

12639	FF	TU	Jan8	6:30-9:30	12	\$278.64
12644	FF	WE	Jan9	6:30-9:30	12	\$278.64

Business - Accounting Diploma (316)

Ontario College Diploma

Graduation Requirement: 25 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
905-575-2256 (press 2) /
peggy.daniel@mohawkcollege.ca

For program details and graduation requirements visit

www.mohawkcollege.ca/316 or
ce.mohawkcollege.ca/busaccounting

Certified General Accountants Association of Ontario (CGA)

1-800-668-1454 / www.cga-ontario.org /
ce.mohawkcollege.ca

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

Check the Leadership and Management section for additional course offerings.

Accounting 1 ACCTCB101

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

12586	FF	TU	Jan15	6:00-9:30	12	\$325.08
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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.

12603	FF	MO	Jan14	6:00-10:00	14	\$420.79
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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.

12605	FF	TU	Jan15	6:00-9:30	12	\$325.08
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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.

12604	FF	WE	Jan16	6:30-10:00	12	\$325.08
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Accounting 4 - Contemporary Accounting Issues ACCT10010

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

12606	FF	WE	Jan16	6:00-9:30	12	\$325.08
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Applied Accounting Systems

ACCTAC410

Learn to use Simply for accounting functions and preparation of financial statements for an incorporated business. Understand the system of internal controls maintained within Simply and be able to communicate recommendations for additional controls. Prerequisite: ACCTCB101 (minimum grade 75%).

12607	FF	TU	Jan15	6:00-9:30	12	\$325.08
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Business Finance ACCTCB340

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

12611	FF	WE	Jan16	6:30-10:00	12	\$325.08
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Business Finance 2 BUSNBA440

Focus on capital budgeting, dividend policy, and using sources of long-term financing. Prerequisite: ACCTCB340.

12612	FF	TH	Jan17	6:30-10:00	12	\$325.08
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Business Writing and Reporting

COMM10065

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

12610	FF	WE	Jan16	6:00-9:30	12	\$325.08
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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.

12608	FF	MO	Jan14	6:30-10:00	12	\$325.08
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Cost & Managerial Accounting 2

ACCTAC436

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

12609	FF	WE	Jan16	6:00-9:30	12	\$325.08
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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.

12602	FF	TH	Jan10	6:00-10:00	14	\$420.79
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Financial Planning Certificate

Refer to the Distance Education section for course offerings.

For program details and graduation requirements visit

ce.mohawkcollege.ca/financialplanning

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

How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee	3
	12634	FF	MO	Jan7	6:30-9:30	10	\$232.20	

Business

Integrated Accounting Certificate (099)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

905-575-2256 (press 2) /

peggy.daniel@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/integratedacct

Mandatory Courses:

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

Options - Choose 2:

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

Software Versions:

AccPac 5.6

QuickBooks Premier 2012

Simply Accounting 2012 Pro

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

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.

12389 FF TU Jan15 6:30-9:30 6 \$139.32

AccPac - Accounts Payable INFOBW390

Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing. Software is included with the text. Prerequisite: INFOBW190. Equivalent: INFO10088.

12392 FF TU Feb26 6:30-9:30 6 \$139.32

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.

12396 FF WE Jan16 6:30-9:30 12 \$278.64

Simply Accounting INFO10087

Examine the setup of the GL,AR,AP,Payroll, Inventory, and Services. Software included with the text. Prerequisite: knowledge of basic accounting and Windows.

12397 FF TU Jan15 6:30-9:30 12 \$278.64

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.

All courses require a textbook.

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

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

Software Versions:

Microsoft Office 2010

Adobe Suite CS5.5 (Dreamweaver, Fireworks,

Flash, Photoshop)

Adobe Photoshop Elements 9

Windows 7

Business Computer Applications Certificate (915)

Mohawk College Certificate

Graduation Requirement: 6 courses

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

Questions?

905-575-2358/ cebus@mohawkcollege.ca

905-575-2256 (press 2) /

peggy.daniel@mohawkcollege.ca

Admission Requirements

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

Find your room before you come on campus
Visit ce.mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/buscomputer

Mandatory Courses:

		Hours
INFO10077	Word Core	36
INFO10078	Excel Core	36
INFO10156	Computer Basics Windows 7	36

Options - Choose 3:

See website for complete list of courses

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.

12428 FF TU Jan8 6:30-9:30 6 \$139.32

Computer Basics with Windows 7, Word and Excel INFO10156

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

12419 FF TU Jan15 6:30-9:30 12 \$278.64

12417 FF TH Jan17 6:30-9:30 12 \$278.64

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.

12426 FF TH Jan17 6:30-9:30 12 \$278.64

Excel Core INFO10078

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

12429 FF WE Jan9 6:30-10:00 10 \$278.64

Excel Expert INFO10079

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

12423 FF WE Jan16 6:30-9:30 12 \$278.64

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.

12421 FF TH Jan17 6:30-9:30 12 \$278.64

Access Core INFO10081

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

12431 FF TU Jan15 6:00-9:00 12 \$278.64

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.

12435 FF WE Jan16 7:00-10:00 12 \$278.64

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

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.
 12433 FF TU Jan15 7:00-10:00 12 \$278.64

Integrated Accounting Certificate

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

Webmaster Certificate (137)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
 905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/webmaster

Mandatory Courses:	Hours
INFO10110 Web Page Design	36
Option Group 1 - Choose 1	
INFO10069 Adobe Photoshop Elements	36
INFO10149 Photoshop (Adobe)	36
INFO10152 Fireworks (Adobe)	36
Option Group 2 - Choose 7	

See website for a complete list of courses

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.
 12401 FF TU Jan15 6:30-9:30 12 \$278.64
 12408 FF SA Jan19 9:00-12:30 10 \$278.64

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.
 12406 FF TH Jan17 7:00-10:00 12 \$278.64

Dreamweaver INFO10111
 Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110.
 12403 FF TU Jan15 6:30-9:30 12 \$278.64

Web Scripting with PHP INFO10112
 Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110.
 12407 FF TH Jan17 6:30-9:30 12 \$278.64

XML INFO10145
 Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML. Covers programming with JavaScript to modify XML documents. Prerequisite: INFO10110.
 12402 FF TU Jan15 6:30-9:30 12 \$278.64

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.
 12415 FF WE Jan16 6:30-9:30 12 \$278.64

Flash Games INFO10171
 Enhance your skills with Flash and create a short animation and game using Actionscript 3. Learn to use a storyboard and time-management chart as a planning tool. Complete two major assignments for inclusion in your portfolio.
 12411 FF MO Jan14 6:30-9:30 12 \$278.64

Business Studies

Business - Accounting Diploma

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

Business Administration Diploma

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

Business (General) Diploma (320)

Ontario College Diploma

Graduation Requirement: 27 courses

Acquire a broad, integrated business education. Study small business with an entrepreneurial focus relevant to today's marketplace. Credits can be transferred to the other Business Diplomas to earn a second diploma.

Questions?

905-575-2358 / cebus@mohawkcollege.ca
 905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

For program details visit www.mohawkcollege.ca/320 or ce.mohawkcollege.ca/busgeneral

Refer to the Leadership and Management section for course offerings.

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

Business - Marketing Diploma (319)

Ontario College Diploma

Graduation Requirement: 26 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
 905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

For program details and graduation requirements visit

www.mohawkcollege.ca/319 or ce.mohawkcollege.ca/busmarketing

Refer to the Leadership and Management section for additional course offerings.

Personal Financial Management

BUSNBE450

Develop an understanding of the vocabulary and principles involved in financial planning, the Income Tax System and preparation of a personal income tax return. Prerequisite: ACCTCB101.

12456 FF WE Jan16 6:00-9:30 12 \$325.08

Business Law

BUSNCB436

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

12453 FF WE Jan16 6:00-9:30 12 \$325.08

Microeconomics

ECONEB122

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

12455 FF TU Jan15 6:00-9:30 12 \$325.08

Marketing 2

MRKTMK351

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

12461 FF TH Jan17 6:00-9:30 12 \$325.08

Purchasing

MRKTMK455

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

12575 FF WE Jan16 6:00-9:30 12 \$325.08

Marketing Management

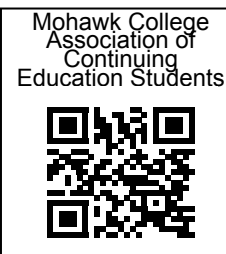
MRKTMK456

Develop an understanding of the planning, evaluation and control of marketing strategies and tactics. Prerequisite: MRKTMK351.

12460 FF TU Jan15 6:00-9:30 12 \$325.08

Business Mathematics

Refer to the Math/Statistics section for course offerings.



Business

Industrial Relations Certificate (824)

Mohawk College Certificate

Graduation Requirement: 6 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

905-575-2192 (press 2) /

cathie.duncan@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/industrialrelations

Mandatory Courses:	Hours
LABRPIR08 Introduction to Industrial Rel	39
BUSNPIR13 Grievances, Arbitration & Contract Administration	39
BUSNPIR19 Employment Law	39
LABRPIR14 Collective Bargaining	39

Options - Choose two:

ECONEB122 Microeconomics	42
BUSNPIR22 Organizational Behaviour & Admin	42
HRESPIR11 Compensation and Benefits	39
SAFEPIR21 Occupational Health and Safety	39

Some course offerings are listed under the Human Resources Certificate.

Some courses are offered via Distance Education.

Introduction To Industrial Relations LABRPIR08 (E)

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

12617 FF TU Jan8 6:30-9:30 13 \$301.86

Collective Bargaining LABRPIR14

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

12619 FF WE Jan9 6:30-9:30 13 \$301.86

WSIB Workplace Safety & Insurance Board Adjudication

Acknowledgement of Completion

Completion Requirement: 2 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

wm.bowman@sympatico.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.

12677 FF SU Jan13 9:00-5:00 5 \$270.90

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.

12685 FF SU Feb24 9:00-5:00 5 \$270.90

Labour Studies

Labour Studies Certificate (139)

Ontario College Certificate

Graduation Requirement: 9 courses

Offered in partnership with the Solidarity Place Education Centre.

Questions?

905-547-2944 ext. 22 /

labourstudies@mohawkcollege.ca

Program of Studies

The Program of Study has changed effective Fall 2012. Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

For program details and graduation requirements visit

ce.mohawkcollege.ca/labourstudies

Mandatory Courses:	Hours
LABR10089 Stewards Training 1	15
LABR10090 Stewards Training 2	15
LABR10091 Collective Bargaining 1	15
LABR10092 Collective Bargaining 2	15
LABR10093 Social Media & Commun for Workers	15
LABR10094 Labour History & Lobbying for Change	15
LABR10095 Human Rights, Diversity & Equity	45
LABR10096 Workers & Community: Making the Connection	45
WORKUN199 Labour Studies Field Placement	60

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

Manual prices are available at

www.hamiltonlabour.ca.

Choose the Education tab.

Stewards Training - Level 1 LABR10089

The Steward is often the main point of contact between the worker and management. Build the skills, confidence and knowledge a steward needs to represent workers. Learn the roles and responsibilities of the Steward.

12662 HD TU Jan15 6:00-9:00 5 \$105.75

Stewards Training - Level 2 LABR10090

Discuss harassment, drug and alcohol issues and different styles of management. Developed for stewards, business and assistant business managers, local officers. Practice advanced grievance handling skills, deal with procedures before arbitration. Prerequisite: LABR10089.

12663 HD TU Feb19 6:00-9:00 5 \$105.75

Human Rights, Diversity and Equity LABR10095

Gain advanced leadership skills in the areas of governance, advancing equity at the bargaining table, campaign organizing, health & safety issues. Discuss emerging issues affecting workers around Duty to Accommodate and ODA.

12664 HD SA Feb23 9:00-5:00 7 \$317.25
SU 9:00-2:00

Labour Studies Field Placement WORKUN199

Apply the skills and knowledge learned in the Labour Studies Program. Gain credit for approved projects and roles in the labour movement, community organizations and various environmental projects. Manual not required. You must contact

labourstudies@mohawkcollege.ca or

905-527-2944 x22 BEFORE registering.

12665 FW \$172.35

Labour Studies in Occupational Health and Safety Certificate (140)

Mohawk College Certificate

Graduation Requirement: 6 courses

Offered in partnership with the Solidarity Place Worker Education Center.

Questions?

905-547-2944 ext. 22 /

labourstudies@mohawkcollege.ca

Program of Studies

The Program of Study has changed effective Fall 2012. Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

For program details and graduation requirements visit

ce.mohawkcollege.ca/labourstudiesohs

Mandatory Courses:	Hours
SAFE10080 OH&S - Level 3 - Common Workplace Issues	30
WORK10101 Labour Issues - Research & Documentation in Health & Safety	55

Option Group 1 - Choose 1:

LABREWS01 OH&S - Level 1	30
SAFE10025 OH&S - Level 1 - Federal	30

Option Group 2 - Choose 1:

LABREWS02 OH&S - Level 2 - Provincial Law	30
SAFE10027 OH&S - Level 2 - Federal Law	30

Option Group 3 - Choose 1:

LABREWS07 OH&S - Level 2 - Provincial Comm	30
SAFE10026 OH&S - Level 2 - Federal Comm	30

Option Group 4 - Choose 1:

SAFE10081 OH&S - Industrial	30
SAFE10082 OH&S - Health Care/Comm Worker	30
SAFE10086 OH&S - Manufacturing & Fabricating Hazards	45

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

Manual prices are available at

www.hamiltonlabour.ca.

Choose the Education tab.

Sign up now!
Check the inside of the back cover to find out how.

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

Occupational Health & Safety- Level 1 LABREWS01

Essential training for workers who want to understand and exercise their legal rights and responsibilities. Covers health and safety legislation for every jurisdiction in Canada. Expand your skills in negotiating workplace improvements.

12667	HD	SA	Jan19	9:00-5:00	6	\$211.50
		SU		9:00-2:00		

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. Prerequisite: LABREWS01 or SAFE10025.

12670	HD	SA	Mar16	9:00-5:00	6	\$211.50
		SU		9:00-2:00		

Occupational Health & Safety - Health Care/Community Worker SAFE10082

Examine various types of hazards, diseases and gases. Covers ergonomics for the health care sector and community workers and other related employment dangers. Prerequisite: LABREWS01 or SAFE10025.

12668	HD	SA	Feb23	9:00-5:00	6	\$211.50
		SU		9:00-2:00		

Labour Issues - Research & Documentation in Health & Safety WORK10101

Identify current issues, potential long term risks, and benefits related to the health & safety knowledge you have gained in this program through independent study and research. Topics will be relevant to your daily life, work, volunteerism, etc.

12672	FW					\$162.30
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Workplace Insurance and Disability Prevention Leadership Certificate (942)

Mohawk College Certificate

Graduation Requirement: 11 courses

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

Questions?

905-746-6164 / nclark@odrt.ca
labourstudies@mohawkcollege.ca

Program of Studies

For program details visit
ce.mohawkcollege.ca/labourstudiesWIDPL

Mandatory Courses:	Hours
LABRUN026 Rights & Obligations - Level 1	12
LABRUN027 Benefits & Services - Level 2	12
LABRUN022 Appeals & Dispute Res - Level 3	44
LABRUN023 Return to Work - Level 4	36
LABRUN024 Medical Orientation - Level 5	30
LABREWS01 OH&S - Level 1	30
LABR10085 Basic Strategies	18
WORK10075 Field Placement: Advocacy	40
WORK10076 Field Placement: Disability Prevention 40	

Option Group 1 - Choose 2:

LABR10025 Occupational Disease - Level 6	36
LABR10086 Advanced Strategies 1	12
LABR10087 Advanced Strategies 2 - Part 1	20
LABR10088 Advanced Strategies 2 - Part 2	20

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

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

Rights and Obligations-Level 1 LABRUN026

Apply knowledge of all statutory obligations in facilitating workplace insurance reporting and adjudicative procedures.

12719	HD	SA/SU	Jan26	9:00-4:00	2	\$84.60
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Benefits and Services-Level 2 LABRUN027

Apply knowledge of worker benefits and services established through current and historical legislation, regulations, and policies. Prerequisite: LABRUN026.

12720	HD	SA/SU	Feb2	9:00-4:00	2	\$84.60
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Return to Work-Level 4 LABRUN023

Develop programs and processes, consistent with legislation, to promote successful work reintegration outcomes for the workplace. Prerequisite: LABRUN027. Course dates: Mar. 1, 2, 8, 9, 16.

12722	HD	FR	Mar1	9:00-6:00	5	\$253.60
		SA		9:00-4:00		

Advanced Strategies 2 - Part 1 LABR10087

Choose from a number of modules in your individual area of concern. Modules include: understanding specific compensation issues, return to work and disability prevention principles.

12721	HD	FR	Feb8	6:00-9:00	4	\$139.60
		SA		9:00-5:00		

Joint Certificate in

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

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

Questions?

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

McMaster University (Sharon Molnar)
905-525-9140 ext. 24692 /
molnars@mcmaster.ca

For program details visit

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

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

McMaster Courses

Each course is \$125 with fees payable to McMaster University at the first class (cash or cheque only).

All classes take place at McMaster University.

Women, Work and Unions (64-882)

Women union members play a central role in the fight for workplace democracy and social justice. Examine current challenges and discuss how to strengthen the labour movement from the perspective of women's work experiences. February 2 & 3 ~ 9:30-3:30

Too Much, Too Little, Too Risky (64-897)

(can be used as either Challenges 1 or 2 which are required courses)

Work is deteriorating for most. Many are either working too much or can't find enough work. Examine trends in work including overwork, precarious employment and the difficulty many face in finding good jobs. Worker responses will be explored.

March 23 & 24 ~ 9:30-3:30

Leadership and Management

Business Administration Diploma (632)

Ontario College Advanced Diploma

Graduation Requirement: 37 courses

Experience an innovative program that combines a two year specialization with a third year of studies in management practices. Specialize in Accounting, Marketing, General or Enterprise Business. Learn current business computer applications that enhance marketability in an ever-changing business environment.

Questions?

905-575-2358 / cebus@mohawkcollege.ca
905-575-2256 (press 2) /
peggy.daniel@mohawkcollege.ca

For program details and graduation requirements visit

www.mohawkcollege.ca/632 or
ce.mohawkcollege.ca/busadmin

Business

Business Diploma Course Offerings

Post-secondary students taking courses at night and Continuing Education students are regulated by post-secondary policies. Please contact the post-secondary department (as above) with questions pertaining to prerequisites, entry to class, graduation requirements, etc.

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

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

Check the Accounting and Financial section for additional course offerings applicable to the Business - Accounting Diploma.

Macroeconomics ECONEB222

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

12457 FF TH Jan17 6:00-9:30 12 \$325.08

Information Systems Management INFOBA635

Concentrate on the basics of computer based information systems.

12454 FF TH Jan17 6:00-9:30 12 \$325.08

Marketing 1 MRKTCB158

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

12458 FF MO Jan21 6:00-9:30 12 \$325.08

Disability Management Certificate

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

Human Resources Certificate (825)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
susan.milton@mohawkcollege.ca

Human Resources Certificate



Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/humanresources

ACCTPIR23	Finance and Accounting	45
BUSNPIR16	Staff Training and Development	39
BUSNPIR22	Organizational Behaviour & Admin	42
HRESPIR11	Compensation and Benefits	42
HRESPIR17	Human Res Planning and Staffing	42
HRESPIR20	Recruitment and Selection	39
LABRPIR08	Introduction to Industrial Relations	39
MGMTBPC01	Human Res Management Studies	39
SAFEPIR21	Occupational Health and Safety	39

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

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

Program graduates (with an overall academic average of 70% with no individual grade lower than 65%) fulfill the academic requirements of HRP A 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.

Staff Training and Development BUSNPIR16

Discover the concepts, and techniques involved in staff training and development including needs analysis and design and delivery of training.

12804 FF WE Jan16 6:30-9:30 13 \$301.86

Organizational Behaviour and Administration BUSNPIR22 (E)

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

12800 FF SA Jan19 9:00-3:00 7 \$325.08

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.

12799 FF MO Jan14 6:30-9:30 14 \$325.08

Occupational Health & Safety SAFEPIR21

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

12798 FF TH Jan17 6:30-9:30 13 \$301.86

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?

905-575-2358 / cebus@mohawkcollege.ca

905-575-2192 (press 2) /

cathie.duncan@mohawkcollege.ca

Program of Studies

For program details visit

ce.mohawkcollege.ca/leadershipdevelopment

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

Creative and Critical Thinking (LDS)

COMM10216

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

12633 FF WE Jan9 6:30-9:30 10 \$237.20

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.

12634 FF MO Jan7 6:30-9:30 10 \$237.20

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.

12632 BF TH Jan10 6:30-9:30 10 \$237.20

12631 FF TU Jan15 6:30-9:30 10 \$237.20

Performance Management (LDS)

MGMT10100

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

12635 FF TU Jan8 6:30-9:30 10 \$237.20

Managing Change (LDS) MGMT10102

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

12636 BF TU Jan8 6:30-9:30 10 \$237.20

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

Management Studies Certificate (827)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

905-575-2192 (press 2) /

cathie.duncan@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/managementstudies

Mandatory Courses:

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

Options - Choose 3:

BUSNBU158 WSIB Eligibility Adjudication	35
BUSNBU159 WSIB Case Management Skills	35
BUSNBU491 Managing Workplace Law	30
BUSNCB436 Business Law	39
BUSNPIR19 Employment Law	39
COMP0810 Information System 1	56
ECONEB122 Microeconomics	42
ECONEB222 Macroeconomics	42
HRESPIR20 Recruitment & Selection	39
LABRPIR08 Introduction to Industrial Relations	39
MGMT10016 The Legalities of Hiring & Firing	30
MGMTBU471 Managing by Due Diligence	30
MGMTBU497 Emp Standards & Human Rights Law	30
MRKTCB158 Marketing 1	42
SAFEPIR21 Occupational Health & Safety	39

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

INFO10077 Word Core	36
INFO10078 Excel Core	36
INFO10081 Access Core	36
INFO10082 PowerPoint	36

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

The Legalities of Hiring and Firing MGMT10016

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

12629 FF SU Feb3 10:00-5:30 4 \$232.20

Managerial Communications MGMTBPC02

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

12621 FF TU Jan8 7:00-10:00 13 \$301.86

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.

12624 FF TU Jan8 7:00-10:00 13 \$301.86

Financial Interpretation and Analysis MGMTBPC06

Develop expertise in verifying accuracy and effectiveness through audits, using ratios to observe relative changes in the organization's performance, and analyzing revenue-cost relationships.

12625 FF TH Jan10 7:00-10:00 13 \$301.86

Managing by Due Diligence MGMTBU471

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

12630 FF SA Jan5 10:00-5:30 4 \$232.20

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.

12626 FF WE Jan30 6:30-9:30 10 \$232.20

12628 FF SA Mar9 10:00-5:30 4 \$232.20

Ontario Management Development Studies

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

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

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

1) Complete courses from the new LDS program and apply them to the OMDP Record of Completion or;

2) A limited selection of OMDP courses are being offered under the Management Studies program or via OntarioLearn.

Questions?

905-575-2358 / cebus@mohawkcollege.ca

905-575-2192 (press 2) /

cathie.duncan@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/omdp

Workplace Leadership Certificate (120)

Mohawk College Certificate

Graduation Requirement: 15 courses

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

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

Questions?

905-575-1212 ext.3244 /

cehumserv@mohawkcollege.ca

Admission Requirements

An Ontario Secondary School Diploma (OSSD) or equivalent.

For program details and graduation requirements visit

ce.mohawkcollege.ca/workplaceleadership

Leadership Development 1 MGMTSSE17

Develop perspective on what constitutes leadership and your own strengths & weaknesses as a leader. Create a personal leadership development plan.

12121 FF WE Jan23 6:00-9:00 4 \$92.88

Leadership Development 2 MGMTSSE18

Enhance your understanding of leadership with attention to self-leadership and emotional intelligence. Prerequisite: MGMTSSE17.

12185 FF WE Feb20 6:00-9:00 4 \$92.88

Managing Conflict In The Workplace CONFSSPA5

Explore your conflict management style, and develop strategies for handling conflict.

12202 FF MO Jan21 6:00-9:00 4 \$92.88

Workplace Coaching MGMT10070

Develop your workplace coaching skills to improve employee performance, enhance teamwork, uncover ways to work more effectively, & to meet overall business success.

12717 FF MO Feb25 6:00-9:00 4 \$92.88

Office Skills

Business Computer Applications Certificate (915)

Refer to the Business Computers section for program and course details.

Dental Office Administration

Acknowledgement of Completion

Completion Requirement: 6 courses

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/dentalofficeadmin

Mandatory Courses:

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

Dental Office Administration

Introduction MGMTBU153

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

12802 FF WE Jan9 6:30-9:30 8 \$185.76

Office Management MGMT10076

Study office organization and simplifying the work environment including: time management, office harmony, delegation, problem solving, mission and vision statements, planning and executing staff meetings, and interpersonal skills assessments.

12803 FF WE Mar6 6:30-9:30 6 \$139.32

Business / Creative Arts

Integrated Accounting Certificate (099)

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

Medical Transcription Certificate (172)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
rebekah.penuta@mohawkcollege.ca

Program of Studies

Mandatory Courses:

KEYB10008	Keyboarding
OADM0A261	Microtranscription
OADM0A323	Medical Terminology 1
OADM0A324	Medical Terminology 2
OADM0A352	Medical Transcribing 1
OADM0A452	Medical Transcribing 2
OADM0A552	Medical Transcribing 3
OADM0A652	Medical Transcribing 4

Options - Choose 1:

INFO10053	Comp Basics Windows, Word & Excel
INFO10113	Comp Basics Windows Vista, Word & Excel
INFO10156	Comp Basics Windows 7, Word & Excel

Medical Transcribing 3 OADM0A552
 please see the Distance Education section

Medical Transcribing 4 OADM0A652
 please see the Distance Education section

Medical Terminology 1 OADM0A323

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

12646 FF TU Jan15 6:00-9:30 13 \$325.08
 12647 FF WE Jan16 6:30-9:30 13 \$325.08

Medical Terminology 2 OADM0A324

Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADM0A323.

12650 FF MO Jan14 6:00-9:30 13 \$325.08
 12652 FF TU Jan15 6:00-9:30 13 \$325.08

Medical Transcription 1 OADM0A352

Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADM0A261. NOTE: You must be enrolled in or have completed OADM0A323 prior to taking this course.

12797 FF MO Jan14 6:00-9:30 13 \$325.08

Medical Transcription 2 OADM0A452

Enhance your skills in transcribing complex and specialized medical dictation. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADM0A352.
 12655 FF MO Jan14 6:00-9:30 13 \$325.08

Office Administration - General (380)

Ontario College Certificate

Graduation Requirement: 12 courses

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

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

Questions?

905-575-2358 / cebus@mohawkcollege.ca
 905-575-1212 ext. 3853 /
janet.ross@mohawkcollege.ca

For program details and graduation requirements visit
ce.mohawkcollege.ca/officeadmingeneral

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

Excel and PowerPoint Concepts INFO10022

Achieve a working knowledge of Microsoft PowerPoint 2010 and Microsoft Excel 2010 by preparing basic slide presentations and charted spreadsheets.

12478 FF MO Jan14 6:30-10:00 12 \$325.08

Keyboarding KEYB10008

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

12499 FF WE Jan16 6:00-8:30 12 \$216.72

Keyboarding - Beginners KEYBSEZ30

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

12494 FF WE Jan16 6:00-9:00 12 \$278.64

Basic Word Applications OADM0A116

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

12491 FF TH Jan10 6:00-10:00 14 \$420.79

Digital Transcription OADM0A261

Gain training in the efficient operation of transcribing software and equipment to generate first-time mailable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADM0A116 and KEYB 10008.
 12480 FF TU Jan15 6:00-10:00 10 \$325.08

Creative and Visual Arts

Aesthetics/Cosmetics

Aesthetics Certificate (026)

Mohawk College Certificate

Graduation Requirement: 13 courses

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

Questions?

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

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit
ce.mohawkcollege.ca/aesthetics

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

Options - Choose 1:

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

Aesthetics, Nail Technician and Applied Cosmetics

Daytime Program

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

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

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

Students from the Aesthetics/Nail Technician programs will be taking appointments. Day and evening appointments available from March to June 2013. Contact the salon at 905-575-1212 ext. 3274 / jakki.polyoka@mohawkcollege.ca

Aesthetics: Skin Care I ASTHAES02

Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra.
 12271 FF WE Jan9 6:30-9:30 13 \$301.86

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

Aesthetics: Skin Care II ASTHAES03

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

12272 FF MO Jan7 6:30-9:30 13 \$451.86
12273 FF WE Jan9 9:30-12:30 13 \$451.86

Aesthetics: Body Massage & Treatments ASTHAES05

Course incorporates theory and practical application of: complete body relaxation massage, head massage, and back treatment. Topics presented for discussion purposes include lymphatic drainage, body wraps, body exfoliation, hydrotherapy and sunless tanning. Prerequisite: ASTHAES04 or equivalent. Manual included.

12275 FF TU Jan8 6:30-9:30 13 \$351.86

Waxing ASTHWS306

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

12278 FF TH Jan10 6:30-9:30 13 \$471.86

Biology Preparatory BIOLHZA34

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

12276 FF TU Jan8 9:30-12:30 13 \$451.86

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.

12277 FF TU Jan8 6:30-9:30 11 \$265.42

Work Experience Option WORKWS034

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

12279 OR MO-FR Jan7 9:00-5:00 10 \$211.50

Nail Technician Certificate (027)

Mohawk College Certificate

Graduation Requirement: 6 courses

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

Questions?

905-575-1212 ext. 3489 /

jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/nailtechnician

Mandatory Courses:

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

Manicure, Pedicure - Care And Techniques ASTHWS305

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

12286 FF MO Jan14 6:30-9:30 11 \$688.42

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.

12288 FF MO Jan7 9:30-4:00 6 \$480.42

Gel & Acrygel Applications ASTHWS905

Develop skill with Acrygel bind gel applications for artificial nails. You are responsible for providing models for practical sessions. Supplies included. Prerequisite: ASTHWS405

12284 FF MO Feb11 9:30-4:00 7 \$601.86

Sculpted Nail Enhancements ASTHWS906

Develop skill in various aspects of nail art and sculpture enhancement. You must provide models for practical sessions. Supplies included. Prerequisite: ASTHWS905

12287 FF WE Jan9 6:30-9:30 11 \$535.42

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

Make-Up Artistry Certificate (056)

Mohawk College Certificate

Graduation Requirement: 11 courses

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

Questions?

905-575-1212 ext. 3489 /

jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/makeupartistry

Mandatory Courses:

	Hours
ASTHWS029 Make-Up: Theatrical & Special Effects	36
ASTHWS031 Makeup: Paramedical & Camouflage	39
ASTHWS101 Cosmetology	39
ASTHWS144 Make-Up Artistry	36
ASTHWS244 Make-Up Artistry II	36
FASHWS013 Colour Theory for Fashion & Makeup	36
MRKTWS136 Business & Marketing for the Cosmetic Industry	33
PERSWS444 Make-Up: Bridal, Glamour, Runway	33
HRYS10010 Hairstyling for the Makeup Artist	24

Options - Choose 2:

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

Hairstyling for the Makeup Artist HRSY10010

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

12289 FF MO Jan7 6:30-9:30 8 \$270.76

Make Up:Paramedical & Camouflage Therapy ASTHWS031

Learn corrective make-up techniques to conceal skin disorders or scarring. Examine make-up formulation and suitability, application, psychological aspects, communication and patient documentation needed to work effectively in a clinical setting. Previous make-up or medical experience is necessary. You provide models for practical applications.

12290 FF TH Jan10 7:00-10:00 13 \$361.86

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.

12291 FF WE Jan9 6:30-9:30 12 \$353.64

Makeup: Theatrical & Special Effects II ASTHWS032

Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029 Theatrical & Special Effects I.

12292 FF TU Jan8 6:30-9:30 11 \$330.42

Make-Up Artistry Workshops

Air Brush Makeup ASTH10004

Learn how to do the "flawless finish" with the art of Air Brush Make-up. Air brush gun & compressor required OR pre-orders available up to one week prior to course. Cost \$350+HST for basic starter kit. Email

jakki.polyoka@mohawkcollege.ca.

12300 FF SU Feb24 9:30-12:30 1 \$30.00

Creative Arts

Applied Cosmetics Certificate (830)

Mohawk College Certificate

Graduation Requirement: 6 courses.

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

Questions?

905-575-1212 ext. 3489 /

jakki.polyoka@mohawkcollege.ca

Admission Requirements

Successful Completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/cosmetics

Mandatory Courses:

	Hours
ASTHWS144 Make-Up Artistry	36
ASTHWS244 Make-Up Artistry II	36
FASHWS013 Colour Theory for Fashion and Make-Up Co-ordination	36
MARKTWS143 Professional Selling in Cosmetics	33

Option Group 1 - Choose 1:

ASTHWS101 Cosmetology	39
ASTHAES02 Aesthetics Skin Care 1	39

Option Group 2 - Choose 1:

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

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

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

12293 FF WE Jan9 7:00-10:00 12 \$338.64

Cosmetology 1 ASTHWS101

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

12294 FF TU Jan8 6:30-9:30 13 \$301.86

Make-Up Artistry ASTHWS144

Explore make-up fundamentals for various applications through practical demonstration and applications. Kit included for daytime.

12296 FF MO Jan7 6:30-9:30 12 \$278.64

Make-Up Artistry II ASTHWS244

Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTHWS144 or equivalent.

Students are responsible for their own models. 12297 FF TU Jan8 1:00-4:00 12 \$318.64

Haircare

Hair Cutting ASTH10002

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

12299 FF MO Jan7 7:00-10:00 7 \$237.54

Hair Colour and Perm ASTH10003

Enhance your styling techniques with emphasis on hair colouring and perming. You must provide models or mannequins for practical application sessions. Supplies cost approx. \$60.00

12298 FF WE Feb13 7:00-10:00 7 \$162.54

Dressmaking/Fashion

Dressmaking Certificate (819)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/dressmaking

Mandatory Courses:

	Hours
FASHDM110 Dressmaking 1 Level 1	30
FASHDM115 Dressmaking 1 Level 2	30
FASHDM120 Dressmaking 2 Level 1	30
FASHDM125 Dressmaking 2 Level 2	30
FASHDM130 Dressmaking 3 Level 1	30
FASHDM135 Dressmaking 3 Level 2	30
FASHDM140 Tailoring 1 Level 1	42
FASHDM145 Tailoring 1 Level 2	39

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

Dressmaking 1-Level 1 FASHDM110

Concentrate on the essentials of dressmaking, including basic sewing skills, pattern and materials selection, layout and cutting. Construction of a simple skirt style will be completed. Materials at the first class. Real beginners should consider taking Sewing-Introduction TEXTHC027. Refer to Creative Sewing section.

12691 FF WE Jan23 7:00-10:00 10 \$232.20

12692 FF TH Jan24 7:00-10:00 10 \$232.20

Dressmaking 1-Level 2 FASHDM115

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

12693 FF TU Jan15 7:00-10:00 10 \$232.20

Dressmaking 2-Level 1 FASHDM120

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

12694 FF MO Jan14 7:00-10:00 10 \$232.20

Tailoring-Level 1 FASHDM140

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

12695 FF TH Jan10 7:00-10:00 14 \$325.08

Dressmaking - Other

The Sheath Dress CREA10152

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

12745 FF MO Jan14 7:00-10:00 5 \$116.10

Fashion Design Certificate (804)

Mohawk College Certificate

Graduation Requirements: 8 courses

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

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/fashion_design

Mandatory Courses:

	Hours
FASHFA200 Pattern Design and Drafting - Basic	36
FASHFA210 Pattern Design and Drafting - Intermediate	36
TEXTFA220 Dress Design - Advanced	36
FASHFA230 Fitting Analysis Workshop	36
FASHFA235 Designing Workshop	36

These 2 courses may be taken at any time

FASHFA201 Fashion Drawing	30
FASHFA202 Colour Study For Fashion Design	30

Options - Choose 1:

FASHFA240 Costume Influencing	33
TEXTFA910 Fabric Awareness	30
SBMGMD249 How To Start A Small Business	30

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

Pattern Design And Drafting-Basic

FASHFA200

Work with the flat pattern method to develop basic drafting skills used in designing. Concentrate on drafting accuracy, and working with standard and personal measurements. Design a skirt of your choice. Sewing skills essential.

12696 FF TH Jan17 7:00-10:00 12 \$278.64

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

Colour Study For Fashion Design FASHFA202

Colour is an important consideration in fashion and garment design. Through illustrated lectures, explore colour theory, design principles, figure analysis and the basics of personal colour analysis. Experience will be gained through hands-on demonstrations and completion of assignments.

12698 FF TU Jan15 7:00-10:00 10 \$232.20

Costume Influencing FASHFA240

Explore the development of costumes from ancient times to the present. Recognize how styles/trends from the past recur and how they have influenced designers in their creation of today's "new" looks.

12699 FF MO Jan14 7:00-10:00 11 \$255.42

Fashion - Millinery

Trendy Headpiece-Fascinators CREA10146

Make an eye-catching topper! Bring your favourite flowers, feathers, and other trims and learn the skills and techniques for producing these elegant and trendy fashion accessories. Kit available with additional supplies needed. Please register at least 2 weeks in advance.

12790 FF SA Feb2 9:00-5:00 1 \$80.34

Creative Sewing Skills

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Supplies are required for these courses - some are available from the instructor/College. A materials list will be provided at least one week before the course starts, once adequate 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. 18/19 and March 22/23.

12756 FF FR Jan18 7:00-9:30 2 \$77.40
SA 9:00-4:30

12757 FF FR Mar22 7:00-9:30 2 \$77.40
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. 8/9.

12758 FF FR Feb8 7:00-9:30 2 \$77.40
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. 1/2.

12759 FF FR Mar1 7:00-9:30 2 \$77.40
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. 22/23.

12760 FF FR Mar22 7:00-9:30 2 \$77.40
SA 9:00-4:30

Basic Sewing 4 TEXT10023

Make this semi fitted jacket that has simple lines with either a short cut-on sleeve or 3/4 length sleeves which will suit anyone. This project works up quickly and will enhance your skills in measuring, layout, cutting, top stitching and construction. Pattern and fabric suggested. Some sewing experience beneficial. Course is Jan 25/26.

12761 FF FR Jan25 7:00-9:30 2 \$77.40
SA 9:00-4:30

Easy Shrugs & Toppers CREA10048

Complete an elegant or sporty, simple to wear accessory in no time. Instructor will supply patterns and you will complete one or more in class. Basic sewing skills beneficial.

12776 FF SA Mar9 9:00-4:30 1 \$75.32

Sew a Dressy Vest TEXT10055

Sharpen your sewing skills by constructing a lined vest. Topics to be covered will be fabric, lining, fitting principles and general sewing and pressing hints. Sewing skills required. Course is Feb. 22/23.

12791 FF FR Feb22 7:00-9:30 2 \$77.40
SA 9:00-4:30

Serger Courses

All About Sergers TEXTHC034

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

12788 FF SA Feb2 9:00-4:30 1 \$75.32

NEW!

Leggings On A Serger TEXT10001

Learn how fast & easy it is to work with stretch fabrics. The instructor will demonstrate how you can create leggings for all kinds of activities such as exercising, aerobics, and even biking. This is a great way to test out and become more familiar with your serger. You must supply your own serger in good working order.

12789 FF SA Feb23 9:00-4:30 1 \$75.32

Serger-Knit Wardrobe CREA10115

Versatile knits can form the backbone of a wardrobe that is ideal for today's lifestyle. Learn the latest and creative techniques with expert guidance and create a 5 piece wardrobe for dressy casual or travel dressing. You must supply your own serger. Course is Mar. 8/9.

12763 FF FR Mar8 7:00-9:30 2 \$77.40
SA 9:00-4:30

Quilting Courses

Quilting - Basic Introduction TEXTHC319

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

12773 FF SA Jan26 9:00-4:30 1 \$70.30

Easy Crazy Patch Quilt CREA10153

Make a fast and fabulous quilt with no leftovers! Bring your own 12 fat quarters and complete a lap size quilt top in class! Patterns suggested by instructor. Basic sewing knowledge required. Course is Feb. 8/9.

12794 FF FR Feb8 7:00-9:30 2 \$77.40
SA 9:00-4:30

NEW!

Quilt - Log Cabin TEXT10053

Make a lovely small quilt using step by step instructions to build the log cabin design by the modern assembly line method. Patterns suggested. Sewing skills required. Course is Feb. 15/16.

12795 FF FR Feb15 7:00-9:30 2 \$77.40
SA 9:00-4:30

Quilting-Double Sided Quilt TEXT10056

Make a double-sided, frayed edge quilt using flannel. Gain step by step instructions using the quilt-as-you-go-method. No batting required. Pattern is provided and the finished size can be easily adjusted to suit your needs. Sewing skills required.

12793 FF MO Feb25 6:30-9:30 4 \$92.88

Needlework Courses

Beadwork By Hand TEXTHC285

Learn to create that special look that adds flare to your wardrobe. Master beading techniques - the stitches, kinds of beads, thread and needles to use for a unique touch to any garment. Develop your design skills by completing various samples and explore interesting embellishments. Sewing skills essential. Kit available at additional cost.

12774 FF SA Feb9 9:30-4:00 1 \$70.30

Silk Ribbon Embroidery TEXTHC241

Discover this exciting embroidery work using silk ribbon for texture, colour and dimension. Use the basic stitches but with a twist! Learn about the tools and techniques needed for working with silk ribbon to create beautiful 3D embroidery. Create a sampler of stitches and discover how you can add dimension to crazy quilting, smocking and traditional embroidery. Kit available from the instructor.

12775 FF SA Feb23 9:00-4:30 1 \$75.32

Pulled Thread Embroidery Work CREA10097

This is a type of openwork embroidery usually using a linen fabric in which the fabric threads are pulled or bundled together by simple decorative embroidery stitches. This creates an open lace-like effect where no threads are clipped and drawn out of the fabric. Completion of at least one dinner napkin will cover all the aspects of this needlework art. Kit available (approx. \$15) supplied by instructor. No experience required. Course is Mar. 1/2.

12754 FF FR Mar1 7:00-9:30 2 \$77.40
SA 9:00-4:30

Cross-Stitch - Introduction CREA10112

Rediscover the art of cross stitching, by learning how to prepare your fabric, choose threads properly and how to read a chart. Discover a variety of easy cross-stitch patterns and motifs. For practice, tackle an attractive embroidered panel. Kit available (approx. \$12) supplied by instructor. No experience necessary. Course is Mar. 22/23.

12755 FF FR Mar22 7:00-9:30 2 \$77.40
SA 9:00-4:30

Creative Arts

Sewing Courses - Other

Trendy Headpiece - Fascinator Refer to Fashion - Millinery

Collar and Cuff Details CREA10144

Quickly add personal style to garments using detachable details for an eye-catching new look. Learn to use these accessories and various fabric choices to update sweaters, jackets, tops and dresses. Basic sewing skills required. Course is Feb. 15/16.

12796 FF FR Feb15 7:00-9:30 2 \$77.40
SA 9:00-4:30

No Fear - Welt Pockets CREA10055

Learn a step by step method of making welt pockets with consistent quality results. Explore creative embellishments for pockets. Sewing skills essential.

12784 FF SA Feb16 9:30-4:00 1 \$70.30

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.

12785 FF SA Mar16 9:00-4:30 1 \$75.32

The Infinity Scarf CREA10149

Create this ingenious, easy scarf, inspired by the designer Koos van den Akker. Cut fabrics or remnants into long strips to form a flat rectangle and develop into a spiral tube that twists to create a graceful drape.

12778 FF SA Feb2 9:00-4:30 1 \$75.32

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.

12783 FF SA Jan26 9:00-5:00 1 \$80.34

Sports Bra TEXT10046

Discover the benefits of this versatile basic for exercise or casual wear. Learn to take measurements for a perfect fit and focus on various construction techniques and styles. Some sewing skills required. Course is Mar. 1/2.

12792 FF FR Mar1 7:00-9:30 2 \$77.40
SA 9:00-4:30

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.

12777 FF SA Mar16 9:00-4:30 1 \$75.32

Essential Elements of Pattern Alterations TEXT10032

Examine professional approaches for taking body measurements, making correct ease allowances and alteration techniques for common trouble spots without sewing a trial garment. Sewing skills essential.

12786 FF MO Jan14 6:30-10:00 2 \$71.22

Essential Pattern Alterations - Advanced TEXT10033

Focus on pattern adjustments for skirts, blouses and dresses for a more personalized fit. Sewing skills essential. Completion of TEXT10032 beneficial.

12787 FF MO Feb25 6:30-9:30 3 \$82.19

Home Decorating Courses

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

Sewing Window Treatments - Part 1 CREA10103

Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware.

Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.

12746 FF WE Jan23 7:00-10:00 4 \$92.88

Sewing Window Treatments - Part 2 CREA10104

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

12747 FF WE Feb27 7:00-10:00 4 \$92.88

Sewing Window Treatments - Part 3 CREA10105

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

12748 FF TU Feb26 7:00-10:00 4 \$92.88

Grommet Designs For Home Decor CREA10154

Learn to make a basic grommet drapery panel and an embellished pillow. Topics include calculating yardage, fullness and placement, types of grommets and insertion tips. Basic sewing knowledge required. Course is Feb. 1/2.

12752 FF FR Feb1 7:00-9:30 2 \$77.40
SA 9:00-4:30

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. 23/24.

12750 FF SA/SU Feb23 9:30-3:30 2 \$92.88

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.

12749 FF TU Jan22 7:00-10:00 4 \$92.88

Simple Slipcovering CREA10151

Learn quick and easy ways to rejuvenate a slipper chair style, an ottoman or footstool for an instant room-change. Gain knowledge on choosing fabric, measuring, pattern creation, pleats, ruffles and more!. Basic sewing knowledge needed. Course is Jan. 25/26.

12751 FF FR Jan25 7:00-9:30 2 \$77.40
SA 9:00-4:30

Tassel Making TEXTHC162

The latest craze in home decor and fashion! Learn the anatomy of a tassel and a simple method for cording. Create at least 2 different styles in class using different threads. You will have the skill to create any size tassel for an ornament, bell pull, pillows, draperies, or add to a zipper. Kit available.

12753 FF SA Mar2 9:30-2:30 1 \$50.21

UPHOLSTERY MAKEOVER COURSE

get ideas for updating upholstery pieces, accents & accessories

Refer to Upholstery - Other Section

Upholstery/Interior Decorating

Upholstery-Furniture Certificate (159)

Mohawk College Certificate

Graduation Requirement: 7 courses

Gain practical skills and knowledge for work in the upholstery industry. Employment opportunities may be found with manufacturers, furniture stores, refinishing firms or in your own business. Focus on handling of equipment and safety, fabrics, trims, other materials and hardware. Complete 4 new and 2 re-upholstery projects.

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/upholstery

Mandatory Courses: Hours

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

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

COST OF MATERIALS FOR CLASS PROJECTS IS YOUR RESPONSIBILITY

Please note - some manual dexterity is required for the use of sharp tools.

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

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

Upholstery 1 - Level 1 CREAUPH01

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

12724 BF MO Jan14 9:30-4:00 5 \$232.20
12723 BF TH Jan17 6:30-9:30 10 \$232.20

Upholstery 1 - Level 2 CREAUPH02

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

12725 BF MO Jan14 6:30-9:30 10 \$232.20
12726 BF MO Feb25 9:30-4:00 5 \$232.20

Upholstery 1 - Level 3 - Part 2 CREA10021

Continue work on the Wing Chair project begun in Part 1 with attention to installation of springs, padding and finishing techniques. Prerequisite: Level 3 -Part 1.

12727 BF TU Jan15 9:30-4:00 6 \$278.64

Upholstery 1 - Level 5 CREA10014

Re-upholster a simple piece of your own furniture. Learn to reconstruct the frame, repair springs, use correct padding techniques and select and apply appropriate fabric and accessories. Prerequisites: First 5 courses.

