

CONTINUING EDUCATION & ONLINE LEARNING

FALL 2014



Education
at your own pace

Learn Online
anytime, anywhere!

THE
BUSINESS
OF **TEA**

Meet Katie, a Hamilton
entrepreneur and a
Tea Sommelier student



ce.mohawkcollege.ca

Register Today!

ce.mohawkcollege.ca/register

What are you doing on the weekend?

Check out our weekend offerings and learn something new!



Some of the courses offered for Fall on a Friday, Saturday and/or Sunday include:

Business

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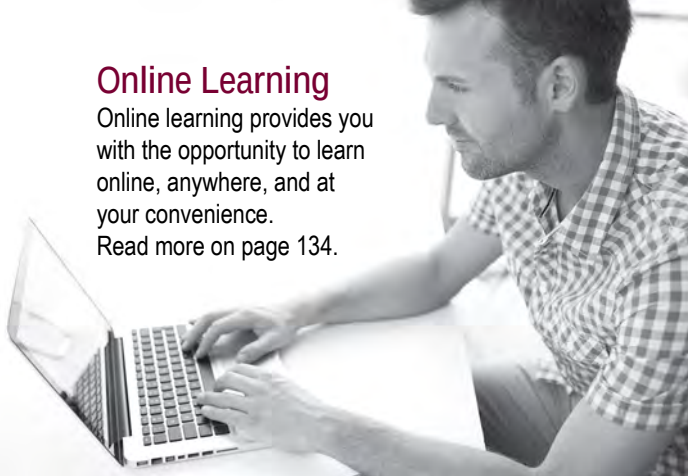
 **MOHAWK**

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Quick Reference Guide

Online Learning

Online learning provides you with the opportunity to learn online, anywhere, and at your convenience. Read more on page 134.



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Meet Katie, a Mohawk student and tea business owner



Katie is currently pursuing her Tea Sommelier of Canada certification at Mohawk College while offering hands on tea talks to others.

Katie's passion for tea comes in the memory of sharing Irish Breakfast tea in delicate teacups with her grandmother. Today, she carries the same passion for the art of tea into her day to day life. Katie founded The Monarch Tea Co. in late 2013 with the vision of bringing together the traditional eloquence of tea time with a modern twist. Her company specializes in hosting tea parties, providing wedding, birthday and bridal favours enhanced by her custom tea blends.

Read more about Mohawk's Tea Sommelier courses on page 110. In collaboration with the Tea Association of Canada, these courses have been designed for individuals wishing to enter the distinguished world of a Tea Sommelier or for those who simply want to enhance their enjoyment of tea.

Connect with Continuing Education staff and students online through social media
Find the latest program, service and event information by joining our active social media community.



Program Guide

Have a look through our many program options. You can see the credential the program offers, and the ways you can complete the program: online, in-class, or a mix of both. Check the individual sections for stand-alone courses. Credential definitions can be found on page 136.

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
BUSINESS						
16	APICS - The Association for Operations Management		•			•
16	Applied Accounting - Bookkeeping	•	•	•	AOC	
16	Business Studies	•			MCC	
37	Business Writing Skills	•			AOC	
18	Canadian Institute of Bookkeeping (CIB)	•		•		•
18	Canadian Institute of Management (CIM)		•			•
19	Certified General Accountants of Ontario (CGA)	•		•		•
16	Certified in Production and Inventory Management (CPIM)		•			•
20	Condominium Management (ACMO)	•			MCC	
20	Dental Office Administration		•		AOC	
21	Financial Planning	•			MCC	
21	Human Resources	•	•	•	MCC	
22	Industrial Distribution Leadership	•		•	MCC	
23	Industrial Relations	•		•	MCC	
23	Institute of Law Clerks of Ontario (ILCO)	•				•
24	Integrated Accounting	•	•	•	MCC	
25	International Business Management	•			OCGC	
25	Leadership Development Series	•	•	•	MCC	
26	Management Studies		•	•	MCC	
27	Manufacturing Leadership	•			MCC	
27	Medical Terminology		•		AOC	
27	Medical Transcription			•	MCC	
28	Office Administration - General		•	•	OCC	
16	Principles of Operations Management		•			•
28	Qualified Administrative Assistant			•		•
28	Small Business and Entrepreneurship	•			OCC	
29	Veterinary Office Management	•			MCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
30	Ward Clerk	•			MCC	
30	WSIB Workplace Safety & Insurance Board Adjudication		•		AOC	
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES						
36	Academic and Career Entrance (ACE)	•			AOC	
37	Business Writing Skills	•			AOC	
37	Certificate of Competence in the French Language		•	•	MCC	
39	Language Interpreter Training	•	•	•	AOC	
39	Writing for Publication	•	•	•	MCC	
COMMUNITY SERVICES AND SUPPORT						
47	Addictions/Concurrent Disorders		•		AOC	
47	Autism and Behavioural Science	•			OCGC	
48	Braille	•			AOC	
85	Breastfeeding			•	AOC	
48	Career Consultant		•	•	OCGC	
49	Child & Youth Worker		•	•	OCAD	
49	Concepts in Bereavement Support				OCC	
20	Condominium Management (ACMO)	•			MCC	
49	Counselling Techniques		•		MCC	
50	Early Childhood Education			•	OCD	
51	Early Childhood Education - Leadership and Administration		•	•	MCC	
51	Early Childhood Education Resource Consulting		•	•	OCGC	
51	Educational Support	•			OCD	
53	Event Management		•	•	OCGC	
54	Fitness Leadership Certification (YWCA)		•			•
54	Fundraising/Development Associate				MCC	
54	Joint Certificate in Labour Studies		•			•
54	Labour Studies			•	OCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
55	Labour Studies in Occupational Health and Safety		•		MCC	
55	Leadership and Management in the Not-for-Profit Sector		•		MCC	
55	Library and Information Technician	•			OCD	
58	Records and Information Management	•			OCC	
58	School Based Support	•			AOC	
59	Social Service Worker		•	•	OCD	
59	Teaching the Adult Learner	•			MCC	
60	Therapeutic Recreation		•	•		•
60	Volunteer Management		•		MCC	
60	Workplace Insurance and Disability Prevention Leadership			•	MCC	
61	Workplace Leadership				MCC	
31	WSIB Workplace Safety & Insurance Board Adjudication		•		AOC	
COMPUTERS						
66	AutoCAD Design		•		MCC	
66	Business Computer Applications	•	•	•	MCC	
67	Computer Science - Level 1		•		MCC	
68	Computer Science - Software Engineering Specialist		•		MCC	
24	Integrated Accounting	•	•	•	MCC	
68	Microcomputer Engineering Hardware		•		MCC	
68	Microcomputer Engineering Software		•		MCC	
68	MicroStation	•			AOC	
69	Network Specialist		•		MCC	
69	Server & Network Support		•		MCC	
70	Webmaster	•	•	•	MCC	
CREATIVE AND VISUAL ARTS						
74	Aesthetics		•		MCC	
74	Aesthetics, Nail Technician and Applied Cosmetics (Day Program)		•		MCC	
75	Applied Cosmetics		•		MCC	
75	Dressmaking		•		MCC	
76	Fashion Design		•		MCC	
76	Floral Techniques - Basic		•		MCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
76	Make-Up Artistry		•		MCC	
77	Music		•		MCC	
78	Nail Technician		•		MCC	
81	Painting		•		AOC	
78	Performing Arts		•		MCC	
78	Photography - Applied		•	•	MCC	
78	Photography - Art		•	•	MCC	
82	Pottery		•		AOC	
79	Sewing (Basic)		•		AOC	
79	Visual Arts - Foundation		•	•	MCC	
79	Visual Arts - Intermediate		•	•	MCC	
79	Visual Arts - Advanced		•	•	MCC	
ENGLISH AS A SECOND LANGUAGE						
131	OSLT - Business		•		MCC	
131	OSLT - Health Sciences		•		MCC	
HEALTH AND NURSING						
47	Addictions/Concurrent Disorders		•		AOC	
85	Breastfeeding			•	AOC	
85	Bridging for Internationally Educated Nurses		•		OCC	
86	Bridging Program for Medical Laboratory Technology		•		OCD	
88	Dementia Studies - Multidiscipline	•	•	•	OCGC	
88	Diabetes Education	•			OCGC	
89	Disability Management		•		OCGC	
90	Food Services	•		•	OCC	
91	Gerontology - Multidiscipline	•		•	OCGC	
92	Medical Device Reprocessing (MDR)		•		MCC	
92	Medical Laboratory Technician			•		•
93	Oncology Nursing	•			OCGC	
94	Palliative Care	•		•	OCC	
94	Palliative Care for Personal Support Workers		•		OCC	
95	Perioperative Nursing		•		OCGC	
95	Pharmacy Technician Bridging		•			•
96	PSW Bridging to PN		•			•
96	Psychosocial Rehabilitation	•			OCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
96	Registered Nurse - Critical Care Nursing			•	OCGC	
97	Registered Nurse - First Assistant			•	OCGC	
98	Registered Nurse - Nephrology Nursing			•	OCGC	
98	Registered Nurse - Occupational Health Nursing	•			OCGC	
99	Registered Nurse - Perinatal Nursing - High Risk Obstetrics or Neonatal	•	•	•	OCGC	
100	Registered Nurse Refresher			•	OCGC	
100	Registered Nurse/Registered Practical Nurse Mental Health		•	•	OCGC	
101	Registered Nurse/Registered Practical Nurse Pediatric Nursing					•
101	Registered Practical Nurse - Maternal Newborn Nursing	•			OCGC	
102	Registered Practical Nurse Refresher			•	OCGC	
102	Registered Practical Nursing Diploma Completion		•			•
103	Skin, Wound and Footcare Management		•		AOC	
103	Working with Dementia Clients - Multidiscipline		•		OCGC	
104	Working with the Aged - Multidiscipline	•		•	OCGC	
HOSPITALITY, HOME AND GARDEN						
120	Home Inspection	•			MCC	
107	Home Renovation for Women (Men Welcome)		•		AOC	
108	Horticulture - Plant Identification		•		MCC	
108	Interior Decorating		•		MCC	
108	Landscape Design		•		MCC	
109	Professional Bartending		•		AOC	
79	Sewing (Basic)		•		AOC	
110	Tea Sommelier		•		AOC	
TECHNOLOGY AND SKILLED TRADES						
114	Air Brake Training		•			•
114	Building Environmental Systems		•		MCC	
114	Canadian Institute for NDE		•			•
114	Certificate of Qualification Examination Preparation	•	•			•
115	CFC/ODP Training		•			•
115	CNC Programming		•	•	MCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
115	Construction Estimating		•	•	MCC	
116	Electrical Engineering Technician to Technologist Transfer		•			•
116	Electrical Fundamentals		•		MCC	
116	Electronic Fundamentals		•		MCC	
117	Environmental Engineering		•		MCC	
117	Fire Safety		•		MCC	
117	Fluid Power		•		MCC	
118	Fuel Certification Challenge Examinations		•			•
118	Fuel Technician Certification		•			•
119	Geographic Information Systems	•			MCC	
119	Heating, Refrigeration and Air Conditioning Technician		•		OCC	
120	Home Inspection	•			MCC	
107	Home Renovation for Women (Men Welcome)		•		AOC	
108	Horticulture Plant Identification		•		MCC	
121	Human Machine Interfacing		•		MCC	
121	Industrial Drives				MCC	
121	Industrial Engineering Certificate		•		MCC	
122	Industrial Lubrication		•		MCC	
122	Instrumentation		•	•	AOC	
108	Landscape Design		•		MCC	
122	Machine Tool Operator		•		MCC	
122	Mechanical Design		•	•	AOC	
123	Occupational Health and Safety Management			•	MCC	
124	Pre-Apprenticeship Training Programs		•			•
124	Programmable Logic Controllers		•		MCC	
124	Quality Assurance - Level 1		•		MCC	
125	Residential Design & Construction		•		MCC	
125	Welder Operator		•		MCC	
MCE CORPORATE TRAINING AND PARTNERSHIPS						
132	Maintenance Management Professional (MMP)		•			•



NEW for Fall 2014!

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Course Guide

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

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
BUSINESS					
31	Accounting 1	ACCTCB101		●	
31	Accounting 2 - Financial	ACCT10014		●	
31	Accounting 4 - Contemporary Accounting Issues	ACCT10010		●	
17	Accounting Introductory I	ACCTMCS01	●		
17	Accounting Introductory II	ACCTMCS02	●		
24	AccPac - Accounts Payable	INFOBW390	●		
24	AccPac - Accounts Receivable	INFOBW290	●		
24	AccPac - Payroll	INFOBW590	●		
24	AccPac Order Entry - Level 1	INFOBW490	●		
24	AccPac Order Entry - Level 2	INFOBW492	●		
19	Advanced Accounting	ACCT10032	●		
30	Animal Husbandry II	HLTH10071	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
16	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
16	APICS Principles of Managing Operations	BUSN10112		●	
16	APICS Strategic Management of Resources	BUSN10117		●	
16	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
16	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
16	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
31	Applied Marketing Research	MRKT10030	●		
19	Auditing I	ACCT10026	●		
19	Auditing II	ACCT10027	●		
30	Basic Animal Husbandry	HLTH10062	●		
30	Basic Veterinary Pharmacology	HSCI10135	●		
28	Basic Word Applications	OADMOA116			●
34	Benefits Administration	BUSN10059	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			TO	CL	BLE
20	Building and Maintaining Customer Relationships	BUSN10034	●		
30	Building and Maintaining Customer Relationships	BUSN10034	●		
32	Business Analysis Introduction	MGMT10121	●		
32	Business Case Development	MGMT10122	●		
31	Business Finance	ACCTCB340		●	
31	Business Finance 2	BUSNBA440		●	
19	Business Finance I	ACCT10028	●		
19	Business Finance II	ACCT10029	●		
22	Business Fundamentals in Industrial Distribution	BUSN10046	●		
31	Business Law	BUSNCB436		●	
17	Business Law Introductory	LAWSMCS05	●		
32	Business Mathematics Of Finance	MATH10037	●	●	
29	Business Research and Writing Skills	SBMG10019	●		
32	Business Statistics 2	MATHMA411		●	
27	Coaching And Developing People	MGMTCA03	●		
23	Collective Bargaining	LABRPIR14	●		
25	Communications (LDS)	COMM10217	●		
21	Compensation and Benefits	HRESPIR11	●		
23	Compensation and Benefits	HRESPIR11	●		
30	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
28	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
29	Computer Skills for Small Business	COMP10134	●		
29	Computer Skills for Small Business Advanced	COMP10135	●		
20	Condominium Administration & Human Relations	MGMTCDM04	●		
32	Consumer Behaviour	MRKTMK375	●		
27	Continuous Improvement Process	QUALCMA06	●		
19	Cost and Managerial Accounting I	ACCT10024	●		
19	Cost and Managerial Accounting II	ACCT10025	●		
18	Cost Management	ACCT10017	●		
32	Creating a Corporate Service Culture	CUST10003	●		
20	Creative and Critical Thinking (LDS)	COMM10216	●		
25	Creative and Critical Thinking (LDS)	COMM10216	●		
34	Criminal Law - Legal Administration	LAWS10136	●		
32	Customer Service and Ethics	CUST10004	●		
22	Customer Service and Sales in Industrial Distribution	MRKT10027	●		
32	Dealing And Working With Difficult People	CONFBU397	●		
34	Dental Terminology	COMM10168	●		
27	Developing Effective Teams	MGMTCA04	●		
27	Digital Transcription	OADM0A261			●
28	Digital Transcription	OADM0A261			●
34	Dispute Resolution	HMNS10093	●		
32	Effective Supervision-Human Relations	MGMTMD221	●		
23	Employment Law	BUSNPIR19	●		
22	Employment Law (LDS)	LAWS10090	●		
25	Employment Law (LDS)	LAWS10090	●		
19	English 1	COMM10256	●		
33	Entrepreneurism for New Canadians	SBMG10024		●	
32	Entrepreneurship Fundamentals	SBMGBU395	●		
34	Essentials In Health Records Management	MGMT10039	●		
34	Family Law Practice and Procedure	LAWS10149	●		
25	Finance (LDS)	FINC10023	●	●	
21	Finance And Accounting	ACCTPIR23	●		
33	Financial and Managerial Accounting	BUSN10118	●		
20	Financial Planning For Condominium Managers	FINCCDM03	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			TO	CL	BLE
33	Forensic Accounting	ACCT10033	●		
33	Fundamentals of Digital Marketing Management	MRKT10026	●		
25	Global Business Environment	BUSNIB100	●		
33	Global Logistics	BUSN10109	●		
35	Global Standard Project Management	ENVR10047		●	
23	Grievances, Arbitration and Contract Administration	BUSNPIR13	●		
33	How to Start a Small Business	SBMGMD249	●		
25	Human Relations (LDS)	HRES10019	●		
17	Human Resource Management Studies	MGMTBPC01	●	●	
21	Human Resource Management Studies	MGMTBPC01	●	●	
26	Human Resource Management Studies	MGMTBPC01	●	●	
22	Human Resources Planning and Staffing	HRESPIR17	●	●	
23	Industrial Distribution Integrated Case Study	BUSN10056	●		
33	Integrated Marketing Communication 1	MRKT10039	●		
19	Intermediate Accounting I	ACCT10021	●		
19	Intermediate Accounting II	ACCT10022	●		
20	Intermediate Accounting III	ACCT10023	●		
28	Internet and Web Page Development	INFO10020		●	
28	Interpersonal Communication Skills	COMM10294	●		
29	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
33	Introduction to Business	BUSN10049	●		
20	Introduction To Condominium Law	LAWSCDM01	●		
17	Introduction To Industrial Relations	LABRPIR08 (E)	●		
23	Introduction To Industrial Relations	LABRPIR08 (E)	●		
34	Introduction To Legal Office Practice And Procedures	OADM10009	●		
17	Introduction To Macroeconomics	ECON10002	●		
35	Introduction to Project Management	HRES10013	●		
33	Introduction to Supply Chain & Operations Management-Retail	BUSN10107	●		
27	Keyboarding	KEYB10008		●	
28	Keyboarding	KEYB10008		●	
28	Keyboarding - Beginners	KEYBSEZ30		●	
34	Landlord & Tenant Law	LAWS10064	●		
33	Leadership in a Team Environment	MGMT10096	●		
25	Leading Responsibly (LDS)	MGMT10098	●		
26	Leading Teams (LDS)	MGMT10101	●		
34	Legal Terminology	LAWS10005	●		
23	Litigation Procedures	LAWSSEL05	●		
20	Management Information Systems	INFO10160	●		
17	Management Operations	MGMTMCS07	●		
17	Management Principles	MGMTMCS06	●		
26	Managerial Analysis	MGMTBPC05		●	
26	Managing Change (LDS)	MGMT10102	●		
33	Managing the Retail Workplace	MGMT10117	●		
29	Managing The Small Business	SBMG10013	●		
17	Marketing Advanced	MRKT10018	●		
33	Marketing Digitally	MRKT10037	●		
17	Marketing Principles	MRKTMCS08	●		
30	Medical Conditions for Medical Office Professionals	HSCI10002	●		
34	Medical Keyboarding	KEYB10005	●		
34	Medical OHIP Billing	OADM10010	●		
27	Medical Terminology 1	OADM0A323		●	
27	Medical Terminology 2	OADM0A324		●	
30	Medical Terminology II - Pronunciation	HSCI10157	●		
28	Medical Transcribing 3	OADM0A552	●		
28	Medical Transcribing 4	OADM0A652	●		
27	Medical Transcription 2	OADM0A452	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
32	Microeconomics	ECONEB122 (E)		●	
18	Microeconomics Introductory	ECONMCS03	●		
22	Negotiations in Industrial Distribution	BUSN10054	●		
18	Occupational Health and Safety	SAFEPIR21	●	●	
22	Occupational Health and Safety	SAFEPIR21	●	●	
23	Occupational Health and Safety	SAFEPIR21	●	●	
22	Operational Fundamentals in Industrial Distribution	BUSN10055	●		
29	Operations And Legal Issues	SBMGSB202	●		
22	Organizational Behaviour and Administration	BUSNPIR22 (E)	●		
23	Organizational Behaviour and Administration	BUSNPIR22 (E)	●		
18	Payroll Administration	ACCTBU192	●		
26	Performance Management (LDS)	MGMT10100	●		
33	Personal Financial Management	BUSNBE450	●		
20	Personal Success	MGMTMD278	●		
34	Personnel Research Techniques and HRIS	HRES10017	●		
30	Pharmacology for the Medical Office	HSCI10024	●		
20	Physical Building Management	MGMTCDM02	●		
32	Principles of Purchasing	BUSN10101	●		
26	Problem Solving - Decision Making	MGMTBPC04		●	
21	Professional Development	PERS10014			●
26	Project Management (LDS)	MGMT10099	●	●	
35	Project Management Scheduling Software	INFO10105	●		
34	Provincial Offences/Motor Vehicle Offences	LAWS10076	●		
18	Quantitative Methods	BUSN10045	●		
24	QuickBooks	INFO10159	●	●	
34	Real Estate Practice and Procedure I	REAL10001	●		
34	Real Estate Practice and Procedures 2	LAWS10148	●		
23	Real Estate Procedures	LAWSSELC3	●		
22	Recruitment And Selection	HRESPIR20	●		
18	Researching and Reporting-Lgs	COMMLL122	●		
24	Sage 300 ERP (AccPac) Accounts Receivable and Payroll	INFO10182	●		
24	Sage 300 ERP (AccPac) Order Entry	INFO10183	●		
24	Sage 300 ERP Accounts Payable	INFO10185	●		
24	Sage 300 ERP AccPac General Ledger	INFO10184	●		
25	Sage 50 Accounting	INFO10201	●	●	
32	Sales Principles	BUSN10119	●		
18	Selling For Success	MRKT10025	●		
29	Small Business Marketing Skills	SBMG10000	●		
29	Small Business-Financial Management	MGMTSB102	●		
18	Staff Training and Development	BUSNPIR16	●		
22	Staff Training and Development	BUSNPIR16	●		
33	Strategic Leadership for Supply Chain Management	MGMT10075	●		
33	Strategic Planning	BUSN10108	●		
35	Styles and Practices of Medical Transcription	HSCI10152	●		
27	Supervisory Skills For Business And Industry	MGMTCA02	●		
29	Supervisory Skills for Small Business	SBMG10017	●		
32	Taxation	ACCTAC409		●	
18	Taxation I	ACCT10019	●		
27	The Business of Tomorrow	BUSN10047	●		
29	The Generic Business Plan	SBMG10018	●		
26	Understanding Managerial Skills	MGMTBPC03		●	
31	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
31	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
30	Veterinary Anaesthesia	VETR10000	●		
30	Veterinary Lab Procedures	HLTH10098	●		

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			OL	CL	BLE
29	Veterinary Office Skills and Procedures	OADM10013	●		
30	Veterinary Surgical Procedures	HSCI10138	●		
30	Veterinary Terminology	COMM10107	●		
31	Working And Communicating In A Medical Setting	COMM10021	●		
31	WSIB Case Management Adjudication	BUSNBU159		●	
31	WSIB Eligibility Adjudication	BUSNBU158		●	
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES					
36	ACE Apprenticeship Math	MATH10047 (SA)	●		
36	ACE Biology	BIOL10011 (SA)	●		
36	ACE Business Mathematics	MATH10046 (SA)	●		
36	ACE Chemistry	GSCI10004 (SA)	●		
37	ACE Communications	COMM10148 (SA)	●		
37	ACE Computers	COMP10083 (SA)	●		
37	ACE Core Math	MATH10045 (SA)	●		
37	ACE Physics	PHYS10000 (SA)	●		
37	ACE Self Management and Self Direction	CRED10044 (SA)	●		
37	ACE Technology Math	MATH10044 (SA)	●		
44	American Sign Language I	LANGLL120		●	
41	Anger Management	CONF10005 (E)	●		
41	Anthropology	PSYC10020 (E)	●		
41	Art History and Theory	ARTT10014 (E)	●		
41	Astronomy	GSCI10006 (E)	●		
41	Canadian Literature	COMMLL903 (E)	●		
41	Canadian Politics	SSCISS105 (E)	●		
39	Capstone Course, Skills Integration	LANG10036 (SA)	●		
41	Co-dependency as an Addiction	PSYC10008 (E)	●		
45	Communication	COMMLL041	●		
45	Communication D	COMM11040		●	
39	Consecutive Interpreting	LANG10032 (SA)	●		
40	Creative Writing	COMMLL904		●	
41	Criminal Psychology - Psychopathic Minds	PSYC10002 (E)	●		
41	Criminal Psychology 2 - Criminal Minds	PSYC10003 (E)	●		
45	Critical and Innovative Thinking	COMM10265 (E)	●	●	
41	Cults and Terrorism	SSCI10006 (E)	●		
41	Culture, Language and Linguistics	COMM10277 (E)	●		
41	Developmental Psychology	PSYC2271 (E)	●		
41	Domestic and Workplace Violence	PSYC10006 (E)	●		
44	Everyday German 1	LANG10078	●		
44	Everyday Italian 2	LANG10080	●		
44	Everyday Spanish 1	LANG10081	●		
38	French 1	LANG10061	●		
38	French 2	LANG10062	●		
38	French 3	LANG10063	●		
38	French 4	LANG10064	●		
38	French 5	LANG10065	●		
41	Geography of Planet Earth	ENVR10051 (E)	●		
42	Geological Disasters	ENVR10005 (E)	●		
45	Grammar and Composition for General Arts & Sciences	COMM10045		●	
40	Grammar For Writing Professionals	COMMLL02	●		
42	Growing Up Digital-Living and Working In Canada	INFO10158 (E)	●		
42	Harry Potter To Aslan:Children's Literature	COMMLLT11 (E)	●		
42	History of Aboriginal/Canadian Relations	INDS10009 (E)	●		
42	History Of Architecture	BLDGAR173 (E)	●		
42	I Write The Songs	ARTT10045 (E)	●		
40	Intro to Creative Non-Fiction	COMM10000	●		
42	Introduction To Children's Literature	COMMLLT06 (E)	●		
42	Introduction to Geology:An Overview of Planet Earth	ENVR10028 (E)	●		

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			OL	CL	BLE
45	Introduction to Intercultural Communication	COMM10073 (E)	●		
42	Introduction to Philosophy	SSCI10049 (E)	●		
42	Introduction to Racism and Discrimination	SSCI10026 (E)	●		
42	Introduction to Science	GSCI10002 (E)	●		
39	Introduction to Spoken Language Interpreting	LANG10031	●	●	
42	Introductory Psychology	PSYC156 (E)	●	●	
44	Italian 1	LANGLLA03		●	
44	Italian for Beginners	LANG10054	●		
38	La Pratique du Francais 1	LANGFR003		●	
38	La Pratique du Francais 2	LANGFR004		●	
38	La Pratique du Franpaïs 3	LANGFR005		●	
38	La Pratique du Franpaïs 4	LANGFR006		●	
42	Labour Economics	BUSNPIR10 (E)	●		
42	Meteorology	GSCI10007 (E)	●		
42	Minerals	ENVR10050 (E)	●		
42	Myths And Legends	HISTLLT05 (E)	●		
42	Nutrition	HLTH10044 (E)	●		
43	Oceanography	ENVR10049 (E)	●		
45	Organizational Business Communication	COMM10027	●		
43	Paleontology (Fossils)	ENVR10048 (E)	●		
38	Parlons Avance 6	LANGFS082		●	
38	Parlons Franpaïs 1	LANGFS032		●	
38	Parlons Franpaïs 2	LANGFS033		●	
38	Parlons Franpaïs 3	LANGFS071		●	
43	Personality Psychology	PSYC10007 (E)	●		
43	Petrology (Rocks)	ENVR10052 (E)	●		
43	Petrology (Rocks)	ENVR10052 (E)	●		
43	Philosophy Of Art	SSCIPT001 (E)	●		
40	Poetry Writing	COMMLLT13	●		
43	Political Science & Public Administration	SSCISS027 (E)	●		
43	Popular Culture and the Media	COMM10276 (E)	●		
45	Prep Science (Chemistry)	GSCICE053	●		
45	Prep Science (Physics)	PHYSPE001	●		
45	Preparatory Chemistry (G.A.S.)	CHEMPE106		●	
44	Professional German 1	LANG10077	●		
44	Professional Spanish 1	LANG10079	●		
40	Prose Styles	COMM10310		●	
45	Researching and Reporting-Lgs	COMMLL122	●		
40	Romance Writing	COMMLLT04	●		
39	Setting Specific Interpreting	LANG10035 (SA)	●		
43	Sexual Violence	SSCI10008 (E)	●		
39	Skills Development - Sight Translation	LANG10033 (SA)	●		
39	Skills Development - Simultaneous Interpreting	LANG10034 (SA)	●		
43	Soccer and its Impact on Society	SSCI10031 (E)	●		
43	Social Media and Society	SSCI10045 (E)	●		
43	Social Psychology	PSYC10012 (E)	●		
43	Sociology 1	SSCISS108 (E)	●	●	
43	Sociology 2	SSCISS109 (E)	●		
43	Sociology-Sport	SSCI10046 (E)	●		
44	Spanish For Beginners	LANGLLE01		●	
44	Spanish-Conversational 1	LANGLLA04		●	
43	Sport: The Global Business of Making Money	SPRT10022 (E)	●		
43	Sports Psychology	PSYC10009 (E)	●		
44	Stress, Wellness and Nutrition	HLTH10111 (E)	●		
43	The Olympics: Where Sport and Spectacle Meet	SPRT10023 (E)	●		
44	The Study of Human Sexuality	SSCI10003 (E)	●		
40	Travel Writing	COMM10121	●		

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44	Understanding Literature	COMM10095 (E)	●		
44	World Of Abnormal Psychology	PSYC156 (E)	●		
40	Writer's Weekend-Introductory	COMM10279		●	
37	Writing a Business Plan	COMM10295	●		
37	Writing a Marketing Plan	COMM10298	●		
37	Writing a Proposal	COMM10296	●		
40	Writing For Publication - Level 1	COMMLLT03	●		
40	Writing For Publication - Level 2	COMMLLT09	●		
37	Writing for Sales Material	COMM10299	●		
45	Writing Grammatically	COMM10218	●		
40	Writing Mystery And Suspense Stories	COMMLLT08	●		
40	Writing Short Stories	COMM10259	●		
37	Writing Skills for the Web	COMM10297	●		
COMMUNITY SERVICES AND SUPPORT					
57	Acquisitions	LIBRLT350	●		
53	Adaptive Computer Technology in Education	COMP10006 (SA)	●		
59	Adaptive Computer Technology in Education	COMP10006 (SA)	●		
59	Adult Learning	EDUCTAL03	●		
59	Adults With Learning Disabilities	SENSTAL06	●		
58	Archives	LIBRRM103	●		
61	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
60	Assessment And Evaluation	EDUCTAL05	●		
53	Autism Spectrum Disorder- Assisting Student Development	EDUC10001 (SA)	●		
58	Autism Spectrum Disorder- Assisting Student Development	EDUC10001 (SA)	●		
61	Basic Strategies	LABR10085		●	
61	Behaviour Management Systems	CONF10007		●	
47	Behavioural Skill Building	EDUC10028 (SA)	●		
48	Braille - Level 2	SENSSE45	●		
48	Braille - Level 3	SENSSE46	●		
48	Braille - Level 4	SENSSE47	●		
63	By-Law Enforcement	LAWS10139	●		
50	Child Development 1	EDUC10051 (SA)	●		
57	Circulation and Inter Library Loan	LIBR10037	●		
53	Classroom Skills	EDUCEDE21 (SA)	●		
61	Coaching: Introduction to Competition - Part A	SPRT10000		●	
61	Coaching: Introduction to Competition - Part B	SPRT10001		●	
54	Collective Bargaining 1	LABR10091		●	
62	Communications/Reporting	COMMLL223	●		
49	Community Interventions & Resources	HMNSCC553 (SA)		●	
63	Computer/Cyber Crime	LAWS10084	●		
52	Computers In Education	EDUCEDE19 (SA)	●		
62	Conflict Management	CONFSS426	●		
63	Corporate Crime Investigation	LAWS10088	●		
62	Criminal And Civil Law	LAWSPF301	●		
62	Criminal Code And Federal Statutes	LAWSPF402	●		
62	Criminology - Police Foundations	SSCISS281	●		
52	Cultural Diversity In An Educational Setting	EDUC10002 (SA)	●		
60	Curriculum Development	EDUCTAL02	●		
57	Database Design For Information Workers	INFOLT340	●		
62	Death and Dying in Crisis Intervention	PSYC10017	●		
62	Diversity and First Nations	SSCI10017	●		
51	ECE Communication and Relationships	COMM10286 (SA)			●
51	ECE Curriculum 1	EDUCEC323 (SA)			●
51	ECE Leadership Development	EDUC10080 (SA)			●
56	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
48	Ethics and Professionalism	EDUC10034 (SA)	●		
52	Exceptionalities 1	EDUCEDE22 (SA)	●		

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53	Exceptionalities 2	EDUCEDE23 (SA)	●		
53	Exceptionalities 3	EDUCEDE26 (SA)	●		
61	Exploring Outcomes and Rewriting Wrongs for Injured Workers	LABR10098	●		
51	Family Dynamics	EDUCEC129 (SA)	●		
61	Field Placement Advocacy	WORK10075		●	
61	Field Placement Disability Prevention	WORK10076		●	
51	Field Practicum 1	WORKRT021		●	
51	Field Practicum 2	WORKRT051		●	
57	Field Work 1	WORKLT290	●		
57	Field Work 2	WORKLT490	●		
49	Field Work Practicum 2	WORKCC455 (SA)		●	
49	Field Work Practicum 3	WORKCC655 (SA)		●	
63	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
54	Fitness Theory	HLTHFI001		●	
63	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
52	Foundations of Education	EDUCEDE14 (SA)	●		
60	Foundations of Therapeutic Recreation	RECL10036	●		
64	Function and Organizations in Student Affairs	CRED10054	●		
54	Gender, Sexuality and Work	McMaster		●	
57	Genre Fiction And Readers' Advisory Service	COMMLT225	●		
49	Group Facilitation Skills	CREDCAR05		●	
54	Group Fitness Leader Module	HLTHFI003		●	
54	History of the Canadian Labour Movement Part 1	McMaster		●	
63	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
57	Human Relations and Supervision	HRESLT150	●		
57	Indexing and Subject Analysis	LIBR10038	●		
50	Individual Counselling	COUNTC104		●	
51	Individual Development Planning 1	HMNSRT011 (SA)			●
48	Individual Helping Relationships	CREDCAR04		●	
50	Infant and Toddler Learning Environment	EDUC10074 (SA)			●
56	Information Technology for Library Technicians	INFO10172	●		
60	Instructional Techniques	EDUCTAL04	●		
60	Instructional Technology In Adult Education	EDUCTAL08	●		
62	Interpersonal & Group Dynamics	SSCIPF202 (E)	●		
59	Intro to Social Service Worker	HMNS10100 (SA)			●
47	Introduction to Applied Behaviour Analysis	HSCI10042 (SA)	●		
57	Introduction to Computer 1	COMP10136	●		
49	Introduction to Counselling and Communication Skills	COUN10004 (SA)		●	
56	Introduction to Libraries and the Information Industry	LIBRLT110	●		
47	Introduction to Mental Health (ACD)	HMNS10037		●	
51	Introduction to Resource Teaching	EDUCRT001 (SA)			●
62	Investigation And Evidence	LAWSPF404	●		
63	Investigative Techniques and Processes	LAWS10147	●		
63	Investigative Techniques for Motor Vehicle Collisions	LAWS10089	●		
59	Issues Related to Family	HMNS10096 (SA)		●	
55	Labour Issues Research and Documentation in Health and Safety	WORK10101		●	
55	Labour Studies Field Placement	WORKUN199		●	
64	Learning And The Student Learner	CRED10057	●		
50	Learning Environment 1	EDUCEC115 (SA)			●
53	Learning Strategies	EDUC10004 (E) (SA)	●		
58	Learning Strategies	EDUC10004 (E) (SA)	●		
57	Library Classification	LIBR10039	●		
57	Library Financial Management and Budgeting	MGMT10041	●		

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56	Library Programming, Marketing and Advocacy	LIBR10040	●		
53	Lifeskills and Job Coaching	EDUC10037 (SA)	●		
52	Mathematics	MATH10038	●		
58	Microsoft Office 2013	COMP10166	●		
58	MSoftware 2007	INFO10095	●		
48	Nonviolent Crisis Intervention	CONFMHN08		●	
62	Nonviolent Crisis Intervention	CONFMHN08		●	
55	Occupational Health and Safety Level 2 Provincial Law	LABREWS02		●	
56	Online Searching	LIBR10041	●		
63	Operational Overview in Long-term Care	HLTH10110	●		
58	Organizational Business Communication	COMM10027	●		
47	Parent and Staff Training	EDUC10029 (SA)	●		
50	Parent Teacher Child Relationship 1	EDUCEC128 (SA)			●
52	Personal And Interpersonal Dynamics	EDUCEDE17 (SA)	●		
62	Police Powers & The Law	LAWSPF403	●		
62	Police Powers 1	LAWSPF303	●		
52	Practicum 2	EDUCEDE16 (SA)	●		
53	Practicum 3	EDUCEDE24 (SA)	●		
53	Practicum 4	EDUCEDE25 (SA)	●		
52	Practicum Preparation 1	EDUC10075 (SA)	●		
62	Prevention and Management of Aggressive Behaviour	CONF10008		●	
53	Principles of Convention and Meeting Planning	RECL10030	●		
63	Principles Of Ethical Reasoning	LAWSPF106	●		
64	Private Investigator Training	LAWS10138	●		
64	Private Investigator-Licensing Requirements	LAWS10091			●
64	Private Security - Licensing Requirements	LAWS10087			●
63	Provincial Offenses	LAWSPF401	●		
58	Records And Information Management Fundamentals	OADM100	●		
56	Reference Processes	LIBR10044	●		
56	Reference Services and Sources	LIBR10045	●		
50	Report Writing For The Behavioural Sciences	PSYCTC106		●	
58	Researching and Reporting-Lgs	COMMLL122	●		
63	Resident Centred Care	HLTH10108	●		
56	Resource Description and Access I	LIBR10042	●		
56	Resource Description and Access II	LIBR10043	●		
52	Safety In An Educational Setting	SAFE10004 (SA)	●		
63	Sales and Marketing in Long Term Care Management	BUSN10093	●		
57	School Libraries	LIBRLT375	●		
64	Security Guard Training	LAWS10137	●		
57	Serials	LIBRLT351	●		
57	Special Libraries	LIBRLT403	●		
48	Specialized Instructional Strategies	EDUC10030 (SA)	●		
59	SSW Advanced Interviewing Skills	HMNSO230 (SA)			●
59	SSW Methods of Interventions	HMNS10097 (SA)		●	
57	Strategies for Instruction for Library Technicians	LIBR10036	●		
64	Student Development and Student Experience	CRED10051	●		
59	The History & Ethics of Social Work	HIST10015 (SA)		●	
48	Theories Of Career Development	CREDCAR01	●		
49	Therapeutic Principles And Theories	HMNSCC552 (SA)		●	
60	Therapeutic Recreation Facilitation Techniques	RECL10038	●		
60	Therapeutic Recreation Process	RECL10037	●		
52	Total Communication Part 1	EDUC10040 (SA)	●		
53	Total Communication Part 2	EDUC10041 (SA)	●		

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48	Transition Planning and Implementation	EDUC10031 (SA)	●		
48	Treating Challenging Behaviour	HMNS10006 (SA)	●		
55	Trends and Issues in the Not For Profit Sector	MGMT10120		●	
62	Victimization	PSYC10018	●		
60	Volunteer Management 1	MGMTSSP24			●
54	Worker Health and Safety in Post-Industrial Societies	McMaster		●	
54	Workers and Community: Making the Connection	LABR10096	●		
49	Working with Exceptionalities	HMNS10103 (SA)		●	
47	Working with Families and Teams	HMNS10005 (SA)	●		
COMPUTERS					
73	A+ Essentials - Operation System Software	COMP10121	●		
73	A+ Essentials-Hardware	COMP10108	●		
67	Access Core	INFO10081	●		
67	Access Expert	INFO10177	●		
71	Adobe Acrobat	COMP10104	●		
72	Adobe Illustrator	COMP10119	●		
72	Adobe InDesign Basics	COMP10120	●		
70	Adobe Photoshop Elements	INFO10069	●		
72	Analytics and Big Data	BUSN10120	●		
71	Android Application Development	COMP10147	●		
66	AutoCAD - Advanced	CADMCAD15		●	
66	AutoCAD - Introduction	CADMCAD06		●	
66	AutoDESK - REVIT	CADM10028		●	
66	AutoDESK 3D MAX	CADM10051		●	
66	AutoDESK Inventor	INFOCAD29		●	
71	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
71	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
71	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
71	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
67	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
67	Computer Hardware and Software	ELEC10118		●	
69	Computer Hardware and Software	ELEC10118		●	
73	Computer Skills For College	COMPCO002	●		
72	Database Development using Oracle	COMP10170	●		
68	Database Theory	COMPCO859		●	
67	Desktop Publishing Word	INFO10178	●		
68	Digital Principles	ELEC10095		●	
70	Dreamweaver	INFO10111	●		
70	Dynamic Web sites with AMP (Apache, MySQL and PHP)	COMP10155	●		
68	Embedded Systems	ELEC10057		●	
67	Excel Core	INFO10078	●	●	
67	Excel Expert	INFO10079	●	●	
73	Excel Linking Multiple Worksheets and Workbooks	INFO10191		●	
73	Excel PivotTables and Outlines	INFO10187		●	
73	Excel Working with Charts	INFO10190		●	
73	Excel Working with Formulas	INFO10192		●	
70	Fireworks (Adobe)	INFO10152	●		
70	FLASH - an Introduction	COMP10144	●		
73	Fundamentals of UNIX	COMP10024	●		
73	Generic Computer Training	COMPCO001	●		
71	HTML Intermediate	COMP10107	●		
70	HTML Introduction	COMP10106	●		
71	HTML Introduction	COMP10106	●		

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71	Introduction to C# Programming	COMP10116	●		
73	Introduction to Excel	INFO10193		●	
70	Introduction To Photoshop	INFOPY114	●		
72	Introduction To Photoshop	INFOPY114	●		
71	Java - Intermediate	COMP10036	●		
71	Java - Introduction	COMP10035	●		
70	JavaScript	COMP10137	●		
71	Microsoft Office 2013	COMP10166	●		
69	MicroStation 2D - Level 1	CADMMSN01	●		
69	MicroStation 2D - Level 2	CADMMSN02	●		
69	MicroStation 3D Level 3	CADM10009	●		
71	MSOffice 2007	INFO10095	●		
72	MySQL Databases	COMP10149	●		
67	Network Fundamentals	ELEC10034		●	
69	Network Fundamentals	ELEC10034		●	
69	Network Fundamentals	ELEC10034		●	
68	Oracle Essentials	COMP10079		●	
70	Outlook Essentials	INFO10175	●		
70	PERL Introduction	COMP10139	●		
72	Photoshop - Level 2	INFO10047	●		
67	PowerPoint	INFO10082	●	●	
72	Programming in C	COMP10122	●		
67	Publisher Core	INFO10157	●		
66	SolidWorks Basic	CADMRE066		●	
71	SQL Advanced	COMP10169	●		
71	SQL Introduction	COMP10159	●		
73	Training for Technical Support Analysts	EDUC10083	●		
72	Unified Modeling Language (UML) Modeling with Casetool	COMP10158	●		
73	UNIX Administration 1	COMP10018	●		
67	Visio Essentials	INFO10174	●		
72	Visual Basic Introduction	COMP10160	●		
72	Visual C++ Introduction	COMP10161	●		
70	Web Page Design	INFO10110		●	
72	Web Usability-Writing & Design	COMP10167	●		
72	Windows 8	COMP10157	●		
67	Word Core	INFO10077			
67	Word Expert	INFO10080			
73	Word Mail Merge with Excel	INFO10199		●	
66	Workshop For Windows	INFOBW001		●	
70	XML - Introduction	COMP10154	●		
CREATIVE AND VISUAL ARTS					
78	Acting for Beginners	CREA10072		●	
78	Acting Four The Career Class	CREA10085		●	
75	Aesthetics Skin Care I	ASTHAES02		●	
75	Aesthetics Skin Care II	ASTHAES03		●	
79	Architectural Photography	PHOTO10030		●	
83	Baby/Infant Photography	PHOTO10063		●	
79	Basic Sewing 1	TEXTHC177		●	
82	Ceramics - Advanced 1	CERAPC401		●	
82	Ceramics - Advanced 2	CERAPC402		●	
82	Ceramics - Advanced 3	CERAPC403		●	
82	Ceramics - Advanced 4	CERAPC404		●	
82	Ceramics - Foundation 1	CERAPC201		●	
82	Ceramics - Foundation 2	CERAPC202		●	
82	Ceramics - Foundation 3	CERAPC203		●	
82	Ceramics - Foundation 4	CERAPC204		●	
82	Ceramics - Intermediate 1	CERAPC301		●	
82	Ceramics - Intermediate 2	CERAPC302		●	

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82	Ceramics - Intermediate 3	CERAPC303		●	
82	Ceramics - Intermediate 4	CERAPC304		●	
81	Chinese Brush Painting	ARTTPD101		●	
81	Chinese Brush Painting 2	ARTTPD102		●	
81	Chinese Brush Painting 3	ARTTPD103		●	
81	Chinese Brush Painting 4	ARTTPD104		●	
81	Chinese Brush Painting 5	ARTTPD105		●	
81	Chinese Brush Painting 6	ARTTPD106		●	
75	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013 (SA)		●	
79	Commercial Photo Illustration	PHTOPY230		●	
75	Cosmetology 1	ASTHWS101		●	
83	Creative Lighting Effects	PHTO10073		●	
80	Design and Colour 1	ARTTPG101			●
80	Design and Colour 2	ARTTPG201			●
80	Design and Colour 3	ARTTPG301			●
83	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
79	Digital Photography 1	PHTOPY101		●	
79	Digital Photography 2	PHTOPY300		●	
80	Drawing 1	ARTTPD201		●	
80	Drawing 2	ARTTPD301		●	
80	Drawing 3	ARTTPD401		●	
80	Drawing Realistic Subjects in Pencil	CREA10094	●		
75	Dressmaking 1 Level 1	FASHDM110		●	
76	Dressmaking 3 Level 1	FASHDM130		●	
78	Gel and Acrygel Applications	ASTHWS905		●	
82	Glaze Theory	CERAPC311		●	
77	Guitar 1	MUSC10072		●	
83	Guitar Song Book	MUSC10078		●	
77	Hairstyling for the Makeup Artist	HRSY10010		●	
83	Hand Tool Techniques	BLDGT2030		●	
80	History Of Crafts	HISTPD024 (E)			●
79	History of Photography	PHTOPY109	●		
83	History of Popular Music (Part 1)	MUSC10070		●	
79	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
83	Jazz Improvisation	MUSCMU909		●	
79	Landscape Photography	PHTOPY800		●	
75	MakeUp Artistry	ASTHWS144		●	
77	MakeUp Bridal Black and White and Creative	ASTH10005		●	
77	MakeUp Theatrical and Special Effects	ASTHWS029		●	
78	Manicure Pedicure care and Techniques	ASTH10006		●	
81	Painting 1	ARTTPD211		●	
81	Painting 2	ARTTPD311		●	
81	Painting 3	ARTTPD411		●	
81	Painting 4	ARTTPD511		●	
81	Painting 5	ARTTPD611		●	
81	Painting 6	ARTTPD711		●	
76	Pattern Design And Drafting Basic	FASHFA200		●	
83	Photo Restoration	PHTO10077		●	
83	Photography - Wedding	PHTO10018		●	
77	Piano Beginners Part A	MUSC10075		●	
77	Piano Continued Explorations	MUSC10103		●	
83	Piano Song Book	MUSC10053		●	
79	Portraiture	PHTOPY402		●	
80	Precious Metal Clay 1	CREA10080		●	
81	Precious Metal Clay 2	CREA10128		●	
75	Professional Selling in Cosmetics	MRKT10044 (SA)		●	
79	Sewing - Introduction	TEXTHC027		●	
78	Spa Manicure and Pedicure Applications	ASTH10007		●	

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79	Studio Lighting	PHTOPY225		●	
76	Techniques And Color Harmonies Basic	FLORFC001		●	
77	Theory - Preliminary	MUSCMU020		●	
77	Vocal 1	MUSCPA160		●	
81	Watercolour Painting 1	ARTTPD231		●	
81	Watercolour Painting 2	ARTTPD331		●	
81	Watercolour Painting 3	ARTTPD431		●	
81	Watercolour Painting 4	ARTTPD531		●	
81	Watercolour Painting 5	ARTTPD631		●	
81	Watercolour Painting 6	ARTTPD731		●	
75	Waxing	ASTHWS306 (SA)		●	
83	Weekend Boot Camp-Wheel Throwing	CERA10003		●	
78	Work Experience	WORK10114		●	
83	Work Experience Option	WORKPW900		●	
83	World of Hand Drumming	MUSC10083		●	
HEALTH AND NURSING					
106	Administration of Medication for Nurses	NRSG10027 (SA)			●
103	Advanced Footcare for RNs and RPNs	NRSG10059 (SA)		●	
100	Advancements in the Mental Health System	HSCI10145 (SA)			●
91	An Introduction To The Study Of Aging	HSCIGER10 (SA)	●		
104	An Introduction To The Study Of Aging	HSCIGER10 (SA)	●		
95	Anaesthesia, Assessment & Critical Care	HSCINSC87 (SA)		●	
87	Analytical Techniques 1 Lab	MLSCMLS10 (SA)		●	
87	Analytical Techniques 1 Theory	MLSCMLS09 (SA)		●	
87	Analytical Techniques 2 Lab	MLSCMLS12 (SA)		●	
87	Analytical Techniques 2 Theory	MLSCMLS11 (SA)		●	
87	Analytical Techniques 3 L and T	MLSCMLS13 (SA)		●	
87	Analytical Techniques 4 L and T	MLSCMLS14 (SA)		●	
87	Analytical Techniques 5 L and T	MLSCMLS15 (SA)		●	
106	Arrhythmia Interpretation	NRSG10060			●
106	Assessment Skills For Nurses	NRSGHZ215 (SA)		●	●
90	Assistive Technology And Accommodation	SENSRTC19		●	
105	Basic Blood Collection	MLSCML123			●
103	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
87	Basic Laboratory Techniques	MLSCMLS05 (SA)		●	
87	Basic Laboratory Techniques II	MLSCMLS22 (SA)		●	
85	Breastfeeding Clinical Experience	CLIN10026 (SA)		●	
104	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	
104	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
105	Canadian Red Cross First Aid Instructor Development	HSCI10169		●	
88	Caregiving Skills	HMNSDEM03		●	
103	Caregiving Skills	HMNSDEM03		●	
93	Clinical Experience 2	CLIN10035 (SA)		●	
103	Clinical Field Placement With Clients	CLINDEM05		●	
86	Clinical Skills Review	NRSG10028 (SA)		●	●
94	Communication And Informed Decision Making	COMM10084 (SA)	●		
93	Communications And Psychosocial Issues In Oncology	HSCINSCC2 (SA)	●		
91	Community-Based Field Experience	WORKGER71 (SA)	●		
104	Community-Based Field Experience	WORKGER71 (SA)	●		
105	Counselling Skills in Oncology	COUN10007	●		
97	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004 (SA)	●		
97	Critical Care Module 2 - Respiratory	NRSG10001 (SA)	●		
97	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
97	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
97	Critical Care Module 3 Cardiovascular Nursing	NRSG10002 (SA)	●		

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97	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
97	Critical Care Module 5 Neurosciences	NRSG10003 (SA)	●		
97	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
106	CRNE Learning Plan & Practice Exam	HSCI10166		●	
96	Current Trends In Mental Health	HSCIPSR05 (SA)	●		
88	Dementia Clinical/Placement	CLINDEM08		●	
88	Diabetes Care - Basic	HSCIDW001 (SA)	●		
89	Diabetes Field Placement 1	HLTH10057 (SA)	●		
90	Dis Man From The Human Resources Perspective	HRESRTC17		●	
90	Effective Disability Management Programs	HRESRTC01		●	
98	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
90	Evaluating the Return-To-Work Process and Disability Management	HRESRTC20		●	
105	First Responder-First Aid Certification	HSCI10170		●	
91	Food Services Fieldwork Requirement	WORKHCF02 (SA)		●	
103	Footcare Field Practicum	CLIN10058 (SA)		●	
98	Health & Safety Legislation - Module 3	HSCIOHN03	●		
98	Health and Safety Management Module 4	HSCIOHN04	●		
98	Health Assessment	HSCI10151	●		
100	Health Challenges	HSCI10148 (SA)	●		
98	Health in the Workplace	HLTH10030	●		
105	Human Anatomy and Physiology	HSCI10027	●		
95	Human Biology & Nursing Assessment	HSCI10143 (SA)		●	
101	Implementation of Mental health Studies, the Law and Forensics	HSCI10168	●		
96	Independent Study In Psychosocial Rehabilitation	HSCIPSR06 (SA)	●		
91	Individual Study	HMNSGER60	●		
90	Information Management	INFORTC23		●	
90	Injury Prevention And Health Promotion	HLTHRTC21		●	
91	Institutional Food Service	HLTH10064 (SA)	●		
92	Institutional-Based Field Experience	WORKGER81 (SA)	●		
104	Institutional-Based Field Experience	WORKGER81 (SA)	●		
87	Instrumentation Lab	INSTMLS07 (SA)		●	
87	Instrumentation Theory	INSTMLS06 (SA)		●	
106	Intravenous Therapy - RN/RPN	NRSGNSC90			●
90	Introduction Into Conflict Resolution	CONFRTC10		●	
92	Introduction to (MDR) Medical Device Reprocessing	HSCI10121 (SA)		●	
90	Introduction To Institutional Food Service	CULIHCF10 (SA)		●	
96	Introduction to Mental Health (PSR)	HLTH10016	●		
101	Introduction to Mental Health and the Law, Forensic Studies	HSCI10165	●		
91	Introduction to Nutrition in Health Care	HLTH10065 (SA)	●		
93	Introduction To Oncology Nursing	NRSGNSCC1 (SA)	●		
92	Introduction To Palliative Care	HSCIHZA69	●		
94	Introduction To Palliative Care	HSCIHZA69	●		
88	Introduction to Patient Education	HSCI10052 (SA)	●		
99	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
101	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
99	Introduction to Perinatal Nursing Part 2	NRSG10056 (SA)	●		
101	Introduction to Perinatal Nursing Part 2	NRSG10056 (SA)	●		
89	Introduction to Return-to-Work Coordination	CREDRTC02		●	
93	Introduction To Transfusion Medicine	MLSCMLA61	●		
97	Introductory Module 1	NRSG10036 (SA)	●		
100	Introspective Practice	HSCI10147 (SA)	●		
106	Jurisprudence Exam Preparation	NRSG10081	●		
93	Laboratory Basics Workshop	MLSC10003 (SA)		●	
91	Legal And Ethical Issues Related To Aging	LAWSGER51	●		