12728 BF TU Feb26 9:30-4:00 6 \$255.42

Upholstery - Other

Upholstery Know How TEXT10059

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

12771 FF FR Jan25 6:30-10:00 1 \$35.15
12772 BF FR Feb8 6:30-10:00 1 \$35.15

Upholstery-Introductory CREAHC113

Here's your opportunity to change a simple kitchen/dining chair into something fresh, unique and dynamic looking! You will apply the tips revealed from the "Upholstery Know How" course to your own project in this hands-on workshop. Learn how to use the necessary tools, materials & supplies required to reupholster the seat/back of your chair project. Course is Feb 23/24.

12764 BF SA/SU Feb23 9:30-3:30 2 \$92.88

NEW!

Upholstery Makeover TEXT10060

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

12801 FF SA Jan26 9:30-4:00 1 \$62.10
12805 BF SA Feb9 9:30-4:00 1 \$62.10

Interior Decorating Certificate (178)

Mohawk College Certificate

Graduation Requirement: 13 courses

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

Questions?

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

Admission Requirements

Successful completion of senior secondary school English or equivalent.

Program of Studies

To receive the certificate, you must successfully complete 11 mandatory and 2 options. The first four courses must be taken in the order listed below. The + courses can be taken any time during the program. The ++ courses can be taken when the prerequisites have been met.

For program details and graduation requirements visit

ce.mohawkcollege.ca/interiordecorating

Mandatory Courses:	Hours
CREAHF215 Colour Principles	30
CREAHF205 Design Principles	30
TDRWHF203 Basic Drafting ++	30
METRHF230 Estimating ++	30
TEXT10029 Fabrics for Interiors +	30
CREA10029 Residential Lighting +	30
CREA10034 Understanding Floors & Furniture +	30
CREA10030 Soft Furnishings & Window ++	30
CREA10031 Accessorizing the Home ++	30
CREA10033 Creative Design Presentations ++	30
CREAHC240 Interior Design Studio (all prerequisites must be taken first)	30
Options - Choose 2:	
CREA10036 Creative Paint Techniques	30
CADM10014 3-D Computer Drafting ++	30
CREA10035 Kitchen & Bathroom Concepts	30
SBMG10001 Business Strategies for Interior Decorators ++	30

RECOGNIZED BY CDECA

ALL COURSES ARE NOT OFFERED EACH SEMESTER.

Design Principles CREAHF205

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

11673 FF MO Jan7 6:30-9:30 10 \$232.20

Colour Principles CREAHF215

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

11670 FF WE Jan9 6:30-9:30 10 \$232.20

Basic Drafting TDRWHF203

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

11668 FF TH Jan10 7:00-10:00 10 \$232.20

Creative Design Presentations

CREA10033

The basic elements of design presentation are examined. Practical exercises, lectures and presentation assignments will allow participants to gain knowledge, skills and confidence in visual and verbal presentations. Prerequisites: CREAHF215, CREAHF205.

11671 FF WE Jan9 6:30-9:30 10 \$232.20

Kitchen and Bathroom Concepts

CREA10035

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

12715 FF MO Jan7 6:30-9:30 10 \$232.20

Creative Paint Techniques CREA10036

Master the latest faux finishing techniques.

Supply costs of \$80 must be paid to the instructor at the first class.

11672 FF TU Jan15 6:30-9:30 10 \$232.20

Business Strategies for Interior

Decorators

SBMG10001

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

11669 FF TU Jan8 6:30-9:30 10 \$232.20

Floral

Floral Techniques Certificate - Basic (805)

Mohawk College Certificate

Graduation Requirement: 7 courses

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

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/floral

To receive the certificate, you must complete the following 7 courses, preferably in the sequence listed:

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

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

Please Note - some manual dexterity is required for the use of sharp tools

Creative Arts

Techniques And Color Harmonies - Basic FLORFC001

Study the care and handling of flowers, elements and principles of design, and colour harmonies. Complete flower arrangements in fresh and artificial material. Supplies will be discussed at the first class. A kit including equipment, supplies, and textbook is available for purchase (approx. \$70). Does not include fresh/artificial product.

12700 FF WE Jan16 7:00-10:00 10 \$232.20
12701 FF WE Jan16 9:30-4:00 5 \$232.20
12702 FF TH Feb28 9:30-4:00 5 \$232.20

Materials For Designs FLORFC004

Explore various materials used effectively in creating floral arrangements. Introduction to different holding mediums used in creating designs relating to 4 major historical time periods. Cover fresh garlands, miniatures, wreaths and display work. Kit available. Prerequisite: FLORFC001.

12703 FF WE Feb27 9:30-4:00 5 \$232.20

Designing With Exotics FLORFC005

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

12705 FF TU Jan15 9:30-4:00 5 \$232.20
12704 FF TH Jan17 7:00-10:00 10 \$232.20

Wedding Work And Special Occasion FLORFC002

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

12706 FF TU Feb26 9:30-4:00 6 \$278.64

Special Design Workshops FLORFC006

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

12707 FF TH Jan17 9:30-4:00 5 \$232.20

Floral - General Interest Workshops

Questions?

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

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

Silk Flower Arrangement FLORGI682

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

12780 FF SA Feb2 9:30-12:30 1 \$30.13

Valentine Floral Workshop FLORGI617

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

12779 FF MO Feb11 6:30-9:30 1 \$30.13

Contemporary Floral Design FLOR10021

Explore interesting techniques to design and create a vibrant and trendy, eye-catching floral arrangement. Use an unique assortment of tropical flowers and greens to create a special arrangement. Purchased kit available.

12782 FF SA Mar9 9:30-12:30 1 \$30.13

Easter Blooms FLOR10017

Create a colourful table arrangement in spring colours for your Easter entertaining. Follow easy instructions using a variety of fresh flowers and greens. Supply list outlines a selection of ideas. Purchased kit available.

12781 FF TU Mar26 6:30-9:30 1 \$30.13

Horticulture

Horticulture Plant Identification Certificate (846)

Mohawk College Certificate

Graduation Requirement: 6 courses

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-318-4295 mailbox 1795 / jim.lounsbury@mohawkcollege.ca

Admission Requirements

Successful completion of senior secondary school English or equivalent.

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/horticulture

Mandatory Courses:

	Hours
HORTHOR01 Fundamentals of Horticulture	36
HORTHOR02 Deciduous Trees	36
HORTHOR03 Conifers (Evergreens)	36
HORTHOR04 Deciduous Shrubs	36
HORTHOR05 Brdlf Evergreens, Clmbr & Vine	36
HORTHOR06 Annuals, Perennials, Bulbs	36

Extra costs for field trips may be incurred depending on their location.

Fundamentals Of Horticulture

HORTHOR01

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

12310 FF WE Jan9 7:00-10:00 12 \$278.64

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.

12309 FF TH Jan10 6:30-9:30 12 \$278.64

Watch for our
Spring 2013 catalogue
Available in print on
Tuesday, March 5, 2013

Horticulture - General Interest Workshops

Plant Health Management HORT10046

Focus on common plant pests and examine cultural, biological, and chemical control strategies. Selection, application and safe handling of pesticide are discussed. Course includes a field trip and a project/assignment.

12387 FF TU Jan8 7:00-10:00 12 \$278.64

Perennial Gardening HORTHOR44

Learn about exciting new varieties of perennials and how to combine them to create shady retreats, deal with drought conditions, and explore container gardening.

12319 FF WE Feb13 6:30-9:30 2 \$64.66

Winter Gardening HORT10005

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

12317 FF WE Feb27 6:30-9:30 1 \$33.52

Plant Propagation HORT10003

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

12388 FF WE Mar20 6:30-9:30 1 \$33.80

Landscape Design Certificate (080)

Mohawk College Certificate

Graduation Requirement: 7 courses

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca
905-318-4295 mailbox 1795 / jim.lounsbury@mohawkcollege.ca

Admission Requirements

Successful completion of senior secondary school English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/landscapedesign

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

Mandatory Courses:

	Hours
HORTHOR01 Fundamentals of Horticulture	36
HORTLA010 General Plant Identification	36
HORTLA009 Botany/Taxonomy	36
HORTLA001 Landscape Design I	36
HORTLA007 Landscape Design II	36
HORTLA008 Landscape Design III	36

Options - Choose 1:

CADMCAD06 Introduction to AutoCAD	45.5
HORTHOR02 Deciduous Trees	36
HORTHOR03 Conifers (Evergreens)	36
HORTHOR04 Deciduous Shrubs	36
HORTHOR05 Broadleaf Evergreens, Climbers & Vines	30
HORTHOR06 Annuals, Perennials, Bulbs	30

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

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.
12312 FF TH Jan10 7:00-10:00 12 \$278.64

Landscape Design I HORTLA001
Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.
12314 FF MO Jan7 7:00-10:00 12 \$278.64

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.
12315 FF MO Jan7 7:00-10:00 12 \$278.64

Landscape Design III HORTLA008
Develop a more comprehensive understanding of working drawings and communications skills. Topics include layout, grading, planting and construction drawings.
12316 FF WE Jan9 7:00-10:00 12 \$278.64

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

Music

Music Certificate (809)

Mohawk College Certificate

Graduation Requirement: 13 courses

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

Questions?
905-575-2139 / ceengty@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.

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/music

Mandatory Courses:	Hours
MUSCMU020 Theory - Preliminary	26
MUSCMU123 Theory 1	26
MUSCMU223 Theory 2	26
MUSCMU140 Ear Training 1 (Solfege)	26
MUSCMU100 Piano - Adult Class 1	19.5
MUSCMU200 Piano - Adult Class 2	19.5
MUSCPA160 Vocal - Adult Class 1	12

Options - Groups 1, 2 and 3 - Choose 6:

Refer to the website for a complete list of courses

Ear Training 1 (Solfege) MUSCMU140
Learn to recognize and sing all simple intervals and rhythms, using the tonic sol-fa system with conducting patterns in simple time. Prerequisite: MU123 or ability to recognize notes in treble and bass clef in the key signatures of C, G, D, F, B flat major. Credit in the Applied Music program.
12641 FF MO Jan14 6:00-8:00 13 \$201.24

Guitar - Adult Class 1 MUSCPA107
Learn a variety of traditional and contemporary songs to develop left and right hand coordination and general musicianship.
12645 FF TU Jan15 6:30-8:00 13 \$150.93
12648 FF WE Jan16 6:30-8:00 13 \$150.93

Guitar - Adult Class 2 MUSCPA207
Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.
12649 FF TU Jan15 8:30-10:00 13 \$150.93

Guitar - Adult Class 3 MUSCPA307
Focus on popular tunes, reading melodies, chords and rhythms. Prerequisite: (PA207) or a knowledge of basic rhythms and notes in the open position.
12651 FF WE Jan16 8:30-10:00 13 \$150.93

Guitar Song Book MUSC10038
A continuation of the ideas developed in Guitar 3.
12653 FF TH Jan17 8:30-10:00 13 \$150.93

Jazz Harmony 1 MUSCMU181
Focus on the construction and aural recognition of intervals, chords and modes, diatonic chord progressions and chorale functions and substitutions. Credit in the Applied Music Program. Prerequisite: (MU123)
12656 FF TH Jan17 6:00-8:00 13 \$201.24

Harmony 2 MUSCMU282
A continuation of Harmony 1, extending the student's harmonic vocabulary to include second inversion triads and chords of the seventh, ninth and thirteenth. Students who wish will be able to write the R.C.M.T. exam (Grade 3 Harmony) in May. Prerequisite: Harmony 1 - MU182 or equivalent.
12654 FF TH Jan17 6:00-8:00 13 \$201.24

Piano Adult Class 1 MUSCMU100
Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major and minor chords. Access to practice piano required. Textbook required.
12657 FF TH Jan17 7:00-8:30 13 \$150.93

Piano Adult Class 2 MUSCMU200
Enhance playing and sight reading techniques as we explore intervals, major scales and basic chording. Classical and popular tunes and duets may also be played. Prerequisite: MU100 or 1 yr playing and sight reading experience.
12658 FF WE Jan16 7:00-8:30 13 \$150.93

Piano-Adult Class 3 MUSCMU300
Develop knowledge of major and minor scales and triads while exploring traditional and popular tunes. Prerequisite: MU200 or 2 yrs playing and sight reading experience.
12678 FF TH Jan17 8:30-10:00 13 \$150.93

Piano-Adult Class 4 MUSCMU400
Focus on keyboard harmony as applied in classical and popular music. Develop greater knowledge of major and minor scales, arpeggios and dominant 7ths as you continue to explore traditional and popular tunes. Prerequisite: MU300 or 2 years playing experience.
12679 FF TH Jan17 8:30-10:00 13 \$150.93

The World of Hand Drumming MUSC10004
Enhance rhythm, creativity and musical expression. Explore various international rhythms and songs in solo and group activities. You must supply your own hand drum (congas, djembe, dumbek or bongos).
12666 FF WE Jan16 7:00-8:30 13 \$150.93

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.
12669 FF MO Jan14 8:00-10:00 13 \$201.24

Vocal-Adult Class 1 MUSCPA160
Improve singing skills with attention to breath control, voice production, stage deportment and intonation.
12671 FF TU Jan15 6:00-7:00 12 \$92.88
12673 FF TU Jan15 7:00-8:00 12 \$92.88

Vocal-Advanced Adult MUSCPA360
Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: (PA160), or equivalent experience.
12674 FF TU Jan15 8:00-9:30 12 \$139.32

Musical Performing Ensembles

Mohawk College Community Choir MUSCMU124
Founded in 1968, this 60 voice semi-professional college/community choral society performs a large variety of choral works - often with orchestral accompaniment, or in partnership with the McMaster University Choir. Mohawk students receive credit for participation. For information, call 905-526-7938 or consult our website.
12676 FF TU Jan15 7:30-10:00 13

Please register early - we need a minimum number of students to run our classes

Creative Arts

Performing Arts

Performing Arts Certificate (929)

Mohawk College Certificate

Graduation Requirement: 8 courses

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. This certificate will provide you with the fundamentals to pursue a career in theatre arts, and the necessary information and contacts to move forward.

Of interest to Media Studies students and those wishing to increase their communication skills, spontaneity and showmanship and apply these skills to your present careers outside of the acting industry.

Writing for Stage and Screen 1 & 2 are credit courses in the Writing for Publication Certificate.

Questions?

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/performingarts

Mandatory Courses:

	Hours
CREA10072 Acting for Beginners	24
CREA10071 Acting Two	24
CREA10079 Acting Three: The Feedback Show	24
CREA10085 Acting Four: The Career Class	24

Options - Choose 4:

CREA10086 Acting for Film/TV	24
CREA10087 Acting for Film/TV 2	24
CREA10136 The Master Class	24
CREA10090 An Actor's Director	24
CREA10091 Whose Laugh is it Anyway?	24
ASTHWS029 Make-up:Theatrical & Special Effects	130
ASTHWS032 Make-up:Theatrical & Special Effects	230
CREA10092 The Monologue Class	24
COMM10268 Writing for Stage & Screen 1	24
COMM10269 Writing for Stage & Screen 2	24

Acting for Beginners CREA10072

Join Actress/Director/Teacher/Second City Grad Christina Payne, along an artistic journey connecting on camera/stage through character creation, commercial auditions, finding legitimate agents & building your resume. Using monologue/scene analysis tools & improvisation exercises to stimulate & prepare you for a career in the arts. Location: Staircase Theatre, 27 Dundurn St. N.

12342 OR MO Jan21 7:00-10:00 8 \$169.20

Acting Two CREA10071

An intense look inside the performer's internal approach to the character's conception. Examine human behaviour/re-create the substance that produces the truthful "moments" within the work. Designed like a rehearsal class for students seriously interested in pursuing a career & intent on performing their final work in Acting Three. Prerequisite: Acting for Beginners. Location: Staircase Theatre 27 Dundurn St. N. Hamilton

12346 OR TU Jan22 7:00-10:00 8 \$169.20

Writing for Stage & Screen 1

COMM10268

Learn the basics of writing engaging dialogue, memorable characters, and conflicts, suited to both the stage and screen. Tackle the basic building blocks of writing dramatic and powerful scenes and stories through a series of writing exercises.

12347 FF WE Jan23 7:00-10:00 8 \$185.76

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

12343 FF TH Jan24 7:00-10:00 8 \$195.76

Photography

Photography Certificates - Applied (031) and Art (032)

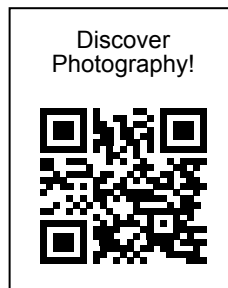
Mohawk College Certificate

Graduation Requirement: 8 courses

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

Questions?

905-575-2139 / 905-575-2312 / anne.king@mohawkcollege.ca



Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/photography

Mandatory Courses:

	Hours
PHTOPY109 History of Photography	30
PHTOPY225 Studio Lighting	30
PHTOPY300 Digital Photography 2	30
PHTOPY101 Digital Photography 1	30
PHTOPY110 Intro To Digital Imag/Phot	30

Options - Choose 3 per certificate

Refer to the website for a complete list of courses

Completion of Certificate

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

CAMERA SPECIFICATIONS

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

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.

12281 FF MO Jan14 7:00-10:00	10	\$232.20
12282 FF TU Jan15 7:00-10:00	10	\$232.20
12283 FF WE Jan16 7:00-10:00	10	\$232.20
12285 FF TH Jan17 6:30-9:30	10	\$232.20

Digital Photography 2 PHTOPY300

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

12280 FF TU Jan15 7:00-10:00	10	\$232.20
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Introduction To Digital Imaging/Photoshop PHTOPY110

Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.

12444 FF TU Jan15 6:30-9:30	10	\$232.20
12446 FF WE Jan16 6:30-9:30	10	\$232.20

Advanced Digital Imaging/Photoshop PHTOPY120

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

12274 FF MO Jan14 6:30-9:30	10	\$232.20
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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.

12442 FF MO/WE Jan14 6:30-10:00	9	\$232.20
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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

12470 FF WE Jan16 6:30-9:30	10	\$232.20
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Studio Lighting PHTOPY225

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

12448 OR MO Jan14 6:30-9:30	10	\$211.50
12449 OR MO Jan14 2:00-5:00	10	\$211.50

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. 9, 10, 23, 24.

12450 FF SA/SU Mar9 9:00-5:00	4	\$232.20
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18	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

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)

12463 FF MO Jan14 7:00-10:00 10 \$232.20

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.

12465 BF SA Feb2 9:30-4:30 1 \$78.90

12466 FF SA Mar2 9:30-4:30 1 \$78.90

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.

12467 FF SA/SU Mar23 9:00-5:00 2 \$158.36

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.

12469 FF SA/SU Feb9 9:30-4:30 2 \$92.88

Visual Arts

Visual Arts Certificates

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

Questions?

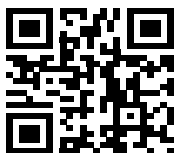
905-575-2298 / 905-575-2312 / crearts@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/visualarts

Visual Arts Courses/Workshops



See work done by faculty and students!

ce.mohawkcollege.ca/artgallery

Visual Arts - Foundation Certificate (041)

Mohawk College Certificate

Graduation Requirement: 8 courses

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/visualarts

Mandatory Courses: Hours

ARTTPG101	Design and Colour 1	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30
SAFECCR442	Safety in the Arts	3

Options - Choose 4:

Any other 4 introductory or basic level studio/hands-on courses from Visual Arts Certificates

Recommend completion of Design and Colour prior to studio courses.

Visual Arts - Intermediate Certificate (042)

Mohawk College Certificate

Graduation Requirement: 7 courses

Admission Requirements

Visual Arts - Foundation Certificate

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/visualarts

Mandatory Courses: Hours

ARTTPG201	Design & Colour 2	30
ARTTPD301	Drawing 2	30

Option Group 1 - Choose 1:

ARTT10039	Visual Documentation	27
ARTT10040	Portfolio and Presentation	24
ARTTAS202	Art through the Ages	39
BLDGAR173	History of Architecture	42
BLDG10043	History of Ontario Architecture	42
PHTOPY109	History of Photography	30
SSCIPT001	Philosophy of Art	30
INFO10144	Web Design Basics	36

Option Group 2 - Choose 4:

Plus 4 other studio hands/on courses, prerequisites must be met, from Visual Arts Certificate courses or Photography Certificate courses

Visual Arts - Advanced Certificate (043)

Mohawk College Certificate

Graduation Requirement: 10 courses

Admission Requirements

Visual Arts - Intermediate Certificate

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/visualarts

Mandatory Courses: Hours

ARRTPG301 Design and Colour 3 30

Option Group 1 - Choose 2:

ARRT10014 Art History and Theory 48

BUSN10098 Business for Artists 47.5

SBMGMD249 How to Start a Small Business 30

EDUCTAL03 Adult Learning 36

PSYCSS156 Introductory Psychology 39

PHTOPY101 Digital Photography 1 (if not used in Foundation Certificate) 30

WORKPW900 Work Experience 30

INFO10110 Web Page Design 36

Option Groups 2 and 3 - Choose 7:

Other studio/hands-on courses from Visual Arts Certificate courses or Photography courses.

Visual Arts - Other

Business for Artists - BUSN10098

Visual Documentation - ARTT10039

Portfolio and Presentation - ARTT10040

See Distance Education section

History Of Crafts HISTPD024

Through independent/self-directed learning/projects with textbook, online and faculty resources, you examine the evolution of diverse approaches to craft in metal, wood, clay to understand the connection between mankind and Arts/Crafts. Instructor contact information provided prior to course start.

12025 OR Jan14 \$211.50

Mat Cutting CREA10133

Using simple hand tools, you learn to cut your own mats to fit your own artwork (painting, drawing, needlework, photography). Mat colour and frame design are discussed. List of equipment/supplies required will be sent to you ahead of time.

11700 FF SA Mar16 9:30-12:30 1 \$41.71

Safety In The Arts SAFECCR442

You complete a self-directed take home test on the hazards associated with painting, printmaking, photography, jewellery, pottery, stained glass, wood carving and other arts.

12229 OR Jan14 \$39.64

NEW!

The Art Of Marketing Your Art

MRKT10020

Need to know information for artists and photographers related to selling your work and products produced from your work.

12230 FF SA Mar9 10:00-12:30 1 \$40.78

Work Experience Option WORKPW900

You are responsible for arranging your own work place location and supervisor, and MUST receive approval from the Program Manager Visual Arts/Photography for your chosen work place BEFORE registering in this course.

12024 OR Jan14 \$211.50

Need Help?

AskMohawk at ce.mohawkcollege.ca

Creative Arts

Design

NEW!

Design & Colour 1 ARTTPG101

Through independent/self-directed learning/projects using textbook, online and faculty resources, you examine elements and principles of design that include colour, line, texture, space. Call about required text.

12026 OR Jan14 \$211.50

NEW!

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 & Colour 1.

12027 OR Jan14 \$211.50

NEW!

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.

12028 OR Jan14 \$211.50

Pottery

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

Some pottery courses have field trips.

Ceramics - Foundation 1 CERAPC201

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

12062 SC MO Jan14 6:30-9:30 10 \$262.20
 12144 BF MO Jan14 6:30-9:30 10 \$262.20
 12074 SC TU Jan15 6:30-9:30 10 \$262.20
 12086 SC WE Jan16 1:00-4:00 10 \$262.20
 12118 SC WE Jan16 6:30-9:30 10 \$262.20
 12158 BF WE Jan16 6:30-9:30 10 \$262.20
 12132 SC TH Jan17 6:30-9:30 10 \$262.20
 12171 BF TH Jan17 1:00-4:00 10 \$262.20
 12184 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Foundation 2 CERAPC202

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

12063 SC MO Jan14 6:30-9:30 10 \$262.20
 12145 BF MO Jan14 6:30-9:30 10 \$262.20
 12075 SC TU Jan15 6:30-9:30 10 \$262.20
 12087 SC WE Jan16 1:00-4:00 10 \$262.20
 12119 SC WE Jan16 6:30-9:30 10 \$262.20
 12159 BF WE Jan16 6:30-9:30 10 \$262.20
 12133 SC TH Jan17 6:30-9:30 10 \$262.20
 12172 BF TH Jan17 1:00-4:00 10 \$262.20
 12223 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Foundation 3 CERAPC203

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

12064 SC MO Jan14 6:30-9:30 10 \$262.20
 12146 BF MO Jan14 6:30-9:30 10 \$262.20
 12076 SC TU Jan15 6:30-9:30 10 \$262.20
 12088 SC WE Jan16 1:00-4:00 10 \$262.20
 12120 SC WE Jan16 6:30-9:30 10 \$262.20
 12160 BF WE Jan16 6:30-9:30 10 \$262.20
 12134 SC TH Jan17 6:30-9:30 10 \$262.20
 12173 BF TH Jan17 1:00-4:00 10 \$262.20
 12186 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Foundation 4 CERAPC204

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

12065 SC MO Jan14 6:30-9:30 10 \$262.20
 12147 BF MO Jan14 6:30-9:30 10 \$262.20
 12077 SC TU Jan15 6:30-9:30 10 \$262.20
 12089 SC WE Jan16 1:00-4:00 10 \$262.20
 12122 SC WE Jan16 6:30-9:30 10 \$262.20
 12161 BF WE Jan16 6:30-9:30 10 \$262.20
 12135 SC TH Jan17 6:30-9:30 10 \$262.20
 12174 BF TH Jan17 1:00-4:00 10 \$262.20
 12187 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Intermediate 1 CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: PC204 Ceramics Foundation 4.

12066 SC MO Jan14 6:30-9:30 10 \$262.20
 12148 BF MO Jan14 6:30-9:30 10 \$262.20
 12078 SC TU Jan15 6:30-9:30 10 \$262.20
 12090 SC WE Jan16 1:00-4:00 10 \$262.20
 12123 SC WE Jan16 6:30-9:30 10 \$262.20
 12162 BF WE Jan16 6:30-9:30 10 \$262.20
 12136 SC TH Jan17 6:30-9:30 10 \$262.20
 12175 BF TH Jan17 1:00-4:00 10 \$262.20
 12188 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Intermediate 2 CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: PC301 Ceramics Intermediate 1.

12067 SC MO Jan14 6:30-9:30 10 \$262.20
 12150 BF MO Jan14 6:30-9:30 10 \$262.20
 12079 SC TU Jan15 6:30-9:30 10 \$262.20
 12091 SC WE Jan16 1:00-4:00 10 \$262.20
 12124 SC WE Jan16 6:30-9:30 10 \$262.20
 12163 BF WE Jan16 6:30-9:30 10 \$262.20
 12137 SC TH Jan17 6:30-9:30 10 \$262.20
 12176 BF TH Jan17 1:00-4:00 10 \$262.20
 12189 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Intermediate 3 CERAPC303

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

12068 SC MO Jan14 6:30-9:30 10 \$262.20
 12151 BF MO Jan14 6:30-9:30 10 \$262.20
 12080 SC TU Jan15 6:30-9:30 10 \$262.20
 12092 SC WE Jan16 1:00-4:00 10 \$262.20
 12125 SC WE Jan16 6:30-9:30 10 \$262.20
 12164 BF WE Jan16 6:30-9:30 10 \$262.20
 12138 SC TH Jan17 6:30-9:30 10 \$262.20
 12177 BF TH Jan17 1:00-4:00 10 \$262.20
 12190 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Intermediate 4 CERAPC304

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

12069 SC MO Jan14 6:30-9:30 10 \$262.20
 12152 BF MO Jan14 6:30-9:30 10 \$262.20
 12081 SC TU Jan15 6:30-9:30 10 \$262.20
 12093 SC WE Jan16 1:00-4:00 10 \$262.20
 12126 SC WE Jan16 6:30-9:30 10 \$262.20
 12165 BF WE Jan16 6:30-9:30 10 \$262.20
 12139 SC TH Jan17 6:30-9:30 10 \$262.20
 12178 BF TH Jan17 1:00-4:00 10 \$262.20
 12191 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Advanced 1 CERAPC401

Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.

12070 SC MO Jan14 6:30-9:30 10 \$262.20
 12153 BF MO Jan14 6:30-9:30 10 \$262.20
 12082 SC TU Jan15 6:30-9:30 10 \$262.20
 12094 SC WE Jan16 1:00-4:00 10 \$262.20
 12127 SC WE Jan16 6:30-9:30 10 \$262.20
 12166 BF WE Jan16 6:30-9:30 10 \$262.20
 12140 SC TH Jan17 6:30-9:30 10 \$262.20
 12179 BF TH Jan17 1:00-4:00 10 \$262.20
 12192 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Advanced 2 CERAPC402

Prerequisite: PC401 Ceramics Advanced 1.

12071 SC MO Jan14 6:30-9:30 10 \$262.20
 12154 BF MO Jan14 6:30-9:30 10 \$262.20
 12083 SC TU Jan15 6:30-9:30 10 \$262.20
 12095 SC WE Jan16 1:00-4:00 10 \$262.20
 12128 SC WE Jan16 6:30-9:30 10 \$262.20
 12168 BF WE Jan16 6:30-9:30 10 \$262.20
 12141 SC TH Jan17 6:30-9:30 10 \$262.20
 12181 BF TH Jan17 1:00-4:00 10 \$262.20
 12193 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Advanced 3 CERAPC403

Prerequisite: PC402 Ceramics Advanced 2.

12072 SC MO Jan14 6:30-9:30 10 \$262.20
 12156 BF MO Jan14 6:30-9:30 10 \$262.20
 12084 SC TU Jan15 6:30-9:30 10 \$262.20
 12096 SC WE Jan16 1:00-4:00 10 \$262.20
 12129 SC WE Jan16 6:30-9:30 10 \$262.20
 12169 BF WE Jan16 6:30-9:30 10 \$262.20
 12142 SC TH Jan17 6:30-9:30 10 \$262.20
 12182 BF TH Jan17 1:00-4:00 10 \$262.20
 12194 BF TH Jan17 6:30-9:30 10 \$262.20

Ceramics - Advanced 4 CERAPC404

Prerequisite: PC403 Ceramics Advanced 3.

12073 SC MO Jan14 6:30-9:30 10 \$262.20
 12157 BF MO Jan14 6:30-9:30 10 \$262.20
 12085 SC TU Jan15 6:30-9:30 10 \$262.20
 12097 SC WE Jan16 1:00-4:00 10 \$262.20
 12131 SC WE Jan16 6:30-9:30 10 \$262.20
 12170 BF WE Jan16 6:30-9:30 10 \$262.20
 12143 SC TH Jan17 6:30-9:30 10 \$262.20
 12183 BF TH Jan17 1:00-4:00 10 \$262.20
 12195 BF TH Jan17 6:30-9:30 10 \$262.20

Glaze Theory CERAPC311

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

12680 SC Jan14 \$262.20
 12681 BF Jan14 \$262.20

Painting

Chinese Brush Painting ARTTPD101

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

12029 FF SA Jan19 9:30-12:30 10 \$232.20

Chinese Brush Painting 2 ARTTPD102

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: PD101

12030 FF SA Jan19 9:30-12:30 10 \$232.20

Chinese Brush Painting 3 ARTTPD103

Practice basic classical techniques used in painting landscapes. Prerequisite: PD102

12031 FF SA Jan19 9:30-12:30 10 \$232.20

See work done by faculty and students!
ce.mohawkcollege.ca/artgallery

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

Chinese Brush Painting 4 ARTTPD104

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: PD103
12032 FF SA Jan19 9:30-12:30 10 \$232.20

Chinese Brush Painting 5 ARTTPD105

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: PD104
12033 FF SA Jan19 9:30-12:30 10 \$232.20

Chinese Brush Painting 6 ARTTPD106

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD105
12034 FF SA Jan19 9:30-12:30 10 \$232.20

Painting 1 ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.
12035 FF TU Jan15 6:30-9:30 10 \$232.20

Painting 2 ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: PD211 Painting 1.
12036 FF TU Jan15 6:30-9:30 10 \$232.20

Painting 3 ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: PD311 Painting 2.
12037 FF TU Jan15 6:30-9:30 10 \$232.20

Painting 4 ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: PD411 Painting 3.
12038 FF TU Jan15 6:30-9:30 10 \$232.20

Painting 5 ARTTPD611

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. Prerequisite: PD511 Painting 4.
12039 FF TU Jan15 6:30-9:30 10 \$232.20

Painting 6 ARTTPD711

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: PD611.
12040 FF TU Jan15 6:30-9:30 10 \$232.20

Watercolour Painting 1 ARTTPD231

You work from sketches and still life to produce a finished painting showing shape and form, movement and perspective.
crearts@mohawkcollege.ca for list of materials.
12041 FF MO Jan14 6:30-9:30 10 \$238.20

Watercolour Painting 2 ARTTPD331

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: PD231 Watercolour Painting 1.
12042 FF MO Jan14 6:30-9:30 10 \$238.20

Watercolour Painting 3 ARTTPD431

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: PD331 Watercolour Painting 2.
12043 FF MO Jan14 6:30-9:30 10 \$238.20

Watercolour Painting 4 ARTTPD531

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3.
12044 FF MO Jan14 6:30-9:30 10 \$238.20

Watercolour Painting 5 ARTTPD631

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: PD531 Watercolour Painting 4.
12045 FF MO Jan14 6:30-9:30 10 \$238.20

Watercolour Painting 6 ARTTPD731

Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5.
12046 FF MO Jan14 6:30-9:30 10 \$238.20

Painting - Specialized Courses/Workshops

Encaustic ARTT10037

All skill levels. Using beeswax, pigment, appropriate tools/materials, you explore this ancient technique revisited by today's artists including heating/colouring wax, incising, embedding, transfer images. New techniques and materials added. Some painting experience beneficial. Material fee \$35.00.
12047 FF SA/SU Mar2 9:30-4:30 2 \$92.88

Drawing

FASHION DRAWING - FASHFA201
 See Fashion Design Certificate

Drawing for the Absolute Beginner ARTTPD501

Release artistic potential using right brain drawing. Ideal for beginners or those who feel they cannot draw at all. Bring coil bound sketchbook (11"x14") & 2b, 4b pencils to first class.
12048 FF WE Jan16 6:30-9:30 10 \$232.20

Drawing 1 ARTTPD201

Enhance your ability to observe and record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, and gesture using charcoal, pencil, and conte crayon.
12049 FF TH Jan17 7:00-10:00 10 \$232.20

Drawing 2 ARTTPD301

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: PD201 Drawing 1.
12050 FF TH Jan17 7:00-10:00 10 \$232.20

Drawing 3 ARTTPD401

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: PD301 Drawing 2.
12051 FF TH Jan17 7:00-10:00 10 \$232.20

Walk Smart
905-575-2263 ~ Room F114
 Book your walk today!

Drawing - Specialized Courses/Workshops

NEW!

Life Drawing Fundamentals ARTT10043

For beginners and those wishing to refresh skills. Using basic materials, explore drawing the nude through a variety of techniques and exercises. Emphasis on rendering and expression.
12228 FF SA/SU Feb2 9:30-4:30 2 \$92.88

Jewellery & Silversmithing

Jewellery - Construction CREAPJ205

Using materials such as; metals, resins, stones and leather, you design and construct dynamic, one-of-a-kind, jewellery. Focus on design principles, surfaces, colour, wirework and finishing techniques. Materials extra. Start-up kit, \$10 due first night of course.
12052 FF TH Jan17 6:30-9:30 10 \$252.20

Jewellery and Silversmithing 1

CREAPJ201
 Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. \$30).
12053 BF TH Jan17 6:30-9:30 10 \$252.20

Jewellery and Silversmithing 2

CREAPJ202
 Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.
12054 BF TH Jan17 6:30-9:30 10 \$252.20

Jewellery and Silversmithing 3

CREAPJ301
 Explore different methods of texturing metal. Design your own pieces and complete a brooch or pendant. Materials extra. Prerequisites: PJ202. Recommend Drawing 1 (ARTTPD201) prior to taking this course.
12055 BF MO Jan14 6:00-9:00 10 \$252.20

Jewellery and Silversmithing 4

CREAPJ302
 Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.
12056 BF MO Jan14 6:00-9:00 10 \$252.20

Jewellery and Silversmithing 5

CREAPJ401
 Develop your own program and projects in consultation with the instructor. Casting not part of this course. Prerequisite: PJ302. Materials extra.
12057 BF MO Jan14 6:00-9:00 10 \$252.20

NEW!

Jewellery-Fundamentals CREA10139

Explore silver jewellery making including historical overview, tools, soldering, fabrication, to make items such as band ring, earrings, pendant. Materials extra (approx. \$30)
12058 FF WE Jan16 6:30-9:30 10 \$252.20

Precious Metal Clay 1 CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.
12059 FF WE Jan16 6:30-9:30 10 \$242.20

Creative Arts / Distance Education/Online Learning

Precious Metal Clay 2 CREA10128
Jewellery making using PMC (Precious Metal Clay). Topics include principles of design, properties of PMC, basic tools and tool creation, PMC carving, dry construction, advanced torch firing, finishing and polishing. Materials extra. Prerequisite: CREA10080
12060 FF WE Jan16 6:30-9:30 10 \$242.20

Jewellery - Specialized Courses/Workshops

Beaded Bezel CREA10147
Surround Swarovski crystal rivoli with crystal bicones/delica beads to make delicate snowflake pattern. Finish with peyote ring band. Discuss threading materials/needles. Some experience with peyote required. Materials Fee: \$17.50
11688 FF SA Feb9 1:00-3:30 1 \$40.78

Crochet Wire & Beads CREA10148
Learn how to properly start and finish a crocheted wire bracelet while incorporating beads. Materials: \$15.
11689 FF SA Feb9 10:00-12:30 1 \$40.78

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

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. There is a scheduled start and end date.

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least:
PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/Vista/Win7.
MAC: Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard)
The campus codes identify delivery through OntarioLearn (OL) or Distance Education (DE). Your start-up information is different depending on delivery methods.

Textbooks

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

Exams

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

deexams@mohawkcollege.ca

Questions?

905-575-2703 / disted@mohawkcollege.ca

OL - OntarioLearn

To see if online education fits your learning style, go to OntarioLearn.com and click on Starting Out to participate in a short quiz titled, "Is Online Learning right for you?"

Start Date/Registration Deadline

Most courses start on Friday, January 11, 2013. We must receive your registration no later than Friday, January 18, 2013.

Monthly Intakes available for some courses.

How to start your course

Instructions to "Start your course now" will be available at disted.mohawkcollege.ca. It is your responsibility to log in to your course(s) prior to the refund deadline.

In keeping with the Mohawk College GoGreen initiative, start-up letters will no longer be mailed.

Refunds

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

DE - Distance Education

Instructors are available by 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 start up letter by mail. It is your responsibility to log in to your course(s) prior to the refund deadline. Textbooks are not included.

Refunds

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

Associated Professional Programs

Condominium Management (ACMO) Certificate (912)

Mohawk College Certificate

Graduation Requirement: 5 courses

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

Membership Questions?

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

Program of Studies

For program details and graduation requirements visit disted.mohawkcollege.ca/acmo

Mandatory Courses:	Hours
LAWSCDM01 Intro to Condominium Law	42
MGMTCDM02 Physical Bldg Management	42
FINCCDM03 Financial Planning for Condo Managers	42
MGMTCDM04 Condo Administration & Human Relations	42
Options - Choose 1:	
CONFBU397 Dealing with Difficult People	30
MGMTMD278 Personal Success	30

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

Introduction To Condominium Law

LAWSCDM01

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

11342 DE	Jan8	\$476.70
12618 DE	Feb11	\$476.70

Physical Building Management

MGMTCDM02

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

11368 DE	Jan8	\$476.70
12620 DE	Feb11	\$476.70

Financial Planning For Condominium Managers

FINCCDM03

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

11349 DE	Jan8	\$476.70
12622 DE	Feb11	\$476.70

Condominium Administration & Human Relations

MGMTCDM04

Explore knowledge and skills required for effective condominium management, including application of the Condominium Act and other legislation in daily operations. 42 hours

11350 DE	Jan8	\$476.70
12623 DE	Feb11	\$476.70

Book your DE exam online
disted.mohawkcollege.ca/exam

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

Distance Education/Online Learning

Canadian Institute of Bookkeeping

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

Questions?

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

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

Cost Management ACCT10017

Examine preparation and use of managerial cost accounting data in planning, controlling and decision-making in manufacturing and service operations. Consider new and traditional costing systems, budgeting, and basic differential analysis. Equivalent to Canadian Institute of Bookkeeping CIB331 and Management Accounting (ACCTCB203). Prerequisite: Accounting - Introductory I (ACCTMCS01). 42 hours
11476 OL Jan11 \$346.16

Payroll Administration ACCTBU192

Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I (ACCTMCS01). Grade of 65% or better required to receive CIB credit. 42 hours
11592 OL Feb1 \$346.16
11145 OL Mar1 \$346.16

Taxation I ACCT10019

Gain an understanding of income taxation in Canada with a focus on employment income, business income, income from property or investments & capital gains. Learn to complete personal tax returns manually and using a software application. This course is not for MAC users. Equivalent to Canadian Institute of Bookkeeping CIB332 and Tax Practice-Option (BUSNBA609). Prerequisites: Accounting - Introductory II (ACCTMCS02). 45 hours
11500 OL Jan11 \$367.10
11602 OL Mar1 \$367.10

Institute of Law Clerks of Ontario

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

Admission Requirements

RECOMMENDED: Experience in the legal field.

For program details visit

ce.mohawkcollege.ca/lawclerk

Corporate Procedures LAWSSEL6

Involves the preparation & filing of articles for incorporation of corporations. Become familiar with the Act(s) governing the formation & operation of corporations. PROVINCIAL EXAM: June 25, 2013. 42 hours
12432 OL Mar18 \$401.16

Estate Procedures LAWSSEL64

Focus on the preparation of wills and administration of estates, including collection, realization and management of estate assets, settlement of debts, and distribution to heirs and beneficiaries. PROVINCIAL EXAM: June 4, 2013. 48 hours
12434 OL Feb4 \$439.95

Business

Applied Accounting Bookkeeping

Acknowledgement of Completion

Completion Requirement: 3 courses

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

Questions?

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

Applied Accounting-Bookkeeping 1

ACCTBZ018

Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements. 36 hours
11303 DE Jan9 \$251.28
11289 DE Feb14 \$251.28

Applied Accounting-Bookkeeping 2

ACCTBZ019

Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: Applied Accounting-Bookkeeping 1 (ACCTBZ018). 36 hours
11304 DE Jan9 \$251.28
11290 DE Feb14 \$251.28

Applied Accounting-Bookkeeping 3

ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: Applied Accounting-Bookkeeping 2 (ACCTBZ019). 36 hours
11305 DE Jan9 \$251.28
11291 DE Feb14 \$251.28

Business Courses

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
11221 OL Jan11 \$432.55

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
11421 OL Jan11 \$367.10

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
11193 OL Jan11 \$304.28

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. Equivalent to Entrepreneurial Training (BUSNBA107). 42 hours
11299 OL Jan11 \$346.16

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
11400 OL Jan11 \$367.10

Marketing on the World Wide Web

MRKT10026

Analyze how segmentation, target marketing and positioning are executed and the unique dimensions of product, pricing, place and promotion on the Web. Significant student collaboration, research and discussions required. Prerequisites: Introductory marketing, computer and communications. 42 hours
11451 OL Jan11 \$346.16

NEW!

Principles of Purchasing BUSN10101

Examine the basics of the purchasing function and various purchasing tools and technique. Materials management, E-Purchasing, supplier selection and evaluation and global sourcing will also be considered. Equivalent to Purchasing (MRKTMK455). Prerequisite: Management Operations (MGMTMCS07) 42 hours
12708 OL Jan11 \$346.16

Principles of Sales BUSN10021

Learn to develop and penetrate your accounts effectively using profitable selling strategies. ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED. Knowledge/experience in marketing recommended. Equivalent to Applied Selling (MRKTMK355). 56 hours
11448 OL Jan11 \$432.55

GO GREEN!
Start up information
available online ONLY

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

Distance Education/Online Learning

Business Studies Certificate (068)

Mohawk College Certificate

Graduation Requirement: 11 courses

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

Questions?

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

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/businessstudies

Mandatory Courses:

Hours

ACCTMCS01	Accounting - Introductory 1	
BUSN10045	Quantitative Methods 1	
COMMLL122	Researching and Reporting	
ECONMCS03	Microeconomics - Introductory	
LAWSMCS05	Business Law - Introductory	
MGMTMCS06	Management Principles	
MRKTMCS08	Marketing Principles	

Options - Choose 4:

ACCTMCS02	Accounting - Introductory II	
BUSNPIR16	Staff Training and Development	
ECON10002	Introduction to Macroeconomics	
LABRPIR08	Introduction to Industrial Relations	
MGMTMCS07	Management Operations	
MRKT10018	Marketing - Advanced	
MRKT10025	Selling for Success	
SAFEP1R21	Occupational Health and Safety	

Accounting - Introductory I ACCTMCS01

Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to Accounting 1 (ACCTCB101). 45 hours

11367	OL	Jan11	\$367.10
11496	OL	Feb1	\$367.10
11497	OL	Mar1	\$367.10

Accounting - Introductory II ACCTMCS02

Continue your study with a focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Equivalencies: Accounting 2 - Financial (ACCT10014) and Financial Statement Concepts (ACCT10005) Equivalent to Canadian Institute of Bookkeeping CIB113. Prerequisite: Accounting - Introductory I (ACCTMCS01). 45 hours

11364	OL	Jan11	\$367.10
11590	OL	Feb1	\$367.10
11498	OL	Mar1	\$367.10

Business Law - Introductory

LAWSMCS05

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

11109	OL	Jan11	\$367.10
11585	OL	Feb1	\$367.10
11121	OL	Mar1	\$367.10

Introduction To Macroeconomics

ECON10002

Examine the macroeconomic problems facing society including unemployment, inflation and economic growth. Learn to evaluate government's use of fiscal and monetary policy to deal with these problems. Equivalent to Macroeconomics (ECONEB222). Prerequisite: Microeconomics - Introductory (ECONMCS03). 45 hours

11256	OL	Jan11	\$367.10
11586	OL	Feb1	\$367.10

Management Operations MGMTMCS07

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

11212	OL	Jan11	\$367.10
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Management Principles MGMTMCS06

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

11365	OL	Jan11	\$367.10
11436	OL	Mar1	\$367.10

Marketing Principles MRKTMCS08

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

11366	OL	Jan11	\$367.10
11601	OL	Mar1	\$367.10

Marketing - Advanced MRKT10018

Continue your study of marketing fundamentals, with particular attention to price strategy and management; distribution management; marketing communications; and new directions. Equivalent to Marketing 2 (MRKTMK351) and Marketing for Advertising (MRKT10008). Prerequisite: Marketing Principles (MRKTMCS08). 45 hours

11225	OL	Jan11	\$367.10
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Microeconomics - Introductory

ECONMCS03

Explore principles essential to an understanding of contemporary microeconomics, with emphasis on the use of economic models for accurate analysis of economic developments. Examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures and the effects of government intervention in the economic marketplace. Equivalent to Microeconomics (ECONEB122). 45 hours

11390	OL	Jan11	\$367.10
11587	OL	Feb1	\$367.10
11594	OL	Mar1	\$367.10

Quantitative Methods 1 BUSN10045

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

11257	OL	Jan11	\$367.10
11595	OL	Mar1	\$367.10

Selling For Success MRKT10025

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

11255	OL	Jan11	\$384.95
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Financial Planning Certificate (185)

Mohawk College Certificate

Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC).

This program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accreditation exams. Students applying the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater.

THESE COURSES ARE NOT SUITABLE FOR SOMEONE TAKING THEM FOR THEIR OWN PERSONAL FINANCIAL PLANNING.

Questions?