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85	Level 1: Breastfeeding Basics	NRSG10073	●		
85	Level 2: Breastfeeding Management	NRSG10074 (SA)	●		
85	Level 3: Advanced Breastfeeding Practice	NRSG10075 (SA)	●		
89	Living with Diabetes	HLTH10028 (SA)	●		
94	Major Malignancies I	HSCINSCC3	●		
94	Major Malignancies II	HSCINSCC4	●		
95	Management of Drug Distribution Systems Pharmacy Technician	HSCI10140 (SA)		●	
90	Managing Change	MGMTRTC18		●	
90	Marketing and Education in Disability Management and Return to Work	MRKTRTC22		●	
105	Mask Fit Testing	HSCI10057		●	
86	Maternal-Child Theory 2	NRSG10046 (SA)			●
92	MDR Principles and Practices 1	HSCI10123 (SA)		●	
92	Med Lab Assistant Module 1 Introduction	MLSCMLA50 (SA)	●		
92	Medical Laboratory Assistant Refresher	MLSCMLA40	●		
91	Mental Health Aspects Of Aging	HSCIGER41	●		
104	Mental Health Aspects Of Aging	HSCIGER41	●		
86	Mental Health Nursing	NRSG10042 (SA)			●
96	Mental Health Services	HSCIPSR02 (SA)	●		
93	MLAR Mod 2 - Laboratory Basics	MLSCMLA51 (SA)	●		
93	MLAR Mod 4 - Basic Techniques In Haematology	MLSCMLA53	●		
93	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
93	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
93	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
99	Neonatal Nursing 1 Advanced	NRSG10045 (SA)	●		
99	Neonatal Nursing 2 Advanced	NRSG10043 (SA)			●
99	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
86	Nursing Informatics	NRSG10016 (SA)			●
86	Nursing Theory 1	NRSG10019 (SA)			●
95	O.R. Laboratory Experience A	HSCI10156 (SA)		●	
99	Obstetrical Nursing 1 Advanced	NRSG10049 (SA)			●
98	Occupational Health and Surveillance Module 2	HSCIOHN02	●		
98	Occupational Health Nursing Module 1	NRSGOHN01 (SA)	●		
98	Occupational Health Nursing Project	WORKOHN05	●		
94	Oncology Clinical Experience	CLINNSCC6 (SA)	●		
105	Operating Room Attendant	NRSGNSCD9		●	
105	Operating Room Attendant Laboratory Experience	HSCI10155		●	
100	Operationalizing Theory into Practice	CLIN10070		●	
106	OSCE Preparation Workshop	NRSG10082		●	
88	Overview Of Dementia Care	HSCIDEM01		●	
103	Overview Of Dementia Care	HSCIDEM01		●	
101	Perinatal Newborn And Family Care (RPN)	NRSGNSCA2 (SA)	●		
101	Perinatal RPN Maternal Care	NRSGNSCA1 (SA)	●		
106	Perioperative Nursing Role For Cesarean Section	NRSGNSCC8			●
91	Physiology Of Aging	HSCIGER20	●		
104	Physiology Of Aging	HSCIGER20	●		
93	Preparatory Biology	BIOL10006	●		
105	Preparatory Biology	BIOL10006	●		●
86	Professional Issues	NRSG10018 (SA)			●
95	Professional Practice for Pharmacy Technician Bridging	HSCI10136 (SA)		●	
96	Psychiatric Rehabilitation Process	HSCIPSR03 (SA)	●		
96	Psychosocial Rehabilitation Foundations	HSCIPSR01 (SA)	●		
95	R.N. Operating Room Clinical	CLIN10060 (SA)		●	

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92	Restorative Care	HSCIGER05		●	
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95	RN/RPN Introduction to Operating Room Nursing	NRSG10058 (SA)		●	
97	RNFA Independent Internship	CLIN10046		●	
98	RNFA Surgeon Mentored Internship	CLIN10042		●	
97	RNFA Theory 1	NRSG10039 (SA)	●		
87	Safe Work Practices	SAFEMLS03 (SA)		●	
91	Sanitation And Safety	SAFEHCF30 (SA)		●	
91	Sanitation and Safety of Food Services in Health	HSCI10183 (SA)	●		
87	Sector Specific Language And Culture II	MLSCMLS23 (SA)		●	
87	Sector Specific Language And Health Culture	MLSCMLS21 (SA)		●	
89	Special Issues With Diabetes	HLTH10046 (SA)	●		
97	Special Needs Population In Critical Care Module 4	NRSG10035 (SA)	●		
88	Specimen Procurement	MLSCMLS04 (SA)		●	
105	Standard First Aid, C.P.R. C/AED	HSCI10088		●	
88	Standards Of Practice	MLSCMLS02 (SA)		●	
94	Symptom Control And Management	HSCINSCC5	●		
103	The Management Of Wounds	HSCIHS127		●	
86	Therapeutic Relationships	COMM10099 (SA)			●
96	Transitional Concepts for Personal Support Worker Bridging	HSCI10142 (SA)		●	
105	Trauma Informed Perspectives	HLTH10183	●		
HOSPITALITY, HOME AND GARDEN					
107	Build a Bench	BLDG10088		●	
107	Tools and How to Use Them	BLDG10075		●	
107	Painting and Decorating	CREA10135		●	
107	Basic Maintenance	BLDG10073		●	
108	Fundamentals Of Horticulture	HORTHOR01		●	
108	Deciduous Trees	HORTHOR02		●	
108	Broadleaf Evergreens, Climbers And Vines	HORTHOR05		●	
108	Colour Principles	CREAHF215		●	
108	Estimating	METRHF230		●	
108	Creative Design Presentations	CREA10033		●	
109	Fundamentals Of Horticulture	HORTHOR01		●	
109	Deciduous Trees	HORTHOR02		●	
109	Broadleaf Evergreens, Climbers And Vines	HORTHOR05		●	
109	Smart Serve Certification Course	HOSPFB008		●	
109	Mixology	HOSPFB107		●	
109	Wine Appreciation 1	HOSPFB004		●	
110	Introduction to Tea - Tea 101	HOSP10019		●	
110	Tea Sensory Development - Tea 103	HOSP10021		●	
110	Cake Decorating	CULI10068		●	
110	Fundamentals of Gourmet Dining	CULI10071		●	
110	Cooking Fundamentals	CULI10069		●	
110	Perennial Gardening	HORTHOR44		●	
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111	Differential Calculus	MATHMA383		●	
112	Discrete Math & Statistics	MATH10064	●		
111	Engineering Mathematics	MATHMA179		●	
112	Engineering Mathematics 2	MATH10021		●	
112	Engineering Mathematics 3	MATH10014		●	
112	Fundamental Mathematics	MATH10031	●		
111	Math	MATHMA018		●	
112	Math	MATHMA018	●		
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111	Mathematics	MATHMA101		●	

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111	Mathematics	MATHMS122		●	
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111	Mathematics	MATHMS171		●	
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111	Mathematics	MATHMS248		●	
111	Mathematics	MATHMS377		●	
112	Mathematics	MATHMA101	●		
111	Mathematics 1	MATH10011		●	
111	Mathematics 1	MATH10012		●	
112	Mathematics 1 - General Arts And Science	MATHMA006	●		
111	Mathematics 1 (Motive Power Technqs)	MATHMA008		●	
111	Mathematics 1-General Arts and Sciences	MATHMA006		●	
111	Mathematics 2	MATH10053		●	
111	Mathematics 2 (Motive Power Technqs)	MATHMA009		●	
111	Mathematics 2 For Construction Technician	MATHMS244		●	
111	Mathematics for Computer Studies	MATH10042		●	
112	Mathematics Of Finance	MATHMA381	●		
111	Mechanical Basic Algebra	MATHMS165		●	
111	Mechanical Intermediate Algebra	MATH10029		●	
111	NDE Mathematics	MATH10059		●	
112	NDE Mathematics	MATH10059	●		
111	Preparatory Apprenticeship - Math	MATHMA001		●	
111	Preparatory Mathematics (Business)	MATHMA003		●	
111	Preparatory Mathematics (Technology)	MATHMA002		●	
112	Statistics	MATHMA482		●	
112	Statistics	MATHMA570	●		
112	Statistics II	MATH10049	●		
112	Technical Calculus I	MATH10052	●		
112	Technical Calculus II	MATH10054	●		
TECHNOLOGY AND SKILLED TRADES					
119	Access Core	INFO10081	●		
119	Access Expert	INFO10177	●		
128	Advanced Welding	WELD10067		●	
128	Aerial Work Platform and Working at Heights	SAFE10090		●	
114	Air Brake Training	MOTPSAM70		●	
121	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
117	Air Pollution And Monitoring	ENVROH704		●	
126	Basic Construction Methods & Technology	BLDG10011	●		
117	Basic Principles Of Fire Safety	SAFEFT100		●	
127	Business Practice for GIS Professionals	BUSN10104	●		
115	C of Q Automotive Service Technician	MOTPSAM66		●	
115	C of Q Electrical 309A	ELECHEQ12		●	
115	C of Q Instrumentation	INST10006	●		
115	C of Q Truck and Coach	MOTPSAM65		●	
115	CAD/CAM (MasterCAM) 2D	CADMRE455		●	
115	CFC/HCFC/HFC Control	ENVRRE904		●	
120	CFC/HCFC/HFC Control	ENVRRE904		●	
127	CNC Operator	MACH10059		●	
115	CNC Programming - Basic	MACHRE810		●	
115	CNC Programming - Basic	COMP10168	●		
121	Communication/Professional Practices	COMMHI010	●		
126	Construction Contract Bid Management	BLDG10089	●		
126	Construction Contracts and Documents	BLDG10083	●		
126	Construction Job Site Management	BLDG10090	●		
116	Construction Management A	MGMTCN340		●	
125	Construction Practice-Basic	BLDGRE027		●	
123	Co-ordinate Measuring Machines	MECH10024		●	
116	DC Electrical/Electronic Theory	ELECER001		●	
119	Designing, Managing/Implementing A GIS	INFOCVA14	●		

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127	Drinking Water Operator-In-Training Certification	ENVR10044	●		
114	Electrical	BLDGES04		●	
127	Electrical and Wiring	MOTP10089		●	
121	Electrical Inspection	ELECHI007	●		
116	Electricity 1 - Residential	ELECHV107		●	
120	Electricity 1 - Residential	ELECHV107		●	
126	Electronic Navigation for Boaters	ELEC10133	●		
127	Electronics - Power	ELEC10114		●	
116	Electronics I (Semiconductors)	ELECER003		●	
127	Energy Resources	ENVR10025	●		
126	Environmental Technology	ENVREA204		●	
116	Estimating 1	BLDGEA202		●	
120	Exterior Inspection	BLDGH1002	●		
123	Fire Protection	SAFE10071	●		
117	Fire Safety 3-Fire Alarms	SAFEFT103		●	
117	Fire Safety 5-Special Extinguishing Systems	SAFEFT105		●	
125	Framing Techniques	BLDGRE028		●	
123	Funds Of The Occupational Health & Safety Law	LAWSOH301		●	
125	Gas Metal Arc Welding	WELDRE237		●	
118	Gas Technician 2 - Part 1	GOPTRE050		●	
120	Gas Technician 2 - Part 1	GOPTRE050		●	
118	Gas Technician 2 - Part 2	GOPTRE051		●	
118	Gas Technician 2 - Part 3	GOPTRE052		●	
119	Gas Technician 2 - Part 4	GOPTRE053		●	
119	Gas Technician 3	GOPTRE244		●	
120	Gas Technician 3	GOPTRE244		●	
118	Gas Technician 3 Review	GOPT10003		●	
123	Geometric Dimensioning and Tolerancing-Introduction	MECH10045	●		
119	GIS Software - ArcView	INFOCVA36	●		
119	GPS - Global Positioning Systems	INFOCV630	●		
123	H & S Program Development & Coordination	SAFE0H308		●	
128	Hand Tool Techniques	BLDGTZ030		●	
114	Heating	HRAPBES01		●	
120	Heating Inspection I	HRAPHI003	●		
120	Heating Inspection II	HRAPHI004	●		
128	How to Design & Build Your Own Kitchen Cabinets	BLDG10076		●	
123	Industrial Hygiene	SAFE10078	●		
122	Instrumentation 1 For Tradesmen	INSTRE047	●		
120	Interior/Insulation Inspection	BLDGH1001	●		
128	Intermediate Welding	WELD10066		●	
119	Internet Mapping	INFOCVA08	●		
126	Introduction To Cost Estimating	BLDG10012	●		
123	Introduction To Ergonomics	SAFE10045	●		
119	Introduction To Geographic Information Systems	INFOCVA03	●		
126	Introduction to Hybrid Vehicles	MOTP10062		●	
123	Introduction to Toxicology	ENVR10022	●		
118	Introductory Hydraulics	STENMF201		●	
118	Introductory Pneumatics	STENMF202		●	
124	Legislation for Health and Safety	SAFE10077	●		
114	Liquid Penetrant Levels 1 & 2	CINDE		●	
122	Lubrication T.A.P. (Transportation/Application/Programs)	MATLLUB06		●	
122	Machine Shop 1	MACHRE165		●	
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122	Machine Shop 3	MACHRE465		●	
127	Machines & Circuits 1	ELEC10115		●	

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114	Magnetic Particle Levels 1 & 2	CINDE		●	
126	Material Estimating and Methods	BLDG10085	●		
127	Metal Fabrication	MOTP10090		●	
126	Paragliding Adventure	GINT10052		●	
124	PLC Programming 1	ASYSPLC11		●	
124	PLC Programming 2	ASYSPLC12		●	
124	PLC Programming 4	ASYSPLC14		●	
120	Plumbing Inspection	HRAPHI005	●		
117	Principles Of Environmental Chemistry	CHEMOH701		●	
124	Principles Of Metrology	METRQC105		●	
121	Problem Solving	IENGIM252		●	
116	Project Management Scheduling Software	INFO10105	●		
119	Remote Sensing	INFOCVA37	●		
125	Residential Electrical Basics	BLDG10092		●	
121	Roofing Inspection	BLDGH1009	●		
125	Shielded Metal Arc Welding 1	WELDRE234		●	
125	Shielded Metal Arc Welding 2	WELDRE235		●	
125	Shielded Metal Arc Welding 3	WELDRE236		●	
128	Six Sigma Methods	MECH10047	●		
123	SolidWorks Advanced	CADM10041		●	
123	SolidWorks Basic	CADMRE066		●	
124	Statistical Process Control 2	MATHQC103		●	
121	Structural Inspection	BLDGH1008	●		
126	Surveying, An Introduction	SURV10001	●		
127	Sustainability	ENVR10042	●		
125	Trim Finishing and Cabinetry	BLDGRE032		●	
114	Ultrasonics Level 1	CINDE		●	
126	Vehicle Maintenance	MOTP10088		●	
127	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
128	Welding Skills Refresher	WELD10068		●	
128	Woodworking for Women	BLDG10022		●	
128	Woodworking Level 1	BLDGTZ070		●	
128	Woodworking Level 2	BLDGTZ071		●	
128	Woodworking Level 3	BLDGTZ073		●	
124	Work Measurement 2	IENGIM332		●	
124	Workplace Safety And Insurance Act	SAFE0H309		●	
ENGLISH AS A SECOND LANGUAGE					
131	Academic Listening Skills	COMM10213 (SA)		●	
131	Academic Reading Preparation	COMM10210 (SA)		●	
131	Academic Speaking Skills	COMM10212 (SA)		●	
131	Academic Writing Preparation	COMM10211 (SA)		●	
130	Applied Listening for College	COMM10207 (SA)		●	
130	Applied Reading for College	COMM10205 (SA)		●	
130	Applied Speaking for College	COMM10206 (SA)		●	
131	Applied Writing for College	COMM10208 (SA)		●	
130	Basic Academic Listening Practices	COMM10204 (SA)		●	
130	Basic Academic Reading Practices	COMM10202 (SA)		●	
130	Basic Academic Speaking Practices	COMM10203 (SA)		●	
130	Basic Academic Writing Practices	COMM10201 (SA)		●	
130	English as a Second Language Grammar	LANG10074 (SA)		●	
131	Preparing for Academic IELTS	COMM10293		●	
MOHAWK COLLEGE ENTERPRISE					
132	Accounting And Finance	ACCTMMP04		●	
132	Capstone Course	MISCMMMP08		●	
132	Management Skills & Techniques	MGMTMMP01		●	

Business

ce.mohawkcollege.ca/business



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CREDENTIALLED 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

Call: 905-689-9117

Email: education@apicshamilton.org

Web: www.mohawkcollege.ca/continuing-education/apics

PROGRAMS OF STUDIES

Principles of Operations Management Program

BUSN10110	APICS Principles of Inventory Management
BUSN10111	APICS Principles of Operation Planning
BUSN10113	APICS Principles of Manufacturing Management

BUSN10114 APICS Principles of Distribution and Logistics

BUSN10112 APICS Principles of Managing Operations

Certified in Production and Inventory Management (CPIM)

BUSNSPC15 APICS Basic of Supply Chain Management

BUSNSPC24 APICS Master Planning of Resources

BUSN10116 APICS Detailed Scheduling & Planning

BUSNSPC22 APICS Execution & Control of Operations

BUSN10117 APICS Strategic Management of Resources

APICS Principles of Managing Operations BUSN10112

Consider production system design and operation with emphasis on facilities planning, TQM, cost analysis, project planning, and operations resource management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32644	TU	Sep23	Dec9	7:00-10:00	11	Classroom (FF)	\$717.13

APICS Strategic Management of Resources BUSN10117

Explore the relationship between strategic planning, management and the execution of operations. Understand how market requirements, and social and economic sustainability concerns, drive the operations, processes and resource requirements of an organization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32046	WE	Sep24	Dec3	7:00-10:00	10	Classroom (FF)	\$669.40

APICS Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore materials management fundamentals including manufacturing systems, forecasting, master planning, MRP, capacity management, PAC, purchasing, inventory management, physical distribution, TQM and JIT manufacturing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32045	MO	Sep29	Dec15	7:00-10:00	10	Classroom (FF)	\$669.40

Tuition Assistance

May be available to students who complete an online profile at mohawkcollege.ca/financial-assistance

Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/appacc2

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

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

These courses can be used towards the Integrated Accounting Certificate.

Applied Accounting Bookkeeping 1 ACCTBZ018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32093	TU	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$293.40
32096	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40
31333		Sep11	Dec11			eLearn	\$266.04
31322		Oct16	Jan8			eLearn	\$266.04

Applied Accounting-Bookkeeping 2 ACCTBZ019

Develop additional skills with emphasis on merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32094	TU	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$293.40
32097	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40
31334		Sep11	Dec11			eLearn	\$266.04
31323		Oct16	Jan8			eLearn	\$266.04

Applied Accounting Bookkeeping 3 ACCTBZ020

Further enhance your bookkeeping skills. Topics include partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32095	TU	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$293.40
32098	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40
31335		Sep11	Dec11			eLearn	\$266.04
31324		Oct16	Jan8			eLearn	\$266.04

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. Gain introductory knowledge of a variety of different business areas.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/businessstudies

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ACCTMCS01	Accounting Introductory 1	45
BUSN10045	Quantitative Methods 1	45
COMMLL122	Researching and Reporting	42
ECONMCS03	Microeconomics Introductory	45
LAWSMCS05	Business Law Introductory	45
MGMTMCS06	Management Principles	45
MRKTMCS08	Marketing Principles	45
Options - Choose 4:		
ACCTMCS02	Accounting Introductory II	
MGMTBPC01	Human Resources Management	
BUSNPIR16	Staff Training and Development	
ECON10002	Introduction to Macroeconomics	
LABRPIR08	Introduction to Industrial Relations	
MGMTMCS07	Management Operations	
MRKT10018	Marketing Advanced	
MRKT10025	Selling for Success	
SAFEPIR21	Occupational Health and Safety	

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

Accounting Introductory I ACCTMCS01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31108	Sep9	Dec16				OntarioLearn	\$407.55
31389	Oct1	Jan7				OntarioLearn	\$407.55
31390	Nov3	Feb9				OntarioLearn	\$407.55
32015	Dec1	Mar9				OntarioLearn	\$407.55

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: ACCTMCS01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31105	Sep9	Dec16				OntarioLearn	\$407.55
31169	Oct1	Jan7				OntarioLearn	\$407.55
31391	Nov3	Feb9				OntarioLearn	\$407.55
32016	Dec1	Mar9				OntarioLearn	\$407.55

Business Law Introductory LAWSMCS05

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31224	Sep9	Dec16				OntarioLearn	\$407.55
31491	Oct1	Jan7				OntarioLearn	\$407.55
31234	Nov3	Feb9				OntarioLearn	\$407.55

Human Resource Management Studies MGMTBPC01

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits. Online course contains mandatory group work. CRN 32491: no class Oct 11, class Nov 1 from 9-12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31225	Sep9	Dec16				OntarioLearn	\$501.15
32491 SA	Sep13	Nov1	9:00-3:00	7		Classroom (FF)	\$317.85
31384	Oct1	Jan7				OntarioLearn	\$501.15
31241	Nov3	Feb9				OntarioLearn	\$501.15
32008	Dec1	Mar9				OntarioLearn	\$501.15

Introduction To Industrial Relations LABRPIR08 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31339	Sep9	Dec16				OntarioLearn	\$385.38
31407	Nov3	Feb9				OntarioLearn	\$385.38

Introduction To Macroeconomics ECON10002

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31013	Sep9	Dec16				OntarioLearn	\$407.55
31477	Oct1	Jan7				OntarioLearn	\$407.55
32002	Dec1	Mar9				OntarioLearn	\$407.55

Management Operations MGMTMCS07

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31295	Sep9	Dec16				OntarioLearn	\$407.55
32032	Oct1	Jan7				OntarioLearn	\$407.55

Management Principles MGMTMCS06

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31106	Sep9	Dec16				OntarioLearn	\$407.55
31480	Nov3	Feb9				OntarioLearn	\$407.55
32003	Dec1	Mar9				OntarioLearn	\$407.55

Marketing Principles MRKTMCS08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31107	Sep9	Dec16				OntarioLearn	\$407.55
31555	Oct1	Jan7				OntarioLearn	\$407.55

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: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31303	Sep9	Dec16				OntarioLearn	\$407.55

Microeconomics Introductory**ECONMCS03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31129	Sep9	Dec16				OntarioLearn	\$407.55
31494	Oct1	Jan7				OntarioLearn	\$407.55
31493	Nov3	Feb9				OntarioLearn	\$407.55

Occupational Health and Safety**SAFEPIR21**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31271	Sep9	Dec16				OntarioLearn	\$385.38
32492	TH Sep18	Dec11	6:00-9:00	13		Classroom (FF)	\$317.85
31538	Oct1	Jan7				OntarioLearn	\$385.38

Quantitative Methods**BUSN10045**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31014	Sep9	Dec16				OntarioLearn	\$407.55
31486	Nov3	Feb9				OntarioLearn	\$407.55

Researching and Reporting-Lgs**COMMLL122**

Explore techniques for effective writing and develop research and reporting skills. Covers: problem definition, print-based and electronic research methodologies, survey strategies, and formal report writing. Equivalent to: Report Writing. Prerequisite: COMMLL041 or equivalent post-secondary communications course. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31350	Sep9	Dec16				OntarioLearn	\$363.38

Selling For Success**MRKT10025**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31012	Sep9	Dec16				OntarioLearn	\$426.27

Staff Training and Development**BUSNPIR16**

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31291	Sep9	Dec16				OntarioLearn	\$476.19
31238	Oct1	Jan7				OntarioLearn	\$476.19
31217	Nov3	Feb9				OntarioLearn	\$476.19
32009	Dec1	Mar9				OntarioLearn	\$476.19

**Canadian Institute of Bookkeeping**

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

Questions?

Call: 416-925-9420 (CIB)

Email: info@cibcb.com

Web: www.cibcb.com

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cib

Refer to our website to view Mohawk equivalencies to C.I.B. courses. Please note that a minimum grade of 65% is required to obtain C.I.B. credits.

Cost Management**ACCT10017**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31375	Sep9	Dec16				OntarioLearn	\$385.38

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) or Accounting 1 (ACCTCB101). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31478	Oct1	Jan7				OntarioLearn	\$385.38
31244	Nov3	Feb9				OntarioLearn	\$385.38
32007	Dec1	Mar9				OntarioLearn	\$385.38

Taxation I**ACCT10019**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31393	Sep9	Dec16				OntarioLearn	\$407.55
31485	Nov3	Feb9				OntarioLearn	\$407.55

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

2 King Street West, Jackson Square P.O. Box 57035

Hamilton, ON L8P 4W9

Call: 905-561-9889

Fax: 866-774-2226

Email: admin@cim-hamilton.com

Web: www.cim-hamilton.com or www.mohawkcollege.ca/continuing-education/cim

Fees include: CIM membership, dinner meetings, networking, weekly Management Matters newsletter, quarterly branch newsletter and a subscription to the Canadian Manager Magazine.

Members now have the opportunity for on-going professional development through (CMI) ManagementDirect online learning portal. Please view the Hamilton Branch website for further information.

The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses.

Visit ce.mohawkcollege.ca/CIM to view a complete list.

Courses will be offered via equivalencies only. Check the index for offerings.

CERTIFICATES AVAILABLE:

Certificate in Supervisory Management (CSM)

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

Certificate in Management & Administration Studies (CIMA)

Exposes you to the eight major areas of managerial responsibility and is ideal for those looking to make management their career choice.

Certified in Management (C.I.M.) Designation

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

CGA (Certified General Accountants of Ontario) Equivalency

The following courses can be used as credits with the Certified General Accountants of Ontario. A grade of 70% is required in each equivalent course to obtain transfer credit. As per CGA policies, online courses cannot be combined with in-class courses to obtain CGA equivalency. If the CGA requires two Mohawk courses for an equivalency to one of their courses, the two Mohawk courses must be done either online OR in-class and not a combination of both.

For students considering the pursuit of a professional accounting designation, this program currently provides the opportunity to obtain transfer credit toward the CGA designation through CGA Ontario:

http://www.cga-ontario.org/College_Transfer_Credits.aspx

Information provided on our website is that which is in effect at the time of writing. Students should be aware that the recognized professional accounting bodies in Ontario are undergoing unification negotiations which may continue to result in a number of significant changes to the qualification processes and requirements for these professional designations. Students interested in pursuing a professional accounting designation are advised to check with the relevant accounting body website and to continue to check these websites on a regular basis for updates.

CGA Ontario website: <http://www.cga-ontario.org/>

CPA Ontario website: <http://www.icao.on.ca>

<http://www.accaglobal.com/gb/en/discover/news/2012/11/acca-canada.html>

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cga

For transfer credit information refer to www.cga-ontario.org

Advanced Accounting ACCT10032

Gain an understanding of some complex topics in accounting covering accounting for leases, pensions, EPS, and accounting changes. Prerequisite: ACCT10023. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31462	Sep9	Dec16				OntarioLearn	\$426.27

Auditing I ACCT10026

Concentrate on the fundamentals of external audits. Focus on the purpose of audits; reporting, professional standards and ethics; legal liability; audit evidence and documentation; planning and analysis; materiality and risk; and internal control. Prerequisite: ACCT10022. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31416	Sep9	Dec16				OntarioLearn	\$385.38

Auditing II ACCT10027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31417	Sep9	Dec16				OntarioLearn	\$426.27

Business Finance I ACCT10028

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31418	Sep9	Dec16				OntarioLearn	\$385.38

Business Finance II ACCT10029

Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: ACCT10028. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31419	Sep9	Dec16				OntarioLearn	\$426.27

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). Prerequisite: Accounting - Introductory I (ACCTMCS01) or Finance and Accounting (ACCTPIR23). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31413	Sep9	Dec16				OntarioLearn	\$426.27
32000	Nov3	Feb9				OntarioLearn	\$426.27

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: ACCT10024. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31414	Sep9	Dec16				OntarioLearn	\$426.27
31999	Nov3	Feb9				OntarioLearn	\$426.27

English 1 COMM10256

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31409	Sep9	Dec16				OntarioLearn	\$407.55

Intermediate Accounting I ACCT10021

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31410	Sep9	Dec16				OntarioLearn	\$476.19

Intermediate Accounting II ACCT10022

Gain an understanding of financial reporting. Topics include current assets, property, plant and equipment, revenue and expense recognition, cash, receivables and inventory. Prerequisite: ACCT10021. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31420	Sep9	Dec16				OntarioLearn	\$476.19

Intermediate Accounting III**ACCT10023**

Gain an understanding of some complex topics in corporate reporting. Topics include: liabilities, shareholders' equity, complex debt and equity instruments and accounting for income taxes. Prerequisite: ACCT10022. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31412		Sep9	Dec16			OntarioLearn	\$385.38

Management Information Systems**INFO10160**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31415		Sep9	Dec16			OntarioLearn	\$385.38

Condominium Management (ACMO) Certificate (912)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/acmo

ACMO Membership and RCM Exam Questions?

Call: 905-826-6890 or 1-800-265-3263

Email: jschenk@acmo.org

Web: www.acmo.org

PROGRAM OF STUDIES

Mandatory Courses:			Hours
LAWSCDM01	Introduction to Condominium Law		42
MGMTCDM02	Physical Building Management		42
FINCCDM03	Financial Planning for Condominium Managers		42
MGMTCDM04	Condominium Administration & Human Relations		42
Options - Choose 1:			
BUSN10034	Building and Maintaining Customer Relationships		48
MGMTMD278	Personal Success		30
COMM10216	Creative and Critical Thinking (LDS)		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.

Instructions to "Start an OntarioLearn Course" are available at
www.mohawkcollege.ca/continuing-education/get-started

Introduction To Condominium Law**LAWSCDM01**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31523		Sep9	Dec16			OntarioLearn	\$555.73

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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31525		Sep9	Dec16			OntarioLearn	\$555.73

Financial Planning For Condominium Managers**FINCCDM03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31520		Sep9	Dec16			OntarioLearn	\$555.73

Condominium Administration & Human Relations**MGMTCDM04**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31526		Sep9	Dec16			OntarioLearn	\$555.73

Building and Maintaining Customer Relationships**BUSN10034**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31290		Sep9	Dec16			OntarioLearn	\$426.27

Personal Success**MGMTMD278**

Enhance key human relations skills including public speaking, listening skills, self-presentation, alliance building and positioning, negotiation skills, managing office politics, time management and stress management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31356		Sep9	Dec16			OntarioLearn	\$296.70

Creative and Critical Thinking (LDS)**COMM10216**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31158		Sep9	Dec16			OntarioLearn	\$296.70

Dental Office Administration

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or bonnie.tolton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dentalofficeadmin



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

Professional Development

PERS10014

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32643	WE	Nov12	Dec10	6:30-9:30	6	Blended (FF)	\$146.70

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 for the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater.

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/financialplanning

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

Visit us in the Winter for updates on this program

Human Resources Certificate (825)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/humanresources

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ACCTPIR23	Finance and Accounting	45
BUSNPIR16	Staff Training and Development	39
BUSNPIR22	Organizational Behaviour and Administration	42
HRESPIR11	Compensation and Benefits	42
HRESPIR20	Recruitment and Selection	39
LABR10100	Union Management Relations	39
MGMTBPC01	Human Resources Management Studies	39
SAFEPIR21	Occupational Health and Safety	39
Options - Choose 1:		
HRESHRM05	HR Software Applications	28
LAWS10090	Employment Law	30

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.

Program graduates (with an overall academic average of 70% with no individual grade lower than 65%) fulfill the academic requirements of HRP 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 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam.

Compensation and Benefits

HRESPIR11

Explore current trends, practices and ethical issues relating to compensation with emphasis on achieving a sustainable competitive advantage. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31124		Sep9	Dec16			OntarioLearn	\$385.38
31474		Oct1	Jan7			OntarioLearn	\$385.38

Finance And Accounting

ACCTPIR23

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31273		Sep9	Dec16			OntarioLearn	\$385.38
31233		Oct1	Jan7			OntarioLearn	\$385.38
31406		Nov3	Feb9			OntarioLearn	\$385.38
32017		Dec1	Mar9			OntarioLearn	\$385.38

Human Resource Management Studies

MGMTBPC01

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits. Online course contains mandatory group work. CRN 32491: no class Oct 11, class Nov 1 from 9-12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31225		Sep9	Dec16			OntarioLearn	\$501.15
32491	SA	Sep13	Nov1	9:00-3:00	7	Classroom (FF)	\$317.85
31384		Oct1	Jan7			OntarioLearn	\$501.15
31241		Nov3	Feb9			OntarioLearn	\$501.15
32008		Dec1	Mar9			OntarioLearn	\$501.15



Human Resources Planning and Staffing

HRESPIR17

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31093		Sep9	Dec16			OntarioLearn	\$385.38
32490	MO	Sep15	Dec8	6:00-9:00	14	Classroom (FF)	\$342.30
31994		Nov3	Feb9			OntarioLearn	\$385.38

Occupational Health and Safety

SAFEPIR21

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31271		Sep9	Dec16			OntarioLearn	\$385.38
32492	TH	Sep18	Dec11	6:00-9:00	13	Classroom (FF)	\$317.85
31538		Oct1	Jan7			OntarioLearn	\$385.38

Organizational Behaviour and Administration

BUSNPIR22 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31422		Sep9	Oct28			OntarioLearn	\$385.38
31272		Sep9	Dec16			OntarioLearn	\$385.38
31377		Nov3	Feb9			OntarioLearn	\$385.38
32018		Dec1	Mar9			OntarioLearn	\$385.38

Recruitment And Selection

HRESPIR20

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31421		Sep9	Oct28			OntarioLearn	\$385.38
31270		Sep9	Dec16			OntarioLearn	\$385.38
31388		Oct1	Jan7			OntarioLearn	\$385.38
31219		Nov3	Feb9			OntarioLearn	\$385.38
32019		Dec1	Mar9			OntarioLearn	\$385.38

Staff Training and Development

BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31291		Sep9	Dec16			OntarioLearn	\$476.19
31238		Oct1	Jan7			OntarioLearn	\$476.19
31217		Nov3	Feb9			OntarioLearn	\$476.19
32009		Dec1	Mar9			OntarioLearn	\$476.19

Employment Law (LDS)

LAWS10090

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31423		Sep9	Dec16			OntarioLearn	\$296.70

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.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/idl

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BUSN10046	Business Fundamentals in Industrial Distribution	35
MRKT10027	Customer Service & Sales in Industrial Distribution	35
BUSN10055	Operational Fundamentals in Industrial Distribution	35
BUSN10054	Negotiations in Industrial Distribution	35
MGMT10069	Leadership & Effective Communication in Industrial Distribution	35
BUSN10056	Industrial Distribution Integrated Case Study	35

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31986		Sep9	Dec16			OntarioLearn	\$311.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31965		Sep9	Dec16			OntarioLearn	\$311.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31984		Sep9	Dec16			OntarioLearn	\$311.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31985		Sep9	Dec16			OntarioLearn	\$311.65

Industrial Distribution Integrated Case Study BUSN10056

Apply learning acquired in coursework to your own work environment. Use case studies and real world examples presented in this capstone course to develop processes that will have a positive impact in your place of work. Benefit from a hands-on approach, assimilating Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. Prerequisite: successful completion of the other 5 courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31983	Sep9	Dec16				OntarioLearn	\$311.65

Industrial Relations Certificate (824)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

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

Questions?

Email: disted@mohawkcollege.ca or susan.milton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrialrelations

PROGRAM OF STUDIES

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

Introduction To Industrial Relations LABRPIR08 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31339	Sep9	Dec16				OntarioLearn	\$385.38
31407	Nov3	Feb9				OntarioLearn	\$385.38

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31982	Sep9	Dec16				OntarioLearn	\$341.21

Employment Law BUSNPIR19

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31490	Sep9	Dec16				OntarioLearn	\$426.27

Collective Bargaining LABRPIR14

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31971	Sep9	Dec16				OntarioLearn	\$341.21

Organizational Behaviour and Administration BUSNPIR22 (E)

Examine the Canadian business environment and the management decision making process as an integral component of organizational behaviour.

Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31422	Sep9	Oct28				OntarioLearn	\$385.38
31272	Sep9	Dec16				OntarioLearn	\$385.38
31377	Nov3	Feb9				OntarioLearn	\$385.38
32018	Dec1	Mar9				OntarioLearn	\$385.38

Compensation and Benefits HRESPIR11

Explore current trends, practices and ethical issues relating to compensation with emphasis on achieving a sustainable competitive advantage. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31124	Sep9	Dec16				OntarioLearn	\$385.38
31474	Oct1	Jan7				OntarioLearn	\$385.38

Occupational Health and Safety SAFEPIR21

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31271	Sep9	Dec16				OntarioLearn	\$385.38
32492 TH	Sep18	Dec11	6:00-9:00	13		Classroom (FF)	\$317.85
31538	Oct1	Jan7				OntarioLearn	\$385.38

Institute of Law Clerks of Ontario

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/lawclerk or www.ilco.on.ca

Admission Requirements

- Experience in the legal field is recommended.

Litigation Procedures LAWSSELC5

Topics include legal research, drafting pleadings and preparing documents for court proceedings, documentary evidence, assisting at trial, appeals and conducting examinations in aid of execution/enforcement of orders. Exam: March 10/15. 75 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31989	Sep9	Mar6				OntarioLearn	\$649.75

Real Estate Procedures LAWSSELC3

All aspects of the basic residential real estate transaction are covered including land division in Ontario, land registration system, surveys, title insurance, ownership, agreement of purchase and sale, statutes, purchasing, selling, financing and closing the transaction. Exam: January 27/15. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31988	Sep9	Jan23				OntarioLearn	\$537.43



Integrated Accounting Certificate (099)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/integratedacct

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ACCTBZ018	Applied Accounting Bookkeeping 1	36
ACCTBZ019	Applied Accounting Bookkeeping 2	36
ACCTBZ020	Applied Accounting Bookkeeping 3	36
INFO10201	Sage 50 Accounting	36
INFO10184	Sage 300 ERP AccPac General Ledger	18
INFO10185	Sage 300 ERP Accounts Payable	18
Options - Choose 2:		
INFO10078	Excel Core	36
INFO10079	Excel Expert	36
INFO10081	Access Core	36
INFO10159	QuickBooks	36
INFO10182	Sage 300 ERP (AccPac) Accounts Receivable and Payroll	36
INFO10183	Sage 300 ERP (AccPac) Order Entry	36

Some courses are offered under other Certificates. Refer to the index.

Please note:

- The AccPac - General Ledger (INFOBW190) course is no longer offered.
- Students beginning their AccPac studies need to register for Sage 300 ERP AccPac General Ledger (INFO10184) and use the 2012 software.
- Students who have already taken INFOBW190 will still be able to complete their AccPac studies in the older software (version 5.6) until the Winter 2015 term.

Software Versions:

- Sage 300 ERP 2012 (formerly AccPac)
- QuickBooks Desktop 2013
- Sage 50 Accounting (formerly Simply Accounting)

Software is included with textbook purchase. Software is NOT compatible with a Mac computer.

AccPac - Accounts Payable INFOBW390

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32121	Sep9	Dec16				OntarioLearn	\$186.02

AccPac - Accounts Receivable INFOBW290

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32120	Sep9	Dec16				OntarioLearn	\$186.02

AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: INFOBW290 and INFOBW390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32124	Sep9	Dec16				OntarioLearn	\$186.02

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: INFOBW290 and INFOBW390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32122	Sep9	Dec16				OntarioLearn	\$186.02

AccPac Order Entry - Level 2 INFOBW492

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32123	Sep9	Dec16				OntarioLearn	\$186.02

QuickBooks INFO10159

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32100	TH	Sep11	Nov27	6:30-9:30	12	Classroom (FF)	\$293.40
31139	Sep15	Dec6				eLearn	\$266.04

Sage 300 ERP (AccPac) Accounts Receivable and Payroll INFO10182

Focus on ledger setup, adding customer accounts, daily transactions processing, reports and periodic processing. Learn to prepare payroll data and process payroll transactions. Prerequisites: INFO10184 and INFO10185.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31533	Sep9	Dec16				OntarioLearn	\$319.04

Sage 300 ERP (AccPac) Order Entry INFO10183

Learn to set up Inventory Control, Purchase Orders and Order Entry modules. Topics include requisitions, receipts, invoices, purchase orders, shipments and adjustments. Prerequisites: INFO10184, INFO10185 and INFO10182.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31534	Sep9	Dec16				OntarioLearn	\$319.04

Sage 300 ERP Accounts Payable INFO10185

Examine ledger set up, adding vendor accounts, daily transactions processing reports and periodic processing. Prerequisite: INFO10184.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31532	Sep9	Dec16				OntarioLearn	\$186.02

Sage 300 ERP AccPac General Ledger INFO10184

Focus on the creation of a company and a chart of accounts, entering transactions and producing financial reports. Prerequisite: Knowledge of basic accounting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31531	Sep9	Dec16				OntarioLearn	\$186.02

Sage 50 Accounting NEW!

INFO10201

Using Sage 50 Accounting 2014, examine the setup of the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory and Services. Enter a new company's historical information; prepare daily transactions in each module; cover adjusting entries, credits, orders, prepayments, discounts and government remittance entries. Prepare bank reconciliations, month-end and year-end entries, along with preparing financial statements and reports. Formerly Simply Accounting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32489	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40
32411		Sep15	Dec6			eLearn	\$266.04

International Business Management Certificate (116)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirements: 12 courses

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

Questions?

Call: 905-575-2706

Email: disted@mohawkcollege.caWeb: 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: Online Learning (Room J113), Mohawk College, P.O. Box 2034, Hamilton, ON, 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31554		Sep9	Dec16			OntarioLearn	\$363.38

Leadership Development Series Certificate (949)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/leadershipdevelopment

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Get Started Online

Start Up Information for OntarioLearn courses
is available on the Mohawk website at
ce.mohawkcollege.ca/get-started

PROGRAM OF STUDIES

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

Communications (LDS)

COMM10217

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31036		Sep9	Dec16			OntarioLearn	\$296.70

Creative and Critical Thinking (LDS)

COMM10216

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31158		Sep9	Dec16			OntarioLearn	\$296.70

Employment Law (LDS)

LAWS10090

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31423		Sep9	Dec16			OntarioLearn	\$296.70

Finance (LDS)

FINC10023

Make financial documents work for you. Explain how money is used in a business to predict success, produce a healthy return or mitigate decline. Learn to assess ROI, create a budget and anticipate variances for informed decision making.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31046		Sep9	Dec16			OntarioLearn	\$296.70
32118	WE	Sep10	Nov12	6:30-9:30	10	Classroom (FF)	\$249.50

Human Relations (LDS)

HRES10019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31488		Sep9	Dec16			OntarioLearn	\$296.70

Leading Responsibly (LDS)

MGMT10098

Sustainability in business is often related to profitability. Assess the impacts of business on the community and the environment, in an ethical and globally sustainable way, using measures such as Corporate Social Responsibility and triple-bottom line accounting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31489		Sep9	Dec16			OntarioLearn	\$296.70

Leading Teams (LDS)**MGMT10101**

Examine the leader's role in the development and success of workplace teams. Explore the differences between a group and a team, analyze team structures including self-directed work teams, and examine the benefits of coaching and mentoring.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31037	Sep9	Dec16				OntarioLearn	\$296.70

Managing Change (LDS)**MGMT10102**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31038	Sep9	Dec16				OntarioLearn	\$296.70

Performance Management (LDS)**MGMT10100**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31160	Sep9	Dec16				OntarioLearn	\$296.70

Project Management (LDS)**MGMT10099**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32117	TU	Sep9	Nov11	6:30-9:30	10	Classroom (FF)	\$249.50
31159	Sep9	Dec16				OntarioLearn	\$296.70

**Management Studies Certificate (827)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/managementstudies

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
MGMTBPC01	Human Resource Management Studies	39
MGMTBPC02	Managerial Communications	39
MGMTBPC03	Understanding Managerial Skills	39
MGMTBPC05	Managerial Analysis	39
MGMTBPC04	Problem Solving - Decision Making	39
MGMTBPC06	Financial Interpretation and Analysis	39
Options - Choose 3:		
BUSNCB436	Business Law	39
ECONEB222	Macroeconomics	42
HRESPIR20	Recruitment & Selection	39
LABRPIR08	Introduction to Industrial Relations	39
MRKTCB158	Marketing 1	42
SAFEPIR21	Occupational Health & Safety	39
MGMT10111	New Supervisor Competencies	30
One of the following may be used in place of ONE of the above options:		
MGMT10112	Managing Customer C.A.R.E.	30
COMM10216	Creative & Critical Thinking (LDS)	30
MGMT10099	Project Management	30
MGMT10102	Managing Change (LDS)	30

Option courses are offered under other Certificates. Refer to the index.

Human Resource Management Studies**MGMTBPC01**

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits. Online course contains mandatory group work. CRN 32491: no class Oct 11, class Nov 1 from 9-12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31225		Sep9	Dec16			OntarioLearn	\$501.15
32491	SA	Sep13	Nov1	9:00-3:00	7	Classroom (FF)	\$317.85
31384		Oct1	Jan7			OntarioLearn	\$501.15
31241		Nov3	Feb9			OntarioLearn	\$501.15
32008		Dec1	Mar9			OntarioLearn	\$501.15

Understanding Managerial Skills**MGMTBPC03**

Enhance your awareness of self and others and develop specific skills and strategies for managing people effectively in various organizational situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32493	TU	Sep16	Dec11	6:30-9:30	13	Classroom (FF)	\$317.85

Problem Solving - Decision Making**MGMTBPC04**

Perfect your own problem solving skills, and discover methods of encouraging better thinking skills in others. No class Oct 11, class Nov 1 from 9-12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32494	SA	Sep13	Nov1	9:00-3:00	7	Classroom (FF)	\$317.85

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32495	TH	Sep18	Dec11	6:00-9:00	13	Classroom (FF)	\$317.85

Manufacturing Leadership Certificate (055)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/manufacturingleadership

Coaching And Developing People

MGMTCMA03

Proven and practical strategies for coaching and communicating, getting work done, resolving conflict, improving performance and developing positive working relationships are presented. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31188	Sep9	Dec16				OntarioLearn	\$500.00

Continuous Improvement Process

QUALCMA06

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31015	Sep9	Dec16				OntarioLearn	\$500.00

Developing Effective Teams

MGMTCMA04

New and aspiring supervisors will develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. Discover how various team structures help organizations make the most of their human resources. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31320	Sep9	Dec16				OntarioLearn	\$478.00

Supervisory Skills For Business And Industry

MGMTCMA02

Supervisors will develop specialized skills such as time management, effective communication, customer relations, understanding complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31189	Sep9	Dec16				OntarioLearn	\$500.00

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. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31000	Sep9	Dec16				OntarioLearn	\$500.00

Medical Transcription Certificate (172)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or rebekah.penuta@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/medtranscription

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:			Hours
KEYB10008	Keyboarding		28
OADM0A261	Digital Transcription		39
OADM0A323	Medical Terminology 1		42
OADM0A324	Medical Terminology 2		36
OADM0A352	Medical Transcription 1		42
OADM0A452	Medical Transcription 2		36
OADM0A552	Medical Transcribing 3		42
OADM0A652	Medical Transcribing 4		42
Options - Choose 1:			
INFO10113	Computer Basics Windows Vista, Word & Excel		36
INFO10156	Computer Basics Windows 7, Word & Excel		36

Medical Transcription 1 will only be offered in the Winter term.

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

Prepares students for employment in health care settings. Students must have begun their studies in Winter 2014 or later terms.

PROGRAM OF STUDIES

Mandatory Courses:			Hours
OADM0A323	Medical Terminology 1		42
OADM0A324	Medical Terminology 2		36

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 first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32052	WE	Sep10	Nov26	6:00-8:30	12	Classroom (FF)	\$228.20

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 KEYB10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32050	TU	Sep9	Nov25	6:00-9:30	12	Blended (FF)	\$342.30

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32248	MO	Sep8	Dec8	6:30-10:00	13	Classroom (FF)	\$342.30
32250	TU	Sep9	Dec2	6:00-9:30	13	Classroom (FF)	\$342.30

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32249	MO	Sep8	Dec8	6:00-9:30	11	Classroom (FF)	\$293.40

Medical Transcription 2

OADM0A452

Enhance your skills in transcribing complex and specialized medical dictation. Earphones and a USB storage device/recordable CD are required. 3 in class tests to be written. Prerequisite: OADM0A352.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31559	Sep8	Dec1				eLearn	\$266.04

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, and a minimum keyboarding speed of 35 WPM.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31436	Sep8	Dec1				eLearn	\$310.38

Medical Transcribing 4

OADMOA652

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31438	Sep8	Dec1				eLearn	\$310.38

Computer Basics with Windows 7, Word and Excel

INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32101	TU	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$293.40
31385	Sep15	Dec6				eLearn	\$266.04



Office Administration - General Certificate (380)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

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

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext. 3853

Email: cebus@mohawkcollege.ca or janet.ross@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/officeadmingeneral

PROGRAM OF STUDIES

Refer to the Website to view the POS

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

Internet and Web Page Development

INFO10020

Gain an understanding of the internet and demonstrate an ability to access the world wide web and on-line databases to enhance your research abilities. Introduces the creation of web pages using web authoring tools.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32049	MO	Sep8	Dec1	6:00-9:30	12	Classroom (FF)	\$342.30

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 first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32052	WE	Sep10	Nov26	6:00-8:30	12	Classroom (FF)	\$228.20

Keyboarding - Beginners

KEYBSEZ30

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32051	WE	Sep10	Nov26	6:00-9:30	12	Classroom (FF)	\$293.40

Basic Word Applications

OADMOA116

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32048	TH	Sep11	Dec11	6:00-10:00	14	Blended (FF)	\$442.98

Digital Transcription

OADMOA261

Gain training in the efficient operation of transcribing software and equipment to generate first-time mailable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADMOA116 and KEYB10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32050	TU	Sep9	Nov25	6:00-9:30	12	Blended (FF)	\$342.30

Qualified Administrative Assistant

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

Questions?

Call: 905-575-2256 (press2)

Email: business.web@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

Web: ce.mohawkcollege.ca/adminassistant or www.aaa.ca

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

Refer to index.

Interpersonal Communication Skills

COMM10294

Interpersonal communication might be thought of as the primary building block for other communication contexts. It begins where all human, social phenomena begin, with the self. It continues as an ongoing process of sharing meanings with others. It is important for group communication and organizational communication and is immediately useful because it is a process in which we constantly participate. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31065	Sep9	Dec16				OntarioLearn	\$385.38



Small Business and Entrepreneurship Certificate (179)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/smallbusentrepreneurship

Admission Requirements

- OSSD or equivalent



PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMP10134	Computer Skills for Small Business	42
SBMG10013	Managing The Small Business	56
SBMG10018	The Generic Business Plan	42
SBMG10019	Intro to Small Business And Entrepreneurship	56
SBMG10020	Operations and Legal Issues	56
COMP10135	Computer Skills for Small Business Advanced	42
MGMT10012	Small Business-Financial Management	56
SBMG10000	Small Business Marketing Skills	56
SBMG10023	Research and Writing Skills for Business	42
Options - Choose 1:		
SBMG10015	The Detailed Business Plan	56
SBMG10017	Supervisory Skills for Small Business	56

COMP10134

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31437		Sep9	Dec16			OntarioLearn	\$363.38

SBMG10013

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31236		Sep9	Dec16			OntarioLearn	\$454.19

SBMG10018

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31963		Sep9	Dec16			OntarioLearn	\$363.38

SBMGSB101

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31115		Sep9	Dec16			OntarioLearn	\$454.19

SBMGSB202

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31293		Sep9	Dec16			OntarioLearn	\$454.19

COMP10135

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31980		Sep9	Dec16			OntarioLearn	\$363.38

MGMTSB102

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31116		Sep9	Dec16			OntarioLearn	\$454.19

SBMG10000

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31328		Sep9	Dec16			OntarioLearn	\$454.19

SBMG10019

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31962		Sep9	Dec16			OntarioLearn	\$454.19

SBMG10017

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31964		Sep9	Dec16			OntarioLearn	\$454.19

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.

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/veterinaryofficemgt

- Grade 12 Diploma or equivalency
- Basic computer skills.

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

OADM10013

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31025		Sep9	Dec16			OntarioLearn	\$385.38

Veterinary Terminology**COMM10107**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31026		Sep9	Dec16			OntarioLearn	\$385.38

Basic Animal Husbandry**HLTH10062**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31307		Sep9	Dec16			OntarioLearn	\$341.04

Animal Husbandry II**HLTH10071**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31005		Sep9	Dec16			OntarioLearn	\$341.04

Veterinary Lab Procedures**HLTH10098**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31186		Sep9	Dec16			OntarioLearn	\$341.04

Veterinary Surgical Procedures**HSCI10138**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31368		Sep9	Dec16			OntarioLearn	\$341.04

Basic Veterinary Pharmacology**HSCI10135**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31215		Sep9	Dec16			OntarioLearn	\$341.04

Veterinary Anaesthesia**VETR10000**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31394		Sep9	Dec16			OntarioLearn	\$341.04

Building and Maintaining Customer Relationships**BUSN10034**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31290		Sep9	Dec16			OntarioLearn	\$426.27

Get Started Online

We've gone green! Start Up Information for OntarioLearn courses is available on the Mohawk website **only** at ce.mohawkcollege.ca/get-started



Ward Clerk Certificate (163)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/wardclerk

Admission Requirements

- Grade 12 diploma or equivalency
- Basic computer skills
- Experience in the health care setting is an asset
- Medical Keyboarding (KEYB10005) is strongly recommended

PROGRAM OF STUDIES

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

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. OADMOA323 accepted for HSCI10003 only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31171		Sep9	Dec16			OntarioLearn	\$385.38
31381		Oct1	Jan7			OntarioLearn	\$385.38
31218		Nov3	Feb9			OntarioLearn	\$385.38
32012		Dec1	Mar9			OntarioLearn	\$385.38

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: HSCI10003. NOT equivalent to Medical Terminology 2 (OADMOA324).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31402		Sep9	Dec16			OntarioLearn	\$341.04

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. Of interest to those currently employed, or aspiring to employment, in health related areas.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31091		Sep9	Dec16			OntarioLearn	\$341.04

Medical Conditions for Medical Office Professionals **HSCI10002**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31170		Sep9	Dec16			OntarioLearn	\$341.04

Working And Communicating In A Medical Setting COMM10021

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31092		Sep9	Dec16			OntarioLearn	\$341.04

Understanding Medical Tests for Medical Office Staff HSC10025

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: HSC10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31094		Sep9	Dec16			OntarioLearn	\$341.04

Understanding Surgical Procedures for Medical**Office Staff****HSC10026**

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: HSC10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31095		Sep9	Dec16			OntarioLearn	\$341.04

WSIB Workplace Safety & Insurance Board Adjudication

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or wm.bowman@sympatico.ca

WSIB Eligibility Adjudication**BUSNBU158**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32659	SU	Sep7	Oct5	9:00-4:00	5	Classroom (FF)	\$285.25

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. Recommended Prerequisite: BUSNBU158 or permission from instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32660	SU	Oct19	Nov16	9:00-4:00	5	Classroom (FF)	\$285.25

OTHER COURSES**Business (Post-Secondary)**

Post-secondary students are encouraged to complete missed courses through Continuing Education and may choose to enroll in any of these business courses. Courses are open and available to the general public.