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/financialplanning

Mandatory Courses:

Hours

FINCFP011	Financial Environment	45
FINCFP012	Life and Death Issues of Financial Planning	45
FINCFP013	Investment Planning	45
FINCFP014	Retirement Issues and Case Studies	45

Financial Environment FINCFP011

Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. Not suitable for your own personal financial planning. 45 hours

11253	OL	Jan11	\$585.59
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Life and Death Issues of Financial

Planning

FINCFP012

Analyze risk exposures and the strategies used to address them. Consider estate planning and the effects of different courses of action on the funds available to your heirs after death. Not suitable for your own personal financial planning. 45 hours

11292	OL	Jan11	\$585.59
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Start Up Information @ disted.mohawkcollege.ca/getstarted

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

Distance Education/Online Learning

Investment Planning FINCFP013

Understand capital markets with attention to securities, operation of securities markets, modern portfolio theory, Canadian markets, investor objectives and balancing risk and return. Not suitable for your own personal financial planning. 45 hours
11284 OL Jan11 \$585.59

Retirement Planning And Case Studies FINCFP014

Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. **THIS COURSE MUST BE TAKEN LAST.** Prerequisites: Financial Environment (FINCFP011), Life and Death Issues of Financial Planning (FP012) and Investment Planning (FP013). 45 hours
11254 OL Jan11 \$585.59

GO GREEN!
Start up information
available online ONLY

CGA Equivalency Courses

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

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

For details visit

disted.mohawkcollege.ca/CGA

Auditing I ACCT10026

Concentrate on the fundamentals of external audits. Focus on the purpose of audits; reporting, professional standards and ethics; legal liability; audit evidence and documentation; planning and analysis; materiality and risk; and internal control. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours
11525 OL Jan11 \$346.16

Auditing II ACCT10027

Further develop auditing skills with in-depth study of internal controls. Learn to audit sales, acquisitions, payroll, inventory and cash balances and related income statements and balance sheets. Prerequisite: Auditing I (ACCT10026). 56 hours
11526 OL Jan11 \$432.55

Business Finance I ACCT10028

Develop broad understanding of financial management including financial statement analysis, valuation of cash flows, risk and return and capital budgeting. Draw on theory learned in previous study to enhance financial decision-making skills. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours
11527 OL Jan11 \$346.16

Business Finance II ACCT10029

Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: Business Finance I (ACCT10028). 36 hours
11528 OL Jan11 \$304.28

Cost and Managerial Accounting I ACCT10024

Examine the basics of managerial accounting. Topics include elements of a job costing system, application of cost-volume-profit analysis, application of relevant costs to special decisions and their fit with preparation of master budgets. Equivalent to Cost and Management Accounting 1 (ACCTAC336). Prerequisites: Accounting - Introductory I (ACCTMCS01) or Finance and Accounting (ACCTPIR23). 48 hours
11522 OL Jan11 \$384.95
11589 OL Feb1 \$384.95
11596 OL Mar1 \$384.95

Cost and Managerial Accounting II ACCT10025

Learn to handle fixed manufacturing overhead on income statements, and approaches for measuring performance. Topics include allocating costs for service departments and joint processes, pricing, quality costs, and analyzing cost behaviour. Equivalent to: Cost and Managerial Accounting 2 (ACCTAC436). Prerequisite: Cost and Managerial Accounting I (ACCT10024). 48 hours
11523 OL Jan11 \$384.95
11597 OL Mar1 \$384.95

English 1 COMM10256

Focus on effective communication in the workplace. Practice writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Microphone is required. 45 hours
11518 OL Jan11 \$367.10

Intermediate Accounting I ACCT10021

Develop the skills needed to prepare and interpret financial statements. Focus on accounting for partnerships, corporations, long-term debt, the statement of cash flows, and financial statement analysis. Prerequisite: Accounting - Introductory II (ACCTMCS02). 56 hours
11519 OL Jan11 \$432.55

Intermediate Accounting II ACCT10022

Gain understanding of financial reporting. Topics include accounting concepts, income statement and balance sheet presentation, statement of cash flows, reporting and valuation of cash, receivables, inventories and temporary investments. Prerequisite: Intermediate Accounting I (ACCT10021). 56 hours
11529 OL Jan11 \$432.55

Intermediate Accounting III ACCT10023

You will gain an understanding of some complex topics in accounting. Topics include: Leases, Pensions, Income Taxes, Accounting Changes and Error Corrections. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours
11521 OL Jan11 \$346.16

Management Information Systems INFO10160

Examine the use of information systems to support executive decision making. MS Access will be used to provide illustration and practice in database concepts including data storage and retrieval and auditing controls. Equivalent to Information Systems Management (INFOBA635). 42 hours
11524 OL Jan11 \$346.16

Human Resources Certificate (825)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

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

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

For program details and graduation requirements visit

ce.mohawkcollege.ca/humanresources

Compensation and Benefits HRESPIR11

Examine the theoretical and applied aspects of the compensation function used in all organizations. Major factors that influence the design of a compensation system receive special emphasis. Prerequisite: Human Resource Management Studies (MGMTBPC01). 45 hours
11385 OL Jan11 \$367.10
11591 OL Feb1 \$367.10

Finance And Accounting ACCTPIR23

An understanding of accounting concepts is an important asset in human resource management. Explore the relationships between management of performance and basic management functions of planning, coordination and control. Basic knowledge of accounting is recommended. Prerequisite: Human Resource Management Studies (MGMTBPC01). 42 hours
11186 OL Jan11 \$346.16
11120 OL Feb1 \$346.16
11514 OL Mar1 \$346.16

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

11110 OL Jan11 \$456.35
11486 OL Feb1 \$456.35
11134 OL Mar1 \$456.35

Human Resources Planning and Staffing HRESPIR17

Learn how to forecast the human resource needs of an organization within ambient socio-political situations. 42 hours
11348 OL Jan11 \$346.16
11515 OL Mar1 \$346.16

Distance Education/Online Learning

Introduction To Industrial Relations LABRPIR08 (E)

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

11310	OL	Jan11	\$346.16
11516	OL	Mar1	\$346.16

Occupational Health & Safety SAFEPIR21

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

11184	OL	Jan11	\$367.10
11129	OL	Feb1	\$367.10

Organizational Behaviour and Administration BUSNPIR22 (E)

Examine the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Prerequisite: Human Resource Management Studies (MGMTBPC01). 42 hours

11531	OL	Jan11-Mar1	\$346.16
11185	OL	Jan11-Apr19	\$346.16
11490	OL	Feb1	\$346.16
11478	OL	Mar1	\$346.16

Recruitment And Selection HRESPIR20

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

11530	OL	Jan11-Mar1	\$346.16
11183	OL	Jan11-Apr19	\$346.16
11494	OL	Feb1	\$346.16
11443	OL	Mar1	\$346.16

Staff Training and Development BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Prerequisite: Human Resource Management Studies (MGMTBPC01). 56 hours

11208	OL	Jan11	\$432.55
11130	OL	Feb1	\$432.55
11438	OL	Mar1	\$432.55

Human Resources Courses

Benefits Administration BUSN10059

Examine benefits and their administration. Focus on the Canada Pension Plan, Workers' Compensation, government and private health and insurance plans, pension programs, and contractual and volunteer benefits. Topics also include costing, program design, E.A.P.s and special programs. 42 hours

11102	OL	Jan11	\$346.16
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Need Grade 12 equivalency?
905-575-2029

Dispute Resolution HMNS10093

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

11538	OL	Jan11	\$346.16
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Personnel Research Techniques and HRIS HRES10017

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

11423	OL	Jan11	\$346.16
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Industrial Distribution Leadership Certificate (924)

Mohawk College Certificate

Graduation Requirement: 6 courses

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

Intended for individuals working with the industrial distribution and manufacturing sector who have responsibilities for key customer accounts and client relations. Offers programming in key skill sets, including business principles, operational awareness, client service principles, and leadership training/coaching. Courses only available in the fall and winter semesters. The Industrial Distribution Integrated Case Study (BUSN10056) will be offered in Fall 2013.

Questions?

905-575-2703/ disted@mohawkcollege.ca
michaelpiczak@gmail.com

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/IDL

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

Business Fundamentals in Industrial Distribution BUSN10046

Focus on the core concepts of business processes and quality management and explore the essentials and economics of the industrial distribution industry. Discuss the operations environment and the evolution of the supply chain. 30 hours

11570	OL	Jan11	\$262.40
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Customer Service and Sales in Industrial Distribution MRKT10027

Examine the characteristics and requirements of outside and inside sales, effective customer service, customer relationship management, and marketing strategies and tools. 30 hours

11575	OL	Jan11	\$262.40
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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

11572	OL	Jan11	\$262.40
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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

11573	OL	Jan11	\$262.40
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Industrial Relations Certificate (824)

Mohawk College Certificate

Graduation Requirement: 6 courses

For program details and graduation requirements visit

ce.mohawkcollege.ca/industrialrelations

See other course listings under Human Resources Certificate.

Collective Bargaining LABRPIR14

Develop in-depth understanding of the structure and process of collective bargaining in Canada. Prerequisite: Introduction to Industrial Relations (LABRPIR08). 39 hours

11574	OL	Jan11	\$325.22
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Employment Law BUSNPIR19

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

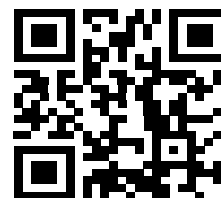
11576	OL	Jan11	\$384.95
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Grievances, Arbitration and Contract Administration BUSNPIR13

Focus on the structure and process of grievance arbitration, with emphasis on major issues, trends in arbitrator awards and preparation for an arbitration hearing. 39 hours

12422	OL	Jan11	\$325.22
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Get Started with your
online learning!



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

Distance Education/Online Learning

International Business Management Graduate Certificate (116)

You will learn to effectively investigate, analyze, manage and direct most aspects of international trade for an organization.

Questions?

905-575-2706 / disted@mohawkcollege.ca
michaelpiczak@gmail.com
www.mohawkcollege.ca/116

Admission Requirements

College Business diploma or Business university degree or demonstrated competence through related work experience. Prior approval is necessary. Please mail a copy of your educational qualifications to Distance Education, Room J029, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2.

Global Business Environment BUSNIB100

Evaluate the context in which international trade takes place. Analyze the opportunities and challenges it represents for business. Demonstrate the knowledge to operate a successful international business. 42 hours
 11569 OL Jan11 \$346.16

International Market Entry Strategies BUSNIB101

Analyze the advantages and disadvantages to several options in market entry and distribution choices available to the international trader. Apply these concepts to identify optimal market entry strategies when engaging in international trade. 42 hours
 11571 OL Jan11 \$346.16

Leadership Development Series

For program details visit

ce.mohawkcollege.ca/leadershipdevelopment

Enhance your management skills and knowledge!



NEW!

Creative and Critical Thinking (LDS) COMM10216

Learn to think creatively and critically and apply those skills in personal and professional situations. Enhance your skills in strategic planning, decision-making and problem solving. 30 hours
 12391 OL Jan11 \$262.40

Employment Law (LDS) LAWS10090

Examine federal and provincial statutory and common employment law. Topics include employment standards, health and safety, labour relations, pay equity and human rights legislation applicable to management and unionized employees and leaders. 30 hours
 11532 OL Jan11 \$262.40

NEW!

Performance Management (LDS) MGMT10100

Focus on performance analysis counselling, constructive feedback, conflict resolution, performance management systems and overall strategies for performance management. 30 hours
 12394 OL Jan11 \$262.40

NEW!

Project Management (LDS) MGMT10099

Gain a leadership perspective on project management. Examine the fundamentals of the project life cycle, with particular focus on establishing priorities and effectively managing projects and project teams. 30 hours
 12393 OL Jan11 \$262.40

Legal Courses

Introduction To Legal Office Practice And Procedures OADM10009

Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended: Legal Terminology (LAWS10005). 42 hours
 11297 OL Jan11 \$346.16

Landlord & Tenant Law LAWS10064

Examine landlord/tenant relationships, relevant legislation and the essentials of a tribunal application proceeding under the Residential Tenancies Act. Good preparation for careers as rental agents, property management professionals and support roles with the Board. 42 hours
 11422 OL Jan11 \$346.16

Legal Terminology LAWS10005

Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 42 hours
 11353 OL Jan11 \$346.16

Provincial Offences/Motor Vehicle Offences LAWS10076

Develop a good understanding of issues, procedures, and the role of tribunal agents/paralegals representing individuals involved in offences under the Provincial Offences Act, and other provincial statutes. 42 hours
 11195 OL Jan11 \$346.16

Retirement Communities

Due to the aging population and the commitment from the Ministry of Health and Long-term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators and General Managers. This demanding career is accountable for the administration and management of the facility operations and this program allows students to have an understanding of the long-term care industry. Background in the following subject areas is strongly recommended: Health Science/Community Services Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism (focus in Accommodation or Food and Beverage); Business Administration; and/or have relevant management experience.

Questions?

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

Financial Management (Retirement Communities/Long Term Care) FINC10008

Learn to use financial management and budgeting tools common to the private and not for profit sectors. Canadian financial infrastructure, funding and health care system also receive emphasis. 45 hours
 11453 OL Jan11 \$367.10

Food Nutrition & Hospitality Management for Retirement HLTH10109

Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. 45 hours
 11461 OL Jan11 \$367.10

HR and Labour Relations in Retirement Communities Management HRES10020

Examine the human resources framework with emphasis on obtaining and retaining competent employees. Topics include compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. 45 hours
 11150 OL Jan11 \$367.10

Operational Overview in Long-term Care HLTH10110

Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours
 11463 OL Jan11 \$367.10

Resident Centred Care HLTH10108

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: Operational Overview in Long-term Care (HLTH10110). 45 hours
 11460 OL Jan11 \$367.10

Sales and Marketing in Long Term Care Management BUSN10093

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. 45 hours
 11149 OL Jan11 \$367.10

Manufacturing Leadership Certificate (055)

Mohawk College Certificate

Graduation Requirement: 5 courses

For program details and graduation requirements 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
 11396 OL Jan11 \$520.83

Distance Education/Online Learning

Continuous Improvement Process

QUALCMA06

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

11258 OL Jan11 \$520.83

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

11283 OL Jan11 \$520.83

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

11398 OL Jan11 \$520.83

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

11241 OL Jan11 \$520.83

Ontario Management Development Studies

This program has been phased out and replaced by a new program titled Leadership Development Series. You should only take the courses listed below to complete the current OMDP certificate. These courses cannot be used towards the new Leadership Development series.

Visit ce.mohawkcollege.ca/OMDP for details.

Questions?

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

Effective Supervision-Human Relations

MGMTMD21

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

11326 OL Jan11 \$262.40

How to Start a Small Business

SBMGMD249

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

11118 OL Jan11 \$262.40

GO GREEN!
Start up information
available online ONLY

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

11327 OL Jan11 \$262.40

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

11165 OL Jan11 \$262.40

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

11233 OL Jan11 \$384.95

11482 OL Feb1 \$384.95

11122 OL Mar1 \$384.95

Project Management Scheduling

Software

INFO10105

Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Required: MS Project 2010 software. Prerequisite: Introduction to Project Management (HRES10013). 48 hours

11250 OL Jan11 \$384.95

11588 OL Feb1 \$384.95

Small Business and Entrepreneurship Certificate (179)

Ontario College Certificate

Graduation Requirement: 10 courses

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

Questions?

905-575-2703 / disted@mohawkcollege.ca
michaelpiczak@gmail.com

Admission Requirements

OSSD or equivalent

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/smallbusentrepreneurship

Intro To Small Business And

Entrepreneurship

SBMGSB101

Learn success skills important for small business ownership. Develop understanding of the historical and political context of small business in Canada and the major financial areas of business management. 56 hours

11376 OL Jan11 \$432.55

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. 56 hours

11123 OL Jan11 \$432.55

Operations And Legal Issues

SBMGSB202

Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite:

Intro to Small Business And Entrepreneurship (SBMG10013). 56 hours

11210 OL Jan11 \$432.55

Computer Skills for Small Business

COMP10134

You will be shown how to produce business reports and communication documents, enter data into existing financial spreadsheets, communicate effectively using e-mail and browse the Web. By the course end, you will tender a draft business plan that will demonstrate competency by the submission of assignments that will become components of your written business plan. Equivalent to Computer Skills for Business 1 (SBMG10014). 42 hours

12767 OL Jan11 \$346.16

Computer Skills for Small Business

Advanced

COMP10135

Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: Computer Skills 1 (SBMG10014 or COMP10134). Equivalent to Computer Skills for Small Business 2 (SBMG10016). 42 hours

12769 OL Jan11 \$346.16

NEW!

The Generic Business Plan SBMG10018

You will develop a generic business plan by using a prescribed template provided by a banking institution and complete the business plan by expanding on its detailed components. Major modules: Comprehensive Business Plan; Financial Plan and Business Presentation. 42 hours

12495 OL Jan11 \$346.16

Small Business Marketing Skills

SBMG10000

Acquire the tools & skills necessary to develop an effective marketing plan for your small business. Prerequisite: Intro to Small Business And Entrepreneurship (SBMG10013). 56 hours

11295 OL Jan11 \$432.55

Small Business-Financial Management

MGMTSB102

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

Prerequisite: Intro to Small Business And Entrepreneurship (SBMG10013). 56 hours

11377 OL Jan11 \$432.55

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

Distance Education/Online Learning

The Detailed Business Plan SBMG10015

Learn to research, develop and present a comprehensive business plan for a business of your choice. Prerequisites: SBMG101, SBMG10014 or COMP10134, SBMG10016 or COMP10135, SBMG10000, SMGSB202, MGMTSB102. 56 hours
11403 OL Jan11 \$432.55

Office Skills

Medical Transcription Certificate (172)

Mohawk College Certificate

Graduation Requirement: 9 courses

Some courses in this program are only offered in class.

Questions?

905-575-2703 / disted@mohawkcollege.ca
rebekah.penuta@mohawkcollege.ca

For program details and graduation requirements visit

ce.mohawkcollege.ca/medtranscription

NEW!

Medical Transcribing 3 OADMOA552

Learn to work independently, using professional resources, to transcribe documents with varied and complex medical language. Earphones and USB storage device/recordable CD are required. 3 in class tests to be written. Prerequisite: OADMOA452. 42 hours
12766 DE Jan14 \$293.16

NEW!

Medical Transcribing 4 OADMOA652

Consolidate knowledge and skills established in Transcribing 1, 2, and 3, to achieve a transcription production rate. Earphones and a USB storage device/recordable CD are required. 3 in class tests to be written. Prerequisite: OADMOA552. 42 hours
12768 DE Jan14 \$293.16

Veterinary Office Management Certificate (935)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

Questions?

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

Admission Requirements

Grade 12 Diploma, or equivalency and basic computer skills.

GO GREEN!
 Start up information
 available online ONLY

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/veterinaryofficemgt

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

Veterinary Office Skills & Procedures

OADM10013

Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered. 42 hours
11270 OL Jan11 \$346.16

Veterinary Terminology COMM10107

Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients. 42 hours
11271 OL Jan11 \$346.16

Basic Animal Husbandry HLTH10062

Develop basic knowledge of anatomy, nutrition and behaviour of dogs, cats, ferrets and rabbits. Consider veterinary diseases, especially zoonotics, and the importance of a clean, well organized hospital. Prerequisite: Veterinary Terminology (COMM10107). 36 hours
11231 OL Jan11 \$304.28

Animal Husbandry II HLTH10071

Develop basic knowledge of the anatomy, nutrition and behaviour of horses, pigs, cows, sheep and goats. Explore veterinary diseases, especially zoonotics, and appropriate restraint and safety procedures around large animals. Prerequisite: Basic Animal Husbandry (HLTH10062). 36 hours
11247 OL Jan11 \$304.28

Veterinary Lab Procedures HLTH10098

Enhance your understanding of laboratory and radiology and procedures and common practices in a veterinary hospital. Proper preparation of laboratory samples, safety procedures, and appropriate techniques receive emphasis. Prerequisite: Animal Husbandry II (HLTH10071). 36 hours
11103 OL Jan11 \$304.28

Veterinary Surgical Procedures

HSCI10138

Consider basic procedures for common veterinary surgeries. Topics include pre and post-op duties, handling and cleaning of surgical instruments, sterile and non-sterile techniques, and appropriate behaviour during surgery and record keeping. Prerequisite: Veterinary Lab Procedures (HLTH10098). 36 hours
11467 OL Jan11 \$304.28

Basic Veterinary Pharmacology

HSCI10135

Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: Veterinary Lab Procedures (HLTH10098). 36 hours
11430 OL Jan11 \$304.28

Veterinary Anaesthesia VETR10000

Focus on the fundamentals of Veterinary Anaesthesia, with emphasis on equipment, preparing animals for anaesthesia, monitoring and the post anaesthetic period. Prerequisite: Basic Veterinary Pharmacology (HSCI10135). 36 hours
11501 OL Jan11 \$304.28

Building and Maintaining Customer Relationships BUSN10034

Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business. 48 hours
11206 OL Jan11 \$384.95

Ward Clerk Certificate (163)

Mohawk College Certificate

Graduation Requirement: 7 courses

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

Questions?

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

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/wardclerk

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

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSCI10003

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to Medical Terminology (OADMOA323). 42 hours

11086 OL Jan11 \$346.16
11483 OL Feb1 \$346.16
11442 OL Mar1 \$346.16

Distance Education/Online Learning

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

11085 OL Jan11 \$304.28

Medical Terminology II - Pronunciation HSCI10157

Enhance your understanding of medical terminology studied previously with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required: speaker and microphone. Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours

11510 OL Jan11 \$304.28

Pharmacology for the Medical Office HSCI10024

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

11346 OL Jan11 \$304.28

Understanding Medical Tests for Medical Office Staff HSCI10025

Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours

11351 OL Jan11 \$304.28

Understanding Surgical Procedures for Medical Office Staff HSCI10026

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours

11352 OL Jan11 \$304.28

Working And Communicating In A Medical Setting COMM10021

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

11347 OL Jan11 \$304.28

Office Skills Courses

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

11259 OL Jan11 \$304.28

Medical Keyboarding KEYB10005

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

11375 OL Jan11 \$346.16

Medical OHIP Billing OADM10010

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

11223 OL Jan11 \$346.16

Styles and Practices of Medical Transcription HSCI10152

Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMM10041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 42 hours

11167 OL Jan11 \$346.16

Computers

For details on certificates and acknowledgements visit ce.mohawkcollege.ca/buscomputer

What you need.

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

SOFTWARE VERSIONS

Windows 7 Operating System
Adobe Suite CS6
(Dreamweaver, Fireworks, Flash, Photoshop)
Access, Excel, PowerPoint, Word: Office 2010
Outlook 2010
Visio 2010
Photoshop Elements 10
Publisher 2007
Software is your responsibility and is not included in course fees.

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

Business Computer Applications Certificate (915)

Mohawk College Certificate

Graduation Requirement: 6 courses

Questions?

905-575-2703 / disted@mohawkcollege.ca

For program details and graduation requirements visit

ce.mohawkcollege.ca/buscomputer

Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours

11264 DE Jan7 \$251.28

Access - Expert COMP10141

Focus on advanced features of MS Access for Windows, including table lookups, advanced queries and forms. Learn to work with form controls, macro concepts, switchboard forms, and more. Equivalent: Access Expert (INFOBW305) and Access Level II (INFO10177). Prerequisite: Access Core (INFO10081). 30 hours

11645 OL Jan11 \$262.40

Computer Basics with Windows 7, Word and Excel INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113). 36 hours

11489 DE Jan7 \$251.28

Excel Core INFO10078

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours

11265 DE Jan7 \$251.28

Excel Expert INFO10079

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: Excel Core (INFO10078). 36 hours

11266 DE Jan7 \$251.28

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. 36 hours

11267 DE Jan7 \$251.28

Publisher Core INFO10157

Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours

11499 DE Jan7 \$251.28

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

Distance Education/Online Learning

Visio Essentials INFO10174

Create meaningful diagrams, organization chart and layouts, and create templates using Microsoft Visio 2010. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours
12409 OL Jan11 \$304.28

Word Core INFO10077

Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing & saving letters, memos, long documents & mail merges. Prerequisite: Computer Basics with Windows 7, Word & Excel (INFO10156). 36 hours
11268 DE Jan7 \$251.28

Word Expert INFO10080

Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: Word Core (INFO10077). 36 hours
11269 DE Jan7 \$251.28

NEW!

Desktop Publishing (Word) INFO10178

Discover the wonders of Word and Desktop Publishing with attention to typography, tools for professional looking documentation, and organizational charts. Prerequisite: Word Core (INFO10077). 36 hours
12765 DE Jan7 \$251.28

Cisco Certified Network Associate

Cisco Certified Network Associate 1 - Networking Fundamentals INFO10057

Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours
11224 OL Jan11 \$680.55

Cisco Certified Network Associate 2 - Intro to Routing COMP10055

Develop skills in configuring a router & routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: Cisco Certified Network Associate 1 - Networking Fundamentals (INFO10057). 70 hours
11263 OL Jan11 \$680.55

Cisco Certified Network Associate 3-Routing and Switching COMP10117

Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: Cisco Certified Network Associate 2 - Intro to Routing (COMP10055). 70 hours
11502 OL Jan11 \$680.55

Cisco Certified Network Associate 4 - Wide Area Networking COMP10118

Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: Cisco Certified Network Associate 3 - Routing and Switching (COMP10117). 70 hours
11504 OL Jan11 \$680.55

Computer - Graphics

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

Adobe Illustrator COMP10119

Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours
11117 OL Jan11 \$346.16

Adobe InDesign Basics COMP10120

Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe InDesign CS5 required. 42 hours
11116 OL Jan11 \$346.16

Introduction To Photoshop INFOPY114

Learn the tools and commands of this popular program. Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Software version CS4 or CS5 or CS6 required. Equivalent to Introduction to Digital Imaging/Photoshop (PHTOPY110). 42 hours
11492 OL Jan11 \$346.16

Photoshop - Level 2 INFO10047

Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Prerequisite: Introduction to Photoshop (INFOPY114). Software CS4 or CS5; required. Equivalent to Advanced Digital Imaging/Photoshop (PHTOPY120). 42 hours
11493 OL Jan11 \$346.16

Book your DE exam online

disted.mohawkcollege.ca/exam

Computer Courses

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

Adobe Acrobat COMP10104

Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours
11433 OL Jan11 \$304.28

Advanced QuickBooks INFO10142

Explore various topics including purchasing, inventory, management, units of measure, estimates and progress billing, job castings, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing). Prerequisite: QuickBooks (INFO10159). 42 hours
11197 OL Jan11 \$346.16

HTML Introduction COMP10106

Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 42 hours
11457 OL Jan11 \$346.16

HTML Intermediate COMP10107

Learn to use Dynamic HTML (DHTML) for Cascading Style Sheets, controlling content, and positioning. Advanced DHTML features and structuring data with XML also receive emphasis. Prerequisite: HTML Introduction (COMP10106). 40 hours
11459 OL Jan11 \$332.20

Introduction to C# Programming

COMP10116
Explore C# object-oriented programming concepts including data abstraction, inheritance and polymorphism. Learn to design, code and document business-oriented programs, using .NET and C#. 42 hours
11507 OL Jan11 \$346.16

Introduction To Micro Computers

COMPCO165
You will be introduced to various topics including Windows 7, Internet, MS Word, MS Excel as well as MS PowerPoint. 28 hours
11107 DE Jan10 \$195.44

Java - Introduction COMP10035

Learn to develop applications and applets using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, JOptionPane Class, arrays, and basic Applets. 40 hours
11373 OL Jan11 \$332.20

Java - Intermediate COMP10036

Enhance your Java skills to develop Java applets and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: Java - Introduction (COMP10035). 40 hours
11209 OL Jan11 \$332.20

MS-Office 2007 INFO10095

Learn the diverse applications available within the Microsoft Office Pro Edition which contains Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. 42 hours
11232 OL Jan11 \$346.16

Programming in C COMP10122

Build knowledge of structured programming and problem solving using C as the foundation for further programming study. Consider operations; flow control; input/output; arrays; pointers; strings; and structures. Access to a C compiler required. 45 hours
11153 OL Jan11 \$367.10

Integrated Accounting Certificate (099)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

For program details and graduation requirements visit ce.mohawkcollege.ca/integratedacct

Distance Education/Online Learning

AccPac - General Ledger INFOBW190

Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports using Sage AccPac 500 ERP, Version 5.6. Prerequisite: Windows course or equivalent experience and familiarity with basic accounting. 18 hours
11189 OL Jan11 \$178.64

AccPac - Accounts Receivable INFOBW290

Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: AccPac - General Ledger (INFOBW190). 18 hours
11301 OL Jan11 \$178.64

AccPac - Accounts Payable INFOBW390

Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: AccPac - General Ledger (INFOBW190). 18 hours
11302 OL Jan11 \$178.64

AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: AccPac-General Ledger (INFOBW190), AccPac-Accounts Receivable (INFOBW290) and AccPac-Accounts Payable (INFOBW390). 18 hours
11288 OL Jan11 \$178.64

AccPac Order Entry - Level 1 INFOBW490

Learn to set up Inventory Control, Purchase Orders and Order Entry modules using Sage AccPac 500 ERP, Version 5.6. Setting up inventory items and preparing requisitions, purchase orders, receipts and invoices receive emphasis. Prerequisites: AccPac - General Ledger (INFOBW190), AccPac - Accounts Receivable (INFOBW290) and AccPac - Accounts Payable (INFOBW390). 18 hours
11286 OL Jan11 \$178.64

AccPac Order Entry - Level 2 INFOBW492

Focus on Inventory Control, Purchase Orders and Order Entry modules. Learn to work with quotations, orders, invoices, requisitions, PO's, receipts, inventory, shipments and adjustments. Uses Sage AccPac 500 ERP, Version 5.6. Prerequisite: AccPac Order Entry-Level 1 (INFOBW490). 18 hours
11287 OL Jan11 \$178.64

QuickBooks INFO10159

Learn to use QuickBooks for your small to mid-size business needs. Explore topics including: vendors, customers, employees, reports and various types of transactions. Prerequisite: knowledge of basic accounting and Windows. 36 hours
11549 DE Jan7 \$251.28

Simply Accounting INFO10087

GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Equivalent to Applied Accounting Systems (ACCTAC410). Prerequisite: knowledge of basic accounting and Windows. 36 hours
11272 DE Jan7 \$251.28

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
11466 OL Jan11 \$432.55

A+ Essentials - Operation System Software COMP10121

Complete this course and A+ Essentials - Hardware to validate knowledge of computer operating systems, including installation, repair, configuring, troubleshooting, preventive maintenance, security and soft skills. Prerequisite: A+ Essentials Hardware (COMP10108). 52 hours
11154 OL Jan11 \$408.75

Webmaster Certificate (137)

Mohawk College Certificate

Graduation Requirement: 9 courses

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

For program details and graduation requirements visit
ce.mohawkcollege.ca/webmaster

The online delivery of some of the courses in this program will be temporarily unavailable for the Fall 2012, Winter 2013 and Spring 2013 semesters due to program review. Mohawk College is committed to reviewing programs on a regular basis to ensure that the curriculum remains in line with employer and student needs. Such a review enables Mohawk to pursue its vision for increased interactivity and for an enhanced online learning management system, helping its students become Future Ready graduates.

Students can choose to continue in this program in the classroom environment (consult the Business section for program availability) or take the online course(s) listed below which will be accepted as exemptions in the interim.

Questions?
**Karen Bacher, Distance Education,
 905-575-2154
karen.bacher@mohawkcollege.ca**

Adobe Photoshop Elements INFO10069

You will be introduced to loading, organizing & sharing photos, repairing & retouching, adding text & style effects. Adobe approved course materials. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours
11434 OL Jan11 \$304.28

Dreamweaver (Webpage Authoring)

COMP10138
 Explore Dreamweaver. Learn to customize the DW working environment, create and manage sites and work with typography, images, tables, layers, frames and forms. Knowledge of HTML is recommended. 30 hours
11640 OL Jan11 \$262.40

Fireworks (Adobe) INFO10152

Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images optimized for the web. 36 hours
12404 OL Jan11 \$304.28

NEW!

FLASH - An Introduction COMP10144

Focus on Flash vs. Shockwave, interface basics, drawing and painting, and working with objects, type, artwork, layers, symbols and instances. Topics also include animation, interactivity, exporting to HTML and self-contained movies. 30 hours
12709 OL Jan11 \$262.40

Flash Games INFO10171

Enhance your skills with Flash and create a short animation and game using Actionscript 3. Learn to use a storyboard and time-management chart as a planning tool. Prerequisite: Flash - An Introduction (COMP10144). 36 hours
11652 OL Jan11 \$304.28

JavaScript COMP10137

Learn the essentials which comprise most modern programming languages, using JavaScript. Move from writing simple programs to those that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106). 56 hours
11639 OL Jan11 \$432.55

PERL Introduction COMP10139

Learn the basics of Perl, a powerful object-oriented scripting language used with UNIX, Linux, Win32 and the internet. Learn to design and develop programs which are highly portable to any platform. 42 hours
11641 OL Jan11 \$346.16

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. Prerequisite: INFO10156. 36 hours
11429 DE Jan7 \$251.28

Engineering Technology

Architecture

History Of Architecture BLDGAR173 (E)

Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 42 hours
11175 OL Jan11 \$346.16

Start Up Information @ disted.mohawkcollege.ca/getstarted

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

Distance Education/Online Learning

Generic Computer Training

For details visit
disted.mohawkcollege.ca/computerscience

Generic Computer Training COMP001

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
 11179 DE Jan9 \$195.44

Computer Skills For College COMP002

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
 11177 DE Jan9 \$293.16

Book your DE exam online
disted.mohawkcollege.ca/exam

Certificate of Qualification Examination Preparatory Courses

Industrial Electrician Pre-License ELECIL400

Review the theory and electrical code for the Industrial Electrician 442A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act in preparation for the C of Q exam. 60 hours
 11125 DE Jan10 \$403.35

Geographic Information Systems Certificate (079)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

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

Program of Studies

For program details and graduation requirements visit
disted.mohawkcollege.ca/gis

Mandatory Courses:	Hours
INFOCVA03 Intro to Geographic Info Systems	42
INFOCVA36 GIS Software - ArcView	42
INFOCVA37 Remote Sensing	42
INFOCVA630 GPS - Global Positioning Systems	42
INFOCVA08 Internet Mapping	42
INFOCVA14 Design, Managing/Implement a GIS	42
INFO10081 Access Core	36
INFOBW305 Access Expert	18

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
 11339 OL Jan11 \$346.16

Designing, Managing/Implementing A GIS INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Prerequisites: Introduction to Geographic Information Systems (INFOCVA03), Access Core (INFO10081) and Access Expert (INFOBW305) or Access - Expert (COMP10141). 42 hours
 11306 OL Jan11 \$346.16

GIS Software - ArcView INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform Spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours
 11094 OL Jan11 \$346.16

GPS - Global Positioning Systems INFOCVA630

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours
 11480 OL Jan11 \$346.16

Internet Mapping INFOCVA08

Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours
 11138 OL Jan11 \$346.16

Remote Sensing INFOCVA37

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours
 11479 OL Jan11 \$346.16

GO GREEN!
 Start up information
 available online ONLY

Home Inspection Certificate (171)

Mohawk College Certificate

Graduation Requirement: 10 courses

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

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

Admission Requirements

A grade 12 diploma or equivalent, including senior level English. Experience in the construction industry is an asset.

Program of Studies

For program details and graduation requirements visit
disted.mohawkcollege.ca/homeinspection

Mandatory Courses:	Hours
BLDGHI001 Interior/Insulation Inspection	42
BLDGHI002 Exterior Inspection	42
HRAPHI003 Heating Inspection I	42
HRAPHI004 Heating Inspection II	42
HRAPHI005 Plumbing Inspection	42
HRAPHI006 A/C & Heat Pumps Inspection	42
ELECHI007 Electrical Inspection	42
BLDGHI008 Structural Inspection	42
BLDGHI009 Roofing Inspection	42
COMMHI010 Communication/Professional Practices	42

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

Textbook Information

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

Interior/Insulation Inspection BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings. 42 hours
 11311 OL Jan11 \$346.16

Exterior Inspection BLDGHI002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows. 42 hours
 11312 OL Jan11 \$346.16

Distance Education/Online Learning

Heating Inspection I HRAPHI003

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on Identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment. 42 hours
11313 OL Jan11 \$346.16

Heating Inspection II HRAPHI004

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: Heating Inspection I (HRAPHI003). 42 hours
11314 OL Jan11 \$346.16

Plumbing Inspection HRAPHI005

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures. 42 hours
11315 OL Jan11 \$346.16

Air Conditioning & Heat Pumps Inspection HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps. 42 hours
11316 OL Jan11 \$346.16

Electrical Inspection ELECHI007

Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures. 42 hours
11317 OL Jan11 \$346.16

Structural Inspection BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices. 42 hours
11318 OL Jan11 \$346.16

Roofing Inspection BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention. 42 hours
11319 OL Jan11 \$346.16

Communication/Professional Practices COMMHI010

Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals. 42 hours
11320 OL Jan11 \$346.16

Mathematics

Business Mathematics Of Finance MATH10037

Explore Financial Mathematics with emphasis on compound interest, annuities, perpetuities, amortization mortgage loans and bonds. Intended for business students. Access to Scientific Notebook with Windows. 42 hours
11415 DE Jan4 \$293.16
12741 DE Feb1 \$293.16
12742 DE Mar1 \$293.16

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

Mathematics Of Finance MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Intended for technology students. Access to Scientific Notebook with Windows. 42 hours
11344 DE Jan4 \$293.16
12743 DE Feb1 \$293.16
12744 DE Mar1 \$293.16

Business Math Applications MATH10057

Review basic arithmetic and algebra and mathematical tools and concepts essential for college study and employment. Good preparation for students preparing to study Marketing, Business, Financial Planning, Accounting, Purchasing or Insurance. Equivalent to Mathematics (MATHMA101). 45 hours
11542 OL Jan11 \$367.10

Fundamental Mathematics MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to MATHMA001. 45 hours
11251 OL Jan11 \$367.10

Statistics MATHMA570

You are introduced to statistics, organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Software for this course will not operate on a MAC computer. DVD drive required. Prerequisite: Introductory College level math course. Students wishing MATHMA451 may take MATHMA570. 56 hours
11325 OL Jan11 \$432.55

Technical Calculus I MATH10052

Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours
11166 OL Jan11 \$456.35

Technical Calculus II MATH10054

Examine applications of differentiation and integration in electronics. Focus on Maclaurin, Taylor and Fourier series, linear differential equations, double integrals, Laplace and Fourier transforms. Equivalent to Engineering Mathematics 3 (MATH10014). Prerequisite: Technical Calculus I (MATH10052) or Engineering Mathematics 2 (MATH10021). 45 hours
11517 OL Jan11 \$367.10

MicroStation

Acknowledgement of Completion

Completion Requirement: 3 courses

YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at peter.mann@mohawkcollege.ca

For program details visit disted.mohawkcollege.ca/microstation

MicroStation 2D - Level 1 CADMMSN01

MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator, whether working alone or in a classroom. 24 hours
11333 OL Jan11 \$346.40

MicroStation 2D - Level 2 CADMMSN02

Building on the basic techniques covered in Level 1, you will be introduced to the higher level, but equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: MicroStation 2D-Level 1 (CADMMSN01). 24 hours
11334 OL Jan11 \$346.40

MicroStation 3D Level 3 CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: MicroStation 2D-Level 1 (CADMMSN01) and MicroStation 2D-Level 2 (CADMMSN02). 24 hours
11345 OL Jan11 \$346.40

Occupational Health & Safety Management Certificate (060)

Mohawk College Certificate

Graduation Requirement: 8 courses

If you have successfully completed BOTH the Chemical Hazards (CHEM10005) and Physical Hazards (SAFE10070) online courses, it is considered equivalent to Intro. to Occupational Hygiene (ENVROH101). Some courses in this program are only offered in class.

For program details and graduation requirements visit ce.mohawkcollege.ca/ohs

Chemical Hazards CHEM10005

Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSCPE053). 45 hours
11456 OL Jan11 \$367.10

Fire Protection SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent to Basic Principles of Fire Safety (SAFETT100). 48 hours
11465 OL Jan11 \$384.95

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

Distance Education/Online Learning

Industrial Hygiene **SAFE10078**

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to Intro. to Occupational Hygiene (ENVROH101). 45 hours
11152 OL Jan11 \$367.10

Introduction to Ergonomics **SAFE10045**

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304). 42 hours
11248 OL Jan11 \$346.16

Introduction to Toxicology **ENVR10022**

Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to Toxicology (ENVROH105). Prerequisite: Prep Science Chemistry (GSC1PE053). 30 hours
11454 OL Jan11 \$262.40

Legislation for Health and Safety **SAFE10077**

Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFE0H309). 45 hours
11151 OL Jan11 \$367.10

Physical Hazards **SAFE10070**

Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Prerequisites: Occupational Health and Safety (SAFEPIR21) and Introduction to Science (GSC110002). 60 hours
11455 OL Jan11 \$456.35

Sciences

Prep Science (Chemistry) **GSC1PE053**

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. This course does not require prior knowledge in Chemistry; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach, you can achieve high success. 57 hours
11309 OL Jan11 \$438.50

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
11308 OL Jan11 \$438.50

Health Sciences

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

Contact Health Services at
905-540-4247 ext. 26750 /
IAHHealthservices@mohawkcollege.ca

Breastfeeding Program

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The revised program, consisting of three theoretical and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards required for eligibility to write the IBCLC examination. The program has been approved by the International Lactation Education Accreditation and Approval Committee (LEAARC). CERP's credit is no longer being awarded for course completion due to changes in IBCLC requirements for eligibility for CERP's recognition.

CLINICAL COURSE (CLIN10026) INFORMATION:

Clinical course prerequisites are successful completion of all theory courses. Clinical courses can only be completed in spring/summer semesters. Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Contact the PLAR Office at 905-575-2395 or plar@mohawkcollege.ca
 Eligible students, those who have previously completed courses NRS10073, NRS10074 & NRS10075, if planning to complete CLIN10026 in spring/summer, 2013 semester, must apply to Program Manager by Jan., 2013. Clinical applications are available online in eLearn NRS10075 course home page, at IAHS in Continuing Health Sciences Office, Room 185 or by contacting Support Staff/ Program Manager.
 Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test and specific agency clinical requirements such as Vulnerable Sector Screening.

NOTE: Eligible students should attend a scheduled Clinical information Session on: Friday, March 1, 2013 - 15:00 - 16:00 hrs IAHS Room: TBA.

If not able to attend, student must contact Program Manager for clinical orientation information.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca

CE Part time & Graduate Studies, Health Sciences: Support Staff:
905-540-4247 ext 20722 or 26703

For program details visit
disted.mohawkcollege.ca/breastfeeding

GO GREEN!
 Start up information
 available online ONLY

Level 1: Breastfeeding Basics

NRS10073

Examine the anatomy & physiology of human lactation, & ways to normalize breastfeeding & infant behaviour. Consider global strategies encouraging breastfeeding & develop skills you need to support successful breastfeeding. 36 hours
11509 DE Jan14 \$251.28
11642 DE Jan18 \$251.28

Level 2: Breastfeeding Management

NRS10074

Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRS10073. 36 hours
11584 DE Jan14 \$251.28

Level 3: Advanced Breastfeeding

Practice

NRS10075

Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisites: Level 1: Breastfeeding Basics (NRS10073) and Level 2: Breastfeeding Management (NRS10074). 36 hours
11636 DE Jan14 \$251.28

Diabetes Education Certificate (928)

Ontario College Graduate Certificate

Graduation Requirement: 5 courses

Develop a firm foundation in current clinical approaches to diabetes education. The program is an excellent step towards certification as a Certified Diabetes Educator (CDE).

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 /
amy.boyer@mohawkcollege.ca

Admission Requirements

To be eligible you must be a RN, RPN, Registered Dietician, Pharmacist, Chiropracist or Physician in Ontario. Prior approval is necessary. Forward your Certificate of Registration to Amy Boyer, Institute for Applied Health Sciences, 1400 Main St. W., Hamilton, ON L8S 1C7 or fax to 905-528-7706.

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/diabeteseducation

Mandatory Courses:	Hours
HSC1DW001 Diabetes Care Basic	30
HSC110052 Introduction to Patient Education	30
HLTH10028 Living with Diabetes	30
HLTH10046 Special Issues with Diabetes	30
HLTH10057 Diabetes Field Placement 1	60

Diabetes Care - Basic **HSC1DW001**

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication. 30 hours

11296 OL Jan11 \$262.40
11606 OL Mar1 \$262.40

Distance Education/Online Learning

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: Diabetes Care - Basic (HSCIDW001). 30 hours

11274	OL	Jan11	\$262.40
11603	OL	Mar1	\$262.40

Living with Diabetes HLTH10028

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: Introduction to Patient Education (HSCI10052). 30 hours

11371	OL	Jan11	\$262.40
11604	OL	Mar1	\$262.40

Special Issues With Diabetes HLTH10046

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: Living with Diabetes (HLTH10028). 30 hours

11211	OL	Jan11	\$262.40
12258	OL	Mar1	\$262.40

Diabetes Field Placement 1 HLTH10057

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: Diabetes Care - Basic (HSCIDW001), Introduction to Patient Education (HSCI10052), Living with Diabetes (HLTH10028) and Special Issues With Diabetes (HLTH10046). 60 hours

11273	DE	Jan10	\$312.15
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Book your
Distance Education exam
online at
disted.mohawkcollege.ca/exam

Food Services Certificate (816)

Ontario College Certificate

Graduation Requirement: 7 courses

For certificate details see the Health Sciences section or visit

ce.mohawkcollege.ca/foodservices

Some courses in this program are only offered in class.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-521-2100 ext. 77124 /

linda.brush@mohawkcollege.ca

Sanitation And Safety SAFEHCF30

Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. 30 hours

11277	OL	Jan11	\$262.40
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Institutional Food Service HLTH10064

Focus on the food service worker's role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to Food Service Management (SAFEHCF40). 30 hours

11226	OL	Jan11	\$262.40
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Introduction to Nutrition in Health Care HLTH10065

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

11240	OL	Jan11	\$262.40
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Working with the Aged - Multidiscipline Certificate (019)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Explore formal studies in aging.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-540-4247 ext. 26708 /

amy.boyer@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/gerontology

Courses are integrated with the Gerontology -Multidiscipline Certificate.

Mandatory Courses: Hours

HSCIGER10	Intro to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal & Ethical Issues Related to Aging	30
WORKGER71	Community-based Field Exp	30
WORKGER81	Institutional-based Field Exp	30

Options - Choose 1:

COMMLL041	Communications	45
PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology	42
HSCIGER05	Restorative Care	30

See box at beginning of Health Sciences section regarding Medical Clearance. Contact Program Manager for clinical information.

Gerontology - Multidiscipline Certificate (037)

Ontario College Graduate Certificate

Graduation Requirement: 10 courses

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.).

Program of Studies

For program details and graduation requirements

visit disted.mohawkcollege.ca/gerontology

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

Mandatory Courses: Hours

HSCIGER10	Intro to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal & Ethical Issues Related to Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-based Field Exp	30
WORKGER81	Institutional-based Field Exp	30

Options - Choose 2:

COMMLL041	Communications	45
PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology	42
HSCIDEM06	Evaluation Pgm Plg - Dementia	45
HSCIGER05	Restorative Care	30

An Introduction To The Study Of Aging HSCIGER10

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

11544	OL	Jan11	\$262.40
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Assessment And Planning HSCIGER30

Focus on assessment and planning for the psychosocial and spiritual needs of the aging individual with special attention given to understanding aging in Canada, personality development, self-perception and self-concept, communication skills required for an older clientele, plus cultural variables. Prerequisites: HSCIGER10 and 20. 30 hours

11563	OL	Jan11	\$262.40
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Mental Health Aspects Of Aging HSCIGER41

You will investigate many issues related to the mental health of the aging individual. Psychology, sociology & relationships will be emphasized as they relate to aging. Prerequisites: HSCIGER10, 20 and 30. 30 hours

11564	OL	Jan11	\$262.40
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Legal And Ethical Issues Related To Aging LAWSGER51

Explore current ethical issues in community based and long term care institutions such as euthanasia, living wills, ageism, use of restraints and competence in decision making. Discussions on legal issues focus on advocacy, substitute decision making, power of attorney, guardianship and residents' rights. 30 hours

11147	OL	Jan11	\$262.40
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Community-Based Field Experience WORKGER71

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30. 30 hours

11360	OL	Jan11	\$159.15
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36	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

Distance Education/Online Learning

Institutional-Based Field Experience WORKGER81

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: : An Introduction To The Study of Aging (HSCIGER10), Physiology Of Aging (HSCIGER20) and Assessment And Planning (HSCIGER30), Mental Health Aspects of Aging (HSCIGER41), Legal And Ethical Issues Related to Aging (LAWSGER51) and Individual Study (HMNSGER60). 30 hours
11359 OL Jan11 \$159.15

Health Sciences Courses

Human Anatomy and Physiology HSCI10027

Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences I (HSCIPNB11). 60 hours
11139 OL Jan11 \$456.35

Preparatory Biology BIOL10006

Intended for mature students wishing to enter Practical Nursing or other Health Sciences/ Health Care program, this course presents human body anatomy and physiology. No longer acceptable as a Science required to enter Nursing at the B.Sc N. level. 56 hours
11188 OL Jan11 \$432.55

NEW!