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Earning a Business Diploma part-time through Continuing Education and **Online Learning is temporarily suspended pending a program review.**

Affected students should contact the Program Manager to discuss alternate arrangements for diploma completion.

Affected Business Diplomas:

- 316 - Business Accounting
- 319 - Business Marketing
- 320 - Business General
- 632 - Business Administration Advanced

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.

To complete a Business Credential on a part-time basis, please consider **the following general certificate programs:**

- 068 - Business Studies
- 827 - Management Studies
- 949 - Leadership Development Series

Or browse this section of the catalogue for more specific options

Accounting 1**ACCTCB101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32107	WE	Sep17	Dec3	6:00-9:30	12	Classroom (FF)	\$342.30

Accounting 2 - Financial**ACCT10014**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32116	TU	Sep9	Nov11	6:30-10:30	14	Classroom (FF)	\$442.98

Accounting 4 - Contemporary Accounting Issues**ACCT10010**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32112	TU	Sep9	Dec9	6:00-9:30	12	Classroom (FF)	\$342.30

Applied Marketing Research**MRKT10030**

Examine the role of marketing research in the competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship and explore real world research applications. Equivalent to: Market Research (MRKTMK450). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31207		Sep9	Dec16			OntarioLearn	\$407.55

Business Finance**ACCTCB340**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32110	WE	Sep10	Dec10	6:30-10:00	12	Classroom (FF)	\$342.30

Business Finance 2**BUSNBA440**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32111	MO	Sep8	Dec15	7:00-10:30	12	Classroom (FF)	\$342.30

Business Law**BUSNCB436**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32108	TU	Sep9	Dec9	6:00-9:30	12	Classroom (FF)	\$342.30

Business Mathematics Of Finance

MATH10037

Develop an understanding of simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32113	MO	Sep8	Nov17	6:00-9:00	14	Classroom (FF)	\$342.30
31201		Sep10	Dec17			eLearn	\$310.38

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32114	WE	Sep10	Dec10	6:00-10:00	14	Classroom (FF)	\$442.98

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31332		Sep9	Dec16			OntarioLearn	\$385.38

Microeconomics

ECONEB122 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32109	TH	Sep11	Dec11	6:00-9:30	12	Classroom (FF)	\$342.30

Principles of Purchasing

BUSN10101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31429		Sep9	Dec16			OntarioLearn	\$385.38

Sales Principles NEW!

BUSN10119

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) and Principles of Sales (BUSN10021). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32448		Sep9	Dec16			OntarioLearn	\$385.38

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32115	WE	Sep10	Nov12	6:00-10:00	14	Classroom (FF)	\$442.98

**Business Skills****Questions?**

Call: 905-575-2358

Email: cebus@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/businessother

Business Analysis Introduction NEW!

MGMT10121

The fundamental processes and roles and responsibilities of the business analyst are introduced as you examine the use of tools and techniques within the broader context of organizations and their projects. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32634		Sep9	Dec16			OntarioLearn	\$385.38

Business Case Development NEW!

MGMT10122

Create a business case based on a real-life case study and to communicate in a simulated environment, the business case to decision makers and other stake holders. Also, perform a cost-benefit analysis to calculate key financial metrics, including return on investment and payback period. Prerequisite: MGMT10121. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32635		Oct1	Nov26			OntarioLearn	\$230.19

Consumer Behaviour NEW!

MRKTMK375

Examine the nature and effect of consumer behaviour on the marketability of goods and services. Review techniques for predicting consumer behaviour patterns. Prerequisite: MRKTMCS08. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32329		Sep9	Dec16			OntarioLearn	\$363.38

Creating a Corporate Service Culture

CUST10003

Review the basics of corporate culture and how this impacts on customer service including service environment, organizational openness, and influencing others to adopt a service culture. Create a customer service culture action plan based on identifying gaps between current and desired practice. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31055		Sep9	Dec16			OntarioLearn	\$296.70

Customer Service and Ethics

CUST10004

Focus on dealing with a diverse range of customers with topics pertaining to the achievement of equity in various social and work settings, including, but not limited to, race, gender, ethnicity and social orientations. Examine social and ethical issues of diversity and identify possible strategies for empowerment in the workplace. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31054		Sep9	Dec16			OntarioLearn	\$281.92

Dealing And Working With Difficult People

CONFBU397

Understanding people and being able to work with them is one of the major keys to management and life success. Learn to identify and cope with some of the most difficult behaviours you may encounter. Topics include: personality styles, establishing rapport, body language, matching and mirroring techniques and the skills necessary to feel totally connected with individuals. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31556		Sep9	Nov18			OntarioLearn	\$296.70

Effective Supervision-Human Relations

MGMTMD221

What makes people tick . . . And how to keep them going! Human Relations will improve your understanding of people. Discuss motivation, handling conflict, delegation, building morale and more. Gain practical insights into handling people more effectively and improve your overall performance. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31355		Sep9	Nov18			OntarioLearn	\$296.70

Entrepreneurism for New Canadians

SBMG10024

Provides the New Canadian student with an introduction to entrepreneurship and helps develop certain entrepreneurial skills that are important for successful small business ownership.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32125	TU	Sep9	Dec9	6:00-9:00	14	Classroom (FF)	\$342.30

Financial and Managerial Accounting NEW!

BUSN10118

Two distinct elements are covered: Financial Accounting with a focus on understanding financial statements and Management Accounting with an emphasis on costing, budgeting and control. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32410		Sep15	Dec6			eLearn	\$266.04

Forensic Accounting

ACCT10033

Practical applications in analysing and evaluating financial information relating to fraudulent issues that include net worth analysis and detecting fraud using analytical software. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31547		Sep9	Dec16			OntarioLearn	\$407.55

Fundamentals of Digital Marketing Management

MRKT10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31222		Sep9	Dec16			OntarioLearn	\$385.38

Global Logistics

BUSN10109

Explore the strategic framework of transporting goods across international boundaries, research the evolving concepts of the international supply chain network and calculate the risks involved with global operations specifically towards the transportation and distribution industry. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31031		Sep9	Dec16			OntarioLearn	\$385.38

How to Start a Small Business

SBMGMD249

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31232		Sep9	Dec16			OntarioLearn	\$296.70

Integrated Marketing Communication 1

MRKT10039

Key concepts related to the promotions mix in an IMC (Integrated Marketing Communications) framework and communication concepts, creative approaches, media alternatives, advantages, pricing, and measurements of different types of media will be discussed. Equivalent to: Integrated Marketing Communications (MRKTMK361). Prerequisite: MRKT10018. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31546		Sep9	Dec16			OntarioLearn	\$385.38

Introduction to Business

BUSN10049

Discover the functions of a business and how they interact. Designed to help you understand the role of business in Canada by focusing on the basics of management, organizational theory and structure. Equivalent to: Introduction to Business (BUSNCB131). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31518		Sep9	Dec16			OntarioLearn	\$363.38

**Introduction to Supply Chain & Operations**

Management-Retail

BUSN10107

A supply chain is a network of organizations involved in the different processes and activities that produce value in the form of products and services in the hands of the ultimate customer or consumer. You will be exposed to topics related to how products and services are created and delivered to the customer. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31497		Sep9	Dec16			OntarioLearn	\$407.55

Leadership in a Team Environment

MGMT10096

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31190		Sep9	Dec16			OntarioLearn	\$407.55

Managing the Retail Workplace

MGMT10117

You will focus on management practices and leadership skills in retail organizations and address the growing pressure on retailers to respond to environmental issues through their product offering and day-to-day retail operation. Key concepts to help prepare students for Retail Council of Canada certification will be discussed. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31551		Sep9	Dec16			OntarioLearn	\$407.55

Marketing Digitally

MRKT10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31448		Sep9	Dec16			OntarioLearn	\$341.04

Personal Financial Management

BUSNBE450

Develop a functional level of competency in managing your personal financial affairs. Identify the critical areas of financial concern and apply various techniques and models to analyze technical and non-technical problems associated with the various areas of financial planning. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32025		Sep15	Dec6			eLearn	\$310.38

Strategic Leadership for Supply Chain Management

MGMT10075

Develop leadership, management, and human resources skills for establishing and maintaining strategic alliances within an organization. Focus on the importance of ethics in conducting business nationally and internationally. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31487		Sep9	Dec16			OntarioLearn	\$385.38

Strategic Planning

BUSN10108

Examine strategy and policy tools for decision making and problem solving. Study a variety of business cases to develop insights into the complex challenges faced in business. Group work required. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31501		Sep9	Dec16			OntarioLearn	\$407.55

Human Resources

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/humanresourceother

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. Also includes: costing, program design, E.A.P.s and special programs. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31185	Sep9	Dec16				OntarioLearn	\$385.38

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: MGMTBPC01. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31426	Sep9	Dec16				OntarioLearn	\$385.38

Personnel Research Techniques and HRIS

HRES10017

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31209	Sep9	Dec16				OntarioLearn	\$385.38

Legal Courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/legalother

Criminal Law - Legal Administration

LAWS10136

Gain a better understanding of the criminal justice system. The changing demands of modern society create the need to understand the criminal process from the commission of a crime to the time punishment is imposed. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31032	Sep9	Dec16				OntarioLearn	\$385.38

Family Law Practice and Procedure **NEW!**

LAWS10149

Develop a basic knowledge of family law practice and procedures as defined by the Rules of Civil Procedure for Ontario and the Family Law Act as required in the role of a Legal Assistant. Includes domestic contracts, divorce procedures and family litigation. Prerequisites: OADM10009 and LAWS10005. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32459	Sep9	Dec16				OntarioLearn	\$385.38

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 Prerequisite: LAWS10005. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31330	Sep9	Dec16				OntarioLearn	\$385.38

Landlord & Tenant Law

LAWS10064

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31208	Sep9	Dec16				OntarioLearn	\$385.38

Legal Terminology

LAWS10005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31096	Sep9	Dec16				OntarioLearn	\$385.38

Provincial Offences/Motor Vehicle Offences

LAWS10076

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31281	Sep9	Dec16				OntarioLearn	\$385.38

Real Estate Practice and Procedure I

REAL10001

Gain a better understanding of the responsibilities of a Legal Assistant in the area of Real Estate from file opening, reading & preparing Agreements, document preparation through to closing and reporting the transaction to the client. Intended to prepare student for REPP2 (client communications, title searches, mortgages, EREG system and more) Prerequisites: OADM10009 and LAWS10005. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32366	Sep9	Dec16				OntarioLearn	\$385.38

Real Estate Practice and Procedures 2 **NEW!**

LAWS10148

Build on Real Estate Practice and Procedure 1 by reviewing the processes and procedures generally used in a law office for real estate transactions including a focus on mortgages, commercial vs residential properties, title issues, EREG systems and more. Prerequisite: REAL10001. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32458	Sep9	Dec16				OntarioLearn	\$385.38

Office Skills

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Dental Terminology

COMM10168

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31279	Sep9	Dec16				OntarioLearn	\$341.04

Essentials In Health Records Management

MGMT10039

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31016	Sep9	Dec16				OntarioLearn	\$341.04

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 (HSC10003) and keyboarding skills of 30 net words per minute. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31114	Sep9	Dec16				OntarioLearn	\$385.38

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 (HSC10003). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31301	Sep9	Dec16				OntarioLearn	\$385.38

Styles and Practices of Medical Transcription**HSCI10152**

Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMMLL041). NOT equivalent to Medical Transcribing 1 (OADMOA352). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31258	Sep9	Dec16				OntarioLearn	\$385.38

Project Management**Questions?**

Call: 905-575-2203

Email: ceengty@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/projectmanagement**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/projectmanagement**Global Standard Project Management NEW!****ENVR10047**

Familiarize yourself with the fundamentals of Project Management knowledge areas and process groups as identified by the Project Management Institute. Knowledge gained will assist the student in their pursuit of a Project Management Institute accreditation, such as the Project Management Professional (PMP).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32447	WE	Sep17	Dec17	6:00-9:00	14	Classroom (FF)	\$342.30

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. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31309	Sep9	Dec16				OntarioLearn	\$407.55
31380	Oct1	Jan7				OntarioLearn	\$407.55
31235	Nov3	Feb9				OntarioLearn	\$407.55
32005	Dec1	Mar9				OntarioLearn	\$407.55

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. Prerequisite: HRES10013. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31008	Sep9	Dec16				OntarioLearn	\$426.27
31476	Oct1	Jan7				OntarioLearn	\$426.27
31481	Nov3	Feb9				OntarioLearn	\$426.27
32004	Dec1	Mar9				OntarioLearn	\$426.27

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Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

Programs and Courses

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CREDENTIALLED PROGRAMS

Academic and Career Entrance (ACE)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

- Communications - English or Français, a Mathematics course and any 2 courses from the list below)

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.

Questions?

Call: 905-575-2706

Email: shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/ace

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. Enrollment is limited and tuition is free.

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31198		Sep2	Feb3			OntarioLearn	

ACE Biology BIOL10011 (SA)
Study the organization and energy of life. Complete one module on the human body and then choose a second focused on the human body or plant biology. Topics include: environmental biology and the changing environment on planet Earth. Prerequisite: MATH10045. 120 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31199		Sep2	Feb3			OntarioLearn	

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31191		Sep2	Feb3			OntarioLearn	

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31194		Sep2	Feb3			OntarioLearn	

ACE Communications

COMM10148 (SA)

Develop your communication skills for success in college and in the workplace. Learn to express yourself well when presenting and defending ideas with the use of oral, visual, and written forms of communications. 120 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31192		Sep2	Feb3			OntarioLearn	

ACE Computers

COMP10083 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31200		Sep2	Feb3			OntarioLearn	

ACE Core Math

MATH10045 (SA)

Develop foundational skills in numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday finance. 120 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31193		Sep2	Feb3			OntarioLearn	

ACE Physics

PHYS10000 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31195		Sep2	Feb3			OntarioLearn	

ACE Self Management and Self Direction

CRED10044 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31196		Sep2	Feb3			OntarioLearn	

ACE Technology Math

MATH10044 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31197		Sep2	Feb3			OntarioLearn	

Business Writing Skills**ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMM10295	Writing a Business Plan	24
COMM10296	Writing a Proposal	24
COMM10297	Writing Skills for the Web	42
COMM10298	Writing a Marketing Plan	24
COMM10299	Writing for Sales Material	24

Writing a Business Plan

COMM10295

Step-by-step instruction in preparing an effective business plan to help you clearly express your unique selling position, research market potential, develop customer profiles, prepare a financial plan with 12 and 24 month cash flow projections, and determine your initial advertising and promotion strategies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31048		Sep9	Nov18			OntarioLearn	\$252.36

Writing a Marketing Plan

COMM10298

Learn the fundamental skills and use templates to complete a comprehensive marketing plan by focusing on the core concepts required to address product positioning, pricing, promotion, and place of distribution - the four P's of Marketing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31051		Sep9	Nov18			OntarioLearn	\$252.36

Writing a Proposal

COMM10296

A project-based course that will systematically guide you through the entire process of producing a proposal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31049		Sep9	Nov18			OntarioLearn	\$252.36

Writing for Sales Material

COMM10299

Examine the craft of persuasive writing as it applies to sales letters and promotional material. Analyze the logical and rhetorical structure of effective sales material and apply similar strategies to their own project. The media's use of literary techniques such as allusion and irony are examined and you will practice the use of such techniques in persuading target audiences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31052		Sep9	Dec16			OntarioLearn	\$252.36

Writing Skills for the Web

COMM10297

Examine specific issues and skills for writing for emphasis and visual impact, the basics of SEO (Search Engine Optimized) writing, sourcing images and video and simple techniques for incorporating them with text.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31050		Sep9	Dec16			OntarioLearn	\$385.38

**Certificate of Competence in the French Language (829)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 8 courses

Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/french

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
LANGFR003	La Pratique du Francais 1	39
LANGFR004	La Pratique du Francais 2	39
LANGFR005	La Pratique du Francais 3	39
LANGFS032	Parlons Francais 1	39
LANGFR006	La Pratique du Francais 4	39
LANGFS033	Parlons Francais 2	39
LANGFR007	La Pratique du Francais 5	39
LANGFS071	Parlons Francais 3	39

CHALLENGE EXAMS

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

- 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 tests (LANGFR003, LANGFR004, LANGFR005, LANGFR006): You may obtain up to 4 credits with these tests which measure competence in grammar.
- Oral tests (LANGFS032, LANGFS033): You may obtain up to 2 credits with these tests which measure conversational competence.
- A non-Refundable fee will be charged.
- Exam date to be arranged during the semester.

La Pratique du Français 1**LANGFR003**

Learn the basics of grammatical structures and vocabulary for conversational applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32327	MO	Sep8	Dec1	6:30-9:45	12	Classroom (FF)	\$317.85

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. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR003. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31252	Sep9	Dec14				OntarioLearn	\$385.38
31239	Oct1	Jan7				OntarioLearn	\$385.38

La Pratique du Français 2**LANGFR004**

Acquire further knowledge of grammatical French to improve the French essential for writing and conversation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32328	TU	Sep9	Nov25	6:30-9:45	12	Classroom (FF)	\$317.85

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. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR004. Prerequisite: LANG10061. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31253	Sep9	Dec16				OntarioLearn	\$385.38

La Pratique du Français 3**LANGFR005**

Exprimez-vous sans problème dans des discussions se rapportant à des situations quotidiennes. Le passé composé est un des points grammaticaux les plus importants enseignés dans ce niveau.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32332	WE	Sep10	Nov26	6:30-9:45	12	Classroom (FF)	\$317.85

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. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR005. Prerequisite: LANG10062. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31254	Sep9	Dec16				OntarioLearn	\$385.38

La Pratique du Français 4**LANGFR006**

Étudiez les éléments grammaticaux dans un contexte à la fois personnel et culturel. L'Imparfait, le conditionnel présent et passé ainsi que la révision des temps étudiés dans les niveaux précédents.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32333	MO	Sep8	Dec1	6:30-9:45	12	Classroom (FF)	\$317.85

French 4**LANG10064**

Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR006. Prerequisite: LANG10063. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31255	Sep9	Dec16				OntarioLearn	\$385.38

French 5**LANG10065**

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR007. Prerequisite: LANG10064. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31256	Sep9	Dec16				OntarioLearn	\$385.38

Parlons Français 1**LANGFS032**

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants : "Connaissons-nous", "Téléphonons", "Voyageons", "Demandons directions", "Allons à la poste".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32335	WE	Sep10	Nov26	6:30-9:45	12	Classroom (FF)	\$317.85

Parlons Français 2**LANGFS033**

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants : "Préparons un voyage!", "Faisons nos valises/Passons les douanes!", "Arrivons à l'hôtel", "Séjournons à l'hôtel" et "Partons de l'hôtel".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32338	TU	Sep9	Nov25	6:30-9:45	12	Classroom (FF)	\$317.85

Parlons Français 3**LANGFS071**

Développez votre vocabulaire en étudiant les thèmes suivants : "Allons visiter - ville.", "Allons au restaurant!", "Allons magasiner!", "Allons nous habiller!", "Allons à la Banque!". Diverses conversations et situations quotidiennes échangées au sein d'une ambiance et d'une atmosphère relaxantes et amicales.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32339	TH	Sep11	Nov27	6:30-9:45	12	Classroom (FF)	\$317.85

Parlons Avance 6**LANGFS082**

Graduates of the Certificate of Competence in the French Language will build communication skills and fluency through the discussion of current events, magazine articles and other sources. Prerequisite: LANGFS081

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32340	TU	Sep9	Nov25	6:30-9:00	12	Classroom (FF)	\$244.50



Language Interpreter Training Program

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters within the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. Benefits individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/languageinterpreter

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Minimum Ontario Secondary School Diploma or equivalent
- Fluency (reading, writing, speaking) in English as well as a second language.
- Intended for individuals with excellent proficiency in English and a second language.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
LANG10031	Introduction to Spoken Language Interpreting	30
LANG10032	Consecutive Interpreting	30
LANG10033	Skills Development - Sight Translation	30
LANG10034	Skills Development - Simultaneous Interpreting	30
LANG10035	Setting Specific Interpreting	36
LANG10036	Capstone Course, Skills Integration	30

Competency Tests (CILISAT or ILSAT):

- You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency.
- This mandatory testing is recommended to be taken after the fourth course (LANG10034) and must be completed prior to registration in the sixth course (LANG10036).
- Any associated expenses are your responsibility.
- Testing can be arranged through Mohawk College.
- Contact Bonnie Pataran for details.

If there is enough interest, a 3 1/2 month intensive program will be created.

Orientation Sessions for Fall 2014 Intake:

- Wednesday, August 27, 2014 - 6:30 - 8:00 p.m. OR
- Thursday, September 4, 2014 - 6:30 - 8:00 p.m.
- Fennell Campus - J-Wing - Room J103
- Park in Lot P8
- Contact: 905-575-2307 or bonnie.pataran@mohawkcollege.ca to reserve a spot

Introduction to Spoken Language Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31211	Sep9	Dec16				OntarioLearn	\$274.70
32433	TU/TH	Sep16	Oct16	7:00-10:00	10	Classroom (FF)	\$252.75

Consecutive Interpreting

LANG10032 (SA)

Benefit from a skillful mix of theory and practice focused on memory and comprehension, note taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31278		Sep9	Dec16			OntarioLearn	\$296.70

Skills Development - Sight Translation

LANG10033 (SA)

Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Prerequisite: LANG10032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31312		Sep9	Dec16			OntarioLearn	\$296.70

Skills Development - Simultaneous Interpreting LANG10034 (SA)

Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Prerequisite: LANG10033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31212		Sep9	Dec16			OntarioLearn	\$296.70

Setting Specific Interpreting

LANG10035 (SA)

Examine protocols, procedures and techniques for interpreting in various settings. These include the courts and legal settings involving child victims/witnesses, health care setting and the domestic violence sector. Prerequisite: LANG10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31164		Sep9	Dec16			OntarioLearn	\$296.70

Capstone Course, Skills Integration

LANG10036 (SA)

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting. Also covers professional comportment and the financial management skills required for work as an independent contractor. Prior to registering you must provide proof of successful completion of the CILISAT or ILSAT. Prerequisites: First 5 courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31213		Sep9	Dec16			OntarioLearn	\$274.70

Writing for Publication Certificate (123)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

With a new focus and new courses, this certificate program is ideal for beginner and established writers alike who are interested in creating or enhancing their portfolio of written work. Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you're a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and most importantly, get you writing.

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/writingpublication

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

Ready to Graduate?

Refer to the Graduation/Convocation section on page 136 for information and instructions.

PROGRAM OF STUDIES

Option Group 1 - Choose 3:		Hours
COMM10311	Plot Development	39
COMM10312	Character Development	39
COMM10310	Prose Styles	39
COMMLL904	Creative Writing	39
LANGLL936	Writing the Novel 1	39
COMM10000	Intro To Creative Non-Fiction	39
COMMLLT03	Writing For Publication - Level 1	42
COMMLLT09	Writing For Publication - Level 2	42
COMMLLT02	Grammar For Writing Professionals	42
COMM10125	Beginning Novel Writing	39
COMMLLP04	Writing Poetry	39
Option Group 2 - Choose 2:		
See website for a complete list of courses.		

ACKNOWLEDGEMENT OF COMPLETION

Please visit the website for details on furthering your studies.

Creative Writing

COMMLL904

Learn or review the building blocks of fiction writing. Enhance your understanding of plot and character development, setting, dialogue, backstory, point of view, and the concept of "show, don't tell".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32416	TU	Sep9	Dec2	7:00-10:00	13	Classroom (FF)	\$317.85

Grammar For Writing Professionals

COMMLLT02

Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31351	Sep9	Dec16				OntarioLearn	\$385.38

Intro to Creative Non-Fiction

COMM10000

Explore strategies for determining marketability and developing an idea into a professional non-fiction work. Focus on research, critical writing issues and preparing a publisher's proposal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31981	Sep9	Dec16				OntarioLearn	\$341.21

Poetry Writing

COMMLLT13

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31151	Sep9	Dec16				OntarioLearn	\$385.38

Prose Styles

COMM10310

A great writer must also be a great reader! This course provides intensive exposure to a wide variety of writing samples from master authors with distinctive prose styles. Experiment with adapting stylistic elements from their prose to our own through ample in-class and take home writing assignments, and workshops with other writers to improve editing and critique skills. This exploration of prose styles will expand and refine your writing to reveal your authentic, and unique, voice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32417	TH	Sep11	Dec4	6:30-9:30	13	Classroom (FF)	\$317.85

Romance Writing

COMMLLT04

Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Previous writing skills recommended.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31313	Sep9	Dec16				OntarioLearn	\$385.55

Travel Writing

COMM10121

Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Along with the pieces themselves, you'll study the various publishing markets for this type of work, from traditional to online opportunities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31004	Sep9	Dec16				OntarioLearn	\$341.21

Writer's Weekend-Introductory

COMM10279

Are you considering writing? Test the waters with an intensive two-day focus on writing fundamentals. Enhance your skills with stimulating exercises, discussion and workshoping with participants and instructor. Gain insight and consider further developing your writing skills. This credit course is not part of the certificate program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32418	SA/SU	Nov15	Nov16	10:00-4:30	2	Classroom (FF)	\$97.80

Writing For Publication - Level 1

COMMLLT03

Explore creative writing and the publishing process, with attention to the various steps of manuscript preparation, including conferencing, editing and proofreading. Examine the writer's craft using professional works as models.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31352	Sep9	Dec16				OntarioLearn	\$385.38

Writing For Publication - Level 2

COMMLLT09

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: COMMLLT03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31226	Sep9	Dec16				OntarioLearn	\$385.38

Writing Mystery And Suspense Stories

COMMLLT08

Achieve a practical understanding of crime and mystery writing techniques through workshops, discussion, instruction, reading and practical experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31030	Sep9	Dec16				OntarioLearn	\$341.04

Writing Short Stories

COMM10259

Examine story writing fundamentals, with emphasis on character development, narrative unity, and plot. Follow a step-by-step approach to producing a story for publication. Consider opportunities for publication and the submission process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31136	Sep9	Dec16				OntarioLearn	\$426.27



OTHER COURSES

General Education / Social Sciences Courses

The following courses are designed as general interest and/or General Education Electives. Each course is a stand-alone course.

In some programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements. Refer to the index for additional course listings.

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/generaleducation

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

The following restrictions apply:

- The course chosen must NOT be related to (or included in) your program of studies.
- For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity; Recreation and Leisure Services students cannot use Sociology, etc.
- You are advised to seek approval, from your Program Manager or Student Success Advisor, for the course you are considering, before registering.
- When you have successfully completed the course you must apply for an exemption from your General Education course. Submit applications to the Registration Centre at your campus.

Anger Management CONF10005 (E)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31130	Sep9	Dec16				OntarioLearn	\$363.38

Learn about the many types of anger and how to manage and/or modify it. Identify your specific anger triggers and how your anger evolves. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 42 hours

Anthropology NEW! PSYC10020 (E)

Develop an appreciation for the mystery of human development and put this development into the perspective of the entire Earth's history. Examine the physical, emotional and technological changes that man has experienced. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32446	Sep9	Dec16				OntarioLearn	\$407.55

Art History and Theory ARTT10014 (E)

Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, Contemporary, Asian, First Nations, Islamic). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31310	Sep9	Dec16				OntarioLearn	\$426.27

Astronomy GSCI10006 (E)

Discover the wonders of Astronomy. Examine the bodies of the Solar System, and learn interesting facts about the planets and their moons, the stars, nebulae and galaxies. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31403	Sep9	Dec16				OntarioLearn	\$407.55

Canadian Literature COMMLL903 (E)

Focus on literary analysis (written and oral) of selected Canadian novels and short stories, with emphasis on target audience, the relevance of setting and plot in relation to Canadian culture and history, and literary devices. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31374	Sep9	Dec16				OntarioLearn	\$385.38

Canadian Politics SSCISS105 (E)

Develop insight into how Canada is governed. Analyze the structure of government in Canada, the practice of politics, and discuss major political issues. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31085	Sep9	Dec16				OntarioLearn	\$363.38

Co-dependency as an Addiction PSYC10008 (E)

Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31268	Sep9	Dec16				OntarioLearn	\$407.55

Criminal Psychology - Psychopathic Minds PSYC10002 (E)

Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31111	Sep9	Dec16				OntarioLearn	\$407.55
31997	Nov3	Feb9				OntarioLearn	\$407.55

Criminal Psychology 2 - Criminal Minds PSYC10003 (E)

Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to criminology. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31300	Sep9	Dec16				OntarioLearn	\$385.55

Cults and Terrorism SSC10006 (E)

Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons people join, and why they may have difficulty leaving, society's role in supporting cultic groups and strategies for protecting individuals and vulnerable populations. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31998	Nov3	Feb9				OntarioLearn	\$407.55

Culture, Language and Linguistics COMM10277 (E)

Examine major concepts in culture and language including dialectology, historical linguistics and the sociology of language. Focus on cross-cultural communication and interaction techniques and the profound impact of sociolinguistics. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31452	Sep9	Dec16				OntarioLearn	\$363.38

Developmental Psychology PSYC2271 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31286	Sep9	Dec16				OntarioLearn	\$407.55
31996	Nov3	Feb9				OntarioLearn	\$407.55

Domestic and Workplace Violence PSYC10006 (E)

Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31305	Sep9	Dec16				OntarioLearn	\$385.55

Geography of Planet Earth NEW! ENVR10051 (E)

Become acquainted with the fundamental aspects of the lands and waters of Earth, particularly the parts and physical regions of the Earth. Lesson topics: lakes, rivers, volcanoes, mountains, glaciers and continental ice sheets, deserts, great plains and grasslands, oceans, islands, lines and countries. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32443	Sep9	Dec16				OntarioLearn	\$407.55

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31280		Sep9	Dec16			OntarioLearn	\$407.55

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31228		Sep9	Dec16			OntarioLearn	\$407.55

Harry Potter To Aslan:Children's Literature COMMLLT11 (E)
Explore the magical worlds of Harry Potter and other amazing characters in children's fantasy literature. Discover their creators and the underlying mythologies upon which they draw. Learn to assist children and adults in appreciating the genre. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31987		Sep9	Dec16			OntarioLearn	\$385.38

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31396		Sep9	Dec16			OntarioLearn	\$407.55

History Of Architecture BLDGAR173 (E)
Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31264		Sep9	Dec16			OntarioLearn	\$363.38

I Write The Songs ARTT10045 (E)
Creating poetic lyrics suitable for the profession of songwriting, you will learn a variety of genres to direct your talents. Special consideration for the purpose of presentation to music producers and agents will be discussed. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31504		Sep9	Dec16			OntarioLearn	\$385.38

Introduction To Children's Literature COMMLLT06 (E)
Examine the history and development of children's literature and its varied forms and techniques. Explore major authors and important issues presented in this genre. Note: May involve material that is explicit and/or offensive to some. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31353		Sep9	Dec16			OntarioLearn	\$385.38
31138		Oct1	Jan7			OntarioLearn	\$385.38

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31371		Sep9	Dec16			OntarioLearn	\$407.55

Introduction to Philosophy SSCI10049 (E)
Examine philosophical issues such as self and world perception and investigate the connection between mind, body and spirit. Debate moral, ethical and human rights issues and philosophical paradoxes and learn to draw meaning from personal experiences. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31453		Sep9	Dec16			OntarioLearn	\$363.38

Introduction to Racism and Discrimination SSCI10026 (E)
Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31187		Sep9	Dec16			OntarioLearn	\$385.38

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31125		Sep9	Dec16			OntarioLearn	\$407.55

Introductory Psychology PSYC55156 (E)
Examine the basis of human behavior. Study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31285		Sep9	Dec16			OntarioLearn	\$385.38
32053	TH	Sep11	Dec4	6:00-9:15	13	Classroom (FF)	\$342.30
31383		Oct1	Jan7			OntarioLearn	\$385.38
31535		Nov3	Feb9			OntarioLearn	\$385.38
32010		Dec1	Mar9			OntarioLearn	\$385.38

Labour Economics BUSNPIR10 (E)
Develop practical & analytical tools to aid in the understanding of labour market operations. Topics include: the decision to work, to retire, or reduce the length of the work week, factors that influence a firm's decision to hire labour by comparing labour markets, external factors such as unions & government, and problems & solutions to unemployment, discrimination, & wage differentials. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31131		Sep9	Dec16			OntarioLearn	\$385.38

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31404		Sep9	Dec16			OntarioLearn	\$407.55

Minerals NEW! ENVR10050 (E)
Learn about minerals, their composition and classification. The concept of mineral formation is followed by the use of descriptive and identifying properties. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32442		Sep9	Dec16			OntarioLearn	\$407.55

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31140		Sep9	Dec16			OntarioLearn	\$385.38
32031		Oct1	Jan7			OntarioLearn	\$385.38

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31126		Sep9	Dec16			OntarioLearn	\$385.38
31470		Oct1	Jan7			OntarioLearn	\$385.38
31995		Nov3	Feb9			OntarioLearn	\$385.38
32020		Dec1	Mar9			OntarioLearn	\$385.38

Oceanography NEW!

ENVR10049 (E)

Study the oceans from an historical, geographical, geological and biological perspective. You will be guided through the "story of the oceans" exploring a different topic each week. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32441		Sep9	Dec16			OntarioLearn	\$407.55

The Olympics: Where Sport and Spectacle Meet SPRT10023 (E)

Take an in-depth look at the socio-cultural relevance that the Olympics have on our society and historical review of the games that allows you to understand how the Olympics have altered the manner in which we view athletic competition.

Special emphasis placed upon the emergence of elite athletes, financial remuneration, banned substances and the International Olympic Committee (IOC). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31056		Sep9	Dec16			OntarioLearn	\$363.38

Paleontology (Fossils) NEW!

ENVR10048 (E)

Examine the ways in which fossils were formed, types of fossils, and a selection of fossils found in each of the time periods of the Earth's history. The history of the Earth's formation, the Geological Time Scale and the fossils of each period will also be covered. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32445		Sep9	Dec16			OntarioLearn	\$407.55

Personality Psychology

PSYC10007 (E)

Learn to define personality and its influence on behaviour and actions. Examine patterns of thoughts, feelings and behaviour that make a person unique. Explore personality assessment and intelligence testing. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31311		Sep9	Dec16			OntarioLearn	\$385.38

Petrology (Rocks) NEW!

ENVR10052 (E)

Examine categories of rocks, specific kinds of rocks, the processes by which rocks are formed and the locations of important outcrop examples. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32639		Sep9	Dec16			OntarioLearn	\$407.55

Philosophy of Art Concepts and Theories NEW!

SSCI10054 (E)

Explore the concepts of art, aesthetics, nature and experience as the subject of artworks, the place of art in life and society and mimetic theories in the philosophy of art. Equivalent to: SSCIPT001. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
39003		Sep9	Dec16			OntarioLearn	\$363.38

Political Science & Public Administration

SSCISS027 (E)

You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31220		Sep9	Dec16			OntarioLearn	\$363.38

Popular Culture and the Media

COMM10276 (E)

Investigate popular culture in Canada and North America from a sociological perspective. Develop an understanding of the role of popular culture in today's society and the messages sent by the producers of mass media. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31434		Sep9	Dec16			OntarioLearn	\$385.38

Sexual Violence

SSCI10008 (E)

Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31267		Sep9	Dec16			OntarioLearn	\$407.55

Soccer and its Impact on Society

SSCI10031 (E)

Examine the impact of soccer on socio-economic, religious, political, and cultural views world-wide. Explore cultural trends and human behaviors influenced by soccer ideology and its effects on "pop culture". 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31370		Sep9	Dec16			OntarioLearn	\$385.38

Social Media and Society

SSCI10045 (E)

Explore major developments in social media and its impact on communication, business, government, the economy, and education. Gain hands-on experience with many of the leading social media applications such as Facebook, YouTube, Wikipedia and Twitter. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31411		Sep9	Dec16			OntarioLearn	\$385.38

Social Psychology

PSYC10012 (E)

Develop an understanding about how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31210		Sep9	Dec16			OntarioLearn	\$385.38

Sociology 1

SSCISS108 (E)

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32054	MO	Sep8	Dec8	6:00-9:15	13	Classroom (FF)	\$342.30
31284		Sep9	Dec16			OntarioLearn	\$385.38
31382		Oct1	Jan7			OntarioLearn	\$385.38
31482		Nov3	Feb9			OntarioLearn	\$385.38
32011		Dec1	Mar9			OntarioLearn	\$385.38

Sociology 2

SSCISS109 (E)

Explore various sociological perspectives. Consider social structure, gender, race and ethnicity, the family, population, social movements and change. Prerequisite: SSCISS108. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31184		Sep9	Dec16			OntarioLearn	\$363.38

Sociology-Sport

SSCI10046 (E)

Explore and discover the structural and cultural relationship of sport to society. Examine the issues of race, gender, social stratification, deviances, economics, religion and politics as they relate to sport in society. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31427		Sep9	Dec16			OntarioLearn	\$363.38

Sport: The Global Business of Making Money

SPRT10022 (E)

Analyze the business side of sports and discuss the intricacies of global sports leagues as well as various countries' sport strategies. Sporting events such as FIFA World Cup and the Olympic Games generate large sums of money that have a positive impact on the economic situation of particular cities and countries. Special emphasis will be placed on attempting to understand how sport franchises and leagues make money. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31057		Sep9	Dec16			OntarioLearn	\$363.38

Sports Psychology

PSYC10009 (E)

Examining the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. You will evaluate what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31007		Sep9	Dec16			OntarioLearn	\$363.38

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31372	Sep9	Dec16				OntarioLearn	\$385.38
31473	Oct1	Jan7				OntarioLearn	\$385.38
31240	Nov3	Feb9				OntarioLearn	\$385.38

The Study of Human Sexuality SSC110003 (E)
Examine historical, theoretical, cross cultural, and life cycle perspectives on human sexuality. Discuss gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32022	Nov3	Feb9				OntarioLearn	\$407.55

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31319	Sep9	Dec16				OntarioLearn	\$426.27

World Of Abnormal Psychology PSYC2021 (E)
Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYC2233). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31283	Sep9	Dec16				OntarioLearn	\$407.55
31379	Oct1	Jan7				OntarioLearn	\$407.55
31045	Nov3	Feb9				OntarioLearn	\$407.55
32001	Dec1	Mar9				OntarioLearn	\$407.55

Languages

Questions?
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/languages-other
Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

American Sign Language 1 LANGLL120
Learn the basics of the communication system used by most deaf people.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32060	TU	Sep9	Nov25	6:00-9:15	12	Classroom (FF)	\$317.85

Everyday German 1 LANG10078
Whether you want to learn German to travel, enhance your career or have fun, this is the right place to begin! Learn to speak German in an interactive and engaging online language learning environment. You will improve your speaking skills, and engage in the language through listening, reading and writing. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31027	Sep9	Dec16				OntarioLearn	\$437.55



Professional German 1 LANG10077
You will acquire vocabulary and expressions necessary for business travel such as finding your way around the city and making hotel reservations. Common polite forms of address and short yes or no answers, introductions within a business context will also be addressed. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31029	Sep9	Dec16				OntarioLearn	\$437.55

Italian 1 LANGLLA03
Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32061	TH	Sep11	Nov27	6:45-10:00	12	Classroom (FF)	\$317.85

Italian for Beginners LANG10054
Develop the fundamental ability to comprehend the basic Italian vocabulary and structures. Grammar and writing skills are introduced as well as early reading skills. While using the reading passages, you will be introduced to the fundamental aspects of the Italian culture. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31282	Sep9	Dec16				OntarioLearn	\$363.38

Everyday Italian 2 LANG10080
Continue to explore one of the most spoken languages in the world. Interactive and engaging online learning activities, allow you to focus on speaking, listening, reading and writing as they explore the themes of travel, work, dining, and socializing. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31509	Sep9	Dec16				OntarioLearn	\$437.55

Spanish For Beginners LANGLLE01
Through basic writing, reading, speaking, you develop everyday communication for business/travel skills appropriate for Spanish-speaking countries.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32062	TU	Sep9	Nov25	6:45-10:00	12	Classroom (FF)	\$317.85

Everyday Spanish 1 LANG10081
Whether you want to learn Spanish to travel, enhance your career or just to have fun, Everyday Spanish 1 is the right place to begin. Learn to speak Spanish in an interactive and engaging online language learning environment. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31511	Sep9	Dec16				OntarioLearn	\$437.55

Spanish-Conversational 1 LANGLLA04
Using practical conversation and vocabulary, you improve reading skills and your command of spoken/written Spanish. You should have a basic knowledge of Spanish or Spanish for Beginners.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32063	WE	Sep10	Nov26	6:45-10:00	12	Classroom (FF)	\$317.85

Professional Spanish 1 LANG10079
Learn to speak Spanish in an interactive and engaging online learning environment. Besides improving your speaking skills, you will also engage in the language through listening, reading and writing. Topics covered: greetings, work and traveling. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31513	Sep9	Dec16				OntarioLearn	\$437.55

Preparatory Sciences

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/sciences

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Preparatory Chemistry (G.A.S.)

CHEMPE106

Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. NOTE: Friday class is every other Friday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32245	MO/FR	Sep12	Dec15	6:00-9:00	19	Classroom (FF)	\$442.98

Prep Science (Chemistry)

GSCICE053

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31338	Sep9	Dec16				OntarioLearn	\$460.43

Prep Science (Physics)

PHYSPE001

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Physics. This course does not require prior knowledge in Physics; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach to the course, you can achieve high success. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31337	Sep9	Dec16				OntarioLearn	\$460.43

Writing and Communication

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/writing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Information For ESL (English as a Second Language) Students:

- Students who register in COMM11040 will take a communications assessment the first week of classes.
- The results of the assessment will indicate if an AC-Communications course (COMMLL043 or COMMLL044) would be more suitable. COMMLL044 is now a prerequisite, not an equivalent, for COMM11040.
- ESL students wishing to register in COMMLL044 must have one of the following prerequisites: COMMLL043 or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.
- You may be advised to complete language-based assessment. Please call 905-575-1212 ext. 3569 or email assessment@mohawkcollege.ca to arrange an ESL Language Assessment.

Communication

COMMLL041

Develop thinking, writing, reading, speaking and listening skills with emphasis on effective written communication. In online delivery, regular weekly class postings are mandatory and strict deadlines apply.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31276	Sep9	Dec16				OntarioLearn	\$407.55
31475	Oct1	Jan7				OntarioLearn	\$407.55
31405	Nov3	Feb9				OntarioLearn	\$407.55
32006	Dec1	Mar9				OntarioLearn	\$407.55

Communication D

COMM11040

An introductory college level English course. Through a variety of assignments, you will develop the reading, writing, critical and analytical skills essential for communicators in college and upon graduation. Teaches writing through the critical reading of various fiction and non-fiction materials and brings students with basic skills to college level foundational skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32055	SA	Sep13	Nov29	8:30-1:30	11	Classroom (FF)	\$442.98

Critical and Innovative Thinking

COMM10265 (E)

Explore the growing global focus on innovation and critical thinking. Develop advanced communication skills and examine workplace roles and responsibilities. Complete an e-portfolio for future employment. Equivalent to: COMM10034, COMM10199 or COMM10171. Prerequisite: COMMLL040 or COMMLL041. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31167	Sep4	Dec4				eLearn	\$310.38
32056	TU	Sep9	Dec9	7:00-10:00	14	Classroom (FF)	\$342.30

Grammar and Composition for General

Arts & Sciences

COMM10045

Develop awareness and skill in achieving clarity, coherence and precision in writing academic essays. Utilize critical thinking techniques while reading and analyzing a wide variety of essay styles. Plan, outline and write four styles of essays: narrative, cause and effect, process and argumentation. Revising, editing and proofreading skills will be applied to academic essays.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32057	WE	Sep10	Dec10	6:30-9:30	14	Classroom (FF)	\$342.30

Introduction to Intercultural Communication

COMM10073 (E)

Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31123	Sep9	Dec16				OntarioLearn	\$385.38

Organizational Business Communication

COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to: COMMLL041. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31100	Sep9	Dec16				OntarioLearn	\$407.55

Researching and Reporting-Lgs

COMMLL122

Explore techniques for effective writing and develop research and reporting skills. Covers: problem definition, print-based and electronic research methodologies, survey strategies, and formal report writing. Equivalent to: Report Writing. Prerequisite: COMMLL041 or equivalent post-secondary communications course. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31350	Sep9	Dec16				OntarioLearn	\$363.38

Writing Grammatically

COMM10218

Enhance your understanding of English grammar. Benefit from a review of sentence parts, in-depth study of sentence structure and a practical review of stylistic conventions in business writing. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31251	Sep9	Dec16				OntarioLearn	\$426.27

Online Course?
Book your exam early!
 For instructions visit
ce.mohawkcollege.ca/exams

Community Services and Support

ce.mohawkcollege.ca/communityservices



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CREDENTIALLED PROGRAMS

Addictions/Concurrent Disorders

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 3 courses

Overview of addiction, co-occurring addiction and mental health disorders. Suitable for individuals with experience in human services or health care settings who are interested in learning more about how to support individuals with addictions or concurrent disorders.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/acd

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNS10034	Introduction to Concurrent Disorders	27
HMNS10037	Introduction to Mental Health (ACD)	27
HMNS10039	Introduction to Addictions	27

Introduction to Mental Health (ACD) HMNS10037

Learn about mental health disorders including prevalence, assessment and treatment options. Explore recent trends in mental health service delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32302	TU	Sep9	Nov4	6:30-9:30	9	Classroom (FF)	\$220.05

Autism and Behavioural Science Graduate Certificate (164)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 12 courses

Understand evidence-based treatments and how they are used to teach children with autism, and design, implement and evaluate behavioural strategies. Complete two field placements in community settings, such as hospitals, clinics, classrooms or residential settings, to obtain real work experience.

Questions?

Call: 905-575-2706

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/autism

Admission Requirements

- Prior approval for this certificate is necessary.
- A minimum of an Ontario College Diploma or a university degree from a recognized institution.
- Please mail a copy of your educational qualifications to Mohawk College Online Learning, P.O. Box 2034, Room J113, Hamilton, ON, L8N 3T2 or fax to 905-575-2381.



PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10041	Autism - Introduction to Autism Spectrum Disorder (ASD)	42
HSCI10042	Introduction to Applied Behaviour Analysis	60
EDUC10028	Behavioural Skill Building	60
EDUC10029	Parent and Staff Training	30
HMNS10005	Working with Families and Teams	45
EDUC10034	Ethics and Professionalism	30
EDUC10030	Specialized Instructional Strategies	60
EDUC10031	Transition Planning and Implementation	30
HMNS10006	Treating Challenging Behaviour	45
WORK10019	Field Placement 1	140
WORK10020	Field Placement 2	210
CONF10004	Non Violent Crisis Intervention	

Field Placements will only be offered in the Spring term.

Autism - Introduction to Autism Spectrum Disorder (ASD) HSCI10041 (SA)

Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31117		Sep9	Dec16			OntarioLearn	\$385.38

Introduction to Applied Behaviour Analysis HSCI10042 (SA)

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: HSCI10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31118		Sep9	Dec16			OntarioLearn	\$501.15

Behavioural Skill Building EDUC10028 (SA)

Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31128		Sep9	Dec16			OntarioLearn	\$501.15

Parent and Staff Training EDUC10029 (SA)

Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediator training. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31299		Sep9	Dec16			OntarioLearn	\$296.70

Working with Families and Teams HMNS10005 (SA)

Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31120		Sep9	Dec16			OntarioLearn	\$407.55

Ethics and Professionalism**EDUC10034 (SA)**

Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31122	Sep9	Dec16				OntarioLearn	\$316.70

Nonviolent Crisis Intervention**CONFMHN08**

Crisis Prevention Institute NVCi Certification valid for 2 years upon successful completion. Participants must wear comfortable clothing and closed-toe, rubber soled, flat shoes. Physical exertion is required. Registrations will only be accepted from current Mohawk College Diploma or Certificate students. Please bring proof of registration to class. Workbook included. Equivalent to: CONF10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32419	SA/SU	Oct18	Oct19	9:00-4:00	2	Classroom (FF)	\$120.40

Specialized Instructional Strategies**EDUC10030 (SA)**

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31298	Sep9	Dec16				OntarioLearn	\$501.15

Transition Planning and Implementation**EDUC10031 (SA)**

Learn to plan and mediate transitions for children with ASD. Examine models for effective transition planning, assessment and evaluation, differing perspectives on transitions within and across environments, developing collaborative relationships with parents and professionals, understanding transition practices and relevant legislation. Prerequisite: EDUC10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31127	Sep9	Dec16				OntarioLearn	\$296.70

Treating Challenging Behaviour**HMNS10006 (SA)**

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSCI10042 and EDUC10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31121	Sep9	Dec16				OntarioLearn	\$407.55

**Braille****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 4 courses

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.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/braille

If you are interested in Unified English Braille (UEB) training, please contact the Online Learning Office.

Braille - Level 2**SENSSE45**

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: SENSSE44. NOTE: You must have access to a Perkins Braille and slate and stylus. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31288	Sep9	Dec16				OntarioLearn	\$252.53

Braille - Level 3**SENSSE46**

Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: SENSSE45. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31289	Sep9	Dec16				OntarioLearn	\$252.53

Braille - Level 4**SENSSE47**

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: SENSSE46. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31078	Sep9	Dec16				OntarioLearn	\$252.53

**Career Consultant Certificate (076)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 8 courses

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Questions?

Call: 905-575-2298

Email: crearts@mohawkcollege.ca or

Associate Dean: pat.macdonald@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/careerconsultant

Admission Requirements

- A degree or diploma in a related area is recommended.
- 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.
- Contact the Associate Dean as above for more information.

PROGRAM OF STUDIES

Mandatory Courses:			Hours
CREDCAR01	Theories of Career Development		39
CREDCAR02	Career Development Resources		39
CREDCAR03	Career Search: Tools & Techniques		39
CREDCAR04	Individual Helping Relationships		39
CREDCAR05	Group Facilitation Skills		39
CREDCAR06	Career Development Measurement & Assessment		39
CREDCAR07	Socio-economic Change & Response		39
CREDCAR08	Diversity in the Workplace		39

Theories Of Career Development**CREDCAR01**

Survey current theories of career development, with an emphasis on dominant concepts and the accompanying processes. Examine the history, current thinkers in the field, life-span development, decision-making, and adaptation to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32358	Sep22	Dec15				eLearn	\$288.21

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32127	TH	Sep18	Dec11	6:00-9:00	13	Classroom (FF)	\$317.85

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32126	TU	Sep16	Dec9	6:00-9:00	13	Classroom (FF)	\$317.85

Child & Youth Worker Diploma (610)**ONTARIO COLLEGE ADVANCED DIPLOMA**

This part-time program (offered at night) has been designed to meet the needs of students who wish to pursue a career as a child and youth worker or who are already working in the field and need to obtain a recognized credential. It is identical to the full-time program which is offered during the day. Note that courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day. Students are encouraged to complete 2-3 courses per term (including the spring/summer term).

The curriculum has been designed to develop the knowledge and skills graduates need to specialize in supporting children and youth experiencing social, emotional, mental health and behavioural challenges. Advanced course work focuses on a range of prevention, interviewing and treatment strategies and how these theoretical concepts can be applied in the field. Includes interviewing techniques, conflict management, counselling skills and program development. In addition, students will learn advocacy skills and be introduced to legal issues involving children and youth including the child welfare system and the criminal justice system.

Current students are reminded that the program of studies (POS) in this program is changing. Current students who complete all course and field work and apply to graduate by Dec. 2015 will not be impacted by these changes. Students are encouraged to contact us for information on course equivalencies and program progression advising.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/cyw**Admission Requirements**

- Courses are restricted to those who have applied and been accepted.
- An Ontario Secondary School Diploma (OSSD) with a minimum of 70% in grade 12 English (guideline) or equivalent.
- Prior to acceptance potential students may complete some courses i.e. Communications, General Education Elective, etc. Visit the website for more information.
- A criminal background check may be required before beginning placement.
- Application Form online.

Refer to website for a full list of courses.

Child and Youth Worker in-progress students or graduates may be interested in the School Based Support Acknowledgement offered on page 58.

Working with Exceptionalities

HMNS10103 (SA)

Year 1 & 2. Introduces a variety of exceptionalities found in children and youth. Diagnosis, commonalities, assessment and interventions will be explored in relation to each exceptionality introduced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32280	MO	Sep8	Dec1	6:15-9:30	13	Classroom (FF)	\$342.30

Introduction to Counselling and Communication Skills

COUN10004 (SA)

Year 1 & 2. Introduces counselling and interpersonal communication skills. Students will learn the basics of attentive listening and responding skills and professional communication skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32279	TU	Sep9	Dec2	6:15-9:30	13	Classroom (FF)	\$342.30

Therapeutic Principles And Theories

HMNSCC552 (SA)

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32365	WE	Sep10	Dec3	6:15-9:30	13	Classroom (FF)	\$342.30

Community Interventions & Resources

HMNSCC553 (SA)

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32259	TH	Sep11	Dec4	6:15-9:30	13	Classroom (FF)	\$342.30

Field Work Practicum 2

WORKCC455 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32282		Sep2	Dec12			FieldWork	\$692.50

Field Work Practicum 3

WORKCC655 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32261		Sep2	Dec12			FieldWork	\$754.90

Concepts in Bereavement Support Certificate (071)**ONTARIO COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/bereavementsupport

Program 071, Concepts in Bereavement Support Certificate, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

Counselling Techniques Certificate (802)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 8 courses

Designed for individuals who wish to develop counselling skills. Most participants are employed in roles where skills in interviewing or information gathering are required. Professionals in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/counsellingtechniques**Admission Requirements**

- An Ontario Secondary School Diploma (OSSD) or equivalent

PROGRAM OF STUDIES			
Mandatory Courses:			Hours
COMMT101	Interaction And Communications		42
COUNTC103	Interviewing Skills in Counselling		42
COUNTC104	Individual Counselling		42
COUNTC105	Group Counselling		42
COUNTC208	Issues And Ethics In Counselling		42
PSYC156	Introductory Psychology		42
PSYC271	Developmental Psychology		42
PSYCT106	Report Writing For The Behavioural Sciences		42

PSYC156 and PSYC271 are offered under other programs. Refer to the index.