Trauma Informed Perspectives

HLTH10183

Explore post traumatic stress and associated disorders. Focus on the history, assessment, treatment modalities and recent research theory on traumatic stress and its impacts on children, adults and families. 45 hours
12710 OL Jan11 \$367.10

GO GREEN!
Start up information
available online ONLY

Medical Laboratory Technician Certificate (047)

Special Joint Mohawk/Michener Institute Certificate

Graduation Requirement: 13 courses

Offered in conjunction with The Michener Institute (Toronto) and approved by OSMT. Complete the theory portion through Distance Education at Mohawk College and the laboratory sessions at The Michener Institute or at Mohawk College. You must satisfy admission requirements of both institutions. Upon completion, you will be eligible to write the OSMT certification exam.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26706 /
mary.golba-byhouwer@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details visit
disted.mohawkcollege.ca/medlabassistant

Mandatory Courses:	Hours
MLSCMLA50 MLAR Mod 1-Introduction	27
MLSCMLA51 MLAR Mod 2-Lab Basics	21
BIOL10006 Preparatory Biology	56
MLSCMLA53 MLAR Mod 4-Bas Tech in Haematology	27
CHEMMLA54 MLAR Mod 5-Bas Tech Chem	27
MLSCMLA55 MLAR Mod 6-Bas Tech Micro	24
MLSCMLA56 MLAR Mod 7-Histo/Cyto	24
MLSCMLA58 Clinical Skills	56
MLSCMLA61 Intro to Transfusion Medicine	24
MLSC10003 Laboratory Basics Workshop	22
MLSCMLA42 Clinical Behavioural Science	63
CLIN10034 Clinical Experience 1	96
CLIN10035 Clinical Experience 2	160

Michener Institute Contacts (416-596-3101):

Clinical: Sarah Newton, ext. 3394 /
snewton@michener.ca

PD807 course: Madeline Ng, ext. 3308 /
mng1@michener.ca

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

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
11579 DE Jan10 \$167.52

MLAR Mod 2 - Laboratory Basics

MLSCMLA51

Review laboratory protocols. Topics include basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plasticware. The preparation of simple reagents and solutions using the proper glassware/ plasticware is presented. 21 hours
11580 DE Jan10 \$146.58

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
11096 DE Jan10 \$379.55

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
11328 DE Jan10 \$188.46

MLAR Mod 5 - Basics Techniques In Chemistry CHEMMLA54

Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties. 27 hours.
11329 DE Jan10 \$188.46

MLAR Mod 6 - Basic Techniques In Microbiology MLSCMLA55

Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties. 24 hours.
11330 DE Jan10 \$167.52

MLAR Mod 7 Histology/Cytology

MLSCMLA56

Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties. 24 hours.
11331 DE Jan10 \$167.52

Introduction To Transfusion Medicine

MLSCMLA61

Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 24 hours
11332 DE Jan10 \$167.52

Exam Booking



Oncology Nursing Certificate (883)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Questions?

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 registration - CNO "Find a Nurse" document to the Program Manager for course approval. Please fax to 905-528-7706 including the name of the program along with your e-mail address. A completed clinical immunization record is required before clinical experiences.

Distance Education/Online Learning

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/oncologynursing

Mandatory Courses:	Hours
NRSNGNSCC1 Introduction to Oncology Nursing	30
HSCINSCC2 Communication & Psychosocial Issues in Oncology Nursing	36
HSCINSCC3 Major Malignancies I	39
HSCINSCC4 Major Malignancies II	39
HSCINSCC5 Symptom Control & Management	39
CLINNSCC6 Oncology Clinical Experience	48
NRSRGHZ215 Nursing Assessment Skills	52

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

Introduction To Oncology Nursing NRSNGNSCC1

Explore Oncology Nursing. Topics include pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN. 30 hours
11335 DE Jan10 \$209.40

Communications And Psychosocial Issues In Oncology HSCINSCC2

Communication and psychosocial issues faced by patients and families living with cancer is the focus. Topics include communication skills, developmental issues, impact of cancer on patients and families, grief and bereavement and survivorship issues. Prerequisite: Introduction to Oncology Nursing (NRSNGNSCC1). 36 hours
11336 DE Jan10 \$251.28

Major Malignancies I HSCINSCC3

You will examine the disease processes of various cancers - gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular. The nurse's role in treatment, prevention and detection of these cancers will be discussed. Prerequisite: Introduction to Oncology Nursing (NRSNGNSCC1). 39 hours
11439 DE Jan10 \$272.22

Major Malignancies II HSCINSCC4

Examine the disease processes of cancer and the nurse's role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system; skin cancer and melanomas; multiple myelomas; adult leukemia; and Hodgkin and non-Hodgkin lymphomas. Prerequisite: Major Malignancies I (HSCINSCC3). 39 hours
11337 DE Jan10 \$272.22

Symptom Control And Management HSCINSCC5

You will focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complementary techniques will be discussed. Prerequisite: Introduction to Oncology Nursing (NRSNGNSCC1). 39 hours
11112 DE Jan10 \$272.22

Oncology Clinical Experience

CLINNSCC6
An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager.
11370 DE Jan10 \$331.95

Palliative Care Certificate (017)

Ontario College Certificate

Graduation Requirement: 7 courses

Palliative Care aims to relieve the suffering and improve the quality of life for those who are living with and/or dying from a progressive life limiting illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for regulated/certified health care professionals, the curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

CLINICAL COURSE (CLIN10033) INFORMATION:

Clinical course prerequisites are successful completion of all related theory courses. (HSCIHZA69, COMM10084, HMNS10016, HMNS10017, HSCI10082, HSCI10083). Clinical courses can only be completed in spring/summer semesters. Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current related clinical practice. An eligible student, if planning to complete the clinical course in spring/summer semester, must apply to Program Manager by January of year in which the student plans to do the clinical course, i.e. January, 2013. Clinical applications are available online in course manuals, at IAHS in Continuing Education Health Sciences Office, Room 185 or by contacting Program Manager or Support Staff at numbers given below. Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and specific agency preclinical requirements such as Vulnerable Sector Screening, computer training, online orientation information, etc.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca

CE Part time & Graduate Studies, Health Sciences, Support Staff:
905-540-4247 ext 20722 or 26703

Admission Requirements

Applicant must be a regulated/certified health care professional, e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc. Fax copy of current license/certificate to Program Manager, CE Part time & Graduate Studies, Health Sciences at 905-528-7706.

Program of Studies

Mandatory Courses:	Hours
HSCIHZA69 Introduction to Palliative Care	30
COMM10084 Comm & Informed Decision Making	30
HMNS10016 Loss, Grief and End of Life Issues	30
HMNS10017 Professional Issues & Advocacy	30
HSCI10082 Pain Management	30
HSCI10083 Symptom Management	30
CLIN10033 Field Practicum	30

Notes:

The course Fundamentals of Hospice Palliative Care offered by the Hospice Palliative Care Network is considered to be equivalent to HSCIHZA69: Introduction to Palliative Care. You must apply for a course exemption for HSCIHZA69 providing proof of successful course completion of Fundamentals course. Individual courses may be taken by persons interested in working in palliative care; however, a certificate will only be granted to regulated/certified health care professionals upon completion of all course work.

NEW!

Introduction To Palliative Care HSCIHZA69

Examine the principles of care and support for palliative care patients and families in this overview course. 36 hours
12686 DE Jan14 \$251.28

NEW!

Communication And Informed Decision Making COMM10084

Examine the dynamics of palliative and end of life care. Focus on the health care professional's relationship with patient and family and communication and counselling skills necessary for facilitating informed decision-making. Prerequisite: Introduction to Palliative Care (HSCIHZA69). 36 hours
12687 DE Jan14 \$251.28

NEW!

Symptom Management HSCI10083

Learn to assess and manage symptoms experienced by the palliative care patient. Communication, education and collaboration are integrating threads. Prerequisite: Introduction to Palliative Care (HSCIHZA69). 36 hours
12688 DE Jan14 \$251.28

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

Start Up Information @ disted.mohawkcollege.ca/getstarted

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

Distance Education/Online Learning

Admission Requirements

For acceptance into the Bridging courses, you must present evidence of having successfully written the OCP certification exam or the PEBC evaluating exam prior to registration. Registration will be restricted for each course pending proof of certification which must be faxed to Amy Boyer, Program Manager at 905-528-7706. Please include contact information with fax and desired courses. You will be notified of acceptance and given directions for registration.

Prior Learning Assessment & Recognition (PLAR) is available to challenge any course except the mandatory Professional Practice course. The Structured Practical Training component managed by OCP follows completion of the bridging courses. For details visit ce.mohawkcollege.ca/pharmacytech

NOTE: The last offering of the Pharmacy Technician Bridging courses will be in the fall semester of 2014. Unsuccessful students will not have an opportunity to re-take a failed course. The last opportunity to PLAR a course will be in the spring semester 2014. Unsuccessful students would have the opportunity to register for and complete the failed PLAR course in the fall semester, 2014. The Bridging courses will not be available after January 1, 2015.

Management of Drug Distribution Systems Pharmacy Technician HSCI10140

Enhance your skills in drug distribution management and safe product release, in preparation for regulation as a Pharmacy Technician. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings. 39 hours
11474 OL Jan11 \$325.22

Pharmacology - Pharmacy Technician Bridging HSCI10137

Further develop your competence and confidence in contributing to safe patient care, with a practical applied approach to pharmacology. Focus on pharmacological uses of drugs within a variety of common medical conditions. 33 hours
11452 OL Jan11 \$283.34

Product Preparation Pharmacy Technician Bridging HSCI10139

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined. 33 hours
11404 OL Jan11 \$283.34

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
11450 OL Jan11 \$367.10

Psychosocial Rehabilitation Certificate (016)

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people with prolonged mental illness. The program attracts learners with experience in the mental health field either as a person recovering their mental health well-being, a family member, volunteer and/or as a provider of mental health services. Participants gain an understanding of the foundations of the approach as well as core knowledge of and experience with skills related to incorporating the approach within mental health practices and programs. Many of our graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through USPRA.org. A PSR/RPS Canada Bursary is available to assist enrolled students who are recovering their mental health and well-being.

Questions?

905-575-2703 / disted@mohawkcollege.ca
christine.mcmulkin@mohawkcollege.ca

Admission Requirements

Experience in, and a current connection to, the mental health field either as a person recovering their mental health and well-being, a family member, volunteer and/or provider of mental health services. Note that an Approval Process for entry into the program has been established. Please contact Program Manager Christine McMulkin if you are interested in enrolling in HSCIPSR01 Psychosocial Rehabilitation Foundations. If you do not have related knowledge and experience in mental health, HLTH10016 Introduction to Mental Health is recommended starting point.

Program of Studies

For program details and graduation requirements visit disted.mohawkcollege.ca/psychosocialrehab

Mandatory Courses:	Hours
HSCIPSR01 PSR Foundations	45
HSCIPSR02 Mental Health Services	45
HSCIPSR03 Psychiatric Rehab Process	45
HSCI10092 Mental Health Practitioner Competencies	45
HSCIPSR05 Current Trends in Mental Health	45
HSCIPSR06 Independent Study in PSR	60

Introduction to Mental Health HLTH10016

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. Weekly chat sessions will be held on Tuesdays at 9:00 pm EST. 45 hours
11369 OL Jan11 \$367.10

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 Tuesdays at 8:00 pm EST. 45 hours
11092 OL Jan11 \$367.10

Mental Health Services 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 Tuesdays at 8:30 pm EST. Prerequisite: HSCIPSR01. 45 hours
11566 OL Jan11 \$367.10

Mental Health Practitioner

Competencies HSCI10092

Key practitioner roles in mental health are presented, including: community support, peer support, vocational rehabilitation and housing support. You will examine how the recovery and psychosocial rehabilitation approaches are integrated within mental health practitioner roles, as well as determine the specific competencies integral to each of the roles. Weekly chat sessions: Thursdays at 9:00 pm EST. Prerequisite: HSCIPSR03. 45 hours.
12418 OL Jan11 \$367.10

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 contact and the course instructor is required. During the course, three chat sessions will be held on Wednesdays at 8:00 p.m. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSCI10092 and HSCIPSR05. 60 hours
11093 OL Jan11 \$456.35

RN - First Assistant Graduate Certificate (921)

Ontario College Graduate Certificate

Graduation Requirement: 5 courses

For certificate details refer to the Health Sciences section.

Questions?

905-540-4247 ext. 26742 / goran.popovic@mohawkcollege.ca

RNFA Theory 2 NRSRG10040

Develop intraoperative knowledge and techniques necessary for the RN First Assistant's role. The nursing diagnosis is used as the defining guide in planning and implementing patient care. Facilitated study through online learning activities and computer-based modules. 39 hours
12390 DE Jan7 \$272.22

RPN - Maternal Newborn Nursing Certificate (040)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. In this program, you will develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

Distance Education/Online Learning

CLINICAL COURSE INFORMATION: (CLIN10038/CLIN10039)

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 related theory courses. (NRSNG10055, 10056, HSC110163 - Neonatal Resuscitation, NRSNGNSCA1 and/or NRSNGNSCA2). Eligible students planning to complete a clinical course in spring/summer, 2013 semester, must apply to Program Manager by Jan., 2013. Clinical applications are available online in course manuals, at IAHS in Continuing Education Health Sciences Office, Room 185 or by contacting Program Manager or Support Staff. Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and specific agency preclinical requirements such as Vulnerable Sector Screening, computer training, online orientation information etc. NOTE: Eligible students should attend a scheduled clinical information session. Clinical information session: Friday, March 1, 2013: 15:00 - 16:00 hrs. IAHS Room: TBA. If not able to attend, student must contact Program Manager for clinical orientation information.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca

CE Part time & Graduate Studies, Health Sciences, Support Staff:
905-540-4247 ext 20722 or 26703

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/maternalnewbornnursing

Mandatory Courses:

	Hours
NRSNG10055 Intro to Perinatal Nursing Pt 1	32
NRSNG10056 Intro to Perinatal Nursing Pt 2	32
HSC110163 Neonatal Resuscitation Program	10
NRSNGNSCA1 Perinatal Maternal Care RPN	32
CLIN10038 RPN Maternal Care Clinical	40
NRSNGNSCA2 Perinatal Newborn & Family Care RPN	32
CLIN10039 RPN Newborn & Family Care Clinical Experience	44

Introduction to Perinatal Nursing Part 1 NRSNG10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis. 32 hours
11535 DE Jan14 \$377.16

Introduction to Perinatal Nursing Part 2 NRSNG10056

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: Introduction to Perinatal Part 2 (NRSNG10055). 32 hours
11536 DE Jan14 \$377.16

Perinatal RPN Maternal Care NRSNGNSCA1

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. You focus on the care of women experiencing healthy and at risk childbearing, with emphasis on the RPN's role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisites: NRSNG10055 and NRSNG10056. 32 hours
11583 DE Jan14 \$223.36

Perinatal Newborn And Family Care (RPN) NRSNGNSCA2

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisites: NRSNG10055, NRSNG10056 & NRSNGNSCA1. 32 hours
11582 DE Jan14 \$223.36

RN - Perinatal Nursing Certificate High Risk Obstetrics (877) or Neonatal (876)

Ontario College Graduate Certificate

Graduation Requirement for both Neonatal and High Risk Obstetrics : 7 courses

For certificate details, please see Health Sciences section.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca

CE Part time & Graduate Studies, Health Sciences, Support Staff:
905-540-4247 ext 20722 or 26703

Admission Requirements

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

NOTE: NRSNG10055: Intro to Perinatal Nursing Part 1 and NRSNG10056: Intro to Perinatal Nursing Part 2 are offered via Distance Education (check RPN Maternal Newborn Certificate entry).

Neonatal Nursing 1 (Advanced) NRSNG10045

Examine the nursing assessment and care of the moderately ill and/or preterm neonate. Topics include preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisites: NRSNG10055 and NRSNG10056. 32 hours
11581 DE Jan14 \$223.36

RN - Critical Care Nursing Certificate (871)

Ontario College Graduate Certificate

Graduation Requirement: 10 courses

For certificate details see the Health Sciences section.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 /
amy.boyer@mohawkcollege.ca

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

Introductory Module 1 NRSNG10036

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

11293 DE Jan10 \$209.40
11458 DE Jan24 \$209.40

Critical Care Module 2 - Respiratory NRSNG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: Introductory Module 1(NRSNG10036). 33 hours

11089 DE Jan10 \$230.34

Critical Care Module 3 Cardiovascular Nursing NRSNG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: Introductory Module 1(NRSNG10036). 45 hours

11090 DE Jan10 \$314.10

Special Needs Population In Critical Care Module 4 NRSNG10035

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting.

Develop skill in critically appraising research that supports nursing practice. Prerequisite: Introductory Module 1(NRSNG10036). 30 hours
11294 DE Jan10 \$209.40

Critical Care Module 5 Neurosciences NRSNG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: Introductory Module 1(NRSNG10036). 36 hours

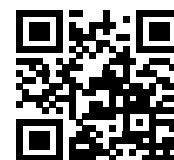
11088 DE Jan10 \$251.28

Critical Care 6 Gastrointestinal and Genitourinary NRSNG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: Introductory Module 1(NRSNG10036). 39 hours

11091 DE Jan10 \$272.22

Book your Distance
Education Exam
Online



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

RN - Occupational Health Nursing Certificate (875)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Questions?

905-575-2703 / disted@mohawkcollege.ca
theresa.markus@mohawkcollege.ca

Admission Requirements

To be eligible for this certificate you must have a Certificate of Registration from the College of Nurses of Ontario as an RN or registered in any Canadian jurisdiction where you live. Prior approval for this certificate is necessary. Please mail a copy of your current registration to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2 or fax to 905-575-2381.

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/occupationalhealthnursing

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

Mandatory Courses:

	Hours
NRSGOHN01 Occupational Health Nursing - Mod1	42
HSCIOHN02 Occupational Health & Health Surveillance - Module 2	42
HSCIOHN03 Health and Safety Legislation for OHNs - Module 3	42
HSCIOHN04 Health and Safety Management for OHNs - Module 4	42
WORKOHN05 Occupational Health Nursing Project - Module 5	42
MGMT10020 Ergonomics and Disability	42
HLTH10030 Health in the Workplace	42
NRSGHZ215 Assessment Skills for Registered Nurses	42

Health & Safety Legislation - Module 3 HSCIOHN03

Occupational health nurses must understand relevant health and safety legislation in order to assist workplaces to comply with legislated requirements. You will be introduced to various health and safety legislation and thus assist you in the design and implementation of a health and safety program. Prerequisite: Occupational Health Nursing Module 1 (NRSGOHN01). 42 hours

12416 OL Jan11 \$346.16

Health Assessment HSC10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to Assessment Skills for Nurses (NRSGHZ215). 42 hours

11168 OL Jan11 \$383.16

Health in the Workplace HLTH10030

Learn to develop, implement and evaluate health promotion and disease prevention programs and strategies in the workplace. 42 hours

12420 OL Jan11 \$346.16

Human Services

Autism and Behavioural Science Graduate Certificate (164)

Ontario College Graduate Certificate

Graduation Requirement: 12 courses

Students in the Autism and Behavioural Science program will understand evidence-based treatments and how they are used to teach children with autism, and design, implement and evaluate behavioural strategies. Students will complete two field placements in community settings, such as hospitals, clinics, classrooms or residential settings, to obtain real work experience.

Questions?

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.

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/autism

Mandatory Courses:

	Hours
HSC10041 Intro to Autism Spectrum Disorder	42
HSC10042 Intro to Applied Behavioural Analysis	60
EDUC10028 Behavioural Skill Building	45
EDUC10029 Parent and Staff Training	30
HMNS10005 Working with Families and Teams	45
EDUC10034 Ethics and Professionalism	30
EDUC10030 Specialized Instructional Strategies	60
EDUC10031 Transition Plan and Implementation	30
HMNS10006 Treating Challenging Behaviour	45
WORK10019 Field Placement 1 (Spring only)	140
WORK10020 Field Placement 2 (Spring only)	210
CONF10004 Non Violent Crisis Intervention	

IMPORTANT NOTE:

The Non-Violent Crisis Intervention course (CONFMHN08) is offered Saturday February 2nd, 2013.

The Recertification course will be offered on Saturday February 23rd, 2013.

See Human Services- Other section. Equivalent to CONF10004.

Autism Field Placement - Details online.

Autism - Introduction to Autism Spectrum Disorder (ASD) HSC10041

Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD. 42 hours

11378 OL Jan11 \$346.16

Behavioural Skill Building EDUC10028

Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 45 hours

11389 OL Jan11 \$367.10

Ethics and Professionalism EDUC10034

Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs. Prerequisite: Autism - Introduction to Autism Spectrum Disorder (HSC10041). 30 hours

11383 OL Jan11 \$282.40

Introduction to Applied Behaviour

Analysis HSC10042

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: Autism - Introduction to Autism Spectrum Disorder (HSC10041). 60 hours

11379 OL Jan11 \$456.35

Parent and Staff Training EDUC10029

Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediator training. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 30 hours

11218 OL Jan11 \$262.40

Specialized Instructional Strategies

EDUC10030

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 60 hours

11217 OL Jan11 \$456.35

Transition Planning and Implementation

EDUC10031

Learn to plan and mediate transitions for children with ASD. Examine models for effective transition planning, assessment and evaluation, differing perspectives on transitions within and across environments, developing collaborative relationships with parents and professionals, understanding transition practices and relevant legislation. Prerequisite: Behavioural Skill Building (EDUC10028). 30 hours

11388 OL Jan11 \$262.40

Distance Education/Online Learning

Treating Challenging Behaviour HMNS10006

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: Introduction to Applied Behaviour Analysis (HSCI10042) and Ethics and Professionalism (EDUC10034). 45 hours
11382 OL Jan11 \$367.10

Working with Families and Teams HMNS10005

Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042). 45 hours
11381 OL Jan11 \$367.10

Braille Courses

Acknowledgement of Completion

Completion Requirement: 4 courses

For details visit

disted.mohawkcollege.ca/braille

It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering.

Braille - Level 1 SENSSSE44

Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Braille. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering. Final exam to be arranged with proctor. 18 hours
11203 OL Jan11 \$178.64

Braille - Level 2 SENSSSE45

Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Braille and develop basic skills in the use of the Slate and Stylus. Prerequisite: Braille - Level 1 (SENSSE44). NOTE: You must have access to a Perkins Braille and slate and stylus. Final exam to be arranged with proctor. 27 hours
11204 OL Jan11 \$241.46

Braille - Level 3 SENSSSE46

Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: Braille - Level 2 (SENSSE45). NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours
11205 OL Jan11 \$241.46

Braille - Level 4 SENSSSE47

Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: Braille - Level 3 (SENSSE46). NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours
11278 OL Jan11 \$241.46

Early Childhood Education - Leadership & Administration Certificate (932)

Mohawk College Certificate

Graduation Requirement: 7 courses

For certificate details see the Human Services section.

Questions?

905-575-1212 ext.4536

leah.maccharles@mohawkcollege.ca

Admission Requirements

An ECE Diploma or equivalent.

For program details and graduation requirements visit

ce.mohawkcollege.ca/eceleadershipadmin

For information on equivalencies between the online courses and the in-class courses, please contact the Program Manager.

Management Leadership Skills and Staff Development for ECE EDUC10078

Focus on effective communication and leadership theory and develop a leadership style appropriate for ECE administration. Develop techniques for hiring and maintaining quality ECE staff. Equivalent to ECE Leadership and Development (EDUC10053). 42 hours
11648 OL Jan11 \$346.16

GO GREEN!
Start up information
available online ONLY

Early Childhood Education Courses

The complete ECE program is ONLY available through day school and part-time studies, evening classes. For admission procedures and requirements visit

www.mohawkcollege.ca/calendar/ece

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-575-1212 ext.4536 /

leah.maccharles@mohawkcollege.ca

Administration and Supervision in ECE EDUC10077

Examine the administrative procedures and supervisory functions required to operate a child care program. Develop the technical and interpersonal skills that ensure an efficient operation. Equivalent to Supervision and Administration (EDUCEC332). Prerequisite: Learning Environment 1 (EDUCEC115). 42 hours
11540 OL Jan11 \$346.16

Child Development 1 EDUC10051

Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to Child Development & Behaviour 1 (EDUCEC121). 42 hours
11491 OL Jan11 \$346.16

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
11148 OL Jan11 \$248.44

Working with Parents EDUC10076

Learn to work effectively with parents. Examine the dual role of parents as a resource and client, and the role of child care as a support system for families. Develop skills necessary to plan, implement and evaluate parent meetings. Equivalent to Parents as Partners (EDUCEC420). Prerequisite: Field Placement 1 and Seminar (WORKEC298). 42 hours
11539 OL Jan11 \$346.16

Educational Assistant Diploma (727)

Ontario College Diploma

Graduation Requirement: 26 courses

Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-575-1212 ext.4536 /

leah.maccharles@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. Refer to the website below for information relevant to entrance requirements and to obtain an application.

Potential students may complete Introductory Psychology (PSYC156), Mathematics (MATH10038), Critical and Innovative Thinking (COMM10265), Developmental Psychology (PSYC271) and two general electives prior to being accepted.

First Aid and NVCI Workshops are strongly recommended prior to Practicum 2 (EDUCEDE16) and are available through Continuing Education in-class session.

Program of Studies

For program details, graduation requirements and to download the admission package visit www.mohawkcollege.ca/727 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 adaptive technology to assist special needs children. USB drive required. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: Computers in Education (EDUCEDE19). 42 hours
11374 OL Jan11 \$346.16

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

Distance Education/Online Learning

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, EDUCUDE14, 17, 19, 21-23. 42 hours
11363 OL Jan11 \$346.16

Classroom Skills **EDUCUDE21**

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, EDUCUDE14 & EDUCUDE17. 42 hours
11340 OL Jan11 \$346.16

Computers In Education **EDUCUDE19**

Learn to use Ministry of Education Software & other available programs to enhance skills in working with exceptional learners. Prior keyboarding and computer skills required. Prerequisites: SAFE10004, EDUCUDE14-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours
11341 OL Jan11 \$346.16

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
11097 OL Jan11 \$346.16

Exceptionalities 1 **EDUCUDE22**

Develop understanding of suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: Safety In An Educational Setting (SAFE10004), Foundations of Education (EDUCUDE14) & Personal And Interpersonal Dynamics (EDUCUDE17). 42 hours
11343 OL Jan11 \$346.16

Exceptionalities 2 **EDUCUDE23**

Discuss the types of communications exceptionalities and their implications for students. Cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. Prerequisites: SAFE10004, EDUCUDE14-22. 42 hours
11108 OL Jan11 \$346.16

Exceptionalities 3 **EDUCUDE26**

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUCUDE14-23, SAFE10004. 42 hours
11355 OL Jan11 \$346.16

Foundations of Education **EDUCUDE14**

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports. 42 hours
11307 OL Jan11 \$346.16

Learning Strategies **EDUC10004 (E)**

Help your students to master effective learning strategies. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning. 42 hours
11380 OL Jan11 \$346.16

Lifeskills and Job Coaching **EDUC10037**

Focus on the job coaching role to assist the exceptional learner with basic life skills and job readiness training. 42 hours
11298 OL Jan11 \$346.16

Mathematics **MATH10038**

Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability. 42 hours
11650 OL Jan11 \$346.16

Personal And Interpersonal Dynamics **EDUCUDE17**

Enhance personal and professional skills. Focus on organizing information, analyzing tasks and situations, and selecting and implement solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: Safety In An Educational Setting (SAFE10004) and Foundations of Education (EDUCUDE14). 42 hours
11245 OL Jan11 \$346.16

Practicum Preparation 1 **EDUC10075**

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to Practicum 1 (EDUCUDE15). Prerequisites: Foundations of Education (EDUCUDE14) and Safety In An Educational Setting (SAFE10004). 42 hours.
11638 OL Jan11 \$346.16

Practicum 2 **EDUCUDE16**

Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Prerequisite: Practicum Prep. 1 (EDUC10075).
11095 OL Jan11 \$380.60

Practicum 3 **EDUCUDE24**

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and / or multiple exceptionalities. Prerequisite: Practicum 2 (EDUCUDE16). Corequisite: Exceptionalities 3 (EDUCUDE26).
11356 OL Jan11 \$474.35

Practicum 4 **EDUCUDE25**

Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Prerequisite: SAFE10004, EDUCUDE14, 15, 16, 17 and 24.
11362 OL Jan11 \$474.35

Safety In An Educational Setting

SAFE10004

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement. 42 hours
11354 OL Jan11 \$346.16

Supporting The English Language Learner **EDUC10036**

Examine the pivotal role of Educational Assistants in assisting ELD students to access the Ontario Curriculum and develop literacy/academic skills for success. 42 hours
11220 OL Jan11 \$346.16

Total Communication Part 1 **EDUC10040**

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues. 42 hours
11098 OL Jan11 \$346.16

Total Communication Part 2 **EDUC10041**

Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: Total Communication Part 1 (EDUC10040). 42 hours
11191 OL Jan11 \$346.16

Student Affairs and Services

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

Questions?

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

For more information visit

disted.mohawkcollege.ca/studentaffairs

Student Development and Student Experience **CRED10051**

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. Equivalent to Business Careers (CRED10018). 42 hours
11462 OL Jan11 \$346.16

GO GREEN!
 Start up information
 available online **ONLY**

Distance Education/Online Learning

Function and Organizations in Student Affairs CRED10054

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

11477 OL Jan11 \$346.16

Learning And The Student Learner CRED10057

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

11115 OL Jan11 \$346.16

Teaching the Adult Learner Certificate (129)

Mohawk College Certificate

Graduation Requirement: 6 courses

Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/teachingadultlearner

Mandatory Courses:

	Hours
EDUCTAL03 Adult Learning	42
EDUCTAL02 Curriculum Development	42
EDUCTAL04 Instructional Techniques	42
EDUCTAL05 Assessment & Evaluation	42
EDUCTAL08 Instructional Tech Adult Ed.	30
SENSTAL06 Adults with Learning Disabilities	42

Adult Learning EDUCTAL03

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults. 42 hours

11279 OL Jan11 \$346.16

12711 OL Feb1 \$346.16

11508 OL Mar1 \$346.16

Adults With Learning Disabilities SENSTAL06

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

11281 OL Jan11 \$346.16

Curriculum Development EDUCTAL02

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance.

Develop a course outline and a lesson plan. Prerequisite: Adult Learning (EDUCTAL03) and Adults with Learning Disabilities (SENSTAL06). 42 hours

11087 OL Jan11 \$346.16

12712 OL Feb1 \$346.16

11140 OL Mar1 \$346.16

Instructional Techniques EDUCTAL04

Explore instructional techniques, resources and classroom management strategies that challenge adult learners. Design and deliver a lesson online. Students will be required to use a microphone for some course assignments.

Prerequisite: Adult Learning (EDUCTAL03), Curriculum Development (EDUCTAL02) and Adults with Learning Disabilities (SENSTAL06). 42 hours

11280 OL Jan11 \$346.16

12713 OL Feb1 \$346.16

11141 OL Mar1 \$346.16

Assessment And Evaluation EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment.

Prerequisite: Adult Learning (EDUCTAL03), Curriculum Development (EDUCTAL02), Instructional Techniques (EDUCTAL04) and Adults with Learning Disabilities (SENSTAL06). 42 hours

11214 OL Jan11 \$346.16

12714 OL Feb1 \$346.16

11182 OL Mar1 \$346.16

Instructional Technology In Adult Education EDUCTAL08

Examine effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners.

Considerable research and reading are required. Excellent computer and internet skills essential. Prerequisites: Adult Learning (EDUCTAL03) and Curriculum Development (EDUCTAL02). 30 hours

11556 OL Jan11 \$262.40

Teaching Online

Acknowledgement of Completion

After successfully completing 5 courses, send request to bonnie.pataran@mohawkcollege.ca / 905-575-2307

For details visit

disted.mohawkcollege.ca/teachingadultlearner

Assessment of On-Line Learning EDUCTAL0069

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

11163 OL Jan11 \$262.40

Designing and Authoring an On-line Course EDUC10068

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

11162 OL Jan11 \$367.10

Group Learning and Team Development EDUC10072

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

11124 OL Jan11 \$346.16

Instructing/Facilitating an On-Line course EDUC10070

Review the role of an online facilitator and strategies for effective online facilitation within a postsecondary learning environment. Examine specific features of the Blackboard Learning System for online facilitation. 45 hours

11164 OL Jan11 \$367.10

Languages & Communications

Communication COMMLL041

Study the basics of communication in the English language from word use to a well-developed essay. This is not a self-paced course, regular weekly class postings are mandatory and strict deadlines apply. 45 hours

11190 OL Jan11 \$367.10

11119 OL Feb1 \$367.10

11513 OL Mar1 \$367.10

NEW!

Critical and Innovative Thinking COMM10265

Explore the global focus on innovation and critical thinking. Develop advanced communication skills. Equivalent to COMM10034, COMM10199 or COMM10171. Prerequisite: COMMLL040 or COMMLL041. 28 hours

12506 DE Jan10 \$195.44

Introduction to Intercultural

Communication COMM10073 (E)

Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society. 42 hours

11384 OL Jan11 \$346.16

Introduction to Japanese LANG10060

Gain a basic understanding of conversational Japanese, with a focus on vocabulary, common phrases, and grammar fundamentals. Japanese culture, customs, and society are also examined. Microphone required. 42 hours

11113 OL Jan11 \$346.16

Start Up Information @ disted.mohawkcollege.ca/getstarted

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

Distance Education/Online Learning

Italian for Beginners LANG10054

Develop the fundamental ability to comprehend the basic Italian vocabulary and structures. Grammar and writing skills are introduced as well as early reading skills. While using the reading passages, you will be introduced to the fundamental aspects of the Italian culture. 42 hours

11198 OL Jan11 \$346.16

Organizational Business

Communication COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to Communications (COMMLL041). 45 hours

11358 OL Jan11 \$367.10

Researching & Reporting-Lgs

COMMLL122

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

11321 OL Jan11 \$325.22

Writing Grammatically COMM10218

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

11155 OL Jan11 \$384.95

Certificate of Competence in the French Language (829)

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

11156 OL Jan11 \$346.16

11131 OL Feb1 \$346.16

French 2 LANG10062

Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. Equivalent to La Pratique du Francais 2 (LANGFR004). Prerequisite: French 1 (LANG10061). 42 hours

11157 OL Jan11 \$346.16

12257 OL Mar1 \$346.16

French 3 LANG10063

Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. Equivalent to La Pratique du Francais 3 (LANGFR005). Prerequisite: French 2 (LANG10062). 42 hours

11158 OL Jan11 \$346.16

French 4

Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Equivalent to La Pratique du Francais 4 (LANGFR006). Prerequisite: French 3 (LANG10063). 42 hours

11159 OL Jan11 \$346.16

French 5

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. Equivalent to La Pratique du Francais 5 (LANGFR007). Prerequisite: French 4 (LANG10064). 42 hours

11160 OL Jan11 \$346.16

Language Interpreter Training Program

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/languageinterpreter

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

Introduction to Spoken Language

Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. 30 hours

11425 OL Jan11 \$262.40

Consecutive Interpreting LANG10032

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

11192 OL Jan11 \$262.40

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

11236 OL Jan11 \$262.40

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

11426 OL Jan11 \$262.40

LANG10064

Setting Specific Interpreting LANG10035

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

12430 OL Jan11 \$262.40

Capstone Course, Skills Integration

LANG10036

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills required for work as an independent contractor. Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035.

Prior to registering for course, you must provide proof of successful completion of CILISAT or ILSAT. 30 hours

11427 OL Jan11 \$262.40

Writing for Publication

Certificate (123)

Mohawk College Certificate

Graduation Requirement: 5 courses

For program details refer to the Languages & Communications section.

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Writing For Publication - Level 1

COMMLL03

Explore creative writing and the publishing process, with attention to the various steps of manuscript preparation, including conferencing, editing and proofreading. Examine the writer's craft using professional works as models. 42 hours

11323 OL Jan11 \$346.16

Writing For Publication - Level 2

COMMLL09

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: Writing for Publication - Level 1 (COMMLL03). 42 hours

11111 OL Jan11 \$346.16

Grammar For Writing Professionals

COMMLL02

Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders! 42 hours

11322 OL Jan11 \$346.16

Intro to Creative Non-Fiction

COMM1000

Explore strategies for determining marketability & developing an idea into a professional non-fiction work. Focus on research, critical writing issues and preparing a publisher's proposal. 39 hours

11552 OL Jan11 \$325.22

Distance Education/Online Learning

Poetry Writing

Develop the skills needed to create and market publishable poems. 42 hours
11637 OL Jan11 \$346.16

Romance Writing

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
11237 OL Jan11 \$367.10

Travel Writing

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
11246 OL Jan11 \$325.22

Writing Short Stories

Examine story writing fundamentals, with emphasis on character development, narrative unity, and plot. Follow a step-by-step approach to producing a story for publication. Consider opportunities for publication and the submission process. 48 hours
11543 OL Jan11 \$384.95

Literature Selection Series

Canadian Literature

Focus on literary analysis (written and oral) of selected Canadian novels and short stories, with emphasis on target audience, the relevance of setting and plot in relation to Canadian culture and history, and literary devices. 42 hours
11475 OL Jan11 \$346.16

Harry Potter To Aslan: Children's Literature

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. 42 hours
11553 OL Jan11 \$346.16

Introduction To Children's Literature

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
11324 OL Jan11 \$346.16
11546 OL Feb1 \$346.16

Understanding Literature

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
11282 OL Jan11 \$384.95

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. Many of these courses are included in the Police Foundations program of studies. The complete Police Foundations program is available through dayschool classes.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-575-1212 ext.4078 /
nora.simpson@mohawkcollege.ca

For program details visit

disted.mohawkcollege.ca/policefoundations

Communications/Reporting- Police Foundations

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. ACCESS TO A VIDEO CAMERA IS REQUIRED. Prerequisite: Communications/Reporting - Police Foundations (COMMLL123). 42 hours
11417 OL Jan11 \$346.16

Conflict Management

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Recommended Prerequisites: LAWSPF301, LAWSPF302, LAWSPF303, LAWSPF401. 48 hours
11275 OL Jan11 \$384.95

Criminal And Civil Law

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
11395 OL Jan11 \$346.16
11146 OL Mar1 \$346.16

Criminal Code

An introduction to the most common Criminal Code offences as you examine those offences against the person, property, weapons and public order. You will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed. Prerequisite: Criminal and Civil Law (LAWSPF301). 42 hours
11229 OL Jan11 \$346.16

Criminal Code And Federal Statutes

You will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: Criminal and Civil Law (LAWSPF301). 42 hours
11419 OL Jan11 \$346.16

Criminology - Police Foundations

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
11228 OL Jan11 \$262.40
12259 OL Mar1 \$262.40

Diversity and First Nations

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self determination. 42 hours
11276 OL Jan11 \$346.16

Interpersonal & Group Dynamics

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
11420 OL Jan11 \$367.10

Investigation And Evidence

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
11239 OL Jan11 \$384.95

Principles Of Ethical Reasoning

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
11394 OL Jan11 \$367.10

Provincial Offences

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offences, and involvement of non-police agencies. Equivalent to Provincial and Federal Offences (LAWSL413). 48 hours
11418 OL Jan11 \$384.95

Traffic Management

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
11445 OL Jan11 \$346.16

GO GREEN!
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 available online ONLY

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

Distance Education/Online Learning

Youth In Conflict With The Law

LAWSPF305

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

11230 OL Jan11 \$346.16

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

11468 OL Jan11 \$346.16

Corporate Crime Investigation

LAW510088

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

11506 OL Jan11 \$346.16

Investigative Techniques for Motor

Vehicle Collisions

LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours

11505 OL Jan11 \$346.16

Library/Records Management

Library and Information Technician Diploma (800)

Ontario College Diploma

Graduation Requirement: 28 courses

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

905-575-2309 /

dolores.harmspenner@mohawkcollege.ca

Admission Requirements

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

Program of Studies

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

For program details and graduation requirements visit

disted.mohawkcollege.ca/library

Mandatory Courses:

		Hours
LIBRLT110	Intro to Libraries & the Info Industry	39
INFO10172	Info Technology for Library Techs	39
INFOLT402	Electronic Publishing and Emerging Library Technologies	36
LIBR10041	Online Searching	39
LIBR10044	Reference Processes	39
LIBR10045	Reference Services and Sources	39
LIBR10040	Library Programming, Marketing and Advocacy	36
LIBR10042	Resource Description and Access I	36
LIBR10043	Resource Description and Access II	36
LIBR10039	Library Classification	39
LIBR10038	Indexing and Subject Analysis	39
INFOLT340	Database Design for Info Workers	21
LIBRLT351	Serials	18
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter-Library Loan	36
HRESLT150	Human Relations & Supervision	36
MGMT10041	Library Fin Mgmt & Budgeting	18
COMP10136	Introduction to Computers 1	45
WORKLT290	Field Work 1	105
WORKLT490	Field Work 2	105
1	Communications course	
1	Literature course	
2	General Education Courses	

Options - Choose 4:

LIBRLT385	Children's Services and Issues	36
OADM100	Records & Info Mgmt Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction & Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39
LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries and Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata	36
LIBR10036	Strategies for Instruction for Library Technicians	36

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

Intro To Libraries And The Information Industry LIBRLT110

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

11213 OL Jan11 \$325.22

Information Technology for Library Technicians INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, ipads & tablets, QR codes & various software and applications. Equivalent to INFOLT390. 39 hours

11629 OL Jan11 \$325.22

Electronic Publishing and Emerging Library Technologies INFOLT402

Focus on electronic publishing, including using basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. PowerPoint software needed. Prerequisite: INFO10053 or INFO10113 or INFO10156 or COMP10136. 36 hours

11473 OL Jan11 \$304.28

Online Searching

LIBR10041

Learn to apply Boolean constructs and other concepts for efficient retrieval of information from the Internet, library catalogues and commercial databases. Equivalent to LIBRLT220. Prerequisite: LIBRLT110. 39 hours

11632 OL Jan11 \$325.22

NEW!

Reference Processes

LIBR10044

Explore fundamental principles of professional accountability that underpin the provision of information services in libraries. Develop effective reference interviewing techniques to answer customer queries. Explore topics related to the management of information service including service standards, in person and virtual service points, policy development and strategies for continuing professional development of staff. Equivalent to LIBRLT420. Prerequisite: LIBR10041. 39 hours

12492 OL Jan11 \$325.22

Information Work II

LIBRLT420

Continue to develop reference skills with attention to the use of biographical sources, manuals, almanacs, statistical sources, Ontario government statutes and regulations. Develop your reference interview and internet searching skills. Prerequisite: LIBRLT220. Last time offered. Replaced by LIBR10044. 39 hours

11285 OL Jan11 \$325.22

Information Work III

LIBRLT425

Continue study of reference tools, with focus on electronic subscription and pay-per-use databases, and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. Prerequisite: Information Work II (LIBRLT420). 39 hours

11216 OL Jan11 \$325.22

Library Programming, Marketing and Advocacy

LIBR10040

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to LIBRLT435. Prerequisites: LIBRLT220 or LIBR10041. 36 hours

11631 OL Jan11 \$304.28

Resource Description and Access I

LIBR10042

Focus on RDA rules for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Equivalent to LIBRLT302. Prerequisite: LIBRLT110. 36 hours

11627 OL Jan11 \$304.28

NEW!

Resource Description and Access II

LIBR10043

Examine form and choice of entry according to RDA cataloguing rules, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Recognize the changes in MARC coding resulting from RDA Cataloguing Rules. Equivalent to LIBRLT305. Prerequisite: LIBR10042. 36 hours

12490 OL Jan11 \$304.28

Book your DE exam online
disted.mohawkcollege.ca/exam

Distance Education/Online Learning

Descriptive And Access Cataloguing II LIBRLT305

Examine form and choice of entry, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Prerequisite: Descriptive and Access Cataloguing I (LIBRLT302). Last time offered. Replaced by LIBR10043. 36 hours
11215 OL Jan11 \$304.28

Library Classification LIBR10039

Study the principles of classification. Learn to use the Dewey Decimal Classification scheme and Library of Congress Classification scheme. Explore issues related to the process of classifying library materials. Equivalent to LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043. 39 hours
11630 OL Jan11 \$335.22

Indexing and Subject Analysis

LIBR10038

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Equivalent to LIBRLT325. Prerequisites: LIBRLT320 or LIBR10039. 36 hours
11634 OL Jan11 \$314.28

Database Design For Information

Workers

INFOLT340

Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2010 required. Prerequisite: INFO10053 or INFO10113 or INFO10156 or COMP10136. 21 hours
11416 OL Jan11 \$199.58

Serials

LIBRLT351

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302. 18 hours
11261 OL Jan11 \$178.64

Acquisitions

LIBRLT350

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. Prerequisite: LIBRLT302 or LIBR10042. 36 hours
11243 OL Jan11 \$304.28

Circulation and Inter-Library Loan

LIBR10037

Explore circulation basics for libraries and information services. Topics include inventory control and inter-library loan and document supply. Equivalent to LIBRLT215. Prerequisite: LIBRLT110. 36 hours
11628 OL Jan11 \$304.28

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
11551 OL Jan11 \$304.28

Library Financial Management & Budgeting MGMT10041

Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Prerequisites: LIBRLT110 and INFO10053 or INFO10113 or INFO10156 or COMP10136. 18 hours
11244 OL Jan11 \$178.64

Genre Fiction And Readers' Advisory Service COMMLT225

Explore readers' advisory service and the components of readers' advisory work from patron interview to service promotion. You will examine the principal genres of fiction, and determine their specific characteristics and appeal for readers. 36 hours
12398 OL Jan11 \$304.28

Multimedia

LIBRLT335

Focus on materials in formats such as video, DVD, films, compact discs, records, software, talking books, pictures and maps. Explore the acquisition, processing, cataloguing, storage, and circulation of these materials. Discuss issues such as copyright and public performance, equipment needs and maintenance, as well as other trends. Prerequisite: LIBRLT305. 36 hours
12413 OL Jan11 \$304.28

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
12770 OL Jan11 \$304.28

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
11557 OL Jan11 \$325.22

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
12399 OL Jan11 \$304.28

Youth Services & Issues

LIBR10034

Explore the role of public library staff in youth advocacy and community partnerships serving youth. Investigate the basics of collection development, programming, space design and readers' advisory services. 36 hours
12400 OL Jan11 \$304.28

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
12412 OL Jan11 \$304.28

Field Work 1

WORKL290

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library. Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037. 105 hours
11428 OL Jan11 \$156.44
11170 OL Feb1 \$156.44
11171 OL Mar1 \$156.44

Field Work 2

WORKL490

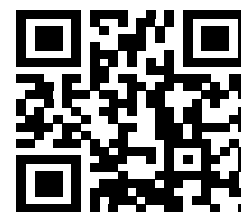
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit disted.mohawkcollege.ca/library. Prerequisites: WORKL290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038. 105 hours
11187 OL Jan11 \$156.44
11172 OL Feb1 \$156.44
11173 OL Mar1 \$156.44

Computers 1 - Introduction to

COMP10136

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Microsoft Works is NOT acceptable for this course. 42 hours
11644 OL Jan11 \$346.16

Get Started with
Online Learning!