Individual Counselling COUNTC104

Focus on the practice of individual counselling. Examine the philosophy and methodology of the major counselling theories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32303	WE	Sep10	Dec3	6:15-9:30	13	Classroom (FF)	\$342.30

Report Writing For The Behavioural Sciences PSYCT106

Examine written communication requirements in social service agencies, including letters, memos, assessment reports, referral forms, and case histories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32304	TH	Sep11	Dec4	6:15-9:30	13	Classroom (FF)	\$342.30

Early Childhood Education Diploma (213)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 22 courses

Complete your ECE Diploma part-time in as little as two years! Through a blend of online and face-to-face evening courses, prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/ece

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Applicants apply by August 1st for a September start each year.
- Grade 12 English (70% guideline).
- Volunteer experience in child care is strongly recommended.
- Communicable Disease Screening and a Criminal Background Check will be required before beginning placement.



PROGRAM OF STUDIES			
Refer to the website for course descriptions and program completion plan.			
Mandatory Courses:			Hours
EDUC10074	Infant and Toddler Learning Environment		42
EDUCEC115	Learning Environment 1		42
EDUCEC121	Child Development & Behaviour 1		42
EDUCEC215	Learning Environment 2		42
EDUCEC221	Child Development & Behaviour 2		42
EDUCEC301	Inclusion in the ECE Classroom		42
WORK10108	Seminar & Field Placement 1		86
WORK10109	Seminar & Field Placement 2		336
COMMLL041	Communication		42
OPELXXXXX	General Education Option		
HLTHEC101	Health, Safety & Nutrition		42
EDUCEC128	Parent Teacher Child Relationship 1		42
EDUCEC323	ECE Curriculum 1		42
EDUCEC129	Family Dynamics		42
EDUCEC228	Parent Teacher Child Relationship 2		42
EDUCEC423	ECE Curriculum 2		42
EDUCEC428	Issues in ECE		35
WORK10110	Seminar & Field Placement 3		336
WORK10111	Seminar & Field Placement 4		224
EDUCEC420	Parents as Partners		42
EDUCEC332	Supervision And Administration		35
COMM10265	Critical and Innovative Thinking		42

Infant and Toddler Learning Environment EDUC10074 (SA)

Relate concepts and principles of infant and toddler development to designing developmentally appropriate curriculum and learning environments. Blended delivery: 30 hours in class and 12 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32346	TU	Sep9	Dec9	6:30-9:30	14	Blended (FF)	\$342.30

Learning Environment 1 EDUCEC115 (SA)

Plan, organize, implement and evaluate program ideas and activities. Develop a repertoire of resources by setting up an engaging and stimulating learning environment. Blended delivery: 30 hours in class and 12 hours online via eLearn

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32347	TH	Sep11	Dec11	6:30-9:30	14	Blended (FF)	\$342.30

Child Development 1 EDUC10051 (SA)

Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to: Child Development & Behaviour 1 (EDUCEC121).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32305		Sep9	Dec16			OntarioLearn	\$385.38

Parent Teacher Child Relationship 1 EDUCEC128 (SA)

Focus on a variety of observation techniques to enhance your work with children, families and co-workers. Blended delivery: 30 hours in class and 12 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32348	MO	Sep8	Dec8	6:30-9:30	14	Blended (FF)	\$342.30

ECE Curriculum 1**EDUCEC323 (SA)**

Prepare curriculum to support the interests and intelligences of children, based on documentation, philosophy and reflective practice in a respectful environment. Blended delivery: 30 hours in class and 12 hours online via eLearn

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32349	WE	Sep10	Dec10	6:30-9:30	14	Blended (FF)	\$342.30

Family Dynamics**EDUCEC129 (SA)**

Explore the relationship between the individual and the family and the meaning of family within a socially diverse context. Examine the dynamics, changes and challenges within families, and enhance self-awareness regarding personal experiences, beliefs and values. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31979		Sep9	Dec16			OntarioLearn	\$363.38

Early Childhood Education - Leadership and Administration Certificate (932)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement 6 courses

Courses designed through a collaborative effort with Affiliated Services for Children and Youth. Benefit from the guidance of community leaders with extensive professional experience in Early Learning and Care. Competencies from the Occupational Standards for Child Care Administrators are incorporated in the curriculum.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/eceleadershipadmin

Admission Requirements

- An ECE Diploma or recognized equivalent.

ECE Leadership Development**EDUC10080 (SA)**

Demonstrate leadership qualities and skills with an emphasis on coaching, mentoring, conflict management, team building, motivation, and professional ethics in the early learning and care community. Blended delivery: 21 hours in class and 21 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32627	TU	Sep9	Dec9	6:30-9:30	14	Blended (FF)	\$342.30

ECE Communication and Relationships**COMM10286 (SA)**

Explore verbal, written and social media methods to implement best practices and exhibit professionalism with interpersonal business communications in early learning and care. Prerequisite or Corequisite: EDUC10080. Blended delivery: 21 hours in class and 21 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32628	TU	Sep9	Dec9	6:30-9:30	14	Blended (FF)	\$342.30

Early Childhood Education Resource Consulting Certificate (956)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/eceresourceteacher

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- An ECE Diploma or recognized equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUCRT001	Introduction to Resource Teaching	42
HMNSRT011	Individual Development Planning 1	42
HMNSRT031	Working with Families	42
HMNSRT041	Individual Developmental Planning 2	42
HMNSRT061	Advocacy In The School And Community	42
LIBRRT071	Coordinating Resources	42
WORKRT021	Field Practicum 1	105
WORKRT051	Field Practicum 2	105

Introduction to Resource Teaching**EDUCRT001 (SA)**

Explore the role of a resource teacher in licensed care settings, community outreach programs and clinical situations. Analyze current issues, trends and legislation with a historical look at inclusion. Differentiate between various diagnoses with focus on speech and language and develop individualized health care plans. Blended delivery: 16 hours in class and 26 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32629	MO	Sep8	Dec8	6:30-9:30	14	Blended (FF)	\$342.30

Individual Development Planning 1**HMNSRT011 (SA)**

Apply different observation techniques, screening procedures and assessment tools in the screening and assessment process for preschool children. Implement a functional assessment tool with the intention of creating an Individual Program Plan for a child, which includes a written report, strengths and goals, and short term program planning using a classwide approach. Prerequisite or corequisite: EDUCRT001. Blended delivery: 12 hours in class and 30 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32683	WE	Sep10	Dec10	6:30-9:30	14	Blended (FF)	\$342.30

Field Practicum 1**WORKRT021**

Combine theory and practice in an integrated setting for 105 hours of supervised field placement. Observe and analyze the role of the resource teacher and work as a team member with staff to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT011

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32631		Sep15	Dec12			FieldWork	\$529.10

Field Practicum 2**WORKRT051**

Combine theory and practice in individual settings with young children and their families for 105 hours of supervised field placement. Monitor progression and prepare long-term individual developmental plans based on input from staff, clinicians and families through a series of home visits. Prerequisites: HMNSRT041, WORKRT021.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32632		Sep15	Dec12			FieldWork	\$529.10

Educational Support Diploma (747)

(Formerly Educational Assistant)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 26 courses

Complete your diploma online! Obtain the knowledge, skills and aptitudes to work with and support children with special needs in an educational environment.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/es

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Refer to website for application form and acceptance timelines.
- Grade 12 English and Grade 10 Math (70% guideline).
- Current volunteer experience with two letters of recommendation on school letterhead.
- Potential students may complete Psychology, Communications, Mathematics and general electives prior to being accepted.
- A criminal background check is required for placement.
- First aid and crisis intervention training are strongly recommended

PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUCEDE14	Foundations of Education	42
EDUCEDE17	Personal and Interpersonal Dynamics	42
EDUCEDE19	Computers in Education	42
MATH10038	Mathematics	42
EDUC10075	Practicum Prep 1	42
PSYC55156	Introductory Psychology	42
EDUC10002	Cultural Diversity in an Educational Setting	42
SAFE10004	Safety in an Educational Setting	42
EDUC10040	Total Communication Part 1	42
EDUCEDE22	Exceptionalities 1	42
EDUC10085	Practicum 2	132
EDUC10041	Total Communication Part 2	42
PSYC55271	Developmental Psychology	42
COMP10006	Adaptive Computer Technology in Education	42
EDUCEDE23	Exceptionalities 2	42
EDUC10086	Practicum 3	132
EDUCEDE21	Classroom Skills	42
EDUC10001	Autism Spectrum Disorder – Assisting Student Development	42
COMM10265	Critical and Innovative Thinking	42
EDUC10004	Learning Strategies	42
EDUCEDE26	Exceptionalities 3	42
EDUC10087	Practicum 4	132
EDUC10037	Life Skills & Job Coaching	42
1 Communications course (COMM1041 or COMM11040)		
2 General Education courses		

Foundations of Education**EDUCEDE14 (SA)**

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31336	Sep9	Dec16				OntarioLearn	\$363.38

Personal And Interpersonal Dynamics**EDUCEDE17 (SA)**

Enhance personal and professional skills in organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: SAFE10004 and EDUCEDE14.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31003	Sep9	Dec16				OntarioLearn	\$363.38

Computers In Education**EDUCEDE19 (SA)**

Learn to use Ministry of Education Software and other programs to enhance skills in working with exceptional learners. Keyboarding and computer skills required. Prerequisites: SAFE10004, EDUCEDE14-17. Access to Ministry software is recommended - advisable to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31088	Sep9	Dec16				OntarioLearn	\$363.38

Mathematics**MATH10038**

Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31157	Sep9	Dec16				OntarioLearn	\$363.38

Practicum Preparation 1**EDUC10075 (SA)**

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to: EDUCEDE15. Prerequisites: EDUCEDE14 and SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31152	Sep9	Dec16				OntarioLearn	\$363.38

Cultural Diversity In An Educational Setting**EDUC10002 (SA)**

Learn to promote inclusivity in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31182	Sep9	Dec16				OntarioLearn	\$363.38

Safety In An Educational Setting**SAFE10004 (SA)**

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31097	Sep9	Dec16				OntarioLearn	\$363.38

Total Communication Part 1**EDUC10040 (SA)**

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31183	Sep9	Dec16				OntarioLearn	\$363.38

Exceptionalities 1**EDUCEDE22 (SA)**

Explore suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: SAFE10004, EDUCEDE14, EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31089	Sep9	Dec16				OntarioLearn	\$363.38

Practicum 2**EDUCEDE16 (SA)**

Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisite: EDUC10075. Equivalent to: EDUC10085.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31180	Sep9	Dec16				OntarioLearn	\$493.31

Total Communication Part 2 EDUC10041 (SA)
Continue to examine teaching and implementation strategies to enhance communication skills, given different limitations and exceptionalities. Prerequisite: EDUC10040.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31277		Sep9	Dec16			OntarioLearn	\$363.38

Adaptive Computer Technology in Education COMP10006 (SA)
Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUC10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31113		Sep9	Dec16			OntarioLearn	\$363.38

Exceptionalities 2 EDUC10023 (SA)
Discuss the types of communications exceptionalities and their implications for students. Integrate previous learning on behaviour management and other aspects of communications. Prerequisites: SAFE10004, EDUC10041-22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31223		Sep9	Dec16			OntarioLearn	\$363.38

Practicum 3 EDUC10024 (SA)
Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and/or multiple exceptionalities. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisite: EDUC10023. Corequisite: EDUC10026. Equivalent to: EDUC10086.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31099		Sep9	Dec16			OntarioLearn	\$493.31

Classroom Skills EDUC10021 (SA)
Examine 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, EDUC10041, and EDUC10017.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31087		Sep9	Dec16			OntarioLearn	\$363.38

Autism Spectrum Disorder- Assisting Student Development EDUC10001 (SA)
Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE10004, EDUC10041, 17, 19, 21-23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31104		Sep9	Dec16			OntarioLearn	\$363.38

Learning Strategies EDUC10004 (E) (SA)
Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31119		Sep9	Dec16			OntarioLearn	\$363.38

Exceptionalities 3 EDUC10026 (SA)
"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUC10041-23, SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31098		Sep9	Dec16			OntarioLearn	\$363.38

Practicum 4 EDUC10025 (SA)
Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisites: SAFE10004, EDUC10041, 15, 16, 17 and 24. Equivalent to: EDUC10087.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31103		Sep9	Dec16			OntarioLearn	\$493.31

Lifeskills and Job Coaching EDUC10037 (SA)
Focus on the job coaching role. Learn to assist the exceptional learner with basic life skills and job readiness training.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31331		Sep9	Dec16			OntarioLearn	\$363.38

Event Management Certificate (440)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 14 courses

A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors.

Questions?

Call: 905-575-1212 ext. 4536

Email: leah.maccharles@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HOSP10027	The Event Management Professional	42
HOSP10028	Event Design, Concepts and Productions	42
HOSP10029	Event Marketing and Promotion	42
HOSP10030	Tourism and Hospitality Management	42
MGMT10119	Project Management for Special Events	56
HOSP10031	Field Study 1	60
HOSP10034	Logistics, Risk Management and Operations	42
HOSP10035	Operations, Finance and Revenue Management	42
HOSP10036	Human Resources & Volunteer Management	42
HOSP10038	Fundraising and Sponsorship	42
HOSP10037	Social Media and Web Design	56
HOSP10039	Field Study 2	60
Option Group 1 - Choose 1:		
PLAN10016	Wedding Planning	36
PLAN10017	Convention & Meeting Planning	36
Option Group 2 - Choose 1:		
HOSP10033	Independent Study	36
HOSP10032	Public Relations	36

Students interested in taking the above program courses on a part-time basis should contact the Program Manager.

In progress students from Event Planning Techniques (122) should contact the Program Manager for completion planning.

Principles of Convention and Meeting Planning RECL10030
Investigate the essentials of meeting planning, with emphasis on key functional responsibilities and potential pitfalls. Topics include site selection, negotiation, program planning and design, and food and beverage arrangements. Equivalent to: TRVLT415 and PLAN10017.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31449		Sep9	Dec16			OntarioLearn	\$341.04

Fitness Leadership (YWCA)

Co-ed fitness courses that prepare students for certification with the Ontario Fitness Council and/or Certified Professional Trainers Network. Fall 2014 offers a group fitness fast track - contact the Program Manager for details.

Questions?

Call: 905-575-1212 ext.3244 or 905-522-9922 ext. 118
Email: cehumserv@mohawkcollege.ca or
deanna.lawson-langford@mohawkcollege.ca

Fitness Theory

HLTHF1001

Step 1 towards Personal Training and/or Group Fitness Certification. Study basic anatomy, movement mechanics, physiology of exercise, principles of training and basic nutrition. Benefits those working towards certification or with a general interest in fitness. Prerequisite for: HLTHF1003 and HLTHF1004. \$56.50 manual required, to be paid by cheque in week 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32421	WE	Sep10	Dec3	7:00-10:00	13	Classroom (FF)	\$453.79

Group Fitness Leader Module

HLTHF1003

Step 2 towards certification with the Ontario Fitness Council. 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: YWCA, 52 Ottawa St. N. Prerequisite: HLTHF1001. \$40 manual required, to be paid by cheque in week 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32427	SU	Nov2	Dec7	9:00-2:30	5	Other	\$270.41

Fundraising/Development Associate Certificate (128)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Program 128, Fundraising Development Certificate, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

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

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

Mohawk College Questions?

Call: 905-547-2944 ext.22
Email: labourstudies@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/labourstudiesjoint

McMaster University Questions?

Call: 905-525-9140 ext.24692
Email: molnars@mcmaster.ca
Web: www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates
Fees are payable to McMaster University at the first class (cash or cheque only).

History of the Canadian Labour Movement Part 1

Explore the origins and rich history of the Canadian labour movement. What was it like working in Canada before unions? How did unions get recognized? What role has race, gender and ethnicity played in shaping unions? How have unions changed over time? What does the future hold for Canadian unions?

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
	SA/SU	Sep20	Sep21	9:30-3:30	2	Classroom (HD)	\$125.00

Gender, Sexuality and Work NEW!

Discuss the relations between women and men and work and unionism. Women are doing more and different kinds of work but are all jobs open to them? What role are unions playing in advocating for women workers? Are male unionists accepting their union 'sisters'? Are there still 'masculine' and 'feminine' jobs? Held at McMaster University, KTH-709.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
	SA/SU	Oct25	Oct26	9:30-3:30	2	Other	\$125.00

Worker Health and Safety in Post-Industrial Societies

Many occupational health and safety experts believed worker health and safety would improve with the change from industrial to post-industrial societies. Examine and discuss what it's like to work in these post-industrial workplaces. We will attempt to answer: is work still dangerous to your health?

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
	SA/SU	Nov29	Nov30	9:30-3:30	2	Classroom (HD)	\$125.00

Labour Studies Certificate (139)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

Offered in partnership with the Solidarity Place Worker Education Centre.

Questions?

Call: 905-547-2944 ext. 22
Email: labourstudies@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/labourstudies

PROGRAM OF STUDIES

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

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

UNLESS OTHERWISE SPECIFIED A MANUAL IS REQUIRED AT AN EXTRA COST. FEES FOR MANUALS WILL BE COLLECTED ON THE FIRST DAY OF CLASS. CONTACT SOLIDARITY PLACE FOR PRICES.

Collective Bargaining 1

LABR10091

Develop a solid understanding of the bargaining process and factors that affect bargaining. Covers a working knowledge of laws and rules that structure the process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32460	SA/SU	Sep6	Sep8	9:00-4:00 MO 6:00-9:00	3	Classroom (HD)	\$111.90

Workers and Community: Making the Connection NEW!

LABR10096

A labour movement coordinates its efforts to strengthen the community and promotes worker involvement in the process. Learn to help workers organize around and participate in social justice issues and develop new activists. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32398		Sep4	Dec4			eLearn	\$332.55

Labour Studies Field Placement

WORKUN199

Apply the skills and knowledge learned in the Labour Studies Program. Gain credit for approved projects and roles in the labour movement, community organizations and various environmental projects. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32463	Sep8					FieldWork	\$429.30

Labour Studies in Occupational Health and Safety Certificate (140)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Offered in partnership with the Solidarity Place Worker Education Center.

Questions?

Call: 905-547-2944 ext. 22

Email: labourstudies@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/labourstudiesohs**PROGRAM OF STUDIES**

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

Mandatory Courses:

		Hours
SAFE10080	OHS - Level 3 - Common Workplace Issues	30
WORK10101	Labour Issues Research and Documentation in Health & Safety	55

Option Group 1 - Choose 1:

LABREWS01	OHS Level 1	30
SAFE10025	OHS Level 1 - Federal	30

Option Group 2 - Choose 1:

LABREWS02	OHS Level 2 Provincial Law	30
SAFE10027	OHS Level 2 Federal Law	30

Option Group 3 - Choose 1:

LABREWS07	OHS Level 2 Provincial Committees	30
SAFE10026	OHS Level 2 Federal Committees	30

Option Group 4 - Choose 1:

SAFE10081	OHS Industrial	30
SAFE10082	OHS Health Care and Community Worker	30
SAFE10086	OHS Manufacturing and Fabricating Hazards	45

UNLESS OTHERWISE SPECIFIED A MANUAL IS REQUIRED AT AN EXTRA COST. FEES FOR MANUALS WILL BE COLLECTED ON THE FIRST DAY OF CLASS. CONTACT SOLIDARITY PLACE FOR PRICES.

Interested in completing OH&S-Level 1-Federal? Call 905-547-2944 ext. 22.

Occupational Health and Safety Level 2 Provincial Law

LABREWS02

Understand provincial OH&S laws and regulations. Learn how they are interpreted and used to safeguard workers. Review inadequacies and formulate strategies to overcome them. Discover how to support workers efforts for improvements. Prerequisite: LABREWS01 or SAFE10025.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32464	SA/SU	Oct11	Oct25	9:00-4:00	5	Classroom (HD)	\$223.80



Labour Issues Research and Documentation in Health and Safety

WORK10101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32465	Sep8					FieldWork	\$398.10

Leadership and Management in the Not-for-Profit Sector Certificate (947)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Intended for managers and supervisors, or aspiring managers and supervisors, in social service agencies, community service, charitable or not-for-profit organizations. Professional leaders in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

Questions?

Call: 905-575-1212 ext. 4536

Email: leah.maccharles@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/notforprofit

Program 947, Leadership and Management in the Not-For-Profit Sector, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning. New students should consider the individual course below.

Trends and Issues in the Not For Profit Sector

MGMT10120

Investigate contemporary challenges and wide-spread trends managers are facing in small and large not-for-profits. Explore four key areas: governance, planning, revenue generation, and social marketing, to look at solutions for industry change management on a local, provincial, and global scale.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32636	TU	Sep9	Dec9	6:30-9:30	14	Classroom (FF)	\$342.30

Library and Information Technician Diploma (800)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 28 courses

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

Questions?

Call: 905-575-2703 or 905-575-2309

Email: disted@mohawkcollege.ca or dolores.harmspanner@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/library**Admission Requirements**

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

PROGRAM OF STUDIES

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

Mandatory Courses:		Hours
LIBRLT110	Intro to Libraries and the Information Industry	39
INFO10172	Information Technology for Library Technicians	39
INFOLT402	Electronic Publishing and Emerging Library Technologies	36
LIBR10041	Online Searching	39
LIBR10044	Reference Processes	39
LIBR10045	Reference Services and Sources	39
LIBR10040	Library Programming, Marketing and Advocacy	36
LIBR10042	Resource Description and Access I	36
LIBR10043	Resource Description and Access II	36
LIBR10039	Library Classification	36
LIBR10038	Indexing and Subject Analysis	39
INFOLT340	Database Design for Info Workers	21
LIBRLT351	Serials	36
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter-Library Loan	36
HRESLT150	Human Relations and Supervision	36
MGMT10041	Library Financial Management & Budgeting	18
COMP10136	Computers 1 - Introduction to	42
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
OADMRL100	Records & Information Management Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction & Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39
LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries and Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata	36
LIBR10036	Strategies for Instruction for Library Technicians	36

Some courses are listed under other programs. Refer to the index.

Introduction to Libraries and the Information Industry LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31296	Sep9	Dec16				OntarioLearn	\$341.21

Information Technology for Library Technicians INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, ipads and tablets, QR codes and various software and applications. Access to a current mobile device equipped with a built-in camera, and capable of downloading an app to allow capture of a QR code is required. Equivalent to: INFOLT390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31145	Sep9	Dec16				OntarioLearn	\$341.21

Electronic Publishing and Emerging Library Technologies

INFOLT402

Focus on electronic publishing, including using basic web design, 3D printing, screen recording, blogs, microblogs, augmented reality and gamification. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31373	Sep9	Dec16				OntarioLearn	\$319.04

Online Searching

LIBR10041

Learn to apply Boolean constructs and other concepts for efficient retrieval of information from the Internet, library catalogues and commercial databases. Equivalent to: LIBRLT220. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31148	Sep9	Dec16				OntarioLearn	\$341.21

Reference Processes

LIBR10044

Explore fundamental principles of professional accountability that underpin the provision of information services in libraries. Develop effective reference interviewing techniques to answer customer queries. Explore topics related to the management of information service including service standards, in person and virtual service points, policy development and strategies for continuing professional development of staff. Equivalent to: LIBRLT420. Prerequisite: LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31166	Sep9	Dec16				OntarioLearn	\$341.21

Reference Services and Sources

LIBR10045

Focus on reference services and resources used to answer information queries from library customers. Compare and evaluate traditional and emerging reference resources and apply online search skills to effectively answer typical customer queries. Equivalent to: LIBRLT425. Prerequisite: LIBR10044.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31442	Sep9	Dec16				OntarioLearn	\$341.21

Library Programming, Marketing and Advocacy

LIBR10040

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to: LIBRLT435. Prerequisites: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31147	Sep9	Dec16				OntarioLearn	\$319.04

Resource Description and Access I

LIBR10042

Focus on RDA guidelines for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Equivalent to: LIBRLT302. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31144	Sep9	Dec16				OntarioLearn	\$329.04

Resource Description and Access II

LIBR10043

Examine form and choice of entry according to RDA cataloguing guidelines, 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 guidelines. Equivalent to: LIBRLT305. Prerequisite: LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31165	Sep9	Dec16				OntarioLearn	\$319.04

Library Classification**LIBR10039**

Study the principles of classification. Learn to use the Dewey Decimal Classification scheme and Library of Congress Classification scheme. Explore issues related to the process of classifying library materials. Equivalent to: LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31146	Sep9	Dec16				OntarioLearn	\$351.21

Indexing and Subject Analysis**LIBR10038**

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Equivalent to: LIBRLT325. Prerequisites: LIBRLT320 or LIBR10039.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31149	Sep9	Dec16				OntarioLearn	\$329.04

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: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31202	Sep9	Dec16				OntarioLearn	\$208.19

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 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31017	Sep9	Dec16				OntarioLearn	\$186.02

Acquisitions**LIBRLT350**

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, collection development, the book trade and automated acquisitions functions. Prerequisite: LIBRLT302 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31001	Sep9	Dec16				OntarioLearn	\$319.04

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31966	Sep9	Dec16				OntarioLearn	\$319.04

Human Relations and 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31467	Sep9	Dec16				OntarioLearn	\$319.04

Library Financial Management and 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 INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31002	Sep9	Dec16				OntarioLearn	\$186.02

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32258	Sep9	Dec16				OntarioLearn	\$319.04

**Special Libraries****LIBRLT403**

Address collection development, technical services, client services, marketing, budgeting, and management for special libraries. Consider the concerns of the special library and skills needed in this environment. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31968	Sep9	Dec16				OntarioLearn	\$341.21

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31970	Sep9	Dec16				OntarioLearn	\$341.21

Strategies for Instruction for Library Technicians**LIBR10036**

Develop skills in planning and delivering instruction in various library environments. Focus on effective presentation techniques, educational technologies, information literacy, learning styles, and instructional design and evaluation methods.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31967	Sep9	Dec16				OntarioLearn	\$319.04

Field Work 1**WORKLT290**

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31214	Sep9	Dec16				OntarioLearn	\$157.63
31260	Oct1	Jan7				OntarioLearn	\$157.63
31261	Nov3	Feb9				OntarioLearn	\$157.63
32013	Dec1	Mar9				OntarioLearn	\$157.63

Field Work 2**WORKLT490**

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: WORKLT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31274	Sep9	Dec16				OntarioLearn	\$157.63
31262	Oct1	Jan7				OntarioLearn	\$157.63
31263	Nov3	Feb9				OntarioLearn	\$157.63
32014	Dec1	Mar9				OntarioLearn	\$157.63

Introduction to Computer 1**COMP10136**

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Microsoft Works is NOT acceptable for this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31156	Sep9	Dec16				OntarioLearn	\$385.38
31043	Oct1	Jan7				OntarioLearn	\$385.38
31044	Nov3	Feb9				OntarioLearn	\$385.38

Records and Information Management Certificate (810)

MOHAWK 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 in a records management program in any organizational setting.

Questions?

Call: 905-575-2703 or 905-575-2309

Email: disted@mohawkcollege.ca or dolores.harmspanner@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/recordsmanagement

Admission Requirements

- A pass standing in grade 12 English at the general level, or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
OADMRM100	Records and Information Management Fundamentals	39
OADMRM101	Active Records Management	39
GRAPRM102	Document Management Technology	39
LIBRRM103	Archives	39
Options – Choose 1:		
COMMLL122	Research and Reporting - LGS	42
COMM10027	Organizational Business Communications	
Options – Choose 1:		
INFO10095	MS Office 2007	42
COMP10166	Microsoft Office 2013	42

Records And Information Management Fundamentals

OADMRM100

Explore the field of records management and the role of records management programs in organizations. Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31440	Sep9	Dec16				OntarioLearn	\$341.21

Archives

LIBRRM103

Develop an understanding of archival theory and practice. Focus on the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventive conservation, and facility planning and security.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31441	Sep9	Dec16				OntarioLearn	\$341.21

Organizational Business Communication

COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to: COMMLL041. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31100	Sep9	Dec16				OntarioLearn	\$407.55

Researching and Reporting-Lgs

COMMLL122

Explore techniques for effective writing and develop research and reporting skills. Covers: problem definition, print-based and electronic research methodologies, survey strategies, and formal report writing. Equivalent to: Report Writing.

Prerequisite: COMMLL041 or equivalent post-secondary communications course. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31350	Sep9	Dec16				OntarioLearn	\$363.38

MSOffice 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. Please note this course is suitable for MS Office 2010. Equivalent to: INFO10048. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31308	Sep9	Dec16				OntarioLearn	\$385.38

Microsoft Office 2013

COMP10166

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2013 covering Word, Excel, PowerPoint, Access and Outlook. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31053	Sep9	Dec16				OntarioLearn	\$385.38

School Based Support

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Focus on supporting children and youth in an educational environment. Suitable for Child and Youth Worker students or graduates who are interested in learning more about how to support children and youth in a classroom setting.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Admission Requirements

- Child and Youth Worker Advanced Diploma (in-progress or completed)
- Applicants interested in program should contact us by email

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
EDUC10001	Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004	Learning Strategies	42
COMP10006	Adaptive Computer Technology in Education	42

Autism Spectrum Disorder- Assisting Student Development

EDUC10001 (SA)

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE10004, EDUCDE14, 17, 19, 21-23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31104	Sep9	Dec16				OntarioLearn	\$363.38

Learning Strategies

EDUC10004 (E) (SA)

Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31119	Sep9	Dec16				OntarioLearn	\$363.38

Adaptive Computer Technology in Education COMP10006 (SA)

Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCED19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31113		Sep9	Dec16			OntarioLearn	\$363.38

** Social Service Worker Diploma (215)****ONTARIO COLLEGE DIPLOMA**

This part-time program (offered at night) has been designed to meet the needs of students who wish to pursue a career as a social service worker or who are already working in the field and need to obtain a recognized credential. It is identical to the full-time program which is offered during the day. Note that courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day.

The curriculum has been designed to develop the skills and knowledge that graduates need to assist individuals and families work through various types of challenges and enjoy more stable and fulfilling lives. Course work includes topics such as social work history and ethics, advocacy skills and crisis intervention. Students will also develop skills in the following competencies: interviewing, counselling, case management and documentation.

Incoming new students are encouraged to complete 3 courses each term in addition to field placements. By doing so, students may be able to graduate in as little as 3 years.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/socialserviceworker

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- An Ontario Secondary School Diploma with a minimum of 70% in grade 12 English (guideline) or equivalent.
- Prior to acceptance potential students may complete some courses i.e. Communications, General Education Elective, etc.
- A criminal background check may be required before beginning placement.
- Application Form Online.

Refer to website for a full list of courses and program progression.

Intro to Social Service Worker HMNS10100 (SA)

Year 1 and 2. Introduces students to the profession of social service work and to the micro, mezzo and macro levels of practice. Examines the social structures that influence people's lives, anti-oppressive practices and working for social justice. Blended delivery: a minimum of 3 hours online via eLearn and the remainder of the course hours in class. Equivalent to: HMNSSO126 - SSW Practice 1 & HMNSSO122 Social Services in Ontario.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32288	TU	Sep9	Dec2	6:15-9:30	13	Blended (FF)	\$342.30

The History & Ethics of Social Work HIST10015 (SA)

Understand the ethical practice of social work through the exploration of the historical development of Social Work as a profession in Canada. Attention is given to the history of society's response to meeting human needs; the evolution of the values and ethics in the social work profession; and the process of developing a framework for identifying, analysing and implementing ethical dimensions of practice. Equivalent to: HMNSSO128 Social Work History and Ethics.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32290	TH	Sep11	Nov6	6:15-9:30	9	Classroom (FF)	\$228.20

SSW Advanced Interviewing Skills HMNSSO230 (SA)

Year 1 & 2. Practice fundamental skills and techniques that are used in direct practice with clients. A practical and experiential course, utilizing videotaping, role-plays, discussion and feedback. Pre-requisite: COMMSO226. Blended delivery: 18 hours in class and 12 hours online. Equivalent to: HMNSSO230 (SSW Practice 2).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32262	TU	Sep9	Nov4	6:15-9:30	9	Blended (FF)	\$228.20

Issues Related to Family**HMNS10096 (SA)**

Understand the needs of families with infants, children and adolescent members. Develop intervention strategies with a particular focus on disadvantaged families, parenting and child welfare concerns and reporting guidelines. Identify the challenges and changes of adolescence and develop comprehensive intervention strategies to assist teenagers. Equivalent: HMNSSO432 Techqs Intervention II.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32300	MO	Sep8	Nov3	6:15-9:30	9	Classroom (FF)	\$228.20

SSW Methods of Interventions**HMNS10097 (SA)**

Apply a strengths based approach to examine various populations in a generalist practice setting. Use different methods of intervention to develop an intervention strategy to promote change in a client's situation. Equivalent to: HMNSSO431 Methods of Intervention.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32301	WE	Sep10	Dec3	6:15-9:30	13	Classroom (FF)	\$342.30

** Teaching the Adult Learner Certificate (129)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

Intended for individuals wanting to teach adults in various environments such as in education or in the workplace, or who are currently teaching. Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

Questions?

Call: 905-575-2703 or 905-575-2307

Email: disted@mohawkcollege.ca or bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/teachingadultlearner

PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUCTAL03	Adult Learning	42
EDUCTAL02	Curriculum Development	42
EDUCTAL04	Instructional Techniques	42
EDUCTAL05	Assessment & Evaluation	42
EDUCTAL08	Instructional Tech Adult Ed.	30
SENSTAL06	Adults with Learning Disabilities	42

Adult Learning**EDUCTAL03**

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31316		Sep9	Dec16			OntarioLearn	\$385.38
31472		Oct1	Jan7			OntarioLearn	\$385.38
31401		Nov3	Feb9			OntarioLearn	\$385.38

Adults With Learning Disabilities**SENSTAL06**

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success opportunities for all learners. Prerequisite: EDUCTAL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31318		Sep9	Dec16			OntarioLearn	\$385.38

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. Prerequisites: EDUCAL03 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31172	Sep9	Dec16				OntarioLearn	\$385.38
31432	Oct1	Jan7				OntarioLearn	\$385.38
31483	Nov3	Feb9				OntarioLearn	\$385.38

Assessment And Evaluation**EDUCTAL05**

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment. Prerequisites: EDUCAL03, EDUCAL02, EDUCAL04 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31297	Sep9	Dec16				OntarioLearn	\$385.38
31471	Oct1	Jan7				OntarioLearn	\$385.38
31269	Nov3	Feb9				OntarioLearn	\$385.38

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. Prerequisites: EDUCAL03, EDUCAL02 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31317	Sep9	Dec16				OntarioLearn	\$385.38
31433	Oct1	Jan7				OntarioLearn	\$385.38
31484	Nov3	Feb9				OntarioLearn	\$385.38

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. You will be using multiple technologies including Turnitin. Prerequisites: EDUCAL03 and EDUCAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31141	Sep9	Dec16				OntarioLearn	\$274.70

Therapeutic Recreation Certificate (280)

Questions?

Call: 905-575-1212 ext. 4536

Email: leah.maccharles@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/therapeuticrec

Program 280, Therapeutic Recreation Certificate, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

Applicants interested in completing a Recreation Therapy Diploma on a part-time basis are also encouraged to contact the Program Manager.

Therapeutic Recreation Process NEW!**RECL10037**

Major emphasis is placed on the therapeutic recreation process. Develop the skills to assess individual strengths and needs and develop, implement and evaluate therapeutic recreation intervention plans. Equivalent to: Therapeutic Recreation - Assessments (RECL10012). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32341	Sep9	Dec16				OntarioLearn	\$385.38

Foundations of Therapeutic Recreation NEW!**RECL10036**

Learn about therapeutic recreation delivery in a hospital, rehabilitative or residential setting. Develop the skills necessary to select and plan appropriate recreational activities to facilitate change for individuals with a variety of disabilities. Equivalent to: Therapeutic Recreation - Foundations (RECL10011). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32342	Sep9	Dec16				OntarioLearn	\$385.38

**Therapeutic Recreation Facilitation****Techniques NEW!****RECL10038**

Learn to differentiate among various helping theories as they relate to therapeutic approaches and the delivery of Recreation Therapy services. Grasp a fundamental understanding of a number of facilitation techniques that may be employed as Recreation Therapy interventions with the various populations served. Equivalent to: Therapeutic Recreation - Program Design (RECL10013). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32343	Sep9	Dec16				OntarioLearn	\$385.38

Volunteer Management Certificate (095)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 3 courses

Gain the knowledge and skills needed for effective management of volunteer programs.

Questions?

Call: 905-575-1212 ext.3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/volunteermgt

Admission Requirements

- An Ontario Secondary School Diploma (OSSD) or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MGMTSSP24	Volunteer Management 1	60
MGMTSSP43	Volunteer Management 2	60
MGMTSSP63	Volunteer Management 3	60

Volunteer Management 1**MGMTSSP24**

Examine the fundamentals of volunteer management, including philosophy, recruitment, orientation, training & recognition. Blended delivery: 24 hours in class and 36 hours online via eLearn. Sat. classes: Sept 20, Oct 18, Nov 8, Nov 29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32345	SA	Sep20	Dec6	9:00-4:00	12	Blended (FF)	\$470.70

Workplace Insurance and Disability Prevention Leadership Certificate (942)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 11 courses

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

Questions?

Call: 416-443-7679

Email: info@odrt.ca

Web: www.mohawkcollege.ca/continuing-education/widpl

PROGRAM OF STUDIES

Mandatory Courses:			Hours
LABRUN026	Rights and Obligations Level 1		12
LABRUN027	Benefits and Services Level 2		12
LABRUN022	Appeals and Dispute Resolution - Level 3		44
LABRUN023	Return to Work		30
LABRUN024	Medical Orientation Level 5		30
LABREWS01	OHS Level 1		30
LABR10085	Basic Strategies		18
LABR10098	Exploring Outcomes, Re-Writing the Wrong for Injured Workers		36
WORK10075	Field Placement Advocacy		40
WORK10076	Field Placement Disability Prevention		40
Option Group 1 - Choose 2:			
LABR10099	Occupational Disease		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.

Basic Strategies LABR10085
Gain skills in writing cogent and persuasive submissions. Discuss representation in the compensation system and the professional responsibilities of the representative.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32468	FR	Nov14	Nov16	6:00-9:00	3	Classroom (HD)	\$134.28
	SA/SU			9:00-5:30			

Exploring Outcomes and Rewriting Wrongs for Injured Workers **NEW!** LABR10098
Analyze a document or video where an injured worker's case went wrong and provide a written analysis with suggestions that may have improved the outcome. Two case studies required; one dealing with advocacy and one with return to work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32397		Sep4	Dec4			eLearn	\$266.04

Field Placement Advocacy WORK10075
Apply skills and knowledge in areas including: interviewing injured workers, preparing case files, reviewing WSIB files, communicating with adjudicators and health professionals, preparing for appeals and completing WSIB forms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32469		Sep8				FieldWork	\$298.40

Field Placement Disability Prevention WORK10076
Apply skills and knowledge in areas including: reviewing and developing Return to Work policies, plans and programs, reviewing injured worker functional abilities, identifying potential barriers, developing accommodation solutions, and participating in RTW meetings and mediation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32470		Sep8				FieldWork	\$298.40

Workplace Leadership Certificate (120)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 15 courses

Program 120, Workplace Leadership, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning. New students should consider the Leadership Development Series in the Business section.

OTHER COURSES

Coaching

Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

Questions?

Call: 905-575-2298

Email: katya.garon@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/exercise-sports

Coaching: Introduction to Competition - Part A SPRT10000
Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32058	FR	Sep26	Sep27	6:00-10:00	2	Classroom (FF)	\$145.50
	SA			9:00-5:00			

Coaching: Introduction to Competition - Part B SPRT10001
Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32059	FR	Oct17	Oct18	6:00-10:00	2	Classroom (FF)	\$145.50
	SA			9:00-5:00			

Human Services

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/human-services-courses

Online Learning Questions?

Call: 905-575-2703

Email: disted@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. Updated curriculum will be presented - ASIST 11. Training material included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32306	SA/SU	Oct18	Oct19	8:30-4:30	2	Classroom (FF)	\$175.40

Behaviour Management Systems CONF10007

Learn to intervene in non-physical ways to calm and de-escalate student behaviour before violence occurs. Ontario-based curriculum to understand, prevent, and change negative behaviours. Preferred by many school boards and appropriate for all who work with children. Participants receive a BMS practitioner certificate. Workbook included. Please bring proof of registration to class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32420	FR	Nov14	Nov14	9:00-4:00	1	Classroom (FF)	\$136.45

Death and Dying in Crisis Intervention**PSYC10017**

Study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to facilitate mourning, pathological grief, risk factors and, multi-cultural issues. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31068		Sep9	Dec16			OntarioLearn	\$296.70

Nonviolent Crisis Intervention**CONFMHN08**

Crisis Prevention Institute NVCi Certification valid for 2 years upon successful completion. Participants must wear comfortable clothing and closed-toe, rubber soled, flat shoes. Physical exertion is required. Registrations will only be accepted from current Mohawk College Diploma or Certificate students. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32419	SA/SU	Oct18	Oct19	9:00-4:00	2	Classroom (FF)	\$120.40

Prevention and Management of Aggressive Behaviour**CONF10008**

Learn effective ways to prevent and safely manage aggressive behaviour. Gain an understanding of the nature and causes of aggression and effective strategies to de-escalate aggressive behaviour. PMAB certification valid for 1 year upon successful completion of written and physical techniques testing. Registration will only be accepted from current or past Mohawk College Diploma or Certificate students. Wear comfortable clothing and closed-toe, flat shoes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32457	SA/SU	Nov8	Nov9	9:00-5:00	2	Classroom (FF)	\$114.10

Victimization**PSYC10018**

Learn about the emotional impact of victimization. Focus will be on victims of residential break and enter, children and trauma, victims of crime such as: those sexually assaulted, elders, and victims of hate crimes. Emphasis will be placed on the secondary victimization of friends, relatives, witnesses, first responders, health care professionals, childcare and social service workers and the clergy. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31066		Sep9	Dec16			OntarioLearn	\$296.70

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?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/policefoundations

Communications/Reporting**COMMLL223**

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. Access to a video camera is required. Prerequisite: COMMLL041. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31203		Sep9	Dec16			OntarioLearn	\$385.38

Conflict Management**CONFSS426**

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Prerequisites: LAWSPF303 and LAWSPF401. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31075		Sep9	Dec16			OntarioLearn	\$426.27

Criminal And Civil Law**LAWSPF301**

Develop legal research and analysis skills. Learn to analyze and classify offences and identify possible defences in criminal cases, examine the rights and obligations of citizens in civil law, and the responsibilities and limitations of citizens and police officers according to the Charter of Rights and Freedoms. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31133		Sep9	Dec16			OntarioLearn	\$385.38

Criminal Code And Federal Statutes**LAWSPF402**

Analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31205		Sep9	Dec16			OntarioLearn	\$385.38

Criminology - Police Foundations**SSCIS281**

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. Equivalent to: Crime & Society (SSCI10020). 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31306		Sep9	Dec16			OntarioLearn	\$296.70
32021		Dec1	Mar9			OntarioLearn	\$296.70

Diversity and First Nations**SSCI10017**

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self-determination. Equivalent to: Diversity & First Nations: Canada (SSCI10039). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31076		Sep9	Dec16			OntarioLearn	\$385.38

Interpersonal & Group Dynamics**SSCIPF202 (E)**

Learn to apply knowledge of interpersonal relations and group dynamics working with individuals or in a team. Effective communication skills, group cohesiveness and group decision-making are discussed. Equivalent to: Interpersonal Dynamics (SSCI10040). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31206		Sep9	Dec16			OntarioLearn	\$407.55

Investigation And Evidence**LAWSPF404**

Examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31314		Sep9	Dec16			OntarioLearn	\$426.27

Police Powers 1**LAWSPF303**

Examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Equivalent to: Powers of Arrest (LAWSL303). Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31460		Sep9	Dec16			OntarioLearn	\$385.38

Police Powers & The Law**LAWSPF403**

Explore police governance and accountability issues related to the Police Services Act, police complaints, First Nations Policy, management and labour issues, use of force and officer safety. Prerequisite: LAWSPF303. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31507		Sep9	Dec16			OntarioLearn	\$281.92

Principles Of Ethical Reasoning

LAWSPF106

Intended for law enforcement professionals, this course explores personal and professional ethical issues. Learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31132	Sep9	Dec16				OntarioLearn	\$407.55

Provincial Offences

LAWSPF401

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offences, and involvement of non-police agencies. Equivalent to: Provincial & Federal Offences (LAWSLS413). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31204	Sep9	Dec16				OntarioLearn	\$426.27

Retirement Communities

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

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

Questions?

Call: 905-575-2706

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/longtermcaremtg

Financial Management (Retirement Communities/Long Term Care)

FINC1008

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. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31134	Sep9	Dec16				OntarioLearn	\$407.55

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. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31363	Sep9	Dec16				OntarioLearn	\$407.55

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. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31246	Sep9	Dec16				OntarioLearn	\$407.55

Operational Overview in Long-term Care

HLTH10110

Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31365	Sep9	Dec16				OntarioLearn	\$407.55

Resident Centred Care

HLTH10108

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31362	Sep9	Dec16				OntarioLearn	\$407.55

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. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31245	Sep9	Dec16				OntarioLearn	\$407.55

Security and Investigation**Questions?**

Call: 905-575-1212 ext.3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/investigation

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Note: Private Investigator and Private Security licensing and testing are outlined at www.mohawkcollege.ca/continuing-education/investigation

By-Law Enforcement

LAWS10139

Learn about the structure of municipal governments and their power to enact bylaws and the importance of bylaws. Today's bylaw enforcement officer must have a thorough knowledge and understanding of municipal government and its role in society and have a clear understanding of how municipal bylaws are generated, passed and enforced by utilizing different provincial statutes and know the importance of municipal investigations. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31062	Sep9	Dec16				OntarioLearn	\$281.92

Computer/Cyber Crime

LAWS10084

Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31369	Sep9	Dec16				OntarioLearn	\$385.38

Corporate Crime Investigation

LAWS10088

Examine white-collar crime, with a focus on corporate offenders, types of corporate crime, the costs of corporate crime and society's response. Of interest to various law enforcement professionals. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31399	Sep9	Dec16				OntarioLearn	\$385.38

Investigative Techniques and Processes NEW!

LAWS10147

You are provided with the fundamental process of investigation. With these techniques you will tie together the individual skills so that you can perform a cohesive investigation. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32451	Sep9	Dec16				OntarioLearn	\$385.38

Investigative Techniques for Motor Vehicle Collisions

LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31398	Sep9	Dec16				OntarioLearn	\$385.38

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. Blended delivery 40 hours in class and 10 hours online via eLearn. In class dates: Sat. Sept. 20, Sat. Sept. 27, Sun. Sept. 28 and Sat. Oct 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32310	SA/SU	Sep20	Oct4	8:00-6:00	4	Blended (FF)	\$401.40

Private Investigator Training**LAWS10138**

Learn the training standards prescribed by the Ministry of Community Safety & Correctional Services under the Private Security and Investigative Services Act. Content is based solely on Ministry-mandated requirements for eligibility to write the provincial licensing examination for Private Investigators in the province of Ontario. Equivalent to: Private Investigator - Licensing Req (LAWS10091). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31063		Sep9	Dec16			OntarioLearn	\$476.19

Private Security - Licensing Requirements**LAWS10087**

Complete the training for the security guard's test as mandated by the Ministry of Community Safety and Correctional Services. Emergency Level 1st Aid certification training is included which is required by the Ministry. Training manual may be purchased from the instructor (approx. \$45.00). Blended delivery: 25 hours in class and 15 hours online. In class Sat. Sept. 20, Sat. Sept. 27, and Sun. Sept. 28.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32308	SA/SU	Sep20	Sep28	8:00-6:00	3	Blended (FF)	\$326.00

Security Guard Training**LAWS10137**

Understand the skills and attributes required to fulfill the role of a security guard within an organization. As preparation for and to be eligible to write the provincial Private Security Guard License certification exam familiarize yourself with requirements described at the Ministry of Community, Safety and Correctional Services website. Includes mandatory chat sessions. Equivalent to: Priv Sec - Licensing Requirements (LAWS10087). Prerequisite: Emergency First Aid and CPR. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31064		Sep9	Dec16			OntarioLearn	\$482.55

**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?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/studentaffairs**Student Development and Student Experience****CRED10051**

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31364		Sep9	Dec16			OntarioLearn	\$385.38

Function and Organizations in Student Affairs**CRED10054**

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: CRED10051. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31376		Sep9	Dec16			OntarioLearn	\$385.38

Learning And The Student Learner**CRED10057**

Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment. Prerequisites: CRED10051 and CRED10054. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31229		Sep9	Dec16			OntarioLearn	\$385.38

Ready for your Certificate?
Ready to Graduate?

Refer to the Graduation/Convocation section on page 136 for information and instructions.

Computers

ce.mohawkcollege.ca/computers



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COURSE NOTES

- Printing costs will be charged at all printers.
- All courses require a textbook.
- You must bring a 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.

ONLINE LEARNING INFORMATION

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

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Do you have computer skills, but lack a certificate? The 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.

CLASSROOM SOFTWARE VERSIONS

- Adobe Suite CS6 (Dreamweaver, Fireworks, Flash, Photoshop)
- Microsoft Office 2013
- Windows 7

ONLINE SOFTWARE VERSIONS

- Adobe Photoshop Elements 11 or 12
- Adobe Suite CS6 (Dreamweaver, Fireworks, Flash, Photoshop)
- Microsoft Office 2013
- Outlook 2013
- Publisher 2013
- Visio 2010 or 2013
- Windows 7

Unless specified otherwise, software is your responsibility and is not included in course fees.

CREDENTIALLED PROGRAMS



AutoCAD Design Certificate (191)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or barrie.reeve1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/autocad

Admission Requirements

- Drafting knowledge is strongly recommended.
- If you have no previous computer knowledge or knowledge of Windows you should take Generic Computer Training (COMPCO001) before taking courses within this program.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMCAD06	AutoCAD - Introduction	45
CADMCAD15	AutoCAD - Advanced	45
CADMCAD11	AutoCAD - 3D Modeling	45
CADMCAD12	AutoCAD - Customization	45
Options - Choose 2:		
CADM10028	AutoDESK - REVIT	45
CADM10040	AutoDESK - REVIT Advanced	45
CADMCAD20	AutoCAD - Architectural	45
CADMCAD25	AutoCAD - Mechanical	45
INFOCAD29	AutoDESK Inventor	45
CADMRE066	Solid Works Basic	45
CADM10051	AutoDESK 3D MAX	45

AutoCAD - Introduction

CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32289	TU	Sep9	Dec2	6:00-9:30	13	Classroom (FF)	\$366.75
32318	SA/SU	Sep13	Sep28	9:00-5:00	6	Classroom (FF)	\$366.75

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. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32315	TH	Sep11	Dec4	6:00-9:30	13	Classroom (FF)	\$366.75
32321	SA/SU	Oct25	Nov9	9:00-5:00	6	Classroom (FF)	\$366.75

AutoDESK - REVIT

CADM10028

Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs. Book provided by instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32320	SA/SU	Nov15	Nov30	9:00-5:00	6	Classroom (FF)	\$366.75

AutoDESK Inventor

INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers. Book provided by instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32291	MO	Sep8	Dec8	6:00-9:30	13	Classroom (FF)	\$366.75

SolidWorks Basic

CADMRE066

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32216	TH	Sep11	Dec16	6:00-9:00	15	Classroom (FF)	\$366.75

AutoDESK 3D MAX **NEW!**

CADM10051

Learn the techniques required for proficiency in 3D Max including drawing in 3 dimensions, importing files, adding lighting and rendering materials for architectural presentation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32313	WE	Sep10	Dec3	6:00-9:30	13	Classroom (FF)	\$366.75



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.

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/buscomputer

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

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

MS Office software has been upgraded to the 2013 version.

Effective Fall 2014, the older 6 week MS Office course credits will no longer be considered for the Business Computer Application Certificate. See the webpage for more details.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
INFO10156	Computer Basics with Windows 7, Word and Excel	36
INFO10077	Word Core	36
INFO10078	Excel Core	36
Options - Choose 3:		
See website for a complete list of courses		

Some option courses are offered under the Webmaster Certificate.

Workshop For Windows

INFOBW001

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32105	TU	Sep16	Oct20	6:30-9:30	6	Classroom (FF)	\$146.70

Computer Basics with Windows 7, Word and Excel INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32101	TU	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$293.40
31385		Sep15	Dec6			eLearn	\$266.04

Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2013 database table. Discover ways to design, create and use forms, queries, and reports.

Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31019		Sep15	Dec2			eLearn	\$266.04

Access Expert INFO10177

Topics will include: pivot tables/charts, advanced reports, advanced queries, enhancing forms, share data with other applications, working with macros, automating business processes by using VBA code, working with a database switchboard and performing database maintenance. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31035		Sep15	Dec6			eLearn	\$266.04

Excel Core INFO10078

Learn to create and modify Microsoft Excel 2013 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31020		Sep8	Oct18			eLearn	\$266.04
32102	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40
39028		Sep15	Dec6			eLearn	\$266.04

Excel Expert INFO10079

Learn to manage your Microsoft Excel 2013 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32103	WE	Sep10	Dec3	6:30-9:30	12	Classroom (FF)	\$293.40
31021		Oct27	Dec6			eLearn	\$266.04
39029		Sep15	Dec6			eLearn	\$266.04

PowerPoint INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2013. Topics include basic functions and commands and advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32104	WE	Sep10	Nov26	7:00-10:00	12	Classroom (FF)	\$293.40
31022		Sep15	Nov26			eLearn	\$266.04

Publisher Core INFO10157

Learn to create professional flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31392		Sep15	Nov26			eLearn	\$266.04

Visio Essentials INFO10174

Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010 or 2013. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31162		Sep9	Dec16			OntarioLearn	\$319.04

Word Core INFO10077

Learn basic features of Microsoft Word 2013 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31023		Sep8	Oct18			eLearn	\$266.04
39027		Sep15	Dec6			eLearn	\$266.04

**Word Expert INFO10080**

Master advanced features of Microsoft Word 2013. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, and templates. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31024		Oct27	Dec6			eLearn	\$266.04
39030		Sep15	Dec6			eLearn	\$266.04

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: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31435		Sep15	Dec6			eLearn	\$266.04

**Computer Science - Level 1 Certificate (892)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computerscience

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
MATH10042	Math for Computer Studies	56
ELEC10118	Computer Hardware and Software	56
ELEC10050	Internet Technologies	56
ELEC10034	Network Fundamentals	70

MATH10042 is offered in the Mathematics section on page 111.

Computer Hardware and Software ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32395	TU	Sep9	Dec9	6:00-10:00	14	Classroom (FF)	\$442.98

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. A Lab Kit will be required (extra cost) Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32422	SA	Sep6	Dec13	9:00-2:00	14	Classroom (FF)	\$534.70

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?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computersciencesoftware

Admission Requirements

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
COMPCO826	Intro-System Analysis and Design	56
COMPCO835	Object Oriented Systems	56
COMPCO859	Database Theory	56
ELEC10050	Internet Technologies	56

Database Theory

COMPCO859

Develop a knowledge of database terms, SQL, Normalization, Entity Relationship Diagramming, Data Base Administration and Object Oriented Data Bases.

Prerequisite: COMPCO837.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32434	TH	Sep4	Dec4	6:00-10:00	14	Classroom (FF)	\$442.98

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?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/microcomputerhardware

Admission Requirements

- Grade 12 (OSSD)
- MATH10042 (refer to Math Learning Centre courses)
- ELEC10118 (refer to Server and Network Support Certificate) or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELEC10050	Internet Technologies	56
ELEC10057	Embedded Systems	70
ELEC10095	Digital Principles	70
ELEC10099	Electricity 1	70
ELEC10103	Digital Systems	70

Embedded Systems

ELEC10057

Focus on embedded system design for real time applications. Development is extended from simple assembly programming to programming in C within an IDE. Code portability is emphasized and software is designed for reuse in other applications. Flowcharting and other development techniques are used to generate layered, modularized code in a bottomup approach to project management. A Lab Kit will be required (extra cost).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32430	SA	Sep6	Dec13	3:00-8:00	14	Classroom (FF)	\$534.70

Digital Principles

ELEC10095

Explore the basic concepts of digital logic circuits. Design and construct basic logic circuits using current digital integrated circuits.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32424	SA	Sep6	Dec13	9:00-2:00	14	Classroom (FF)	\$534.70

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?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/microcomputersoftware

Admission Requirements

- ELEC10050
- ELEC10102 or equivalent (refer to Server and Network Support Certificate)

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10079	Oracle Essentials	56
COMP10080	SAP Essentials	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA	56

Oracle Essentials

COMP10079

Geared towards individuals whose job involves managing or building systems using Oracle DBMS technology. Prerequisites: COMPNET25 and COMP10052 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32435	FR	Sep5	Dec12	6:00-10:00	14	Classroom (FF)	\$442.98

MicroStation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/microstation

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMMSN01	MicroStation 2D - Level 1	24
CADMMSN02	MicroStation 2D - Level 2	24
CADM10009	MicroStation 3D Level 3	24

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32640	Sep9	Dec16				OntarioLearn	\$363.48

MicroStation 2D - Level 2**CADMMSN02**

Building on the basic techniques covered in Level 1, you will be introduced to the higher level, more complex, but equally important functions of MicroStation. Prerequisite: CADMMSN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32641	Sep9	Dec16				OntarioLearn	\$363.48

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. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32642	Sep9	Dec16				OntarioLearn	\$363.48

Network Specialist Certificate (184)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This Certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/networkspecialist

Admission Requirements

- Server and Network Support Certificate OR
- completion of the following courses: ELEC10118 and ELEC10034 (previously COMPNET01 and COMPNET20)

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMPNET50	Wireless & VOIP Technologies	56
ELEC10051	Network Design & Troubleshooting	84
ELEC10052	Advanced Network Technologies	64
ELEC10106	Network Security & Management	56
ELEC10034	Network Fundamentals	64

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. A Lab Kit will be required(extra cost) Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32422 SA	Sep6	Dec13	9:00-2:00	14		Classroom (FF)	\$534.70

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 COMP TIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/servernetworksupport

Admission Requirements

- Grade 12 OSSD
- COMPCO001
- MATH10042 or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELEC10034	Network Fundamentals	70
ELEC10049	Windows Server Administration	70
ELEC10050	Internet Technologies	56
ELEC10102	Advanced Server Technologies	70
ELEC10118	Computer Hardware and 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. A Lab Kit will be required(extra cost) Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32422 SA	Sep6	Dec13	9:00-2:00	14		Classroom (FF)	\$534.70

Computer Hardware and 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 COMP TIA 's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32395 TU	Sep9	Dec9	6:00-10:00	14		Classroom (FF)	\$442.98



Webmaster Certificate (137)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/webmaster

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Each course requires some understanding of Windows and a working knowledge of Internet resources.
- If you are unfamiliar with computers or the Internet, completion of the course Computer Basics with Windows 7, Word and Excel (INFO10156) is recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
INFO10110	Web Page Design	36
Option Group 1 - Choose 1:		
INFO10069	Adobe Photoshop Elements	36
INFO10149	Photoshop (Adobe)	36
INFO10152	Fireworks (Adobe)	36
Option Group 2 - Choose 4:		
See website for a complete list of courses		

Some courses are offered under the Business Computer Applications Certificate.

Adobe Photoshop Elements INFO10069

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31459	Sep9	Dec16				OntarioLearn	\$319.04

Dreamweaver INFO10111

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32361	Sep15	Dec6				eLearn	\$266.04

Dynamic Web sites with AMP (Apache, MySQL and PHP) COMP10155

Create dynamic web pages using PHP. Install the Apache web server and the MySQL database server and learn to interact with Apache and MySQL via PHP. Equivalent: INFO10112. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31503	Sep9	Dec16				OntarioLearn	\$476.19

Fireworks (Adobe) INFO10152

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31161	Sep9	Dec16				OntarioLearn	\$319.04



FLASH - an Introduction COMP10144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31430	Sep9	Dec16				OntarioLearn	\$296.70

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. Equivalent to: INFO10144 (Web Design Basics). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31360	Sep9	Dec16				OntarioLearn	\$385.38

Introduction To Photoshop INFOPY114

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. Full version of the software either CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Equivalent to: INFO10149 and PHTOPY110. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31386	Sep9	Dec16				OntarioLearn	\$385.38

JavaScript COMP10137

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31153	Sep9	Dec16				OntarioLearn	\$476.19

Outlook Essentials INFO10175

Outlook is an information management system that allows you to manage personal and business emails tasks, notes, contacts, calendars and more.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31070	Sep15	Dec6				eLearn	\$266.04

PERL Introduction COMP10139

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31155	Sep9	Dec16				OntarioLearn	\$385.38

Web Page Design INFO10110

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32106	TH	Sep11	Nov27	7:00-10:00	12	Classroom (FF)	\$293.40

XML - Introduction COMP10154

Learn to define and create well-formed XML documents that conforms to design requirements using schemas and DTDs, and to access, modify, search and transform XML documents using XML related technologies. Equivalent: INFO10145. Prerequisite: COMP10106.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31502	Sep9	Dec16				OntarioLearn	\$476.19

OTHER COURSES

Cisco Certified Network Associate

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/cisco**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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31302	Sep9	Dec16				OntarioLearn	\$737.53

Cisco Certified Network Associate 2 - Intro to

Routing

COMP10055

Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31018	Sep9	Dec16				OntarioLearn	\$737.53

Cisco Certified Network Associate 3-Routing and Switching

COMP10117

Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31395	Sep9	Dec16				OntarioLearn	\$737.53

Cisco Certified Network Associate 4 - Wide Area Networking

COMP10118

Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: COMP10117. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31397	Sep9	Dec16				OntarioLearn	\$737.53

Computer Courses

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca**Adobe Acrobat**

COMP10104

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31216	Sep9	Dec16				OntarioLearn	\$319.04

Android Application Development

COMP10147

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31451	Sep9	Dec16				OntarioLearn	\$341.04

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. Equivalent to: INFO10110. Prerequisite: COMP10106. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31361	Sep9	Dec16				OntarioLearn	\$385.38

Introduction to C# Programming

COMP10116

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31400	Sep9	Dec16				OntarioLearn	\$385.38

Java - Introduction

COMP10035

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31112	Sep9	Dec16				OntarioLearn	\$370.60

Java - Intermediate

COMP10036

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31292	Sep9	Dec16				OntarioLearn	\$370.60

Microsoft Office 2013

COMP10166

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2013 covering Word, Excel, PowerPoint, Access and Outlook. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31053	Sep9	Dec16				OntarioLearn	\$385.38

MSOffice 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. Please note this course is suitable for MS Office 2010. Equivalent to: INFO10048. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31308	Sep9	Dec16				OntarioLearn	\$385.38

SQL Introduction

COMP10159

Become a proficient, knowledgeable user of the major features of SQL. Learn the Client Server technology, and explore the concepts of relational databases and the powerful SQL so you are able to apply SQL in many practical applications. Prerequisite: Knowledge of access databases. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31034	Sep9	Dec16				OntarioLearn	\$476.19

SQL Advanced

COMP10169

With hands-on practice on PL/SQL needed for Oracle application development, you will be prepared to take Oracle Certification Exams: IZO-147, Oracle 9i; Program with PL/SQL or IZO-101. Also prepares you to write the Oracle SQL and PL/SQL Certification Course for DBA or Application Developer tracks. Prerequisite: COMP10159. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32450	Sep9	Dec16				OntarioLearn	\$476.19

MySQL Databases**COMP10149**

Investigate the creation, modification, implementation, and maintenance of MySQL and MSSQL databases. Examine how these databases interface with internet applications and database servers. Prerequisite: Access Expert (INFO10177), HTML Introduction (COMP10106) is recommended. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31450	Sep9	Dec16				OntarioLearn	\$385.38

Programming in C**COMP10122**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31249	Sep9	Dec16				OntarioLearn	\$407.55

Unified Modeling Language (UML) Modeling with Casetool**COMP10158**

Study concepts of object-oriented analysis and design techniques, Unified Process (an iterative methodology), and Unified Modeling Language (UML). Using a case-centered, scenario-based approach, apply object-oriented concepts and modeling techniques to simulate real-life situations. Prerequisite: COMP10035 or COMP10116. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31498	Sep9	Dec16				OntarioLearn	\$385.38

Visual Basic Introduction**COMP10160**

Learn the general principles of computer programming including selection of basic data types, basic I/O, operators, repetition, flow control, decisions, arrays and the use of simple user-defined functions and user-defined classes. A structured programming approach is taken for the majority of the course with introduction to WPF. Prerequisite: COMP10116. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31033	Sep9	Dec16				OntarioLearn	\$476.19

Visual C++ Introduction**COMP10161**

Learn the basics of Visual C++.NET to develop applications by focusing on the development tools of Visual C++ (MFC) as an object-oriented language that represents the attributes and operations of objects. Programming experience in any language is an asset. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31500	Sep9	Dec16				OntarioLearn	\$385.38

Web Usability-Writing & Design**COMP10167**

Focus is on creating audience appropriate dynamic web sites. You will discover how to use flow charts and navigational plans to design the framework for your sites. Learn how to rewrite print based copy for use on the web, establish content guidelines and create sites that are accessible, usable and flexible. Analyze web site audiences and apply web usability testing principles to ensure good website design. Prerequisite COMP10106. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31550	Sep9	Dec16				OntarioLearn	\$296.70

Windows 8**COMP10157**

Learn to use Microsoft Windows 8 to properly operate your computer with a graphical/visual approach to performing operating system tasks. Learn to manage files, secure and customize a computer and more. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31499	Sep9	Dec16				OntarioLearn	\$296.70

Tuition Assistance

May be available to students who complete
an online profile at

mohawkcollege.ca/financial-assistance

Computer Graphics**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31231	Sep9	Dec16				OntarioLearn	\$385.38

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 or CS6 required. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31230	Sep9	Dec16				OntarioLearn	\$385.38

Introduction To Photoshop**INFOFY114**

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. Full version of the software either CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Equivalent to: INFO10149 and PHTOPY110. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31386	Sep9	Dec16				OntarioLearn	\$385.38

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. Full version of the software CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Prerequisite: INFOFY114. Equivalent to: PHTOPY120. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31387	Sep9	Dec16				OntarioLearn	\$385.38

Computer Studies**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Analytics and Big Data NEW!**BUSN10120**

Examine the organizational goals and value provided by analytics and big data systems and processes. Learn the terminology and operating principles of these powerful technologies as well as the planning aspects to implement them. You will review the goals and roles of the stakeholders involved in analytics projects as well as key planning aspects. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32452	Sep9	Dec16				OntarioLearn	\$230.19

Database Development using Oracle NEW!**COMP10170**

Examine relational database design, application development and implementation in detail. You will be exposed to the different tools available for querying, manipulating, and reporting information from databases for any web-based application. Lab portion will require use of Oracle Developer Suite 11g (free download). Prerequisite: SQL Introduction (COMP10159). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32453	Sep9	Dec16				OntarioLearn	\$476.19

Fundamentals of UNIX**COMP10024**

Establish a solid foundation with a Unix operating system. Construct and execute well-formed UNIX commands. Install end-user applications. Customize the user environment. Work with UNIX directories and files. Create and troubleshoot shell scripts. You are expected to become familiar with creating and installing a Virtual Machine (<https://www.virtualbox.org/wiki/Downloads>) prior to the course start. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31456	Sep9	Dec16				OntarioLearn	\$454.19

UNIX Administration 1**COMP10018**

Establish a solid foundation in Unix Administration. Configure networking interfaces, as well as user and group administration. Address fundamental security issues. Enabling various network services and manage the myriad collection of configuration files that make up the core of a Unix like system. Prerequisite: COMP10024. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31071	Sep9	Dec16				OntarioLearn	\$454.19

Generic Computer Training**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/genericcomputer**Generic Computer Training****COMPCO001**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31266	Sep3	Dec3				eLearn	\$206.92

Computer Skills For College**COMPCO002**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31265	Sep3	Dec3				eLearn	\$310.38

Technical Support

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/technicalsupport**A+ Essentials-Hardware****COMP10108**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31367	Sep9	Dec16				OntarioLearn	\$476.19

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. Recommended prerequisite: COMP10108. 52 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31250	Sep9	Dec16				OntarioLearn	\$451.23

Training for Technical Support Analysts**EDUC10083**

Using the case method, you will learn to apply theoretical concepts to a real organization and work with a single organization, from the analysis of its training needs, through the setting of objectives, the design of a training plan and the evaluation training in the company. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31496	Sep9	Dec16				OntarioLearn	\$501.15

Weekend Workshops

Want some quick computer training? Look here for some hands-on, three-hour workshops to learn the skills you need now!

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)

Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/computers**Introduction to Excel****INFO10193**

Always wanted to know what Excel is all about? This workshop will introduce the new user to the world of spreadsheeting through Excel.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32661	SA	Sep13	Sep13	1:00-4:00	1	Classroom (FF)	\$47.73

Excel Working with Formulas**INFO10192**

Automate your worksheets through the use of absolute referencing, formulas, and built in functions: such as average, minimum, maximum, count date, if scenarios.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32662	SA	Oct25	Oct25	1:00-4:00	1	Classroom (FF)	\$47.73

Word Mail Merge with Excel**INFO10199**

Learn how to merge letters, envelopes, labels and directories in MS Word using an Excel file as the data source.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32666	SA	Oct25	Oct25	1:00-4:00	1	Classroom (FF)	\$47.73

Excel Linking Multiple Worksheets and Workbooks**INFO10191**

Introduces the user to advanced features such as working with multiple worksheets and workbooks. Creating/deleting worksheets, creating a formula that links more than one worksheet and or workbook.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32663	SA	Nov1	Nov1	1:00-4:00	1	Classroom (FF)	\$47.73

Excel Working with Charts**INFO10190**

This hands-on workshop allows users to create a graphical view of their worksheet data using Excel's Chart feature.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32664	SA	Nov15	Nov15	1:00-4:00	1	Classroom (FF)	\$47.73

Excel PivotTables and Outlines**INFO10187**

PivotTables interactively rearrange large amounts of data into different views in order to make sense of the information that you have. Use Outlines to easily group data and create totals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32665	SA	Nov29	Nov29	1:00-4:00	1	Classroom (FF)	\$47.73

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. Equivalent to: INFO10144 (Web Design Basics). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31360	Sep9	Dec16				OntarioLearn	\$385.38

Creative and Visual Arts

ce.mohawkcollege.ca/creative



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CREDENTIALLED PROGRAMS

Aesthetics, Nail Technician and Applied Cosmetics

DAYTIME PROGRAM

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

Information, application or an appointment?

Call: 905-575-1212 ext. 3489

jakki.polyoka@mohawkcollege.ca

Refer to page 78 for information on the Nail Technician Certificate.

Aesthetics Certificate (026)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/aesthetics

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTHAES02	Aesthetics Skin Care I	39
ASTHAES03	Aesthetics Skin Care II	39
ASTHAES04	Aesthetics Skin Care III	39
ASTHAES05	Aesthetics Massage and Treatment	39
ASTHWS144	Makeup Artistry	39
ASTH10006	Manicure Pedicure Care and Techniques	39
ASTHWS306	Waxing	39
BIOLHZA34	Biology Preparatory	39
FASHWS013	Colour Theory For Fashion and Makeup	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
MRKT10044	Professional Selling in Cosmetics	39
WORKWS034	Work Experience Option	30
Options – Choose 1:		
ASTH10000	Hot Stone Massage	36
ASTHWS031	Makeup Paramedical and Camouflage	39
ASTHWS244	Makeup Artistry II	39
ASTH10007	Spa Manicure Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10005	Makeup Bridal Black and White and Creative	39

Aesthetics Skin Care I ASTHAES02
Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32368	TU	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$317.85
32367	WE	Sep17	Dec10	9:30-12:30	13	Classroom (FF)	\$562.85

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32369	WE	Sep17	Dec10	6:30-9:30	13	Classroom (FF)	\$472.85

Waxing ASTHWS306 (SA)
Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32370	WE	Sep17	Dec10	1:00-4:00	13	Classroom (FF)	\$492.85
32371	TH	Sep18	Dec11	6:30-9:30	13	Classroom (FF)	\$492.85

Applied Cosmetics Certificate (830)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses.

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cosmetics

Admission Requirements

- Successful Completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ASTHWS144	MakeUp Artistry	39
ASTHWS244	Makeup Artistry II	39
FASHWS013	Colour Theory for Fashion and Makeup CoOrdination	39
MRKT10044	Professional Selling in Cosmetics	39
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care 1	39
Option Group 2 - Choose 1:		
ASTH10006	Manicure Pedicure Care and Techniques	39
ASTHWS306	Waxing	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTHWS344	Makeup Portfolio Development	39
ASTH10005	Makeup Bridal Black and White and Creative	39
WORKWS034	Work Experience Option	30

Colour Theory For Fashion And MakeUp CoOrdination FASHWS013 (SA)
Study colour theory, style analysis, figure analysis, and image profile to develop a well accessorized wardrobe with co-ordinated makeup shades. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32372	TU	Sep16	Dec9	9:30-12:30	13	Classroom (FF)	\$392.85

Cosmetology 1 ASTHWS101
Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition. Equivalent: ASTHAES02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32374	WE	Sep17	Dec10	6:30-9:30	13	Classroom (FF)	\$327.85

MakeUp Artistry ASTHWS144
Explore makeup fundamentals for various applications through practical demonstration and applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32379	MO	Sep15	Dec15	7:00-10:00	13	Classroom (FF)	\$327.85
32378	MO	Sep15	Dec15	1:00-4:00	13	Classroom (FF)	\$627.85

Professional Selling in Cosmetics MRKT10044 (SA)
Develop selling skills and techniques you need to improve cosmetic sales. Topics also include resume writing and interview skills to "get the job".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32382	MO	Sep15	Dec15	9:30-12:30	13	Classroom (FF)	\$322.85
32383	TH	Sep18	Dec11	6:30-9:30	13	Classroom (FF)	\$322.85

Dressmaking Certificate (819)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dressmaking

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

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

Cost of materials is your responsibility.

Dressmaking 1 Level 1 FASHDM110

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32437	TH	Sep25	Nov27	7:00-10:00	10	Classroom (FF)	\$244.50

Dressmaking 3 Level 1**FASHDM130**

Concentrate on professional fitting techniques, interfacings, special trimmings and linings as you complete a dressmaker's lined jacket. Prerequisite: First 4 courses or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32438	TU	Sep16	Nov18	7:00-10:00	10	Classroom (FF)	\$244.50

**Fashion Design Certificate (804)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirements: 8 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/fashiondesign

Admission Requirements

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

PROGRAM OF STUDIES

First five courses must be completed in the order listed.

Mandatory Courses:**Hours**

FASHFA200	Pattern Design and Drafting - Basic	36
FASHFA210	Pattern Design and Drafting - Intermediate	36
TEXTFA220	Dress Design - Advanced	36
FASH10029	Specialized Pattern Drafting	36
FASHFA235	Designing Workshop	36
FASHFA201	Fashion Drawing	30
FASH10028	Colour Theory for Fashion	36
Options – Choose 1:		
FASHFA240	Costume Influencing	36
TEXTFA910	Fabric Awareness	30
SBMGMD249	How To Start A Small Business	30

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

Cost of materials is your responsibility.

Pattern Design And Drafting Basic**FASHFA200**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32436	WE	Sep17	Dec3	7:00-10:00	12	Classroom (FF)	\$293.40

**Floral Techniques - Basic Certificate (805)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/floral

Admission Requirements

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

PROGRAM OF STUDIES

Courses should be completed in the sequence listed:

Mandatory Courses:**Hours**

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

Cost of materials is your responsibility.

Techniques And Color Harmonies Basic**FLORFC001**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32439	TU	Sep16	Nov18	7:00-10:00	10	Classroom (FF)	\$244.50
32440	TH	Sep18	Oct16	9:30-4:00	5	Classroom (FF)	\$244.50

**Make-Up Artistry Certificate (056)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 11 courses

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/makeupartistry

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.



PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTHWS029	Makeup Theatrical and Special Effects	39
ASTHWS031	Makeup Paramedical and Camouflage	39
ASTHWS144	Makeup Artistry	39
ASTHWS244	Makeup Artistry II	39
FASHWS013	Colour Theory for Fashion and Makeup Co-ordination	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTH10005	Makeup Bridal Black and White and Creative	39
HRSY10010	Hairstyling for the Makeup Artist	24
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology	39
ASTHAES02	Skin Care I	39
Option Group 2 - Choose 2:		
ASTHWS032	Makeup Theatrical and Special Effects II	33
ASTHWS344	Makeup Portfolio Development	39
WORKWS034	Work Experience Option	30

Hairstyling for the Makeup Artist**HRSY10010**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32392	WE	Sep17	Oct29	6:00-9:00	8	Classroom (FF)	\$285.60

MakeUp Bridal Black and White and Creative**ASTH10005**

Enhance your knowledge of makeup, colour choices and applications for special occasions. You must supply your own models.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32389	TU	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$332.85

MakeUp Theatrical and Special Effects**ASTHWS029**

Develop your skills in makeup artistry, with emphasis on theatrical and special effects make up and prosthetics. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32387	TU	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$397.85

Music Certificate (809)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 8 courses

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

Questions?

Call 905-575-2203 or 905-575-1212 ext.3152

Email: ceengty@mohawkcollege.ca or bill.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/music

Admission Requirements

- Open to absolute beginners or individuals at any stage.
- You may qualify for credit for previous musical experience.
- Level 1 instruments and vocals require no previous experience.
- You must supply your own instruments where applicable and pay for texts.
- Successful completion of senior secondary school English or Equivalent

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MUSC10075	Piano Beginners Part A	22
MUSC10076	Piano Beginners Part B	22
MUSCMU020	Theory Preliminary	28
MUSCMU123	Theory 1	28
MUSCMU140	Ear Training1 Solfege	28
MUSCMU223	Theory 2	28
MUSCPA160	Vocal 1	12
Option Group - Choose 1		
MUSC10071	Vocal Advanced	22
MUSC10072	Guitar 1	22
MUSC10103	Piano Continued Explorations	28
MUSCMU182	Harmony 1	28

Guitar 1**MUSC10072**

Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32472	TH	Sep11	Dec11	6:30-8:00	14	Classroom (FF)	\$179.30

Piano Beginners Part A**MUSC10075**

Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, major and minor chords. Access to practice piano required. Textbook required. NOTE: 1 hour of independent study is required. Previously named Piano 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32477	TH	Sep11	Dec11	7:00-8:30	14	Classroom (FF)	\$179.30

Piano Continued Explorations**MUSC10103**

Enhance piano techniques initiated in the Beginner's Piano Part A & B levels. Further develop left and right hand co-ordination through fun melodic and harmonic studies. This is a combined level of the previous Piano 3,4,&5 courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32475	WE	Sep10	Dec10	8:00-10:00	14	Classroom (FF)	\$228.20

Theory - Preliminary**MUSCMU020**

Focus on the musical aspects of notation, scales, melody, harmony, time and transposition.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32482	MO	Sep8	Dec15	6:30-8:30	14	Classroom (FF)	\$228.20

Vocal 1**MUSCPA160**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32483	TU	Sep9	Nov25	6:30-7:30	12	Classroom (FF)	\$97.80

NOTE: For other Music courses please refer to page 83.

Nail Technician Certificate (027)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/nailtechnician

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ASTH10006	Manicure Pedicure care and Techniques	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10008	Sculpted Nail Enhancements	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
Options – Choose 1:		
ASTHWS101	Cosmetology	39
ASTHAES02	Skin Care I	39

Gel and Acrygel Applications

ASTHWS905

Develop skill with Acrygel bind gel applications for artificial nails. You must provide models for practical sessions. Supplies included. Prerequisite ASTHWS405.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32396	MO	Sep15	Dec15	6:30-9:30	13	Classroom (FF)	\$622.85

Manicure Pedicure care and Techniques

ASTH10006

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32385	TU	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$754.85
32384	TU	Sep16	Dec9	1:00-4:00	13	Classroom (FF)	\$754.85

Spa Manicure and Pedicure Applications

ASTH10007

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32386	MO	Sep15	Dec15	6:30-9:30	13	Classroom (FF)	\$622.85

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 various roles in performing arts. These courses provide you with the fundamentals to pursue a career in theatre arts. Of interest to Media Studies students, and those wishing to increase their communication skills, spontaneity and showmanship, with a view to applying these skills to your present/future careers inside/outside of the acting industry.

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/performingarts

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CREA10072	Acting for Beginners	30
CREA10071	Acting Two	30
CREA10079	Acting Three The Feedback Show	30
CREA10085	Acting Four The Career Class	30
Options – Choose 4:		
CREA10087	Acting for Film/TV	36
CREA10136	The Master Class	30
CREA10090	An Actor's Director	30
CREA10091	Whose Laugh is it Anyway?	30
ASTHWS029	MakeUp Theatrical and Special Effects 1	39
CREA10092	The Monologue Class	30
COMM10268	Writing for Stage & Screen	30
WORK10114	Work Experience	30

Acting for Beginners

CREA10072

Start your acting/artistic journey for stage/on camera work. Through stimulating monologue/scene analysis exercises/improvisation, you develop/prepare for a career in the arts, auditions, agents, building your resume.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32322	TU	Sep16	Nov18	7:00-10:00	10	Classroom (FF)	\$244.50

Acting Four The Career Class

CREA10085

Learn the business side of Acting. Develop the right "package" to maintain a career in the industry. Use marketing & self-promotion techniques to get yourself in front of the right people to make your dream a reality. Prerequisite: CREA10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32323	WE	Sep17	Nov19	7:00-10:00	10	Classroom (FF)	\$244.50

Work Experience

WORK10114

Develop acting skills or practical theatre work through amateur or professional productions. You are responsible for arranging your own acting/work location/position and MUST receive approval from Program Manager BEFORE registering. PLAR available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32331		Sep16				FieldWork	\$223.80



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

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2203 or 905-575-2312

Email: anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/photography

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:			Hours
PHTOPY109	History of Photography		30
PHTOPY225	Studio Lighting		30
PHTOPY300	Digital Photography 2		30
PHTOPY101	Digital Photography 1		30
PHTOPY110	Introduction To Digital Imaging/Photoshop		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.

CAMERAS

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

Architectural Photography

PHTO10030

Explore the principles and techniques associated with architectural photography while you learn to effectively capture exteriors and interiors through the use of composition, lighting, various lenses, digital processing. Weekend field trip dates are Oct.4 and Oct. 25. Prerequisite: PHTOPY101

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32336	TU	Sep16	Nov18	7:00-10:00	10	Classroom (FF)	\$244.50

Commercial Photo Illustration

PHTOPY230

Create images suitable for advertising and editorial venues. Examine commercial photography of small products, architectural/industrial images, fashion. Prerequisite: PHTOPY300 and PHTOPY225. Course dates are: Nov. 15,16 and 29 & 30. Model fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32337	SA/SU	Nov15	Nov30	9:00-5:00	4	Classroom (FF)	\$250.50

Digital Photography 1

PHTOPY101

Achieve better results for your images and a clearer understanding of camera operation. You require a camera and the ability to provide images from CD/DVD or USB drive.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32350	MO	Sep15	Nov24	7:00-10:00	10	Classroom (FF)	\$244.50
32351	WE	Sep17	Nov19	7:00-10:00	10	Classroom (FF)	\$244.50
32352	TH	Sep18	Nov20	6:30-9:30	10	Classroom (FF)	\$244.50

Digital Photography 2

PHTOPY300

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32353	TU	Sep16	Nov18	7:00-10:00	10	Classroom (FF)	\$244.50

History of Photography

PHTOPY109

Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31463		Sep9	Dec16			OntarioLearn	\$274.70

Introduction To Digital Imaging/Photoshop

PHTOPY110

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32354	WE	Sep17	Nov19	6:30-9:30	10	Classroom (FF)	\$244.50

Landscape Photography

PHTOPY800

Through discussion and field work, you engage in general examination of landscape photographers and specific investigations of your personal viewpoint. Two weekend field trips Oct.5 and Nov.8 Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32355	WE	Sep17	Nov19	6:30-9:30	10	Classroom (FF)	\$244.50

Portraiture

PHTOPY402

Hands-on course covers studio techniques, location shoots, hand-held flash, lenses, composition, posing. Model fee included. Dates are Oct. 4 & 5 and Oct.25 & 26. Recommended prerequisite: PHTOPY225.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32356	SA/SU	Oct4	Oct26	9:00-5:00	4	Classroom (FF)	\$372.50

Studio Lighting

PHTOPY225

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32357	MO	Sep15	Nov24	6:30-9:30	10	Other	\$223.80

NOTE: For other Photography courses please refer to page 83.



Sewing (Basic)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/creative-sewing-workshops

The purchase of supplies is required. A materials list will be provided at least one week before the course starts, once adequate enrollment is reached. Please contact us for more information or to receive the materials list by email.

Sewing - Introduction

TEXTHC027

Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32425	FR SA	Sep19	Sep20	7:00-9:00 9:00-5:00	2	Classroom (FF)	\$81.50

Basic Sewing 1

TEXTHC177

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32426	FR SA	Oct17	Oct18	7:00-9:00 9:00-5:00	2	Classroom (FF)	\$81.50



Visual Arts Certificates

Three Certificates are available:

VISUAL ARTS - FOUNDATION CERTIFICATE (041)

- Mohawk College Certificate - Graduation Requirement 8 courses

VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)

- Mohawk College Certificate - Graduation Requirement 7 courses
- Admission Requirement: Visual Arts - Foundation Certificate

VISUAL ARTS - ADVANCED CERTIFICATE (043)

- Mohawk College Certificate - Graduation Requirement 7 courses
- Admission Requirement: Visual Arts - Intermediate Certificate

ACKNOWLEDGEMENT OF COMPLETION

- Several Acknowledgements are available for a variety of course groupings. Contact us for details.

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

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/visualarts

PROGRAM OF STUDIES VISUAL ARTS - FOUNDATION CERTIFICATE		
Mandatory Courses:		Hours
ARTTPG101	Design and Colour 1 (should be taken first)	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30
Options – Choose 4:		
Studio/hands-on courses from Visual Arts Certificates. Refer to website.		

PROGRAM OF STUDIES VISUAL ARTS - INTERMEDIATE CERTIFICATE		
Mandatory Courses:		Hours
ARTTPG201	Design & Colour 2	30
ARTTPD301	Drawing 2	30
Option Group 1 - Choose 1:		
BLDGAR173	History of Architecture	42
BLDG10043	History of Ontario Architecture	42
PHTOPY109	History of Photography	30
SSCIPT001	Philosophy of Art	42
INFO10144	Web Design Basics	36
Option Group 2 - Choose 4:		
Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.		

PROGRAM OF STUDIES VISUAL ARTS - ADVANCED CERTIFICATE		
Mandatory Courses:		Hours
ARTTPG301	Design and Colour 3	30
Option Group 1 - Choose 2:		
ARTT10014	Art History and Theory	48
SBMGMD249	How to Start a Small Business	30
EDUCTAL03	Adult Learning	36
PSYCSS156	Introductory Psychology	42
PHTOPY101	Digital Photography 1 (if not used in Foundation Certificate)	30
WORKPW900	Work Experience	30
INFO10110	Web Page Design	36
Option Group 2 - Choose 4:		
Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.		

Design and 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. You are expected to deliver/pick up assignments at the College.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32064		Sep15	Nov24			Other	\$223.80

Design and Colour 2

ARTTPG201

Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor. Prerequisite: ARTTPG101. You are expected to deliver/pick up assignments at the College.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32065		Sep15	Nov24			Other	\$223.80

Design and Colour 3

ARTTPG301

Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. Prerequisite: ARTTPG201. You are expected to deliver/pick up assignments at the College.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32066		Sep15	Nov24			Other	\$223.80

Drawing 1

ARTTPD201

Enhance your ability to observe and record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, and gesture using charcoal, pencil, and conte crayon.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32087	TH	Sep18	Nov20	7:00-10:00	10	Classroom (FF)	\$244.50

Drawing 2

ARTTPD301

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: ARTTPD201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32088	TH	Sep18	Nov20	7:00-10:00	10	Classroom (FF)	\$244.50

Drawing 3

ARTTPD401

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: ARTTPD301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32089	TH	Sep18	Nov20	7:00-10:00	10	Classroom (FF)	\$244.50

Drawing Realistic Subjects in Pencil

CREA10094

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31168		Sep9	Dec16			OntarioLearn	\$341.04

History Of Crafts

HISTPD024 (E)

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. If required, you are expected to deliver/pick up assignments at the College.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32067		Sep15	Nov24			Other	\$223.80

Precious Metal Clay 1

CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32324	TH	Sep18	Nov20	6:30-9:30	10	Classroom (FF)	\$259.50

Precious Metal Clay 2**CREA10128**

Jewellery making using PMC (Precious Metal Clay). Topics include principles of design, properties of PMC, basic tools and tool creation, PMC carving, dry construction, advanced torch firing, finishing and polishing. Materials extra. Prerequisite: CREA10080.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32325	TH	Sep18	Nov20	6:30-9:30	10	Classroom (FF)	\$259.50

Chinese Brush Painting**ARTTPD101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32069	SA	Sep20	Nov29	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 2**ARTTPD102**

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: ARTTPD101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32070	SA	Sep20	Nov29	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 3**ARTTPD103**

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32071	SA	Sep20	Nov29	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 4**ARTTPD104**

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: ARTTPD103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32072	SA	Sep20	Nov29	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 5**ARTTPD105**

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: ARTTPD104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32073	SA	Sep20	Nov29	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 6**ARTTPD106**

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: ARTTPD105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32074	SA	Sep20	Nov29	9:30-12:30	10	Classroom (FF)	\$244.50

Painting 1**ARTTPD211**

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32075	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.50

Painting 2**ARTTPD311**

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: ARTTPD211.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32076	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.50

Painting 3**ARTTPD411**

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: ARTTPD311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32077	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.50

Painting 4**ARTTPD511**

Recognize and use the nuances of colour to create various effects. Prerequisite: ARTTPD411.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32078	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.50

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: ARTTPD511.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32079	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.50

Painting 6**ARTTPD711**

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: ARTTPD611.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32080	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.50

Watercolour Painting 1**ARTTPD231**

Work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32081	MO	Sep15	Nov24	6:30-9:30	10	Classroom (FF)	\$254.50

Watercolour Painting 2**ARTTPD331**

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: ARTTPD231.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32082	MO	Sep15	Nov24	6:30-9:30	10	Classroom (FF)	\$254.50

Watercolour Painting 3**ARTTPD431**

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: ARTTPD331.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32083	MO	Sep15	Nov24	6:30-9:30	10	Classroom (FF)	\$254.50

Watercolour Painting 4**ARTTPD531**

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: ARTTPD431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32084	MO	Sep15	Nov24	6:30-9:30	10	Classroom (FF)	\$254.50

Watercolour Painting 5**ARTTPD631**

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: ARTTPD531.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32085	MO	Sep15	Nov24	6:30-9:30	10	Classroom (FF)	\$254.50

Watercolour Painting 6**ARTTPD731**

Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: ARTTPD631.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32086	MO	Sep15	Nov24	6:30-9:30	10	Classroom (FF)	\$254.50

Creative & Visual Arts Gallery

View projects completed by our students at
ce.mohawkcollege.ca/artgallery

Some ceramics courses have field trips.**Ceramics - Foundation 1** CERAPC201

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32128	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32140	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32152	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32164	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32176	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32188	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Foundation 2 CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: CERAPC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32129	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32141	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32153	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32165	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32177	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32189	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Foundation 3 CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: CERAPC202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32130	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32142	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32154	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32166	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32178	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32190	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

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: CERAPC203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32131	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32143	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32155	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32167	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32179	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32191	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 1 CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32132	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32144	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32156	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32168	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32180	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32192	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 2 CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: CERAPC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32133	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32145	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32157	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32169	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32181	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32193	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

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: CERAPC302.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32134	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32146	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32158	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32170	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32182	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32194	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 4 CERAPC304

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: CERAPC303.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32135	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32147	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32159	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32171	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32183	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32195	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 1 CERAPC401

Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32136	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32148	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32160	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32172	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32184	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32196	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 2 CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32137	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32149	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32161	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32173	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32185	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32197	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 3 CERAPC403

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32138	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32150	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32162	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32174	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32186	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32198	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 4 CERAPC404

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32139	MO	Sep15	Nov24	6:30-9:30	10	Classroom (SC)	\$274.50
32151	TU	Sep16	Nov18	6:30-9:30	10	Classroom (SC)	\$274.50
32163	WE	Sep17	Nov19	6:30-9:30	10	Classroom (SC)	\$274.50
32175	WE	Sep17	Nov19	1:00-4:00	10	Classroom (SC)	\$274.50
32187	TH	Sep18	Nov20	1:00-4:00	10	Classroom (SC)	\$274.50
32199	TH	Sep18	Nov20	6:30-9:30	10	Classroom (SC)	\$274.50

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: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32200	Sep15	Nov24				Classroom (SC)	\$274.50

Weekend Boot Camp-Wheel Throwing CERA10003
Throw faster, larger, more consistently. Come throw for a whole weekend and hone your skills before the start of the term. Bring your own clay or buy from the studio. Work will not be kept/fired at Mohawk. This course cannot be used towards the Visual Arts Certificates.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32201	SA/SU	Sep13	Sep14	9:30-4:30	2	Classroom (SC)	\$97.80

Hand Tool Techniques BLDGTZ030
Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32252	MO	Sep8	Dec1	6:30-9:30	12	Classroom (SC)	\$293.40

Work Experience Option WORKPW900
Contact Program Manager for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32068		Sep15	Nov24			Other	\$223.80

OTHER COURSES

Music

Questions?

Call: 905-575-2203 or 905-575-1212 ext. 3152

Email: ceengty@mohawkcollege.ca or bill.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/music

Admission Requirements

- These courses are open to individuals with a previous musical background.
- You must provide your own instrument where applicable.

Guitar Song Book MUSC10078
A continuation of the ideas developed in Guitar 3. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32471	TH	Sep11	Dec11	8:30-10:00	14	Classroom (FF)	\$179.30

History of Popular Music (Part 1) MUSC10070
Explore the rise of popular music from the start of the 1900's -1950's with the first wave of rock 'n' roll music. Various musical styles and artists will be studied including the role that technology contributed to the recording and to the mass distribution of this music. NOTE: One hour of self-study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32473	WE	Sep10	Dec10	6:30-8:30	14	Classroom (FF)	\$228.20

Jazz Improvisation MUSCMU909
Explore concepts and techniques of jazz improvisation in an ensemble setting (rhythm section and various woodwinds, brass, strings, vocals). Basic understanding of chords and scales required with the ability to read notated music. No audition required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32474	TU	Sep9	Dec9	6:30-8:30	14	Classroom (FF)	\$228.20

Piano Song Book MUSC10053
Continue to develop piano skills from previous levels by learning to play a variety of genres and creating your own piano arrangements to suit your individual skill level and style. Prerequisite: Adult Piano 5 or minimum 3 years playing experience with ability to read music. Access to piano required. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32476	TH	Sep11	Dec11	8:30-10:00	14	Classroom (FF)	\$179.30

World of Hand Drumming MUSC10083
Enhance rhythm, creativity and musical expression. Explore various international rhythms and songs in solo and group activities. You must supply your own hand drum (congas, djembe, doumbek or bongos). NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32484	TU	Sep9	Dec9	6:30-8:00	14	Classroom (FF)	\$179.30

NOTE: Refer to page 77 for the Music Certificate

Photography

Questions?

Call: 905-575-2203 or 905-575-2312

Email: anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/photography-workshops

Baby/Infant Photography PHTO10063
Studio workshop: techniques/procedures/protocols used to photograph images of newborns/ infants. Develop a personal style, posing, lighting, safety, and more. You already have a sound understanding of camera operation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32359	SA/SU	Nov1	Nov2	9:30-4:30	2	Classroom (FF)	\$97.80

Creative Lighting Effects PHTO10073
Using bespoke lighting equipment/special camera setting/long exposures; explore/experiment with creative light painting techniques that result in exciting night pictures. You must have sound knowledge of camera operation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32360	TH	Oct9	Oct30	6:30-9:30	4	Classroom (FF)	\$97.80

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32363	SA	Sep27	Sep27	9:30-4:30	1	Classroom (FF)	\$95.46

Photo Restoration NEW! PHTO10077
Using Photoshop you learn to restore your own damaged photos/family legacy: correct stains/marks, repair missing details. Bring your own laptop with Photoshop or Elements loaded. Basic understanding of Photoshop is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32364	SA	Nov1	Nov1	9:30-4:30	1	Classroom (FF)	\$95.46

Photography - Wedding PHTO10018
Focus on client interviews, engagement portraits, wedding packages, pricing, contracts, etc. Studio and location shoots. (weather permitting) Model fees included. Critique night will be Tues. October 28, 6:30 p.m. - 8:00 p.m.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32362	SA/SU	Oct18	Oct19	9:00-4:30	2	Classroom (FF)	\$164.10

NOTE: Refer to page 78 for Photography Certificates



Health and Nursing

ce.mohawkcollege.ca/health



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CREDENTIALLED PROGRAMS

 Breastfeeding Program
LETTER OF RECOGNITION

(outlining courses, course hours and LEARRC approval)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

Note: To receive the credential students must complete and submit an application to Part-Time & Graduate Studies, Health Sciences, Office 185, IAHS. Form available online in eLearn course (NRSG10075) home page.

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation.

Designed to meet the IBCLC curriculum standards required for eligibility to write the IBCLC examination. Approved by the International Lactation Education Accreditation and Approval Committee (LEAAC).

Questions?

Call: 905-540-4247 ext. 20737 or ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/breastfeeding

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Health professionals currently working with or who plan to work with breastfeeding mothers and babies.

PROGRAM OF STUDIES

Mandatory Courses:			Hours
NRSG10073	Level 1: Breastfeeding Basics		36
NRSG10074	Level 2: Breastfeeding Management		36
NRSG10075	Level 3: Advanced Breastfeeding Practice		36
CLIN10026	Breastfeeding Clinical Experience		24

Clinical Course Information:

- Clinical course prerequisites are successful completion of theory courses, NRSG10073, NRSG10074 and NRSG10075.
- If planning on completing CLIN10026, an eligible student must complete and submit a clinical application to Program Manager PRIOR to the semester in which the student plans to complete the clinical course.
- Clinical applications are available online in NRSG10075 eLearn course home page or from CE Health Sciences Part Time & Graduate Studies Support Staff.
- Be aware that, at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or plar@mohawkcollege.ca
- NOTE: Prior to placement, students must complete preclinical medical requirements as follows: Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and any specific agency clinical requirements such as Vulnerable Sector Screening etc.

Level 1: Breastfeeding Basics**NRSG10073**

Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breastfeeding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31439	Sep8	Dec12				eLearn	\$266.04
32399	Sep15	Dec19				eLearn	\$266.04

Level 2: Breastfeeding Management**NRSG10074 (SA)**

Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31143	Sep8	Dec12				eLearn	\$266.04

Level 3: Advanced Breastfeeding Practice**NRSG10075 (SA)**

Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisite: NRSG10074.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31150	Sep8	Dec1				eLearn	\$266.04

Breastfeeding Clinical Experience**CLIN10026 (SA)**

Integrate breastfeeding knowledge and skills in both hospital and community based settings in this 24 hour clinical placement. Prerequisite: NRSG10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35057	Sep8	Dec24				FieldWork	\$179.04


**Bridging for Internationally Educated Nurses
Certificate (189)**
ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO). Based upon your Assessment Letter from the CNO, you will be given an individualized program of study designed to meet your learning needs.

Questions?

Call: 905-540-4247 ext. 26703 or 20737

Email: bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/bien

Admission Requirements

- Assessment Letter from the College of Nurses.
- You must have practiced as a nurse within the last 10 years.
- All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment and achieve a benchmark of 8 (Speaking & Writing) & 7 (Reading & Listening). Contact Applied Communication Centre for CLB details at 905-575-1212 ext. 3569.
- Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).
- 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:

- Assessment Letter from CNO.
- Resume outlining your nursing practice.
- Provide Canadian Language Benchmark results (CLB)
- Proof of Citizenship or immigration status.

Forward your documents by fax, email or mail to:

Mohawk College, Institute for Applied Health Sciences

BIEN Program, Room 185

1400 Main St. West, Hamilton, ON, L8S 1C7

FAX: 905-528-7706

Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:			Hours
COMM10099	Therapeutic Relationships		60
NRSG10016	Nursing Informatics		42
NRSG10018	Professional Issues		76
NRSG10019	Nursing Theory 1		84
NRSG10027	Administration of Medication for Nurses		62
NRSG10028	Clinical Skills Review		56
NRSGHZ215	Assessment Skills For Nurses		59
NRSG10020	Nursing Theory 2		84
CLIN10027	Clinical Experience 1 (200 hrs)		200-400
CLIN10028	Clinical Experience 2		200-300

NOTES:

- 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.
- Some students may be required to complete NRSG10020 (Nursing Theory 2) at the discretion of the Ontario College of Nurses.
- Students needing Nursing Theory 2 are required to complete NRSG10042 (Mental Health Nursing) and (NRSG10046), Maternal Child Theory 2.

Administration of Medications and Assessment Skills - see page 106.

Clinical Skills Review

NRSG10028 (SA)

Demonstrate proficiency in nursing skills following CNO standards of practice in a simulated laboratory setting. BRING A STETHOSCOPE to all classes. CRN 35051 is online with 3 in class sessions Sep 27, Oct 25 & Dec 1. NOTE: For CRN 35051 students MUST purchase course materials & login to eLearn by Sep 20 and complete pre-course assignment. CRNs 35050 & 35052 all in class sessions. CRN 35060 is in class at Sheridan, Davis Campus, Brampton.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35050	TU	Sep16	Dec2	5:00-9:00	12	Classroom (IH)	\$404.34
35060	WE	Sep24	Dec10	5:00-9:00	12	Other	\$404.34
35052	TH	Sep25	Dec11	5:00-9:00	12	Classroom (IH)	\$404.34
35051	SA	Sep27	Dec1	9:00-4:00	3	Blended (IH)	\$404.34

Maternal-Child Theory 2

NRSG10046 (SA)

Explores nursing theory as applied to maternal-child and pediatric populations. There are 6 in class sessions Sep 24, Oct 8, 22, Nov 5, 19 & Dec. 10, remainder online. NOTE: Students needing Nursing Theory 2 are required to complete NRSG10046 Maternal Child & NRSG10020, Mental Health (NRSG10046 & NRSG10020 are equivalent to NRSG10020 NRSG Theory 2).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35041	WE	Sep24	Dec10	5:30-9:30	6	Blended (IH)	\$335.70

Mental Health Nursing

NRSG10042 (SA)

Explores nursing theory as applied to mental health & community nursing. Four in class session are Sep 27, Oct 25, Nov 15 & Dec 13. Remainder online. NOTE: Students needing Nursing Theory 2 are required to complete NRSG10042 Mental Health and NRSG10046 Maternal Child.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35044	SA	Sep27	Dec10	9:00-4:00	4	Blended (IH)	\$179.04

Nursing Informatics

NRSG10016 (SA)

Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment group and individual projects, presentation and reports. In class dates are: CRN 35045 Sep 26, Oct 24 & Nov 28, CRN 35046 Sep 20, Oct 18 & Nov 22, CRN 35047 Oct 4, Nov 15 & Dec 13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35046	SA	Sep20	Nov22	9:00-4:00	3	Blended (IH)	\$313.32
35045	FR	Sep26	Nov28	9:00-4:00	3	Blended (IH)	\$313.32
35047	SA	Oct4	Dec13	9:00-4:00	3	Blended (IH)	\$313.32

Nursing Theory 1

NRSG10019 (SA)

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention, implementation and evaluation using evidence-based practice. MUST LOG ON ONE WEEK PRIOR TO START DATE. CRN 35048 in class Sep 18, Oct 2, 16, 30, Nov 13, 27 & Dec 5, CRN 35049 in Brampton Sheridan College, Davis Campus, in class sessions Sep 17, Oct 1, 15, Nov 5, 19, & Dec 3 & 5. NOTE: Last class for both CRNs is Friday Dec. 5 at the IAHS - LRC.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35049	WE/FR	Sep17	Dec5	9:00-4:00	7	Blended (OR)	\$579.06
35048	TH/FR	Sep18	Dec5	9:00-4:00	7	Blended (IH)	\$579.06

Professional Issues

NRSG10018 (SA)

Analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 35117 - in class sessions Sep 13 Oct 4, 25 & Nov 22 & remainder online. CRN 35118 - in class sessions Sep 20, Oct 11, Nov 8 & 29 at Sheridan College, Davis Campus, remainder online. You MUST log on 1 WEEK BEFORE START. Must have Text and access codes for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35117	SA	Sep13	Nov22	9:00-4:00	4	Blended (IH)	\$529.14
35118	SA	Sep20	Nov29	9:00-4:00	4	Blended (OR)	\$529.14

Therapeutic Relationships

COMM10099 (SA)

Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. CRN 35037 in class dates Sep 18, 25, Oct 16, Nov 6, 20, Dec 11. In class dates for CRN 35038 at Brampton, Davis Campus are Sep 16, 23, Oct 14, Nov 4, 18, Dec 9.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35038	TU	Sep16	Dec9	10:00-4:00	6	Blended (OR)	\$429.30
35037	TH	Sep18	Dec11	10:00-4:00	6	Blended (IH)	\$429.30



Bridging Program for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 24 Courses

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs.

Gain clinical experience and a diploma by applying to the 9 month program.

INFORMATION SESSION: Wed. Sept 10 at IAHS, 6:30 p.m.

Questions?

Call: 905-540-4247 ext. 26703

Email: mary.golba-byhouwer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/bridgingmedlab

Ontario Bridging Participants Assistance Program

Accepted BIEN students may be eligible to receive up to \$5000 in bursary funding towards tuition, books or equipment. OBPAP application forms are available online or from the Registration Office, IAHS Campus.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
SAFEMLS03	Safe Work Practices	12
MLSCMLS04	Specimen Procurement	18
MLSCMLS05	Basic Laboratory Techniques	33
INSTMLS06	Instrumentation Theory	24
INSTMLS07	Instrumentation Lab	18
MLSCMLS02	Standards of Practice	15
MLSCMLS09	Analytical Techniques 1 Theory	42
MLSCMLS10	Analytical Techniques 1 Lab	15
MLSCMLS11	Analytical Techniques 2 Theory	36
MLSCMLS12	Analytical Techniques 2 Lab	14
MLSCMLS13	Analytical Techniques 3 L and T	27
MLSCMLS14	Analytical Techniques 4 L and T	33
MLSCMLS15	Analytical Techniques 5 L and T	27
MLSCMLS17	Assessment And Interpretation Of Results	60
MLSCMLS20	Case Studies, Exam Preparation	30
MLSCMLS21	Sector Specific Language And Health Culture	54
MLSCMLS22	Basic Laboratory Techniques II	30
QUALMLS18	Quality Control And Quality Management	54
MLSCMLS23	Sector Specific Language And Culture II	30
MLSCMLS24	Sector Specific Language And Health Culture III	30
MLSC10007	Introduction to Molecular Techniques	44
CLINMLS08	Clinical Experience 1	225
CLINMLS16	Clinical Experience 2	225
CLINMLS19	Clinical Experience 3	225

The Bridging Program offers online and hands on learning opportunities.