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

Distance Education/Online Learning

Records and Information Management Certificate (810)

Ontario College Certificate

Graduation Requirement: 6 courses

With the increasing production of and demand for complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively. Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate a records management program in any organizational setting.

Questions?

905-575-2703 / disted@mohawkcollege.ca
905-575-2309 /

dolores.harmspenner@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/recordsmanagement

Mandatory Courses:

Hours

Course	Hours
OADM100 Records and Info Mgt Fundamentals	39
OADM101 Active Records Management	39
GRAP102 Document Mgt Technology	39
COM112 Research & Reporting - LGS	39
LIB103 Archives	39
INFO109 MS Office 2007	42

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

Active Records Management

OADM101

Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. Prerequisite: OADM100. 39 hours

12414 OL Jan11 \$325.22

Document Management Technology

GRAP102

Explore the application of electronic documents, imaging and micrographic technology to records management, short and long term storage and retrieval. Topics include: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats. 39 hours

12410 OL Jan11 \$325.22

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General Education Courses

The following courses are designed as general interest and/or General Education electives for various post-secondary programs. Each course is a stand-alone course.

For additional General Education courses, refer to the index at the back of the catalogue for those courses indicated with an (E).

disted.mohawkcollege.ca/generaleducation

Anger Management CONF10005 (E)

Learn about the many types of anger and how to manage and/or modify it. You will identify your specific anger triggers and how your anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 39 hours

11391 OL Jan11 \$325.22

Art History and Theory ARTT10014 (E)

Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, Contemporary, Asian, First Nations, Islamic). 48 hours

11234 OL Jan11 \$384.95

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

11511 OL Jan11 \$367.10

Canadian Politics SSCISS105 (E)

Develop insight into Canadian politics. Topics include the structure of government in Canada, the practice of politics, and discussion of major political issues. 42 hours

11338 OL Jan11 \$346.16

Co-dependency as an Addiction

PSYC10008 (E)

Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point. 45 hours

11181 OL Jan11 \$367.10

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

11372 OL Jan11 \$367.10

11127 OL Feb1 \$367.10

11132 OL Mar1 \$367.10

Criminal Psychology 2 - Criminal Minds PSYC10003 (E)

Enhance your understanding of the criminal mind. Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to criminology. 45 hours

11219 OL Jan11 \$367.10

Cults and Terrorism SSC110006 (E)

Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons why people join, and why they may have difficulty leaving, society's role in supporting cultic groups and strategies for protecting individuals and vulnerable populations. 45 hours

11488 OL Feb1 \$367.10

Developmental Psychology PSYC2271 (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

11202 OL Jan11 \$367.10

11487 OL Feb1 \$367.10

11437 OL Mar1 \$367.10

Domestic and Workplace Violence

PSYC10006 (E)

Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours

11227 OL Jan11 \$367.10

Forensic Psychology PSYC10001 (E)

Designed for those interested in understanding or pursuing a career in forensic/correctional psychology, you will cover areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology. 36 hours

11357 OL Jan11 \$304.28

Geological Disasters ENVR10005 (E)

Examine the causes and the effects of some of the world's greatest disasters associated with earthquakes, volcanoes, tsunamis, hurricanes, floods, fires, extinctions and impacts from space. 45 hours

11194 OL Jan11 \$367.10

Global Warming Concepts ENVR10004 (E)

Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours

11128 OL Jan11 \$262.40

11599 OL Mar1 \$262.40

Distance Education/Online Learning

Growing Up Digital-Living and Working In Canada INFO10158 (E)

Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours
11114 OL Jan11 \$367.10

History of Aboriginal/Canadian Relations INDS10009 (E)

Examine the unique position of Aboriginals in Canadian society. Focus on historical and political issues and development of the legal relationship between colonial powers and Aboriginal peoples. 45 hours
11503 OL Jan11 \$367.10

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
11471 OL Jan11 \$367.10

Introduction to Racism and Discrimination SSC110026 (E)

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 42 hours
11106 OL Jan11 \$346.16

Introduction to Science GSCI10002 (E)

Learn science fundamentals including notations for scientific measurement, basic chemical principles, elements and compounds, nuclear weight, organic chemistry and health related biological principles. 45 hours
11386 OL Jan11 \$367.10

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
11470 OL Jan11 \$367.10

Introductory Psychology PSYC156 (E)

Examine the basis of behaviour and why people think and act as they do. You will study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours
11201 OL Jan11 \$346.16
11485 OL Feb1 \$346.16
11440 OL Mar1 \$346.16

Labour Economics BUSNPIR10 (E)

Develop practical & analytical tools to aid in the understanding of labour market operations. Topics include: the decision to work, to retire, or reduce the length of the work week, factors that influence a firm's decision to hire labour by comparing labour markets, external factors such as unions & government, and problems & solutions to unemployment, discrimination, & wage differentials. 42 hours
11393 OL Jan11 \$346.16

Meteorology GSCI10007 (E)

Focus on the nature & causes of weather-related phenomena. Develop a basic working knowledge of all aspects of meteorology. 45 hours
11512 OL Jan11 \$367.10

Myths And Legends HISTLLT05 (E)

Discover the universal & enduring presence of myths and legends. Examine creation myths, hero/heroine myths, dominant archetypes & other topics to develop insight into how a distant past connects to our contemporary world. Prerequisite: College English or equivalent. 42 hours
11555 OL Jan11 \$346.16

Nutrition HLTH10044 (E)

Explore the nutritional effectiveness of various diets and food additives. Examine the role of food in maintaining health and reducing the risk of illness and learn to evaluate claims made by food faddists and food vendors. Prerequisite: College English or equivalent. 42 hours
11387 OL Jan11 \$346.16
11444 OL Mar1 \$346.16

Personality Psychology PSYC10007 (E)

Learn to define personality and its influence on behaviour and actions. Examine patterns of thoughts, feelings and behaviour that make a person unique. Explore personality assessment and intelligence testing. 42 hours
11235 OL Jan11 \$346.16

Philosophy Of Art SSCIPT001 (E)

You will explore the concepts of art, aesthetics, nature & experience as the subject of artworks, the place of art in life and society and mimetic theories in the philosophy of art. 30 hours
12425 OL Jan11 \$262.40

Political Science & Public Administration SSCISS027 (E)

You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours
11446 OL Jan11 \$346.16

NEW!

Popular Culture and the Media COMM10276 (E)

Investigate popular culture in Canada and North America from a sociological perspective. Develop and understanding of the role of popular culture in today's society and the messages sent by the producers of mass media. 42 hours.
12718 OL Jan11 \$346.16

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
11554 OL Jan11 \$248.44

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
11361 OL Jan11 \$346.16

Sexual Violence SSC110008 (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
11180 OL Jan11 \$367.10

Soccer and its Impact on Society SSC110031 (E)

Examine the impact of soccer on socio-economic, religious, political, and cultural views world-wide. Explore cultural trends and human behaviors influenced by soccer ideology and its effects on "pop culture". 42 hours
11469 OL Jan11 \$346.16

Social Media and Society SSC110045 (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
11520 OL Jan11 \$346.16

Social Psychology PSYC10012 (E)

Develop an understanding about how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 42 hours
11424 OL Jan11 \$346.16

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
11550 OL Jan11 \$262.40

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
11200 OL Jan11 \$346.16
11484 OL Feb1 \$346.16
11441 OL Mar1 \$346.16

Sociology 2 SSCISS109 (E)

Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, "race", and ethnicity, the family, population, social movements and change. Prerequisite: Sociology 1(SSCISS108). 42 hours
11099 OL Jan11 \$346.16

Sociology-Sport SSC110046 (E)

You will explore and discover the structural and cultural relationship of sport to society. Also, examine the issues of race, gender, social stratification, deviances, economics, religion and politics as they relate to sport in society. 42 hours
11541 OL Jan11 \$346.16

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

Distance Education/Online Learning / Engineering Technology

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

11249 OL Jan11 \$346.16

Stress, Wellness and Nutrition

HLTH10111 (E)

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

11472 OL Jan11 \$346.16
11133 OL Mar1 \$346.16

The Study of Human Sexuality

SSCI10003 (E)

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

11126 OL Feb1 \$367.10
11600 OL Mar1 \$367.10

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

11560 OL Jan11 \$367.10

What In The World Is Going On

GINTLLT07 (E)

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

11392 OL Jan11 \$346.16

World Of Abnormal Psychology

PSYC5021 (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

11199 OL Jan11 \$367.10
11481 OL Feb1 \$367.10
11435 OL Mar1 \$367.10

GO GREEN!
Start up information
available online ONLY

Upgrading

Academic and Career Entrance (ACE)

Academic and Career Entrance (ACE) courses are non post-secondary courses designed to prepare you to succeed in post-secondary and apprenticeship training. They are accepted as OSSD equivalent by colleges and Apprenticeship for purposes of admission. There are 10 ACE courses available. Most students participate in the courses they need to meet the prerequisites for admission to further their education. To receive an ACE Acknowledgment of Completion, you must successfully complete the Communications (English or Francais) course, a Mathematics course and any 2 courses from the list below.

Questions?
905-575-2706 / disted@mohawkcollege.ca

Admission Requirements

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

Contact Shelley Kitchen at
shelley.kitchen@mohawkcollege.ca
for registration details.
Enrolment is limited so please contact
Shelley Kitchen as soon as possible.

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

ACE Apprenticeship Math MATH10047

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

11412 OL Jan11

ACE Business Mathematics MATH10046

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

11405 OL Jan11

ACE Chemistry GSCI10004

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

11408 OL Jan11

ACE Computers

COMP10083

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

11414 OL Jan11

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: ACE Core Math (MATH10045). 120 hours

11409 OL Jan11

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

11410 OL Jan11

ACE Technology Math

MATH10044

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

11411 OL Jan11

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

Engineering Technology

Questions?

905-575-2203 / 905-575-2507 /
905-575-2139 / ceengty@mohawkcollege.ca

See each certificate description or refer to the web site at

ce.mohawkcollege.ca/engineeringtechnology

Engineering Technology Admission Requirements

Unless stated otherwise, the admission requirements for all Engineering Technology programs include Ontario Grade 12 Diploma or equivalent or Mature Student status.

NOTE: You must ensure you have the required course prerequisites listed in the course descriptions and on our website

Engineering Technology

Apprenticeship

Certificate of Qualification Examination Preparatory Courses

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

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

Admission Requirements

Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam and determine your eligibility to write the exam. Branch numbers: 1-800-668-4479 Hamilton 905-521-7764 & Brantford 519-756-5197.

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.

12112 SC MO/WE Jan7 6:00-9:00 24 \$519.55

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.

12114 SC TU/TH Jan8 6:00-9:00 24 \$519.55

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.

12130 SC TU/TH Jan8 6:00-9:00 24 \$519.55

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.

12233 FF WE Jan9 6:30-9:30 12 \$278.64

Pre-License Electrical ELECHEQ12

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

12149 SC MO/WE Jan7 6:00-9:00 20 \$447.15

Solar Photovoltaic Installation ENRG10019

Update your skill set for work on renewable energy projects. This program provides training aligned with established technical standards, the Ontario Green Energy Act and other regulatory requirements.

12167 SC SA Feb2 8:30-2:30 7 \$325.08

Find your room before you come on campus
Visit ce.mohawkcollege.ca

Skilled Trades

Automotive - Other

Questions?
905-575-2507 / ceengty@mohawkcollege.ca / 905-575-1212 ext. 3659 / angelo.cosco@mohawkcollege.ca

Introduction to Hybrid Vehicles MOTP10062

Focus on service safety procedures and battery technology. Learn to access onboard diagnostics and observe driveline control functions.

12242 FF MO Jan14 6:00-10:00 6 \$185.76

CNC Programming Certificate (070)

Mohawk College Certificate

Graduation Requirement: 4 courses

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

Questions?
905-575-2507 / ceengty@mohawkcollege.ca / robert.clark17@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).

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/cncprogramming

Mandatory Courses:	Hours
MACHRE810 CNC Programming - Basic	60
MACHRE811 CNC Programming - Intermediate	60
CADMRE455 CAD/CAM MasterCAM 2D	60
CADMRE456 CAD/CAM MasterCAM 3D	52

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

CNC Programming - Basic MACHRE810

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

12295 SC TU/TH Jan8 6:00-10:00 15 \$447.15

CAD/CAM (MasterCAM) 2D CADMRE455

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

12248 SC TU Jan8 6:00-10:00 15 \$447.15

CAD/CAM (MasterCAM) 3D CADMRE456

Generate 3 dimensional wire frame models and multi surface tool paths for pattern and mould making or die sinking. Prerequisite: CADMRE455.

12249 SC TH Jan10 6:00-10:00 13 \$394.43

CNC - Other

CNC Operator MACH10059

Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology.

12250 SC TU Jan15 6:00-10:00 10 \$309.60

Electrical Fundamentals Certificate (063)

Mohawk College Certificate

Graduation Requirement: 3 courses

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

Questions?
905-575-2507 / ceengty@mohawkcollege.ca / 905-318-4295 mailbox 1267 / daniel.wright@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/electricalfundamentals

Mandatory Courses:	Hours
ELECHV107 Electricity 1 - Residential	72
ELECHV200 Electricity 2 - Comm/Light Industrial	72
MATHMA002 Prep. Mathematics (Technology)	72

MATHMA002 - Preparatory Mathematics (Technology) - Refer to Math Learning Centre courses in the Math/Statistics section.

ELECHV200 - Electricity 2 & ELECHV107 - Electricity 1 - Refer to Heating, Refrigeration, Air-Conditioning (HRAC) Certificate.

Fluid Power Certificate (847)

Mohawk College Certificate

Graduation Requirement: 6 courses

Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power.

For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

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

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/fluidpower

Mandatory Courses:	Hours
STENMF100 Basic Hydraulics	60
STENMF101 Hydraulic Troubleshooting & Rebuild	48
STENMF102 Hydraulic System Studies	48
STENMF103 Basic Pneumatics & Troubleshooting	48
ELECMF104 Electrical/Electronic Applications for Fluid Power	60
STENMF105 Electro Pneumatic Systems	48

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

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

Electrical/Electronic Applications For Fluid Power ELECMT104

Enhance your understanding of schematics, wiring diagrams and practices, input/output devices, logic control devices, and control concepts. Use metering and test devices, and troubleshoot electrical systems.

12247 SC TU Jan8 6:00-10:00 15 \$447.15

Industrial Lubrication Certificate (064)

Mohawk College Certificate

Graduation Requirement: 5 courses

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

Admission Requirements

You should have employment responsibilities involving lubrication and several years related experience. Secondary school background with chemistry, physics and mathematics is an asset.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/industriallubrication

Mandatory Courses:	Hours
MATLLUB00 Lubrication Fundamentals	45
MATLLUB04 Lub Systems, Storage & Handling	45
STENLUB05 Fluid Power Fundamentals	45
MATLLUB06 Lubrication TAP	45
MECHRE044 Power Transmission	39

WATCH FOR COURSES NEXT TERM

Machine Tool Operator Certificate (848)

Mohawk College Certificate

Graduation Requirement: 5 courses

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca / robert.clark17@mohawkcollege.ca

Admission Requirements

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

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/machinetooloperator

Mandatory Courses:	Hours
MACHRE165 Machine Shop 1	40
MACHRE265 Machine Shop 2	40
MACHRE465 Machine Shop 3	40
MACHRE543 Machine Shop Theory	72
TDRWRE152 Blueprint Reading Mechanical	36

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

Machine Shop 1 MACHRE165

Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting. Miscellaneous fee included.

12253 SC SA Jan12 8:00-12:00 10 \$349.60

Machine Shop 2 MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Miscellaneous fee included.

12254 SC SA Jan12 8:00-12:00 10 \$349.60

Machine Shop 3 MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.

12255 SC SA Jan12 8:00-12:00 10 \$349.60

Machine Shop Theory MACHRE543

Develop skills and knowledge in safety, tool use, engine lathe set-up and operation, and drilling, milling, and surface grinding operations.

12256 SC MO/WE Jan7 6:00-9:00 24 \$519.55

Blueprint Reading Mechanical

TDRWRE152
Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.

12252 SC TU Jan8 7:00-10:00 12 \$278.64

Need upgrading in Math or English?
905-575-2029

Maintenance Mechanic Fundamentals Certificate (062)

Mohawk College Certificate

Graduation Requirement: 6 courses

Intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.

Questions?

905-575-2507 / ceengty@mohawkcollege.ca / robert.clark17@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/maintenancemechanic

Mandatory Courses:	Hours
MECHRE041 Pumps (Industrial)	39
MECHRE042 Pipefitting for Industrial Mechanic	39
MECHRE043 Rigging & Hoisting	39
MECHRE044 Power Transmission	39
IENGRE045 Material Handling Maintenance	42
MATLLUB00 Lubrication Fundamentals	45

MATLLUB00 - Lubrication Fundamentals - Refer to the Industrial Lubrication Certificate.

Pipefitting For Industrial Mechanic MECHRE042

Explore principles, selection, installation and maintenance of metallic and non-metallic pipe, tubing and various fittings, flanges, valves and industrial fasteners.

12261 SC TH Jan10 6:00-9:00 13 \$301.86

Power Transmission MECHRE044

Focus on power transmission systems, trade calculations, lubrication and troubleshooting, belts, pulleys, chains, gear drives and coupling systems.

12260 SC TU Jan8 6:00-9:00 13 \$301.86

Welder Operator Certificate (860)

Mohawk College Certificate

Graduation Requirement: 5 courses

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca / 905-575-1212 ext. 5023 / james.carey2@mohawkcollege.ca

Admission Requirements

Average mechanical aptitude required. You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate for you. Everyone must register in Shielded Metal Arc Welding 1.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/welderoperator

Both the theory and practical components are required to receive credit in each course. Most theory is self-study.

Mandatory Courses:	Hours
WELDRE234 Shielded Metal Arc Welding 1	78
WELDRE235 Shielded Metal Arc Welding 2	78
WELDRE236 Shielded Metal Arc Welding 3	78
WELDRE237 Gas Metal Arc Welding	78
TDRWRE154 Blueprint Reading Welding	39

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

Shielded Metal Arc Welding 1

WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included.

12303 SC MO/WE Jan14 6:30-9:30 26 \$691.45

Engineering Technology

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.

12304 SC MO/WE Jan14 6:30-9:30 26 \$691.45

Shielded Metal Arc Welding 3 WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included.

12305 SC MO/WE Jan14 6:30-9:30 26 \$691.45

Gas Metal Arc Welding WELDRE237

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduction to the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included.

12302 SC MO/WE Jan14 6:30-9:30 26 \$691.45

Blueprint Reading Welding TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

12301 SC TU Jan22 7:00-10:00 13 \$301.86

Please register early - we need a minimum number of students to run our classes

Welding - Other

Questions?

905-575-2507 / ceengty@mohawkcollege.ca / 905-575-1212 ext. 5023 / james.carey2@mohawkcollege.ca

Brantford Courses?

jeffrey.yardy@mohawkcollege.ca

For details visit

ce.mohawkcollege.ca/welding

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

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

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.

12262 BF SA Jan12 8:00-12:00 9 \$341.64

Welding II WELDRE126

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

12267 BF SA Jan12 8:00-12:00 9 \$341.64

Welding III WELDRE129

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

12268 BF SA Jan12 8:00-12:00 9 \$341.64

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

12308 SC SA Jan19 8:00-12:00 12 \$452.07

Welding WELDRE226

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

12307 SC SA Jan19 8:00-12:00 12 \$452.07

Woodworking

Questions?

905-575-2507 / ceengty@mohawkcollege.ca / 905-575-1212 ext. 5027 / shari.martin@mohawkcollege.ca

For details visit

ce.mohawkcollege.ca/woodworking

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

Cabinet Making - Level 1 BLDGTZ070

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

12234 SC TH Jan10 6:30-9:30 12 \$278.64

Cabinet Making - Level 2 BLDGTZ071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDGTZ070 or BLDG10022 completed within one year. (Project may or may not be completed within the 12 weeks). Supply own materials.

12235 SC TU Jan8 6:30-9:30 12 \$278.64

Cabinet Making for Women BLDG10022

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

12236 SC MO Jan7 6:30-9:30 12 \$278.64

Furniture/Cabinetmaking BLDGTZ073

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

12238 SC WE Jan9 6:30-9:30 12 \$278.64

Hand Tool Techniques BLDGTZ030

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

12239 SC MO Jan7 6:30-9:30 12 \$278.64

How to Design & Build Your Own Kitchen Cabinets BLDG10076

Enhance your design and cabinet building skills. Focus on kitchen floor plan layout and learn to build upper and lower cabinets in conventional and European design.

12240 SC TH Jan10 6:30-9:30 12 \$278.64

Electrotechnology

Electronic Fundamentals Certificate (886)

Mohawk College Certificate

Graduation Requirement: 4 courses

Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Questions?

905-575-2139 / ceengty@mohawkcollege.ca / 905-318-4295 mailbox 1267 / daniel.wright@mohawkcollege.ca

Admission Requirements

Grade 12 Mathematics or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/electronicfundamentals

Mandatory Courses:	Hours
ELECER001 DC Elect/Electn Theory	56
ELECER002 AC Elect/Electn Theory	56
ELECER003 Electronics 1	56
ELECER005 Electronics 2	56

DC Electrical/Electronic Theory

ELECER001

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

12270 FF WE Jan16 6:00-10:00 14 \$420.79

AC Electrical/Electronic Theory

ELECER002

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

12269 FF MO Jan14 6:00-10:00 12 \$420.79

Human Machine Interfacing Certificate (182)

Mohawk College Certificate

Graduation Requirement: 5 courses

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Questions?

905-575-2139 / ceengty@mohawkcollege.ca / reno.dagostino@mohawkcollege.ca

Admission Requirements

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

Need Help?
AskMohawk at ce.mohawkcollege.ca

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

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/hmi

Mandatory Courses:	Hours
ASYS10004 HMI Programming 1	56
ASYS10005 HMI Programming 2	56
ASYS10006 HMI Programming 3	56
ASYSPLC11 PLC Programming 1	56
ASYSPLC12 PLC Programming 2	56

HMI Programming 1 ASYS10004

Basic simple HMI interfaces, Line Display units, tags and PLC communications are studied. An introduction to software for HMI using the Wonderware Intouch package for HMI application covering static and dynamic graphics. Prerequisite: ASYSPLC11.

12245 FF MO Jan7 6:00-10:00 13 \$394.43

Industrial Drives Certificate (202)

Mohawk College Certificate

Graduation Requirement: 5 courses

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

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/industrialdrives

Mandatory Courses:	Hours
ASYS10001 Industrial Drives 1	52
ASYS10002 Industrial Drives 2	52
ASYS10003 Industrial Drives 3	52
ELECER001 DC Elect/Electn Theory	56
ELECER002 AC Elect/Electn Theory	56

ELECER001/ER002 - DC Elec/Electronic Theory & AC Elec/Electronic Theory - Refer to the Electronic Fundamentals Certificate.

Industrial Drives 2 ASYS10002

Enhance your understanding of drive control for DC motors. Analog and Digital DC Drive Regulator systems are covered. Drive performance and troubleshooting are introduced. Prerequisite: ASYS 10001

12675 FF WE Jan9 6:00-10:00 13 \$394.43

Instrumentation Courses

Questions?
905-575-2139 / ceengty@mohawkcollege.ca
905-318-4295 mailbox 1267 / daniel.wright@mohawkcollege.ca
ce.mohawkcollege.ca/instrumentation

Instrumentation 1 For Tradesmen INSTRE047

Examine control and measurement for pressure, temperature, level and flow devices used in industry. You require a basic knowledge of electricity and some industrial experience.

12266 FF TU/TH Jan15 6:00-9:00 24 \$519.55

Programmable Logic Controllers Certificate (092)

Mohawk College Certificate

Graduation Requirement: 4 courses

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on "hands-on" exercises.

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

Admission Requirements

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

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/plc

Mandatory Courses:	Hours
ASYSPLC11 PLC Programming 1	56
ASYSPLC12 PLC Programming 2	56
ASYSPLC13 PLC Programming 3	56
ASYSPLC14 PLC Programming 4	56

PLC Programming 1 ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the PLC 5 software.

12246 FF TU Jan8 6:00-10:00 13 \$394.43

PLC Programming 2 ASYSPLC12

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

12263 FF TU Jan8 6:00-10:00 13 \$394.43
12264 FF TH Jan10 6:00-10:00 13 \$394.43

PLC Programming 4 ASYSPLC14

Explore Analog I/O setup, PIDE instruction using Analog inputs and motor drives, monitor and trending, alarming, and other special functions. Prerequisite: ASYSPLC13

12265 FF TH Jan10 6:00-10:00 13 \$394.43

Legislative Compliance

Air Brake Training

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

ce.mohawkcollege.ca/airbrake

Admission Requirements

Minimum requirement is full class "G" license.

Air Brake Training MOTPSAM70

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

12682 SC SA/SU Jan12 8:00-4:00 2 \$252.20
12683 SC SA/SU Feb23 8:00-4:00 2 \$252.20
12684 SC SA/SU Mar16 8:00-4:00 2 \$252.20

CFC/ODP Training Courses

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

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

ce.mohawkcollege.ca/cfc-odp

CFC/HCFC/HFC Control ENVRE904

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

12471 SC SA Jan26 8:30-3:00 1 \$214.50
12614 SC SA Mar2 8:30-3:00 1 \$214.50

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards & Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments & costs to be determined at the time of calling the TSSA. Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA. If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

1. A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
2. Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. Documented proof of related work experience would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

For further Information contact Charles Honey at 905-575-2522 / charles.honey@mohawkcollege.ca

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

Engineering Technology

Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

Upon completion of all four parts of the Gas Technician 2, the student will be permitted to book for their final TSSA examination. NOTE: Participants are also required to pay an Examination Fee of \$210.00 for each level (GT-3, GT-2, GT-1) of certification. For Fuel Technician information, access the TSSA link via

ce.mohawkcollege.ca/fueltechnician

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

Course information?

905-575-1212 ext. 5018 /

peter.jarvie@mohawkcollege.ca

Testing information?

905-575-2522/

charles.honey@mohawkcollege.ca

Admission Requirements

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

OIL BURNER TECHNICIAN

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

GAS TECHNICIAN

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

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

Gas Technician 2 - Part 1 GOPTRE050

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

12221 SC TU/TH Jan22 6:00-10:00 30 \$802.75

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.

12224 SC MO/WE Jan23 6:00-10:00 30 \$802.75

Gas Technician 2 - Part 3 GOPTRE052

Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

12225 SC MO/WE Jan9 6:00-10:00 30 \$802.75

Gas Technician 2 - Part 4 GOPTRE053

Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combo systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3. Examination/certification fee of \$210.00 is extra after all 4 parts are completed.

12226 SC TU/TH Jan10 6:00-10:00 30 \$802.75

Gas Technician 2 Review GOPT10002

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON FEBRUARY 13, 2013 AT 6:00 P.M.

12227 SC WE Jan16 6:15-9:30 4 \$92.88

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 \$210.00 will be charged for TSSA certification.

12231 SC MOWE Jan28 6:00-10:00 36 \$944.35

12232 SC MOWE Jan28 6:00-10:00 36 \$944.35

MCACES
Employment
Advisement



Heating, Refrigeration and Air Conditioning Technician Certificate (855)

Ontario College Certificate

Graduation Requirement: 7 courses

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-1212 ext. 5272 /

roman.szpurko@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation requirements 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.

Mandatory Courses:	Hours
BLDGBES03 Air Handling/Preventative Maint	45
ELECHV107 Electricity 1 - Residential	72
ELECHV200 Electricity 2 - Comm/Light Industrial	72
ENVRRE904 CFC/HCFC/HFC Control	6
GOPTRE243 Oil Burner Technician 3	120
GOPTRE244 Gas Technician 3	144
HRAPRE905 Air-Conditioning for HRAC	60

BLDGBES03 - Air Handling And Refrigeration - Refer to Building Environmental Systems Certificate.

ENVRRE904 - CFC/HCFC/HFC Control - Refer to CFC/ODP Training Courses.

GOPTRE243/RE244 - Gas & Oil Burner Technician 3 - Refer to Fuel Technician Certification.

Electricity 1 - Residential ELECHV107

Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electric test meters, with emphasis on residential HVAC systems.

12243 SC TU/TH Jan15 6:00-9:00 24 \$519.55

Electricity 2-Commercial/Light Industrial ELECHV200

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

12220 SC MO/WE Jan14 6:00-9:00 24 \$519.55

Air Conditioning For HRAC HRAPRE905

Explore the theory of the mechanical air conditioning cycle, individual system components and accessories, refrigerant piping, control systems, troubleshooting, installation practices and service procedures.

12218 SC TU/TH Jan8 6:00-9:00 20 \$447.15

Building Environmental Systems Certificate (090)

Mohawk College Certificate

Graduation Requirement: 6 courses

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

Questions?

905-575-2507 / ceengty@mohawkcollege.ca

905-575-1212 ext. 5272 /

roman.szpurko@mohawkcollege.ca

Admission Requirements

Practical work experience or equivalent.

Sign up now!
Check the inside of the back cover to find out how.

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

Engineering Technology

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/buildenvironsystems

Mandatory Courses:		Hours
HRAPBES01	Heating	45
HRAPBES02	Air Conditioning & Refrigeration	45
BLDGBES03	Air Handling/Preventative Maint	45
BLDGBES04	Electrical	45
STENBES05	Controls	45
STENBES06	Water Treatment	45

Heating HRAPBES01

Review operation and maintenance of hot water and steam boilers and accessories, oil and gas burners, heating controls, plumbing, fire protection and alarm systems. Intended for building operators.

12215 SC TH Jan10 6:00-9:00 15 \$348.30

Air Conditioning And Refrigeration

HRAPBES02

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

12200 SC TU Jan8 6:00-9:00 15 \$348.30

Air Handling & Preventive Maintenance

BLDGBES03

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

12211 SC MO Jan14 6:00-9:15 14 \$348.30

Water Treatment STENBES06

Examine water treatment, with emphasis on the importance of water treatment, its effect on equipment and water treatment terminology.

12216 SC WE Jan9 6:00-9:00 15 \$348.30

Free Academic Upgrading
905-575-2029

Building & Construction Sciences

Construction Estimating Certificate (867)

Mohawk College Certificate

Graduation Requirement: 5 courses

Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
richard.borger@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit
ce.mohawkcollege.ca/constructionestimating

Mandatory Courses:		Hours
BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
BLDGCV442	Estimating 3	56
MGMTCN340	Construction Management A	56
MGMTCN440	Construction Management B	56

Estimating 2 BLDG10010

Measure the quantities of materials necessary to build residential and commercial buildings working from drawings and specifications. Prerequisite: BLDGEA202

12214 FF TU Jan8 6:00-10:00 14 \$420.79

Construction Management B

MGMTCN440

Develop an understanding of the role of project management in the construction industry, and the phases of a typical construction project, from job acquisition to project close-out. Prerequisite: MGMTCN340

12213 FF TH Jan10 6:00-10:00 14 \$420.79

Residential Design & Construction Certificate (849)

Mohawk College Certificate

Graduation Requirement: 5 courses

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
john.lane3@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit
ce.mohawkcollege.ca/residentialdesign

Mandatory Courses:		Hours
BLDGRE027	Construction Practice-Basic	36
BLDGRE028	Framing Techniques	36
BLDGRE029	Residential Electrical&Plumbing	36
BLDGRE030	Residential Drafting	36
Options - Choose 1:		
BLDGRE031	Building for Energy Efficiency	36
BLDGRE032	Trim Finishing & Cabinetry	36

Construction Practice-BasicBLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all semesters.

12360 FF TU Jan8 6:30-9:30 12 \$278.64

Framing Techniques BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Offered in all semesters.

12362 SC MO Jan7 6:30-9:30 12 \$278.64

Residential Electrical & Plumbing

BLDGRE029

Study the installation and safety procedures of typical electric circuits and associated equipment, and plumbing lines and fixtures. Will be offered every semester.

12377 SC WE Jan9 6:00-9:00 12 \$278.64

Building For Energy Efficiency

BLDGRE031

Explore a variety of cost effective, practical methods of designing and detailing for energy efficiency. Offered in Winter semester only.

12358 FF TU Jan8 6:30-9:30 12 \$278.64

Building & Construction Sciences - Other

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
richard.borger@mohawkcollege.ca

NEW!

Principles of Landscape Construction

BLDG10069

Develop the ability and knowledge to create practical and aesthetically appealing outdoor spaces. Gain an understanding of the purpose, limitations, and construction/installation techniques for common landscaping materials.

12204 FF WE Jan9 7:00-10:00 14 \$325.08

Environmental Technology ENVREA204

Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management.

12180 FF WE Jan16 6:00-9:00 14 \$325.08

Applied Mechanics PHYSEA201

Study forces, vectors, scalars, resultants and equilibrants, equilibrium conditions, analysis of trusses, shear and bending moment diagrams for simple conditions and section properties.

12155 FF WE Jan9 6:00-10:00 14 \$420.79

Public Transportation TRANTR593

Develop understanding of public transit issues through examination of existing North American transportation systems. Topics include transit technologies and right of way use; administration and organizational structure; route planning, design and operations, and operational planning studies.

12212 FF TH Jan17 6:00-10:00 14 \$420.79

Computer Sciences

NOTE: Printing costs will be charged at all printers.

Computer Science Certificate - Level 1 (892)

Mohawk College Certificate

Graduation Requirement: 5 courses

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit
ce.mohawkcollege.ca/computerscience

Mandatory Courses:		Hours
COMP0001	Generic Computer Training	28
COMP10001	Programming Fundamentals	56
COMP0710	Web Languages & Tools 1	56
COMP0910	Intro to Networking	56
MATH10042	Math for Computer Studies	56

Engineering Technology

Generic Computer Training COMPCO001

Gain an overview of the Windows 7 operating system, and Microsoft Office 2007, Word and Excel fundamentals, in independent study through the Generic Computer Training Lab.
12613 FF TU Jan8 6:00-10:00 7 \$216.72

Computer Science & Information Technology - Other

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Adobe Applications for the Web COMP10063

Focus on developing and manipulating various forms of digital media such as text, graphics, sound and video using Adobe Dreamweaver, Photoshop and Flash to create design rich web content pages.
12475 FF TH Jan10 6:00-10:00 14 \$420.79

Applied Computer Systems COMPCO210

Examine typical business information system components and technology issues. Complete realistic information systems solutions, using MS Access & database management software.
12473 FF TU Jan8 7:00-10:00 14 \$325.08

AutoCAD Design Certificate (191)

Mohawk College Certificate

Graduation Requirement: 6 courses

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
barrie.reeve1@mohawkcollege.ca

Admission Requirements

Drafting knowledge is strongly recommended. If you have no previous computer knowledge or knowledge of Windows you should take COMPCO001-Generic Computer Training (Refer to Distance Education or Computer Science-Level 1 Certificate) before taking courses within this program.

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/autocad

Mandatory Courses:	Hours
CADMCAD06 AutoCAD- Introduction	45
CADMCAD15 AutoCAD- Advanced	45
CADMCAD11 AutoCAD-3D Modeling	45
CADMCAD12 AutoCAD-Customization	45

Options - Choose 2:

CADM10028 AutoDESK- REVIT	45
CADM10040 AutoDESK - REVIT Advanced	45
CADMCAD20 AutoCAD-Architectural	45
CADMCAD25 AutoCAD - Mechanical	45
INFOCAD29 AutoDESK- Inventor	45

AutoDESK - REVIT CADM10028

Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs. Book provided by instructor.
12340 FF TU Jan8 6:00-9:30 13 \$400.30

AutoDesk REVIT - Advanced CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools in this class using architectural examples. Prerequisite:CADM10028. Book provided by instructor.
12338 FF SA/SU Jan12 9:00-5:00 6 \$410.30

AutoCAD - Introduction CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level. Book provided by instructor.
12325 FF TU Jan8 6:00-9:30 13 \$423.00
12353 SC TU Jan8 6:00-9:30 13 \$423.00
12337 FF SA/SU Jan12 9:00-5:00 6 \$423.00

AutoCAD - 3D Modeling CADMCAD11

Concepts and methods of 3D modeling are introduced. Gain a thorough grounding in the fundamentals of 3D & explore the main features of the advanced 3D Modeling workspace within the AutoCAD Software. Book provided by instructor. Prerequisite: CADMCAD15.
12344 FF TH Jan10 6:00-9:30 13 \$423.00

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.
12333 FF TH Jan10 6:00-9:30 13 \$348.30

AutoCAD - Advanced CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Learn to recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Book provided by instructor. Prerequisite: CADMCAD06.
12330 FF WE Jan9 6:00-9:30 13 \$402.30
12354 SC TH Jan10 6:00-9:30 13 \$402.30
12345 FF SA/SU Feb2 9:00-5:00 6 \$402.30

AutoCAD - Architectural CADMCAD20

Prepare two-dimensional residential and commercial architectural drawings. Create floor plans, roof plans, sections and elevations. Prerequisite: CADMCAD15.
12352 FF SA/SU Feb23 9:00-5:00 6 \$348.30

AutoDESK Inventor INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers. Book provided by instructor.
12351 FF SA/SU Mar16 9:00-5:00 6 \$423.00

Computer Science - Software Engineering Specialist (893)

Mohawk College Certificate

Graduation Requirement: 5 courses

Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Admission Requirements

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

Program of Studies

For program details and graduation

requirements visit ce.mohawkcollege.ca/computersciencesoftware

Mandatory Courses:	Hours
COMP10062 Programming in Java	70
COMPCO826 Intro-System Analysis & Design	56

Options - Choose 3:

COMP10002 Web Programming Fundamentals	56
COMPCO835 Object Oriented Systems	56
COMPCO836 3GL Programming -COBOL	70
COMPCO859 Database Theory	56
MGMT10008 Project Management for IT	56

Programming in Java COMP10062

Building upon the logic and object oriented programming concepts developed by the Programming Fundamentals course (COMP10001). The course concentrates on the creation and use of classes as an object type, but still covers the basic elements that many traditional languages use, i.e., control structures, arrays, and file I/O. Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language.
12476 FF WE/TH Jan9 6:00-9:30 20 \$507.75

Microcomputer Engineering Hardware Certificate (899)

Mohawk College Certificate

Graduation Requirement: 5 courses

Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Admission Requirements

Grade 12 (OSSD), MATH10042 (refer to Math Learning Centre courses) and ELEC10118 (refer to Server and Network Support Certificate) or equivalent.

Program of Studies

For program details and graduation

requirements visit ce.mohawkcollege.ca/microcomputerhardware

Mandatory Courses:	Hours
ELEC10050 Internet Technologies	56
ELEC10057 Embedded Systems	70
ELEC10095 Digital Principles	70
ELEC10099 Electricity 1	70
ELEC10103 Digital Systems	70

Electricity 1 ELEC10099

Introduces electrical units, voltage, current, resistance and power. DC circuit analysis is studies including Ohms Law, Kirchoff's voltage and current laws, Series and Parallel circuits, Network Theorems and Magnetism.
12479 FF SA Jan12 9:00-2:00 14 \$507.75

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

Microcomputer Engineering Software Certificate (898)

Mohawk College Certificate

Graduation Requirement: 4 courses

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

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Admission Requirements

ELEC10050 and ELEC10102 or equivalent (refer to Server and Network Support Certificate)

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/microcomputersoftware

Mandatory Courses:

Hours

COMP10079	Oracle Essentials	56
COMP10080	SAP Essentials	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA	56

WATCH FOR COURSES NEXT TERM

Server & Network Support Certificate (183)

Mohawk College Certificate

Graduation Requirement: 5 courses

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Admission Requirements

Grade 12 OSSD, COMPCO001 (refer to Distance Education or Computer Science-Level 1 Certificate for Generic Computer Skills) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/servernetworksupport

Mandatory Courses:

Hours

ELEC10034	Network Fundamentals	64
ELEC10049	Windows Server Administration	64
ELEC10050	Internet Technologies	56
ELEC10102	Advanced Server Technologies	56
ELEC10118	Computer Hardware & Software	56

Network Fundamentals ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to Implement network topologies and IP addressing schemes, and configure and maintain local area networks. Prerequisite: ELEC10118

12477 FF WE Jan9 6:00-10:00 16 \$472.35

Server Administration ELEC10049

Build Server implementations to meet data source and network requirements using your own versions of MS Windows and Linux Server Network Operating Systems within a portable Virtual Server and Network environment. Prerequisite: ELEC10118

12557 FF MO Jan7 6:00-10:00 16 \$472.35

Advanced Server Technologies ELEC10102

Learn to install, maintain, monitor and troubleshoot a UNIX/LINUX operating system. Topics include common administration tasks, system backup, software installation and performance tuning. Prerequisite: ELEC10118

12462 FF MO Jan14 6:00-10:00 14 \$420.79

Computer Hardware & Software ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

12553 FF TH Jan10 6:00-10:00 14 \$420.79

Network Specialist Certificate (184)

Mohawk College Certificate

Graduation Requirement: 4 courses

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
hashem.nasrollahi@mohawkcollege.ca

Admission Requirements

Server and Network Support Certificate or completion of the following courses: ELEC10118 and ELEC10034; or previously, COMPNET01 and COMPNET20.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/networkspecialist

Mandatory Courses:

Hours

COMPNET50	Wireless & VOIP Technologies	56
ELEC10051	Ntwk Design & Troubleshooting	84
ELEC10052	Advanced Ntwk Technologies	64
ELEC10106	Ntwk Security & Management	56

Wireless & VoIP Technologies

COMPNET50

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20 or ELEC10051

12526 FF FR Jan11 6:00-10:00 14 \$420.79

Advanced Network Technologies

ELEC10052

Using Cisco Network Architecture explore network services. Select appropriate Wide Area Network (WAN) devices and technologies to meet network requirements. Implement and configure common WAN data link protocols and apply WAN security concepts, principles of traffic, access control, and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues using proper security and management tools. Prerequisite: ELEC10051

12544 FF TH Jan10 6:00-10:00 16 \$472.35

Prep Sciences

For Mathematics courses refer to the Math/Statistics section of the catalogue.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
zoran.pocuca@mohawkcollege.ca

Preparatory Chemistry (G.A.S.)

CHEMPE106

Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. Tuesday class will be every other Tuesday.

12615 FF TU/TH Jan10 6:00-9:00 19 \$420.79

Physical & Environmental Sciences

Fire Safety Certificate (853)

Mohawk College Certificate

Graduation Requirement: 6 courses

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
 905-575-2225 / geoff.white@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/firesafety

Mandatory Courses:

Hours

SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Prncpl Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	F/S 4-Water Exting System	39
SAFEFT105	F/S 5-Special Exting System	39
SAFEFT106	F/S 6-Processes & Protection	39

Engineering Technology

Fire Safety 5-Special Extinguishing Systems SAFEFT105

Study fixed fire extinguishing systems with their applications and design. Prerequisite: SAFEFT100.
12378 FF TU Jan8 7:00-10:00 13 \$301.86

Environmental Engineering Certificate (083)

Mohawk College Certificate

Graduation Requirement: 7 courses

Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-318-4295 mailbox 1501 / margaret.thomson@mohawkcollege.ca

Admission Requirements

Prep Chemistry (GSCIPE053) or equivalent. Refer to Prep Science section for GSCIPE053 availability.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/environmentalengineering

Mandatory Courses:

	Hours
CHEMOH701 Principles of Environmental Chem	42
ENVROH702 Environmental Science	42
ENVROH704 Air Pollution and Monitoring	42
ENVROH707 Environ. Project & Reporting	42
LAWSOH703 Environmental Legis/Audit	42
WASTOH705 Water & Wastewater Treatment	42
WASTOH706 Solid & Hazardous Waste Mgmt	42

Principles Of Environmental Chemistry CHEMOH701

Explore elements, radicals and compounds, stoichiometry, solutions, chemical water analysis, pH, chemical kinetics and equilibria, gas laws and solubility alkalinity, colloids and coagulation, organic compounds, oxidation-reduction. Prerequisite: GSCIPE053 or equivalent.

12440 FF TH Jan10 6:30-10:00 12 \$325.08

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.

12439 FF TU Jan8 6:00-9:30 12 \$325.08

Water And Wastewater Treatment WASTOH705

Develop an understanding of processes, methods determining operating parameters and their relationship to operating process. Prerequisites: CHEMOH701 and ENVROH702.

12441 FF WE Jan9 6:00-9:30 12 \$325.08

Occupational Health and Safety Management Certificate (060)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
905-575-2225 / geoff.white@mohawkcollege.ca

Admission Requirements

Knowledge of chemistry, physics and mathematics is an asset.

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/ohs

Mandatory Courses:

	Hours
ENVROH101 Occupational Hygiene-Intro	39
ENVROH105 Occupatnl Toxicology & Disease	36
ENVROH304 Ergonomics	36
LAWSOH301 Fnds Occup Hlth & Sfty Law	39
SAFE10072 Hazard Assessment & Control	39
SAFEFT100 Basic Princpl Fire Safety	45
SAFEOH308 H&S Prog Dev&Coordination	45
SAFEOH309 Wrkplc Safety & Insur Act	36

Occupational Toxicology & Disease ENVROH105

Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.

12438 FF TH Jan10 7:00-10:00 12 \$278.64

Ergonomics ENVROH304

Learn to design jobs and workplaces to enhance job effectiveness and well-being.

12437 FF TU Jan8 6:30-9:30 12 \$278.64

Industrial Engineering Certificate - Level 1 (868)

Mohawk College Certificate

Graduation Requirement: 6 courses

For individuals in first level Industrial Engineering positions conduct studies, draw plans of plant layout; quality control concepts, lean manufacturing concepts and participate in various manufacturing problem solving applications.

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
william.stewart6@mohawkcollege.ca

Walk Smart
905-575-2263 ~ Room F114
Book your walk today!

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/industrialengineering

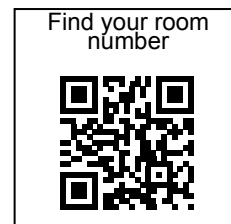
Mandatory Courses:

	Hours
HRESIM337 Management of Human Resources	42
IENGIM132 Work Measurement 1	56
IENGIM252 Problem Solving	42
IENGIM332 Work Measurement 2	56
IENGIM535 Plant Layout & Material Handlg	56
MGMTIM153 Manufacturing Management	42

Manufacturing ManagementMGMTIM153

Analyze the organization of modern industry and relationships among different functions.

12318 FF WE Jan9 6:00-9:30 12 \$325.08



Quality Assurance - Level 1 Certificate (858)

Mohawk College Certificate

Graduation Requirement: 6 courses

Targeted towards ASQ Certified Quality Technician(CQT) Certification. Useful to individuals in business, service industries, and manufacturing who are interested in quality. Offered in co-operation with the Hamilton Section of the American Society for Quality(ASQ). Certification Exams in March and October each year. See details on ASQ website:www.asq.org

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
william.stewart6@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/qualityassurance

Mandatory Courses:

	Hours
QUALQC101 Quality Con, Tech & Motiv	39
MATHQC102 Statistical Process Control 1	39
MATHQC103 Statistical Process Control 2	39
QUALQC104 Avail, Reliab & Maintainability	42
QUALQC105 Principles of Metrology	39
QUALQC106 Inspection & Testing	42

Quality Concepts, Techniques & Motivation QUALQC101

Study principles, methods and relationships associated with quality systems and quality management in business, service industries and manufacturing.

12219 FF WE Jan9 6:30-9:30 13 \$301.86

Availability, Reliability & Maintainability QUALQC104

Explore fundamentals of reliability, terminology, failure-mode analysis, design reviews, determining design reliability, optimization and trade-offs, and life cycle costs. Prerequisite: MATHQC102.

12217 FF MO Jan7 6:30-10:00 12 \$325.08

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

Mechanical Design

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
william.stewart6@mohawkcollege.ca

SolidWorks Basic

CADMRE066

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface.

12321 FF TH Jan10 6:00-9:00 15 \$348.30

Geometric Dimensioning & Tolerancing MECHBDA55

Enhance engineering design and inspection skills. Learn the "language" of geometric dimensioning and tolerancing(GD&T) based on ASME Y14.5M-2009 standard.

12320 FF WE Jan9 6:00-9:00 12 \$278.64

Aviation

Aviation Courses

Questions?

905-575-2203 / ceengty@mohawkcollege.ca

NEW!

Ground School-Private Pilot AFTD10030

Prepare for Transport Canada's Private Pilot license exam with study of aircraft systems, navigation, weather and regulations. Flight training is offered in partnership with Diamond Flight School. Purchase of a kit (\$225 +HST) is required at the first class.

12689 OR MO Jan7 6:30-9:30 16 \$341.88

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 to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one-time processing fee of \$115.00. Make cheques payable to "Mohawk College Health Services" with your student ID number clearly visible on the front of the cheque. Cash accepted if dropped off in person to Room 303.

Questions?

Health Services 905-540-4247 ext. 26750
IAHSHealthServices@mohawkcollege.ca

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

Parking for Continuing Education Health Sciences students

McMaster University provides parking services for the Institute for Applied Health Sciences (campus code-IH). Permits may be purchased and picked up in person from the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and VISA.

You require your student number to pick up your permit. Parking for evenings and weekends is \$6.00 payable upon exit at automated attendant.

Questions?

905-525-9140 ext. 24232

For the General Public

General Health Sciences

Questions?

905-540-4247 ext. 26703 or 20722 / cehealth@mohawkcollege.ca

Preparatory Biology - BIOL10006

is also available in Distance Education

EMERGENCY MEDICAL RESPONDER (EMR)

Provide pre-hospital emergency medical care for the sick & injured. Designed for those entering emergency services i.e. Fire Fighters, Police Officers, Industrial first responders. This 2 semester, 84 hour course is also a precursor for Primary Care Paramedic Programs in Ontario and across Canada.

The Emergency Medical Responder course will not be offered until the Spring 2013 semester. The Spring Catalogue will be available on March 5, 2013.

Mask Fit Testing

HSCI10057

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

15000	IH	MO	Jan7	4:30-6:00	1	\$40.00
15001	IH	WE	Jan9	4:30-6:00	1	\$40.00
15002	IH	MO	Jan14	4:30-6:00	1	\$40.00
15003	IH	WE	Jan16	4:30-6:00	1	\$40.00
15004	IH	MO	Jan21	4:30-6:00	1	\$40.00
15005	IH	WE	Jan23	4:30-6:00	1	\$40.00
15006	IH	MO	Mar11	4:30-6:00	1	\$40.00
15007	IH	WE	Mar13	4:30-6:00	1	\$40.00
15008	IH	MO	Mar18	4:30-6:00	1	\$40.00
15009	IH	WE	Mar20	4:30-6:00	1	\$40.00
15016	IH	MO	Mar25	4:30-6:00	1	\$40.00
15017	IH	WE	Mar27	4:30-6:00	1	\$40.00

Preparatory Biology

BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. This course is not a credit for BScN Nursing. 45 hours in-class and 11 hours self-study.

15082 IH TU Jan8 6:30-9:30 15 \$382.15

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

CPR and First Aid Certification

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

Questions?

905-540-4247 ext. 26703 or 20722

C.P.R. 'C'/AED Recertification - Health

Care Provider Level HSCI10087

Skills and assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level 'C' certification, within the last 12 -13 months.

15022	IH	SU	Jan6	9:00-12:30	1	\$53.31
15023	IH	MO	Jan14	4:30-8:00	1	\$53.31
15024	IH	MO	Feb4	4:30-8:00	1	\$53.31
15025	IH	SA	Feb16	9:00-12:30	1	\$53.31
15026	IH	MO	Mar11	4:30-8:00	1	\$53.31
15027	IH	SA	Mar23	9:00-12:30	1	\$53.31

C.P.R.'C'/AED - Health Care Provider

Level HSCI10086

Designed for Health Professionals, you will learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. This course is a prerequisite for PN, BScN programs. Heart and Stroke Foundation certification.

15018	IH	SA	Jan5	9:00-2:30	1	\$79.77
15019	IH	SA	Jan19	9:00-2:30	1	\$79.77
15020	IH	TU	Feb5	5:00-10:30	1	\$79.77
15021	IH	SA	Mar9	9:00-2:30	1	\$79.77
19001	FF	SA	Feb2	9:00-2:30	1	\$83.91

Standard First Aid, C.P.R. 'C'/AED

HSCI10088

Complete intensive training, according to Red Cross Standards, WSIB (ON) approved. Designed to meet training requirements of community or industry personnel, this course is also a prerequisite for many college entry programs, e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, Child/Youth Worker, Rec/Leisure, Law & Security, Educational Assistant, Fire Fighters, etc. First Aid Valid for 3 years. CPR valid for 1 year. Prices at Fennell & Brantford include Parking.

15028	FF	TH/FR	Jan3	9:00-5:00	2	\$169.91
15029	IH	SA/SU	Jan12	9:00-5:00	2	\$158.87
15030	FF	SA/SU	Feb9	9:00-5:00	2	\$169.91
15031	BF	SA/SU	Feb16	9:00-5:00	2	\$169.91
15032	IH	SA/SU	Mar16	9:00-5:00	2	\$158.87

Medical Laboratory Technology

Questions?

905-540-4247 ext. 26703 or 20722 / mary.golba-byhouwer@mohawkcollege.ca

The College offers many courses suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for cross training and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

SEE THE DISTANCE EDUCATION SECTION FOR OTHER COURSES FOR TECHNOLOGISTS.

Health Sciences

ATTENTION MEDICAL LABORATORY TECHNOLOGISTS

You may be eligible for up to \$1500.00 tuition reimbursement through the Allied Health Professional Development Fund. For more information visit www.osmt.org

Basic Blood Collection MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available.

15054 IH TH Jan17 6:30-9:30 6 \$137.90

Medical Laboratory Technology (170)

Program of Studies

Mandatory Courses:

	Hours	
SAFEMLS03	Safe Work Practices	12
MLSCMLS04	Specimen Procurement	18
MLSCMLS05	Basic Laboratory Techniques	33
INSTMLS06	Instrumentation Theory	24
INSTMLS07	Instrumentation Lab	18
MLSCMLS08	Standards of Practice	15
MLSCMLS09	Analytical Techniques 1 Theory	42
MLSCMLS10	Analytical Techniques 1 Lab	15
MLSCMLS11	Analytical Techniques 2 Theory	36
MLSCMLS12	Analytical Techniques 2 Lab	14
MLSCMLS13	Analytical Techniques 3 L&T	27
MLSCMLS14	Analytical Techniques 4 L&T	30
MLSCMLS15	Analytical Techniques 5 L&T	27
MLSCMLS17	Assessment/Interpretation of Results	60
MLSCMLS20	Case Studies, Exam Preparation	30
MLSCMLS21	Sector Specific Lang & Health Culture	54
MLSCMLS22	Basic Laboratory Techniques II	30
QUALMLS18	Quality Control & Quality Mgmt	60
MLSCMLS23	Sector Language & Culture II	30
MLSCMLS24	Sector Language & Health Culture III	30
MLSC10007	Intro to Molecular Techniques	44
CLINMLS08	Clinic Experience 1	225
CLINMLS16	Clinical Experience 2	225
CLINMLS19	Clinical Experience 3	225

Bridging Program for Medical Laboratory Technology

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs. Gain clinical experience and a diploma by applying to the 9 month program. APPLICATION DEADLINE IS April 1, 2013. INFORMATION SESSION FOR ALL COURSE OFFERINGS IS MARCH 6, 2013 AT 6:30 P.M.

Questions?

mary.golba-byhouwer@mohawkcollege.ca or Support Staff at 905-540-4247 ext 26703 or 20722.

ce.mohawkcollege.ca/bridgingmedlab

The Bridging Program ALSO offers on line learning and hands on learning opportunities.

Questions?

maria.ieluzzi@mohawkcollege.ca

ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM FUNDING IS AVAILABLE FOR THIS PROGRAM

Clinical Experience 1 CLINMLS08

Develop practical skills in the five major lab disciplines in this simulated clinical experience. 15083 FW MO-FR Jan2 8:00-4:30 30 \$1373.29 15084 IH MO-FR Jan7 8:00-4:30 30 \$1373.29

Clinical Experience 2 CLINMLS16

Further enhance your practical skills in the five major lab disciplines in this clinical experience. 15085 FW MO-FR Feb11 8:00-4:30 30 \$1373.29

Medical Laboratory Technician Certificate (047)

Special Joint Mohawk/Michener Institute Certificate

Graduation Requirement: 13 courses

Offered in conjunction with The Michener Institute (Toronto). Complete the theory portion through Distance Education at Mohawk College and the laboratory sessions at The Michener Institute and Mohawk College. You must satisfy admission requirements of both institutions.

Questions?

See the Distance Education section 905-540-4247 ext. 26703 or 20722 / mary.golba-byhouwer@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/medlabassistant

Laboratory Basics Workshop

MLSC10003

Gain practical skills in basic laboratory techniques and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

15053 FF FR Mar22 5:00-9:00 3 \$147.06 SA/SU9:00-5:00

Clinical Experience 2 CLIN10035

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed. 15052 FW MO-FR Jan2 8:00-4:30 20 \$1023.19

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

Interested in IV Therapy course - Please call (905) 540-4247, ext. 26703 For information regarding Enhanced RN/ RPN Exam Preparation Courses designed for those who have made at least one attempt on the registration exam call 905-540-4247 ext. 26737.

Administration of Medication for Nurses NRSRG10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. No class March 25th. NOTE: Students must register and purchase access code "Calculating with Confidence" one week prior start date. Jan 14th will be an online introduction session. 15094 IH MO Jan14 5:00-9:00 11 \$417.55

Advanced Footcare for RNs and RPNs NRSRG10059

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Thurs. Feb. 21, Sat. Feb. 23, Sat. Mar. 2 and Sun. Mar. 3, 2013.

15012 IH TH Feb21 6:30-9:30 4 \$269.46 SA/SU9:00-4:00

Assessment Skills For Nurses

NRSRGH2215

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. You MUST BRING YOUR OWN STETHOSCOPE. CRN15049 12 in class sessions Wednesdays 5:00-9:00pm. CRN 15050 10 in class sessions Mondays 4:30-9:30pm No class March 25 BIEN student's only. CRN 15051 Sundays 9 :00am - 4:00pm 2 in class sessions Jan 13 and Mar 24 remainder online.

15049 IH WE Jan9 5:00-9:00 12 \$346.75 15051 IH SU Jan13 9:00-4:00 2 \$346.75 15050 IH MO Jan14 4:30-9:30 10 \$346.75

Basic Footcare for RNs and RPNs

NRSRGHZPAE

Focus on basic principles and skills in foot care. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. Dates: Thurs. Feb. 7 & Sat. Feb. 9.

15011 IH TH Feb7 6:30-9:30 2 \$101.65 SA 9:00-4:00

Footcare Field Practicum CLIN10058

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7 hour clinical experience. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test and influenza vaccination must be submitted at least one week prior to field experience to IAHS, Room 185. Fax: (905) 528-7706.

15013 FW TH Mar21 8:30-4:30 1 \$165.96

The Management Of WoundsHSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to S1-Canadian Assoc. of Wound Care series. Bring texts (available in McMaster Hospital, Room 1G) to first class. Classes held on alternate Saturdays. Dates: Jan. 19, Feb.2, 16, Mar. 2 and 16. You are required to log on to eLearn one week prior to first class. Course manual available online on specific course page in eLearn.

15036 IH SA Jan19 9:00-4:00 5 \$211.50

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

Breastfeeding Program

See Distance Education section of this catalogue for program information.

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, must be submitted to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one time processing fee of \$115.00. Make cheques payable to Mohawk College Health Services with your student I.D. number clearly written on the front of the cheque (cash will be accepted if dropped off in person to Room 303).

Questions?

Health Services 905-540-4247 ext. 26750
IAHShealthservices@mohawkcollege.ca

ATTENTION RNs and RPNs

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

Interested in CRNE or CPRNE Exam Preparation Courses

for information contact
(905) 540-4247 ext 26703 or 20722
bien@mohawkcollege.ca

To obtain a certificate, you must fill out a "Request for Certificate" form, available at ce.mohawkcollege.ca/faq or by calling 905-540-4247 ext. 26703 or 20722

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).

Bridging for Internationally Educated Nurses (189)

Ontario College Certificate

Graduation Requirement: 9 courses

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO). Based upon your Assessment Letter from the CNO, you will be given an individualized program of study designed to meet your learning needs.

Upon successful completion of all required courses, you will be issued a certificate.

Questions?

905-540-4247 ext. 26703 or 20722
bien@mohawkcollege.ca

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

Admission Requirements

1. Assessment Letter from the College of Nurses AND
2. You must have practiced as a nurse within the last 10 years AND
3. All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment and achieve a benchmark of 7, (I-CELBAN must also be completed within 3 months post admission).
4. Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).

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

How do I apply?

Forward a cover letter along with:

- 1) Assessment Letter from CNO
- 2) Resume outlining your nursing practice
- 3) Provide Canadian Language Benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (I-CELBAN).

Contact Applied Communication Centre for details at 905-575-1212 ext. 3569 and

- 4) Proof of Citizenship or immigration status. Forward your documents by fax, email or mail to:

BIEN Program
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca
Program Manager: Nancy Brown-Fellows

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/bien

Your program of study, based upon your Assessment Letter from the CNO, will be sent to you before the start of the semester. Refer to your program of study for prerequisites and co-requisites. You MUST complete all courses in your program before attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. You require medical clearance, mask fit testing, Police check and BCLS before your clinical experience.

Mandatory Courses:

	Hours
COMM1099 Therapeutic Relationships	60
NRSG10016 Nursing Informatics	42
NRSG10018 Professional Issues	76
NRSG10019 Nursing Theory 1	84
NRSG10027 Admin of Medication-Nurses	62
NRSG10028 Clinical Skills Review	56
NRSGHZ215 Assessment skills for Reg Nurses	59
CLIN10027 Clinical Experience 1	200-400
CLIN10028 Clinical Experience 2	200-300

Some students may be required to complete NRSG10020 Nursing Theory 2 at the discretion of the Ontario College of Nurses.

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

Clinical 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 15091 Saturdays 3 in class sessions Jan 19, Feb 23 and Mar 23 remainder online. NOTE: For online class (15091) student's MUST purchase course materials & logon to eLearn by Jan 10th. CRN 15092 Tuesdays 12 in class sessions.

15092 IH TU Jan15 5:00-9:00 12 \$412.15
15091 IH SA Jan19 9:00-12:00 3 \$412.15

Maternal-Child Theory 2 NRSG10046

Explores nursing theory as applied to maternal-child and pediatric populations. There are 6 in class sessions Jan 16, 30, Feb 13, 27, Mar 13 and Mar 27 remainder online. NOTE: Combined NRSG10042 & NRSG10046 is equivalent to NRSG10020 Nursing Theory 2.

15098 IH WE Jan16 5:30-9:30 6 \$317.25

Mental Health Nursing NRSG10042

Explores nursing theory as applied to mental health. Four in class session are Saturday 9:00 am - 4:00 pm Feb 9, 23, Mar 9 and 23 remainder online.

15099 IH SA Feb9 9:00-4:00 4 \$169.20

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 26, Feb 16, and Mar 23.

15095 IH SA Jan26 9:00-4:00 3 \$296.10

Nursing Theory 1 NRSG10019

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention implementation and evaluation using evidence-based practice. 7 in class sessions; remainder online. CRN 15097 held at CARE. Thurs Jan 17, 31, Feb 14, 28, Mar 14, 28, & Monday Apr 1. Available via video in Brampton and St. Catharines. CRN 15096 held in Halton Multicultural Centre Oakville Wed Jan 16, 30, Feb 13, 27, Mar 13, 27 & Mon Apr 01.* MUST log on ONE WEEK BEFORE START.

15096 OR WE Jan16 9:00-4:00 7 \$547.35
15097 OR TH Jan17 9:00-4:00 7 \$547.35

Nursing Theory 2 NRSG10020

Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSG HZ215. Wednesday 5:30pm - 9:30pm 6 classes are Jan 16, 30, Feb 13, 27, Mar 13, and Mar 27. Saturday classes are: Feb 9, 23, Mar 9 and Mar 23 9am - 4pm.

15100 IH WE Jan16 5:30-9:30 10 \$547.35
SA 9:00-4:00

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

Health Sciences

Professional Issues NRS10018

Analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 15047 Four in class sessions Jan 12, Feb 9, Mar 2 and Mar 16 remainder online. Available via video in Brampton and St. Catharines. CRN 15048 at Halton Multicultural Centre, Oakville. Four in class sessions Jan 19, Feb 2, Mar 9 and Mar 23; remainder online. *NOTE: MUST log on ONE WEEK BEFORE START. Must have Text and access codes for first class.

15047 IH SA Jan12 9:00-4:00 4 \$452.95
15048 OR SA Jan19 9:00-4:00 4 \$452.95

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. In class sessions will be Jan 25, Feb 8, 15, 22, Apr 12 and Apr 19 remainder online. All required Text and access codes must be brought to first class.

15093 IH FR Jan25 10:00-4:00 6 \$346.75

Registered Nurse - Refresher Certificate (069)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Are you a Registered Nurse in Ontario who has been out of active practice for more than 5 years?

Update your skills before returning to active nursing. You must hold a Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.

Questions?

905-540-4247 ext. 26703 or 20722

bien@mohawkcollege.ca

Admission Requirements

1. Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
2. Have practiced as a nurse within the last 10 years

How do I Apply?

Forward a cover letter along with:

- 1) A copy of Certificate of Registration or Reinstatement Letter from CNO
- 2) Resume outlining your nursing practice.

Forward your documents by fax, email or mail to:

RN Refresher Certificate

Mohawk College

Institute for Applied Health Sciences

Room 185

1400 Main St. West, Hamilton, ON, L8S 1C7

FAX: 905-528-7706

Email: bien@mohawkcollege.ca

Program Manager: Nancy Brown-Fellows

Program of Studies

For program details and graduation requirements 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, Police checks and BCLS are required prior to experience.

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

Mandatory Courses:

		Hours
NRS10016	Nursing Informatics	42
NRS10018	Professional Issues	76
NRS10019	Nursing Theory1	84
NRS10027	Admin of Medications-Nurses	62
NRS10028	Clinical Skills Review	56
NRS10028	Assessment Skills for Reg Nurses	59
CLIN10027	Clinical Experience 1	200-400
CLIN10028	Clinical Experience 2	200-300

Registered Practical Nurse Refresher Certificate (884)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years?

Update your skills before returning to active nursing. You must hold a Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.

Questions?

905-540-4247 ext. 26703 or 20722

bien@mohawkcollege.ca

Admission Requirements

1. Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario AND
2. Have practiced as a nurse within the last 10 years.

How do I apply?

Forward a cover letter with:

- 1) A copy of CNO Certificate of Registration or Reinstatement Letter.
- 2) Resume outlining your nursing practice.

Forward your documents by fax, email or mail to:

RPN Refresher Certificate

Mohawk College

Institute for Applied Health Sciences

Room 185

1400 Main St. West, Hamilton, ON, L8S 1C7

FAX: 905-528-7706

Email: bien@mohawkcollege.ca

Program Manager: Nancy Brown-Fellows

Program of Studies

For program details and graduation requirements 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, Police check and BCLS are required prior to experience.

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

Mandatory Courses

		Hours
NRS10016	Nursing Informatics	42
NRS10018	Professional Issues	60
NRS10019	Nursing Theory 1	84
NRS10027	Admin of Medications-Nurses	62
NRS10028	Clinical Skills Review	56
NRS10028	Assessment Skills for Reg Nurses	59
CLIN10027	Clinical Experience 1	200-400
CLIN10028	Clinical Experience 2	200-300

Registered Practical Nursing Diploma Completion

Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO's full scope of practice.

Questions? Contact Program Manager Donna Dunlop at 905-540-4247 ex. 26709

donna.dunlop@mohawkcollege.ca

or Support Staff at ext, 26703 or 20722,

ce.mohawkcollege.ca/rpn-diplomacompletion

Admission Requirements

1. Graduate of Ontario College Certificate Practical Nurse Program
2. Proof of College of Nurses of Ontario (CNO) current Certificate of Registration
3. Currently working to full Scope of Practice as outlined by the CNO

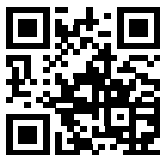
*Basic computer skills are required

How do I Apply?

Forward a cover letter along with

- 1) Copy of academic transcript and PN certificate
 - 2) Letter from your employer outlining 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 support staff at 26703 or 20722.

Join the MCACES
Social Network



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

CLINICAL COURSE INFORMATION:

Refer to your individual program of study sent with your acceptance into the program. Clinical courses (CLIN10045 & CLIN10048) can only be completed in spring/summer semesters. CLINICAL COURSE PREREQUISITES are successful completion of all required nursing theory courses. Clinical applications are to be submitted in January of the year in which you become eligible to complete clinical courses. Applications are available at IAHS CE Health Sciences Office Rm 185 or by contacting Program Manager.

NOTE: If eligible for and planning to complete either CLIN10045 &/or CLIN10048 in Spring/ Summer 2013, you must:
 1) submit a clinical application to Program Manager by January 2013
 2) attend a MANDATORY orientation session on Tues. Mar. 26/13 at 3PM to 4PM, Room TBA.

Program of Studies

NRSRG10018	Professional Issues	76
NRSRG10019	Nursing Theory 1	60
NRSRG10016	Nursing Informatics	60
NRSRG0020	Nursing Theory 2	60
NRSRG10028	Clinical Skill Review (RN)(RPN)	56
NRSRGHZ215	Assessment Skills for Nurses (RN)(RPN)	60
NRSRG10027	Admin of Meds for Nurses (RN)(RPN)	60
CLIN10045	Mental Health Clinical Experience	105
CLIN10048	Consolidation	100
PSYGSS271	Developmental Psychology	42
COMMMLL041	Communications	42
SSCIS108	Sociology 1	42
COMM10265	Critical & Innovative Thinking	28

For course offerings, see BIEN, Human Services or Languages & Communications sections of the catalogue.

Registered Nurse - Critical Care Nursing (871)

Ontario College Graduate Certificate

Graduation Requirement: 10 courses

Obtain knowledge and skills necessary to work in Critical Care areas. Part-time certificate, intended for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

Questions?

905-540-4247 ext. 26703 or 20722 / amy.boyer@mohawkcollege.ca

Admission Requirements

Completion of corresponding theory course required prior to clinical course registration. Evidence of registration with the College of Nurses, "Find a Nurse" document faxed to the Program Manager. FAX: 905-528-7706. Please include the name of program and your e-mail address with fax. Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on the Mohawk website.

Ready for your Certificate?
 Visit ce.mohawkcollege.ca/faq
 to find out how to apply

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/criticalcarenursing

Mandatory Courses:	Hours	
NRSRG10036	Introductory Module 1	30
NRSRG10001	Critical Care Module 2-Respiratory	33
NRSRG10002	Critical Care Module 3-Cardiovascular	45
NRSRG10035	Special Needs Population in Critical Care Module 4	30
NRSRG10003	Critical Care Module 5 Neuroscience	36
NRSRG10004	Critical Care Module 6 Gastrointestinal	39
CLIN10004	Critical Care Module 2 (Respiratory) Clinical	28
CLIN10005	Critical Care Module 3 (Cardiovascular) Clinical	24
CLIN10006	Critical Care Module 5 (Neuroscience) Clinical	24
CLIN10007	Critical Care Module 6 (GI/GU) Clinical	8

To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext 26708.

See Distance Education for availability of Critical Care theory courses.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

You may qualify for credit for skills and knowledge acquired in other courses or through work experience.

Contact Amy Boyer, Program Manager, at 905-540-4247 ext. 26708

See box at beginning of Health Sciences section regarding Medical Clearance.

Critical Care Module 2 (Respiratory) - Clinical CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

15072 FW Jan7 \$197.40

Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

15073 FW Jan8 \$169.20

Critical Care Module 5 (Neurosciences) - Clinical CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

15074 FW Jan9 \$169.20

Critical Care Module 6 (GI/GU) - Clinical CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

15075 FW Jan10 \$56.40

Registered Nurse - Advanced Cardiac Care Certificate (870)

See Distance Education for course offerings.

Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses

Prerequisites: NRSRG10055 and NRSRG10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate.

Program of Studies

For program details and graduation requirements visit

disted.mohawkcollege.ca/maternalnewbornnursing

Mandatory Courses:	Hours	
HSCI10163	NR - Initial Provider Certification	10
NRSRG10055	Introduction to Perinatal 1	32.5
NRSRG10056	Introduction to Perinatal 2	32.5
NRSRGNSCA1	Perinatal RPN Maternal Care	32
NRSRGNSCA2	Perinatal Newborn & Family Care	32
CLIN10038	RPN Maternal Care Clinical Exp	40
CLIN10039	RPN Newborn & Family Care Clinical Exp	44

Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

Acquire current knowledge and skills in the speciality area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team. Upon completion of the program of study, students are eligible for the program certificate.

There are 5 theory courses (see website) plus 1 field experience included in program of study.

The courses are offered in a blended format, classroom/distance education, with an occasional classroom component as advertised specific to course, using the learning management system eLearn.

HSCI10145 is a prerequisite for HSCI10147 and both are prerequisites for the remaining theory courses.

HSCI10145 CANNOT be completed concurrently with any of the other courses. HSCI 10147 may be completed concurrently with HSCI10148, 10149 or 10150.

NOTE: The clinical field experience will be available Winter Semester 2013. Please contact program manager for placement details.

NOTE: Students are encouraged to be registered 1 week in advance of start dates so that faculty can contact with start-up directions. Please log on to your eLearn course one week in advance of start date.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on Mohawk website.

Questions?

905-540-4247 ext 26703 or 20722 / amy.boyer@mohawkcollege.ca

Admission Requirements

You are to submit proof of current College of Nurses of Ontario registration, "Find a Nurse" document, to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.

Health Sciences

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/mentalhealthnursing

Mandatory Courses:	Hours
HSCI10145 Advances in Mental Health System	36
HSCI10147 Introspective Practice	36
HSCI10148 Health Challenges	36
HSCI10149 Whole Person Assessment	36
HSCI10150 Interventions Supporting Recovery	36
CLIN10057 Operationalizing Theory to Practice	40

Advancements in the Mental Health System HSCI10145

Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal aspects of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. One in class sessions on Tues. Jan 8 in Room 201 and balance of course completed via eLearn.

15087 IH TU Jan8 6:30-9:30 12 \$253.80

Health Challenges HSCI10148

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health. Course delivered via eLearn, no in class sessions. Prerequisites are HSCI 10145 & HSCI 10147.

15088 IH TH Jan10 6:30-9:30 12 \$253.80

Introspective Practice HSCI10147

Use reflective practices to explore the impact of one's values and beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Course delivered via eLearn. No in class sessions. Prerequisite HSCI 10145.

15089 IH WE Jan9 6:30-9:30 12 \$253.80

Operationalizing theory into Practice CLIN10057

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. This is a preceptored clinical experience. Prerequisites are HSCI 10145, 10147, 10148, 10149 & 10150.

15090 FW MO Jan14 11:00-11:00 1 \$282.00

Registered Nurse - Occupational Health Nursing Certificate (875)

See Distance Education for course offerings.

Oncology Nursing Certificate (883)

See Distance Education for above programs.

Registered Nurse - Nephrology Nursing Certificate (124)

Ontario College Graduate Certificate

Enhance your knowledge and skills in caring for patients with renal disease and their families.

Questions?

905-540-4247 ext. 26703 or 20722 / amy.boyer@mohawkcollege.ca

For program details and graduation requirements visit

ce.mohawkcollege.ca/nephrologynursing

THE NEPHROLOGY PROGRAM HAS BEEN TEMPORARILY SUSPENDED.

Perioperative Nursing Certificate (873)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Offered in new blended format combining in classroom and on line formats.

Application/Questions?

905-540-4247 ext. 26703 or 20722 / cehealth@mohawkcollege.ca goran.popovic@mohawkcollege.ca

Admission Requirements

Current registration as a RN with the College of Nurses of Ontario, Mask Fit Testing and medical clearance.

You must apply and be accepted into the RN/RPN Perioperative Program.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/rn-operatingroom

Mandatory Courses	Hours
NRSNG10058 RN/RPN Intro to OR Nursing	48
HSCI10156 OR Lab Experience A	45
HSCI10158 OR Lab Experience B	40
HSCI10159 OR Lab Experience C	8
NRSNG10032 OR Principles and Practices 1 Theory	38
NRSNG10033 OR Principles and Practices 2 Theory	40
HSCINSC87 Anaesthesia/Assessment/Critical Care	42
CLIN10060 RN-Operating Room Clinical	150

RN/RPN Introduction to Operating Room Nursing NRSNG10058

Students are introduced to perioperative nursing principles and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

15060 IH WE Jan9 6:00-10:00 12 \$334.95

Operating Room Principles & Practices 1 Theory NRSNG10032

This course addresses surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

15058 IH WE Jan9 6:00-10:00 9 \$267.90

Operating Room Principles & Practices 2 Theory NRSNG10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac.

15059 IH WE Mar20 6:00-10:00 10 \$282.00

Anaesthesia, Assessment & Critical Care HSCINSC87

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

15055 IH TH Feb21 6:00-10:00 10 \$296.10

O.R. Laboratory Experience AHSCI10156

In an operating room environment, the student will practise skills for the scrub nurse and circulating nurse role.

15056 OR TU/SA Feb26 8:00-3:00 6 \$317.25

O.R. Laboratory Experience C HSCI10159

Student will continue to practise skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment.

15057 OR TU Feb19 8:00-4:00 1 \$304.18

R.N. Operating Room Clinical CLIN10060

Apply perioperative nursing theory and skills in a full-time preceptored Operating Room Suite.

15061 FW Jan7 \$570.00

Registered Nurse - First Assistant Graduate Certificate (921)

Ontario College Graduate Certificate

Graduation Requirement: 5 courses

Program is comprised of independent study part time on line, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Application/Questions?

905-540-4247 ext. 26703 or 20722 / cehealth@mohawkcollege.ca

Admission Requirements

Student Application Form and interview with the Program Manager

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/rnfa

Mandatory Courses:

	Hours
NRSNG10039 RNFA Theory 1	39
NRSNG10040 RNFA Theory 2	39
NRSNG10041 RNFA Laboratory Experience	60
CLIN10046 RNFA Independent Internship	50
CLIN10042 RNFA Surgeon Mentored Intern	175

RNFA Laboratory Practice NRSNG10041

Tutorial lab is offered over 6 days. 60 hours of interactive learning activities with skills labs. RNFA's and physicians will be involved in this course. Expanded function stressed and is elaborated on, as the perioperative nurse is prepared to assume the RNFA intraoperative responsibilities for assisting at surgery. Class every day Mar.20 to Mar. 27, 2013.

15066 IH WE Mar20 8:00-5:00 8 \$405.75

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

Registered Nurse/Registered Practical Nurse Paediatric Nursing

Expand your knowledge and skills in Pediatric Nursing. Courses are designed to provide an in depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families. Courses are now "blended", consisting of online learning and 3 all day in class sessions. Course manuals are located online in specific eLearn home page.

Program Information/Questions?

Program Manager: 905-540-4247 ext. 26709
donna.dunlop@mohawkcollege.ca or
 Support Staff at 26703 or 20722.

Prior Learning Assessment & Recognition

Exemption from NRSG10057 - Paediatric Assessment course may be granted via PLAR for RNs and RPNs who have current work experience with assessment of paediatric clients.

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. You are required to log on to eLearn one week prior to first class and bring both text and manual to first class. Course manual is available online on specific course page in eLearn. 3 in class sessions Jan 12, Feb 9 and Mar 9, 2013.

15015 IH SA Jan12 9:00-4:00 3 \$253.80

Registered Nurse - Perinatal Nursing Certificate High Risk Obstetrics (877) or Neonatal (876)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses for Neonatal or High Risk Obstetrics. See POS for course details.

Expand your knowledge and skills in Perinatal Nursing with an in depth study of obstetrical/ neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. There is a strong emphasis on physiology, evidenced-based practice, research and nursing management. The Perinatal High Risk Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

Course manuals are online in eLearn in specific course home page. Please download and bring to first class.

Questions?

905-540-4247 ext. 26709 /
donna.dunlop@mohawkcollege.ca
 or Support Staff at 26703 or 20722

ce.mohawkcollege.ca/perinatalnursing

Admission Requirements

Proof of current registration with the College of Nurses of Ontario as a Registered Nurse must be faxed to the Program Manager at 905-528-7706.

NOTE: After first course success, succeeding course registration is only by fax or in person due to compulsory course prerequisites.

CLINICAL COURSE INFORMATION:

Clinical Courses can only be completed in spring/summer semesters. Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Clinical prerequisites are successful completion of ALL related theory courses plus Neonatal Resuscitation.

Eligible students, if planning to complete a clinical course in spring/summer 2013, must apply to Program Manager by Jan, 2013. Clinical applications are available online in course manuals, at IAHS in Continuing Education Office, Room 185 or by contacting Program Manager or Support Staff.

Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS and specific agency preclinical requirements such as Vulnerable Sector Screening, computer training, online orientation information etc.

NOTE: Eligible students should attend a scheduled clinical information session on Friday March 1, 2013, 3pm to 4pm. IAHS, Rm TBA. If not able to attend, student must contact Program Manager.

Introduction to Perinatal Nursing Part 1 & Part 2 (NRSG 10055 & NRSG 10056) see Distance Education section of catalogue.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/perinatalnursing

To obtain the High Risk Obstetrics Certificate you must successfully complete the following courses.

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing I	32.5
NRSG10056 Introduction to Perinatal Nursing 2	32.5
HSCI10163 NRP-Neonatal Resuscitation Cert	10
NRSG10049 Obstetrical Nursing 1 (Adv)	30
NRSG10051 Obstetrical Nursing 2 (Adv)	36
CLIN10002 Obstetrical Nursing 1 Clinical Exp	72
CLIN10003 Obstetrical Nursing 2 Clinical Exp	72

To obtain the Neonatal Certificate you must successfully complete the following:

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing I	32.5
NRSG10056 Introduction to Perinatal Nursing 2	32.5
HSCI10163 NRP Neonatal Resuscitation Cert	10
NRSG10045 Neonatal Nursing 1 (Adv)	30
NRSG10043 Neonatal Nursing 2 (Adv)	36
CLINNSCF2 Adv Neonatal Nursing 1 Clinical	72
CLINNSCF4 Adv Neonatal Nursing 2 Clinical	72

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

NRSG10055 - Intro to Perinatal Nursing 1

NRSG10056 - Intro to Perinatal Nursing 2

Challenge exams are available for introduction to Perinatal Nursing 1 & 2 for nurses (RNs & RPNs) with appropriate knowledge, skills & clinical experience. Call 905-540-4247 ext. 26703 or 20722 for registration information package for the 3 hour exam and call the Program Manager at 905-540-4247 ext 26709 for prerequisite assessment.

Neonatal Resuscitation-Provider Certification HSCI10163

Become an NRP provider with this 10-hour practicum comprised of individual skill practice and integrated simulations of mega codes and newborn scenarios. Prerequisites: Present at practicum proof of successful completion of online NRP exam (dated within 1 month of practicum). Visit: www.cps.ca/nrp/OnlineExam for details. (Exam requires self-study, using Neonatal Resuscitation text (available for purchase at Titles or lending at IAHS Library)

15039 IH FR Mar1 9:00-5:00 1 \$226.71
 15040 IH FR Mar1 9:00-5:00 1 \$226.71

Obstetrical Nursing 1 (Advanced) NRSG10049

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring abnormal labour, and perinatal bereavement. Class dates are Sept 30, Oct 28 and Nov 25. You are required to logon to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. There will also be 18 hours independent learning. Prerequisites: NRSG10055 & 10056.

3 sessions will be held on Jan 11, 25 & Feb 8. Balance of hours independent learning.

15037 IH FR Jan11 9:00-4:00 3 \$396.43

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 Feb 22, Mar 1,22, Apr 5 & 12, 2013.

15038 IH FR Feb22 9:00-4:00 5 \$396.43

Certificates/Diplomas - Other than Nursing

To obtain a certificate, you must fill out a "Request for Certificate" form.

Disability Management - Return to Work Certificate (038)

Ontario College Graduate Certificate

Graduation Requirement: 25 courses

Develop your practical skills in disability management for the Canadian workplace, with this Certificate program developed in 1995 by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation.

PRIOR LEARNING ASSESSMENT/ EXEMPTIONS

You may be eligible for credit for skills and knowledge you have acquired in your work experiences or exemption for course taken at another educational organization. For further information including NIDMAR guidelines contact Patti Boucher.

Questions?

905-540-4247, ext. 26703 or 267022
pboucher@pshsa.ca

Health Sciences

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.

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/disabilitymgt

Mandatory Courses: Hours

HRESRTC01	Effective Disability Mgmt Programs	9
CREDRTC02	Intro into the Return to Work Process	6.5
HRESRTC03	Physical impairments, Rehabilitation and Return to Work	6.5
HRESRTC04	Mental Health, Rehabilitation and Return to Work	9
HRESRTC05	Job Analysis	6.5
MISCRTC06	Role of Assessment	6.5
COMMRTC07	Comm & Interviewing Skills	6.5
COMMRTC08	Interviewing and Helping Skills	6.5
MGMTRTC09	Working with Groups/Problem Solving with Groups	6.5
COMFRTC10	Introduction to Conflict Resolution	9
MGMTRTC11	Managing Diversity in the Workplace	6.5
MGMTRTC12	Organizational & Mgmt Skills	6.5
LAWSRTC13	Legislation & Disability Mgmt	9
HRESRTC14	Workers' Compensation	6.5
INSRRTC15	Insurance and Other Benefits	6.5
MGMTRTC16	Disability Mgmt in Unionized Environment	6.5
HRESRTC17	Disability Management from the Human Resources Perspective	6.5
MGMTRTC18	Managing Change	9
SENSRTC19	Assistive Tech & Accommodation	6.5
HRESRTC20	Evaluation, Disability Management and Return to Work	9
HLTHRTC21	Injury Prev & Health Promotion	6.5
MRKTRTC22	Marketing, Comm and Education	6.5
INFORTC23	Information Management	6.5
LAWSRTC24	Ethics and Professional Conduct	6.5
CREDRTC25	Managing the Return to Work Process	9

NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.

A Certificate will be awarded upon successful completion of the entire program.

NOTE: To avoid course cancellations, must be registered 5 days prior to course date and no refunds/transfers 2 days prior to course start date. Thank you.

Job Analysis HRESRTC05

Develop an understanding of different approaches to job analysis, especially from the perspective of disability management.

15044 IH FR Feb22 12:00-6:30 1 \$262.54

The Role of Assessment MISCRTC06

Consider how return-to-work coordinators can identify qualified assessment professionals and interpret their assessments.

15043 IH SA Feb23 8:30-3:30 1 \$262.54

Communication and Interviewing Skills COMMRTC07

Explore communication skills for formal and informal interviews including those involving supervisors and health care providers. Learn to create an interaction in which the returning worker becomes an active partner in the return-to-work process.

15045 IH FR Mar22 12:00-6:30 1 \$262.54

Interviewing and Helping Skills

COMMRTC08

Examine a three-stage helping model used by RTW Coordinators.

15046 IH SA Mar23 8:30-3:30 1 \$262.54

Evaluating the Return-To-Work Process and Disability Management HRESRTC20

Gain an overview of techniques for evaluating programs including matching outcomes to goals, benchmarking, program audits and cost-benefit ratios.

15041 IH SA Jan26 8:30-6:30 1 \$329.64

Marketing and Education in Disability Management and Return-to-Work MRKTRTC22

Consider the planning and development of internal communications programs for creating support within the organization for disability management and external communication targeted to medical and other service providers.

15042 IH FR Jan25 12:00-6:30 1 \$262.54

Food Services Certificate (816)

Ontario College Certificate

Graduation Requirement: 7 courses

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

Questions/Application? 905-540-4247 ext. 26703 or 20722 / cehealth@mohawkcollege.ca

You must apply and be accepted into the Food Services program.

CULIHCF10 - Introduction to Institutional Food Services is a prerequisite to all other courses in the program.

Admission Requirements

Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority. *Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.

Program of Studies

For program details and graduation requirements visit ce.mohawkcollege.ca/foodservices

Mandatory Courses: Hours

CULIHCF10	Intro to Institutional Food Services	30
CULIHCF20	Food Preparation 1	30
SAFEHCF30	Sanitation and Safety	30
SAFEHCF40	Food Service Mgmt Functions	30
CULIHCF50	Food Preparation 2	30
HLTHHCF60	Nutritional Care	30
WORKHCF02	Field Placement Component	60

All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

Food Preparation 1 CULIHCF20

Study basic cooking principles with the emphasis on entree, soup, starch, fruit and beverage preparation. Explore allergies, intolerances, multiculturalism and catering. No need to purchase manual. Notes will be handed out in class.

15010 IH TU Jan15 6:30-9:30 10 \$228.50

15033 IH TH Jan17 6:30-9:30 10 \$228.50

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.

15034 IH TU Jan15 6:30-9:30 10 \$223.50

15035 IH TH Jan17 6:30-9:30 10 \$223.50

Medical Device Reprocessing Certificate (MDR) (927)

Mohawk College Certificate

Graduation Requirements: 6 courses

Questions/Applications 905-540-4247 ext. 26703 or 20722 / goran.popovic@mohawkcollege.ca

Admission Requirements

You must apply and be accepted into the MDR program.

Next program intake will be September 2013

Program of Studies

Mandatory Courses: Hours

HSCI10121	Introduction to MDR	30
HSCI10122	MDR Laboratory Experience	42
HSCI10123	MDR Principles and Practices 1	30
HSCI10124	MDR Principles and Practices 2	30
HSCI10125	MDR Principles and Practices 3	30
CLIN10059	MDR Clinical Experience	150

MDR Principles and Practices 2

HSCI10124

Provides knowledge and technique necessary to assume proper instrument assembly and different methods of sterilization. 28 hours in class theory.

15062 IH WE Jan9 6:00-10:00 7 \$211.50

MDR Principles and Practices 3

HSCI10125

Includes Event Related Sterility as it pertains to storage and distribution. Material management and professionalism will also be covered.

15063 IH WE Feb27 6:00-10:00 7 \$211.50

MDR Laboratory Experience HSCI10122

Offered over 7 Saturdays involves 42 hours of interactive learning activities with skills labs. Led by instructors who are experienced in the MDR environment to prepare the student for MDR clinical.

15064 OR SA Feb16 8:00-3:00 6 \$296.10

Clinical Experience Medical Device

Reprocessing CLIN10059

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

15065 FW Jan7 \$570.00

68	How to read course details:	CRN* 12256	Location FF	Day(s) WE	Start Jan11	Times 6:30-9:30	#Sessions 6	Fee \$104.20
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Palliative Care Certificate (017)

See Distance Education for course offerings.

Palliative Care for Personal Support Workers Certificate (941)

Ontario College Certificate

Graduation Requirement: 6 courses

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

Questions?

905-540-4247 ext. 26703 or 20722 / amy.boyer@mohawkcollege.ca

Admission Requirements

Personal Support Worker Certificate. Proof of certification must be faxed to Program Manager at 905-528-7706.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on Mohawk website.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/palliativecarepsw

Mandatory Courses:	Hours
HSC10095 Overview - Palliative Care PSW	30
COMM10106 Comms/Multicultural Considerations	30
HSC10094 Loss, Grief & Caregiver Support	30
HSC10096 Symp Mgmt - PSW Scope of Practice	30
MGMT10057 Ethical Iss. Conflict Mgmt/Stress Mgmt	30
CLIN10041 Clinical Field Placement	30

Communication/Multicultural

Considerations COMM10106

Explore communication strategies and cultural considerations in health and palliative care. Supportive communication with clients, family and other caregivers receives emphasis.

15080 IH WE Mar27 6:30-9:30 10 \$221.50

Loss, Grief and Caregiver Support

HSC10094

This course will allow students to increase their knowledge of the physical process of dying, the development process in understanding the meaning of death and the preparation for death required by the individual, family, significant others and care providers.

15078 IH TU Jan15 6:30-9:30 10 \$221.50

Symptom Management within the PSW Scope of Practice HSC10096

Focus on treatment modalities and symptom management strategies (within the PSW's Scope of Practice). Benefit from a 9-hour lab demonstrating caregiver skills and examine the roles of the Multidisciplinary and Interdisciplinary Health Care team.

15081 IH WE Mar27 6:30-9:30 10 \$221.50

Clinical Field Placement CLIN10041

Integrate knowledge and skills acquired from the theoretical components of the program in a practical application under the guidance of experienced and knowledgeable personnel. Dates, times and clinical sites must be arranged with the Program Manager.

15079 FW Jan7 \$211.50

Personal Support Worker Certificate (110)

Ontario College Certificate

Graduation Requirement: 13 courses

Develop critical knowledge and skills to provide personal care and support to people living at home and in long-term care facilities. This program, approved by the Ministry of Health and the Ministry of Training, Colleges and Universities, consolidates and replaces the Health Care Aide and Home Support programs.

The part time Personal Support Worker Program has been suspended as of September 2012. The full time Personal Support Worker program remains available.

PSW Bridging to PN Program

NOTE: Admission to the PSW - PN Bridging Program has been revised. Application details are found on the Mohawk website.

Successful applicants ONLY are eligible to register for the 2 bridging courses.

Dates and times are subject to change and students will be notified.

Course materials are on eLearn. Textbooks may be purchased at the Titles Bookstore, Room 1G, MUMC.

Questions?

905-540-4247 ext. 26736 / sharon.hamilton1@mohawkcollege.ca

For program details visit

ce.mohawkcollege.ca/psw2pn

Human Biology & Nursing Assessment HSC10143

Further enhance your understanding of human anatomy and physiology, with particular attention to cell/tissue organization and the various body systems. Intended for accepted students in the PSW-PN Bridging Program. 45 hrs. NOTE: Start date subject to change. Students will be notified.

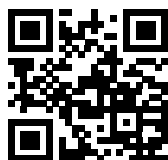
15077 IH TU Jan15 5:00-8:00 15 \$317.25

Transitional Concepts for Personal Support Worker Bridging HSC10142

Prepare to enter semester 2 of the Practical Nursing program by integrating your PSW theory and skills with nursing concepts. Topics include information technology; nursing process; role, scope of practice and governance, and quality assurance. 45 hrs. Required: Download from College of Nurses Website the Compendium for Nurses. Intended for students accepted into the PSW-PN Bridging Program. NOTE: Start date subject to change. Students will be notified.

15076 IH TH Jan17 5:00-8:00 15 \$317.25

Visit CE Health Sciences Online



Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession (either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job") who wish to pursue OCP registration must complete the 4 approved Pharmacy Technician Bridging courses. These courses will prepare the Pharmacy Technician to meet the education requirements for registration with OCP.

The Bridging courses may be taken in any order, as offered. You may use the PLAR process to challenge any of the courses except for the Professional Practice course which is mandatory. The Structured Practical Training component is managed by OCP. See OCP website for details.

Questions?

905-540-4247 ext. 26703 or 20722 / amy.boyer@mohawkcollege.ca

Admission Requirements

OCP certification or PEBC letter of completion to be faxed to the Program Manager at 905-528-7706. Include contact information with your fax. Registration restricted to applicants who have OCP or PEBC credentials.

NOTE: The last offering of the Bridging courses will be in the fall semester 2014. Unsuccessful students will not have an opportunity to re-take a failed course. The last opportunity to PLAR a course will be in the spring semester 2014. Unsuccessful students would have the opportunity to register for and complete the failed PLAR course in the fall semester 2014. The Bridging courses will not be available after January 1, 2015.

Pharmacology - Pharmacy Technician Bridging HSC10137

A practical, applied approach to pharmacology. Through a variety of learning tools such as assignments, quizzes, case studies and group work, you will enhance your ability to practice competently and contribute to a safe patient care setting. Gain basic knowledge related to the pharmacological uses of drugs within a variety of commonly encountered medical conditions. *Dates Subject to Change*

15101 IH TU Jan8 6:30-9:30 11 \$252.65

Product Preparation Pharmacy Technician Bridging HSC10139

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined.

15086 IH TU Jan15 6:30-9:30 11 \$302.65

Psychosocial Rehabilitation Certificate (016)

See Distance Education for course offerings.

Peer Tutoring Available
905-575-1212 ext 3279
peer.tutor@mohawkcollege.ca

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

Gentle Persuasive Approaches in Dementia Care Workshop HSC110164

19023 IH SA Jan12 8:00a-4:00p 1 \$71.38

19024 IH SA Feb16 8:00a-4:00p 1 \$71.38

19025 IH SA Mar23 8:00a-4:00p 1 \$71.38

Health Sciences / Hospitality

Gerontology Programs

Ready for your Certificate?
Visit ce.mohawkcollege.ca/faq
to find out how to apply

Working with Dementia Clients - Multidiscipline Certificate (138)

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?

905-540-4247 ext. 26703 or 20722 /
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.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/dementiastudies

Mandatory Courses: Hours

HSCIDEM01	Overview of Dementia Care	24
COMMDEM02	Comm & Interpersonal Skills in Dementia	24
HMNSDEM03	Caregiving Skills	24
LAWSDDEM04	Ethics and Legalities 1	24
CLINDEM05	Clinical Field Placement with Clients	60

Options - Choose 1:

PSYC5271	Developmental Psychology
SSCIS5108	Sociology 1
HSC110095	Overview of Palliative Care for PSW
COMMLL041	Communications (Lang)

See box at beginning of Health Sciences section regarding Medical Clearance.

NOTE: See PSW Program for NEW GPA workshop.

Contact the Program Manager for Clinical information.

Overview Of Dementia Care HSCIDEM01

Develop an understanding of the difference between normal aging and dementia, with emphasis on the importance of a holistic approach to care within the existing medical model. Discuss the effects of dementia on care givers, clients and the family unit.

15068 IH WE Jan16 6:30-9:30 8 \$169.20

Caregiving Skills HMNSDEM03

Provides theories which enhance the care given to clients with dementia by assessing the needs of each client and developing a plan of care. Topics included are: involving clients in meaningful activities, ADL, dealing with the stress of the care-giver and also embedded in the course is "The A.R.T. of Towel Bathing".

15069 IH WE Mar13 6:30-9:30 8 \$169.20

Clinical Field Placement With Clients CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

15071 FW Jan14 \$405.75

Dementia Studies - Multidiscipline Certificate (142)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Admission Requirements

Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on the Mohawk website.

Program of Studies

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

Details available on Mohawk website.

Mandatory Courses: Hours

COMMDEM01	Overview of Dementia Care	24
COMMDEM02	Communication Interpersonal Skills	24
COMMDEM03	Caregiving Skills	24
LAWSDDEM04	Ethics and Legalities 1	24
HSCIDEM06	Evaluation & Program Planning	45
HSCIDEM07	Research & Devel Dementia Care	24
CLINDEM08	Dementia Clinical Placement	90

Contact the Program Manager for Clinical information.

ATTENTION RNs and RPNs

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

Working with the Aged - Multidiscipline Certificate (019)

See Distance Education section for program information and course offerings.

Gerontology - Multidiscipline Certificate (037)

See Distance Education section for program information and course offerings.

Gerontology - Other

Montessori Methods for Dementia TM HSC110160

Explore the Montessori Methods for dementia, an innovative approach intended to enhance the quality of life for individuals with dementia. Purchase of "Montessori Methods for Dementia TM" textbook (\$40.00) and course materials (\$35.00) plus HST for a total of \$78.75, is required and purchased from instructor on the first evening of class. Exact change required.

15070 IH TU Jan22 6:00-9:30 8 \$211.50

Hospitality

Professional Bartending Certificate (085)

Mohawk College Certificate

Graduation Requirement: 13 courses Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Questions?

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

Admission Requirements

YOU MUST BE 19 YEARS OF AGE OR OLDER.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/bartending

Mandatory Courses: Hours

HOSPFB107	Mixology	35
HOSP10010	Be A Professional Server	18
HOSPFB008	Smart Serve Certification Course**	3
HOSPFB004	Wine Appreciation 1	21
HOSPFB005	Wine Appreciation 2	21
HOSP10008	Food Handlers Certificate	7
HSC110086	CPR & First Aid Certificate	7
COMMSSC12	Communication Skills 1	12
COMMSSC46	Communication Skills 2	12
CONFSSP88	Dealing with Difficult People	12
MGMTSSPC7	Supervision Skills	12
MGMTSSPD7	Supervision Skills 2	12
EDUCSSPA1	Training Techniques	12

In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an ACKNOWLEDGEMENT OF COMPLETION for successful completion of the following courses:

Mixology - 35 hrs.

Be a Professional Server - 18 hrs.

Wine Appreciation 1 - 21 hrs.

Wine Appreciation 2 - 21 hrs.

Smart Serve - 3 hrs.

*The Smart Serve Certificate is mandatory for alcohol servers in Ontario.

IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes

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.

12323 FF TH Jan24 7:00-10:00 6 \$147.32

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

Hospitality / Human Services

Mixology

HOSPFB107

Master the art and science of mixing cocktails for restaurant, bar, catering and banquet facilities in compliance with standards found in Hospitality Beverage Operations. Tasting and practice sessions are included. Liquor/product costs of \$75.00 included in course fee.

12324 FF MO Jan14 6:30-10:00 10 \$345.90

Mixology 2

HOSPFB002

Enhance your skills with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, shooter varieties and domestic and imported beers. Liquor/ product costs of \$45.00 included in the course fee. Prerequisite: Mixology 1 (FB001)

12326 FF MO Feb11 6:30-10:00 6 \$207.54

Smart Serve Certification Course

HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Fee includes a manual \$19.00

12329 FF TU Jan22 6:00-9:30 1 \$50.00

12331 BF TU Feb5 6:00-9:30 1 \$50.00

12332 FF SA Feb23 10:00-1:30 1 \$50.00

12334 FF TU Mar26 6:00-9:30 1 \$50.00

Wine Appreciation 1

HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Included in the course fee is \$50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class.

12327 FF WE Jan16 6:30-10:00 6 \$212.54

Wine Appreciation 2

HOSPFB005

Explore the elegance of Old World Wines, grape varieties, regions, including France and Italy. Develop your tasting skills with selected wines. Gain an understanding of quality standards and regulations. Wine costs of \$50 included in course fee.

12328 FF WE Feb27 6:30-10:00 6 \$212.54

Job-related Skills for the Hospitality Industry

Cake Decorating

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

Cake Decorating 1

CULIG1737

Learn the basics of cake decorating; piping, icing, modeling and decorating skills. Create beautiful cakes that everyone will admire. Supply costs (approx. \$95) are the responsibility of the participant.

12335 FF TH Jan10 6:30-9:30 5 \$119.60

Cake Decorating 2

CULIG1738

Learn icing flowers, flood work, rolled fondant, brush embroidery and more. Supply costs (approx. \$40) are the responsibility of the participant. Prerequisite: Level 1

12336 FF TH Feb14 6:30-9:30 5 \$120.60

Cake Decorating 3

CULIG1739

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

12339 FF SA Mar16 9:00-2:00 3 \$121.10

Basics of Grape-Growing & Winemaking in Ontario

HORT10025

Of interest to farmers, horticulturists, backyard hobbyists, amateur winemakers and people in wine production and retail. Learn basic variety selection preparation & planting, vine care, winemaking, annual cycle, commercialization, VQA/QC.

12341 BF WE Jan23 7:00-10:00 10 \$257.20

Food... Food... Food

You may register in food courses anytime up to 3 days before the start date. Phone the Program Manager at 905-575-1212 ext. 3009 / 519-759-7200 ext. 3009 for permission after this time period. You may apply for a refund or transfer up to three days prior to start date. Food costs are not included in the course fee for courses with several sessions. Food costs must be paid to the instructor on the first night of class.

IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes

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

Cooking - Basic

CULIG1138

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

12355 FF TU Jan22 7:00-10:00 4 \$143.00

Cooking - Beyond Basic

CULIG1472

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

12356 FF TU Feb19 7:00-10:00 6 \$175.00

Gourmet Dining

CULI10002

Join Executive Chef Ken LeFebour for a culinary adventure. Prepare six signature menus with international influences. Food costs of \$50 to be paid to the instructor at the first class.

12359 FF WE Jan30 7:00-10:00 6 \$185.00

Soup's On!

CULIG1526

Explore the limitless possibilities of soup with Chef Tim Humble. Beginning with fresh stock, you will then create cream soups, purees, and unusual recipes from around the world. Food costs \$20 paid to the instructor on the first night.

12357 FF MO Jan28 7:00-10:00 3 \$90.00

Weekend Food

Bread - Bake it at Home

CULI10059

Learn to bake wheat based yeast breads at home using a variety of grains and seeds without additives or preservatives. Taste the difference! Food and materials costs of \$12 included in course fee.

12364 FF SA Jan26 10:00-4:00 1 \$87.00

NEW!

Making Pizza at Home

CULI10062

Learn to prepare a "from scratch" crust, using organic flours, discover a variety of toppings and THEN bake it. Taste, share and consider. Yes, we eat what we make! Food costs of \$14 included in course.

12363 FF SA Feb2 10:00-3:00 1 \$65.00

Pita & Companion Dishes

CULI10060

Join Mason Galganov and learn to make pita and companion dishes from the Mediterranean, North Africa and North America. Food costs of \$17 included in course fee. Bring along your appetite.

12366 FF SA Mar2 10:00-5:00 1 \$94.00

NEW!

Wine & Food Parings

CULI10063

Red wine with fish? White wine with steak? What are the rules? When can we break them? Join our sommelier, Debbie Templeton-Smrekar and learn why certain elements enhance one another at the table and why some would be best avoided. Wine & Food costs included.

12361 FF SU Feb24 1:00-4:00 1 \$70.00

Human Services

Programs passionate about the community!



Human Services - Other

Questions?

905-575-1212 ext. 3244 / cehumserv@mohawkcollege.ca

ASIST: Applied Suicide Intervention Skills Training

HMNS10038

Caregivers will learn to recognize risk, and discover how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Course fee includes training materials but no lunch is provided.

11675 FF SA/SU Feb23 8:30-5:30 2 \$275.49

Human Services

Nonviolent Crisis Intervention

CONFMHN08

Full Crisis Prevention Institute NVCI Certification valid for 2 calendar years upon successful completion. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). Physical exertion is required in this workshop. The workbook must be purchased from the Campus Store PRIOR to the class. Registrations will only be accepted from current Mohawk College Human Services Diploma or Certificate students. Please bring your proof of registration to the class.

12101 FF SA Feb2 8:00-5:00 1 \$116.98

Non-Violent Crisis Intervention-Recertification

CONFHE108

Crisis Prevention Institute NVCI Recertification. To be eligible for this course you must have completed the full certification within the last 2 calendar years. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). Physical exertion is required in this workshop. The workbook must be purchased from the Campus Store PRIOR to the class. You must bring your valid certification card to class.

12100 FF SA Feb23 9:00-1:00 1 \$80.32

Community Leadership

Event Planning Techniques Certificate (122)

Ontario College Graduate Certificate

Graduation Requirement: 10 courses

Designed for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors. Courses taught by experienced, professional event organizers.

Questions?

905-575-1212 ext. 3244 /

cehumserv@mohawkcollege.ca

Admission Requirements

A degree/diploma in Recreation and Leisure Services, Marketing, Hospitality, Tourism or a related field of study OR 2+ years work experience as an event planner.

Program of Studies

For program details, graduation requirements and application form, visit ce.mohawkcollege.ca/eventplanning

Mandatory Courses:

	Hours
HOSPFB008 Smart Serve Certification	3
HSCIRLA09 Introduction to Special Events	12
RECLRLA01 Logistics	36
RECLRLA02 Program Applications	36
RECLRLA04 Event Administration	36
RECLRLA07 Event Marketing	30
RECLRLA08 Event Sponsorship	30
WORKRLA06 Special Events-Field Work	100

Option Group 1 - Choose 1:

MGMT10086 Volunteer Management for Events	36
MGMTSSP24 Volunteer Management 1	60

Option Group 2 Choose 1:

HMNSSSFR1 Fundraising/Development	30
HMNSSSNPN Pub Rels Fundraising & Special Events	30
PLAN10009 Wedding Planning	30
TRVLTL415 Intro to Convention & Meeting Plan	30

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

Introduction To Special Events

HSCIRLA09

Explore industry issues, careers, tourism impact and professional bodies and certification. Open to all students. Students may concurrently take RECLRLA01, RECLRLA02, MGMT10086, HMNSSSNPN, HMNSSSFR1, or TRVLTL415. Class dates: Sat Jan 5, Mon Jan 7 and Thurs Jan 10.

12107 FF SA Jan5 9:00-4:00 3 \$92.88
MO/TH 6:00-9:00

Event Marketing

RECLRLA07

Acquire essential skills in developing a marketing plan and promotional strategies for events or festivals. Prerequisite: RECLRLA04.

12106 FF TU Jan15 6:00-9:00 10 \$232.20

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.

12108 FF MO Jan14 6:00-9:00 12 \$278.64

Fundraising/Development Associate Certificate (128)

Mohawk College Certificate

Graduation Requirement: 5 courses

Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and interpersonal skills.

Questions?

905-575-1212 ext.3244 /

cehumserv@mohawkcollege.ca

Admission Requirements

An Ontario Secondary School Diploma (OSSD) or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/fundraising

Mandatory Courses:

	Hours
HMNSSSFR1 Fundraising/Development	30
HMNSSSFR2 Annual Giving	30
HMNSSSFR3 Major Gifts & Planned Giving	30
HMNSSSNPN Pub Rels Fundraising & Special Events	30
MGMTSSP24 Volunteer Management 1	60

Volunteer Management 1 (MGMTSSP24) is offered under the Volunteer Management Certificate.

Annual Giving

HMNSSSFR2

Discuss the essential components of annual giving programs. Learn to prepare an effective direct mail package, organize special events and handle other fundraising tools.

12098 FF WE Jan16 6:00-9:00 10 \$232.20

Public Relations Fundraising & Special Events

HMNSSSNPN

Develop essential skills in dealing professionally with the community on behalf of the organization or event. Learn to develop a PR plan, analyze public relations audiences, and develop a successful relationship with the media.

12099 FF TH Jan17 6:00-9:00 10 \$232.20

Leadership and Management in the Not-for-Profit Sector Certificate (181)

Mohawk College Certificate

Graduation Requirement: 7 courses

Intended for managers or supervisors in social service agencies, community service, charitable or not-for-profit organizations. Professional leaders in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

Questions?

905-575-1212 ext. 3244 /

cehumserv@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/notforprofit

Mandatory Courses:

	Hours
PLAN10000 Mission, Vision, Values Workshop	6
COMMSNPL Leadership & Communications	30
HRESSSNPH Practical Human Resource Mgmt	30
MGMTSSNP1 Board & Staff Responsibilities	30
MGMTSSNP3 Strategic & Long-Range Planning	30
MISCSNPM Resource Development	30
PLANSSNPK Operational Planning	30

Mission, Vision, Values Workshop

PLAN10000

This introductory workshop includes an overview of the entire program and explores the framework for the operation of a not-for-profit organization. It is strongly recommended that this workshop be completed before starting other courses in the program.

11704 FF SA Jan26 9:00-4:00 1 \$114.73

Board And Staff Responsibilities

MGMTSSNP1

Examine the characteristics of non-profit organizations; roles and responsibilities of the chief executive officer and the board of directors; management styles appropriate to voluntary organizations; the relevance of the organization's mission in a changing environment; and techniques and processes for productive meetings.

11703 FF MO Feb4 6:30-9:30 10 \$232.20

Operational Planning For Not For Profit

PLANSSNPK

Learn to implement and manage an annual operating plan. Discover how to set priorities, develop a clear direction for action, assign responsibilities, set out costs and indicate how revenue will be generated to fund annual programs. Learn how to use your plan as a resource for board, staff and volunteers and how to track and evaluate your progress.

11705 FF TH Feb7 6:30-9:30 10 \$232.20



905-575-2263

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

Volunteer Management Certificate (095)

Mohawk College Certificate

Graduation Requirement: 3 courses

Gain the knowledge and skills needed for effective management of volunteer programs.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/volunteermgt

Mandatory Courses:

	Hours
MGMT SSP24 Volunteer Management 1	60
MGMT SSP43 Volunteer Management 2	60
MGMT SSP63 Volunteer Management 3	60

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. Saturday classes will be January 26, February 23, March 23 and April 6. This course also requires a mandatory 36 hour online component via eLearn.

11706 FF SA Jan26 9:00-4:00 4 \$447.15

Helping Professions

Addictions/Concurrent Disorders

Acknowledgement of Completion

Completion Requirement: 3 courses

Gain an understanding of addictions, co-occurring addictions, mental health issues and disorders.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

Admission Requirements

Completion of a Human Services Diploma.

Program of Studies

For more information visit

ce.mohawkcollege.ca/acd

Mandatory Courses:

	Hours
HMNS10037 Introduction to Concurrent Disorders	27
HMNS10039 Introduction to Mental Health	27
HMNS10034 Introduction to Addictions	27

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.

11040 FF WE Jan9 6:30-9:30 9 \$208.98

Bereavement Counselling Certificate (073)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Develop skills in bereavement assessment, theoretical models of grief and specific intervention and therapeutic techniques when traditional support models are insufficient. You will also receive additional training specific to children, families, disenfranchised grief, and crisis management.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/bereavementcounselling

Contact the Program Manager regarding future offerings

Career Consultant Certificate (076)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Questions?

905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3576 /
lidia.siino@mohawkcollege.ca

Admission Requirements

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

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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/careerconsultant

Mandatory Courses:

	Hours
CREDCAR01 Theories of Career Development	39
CREDCAR02 Career Development Resources	39
CREDCAR03 Career Search: Tools & Techniques	39
CREDCAR04 Individual Helping Relationships	39
CREDCAR05 Group Facilitation Skills	39
CREDCAR06 Career Dev Measure & Assessment	39
CREDCAR07 Socio-economic Change & Response	39
CREDCAR08 Diversity in the Workplace	39

Individual Helping Relationships

CREDCAR04

One-to-one helping relationships with clients demand expertise in skills such as: active listening, establishing rapport, attending to non-verbal cues, open and closed questioning and goal setting. Examine the practitioner's experience during the helping relationship, ethical issues, standards of practice and making appropriate referrals.

11676 FF MO Jan7 6:00-9:00 13 \$301.86

Group Facilitation Skills CREDCAR05

Combine theory and practice to discover the key competencies required to deliver effective group sessions on career development. Focus on effective group facilitation techniques, adult learning theories, stages of group development, group member roles, and methods of managing challenging group participants.

11677 FF WE Jan9 6:00-9:00 13 \$301.86

Concepts in Bereavement Support Certificate (071)

Ontario College Certificate

Graduation Requirement: 6 courses

Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

For program details and graduation requirements visit

ce.mohawkcollege.ca/bereavementsupport

Contact the Program Manager regarding future offerings

Counselling Techniques Certificate (802)

Mohawk College Certificate

Graduation Requirement: 8 courses

Develop counselling skills. Most program participants are employed in roles that require interviewing or counselling skills.

Questions?

905-575-1212 x 3244 /
cehumserv@mohawkcollege.ca

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/counsellingtechniques

Mandatory Courses:

	Hours
COMMTTC101 Interaction & Communications	42
COUNTC103 Interviewing Skills in Counselling	42
COUNTC104 Individual Counselling	42
COUNTC105 Group Counselling	42
COUNTC208 Issues & Ethics in Counselling	42
PSYCSS156 Introductory Psychology	42
PSYCSS271 Developmental Psychology	42
PSYCTC106 Report Writing for Beh Sciences	42

Group Counselling COUNTC105

Gain an understanding of the theory and practice of successful group leadership and participation.

11701 FF WE Jan9 6:30-9:30 14 \$325.08

Human Services

Report Writing For The Behavioural Sciences PSYCTC106

Examine written communication requirements in social service agencies, including letters, memos, assessment reports, referral forms, and case histories.

11702 FF TH Jan10 6:30-9:30 14 \$325.08

Need Grade 12 equivalency?
905-575-2029

Social Service Worker Diploma (215)

Ontario College Diploma

Learn all the skills necessary to practice social service work in the province of Ontario. Study interviewing skills, documentation, case management, individual assessment, and experience 600 hours of supervised field placement.

Questions?

905-575-1212 ext.3244 /
cehumsserv@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. Application forms can be downloaded from our website. You require Grade 12 (or equivalent) including 70% in English. Related volunteer experience is strongly recommended.

For program details, graduation requirements and the application form visit

ce.mohawkcollege.ca/socialserviceworker

Field Placement Prep and Community Awareness HMNS10008

Year 1 & 2. Prepare for real-world, field placement experiences by developing job search materials and interviewing skills. Adopt professional practice behaviours and examine community resources to use in future field placements. A required pre-requisite course for field placement.

12379 FF MO Jan7 6:30-9:30 10 \$216.72

Social Services In Ontario SSCISO122

Year 1 & 2. Examine various delivery systems, structures and community resources available. Also highlights contemporary challenges to social service provision.

12383 FF WE Jan9 6:30-9:30 14 \$325.08

Social Work History And Ethics

HMNSO128

Year 1 & 2. Provides a history of social work and the development of social welfare policies. Emphasis is placed on the development of the helping profession and its impact on social welfare policies.

12384 FF TU Jan8 6:30-9:30 14 \$325.08

Law And Social Service Worker Practice LAWSSO333

Year 3 & 4. Investigate the court system in Canada and describe the ways in which a social service worker functions appropriately as part of those systems. Explore legislation and the legal process which affect services offered by agencies and institutions.

12380 FF MO Jan7 6:30-9:30 10 \$216.72

Methods Of Intervention HMNSO431

Year 3 & 4. Learn to assess the various components of problems which client-consumers encounter. Develop intervention strategies and techniques to facilitate the growth and well-being of these individuals. Describe the various roles assumed by social service workers and develop the professional competencies required of each role.

12381 FF TH Jan10 6:30-9:30 10 \$216.72

Psychology Of Adjustment 2PSYCSS233

Year 3 & 4. Apply abnormal psychology theories to people who are consistently unable to adapt and function effectively due to a number of variables, including one's genetic makeup, physical condition and socialization. Prerequisites: PSYC SS271 Development Psychology

12382 FF TU Jan8 6:30-9:30 14 \$325.08

Therapeutic Recreation Certificate (280)

Mohawk College Certificate

Graduation Requirement: 5 courses

Designed for practitioners currently working in the field of Recreation. Participants will be provided with updated knowledge and skills in the Therapeutic Recreation field.

Questions?

905-575-1212 ext.3244 /
cehumsserv@mohawkcollege.ca

Admission Requirements

A degree/diploma in Recreation and Leisure Services OR 5 - 7 years work experience as a Recreation Therapist.

Program of Studies

For program details, graduation requirements and application form visit
ce.mohawkcollege.ca/therapeuticrec

Mandatory Courses:	Hours
RECL10011 Therapeutic Rec - Foundations	42
RECL10012 Therapeutic Rec - Assessments	36
RECL10013 Therapeutic Rec - Prog Design & Delivery	36
RECL10014 Therapeutic Rec - Research	36
WORK10048 Therapeutic Rec - Practicum	300

Therapeutic Recreation - Foundations RECL10011

Gain an understanding of the philosophical and theoretical foundations of therapeutic recreation, including concepts and models of service delivery. Explore definitions and goals of TR service, client groups served and the process of service delivery. Developed in consideration of external standards of practice in Ontario.

12109 FF MO Jan14 6:00-9:00 14 \$325.08

Justice and Wellness

Health Wellness & Fitness

Questions?

905-575-1212 ext.3244 /
cehumsserv@mohawkcollege.ca

NEW!

Anatomy HLTH10078

Develop the basic scientific foundation for understanding the structure of the body, as well as joint actions and muscular contribution of different exercises common in fitness programs.

12474 FF TU Jan8 6:30-9:30 14 \$325.08

NEW!

Exercise Physiology HLTH10077

Examine the branch of physiology that deals with function of the body during exercise and adaptations that occur in response to training and exercise. Investigate scientific principles necessary to develop peak performance in athletes and maintain health and fitness in the general population - quantitatively and qualitatively improving life.

12472 BF TH Jan10 6:30-9:30 14 \$328.26

Justice Studies

Questions?

905-575-1212 ext.3244 /
cehumsserv@mohawkcollege.ca

NEW!

Crime & Society SSC110020 (E)

Explore the political, legal, social and cultural dimensions of criminal acts, including organized crime, acts of violence and white-collar crime. Examine the Young Offenders Act, the insanity defense, extradition and minimum sentencing, and consider how class, race, ethnicity, gender and age shape perceptions, behaviour and policy.

12468 FF WE Jan9 6:30-9:30 14 \$325.08

NEW!

Defensive Tactics SSC110038

This functional training lab supports the students motor skills development in the area of law enforcement defensive tactics. The lab will be facilitated through the explanation, demonstration, and imitation training methodology. Demonstrate the interview and reactive stance, movement, striking ranges, room strikes, leg strikes, deflections and the dynamics of confrontation. Evaluate the basic concepts and how stress and the sympathetic nervous systems impacts performance.

12464 BF SA/SU Mar23 9:00-5:00 2 \$181.67

NEW!

Investigation And Evidence LAWSPF404

Participate in various simulated criminal investigations. Determine what is required to successfully complete these investigations. Apply the various rules of evidence in the collection and presentation of evidence in court.

12690 BF MO Jan7 5:00-8:00 14 \$296.10

Private Security / Investigators

Questions?

905-575-1212 ext.3244 /
cehumsserv@mohawkcollege.ca

Note: Private Investigator and Private Security licensing and testing is outlined at
www.mcscs.jus.gov.on.ca

Private Investigator-Licensing Requirements LAWS10091

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services.

11667 FF SA/SU Mar9 8:00-6:00 5 \$381.25

Need Help?
AskMohawk at ce.mohawkcollege.ca

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

Provincial Offenses LAWSPF401
19058 BF TH Jan10 9:00a-12:00 15 \$325.08

Human Services

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).

11041	FF	SA/SU	Jan19	8:00-6:00	4	\$309.60
11042	FF	SA/SU	Feb16	8:00-6:00	4	\$309.60
11043	FF	SA/SU	Mar9	8:00-6:00	4	\$309.60

Tundra - Close Protection

Learn the skills required to become a Close Protection Officer through a program developed in partnership with Tundra Strategies, a Global provider of Close Protection and Security Operations. The Tundra/Mohawk Close Protection course has been developed from years of operational experience received from working within Government, Diplomatic and Private Organizations that perform Close Protection and Covert Surveillance operations around the world.

Tundra Provides one of the most comprehensive private Close Protection courses available by using a training program that focuses on the key fundamentals and supporting skill requirements, conducted through a system of progressive courses that continue to add new teaching points while building on previously learned skills. This program provides more than 250 hours of instruction and employs the use of simulation-based firearms scenarios, Judgemental training through the use of the Virtra Combat Simulator and multi-faceted classroom and practical teaching methods.

Tundra's instructors are former Canadian Special Operations Personnel with documented Close Protection experience at the diplomatic and government levels.

PLEASE SEE MOHAWK'S WEBSITE FOR FUTURE OFFERINGS.

Questions?
Program Secretary, Sharon Hamilton
905-540-4247 ext. 26736 /
sharon.hamilton1@mohawkcollege.ca
ce.mohawkcollege.ca/tundra-close-protection
www.tundragroup.ca / info@tundragroup.ca

Admission Requirements

You must have completed a criminal record check and vulnerable sector check from the RCMP or equivalent agency. You must complete and submit a personal information form for evaluation.

For program details and course specific prerequisites, please visit
ce.mohawkcollege.ca/tundra-close-protection

Program of Studies

Mandatory Courses:	Hours
LAWS 10117 Close Protection Pistol	42
LAWS 10118 Close Protection Driving-Basic	16
LAWS 10119 Close Protection Medic-Basic	26
LAWS 10120 Close Protection Course 1	42
LAWS 10121 Close Protection Course 2	42
LAWS 10122 Close Protection Course 3	42
LAWS 10123 Close Protection Course 4	42

These courses take place at the Tundra facility located at 1393 Centre Line Road, Clearview Ontario (south of Wasaga Beach and West of Barrie)
Class times are scheduled 8AM to 5:30PM most days however this program is very scenario and planning based so students must understand they will be expected to work odd hours and they will have homework that will need to be completed every night.

Yoga Teacher Training

Intended for students who are interested in the possibility of becoming a yoga teacher. Designed to help prepare individuals to teach and adjust beginner yoga and meditation safely and with confidence to fit the uniqueness of the individual. Topics will include: Ayurvedic mind/body constitution, age ability, culture, religion and lifestyle. The current course offerings cover basic yoga techniques (asana, pranayama, meditation, relaxation) and yoga teaching methodologies.

**Please note that at this time, these courses are NOT being offered as part of a certificate program. We encourage you to contact the Program Manager for more information.

Questions?
Nora Simpson, Program Manager
905-575-1212 ext. 4078

Admission Requirements

These courses are intended for individuals who have studied yoga previously. In order to be admitted into the courses, students must submit a personal statement describing their yoga studies. To be successful in the courses students should have at least 2 years of previous yoga training. To apply, please contact the program manager.

NEW!

Yoga Teacher Training Basics HLTH10182

Students will gain the ability to identify and define basic yoga techniques through study and personal practice. Students will also study an introduction to the history and philosophy of yoga and explore key components of practicing a yoga pose and creating an asana practice. Students require a yoga mat in order to participate in this class.

12451	FF	SA	Feb23	9:00-4:00	5	\$232.20
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NEW!

Relating the History and Philosophy of Yoga to Yoga Teaching HLTH10181

Students will study the history and philosophy of classical yoga and relate the teachings to their own yoga journey. Students will then be expected to apply their discoveries to a specialized area of interest in yoga teaching such as high risk youth, seniors or stress management. This is an online course.

12452	OR	MO	Feb25			\$148.05
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Sign up now!
Check the inside of the back cover to find out how.

Leisure Education

Fitness Leadership Certification Program (YWCA)

Questions?
905-575-1212 ext.3244 /
cehumserv@mohawkcollege.ca
Deanna Lawson-Langford
905-522-9922 ext. 118 /
deanna.lawson-langford@mohawkcollege.ca

A DIFFERENT MANUAL IS REQUIRED FOR EACH COURSE. Theory is \$56.50 and Group is \$40, to be paid by cheque in week 1.** Personal Training to be discussed first night of course.**

Personal Trainer Module HLTHF1004

Prepare for a Certified Professional Trainer Network designation. Study advanced anatomy, exercise physiology, and biomechanics in program design, as well as consulting skills and the business aspects of personal training. Prerequisite: HLTHF1001.

12237	FF	MO	Jan7	7:00-10:30	13	\$457.29
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Fitness Theory HLTHF1001

Study basic anatomy, movement mechanics, physiology of exercise, principles of training, basic nutrition as well as weight management. A PREREQUISITE FOR ALL SPECIALTY MODULES. Final written exam.

12222	FF	WE	Jan9	7:00-10:00	13	\$402.89
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Group Fitness Leader Module HLTHF1003

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: Ottawa Street YWCA, 52 Ottawa Street North. Prerequisite: HLTHF1001.

12241	OR	SU	Feb24	9:00-2:30	5	\$232.86
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Working with Children & Youth

Child & Youth Worker Diploma (610)

Ontario College Advanced Diploma
Learn your role as part of the treatment team facilitating change in children and youth who are experiencing a range of social, emotional, family, or behavioural challenges in their lives. Develop therapeutic relationships with children and youth in a variety of diverse settings that include, residential and day treatment centres, mental health clinics, community settings, child protection, custody, schools, group homes, and more.

Questions?
905-575-1212 ext.3244 /
cehumserv@mohawkcollege.ca

Admission Requirements

Courses are restricted to those who have applied and been accepted. Please contact us to obtain an application form. You require Grade 12 (or equivalent) including English to be admitted into the program.

For program details and graduation requirements visit
ce.mohawkcollege.ca/cyw

Human Services

Introduction To Group Dynamics

HMNSCC143

Year 1 & 2. Provides a theoretical framework for the study of groups. Focuses upon the basic interactions, dynamics, patterns and processes that occur in small groups, with specific emphasis on interdependence, member roles and group productivity.

12375 FF WE Jan9 6:30-9:30 14 \$325.08

Therapeutic Programming & Life Skills

HMNSCC162

Year 1 & 2. Focus on the therapeutic use of programming in the care and treatment of children and adolescents. Demonstrate the ability to plan, implement and evaluate activities to meet the developmental needs and treatment goals of the individual and client group. Learn to teach instrumental life skills and social skills to children and adolescents. Course material will be covered in class and online via eLearn.

12376 FF MO Jan7 6:30-9:30 14 \$325.08

Community Interventions & Resources

HMNSCC553

Year 3 & 4. Review systems and other community change theories, learn methods of identifying gaps in service, access community resources, communication networks, professional networks, referral procedures and strategies for change.

12365 FF TU Jan15 6:30-9:30 14 \$325.08

Therapeutic Principles And Theories

HMNSCC552

Year 3 & 4. Focus on selected theories and treatment therapies utilized in human services work. Includes vocabulary, concepts, theory and practices. Identify the similarities and differences in the various approaches and be able to articulate these differences and usages.

12740 FF TH Jan10 6:30-9:30 14 \$325.08

Field Work Practicum 1 WORKCC255

Contingent on completion of required course work.

12370 FW \$644.11

Field Work Practicum 2 WORKCC455

Contingent on completion of required course work.

12371 FW \$733.58

Field Work Practicum 3 WORKCC655

Contingent on completion of required course work.

12373 FW \$793.04

Early Childhood Education Diploma (213)

Ontario College Diploma

Graduation Requirement: 22 courses

Prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

Admission Requirements

Grade 12 English (min.70%). Volunteer experience in child care is strongly recommended.

Courses are restricted to those who have applied and been accepted. First time applicants apply in the spring of each year with an application deadline in June. The program begins in the fall for successful applicants.

Potential students may complete: Communications, Critical and Innovative Thinking, or an elective prior to being accepted.

Communicable Disease Screening and a Criminal Background Check may be required before beginning placement. Contact the Program Manager for details.

For online options, please refer to the Distance Education section of the catalogue.

For program details and graduation requirements visit

ce.mohawkcollege.ca/ce

Child Development & Behaviour 2

EDUCEC221

Year 1 & 2. Focus on theories and principles of child development. Explore changes evident in developing children with physical, intellectual, language, social & emotional perspective. Consider the milestones, behaviours, abilities and emergent skills of these key periods of child development.

12103 FF WE Jan9 7:00-10:00 14 \$325.08

Parent Teacher Child Relationship 2

EDUCEC228

Year 1 & 2. Through acquiring skills in observation and self-awareness, develop sensitivity to diversity and resourcefulness in working with children individually or in groups. Study techniques used to promote the young child's optimal social & emotional development. Integrates educational technology with instructional delivery.

12104 FF MO Jan7 7:00-10:00 14 \$325.08

Supervision And Administration

EDUCEC332

Year 3 & 4. Introduces the relevant legislation and necessary administrative procedures for operating a child care centre. Discover techniques for establishing effective teams, mentoring relationships, personnel management, and understand the role of professional and community resources.

12105 FF TU Jan15 7:00-10:00 12 \$270.90

Early Childhood Education - Leadership and Administration Certificate (932)

Mohawk College Certificate

Graduation Requirement: 7 courses

Participate in courses designed through a collaborative effort between Early Childhood Educators from community centres and staff from Affiliated Services for Children and Youth. Benefit from the guidance of these community leaders and their extensive professional experience in Early Learning and Care by gaining training and skills needed when working within Early Childhood Education communities. Competencies from the Occupational Standards for Child Care Administrators will be incorporated.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

Admission Requirements

An ECE Diploma or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/eceleadershipadmin

Mandatory Courses:

Hours

COMM10174	Communications & Relationships	30
EDUC10053	ECE - Leadership & Development	30
EDUC10054	Regulations, Facilities & Governance	30
EDUC10057	Family & Community Engagement	30
EDUC10058	ECE - Leadership in Action	30
FINC10005	Financial Management & Planning	30
HRES10018	Human Res - Early Learning & Care	30

For online options, please refer to the Distance Education section of the catalogue.

Financial Management and Planning in Early Learning and Care FINC10005

Identify financial and administrative tasks that are required for the successful management of a child care center. Addresses responsibilities for sound financial management and dealing with budgets. Learn to appropriately delegate tasks and verify the accuracy of work.

12102 FF MO Jan21 6:30-9:30 10 \$232.20

Need upgrading in
Math or English?
905-575-2029

Early Childhood Education Resource Teacher Certificate (813)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Questions?

905-575-1212 ext.3244 /
cehumserv@mohawkcollege.ca

Admission Requirements

An ECE Diploma.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/eceresourceteacher

Mandatory Courses:

Hours

EDUCRT001	Introduction to Resource Teaching	36
HMNSRT011	Individual Development Plan 1	36
HMNSRT031	Working With Families	36
HMNSRT041	Individual Development Plan 2	36
HMNSRT061	Advocacy In Schools & Community	36
LIBRRT071	Co-Ordinating Resources	36
WORKRT021	Field Practicum 1	105
WORKRT051	Field Practicum 2	105

Contact the Program Manager regarding future offerings

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

Field Placement 4 and Seminar
19017 FW

WORKEC399
\$583.29

Human Services / Languages and Communications

Educational Assistant Diploma (727)

Ontario College Diploma

Graduation Requirement: 26 courses

Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

Questions?

905-575-1212 ext. 3244 /
cehumserv@mohawkcollege.ca

Admission Requirements

Grade 12 English and Grade 10 Math (recommended 70% in each). Current volunteer classroom experience with 2 letters of recommendation on school letterhead. 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, Critical and Innovative Thinking, Developmental Psychology and 2 general electives prior to being accepted. See the index for course offerings.

Communicable Disease Screening and a Criminal Background Check may be required before beginning placement. Contact the Program Manager for details.

For program details and graduation requirements visit ce.mohawkcollege.ca/ea

Courses are offered online through OntarioLearn and under other Certificates. Check the index.

Languages and Communications

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

English as a Second Language

LINC - Language Instruction for Newcomers to Canada

Free to eligible individuals.

Prerequisite: Language assessment from LINC Assessment Centre.

Levels 1 to 7 Full-time day classes
9 a.m. to 2:30 p.m.

Mon. to Fri. Start Date: January 7, 2013.
New students start classes on Mondays.

LINC for Youth (18 to 25) Project Based Courses

Photography (CLB 1-3)
Videography (CLB 4-7)

Start Date: January 7, 2013

New students start classes on Mondays.

LINC 6 Intensive

Preparation for post-secondary admission
9 a.m. to 2:30 p.m.

Mon. to Fri.- January 2 to March 28, 2013

Part-Time LINC Discrete Skills Courses

Listening (CLB 5)

Mon. & Wed. 2:30 p.m. to 5:00 p.m.
8 weeks - Start Date: January 7, 2013

Writing (CLB 5)

Tues. & Thurs. 2:30 p.m. to 5:00 p.m.
8 weeks - Start Date: January 8, 2013

ENHANCED WORKPLACE COMMUNICATIONS

Free Part-time Classes

Speaking (CLB 6/7)

Wednesday - 2:30 p.m. to 5:30 p.m.
10 weeks - Start Date: January 16, 2013

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals

Free full-time classes.

Mon. To Fri. - 9:00 a.m. to 2:00 p.m.
Workplace mentorships - 2 post-secondary credits. January 2 to March 28, 2013

NEW!

English as a Second Language Grammar LANG10074

Course will cover intensive grammar including verb tenses, modals, passive voice and adjective clauses. Self-study is required. Canadian Language Benchmark 5/6.
12716 FF MO/WE Jan14 2:30-5:00 20 \$180.00

GAS-English for Academic Purposes

PREREQUISITE FOR THE EAP Program: Language assessment. You are expected to purchase class texts. Bursary may be available for citizens and residents who qualify.

Questions?

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

Basic Academic Listening Practices COMM10204

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.

11003 FF TU Jan8 \$235.00

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.

11005 FF TU Jan8 \$235.00

Basic Academic Speaking Practices COMM10203

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.

11004 FF TU Jan8 \$235.00

Basic Academic Writing Practices COMM10201

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

11006 FF TU Jan8 \$235.00

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, note taking, and abbreviating information. Skill development at Canadian Language Benchmark 6.

11007 FF TU Jan8 \$235.00

Applied Reading for College COMM10205

Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.

11009 FF TU Jan8 \$235.00

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.

11008 FF TU Jan8 \$235.00

Applied Writing for College COMM10208

Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.

11010 FF TU Jan8 \$235.00

Academic Listening Skills COMM10213

Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interview and lectures. Develop pre-listening and note-taking strategies necessary for academic success.

11011 FF TU Jan8 \$235.00

Academic Reading Preparation COMM10210

Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and research and citations also receive emphasis.

11013 FF TU Jan8 \$235.00

Academic Speaking Skills COMM10212

Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments.

11012 FF TU Jan8 \$235.00

Languages and Communications

Academic Writing Preparation

COMM10211

Develop writing skills at Canadian Language Benchmark 7 with emphasis on prewriting, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.

11014	FF	TU	Jan8	\$235.00
11015	FF	TU	Jan8	\$235.00

Languages - English

Questions?

905-575-2025 / crearts@mohawkcollege.ca

Please Note: IMPORTANT CHANGES

Fall 2012 marks the introduction of two new COMM courses in Continuing Education.

COMM11040 Communication is equivalent to COMMMLL041 Communications (Langs) and brings students with basic skills to college level foundational skills.
(COMMMLL041 is still available in day school but is not being offered in CE.)

COMM10265 Critical and Innovative Thinking is a new second-level communications course (replacing COMM10034 Active Citizenship). COMMMLL041 (or equivalent) is a prerequisite for COMM10265.

For ESL (English as a Second Language) Students:

Students who register in COMM11040 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMMLL043 or COMMMLL044) would be more suitable. COMMMLL044 is now a prerequisite, not an equivalent, for COMM11040.

ESL students wishing to register in COMMMLL044 must have one of the following prerequisites: COMMMLL043 or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking. To verify your eligibility and obtain clearance to register in this course, contact:

crearts@mohawkcollege.ca or 905-575-2025

You may be advised to complete language-based assessment. Please call 905-575-1212 ext. 3569 to arrange an ESL Language Assessment.

Questions?

assessment@mohawkcollege.ca

AC - Communications, Part B COMM-MLL044

Improve reading, writing, listening and speaking skills required in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM10092, COMMMLL043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

11029	FF	TU/TH	Jan22	6:30-8:30	28	\$394.43
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Communication D

COMM11040

An introductory college level English course. Through a variety of assignments, successful students in Communication 11040 develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. Teaches writing through the critical reading of various fiction and non-fiction materials and brings students with basic skills to college level foundational skills.

11693	FF	MO/WE	Jan2	6:30-8:00	28	\$420.79
11030	FF	TU/TH	Jan3	6:30-8:30	28	\$420.79
11031	FF	SA	Jan12	8:30-1:30	11	\$420.79

Critical and Innovative Thinking

COMM10265

Explore the growing global influence of innovation and critical thinking in the 21st century. Develop an advanced understanding of your individual role in the workplace and collaborate in the exploration of roles, responsibilities and issues relevant to the workplace through critical thinking and social innovation. Develop advanced communication skills and complete an e-portfolio related to your future employment.

11033	FF	TH	Jan3	7:00-9:00	14	\$216.72
11034	FF	SA	Jan5	10:00-12:00	14	\$216.72
11032	FF	MO	Jan7	7:00-9:00	14	\$216.72

Special Evening Courses - ESL

Questions?

905-575-1212 ext. 3566 / melissa.topp@mohawkcollege.ca

IELTS Preparation Workshop

COMM10261

Intended for students requiring information for either the General or Academic IELTS examination. Participate in sample tasks for reading, writing, listening and speaking modules tested in the examinations and receive clarification on the expectations and procedures of the examinations. Gain assistance in completing the test application forms.

11690	FF	TU	Jan15	6:00-9:00	1	\$45.00
11691	FF	TU	Feb12	9:00-9:00	1	\$45.00
11692	FF	TU	Mar12	6:00-9:00	1	\$45.00

Listening and Speaking Skills for IELTS

COMM10262

Focus on the development of listening and speaking skills for taking either the Academic or General IELTS exam. Review specific tips, strategies and expectations for the listening and speaking modules. New students will be advised on their gaps in these skills in relation to the test expectations. A significant amount of time will be devoted to the hands on tasks, sample questions and realistic practice of the exam.

11694	FF	TU/TH	Jan22	6:00-8:30	2	\$75.00
11695	FF	TU/TH	Feb19	6:00-8:30	2	\$75.00
11696	FF	TU/TH	Mar19	6:00-8:30	2	\$75.00

Mohawk College
Association of CE
Students



Reading & Writing - IELTS COMM10263

Focus on the development of reading and writing skills for taking the Academic IELTS exam. Review specific tips, strategies and expectations for the reading and writing modules and be advised on your own gaps in these skills in relation to the test expectations. A significant amount of time will be devoted to hands on tasks, sample questions and realistic practice for the exam.

11697	FF	TU/TH	Jan29	6:00-8:30	2	\$75.00
11698	FF	TU/TH	Feb26	6:00-8:30	2	\$75.00
11699	FF	TU/TH	Mar26	6:00-8:30	2	\$75.00

Find your room before
you come on campus
Visit ce.mohawkcollege.ca

Languages - Other

(CREDIT COURSES)

Questions?

905-575-2025 / crearts@mohawkcollege.ca

American Sign Language I LANGLL120

Learn the basics of the communication system used by most deaf people.

11056	FF	TU	Jan8	6:45-10:00	12	\$301.86
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American Sign Language II LANGLL220

Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive an Acknowledgement of Completion upon successful completion of levels 1 and 2.

11057	FF	TH	Jan10	6:45-10:00	12	\$301.86
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Conversational Mandarin Chinese

LANGLLA16

Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.

11058	FF	TU	Jan8	6:45-10:00	12	\$301.86
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Italian 1

LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.

11059	FF	TH	Jan10	6:45-10:00	12	\$301.86
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Italian 2

LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.

11060	FF	TU	Jan8	6:45-10:00	12	\$301.86
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Japanese-Conversational 1 LANGLLA17

Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.

11061	FF	MO	Jan7	6:45-10:00	12	\$301.86
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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.

11659	FF	MO	Jan7	7:00-10:00	6	\$193.00
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Practica Italian 2

LANGLLD10

Benefit from practice of oral and written skills developed in Conversational Italian Level 2.A non-credit course.

11660	FF	MO	Feb25	7:00-10:00	6	\$193.00
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78	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		12256	FF	WE	Jan11	6:30-9:30	6	\$104.20

Languages and 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.

12113 FF WE Jan9 6:30-9:45 12 \$301.86

Spanish For Beginners LANGLLE01

Develop your conversational skills for everyday communication. Good for travelers.

11661 FF MO Jan7 6:45-10:00 12 \$301.86

11662 FF TU Jan8 6:45-10:00 12 \$301.86

11663 FF WE Jan9 6:45-10:00 12 \$301.86

11664 FF SA Jan12 9:15-12:30 12 \$301.86

Spanish-Conversational 1 LANGLLA04

Focus on rapid learning of spoken, idiomatic Spanish. Some written work included.

Prerequisite: Spanish for Beginners or equivalent.

11665 FF TH Jan10 6:45-10:00 12 \$301.86

Spanish-Conversational 2 LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.

11666 FF WE Jan9 6:45-10:00 12 \$301.86

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

Certificate of Competence in the French Language (829)

Mohawk College Certificate

Graduation Requirement: 8 courses (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

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/french

Prerequisites must be met.

Mandatory Courses:

	Hours
LANGFR003 La Pratique du Francais 1	39
LANGFR004 La Pratique du Francais 2	39
LANGFR005 La Pratique du Francais 3	39
LANGFS032 Parlons Francais 1	39
LANGFR006 La Pratique du Francais 4	39
LANGFS033 Parlons Francais 2	39
LANGFR007 La Pratique du Francais 5	39
LANGFS071 Parlons Francais 3	39

CHALLENGE EXAMS

If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. You may challenge up to 75% of the required credits.

For beginners, no placement test is required; register directly in La Pratique 1.

Written test (FR003, FR004, FR005, FR006)

You may obtain up to 4 credits with these tests which measure competence in grammar.

Oral test (FS032, FS033)

You may obtain up to 2 credits with these tests which measure conversational competence.

A non-Refundable fee will be charged.

Exam Date: Wednesday, January 2, 2013 from 6:00 p.m. to 9:00 p.m. in Room J237 Fennell Campus

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

For placement in the appropriate French course, contact Val LeBlanc at 905-561-6093.

La Pratique du Francais 1 LANGFR003

Learn the basics of grammatical structures and vocabulary for conversational applications.

REQUIRED TEXT: "En bons termes" by Prentice Hall.

11036 FF MO Jan7 6:30-9:30 13 \$301.86

11037 FF TU Jan8 6:30-9:30 13 \$301.86

11038 FF WE Jan9 6:30-9:30 13 \$301.86

11039 FF SA Jan12 9:00-12:00 13 \$301.86

La Pratique du Francais 2 LANGFR004

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

11044 FF MO Jan7 6:30-9:30 13 \$301.86

11046 FF TH Jan10 6:30-9:30 13 \$301.86

11045 FF SA Jan12 9:00-12:00 13 \$301.86

La Pratique du Francais 3 LANGFR005

Exprimez-vous sans probleme dans une discussion se rapportant a une situation quotidienne. Le passe compose est un des points grammaticaux les plus importants enseignes dans ce niveau.

11047 FF WE Jan9 6:30-9:30 13 \$301.86

11048 FF SA Jan12 9:00-12:00 13 \$301.86

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.

11049 FF TH Jan10 6:30-9:30 13 \$301.86

La Pratique du Francais 5 LANGFR007

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

11050 FF MO Jan7 6:30-9:30 13 \$301.86

19067 FF WE Jan9 6:30-9:30 13 \$301.86

Parlons Francais 1 LANGFS032

Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequisite: FR005 La pratique du francais 3.

11053 FF TU Jan8 6:30-9:30 13 \$301.86

Parlons Francais 2 LANGFS033

Developpez votre vocabulaire et differentes structures orales en etudiant les themes suivants: "Preparons un voyage!", "Passons la douane!", "Arrivee a l'hotel", "Sejour a l'hotel", "Depart de l'hotel". Prerequisite: Parlons Francais 1 FS032, La Pratique du Francais 3 FR005.

11054 FF TH Jan10 6:30-9:30 13 \$301.86

Parlons Francais 3 LANGFS071

Developpez votre vocabulaire en etudiant les themes suivants: "Visitez la ville.", "Habillons-nous!", "Allons a la banque!", "Allons au restaurant!", "Allons magasiner!". Relaxed atmosphere. Conversation, situations from everyday life. Prerequisite: FS033 Parlons francais 2, FR007 La Pratique du Francais 5.

11055 FF WE Jan9 6:30-9:30 13 \$301.86

Parlons Avance 2 LANGFS078

A continuation of Parlons Avance 1.

11051 FF TU Jan8 6:30-9:30 12 \$232.20

11052 FF FR Jan11 9:30-12:00 12 \$232.20

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.

Questions?

Val LeBlanc 905-561-6093

Admission Requirements

Certificate of Competence in the French Language.

La Grammaire Avancee 1 LANG10046

La maitrise des regles grammaticales et la formation des temps des verbes 'reguliers et irreguliers' et leurs emplois dans des exercices ecrits et oraux. Ainsi que l'emploi et le placement des pronoms.

11035 FF WE Jan9 6:30-9:00 12 \$232.20

Language Interpreter Training Program

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters within the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. The program will benefit individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

Questions?

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

1. Minimum Ontario Secondary School Diploma or equivalent

2. Fluency (reading, writing, speaking) in English as well as a second language.

Note: Intended for individuals with excellent proficiency in English and a second language.

Languages and Communications / Leisure Education

Program of Studies

For program details visit

ce.mohawkcollege.ca/languageinterpreter

A 180-hour training program must be completed as follows:

Mandatory Courses:	Hours
LANG10031 Intro to Spoken Language Interpreting	30
LANG10032 Consecutive Interpreting	30
LANG10033 Skills Devel - Sight Translation	30
LANG10034 Skills Development - Simultaneous	30
LANG10035 Setting Specific Interpreting	36
LANG10036 Capstone Course-Skills Integration	30

You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency. This mandatory testing is recommended to be taken after the Fourth Course LANG10034 and must be completed prior to registering in the Sixth Course LANG10036. Any associated expenses are your responsibility.

Testing can be arranged through Mohawk College. Contact Bonnie Pataran for details.

ORIENTATION SESSION

Thursday, November 29, 2012
6:30 - 8:00 p.m.

OR

Thursday, December 6, 2012
6:30 - 8:00 p.m.

OR

Tuesday, January 8, 2013
6:30 - 8:00 p.m.

FENNELL CAMPUS - J-WING - ROOM J103
Park in Lot P8

Contact 905-575-2307 /
bonnie.pataran@mohawkcollege.ca to
reserve a spot

INTENSIVE LANGUAGE INTERPRETER TRAINING PROGRAM

BECOME A QUALIFIED INTERPRETER IN 3 1/2 MONTHS

Start Date: January 9 - April 10

Offered during the evening hours- Mon/ Wed/ Fri and one Saturday per course

Tuition Cost: \$1439.51 for 6 courses

(does not include competency testing cost)

Attend one of the Orientation Sessions or contact Bonnie Pataran for course schedule

Prior to registering for the Capstone Course, Skills Integration you must provide proof of successful completion of the CILISAT or ILSAT test.

Introduction to Spoken Language Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. Revision of dates if necessary.

12736 FF TU/TH Jan15 6:30-9:30 10 \$232.20

12737 FF SA Jan19 9:00-3:30 5 \$232.20

Consecutive Interpreting LANG10032

Benefit from a skilful mix of theory and practice focused on memory and comprehension, note taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031. Revision of dates if necessary.

12738 FF TU/TH Feb26 6:30-9:30 10 \$232.20

12739 FF SA Mar2 9:00-3:30 5 \$232.20

Writing for Publication Certificate (123)

Mohawk College Certificate

Graduation Requirement: 5 courses

With a new focus and new courses, this certificate program is ideal for beginner and established writers alike who are interested in creating or enhancing their portfolio of written work. Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you're a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and most importantly, get you writing.

Questions?

905-575-2025 / crearts@mohawkcollege.ca

905-575-2307 /

bonnie.pataran@mohawkcollege.ca

Admission Requirements

Successful completion of senior secondary school English or equivalent.

Program of Studies

For program details and graduation requirements visit

ce.mohawkcollege.ca/writingpublication

Option Group 1 - Choose 3:

COMM10120 The Dynamics of Plot 39

COMM10141 The Dynamics of Character 39

COMMLL904 Creative Writing 39

COMMLLP01 Grammar For Writers 39

LANGLL936 Novel Writing 1 39

COMM10000 Intro To Creative Non-Fiction 39

COMMLLT03 Writing For Publication 1 -online 42

COMMLLT09 Writing For Publication 2 - online 42

COMMLLT02 Grammar For Writing Professionals 42

Option Group 2 - Choose 1:

Refer to the website for a list of optional courses

ACKNOWLEDGEMENT OF COMPLETION - SERIES

To further your studies - please visit the website for details

Writing for Stage and Screen 1 and 2 can be used in the
PERFORMING ARTS CERTIFICATE

Creative Writing COMMLL904

Learn or review the building blocks of fiction writing. Enhance your understanding of plot and character development, setting, dialogue, backstory, point of view, and the concept of "show, don't tell".

12735 FF TH Jan10 7:00-10:00 13 \$301.86

The Dynamics of Character COMM10141

Create memorable characters that are the heart of great storytelling. Workshop the techniques necessary for vivid characterization, dialogue, description and backstory. Analyze great characters from Madame Bovary to Seinfeld.

12734 FF TU Jan8 7:00-10:00 13 \$301.86

The Dynamics of Plot COMM10120

Focus on the unsung hero of great storytelling: plot. Study and use various plot mechanics and devices through in-class workshop. Learn how to refresh classic storytelling arcs and incorporate backstory and thematic content. Avoid plot cliches. Study great plots from the movies, short stories and novels.

12733 FF TU Jan8 7:00-10:00 13 \$301.86

Creative Writing II: Short Fiction

COMMLL945

Continue to hone your fiction writing skills. Create vibrant characters, settings and dialogue, then weave them together into cohesive short stories. Workshops and revisions follow your work from first to final draft.

12731 FF WE Jan9 7:00-10:00 13 \$301.86

Writing Family History and Memoirs

COMML10111

Do you have a family story worth telling? Draw on your own experiences or family background to create memorable and compelling non-fiction. Learn creative non-fiction technique and receive helpful feedback.

12729 FF WE Jan10 7:00-10:00 13 \$301.86

Writing For Children COMMLLP05

Explore children's literature. Develop the unique skills needed to produce stories, poems, and articles for primary and grade-school children. Topics include getting ideas, getting published and marketing your work.

12732 FF TU Jan8 7:00-10:00 13 \$301.86

Writing Poetry COMMLLP04

Combine sound, memory, image and sensuality with strong technique to elevate your poetry. Learn how to edit your work. Expand your subject matter. Study devices and genres from the classic to the contemporary.

12730 FF WE Jan9 7:00-10:00 13 \$301.86

Leisure Education

LEISURE EDUCATION...SOMETHING FOR EVERYONE

Why not add something new to your life? Consider various leisure opportunities. Look for Fencing, Coaching and Wilderness courses.

Questions?

905-575-2298 /

katya.garon@mohawkcollege.ca

Leisure Coaching

Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

Coaching: Introduction to Competition - Part A SPRT10000

Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

11679 FF FR Jan18 6:00-10:00 2 \$135.00

SA 9:00-5:00

11680 FF FR Mar8 6:00-10:00 2 \$135.00

SA 9:00-5:00

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

Leisure Education / Math/Statistics

Coaching: Introduction to Competition - Part B SPRT10001

Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included.

11681	FF	FR	Jan25	6:00-10:00	2	\$135.00
		SA		9:00-5:00		
11682	FF	FR	Mar22	6:00-10:00	2	\$135.00
		SA		9:00-5:00		

Making Ethical Decisions SPRT10021

Successful completion of this workshop, fully equips coaches to handle virtually any ethical situation with confidence. MED helps coaches identify the legal, ethical and moral implications of difficult situations that present themselves in the world of team and individual sport. Manual included.

11686	FF	FR	Jan18	6:00-10:00	1	\$60.00
11687	FF	FR	Mar8	6:00-10:00	1	\$60.00

Conflict Management SPRT10013

Coaches learn how to identify where conflict is likely to occur and how to manage the situation. Coaches learn five approaches to managing conflict and when it is appropriate to use each of them. Manual included.

11684	FF	FR	Feb8	6:00-10:30	1	\$75.00
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Psychology of Performance SPRT10015

Guide athletes in the development of psychological skills they need to maximize their performance. Coaches develop individualized competition focus plans for their athletes or teams and the ability to critically reflect on psychological skills to decide which are most relevant for their athletes and teams.

11685	FF	SA	Feb9	9:00-5:00	1	\$115.00
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Coaching and Leading Effectively

SPRT10014

Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters. Manual included.

11683	FF	FR	Feb15	6:30-10:00	2	\$130.00
		SA		9:00-5:00		

Leisure - Wilderness

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.

11678	FF	SA	Feb2	10:00-5:00	1	\$130.00
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Exercise & Sports Courses

Fencing Introductory RECLLE013

Develop the basic defensive and offensive skills of this challenging form of exercise. Foils, masks, and protective jackets supplied. Location: Hillfield Strathallan school DeGroot Gym.

12116	OR	WE	Feb6	7:30-9:30	1	\$30.00
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Fencing Level 1

Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013. Location: Hillfield Strathallan School DeGroot Gym.

12117	OR	WE	Feb13	7:30-9:30	4	\$80.00
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SPRTLE213

Math/Statistics

ce.mohawkcollege.ca/mathematics-statistics

Business Diploma Math Courses

Questions?

905-575-2358 / cebus@mohawkcollege.ca

Business Mathematics Of Finance

MATH10037

Understand simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101.

12443	FF	TU	Jan15	6:00-9:30	12	\$325.08
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Business Statistics

MATHMA305

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

12445	FF	WE	Jan9	6:00-10:00	14	\$420.79
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Business Statistics 2

MATHMA411

Covers Estimating Population Parameters, Hypothesis Testing, Statistical Inferences from two samples, Chi-square Analysis, Linear Regression and Multiple Regression Analysis. Prerequisite: MATHMA311 or MATHMA305.

12447	FF	TH	Jan10	6:00-10:00	14	\$420.79
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Mathematics - Lecture Courses

Questions?

905-575-2203 / ceengty@mohawkcollege.ca
zoran.pocuca@mohawkcollege.ca

Engineering Mathematics 3 MATH10014

Study calculus. Learn about differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions, differential equations of the first and second order and Laplace transforms. Prerequisite: MATHMA279, MATH10021 or equivalent.

12642	FF	WE	Jan23	6:30-10:00	12	\$325.08
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Statistics

MATHMA482

Introductory statistics intended for Technology students. Focus on organizing and summarizing univariate data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. Monday class is every second Monday.

12627	FF	MO/WE	Jan16	6:00-9:00	19	\$420.79
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Mathematics

MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U). Tuesday night classes are every other Tuesday.

12616	FF	TU/TH	Jan17	6:00-9:00	19	\$420.79
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Math Learning Centre Courses

Questions?

905-575-2139 / ceengty@mohawkcollege.ca
helen.dakin@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.

Please Note: Material is based on a Windows operating environment.

Differential Calculus

MATHMA383

Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.

12560	FF	MO	Jan21	6:00-9:00		\$325.08
12561	FF	WE	Feb13	6:00-9:00		\$325.08
12562	FF	TU	Mar5	6:00-9:00		\$325.08
12563	FF	TH	Mar28	6:00-9:00		\$325.08

Engineering Mathematics 1 MATHMA179

Concentrate on Algebra, Right and Oblique Triangle Trigonometry, Complex Numbers, Sine Wave Analysis, Systems of Equations and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

12541	FF	MO	Jan21	6:00-9:00		\$420.79
12542	FF	WE	Feb13	6:00-9:00		\$420.79
12543	FF	TU	Mar5	6:00-9:00		\$420.79
12545	FF	TH	Mar28	6:00-9:00		\$420.79

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.

12512	FF	MO	Jan21	6:00-9:00		\$325.08
12513	FF	WE	Feb13	6:00-9:00		\$325.08
12514	FF	TU	Mar5	6:00-9:00		\$325.08
12515	FF	TH	Mar28	6:00-9:00		\$325.08

Mathematics

MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.

12572	FF	MO	Jan21	6:00-9:00		\$325.08
12573	FF	WE	Feb13	6:00-9:00		\$325.08
12574	FF	TU	Mar5	6:00-9:00		\$325.08
12576	FF	TH	Mar28	6:00-9:00		\$325.08

Mathematics

MATH10024

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173.

12577	FF	MO	Jan21	6:00-9:00		\$325.08
12578	FF	WE	Feb13	6:00-9:00		\$325.08
12579	FF	TU	Mar5	6:00-9:00		\$325.08
12580	FF	TH	Mar28	6:00-9:00		\$325.08

Math/Statistics

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).

12516	FF	MO	Jan21	6:00-9:00	\$325.08
12517	FF	WE	Feb13	6:00-9:00	\$325.08
12518	FF	TU	Mar5	6:00-9:00	\$325.08
12519	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics

MATHMS122

Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. 4 month (56 hour). Prerequisite: Grade 10 Math (applied or academic).

12520	FF	MO	Jan21	6:00-9:00	\$420.79
12521	FF	WE	Feb13	6:00-9:00	\$420.79
12522	FF	TU	Mar5	6:00-9:00	\$420.79
12523	FF	TH	Mar28	6:00-9:00	\$420.79

Mathematics

MATHMS150

Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

12529	FF	MO	Jan21	6:00-9:00	\$325.08
12530	FF	WE	Feb13	6:00-9:00	\$325.08
12531	FF	TU	Mar5	6:00-9:00	\$325.08
12532	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics

MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U).

12594	FF	MO	Jan21	6:00-9:00	\$420.79
12595	FF	WE	Feb13	6:00-9:00	\$420.79
12596	FF	TU	Mar5	6:00-9:00	\$420.79
12597	FF	TH	Mar28	6:00-9:00	\$420.79

Mathematics

MATHMS173

Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

12537	FF	MO	Jan21	6:00-9:00	\$420.79
12538	FF	WE	Feb13	6:00-9:00	\$420.79
12539	FF	TU	Mar5	6:00-9:00	\$420.79
12540	FF	TH	Mar28	6:00-9:00	\$420.79

Mathematics

MATHMS248

Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.

12550	FF	MO	Jan21	6:00-9:00	\$420.79
12551	FF	WE	Feb13	6:00-9:00	\$420.79
12552	FF	TU	Mar5	6:00-9:00	\$420.79
12554	FF	TH	Mar28	6:00-9:00	\$420.79

Mathematics

MATHMS377

Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.

12555	FF	MO	Jan21	6:00-9:00	\$325.08
12556	FF	WE	Feb13	6:00-9:00	\$325.08
12558	FF	TU	Mar5	6:00-9:00	\$325.08
12559	FF	TH	Mar28	6:00-9:00	\$325.08

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.

12564	FF	MO	Jan21	6:00-9:00	\$325.08
12565	FF	WE	Feb13	6:00-9:00	\$325.08
12566	FF	TU	Mar5	6:00-9:00	\$325.08
12567	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics 1

MATH10012

Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

12568	FF	MO	Jan21	6:00-9:00	\$325.08
12569	FF	WE	Feb13	6:00-9:00	\$325.08
12570	FF	TU	Mar5	6:00-9:00	\$325.08
12571	FF	TH	Mar28	6:00-9:00	\$325.08

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).

12498	FF	MO	Jan21	6:00-9:00	\$325.08
12500	FF	WE	Feb13	6:00-9:00	\$325.08
12501	FF	TU	Mar5	6:00-9:00	\$325.08
12502	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics 1 (Motive Power Technqs)

MATHMA008

Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

12503	FF	MO	Jan21	6:00-9:00	\$325.08
12504	FF	WE	Feb13	6:00-9:00	\$325.08
12505	FF	TU	Mar5	6:00-9:00	\$325.08
12507	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics 2

MATH10053

Focus on Boolean Algebra, Analytic Geometry, Sine Wave Analysis, Logarithms and Differential Calculus. 4 month (42 hour). Prerequisite: MATH 10011 or equivalent.

12590	FF	MO	Jan21	6:00-9:00	\$325.08
12591	FF	WE	Feb13	6:00-9:00	\$325.08
12592	FF	TU	Mar5	6:00-9:00	\$325.08
12593	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics 2 (Motive Power Technqs)

MATHMA009

Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

12508	FF	MO	Jan21	6:00-9:00	\$325.08
12509	FF	WE	Feb13	6:00-9:00	\$325.08
12510	FF	TU	Mar5	6:00-9:00	\$325.08
12511	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics 2 For Construction

Technician

MATHMS244

Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.

12546	FF	MO	Jan21	6:00-9:00	\$325.08
12547	FF	WE	Feb13	6:00-9:00	\$325.08
12548	FF	TU	Mar5	6:00-9:00	\$325.08
12549	FF	TH	Mar28	6:00-9:00	\$325.08

Mathematics for Computer Studies

MATH10042

Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

12585	FF	MO	Jan21	6:00-9:00	\$420.79
12587	FF	WE	Feb13	6:00-9:00	\$420.79
12588	FF	TU	Mar5	6:00-9:00	\$420.79
12589	FF	TH	Mar28	6:00-9:00	\$420.79

Mathematics For Construction

Technician

MATHMS144

Study Algebra, Unit Conversions, Geometry & Mensuration and Right Triangle Trigonometry. 4 months (42 hour) Prerequisite: Grade 12 Math (C or U).

12524	FF	MO	Jan21	6:00-9:00	\$325.08
12525	FF	WE	Feb13	6:00-9:00	\$325.08
12527	FF	TU	Mar5	6:00-9:00	\$325.08
12528	FF	TH	Mar28	6:00-9:00	\$325.08

Mechanical Basic Algebra

MATHMS165

Learn about, Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

12533	FF	MO	Jan21	6:00-9:00	\$420.79
12534	FF	WE	Feb13	6:00-9:00	\$420.79
12535	FF	TU	Mar5	6:00-9:00	\$420.79
12536	FF	TH	Mar28	6:00-9:00	\$420.79

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.

12581	FF	MO	Jan21	6:00-9:00	\$325.08
12582	FF	WE	Feb13	6:00-9:00	\$325.08
12583	FF	TU	Mar5	6:00-9:00	\$325.08
12584	FF	TH	Mar28	6:00-9:00	\$325.08

Preparatory Apprenticeship - Math

MATHMA001

Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration. 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).

12481	FF	MO	Jan21	6:00-9:00	\$368.07
12482	FF	WE	Feb13	6:00-9:00	\$368.07
12483	FF	TU	Mar5	6:00-9:00	\$368.07
12484	FF	TH	Mar28	6:00-9:00	\$368.07

Preparatory Mathematics(Business)

MATHMA003

Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. 4 month (48 hour). Prerequisite: Grade 11 Math (U or C).

12489	FF	MO	Jan21	6:00-9:00	\$368.07
12493	FF	WE	Feb13	6:00-9:00	\$368.07
12496	FF	TU	Mar5	6:00-9:00	\$368.07
12497	FF	TH	Mar28	6:00-9:00	\$368.07

Preparatory Mathematics(Technology)

MATHMA002

Prepare for College Technical mathematics with attention to Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry. 6 month (72 hour). Prerequisite: Grade 11 Math (U or C).

12485	FF	MO	Jan21	6:00-9:00	\$519.55
12486	FF	WE	Feb13	6:00-9:00	\$519.55
12487	FF	TU	Mar5	6:00-9:00	\$519.55
12488	FF	TH	Mar28	6:00-9:00	\$519.55

Peer Tutoring Available
905-575-1212 ext 3279
peer.tutor@mohawkcollege.ca

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

Social Sciences

General Education Band Selection Courses

In some Continuing Education certificate/ diploma programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements.

The following restrictions apply:

The course chosen must NOT be related to (or included in) your program of studies. For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity; Recreation and Leisure Services students cannot use Sociology, etc. You are advised to seek approval for the course you are considering, before registering. When you have successfully completed the course you must apply for an exemption from your General Education course. Submit applications to the Registration Centre at your campus.

Questions?

905-575-1212 ext. 3046 /
joanna.sargent@mohawkcollege.ca
905-575-2025 / crearts@mohawkcollege.ca

World of Abnormal Psychology

refer to Distance Education section

Introductory Psychology PSYCSS156 (E)

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

11023 FF MO Jan7 6:00-9:15 13 \$325.08
11024 FF WE Jan9 6:00-9:15 13 \$325.08

Developmental Psychology PSYCSS271 (E)

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

11020 FF WE Jan9 6:00-9:15 13 \$325.08
11021 FF TH Jan3 6:00-9:15 13 \$325.08

Sociology 1 SSCISS108 (E)

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

12405 FF WE Jan9 6:30-9:30 14 \$325.08
11025 FF MO Jan7 6:00-9:15 13 \$325.08
11026 FF TU Jan8 6:30-9:30 14 \$325.08

Sociology 2 SSCISS109 (E)

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

11027 FF TH Jan3 6:30-9:30 14 \$325.08

Human Relations SSCISS170 (E)

Develop your self-awareness and self-confidence in personal and professional human relations, with emphasis on motivation; conformity, persuasion; supervision and employee relations and personality formation.

11022 FF WE Jan9 6:00-9:15 13 \$325.08

Success Strategies CREDAS101

Success Strategies is a pre-requisite course for graduation in the General Arts & Science Program. You will have an opportunity to explore career options, and develop skills in the following areas: thinking, essay writing, research, and effective learning.

11028 FF TU Jan8 6:00-9:15 13 \$325.08

General Interest

Questions?

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

ce.mohawkcollege.ca/generalinterest

Dancing

Ballroom Dancing-Beginners

DANCGI901

Learn the basics of Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. Singles welcome!

Location: Germania Banquet Centre of Hamilton, 863 King St. East.
12367 OR TH Jan24 7:00-8:30 8 \$138.00

Intro to Latin Dance DANC10005

Join Sean Quinlan, choreographer and competitive Latin Dancer in learning the foundations of the four most popular Latin Dances: Merengue, Salsa, Bachata & Cha Cha. Location: Germania Banquet Centre, 863 King St. East.

12368 OR WE Jan23 7:00-8:30 8 \$138.00

NEW!

Latin Dance - Intermediate DANC10006

Join Sean Quinlan and continue to build on the steps learned in Level 1. The dances include: Salsa, Bachata & Cha Cha. Location: Germania Banquet Centre, 863 King St. East.

12369 OR WE Jan23 8:30-10:00 8 \$138.00

Home Renovation for Women

CHCHTV Reno Expert Pamela Stiles
5 Time "Readers Choice Award" Winner
Home Reno Expert at Home Depot

You can now receive an Acknowledgment of Completion for successfully completing 5 courses in Home Reno for Women (Men Welcome). Of interest to Home Renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what YOU can do and when to call in the EXPERTS. Material costs included in the course fee.

HOME RENO FOR WOMEN WILL RETURN IN THE SPRING 2013 SEMESTER.

Weekend Home Section

HOME IMPROVEMENT DIY
WOMEN AND MEN WELCOME

NEW!

Basic Electrical ELEC10123

Join electrician John DeSantis, and learn how to plan a rewiring, upgrading, and add-ons.. according to code. Learn when an electrician and an inspection is a MUST. Material costs of \$20 included in fee. Bring your lunch!

12372 FF SA Jan19 9:00-3:00 2 \$112.88
12374 FF SA Feb23 9:00-3:00 2 \$112.88

Life and Career Skills

Setting and Achieving Goals and Assertiveness Training for Professionals - Levels 1, 2 and 3 can be included in the WORKPLACE LEADERSHIP CERTIFICATE (Business section).

Upon successful completion of the Assertiveness Training for Professionals Levels 1, 2 and 3 you will receive an Acknowledgement of Completion. Gain a solid foundation of the skills of assertiveness, including self-management skills and skills to deal with challenging individuals and structures within employment settings. These skills are foundational to employment retention and progression in today's challenging and changing world of work.

Assertiveness For Professionals

PERSGI050

Develop enhanced personal management skills for career productivity. Focus on stress and anger management, dealing with difficult people, and peer relations. Receive an Acknowledgment of Completion.

12348 FF WE Jan16 6:30-9:30 4 \$92.88

Assertiveness for Professionals 2

PERS10008

A review of skills taught in Level 1 and an introduction to and practice of problem solving skills and dealing with difficult people in work situations. How to deal with assertiveness in group situations, be an effective group leader and team member.

12349 FF WE Feb13 6:30-9:30 4 \$92.88

Assertiveness for Professionals 3

PERS10011

Building on the skills developed in Level 1 & 2, receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.

12350 FF WE Mar13 6:30-9:30 4 \$92.88

55 Plus

The following courses and workshops may be of interest to you:

- * Painting/Watercolours
- * Paris in Depth
- * Acting for Beginners
- * Home Reno for Women
- * Home Staging
- * Food, Food, Food
- * Sewing Courses
- * Flower Arranging Courses
- * Home Decorating Courses
- * Perennial Gardening
- * Digital Photography
- * Selected Themes, Art History & Appreciation
- * Pottery
- * Jewellery - Construction

Refer to the index for more information.

Find your room before
you come on campus
Visit ce.mohawkcollege.ca

General Interest / OSLT / Community Training Solutions

CHCH Reno Expert Pamela Stiles
5 Time "Readers Choice Award" Winner
Home Reno Expert at Home Depot

You can now receive an Acknowledgement of Completion for successfully completing 5 courses in Home Reno for Women (Men Welcome). Of interest to home renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what YOU can do and when to call in the EXPERTS. A \$10 material fee, to be paid to the instructor at the first class.

Prerequisite: Membership
Location: Sackville Hill Seniors' Centre,
780 Upper Wentworth St. Hamilton.

- *Tools and How to Use Them
- *Basic Plumbing
- *Painting and Decorating
- *Basic Maintenance
- *Kitchens

HOME RENO FOR WOMEN WILL RETURN
IN THE SPRING 2013 SEMESTER.

Occupation Specific Language Training (OSLT)

Questions?
905-575-1212 ext. 3805
patrice.palmer@mohawkcollege.ca

There are no fees for these courses.

Occupation-Specific Language Training for Health Sciences Certificate (944)

Mohawk College Certificate

Graduation Requirement: 5 courses

180 hours of 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 Certificate (946)

Mohawk College Certificate

Graduation Requirement: 5 courses

180 hours of 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. Previous experience or training required in Sales and Marketing and Entrepreneurship. This course will be 50% in-class and 50% online.

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.nureдини@mohawkcollege.ca
www.mohawkcollege.ca/community-training

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

Academic Upgrading

www.mohawkcollege.ca/au

Academic Preparation Programs

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

- The academic upgrading streams offer adult learners:
- . A personal academic assessment
- . An individualized "Learning Plan"
- . Self-paced and goal-oriented learning
- . A learner-centered teaching approach
- . Flexible hours and continuous intake
- . Free GED Preparation

Academic Upgrading

Achieve Grade 12 equivalency in Math and English. Ask us about Biology, Physics and Chemistry upgrading.

Skilled trades

Benefit from targeted academic preparation for apprenticeship training.

Literacy & Basic Skills for the Workplace

Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

Questions?
 Hamilton 905-575-2029
 Brantford 519-758-6083
 or 905-575-1212 ext. 6083

Deaf Empowerment Program

Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. You may attend the day program, at the Fennell Campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend this program at no cost.

Questions?

Voice: 905-575-2029 / toll free 1-866-891-2011
/ TTY: 905-575-2436 / dep@mohawkcollege.ca

These Employment Ontario programs are funded by the Ontario Government.

TOWES - Testing of Workplace Essential Skills Assessment

TOWES is designed to meet the needs of business and industry and the community. TOWES tests evaluate an employee's or potential employee's skills against specific occupational profiles, providing workplace-based criteria to assess academic and other skills in relation to the individual's job and career path requirements.

Questions?
905-575-2308 / toll free 1-866-891-2011.

Community Employment Services

Visit the Community Welcome Centre, Room J137.

Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

Services provided:

- * Individual job search assistance
- * Creating an effective resume
- * Improving interview techniques
- * Upgrading and training opportunities

Two Locations:

- Hamilton Mountain at Fennell Campus
Hours Monday-Friday 8:30 a.m. to 4:30 p.m.
Tuesdays 8:30 a.m. to 7:00 p.m.
- East Hamilton/Stoney Creek at STARRT Institute
Hours Monday-Friday 8:30 a.m. to 4:30 p.m.
Thursdays 8:30 a.m. to 7:00 p.m.

Questions?
905-575-2177 / toll free 1-866-891-2011
jobs@mohawkcollege.ca

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

Second Career

Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

Two Locations:

- Hamilton Mountain at Fennell Campus
- East Hamilton/Stoney Creek at STARRT Institute

Questions?
905-575-2177 / toll free 1-866-891-2011 /
secondcareer@mohawkcollege.ca
jobs@mohawkcollege.ca

Summer Jobs Service (SJS)

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

Questions?
905-575-2368 / toll free 1-866-891-2011 /
sjs@mohawkcollege.ca

Fennell Campus and STARRT Campus
 - Hamilton Mountain at Fennell Campus
 - East Hamilton/Stoney Creek at STARRT Institute

This Employment Ontario program is funded by the Ontario Government.

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

Community Training Solutions / MCE / Associated Professional Programs

Pre-Apprenticeship Training Programs

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

In addition to Basic Level 1 in-school trades training, these full-time day programs include: pre-trades training, trade specific safety training and a mandatory work experience component. Program offerings are funded by and subject to MTCU approval. For updated program information, visit www.mohawkcollege.ca/preapp

Questions?

905-575-2301 / toll free 1-866-891-2011 / debbie.dedauw@mohawkcollege.ca
www.mohawkcollege.ca/preapp

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 AND LEADERSHIP 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.

PEMAC and CIM Members must register through L MacDonald@mcecor.com 905-667-6230

Questions?

905-667-6230 / L MacDonald@mcecor.com

Computerized Maintenance Management MECHMMP07

This module is a study in choosing and implementing a suitable computer maintenance management system (CMMS). You will understand the benefits and essentials of CMMS, and will develop expertise in the selection, implementation and support of a CMMS package. Fee includes Text and Course Materials.

12313 FF SA Mar16 9:00-5:00 7 \$898.00

Management Skills & Techniques MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes Text and Course Materials.

12311 FF SAVSU Jan12 9:00-5:00 2 \$499.00

Production & Operations Management MGMTMMP02

Benefit from detailed study of planning and scheduling methods, production management and quality control in a maintenance environment. Fee includes Text and Course Materials.

12306 FF SA Jan19 9:00-5:00 4 \$898.00

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours. Recertification required after 5 years, 2 days, 16 hours.

Questions?

905-667-6230 / L MacDonald@mcecor.com

For program details/registration visit www.mcecor.com

Gas Technician III & II Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?

905-667-6230 / L MacDonald@mcecor.com

Welding Training Program

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Full-time program available to qualified applicants.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time for any position. Test fees will apply.

Customized Training Solutions are available with Daily/Weekly sessions to upgrade skills or practice for upcoming tests.

Questions?

905-575-1212 ext.5046 or 5047

marla.robinson@mohawkcollege.ca

Associated Professional Programs

APICS - The Association for Operations Management

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

Questions?

APICS Hamilton Chapter
905-689-9117 / info@apics-hamilton.org

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.

Certified in Production and Inventory Management (CPIM)

Intended for professionals working in production and inventory management, this program develops in-depth technical skills and prepares you for the CPIM Certification examinations. To qualify for the CPIM designation, you must pass examinations in all five program courses.

Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore materials management fundamentals including manufacturing systems, forecasting, master planning, MRP, capacity management, PAC, purchasing, inventory management, physical distribution, TQM and JIT manufacturing.

12806 FF WE Jan23 7:00-10:00 10 \$610.64

Principles of Planning BUSNSPC10

The second course of the five module program sets the stage for basic inventory planning principles activities by introducing participants to different levels in the planning process, from strategic to operational. Covers: planning foundations, business planning, basics of forecasting, sales and operations planning, master scheduling, capacity management and using operations systems.

12807 FF TU Jan22 7:00-10:00 10 \$610.64

Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3. CINDE offers the following programs in co-operation with its Ontario Chapter. Course fee does include course manual and CINDE membership.

For program details visit

ce.mohawkcollege.ca/nde

Associated Professional Programs / Important Information

Courses Offered:

Liquid Penetrant/ Magnetic Particle/ Eddy Current/ Ultrasonics/ Radiography/ Film Interpretation/ Radiation Safety/ PdM Techniques/ Weld Inspection & Quality Control/ Principles & Applications of NDT/ Engineering, Materials and Components (EMC)/ Level 3 Preparatory Courses/ Phased Array-Basic

EVENING PROGRAMS IN NDT

Certification Courses run 14 weeks
Cost \$990.00 each

Liquid Penetrant Levels 1 & 2

Thursdays, starting January 17, 2013

Magnetic Particle Levels 1 & 2

Tuesdays, starting January 15, 2013

Radiography Level 1

Wednesdays, starting January 16, 2013

Class Hours: 7:00 - 10:00 p.m.

Location: Fennell Campus, Room E027

Note: Safety shoes are mandatory for all laboratory work.

Register online at: [www.cinde.ca / registrations@cinde.ca](http://www.cinde.ca/registrations@cinde.ca) / 905-387-1655

Canadian Institute of Bookkeeping

See Distance Education section for course offerings.

More Information?

Canadian Institute of Bookkeeping at

www.cibcb.com / 416-925-9420 / info@cibcb.com / ce.mohawkcollege.ca/CIB

Canadian Institute of Management

CIM, a federally and provincially chartered association, is committed to leadership in promoting management professionalism, efficiency, effectiveness and excellence in individuals and organizations.

Questions?

Canadian Institute of Management, Hamilton Branch

Tel: 905-561-9889 / www.cim-hamilton.com / admin@cim-hamilton.com

For program details, admission requirements and equivalencies visit

ce.mohawkcollege.ca/CIM or www.cim-hamilton.com

CERTIFICATES AVAILABLE:

Certificate in Supervisory Management (CSM)

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

Certificate in Management & Administration Studies (CIMA)

Exposes you to the eight major areas of managerial responsibility and is ideal for those looking to make management their career choice.

Certified in Management (C.I.M.) Designation

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

EQUIVALENCIES

The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses.

Visit ce.mohawkcollege.ca/CIM to view a complete list.

Courses will be offered via equivalencies only. Check the index for offerings.

Institute of Law Clerks of Ontario

See Distance Education section for course offerings.

More Information?

www.ilco.on.ca / 416-214-6252 / ce.mohawkcollege.ca/lawclerk

Qualified Administrative Assistant

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

Questions?

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

For program details visit

ce.mohawkcollege.ca/adminassistant or www.aaa.ca

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

Important Information

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-\$5.89, CanCopy-\$.01 The Academic Service Fee-\$0.55, Student Activity Fee-\$0.48, Student IT Enhancement Fee-\$0.07, Capital Campaign Fee-\$0.05 are calculated per hour to a maximum of 45 hours. Transportation Fee-\$0.69 per hour is charged on courses offered at Fennell (FF), Brantford (BF), and STARRT (SC) locations only, to a maximum of \$43.00.

FINANCIAL INFORMATION

1. Course fees do not include textbooks, and/ or learning materials required by many courses. (Some exceptions may apply.) These are often available in the Campus stores.

2. Payment may be made by cash, certified cheque, money order, VISA, MasterCard, or debit.

INTERNATIONAL STUDENTS

All international students require approval from International Education (The Square Room C102 Fennell Campus) before registering for Continuing Education courses. International fees for CE courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate.

REPLACEMENT CERTIFICATE/DIPLOMA FEE

A fee of \$30 applies for replacement of a College certificate or diploma. Visit The Square at Fennell Campus to make your request and payment.

Financial Assistance

Ministry funded Ontario Special Bursaries are no longer available for Continuing Education students.

Limited tuition assistance support is available for students who complete an online profile.

Check out the Financial Assistance website at www.mohawkcollege.ca/continuingeducationprofile for information on completing the profile and for details on awards available for Continuing Education students.

For more information call 905-575-2133 or 519-759-7200, x2133. You can also visit The Square at Fennell campus or the Student Services office at your campus.

Income Tax Receipts

In March 2013, students registered in 2012 will be able to access their T2202A Tuition and Education Amounts Certificate via Self Service in MoCoMotion.

Note: Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to any Student Registration Centre, The Square Student Services, MCACES office or call 905-385-4295, 1-888-385-4295 or 905-575-2176.

Refunds

To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Distance Education) you must withdraw within 6 days of the published start date of the course to receive a refund. If you wish to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

REFUND AMOUNTS

A \$20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Note:

1. If you have an outstanding balance with the college all refunds will be applied to that balance.
2. Allow a minimum of 4 weeks processing time for refunds.

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

3. Refunds are issued by cheque and sent to the registered student. (Exception - tuition paid directly by employer or sponsoring agency to the College).

4. The Standard Refund Policy may not apply to seminars, workshops, Travel Education, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

Registration Information

Acknowledgement Form and Student Card

You will receive an Acknowledgement form and student card immediately when registering in person. Acknowledgements for registrations done online or sent by mail or fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MoCoMotion, the College's information portal. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration. A fee of \$6.00 per term applies for duplicate forms.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrolment for most general education and non-credit continuing education courses to those 19 years of age and over. International students who are not permanent residents of Canada require permission to register from Citizenship and Immigration Canada. Only under special circumstances can a credit course be audited. The audit application form must be approved by the Associate Dean at the time of registration. You will not receive a credit for an audited course; an AU designation is used for the transcript. Regular fees apply.

Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990)

See the Privacy Statement at www.mohawkcollege.ca/legal.html

Transferring Courses

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

Waitlists

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

Withdrawals

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

Informing the instructor only is not sufficient.

See the Refunds section for details regarding withdrawals.

Academic Information

Academic Appeal Form

You may obtain the Student Academic Appeal Form at The Square at Fennell Campus, or Student Services at the Institute for Applied Health Sciences, STARRT Institute, or Brantford Campus.

Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at www.mohawkcollege.ca/Discover/Help.html.

Campus Closing (Emergency Situations)

Call 905-575-2444 or 519-758-6000 or visit www.mohawkcollege.ca

In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit www.mohawkcollege.ca for campus closure announcements. These are the only methods of providing advance notice.

Classroom Locations

Room numbers for courses at all campuses are available at ce.mohawkcollege.ca after 3:00 pm on the day the course begins. Classroom locations are also posted at the main campus entrances.

Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note - Classes will be cancelled if they do not meet minimum enrolment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College. Long weekends - classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Credentials

Below are definitions for the credentials listed below each program title in this catalogue: Mohawk College Certificate: Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

Ontario College Certificate: Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

Ontario College Diploma: Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

Ontario College Advanced Diploma: Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

Ontario College Graduate Certificate: Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

Acknowledgement of Completion: Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Exemptions

Gain recognition for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. To apply for an exemption, login to MoCoMotion and select "Access Self Service" on the Main Menu of the Welcome tab. For assistance, contact The Square at 905-575-2000 or ask@mohawkcollege.ca.

General Education Band Selection Courses

More information about General Education is available in the 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. Click on Student Services - Academic Records and Registration - Grading and Evaluation System. To access your grades and review your progress, use MoCoMotion and select 'View Grades' on the Main Menu of the Welcome tab.

Graduation

When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Associate Dean in writing. "Request for Certificate" forms are to be completed by students graduating from a Continuing Education certificate program. "Application to Graduate" forms are to be completed by students graduating from a post-secondary diploma or post-secondary certificate they have taken through Continuing Education. The forms are available at the Student Services office at any campus, or print the form from the Mohawk College webpage www.mohawkcollege.ca/student-services/records-registration/convocation-prep.html. The deadline to apply to graduate is August 15th.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Important Information

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.

Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to disabled registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

NOTICE OF WAIVER:

Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, program description, option, course, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Courses offered this term are published in this catalogue.

Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

Residency & Time Requirements for Certificate and Diploma Programs

To be eligible for graduation, students are expected to demonstrate mastery of current competencies outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas. In cases where study has been interrupted for one or more years, the College may require a student to repeat a subject area. Generally, most courses will be considered current if they have been completed within the past 5 years. The decision to impose more rigorous currency standards in specific programs will be made by the Grading and Promotion Standards Committee, in response to an application for review by the Associate Dean responsible for the Program of Studies in question.

Residency Requirements

To qualify for a Mohawk College certificate or diploma or applied degree, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. When students are completing Mohawk College courses through distance education at another College, residency requirements will be considered on a case-by-case basis.

Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Continuing Education funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Services for CE Students

Aboriginal Support Services

For information:

519-759-7200 ext 3118 or
905-575-1212 ext 3118.

Aboriginal Student Recruitment Coordinator - Lacey Hill, ext. 3777.

Aboriginal Student Counsellor - Kim Hill, ext. 7147.

Aboriginal Friendship Lounges:
Fennell - Room E104, ext. 3002;
Brantford - Room A134, ext. 7145
native@mohawkcollege.ca

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
- Autism Spectrum Disorder
- Mental Health Condition

Contact Information:

- . Fennell Campus: Room C102 / 905-575-2211
- . Brantford Campus: Room A102 / 519-758-6014
- . Institute for Applied Health Sciences (IAHS):
Room 303 / 905-540-4247 ext. 26751
- . STARRT: Room A118 / 905-575-1212 ext 5401

accessiblelearningservices@mohawkcollege.ca

Early registration is recommended. Attendance in person at a Group Information and Registration Session or completion of the Group Information and Registration eLearn module available on MoCoMotion is a required first step for accessing services. Please check our website information for more information:

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

MOHAWK COLLEGE CAMPUS STORES

Three locations:

Fennell Campus - The Campus Store (F109) and Buy the Book (C068) - 135 Fennell Ave. West, Hamilton 905-575-2070

Brantford Campus - 411 Elgin Street, Brantford 519-758-6026

STARRT Institute - 481 Barton St. E. 905-575-2514

Visit mohawk.bookware3000.ca for hours of operation.

NEW ON-LINE ORDERING

Choose to either reserve your order for pick-up at the 'Buy the Book' Bookstore or have your books delivered to your door for a nominal fee.

Payment methods -

Cash, MasterCard, and VISA.

Booklists -

Posted in Buy the Book just before term start-up.

Textbook Returns -

Returned merchandise must be unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses.

Refund Policy - Textbooks

Sales receipts must be provided with all items. Refund Period - Students have two weeks from first day of classes to return or exchange textbooks in original packaging and in new condition, with original receipt. A 20% restocking charge may apply at the discretion of the bookstore staff. If you are withdrawing from a course after the two week period, you must provide a copy of your withdrawal form.

Custom Courseware -

non-returnable.

Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

Counselling Services for Continuing Education Students

Registered Continuing Education students and confirmed applicants may access counselling services for evening appointments on Tuesdays and Thursdays at the Fennell Campus, The Square, Room C102. Please call 905-575-2211 / 519-759-7200 ext. 2211 for more information.

Services Available:

- . Educational Planning
- . Career Counselling
- . Academic Problem Solving
- . Personal/Crisis Counselling

E-Mail: counselling@mohawkcollege.ca

Dispute Resolution Services

You may access the services of a professional mediator on a confidential, voluntary basis, free of charge. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues such as interpersonal conflict/personal harassment.

For an appointment, contact the Student Issues Coordinator at 905-575-2318 or from Brantford 519-759-7200 ext. 2318, via email at diane.harrison@mohawkcollege.ca or in person at Fennell A129.

Our Library

We are here to help!

assignment resources	bookable group space
subject guides	computers (PC and Mac)
silent study space	videos (watch online!)
e-resources	printing & copying
technical support	laptops for loan (FF & IAHS)

Locations

Cummings Library ~ Fennell H-Wing
~ 905-575-2077
Collaboratory ~ Fennell H-Wing
~ 905-575-2076
bizHUB ~ Fennell i-Wing
~ 905-575-2444
Brantford
~ 519-758-6019
IAHS ~ McMaster Campus
~ 905-540-4247 x26835
STARRT
~ 905-575-2504

<http://brain.mohawkcollege.ca>
connect. learn. succeed.

Parking Information

Fennell, Brantford & STARRT

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

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

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

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit www.mohawkcollege.ca/parking-security and complete the CE Transportation Fee Credit Request form.

IAHS (Institute for Applied Health Sciences)

McMaster University parking guidelines apply. Purchase permits at the E.T. Clarke Centre, Room 102. Student I.D. card required. For further information, call McMaster University at 905-525-9140 ext. 24232.

Disability Parking

See Accessible Learning Services section for more information.

Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations. Contact HSR at 905-527-4441 or www.city.hamilton.on.ca/hsr for details about routes, schedules, etc.

Smoke Free Policy

Smoking is not allowed in any Mohawk College facility, and is prohibited at the main entrances of the College and other selected entrances. Non-Smoking Areas are clearly identified by signs. Note: Entrances are patrolled and smoking fines will be issued to those who do not comply with this policy.

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