Analytical Techniques 1 Lab MLSCMLS10 (SA)

Allows practice of chemistry techniques studied in MLSCMLS09.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35104	SA	Nov15	Dec13	9:30-12:30	5	Classroom (IH)	\$186.90

Analytical Techniques 1 Theory MLSCMLS09 (SA)

Review aspects of Qualitative and Quantitative Biochemical Techniques including electrophoresis and chromatography.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35105	WE	Oct29	Dec18	12:30-3:30	12	Classroom (IH)	\$313.32
35106	WE	Oct29	Dec17	5:30-8:30	12	Classroom (IH)	\$313.32
	TH			3:30-5:30			

Analytical Techniques 2 Lab MLSCMLS12 (SA)

Allows practice of hematology techniques studied in MLSCMLS11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35107	SA	Oct18	Dec13	9:30-12:30	4	Classroom (IH)	\$119.44

Analytical Techniques 2 Theory MLSCMLS11 (SA)

Will review areas of study in Hematology such as Principles of Particle Counting Systems, Morphology of Cellular and Non-Cellular elements and Hemostasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35099	TH	Sep4	Jan8	5:30-8:30	13	Classroom (IH)	\$268.56
35100	MO	Sep22	Jan6	6:00-9:00	13	Classroom (IH)	\$268.56

Analytical Techniques 3 L and T MLSCMLS13 (SA)

Will review topics such as Immunology, Blood Group Systems and the handling of Blood Products. A laboratory session to practice some blood banking techniques is also part of this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35101	WE	Sep17	Dec17	5:30-8:30	9	Classroom (IH)	\$241.42
35102	WE	Sep17	Dec27	8:30-10:30	14	Classroom (IH)	\$241.42

Analytical Techniques 4 L and T MLSCMLS14 (SA)

Will review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35103	TU	Sep2	Jan6	5:30-8:30	11	Classroom (IH)	\$266.18

Analytical Techniques 5 L and T MLSCMLS15 (SA)

Will review tissue preparation, staining techniques and tissue assessment as it relates to the study of Histology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35109	TU	Sep9	Dec17	5:30-8:30	9	Classroom (IH)	\$231.42
35110	TU	Sep16	Dec17	5:30-8:30	9	Classroom (IH)	\$231.42

Basic Laboratory Techniques MLSCMLS05 (SA)

Will focus on some of the techniques that are utilized in many areas of the laboratory. The theory and practical aspects of microscopy will be examined.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35108	TU	Sep2	Nov5	4:00-5:00	11	Classroom (IH)	\$246.18
	WE			2:00-5:00			

Basic Laboratory Techniques II MLSCMLS22 (SA)

Continues the studies started in basic laboratory techniques. Discipline specific information will be introduced in this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35098	TH	Sep4	Nov6	9:30-12:30	10	Classroom (IH)	\$223.80

Instrumentation Lab INSTMLS07 (SA)

Lab will allow the student to utilize some of the instrumentation introduced in MLS06, in a practical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35095	SA	Nov1	Dec6	1:30-4:30	6	Classroom (IH)	\$184.28

Instrumentation Theory INSTMLS06 (SA)

Will look at the principles and applications of spectrophotometry. Other measurement principles utilized in the laboratory will also be studied. The importance of proper instrument maintenance will also be examined.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35096	WE	Oct8	Nov26	11:00-2:00	8	Classroom (IH)	\$179.04
35097	WE	Oct8	Nov26	11:00-2:00	8	Classroom (IH)	\$179.04

Safe Work Practices SAFEMLS03 (SA)

Will focus on all aspects of safety in relation to work in a laboratory. The use of protective equipment and the issues around universal precautions will be examined.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35091	TU	Sep2	Oct7	10:00-12:00	6	Classroom (IH)	\$89.52

Sector Specific Language And Culture II MLSCMLS23 (SA)

Builds upon the skills introduced in MLS21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35092	TU/TH	Nov11	Dec11	12:30-3:30	10	Classroom (IH)	\$223.80

Sector Specific Language And Health Culture MLSCMLS21 (SA)

Will enable the student to develop the language skills that are relevant to communication in the laboratory environment and in everyday situations. Students will also examine the factors that define the workplace culture.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35093	TU/TH	Sep9	Nov6	12:30-3:30	18	Classroom (IH)	\$391.86

Specimen Procurement

MLSCMLS04 (SA)

Will discuss the protocols and proper techniques involved in obtaining blood and other specimens for laboratory analysis. Students will learn how to perform venipuncture and how to collect capillary blood samples.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35094	WE	Sep3	Oct29	5:30-8:30	6	Classroom (IH)	\$139.28

Standards Of Practice

MLSCMLS02 (SA)

Will focus on the requirements for the safe and ethical practice of medical laboratory technology in Ontario. The scope of practice of a Medical Technologist will also be examined while discussing the Regulated Health Professions Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35090	WE	Sep3	Nov5	10:00-12:00	5	Classroom (IH)	\$111.90

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dementiastudies

Admission Requirements

- Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager.
- Fax proof of credentials to 905-528-7706.

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program. Refer to the website.

PROGRAM OF STUDIES			
Mandatory Courses:			Hours
HSCIDEM01	Overview of Dementia Care		24
COMMDEM02	Communication & Interpersonal Skills In Dementia		24
HMNSDEM03	Caregiving Skills		24
LAWSDEM04	Ethics and Legalities 1		24
HSCIDEM06	Evaluation & Program Planning In Dementia Care		45
HSCIDEM07	Research And Development In Dementia Care		24
CLINDEM08	Dementia Clinical/Placement		90
Options - Choose 1:			
PSYC271	Developmental Psychology		45
SSCI108	Sociology 1		42

Option courses are offered under other programs. Refer to the index. Contact us 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35077	WE	Sep17	Nov5	6:30-9:30	8	Classroom (IH)	\$194.04

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".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35078	WE	Nov12	Jan10	6:30-9:30	8	Classroom (IH)	\$194.04

Dementia Clinical/Placement

CLINDEM08

Gain clinical experience in Dementia Care

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35070	TU	Sep9	Dec30			FieldWork	\$616.50

Diabetes Education Certificate (928)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

Develop a firm foundation in current clinical approaches to diabetes education. An excellent step towards certification as a Certified Diabetes Educator (CDE).

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/diabeteseducation

Admission Requirements

- You must be a RN, RPN, Registered Dietician, Pharmacist, Chiropractor or Physician in Ontario.
- Prior approval is necessary.
- Fax your Certificate of Registration to: 905-528-7706 including the name of the program and your email address.
- Once you are approved, complete a CE registration form and fax to 905-575-2348. Following this, you may email cereg@mohawkcollege.ca for confirmation that your fax was received. When your registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account. Instructions to "Start an OntarioLearn Course" will be available at www.mohawkcollege.ca/continuing-education/get-started

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIDW001	Diabetes Care Basic	30
HSC10052	Introduction to Patient Education	30
HLTH10028	Living with Diabetes	30
HLTH10046	Special Issues with Diabetes	30
HLTH10057	Diabetes Field Placement 1	60

Medical Clearance:

In preparation for the last course in the program - Diabetes Field Placement 1, please be aware that students are required to complete the Communicable Disease Screening Protocol (Immunization) and receive clearance from Mohawk Health Services before attending the placement site. The CDSP form can be found on the Mohawk website and may be completed in the semester prior to registering for placement course.

Diabetes Care - Basic

HSCIDW001 (SA)

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31329		Sep9	Dec16			OntarioLearn	\$296.70
31990		Nov3	Feb9			OntarioLearn	\$296.70

Introduction to Patient Education

HSC10052 (SA)

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31074		Sep9	Dec16			OntarioLearn	\$296.70
31991		Nov3	Feb9			OntarioLearn	\$296.70



Living with Diabetes

HLTH10028 (SA)

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSC10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31110	Sep9	Dec16				OntarioLearn	\$296.70
31992	Nov3	Feb9				OntarioLearn	\$296.70

Special Issues With Diabetes

HLTH10046 (SA)

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31294	Sep9	Dec16				OntarioLearn	\$296.70
31993	Nov3	Feb9				OntarioLearn	\$296.70

Diabetes Field Placement 1

HLTH10057 (SA)

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: HSCIDW001, HSC10052, HLTH10028 and HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31073	Sep4	Dec11				eLearn	\$426.15

Disability Management Certificate (038)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 25 courses

Develop your practical skills in disability management for the Canadian workplace, through this program developed 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.

Questions?

Call: 905-540-4247 ext. 26703

Email: patti.boucher@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/disabilitymgt

Admission Requirements

- Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent prior learning/work experience (e.g. industry training, professional development, certification or over 200 hours of related employment).
- Basic computer skills (Word, email and internet) are recommended.
- All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.
- Contact Patti Boucher, Program Manager, before registering for the first module.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HRESRTC01	Effective Disability Management Programs	9
CREDRTC02	Introduction to Return-to-Work Coordination	6.5
HRESRTC03	Physical Impairments, Rehabilitation Services and Return-To-Work	6.5
HRESRTC04	Mental Health Issues, Rehabilitation Services & Return-To-Work	9
HRESRTC05	Job Analysis	6.5
MISCRTC06	The Role of Assessment	6.5
COMMRTC07	Communication and Interviewing Skills	6.5
COMMRTC08	Interviewing and Helping Skills	6.5
MGMTRTC09	Problem-Solving With Groups	6.5
CONFRTC10	Introduction Into Conflict Resolution	9
MGMTRTC11	Disability and Diversity Workplace	6.5
MGMTRTC12	Management and Organizational Skills for Return to Work Coordinator	6.5
LAWSRTC13	Legislation And Disability Management	9
HRESRTC14	Workers' Compensation	6.5
INSRRTC15	Insurance and Other Benefits	6.5
MGMTRTC16	Disability Management In Unionized Organizations	6.5
HRESRTC17	Dis Man From The Human Resources Perspective	6.5
MGMTRTC18	Managing Change	9
SENSRTC19	Assistive Technology and Accommodation	6.5
HRESRTC20	Evaluating the Return-To-Work Process and Disability Management Programs	9
HLTHRTC21	Injury Prevention and Health Promotion	6.5
MRKTRTC22	Marketing and Education in Disability Management and Return to Work	6.5
INFORTC23	Information Management	6.5
LAWSRTC24	Professional Conduct	6.5
CREDRTC25	Managing The Return-To-Work Process	9

NOTES:

- HRESRTC01 and CREDRTC02 are prerequisites for all the other courses unless you have permission from the Program Manager.
- You must register 5 days prior to the course start date.
- No refunds/transfers 2 days prior to course start date.

Prior Learning Assessment / Exemptions

You may be eligible for credit for skills and knowledge you have acquired in your work experiences, or exemptions for course taken at another educational organization. For further information on PLAR please contact NIDMAR and for exemptions for courses taken at other educational organizations, contact us as above.

Introduction to Return-to-Work Coordination

CREDRTC02

Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35026 FR	Sep19	Sep19	12:00-6:30	1		Classroom (IH)	\$271.64

Effective Disability Management Programs**HRESRTC01**

Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within an organization, and setting up a new program or evaluating an existing one. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35027	SA	Sep20	Sep20	8:30-6:30	1	Classroom (IH)	\$342.55

Assistive Technology And Accommodation**SENSRTC19**

Consider the implementation of low to high tech assistive technology in the accommodation of a worker with disabilities. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35028	FR	Sep26	Sep26	12:00-6:30	1	Classroom (IH)	\$271.64

Managing Change**MGMTRTC18**

Explore how those involved in disability management need to monitor and respond to changes that occur within or outside the organization. Consider the effects of change on individuals. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35029	SA	Sep27	Sep27	8:30-6:30	1	Classroom (IH)	\$342.55

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. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35030	FR	Oct24	Oct24	12:00-6:30	1	Classroom (IH)	\$271.64

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. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35031	SA	Oct25	Oct25	8:30-6:30	1	Classroom (IH)	\$342.55

Dis Man From The Human Resources Perspective**HRESRTC17**

Explore provincial employment standards acts that influence return to work in non-unionized organizations, policy and procedures development, and alternate dispute resolution and committee processes. Course materials are delivered through Mohawks' online learning/teaching tool "eLearn".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35032	FR	Nov21	Nov21	12:00-6:30	1	Classroom (IH)	\$271.64

Introduction Into Conflict Resolution**CONFRTC10**

Learn to analyze conflicts and develop strategies for satisfying the interests of all stakeholders - with emphasis on return-to-work situations. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35033	SA	Nov22	Nov22	8:30-6:30	1	Classroom (IH)	\$342.55

Injury Prevention And Health Promotion**HLTHRTC21**

Benefit from an overview of safety programs, approaches to ergonomics, the implementation of wellness programs, and their interaction with disability management programs. Not a substitute for a safety course. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35034	FR	Dec12	Dec12	12:00-6:30	1	Classroom (IH)	\$271.64

Information Management**INFORTC23**

Explore collection of program and client information, the applicability of Human Resource Information Systems (HRIS), and the role of the Return to Work Coordinator in information management. Students must access the course materials via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35035	SA	Dec13	Dec13	8:30-3:30	1	Classroom (IH)	\$271.64

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?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/foodservices

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or linda.brush@mohawkcollege.ca

Admission Requirements

- You must apply and be accepted into the Food Services program.
- Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority.
- Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.
- All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

PROGRAM OF STUDIES

CULIHCF10 is a prerequisite to all other courses in the program.

Mandatory Courses:		Hours
CULIHCF10	Introduction to Institutional Food Service	30
CULIHCF20	Food Preparation 1	30
SAFEHCF30	Sanitation and Safety	30
SAFEHCF40	Food Service Management Functions	30
CULIHCF50	Food Preparation - 2	30
HLTHHCF60	Nutritional Care	30
WORKHCF02	Food Services Fieldwork Requirement	60

Prior Learning Assessment and Recognition (PLAR):

You may be eligible to qualify for credit for the Food Services Fieldwork Requirement (WORKHCF02) using skills and knowledge acquired through work experience. For details visit

www.mohawkcollege.ca/continuing-education/foodservices.

Introduction To Institutional Food Service CULIHCF10 (SA)

Study the role of the food service employee in a Health Care institution and techniques and quality assurance strategies for institutional food service. Manual on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35073	TU	Sep9	Nov18	6:30-9:30	10	Classroom (IH)	\$223.80
35074	TH	Sep11	Nov20	6:30-9:30	10	Classroom (IH)	\$223.80

Sanitation And Safety**SAFEHCF30 (SA)**

Focus on legislation applicable to Health Care institutions, with emphasis on dealing with emergencies, identifying and correcting safety hazards, reducing injury, etc. Manual on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35075	TU	Sep9	Nov18	6:30-9:30	10	Classroom (IH)	\$223.80
35076	TH	Sep11	Nov20	6:30-9:30	10	Classroom (IH)	\$223.80

Sanitation and Safety of Food Services in Health **NEW!****HSCI10183 (SA)**

Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. Equivalent to: SAFEHCF30. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32326		Sep9	Dec16			OntarioLearn	\$296.70

Institutional Food Service**HLTH10064 (SA)**

Focus on the food service worker's role in various food service systems in a health care environment. Topics include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to: SAFEHCF40.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31304		Sep9	Dec16			OntarioLearn	\$296.70

Introduction to Nutrition in Health Care**HLTH10065 (SA)**

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to: HLTHHCF60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31315		Sep9	Dec16			OntarioLearn	\$296.70

Food Services Fieldwork Requirement**WORKHCF02 (SA)**

Required Fieldwork placement for students who are not currently working in a Health Care Facility.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35072		Sep8	Dec30			FieldWork	\$429.30

** Gerontology - Multidiscipline Certificate (037)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 10 courses

Benefit from formal studies in aging.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gerontology

Admission Requirements

- Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. Refer to the website.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HSCIGER10	An Introduction 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 and Ethical Issues Related to Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 2:		
COMMLL041	Communications	
PSYC271	Developmental Psychology	
SSCI108	Sociology	
HSCIDEM06	Evaluation Pgm P/g - Dementia	
HSCIGER05	Restorative Care	
HSCIHA69	Introduction to Palliative Care	

An Introduction To The Study Of Aging**HSCIGER10 (SA)**

Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31137		Sep9	Dec16			OntarioLearn	\$274.70

Physiology Of Aging**HSCIGER20**

The physiology of human growth, development and aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31519		Sep9	Dec16			OntarioLearn	\$274.70

Mental Health Aspects Of Aging**HSCIGER41**

Investigate many issues related to aging. Topics include the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement. Prerequisite: HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31468		Sep9	Dec16			OntarioLearn	\$274.70

Legal And Ethical Issues Related To Aging**LAWSGER51**

Investigate some of the varied legal and ethical concerns related to seniors and/or caregiver(s) including the need for a written will, Powers of Attorney for personal care and finances, laws affecting Canadians, elder abuse, ethics, suicide, physician assisted suicide, euthanasia, pain, palliative care, grief and dying. Prerequisite: HSCIGER41.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31464		Sep9	Dec16			OntarioLearn	\$274.70

Individual Study**HMNSGER60**

Here's your opportunity to pursue a particular topic in depth through independent research and/or extensive reading. Prerequisite: LAWSGER51.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31455		Sep9	Dec16			OntarioLearn	\$385.55

Community-Based Field Experience**WORKGER71 (SA)**

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31102		Sep9	Dec16			OntarioLearn	\$166.09

Institutional-Based Field Experience WORKGER81 (SA)
Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20, HSCIGER30, HSCIGER41, LAWSSGER51 and HMNSGER60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31101	Sep9	Dec16				OntarioLearn	\$166.09

Restorative Care HSCIGER05

Learn to improve the functioning of residents in long-term care facilities, with emphasis on the principles of restorative care, assessment tools, mobility and ambulation dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a certificate program in Health Sciences or Human Services. Start Date subject to change and students to be notified.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35089	WE	Sep24	Nov26	6:30-9:30	10	Classroom (IH)	\$238.80

Introduction To Palliative Care HSCIHA69

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31428	Sep8	Dec12				eLearn	\$266.04

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Questions/Applications?

Call: 905-540-4247 ext. 26703

cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mdr

Admission Requirements

- You must apply and be accepted into the MDR program.
- The next intake will be for September 2014.

PROGRAM OF STUDIES				
Mandatory Courses:				Hours
HSCI10121	Introduction to (MDR) Medical Device Reprocessing			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	Clinical Experience Medical Device Reprocessing			150

Introduction to (MDR) Medical Device Reprocessing

HSCI10121 (SA)

Students are introduced to the roles and environment of sterile processing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35134	TU	Sep16	Oct28	6:00-9:00	7	Classroom (IH)	\$223.80

MDR Principles and Practices 1

HSCI10123 (SA)

Provides knowledge and technique necessary to assume responsibilities for decontamination and disinfection. Microbiology and Infection Control is the basis for this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35135	TU	Nov4	Dec16	6:00-9:00	7	Classroom (IH)	\$223.80

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 the National Certification Body CSMLS and the Provincial Body OSMT. Complete the theory portion through Online Learning at Mohawk College and the laboratory sessions at the Michener Institute. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams.

Questions?

Call: 905-540-4247 ext. 26703

Email: mary.golba-byhouwer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/medlabassistant

Online Learning Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26706

Email: disted@mohawkcollege.ca

Michener Institute Contacts:

Call: 416-596-3101: Melissa Rodway ext. 3451

Email: mrodway@michener.ca

Admission Requirements

- Grade 12 English
- Grade 12 Math
- Grade 11 Chemistry
- Or mature student status.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MLSCMLA50	MLAR Mod 1-Introduction	30
MLSCMLA51	MLAR Mod 2-Lab Basics	21
BIOL10006	Preparatory Biology	56
MLSCMLA53	MLAR Mod 4-Bas Tech in Haematology	27
CHEMMLA54	MLAR Mod 5-Bas Tech Chem	27
MLSCMLA55	MLAR Mod 6-Bas Tech Micro	24
MLSCMLA56	MLAR Mod 7-Histo/Cyto	24
MLSCMLA61	Intro to Transfusion Medicine	24
MLSC10003	Laboratory Basics Workshop	22
MLSCMLA42	Clinical Behavioural Science	36
MLSCMLA58	Clinical Skills	56
CLIN10034	Clinical Experience 1	96
CLIN10035	Clinical Experience 2	160

Medical Laboratory Assistant Refresher

MLSCMLA40

Review laboratory basics and examine discipline-specific knowledge in chemistry, hematology, microbiology, and histology/cytology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35115	TH	Sep4	Oct30	6:30-9:30	9	eLearn (IH)	\$201.42

Med Lab Assistant Module 1 Introduction

MLSCMLA50 (SA)

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32637	Sep4	Dec4				eLearn	\$221.70

MLAR Mod 2 - Laboratory Basics**MLSCMLA51 (SA)**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32638	Sep4	Dec4				eLearn	\$155.19

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31181	Sep4	Dec4				eLearn	\$401.19

MLAR Mod 4 - Basic Techniques In Haematology**MLSCMLA53**

Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31357	Sep4	Dec4				eLearn	\$199.53

MLAR Mod 5 - Basics Techniques In Chemistry**CHEMMLA54**

Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31358	Sep4	Dec4				eLearn	\$199.53

MLAR Mod 6 - Basic Techniques In Microbiology**MLSCMLA55**

Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31079	Sep4	Dec4				eLearn	\$177.36

MLAR Mod 7 Histology/Cytology**MLSCMLA56**

Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31080	Sep4	Dec4				eLearn	\$177.36

Introduction To Transfusion Medicine**MLSCMLA61**

Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31081	Sep4	Dec4				eLearn	\$177.36

Laboratory Basics Workshop**MLSC10003 (SA)**

Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35112	FR	Oct24	Oct26	5:00-9:00	3	Classroom (FF)	\$159.85
	SA/SU			9:00-5:00			
35113	FR	Nov14	Nov16	5:00-9:00	3	Classroom (FF)	\$159.85
	SA/SU			9:00-5:00			

Clinical Experience 2**CLIN10035 (SA)**

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35114	MO-FR	Sep1	Dec19	8:00-4:30	20	FieldWork	\$1044.34

**Oncology Nursing Certificate (883)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 7 courses

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/oncologynursing

Admission Requirements

- You must submit proof of current College of Nurses (CNO) registration - "Find a Nurse" document 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.
- Once approved and completed CE registration form can be faxed to 905-575-2348, you may email cereg@mohawkcollege.ca for confirmation that fax was received. When your course registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account which will give you access to your course.

PROGRAM OF STUDIES

Mandatory Courses:			Hours
NRSGNSCC1	Introduction to Oncology Nursing		30
HSCINSCC2	Communication & Psychosocial Issues in Oncology Nursing		36
HSCINSCC3	Major Malignancies I		39
HSCINSCC4	Major Malignancies II		39
HSCINSCC5	Symptom Control & Management		39
CLINNSCC6	Oncology Clinical Experience		48
NRSGHZ215	Nursing Assessment Skills		50

The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrollment in the Oncology Clinical Experience course and within 5 years of beginning the program.

Introduction To Oncology Nursing**NRSGNSCC1 (SA)**

Explore Oncology Nursing. Includes: pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31082	Sep11	Dec11				eLearn	\$221.70

Communications And Psychosocial Issues In Oncology**HSCINSCC2 (SA)**

Consider various issues faced by patients and families living with cancer. Examine communication skills, developmental issues, the impact of cancer on families, grief and bereavement and survivorship issues. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31083	Sep11	Dec4				eLearn	\$266.04

Major Malignancies I**HSCINSCC3**

Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Topics include gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31041		Sep11	Dec11			eLearn	\$288.21

Major Malignancies II**HSCINSCC4**

Examine the disease processes of cancer and the nurse's role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system, skin cancer and melanomas, multiple myelomas, adult leukemia, and Hodgkin and non-Hodgkin lymphomas. Prerequisite: HSCINSCC3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31084		Sep11	Dec11			eLearn	\$288.21

Symptom Control And Management**HSCINSCC5**

Focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31227		Sep11	Dec11			eLearn	\$288.21

Oncology Clinical Experience**CLINNSCC6 (SA)**

An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31109		Sep11	Dec11			eLearn	\$351.27

**Palliative Care Certificate (017)****ONTARIO COLLEGE CERTIFICATE**

Graduation Requirement: 7 courses

Palliative Care aims to relieve suffering and improve 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.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26703 or ext. 20737

Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/palliativecare

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 905-528-7706, Attention: Palliative Care, Program Manager

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIHA69	Introduction to Palliative Care	36
COMM10084	Communication & Informed Decision Making	36
HMNS10016	Loss, Grief and End of Life Issues	36
HMNS10017	Professional Issues & Advocacy	36
HSCI10082	Pain Management	36
HSCI10083	Symptom Management	36
CLIN10033	Field Practicum	30

Notes:

- The course Fundamentals of Hospice Palliative Care offered by the Hospice Palliative Care Network is equivalent to HSCIHA69. You must apply for a course exemption and provide proof of successful completion of the 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.

Clinical Course Information:

- Clinical course prerequisites are successful completion of all related theory courses.
- Clinical courses can only be completed in the spring term.
- 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, planning to complete the clinical course in the spring term, must apply to the Program Manager by January of the year in which the student plans to do the clinical course.
- 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.

Introduction To Palliative Care**HSCIHA69**

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31428		Sep8	Dec12			eLearn	\$266.04

Communication And Informed Decision Making COMM10084 (SA)

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: HSCIHA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32030		Sep8	Dec12			eLearn	\$266.04

**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: Please call 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/palliativecarepsw

Admission Requirements

- Personal Support Worker Certificate.
- Proof of certification must be faxed to 905-528-7706.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCI10095	Overview of Palliative Care for Personal Support Workers	30
COMM10106	Communication/Multicultural Considerations	30
HSCI10094	Loss, Grief and Caregiver Support	30
HSCI10096	Symptom Management within the PSW Scope of Practice	30
MGMT10057	Ethical Issues, Conflict Management/Stress Management	30
CLIN10041	Clinical Field Placement	30

WATCH FOR COURSES NEXT TERM

Perioperative Nursing Certificate (943)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/m-operatingroom

Admission Requirements

- You must apply and be accepted.
- Current registration as a RN/RPN with the College of Nurses of Ontario.
- Mask Fit Testing and medical clearance.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10058	RN/RPN Introduction to Operating Room Nursing	48
HSCI10156	O.R. Laboratory Experience A	45
HSCI10158	OR Laboratory Experience B	40
HSCI10159	O.R. Laboratory Experience C	8
NRSG10032	Operating Room Principles and Practices 1 Theory	38
NRSG10033	Operating Room Principles and Practices 2 Theory	40
HSCINSC87	Anaesthesia, Assessment & Critical Care	42
CLIN10060	R.N. Operating Room Clinical	150

Offered in new blended format combining classroom and online formats.

RN/RPN Introduction to Operating Room Nursing

NRSG10058 (SA)

Students are introduced to perioperative nursing principles and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35129	WE	Sep17	Dec3	6:00-9:00	12	Classroom (IH)	\$354.42

O.R. Laboratory Experience A

HSCI10156 (SA)

In an operating room environment, the student will practise skills for the scrub nurse and circulating nurse role. Specific dates discussed at first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35133	SA	Oct4	Dec6	7:30-3:30	5	Other	\$335.70

Anaesthesia, Assessment & Critical Care

HSCINSC87 (SA)

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35132	TH	Oct2	Dec4	6:00-10:00	10	Classroom (IH)	\$313.32

R.N. Operating Room Clinical

CLIN10060 (SA)

Apply perioperative nursing theory and skills in a full-time preceptored Operating Room Suite.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35131	WE	Sep3	Dec31		1	FieldWork	\$679.40

Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession - either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job" - who wish to pursue OCP registration, must complete the four approved Pharmacy Technician Bridging courses. These courses will prepare you to meet the education requirements for registration with OCP.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/pharmacytech

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)

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.

NOTES:

- The final offering of the Pharmacy Technician Bridging courses will be in Fall 2014.
- Unsuccessful students will not have an opportunity to re-take a failed course.
- The last opportunity to PLAR a course was Spring 2014. Unsuccessful students will have the opportunity to register for and complete the failed PLAR course in Fall 2014.
- Bridging courses will not be available after January 1, 2015.
- Online Pharmacy Technician courses are offered through Selkirk College, BC (selkirk.ca)

Management of Drug Distribution Systems

Pharmacy Technician

HSCI10140 (SA)

Examine various drug distribution systems that prepare you to manage operations in different practice settings to ensure safe effective drug supply and distribution. Learn about distributive functions in institutional settings, common drug plans, adjudication challenges, inventory management elements and common business practices with emphasis on accurate product release within the role of the Pharmacy Technician.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35079	WE	Sep10	Dec3	6:30-9:30	13	Classroom (IH)	\$305.94

Professional Practice for Pharmacy Technician

Bridging

HSCI10136 (SA)

Prepare for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. Through a variety of learning tools such as interactive case studies, assignments, quizzes and group work, you will enhance your ability to practice competently with the professional practice framework.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35080	MO	Sep8	Dec8	6:30-9:30	13	Classroom (IH)	\$310.94

PSW Bridging to PN Program

Questions?

Call: 905-540-4247 ext. 26736

Email: sharon.hamilton1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/psw2pn

Admission Requirements

- 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.

Human Biology & Nursing Assessment

HSCI10143 (SA)

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. Start date subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35081	WE	Sep10	Dec17	5:00-8:00	15	Classroom (IH)	\$335.70

Transitional Concepts for Personal Support Worker Bridging

HSCI10142 (SA)

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. Required: Download from College of Nurses Website the Compendium for Nurses. Intended for students accepted into the PSW-PN Bridging Program. Start date subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35082	MO	Sep8	Dec22	5:00-9:00	15	Classroom (IH)	\$335.70



Psychosocial Rehabilitation Certificate (016)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. The PSR Program is designed for 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 USPPA.org.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or christine.mcmulkin@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/psychosocialrehab

Admission Requirements

- Experience in and a current connection to the mental health field either as a person recovering their mental health and well-being, a family member, volunteer and/or provider of mental health services.
- Note that an Approval Process for entry into the program has been established. Please email Program Manager, Christine McMulkin, if you are interested in enrolling in HSCIPSR01 Psychosocial Rehabilitation Foundations. Describe your interest in mental health recovery and your connection to the mental health field. If you do not have related knowledge and experience in mental health, Introduction to Mental Health (HLTH10016) is recommended starting point.

PROGRAM OF STUDIES			
Mandatory Courses:			Hours
HSCIPSR01	Psychosocial Rehabilitation Foundations		45
HSCIPSR02	Mental Health Services		45
HSCIPSR03	Psychiatric Rehabilitation Process		45
HSCI10092	Mental Health Practitioner Competencies		45
HSCIPSR05	Current Trends in Mental Health		45
HSCIPSR06	Independent Study in Psychosocial Rehabilitation		60

Introduction to Mental Health (PSR)

HLTH10016

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31978	Sep9	Dec16				OntarioLearn	\$385.55

Psychosocial Rehabilitation Foundations

HSCIPSR01 (SA)

Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and practitioners and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Tuesdays at 7:30 pm EST.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31177	Sep9	Dec16				OntarioLearn	\$385.55

Mental Health Services

HSCIPSR02 (SA)

Focus on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. Explore how practitioners can support program change. Chat sessions will be held every second Tuesday at 8:30 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31975	Sep9	Dec16				OntarioLearn	\$385.55

Psychiatric Rehabilitation Process

HSCIPSR03 (SA)

Learn and practice components of the three phases of the psychiatric rehabilitation process: diagnosing, planning, and implementation. Developing strategies for engaging individuals in, and supporting them through the process will be emphasized. Weekly chat sessions will be held on Tuesdays at 8:30 pm EST. Prerequisite: HSCIPSR02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31974	Sep9	Dec16				OntarioLearn	\$385.55

Current Trends In Mental Health

HSCIPSR05 (SA)

Study current developments and issues in PSR. Weekly chat sessions will be held on Thursdays at 8:00 pm EST. Prerequisite: HSCI10092.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31973	Sep9	Dec16				OntarioLearn	\$385.55

Independent Study In Psychosocial

Rehabilitation

HSCIPSR06 (SA)

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 7:30 p.m. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSCI10092 and HSCIPSR05.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31178	Sep9	Dec16				OntarioLearn	\$479.15



Registered Nurse - Critical Care Nursing Certificate (871)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

Obtain knowledge and skills necessary to work in Critical Care areas. Designed for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 26708

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/criticalcarenursing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Completion of corresponding theory course required prior to clinical course registration.
- Evidence of registration with the College of Nurses. Please fax the "Find a Nurse" document to 905-528-7706. Include the name of program and your e-mail address with fax.
- Once approved and completed CE registration form can be faxed to 905-575-2348, you may email ceereg@mohawkcollege.ca for confirmation that fax was received. When your course registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account letter which will give you access to your course.
- Medical Clearance is required prior to clinical placements.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10036	Introductory Module 1	30
NRSG10001	Critical Care Module 2 - Respiratory	33
NRSG10002	Critical Care Module 3 Cardiovascular Nursing	45
NRSG10035	Special Needs Population In Critical Care Module 4	30
NRSG10003	Critical Care Module 5 Neurosciences	36
NRSG10004	Critical Care 6 Gastrointestinal and Genitourinary	39
CLIN10004	Critical Care Module 2 (Respiratory) - Clinical	28
CLIN10005	Critical Care Module 3 (Cardiovascular) - Clinical	24
CLIN10006	Critical Care Module 5 (Neurosciences) - Clinical	24
CLIN10007	Critical Care Module 6 (GI/GU) - Clinical	8

To arrange clinical placements, or inquire about Prior Learning Assessment (credit for skills and knowledge gained through other courses or work experience), call 905-540-4247 ext. 26708.

Introductory Module 1 NRSG10036 (SA)

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31326	Sep4	Dec4				eLearn	\$221.70
32026	Oct9	Jan8				eLearn	\$221.70

Critical Care Module 2 - Respiratory NRSG10001 (SA)

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31174	Sep4	Dec4				eLearn	\$243.87

Critical Care Module 3 Cardiovascular Nursing NRSG10002 (SA)

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31175	Sep4	Dec4				eLearn	\$332.55

Special Needs Population In Critical Care Module 4 NRSG10035 (SA)

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31327	Sep4	Dec4				eLearn	\$221.70

Critical Care Module 5 Neurosciences NRSG10003 (SA)

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31173	Sep4	Dec4				eLearn	\$266.04

Critical Care 6 Gastrointestinal and Genitourinary NRSG10004 (SA)

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31176	Sep4	Dec4				eLearn	\$288.21

Critical Care Module 2 (Respiratory) - Clinical CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35066	TH	Sep11	Dec30			FieldWork	\$208.88

Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35065	TU	Sep9	Dec30			FieldWork	\$179.04

Critical Care Module 5 (Neurosciences) - Clinical CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35067	WE	Sep10	Dec30			FieldWork	\$179.04

Critical Care Module 6 (GI/GU) - Clinical CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35068	MO	Sep8	Dec30			FieldWork	\$59.68

Registered Nurse - First Assistant Certificate (921)
ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

Program is comprised of independent study, part-time online, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mfa

Admission Requirements

- Student Application Form
- Interview with Program Manager

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 1 NRSG10039 (SA)

Develop the theoretical foundation of RNFA practice. Explore the first assistant's role and interdependence with physicians and nurses for the benefit of the patient. Facilitated study through online learning activities and computer-based modules. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32462	Oct7	Dec8				eLearn	\$288.21

RNFA Independent Internship CLIN10046

Participate in 50 hours of clinical time in areas of clinics, pathology, radiology, infection control, and patient hospital/office visits.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35123	TU	Sep2	Dec1			FieldWork	\$366.90

RNFA Surgeon Mentored Internship

CLIN10042

Course involves 175 surgical assisting hours with a surgeon mentored practice for perioperative nurses in the first assistant role. Students will be required to keep a log of surgeries that they have assisted with and clinical opportunities they have experienced. Progress will be monitored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35124	TU	Sep2	Dec1			FieldWork	\$678.90



Registered Nurse - Nephrology Nursing Certificate (124)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Enhance your knowledge and skills in caring for patients with renal disease and their families.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/nephrologynursing

This program has been suspended temporarily.



Registered Nurse - Occupational Health Nursing Certificate (875)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/occupationalhealthnursing

Admission Requirements

- Certificate of Registration from the College of Nurses of Ontario as an RN or be registered in any Canadian jurisdiction where you live.
- Prior approval for this certificate is necessary. Please mail a copy of your current registration to:
Mohawk College Online Learning (Room J113)
P.O. Box 2034
Hamilton, ON L8N 3T2
or fax to 905-575-2381.

PROGRAM OF STUDIES

NRSGOHN01 is a prerequisite for most subsequent courses unless prior approval is given by the Program Manager.

Mandatory Courses:		Hours
NRSGOHN01	Occupational Health Nursing - Module 1	42
HSCIOHN02	Occupational Health & Health Surveillance - Module 2	42
HSCIOHN03	Health and Safety Legislation for OHNs-Module 3	42
HSCIOHN04	Health and Safety Management for OHNs - Module 4	42
WORKOHN05	Occupational Health Nursing Project - Module 5	42
MGMT10020	Ergonomics and Disability	42
HLTH10030	Health in the Workplace	42
Options - Choose 1:		
NRSGHZ215	Assessment Skills for Nurses	
HSCI10151	Health Assessment	

NRSGHZ215 is offered on page 106.

Internationally educated nurses who are not currently registered with the CNO should contact bien@mohawkcollege.ca

Occupational Health Nursing Module 1

NRSGOHN01 (SA)

You will be introduced to the practice of occupational health nursing, ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31457		Sep9	Dec16			OntarioLearn	\$363.38

Occupational Health and Surveillance Module 2

HSCIOHN02

Understand the health effects of common hazardous chemical and physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions and medical surveillance. Develop an understanding of principles of occupational hygiene and exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31040		Sep9	Dec16			OntarioLearn	\$363.38

Health & Safety Legislation - Module 3

HSCIOHN03

Introduces a variety of health and safety legislations to assist you in the design and implementation of a health and safety program. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32684		Sep9	Dec16			OntarioLearn	\$363.38

Health and Safety Management Module 4

HSCIOHN04

Learn to design, implement and evaluate an effective occupational health service and health and safety program incorporating evidence-based practice. Acquire or enhance professional writing skills and obtain and critique a research report. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31976		Sep9	Dec16			OntarioLearn	\$363.38

Occupational Health Nursing Project

WORKOHN05

Apply the content of prior occupational health nursing courses in the development of a relevant project. Submit a written report on an activity or function which requires research, development, training education, revision or improvement in the field of occupational health nursing. Prerequisite: Completion of at least three OHN Certificate courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31527		Sep9	Dec16			OntarioLearn	\$363.38

Ergonomics and Disability Management for Occupational Health Nursing

MGMT10020

Acquire an understanding of biomechanical & ergonomic principles & relate these to pathophysiology of work-related musculoskeletal disorders. Perform physical demands analyses, identify ergonomic risk factors & recommend workstation and/or task modification to prevent work-related injuries. Identify barriers to return to work and design an effective disability management program. Recommended Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31458		Sep9	Dec16			OntarioLearn	\$363.38

Health in the Workplace

HLTH10030

Learn to develop, implement and evaluate health promotion and disease prevention programs and strategies in the workplace.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31977		Sep9	Dec16			OntarioLearn	\$363.38

Health Assessment

HSCI10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to: NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31259		Sep9	Dec16			OntarioLearn	\$422.38

Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses for Neonatal

Graduation Requirement: 7 courses for High Risk Obstetrics.

On successful completion of each program student is to apply for Certificate in Perinatal Nursing and Acknowledgement of Completion of specific speciality.

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.

Questions?

Call: 905-540-4247 ext. 26703

Web: www.mohawkcollege.ca/continuing-education/perinatalnursing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario as a Registered Nurse must be faxed to 905-528-7706. Please include your email address and Program Name.

PROGRAM OF STUDIES High Risk Obstetrics

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing Part 1	32.5
NRSG10056 Introduction to Perinatal Nursing Part 2	32.5
HSCI10163 Neonatal Resuscitation-Provider Certification	10
NRSG10049 Obstetrical Nursing 1 Advanced	30
NRSG10051 Obstetrical Nursing 2 (Advanced)	36
CLIN10002 Obstetrical Nursing 1 Clinical Experience	72
CLIN10003 Obstetrical Nursing 2 Clinical Experience	72

PROGRAM OF STUDIES Neonatal

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing Part 1	32.5
NRSG10056 Introduction to Perinatal Nursing Part 2	32.5
HSCI10163 Neonatal Resuscitation-Provider Certification	10
NRSG10045 Neonatal Nursing 1 Advanced	32
NRSG10043 Neonatal Nursing 2 Advanced	36
CLINNSCF2 Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4 Advanced Neonatal Nursing 2 Clinical Experience	72

Perinatal Nursing Certificate Clinical Course Information

- Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption if in possession of a current agency NRP Certification. Clinical courses may only be taken in the Spring/Summer semester.
- 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 and NRP.
- Eligible students planning to complete clinical course(s) in the spring term must apply to Program Manager by January of the year in which the student plans to do clinical course(s). As clinical placements are difficult to acquire, students who submit clinical applications as per guidelines will have priority.

- Preclinical medical requirements: current Mohawk College medical clearance, mask fit test, BCLS and specific agency preclinical requirements such as police check and computer training.

Prior Learning Assessment & Recognition (PLAR)

Challenge exams are available for Introduction to Perinatal Nursing 1 & 2 for nurses (RNs & RPNs) with appropriate knowledge, skills & clinical experience. Contact us for registration information and the package for the 3 hour exam or for a prerequisite assessment.

Course manuals are online in eLearn. Please download and bring to first class.

Introduction to Perinatal Nursing Part 1 NRSG10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31424		Sep8	Dec12			eLearn	\$388.97
32400		Sep15	Dec19			eLearn	\$388.97

Introduction to Perinatal Nursing Part 2 NRSG10056 (SA)

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31425		Sep8	Dec12			eLearn	\$388.97

Neonatal Resuscitation-Provider Certification HSCI10163

Become an NRP provider with this 10-hour practicum comprised of individual skill practice and integrated simulations of mega codes and newborn scenarios. Prerequisites: Provide at practicum proof of successful completion of online NRP exam (dated within 1 month of practicum). Visit: www.cps.ca/nrp/OnlineExam.htm for details. Exam requires self-study, using Neonatal Resuscitation text (available for purchase at Titles or lending at IAHS Library).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35062 SA		Oct25	Oct25	9:00-4:00	1	Classroom (IH)	\$199.50
35063 SA		Oct25	Oct25	9:00-4:00	1	Classroom (IH)	\$199.50

Obstetrical Nursing 1 Advanced NRSG10049 (SA)

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring abnormal labour, and perinatal bereavement. You are required to logon to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual available on eLearn course home page. In class sessions: Sep 12, Oct 10, Nov 7, 28. Balance via eLearn. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35064 FR		Sep12	Nov28	9:30-4:30	4	Blended (IH)	\$693.62

Neonatal Nursing 2 Advanced NRSG10043 (SA)

Examine the assessment and care of critically ill and/or very premature neonates. Topics include: cardiac problems, congenital anomalies, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. Classes Sep 19, Oct 3, 24, Nov 7, 21. Prerequisites: NRSG10055, NRSG10056 & NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35061 FR		Sep19	Nov21	9:00-4:00	5	Blended (IH)	\$631.72

Neonatal Nursing 1 Advanced NRSG10045 (SA)

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. Prerequisite: NRSG10056. 32 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32029		Sep8	Dec12			eLearn	\$236.48

Obstetrical Nursing 2 Clinical Experience

39009 MO Sep8 Dec30

CLIN10003 (SA)

FieldWork \$504.18

Registered Nurse Refresher Certificate (069)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Are you a Registered Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 20737

Email: bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rn-refresher

Admission Requirements

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
- Have practiced as a nurse within the last 10 years

How do I Apply?

Forward a cover letter along with:

- A copy of Certificate of Registration or Reinstatement Letter from CNO
- Resume outlining your nursing practice
- Forward your documents by fax, email or mail to:
Mohawk College, Institute for Applied Health Sciences
RN Refresher Certificate, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10016	Nursing Informatics	42
NRSG10018	Professional Issues	76
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	62
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment Skills For Nurses	59
CLIN10027	Clinical Experience 1 (200 hrs)	200-400
CLIN10028	Clinical Experience 2	200-300

NOTES:

- Refer to your individualized program of study, for prerequisites and corequisites.
- 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, a police check and BCLS are required prior to experience.
- 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.

Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mentalhealthnursing

Admission Requirements

- Submit proof of current College of Nurses of Ontario registration, "Find a Nurse" document, prior to the registering for the introductory course. Please fax to 905-528-7706 and include the program name and your email address.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCI10145	Advancements in the Mental Health System	36
HSCI10147	Introspective Practice	36
HSCI10148	Health Challenges	36
HSCI10149	Whole Person Assessment	36
HSCI10150	Interventions Supporting Recovery	36
CLIN10070	Operationalizing Theory into Practice	40

NOTES:

- HSCI10165 and HSCI10168 ARE NOT PART OF THE PROGRAM OF STUDY FOR THE CERTIFICATE PROGRAM.
- Courses are offered in a blended format using the learning management system eLearn.
- Register 1 week in advance of start dates so that faculty can contact you with start-up directions.
- Please log on to your eLearn course one week in advance of start date.
- Mohawk Medical Clearance must be met before Clinical placement, CLIN10070.

Advancements in the Mental Health System HSCI10145 (SA)

Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal aspects of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. 1 in class session Sep 9/14 Rm 201, IAHS, 6PM. Bal online. HSCI10145 cannot be completed concurrently with any other course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35084	TU	Sep9	Nov25	6:00-9:00	12	Blended (IH)	\$268.56

Introspective Practice HSCI10147 (SA)

Use reflective practices to explore the impact of your 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. Prerequisite: HSCI10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35088	TU	Sep16	Dec2	6:30-9:30	12	eLearn (IH)	\$268.56

Health Challenges HSCI10148 (SA)

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. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149 or HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35085	WE	Sep17	Dec3	6:30-9:30	12	eLearn (IH)	\$268.56

Operationalizing Theory into Practice CLIN10070

Gain real world experience in the application of theory from previous courses. Demonstrates a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Prerequisites are HSCI10148, HSCI10149, HSCI10150, HSCI10145 & HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35071	TH	Sep11	Dec19			FieldWork	\$298.40

Introduction to Mental Health and the Law, Forensic Studies

HSCI10165

Learn role of Criminal Code of Canada and how it impacts client outcomes, liberties and dispositions. Explore services available to care for those with mental illnesses and resulting implications in the system of forensic mental health programs. 1 in-class session Sept 9, IAHS at 6PM, balance via eLearn. Admission Requirements: Interdisciplinary professional (i.e. Nurse, Social Worker, Correctional Services, OTA/PTA). ORIENTATION IS SEPT 9 IN COMBINATION WITH HSCI10168.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35087	TU	Sep9	Dec16	6:00-9:00	15	eLearn (IH)	\$335.70

Implementation of Mental health Studies, the Law and Forensics

HSCI10168

Learn the legal repercussions faced by clients & service providers as it applies to individuals with mental illnesses & legal offences in the system of mental health services. Course delivered via eLearn. Admission Requirements: Interdisciplinary professional i.e. Nurse, Social Worker, Correctional Services. ORIENTATION SEPT 9 WITH HSCI10165, Rm TBA.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35086	TH	Sep11	Dec18	6:00-9:00	15	eLearn (IH)	\$335.70

Registered Nurse/Registered Practical Nurse Pediatric Nursing

Expand your knowledge and skills in Pediatric Nursing. Provides an in-depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/paediatric-nursing

Admission Requirements

- Proof of current registration with College of Nurses of Ontario as a Registered Nurse or Registered Practical Nurse must be faxed to 905-528-7706. Include your email address and the program name.

Prior Learning Assessment & Recognition (PLAR)

Exemption from Paediatric Assessment (NRSG10057) may be granted via PLAR for RNs and RPNs who have current work experience in assessment of pediatric clients.

This program is on hold pending program review. Please check for course offerings in Winter 2015

Registered Practical Nurse - 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. Develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

Questions?

Call: 905-540-4247 ext. 20737 or 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/maternalnewbornnursing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Current registration with the College of Nurses of Ontario as a Registered Practical Nurse. Please fax to Perinatal Program Manager at 905-528-7706.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10055	Intro to Perinatal Nursing Pt 1	32
NRSG10056	Intro to Perinatal Nursing Pt 2	32
HSCI10163	Neonatal Resuscitation Program	10
NRSGNSCA1	Perinatal Maternal Care RPN	32
NRSGNSCA2	Perinatal Newborn & Family Care RPN	32
CLIN10073	RPN Perinatal Nursing Clinical	84

Clinical Course Information:

- Clinical courses can only be completed in the spring term.
- Clinical course prerequisites are successful completion of foundational (NRSG10055, NRSG10056, HSCI10163) and related advanced theory courses.
- An eligible student planning to complete any clinical course in spring term must complete and submit a clinical application to Program Manager by January of the year in which the student plans to do the clinical course.
- Applications submitted later in the year may be declined as clinical placements are difficult to acquire and students who previously submitted clinical applications in the Winter will have priority.
- Exclusion from clinical course may be approved via the PLAR process based on the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or PLAR@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit, BCLS test, and any specific agency requirements such as vulnerable sector screening, online orientation etc.

Introduction to Perinatal Nursing Part 1

NRSG10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31424		Sep8	Dec12			eLearn	\$388.97
32400		Sep15	Dec19			eLearn	\$388.97

Introduction to Perinatal Nursing Part 2

NRSG10056 (SA)

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31425		Sep8	Dec12			eLearn	\$388.97

Perinatal RPN Maternal Care

NRSGNSCA1 (SA)

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. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32027		Sep8	Dec12			eLearn	\$236.48

Perinatal Newborn And Family Care (RPN)

NRSGNSCA2 (SA)

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisite: NRSGNSCA1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32028		Sep8	Dec12			eLearn	\$236.48

RPN Maternal, Newborn and Family Care Clinical Experience
39008 MO Sep8 Dec24 FieldWork \$579.06

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 3 years? Update your skills before returning to active nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 20737

Email: bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rpn-refresher

Admission Requirements

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
- Have practiced as a nurse within the last 10 years.

How do I apply?

- Forward a cover letter with:
- A copy of CNO Certificate of Registration or Reinstatement Letter.
- Resume outlining your nursing practice.
- Forward your documents by fax, email or mail to:
Mohawk College, Institute for Applied Health Sciences
RPN Refresher Certificate, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10016	Nursing Informatics	42
NRSG10018	Professional Issues	60
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	62
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment Skills For Nurses	59
NRSG10020	Nursing Theory 2	84
CLIN10027	Clinical Experience 1 (200 hrs)	200-400
CLIN10028	Clinical Experience 2	200-300

NOTES:

- 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.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.
- Medical clearance, mask fit testing, police check and BCLS are required prior to experience.
- Full program must be completed within 3 years of admission to program.

Registered Practical Nursing Diploma Completion

Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO's full scope of practice.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rpn-diplomacompletion

Admission Requirements

- Official transcripts: Ontario College Certificate Practical Nurse
- College of Nurses of Ontario (CNO) current Certificate of Registration
- 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
- Copy of RPN Certificate
- Letter from your current employer outlining your current practice.
- Proof of current CNO standing
- Resume outlining your nursing practice and continuing education courses to:
Mohawk College, Registered Practical Nurse Diploma Completion Program
1400 Main St. West, Room 185
Hamilton, ON, L8S 1C7
- Book admission interview with Program Manager via ext. 26703 or 20722.

Clinical Course Information:

- Refer to your individual program of study sent with your acceptance into the program.
- Clinical courses 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.
- Contact Program Manager for clinical application.
- Preclinical Requirements:
- Current Mohawk College medical clearance, maskfit testing, BCLS and specific agency preclinical requirements such as police check & computer training.

PROGRAM OF STUDIES

You must complete the full program within 3 years of admission to the program.

Courses:		Hours
NRSG10018	Professional Issues	76
NRSG10019	Nursing Theory 1	84
NRSG10016	Nursing Informatics	42
NRSG10020	Nursing Theory 2	60
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment Skills for Nurses	59
NRSG10027	Administration of Medication for Nurses	62
CLIN10045	Mental Health Clinical Experience	105
CLIN10048	Clinical Consolidation	100
PSYC2271	Developmental Psychology	42
COMM11040	Communication D	42
SSCI108	Sociology 1	42
COMM10265	Critical and Innovative Thinking	42

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

Skin, Wound and Footcare Management

ACKNOWLEDGEMENT OF COMPLETION AND/OR LETTER OF RECOGNITION

Completion Requirements: see Program of Study

Update and expand knowledge and skills related to foot and wound care within scope of practice.

Questions?

Call: 905-540-4247 ext. 26703

cehealth@mohawkcollege.ca

Admission Requirements

- Current registration with College of Nurses of Ontario.

PROGRAM OF STUDIES		
Footcare Acknowledgement		Hours
NRSGHZPAE	Basic Footcare for RNs and RPNs	13
NRSG10059	Advanced Footcare for RNs and RPNs	18
Footcare Letter of Completion		
completion of the two course above plus:		
CLIN10058	Footcare Field Practicum	7
Management of Wounds Letter of Completion		
HSCIHS127	The Management of Wounds	30

Basic Footcare for RNs and RPNs

NRSGHZPAE

Focus on basic principles and skills in foot care. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Text & course manual available from Titles Bookstore at McMaster Hospital. 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. Sat Class is Oct 4/14

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35054	TH	Oct2	Oct4	6:30-9:30	2	Classroom (IH)	\$106.98
	SA			8:00-4:00			

Advanced Footcare for RNs and RPNs

NRSG10059 (SA)

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: Oct 29, Nov 1, 8, 15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35056	WE	Oct29	Nov15	6:30-9:30	4	Classroom (IH)	\$348.43
	SA			9:00-4:00			

Footcare Field Practicum

CLIN10058 (SA)

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 or fax to 905-528-7706.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35055	TH	Nov27	Nov27	8:30-4:00	1	Other	\$174.79

The Management Of Wounds

HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to L1-Canadian Assoc. of Wound Care series. Bring texts (available in McMaster Hospital, Room 1G) to first class. Classes held on alternate Saturdays. Dates: Oct 4, 18, Nov 1, 15, 29. Course manual available online on specific course page in eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35053	SA	Oct4	Nov29	9:00-3:00	5	Classroom (IH)	\$233.80

Working with Dementia Clients - Multidiscipline Certificate (138)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dementiastudies

Admission Requirements

- Completion of an approved certificate program in health or human services or approval from Program Manager. Fax proof of credentials to 905-528-7706.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIDEM01	Overview of Dementia Care	24
COMMDEM02	Communication & Interpersonal Skills In Dementia	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities1	24
CLINDEM05	Clinical Field Placement With Clients	60
Options - Choose 1:		
PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology 1	42
HSC10095	Overview of Palliative Care for PSW	30
COMMLL041	Communication	45

Contact us 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35077	WE	Sep17	Nov5	6:30-9:30	8	Classroom (IH)	\$194.04

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".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35078	WE	Nov12	Jan10	6:30-9:30	8	Classroom (IH)	\$194.04

Clinical Field Placement With Clients

CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35069	MO	Sep8	Dec30			FieldWork	\$429.30

Watch for our Winter
2015 Catalogue!

Available in print on
Tuesday, November 25, 2014

Working with the Aged - Multidiscipline Certificate (019)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Explore formal studies in aging.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gerontology

Admission Requirements

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

Courses are integrated with the Gerontology - Multidiscipline Certificate.
Refer to website.

PROGRAM OF STUDIES		
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	
PSYC5271	Developmental Psychology	
SSCI5108	Sociology	
HSCIGER05	Restorative Care	
HSCI10095	Overview of Palliative Care for Personal Support Workers	

An Introduction To The Study Of Aging HSCIGER10 (SA)

Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31137	Sep9	Dec16				OntarioLearn	\$274.70

Physiology Of Aging HSCIGER20

The physiology of human growth, development and aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31519	Sep9	Dec16				OntarioLearn	\$274.70

Mental Health Aspects Of Aging HSCIGER41

Investigate many issues related to aging. Topics include the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement. Prerequisite: HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31468	Sep9	Dec16				OntarioLearn	\$274.70

Legal And Ethical Issues Related To Aging LAWSGER51

Investigate some of the varied legal and ethical concerns related to seniors and/or caregiver(s) including the need for a written will, Powers of Attorney for personal care and finances, laws affecting Canadians, elder abuse, ethics, suicide, physician assisted suicide, euthanasia, pain, palliative care, grief and dying. Prerequisite: HSCIGER41.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31464	Sep9	Dec16				OntarioLearn	\$274.70

Community-Based Field Experience WORKGER71 (SA)

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31102	Sep9	Dec16				OntarioLearn	\$166.09

Institutional-Based Field Experience WORKGER81 (SA)

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20, HSCIGER30, HSCIGER41, LAWSGER51 and HMNSGER60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31101	Sep9	Dec16				OntarioLearn	\$166.09

Restorative Care HSCIGER05

Learn to improve the functioning of residents in long-term care facilities, with emphasis on the principles of restorative care, assessment tools, mobility and ambulation dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a certificate program in Health Sciences or Human Services. Start Date subject to change and students to be notified.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35089	WE	Sep24	Nov26	6:30-9:30	10	Classroom (IH)	\$238.80

OTHER COURSES

CPR and First Aid Certification

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

Questions?

Call: 905-540-4247 ext. 26703

Web: www.mohawkcollege.ca/continuing-education/generalhealth

C.P.R. 'C'/AED Recertification - Health Care

Provider Level

HSCI10087

Skills and assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level 'C' certification, within the last 12 - 13 months.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35009	MO	Sep8	Sep8	4:30-8:00	1	Classroom (IH)	\$54.76
35010	SU	Sep14	Sep14	9:00-12:30	1	Classroom (IH)	\$54.76
35011	MO	Sep22	Sep22	4:30-8:00	1	Classroom (IH)	\$54.76
35012	MO	Sep29	Sep29	4:30-8:00	1	Classroom (IH)	\$54.76
35013	SU	Oct5	Oct5	9:00-12:30	1	Classroom (IH)	\$54.76
35014	MO	Dec8	Dec8	4:30-8:00	1	Classroom (IH)	\$54.76

C.P.R.'C'/AED - Health Care Provider Level

HSCI10086

Designed for Health Professionals. Learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35015	SA	Sep6	Sep6	9:00-2:30	1	Classroom (IH)	\$81.64
35016	TU	Sep9	Sep9	5:00-10:30	1	Classroom (IH)	\$81.64
35017	SA	Sep13	Sep13	9:00-2:30	1	Classroom (IH)	\$81.64
35018	TU	Sep16	Sep16	5:00-10:30	1	Classroom (IH)	\$81.64
35019	SA	Sep27	Sep27	9:00-2:30	1	Classroom (IH)	\$81.64
35020	SA	Dec6	Dec6	9:00-2:30	1	Classroom (IH)	\$81.64
35021	TU	Dec9	Dec9	5:00-10:30	1	Classroom (IH)	\$81.64

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 Support, Fire Fighters, etc.). First Aid Valid for 3 years. CPR valid for 1 year.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35022	SA/SU	Sep6	Sep7	9:00-5:00	2	Classroom (IH)	\$166.21
35023	SA/SU	Sep13	Sep14	9:00-5:00	2	Classroom (IH)	\$166.21
35024	SA/SU	Oct4	Oct5	9:00-5:00	2	Classroom (IH)	\$166.21
35025	SA/SU	Dec6	Dec7	9:00-5:00	2	Classroom (IH)	\$166.21

Canadian Red Cross First Aid Instructor Development HSCI10169

Become a trained and certified instructor able to organize & deliver First Aid & CPR courses. Learn to apply an individualized approach focusing on injury prevention, learning styles and a variety of instructional techniques that consider the abilities, ages and needs of each participant. You MUST pass a knowledge evaluation (including written quiz) with a minimum of 80% and MUST ATTEND 100% of the classes in order to pass this course. Course dates: Oct 31, Nov 1, 2, 8, 9, 15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35128	FR	Oct31	Nov15	6:00-8:00	6	Classroom (IH)	\$582.26
	SA/SU			9:00-4:00			

First Responder-First Aid Certification**HSCI10170**

Focus on pre-hospital care and CPR skills for professional first responders or those wanting to become first responders. Learn techniques for sustaining life, preventing further injuries and caring for illnesses and injuries. Includes CPR Level C & CPR-Health Care Provider plus Automated External Defibrillator. Successful completion of this course provides Red Cross Certification at the First Responder level for 3 years after which a 3 year recertification can be taken.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35130	TU	Sep9	Nov25	6:00-9:30	12	Classroom (IH)	\$525.60

General Health Sciences**Questions?**

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/health-sciences-other**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**Counselling Skills in Oncology****COUN10007**

Develop the knowledge and skills required to establish a helping relationship with oncology and palliative care patients and their families throughout the trajectory of the cancer experience. Topics: factors affecting coping, helping relationship effective communication and interviewing skills, crisis management, psychosocial issues, burnout and ethical issues. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31061		Sep9	Dec16			OntarioLearn	\$296.70

Human Anatomy and Physiology**HSCI10027**

Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to: Health Sciences I (HSCIPNB11). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31243		Sep9	Dec16			OntarioLearn	\$479.15

Mask Fit Testing**HSCI10057**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35000	WE	Sep3	Sep3	4:30-6:00	1	Classroom (IH)	\$40.00
35001	MO	Sep8	Sep8	4:30-6:00	1	Classroom (IH)	\$40.00
35002	WE	Sep10	Sep10	4:30-6:00	1	Classroom (IH)	\$40.00
35003	MO	Sep15	Sep15	4:30-6:00	1	Classroom (IH)	\$40.00
35004	WE	Sep17	Sep17	4:30-6:00	1	Classroom (IH)	\$40.00
35005	MO	Sep22	Sep22	4:30-6:00	1	Classroom (IH)	\$40.00
35006	WE	Sep24	Sep24	4:30-6:00	1	Classroom (IH)	\$40.00
35007	MO	Dec8	Dec8	4:30-6:00	1	Classroom (IH)	\$40.00
35008	WE	Dec10	Dec10	4:30-6:00	1	Classroom (IH)	\$40.00

Operating Room Attendant**NRSGNSCD9**

Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety. On successful completion of NRSGNSCD9 & HSCI10155 an Acknowledgement of Completion will be given.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35122	TU	Sep30	Nov18	6:00-9:00	8	Classroom (IH)	\$238.72

Operating Room Attendant Laboratory Experience**HSCI10155**

Utilize OR Attendant theory and skills in a hospital laboratory experience. Must have Immunization clearance, Mask Fit testing and Police Check prior to start date of the course. Classes will take place at St Joseph's Hospital. Prerequisite: HSCI10057, NRSGNSCD9. Exact dates will be given at first class. On successful completion of NRSGNSCD9 and HSCI10155 an Acknowledgment of Completion will be given.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35127	TU/SA	Oct21	Dec8	8:00-2:00	5	Other	\$223.80

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. Not a credit course for BScN Nursing. In class sessions Sep 10, 17, Oct 1, 8, 22, 29, Nov 5, 19, 26, Dec 3, 10 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31275		Sep9	Dec16			OntarioLearn	\$454.19
35116	WE	Sep10	Dec17	6:30-9:30	12	Blended (IH)	\$404.34

Trauma Informed Perspectives**HLTH10183**

Explore post-traumatic stress and associated disorders. Focus on the history, assessment, treatment modalities and recent research theory on traumatic stress and its impacts on children, adults and families. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31431		Sep9	Dec16			OntarioLearn	\$407.55

Medical Laboratory Technology

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.

INTERESTED IN QUALITY MANAGEMENT COURSES?

Contact mary.golba-bylhouwer@mohawkcollege.ca or see Mohawk Website for details.

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. In class sessions Sep 18, 25, Oct 9, 16, 23. Bal of course hours via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35111	TH	Sep18	Oct23	6:30-9:30	5	Blended (IH)	\$164.66

Nursing

LETTER OF RECOGNITION

Students who complete Assessment Skills and Administration of Medication may request a Letter of Recognition by emailing bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/health-courses

Administration of Medication for Nurses NRS10027 (SA)

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. NOTE: Students must purchase "Calculating with Confidence" and logon to eLearn by START DATE. First session is online. CRN 35039 first in class session is Sept. 25. CRN 35040 first in class session is Sept 22. (No class Oct 13) Sat/Sun classes Nov 22 & Nov 23 for BOTH CRN's.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35040	MO	Sep15	Dec1	5:00-9:00	12	Blended (IH)	\$441.78
	SA/SU			9:00-5:00			
35039	TH	Sep18	Nov27	5:00-9:00	12	Blended (IH)	\$441.78
	SA/SU			9:00-5:00			

Arrhythmia Interpretation NRS10060

Enhance understanding of cardiac monitoring, arrhythmias (sinus, arial, and ventricular) heart blocks and pacemakers. Combined classroom and online delivery for regulated health care professionals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35125	MO	Sep29	Dec8	6:00-9:00	10	Blended (IH)	\$298.40

Assessment Skills For Nurses NRS10215 (SA)

Improve your knowledge and technical skills with physical assessment, history taking and documentation. Lab practice included. CRN 35042 no class Oct 13. CRN 35120 in class dates Sep 14 & Nov 23, CRN 35121 in class dates Sept 21 & Nov 30 at Sheridan Davis Campus, balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35120	SU	Sep14	Nov23	10:00-4:00	2	Blended (IH)	\$423.06
35042	MO	Sep15	Dec8	5:00-9:00	12	Classroom (IH)	\$423.06
35043	WE	Sep17	Dec10	5:00-9:00	12	Classroom (IH)	\$423.06
35121	SU	Sep21	Nov30	10:00-4:00	2	Blended (OR)	\$423.06

CRNE Learning Plan & Practice Exam HSC10166

This unique computerized practice examination is a must for all RN students preparing for the CRNE. The proctored computerized examination based on the CRNE examination blueprint is administered in a secure setting. Upon completion of the exam, participants will be provided with an individualized report on areas to focus individual CRNE preparation, and access to free on-line resources based on individual needs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35036	TU	Sep9	Sep9	3:00-6:00	1	Classroom (IH)	\$84.33

CRNE or CPRNE Exam Preparation

Call 905-540-4247 ext. 26703
or ext. 20737

or email bien@mohawkcollege.ca
for information on Basic and Enhanced Exam
Preparation Courses (CRNE or CPRNE)

Intravenous Therapy - RN/RPN

NRS10090

Gain knowledge and skills in caring for patients receiving IV therapy. New blended format with 4 in class sessions - Sep 13 20, Oct 4, 18. Bal via eLearn. Classes held in classroom and in LRC.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35136	SA	Sep13	Oct18	9:00-4:30	4	Blended (IH)	\$365.94

Jurisprudence Exam Preparation

NRS10081

Prepare for success on your CNO Jurisprudence Examination. This online preparation consists of over 150 review questions and discussion boards with content experts. All delivered via eLearn. Course opens at 9 a.m. You must be logged on and ready to begin online exam at 1 p.m. sharp.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35058	TH	Oct16	Oct16	9:00-4:00	1	eLearn (IH)	\$104.54
35059	TH	Nov20	Nov20	9:00-4:00	1	eLearn (IH)	\$104.54

OSCE Preparation Workshop

NRS10082

Designed for Internationally Educated Nurses who have been directed by the CNO to attend an evaluation by CEHPEA. Includes practice OSCEs with standardized patients and individual feedback.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35119	SA	Nov1	Nov1	9:00-4:00	1	Classroom (IH)	\$250.00

Perioperative

Perioperative Nursing Role For Cesarean Section NRS10088

Provides a rigorous review of the scrub nurse and circulating nurse roles during cesarean section. Learn principles of asepsis, anaesthesia, complications and surgical emergencies. Current CNO RN registration required. In class dates: Oct 4, 18, 25. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35126	SA	Oct4	Oct25	8:00-4:00	3	Blended (IH)	\$268.56



Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

Programs and Courses

Certificates

Horticulture - Plant Identification Certificate (846)	108
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Acknowledgements of Completion

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Other Credentials and Stand-Alone Courses

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Food... Food... Food	110
Gardening	110

CREDENTIALIAED PROGRAMS

Home Renovation For Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Join CHCHTV Reno Expert Pamela Stiles (5 Time "Readers Choice Award" Winner and Home Reno Expert at Home Depot) in these courses which are of interest to home renovators, apartment superintendents and townhouse maintenance committees. Emphasis on what YOU can do and when to call in the EXPERTS.

Questions?

Call 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/generalinterest

PROGRAM OF STUDIES

Courses - Choose 5:	Hours
BLDG10075 Tools and How to Use Them	12
BLDG10072 Basic Plumbing	12
ELEC10123 Basic Electrical	12
BLDG10073 Basic Maintenance	18
BLDG10074 Kitchens	12
BLDG10079 Flip That House	12
BLDG10086 Flooring and Mouldings	12
BLDG10087 Furniture Refinishing	12
CREA10135 Painting and Decorating	12
BLDG10008 Build a Bench	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion!

MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.

Build a Bench BLDG10088

In this hands-on course you will create your own bench. Learn tips to measure, cut and assemble it. Add the finishing touch of painting the bench in your choice of colour and interesting techniques using chalky paint. With adequate enrolment, a materials list will be sent. Selected paints, stains and tools will be provided or you may bring your own. Safety glasses and drill are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32407	SA/SU	Sep13	Sep14	9:00-4:00	2	Classroom (FF)	\$114.80

Tools and How to Use Them BLDG10075

Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Also, tool maintenance and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32403	MO	Sep15	Oct6	6:30-9:30	4	Classroom (FF)	\$114.80

Painting and Decorating CREA10135

Hands-on instruction on how to Paint Like a Professional. Learn a variety of finishes including Venetian Plaster, and Faux Finishing. Learn about wallpapering and staining wood and the tools that will make your project faster and easier.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32405	MO	Oct20	Nov10	6:30-9:30	4	Classroom (FF)	\$114.80

Basic Maintenance NEW! BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let Pamela show you step by step how to get the job done.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32404	TU	Sep16	Oct21	6:30-9:30	6	Classroom (FF)	\$163.70

Horticulture - Plant Identification Certificate (846)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1795

Email: ceskills@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/horticulture

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HORTHOR01	Fundamentals of Horticulture	36
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers And Vines	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. Supply fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32039	WE	Sep10	Nov26	7:00-10:00	12	Classroom (FF)	\$293.40

Deciduous Trees HORTHOR02

Explore and learn about a broad range of deciduous trees suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32038	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40

Broadleaf Evergreens, Climbers And Vines HORTHOR05

Examine a wide range of broadleaf evergreens, deciduous and evergreen vines and ground covers with emphasis on identification and cultural requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32037	TH	Sep11	Nov27	6:30-9:30	12	Classroom (FF)	\$293.40

Interior Decorating Certificate (178)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

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

Courses are recognized by the Canadian Decorators' Association (CDECA).

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/interiordesign or www.cdeca.com/en/about-cdeca

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES

The first four courses must be taken in the order listed below. The + courses can be taken any time during the program. The ++ courses can be taken when the prerequisites have been met. For a complete listing of pre-requisites, please refer to the program website.

Mandatory Courses:		Hours
CREAHF215	Colour Principles	30
CREAHF205	Design Principles	30
TDRWHF203	Basic Drafting ++	30
METRHF230	Estimating ++	30
TEXT10029	Fabrics for Interiors +	30
CREA10029	Residential Lighting +	30
CREA10034	Understanding Floors & Furniture +	30
CREA10030	Soft Furnishings & Window ++	30
CREA10031	Accessorizing the Home ++	30
CREA10033	Creative Design Presentations ++	30
CREAHF240	Interior Design Studio	30
Options – Choose 2:		
CREA10036	Creative Paint Techniques	30
CADM10014	3-D Computer Drafting ++	30
CREA10035	Kitchen & Bathroom Concepts	30
SBMG10001	Business Strategies for Interior Decorators ++	30

Colour Principles

CREAHF215

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32429	TH	Sep18	Nov20	6:30-9:30	10	Classroom (FF)	\$244.50

Estimating

METRHF230

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32431	TU	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$244.50

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32428	WE	Sep17	Nov19	6:30-9:30	10	Classroom (FF)	\$244.50

Landscape Design Certificate (080)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1795

Email: ceskills@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/landscapedesign

Admission Requirements

- Successful completion of senior secondary school English or equivalent.



PROGRAM OF STUDIES

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

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 and Vines	30
HORTHOR06	Annuals, Perennials, Bulbs	30
HORT10047	Holistic Plant Health Care and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

General Plant Identification

HORTLA010

Study identification and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses. Field trips included. NOTE: This course is a requirement of the Landscape Design Cert. but CANNOT be used as a credit in the Horticulture Plant Identification Certificate.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32036	TU	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$293.40

Fundamentals Of Horticulture

HORTHOR01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32039	WE	Sep10	Nov26	7:00-10:00	12	Classroom (FF)	\$293.40

Deciduous Trees

HORTHOR02

Explore and learn about a broad range of deciduous trees suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32038	WE	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$293.40

Broadleaf Evergreens, Climbers And Vines

HORTHOR05

Examine a wide range of broadleaf evergreens, deciduous and evergreen vines and ground covers with emphasis on identification and cultural requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32037	TH	Sep11	Nov27	6:30-9:30	12	Classroom (FF)	\$293.40



Professional Bartending

ACKNOWLEDGEMENT OF COMPLETION

Graduation Requirement: 5 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.

NOTE: The Professional Bartending Certificate (085) is currently under review. Check back in Winter 2015 for updates.

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/bartending

Admission Requirements

You must be 19 years of age or older.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HOSPFB107	Mixology	36
HOSP10010	Be a Professional Server	18
HOSPFB004	Wine Appreciation 1	30
HOSPFB005	Wine Appreciation 2	30
HOSPFB008	Smart Serve Certification Course	4

Smart Serve Certification is mandatory for alcohol servers in Ontario.

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. Manual cost included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32414	SA	Sep27	Sep27	9:30-1:30	1	Classroom (FF)	\$59.00
32415	TU	Oct21	Oct21	6:00-10:00	1	Classroom (FF)	\$59.00

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 are included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32413	WE	Sep17	Nov19	6:30-10:00	10	Classroom (FF)	\$348.40

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. Bring 6 wine glasses to each class. Included in the fee are the WCO Manual, the wine costs and, upon successful completion, the Wine Council of Ontario Certificate of Merit. If adequate enrolment is met, it is highly recommended to take Wine Appreciation 2 which highlights Old World Wines.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32412	TH	Sep18	Nov6	6:00-10:00	8	Classroom (FF)	\$326.50

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 courses that include alcohol, 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.



Tea Sommelier

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

In collaboration with the Tea Association of Canada, these courses have been designed for individuals wishing to enter the distinguished world of a Tea Sommelier or for those who simply want to enhance their enjoyment of tea. Students become familiar with a variety of different teas and regions and begin to identify their distinct aroma and flavour. Cupping procedures, tasting methodology, grading standards, industry terminology are introduced through the hands-on tasting component of the courses. Developing tea menus for retail and food service settings, from retail to service industries will be covered.

Upon completion of the courses, students will have the opportunity to write the competency exam through the Tea Association of Canada for certification as a Tea Sommelier.

Questions?

Call : 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/tea_sommelier

PROGRAM OF STUDIES

Courses must be completed in the order listed.

Mandatory Courses:	Hours
HOSP10019 Introduction to Tea - Tea 101	12
HOSP10020 Regions of the World - Tea 102	21
HOSP10021 Tea Sensory Development - Tea 103	18
HOSP10022 Tea Types - Tea 104	18
HOSP10023 From Bush to Cup - Tea 105	18
HOSP10024 Preparation, Consumption and Health - Tea 106	18
HOSP10025 Menu Design and Food Pairing - Tea 107	18
HOSP10026 Business of Tea - Tea 108	18

Introduction to Tea - Tea 101

HOSP10019

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards used in the industry. Designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance your enjoyment of tea. The basics of tea terminology and proper cupping techniques will be covered. Product costs included in the course fee. If adequate enrolment is met, the second course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32408	WE	Sep17	Oct8	6:30-9:30	4	Classroom (FF)	\$142.80

Tea Sensory Development - Tea 103

HOSP10021

The science of taste and how the production of tea influences the appearance of the leaf and the overall taste are examined. Identify stages of production, proper storage, handling techniques; potential production errors and the associated impact on the tea. Develop the skills to discern major tea characteristics. The tasters' vocabulary will be covered with tasting of various products. Prerequisite: HOSP10020. If adequate enrolment is met, the fourth course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32409	TH	Sep18	Oct23	6:30-9:30	6	Classroom (FF)	\$171.70

OTHER COURSES

Cake Decorating

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cake_decorating

Cake Decorating

CUL10068

Hands-on learning, focuses on the art of decorating a special event cake. Cover & decorate cakes using butter cream, rolled fondant & royal icings. Discover piping techniques, flowers, borders, flood work, basket weave, & more. Build up by having step by step instruction on using rolled fondant, creating gum paste flowers, string work, and brush embroidery. Design and make a 2-tier cake. Supply costs are the responsibility of the participant. List of supplies will be covered in the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32432	WE	Sep17	Dec3	6:30-10:00	12	Classroom (FF)	\$342.30

Food... Food... Food

We encourage FULL, HANDS-ON PARTICIPATION for the best learning experience!!

- Registration is available up to two days before the start date.
- Food and other additional costs (if applicable) are the responsibility of the student (unless otherwise indicated) and are paid directly to the instructor on the first night of class by cash or cheque only.
- Students are requested to bring their own sharp knife, hand towel, containers and apron to all culinary courses.**

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cooking-courses

Fundamentals of Gourmet Dining **NEW!**

CUL10071

Chef Shaun Davis will take you on a culinary adventure, exploring different cuisines from around the world. Each week you will prepare a three course signature menu where you will learn the skills of a professional and how to use them at home to impress your family and friends. Food costs of \$55.00 payable to the instructor on the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32401	TU	Sep16	Oct21	6:00-10:00	6	Classroom (FF)	\$195.60

Cooking Fundamentals

CUL10069

Join Chef Shaun Davis and start your culinary journey on learning basic cooking skills. Instruction will be given on proper knife skills and handling, various cooking techniques and food presentation. Gain a new perspective on how to look at recipes to create savoury dishes that will impress family and friends. Food costs of \$55.00 payable to the instructor the first night of class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32402	TU	Oct28	Dec2	6:00-10:00	6	Classroom (FF)	\$195.60

Gardening

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1795

Email: ceskills@mohawkcollege.ca or jim.lounsbury@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/horticulture-other

Perennial Gardening

HORTHOR44

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32040	WE	Sep24	Oct1	6:30-9:30	2	Classroom (FF)	\$65.70

Mathematics

MATHEMATICS - INDEPENDENT STUDY

Steps for completing a mathematics course through the Math Learning Centre (MLC)

- Select the date you wish to begin your studies.
- Follow the appropriate column down to the course you require.
- Make note of the corresponding CRN.
- Use this CRN on your in-person registration form or when registering online.
- Attend the mandatory orientation session on the start date you selected. This will take place at 6:00 pm. The MLC is located in Room C122 at the Fennell Campus.
- Your attendance in the orientation is required to active your eLearn account so you can begin your studies.
- Math Learning Centre courses are delivered through eLearn in a windows based environment.
- You will work through modules independently, however, personal one on one support is available in the Math Learning Centre from 8:30 am to 9:00 pm Monday to Thursday and Friday until 4:00 pm.
- Further details will be discussed at the orientation session.
- You must complete your course by the end date.

	Orientation Date	Sep 8	Sep 16	Sep 24	Oct 16	Nov 17		
	End Date	Jan 8	Jan 16	Jan 24	Feb 15	Mar 19		
COURSE NAME	COURSE NUMBER	CRN	CRN	CRN	CRN	CRN	FEE	PREREQUISITE
Mathematics 1	MATH10011	32576	32577	32578	32579	32580	\$342.30	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012	32581	32582	32583	32584	32585	\$342.30	Grade 12 Math (C or U)
Mathematics	MATH10020	32586	32587	32588	32589	32590	\$342.30	MATH10012
Mathematics	MATH10024	32591	32592	32593	32594	32595	\$342.30	MATHMS173
Mechanical Intermediate Algebra	MATH10029	32596	32597	32598	32599	32600	\$342.30	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042	32601	32602	32603	32604	32605	\$443.20	Grade 12 Math (C or U)
Mathematics 2	MATH10053	32606	32607	32608	32609	32610	\$342.30	MATH10011 or equivalent
NDE Mathematics	MATH10059	32611	32612	32613	32614	32615	\$342.30	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001	32496	32497	32498	32499	32500	\$387.60	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 *	32619	32620	32621	32622	32623	\$547.72	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003	32501	32502	32503	32504	32505	\$387.60	Grade 11 Math (C or U)
Mathematics 1-General Arts and Sciences	MATHMA006	32618	32507	32508	32509	32510	\$342.30	Grade 10 Math (applied or academic)
Mathematics 1 (Motive Power Technqs)	MATHMA008	32511	32512	32513	32514	32515	\$342.30	Grade 10 Math (applied or academic)
Mathematics 2 (Motive Power Technqs)	MATHMA009	32516	32517	32518	32519	32520	\$342.30	MATHMA008
Math	MATHMA018	32645	32646	32647	32648	32649	\$342.30	MATHMA006
Mathematics	MATHMA101	32521	32522	32523	32524	32525	\$342.30	Grade 11 Math (C or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179	32526	32527	32528	32529	32530	\$443.20	Grade 12 Math (C or U)
Differential Calculus	MATHMA383	32531	32532	32533	32534	32535	\$342.30	MATH10029
Mathematics	MATHMS122	32536	32537	32538	32539	32540	\$443.20	Grade 10 Math (applied or academic)
Mathematics	MATHMS144	32541	32542	32543	32544	32545	\$342.30	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165	32546	32547	32548	32549	32550	\$443.20	Grade 12 Math (C or U)
Mathematics	MATHMS171	32551	32552	32553	32554	32555	\$443.20	Grade 12 Math (C or U)
Mathematics	MATHMS173	32556	32557	32558	32559	32560	\$443.20	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244	32561	32562	32563	32564	32565	\$342.30	MATHMS144
Mathematics	MATHMS248	32566	32567	32568	32569	32570	\$443.20	MATHMS171
Mathematics	MATHMS377	32571	32572	32573	32574	32575	\$342.30	MATHMS271

* CRN End Dates for MATHMA002 only are: Mar 16/15, Mar 24/15, Apr 1/15, Apr 23/15, May 25/15

Questions?

905-575-2139 | ceengty@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca | www.mohawkcollege.ca/continuing-education/mathematics-statistics

MATHEMATICS - LECTURE AND ONLINE

Mathematics Courses

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mathematics-statistics

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Discrete Math & Statistics NEW! MATH10064

Covers various topics from number theory, discrete mathematics and statistics. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31561	Sep10	Dec17				eLearn	\$401.19

Engineering Mathematics 2 MATH10021

An introduction to Functions, Graphs, Straight Line, Quadratic Equations, Analytic Trigonometry, Empirical Equations, Differential and Integral Calculus. Prerequisite: MATHMA179 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32247	TH	Sep11	Dec11	6:00-9:00	14	Classroom (FF)	\$342.30

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32246	WE	Sep10	Nov26	6:00-9:30	12	Classroom (FF)	\$342.30

Fundamental Mathematics MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to: MATHMA001. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31009		Sep9	Dec16			OntarioLearn	\$407.55

Math MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Start date reflects mandatory orientation date. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31445	Sep10	Dec17				eLearn	\$310.38

Mathematics MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. 4 months. Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31069	Sep10	Dec17				eLearn	\$310.38

Mathematics 1 - General Arts And Science MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. Prerequisite: Grade 10 Math (applied or academic). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31443	Sep10	Dec17				eLearn	\$310.38

Mathematics Of Finance

MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Intended for technology students. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31090		Sep10	Dec17			eLearn	\$310.38

NDE Mathematics NEW!

MATH10059

Unit Conversions, Equations, Algebra, Right Triangle and Oblique Triangle Trigonometry, Logarithms, Geometry & Menstruation Prerequisite: Grade 12 Math (C or U). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32633		Sep10	Dec17			eLearn	\$310.38

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. NOTE: Monday class is every second Monday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32284	MO/WE	Sep10	Dec3	6:00-9:00	19	Classroom (FF)	\$442.98

Statistics

MATHMA570

This statistics course covers organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software for this course will not operate on a MAC computer. Prerequisite: Introductory College level math course. Students wishing MATHMS474 or MATH10060 may take MATHMA570. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31354		Sep9	Dec16			OntarioLearn	\$454.19

Statistics II

MATH10049

Topics include: review of inferences for one simple mean and proportion, SPC, inferences on the difference of 2 means, inferences for difference of 2 proportions, Chi-square analysis (independence, goodness of fit), ANOVA, Linear and Multiple Regressions. Software for this course will not operate on a MAC computer. Students wishing MATHMA411 may take this course. Prerequisite: Statistics (MATHMA570) or Introductory Statistics course. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32119		Sep9	Dec16			OntarioLearn	\$454.19

Technical Calculus I

MATH10052

Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to: MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31257		Sep9	Dec16			OntarioLearn	\$501.15

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: MATH10052 or Engineering Mathematics 2 (MATH10021). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31408		Sep9	Dec16			OntarioLearn	\$407.55

Math Essentials

MATH10043

39006 TU Sep9 Dec9 6:30-8:30 14 Classroom (FF) \$228.20

Technology and Skilled Trades

ce.mohawkcollege.ca/tech



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CREDENTIALLED PROGRAMS

Air Brake Training

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or dwayne.barnett@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/airbrake

Admission Requirements

- Minimum requirement is full class "G" license (Ontario).

Air Brake Training

MOTPSAM70

Learn the airbrake system and components. Earn your 'Z' Air Brake Endorsement on your Ontario License, as required by The Ontario Ministry of Transportation. Test & Booklet included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32041	SA/SU	Sep20	Sep21	8:00-4:00	2	Classroom (SC)	\$264.92
32042	SA/SU	Oct18	Oct19	8:00-4:00	2	Classroom (SC)	\$264.92
32043	SA/SU	Nov15	Nov16	8:00-4:00	2	Classroom (SC)	\$264.92
32044	SA/SU	Dec20	Dec21	8:00-4:00	2	Classroom (SC)	\$264.92



Building Environmental Systems Certificate (090)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Become proficient in Heating Systems, Air Conditioning and Refrigeration Systems, Electrical Systems, Air Handling and Preventative Maintenance Programs, Water Treatment Programs and Energy Efficiency in Large Buildings.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018

Email: ceskills@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/buildenvirovsystems

Admission Requirements

- Practical work experience or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HRAPBES01	Heating	45
HRAPBES02	Air Conditioning & Refrigeration	45
BLDGBES03	Air Handling/Preventative Maintenance	45
BLDGBES04	Electrical	45
STENBES05	Controls	45
STENBES06	Water Treatment	45

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32235	MO	Sep8	Dec8	6:00-9:30	13	Classroom (SC)	\$366.75

Electrical

BLDGBES04

Learn the basics of electricity and building electrical services, motor control and wiring diagrams, and calculation of loads and charges. Designed for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32228	TH	Sep11	Dec4	6:00-9:30	13	Classroom (SC)	\$366.75

Canadian Institute for NDE

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

CINDE offers the following programs in co-operation with its Ontario Chapter. Course fees include course manual and CINDE membership.

Questions?

Call: 905-387-1655

Email: registrations@cinde.ca

Web: www.mohawkcollege.ca/continuing-education/nde or www.cinde.ca

Courses Offered:

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Digital Radiography
- Film Interpretation
- Radiation Safety
- PdM Techniques
- Weld Inspection & Quality Control
- Principles & Applications of NDT
- Engineering, Materials and Components (EMC) - in class and online
- Level 3 Preparatory Courses - online only
- Phased Array UT Inspection

Register online at: www.cinde.ca

Magnetic Particle Levels 1 & 2

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
	TU	Sep9	Dec9	7:00-10:00	14	Classroom (FF)	\$990.00

Ultrasonics Level 1

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
	WE	Sep10	Dec10	7:00-10:00	14	Classroom (FF)	\$990.00

Liquid Penetrant Levels 1 & 2

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
	TH	Sep11	Dec11	7:00-10:00	14	Classroom (FF)	\$990.00

Note: Safety shoes are mandatory for all laboratory work.

Location: Fennell Campus, Room E027

Certificate of Qualification Examination Preparation

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5272

Email: ceskills@mohawkcollege.ca or roman.szipurko@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cofq

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

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

C of Q Electrical 309A

ELECHEQ12

Review theory and electrical code for the Construction & Maintenance 309A exam. Current code book required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32219	TU/TH	Sep9	Nov13	6:00-9:00	20	Classroom (SC)	\$470.70

C of Q Truck and Coach

MOTPSAM65

Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32215	TH	Sep11	Nov27	6:00-9:00	12	Classroom (SC)	\$293.40

C of Q Automotive Service Technician

MOTPSAM66

Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32214	WE	Sep10	Nov26	6:00-9:00	12	Classroom (FF)	\$293.40

C of Q Instrumentation

INST10006

Designed to help prepare experienced trades persons whom have or will soon have permission to write the C of Q exam in the Instrumentation 447A trade area. Special emphasis will be placed on theory review and practice answering sample questions. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31465		Sep9	Dec16			OntarioLearn	\$274.70

CFC/ODP Training

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

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cfc-odp

CFC/HCFC/HFC Control

ENVRRE904

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32316	SA	Sep27	Sep27	8:30-3:00	1	Classroom (SC)	\$214.86
32317	SA	Oct25	Oct25	8:30-3:00	1	Classroom (SC)	\$214.86
32319	SA	Nov22	Nov22	8:30-3:00	1	Classroom (SC)	\$214.86

CNC Programming Certificate (070)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 4 courses

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

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or robert.clark17@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cncprogramming

Online Learning Questions?

Call: 905-575-2703

Email: disted@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

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32209	TU/TH	Sep9	Oct28	6:00-10:00	15	Classroom (SC)	\$470.70

CNC Programming - Basic

COMP10168

Designed for general machinists, machine operators, designers and engineers, production planners, CAD/CAM and other professionals, as well as quality technicians who want to understand the complexities of this modern manufacturing process. Topics will cover all general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. Equivalent to: MACHRE810. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31545		Sep9	Dec16			OntarioLearn	\$385.38

CAD/CAM (MasterCAM) 2D

CADMRE455

Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32210	TU	Sep9	Dec16	6:00-10:00	15	Classroom (SC)	\$470.70

Construction Estimating Certificate (867)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or richard.borger@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/constructionestimating

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
INFO10105	Project Management Scheduling Software	42
MGMTCN340	Construction Management A	56
MGMTCN440	Construction Management B	56

Estimating 1 BLDGEA202
Read drawings and measure quantities of building projects, concrete, earthwork, structural steel, reinforcing steel and masonry.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32236	MO	Sep8	Dec15	6:30-9:30	14	Classroom (FF)	\$342.30

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. Prerequisite: HRES10013. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31008		Sep9	Dec16			OntarioLearn	\$426.27
31476		Oct1	Jan7			OntarioLearn	\$426.27
31481		Nov3	Feb9			OntarioLearn	\$426.27
32004		Dec1	Mar9			OntarioLearn	\$426.27

Construction Management A MGMTCN340
Examine the principles of critical-path scheduling, as well as relevant provincial and municipal acts, regulations, and permit processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32234	TH	Sep11	Dec11	6:00-10:00	14	Classroom (FF)	\$442.98

Electrical Engineering Technician to Technologist Transfer

Graduates of Mohawk College's 2 Year Diploma Program in Electrical Engineering Technician-Power (Program 403) may be eligible for direct entry into Semester 5 of the Mohawk College 3 year Advanced Diploma Program in Electrical Engineering Technology-Control (Program 536), by completing five additional courses.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Admission Requirements

- Completion of Mohawk College Electrical Engineering Technician-Power (Program 403).

PROGRAM OF STUDIES

Mandatory Courses:

MATH10014	Engineering Math 3
ELEC10034	Network Fundamentals
ELEC10045	Engineering Applications
ELEC10059	Linear Systems

Courses are offered under other programs. Refer to the index.

When you have completed the required courses contact the Admissions Department for information on how to apply for direct entry through the Ontario College Application Service (OCAS).



Electrical Fundamentals Certificate (063)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1267

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/electricalfundamentals

Admission Requirements

- A minimum of Grade 11 mathematics and physics, or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2-Commercial/Light Industrial	72
MATHMA002	Preparatory Mathematics (Technology)	72

MATHMA002 is offered in the Mathematics section. See page 111.

Electricity 1 - Residential ELECHV107

Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electric test meters, with emphasis on residential HVAC systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32225	TU/TH	Sep9	Nov27	6:00-9:00	24	Classroom (SC)	\$547.18



Electronic Fundamentals Certificate (886)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1267

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/electronicfundamentals

Admission Requirements

- Grade 12 Mathematics or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELECER001	DC Electrical/Electronic Theory	56
ELECER002	AC Electrical/Electronic Theory	56
ELECER003	Electronics 1	56
ELECER011	Digital Electronics 1	60

DC Electrical/Electronic Theory ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32223	TU	Sep9	Dec9	6:00-10:00	14	Classroom (FF)	\$442.98

Electronics I (Semiconductors) ELECER003

Concepts and testing procedures associated with semiconductor diodes, zener diodes, light emitting diodes,

rectifications, filtering, bipolar transistors, transistor configurations and characteristics, field effect and unijunction transistors, thyristor diodes, gate triggering and switching circuits. Prerequisite: ELECER002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32224	WE	Sep10	Dec10	6:00-10:00	14	Classroom (FF)	\$442.98

Tuition Assistance

May be available to students who complete an online profile at
mohawkcollege.ca/financial-assistance

Environmental Engineering Certificate (083)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

Questions?

Call: 905-575-2203 or 905-318-4295 mailbox 1501

Email: ceengty@mohawkcollege.ca or margaret.thomson@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/environmentalengineering

Admission Requirements

- Prep Chemistry (GSC1PE053) or equivalent. See page 45.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CHEMOH701	Principles of Environmental Chemistry	42
ENVROH702	Environmental Science	42
ENVROH704	Air Pollution and Monitoring	42
ENVR10043	Environment Project Management	42
LAWSOH703	Environmental Legislation And Audit	42
WASTOH705	Water and Wastewater Treatment	42
WASTOH706	Solid & Hazardous Waste Management	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: GSC1PE053 or equivalent. NOTE: Some self-study may be required

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32616	TU	Sep9	Dec9	7:00-10:00	14	Classroom (FF)	\$342.30

Air Pollution And Monitoring

ENVROH704

Study principles and techniques of air pollution monitoring and control. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32617	TH	Sep11	Dec11	7:00-10:00	14	Classroom (FF)	\$342.30

Fire Safety Certificate (853)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/firesafety

PROGRAM OF STUDIES

Mandatory Courses:		Hours
SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Principles of Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	Fire Safety 4-Water Extinguishing Systems	39
SAFEFT105	Fire Safety 5-Special Extinguishing Systems	39
SAFEFT106	Fire Safety 6-Processes & Protection	39

Basic Principles Of Fire Safety

SAFEFT100

Focus on the chemistry and physics of fire, methods of extinguishment, fire protection and life safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32377	TU	Sep9	Dec16	7:00-10:00	15	Classroom (FF)	\$366.75

Fire Safety 3-Fire Alarms

SAFEFT103

Examine initiating and indicating devices with attention to circuitry, code requirements, design and installation. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32380	WE	Sep10	Dec3	6:30-9:30	13	Classroom (FF)	\$317.85

Fire Safety 5-Special Extinguishing Systems

SAFEFT105

Study fixed fire extinguishing systems with their applications and design. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32381	TH	Sep11	Dec4	6:00-9:00	13	Classroom (FF)	\$317.85

Fluid Power Certificate (847)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power.

For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/fluidpower

Admission Requirements

- You require basic knowledge of, or experience with, fluid power systems.

PROGRAM OF STUDIES

This POS has recently been revised. For students in progress under the old POS - credits will be honoured using the new POS. Please refer to Fluid Power webpage for all equivalencies.

Mandatory Courses:		Hours
STENMF201	Introductory Hydraulics	56
STENMF254	Hydraulics 1	70
STEN10009	System Studies	28
STENMF202	Introductory Pneumatics	42
STENMF354	Hydraulics 2	56
STENMF352	Pneumatics 2	49

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

Introductory Hydraulics**STENMF201**

Understand the principles of fluid power as related to hydraulics building on fundamentals presented in introductory pneumatics Learning applications for hydraulic actuators, pumps, controls and fluid conditioning and application in industry. Equivalent: STENMF100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32033	TU	Sep9	Dec9	6:00-10:00	14	Classroom (SC)	\$442.98

Introductory Pneumatics**STENMF202**

Learn the concepts and principles of fluid power specifically related to pneumatic systems, pneumatic actuators, valves, compressors and associated controls. Apply the use of pneumatics in industry and its evolution with changing technology. Upon completion the student should be able to design and specify components for a simple pneumatic system. Prerequisite: STENMF201 Equivalent: STENMF103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32034	WE	Sep10	Dec10	6:00-9:00	14	Classroom (SC)	\$342.30

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments and costs will be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

- A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
- Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. This would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

Questions?

Call: 905-575-2507 or 905-575-2522

Email: ceskills@mohawkcollege.ca or charles.honey@mohawkcollege.ca

Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

All Fuel Certification courses/programs are endorsed and supported by Ontario Regulation 215. You must write an examination within one year of completing an accredited course/program completion. Failure to meet the requirements within one year of completion will necessitate retraining.

Rewrites and Re-examination

- Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. If you are unsuccessful after three attempts you must attend a full training program again. As per OREG 215, the candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt. You are able to rewrite after thirty days of an unsuccessful attempt.
- Mohawk College will advertise a rewrite schedule in the Continuing Education catalogue and on our website ce.mohawkcollege.ca

No one should fill out an application for a higher certification level until successfully completing a lower level certification.

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 required to pay an Examination Fee of \$230.00 for each level (GT-3, GT-2, GT-1) of certification.

For Fuel Technician information, access the TSSA link via www.mohawkcollege.ca/continuing-education/fueltechnician

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018

Email: ceskills@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/fueltechnician

Testing information?

Call: 905-575-2522

Email: charles.honey@mohawkcollege.ca

Admission Requirements

- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through dayschool training at this time.

GAS TECHNICIAN

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

Gas Technician 3 Review**GOPT10003**

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: STENST211 & MOTPT208 or GOPTRE244.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32487	WE	Oct1	Oct22	6:15-9:15	4	Classroom (SC)	\$97.80

Payment for Gas Technician 3 Rewrite Exam will be required the first night.

Gas Technician 2 - Part 1**GOPTRE050**

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32202	TU/TH	Sep9	Dec18	6:00-10:00	30	Classroom (SC)	\$846.70

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32203	MO/WE	Sep8	Dec22	6:00-10:00	30	Classroom (SC)	\$846.70

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32204	MO/WE	Sep8	Dec22	6:00-10:00	30	Classroom (SC)	\$846.70

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 \$230.00 is extra after all 4 parts are completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32205	TU/TH	Sep9	Dec18	6:00-10:00	30	Classroom (SC)	\$846.70

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 \$230.00 will be charged for TSSA certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32206	MO/WE	Sep8	Jan21	6:00-10:00	36	Classroom (SC)	\$996.46
32207	MO/WE	Sep8	Jan21	6:00-10:00	36	Classroom (SC)	\$996.46

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

Geographic Information Systems Certificate (079)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or patrick.worsell@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gis

PROGRAM OF STUDIES

Mandatory Courses:		Hours
INFOCVA03	Introduction to Geographic Information Systems	42
INFOCVA36	GIS Software - ArcView	42
INFOCVA37	Remote Sensing	42
INFOCV630	GPS - Global Positioning Systems	42
INFOCVA08	Internet Mapping	42
INFOCVA14	Designing, Managing/Implementing a GIS	42
INFO10081	Access Core	36
INFO10177	Access Expert	36

Introduction To Geographic Information Systems INFOCVA03

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31086		Sep9	Dec16			OntarioLearn	\$363.38

GIS Software - ArcView**INFOCVA36**

Learn to create and manipulate data in ArcView, geocode addresses, perform spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31179		Sep9	Dec16			OntarioLearn	\$363.38

Remote Sensing**INFOCVA37**

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31378		Sep9	Dec16			OntarioLearn	\$363.38

GPS - Global Positioning Systems**INFOCV630**

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31042		Sep9	Dec16			OntarioLearn	\$363.38

Internet Mapping**INFOCVA08**

Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31242		Sep9	Dec16			OntarioLearn	\$363.38

Designing, Managing/Implementing A GIS**INFOCVA14**

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Mandatory prerequisites: INFOCVA03, INFO10081 and INFO10177.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31521		Sep9	Dec16			OntarioLearn	\$363.38

Access Core**INFO10081**

Learn to insert, delete and change data in a Microsoft Access 2013 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31019		Sep15	Dec2			eLearn	\$266.04

Access Expert**INFO10177**

Topics will include: pivot tables/charts, advanced reports, advanced queries, enhancing forms, share data with other applications, working with macros, automating business processes by using VBA code, working with a database switchboard and performing database maintenance. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31035		Sep15	Dec6			eLearn	\$266.04

Heating, Refrigeration and Air Conditioning Technician Certificate (855)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018

Email: ceskills@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/hrac

Admission Requirements

- Grade 12 or equivalent (including Mathematics).
- Strong problem-solving skills.
- Good human relation skills.
- High mechanical aptitude.

PROGRAM OF STUDIES			
Mandatory Courses:			Hours
BLDGES03	Air Handling/Preventative Maintenance		45
ELECHV107	Electricity 1 - Residential		72
GOPTRE050	Gas Technician 2 - Part 1		120
ENVRRE904	CFC/HCFC/HFC Control		6
GOPTRE243	Oil Burner Technician 3		120
GOPTRE244	Gas Technician 3		144
HRAPRE905	Air-Conditioning for HRAC		60

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.

Electricity 1 - Residential

ELECHV107

Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electric test meters, with emphasis on residential HVAC systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32225	TU/TH	Sep9	Nov27	6:00-9:00	24	Classroom (SC)	\$547.18

Gas Technician 2 - Part 1

GOPTRE050

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32202	TU/TH	Sep9	Dec18	6:00-10:00	30	Classroom (SC)	\$846.70

CFC/HCFC/HFC Control

ENVRRE904

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32316	SA	Sep27	Sep27	8:30-3:00	1	Classroom (SC)	\$214.86
32317	SA	Oct25	Oct25	8:30-3:00	1	Classroom (SC)	\$214.86
32319	SA	Nov22	Nov22	8:30-3:00	1	Classroom (SC)	\$214.86

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 \$230.00 will be charged for TSSA certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32206	MO/WE	Sep8	Jan21	6:00-10:00	36	Classroom (SC)	\$996.46
32207	MO/WE	Sep8	Jan21	6:00-10:00	36	Classroom (SC)	\$996.46



Home Inspection Certificate (171)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/homeinspection

Admission Requirements

- A grade 12 diploma or equivalent, including senior level English.
- Experience in the construction industry is an asset.

PROGRAM OF STUDIES			
Mandatory Courses:			Hours
BLDGH1001	Interior/Insulation Inspection		42
BLDGH1002	Exterior Inspection		42
HRAPH1003	Heating Inspection I		42
HRAPH1004	Heating Inspection II		42
HRAPH1005	Plumbing Inspection		42
HRAPH1006	Air Conditioning and Heat Pumps Inspection		42
ELECH1007	Electrical Inspection		42
BLDGH1008	Structural Inspection		42
BLDGH1009	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 or 1-888-RHI-OAH or www.oahi.com

Textbook Information

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

Interior/Insulation Inspection

BLDGH1001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31340		Sep9	Dec16			OntarioLearn	\$385.38

Exterior Inspection

BLDGH1002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31341		Sep9	Dec16			OntarioLearn	\$385.38

Heating Inspection I

HRAPH1003

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31342		Sep9	Dec16			OntarioLearn	\$385.38

Heating Inspection II

HRAPH1004

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: HRAPH1003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31343		Sep9	Dec16			OntarioLearn	\$385.38

Plumbing Inspection

HRAPH1005

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31344		Sep9	Dec16			OntarioLearn	\$385.38

Air Conditioning and Heat Pumps Inspection HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31345		Sep9	Dec16			OntarioLearn	\$385.38

Electrical Inspection ELECHI007

Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31346		Sep9	Dec16			OntarioLearn	\$385.38

Structural Inspection BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31347		Sep9	Dec16			OntarioLearn	\$385.38

Roofing Inspection BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31348		Sep9	Dec16			OntarioLearn	\$385.38

Communication/Professional Practices COMMHI010

Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31349		Sep9	Dec16			OntarioLearn	\$385.38

Human Machine Interfacing Certificate (182)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/hmi

Admission Requirements

- For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

PROGRAM OF STUDIES

Mandatory Courses:			Hours
ASYS10004	HMI Programming 1		52
ASYS10005	HMI Programming 2		52
ASYS10006	HMI Programming 3		52
ASYSPLC11	PLC Programming 1		56

PLC Programming 1

ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32220	MO	Sep8	Dec8	6:00-10:00	13	Classroom (FF)	\$415.26
32260	TH	Sep11	Dec4	6:00-10:00	13	Classroom (FF)	\$415.26

Industrial Drives Certificate (202)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrialdrives

Currently Under Review.

Industrial Engineering Certificate (868)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

For individuals in first level Industrial Engineering positions. Conduct studies, draw plans of plant layout; quality control concepts, lean manufacturing concepts and participate in various manufacturing problem solving applications.

Questions?

Call: 905-575-2203

Email: ceskills@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrialengineering

PROGRAM OF STUDIES

Mandatory Courses:			Hours
HRESIM337	Management of Human Resources		42
IENGIM132	Work Measurement 1		56
IENGIM252	Problem Solving		42
IENGIM332	Work Measurement 2		56
IENGIM535	Plant Layout & Material Handling		56
MGMTIM153	Manufacturing Management		42

Problem Solving

IENGIM252

Explore analytical and creative problem solving techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32393	WE	Sep10	Nov26	6:00-9:00	12	Classroom (FF)	\$342.30

Work Measurement 2

IENGIM332

Focus on the development of standard data and time formulae, fixed interval sampling and random sampling techniques applied to the measurement of appropriate activities. Prerequisite: IENGIM132.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32394	MO	Sep8	Dec15	6:00-10:00	14	Classroom (FF)	\$442.98

Industrial Lubrication Certificate (064)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrial lubrication

Admission Requirements

- Employment responsibilities involving lubrication
- Several years related experience
- Secondary school background in chemistry, physics and mathematics is an asset

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MATLLUB00	Lubrication Fundamentals	45
MATLLUB04	Lubrication Systems, Storage & Handling	45
STENLUB05	Fluid Power Fundamentals	45
MATLLUB06	Lubrication T.A.P. (Transportation/Application/Programs)	45
MECH10048	Power Transmission Components	56

Lubrication T.A.P.

(Transportation/Application/Programs)

MATLLUB06

Viscosity classification systems for engines, automotive gear & transmission lubricants are discussed. Investigating Base oils & additive systems. Compressor lubrication; heavy-duty oil usage for mobile equip; marine, rail, aviation & recreational applications. Lubrication programs. Use of specifications & codes; ordering procedures, QC & WHMIS aspects. Handling & applying lubricants, reducing consumptions, recycling & solving lubricant problems. Hands-on applications may be included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32035	MO	Sep8	Dec8	6:00-9:30	13	Classroom (SC)	\$366.75



Instrumentation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?

Call: 905-575-2703 or 905-318-4295 mailbox 1267

Email: disted@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/instrumentation

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
INSTRE047	Instrumentation 1 For Tradesmen	72
INSTRE155	Instrumentation 2 For Tradesmen	72
INSTRE131	Instrumentation 3 For Tradesmen	56

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. 72 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31522	Sep9	Dec16				OntarioLearn	\$554.03

Machine Tool Operator Certificate (848)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

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

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or robert.clark17@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/machinetooloperator

Admission Requirements

- Grade 12 Mathematics
- Strong mechanical aptitude.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MACHRE165	Machine Shop 1	40
MACHRE265	Machine Shop 2	40
MACHRE465	Machine Shop 3	40
MACHRE543	Machine Shop Theory	76

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. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32211	SA	Sep13	Nov22	8:00-12:00	10	Classroom (SC)	\$366.00

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. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32212	SA	Sep13	Nov22	8:00-12:00	10	Classroom (SC)	\$366.00

Machine Shop 3

MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32213	SA	Sep13	Nov22	8:00-12:00	10	Classroom (SC)	\$366.00



Mechanical Design

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMRE066	SolidWorks Basic	45
CADM10041	SolidWorks Advanced	45
MECH10024	Co-ordinate Measuring Machines	30
MECHBDA55	Geometric Dimensioning and Tolerancing	36
CADM10050	3D Printing Additive Manufacturing	39

SolidWorks Basic **CADMRE066**
Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32216	TH	Sep11	Dec16	6:00-9:00	15	Classroom (FF)	\$366.75

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32092	WE	Sep10	Dec17	6:30-9:30	15	Classroom (FF)	\$366.75

Co-ordinate Measuring Machines **MECH10024**
Individuals will learn the fundamentals of the operation of a CMM (Coordinate Measuring Machine) to develop measuring routines for dimensional elements on a Mitutoyo CMM. This is an introductory hands-on course and includes an introduction to CMM programming.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32091	MO	Sep8	Dec1	6:00-9:00	12	Classroom (FF)	\$244.50

Geometric Dimensioning and Tolerancing-Introduction **MECH10045**
Enhance basic engineering drafting skills with an introduction to principles of geometric dimensioning and tolerancing. Focus on interpretation and application symbols to drawings, measurements and quality control. Equivalent: Geometric Dimensioning & Tolerancing (MECHBDA55). Prerequisite: Grade 12 Math (general or advanced) or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31047		Sep9	Dec16			OntarioLearn	\$341.04

3D Printing Additive Manufacturing **NEW!** **CADM10050**
Designed to enhance student's Solidworks Basic knowledge to produce 3D parts in plastic. Theory and Practical.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32090	MO	Sep8	Dec15	6:00-9:00	14	Classroom (FF)	\$342.30

Occupational Health and Safety Management Certificate (060)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/ohs

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Knowledge of chemistry, physics and mathematics is an asset.

PROGRAM OF STUDIES

You may take these courses on an individual basis in any order. Completing BOTH CHEM10005 and SAFE10070 is considered equivalent to ENVROH101.

Mandatory Courses:		Hours
ENVROH101	Occupational Hygiene-Intro	39
ENVROH105	Occupational Toxicology & Disease	36
ENVROH304	Ergonomics	36
LAWSOH301	Funds Of The Occupational Health & Safety Law	39
SAFE10072	Hazard Assessment & Control	39
SAFEFT100	Basic Principles of Fire Safety	45
SAFEH308	H & S Program Development & Coordination	45
SAFEH309	Workplace Safety And Insurance Act	36

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: ENVROH101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31248		Sep9	Dec16			OntarioLearn	\$407.55

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: ENVROH105. Prerequisite: Prep Science Chemistry (GSCIP053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31135		Sep9	Dec16			OntarioLearn	\$296.70

Introduction to Ergonomics

SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to: Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31006		Sep9	Dec16			OntarioLearn	\$385.38

Funds Of The Occupational Health & Safety Law

LAWSOH301

Examine the OHSA with attention to administration, joint committees, enforcement, safety policy, WHMIS, certification, and regulations concerning biological and chemical agents and designated substances.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32373	MO	Sep8	Dec8	6:30-9:30	13	Classroom (FF)	\$317.85

Fire Protection

SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent to: Basic Principles of Fire Safety (SAFEFT100).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31366		Sep9	Dec16			OntarioLearn	\$426.27

H & S Program Development & Coordination

SAFEH308

Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of safety professional.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32375	TH	Sep11	Dec18	7:00-10:00	15	Classroom (FF)	\$366.75

Workplace Safety And Insurance Act**SAFE0H309**

Explore effective strategies to address work related disability management claims, return to work, and WSIB premiums and incentive issues related to the WS&IA.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32376	WE	Sep10	Nov26	6:00-9:00	12	Classroom (FF)	\$293.40

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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31247		Sep9	Dec16			OntarioLearn	\$407.55

Pre-Apprenticeship Training Programs

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

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

Program offerings are funded by and subject to MTCU approval.

Questions?

Call: 905-575-2301

Email: debbie.dedauw@mohawkcollege.ca

Web: www.mohawkcollege.ca/preapp

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 will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered. Significant time will be spent on "hands-on" exercises.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/plc

Admission Requirements

- A basic understanding of computer programming, electrical circuitry, particularly control circuits is required
- Applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASYSPLC11	PLC Programming 1	52
ASYSPLC12	PLC Programming 2	52
ASYSPLC13	PLC Programming 3	52
ASYSPLC14	PLC Programming 4	52

PLC Programming 1**ASYSPLC11**

Explore fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32220	MO	Sep8	Dec8	6:00-10:00	13	Classroom (FF)	\$415.26
32260	TH	Sep11	Dec4	6:00-10:00	13	Classroom (FF)	\$415.26

PLC Programming 2**ASYSPLC12**

Introduces the concepts of structured logic in a PLC system. Topics discussed include bottle logic, latch-unlatch, and sequential function charts. Participants will work on an Allen-Bradley via a personal computer using Rockwell's RSLogix5000 programming software. Extensive lab work will ensure that as much "hands-on" experience as possible is gained. Prerequisite: ASYSPLC11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32221	WE	Sep10	Dec3	6:00-10:00	13	Classroom (FF)	\$415.26

PLC Programming 4**ASYSPLC14**

Introduces the students to advanced instructions involving Analog I/O, PID, Drives and Structure Text programming techniques. The students will be involved in the development projects which they will implement, test and finally demonstrate it using PLC's software. Prerequisite: ASYSPLC13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32222	TH	Sep11	Dec4	6:00-10:00	13	Classroom (FF)	\$415.26

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.

Visit the ASQ website www.asq.org for more details.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/qualityassurance

PROGRAM OF STUDIES

Courses can be taken in any order except MATHQC102 and MATHQC103 which must be taken in sequential order.

Mandatory Courses:		Hours
QUALQC101	Quality Concepts, Techniques and Motivation	39
MATHQC102	Statistical Process Control 1	39
MATHQC103	Statistical Process Control 2	39
QUALQC104	Availability, Reliability & Maintainability	42
QUALQC105	Principles of Metrology	39
QUALQC106	Inspection & Testing	42

Statistical Process Control 2**MATHQC103**

Continue your study of fundamental concepts of probability and statistical quality control, statistical methods, control charts and acceptance sampling.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32391	TU	Sep9	Dec2	6:00-9:00	13	Classroom (FF)	\$317.85

Principles Of Metrology**METRQC105**

Examine metrology from the viewpoint of the Quality Practitioner, with emphasis on historical standards and traceability, control systems and measurement techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32388	WE	Sep10	Nov19	6:30-10:00	11	Classroom (FF)	\$317.85

Residential Design & Construction Certificate (849)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or john.lane3@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/residentialdesign

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BLDGRE027	Construction Practice-Basic	39
BLDGRE028	Framing Techniques	36
BLDGRE030	Residential Drafting	36
BLDG10091	Residential Plumbing Basics	24
BLDG10092	Residential Electrical Basics	24
Options – Choose 1:		
BLDGRE032	Trim Finishing & Cabinetry	36
BLDGRE031	Building for Energy Efficiency	36

Residential Electrical Basics **NEW!**

BLDG10092

Guides participants through the installation and safety practices of common electrical wiring systems. Participants will study the installation of typical electrical circuits, protective devices, the Ontario Electrical Code, Building Permits, maintenance of electrical systems and associated electrical equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32233	WE	Sep10	Oct8	6:30-9:30	8	Classroom (SC)	\$195.60

Construction Practice-Basic

BLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32226	TH	Sep11	Dec4	6:30-9:30	13	Classroom (FF)	\$317.85

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. Safety footwear, CSA approved glasses are required. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32227	MO	Sep8	Dec1	6:30-9:30	12	Classroom (SC)	\$293.40

Trim Finishing and Cabinetry

BLDGRE032

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc. Offered in Spring semester only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32232	TH	Sep11	Nov27	6:30-9:30	12	Classroom (SC)	\$293.40

Welder Operator Certificate (860)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5023

Email: ceskills@mohawkcollege.ca or james.carey2@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/welderoperator

Admission Requirements

- Average mechanical aptitude required.
- You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate for you.
- Everyone must register in Shielded Metal Arc Welding 1.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply Safety Glasses, Safety Boots and Welding Gloves.

Shielded Metal Arc Welding 1

WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32241	MO/WE	Sep15	Dec15	6:30-9:30	26	Classroom (SC)	\$662.62

Shielded Metal Arc Welding 2

WELDRE235

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32242	MO/WE	Sep15	Dec15	6:30-9:30	26	Classroom (SC)	\$662.62

Shielded Metal Arc Welding 3

WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32243	MO/WE	Sep15	Dec15	6:30-9:30	26	Classroom (SC)	\$662.62

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. Introduces the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32244	MO/WE	Sep15	Dec15	6:30-9:30	26	Classroom (SC)	\$662.62

Tuition Assistance

May be available to students who complete an online profile at mohawkcollege.ca/financial-assistance

OTHER COURSES

Automotive

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 3659

Email: ceskills@mohawkcollege.ca or angelo.cosco@mohawkcollege.ca

Introduction to Hybrid Vehicles**MOTP10062**

Focus on service safety procedures and battery technology. Learn to access onboard diagnostics and observe driveline control functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32217	MO	Sep15	Oct27	6:00-10:00	6	Classroom (FF)	\$195.60

Vehicle Maintenance NEW!**MOTP10088**

Introduces students to the servicing, repair, and maintenance of vehicles through practical applications. Receive instructions from a licensed mechanic on all the major systems of the automobile. Apply what you've learned in class on your own vehicle in our fully equipped service bay.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32344	MO	Sep8	Dec22	6:30-9:45	15	Classroom (FF)	\$387.54

Aviation**Paragliding Adventure NEW!****GINT10052**

A 2-Part course introduces the joy of paragliding. Learn theory, try equipment and make a tandem flight with an experienced pilot. Gain basic knowledge needed to safely participate in this popular sport. No previous experience required. Upon completion, you will write the HPAC beginners test required for certification. Includes course text book and DVD. Offered in partnership with Air Vision Adventures. LOCATION: Stoney Creek Airport.



CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32630	SA	Sep13	Sep20	9:00-1:00	2	Other	\$409.76

Boating**Electronic Navigation for Boaters NEW!****ELEC10133**

GPS technology provides additional safety and can help make navigating much easier on the water. Learn about hand-held and built-in GPS and Chartplotter instruments and become familiar with the many features and capabilities of these devices. Study electronic programs like Maptech, OZI, FUGAWI and Nobeltec. You must possess a Pleasure Craft Operator Card. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32454		Sep9	Dec16			OntarioLearn	\$296.70

Building and Construction Sciences

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or richard.borger@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Basic Construction Methods & Technology**BLDG10011**

Focus on building/planning codes and statutes, blueprint reading, and residential/commercial construction practices. Prerequisite: Sound math and English. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31506		Sep9	Dec16			OntarioLearn	\$363.21

Introduction To Cost Estimating**BLDG10012**

Examine the construction estimating process used in general contracting and the role of the estimator in construction management. Complete simple residential and commercial exercises to develop skills with 'Taking-Off' methods. Equivalent to: Estimating 1 BLDGEA202. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31461		Sep9	Dec16			OntarioLearn	\$363.21

Material Estimating and Methods**BLDG10085**

You will be guided through a proven method of cost estimating. Learn to determine material quantities and unit cost for a complete project in a commercial environment. The build-up and calculations of unit costs for materials, labour and equipment will be the fundamental focus. Prerequisite: BLDG10012. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31495		Sep9	Dec16			OntarioLearn	\$363.21

Construction Contract Bid Management**BLDG10089**

Gain an understanding of Tender Documents for all project types and knowledge of computerized estimating and unit price control. Your role in the estimating team and importance of bid management is also covered. Prerequisite: BLDG10085. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31549		Sep9	Dec16			OntarioLearn	\$363.21

Construction Job Site Management**BLDG10090**

You will develop skills toward jobsite administration and documentation, layout, set up, surveying, supervision, and safety. Contract types and the Construction Lien Act will be discussed along with a review of the programs that are available to help in managing the jobsite. Prerequisite: BLDG10085. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31548		Sep9	Dec16			OntarioLearn	\$363.21

Construction Contracts and Documents**BLDG10083**

Be introduced to the principles of contract law as they relate to the construction industry. Builds upon the principles of contract law and introduces standard forms used in the construction industry issued by the Canadian Construction Documents Committee and the Canadian Construction Association. 32 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31505		Sep9	Dec16			OntarioLearn	\$311.48

Surveying, An Introduction**SURV10001**

Learn basic surveying principles. Deals with theory, application and care of the level, chain and total station. Note: Requires a preceptor for equipment use and set-up (approx. 24 hours of lab work). Preceptors are typically from an engineering, surveying, or construction firm. Equivalent to: SURVEA141, SURV10000, SURVCN350. 64 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31060		Sep9	Dec16			OntarioLearn	\$526.11

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32237	WE	Sep10	Dec10	6:00-9:00	14	Classroom (FF)	\$342.30



CNC

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or robert.clark17@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cncprogramming

CNC Operator

MACH10059

Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32276	TU	Sep9	Nov11	6:00-10:00	10	Classroom (SC)	\$326.00

Custom Street Rod Technologies

Do you have an old street rod sitting in your garage just waiting to be customized? Have you started a project but do not have the expertise to finish? Utilize the Mohawk College automotive facilities. Take the opportunity to learn from experts in the field. Includes guest lectures from manufacturers. Family members or friends are encouraged to bring in their projects and work in teams on your project.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Students are required to supply their own parts or other materials.

Students are encouraged to bring their own vehicles to work on. Space is limited so please call the instructor to discuss your individual project.

Electrical and Wiring **NEW!**

MOTP10089

Practical based training includes the use of electrical diagnostic equipment to determine electrical voltage, short circuits and frequencies. Understand how to use and make measurements utilizing an electrical Volt, Ohm, and Ammeter. Training will enable the student to make informed decisions to make electrical repairs and wire up an electrical harness on your street rod and custom car.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32479	WE SA	Sep10	Dec3	6:00-10:00 8:00-12:00	24	Classroom (SC)	\$696.94

Metal Fabrication **NEW!**

MOTP10090

Learn techniques on English wheels & bead rollers. Pattern making, flexible shape patterns, shrinking & stretching, MIG welding & TIG welding, working with bucks, plenishing with both hand and power tools. Projects include working with aluminum & steel to fabricate hood scoops, car & motorcycle fenders, interior and exterior door panels, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32480	MO/TU	Sep8	Oct21	8:00-4:00	14	Classroom (SC)	\$696.94

Electrical

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1267

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Electronics - Power

ELEC10114

Fundamental theory of basic semiconductor devices consisting of diodes, special diodes, bipolar and field effect transistors with an introduction to Fibre Optic transmission. The application of these devices in power supplies, amplifiers is covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32312	TU TH	Sep9	Dec11	6:00-9:00 6:00-8:00	14	Classroom (SC)	\$534.70

Machines & Circuits 1

ELEC10115

Explore the fundamentals and applications of single phase AC circuits, transformers, 3-phase electrical systems, elementary control systems, and electric machines such as DC Motors and SCIMs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32314	MO WE	Sep8	Dec17	6:00-9:00 6:00-8:00	14	Classroom (SC)	\$622.06

Environmental

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Drinking Water Operator-In-Training Certification

ENVR10044

Learn the basics as related to the operation of water treatment and distribution systems. Topics will include: conversions, math, chemistry, hydraulics, electricity, support systems pertaining to pumps and motors and processes in water treatment and water distribution. Upon completion, you will be fully prepared to write the OIT certification examination (Ontario Ministry of Environment). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31059		Sep9	Dec16			OntarioLearn	\$501.15

Energy Resources

ENVR10025

Examine current traditional and non-renewable energy resources and technologies and their limitations; explore renewable energy sources (e.g. hydroelectricity, solar, ocean, geothermal and wind energy) and future potential. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31444		Sep9	Dec16			OntarioLearn	\$407.55

Sustainability

ENVR10042

Examine sustainability management from a business perspective. Topics include frameworks for corporate sustainability, life cycle costing, measuring social, environmental and economic impacts, implementing and reporting sustainability. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31454		Sep9	Dec16			OntarioLearn	\$363.38

Wastewater Operator-in-training Certification

Preparation

ENVR10045

Learn the basics as related to the operation of wastewater collection and treatment systems. Topics: conversions, math, chemistry, hydraulics, electricity, support systems pertaining to pumps and motors and processes in wastewater collection and wastewater treatment. On completion, you will be fully prepared to write the operator in training certification examination (Ontario Ministry of Environment). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31058		Sep9	Dec16			OntarioLearn	\$501.15

Geographic Information Systems

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gis

Business Practice for GIS Professionals

BUSN10104

Enhance your GIS skills with practical insights into business issues including copyright, patent and source code rights, data sharing, liability, contracts and disclaimers. Examine proven project management techniques and evolving trends and business processes. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31446		Sep9	Dec16			OntarioLearn	\$385.38

Occupational Health and Safety Courses

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Aerial Work Platform and Working at Heights **NEW!** SAFE10090

Obtain your Aerial Work Platform and Working at Heights Certification; required certification for any construction job site. Obtain generalized training on scissor lifts and boom lifts. Updated information on Ministry of Labour guidelines. Includes both classroom and hands on training.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32481	MO/TU	Oct20	Oct21	8:30-4:30	2	Classroom (SC)	\$340.00

NOTE: CSA approved safety boots, glasses & a hard hat will be required. A full body harness & long pants are recommended.

Quality Assurance

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Six Sigma Methods

MECH10047

Investigate an organized framework of statistical tools to improve service or product quality. Focus on charter documents, problem solving, implementation and control, and advanced techniques. Prerequisite: Introductory Statistics course or equivalent. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31447		Sep9	Dec16			OntarioLearn	\$454.19

Welding

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5023

Email: ceskills@mohawkcollege.ca or james.carey2@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/welding

You must supply Safety Glasses, Safety Boots and Welding Gloves.

Intermediate Welding **NEW!**

WELD10066

Oxy-Acetylene safety & setup, cutting, brazing and braze welding will be demonstrated. SMAW with the up hand and down hand technique for Gas & Oil Transmission lines. Arc Welding with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4+ plate metal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32229	SA	Sep13	Dec20	8:00-12:00	14	Classroom (SC)	\$498.98

Advanced Welding **NEW!**

WELD10067

Cover advanced Shielded Metal Arc Welding to C.W.B. standards; SMAW to TSSA standards; Gas Metal Arc Welding including Spray Arc; Short Arc and Flux-Core techniques. Develop skills in pipe welding. Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32230	SA	Sep13	Dec20	8:00-12:00	14	Classroom (SC)	\$498.98

Welding Skills Refresher **NEW!**

WELD10068

Reassess safety practices. Practice lab time, review techniques and refresh skills. Stick welding to advanced pipe welding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32231	SA	Sep13	Sep27	9:00-12:00	3	Classroom (SC)	\$187.19
32238	SA	Oct11	Oct25	9:00-12:00	3	Classroom (SC)	\$187.19
32239	SA	Nov8	Nov22	9:00-12:00	3	Classroom (SC)	\$187.19
32240	SA	Dec6	Dec20	9:00-12:00	3	Classroom (SC)	\$187.19



Woodworking

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5027

Email: ceskills@mohawkcollege.ca or shari.martin@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/woodworking

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

Woodworking Level 1

BLDGT070

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. Equivalent to: BLDG10022

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32255	TH	Sep11	Nov27	6:30-9:30	12	Classroom (SC)	\$293.40

Woodworking for Women

BLDGT0022

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. Equivalent: BLDGT070

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32251	MO	Sep8	Dec1	6:30-9:30	12	Classroom (SC)	\$293.40

Woodworking Level 2

BLDGT071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: BLDGT070 or BLDG10022 completed within one year (project may or may not be completed within the 12 weeks).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32253	TU	Sep9	Nov25	6:30-9:30	12	Classroom (SC)	\$293.40

Woodworking Level 3

BLDGT073

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: BLDGT071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32254	WE	Sep10	Nov26	6:30-9:30	12	Classroom (SC)	\$293.40

Hand Tool Techniques

BLDGT030

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32252	MO	Sep8	Dec1	6:30-9:30	12	Classroom (SC)	\$293.40

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32256	TH	Sep11	Nov25	6:30-9:30	12	Classroom (SC)	\$293.40

Community Training

Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.

Questions?

Call: 905-575-2024 or toll free 1-866-891-2011

Email: muzeria.nuredini@mohawkcollege.ca

Web: www.mohawkcollege.ca/community-training

Academic Upgrading

Web: 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"
- A learner-centered teaching approach
- Flexible hours and continuous intake
- Free GED Preparation

Academic Upgrading

Achieve Grade 12 equivalency in Math and English for purposes of admission to College and Apprenticeship programs.

Academic and Career Entrance (ACE) courses are also offered online. Refer to the **Communications / Languages / Preparatory Studies Section**.

Skilled Trades

Benefit from targeted academic preparation for apprenticeship training.

Literacy & Basic Skills for the Workplace

Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

Questions?

Call 905-575-2029 (Hamilton/Dunnville) or 519-759-7200 ext. 2029 (Brantford)

Web: www.mohawkcollege.ca/au

Deaf Empowerment Program

Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. You may attend the day program at the Fennell Campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend this program at no cost.

Questions?

Voice: 905-575-2029 or toll free 1-866-891-2011

TTY: 905-575-2436

Email: dep@mohawkcollege.ca

These Employment Ontario programs are funded by the Ontario Government.



Community Employment Services

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



Locations:

Hamilton Mountain at Fennell Campus, Room J137

- Monday, Wednesday, Thursday and 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 211 Centennial Pkwy, Unit 5

- Monday-Friday 8:30 a.m. to 4:30 p.m.

Questions?

Call: 905-575-2177 or toll free 1-866-891-2011

Email: 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.

Locations:

Hamilton Mountain at Fennell campus, Room J137

- Monday, Wednesday, Thursday and Friday 8:30 a.m. to 4:30 p.m.
- Tuesday 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek, 211 Centennial Pkwy, Unit 5

- Monday-Friday 8:30 a.m. - 4:30 p.m.

Questions?

Call: 905-575-2177 or toll free 1-866-891-2011

Email: secondcareer@mohawkcollege.ca or jobs@mohawkcollege.ca

Summer Jobs Service (SJS)

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

Questions?

Call: 905-575-2368 or toll free 1-866-891-2011

Email: sjs@mohawkcollege.ca

Locations:

Hamilton Mountain at Fennell Campus, Room J137

- Monday, Wednesday, Thursday and Friday 8:30 a.m. to 4:30 p.m.
- Tuesdays 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek 211 Centennial Pkwy, Unit 5

- Monday-Friday 8:30 a.m. to 4:30 p.m.

This Employment Ontario program is funded by the Ontario Government.

English as a Second Language

English as a Second Language

Questions?

Call: 905-575-1212 Ext.3199

Email: melissa.droughan-rahimian@mohawkcollege.ca

LINC (Language Instruction for Newcomers to Canada)

- Free to eligible individuals.
- Prerequisite: Language assessment from LINC Assessment Centre/CLARS
- Levels 1 to 7 Full-time day classes - 9 a.m. to 2:30 p.m.
- Monday to Friday - New students start classes on Mondays.

LINC for Youth (18 to 25) - Project Based Courses

- Photography (CLB 1 - 3)
- Videography (CLB 4 - 7)
- 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.- September 2 to December 12, 2014
- December 15, 2014 to March 31, 2015

Part-Time LINC Discrete Skills Courses

- Listening (CLB 5) Monday and Wednesday 2:40 p.m. to 5:10 p.m.
- 8 weeks
- September 3 to October 27, 2014
- Writing (CLB 5) Tuesday and Thursday 2:30 p.m. to 5:00 p.m.
- 8 weeks
- September 2 to October 23, 2014

Enhanced Workplace Communications

- Free Part-time Classes
- Speaking (CLB 6/7) - Wednesday - 2:40 p.m. to 5:40 p.m.
- 10 weeks
- September 24 to November 26, 2014

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals

- Free full-time classes
- Monday to Friday - 9:00 a.m. to 2:00 p.m.
- Workplace mentorships - 2 post-secondary credits
- September 2 to December 19, 2014

ESL - Grammar

Questions?

Call: 905-575-2421

Email: melissa.droughan-rahimian@mohawkcollege.ca

English as a Second Language Grammar LANG10074 (SA)

Course will cover intensive grammar including verb tenses, modals, passive voice and adjective clauses. Self-study is required. Canadian Language Benchmark 5/6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32281	MO/WE	Oct6	Dec10	2:30-5:00	20	Classroom (FF)	\$235.00

GAS - English for Academic Purposes

A Language assessment is required. You are expected to purchase class texts. Bursary may be available for citizens and residents who qualify.

Questions?

Call: 905-575-2421

Email: melissa.droughan-rahimian@mohawkcollege.ca

Basic Academic Listening Practices

COMM10204 (SA)

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32270	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Basic Academic Speaking Practices

COMM10203 (SA)

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32271	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Basic Academic Reading Practices

COMM10202 (SA)

Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32272	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Basic Academic Writing Practices

COMM10201 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32273	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Applied Courses

Questions?

Call: 905-575-2421

Email: melissa.droughan-rahimian@mohawkcollege.ca

Applied Listening for College

COMM10207 (SA)

Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, note taking, and abbreviating information. Skill development at Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32274	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Applied Speaking for College

COMM10206 (SA)

Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32275	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Applied Reading for College

COMM10205 (SA)

Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32277	WE	Sep3	Dec13			Classroom (FF)	\$235.00

Applied Writing for College

COMM10208 (SA)

Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32278	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Academic Courses**Questions?**

Call: 905-575-2421

Email: melissa.droughan-rahimian@mohawkcollege.ca

Academic Listening Skills

COMM10213 (SA)

Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interview and lectures. Develop pre-listening and note-taking strategies necessary for academic success.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32292	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Academic Speaking Skills

COMM10212 (SA)

Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32293	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Academic Reading Preparation

COMM10210 (SA)

Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and research and citations also receive emphasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32294	WE	Sep3	Dec12			Classroom (FF)	\$235.00

Academic Writing Preparation

COMM10211 (SA)

Develop writing skills at Canadian Language Benchmark 7 with emphasis on prewriting, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32295	WE	Sep3	Dec12			Classroom (FF)	\$235.00

IELTS Preparation**Questions?**

Call: 905-575-1212 ext. 3566

Email: ielts@mohawkcollege.ca

Preparing for Academic IELTS

COMM10293

Enhance your score in the IELTS exam! Review expectations for the test modules and learn about your own language gaps in relation to the test expectations. Hands-on practice through sample questions from Listening, Speaking, Reading and Writing components of the test. By completing these tasks, you will have a clear idea of your current IELTS level and learn concrete strategies for further at-home practice before registering for an exam.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32486	TU/TH	Sep16	Oct11	6:00-8:00	12	Classroom (FF)	\$355.00
	SA			9:00-1:00			
32488	TU/TH	Oct14	Nov8	6:00-8:00	12	Classroom (FF)	\$355.00
	SA			9:00-1:00			

**OSLT - Business (946)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirements: 5 courses

180 course hours in occupation specific language training that teaches participants how to effectively and clearly communicate in Canadian business workplaces (accounting/finance; sales/marketing and entrepreneurship). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

Questions?

Email: patrice.palmer@mohawkcollege.ca

Call: 905-575-2289

Web: www.mohawkcollege.ca/oslt

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10251	Workplace Communication Skills for Business 1	30
COMM10252	Workplace Communication Skills for Business 2	40
COMM10253	Workplace Communication Skills for Business 3	40
COMM10254	Workplace Communication Skills for Business 4	40
COMM10255	Workplace Communication Skills for Business 5	30

OSLT - Health Sciences (944)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirements: 5 courses

180 course hours in occupation specific language training that teaches participants how to effectively and clearly communicate in Canadian health care workplaces (Nursing, PSW, Medical Radiation Technology, Dental Hygiene). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

Questions?

Email: patrice.palmer@mohawkcollege.ca

Call: 905-575-2289

Web: www.mohawkcollege.ca/oslt

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10235	Workplace Communication for Health Sciences 1	30
COMM10236	Workplace Communication for Health Sciences 2	40
COMM10237	Workplace Communication for Health Sciences 3	40
COMM10238	Workplace Communication for Health Sciences 4	40
COMM10239	Workplace Communication for Health Sciences 5	30

MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is a stand-alone, business to business corporation established by Mohawk College as the sole provider of corporate training and consulting services on behalf of Mohawk College. We provide customized corporate training in three areas; leadership, technology and health sciences. Our leadership portfolio offers a range of workshops and programs on topics such as customer service, problem solving, performance management, supervisory skills and more. We also provide strategic planning consulting. Our technology portfolio includes but is not limited to computer training, health and safety and backflow prevention. Our health sciences portfolio offers customized programming based on Mohawk College curriculum and expertise to health care organizations and professionals.

For more information on how MCE can provide our services please contact us today at 905-667-6230 or visit us at mcecor.com

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours. Recertification required after 5 years, 2 days, 16 hours.

Questions?

Call: 905-667-6230

Email: L MacDonald@mcecor.com

Web: www.mcecor.com

Future Ready Leadership Program for Emerging Leaders

For the first time ever, there are more people in the age group 55 - 64 preparing to leave the workforce than there are people getting ready to enter it.

In order to address the leadership gap, MCE has launched a nationally recognized award winning leadership program for aspiring leaders. This program held one day a month over 8 months, provides critical thinking skills and reinforces required behaviours that will prepare for and address organizational change. The program has been designed for all levels of management in all sectors and addresses; The Power of Teams, Embracing Diversity through Impact Communications, Leadership Dynamics, Leading Change, Facilitating Change, Managing Performance etc.

Questions?

Call: 905-667-6230

Email: info@mcecor.com

Web: www.mcecor.com

Future Ready Leadership Program - Level 2

A compilation of six new interactive, experiential training sessions that take our Future Ready Leadership Graduates to the next, higher level of learning. This level addresses; Critical Thinking and Problem Solving, Challenging Communications, An Introduction to Building an Effective Strategic Plan, Union Management Relations, Resolving Conflict, Project Management.

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?

Call: 905-667-6230

Email: L MacDonald@mcecor.com

Web: www.mcecor.com

Health

Programming is available for disciplines including Nursing, Medical Radiation Sciences, Diagnostic Cardiac Sonography, Cardiovascular Technology, Occupational Therapy, Physiotherapy, Pharmacy and more.

Questions?

Call: 905-577-5886

Email: eroediger@mcecor.com

www.mcecor.com

Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters.

For on-site, customized course delivery or information on program completion:

Call: 905-667-6230 or 1-877-670-6230

Web: www.manufacturingleadership.com

Welding

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

Full-time Welder Operator Certificate Program: 24 weeks (Monday - Friday/6 hours per day).

New Programs start continuously, contact us for further details.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required.

Customized Training Solutions are available with Daily/Weekly sessions to upgrade skills or practice for upcoming tests.

Questions?

Call: 905-575-1212 ext. 5046

Email: chris.melville@mohawkcollege.ca

Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?

Call: 905-667-6230

Email: L MacDonald@mcecor.com

PEMAC and CIM Members must contact us to register.

Management Skills & Techniques

MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32624	SA/SU	Sep6	Sep7	9:00-5:00	2	Classroom (FF)	\$499.00

Accounting And Finance

ACCTMMP04

Examine basic accounting and finance for the maintenance professional. Focus on accounting principles, cost accounting, budgeting, inventory management, forecasting, ROI, and cost benefit analysis. Fee includes text and materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32626	SA	Sep13	Oct4	9:00-5:00	4	Classroom (FF)	\$898.00

Capstone Course

MISCMP08

Working as a team, apply theory and practice from the other 7 MMP modules to an actual work project to improve current maintenance strategies, resolve a significant maintenance issue, or develop a new maintenance strategy.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32625	WE	Oct15	Dec17	6:30-9:30	10	Classroom (FF)	\$898.00

Important Information

DELIVERY / CAMPUS INFORMATION

Campus Codes & Locations

Blended (XX)

Course includes online and classroom content. (XX) indicates the campus where the classroom component is held.
Visit: mohawkcollege.ca/blended

Classroom (FF)

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

Classroom (HD)

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

Classroom (IH)

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

Classroom (OR)

Other Location
See course description for details.

Classroom (SC)

Stoney Creek Campus
481 Barton Street
Stoney Creek, ON L8E 2L7
905-575-1212 ext. 5000

Field Work

Course work done at placement location.

eLearn

Course is online through Mohawk College

OntarioLearn

Course is online through OntarioLearn.com

Campus Closing (Emergency Situations)

Meet SAM: Your new BFF

Our Security Alert Messenger (SAM) is Mohawk's newest Emergency Notification Service for weather and security related alerts by email, social media and text messages. Students can subscribe to receive text alerts* right to their mobile device to stay safe in the event of an emergency.

*Standard usage rates may apply for text messages. Check with your service provider for details.

Read more at mohawkcollege.ca/sam

Room Listings

Room numbers for courses at all campuses are available at ce.mohawkcollege.ca/room-listings after 3:00 pm on the first day of each term. Classroom locations are also posted at the main campus entrances.

NOTE: Room numbers can change as late as 4:30 p.m. each day. **Please check the schedule frequently.**

Parking Information & Transportation

Fennell and Stoney Creek

Continuing Education evening and weekend students at Fennell and Stoney Creek campuses will automatically receive a parking pass on their 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 Continuing Education course during the day for which you paid transportation fees, please take your acknowledgement form to the Parking Office to exchange for a day pass. If the course you are taking has no transportation 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 mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations. Contact HSR at 905-527-4441 or hamilton.ca/hsr for details about routes, schedules, etc.

Institute for Applied Health Sciences at McMaster

Questions?
905-525-9140 ext. 24232

McMaster University provides parking services for the Institute for Applied Health Sciences. McMaster University parking guidelines will apply.

Purchase permits at the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and Visa. Student I.D. card required. Parking for single evenings and/or weekends is \$6 payable upon exit at automated attendant.

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.

MOCOMOTION

Communication from Mohawk

Mohawk's online portal MOCOmotion (moco.mohawkcollege.ca) and your @mohawkcollege.ca email address are the official avenues of communication used by Mohawk College.

Examples of information found in, or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Please login to MOCOmotion on a regular basis to keep your account active. You will find your username and password on your Acknowledgement of Registration form.

FINANCIAL INFORMATION

Fees

Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and Access Copyright fees:

Fees are calculated based on the number of hours per course.

- Tuition @ \$6.24
- Access Copyright @ \$0.02 (max 45 hours)
- Academic Service Fee @ \$0.60 (max 45 hours)
- Student Activity Fee @ \$0.48 (max 45 hours)
- Student IT Enhancement Fee @ \$0.07 (max 45 hours)
- Capital Campaign Fee @ \$0.05 (max 45 hours)
- Transportation Fee @ \$0.69 (max \$43.00) on courses offered at Fennell and Stoney Creek.

Financial Information

1. Course Fees do not include textbooks, and/or learning materials required by many courses. Some exceptions may apply. These are often available in the Campus stores.
2. Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.

International Students

All international students require approval from International Student Services (The Square, Room C102, Fennell Campus) before registering for Continuing Education courses. International Fees for CE courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Read more at mohawkcollege.ca/international.

Online Learning

Read more at ce.mohawkcollege.ca/online-learning



Online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14-week period and are led by instructors. They are not self-paced, nor self-directed. There is a scheduled start and end date.

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least:

PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/Vista/Win7.

MAC: Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard).

Textbooks

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

Exams

For exam information, visit ce.mohawkcollege.ca/exams. All work and scheduled exams must be completed by course end date. Questions: email deexams@mohawkcollege.ca

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/online

Refunds

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

The delivery method is identified in the course listings as either OntarioLearn or eLearn. Your start-up information is different depending on the delivery method.

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 Tuesday, September 9, 2014. We must receive your registration no later than Tuesday, September 16, 2014. Monthly intakes are available for some courses.

How to Start Your Course

Instructions to "Start an OntarioLearn Course" are available at ce.mohawkcollege.ca/get-started.

It is your responsibility to log in to your course(s) prior to the refund deadline. In keeping with Mohawk College's GoGreen initiative, start up letters will no longer be mailed.

eLearn

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.

How to Start Your Course

You will receive your course start up letter by mail. It is your responsibility to login to your course(s) prior to the refund deadline.

Replacement Certificate/Diploma Fee

A fee of \$30 applies for replacement of a College certificate or diploma. The request form is available on the Mohawk College website, or visit The Square at Fennell Campus to make your request and payment.

Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Continuing Education funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Financial Assistance

Limited tuition assistance support is available for students who complete an online profile. For information on completing the profile, and details on awards available for Continuing Education students, visit mohawkcollege.ca/financial-assistance.

For more information, call 905-575-2133 or email financialassistance@mohawkcollege.ca. You can also visit the Student Services office at your campus.

Tuition Reimbursement for Health Sciences Students

Medical Laboratory Technologists may be eligible for up to \$1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to \$1500 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rnao.ca or rpnao.org for information and application forms.

Income Tax Receipts

In March 2015, students registered in 2014 will be able to access their T2202A Tuition and Education Amounts Certificate via MOCOmotion. Choose the "My Student Account" tab, and scroll down to "My Account".

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 the Student Services office at any campus, MCACES office or call 905-575-2000.

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 Online Learning), you must withdraw within 6 days of the published start date of the course to receive a refund. If you want to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

Refund Amounts

A \$20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Notes:

- If you have an outstanding balance with the College, all refunds will be applied to your balance.
- Allow a minimum of 4 weeks processing time for refunds.
- Refunds are issued by cheque and sent to the registered student. (Exception: tuition paid directly by employer or sponsoring agency to the College).
- 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 upon registering in person. Acknowledgements for registrations done online or sent by mail or fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MOCOmotion, the College's information portal. Your parking pass is also included, if eligible, for the Fennell and Stoney Creek campuses only. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

Admission Requirements

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. International students, who are not permanent residents of Canada, require permission to register from Citizenship and Immigration Canada. Some programs have specific admission requirements which are listed in the program description.

Audit Students

Only under special circumstances can a credit course be audited. The audit application form must be approved by the appropriate Associate Dean before you register. You will not receive a grade/credit for an audited course; an AU designation is used on your transcript. Regular fees apply.

Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note: Classes will be cancelled if they do not meet minimum enrollment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College.

Long weekends: Classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these Special Approval courses cannot be placed online. Please refer to the inside of the back cover for information on other ways to register. A completed registration form will be required.

Transferring Courses

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

Waitlists

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

Withdrawals

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

Informing the instructor only is not sufficient.

See the Refunds section for details regarding withdrawals.

ACADEMIC INFORMATION

Academic Appeal Form

You may obtain the Student Academic Appeal Form at the Student Services office at any campus. View the Academic Appeal Policy at studentpolicies.mohawkcollege.ca.

Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at studentpolicies.mohawkcollege.ca.

Communicable Disease Screening

Immunization clearance is required for some Health Sciences programs with a clinical component. This can be completed by Mohawk Wellness 4U Health Services or your family doctor.

The Communicable Disease Screening Protocol (CDSP)/immunization form must be filled out and approved by Wellness 4U Health to obtain clearance. A one-time processing fee of \$115 is required and can be completed in person at The Square, Fennell Campus. To inquire about faxing a credit card payment call Wellness 4U Health at 905-575-2084. You will be mailed a CE Acknowledgement receipt. Please attach your CE Acknowledgement receipt to the completed CDSP and fax to Wellness 4U Health Services at Fennell Campus, Room C109
Call: 905-575-2084
Fax: 905-575-2416
Web: ce.mohawkcollege.ca/healthsciences

Credentials

Below are definitions for the credentials listed below each program title in this catalogue:

MOHAWK COLLEGE CERTIFICATE:

Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

ONTARIO COLLEGE CERTIFICATE:

Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

ONTARIO COLLEGE DIPLOMA:

Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

ONTARIO COLLEGE ADVANCED DIPLOMA:

Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

ONTARIO COLLEGE GRADUATE CERTIFICATE:

Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

ACKNOWLEDGEMENT OF COMPLETION:

Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Exemptions

Gain recognition for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. To apply for an exemption, login to MOCCmotion, choose the "My Student Account" tab, and click on "Apply for a Course Exemption".

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 Communications/Languages/ Preparatory Studies section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grades

Minimum passing grade of 50% applies to most 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 mohawkcollege.ca. Click on Student Services - Academic Records and Registration - Grading and Evaluation System.

To access your grades and review your progress, login to MOCCmotion, choose the "My Student Account" tab, and scroll down to "My Grades".

Graduation / Convocation

Applying to Graduate

When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Associate Dean in writing. The deadline to apply to graduate is August 15th for the October Convocation.

"Request for Certificate" forms are to be completed by students graduating from a Continuing Education certificate program. Forms are available online at mohawkcollege.ca/convocationprep.

"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. Forms are available online at mohawkcollege.ca/convocationprep.

Residency Requirements

To qualify for a Mohawk College certificate, diploma or applied degree, students using advanced standing, exemptions and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College.

Course / Program Currency

To be eligible for graduation, students are expected to demonstrate mastery of current competencies as outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas. In cases where study has been interrupted for one or more years, the College may require a student to repeat a subject area.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Prior Learning Assessment and Recognition (PLAR)

Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, by the following methods:

Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.

Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

Questions?

Email: plar@mohawkcollege.ca

Web: mohawkcollege.ca/plar

Call: 905-575-2395

Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

STUDENT SERVICES

Aboriginal Education & Student Services (AESS)

Aboriginal Education and Student Services Centre:

Fennell Campus, Room A114

Email: aess@mohawkcollege.ca

Aboriginal Student Success & Transition Advisor

Leah Hogan, 905-575-1212, ext. 3777

Aboriginal Student Counsellor

905-575-1212, ext. 4625

Accessible Learning Services

Our team is committed to providing friendly, accessible and confidential services to students with disabilities, and we work in partnership with both students and faculty. Pre-admission, educational planning and General Information and Registration Sessions are available for potential applicants to Mohawk. A full range of services is available for accepted applicant and CE students who have, or suspect they have a disability.

Accommodation supports include:

- Transition support
- Disability advocacy
- Learning strategies
- Adaptive technology training
- Alternate format for course material

Make an appointment with our team so we can provide accommodation planning in a timely manner.

Contact Information:

Fennell Campus

Room C102, 905-575-2211

Institute for Applied Health Sciences at McMaster

Room 133, 905-540-4247 ext. 26751

Stoney Creek

Room A118, 905-575-1212 ext. 5401

Email: accessiblelearningservices@mohawkcollege.ca

Your Library!

Assignment Help

- Research assistance
- Program Subject Guides
- APA guide
- Books (print and ebooks)
- Online Journals and magazines
- Streaming videos (online)

Study Space

- Quiet study
- Silent study
- Bookable group space
- Computers, printing, copying and scanning

Tech Support - Library TECH BARS

Get help with:

- WiFi setup
- Email setup
- Microsoft Office Tips
- eLearn
- MOCOmotion
- Creative tools for assignments

24/7 Online Access

library.mohawkcollege.ca

Ask Us!

In Person: Drop by your campus library!

Call: 905-575-2077 (Fennell)
905-575-2504 (Stoney Creek)
905-540-4247 x26835 (IAHS)

Text Us: 280-277-0114

Chat Online

For locations, maps and hours, visit us at:

library.mohawkcollege.ca



Books, Supplies, Clothing, Gifts

Mohawk College Campus Stores
Three locations:

Fennell Campus

135 Fennell Avenue West, Hamilton
905-575-2070

The Campus Store, Room C104
905-575-1212 ext. 3438

Buy the Book, Room C068
905-575-1212 ext. 3149

Stoney Creek Campus

481 Barton Street, Stoney Creek
905-575-2514

Visit mohawk.bookware3000.ca for hours of operation.

On-Line Ordering

Choose to either reserve your order for pick-up at **Buy the Book** or have your books delivered to your door for a nominal fee.

Payment methods

Cash, MasterCard, and Visa

Booklists

Posted in **Buy the Book** and online at mohawk.bookware3000.ca just before term start-up.

Textbook Returns / Refund Policy

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. To process on-line returns please call store to make arrangements. Sales receipts must be provided with all returned items.

Refund Period

Students have five 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 store staff. If you are withdrawing from a course after the five week period, you must provide a copy of your withdrawal form. Books purchased after the five week period are final sale.

Custom Courseware

Courseware is non-returnable. Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

Books @ IAHS

Books for courses offered at the Institute of Applied Health Sciences at McMaster campus may be purchased at the Health Sciences Bookstore in the McMaster University Medical Centre.

Where?

1200 Main Street West, Room 1G
Call: 905-525-9140 ext. 22288 or 1-800-238-1623
Fax: 905-525-8527
Web: bookstore.mcmaster.ca

Counselling Services

Mohawk's professional counsellors offer a broad range of support services to all CE students. Take advantage of free career and academic skills counselling. We also offer free confidential personal counselling. This is limited to up to 5 sessions. We offer workshops for your academic and personal success.

Services are available Monday to Friday, from 9:00 a.m. to 4:30 p.m. Please call for extended hours.

Call: 905-575-2211 for additional information or to arrange an appointment.

Wellness4U

Our diverse team provides all students with free wellness strategies, health care as well as awareness programs.

Dispute Resolution Services

The Manager of Student Rights and Responsibilities acts as the first point of contact for students and staff with issues under the Student Behaviour Policy, Human Rights Policy, Academic Appeals and Student Complaint Procedure. A full range of resolution services (consultation, facilitation, mediation, conciliation, conflict, coaching and debriefing) is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

Contact:

Diane Harrison, Manager,
Student Rights and Responsibilities

Call: 905-575-2318 or from Brantford call 519-759-7200 ext. 2318

Email: diane.harrison@mohawkcollege.ca

COLLEGE POLICIES

Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal

Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to accessibility registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

Notice of Waiver:

Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, course, program description, option, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Only courses offered this term are published in this catalogue.

Smoke Free Policy

Smoking on Mohawk College campuses is permitted only at approved outside locations identified with a "Designated Smoking Area" sign. Maps of the Designated Smoking Areas are posted at each campus for your reference. Fines may be issued to those who do not comply.

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Connect with
Continuing Education
staff and students
online through
social media

Find the latest program,
service and event
information by joining
our active social media
community.





School of Continuing Education Request for Acknowledgement of Completion

I have successfully completed all courses required to receive the Acknowledgement of Completion in the _____ Program

NAME: _____
(PLEASE PRINT YOUR NAME AS IT SHOULD APPEAR ON THE FORM)

ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

TELEPHONE: (Home) _____ (Alternate) _____

EMAIL ADDRESS: _____

STUDENT NUMBER: _____

Please indicate how you would like to receive your Acknowledgement of Completion:

- ☐ Mail the Acknowledgement of Completion to the address above.
- ☐ I will pick up the Acknowledgement of Completion:
 - ☐ CE Business (Fennell Campus), M-Wing
 - ☐ CE Communication Arts (Fennell Campus), Room E112
 - ☐ CE Community Studies (Fennell Campus), Room A025A
 - ☐ CE Creative and Visual Arts / Preparatory Studies (Fennell Campus), Room J113
 - ☐ CE Engineering Technology (Fennell Campus), Room E112
 - ☐ CE Health (IAHS at McMaster), Room A185
 - ☐ Online Learning (Fennell Campus), Room J113
 - ☐ CE Skills (Stoney Creek Campus)

Instructions for completing this form:

- ☐ Wait for all your grades and/or exemptions to appear on your academic record.
- ☐ Complete this form and mail it to one of the following:
 - ☐ Continuing Education, Mohawk College, Fennell Campus, P.O. Box 2034, Hamilton, ON, L8N 3T2
 - PLEASE MAIL TO THE ATTENTION OF THE APPROPRIATE DEPARTMENT (SEE ABOVE)
 - ☐ Part-Time & Graduate Studies, Continuing Education, Room 185, IAHS, 1400 Main St. W. Hamilton, ON, L8S 1C7
 - FOR HEALTH (IAHS at MCMASTER ONLY)
- ☐ OR submit the form in person to one of the locations listed above.

PLEASE ALLOW 4-6 WEEKS TO RECEIVE YOUR ACKNOWLEDGEMENT

(Signature of Student)

(Date)

CONTINUING EDUCATION DEPARTMENT USE ONLY	
PROGRAM NAME:	
APPLICANT HAS COMPLETED REQUIREMENTS: ☐ YES ☐ NO	ASSOCIATE DEAN NAME:
DATE REQUIREMENTS COMPLETED:	ASSOCIATE DEAN SIGNATURE:
NAME OF STAFF MEMBER COMPLETING FORM:	DATE:

Revised: April 2014



School of Continuing Education Request for Certificate

I have successfully completed all courses required to receive my Certificate in the _____ program

NAME: _____
(PLEASE PRINT YOUR NAME AS IT SHOULD APPEAR ON THE CERTIFICATE)

ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

TELEPHONE: (Home) _____ (Alternate) _____

EMAIL ADDRESS: _____

STUDENT NUMBER: _____

- ☐ YES - I plan to attend the Convocation Ceremony.
I understand that Mohawk College will be videotaping and simultaneously live streaming our convocation ceremonies on the web.
I agree that photographs taken during Convocation may be used in official College printed and electronic publications.

- ☐ NO - I do not plan to attend the Convocation Ceremony.

Please indicate how you would like to receive your certificate:

- ☐ Mail my certificate now.
- ☐ I will pick up my certificate in:
- ☐ Room C102 - The Square, Student Services
 - ☐ Room F114 – C.E. Student Activities/MCACES Office
- ☐ Hold my certificate until my Convocation Ceremony.

NOTE: When all grades and/or exemptions are on your academic record, please submit form by mail to Continuing Education, Room J113, Mohawk College, P.O. Box 2034, Hamilton ON L8N 3T2; by fax to 905-575-2381, or in person to Room J113, Fennell Campus.

The deadline to submit is August 15th for the October convocation.

If forms are submitted after August 15th, certificates will be processed and graduates will be eligible to attend the annual Continuing Education convocation ceremony in the following year.

(Signature of Student)

(Date)

TO BE COMPLETED BY CONTINUING EDUCATION DEPARTMENT	
PROGRAM NUMBER: _____	
VERIFICATION OF PROGRAM NAME: _____ _____	
<u>Applicant is:</u> (check one) ☐ CLEAR TO GRADUATE ☐ CLEAR TO GRADUATE WITH HONOURS Graduates who have achieved a WGPA of 85% with no failures in their program.	ASSOCIATE DEAN SIGNATURE: _____ (Signature) _____ (Print Name) _____ (Date)
<i>Academic approval must be received by the Registration/Convocation Specialists by September 15th for October Convocation</i>	
FOR CONVOCAION STAFF USE ONLY: TERM: _____ TYPE OF CERTIFICATE: _____ DATE PRINTED ON CERTIFICATE: _____ DATE PROCESSED: _____ PROCESSED BY: _____ ☐ Mailed ☐ Held for Convocation Ready for pickup at: ☐ Room C102-The Square ☐ Room F114-MCACES	

Revised: August 2013

Use this form if you are registering by MAIL, IN PERSON or by FAX. Fax completed forms to 905-575-2348.

If you know your Mohawk College ID, enter it here:

Date of Birth:

(Eg. 01 / Jan / 1968)

____ / ____ / ____
Day Month Year

**Social Insurance Number:

____ - ____ - ____

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? ☐ Yes ☐ No

Do you possess a high school Diploma? ☐ Yes ☐ No

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Last Name

First Name

Middle Name

Unit/Apt

Street Address

City

Province

Postal Code

Home Phone

Business Phone

Ext.

Course Information – Use this to register for up to 3 courses. Courses with insufficient enrollment will be cancelled before the course starts. It is **recommended that you register** at least one week prior to the course start date.

CRN	Course Code	Course Name	Campus	Start Date	\$ FEE
CRN	Course Code	Course Name	Campus	Start Date	\$ FEE
CRN	Course Code	Course Name	Campus	Start Date	\$ FEE

\$

Should requested CRN's be full, please add my name to the Wait List: ☐ Yes ☐ No

TOTAL FEE

Are you working towards a Certificate or Diploma? ☐ Yes ☐ No

If yes, Program Name

Program Number

Payment Information – Course fees must be paid in full at the time of registration

☐ Cash ☐ Debit ☐  Visa ☐  Mastercard ☐ Certified Cheque* ☐ Money Order* ☐ Bank Draft* ☐ Sponsored (*Payable to Mohawk College)

Method of Payment: ☐  Visa ☐  Mastercard Cardholder name as appears on card: _____

Card Number: _____ Expiry Date: ____/____/____

Cardholder Signature

Date

****NOTE:** Date of Birth/S.I.N. is required on the Mohawk College Student Record System to assist our office in the retrieval of your academic grades from the computerized/microfilmed student files and to issue income tax receipts. | **PRIVACY AND CONFIDENTIALITY:** Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.

How to Register

ce.mohawkcollege.ca/register

Registration opens Tuesday, August 5th

4 Ways to Register

1. Online at ce.mohawkcollege.ca

Available to existing and new students – days, evenings and weekends.

NOTE: Online registration cannot be used for Special Approval (SA) courses. See page 135.

Payment Options



VISA OR MASTERCARD

2. Fax

Payment Options



VISA OR MASTERCARD

Fax the completed Registration Form to: 905-575-2348

NOTE: Registration by **fax** or **mail** does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.

3. Mail

Payment Options



VISA, MASTERCARD, CERTIFIED CHEQUE, MONEY ORDER OR BANK DRAFT

Complete Registration Form and mail to:
Mohawk College
The Square, P.O. Box 2034
Hamilton, Ontario L8N 3T2

4. In Person

Payment Options



VISA, MASTERCARD, DEBIT, CERTIFIED CHEQUE, MONEY ORDER, BANK DRAFT OR CASH

How to read course details

Course Name	Working with Exceptionalities							Course Code	HMNS10103 (SA)	Indicates Special Approval
	Year 1 & 2. Introduces a variety of exceptionalities found in children and youth. Diagnosis, commonalities, assessment and interventions will be explored in relation to each exceptionality introduced.									
CRN Number	32280	MO	Sep8	Dec1	6:15-9:30	13	Classroom (FF)	FEE	\$342.30	Fee
			Start Date			Sessions			Campus	



Have a question?

Scan the QR code to view Mohawk's Continuing Education AskMohawk Instant Answer Service on your smart phone, or go to mohawk.intelliresponse.com/m/ce

1. Download a QR code reader Mobile App to your smartphone.
2. Launch the App and scan the code – you'll be taken right to the AskMohawk page.





Visit us at mcaces.ca

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

Take Advantage of our Services and Programs

- One-on-one support services and information
- MCACES Resource Centre student work space
- Referral to College programs and services
- Bursaries information and applications
- Orientation weeks and special events
- Social Media, computer, fax and print services
- Family Program – benefits and events
- Professional Development Program – employment advisement and career development training and workshops

Find Help at our Resource Centres:

Fennell Campus, Room F114
McMaster Campus, Room 144
Stoney Creek Campus, Room A125
Phone: 905-575-2176
Web: mcaces.ca
Email: mcaces@mohawkcollege.ca

Get Social with MCACES!

- Connect with us at facebook.com/mcaces
- Tweet us [@mcaces](https://twitter.com/mcaces)
- Check out our blog at mcacesblogs.wordpress.com
- Check out our blog at mcacesblogs.wordpress.com
- Join us on [linkedin.com](https://linkedin.com/company/mcaces) "MCACES"
- Pin us on pinterest.com/mcacespdprogram

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



Are you on Campus after dark?
Walk Smart is a free service provided by MCACES at Fennell Campus for students, faculty and staff. Read more at mcaces.ca/walksmart

CELEBRATING

30

YEARS

Student Services

Please keep this quick reference bookmark

Our Locations

Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton
Call: 905-385-4295, Toll free: 1-888-385-4295

August 25 to September 19, 2014

Monday to Thursday 8:00 a.m. to 8:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.

September 22 to December 24, 2014

Monday to Thursday 8:30 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 4:30 p.m.

Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek
Call: 905-575-1212 ext. 5000

September 2 to 17, 2014

Monday to Friday 8:00 a.m. to 4:30 p.m.

September 18 to December 24, 2014

Monday to Friday 8:45 a.m. to 4:30 p.m.

Institute for Applied Health Sciences at McMaster (IH)

The Square at Mohawk McMaster
1400 Main Street W., Hamilton
Call: 905-540-4247 ext. 26352
Monday to Friday 8:30 a.m. to 4:00 p.m.

Quick & Helpful Links

Financial Assistance

Visit ce.mohawkcollege.ca/financial for information on Financial Assistance for CE Students.

Learn More About Online Learning

What is online learning? Is online learning for you?
Read more at ce.mohawkcollege.ca/online-learning

Room Listings

Accessible online after 3 p.m. on the day the course starts.
Locations are also posted at the main campus entrances.
Visit ce.mohawkcollege.ca/roomlistings



ce.mohawkcollege.ca



▲ Meet Linda, Early Childhood Education (ECE) Graduate

I would definitely recommend Mohawk's ECE program. The teachers were supportive and I was able to take advantage of online learning and study at home in order to balance my family obligations. There are so many opportunities for employment and my co-op learning experiences have given me a chance to work with children and prepare me for that next step in to the workforce.

Enrich your career with Graduate and Professional Studies

Whether you're looking to accelerate your career, explore a specialty in your field, or change your career path altogether, Mohawk is here to help you achieve your goals.

Graduate and Professional Studies are offered in the areas of Health, Technology, Business, Skilled Trades and Community Services.

Study towards the following credentials:

- Ontario College Diploma (OCD)
- Ontario College Graduate Certificate (OCGC)
- Ontario College Certificate (OCC)
- Mohawk College Certificate (MCC)

Continuing Education & Online Learning

Questions? Contact us:

Phone: 905-385-4295

Toll free: 1-888-385-4295

Email: cereg@mohawkcollege.ca

Web: ce.mohawkcollege.ca

Alternative formats available upon request
Visit mohawkcollege.ca/accessibility

 **MOHAWK**
ce.mohawkcollege.ca

Fall registration opens August 5th

Don't wait to register – courses can fill quickly. Browse online at ce.mohawkcollege.ca
You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue.