



IN THE SPOTLIGHT!

Introducing Jayme: a true life-long learner and the first graduate of our Performing Arts Certificate PAGE 1

What's your preferred learning style?

We offer online, classroom or a blend of both PAGE 2

150+ PROGRAMS TO CHOOSE FROM

FIND YOURS! FLIP TO PAGE 3

Thinking about a career change?

Start with a course that interests you PAGE 6

What's NEW?

Programs, courses and more! PAGE 5

Connect with us



ce.mohawkcollege.ca

What are you doing on the weekend?

Check out our workshops and weekend courses and learn something new this fall

Visit ce.mohawkcollege.ca/weekend for details



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On the Cover - Jayme on Stage at the MPAC



Jayme has a long and extensive history with Mohawk. In 1990 he graduated with a Radio Broadcasting Diploma Program. In 1995 he was an Honours Graduate of Mohawk's Advertising Diploma Program.

Since then, he has continued down his learning path in various Mohawk's CE Programs. Jayme is also a CE graduate of the Webmaster Certificate Program and the Watercolour Painting Certificate Program. This year, he became the first graduate of the CE Performing Arts Certificate Program.

"I'm a firm believer that you should never stop learning new things and the Continuing Education programs are a great way to find what interests you. I have taken Mohawk's CE programs for different reasons at various times, from updating my job skills, to learning a new hobby."

"I took Mohawk's Performing Arts Program starting with Acting For Beginners mainly to build my confidence in front of people. I soon came to realize that learning the craft of acting was much more than just performing. It develops many skills such as organization, listening, observation, memory, commitment, spontaneity, physicality, teamwork, social interaction, voice projection and more as well learning about the acting industry. I know that the skills I refined and learned in the Performing Arts Program will help in advancing my career in whatever profession I choose. These skills can be applied to more than just acting."

* This program will have classes in the McIntyre Performing Arts Centre.
See page 83 for the Performing Arts Certificate Program

The McIntyre Performing Arts Centre (MPAC) A perfect venue for any performance or event



As a growing cultural venue in the Greater Hamilton-Niagara region, the McIntyre Performing Arts Centre provides a prime artistic space for professional and amateur performing arts, as well as a perfect site for fundraisers and celebration gatherings.

Located inside Mohawk Fennell Campus on the Hamilton escarpment, The McIntyre Centre comfortably seats 1029 guests and provides exceptional views of the hardwood stage and multiple display screens. Designed with spectacular acoustics and sightlines in mind, the McIntyre Centre is an ideal space to rent for showcasing Performing Arts, Keynote Speakers, Concerts, Comedy, Festivals, Conferences and Seminars.

Behind the scenes, you can utilize our fully-equipped green room space, dressing rooms, and lobby areas.

Contact us to book the MPAC.
Call 905-575-2231
Visit www.mohawkcollege.ca/mpac



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Connect with us

Like us, tweet us, friend us. Join us.



Learning @ Mohawk ^{3 Delivery Methods}

Online

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 or self-directed. There is a scheduled start and end date and you cannot start late or finish early.

The delivery method is identified in the course listings as OntarioLearn or eLearn. Your start-up information is different depending on the delivery.

OntarioLearn Course is online through www.OntarioLearn.com

Registration Deadline

Registration is open until 6 calendar days after the official start date unless otherwise stated. Registering after the start date will delay your course access by up to 48 hours. Monthly intakes are available for some courses. Registration deadlines may vary.

How to Start Your Course

Visit ce.mohawkcollege.ca/get-started for login instructions. It is your responsibility to log into your course(s) prior to the refund deadline.

eLearn Course is online through Mohawk College.

Registration Deadline

Registration is open until 6 calendar days after the official start date unless otherwise stated.

How to Start Your Course

Visit ce.mohawkcollege.ca/elearn for login instructions. You will also receive a course start-up letter by mail. It is your responsibility to log into your course(s) prior to the refund deadline.

Computer Requirements

ce.mohawkcollege.ca/online-faq

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. For computer system requirements visit the website.

Textbooks

mohawk.bookware3000.ca

Textbooks are not included in course fees and can be ordered online.

Exams

ce.mohawkcollege.ca/exams deexams@mohawkcollege.ca

All work and scheduled exams must be completed by the course end date. Most courses have an in-person exam. Proctoring is available for those who live at a distance.

Refunds

ce.mohawkcollege.ca/refunds

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

Questions?

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

Email: disted@mohawkcollege.ca

Call: 905-575-2703



Classroom

The delivery location is identified in the course listings. You will go to the appropriate location on the start date at the time listed

Delivery Locations

Classroom (FF)

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

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.

Field Work

Course work done at placement location.

Classroom (SC)

Stoney Creek Campus
481 Barton Street
Stoney Creek, ON L8E 2L7
905-575-1212 ext. 5000

Room Listings

ce.mohawkcollege.ca/room-listings

Room numbers for courses at all campuses are available online 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

www.mccaces.ca/parking-information

www.mohawkcollege.ca/parking

Parking is available at most locations. Rules and regulations apply and paid parking may be required.

Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations. Contact HSR at 905-527-4441 or www.hamilton.ca/hsr for details about routes, schedules, etc.



Blended

The delivery location is identified in the course listings as Blended (Campus).

A blended course is designed to integrate face-to-face and online activities so that they reinforce, elaborate on, and complement one another.

The campus code in the delivery location indicates the campus where the classroom component is held. See Classroom Learning for a list of campuses.

In most cases, the course description will give you the specific dates of the classroom components. Please note: these dates are subject to change and in some cases will not be set until after the course has started.

Visit www.mohawkcollege.ca/blended

Program Guide

We offer more than 150 programs through Continuing Education! They can be completed online, in-class, or a mix of both. Check the listed page numbers for details. We also offer stand-alone courses at the back of each section.

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
37	Academic and Career Entrance (ACE) Acknowledgement	•		
49	Addictions/Concurrent Disorders Acknowledgement		•	•
71	Advanced AutoCAD Acknowledgement		•	
79	Aesthetics Certificat		•	
120	Air Brake Training		•	
38	American Sign Language Acknowledgement		•	
17	APICS - The Association for Operations Management		•	
17	Applied Accounting - Bookkeeping Acknowledgement	•	•	•
80	Applied Cosmetics Certificat		•	
49	Autism and Behavioural Science Certificat	•		
71	AutoCAD Design Certificat		•	•
50	Braille Acknowledgement	•		
91	Breastfeeding Acknowledgement			•
91	Bridging for Internationally Educated Nurses Certificat		•	
92	Bridging Program for Medical Laboratory Technology Diploma		•	
120	Building Environmental Systems Certificat		•	
72	Business Computer Applications Certificat	•	•	•
18	Business Studies Certificat	•		
38	Business Writing Skills Acknowledgement	•		
111	Cake Decorating Acknowledgement		•	
19	Canadian Institute of Bookkeeping (CIB)	•		•
19	Canadian Institute of Management (CIM)		•	
50	Career Consultant Certificat		•	•
120	Certificate of Qualification Examination Preparati	•	•	
17	Certified in Production and Inventory Management (CPIM)		•	
120	CFC/ODP Training		•	
51	Child & Youth Care Diploma		•	
52	Children's Mental Health Acknowledgement	•		
121	CNC Programming Certificat		•	•
39	Competence in the French Language Certificat		•	•
73	Computer Science - Level 1 Certificat		•	
73	Computer Science - Software Engineering Specialist Certificat		•	
20	Condominium Management (ACMO) Certificat	•		
121	Construction Estimating Certificat		•	•
52	Counselling Techniques Certificat		•	
53	Criminal Psychology and Behaviour Acknowledgement	•		
111	Culinary Skills - Introduction Acknowledgement		•	
94	Dementia Studies - Multidiscipline Certificat		•	
94	Diabetes Education Certificat	•		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
95	Disability Management - Return to Work Coordinator Certificat		•	
53	Diversity and Intercultural Relations Acknowledgement	•		
80	Dressmaking Certificat		•	
54	Early Childhood Education Diploma			•
55	Early Childhood Education - Leadership and Administration Certificat		•	•
55	Early Childhood Education Resource Consulting Certificat		•	•
56	Educational Support Diploma	•		
122	Electrical Engineering Technician to Technologist Transfer		•	
122	Electrical Fundamentals Certificat		•	
122	Electronic Fundamentals Certificat		•	
122	Environmental Engineering Certificat		•	
81	Fashion Design Certificat		•	
20	Financial Planning Certificat	•		
123	Fire Safety Certificat		•	
57	Fitness Leadership (YWCA)		•	
81	Floral Techniques - Basic Certificat		•	
123	Fluid Power Certificat		•	
95	Food Services Certificat	•		•
124	Fuel Certification Challenge Examination		•	
124	Fuel Technician Certificatio		•	
58	Fundamentals of Correctional Practices Acknowledgement	•		
58	Fundraising Acknowledgement	•		
125	Geographic Information Systems Certificat	•		
96	Gerontology - Multidiscipline Certificat	•		•
125	Heating, Refrigeration and Air Conditioning Technician Certificat		•	
59	Holistic Studies - Introduction Acknowledgement		•	
126	Home Inspection Certificat	•		
112	Home Renovation for Women (Men Welcome) Acknowledgement		•	
112	Horticulture - Plant Identification Certifica		•	
127	Human Machine Interfacing Certificat		•	
21	Human Resources Certificat	•	•	•
22	Industrial Distribution Leadership Certificat	•		
127	Industrial Drives Certificat		•	
127	Industrial Engineering - Level 1 Certificat		•	
127	Industrial Lubrication Certificat		•	
22	Industrial Relations Certificat	•		•
23	Institute of Law Clerks of Ontario (ILCO)	•		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
128	Instrumentation Acknowledgement			•
23	Insurance - Technical Services Certificat	•		
24	Integrated Accounting Certificat	•	•	•
113	Interior Decorating Certificat		•	
114	Landscape Design Certificat		•	
40	Language Interpreter Training Program Acknowledgement	•	•	•
25	Leadership Development Series Certificat	•	•	•
26	Legal Skills Acknowledgement	•		
59	Libraries and Digital Technologies	•		
60	Library and Information Technician Diploma	•		
128	Machine Tool Operator Certificat		•	
81	Make-Up Artistry Certificat		•	
26	Management Studies Certificat		•	•
27	Manufacturing Leadership Certificat	•		
27	Marketing Essentials Acknowledgement	•		
128	Mechanical Design Acknowledgment		•	•
97	Medical Device Reprocessing (MDR) Certificat		•	
98	Medical Laboratory Technician Certificat			•
28	Medical Terminology Acknowledgement		•	
28	Medical Transcription Certificat			•
73	Microcomputer Engineering Hardware Certificat		•	
74	Microcomputer Engineering Software Certificat		•	
74	MicroStation Acknowledgement	•		
62	Mourning, Grief and Bereavement Acknowledgement	•		
82	Music Certificat		•	
83	Nail Technician Certificat		•	
74	Network Specialist Certificat		•	
129	Occupational Health and Safety Management Certificat	•	•	•
29	Office Administration - General Certificat		•	•
98	Oncology Nursing Certificat	•		
135	OSLT - Business Certificat		•	
135	OSLT - Health Sciences Certificat		•	
135	OSLT - Human Services Certificat		•	
99	Palliative Care - Multidiscipline Certificat	•		•
100	Palliative Care for Personal Support Workers Certificat		•	
83	Performing Arts Certificat		•	
100	Perioperative Nursing Certificat		•	
84	Photography - Applied Certificat		•	•
84	Photography - Art Certificat		•	•
17	Principles of Operations Management		•	
114	Professional Bartending Acknowledgement		•	
129	Programmable Logic Controllers Certificat		•	
100	Psychosocial Rehabilitation Certificat	•		
29	Qualified Administrative Assistant			•

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
130	Quality Assurance - Level 1 Certificat		•	
63	Records and Information Management Certificat	•		
101	Registered Nurse - Critical Care Nursing Certificat			•
102	Registered Nurse - First Assistant Certificat			•
102	Registered Nurse - Occupational Health Nursing Certificat	•		
103	Registered Nurse - Perinatal Nursing - High Risk Obstetrics or Neonatal Certificat	•	•	•
104	Registered Nurse Refresher Certificat			•
105	Registered Nurse/Registered Practical Nurse Mental Health Certificat		•	•
106	Registered Nurse/Registered Practical Nurse - Pediatric Nursing Acknowledgement	•		
106	Registered Practical Nurse - Maternal Newborn Nursing Certificat			•
107	Registered Practical Nurse Refresher Certificat			•
130	Residential Design & Construction Certificat		•	
63	Retirement Communities Acknowledgement	•		
64	School Based Support Acknowledgement	•		
75	Server & Network Support Certificat		•	
85	Sewing (Basic) Acknowledgement		•	
41	Sign Language Acknowledgement		•	
108	Skin, Wound and Footcare Management Acknowledgement		•	
30	Small Business and Entrepreneurship Certificat	•		
64	Social Service Worker Diploma		•	
65	Solution Focused Skills Acknowledgement		•	
66	Student Affairs and Services Acknowledgement	•		
115	Tea Sommelier Acknowledgement		•	
30	Teaching the Adult Learner Certificat	•		
85	Veterinary Office Management Certificat	•		
85	Visual Arts - Advanced Certificat		•	•
85	Visual Arts - Foundation Certificat		•	•
85	Visual Arts - Intermediate Certificat		•	•
67	Volunteer Management Certificat		•	
31	Ward Clerk Certificat	•		
75	Webmaster Certificat	•	•	•
131	Welder Operator Certificat		•	
108	Working with Dementia Clients - Multidiscipline Certificat		•	
109	Working with the Aged - Multidiscipline Certificat	•		•
67	Workplace Insurance and Disability Prevention Leadership Certificat			•
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Do you have an idea for a new course or program?

Let us know at ce.mohawkcollege.ca/ideas

Course Guide

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

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
BUSINESS					
24	Access Core	INFO10081	●		
32	Accounting 1	ACCTCB101		●	
32	Accounting 2 - Financial	ACCT10014		●	
33	Accounting 3 - Financial Accounting Concepts	ACCT10008		●	
33	Accounting 4 - Contemporary Accounting Issues	ACCT10010		●	
33	Accounting 4 - Financial Reporting	ACCT10011		●	
18	Accounting Introductory I	ACCTMCS01	●		
18	Accounting Introductory II	ACCTMCS02	●		
24	AccPac Sage 300 ERP Accounts Payable	INFO10185	●		
24	AccPac Sage 300 ERP Accounts Receivable and Payroll	INFO10182	●		
24	AccPac Sage 300 ERP General Ledger	INFO10184	●		
34	Advanced Accounting	ACCT10032	●		
31	Animal Husbandry II	HLTH10071	●		
17	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
17	APICS Execution and Control of Operations	BUSNSPC22		●	
17	APICS Principles of Manufacturing Management (FMM)	BUSN10113		●	
17	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
17	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
17	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
28	Applied Marketing Research	MRKT10030	●		
34	Auditing I	ACCT10026	●		
34	Auditing II	ACCT10027	●		
31	Basic Animal Husbandry	HLTH10062	●		
31	Basic Veterinary Pharmacology	HSCI10135	●		
23	Basic Word Applications	OADMOA116			●
29	Basic Word Applications	OADMOA116			●
36	Benefits Administration	BUSN10059	●		
20	Building and Maintaining Customer Relationships	BUSN10034	●		
31	Building and Maintaining Customer Relationships	BUSN10034	●		
34	Business Analysis Introduction	MGMT10121	●		
34	Business Case Development	MGMT10122	●		
33	Business Finance	ACCTCB340		●	
33	Business Finance 2	BUSNBA440		●	
34	Business Finance I	ACCT10028	●		
34	Business Finance II	ACCT10029	●		
22	Business Fundamentals in Industrial Distribution	BUSN10046	●		
33	Business Law	BUSNCB436		●	
18	Business Law Introductory	LAWSMCS05	●		
33	Business Mathematics Of Finance	MATH10037	●		
30	Business Research and Writing Skills	SBMG10019	●		
34	Business Writing Strategies	COMM10325	●		
27	Coaching And Developing People	MGMTCA03	●		
23	Collective Bargaining	LABRPIR14	●		
23	Communication	COMMLL041	●		
25	Communications (LDS)	COMM10217	●		
21	Compensation and Benefit	HRESPIR11	●		
31	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
29	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
30	Computer Skills for Small Business	COMP10134	●		
30	Computer Skills for Small Business Advanced	COMP10135	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
20	Condominium Administration & Human Relations	MGMTCDM04	●		
34	Consumer Behaviour	MRKTMK375	●		
27	Continuous Improvement Process	QUALCMA06	●		
26	Corporate Practice and Procedure	LAWS10153	●		
33	Cost & Managerial Accounting 1	ACCTAC336		●	
33	Cost & Managerial Accounting 2	ACCTAC436		●	
33	Cost and Managerial Accounting I	ACCT10024	●		
33	Cost and Managerial Accounting II	ACCT10025	●		
19	Cost Management	ACCT10017	●		
26	Court Clerk Criminal OCJ	LAWS10170	●		
34	Creating a Corporate Service Culture	CUST10003	●		
20	Creative and Critical Thinking LDS	COMM10216	●		
25	Creative and Critical Thinking LDS	COMM10216	●		
26	Criminal Law - Legal Administration	LAWS10136	●		
34	Customer Service and Ethics	CUST10004	●		
22	Customer Service and Sales in Industrial Distribution	MRKT10027	●		
34	Dealing And Working With Difficult Peopl	CONFBU397	●		
27	Developing Effective Teams	MGMTCA04	●		
29	Digital Transcription	OADMOA261			●
36	Dispute Resolution	HMNS10093	●		
34	Effective Supervision-Human Relations	MGMTMD221	●		
22	Employment Law	BUSNPIR19	●		
36	Employment Law	BUSNPIR19	●		
25	Employment Law (LDS)	LAWS10090	●	●	
33	Entrepreneurship Fundamentals	SBMGBU395	●		
36	Essentials In Health Records Management	MGMT10039	●		
24	Excel Core	INFO10078	●	●	
24	Excel Expert	INFO10079	●	●	
26	Family Law Practice and Procedure	LAWS10149	●		
25	Finance (LDS)	FINC10023	●		
21	Finance And Accounting	ACCTPIR23	●		
34	Financial and Managerial Accounting	BUSN10118	●		
20	Financial Environment	FINCFP011	●		
20	Financial Planning For Condominium Managers	FINCCDM03	●		
33	Financial Statement Concepts	ACCT10005		●	
34	Forensic Accounting	ACCT10033	●		
34	Fundamentals of Digital Marketing Management	MRKT10026	●		
23	General Insurance Essentials 1	INSR10004	●		
23	General Insurance Essentials 2	INSR10005	●		
35	Global Business Environment	BUSNIB100	●		
35	Global Logistics	BUSN10109	●		
22	Grievances, Arbitration and Contract Administration	BUSNPIR13	●		
36	Health Office Foundation	BUSN10138	●		
35	How to Start a Small Business	SBMGMD249	●		
25	Human Relations (LDS)	HRES10019	●		
21	Human Resource Management Studies	MGMTBPC01	●		
27	Human Resource Management Studies	MGMTBPC01	●		
21	Human Resources Planning and Staffin	HRESPIR17	●	●	
35	Integrated Marketing Communication 1	MRKT10039	●		
35	Intermediate Accounting I	ACCT10021	●		
35	Intermediate Accounting II	ACCT10022	●		
35	Intermediate Accounting III	ACCT10023	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
29	Internet and Web Page Development	INFO10020		●	
29	Interpersonal Communication Skills	COMM10294	●		
30	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
35	Introduction to Business	BUSN10049	●		
21	Introduction To Industrial Relations	LABRPIR08	●		
22	Introduction To Industrial Relations	LABRPIR08	●		
26	Introduction To Legal Office Practice And Procedures	OADM10009	●		
18	Introduction To Macroeconomics	ECON10002	●		
36	Introduction to Project Management	HRES10013	●		
35	Introduction to Supply Chain & Operations Management-Retail	BUSN10107	●		
21	Investment Planning	FINCFP013	●		
29	Keyboarding	KEYB10008		●	
29	Keyboarding - Beginners	KEYBSEZ30		●	
26	Landlord & Tenant Law	LAWS10064	●		
35	Leadership in a Team Environment	MGMT10096	●		
25	Leading Responsibly (LDS)	MGMT10098	●		
25	Leading Teams (LDS)	MGMT10101	●	●	
26	Legal Terminology	LAWS10005	●		
20	Life and Death Issues of Financial Planning	FINCFP012	●		
26	Litigation Practice and Procedure 1	LAWS10065	●		
23	Litigation Procedures	LAWSSCL5	●		
33	Macroeconomics	ECONEB222		●	
33	Management Information Systems	INFO10160	●		
18	Management Operations	MGMTMCS07	●		
18	Management Principles	MGMTMCS06	●		
25	Managing Change (LDS)	MGMT10102	●		
30	Managing The Small Business	SBMG10013	●		
18	Marketing Advanced	MRKT10018	●		
28	Marketing Advanced	MRKT10018	●		
28	Marketing Channels	MRKT10045	●		
28	Marketing Digitally	MRKT10037	●		
18	Marketing Principles	MRKTMCS08	●		
28	Marketing Principles	MRKTMCS08	●		
32	Medical Conditions for Medical Office Professional	HSCI10002	●		
32	Medical Keyboarding	KEYB10005	●		
36	Medical Keyboarding	KEYB10005	●		
36	Medical Office Procedure	OADM10018	●		
36	Medical OHIP Billing	OADM10010	●		
28	Medical Terminology 1	OADMOA323		●	
29	Medical Terminology 1	OADMOA323		●	
28	Medical Terminology 2	OADMOA324		●	
29	Medical Terminology 2	OADMOA324		●	
32	Medical Terminology II - Pronunciation	HSCI10157	●		
29	Medical Transcribing 3	OADMOA552	●		
29	Medical Transcribing 4	OADMOA652	●		
29	Medical Transcription 2	OADMOA452	●		
33	Microeconomics	ECONEB122		●	
18	Microeconomics Introductory	ECONMCS03	●		
23	Model Office/Broker Operation	BUSN10050	●		
35	Mortgage Agent	BUSN10061	●		
22	Negotiations in Industrial Distribution	BUSN10054	●		
21	Occupational Health and Safety	SAFEPIR21	●		
36	Office Technology And Procedures	OADM10008	●		
22	Operational Fundamentals in Industrial Distribution	BUSN10055	●		
30	Operations And Legal Issues	SBMGSB202	●		
21	Organizational Behaviour and Administration	BUSNPIR22	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
19	Payroll Administration	ACCTBU192	●		
25	Performance Management (LDS)	MGMT10100	●		
35	Personal Financial Management	BUSNBE450	●		
20	Personal Success	MGMTMD278	●		
36	Personnel Research Techniques and HRIS	HRES10017	●		
32	Pharmacology for the Medical Office	HSCI10024	●		
20	Physical Building Management	MGMTCDM02	●		
33	Principles of Purchasing	BUSN10101	●		
27	Problem Solving - Decision Making	MGMTBPC04		●	
24	Professionalism in the Insurance Workplace	INSR10015	●		
25	Project Management (LDS)	MGMT10099	●		
36	Project Management Scheduling Software	INFO10105	●		
19	Quantitative Methods	BUSN10045	●		
24	QuickBooks	INFO10159	●	●	
26	Real Estate Practice and Procedure 1	REAL10001	●		
26	Real Estate Practice and Procedures 2	LAWS10148	●		
23	Real Estate Procedures	LAWSSCL3	●		
22	Recruitment And Selection	HRESPIR20	●		
19	Researching and Reporting-Lgs	COMMLL122	●		
35	Retail Management	MGMT10124	●		
21	Retirement Planning And Case Studies	FINCFP014	●		
24	Sage 50 Accounting	INFO10201	●		
28	Sales Principles	BUSN10119	●		
19	Selling For Success	MRKT10025	●		
30	Small Business Marketing Skills	SBMG10000	●		
30	Small Business-Financial Management	MGMTSB102	●		
26	Small Claims Practice and Procedure	LAWS10154	●		
35	Social Media Marketing	MRKT10055	●		
22	Staff Training and Development	BUSNPIR16	●		
35	Strategic Leadership for Supply Chain Management	MGMT10075	●		
35	Strategic Planning	BUSN10108	●		
36	Styles and Practices of Medical Transcription	HSCI10152	●		
27	Supervisory Skills For Business And Industry	MGMTCA02	●		
30	Supervisory Skills for Small Business	SBMG10017	●		
35	Sustainability	ENVR10042	●		
33	Taxation	ACCTAC409		●	
19	Taxation I	ACCT10019	●		
27	The Business of Tomorrow	BUSN10047	●		
30	The Generic Business Plan	SBMG10018	●		
27	Understanding Managerial Skills	MGMTBPC03			●
32	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
32	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
31	Veterinary Anaesthesia	VETR10000	●		
31	Veterinary Lab Procedures	HLTH10098	●		
31	Veterinary Office Skills and Procedure	OADM10013	●		
31	Veterinary Surgical Procedures	HSCI10138	●		
31	Veterinary Terminology	COMM10107	●		
26	Wills and Estates Practice and Procedure	LAWS10169	●		
32	Working And Communicating In A Medical Setting	COMM10021	●		
32	WSIB Case Management Adjudication	BUSNBU159		●	
32	WSIB Eligibility Adjudication	BUSNBU158		●	
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES					
47	AC - Communications, Part B	COMMLL044		●	
37	ACE Apprenticeship Math	MATH10047	●		
37	ACE Biology	BIOL10011	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
37	ACE Business Mathematics	MATH10046	●		
38	ACE Chemistry	GSCI10004	●		
38	ACE Communications	COMM10148	●		
38	ACE Computers	COMP10083	●		
38	ACE Core Math	MATH10045	●		
38	ACE Physics	PHYS10000	●		
38	ACE Self Management and Self Direction	CRED10044	●		
38	ACE Technology Math	MATH10044	●		
38	American Sign Language 2	LANGLL220		●	
38	American Sign Language I	LANGLL120		●	
42	Anger Management	CONF10005	●		
42	Anthropology	PSYC10020	●		
42	Art Through the Ages	ARTT10052	●		
43	Astronomy	GSCI10006	●		
47	Business Report Writing	COMM10330	●		
43	Canadian Literature	COMM10903	●		
43	Canadian Politics	SSCISS105	●		
41	Capstone Course, Skills Integration	LANG10036	●		
41	Character Development	COMM10312		●	
47	Communication	COMM1041	●		
47	Communication D	COMM11040		●	
40	Consecutive Interpreting	LANG10032	●		
47	Copyright Introduction	BUSN10137	●		
41	Creative Writing	COMM10904		●	
47	Critical and Innovative Thinking	PSOL10010	●	●	
43	Culture, Language and Linguistics	COMM10277	●		
43	Developmental Psychology	PSYC2271	●		
47	English 1	COMM10256	●		
43	Environmental Citizenship	ENVR10006	●		
43	Essentials of Canadian History	HIST10019	●		
46	Everyday German 1	LANG10078	●		
46	Everyday Italian 2	LANG10080	●		
46	Everyday Italian 3	LANG10085	●		
46	Everyday Spanish 1	LANG10081	●		
46	Everyday Spanish 2	LANG10086	●		
41	First Responders Basic American Sign Language	LANG10088		●	
39	French 1	LANG10061	●		
39	French 2	LANG10062	●		
39	French 3	LANG10063	●		
39	French 4	LANG10064	●		
40	French 5	LANG10065	●		
43	Geography of Planet Earth	ENVR10051	●		
43	Geological Disasters	ENVR10005	●		
41	Grammar For Writing Professionals	COMM102	●		
43	Growing Up Digital-Living and Working In Canada	INFO10158	●		
43	Harry Potter To Asian Children's Literature	COMM10211	●		
43	History of Aboriginal/Canadian Relations	INDS10009	●		
43	I Write The Songs	ARTT10045	●		
42	Intro to Creative Non-Fiction	COMM10000	●		
43	Introduction To Children's Literature	COMM10206	●		
43	Introduction to Geology:An Overview of Planet Earth	ENVR10028	●		
43	Introduction to Philosophy	SSCI10049	●		
43	Introduction to Science	GSCI10002	●		
47	Introduction to Screenwriting	ARTT10047	●		
40	Introduction to Spoken Language Interpreting	LANG10031	●	●	
44	Introduction to Sustainable Development	ENVR10026	●		
44	Introductory Psychology	PSYC22156	●	●	

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			OL	CL	BLE
46	Italian 1	LANGLLA03		●	
46	Italian 2	LANGLLB03		●	
46	Italian for Beginners	LANG10054	●		
39	La Pratique du Francais 1	LANGFR003		●	
39	La Pratique du Francais 2	LANGFR004		●	
39	La Pratique du Francais 3	LANGFR005		●	
39	La Pratique du Francais 4	LANGFR006		●	
40	La Pratique du Francais 5	LANGFR007		●	
44	Labour Economics	BUSNPIR10	●		
44	Learning, Thinking and Problem Solving	PSYC10027	●		
46	Mandarin Chinese Conversational	LANGLLA16		●	
44	Meteorology	GSCI10007	●		
44	Minerals	ENVR10050	●		
44	Myths And Legends	HISTLLT05	●		
44	Nutrition	HLTH10044	●		
44	Oceanography	ENVR10049	●		
47	Organizational Business Communication	COMM10027	●		
44	Paleontology (Fossils)	ENVR10048	●		
40	Parlons Avance 3	LANGFS079		●	
40	Parlons Francais 1	LANGFS032		●	
40	Parlons Francais 2	LANGFS033		●	
40	Parlons Francais 3	LANGFS071		●	
44	Personality Psychology	PSYC10007	●		
44	Petrology (Rocks)	ENVR10052	●		
44	Philosophy of Art Concepts and Theories	SSCI10054	●		
42	Poetry Writing	COMM10213	●		
44	Political Science & Public Administration	SSCISS027	●		
44	Popular Culture and the Media	COMM10276	●		
46	Prep Science (Chemistry)	GSCICE053	●		
47	Prep Science (Physics)	PHYSPE001	●		
46	Preparatory Chemistry (G.A.S.)	CHEMPE106		●	
46	Professional German 1	LANG10077	●		
46	Professional Spanish 1	LANG10079	●		
46	Professional Spanish 2	LANG10087	●		
47	Researching and Reporting-Lgs	COMM10222	●		
42	Romance Writing	COMM10204	●		
45	Science Fiction	COMM10043	●		
41	Setting Specific Interpretin	LANG10035	●		
41	Skills Development - Sight Translation	LANG10033	●		
41	Skills Development - Simultaneous Interpreting	LANG10034	●		
45	Soccer and its Impact on Society	SSCI10031	●		
45	Social Media and Society	SSCI10045	●		
45	Social Psychology	PSYC10012	●		
45	Society, Technology And Social Issues	SSCISS299	●		
45	Sociology 1	SSCISS108	●	●	
45	Sociology 2	SSCISS109	●		
45	Sociology-Sport	SSCI10046	●		
46	Spanish For Beginners	LANGLE01		●	
46	Spanish-Conversational 1	LANGLLA04		●	
45	Sport: The Global Business of Making Money	SPRT10022	●		
45	Sports Psychology	PSYC10009	●		
45	Stress, Wellness and Nutrition	HLTH10111	●		
44	The Olympics: Where Sport and Spectacle Meet	SPRT10023	●		
44	The Ontario Metis	HIST10018	●		
42	Travel Writing	COMM10121	●		
45	Understanding Literature	COMM10095	●		
45	Wellness for Life	HLTH10147	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
45	World Cinema	ARTT10051	●		
45	World Of Abnormal Psychology	PSYC5021	●	●	
45	World of Work	EDUC10101	●		
42	Writer's Weekend-Introductory	COMM10279		●	
38	Writing a Business Plan	COMM10295	●		
39	Writing a Marketing Plan	COMM10298	●		
38	Writing a Proposal	COMM10296	●		
42	Writing Family History and Memoirs	COMM10111		●	
42	Writing For Publication - Level 1	COMMLLT03	●		
42	Writing For Publication - Level 2	COMMLLT09	●		
39	Writing for Sales Material	COMM10299	●		
47	Writing Grammatically	COMM10218	●		
42	Writing Mystery And Suspense Stories	COMMLLT08	●		
42	Writing Short Stories	COMM10259	●		
38	Writing Skills for the Web	COMM10297	●		
42	Writing the Novel 1	LANGLL936		●	
COMMUNITY SERVICES					
68	Abuse and Family Violence	HMNS10120	●		
61	Acquisitions	LIBRLT350	●		
57	Adaptive Computer Technology in Education	COMP10006	●		
64	Adaptive Computer Technology in Education	COMP10006	●		
49	Addictions and Mental Health	HMNS10119	●		
66	Administration and Management in Student Affairs	CRED10098	●		
54	Administration and Supervision in ECE	EDUC10077	●		
66	Adult Learning	EDUCTAL03	●		
66	Adults With Learning Disabilities	SENSTAL06	●		
52	Advanced Group Work	HMNSCC556			●
66	Advising and Supporting Students	CRED10099	●		
63	Archives	LIBRRM103	●		
68	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
67	Assessment And Evaluation	EDUCTAL05	●		
49	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSC10041	●		
57	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
64	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
68	Behaviour Management Systems	CONF10007		●	
50	Behavioural Skill Building	EDUC10028	●		
67	Benefits and Service	LABRUN027		●	
50	Braille - Level 4	SENSSE47	●		
69	By-Law Enforcement	LAWS10139	●		
58	Canadian Criminal Justice System	LAWSPF111	●		
50	Career Development Resources	CREDCAR02		●	
50	Career Transition and Change Management	CRED10103	●		
67	Case Management in Career Consulting	CRED10102		●	
52	Child Development & Behaviour 1	EDUCEC121	●		
54	Child Development & Behaviour 1	EDUCEC121	●		
54	Children with Special Needs	EDUC10084	●		
61	Circulation and Inter Library Loan	LIBR10037	●		
57	Classroom Skills	EDUCEDE21	●		
53	Co-dependency as an Addiction	PSYC10008	●		
52	Cognitive Development, Trauma and Loss - Child Health Focus	HLTH10218	●		
69	Communications and Investigative Report Writing	COMM10326	●		
68	Communications/Reporting	COMMLL223	●		
52	Community Interventions & Resources	HMNSCC553			●
54	Contemporary Social Problems-Police Foundations	SSCISS288	●		

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			OL	CL	BLE
63	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
58	Correctional Practices	LAWS10151	●		
67	Court Clerk Criminal OCJ	LAWS10170	●		
67	Court Reporter/Monitor I	LAWS10172	●		
68	Criminal And Civil Law	LAWSPF301	●		
68	Criminal Code	LAWSPF302	●		
68	Criminal Code And Federal Statutes	LAWSPF402	●		
53	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
53	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
58	Criminology	SSCI10056	●		
53	Cults and Terrorism	SSCI10006	●		
56	Cultural Diversity In An Educational Setting	EDUC10002	●		
66	Curriculum Development	EDUCTAL02	●		
61	Database Design For Information Workers	INFOLT340	●		
63	Death and Dying in Crisis Intervention	PSYC10017	●		
60	Digital Media in Libraries	LIBR10049	●		
53	Diversity and First Nations	SSCI10017	●		
53	Domestic and Workplace Violence	PSYC10006	●		
59	Donor Relationships in Fundraising	BUSN10071	●		
54	ECE Curriculum 1	EDUCEC323			●
61	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
49	Ethics and Professionalism	EDUC10034	●		
67	Ethics in Career Consulting	CRED10100	●	●	
56	Exceptionalities 1	EDUCEDE22	●		
57	Exceptionalities 2	EDUCEDE23	●		
57	Exceptionalities 3	EDUCEDE26	●		
55	Family Dynamics	EDUCEC129	●		
51	Family Work	HMNSCC532			●
55	Field Practicum 1	WORKRT021		●	
55	Field Practicum 2	WORKRT051		●	
62	Field Work 1	WORKLT290	●		
62	Field Work 2	WORKLT490	●		
64	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
57	Fitness Theory	HLTHFI001		●	
64	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
56	Foundations of Education	EDUCEDE14	●		
69	Fraud Investigation	LAWS10066	●		
58	Fundraising as Management Process	BUSN10070	●		
62	Genre Fiction And Readers' Advisory Service	COMMLT225	●		
50	Group Facilitation Skills	CREDCAR05		●	
57	Group Fitness Leader Module	HLTHFI003		●	
64	Healthy Adult Aging	HLTH10220	●		
64	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
62	Human Relations and Supervision	HRESLT150	●		
61	Indexing and Subject Analysis	LIBR10038	●		
55	Individual Development Planning 1	HMNSRT011	●		
50	Individual Helping Relationships	CREDCAR04		●	
55	Infant and Toddler Learning Environment	EDUC10074			●
61	Information Technology for Library Technicians	INFO10172	●		
66	Instructional Techniques	EDUCTAL04	●		
67	Instructional Technology In Adult Education	EDUCTAL08	●		
68	Insurance Reimbursement for Massage Therapists	HLTH10219	●		
52	Interaction And Communications	COMMTC101			●

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			OL	CL	BLE
65	Intro to Social Service Worker	HMNS10100			●
49	Introduction to Applied Behaviour Analysis	HSC10042	●		
62	Introduction to Computers 1	COMP10136	●		
55	Introduction to Early Intervention	EDUC10100	●		
58	Introduction to Fundraising	BUSN10062	●		
53	Introduction to Intercultural Communication	COMM10073	●		
61	Introduction to Libraries and the Information Industry	LIBRL110	●		
49	Introduction to Mental Health (ACD)	HMNS10037		●	
62	Introduction to Metadata & Metadata Applications	LIBR10035	●		
53	Introduction to Racism and Discrimination	SSCI10026	●		
69	Investigation and Evidence	LAWS10173	●		
60	Issues in Digital Resource Management and Technologies	LIBR10048	●		
59	Labour Issues Research and Documentation in Health and Safety	WORK10101		●	
59	Labour Studies Field Placement	WORKUN199		●	
55	Learning Environment 1	EDUCEC115			●
63	Learning from Death and Dying	PSYC10025	●		
57	Learning Strategies	EDUC10004	●		
64	Learning Strategies	EDUC10004	●		
52	Legislation: Policies & Procedures	MGMTCC153			●
61	Library Classificatio	LIBR10039	●		
62	Library Financial Management and Budgeting	MGMT10041	●		
60	Library Leadership in the Digital Age	LIBR10047	●		
61	Library Programming, Marketing and Advocacy	LIBR10040	●		
57	Lifeskills and Job Coaching	EDUC10037	●		
56	Mathematics	MATH10038	●		
68	Mental Health First Aid	HMNS10123		●	
58	Methods of Fundraising	BUSN10069	●		
59	Mind, Body, Spirit The Connection	HLTH10225		●	
63	Mourning, Grief and Bereavement	PSYC10023	●		
68	Nonviolent Crisis Intervention	CONFMHN08		●	
61	Online Searching	LIBR10041	●		
64	Operational Overview in Long-term Care	HLTH10110	●		
50	Parent and Staff Training	EDUC10029	●		
55	Parent Teacher Child Relationship 1	EDUCEC128			●
58	Penology	LAWS10152	●		
56	Personal And Interpersonal Dynamics	EDUCEDE17	●		
56	Placement Preparation	EDUC10075	●		
69	Police Powers 1	LAWSPF303	●		
65	Practice in Organizations	HMNSO434		●	
57	Practicum 2	EDUC10085	●		
57	Practicum 3	EDUC10086	●		
57	Practicum 4	EDUCEDE25	●		
52	Prevention and Intervention Strategies - Child Mental Health	HLTH10216	●		
68	Prevention and Management of Aggressive Behaviour	CONF10008		●	
67	Principles of Convention and Meeting Planning	RECL10030	●		
69	Principles of Ethical Reasoning	LAWS10174	●		
69	Private Investigator Training	LAWS10138	●		
69	Private Investigator-Licensing Requirements	LAWS10091			●
69	Private Security - Licensing Requirements	LAWS10087			●
65	Professional Development	CREDSO123		●	
69	Provincial Offences	LAWS10175	●		
52	Psychiatric Disorders Common to Infant, Child and Adolescent	HLTH10214	●		

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			OL	CL	BLE
63	Records And Information Management Fundamentals	OADM100	●		
61	Reference Processes	LIBR10044	●		
61	Reference Services and Sources	LIBR10045	●		
63	Religious beliefs, traditions and customs of death	PSYC10022	●		
52	Report Writing For The Behavioural Sciences	PSYCTC106		●	
64	Resident Centred Care	HLTH10108	●		
61	Resource Description and Access I	LIBR10042	●		
61	Resource Description and Access II	LIBR10043	●		
67	Rights and Obligations	LABRUN026		●	
58	Safe and Secure Environments	SAFE10091	●		
56	Safety In An Educational Setting	SAFE10004	●		
64	Sales and Marketing in Long Term Care Management	BUSN10093	●		
62	School Libraries	LIBRL1375	●		
69	Security Guard Training	LAWS10137	●		
61	Serials	LIBRL1351	●		
53	Sexual Violence	SSCI10008	●		
65	Social Policy & Law	LAWS10112			●
62	Special Libraries	LIBRL1403	●		
58	Special Populations I	PSYC10026	●		
49	Specialized Instructional Strategies	EDUC10030	●		
65	SSW Advanced Interviewing Skills	HMNSO230			●
62	Strategies for Instruction for Library Technicians	LIBR10036	●		
66	Strengths Based Communication	COUN10009			●
56	Technology in Education	EDUCEDE19	●		
62	Thanatology	PSYC10021	●		
65	The History & Ethics of Social Work	HIST10015		●	
50	Theories Of Career Development	CREDCAR01	●		
51	Therapeutic Programming & Life Skills	HMNSCC162			●
68	Therapeutic Recreation Process	RECL10037	●		
56	Total Communication Part 1	EDUC10040	●		
57	Total Communication Part 2	EDUC10041	●		
69	Traffic Managemen	LAWSPF309	●		
50	Transition Planning and Implementation	EDUC10031	●		
50	Treating Challenging Behaviour	HMNS10006	●		
60	User Experience in Libraries	LIBR10046	●		
68	Victimization	PSYC10018	●		
67	Volunteer Management 1	MGMTSSP24			●
55	Wellness for Children	HLTH10121	●		
59	Workers and Community: Making the Connection	LABR10096	●		
49	Working with Families and Teams	HMNS10005	●		
55	Working with Parents	EDUC10076	●		
53	World Religions: Western and Eastern Traditions	EDUC10092	●		
58	Youth In Conflict With The Law	LAWSPF305	●		
COMPUTERS					
78	A+ Essentials - Operation System Software	COMP10121	●		
78	A+ Essentials-Hardware	COMP10108	●		
72	Access Core	INFO10081	●		
72	Access Expert	INFO10177	●		
76	Adobe Acrobat	COMP10104	●		
76	Adobe Illustrator	COMP10119	●		
76	Adobe InDesign Basics	COMP10120	●		
75	Adobe Photoshop Elements	INFO10069	●		
78	Analytics and Big Data	BUSN10120	●		
76	Android Application Development	COMP10147	●		
71	AutoCAD - Advanced	CADMCAD15			●

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			OL	CL	BLE
71	AutoCAD - Introduction	CADMCAD06	●	●	
71	AutoDESK - REVIT	CADM10028		●	
71	AutoDESK 3D MAX	CADM10051		●	
71	AutoDESK Inventor	INFOCAD29		●	
71	AutoDesk REVIT - Advanced	CADM10040		●	
71	AutoDesk REVIT - Advanced	CADM10040		●	
76	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
76	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
76	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
76	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
78	CNC Programming - Basic	COMP10168	●		
72	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
73	Computer Hardware and Software	ELEC10118		●	
75	Computer Hardware and Software	ELEC10118		●	
78	Computer Skills For College	COMP0002	●		
73	Database Theory	COMP00859		●	
76	Design Basics	COMP10172	●		
73	Digital Principles	ELEC10095		●	
75	Dreamweaver	INFO10111	●		
75	Dynamic Web sites with AMP (Apache, MySQL and PHP)	COMP10155	●		
74	Embedded Systems	ELEC10057		●	
72	Excel Core	INFO10078	●	●	
72	Excel Expert	INFO10079	●	●	
78	Excel Linking Multiple Worksheets & Workbooks	INFO10191		●	
78	Excel Working with Charts	INFO10190		●	
78	Excel Working with Formulas	INFO10192		●	
75	FLASH - an Introduction	COMP10144	●		
78	Fundamentals of UNIX	COMP10024	●		
78	Generic Computer Training	COMP0001	●		
76	HTML Intermediate	COMP10107	●		
76	HTML Introduction	COMP10106	●		
77	Introduction to C# Programming	COMP10116	●		
78	Introduction to Excel	INFO10193		●	
77	Introduction To Photoshop	INFOPY114	●		
77	Java - Intermediate	COMP10036	●		
77	Java - Introduction	COMP10035	●		
77	Java Advanced	COMP10180	●		
75	JavaScript	COMP10137	●		
77	Microsoft Office 201	COMP10166	●		
74	MicroStation 2D - Level 1	CADMMSN01	●		
74	MicroStation 2D - Level 2	CADMMSN02	●		
74	MicroStation 3D Level 3	CADM10009	●		
77	MSOffice 2007 or 201	INFO10095	●		
77	MySQL Databases	COMP10149	●		
73	Network Fundamentals	ELEC10034		●	
74	Network Fundamentals	ELEC10034		●	
75	Network Fundamentals	ELEC10034		●	
74	Oracle Essentials	COMP10079		●	
77	Photoshop - Level 2	INFO10047	●		
72	PowerPoint	INFO10082	●	●	
77	Programming in C	COMP10122	●		
73	Programming in Java	COMP10062		●	
73	Programming in Java	COMP10062		●	

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72	Publisher Core	INFO10157	●		
78	Software Testing	COMP10173	●		
71	SolidWorks Advanced	CADM10041		●	
71	SolidWorks Basic	CADMRE066		●	
77	SQL Introduction	COMP10159	●		
77	Unified Modeling Language (UML) Modeling with Casetool	COMP10158	●		
78	UNIX Administration 1	COMP10018	●		
77	Visual Basic Introduction	COMP10160	●		
77	Visual C++ Introduction	COMP10161	●		
77	Web Design for Mobile Apps	COMP10150	●		
76	Web Page Design	INFO10110		●	
77	Web Usability-Writing & Design	COMP10167	●		
77	Windows 8	COMP10157	●		
74	Wireless and VoIP Technologies	COMPNET50			●
72	Word Core	INFO10077	●		
72	Word Expert	INFO10080	●		
72	Workshop For Windows	INFOBW001		●	
76	XML - Introduction	COMP10154	●		
CREATIVE AND VISUAL ARTS					
83	Acting for Beginners	CREA10072		●	
80	Aesthetics Skin Care I	ASTHAES02		●	
83	An Actor's Director	CREA10090		●	
84	Architectural Photography	PHTO10030		●	
85	Basic Sewing 1	TEXTHC177			
85	Basic Sewing 2	TEXTHC203			
85	Basic Sewing 3	TEXTHC322			
80	Business and Marketing for the Cosmetic Industry	MRKT10043		●	
83	Business and Marketing for the Cosmetic Industry	MRKT10043		●	
88	Centrepiece for Thanksgiving	FLOR10000		●	
86	Ceramics - Advanced 1	CERAPC401		●	
86	Ceramics - Advanced 2	CERAPC402		●	
86	Ceramics - Advanced 3	CERAPC403		●	
87	Ceramics - Advanced 4	CERAPC404		●	
86	Ceramics - Foundation 1	CERAPC201			
86	Ceramics - Foundation 2	CERAPC202		●	
86	Ceramics - Foundation 3	CERAPC203		●	
86	Ceramics - Foundation 4	CERAPC204		●	
86	Ceramics - Intermediate 1	CERAPC301		●	
86	Ceramics - Intermediate 2	CERAPC302		●	
86	Ceramics - Intermediate 3	CERAPC303		●	
86	Ceramics - Intermediate 4	CERAPC304		●	
87	Ceramics Glaze Theory	CERAPC311		●	
87	Chinese Brush Painting	ARTTPD101		●	
87	Chinese Brush Painting 2	ARTTPD102		●	
87	Chinese Brush Painting 3	ARTTPD103		●	
87	Chinese Brush Painting 4	ARTTPD104		●	
87	Chinese Brush Painting 5	ARTTPD105		●	
88	Chinese Brush Painting 6	ARTTPD106		●	
89	Christmas Centrepiece-Fresh Flowers	FLORGI545		●	
88	Christmas Floral Workshop	FLORGI615		●	
80	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
82	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
84	Commercial Photo Illustration	PHTOPY230		●	
80	Cosmetology 1	ASTHWS101		●	
82	Cosmetology 1	ASTHWS101		●	

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87	Design and Colour 1	ARTTPG101		●	
87	Design and Colour 2	ARTTPG201		●	
87	Design and Colour 3	ARTTPG301		●	
89	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
84	Digital Photography 1	PHTOPY101		●	
84	Digital Photography 2	PHTOPY300		●	
87	Drawing 1	ARTTPD201		●	
87	Drawing 2	ARTTPD301		●	
87	Drawing 3	ARTTPD401		●	
87	Drawing Realistic Subjects in Pencil	CREA10094	●		
80	Dressmaking 1 Level 1	FASHDM110		●	
81	Dressmaking 1 Level 2	FASHDM115		●	
81	Dressmaking 2 Level 2	FASHDM125		●	
88	Easy Flower Arranging	FLORGI601		●	
89	Electric Kilns 101	CERA10002		●	
89	Figure Drawing	ARTT10053		●	
82	Guitar 1	MUSC10072		●	
89	Guitar Song Book	MUSC10078		●	
82	Hairstyling for the Makeup Artist	HRSY10010		●	
82	Harmony 1	MUSCMU182		●	
84	HDR Imaging Techniques	PHTO10028		●	
87	History Of Crafts	HISTPD024		●	
84	History of Photography	PHTOPY109	●		
89	History of Popular Music (Part 1)	MUSC10070		●	
84	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
89	Jewellery Fold Forming	CREA10181		●	
84	Landscape Photography	PHTOPY800		●	
80	MakeUp Artistry	ASTHWS144		●	
82	MakeUp Artistry	ASTHWS144		●	
82	MakeUp Bridal Black and White and Creative	ASTH10005		●	
82	MakeUp Theatrical and Special Effects	ASTHWS029		●	
84	MakeUp Theatrical and Special Effects	ASTHWS029		●	
83	Manicure Pedicure care and Techniques	ASTH10006		●	
81	Materials For Designs	FLORFC004		●	
89	Monoprint	CREA10180		●	
88	Painting 1	ARTTPD211		●	
88	Painting 2	ARTTPD311		●	
88	Painting 3	ARTTPD411		●	
88	Painting 4	ARTTPD511		●	
88	Painting 5	ARTTPD611		●	
88	Painting 6	ARTTPD711		●	
83	Piano Beginners Part A	MUSC10075		●	
83	Piano Continued Explorations	MUSC10103		●	
89	Piano Song Book	MUSC10053		●	
87	Precious Metal Clay 1	CREA10080		●	
87	Precious Metal Clay 2	CREA10128		●	
80	Professional Selling in Cosmetics	MRKT10044		●	
85	Real Estate Photo	PHTO10074		●	
89	Serger Know How	CREA10169		●	
85	Sewing - Introduction	TEXTHC027		●	
89	Sewing Window Treatments - Part 1	CREA10103		●	
83	Spa Manicure and Pedicure Applications	ASTH10007		●	
81	Specialized Pattern Drafting	FASH10029		●	
85	Studio Lighting	PHTOPY225		●	
81	Tailoring 1 Level 2	FASHDM145		●	
81	Techniques And Color Harmonies Basic	FLORFC001		●	
84	The Career Class	CREA10085		●	

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83	Theory - Preliminary	MUSCMU020		●	
88	Traditional Christmas Urn	FLOR10020		●	
83	Vocal 1	MUSCPA160		●	
88	Watercolour Painting 1	ARTTPD231		●	
88	Watercolour Painting 2	ARTTPD331		●	
88	Watercolour Painting 3	ARTTPD431		●	
88	Watercolour Painting 4	ARTTPD531		●	
88	Watercolour Painting 5	ARTTPD631		●	
88	Watercolour Painting 6	ARTTPD731		●	
80	Waxing	ASTHWS306		●	
81	Wedding Work And Special Occasion	FLORFC002		●	
87	Weekend Boot Camp-Wheel Throwing	CERA10003		●	
84	Work Experience	WORK10114		●	
89	World of Hand Drumming	MUSC10083		●	
HEALTH AND NURSING					
110	Administration of Medication for Nurses	NRSG10027		●	
108	Advanced Footcare for RNs and RPNs	NRSG10059		●	
104	Advanced Neonatal Nursing 1 Clinical Experience	CLINNSCF2		●	
104	Advanced Neonatal Nursing 2 Clinical Experience	CLINNSCF4		●	
105	Advancements in the Mental Health System	HSCI10145			●
96	An Introduction To The Study Of Aging	HSCIGER10	●		
109	An Introduction To The Study Of Aging	HSCIGER10	●		
100	Anaesthesia, Assessment & Critical Care	HSCINSC87			●
93	Analytical Techniques 1 Lab	MLSCMLS10	●	●	
93	Analytical Techniques 1 Theory	MLSCMLS09		●	
93	Analytical Techniques 2 Lab	MLSCMLS12	●	●	
93	Analytical Techniques 2 Theory	MLSCMLS11			●
93	Analytical Techniques 3 L and T	MLSCMLS13		●	
93	Analytical Techniques 4 L and T	MLSCMLS14		●	
93	Analytical Techniques 5 L and T	MLSCMLS15		●	
96	Assessment And Planning	HSCIGER30	●		
109	Assessment And Planning	HSCIGER30	●		
110	Basic Blood Collection	MLSCML123		●	
108	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
93	Basic Laboratory Techniques	MLSCMLS05		●	
93	Basic Laboratory Techniques II	MLSCMLS22		●	
91	Breastfeeding Clinical Experience	CLIN10026		●	
110	C.P.R.'C/AED Recertification - Health Care Provider Level	HSCI10087		●	
110	C.P.R.'C/AED - Health Care Provider Level	HSCI10086		●	
94	Caregiving Skills	HMNSDEM03		●	
109	Caregiving Skills	HMNSDEM03		●	
98	Clinical Experience 2	CLIN10035		●	
109	Clinical Field Placement With Clients	CLINDEM05		●	
95	Communication and the Food Service Worker	CUL110076	●		
98	Communications And Psychosocial Issues In Oncology	HSCINSCC2	●		
97	Community-Based Field Experience	WORKGER71	●		
109	Community-Based Field Experience	WORKGER71	●		
110	Counselling Skills in Oncology	COUN10007	●		
102	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004	●		
101	Critical Care Module 2 - Respiratory	NRSG10001	●		
102	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
102	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
101	Critical Care Module 3 Cardiovascular Nursing	NRSG10002	●		
102	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
102	Critical Care Module 5 Neurosciences	NRSG10003	●		

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102	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
101	Current Trends In Mental Health	HSCIPSR05	●		
94	Dementia Clinical/Placement	CLINDEM08		●	
95	Diabetes Care - Basic	HSCIDW001	●		
95	Diabetes Field Placement 1	HLTH10057	●		
103	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
99	Field Practicum	CLIN10033		●	
108	Footcare Field Practicum	CLIN10058		●	
103	Health and Safety Legislation Module 3	HSCIOHN03	●		
103	Health and Safety Management Module 4	HSCIOHN04	●		
103	Health Assessment	HSCI10151	●		
99	Health Assessment	NRSG10084		●	
110	Health Assessment	NRSG10084		●	
105	Health Challenges	HSCI10148	●		
103	Health in the Workplace	HLTH10030	●		
110	Human Anatomy and Physiology	HSCI10027	●		
106	Implementation of Mental health Studies, the Law and Forensics	HSCI10168			●
101	Independent Study In Psychosocial Rehabilitation	HSCIPSR06	●		
96	Individual Study	HMNSGER60	●		
96	Institutional Food Service	HLTH10064	●		
97	Institutional-Based Field Experience	WORKGER81	●		
109	Institutional-Based Field Experience	WORKGER81	●		
93	Instrumentation Lab	INSTMLS07		●	
93	Instrumentation Theory	INSTMLS06		●	
105	Interventions Supporting Recovery	HSCI10150	●		
110	Intravenous Therapy - RN/RPN	NRSGNSC90			●
97	Introduction to (MDR) Medical Device Reprocessing	HSCI10121			●
95	Introduction To Institutional Food Service	CULIHCF10		●	
101	Introduction to Mental Health (PSR)	HLTH10016	●		
106	Introduction to Mental Health and the Law, Forensic Studies	HSCI10165			●
96	Introduction to Nutrition in Health Care	HLTH10065	●		
98	Introduction To Oncology Nursing	NRSGNSCC1	●		
99	Introduction To Palliative Care	HSCIHZA69	●		
95	Introduction to Patient Education	HSCI10052	●		
104	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
107	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
104	Introduction to Perinatal Nursing Part 2	NRSG10056	●		
107	Introduction to Perinatal Nursing Part 2	NRSG10056	●		
98	Introduction To Transfusion Medicine	MLSCMLA61	●		
101	Introductory Module 1	NRSG10036	●		
105	Introspective Practice	HSCI10147	●		
96	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
109	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
91	Level 1: Breastfeeding Basics	NRSG10073	●		
91	Level 2: Breastfeeding Management	NRSG10074	●		
91	Level 3: Advanced Breastfeeding Practice	NRSG10075	●		
95	Living with Diabetes	HLTH10028	●		
99	Major Malignancies I	HSCINSCC3	●		
99	Major Malignancies II	HSCINSCC4	●		
97	MDR Principles and Practices 1	HSCI10123			●
97	Med Lab Assistant Module 1 Introduction	MLSCMLA50	●		
98	Medical Laboratory Assistant Refresher	MLSCMLA40	●		
96	Mental Health Aspects Of Aging	HSCIGER41	●		
109	Mental Health Aspects Of Aging	HSCIGER41	●		
101	Mental Health Services	HSCIPSR02	●		

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97	MLAR Mod 2 - Laboratory Basics	MLSCMLA51	●		
98	MLAR Mod 4 - Basic Techniques In Haematology	MLSCMLA53	●		
98	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
98	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
98	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
104	Neonatal Nursing 1 Advanced	NRSG10045	●		
104	Neonatal Resuscitation-Provider Certificatio	HSCI10163		●	
107	Neonatal Resuscitation-Provider Certificatio	HSCI10163		●	
106	Nursing Care of Children with Neuro & MS Disorders	NRSG10068	●		
92	Nursing Informatics	NRSG10083		●	
92	Nursing Theory 1	NRSG10019		●	
92	Nursing Theory 2	NRSG10020		●	
96	Nutrition in Food Service	HLTH10224	●		
100	O.R. Laboratory Experience A	HSCI10156		●	
104	Obstetrical Nursing 1 Advanced	NRSG10049		●	
104	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
104	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	
103	Occupational Health and Surveillance Module 2	HSCIOHN02	●		
103	Occupational Health Nursing Module 1	NRSGOHN01	●		
103	Occupational Health Nursing Project	WORKOHN05	●		
99	Oncology Clinical Experience	CLINNSCC6	●		
106	Operationalizing Theory into Practice	CLIN10070		●	
94	Overview Of Dementia Care	HSCIDEM01		●	
108	Overview Of Dementia Care	HSCIDEM01		●	
100	Overview of Palliative Care for Personal Support Workers	HSCI10095		●	
99	Pain Management	HSCI10082	●		
106	Pediatric Assessment: Infancy to Adolescence	NRSG10057	●		
107	Perinatal Newborn And Family Care (RPN)	NRSGNSCA2	●		
107	Perinatal RPN Maternal Care	NRSGNSCA1	●		
96	Physiology Of Aging	HSCIGER20	●		
109	Physiology Of Aging	HSCIGER20	●		
98	Preparatory Biology	BIOL10006	●		
110	Preparatory Biology	BIOL10006	●	●	
92	Professional Issues	NRSG10086		●	
92	Professional Practice Acute	CLIN10076		●	
92	Professional Practice Consolidation	CLIN10078		●	
101	Psychiatric Rehabilitation Process	HSCIPSR03	●		
101	Psychosocial Rehabilitation Foundations	HSCIPSR01	●		
95	Quantity Food Preparation	CULI10075	●		
100	R.N. Operating Room Clinical	CLIN10060		●	
96	Restorative Care	HSCIGER05	●		
100	RN/RPN Introduction to Operating Room Nursing	NRSG10058	●		
102	RNFA Independent Internship	CLIN10046		●	
102	RNFA Surgeon Mentored Internship	CLIN10042		●	
102	RNFA Theory 1	NRSG10039	●		
107	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
93	Safe Work Practices	SAFEMLS03		●	
95	Sanitation and Safety of Food Services in Health	HSCI10183	●		
93	Sector Specific Language And Culture II	MLSCMLS23		●	
93	Sector Specific Language And Health Culture	MLSCMLS21		●	
95	Special Care Considerations for Clients with Diabetes	HLTH10046	●		
102	Special Needs Population In Critical Care Module 4	NRSG10035	●		
94	Specimen Procurement	MLSCMLS04		●	
110	Standard First Aid, C.P.R. 'C'/AED	HSCI10088		●	
94	Standards Of Practice	MLSCMLS02		●	

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99	Symptom Control And Management	HSCINSCC5	●		
108	The Management Of Wounds	HSCIHS127		●	
92	Therapeutic Relationships	COMM10099		●	
110	Trauma Informed Perspectives	HLTH10183	●		
HOSPITALITY, HOME AND GARDEN					
116	Advanced Chalk Painting	CREA10185		●	
114	AutoCAD - Introduction	CADMCAD06	●	●	
113	Basic Electrical	ELEC10123		●	
113	Basic Maintenance	BLDG10073		●	
113	Basic Plumbing	BLDG10072		●	
113	Broadleaf Evergreens, Climbers And Vines	HORTHOR05		●	
114	Broadleaf Evergreens, Climbers And Vines	HORTHOR05		●	
114	Business Strategies for Interior Decorators	SBMG10001		●	
111	Cake Decorating 1	CULIGI737		●	
111	Cake Decorating 2	CULIGI738		●	
116	Chalk Style Furniture Painting	CREA10182		●	
112	Cooking Fundamentals	CULI10069		●	
112	Cooking Fundamentals - The Next Step	CULI10070		●	
112	Creole and Cajun Cooking	CULI10073		●	
113	Deciduous Trees	HORTHOR02		●	
114	Deciduous Trees	HORTHOR02		●	
113	Design Principles	CREAHF205		●	
116	Discovering Tea	HOSP10040		●	
114	Estimating	METRHF230		●	
112	Fast Family Food At Home	CULI10079		●	
112	Fish and Seafood	CULI10072		●	
116	From Bush to Cup - Tea 105	HOSP10023		●	
112	Fundamentals of Gourmet Dining	CULI10071		●	
113	Fundamentals Of Horticulture	HORTHOR01		●	
114	Fundamentals Of Horticulture	HORTHOR01		●	
114	General Plant Identificatio	HORTLA010		●	
114	Interior Design Studio	CREAHF240		●	
115	Introduction to Tea - Tea 101	HOSP10019		●	
114	Landscape Design III	HORTLA008		●	
116	Milk Painting	CREA10184		●	
115	Mixology	HOSPFB107		●	
112	Pub Favourites At Home	CULI10077		●	
115	Regions of the World - Tea 102	HOSP10020		●	
116	Repurpose A Pallet	CREA10186		●	
114	Residential Lighting	CREA10029		●	
115	Smart Serve Certification Cours	HOSPFB008		●	
115	Tea Types - Tea 104	HOSP10022		●	
116	Tiling Successfully	CREA10183		●	
113	Tools and How to Use Them	BLDG10075		●	
116	Wedding Planning	PLAN10018	●		
112	Weekend Cooking Family Favourites	CULI10078		●	
116	Wine & Food Pairings	CULI10063		●	
115	Wine Appreciation 2	HOSPFB005		●	
MATHEMATICS					
117	Differential Calculus	MATHMA383	●		
118	Discrete Math & Statistics	MATH10064			
117	Engineering Mathematics	MATHMA179	●		
118	Engineering Mathematics 2	MATH10021		●	
118	Fundamental Mathematics	MATH10031	●		
117	Math	MATHMA018	●		
118	Math	MATHMA018	●		

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117	Mathematics	MATH10020	●		
117	Mathematics	MATH10024	●		
117	Mathematics	MATHMA101	●		
118	Mathematics	MATHMA101	●		
117	Mathematics	MATHMS122	●		
117	Mathematics	MATHMS144	●		
117	Mathematics	MATHMS171	●		
117	Mathematics	MATHMS173	●		
117	Mathematics	MATHMS248	●		
118	Mathematics	MATHMS271	●		
117	Mathematics	MATHMS377	●		
117	Mathematics 1	MATH10011	●		
117	Mathematics 1	MATH10012	●		
118	Mathematics 1 - General Arts And Science	MATHMA006	●		
117	Mathematics 1-General Arts and Sciences	MATHMA006	●		
117	Mathematics 2	MATH10053	●		
117	Mathematics 2 For Construction Technician	MATHMS244	●		
117	Mathematics for Computer Studies	MATH10042	●		
118	Mathematics Of Finance	MATHMA381	●		
117	Mechanical Basic Algebra	MATHMS165	●		
117	Mechanical Intermediate Algebra	MATH10029	●		
117	NDE Mathematics	MATH10059	●		
117	Preparatory Apprenticeship - Math	MATHMA001	●		
117	Preparatory Mathematics (Business)	MATHMA003	●		
117	Preparatory Mathematics (Technology)	MATHMA002	●		
118	Statistics	MATHMA482		●	
118	Statistics	MATHMA570	●		
118	Technical Calculus I	MATH10052	●		
118	Technical Calculus II	MATH10054	●		
OCCUPATION SPECIFIC LANGUAGE TRAINING					
135	Workplace Communication Skills for Business 1	COMM10251		●	
135	Workplace Communication Skills for Business 2	COMM10252		●	
135	Workplace Communication Skills for Business 3	COMM10253		●	
135	Workplace Communication Skills for Business 4	COMM10254		●	
135	Workplace Communication Skills for Health Sciences 1	COMM10235		●	
135	Workplace Communication Skills for Health Sciences 2	COMM10236		●	
135	Workplace Communication Skills for Health Sciences 3	COMM10237		●	
135	Workplace Communication Skills for Health Sciences 4	COMM10238		●	
135	Workplace Communication Skills for Human Services 1	COMM10230		●	
135	Workplace Communication Skills for Human Services 2	COMM10231		●	
135	Workplace Communication Skills for Human Services 3	COMM10232		●	
TECHNOLOGY AND SKILLED TRADES					
128	3D Printing Additive Manufacturing	CADM10050		●	
131	Active Transportation	TRAN10001			●
133	Advanced Welding	WELD10067		●	
133	Aerial Work Platform and Working at Heights	SAFE10090		●	
120	Air Brake Training	MOTPSAM70		●	
126	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
120	Air Handling & Preventive Maintenance	BLDGBES03		●	
126	Air Handling & Preventive Maintenance	BLDGBES03		●	
123	Air Pollution And Monitoring	ENVROH704		●	
123	Basic Principles Of Fire Safety	SAFEFT100		●	

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131	Blueprint Reading Welding	TDRWRE154		●	
120	C of Q Automotive Service Technician 310S	MOTPSAM66		●	
120	C of Q Electrical 309A	ELECHEQ12		●	
120	C of Q Instrumentation 447A	INST10006	●		
120	C of Q Prep Machinist 429A	MACHHAQ02		●	
121	CAD/CAM (MasterCAM) 2D	CADMRE455		●	
120	CFC/HCFC/HFC Control	ENVRRE904		●	
125	CFC/HCFC/HFC Control	ENVRRE904		●	
121	CNC Programming - Basic	MACHRE810		●	
127	Communication/Professional Practices	COMMHI010	●	●	
132	Construction Blueprints and Methods	BLDG10011	●		
132	Construction Contract Bid Management	BLDG10089	●		
132	Construction Contracts and Documents	BLDG10083	●		
132	Construction Job Site Management	BLDG10090	●		
121	Construction Management A	MGMTCN340		●	
132	Construction Planning and Scheduling	BLDG10101	●		
130	Construction Practice-Basic	BLDGRE027		●	
128	Co-ordinate Measuring Machines	MECH10024		●	
122	DC Electrical/Electronic Theory	ELECER001		●	
125	Designing, Managing/Implementing A GIS	INFOCVA14	●		
132	Drinking Water Operator-In-Training Certificatio	ENVR10044	●		
126	Electrical Inspection	ELECHI007	●		
122	Electricity 1 - Residential	ELECHV107		●	
126	Electricity 1 - Residential	ELECHV107		●	
131	Electronic Navigation for Boaters	ELEC10133	●		
122	Electronics I (Semiconductors)	ELECER003		●	
132	Energy Resources	ENVR10025	●		
132	Environment Management, An Introduction	ENVR10024	●		
132	Environmental Laws and Regulations	ENVR10059	●		
131	Environmental Technology	ENVREA204		●	
121	Estimating 1	BLDGEA202		●	
126	Exterior Inspection	BLDGHIO02	●		
129	Fire Protection	SAFE10071	●		
123	Fire Safety 3-Fire Alarms	SAFEFT103		●	
123	Fire Safety 5-Special Extinguishing Systems	SAFEFT105		●	
132	Foundations of Sustainability	ENVR10058	●		
130	Framing Techniques	BLDGRE028		●	
133	Fundamentals of Quality Assurance	QUAL10014	●		
129	Funds Of The Occupational Health & Safety Law	LAWSOH301	●	●	
131	Gas Metal Arc Welding	WELDRE237		●	
124	Gas Technician 2 - Part 1	GOPTRE050		●	
126	Gas Technician 2 - Part 1	GOPTRE050		●	
124	Gas Technician 2 - Part 2	GOPTRE051		●	
124	Gas Technician 2 - Part 3	GOPTRE052		●	
124	Gas Technician 2 - Part 4	GOPTRE053		●	
124	Gas Technician 2 Review	GOPT10002		●	
125	Gas Technician 3	GOPTRE244		●	
124	Gas Technician 3 Review	GOPT10003		●	
125	GIS Software - ArcView	INFOCVA36	●		
125	GPS - Global Positioning Systems	INFOCV630	●		
129	H & S Program Development & Coordination	SAFEOH308	●	●	
133	Hand Tool Techniques	BLDGTZ030		●	
129	Hazard Assessment and Control	SAFE10072	●	●	
120	Heating	HRAPBES01		●	
126	Heating Inspection I	HRAPHIO03	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
126	Heating Inspection II	HRAPHIO04	●		
129	Industrial Hygiene	SAFE10078	●		
128	Instrumentation 1 For Tradesmen	INSTRE047	●		
128	Instrumentation 2 For Tradesmen	INSTRE155	●		
126	Interior/Insulation Inspection	BLDGHIO01	●		
133	Intermediate Welding	WELD10066		●	
125	Internet Mapping	INFOCVA08	●		
121	Introduction To Cost Estimating	BLDG10012	●		
129	Introduction to Ergonomics	SAFE10045	●		
125	Introduction To Geographic Information Systems	INFOCVA03	●		
132	Introduction to Robotics Automation 101	ASYS10013		●	
129	Introduction to Toxicology	ENVR10022	●		
123	Introductory Hydraulics	STENMF201		●	
127	Introductory Hydraulics	STENMF201		●	
123	Introductory Pneumatics	STENMF202		●	
127	Lubrication Fundamentals	MATLLUB00		●	
128	Machine Shop 1	MACHRE165		●	
128	Machine Shop 2	MACHRE265		●	
128	Machine Shop 3	MACHRE465		●	
133	Management Labour Concerns in Occupational Health and Safety	MGMT10123	●		
132	Material Estimating and Methods	BLDG10085	●		
133	Metrology - Quality Assurance	QUAL10008	●		
130	PLC Programming 1	ASYSPLC11		●	
130	PLC Programming 2	ASYSPLC12		●	
130	PLC Programming 3	ASYSPLC13		●	
130	PLC Programming 4	ASYSPLC14		●	
126	Plumbing Inspection	HRAPHIO05	●		
123	Principles Of Environmental Chemistry	CHEMOH701		●	
130	Principles Of Metrology	METRQC105		●	
133	Principles of Quality Assurance	QUAL10015	●		
127	Problem Solving	IENGIM252		●	
121	Project Management Scheduling Software	INFO10105	●		
133	Quality Management System Process Auditing	QUAL10013	●		
125	Remote Sensing	INFOCVA37	●		
130	Residential Plumbing Basics	BLDG10091		●	
126	Roofing Inspectio	BLDGHIO09	●		
131	Shielded Metal Arc Welding 1	WELDRE234		●	
131	Shielded Metal Arc Welding 2	WELDRE235		●	
131	Shielded Metal Arc Welding 3	WELDRE236		●	
133	Six Sigma Methods	MECH10047	●		
128	SolidWorks Advanced	CADM10041		●	
128	SolidWorks Basic	CADMRE066		●	
130	Statistical Process Control 2	MATHQC103		●	
126	Structural Inspection	BLDGHIO08	●		
132	Surveying, An Introduction	SURV10001	●		
132	Theories and Methods in Sustainability Education	ENVR10060	●		
131	Trim Finishing and Cabinetry	BLDGRE032		●	
131	Vehicle Maintenance	MOTP10088		●	
132	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
133	Woodworking for Women	BLDG10022		●	
133	Woodworking Level 1	BLDGTZ070		●	
133	Woodworking Level 2	BLDGTZ071		●	
133	Woodworking Level 3	BLDGTZ073		●	
127	Work Measurement 2	IENGIM332		●	
129	Workplace Safety And Insurance Act	SAFEOH309	●	●	

Business

ce.mohawkcollege.ca/business



Programs and Courses

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Industrial Relations Certificate (824)	22
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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

PROGRAM 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 Basics of Supply Chain Management
BUSNSPC24	APICS Master Planning of Resources
BUSN10116	APICS Detailed Scheduling and Planning
BUSNSPC22	APICS Execution and Control of Operations
BUSN10117	APICS Strategic Management of Resources

APICS Principles of Manufacturing Management (FMM) BUSN10113

Learn to use material requirements, planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and JIT manufacturing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32465	TU	Sep22	Dec1	7:00-10:00	11	Classroom (FF)	\$742.03

APICS Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore basic concepts of managing the flow of materials in a supply chain. Learn the materials flow from both internal and external suppliers and within your organization. Study concepts such as Just-in-time, total quality management, and manufacturing resources planning as well as others.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32464	MO	Sep21	Nov30	7:00-10:00	10	Classroom (FF)	\$694.30

APICS Execution and Control of Operations BUSNSPC22

Focus on prioritizing and sequencing work, executing work plans, implementing controls, reporting activity results and providing feedback on performance. Study techniques for scheduling and controlling production processes, the execution of quality initiatives, continuous improvement plans, and the control and handling of inventories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32466	WE	Sep23	Nov25	7:00-10:00	10	Classroom (FF)	\$694.30

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

Email: cebus@mohawkcollege.ca

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

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
32411	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
32415	WE	Sep16	Dec2	6:30-9:30	12	Classroom (FF)	\$299.88
31035		Sep17	Dec10			eLearn	\$272.52
31025		Oct15	Jan7			eLearn	\$272.52

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
32413	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
32416	WE	Sep16	Dec2	6:30-9:30	12	Classroom (FF)	\$299.88
31036		Sep17	Dec10			eLearn	\$272.52
31026		Oct15	Jan7			eLearn	\$272.52

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
32414	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
32417	WE	Sep16	Dec2	6:30-9:30	12	Classroom (FF)	\$299.88
31037		Sep17	Dec10			eLearn	\$272.52
31027		Oct15	Jan7			eLearn	\$272.52

Tuition Assistance

May be available to students who complete an online profile at

www.mohawkcollege.ca/financial-assistance

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

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ACCTMCS01	Accounting Introductory I	45
BUSN10045	Quantitative Methods	45
COMMLL122	Researching and Reporting-Lgs	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 Resource Management Studies	
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	

Option 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, account receivable, cash management and financial ratios are also covered. Equivalent to: Accounting 1 (ACCTCB101).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31199	Sep8	Dec15				OntarioLearn	\$426.65
31301	Oct1	Jan7				OntarioLearn	\$426.65
31302	Nov2	Feb8				OntarioLearn	\$426.65
31594	Dec1	Mar8				OntarioLearn	\$426.65

Accounting Introductory II ACCTMCS02

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
31196	Sep8	Dec15				OntarioLearn	\$426.65
31328	Oct1	Jan7				OntarioLearn	\$426.65
31303	Nov2	Feb8				OntarioLearn	\$426.65
31595	Dec1	Mar8				OntarioLearn	\$426.65

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
31378	Sep8	Dec15				OntarioLearn	\$426.65
31241	Oct1	Jan7				OntarioLearn	\$426.65
31388	Nov2	Feb8				OntarioLearn	\$426.65

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
31011	Sep8	Dec15				OntarioLearn	\$426.65
31232	Oct1	Jan7				OntarioLearn	\$426.65
32135	Nov2	Feb8				OntarioLearn	\$426.65
32155	Dec1	Mar8				OntarioLearn	\$426.65

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
31443	Sep8	Dec15				OntarioLearn	\$426.65

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
31451	Sep8	Dec15				OntarioLearn	\$426.65

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
31197	Sep8	Dec15				OntarioLearn	\$426.65
31234	Nov2	Feb8				OntarioLearn	\$426.65
32156	Dec1	Mar8				OntarioLearn	\$426.65

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
31198	Sep8	Dec15				OntarioLearn	\$426.65
31478	Oct1	Jan7				OntarioLearn	\$426.65

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
31280	Sep8	Dec15				OntarioLearn	\$426.65
31243	Oct1	Jan7				OntarioLearn	\$426.65
31242	Nov2	Feb8				OntarioLearn	\$426.65
32154	Dec1	Mar8				OntarioLearn	\$426.65

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
32795		Sep8	Dec15			OntarioLearn	\$426.65
31236		Nov2	Feb8			OntarioLearn	\$426.65

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
31052		Sep8	Dec15			OntarioLearn	\$370.94

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
31010		Sep8	Dec15			OntarioLearn	\$445.91

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

PROGRAM OF STUDIES

Refer to our website to view Mohawk equivalencies to C.I.B. courses.
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
31075		Sep8	Dec15			OntarioLearn	\$403.94

Payroll Administration**ACCTBU192**

Examine maintaining payroll records for salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; 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
31233		Oct1	Jan7			OntarioLearn	\$403.94
31397		Nov2	Feb8			OntarioLearn	\$403.94
31585		Dec1	Mar8			OntarioLearn	\$403.94

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
31304		Sep8	Dec15			OntarioLearn	\$426.65

Canadian Institute of Management

CIM, a federally and provincially chartered association, is committed to leadership in promoting management professionalism, efficiency, effectiveness and excellence in individuals and organizations.

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

Members now have the opportunity for ongoing professional development through (CIM) ManagementDirect online learning portal. Visit the Hamilton Branch website for further information.

Questions?

Canadian Institute of Management, Hamilton Branch

2 King St W., 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

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. The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses. Visit www.mohawkcollege.ca/continuing-education/cim to view a complete list.

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.

Get Started in OntarioLearn

Information on accessing your OntarioLearn course is available at ce.mohawkcollege.ca/get-started

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

Introduction To Condominium Law LAWSCDM01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31462	Sep8	Dec15				OntarioLearn	\$567.61

Physical Building Management MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focus 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 (MGMTFA631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31463	Sep8	Dec15				OntarioLearn	\$567.61

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
31459	Sep8	Dec15				OntarioLearn	\$567.61

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
31464	Sep8	Dec15				OntarioLearn	\$567.61

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
31438	Sep8	Dec15				OntarioLearn	\$445.91

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
31058	Sep8	Dec15				OntarioLearn	\$313.10

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
31321	Sep8	Dec15				OntarioLearn	\$318.10

Financial Planning Certificate (185)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER® /

CFP® certification is an international

recognized professional designation

administered by the Financial Planning Standards Council (FPSC). Qualify for the FPSC CFP exams by successfully completing all course material. You must attain a grade of 60% or greater to apply the courses for qualification for the FPSC Level 1® Examination in Financial Planning.

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 Planning And Case Studies	45

Financial Environment FINCFP011

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31524	Sep8	Dec15				OntarioLearn	\$630.92

Life and Death Issues of Financial Planning FINCFP012

Analyze estate planning strategies, with attention to risk of property and liability losses, insurance, wills, powers of attorney, family law, trusts and tax and legal considerations. Not suitable for your own personal financial planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31571	Sep8	Dec15				OntarioLearn	\$630.92

Investment Planning**FINCFP013**

Explore concepts and theories regarding capital markets with emphasis on securities, operation of securities markets, modern portfolio theory, Canadian financial markets, investor objectives and balancing risk and return. Not suitable for your own personal financial planning

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31570	Sep8	Dec15				OntarioLearn	\$630.92

Retirement Planning And Case Studies**FINCFP014**

Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. THIS COURSE MUST BE TAKEN LAST. Prerequisites: FINCFP011, FINCFP012 and FINCFP013. Not suitable for your own personal financial planning

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31569	Sep8	Dec15				OntarioLearn	\$630.92

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

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	42
BUSNPIR16 Staff Training and Development	39
BUSNPIR22 Organizational Behaviour and Administration	42
HRESPIR11 Compensation and Benefit	42
HRESPIR17 Human Resources Planning and Staffin	42
HRESPIR20 Recruitment And Selection	42
LABR10100 Union Management Relations	39
MGMTBPC01 Human Resource Management Studies	39
SAFEPIR21 Occupational Health and Safety	42

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

Courses in this program include the nine courses required by the Human Resources Professional Association to obtain the Certified Human Resource Professional designation (CHRP). The CHRP designation is awarded to individuals who are members of the Human Resources Professional Association of Ontario, have completed the nine required courses (minimum average of 70% with no courses below 65%) and passed the Comprehensive Knowledge Exam (CKE) formerly NKE. For detailed information refer to www.hrpa.ca or call 1-800-387-1311.

Please be aware each course expires 10 years after completion.

Effective October 2014 a University degree is no longer required for the CHRP designation.

Compensation and Benefit**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
31275	Sep8	Dec15				OntarioLearn	\$403.94
31229	Oct1	Jan7				OntarioLearn	\$403.94

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
31425	Sep8	Dec15				OntarioLearn	\$403.94
31387	Oct1	Jan7				OntarioLearn	\$403.94
31086	Nov2	Feb8				OntarioLearn	\$403.94
32166	Dec1	Mar8				OntarioLearn	\$403.94

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. CRN 32783 has a 3 hour online testing component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31379	Sep8	Dec15				OntarioLearn	\$522.95
31296	Oct1	Jan7				OntarioLearn	\$522.95
31394	Nov2	Feb8				OntarioLearn	\$522.95
31586	Dec1	Mar8				OntarioLearn	\$522.95

Human Resources Planning and Staffin**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
31186	Sep8	Dec15				OntarioLearn	\$403.94
32670	MO	Sep14	Dec21	6:00-9:00	14	Classroom (FF)	\$349.86
31491	Nov2	Feb8				OntarioLearn	\$403.94

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: MGMTBPC01. Equivalent to: LABR10100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31041	Sep8	Dec15				OntarioLearn	\$403.94
31087	Nov2	Feb8				OntarioLearn	\$403.94

Occupational Health and Safety**SAFEPIR21**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31423	Sep8	Dec15				OntarioLearn	\$403.94
31470	Oct1	Jan7				OntarioLearn	\$403.94

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
31558	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$403.94
31424	Sep8	Dec15				OntarioLearn	\$403.94
31621	Oct1	Jan7				OntarioLearn	\$403.94
31620	Nov2	Feb8				OntarioLearn	\$403.94
32168	Dec1	Mar8				OntarioLearn	\$403.94

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
31101	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$403.94
31422	Sep8	Dec15				OntarioLearn	\$403.94
31300	Oct1	Jan7				OntarioLearn	\$403.94
31374	Nov2	Feb8				OntarioLearn	\$403.94
32169	Dec1	Mar8				OntarioLearn	\$403.94

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
31439	Sep8	Dec15				OntarioLearn	\$497.27
31391	Oct1	Jan7				OntarioLearn	\$497.27
31372	Nov2	Feb8				OntarioLearn	\$497.27
31587	Dec1	Mar8				OntarioLearn	\$497.27

**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			Hours
Mandatory Courses:			
BUSN10046	Business Fundamentals in Industrial Distribution		35
MRKT10027	Customer Service and Sales in Industrial Distribution		35
BUSN10055	Operational Fundamentals in Industrial Distribution		35
BUSN10054	Negotiations in Industrial Distribution		35
MGMT10069	Leadership and Effective Communication in Industrial Distribution		35
BUSN10056	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
31660	Sep8	Dec15				OntarioLearn	\$317.95

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
31667	Sep8	Dec15				OntarioLearn	\$317.95

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
31658	Sep8	Dec15				OntarioLearn	\$317.95

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
31659	Sep8	Dec15				OntarioLearn	\$317.95

**Industrial Relations Certificate (824)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

PROGRAM OF STUDIES			Hours
Mandatory Courses:			
LABRPIR08	Introduction To Industrial Relations		42
BUSNPIR13	Grievances, Arbitration and Contract Administration		39
BUSNPIR19	Employment Law		45
LABRPIR14	Collective Bargaining		39
Options - Choose 2:			
BUSNPIR22	Organizational Behaviour and Administration		42
HRESPIR11	Compensation and Benefit		39
ECONEB122	Microeconomics		42
SAFEPIR21	Occupational Health and Safety		42

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

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). Equivalent: Union Management Relations (LABR10100).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31041	Sep8	Dec15				OntarioLearn	\$403.94
31087	Nov2	Feb8				OntarioLearn	\$403.94

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
31490	Sep8	Dec15				OntarioLearn	\$348.23

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
31240	Sep8	Dec15				OntarioLearn	\$426.65

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
31485	Sep8	Dec15				OntarioLearn	\$348.23

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**LAWSELCL5**

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: Mar 9/16. 75 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32131	Sep8	Mar2				OntarioLearn	\$681.40

Real Estate Procedures**LAWSELCL3**

Covers all aspects of the basic residential real estate transaction including land division in Ontario, land registration system, surveys, title insurance, ownership, agreement of purchase and sale, statutes, purchasing, selling, financing a closing the transaction. Exam: Jan 26/16. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32132	Sep8	Jan19				OntarioLearn	\$585.10

Insurance - Technical Services Certificate (227)**ONTARIO COLLEGE CERTIFICATE****Graduation Requirement: 14 courses**

Prepare for employment as a technical services representative in the insurance industry. Become familiar with insurance terminology and your role as support to the licensed insurance staff and clients. Become adept in the performance of essential administrative tasks including document preparation, research and various technical client communication.

NEW**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

Admission Requirements

- Grade 12 diploma or equivalency.
- Basic computer skills.

Does online education fit your learning style?

Visit www.OntarioLearn.com and click on "Starting Out" to take a short quiz titled "Is Online Learning right for you?"

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BUSNOB371	Introduction To Organizational Behaviour	42
COMMLL041	Communication	42
INFO10099	Excel 1	28
INSR10003	Technical Service Rep 1	42
INSR10004	General Insurance Essentials 1	42
OADMOA116	Basic Word Applications	56
BUSN10050	Model Office/Broker Operation	56
INFO10100	Excel 2	28
INSR10005	General Insurance Essentials 2	42
INSR10007	Technical Service Rep 2	42
INSR10015	Professionalism in the Insurance Workplace	42
OADMOA228	Doc Process & Simulations	42
PERS10010	Sensitivity in the Workplace	28
WORK10023	Work Experience - Insurance	70

General Insurance Essentials 1**INSR10004**

Learn about basic documents, common insurance policy clauses, and insurance practices. You are introduced to automobile insurance, a central issue in provincial and territorial governments and public policy. Discussion covers: third party liability coverage, accident benefits, coverage for loss of, or damage to an automobile and government and private insurance plans.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31616	Sep8	Dec15				OntarioLearn	\$370.94

General Insurance Essentials 2 NEW!**INSR10005**

Topics include: law and insurance, insurance contracts, government control and insurance organizations and associations, fire insurance, the homeowner's policy, other personal lines policies, liability insurance, commercial coverages, business interruption, crime, surety, claims and loss adjustments, reinsurance, risk management and loss prevention. Prerequisite: INSR10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32443	Sep8	Dec15				OntarioLearn	\$370.94

Communication**COMMLL041**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31428	Sep8	Dec15				OntarioLearn	\$426.65
31230	Oct1	Jan7				OntarioLearn	\$426.65
31085	Nov2	Feb8				OntarioLearn	\$426.65

Basic Word Applications**OADMOA116**

Introduces basic technical support skills related to computer hardware and software. Use MS Word 2013 to produce professional documents. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32454	TH	Sep10	Dec10	6:00-10:00	14	Blended (FF)	\$453.06

Model Office/Broker Operation NEW!**BUSN10050**

Gain the skills fundamental to the pursuit of an insurance career as a technical service representative. Includes an overview of the 2 main broker management systems used in the majority of insurance brokerages and how they are accessed and used in order to keep and make changes to client information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32468	Sep8	Dec15				OntarioLearn	\$464.27

Professionalism in the Insurance Workplace **INSR10015**

Learn the skills required by an insurance administrative professional including how to work with minimal conflict and within a team environment. Demonstrate negotiation skills with underwriters, prepare for audit procedures and auditors, define errors and omissions in the insurance industry and describe how to avoid errors and omissions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32611	Sep8	Dec15				OntarioLearn	\$370.94

**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

Email: cebus@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 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 AccPac Sage 300 ERP General Ledger	18
INFO10185 AccPac 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 AccPac Sage 300 ERP Accounts Receivable and Payroll	36
INFO10183 AccPac Sage 300 ERP Order Entry	36

Applied Accounting - Bookkeeping is offered on page 17.

Software Versions:

- Sage 300 ERP 2012 (formerly AccPac)
- QuickBooks Desktop 2013
- Sage 50 Accounting 2014 (formerly Simply Accounting)

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

AccPac Sage 300 ERP 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
31465	Sep8	Dec15				OntarioLearn	\$189.26

AccPac 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
31466	Sep8	Dec15				OntarioLearn	\$189.26

AccPac Sage 300 ERP 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
31467	Sep8	Dec15				OntarioLearn	\$325.52

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
32419	TH	Sep17	Dec3	6:30-9:30	12	Classroom (FF)	\$299.88
31289		Sep21	Dec12			eLearn	\$272.52

Sage 50 Accounting**INFO10201**

Using Sage 50 Accounting 2014 (formerly Simply Accounting) 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, and 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31499		Sep21	Dec12			eLearn	\$272.52

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
32421	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
31519		Sep21	Nov2			eLearn	\$272.52
31121		Sep21	Dec5			eLearn	\$272.52

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
32422	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
31122		Sep21	Dec5			eLearn	\$272.52
31520		Nov9	Dec7			eLearn	\$272.52

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
31120		Sep21	Dec5			eLearn	\$272.52

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 skills to meet both career and organizational objectives. Gain solid theoretical and practical knowledge to improve decision making and problem solving skills. Covers performance management, managing change, team building, employment law and project management.



Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca

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

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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
31136	Sep8	Dec15				OntarioLearn	\$318.10

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
31321	Sep8	Dec15				OntarioLearn	\$318.10

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
31102	Sep8	Dec15				OntarioLearn	\$318.10
32430	WE	Sep16	Nov18	6:30-9:30	10	Classroom (FF)	\$254.90

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
31144		Sep8	Dec15			OntarioLearn	\$318.10

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
31238		Sep8	Dec15			OntarioLearn	\$318.10

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
31239		Sep8	Dec15			OntarioLearn	\$318.10

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
31137		Sep8	Dec15			OntarioLearn	\$318.10
32431	TU	Sep15	Nov17	6:30-9:30	10	Classroom (FF)	\$254.90

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
31138		Sep8	Dec15			OntarioLearn	\$318.10

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
31322		Sep8	Dec15			OntarioLearn	\$318.10

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
31565		Sep8	Dec15			OntarioLearn	\$318.10



Legal Skills

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Through a variety of introductory courses, you will learn the basic administrative functions of a law office. Become familiar with legal forms and processes and gain a fundamental understanding of the key practices in a legal environment.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

PROGRAM OF STUDIES

Mandatory Courses:	Hours
LAWS10005 Legal Terminology	42
OADM10009 Introduction to Legal Office Practice and Procedure	42
Options - Choose 3:	
LAWS10153 Corporate Practice and Procedure	42
LAWS10170 Court Clerk Criminal OCJ	56
LAWS10136 Criminal Law - Legal Administration	42
LAWS10149 Family Law Practice and Procedure	42
LAWS10064 Landlord & Tenant Law	42
LAWS10065 Litigation Practice and Procedure 1	42
REAL10001 Real Estate Practice and Procedure 1	42
LAWS10148 Real Estate Practice and Procedures 2	42
LAWS10154 Small Claims Practice and Procedure	42
LAWS10169 Wills and Estates Practice and Procedure	42

Legal Terminology LAWS10005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31189	Sep8	Dec15				OntarioLearn	\$403.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31032	Sep8	Dec15				OntarioLearn	\$403.94

Corporate Practice and Procedure LAWS10153

Focus on the preparation and filing of articles of incorporation, the organization of Ontario and Federal corporations, corporate changes, steps involved in annual filings and updates, and registering other forms of business organizations. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31547	Sep8	Dec15				OntarioLearn	\$403.94

Court Clerk Criminal OCJ LAWS10170

Court clerks are an extension of the Bench and assist the presiding judiciary in a criminal bail, plea and trial court. They process all documents and ensure the smooth progression of the courtroom proceedings on a daily basis. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31609	Sep8	Dec15				OntarioLearn	\$497.27

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31132	Sep8	Dec15				OntarioLearn	\$403.94

Family Law Practice and Procedure 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 knowledge of domestic contracts, divorce procedures and family litigation. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31510	Sep8	Dec15				OntarioLearn	\$403.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31365	Sep8	Dec15				OntarioLearn	\$403.94

Litigation Practice and Procedure 1 LAWS10065

Advance your expertise in civil litigation, with emphasis on responsibilities and document preparation for Small Claims Court, Superior Court, Family Law, Collections and Enforcement proceedings. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31539	Sep8	Dec15				OntarioLearn	\$403.94

Real Estate Practice and Procedure I REAL10001

Understand 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31497	Sep8	Dec15				OntarioLearn	\$403.94

Real Estate Practice and Procedures 2 LAWS10148

Continue your study of real estate practices by reviewing the processes and procedures generally used in a law office for real estate transactions. Focus on mortgages, commercial vs. residential properties, title issues, EREG systems and more. Prerequisite: REAL10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31509	Sep8	Dec15				OntarioLearn	\$403.94

Small Claims Practice and Procedure LAWS10154

In this introduction to Small Claims court, you will focus on the preparation and filing of documents and processing small claims. Prerequisite: OADM10009.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31546	Sep8	Dec15				OntarioLearn	\$403.94

Wills and Estates Practice and Procedure LAWS10169

Focus on the function and drafting of Wills and Powers of Attorney and the laws and procedures relating to the administration of estates in Ontario. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31603	Sep8	Dec15				OntarioLearn	\$403.94

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

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
MGMTBPC04	Problem Solving - Decision Making	39
MGMTBPC05	Managerial Analysis	39
MGMTBPC06	Financial Interpretation and Analysis	39
Options - Choose 3:		
BUSNCB436	Business Law	39
ECONEB222	Macroeconomics	42
HRESPIR20	Recruitment And Selection	39
LABRPIR08	Introduction To Industrial Relations	39
MRKTCB158	Marketing 1	42
SAFEPIR21	Occupational Health and 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 and Critical Thinking (LDS)	30
MGMT10099	Project Management (LDS)	30
MGMT10102	Managing Change (LDS)	30

Option courses are offered under other programs. 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. CRN 32783 has a 3 hour online testing component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31379	Sep8	Dec15				OntarioLearn	\$522.95
31296	Oct1	Jan7				OntarioLearn	\$522.95
31394	Nov2	Feb8				OntarioLearn	\$522.95
31586	Dec1	Mar8				OntarioLearn	\$522.95

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. Includes a 3 hour blended component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32791	SA	Nov7	Dec17	9:00-3:00	6	Blended (FF)	\$324.87

Problem Solving - Decision Making MGMTBPC04

Perfect your problem solving skills and discover methods of encouraging better thinking skills in others. No class Oct 10. Final exam will be Saturday Nov 7 online (3 hours).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32678	SA	Sep19	Nov7	9:00-3:00	7	Classroom (FF)	\$324.87

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
31346		Sep8	Dec15			OntarioLearn	\$511.00

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
31013		Sep8	Dec15			OntarioLearn	\$511.00

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
31024		Sep8	Dec15			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
32175		Sep8	Dec15			OntarioLearn	\$511.00

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		Sep8	Dec15			OntarioLearn	\$511.00

Marketing Essentials

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

Enhance, or provide focus to, your existing background in business, sales or graphics by completing these fundamental courses. Gain an understanding of the basic marketing principles required for business today. Of benefit to the small business owner or entrepreneur.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MRKTMCS08	Marketing Principles	45
MRKT10037	Marketing Digitally	42
MRKT10018	Marketing Advanced	45
MRKT10045	Marketing Channels	42
MRKT10030	Applied Marketing Research	45
BUSN10119	Sales Principles	42

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
31198	Sep8	Dec15				OntarioLearn	\$426.65
31478	Oct1	Jan7				OntarioLearn	\$426.65

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: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31206	Sep8	Dec15				OntarioLearn	\$403.94

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
31451	Sep8	Dec15				OntarioLearn	\$426.65

Marketing Channels**MRKT10045**

Focus on the effective design and management of marketing channels - the management of relationships within and among organizations that are linked together in a distribution system. Prerequisite: MRKT10018.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31551	Sep8	Dec15				OntarioLearn	\$403.94

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 while exploring real world research applications. Equivalent to: Market Research (MRKTMK450). Prerequisite: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31364	Sep8	Dec15				OntarioLearn	\$426.65

Sales Principles**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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31504	Sep8	Dec15				OntarioLearn	\$403.94

**Medical Terminology****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.

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca

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

PROGRAM OF STUDIES

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

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
32409	TU	Sep15	Dec8	6:30-10:00	13	Classroom (FF)	\$349.86
32410	WE	Sep16	Dec9	6:00-9:30	13	Classroom (FF)	\$349.86

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
32408	MO	Sep14	Nov30	6:00-9:30	11	Classroom (FF)	\$299.88

**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

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 with Windows Vista, Word & Excel	36
INFO10156 Computer Basics with Windows 7, Word and Excel	36

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

KEYB10008 and OADM0A261 are offered under Office Administration.

Medical Terminology 1

OADMOA323

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32409	TU	Sep15	Dec8	6:30-10:00	13	Classroom (FF)	\$349.86
32410	WE	Sep16	Dec9	6:00-9:30	13	Classroom (FF)	\$349.86

Medical Terminology 2

OADMOA324

Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32408	MO	Sep14	Nov30	6:00-9:30	11	Classroom (FF)	\$299.88

Medical Transcription 2

OADMOA452

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: OADMOA352.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31480		Sep14	Dec14			eLearn	\$272.52

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
31113		Sep14	Dec14			eLearn	\$317.94

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
31115		Sep14	Dec14			eLearn	\$317.94

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
32420	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
31297		Sep21	Dec12			eLearn	\$272.52

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, record management, digital transcription, 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

Email: cebus@mohawkcollege.ca

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

PROGRAM OF STUDIES

Refer to the website to view the POS.

Some courses are offered under other certificates. Refer to the 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
32455	MO	Sep14	Dec7	6:00-9:30	12	Classroom (FF)	\$349.86

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
32459	WE	Sep16	Dec2	6:00-8:30	12	Classroom (FF)	\$233.24

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
32458	WE	Sep16	Dec2	6:00-9:30	12	Classroom (FF)	\$299.88

Basic Word Applications

OADMOA116

Introduces basic technical support skills related to computer hardware and software. Use MS Word 2013 to produce professional documents. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32454	TH	Sep10	Dec10	6:00-10:00	14	Blended (FF)	\$453.06

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. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32457	TU	Sep15	Dec1	6:00-9:30	12	Blended (FF)	\$349.86

Qualified Administrative Assistant

The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of qualification 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: 905-575-2358

Email: cebus@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/adminassistant or www.aaa.ca

PROGRAM OF STUDIES

Refer to the website to view the POS.

Course offerings are listed under a variety of Diplomas and Certificates. Refer to the 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
31162		Sep8	Dec15			OntarioLearn	\$403.94

Small Business and Entrepreneurship Certificate (179)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

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

Questions?

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
SBMGSB101 Intro To Small Business And Entrepreneurship	56
SBMGSB202 Operations And Legal Issues	56
COMP10135 Computer Skills for Small Business Advanced	42
MGMTSB102 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

Computer Skills for Small Business **COMP10134**

Learn to produce business reports and communication documents, enter data into existing financial spreadsheets, communicate effectively using e-mail and browse the Web. By the course end, you will tender a draft business plan that will demonstrate competency by the submission of assignments that will become components of your written business plan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31114	Sep8	Dec15				OntarioLearn	\$370.94

Managing The Small Business **SBMG10013**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31390	Sep8	Dec15				OntarioLearn	\$464.27

The Generic Business Plan **SBMG10018**

Develop a generic business plan using a prescribed template provided by a banking institution. Complete the business plan by expanding on its detailed components. Major modules: Comprehensive Business Plan; Financial Plan and Business Presentation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31483	Sep8	Dec15				OntarioLearn	\$370.94

Intro To Small Business And Entrepreneurship **SBMGSB101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31266	Sep8	Dec15				OntarioLearn	\$464.27

Operations And Legal Issues **SBMGSB202**

Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite: SBMGSB101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31441	Sep8	Dec15				OntarioLearn	\$464.27

Computer Skills for Small Business Advanced **COMP10135**

Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: COMP10134.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31488	Sep8	Dec15				OntarioLearn	\$370.94

Small Business-Financial Management **MGMTSB102**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31267	Sep8	Dec15				OntarioLearn	\$464.27

Small Business Marketing Skills **SBMG10000**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31030	Sep8	Dec15				OntarioLearn	\$464.27

Business Research and Writing Skills **SBMG10019**

Develop appropriate business communication skills while completing various assignments that require research, data analysis and suitable business writing. Equivalent to: SBMG10023.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31482	Sep8	Dec15				OntarioLearn	\$464.27

Supervisory Skills for Small Business **SBMG10017**

Exposes students to the concepts and skills associated with managing people within the small to medium sized enterprise.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31484	Sep8	Dec15				OntarioLearn	\$464.27

Veterinary Office Management Certificate (93)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

Admission Requirements

- Grade 12 Diploma or equivalency.
- Basic computer skills.



PROGRAM OF STUDIES

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

Veterinary Office Skills and Procedure OADM10013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31126	Sep8	Dec15				OntarioLearn	\$403.94

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
31127	Sep8	Dec15				OntarioLearn	\$403.94

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
31455	Sep8	Dec15				OntarioLearn	\$358.52

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
31344	Sep8	Dec15				OntarioLearn	\$358.52

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	Sep8	Dec15				OntarioLearn	\$358.52

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, appropriate behaviour during surgery and record keeping. Prerequisite: HLTH10098.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31069	Sep8	Dec15				OntarioLearn	\$358.52

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
31371	Sep8	Dec15				OntarioLearn	\$358.52

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
31076	Sep8	Dec15				OntarioLearn	\$358.52

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
31438	Sep8	Dec15				OntarioLearn	\$445.91

 **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

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

Admission Requirements

- Grade 12 diploma or equivalency
- Basic computer skills
- Experience in a health care setting is an asset

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 Professional	36
COMM10021	Working And Communicating In A Medical Setting	36
HSCI10025	Understanding Medical Tests for Medical Office Sta f	36
HSCI10026	Understanding Surgical Procedures for Medical Office Sta f	36

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSCI10003

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. This course is NOT equivalent to OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31330	Sep8	Dec15				OntarioLearn	\$403.94
31294	Oct1	Jan7				OntarioLearn	\$403.94
31373	Nov2	Feb8				OntarioLearn	\$403.94
31590	Dec1	Mar8				OntarioLearn	\$403.94

Medical Terminology II - Pronunciation**HSC10157**

Expand your understanding of medical terminology 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: HSC10003. NOT equivalent to Medical Terminology 2 (OADMOA324).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31082	Sep8	Dec15				OntarioLearn	\$358.52

Pharmacology for the Medical Office**HSC10024**

Develop an understanding of how drugs work, drug classification, 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
31184	Sep8	Dec15				OntarioLearn	\$358.52

Medical Conditions for Medical Office Professional**HSC10002**

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
31329	Sep8	Dec15				OntarioLearn	\$358.52

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
31185	Sep8	Dec15				OntarioLearn	\$358.52

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
31187	Sep8	Dec15				OntarioLearn	\$358.52

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 Prerequisite: HSC10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31188	Sep8	Dec15				OntarioLearn	\$358.52

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
31265	Sep8	Dec15				OntarioLearn	\$403.94

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

**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**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
BUSNBU158 WSIB Eligibility Adjudication	35
BUSNBU159 WSIB Case Management Adjudication	35

Courses are offered in the Fall and Winter terms only.

WSIB Eligibility Adjudication**BUSNBU158**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32405 SA	Sep12	Oct17	9:00-4:00	5	Classroom (FF)	\$291.55	

WSIB Case Management Adjudication**BUSNBU159**

Develop your skills in effective caseload management. Emphasis on Reemployment Obligations, the 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
32407 SA	Oct24	Nov21	9:00-4:00	5	Classroom (FF)	\$291.55	

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

Email: cebus@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 suspended. Affected students should contact us to discuss alternate arrangements for diploma completion.

Accounting 1**ACCTCB101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32450 WE	Sep16	Dec2	6:00-9:30	12	Classroom (FF)	\$349.86	

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 flow 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
32439 TU	Sep15	Dec15	6:30-10:30	14	Classroom (FF)	\$453.06	

Financial Statement Concepts ACCT10005

Learn to determine the financial position of a business organization as a corporation, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principles (GAAP). Prerequisite: ACCTCB101. Equivalent: ACCTAC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32448	TH	Sep17	Dec3	6:30-10:00	12	Classroom (FF)	\$349.86

Accounting 3 - Financial Accounting Concepts ACCT10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32449	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$349.86

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
32446	TU	Sep15	Dec1	6:00-9:30	12	Classroom (FF)	\$349.86

Accounting 4 - Financial Reporting ACCT10011

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32447	MO	Sep14	Dec7	6:30-9:30	12	Classroom (FF)	\$349.86

Cost & Managerial Accounting 1 ACCTAC336

Analyze the flow of costs through a business and the systems used to accumulate these costs. Completion of this course and ACCTAC436, with an average grade of 70%, earns a full exemption from the CGA course, Cost Accounting 311. Prerequisites: ACCTAC201 or ACCT10005 and ACCT10014. This course plus Excel Expert (INFO10079) is equivalent to ACCT10030.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32442	WE	Sep16	Dec2	6:00-10:00	12	Classroom (FF)	\$349.86

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
31093		Sep8	Dec15			OntarioLearn	\$445.91
32140		Nov2	Feb8			OntarioLearn	\$445.91

Cost & Managerial Accounting 2 ACCTAC436

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32445	TH	Sep17	Dec3	6:00-9:30	12	Classroom (FF)	\$349.86

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
31094		Sep8	Dec15			OntarioLearn	\$445.91

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
32441	WE	Sep16	Dec2	6:00-10:00	12	Classroom (FF)	\$349.86

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
32444	MO	Sep14	Dec7	7:00-10:30	12	Classroom (FF)	\$349.86

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
31358		Sep10	Dec17			eLearn	\$317.94

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
32438	WE	Sep16	Dec16	6:00-10:00	14	Classroom (FF)	\$453.06

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
32451	TH	Sep17	Dec3	6:00-9:30	12	Classroom (FF)	\$349.86

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
31034		Sep8	Dec15			OntarioLearn	\$403.94

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
31095		Sep8	Dec15			OntarioLearn	\$403.94

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
32452	TH	Sep17	Dec3	6:00-9:30	12	Classroom (FF)	\$349.86

Macroeconomics ECONEB222 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32453	TU	Sep15	Dec1	6:00-9:30	12	Classroom (FF)	\$349.86

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
31108		Sep8	Dec15			OntarioLearn	\$403.94

Business Skills

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/business-skills

Advanced Accounting ACCT10032

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31220	Sep8	Dec15				OntarioLearn	\$445.91

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
31096	Sep8	Dec15				OntarioLearn	\$403.94

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
31097	Sep8	Dec15				OntarioLearn	\$445.91

Business Analysis Introduction 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
31511	Sep8	Dec15				OntarioLearn	\$428.94

Business Case Development MGMT10122

Create a business case based on a real-life case study and present it in a simulated environment to decision makers and other stakeholders. 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
31512	Sep8	Oct27				OntarioLearn	\$233.97

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
31098	Sep8	Dec15				OntarioLearn	\$403.94

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
31099	Sep8	Dec15				OntarioLearn	\$445.91

Business Writing Strategies COMM10325

Develop practical writing skills using technology for successful communication in business. Learn how to compose business correspondence including e-mails, memoranda, letters and reports with a focus on routine, persuasive, and negative messages. Also includes a review of grammar and mechanics. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31554	Sep8	Dec15				OntarioLearn	\$426.65

Consumer Behaviour 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
31494	Sep8	Dec15				OntarioLearn	\$370.94

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
31152	Sep8	Dec15				OntarioLearn	\$313.10

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
31151	Sep8	Dec15				OntarioLearn	\$297.96

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
31479	Sep8	Nov17				OntarioLearn	\$313.10

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
31057	Sep8	Nov17				OntarioLearn	\$313.10

Financial and Managerial Accounting 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
31498	Sep14	Dec9				eLearn	\$272.52

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31473	Sep8	Dec15				OntarioLearn	\$403.94

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
31376	Sep8	Dec15				OntarioLearn	\$403.94

Global Business Environment**BUSNIB100**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31477		Sep8	Dec15			OntarioLearn	\$370.94

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
31131		Sep8	Dec15			OntarioLearn	\$403.94

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
31386		Sep8	Dec15			OntarioLearn	\$313.10

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: Marketing Advanced (MRKT10018). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31472		Sep8	Dec15			OntarioLearn	\$403.94

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
31090		Sep8	Dec15			OntarioLearn	\$497.27

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
31100		Sep8	Dec15			OntarioLearn	\$497.27

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
31092		Sep8	Dec15			OntarioLearn	\$403.94

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
31259		Sep8	Dec15			OntarioLearn	\$370.94

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
31245		Sep8	Dec15			OntarioLearn	\$426.65

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
31347		Sep8	Dec15			OntarioLearn	\$426.65

Mortgage Agent**BUSN10061**

Prepare for licensing as a Mortgage Agent. Develop an understanding of the Mortgage Agent Qualifying Standards (MAQS) identified by the Financial Services Commission of Ontario, governing legislation, and agent responsibilities related to consumer protection, and ethical decision-making. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31541		Sep8	Dec15			OntarioLearn	\$403.94

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
31492		Sep14	Dec9			eLearn	\$317.94

Retail Management**MGMT10124**

Follow a managerial, practical approach to retailing. You will be exposed to all of the essential ingredients: complex nature of the retail industry, retail strategies, competitive behaviour of retail institutions, buying behaviour of consumers, store and merchandise design, and retail location management issues. Prerequisite: Marketing Advanced (MRKT10018). 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31552		Sep8	Dec15			OntarioLearn	\$358.52

Social Media Marketing **NEW!****MRKT10055**

Gain a fundamental understanding of many different digital channels including: social, mobile, games and other emerging digital channels of communication. Learn to integrate messages and media into coordinated strategies to achieve marketing objectives. Equivalent to: Social Media and Web Design (HOSP10037) 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32715		Sep8	Dec15			OntarioLearn	\$426.65

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
31237		Sep8	Dec15			OntarioLearn	\$403.94

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
31249		Sep8	Dec15			OntarioLearn	\$426.65

Sustainability**ENVR10042**

Examine sustainability management from a business perspective. Includes 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
31212		Sep8	Dec15			OntarioLearn	\$370.94

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
31343	Sep8	Dec15				OntarioLearn	\$403.94

Dispute Resolution

HMNS10093

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31105	Sep8	Dec15				OntarioLearn	\$403.94

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
31240	Sep8	Dec15				OntarioLearn	\$426.65

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: Human Resource Management Studies (MGMTBPC01). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31366	Sep8	Dec15				OntarioLearn	\$403.94

Office Skill

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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
31117	Sep8	Dec15				OntarioLearn	\$358.52

Health Office Foundation

BUSN10138

Focus on personal and organizational skills required in a health care setting. Examine the health record with a major emphasis on confidentiality and the legal aspects of health information documentation and learn to effectively carry out the role of assisting with administration while in the employ of a nursing unit or health care office. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31606	Sep8	Dec15				OntarioLearn	\$522.95

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 (HSC110003) and keyboarding skills of 30 net words per minute. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31265	Sep8	Dec15				OntarioLearn	\$403.94

Medical Office Procedure

OADM10018

Understand administrative and clerical functions including patient reception, scheduling appointments, telephone procedures, medical records management and charting of progress notes. The Canada Health Act is introduced as well as OHIP and the principles of OHIP billing. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31548	Sep8	Dec15				OntarioLearn	\$426.65

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 (HSC110003). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31449	Sep8	Dec15				OntarioLearn	\$403.94

Office Technology And Procedures

OADM10008

Develop skills for the modern office including internet research and reporting, e-mail, telecommunications, customer service, records management and more. Equivalent to: OADM10015 (Administrative Office Procedures). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31579	Sep8	Dec15				OntarioLearn	\$497.27

Styles and Practices of Medical Transcription

HSC110152

Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSC110003) and Communications (COMMLL041). NOT equivalent to Medical Transcribing 1 (OADM0A352). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31411	Sep8	Dec15				OntarioLearn	\$403.94

Project Management

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

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. Equivalent to: Project Management (BUSNBE305). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31457	Sep8	Dec15				OntarioLearn	\$426.65
31293	Oct1	Jan7				OntarioLearn	\$426.65
31389	Nov2	Feb8				OntarioLearn	\$426.65
32159	Dec1	Mar8				OntarioLearn	\$426.65

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	Sep8	Dec15				OntarioLearn	\$445.91
31231	Oct1	Jan7				OntarioLearn	\$445.91
31235	Nov2	Feb8				OntarioLearn	\$445.91
32157	Dec1	Mar8				OntarioLearn	\$445.91

Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

Programs and Courses

Certificate

Competence in the French Language Certificate (829	39
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Acknowledgements of Completion

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Other Credentials and Stand-Alone Courses

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Preparatory Sciences	46
Social Sciences	42
Writing and Communication	47

CREDENTIALLED PROGRAMS

Academic and Career Entrance (ACE)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

- Communications (English or Francais), 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: 905-575-2703

Email: disted@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.

Enrollment is limited and tuition is free.

ACE courses are also available during the day and part-time, for further information please contact 905-575-2029.

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: M TH10045. 100 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31355		Sep1	Feb2			OntarioLearn	
32231		Nov2	Apr4			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
31356		Sep1	Feb2			OntarioLearn	
32232		Nov2	Apr4			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
31348		Sep1	Feb2			OntarioLearn	
32224		Nov2	Apr4			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
31351	Sep1	Feb2				OntarioLearn	
32227	Nov2	Apr4				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
31349	Sep1	Feb2				OntarioLearn	
32225	Nov2	Apr4				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
31357	Sep1	Feb2				OntarioLearn	
32233	Nov2	Apr4				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 hour

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31350	Sep1	Feb2				OntarioLearn	
32226	Nov2	Apr4				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
31352	Sep1	Feb2				OntarioLearn	
32228	Nov2	Apr4				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
31353	Sep1	Feb2				OntarioLearn	
32229	Nov2	Apr4				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
31354	Sep1	Feb2				OntarioLearn	
32230	Nov2	Apr4				OntarioLearn	

**American Sign Language****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 2 courses

Questions?

Call: 905-575-2298

Email: crearts@mohawkcollege.ca

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

PROGRAM OF STUDIES

Mandatory Courses:	Hours
LANGLL120 American Sign Language I	39
LANGLL220 American Sign Language 2	39

American Sign Language I**LANGLL120**

Learn the basics of the communication system used by most deaf people.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32213	TU	Sep15	Dec1	6:00-9:15	12	Classroom (FF)	\$324.87

American Sign Language 2**LANGLL220**

Continue the study of A.S.L. begun in LANGLL120 to develop increased capability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32212	TH	Sep17	Dec3	6:00-9:15	12	Classroom (FF)	\$324.87

**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
31145	Sep8	Nov17				OntarioLearn	\$267.68

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
31146	Sep8	Nov17				OntarioLearn	\$267.68

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
31147	Sep8	Dec15				OntarioLearn	\$403.94

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
31148	Sep8	Nov17				OntarioLearn	\$267.68

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 these strategies to your work. 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
31149	Sep8	Nov17				OntarioLearn	\$267.68

Competence in the French Language Certificate (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

Email: crearts@mohawkcollege.caWeb: 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

Already Have Experience with the French Language?

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

If you think that you are eligible for placement into a higher level, you should register for the appropriate exam.

- You can challenge up to 75% of the courses for the Certificate
- Beginners register in La Pratique du Francais 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.
- Exams are to be arranged during the semester.

La Pratique du Francais 1**LANGFR003**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32243	MO	Sep14	Dec7	6:30-9:45	12	Classroom (FF)	\$324.87

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
31405	Sep8	Dec15				OntarioLearn	\$403.94
31392	Oct1	Jan7				OntarioLearn	\$403.94
32142	Nov2	Feb8				OntarioLearn	\$403.94

La Pratique du Francais 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
32244	TU	Sep15	Dec1	6:30-9:45	12	Classroom (FF)	\$324.87

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
31406	Sep8	Dec15				OntarioLearn	\$403.94

La Pratique du Francais 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
32245	WE	Sep16	Dec2	6:30-9:45	12	Classroom (FF)	\$324.87

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
31407	Sep8	Dec15				OntarioLearn	\$403.94

La Pratique du Francais 4**LANGFR006**

Etudiez 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
32246	TH	Sep17	Dec3	6:30-9:45	12	Classroom (FF)	\$324.87

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
31408	Sep8	Dec15				OntarioLearn	\$403.94

La Pratique du Francais 5**LANGFR007**

Enrichissez vos connaissances de la langue française en apprenant le Subjonctif, le Participe Présent, l'Infinitif Passé ainsi que les formes Actives, Passives et la Construction Causale.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32247	MO	Sep14	Dec7	6:30-9:45	12	Classroom (FF)	\$324.87

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
31409	Sep8	Dec15				OntarioLearn	\$403.94

Parlons Francais 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
32249	WE	Sep16	Dec2	6:30-9:45	12	Classroom (FF)	\$324.87

Parlons Francais 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
32250	TH	Sep17	Dec3	6:30-9:45	12	Classroom (FF)	\$324.87

Parlons Francais 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
32251	TU	Sep15	Dec1	6:30-9:45	12	Classroom (FF)	\$324.87

Parlons Avance 3**LANGFS079**

Graduates of the Certificate of Competence in the French Language will build communication skills and fluency through discussion. Prerequisite: LANGFS078.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32248	TU	Sep15	Dec1	6:30-9:00	12	Classroom (FF)	\$249.90

**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 in 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 individual 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: 905-575-2298

Email: crearts@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 Interpretin	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 should 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 us for details.

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

Orientation Sessions for Fall 2015 Intake:

- August 25, 6:30-8:30 pm OR September 9, 6:30-8:30 pm
- Fennell Campus - J-Wing - Room J103
- Reserve a spot: 905-575-2307 or bonnie.pataran@mohawkcollege.ca

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. If adequate enrollment is met, the next course will be offered in-class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31368	Sep8	Dec15				OntarioLearn	\$280.10
32610	MO/WE	Sep..	Nov3	7:00-10:00	10	Classroom (FF)	\$249.90

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
31430	Sep8	Dec15				OntarioLearn	\$313.10

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
31016	Sep8	Dec15				OntarioLearn	\$313.10

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
31369	Sep8	Dec15				OntarioLearn	\$313.10

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
31323	Sep8	Dec15				OntarioLearn	\$313.10

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
31666	Sep8	Dec15				OntarioLearn	\$280.10

A Sign Language**ACKNOWLEDGEMENT OF COMPLETION****Questions?**

Call: 905-575-2298

Email: crearts@mohawkcollege.ca

First Responders Basic American Sign Language NEW!

LANG10088

Police! Fire! EMS! Ambulance! If you are a first responder, or plan to become one, this basic sign language course could help save lives. You'll be taught ASL signs for emergency situations including alphabet, family members, numbers, useful expressions so that you can communicate with the deaf/hard of hearing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32242	SA/SU	Oct17	Oct18	9:00-4:00	2	Classroom (FF)	\$99.96

C Writing for Publication Certificate (123)**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**

Ideal for beginners and established writers 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: 905-575-2298

Email: crearts@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.

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
COMMLLT08	Writing Mystery And Suspense Stories	36
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.

Character Development

COMM10312

Create epic characters your readers will love - or love to hate! Drawing inspiration from multiple genres, improve your skills in character development, with writing dialogue, internal/external conflict, back-story and more. An exclusive "Author Reading" lets you introduce your own characters and experience being a famous writer for one night!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32742	TH	Oct1	Dec10	6:30-10:00	11	Classroom (FF)	\$325.87

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
32741	TU	Sep22	Dec1	6:30-10:00	11	Classroom (FF)	\$325.87

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
31053		Sep8	Dec15			OntarioLearn	\$403.94

**Watch for our Winter
2016 Catalogue!**

Available in print on
Tuesday, November 24, 2015

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
31489		Sep8	Dec15			OntarioLearn	\$348.23

Poetry Writing **COMMLL13**

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31315		Sep8	Dec15			OntarioLearn	\$403.94

Romance Writing **COMMLL04**

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
31017		Sep8	Dec15			OntarioLearn	\$393.65

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. Includes study of the various publishing markets for this type of work, from traditional to online opportunities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31004		Sep8	Dec15			OntarioLearn	\$348.23

Writing Family History and Memoirs **COMM10111**

Do you have a family story worth telling? Draw on your own experiences or family background to create memorable and compelling non-fiction. Learn creative non-fiction technique and receive helpful feedback

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32744	WE	Sep23	Dec2	6:30-10:00	11	Classroom (FF)	\$325.87

Writing For Publication - Level 1 **COMMLL03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31054		Sep8	Dec15			OntarioLearn	\$403.94

Writing For Publication - Level 2 **COMMLL09**

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: COMMLL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31380		Sep8	Dec15			OntarioLearn	\$403.94

Writing Mystery And Suspense Stories **COMMLL08**

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
31130		Sep8	Dec15			OntarioLearn	\$358.52

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
31287		Sep8	Dec15			OntarioLearn	\$445.91

Writing the Novel 1 **LANGLL936**

Master the essentials of the novel form - plot, structure and character arc. Discipline your prose and process as you tackle the first or next draft. Get feedback on your work-in-progress.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32743	WE	Sep30	Dec9	6:30-10:00	11	Classroom (FF)	\$325.87

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 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
32745	SA/SU	Oct24	Oct25	10:00-4:30	2	Classroom (FF)	\$99.96

OTHER COURSES**General Education / Social Sciences**

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

Email: crearts@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, 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)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31281		Sep8	Dec15			OntarioLearn	\$370.94

Anthropology **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
31503		Sep8	Dec15			OntarioLearn	\$426.65

Art Through the Ages NEW! **ARTT10052 (E)**

A survey of primarily Western artistic traditions beginning with Ancient Greece and Rome provides an understanding of continuity and change in art making through the ages. The exploration of art movements is framed thematically in relation to societal issues. Introduces Asian, Islamic, First Nations and African art. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32503		Sep8	Dec15			OntarioLearn	\$445.91

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
31083	Sep8	Dec15				OntarioLearn	\$426.65

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
31074	Sep8	Dec15				OntarioLearn	\$403.94

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
31178	Sep8	Dec15				OntarioLearn	\$370.94

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
31210	Sep8	Dec15				OntarioLearn	\$370.94

Developmental Psychology PSYCSS271 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31436	Sep8	Dec15				OntarioLearn	\$426.65

Environmental Citizenship ENVR10006 (E)

Begin the journey to responsible environmental action, with emphasis on global environmental rights and responsibilities, planned sustainable use of our planet's resources and recognition of environmental health as a prerequisite to human health. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31542	Sep8	Dec15				OntarioLearn	\$426.65

Essentials of Canadian History HIST10019 (E)

Study some of the major themes of Canadian history from Confederation to the present. Designed to increase your understanding of how our past influences an engages with the present, and how we are shaping our future. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31612	Sep8	Dec15				OntarioLearn	\$426.65

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
31431	Sep8	Dec15				OntarioLearn	\$426.65

Geography of Planet Earth 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
31502	Sep8	Dec15				OntarioLearn	\$426.65

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31382	Sep8	Dec15				OntarioLearn	\$403.94

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
32130	Sep8	Dec15				OntarioLearn	\$403.94

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
31078	Sep8	Dec15				OntarioLearn	\$426.65

I Write The Songs ARTT10045 (E)

Creating poetic lyrics suitable for the profession of song writing, 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
31252	Sep8	Dec15				OntarioLearn	\$403.94

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
31055	Sep8	Dec15				OntarioLearn	\$403.94
31580	Nov2	Feb8				OntarioLearn	\$403.94
31596	Dec1	Mar8				OntarioLearn	\$403.94

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
31071	Sep8	Dec15				OntarioLearn	\$426.65

Introduction to Philosophy SSC110049 (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
31211	Sep8	Dec15				OntarioLearn	\$370.94

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
31276	Sep8	Dec15				OntarioLearn	\$426.65

Introduction to Sustainable Development ENVR10026 (E)

Discuss environmental, economic and social impacts that affect the sustainability of our communities. Examine the effects of human populations on ecosystems and consider individual responsibility to promote sustainability through lifestyle change. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32164	Sep8	Dec15				OntarioLearn	\$426.65

Introductory Psychology PSYC156 (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
31435	Sep8	Dec15				OntarioLearn	\$403.94
32141	TH Sep17	Dec3	6:00-9:30	12		Classroom (FF)	\$349.86
31295	Oct1	Jan7				OntarioLearn	\$403.94
31469	Nov2	Feb8				OntarioLearn	\$403.94
31588	Dec1	Mar8				OntarioLearn	\$403.94

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
31282	Sep8	Dec15				OntarioLearn	\$403.94

Learning, Thinking and Problem Solving PSYC10027 (E)

Examine psychology as a science. Curriculum includes methods of research, accepted psychological models, personality, social psychology, motivation and learning theories. Apply your knowledge of the psychological theories and research to your own life and growing understanding of the world. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31553	Sep8	Dec15				OntarioLearn	\$403.94

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
31084	Sep8	Dec15				OntarioLearn	\$426.65

Minerals 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
31501	Sep8	Dec15				OntarioLearn	\$426.65

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
31305	Sep8	Dec15				OntarioLearn	\$403.94
32152	Nov2	Feb8				OntarioLearn	\$403.94

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
31277	Sep8	Dec15				OntarioLearn	\$403.94
31226	Oct1	Jan7				OntarioLearn	\$403.94
32153	Nov2	Feb8				OntarioLearn	\$403.94
32171	Dec1	Mar8				OntarioLearn	\$403.94

Oceanography ENVR10049 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31500	Sep8	Dec15				OntarioLearn	\$426.65

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
31153	Sep8	Dec15				OntarioLearn	\$370.94

The Ontario Metis HIST10018 (E)

The historical, sociological and political perspectives on the origins of the Ontario Metis people are introduced as you analyze the emergence of the Metis peoples and their relationship with the provincial government. Explore trends and issues affecting the Ontario Metis in contemporary society. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31613	Sep8	Dec15				OntarioLearn	\$426.65

Paleontology (Fossils) 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 periods will also be covered. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32160	Sep8	Dec15				OntarioLearn	\$426.65

Personality Psychology PSYC10007 (E)

Learn to define personality and its influence on behaviour and attitudes. 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
31015	Sep8	Dec15				OntarioLearn	\$403.94

Petrology (Rocks) 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
31513	Sep8	Dec15				OntarioLearn	\$426.65

Philosophy of Art Concepts and Theories SSC110054 (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: SSCIPT001. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31517	Sep8	Dec15				OntarioLearn	\$370.94

Political Science & Public Administration SSCISS027 (E)

Gain an understanding of the Canadian governing system, and organizational theories pertaining to public administration, from a law enforcement perspective. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31375	Sep8	Dec15				OntarioLearn	\$370.94

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
31112	Sep8	Dec15				OntarioLearn	\$403.94

Science Fiction**COMM10043 (E)**

Explore our changing world through the medium of science fiction. Discover the amazing narrative & fantastic voyages of this literary genre, through study of various short stories & novels. Prerequisite: College English or equivalent. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32151		Nov2	Feb8			OntarioLearn	\$403.94

Soccer and its Impact on Society**SSC110031 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31070		Sep8	Dec15			OntarioLearn	\$403.94

Social Media and Society**SSC110045 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31091		Sep8	Dec15			OntarioLearn	\$403.94

Society, Technology And Social Issues**SSCISS299 (E)**

Examine significant technological developments from an historical perspective and consider their immediate social, political, economic and ecological impact. Explore associated ethical dilemmas and implications for the future. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31536		Sep8	Dec15			OntarioLearn	\$370.94

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
31367		Sep8	Dec15			OntarioLearn	\$403.94

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
32147	MO	Sep14	Dec7	6:00-9:30	12	Classroom (FF)	\$349.86
31434		Sep14	Dec7			eLearn	\$317.94

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
31342		Sep8	Dec15			OntarioLearn	\$370.94

Sociology-Sport**SSC110046 (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
31106		Sep8	Dec15			OntarioLearn	\$370.94

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
31154		Sep8	Dec15			OntarioLearn	\$370.94

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. Evaluate what goes into optimal levels of athleticism by examining how players, coaches and even fans of the sports get psyched. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31007		Sep8	Dec15			OntarioLearn	\$370.94

Stress, Wellness and Nutrition**HLTH10111 (E)**

Enhance your understanding of positive and negative stress in 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
31072		Sep8	Dec15			OntarioLearn	\$403.94
31228		Oct1	Jan7			OntarioLearn	\$403.94
31393		Nov2	Feb8			OntarioLearn	\$403.94

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
31023		Sep8	Dec15			OntarioLearn	\$445.91

Wellness for Life**HLTH10147 (E)**

Consider the physical, emotional, social, intellectual, and spiritual dimensions of health. Examine current factual information about various health-related issues including stress, substance abuse, sexuality, fitness, weight management environmental concerns and death and dying. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31540		Sep8	Dec15			OntarioLearn	\$426.65

World Cinema**ARTT10051 (E)**

Explore one of the main elements of contemporary society - the movies. Examine mainstream motion pictures to gain an understanding of the industry. Films are selected by type and issues arising from the genres are explored. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31577		Sep8	Dec15			OntarioLearn	\$403.94

World Of Abnormal Psychology**PSYCSS021 (E)**

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. Discuss eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYC233). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31433		Sep8	Dec15			OntarioLearn	\$426.65
32143	WE	Sep16	Dec9	6:00-9:30	13	Classroom (FF)	\$374.85
31292		Oct1	Jan7			OntarioLearn	\$426.65
31143		Nov2	Feb8			OntarioLearn	\$426.65
31584		Dec1	Mar8			OntarioLearn	\$426.65

World of Work **NEW!****EDUC10101 (E)**

Prepare for the world of work with a focus on your intended field. Participate in a rigorous process of exploring changes in the marketplace, researching your intended career, and developing skills related to acquiring desirable employment in your industry of choice. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32687		Sep8	Dec15			OntarioLearn	\$403.94

Languages

Questions?

Call: 905-575-2298

Email: crearts@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/languages-other

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Mandarin Chinese Conversational LANGLLA16

Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32183	TU	Sep15	Dec1	6:45-10:00	12	Classroom (FF)	\$324.87

Everyday German 1 LANG10078

Learn German for travel, to enhance your career or for fun! Learn to speak German in an interactive and engaging online language learning environment. 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
31128	Sep8	Dec15				OntarioLearn	\$456.65

Professional German 1 LANG10077

Acquire vocabulary and expressions necessary for business travel including finding your way around a city and making hotel reservations. Includes common polite forms of address, short yes or no answers, and introductions within a business context. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31129	Sep8	Dec15				OntarioLearn	\$456.65

Italian for Beginners LANG10054

Develop the fundamental ability to comprehend basic Italian vocabulary and structures. Grammar, writing skills, and early reading skills are introduced. The reading passages are used as an introduction to the fundamental aspects of Italian culture. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31432	Sep8	Dec15				OntarioLearn	\$370.94

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
32187	WE	Sep16	Dec2	6:45-10:00	12	Classroom (FF)	\$324.87

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
31256	Sep8	Dec15				OntarioLearn	\$456.65

Italian 2 LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32188	MO	Sep14	Dec7	6:45-10:00	12	Classroom (FF)	\$324.87

Everyday Italian 3 LANG10085

Continue the journey of learning the Italian language. Explore topics like home, work, health, places and events in a fully interactive and engaging online language learning environment that enhances speaking, listening, reading and writing skills. Prerequisite: LANG10080. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31555	Sep8	Dec15				OntarioLearn	\$456.65

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
32200	TU	Sep15	Dec1	6:45-10:00	12	Classroom (FF)	\$324.87
39077	TU	Sep29	Dec15	6:45-10:00	12	Classroom (FF)	\$324.87

Everyday Spanish 1 LANG10081

Learn Spanish to travel, enhance your career or just for fun! Learn to speak Spanish in an interactive & engaging online language learning environment. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31257	Sep8	Dec15				OntarioLearn	\$456.65

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
32210	WE	Sep16	Dec2	6:45-10:00	12	Classroom (FF)	\$324.87

Everyday Spanish 2 LANG10086

Interactive and engaging online learning activities allow you to focus on speaking, listening, reading and writing as you explore topics such as leisure activities, dining, work and social life. Prerequisite: LANG10081. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31602	Sep8	Dec15				OntarioLearn	\$456.65

Professional Spanish 1 LANG10079

Learn to speak Spanish in an interactive and engaging online learning environment. Improve your speaking skills and 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
31258	Sep8	Dec15				OntarioLearn	\$456.65

Professional Spanish 2 LANG10087

Interactive and engaging online learning activities allow you to focus on speaking, listening, reading and writing as you explore the themes of leisure activities, dining, work, and social life. Learn how to communicate in banks, post offices and simple business conversations dealing with payments, appointments and meetings. Prerequisite: LANG10079. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31601	Sep8	Dec15				OntarioLearn	\$456.65

Preparatory Sciences

Questions?

Call: 905-575-2203

Email: ceengty@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
32400	MO/FR	Sep14	Dec11	6:00-9:00	19	Classroom (FF)	\$453.06

Prep Science (Chemistry) GSCICE053

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. You do not require prior knowledge in Chemistry; however, you do require a consistent and continuous commitment to meet course objectives, assignment deadlines and achieve high success. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31040	Sep8	Dec15				OntarioLearn	\$470.69

Prep Science (Physics)**PHYSPE001**

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Physics. You do not require prior knowledge in Physics; however, you do require a consistent and continuous commitment to meet course objectives, assignment deadlines and achieve high success. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31039	Sep8	Dec15				OntarioLearn	\$470.69

Writing and Communication**Questions?**

Call: 905-575-2298

Email: crearts@mohawkcollege.ca

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

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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.

AC - Communications, Part B**COMMLL044**

Improve reading, writing, listening and speaking skills required in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM10092, COMMLL043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32148	TH	Sep10	Dec17	6:00-9:30	15	Classroom (FF)	\$424.62

Business Report Writing NEW!**COMM10330**

Learn to structure written reports from memos to formal presentations in ways that are precise, clear and easy to read. Ideal for anyone who finds the report writing demands of a job outstrip their training. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32506	Sep8	Dec15				OntarioLearn	\$445.91

Communication**COMMLL041**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31428	Sep8	Dec15				OntarioLearn	\$426.65
31230	Oct1	Jan7				OntarioLearn	\$426.65
31085	Nov2	Feb8				OntarioLearn	\$426.65

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
32149	SA	Sep19	Dec5	8:30-1:30	11	Classroom (FF)	\$453.06

Copyright Introduction**BUSN10137**

Provides an overview of copyright law in Canada by focusing on our national legislation, the Copyright Modernization Act, and judicial decisions from the Supreme Court of Canada. Consider how copyright operates in the international arena as well as in the online environment. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31599	Sep8	Dec15				OntarioLearn	\$313.10

Critical and Innovative Thinking NEW!**PSOL10010 (E)**

Explore the growing global focus on social innovation and critical thinking in the 21st century. Develop advanced communications skills and collaborate in examining workplace roles and responsibilities. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32440	Sep14	Dec14				eLearn	\$317.94
32794	TU	Sep15	Dec1	6:00-9:30	12	Classroom (FF)	\$349.86

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
31089	Sep8	Dec15				OntarioLearn	\$426.65

Introduction to Screenwriting**ARTT10047**

Learn the foundations of screenwriting, how to create compelling story premises and to develop these into full scripts. Utilize screenwriting techniques for heightening suspense, mystery, and humor, and learn the effective use of log lines, beat sheets, and treatments to help develop your ideas. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31628	Sep8	Dec15				OntarioLearn	\$313.10

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
31192	Sep8	Dec15				OntarioLearn	\$426.65

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
31052	Sep8	Dec15				OntarioLearn	\$370.94

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
31404	Sep8	Dec15				OntarioLearn	\$445.91

Get Started in OntarioLearn

Information on accessing your
OntarioLearn course is available at
ce.mohawkcollege.ca/get-started

Community Services and Support

ce.mohawkcollege.ca/communityservices



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CREDENTIALLED PROGRAMS

Addictions/Concurrent Disorders

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 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/acc

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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
32516	TU	Sep15	Nov10	6:30-9:30	9	Classroom (FF)	\$224.91

Addictions and Mental Health HMNS10119

Address issues relating to the development of addictions, effects, signs, symptoms and response. Gain a greater understanding of the differences between mental health, mental illness and mental disorders. Become familiar with concurrent disorders, a term used when a person has both a substance related disorder and a mental health disorder. Equivalent to: HMNS10039. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31611		Sep8	Dec15			OntarioLearn	\$403.94

Autism and Behavioural Science Certificate (164)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 14 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: 905-575-2703

Email: disted@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.
- 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
HSCI10042	Introduction to Applied Behaviour Analysis	60
HMNS10005	Working with Families and Teams	45
HSCI10041	Autism - Intro to Autism Spectrum Disorder (ASD)	45
WORK10144	ABS Field Seminar 1	28
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WORK10596	Field Placement	126
EDUC10030	Specialized Instructional Strategies	60
HMNS10006	Treating Challenging Behaviour	45
EDUC10028	Behavioural Skill Building	60
WORK10020	Field Placement 2	210
EDUC10031	Transition Planning and Implementation	30
EDUC10029	Parent and Staff Training	30
WORK10145	ABS Field Placement Seminar 2	28

Non-Violent Crisis Intervention (CONFMHN08)

Offered Saturday, October 17 and Sunday, October 18, 2015. Equivalent to CONF10004. Refer to page 68.

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
31268		Sep8	Dec15			OntarioLearn	\$403.94

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
31269		Sep8	Dec15			OntarioLearn	\$522.95

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
31271		Sep8	Dec15			OntarioLearn	\$426.65

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
31273		Sep8	Dec15			OntarioLearn	\$333.10

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
31446		Sep8	Dec15			OntarioLearn	\$522.95

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
31272	Sep8	Dec15				OntarioLearn	\$426.65

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
31279	Sep8	Dec15				OntarioLearn	\$522.95

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
31278	Sep8	Dec15				OntarioLearn	\$313.10

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
31447	Sep8	Dec15				OntarioLearn	\$313.10

**Braille****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**

It is your responsibility to acquire a Perkins Brailier. As supply is limited, please ensure that you have arranged for a Brailier prior to registering.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/braille**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 Brailier. Final exam to be arranged with proctor. LAST TIME OFFERED. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31171	Sep8	Dec15				OntarioLearn	\$257.39

**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.caWeb: www.mohawkcollege.ca/continuing-education/careerconsultant**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**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.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
CREDCAR01 Theories Of Career Development	39
CREDCAR02 Career Development Resources	39
CREDCAR03 Work Search Tools and Techniques	39
CREDCAR04 Individual Helping Relationships	39
CREDCAR05 Group Facilitation Skills	39
CREDCAR06 Career Development Measurement And Assessment	39
CREDCAR07 Socio Economic Change And 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
32780	Sep21	Dec14				eLearn	\$295.23

Career Development Resources**CREDCAR02**

Integrate attributes of career development resources by examining print and electronic information sources available. Develop expertise in accessing relevant information using computer programs available to guide individuals through the career decision-making and work search process. Compile timely and accurate career development resources information by creating a Career Resources Compendium.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32518	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$324.87

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
32387	TH	Sep17	Dec10	6:30-9:30	13	Classroom (FF)	\$324.87

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
32389	TU	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	\$324.87

Career Transition and Change Management **NEW!****CRED10103**

Gain an understanding of how change impacts and influences your life through examination and review of selected theories and models of planned change. Equivalent to: CREDCAR07. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32789	Sep8	Dec15				OntarioLearn	\$426.65

Child & Youth Care Diploma (612)

Formerly Child & Youth Worker (610)

ONTARIO COLLEGE ADVANCED DIPLOMA

Graduation Requirement: 30 courses

Designed to meet the needs of students who wish to obtain a recognized credential by studying part-time (evenings) and pursue, or enhance, a career as a Child & Youth Care professional. Identical to the full-time program which is offered during the day. Courses are generally scheduled in the evenings but students are usually required to complete some field placement hours during the day. You are encouraged to complete 2-3 courses per term (3 terms per year).

The curriculum is intended 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, learn advocacy skills and be introduced to legal issues involving children and youth, including the child welfare system and the criminal justice system.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: 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.

Completion Planning Assistance

The following programs are no longer offered:

- Concepts in Bereavement Support Certificate (071)
- Event Management Certificate (440)
- Fundraising/Development Associate Certificate (128)
- Leadership and Management in the Not-for-Profit Sector Certificate (947)
- Workplace Leadership Certificate (120)

In progress students should contact us:

905-575-1212 ext. 3244

cehumserv@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNSCC162	Therapeutic Programming & Life Skills	42
SSCISS108	Sociology 1	42
PSYCSS156	Introductory Psychology	42
HMNSCC142	Introduction to Child and Youth Care Practice	42
HMNSCC143	Introduction to Group Dynamics	42
HMNSCC257	Intervention Strategies for CYW	42
COUN10004	Introduction to Counselling and Communication Skills	42
HMNS10102	Introduction to Abuse/Trauma/Resiliency	42
WORK10112	Seminar 1 - Professionalism in Child and Youth Worker	84
PSYCSS271	Developmental Psychology	42
MGMTCC153	Legislation: Policies & Procedures	42
HSCICC327	Health Care & Pharmacology for Child & Youth Worker	42
COUN10008	Advanced Interviewing & Counselling	42
HMNSCC358	Adolescence: Treatment Approaches & Issues	56
HMNS10103	Working with Exceptionalities	42
HMNS10112	Advanced Therapeutic Programming	42
OPELXXXX	General Education 1 Option Table	42
HMNSCC556	Advanced Group Work	56
HMNSCC552	Trauma Informed Treatment Approaches	42
HMNSCC558	Human Sexuality for Child & Youth Worker	42
HMNSCC553	Community Interventions & Resources	42
OPELXXXXZ	General Education 2 Option Table	42
HMNSCC532	Family Work	42
WORK10136	Field Placement 1	448
HMNSCC457	Cognitive Behaviour Modification in CY	28
HMNS10104	Seminar 2 - Trends & Issues in Child & Youth Work	28
HMNSCC458	Assessment & Treatment Strategies in CYW	42
WORK10137	Field Placement 2	504
HMNS10105	Professional Development in Child & Youth Work	42
1 Communications Course (COMMLL041 or COMM11040)		

Therapeutic Programming & Life Skills **HMNSCC162 (SA)**

Year 1 & 2. Focus on the therapeutic use of programming in the care and treatment of children and adolescents. Demonstrate the ability to plan, implement and evaluate activities to meet the developmental needs and treatment goals of the individual and client group. Learn to teach instrumental life skills and social skills to children and adolescents. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32477	TU	Sep15	Dec8	6:15-9:30	13	Blended (FF)	\$349.86

Family Work **HMNSCC532 (SA)**

Year 3 & 4. Examines the concept of family, its stages of development and associated tasks. Understand a variety of theories that will be useful in understanding and working with families. Blended delivery. In-class dates: Sep 16, 30, Oct 14, Nov 4, 18, Dec 2.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32158	WE	Sep16	Dec9	6:15-9:30	13	Blended (FF)	\$349.86

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. Blended Delivery. In-class dates: Sep 14, Oct 5, Nov 9, 30, Dec 7.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32174	MO	Sep14	Dec7	6:15-9:30	12	Blended (FF)	\$349.86

Advanced Group Work HMNSCC556 (SA)

Year 3 & 4. Designed to provide an in-depth study of the interactions, issues and key concepts that occur in small groups. Emphasis placed on the student proposing, designing, implementing and evaluating a therapeutic group to be presented to the class. Prerequisites: HMNSCC143, HMNSCC162 & HMNS10008. Blended delivery. In-class dates: Sep 17, Oct 1, 15, Nov 5, 19, Dec 3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32393	TH	Sep17	Dec10	6:15-9:30	13	Blended (FF)	\$453.06

Legislation: Policies & Procedures MGMTCC153 (SA)

Year 1 & 2. Focus on government structures, children's services legislation, agency licensing, policies & procedure, legal rights of children & adolescents, court procedures, logistics & protocol, routes of entry into service system, ethics & legal standards of C&Y work practice. Blended delivery. In-class dates: Sep 14, Oct 26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32133	MO	Sep14	Dec7	6:15-9:30	12	Blended (FF)	\$349.86

**Children's Mental Health****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**

Focus on the developmental process in children. Understand psychiatric disorders and associated behaviours, risk factors and triggers, the identification of behaviours and symptoms, family relationships, and intervention and prevention strategies. Designed for Human Services professionals, parents and others who are currently working with infant, child and adolescent populations with potential mental health challenges.

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/cmh

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HLTH10214	Psych Disorders Common to Infant, Child & Adolescent	45
HLTH10215	Risk Factors of Common Psychiatric Disorders	45
HLTH10216	Prevention and Intervention Strategies - Child Mental Health	45
HLTH10217	Family Relationships & Impact on Psychiatric Disorders	45
HLTH10218	Cognitive Development, Trauma and Loss - Child Health Focus	45
Options - Choose 1:		
EDUCEC121	Child Development and Behaviour 1	42
PSYCSS271	Developmental Psychology	45

See page 43 for PSYCSS271.

Cognitive Development, Trauma and Loss - Child Health Focus NEW! HLTH10218

Determine the effects of trauma on the cognitive development of infants, children and adolescents and identify those children with trauma histories in order to limit the potential triggers within the therapeutic environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32495	Sep8	Dec15				OntarioLearn	\$426.65

Prevention and Intervention Strategies - Child**Mental Health HLTH10216**

Learn how to apply prevention and intervention strategies to appropriately respond to stressful situations in the infant, child and adolescent population. Focus on the effective application of communication, critical thinking and problem solving skills in a variety of situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31615	Sep8	Dec15				OntarioLearn	\$426.65

Psychiatric Disorders Common to Infant, Child and**Adolescent NEW! HLTH10214**

Emphasizes understanding abnormal cognitive and behavioural disorders and the daily effects and challenges on the mental health of the infant, child and adolescent population.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32496	Sep8	Dec15				OntarioLearn	\$426.65

Child Development & Behaviour 1 NEW! EDUCEC121 (SA)

Year 1 & 2. Study the theories and principles of child development as well as neuro-research findings affecting the prenatal and early developmental process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32488	Sep14	Dec11				eLearn	\$317.94

**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.ca

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

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMMTC101	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
PSYCSS156	Introductory Psychology	42
PSYCSS271	Developmental Psychology	42
PSYCTC106	Report Writing For The Behavioural Sciences	42

See page 44 for PSYCSS156. See page 43 for PSYCSS271.

Interaction And Communications COMMTC101

Examine the personal dynamics of communication in various settings, including the interview, small groups, and organizations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32683	WE	Sep16	Dec9	6:15-9:30	13	Blended (FF)	\$349.86

Report Writing For The Behavioural Sciences PSYCTC106

Examine written communication requirements in social service agencies, including letters, memos, assessment reports, referral forms, and case histories. Blended delivery. In-class dates: Sep 14, 21, Oct 5, 19, 26, Nov 2, 16, 23, Dec 7.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32485	MO	Sep14	Dec7	6:15-9:30	13	Classroom (FF)	\$349.86

Criminal Psychology and Behaviour

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

Designed for those who work or volunteer in corrections programs, law enforcement, women's shelters, with youth at risk, or who have a special interest in criminal psychology and behaviour. Explore the reasons individuals become criminals, what motivates criminal behaviour, and why people are attracted to those with deviant behaviours.

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/criminal

PROGRAM OF STUDIES

Mandatory Courses:		Hours
PSYC10002	Criminal Psychology - Psychopathic Minds	45
PSYC10003	Criminal Psychology 2 - Criminal Minds	45
PSYC10006	Domestic and Workplace Violence	45
PSYC10008	Co-dependency as an Addiction	45
SSCI10006	Cults and Terrorism	45
SSCI10008	Sexual Violence	45

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31262	Sep8	Dec15				OntarioLearn	\$426.65

Criminal Psychology 2 - Criminal Minds PSYC10003 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31448	Sep8	Dec15				OntarioLearn	\$393.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31453	Sep8	Dec15				OntarioLearn	\$393.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31420	Sep8	Dec15				OntarioLearn	\$426.65

Cults and Terrorism SSCI10006 (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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32776	Sep8	Dec15				OntarioLearn	\$426.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31419	Sep8	Dec15				OntarioLearn	\$426.65



Diversity and Intercultural Relations

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

Learn to recognize racial inequity and negative stereotyping as a significant social problem. Gain a greater understanding of the complex issues arising from the interaction of different cultural and ethnic groups within contemporary Canada. Examine diversity in a social context, explore critical differences in cross-cultural communication and identify the sources, causes, forms and manifestations of these issues in our society. Prepare yourself to act equitably and justly when working with diverse populations.

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/diversity

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10073	Introduction to Intercultural Communication	42
EDUC10092	World Religions: Western and Eastern Traditions	35
SSCI10017	Diversity and First Nations	42
SSCI10026	Introduction to Racism and Discrimination	42
SSCISS108	Sociology 1	42
SSCISS288	Contemporary Social Problems-Police Foundations	48

See page 45 for SSCISS108.

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31274	Sep8	Dec15				OntarioLearn	\$403.94

World Religions: Western and Eastern Traditions NEW! EDUC10092

Better understand living religious traditions by examining their origins and histories, and discuss the figures, beliefs, sacred texts, rituals, stories and historical events which helped to shape their development.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32494	Sep8	Dec15				OntarioLearn	\$350.95

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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31170	Sep8	Dec15				OntarioLearn	\$403.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31345	Sep8	Dec15				OntarioLearn	\$403.94

Contemporary Social Problems-Police Foundations SSCISS288

Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocations in police services. Explore how individual behaviours collectively create social issues. Includes: crime, violence, abuse, social stratification, ageism, and racism. Prerequisite: Sociology 1 (SSCISS108).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31538		Sep8	Dec15			OntarioLearn	\$445.91

**Early Childhood Education Diploma (213)****ONTARIO COLLEGE DIPLOMA****Graduation Requirement: 25 courses**

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.



"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."

Linda, Early Childhood Education (ECE) Graduate

PROGRAM OF STUDIES

Refer to the website for course descriptions.

Program of Studies listed below is for students starting in Fall 2015.

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
EDUC10093 Field Placement Prep	14
WORK10603 Theory to Practice 1	28
WORK10130 ECE Field Placement 1	200
OPELXXXX General Education Option	42
HLTHEC101 Health, Safety & Nutrition	28
EDUCEC128 Parent Teacher Child Relationship 1	42
WORK10604 Theory to Practice 2	28
WORK10131 ECE Field Placement 2	200
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
WORK10132 ECE Field Placement 3	200
WORK10615 Theory to Practice 3	28
EDUCEC420 Parents As Partners	42
EDUCEC332 Supervision And Administration	35
OPELXXXXZ General Education Option	42
1 Communications Course (COMMLL041 or COMM11040)	

Administration and Supervision in ECE EDUC10077 (SA)

Examine the administrative procedures and supervisory functions required to operate a child care program. Develop the technical and interpersonal skills that ensure an efficient operation. Equivalent to: EDUCEC332

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31625		Sep8	Dec15			OntarioLearn	\$403.94

Child Development & Behaviour 1 NEW! EDUCEC121 (SA)

Year 1 & 2. Study the theories and principles of child development as well as neuro-research findings affecting the prenatal and early developmental process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32488		Sep14	Dec11			eLearn	\$317.94

Children with Special Needs EDUC10084 (SA)

The person first, the disability second! Develop an understanding of various disabilities so you may work with children effectively in an inclusive environment. Equivalent to: EDUCEC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32162		Sep8	Dec15			OntarioLearn	\$445.91

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
32763 WE		Sep16	Dec16	6:30-9:30	14	Blended (FF)	\$349.86

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31656	Sep8	Dec15				OntarioLearn	\$370.94

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. In-class dates: Sep 15, 22, Oct 6, 20, Nov 3, 17, 24, Dec 1, 15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32170	TU	Sep15	Dec15	6:30-9:30	14	Blended (FF)	\$349.86

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
32680	TH	Sep17	Dec17	6:30-9:30	14	Blended (FF)	\$349.86

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
32762	MO	Sep14	Dec14	6:30-9:30	14	Blended (FF)	\$349.86

Wellness for Children**HLTH10121 (SA)**

Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to: HLTHEC101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31624	Sep8	Dec15				OntarioLearn	\$297.96

Working with Parents**EDUC10076 (SA)**

Learn to work effectively with parents. Examine the dual role of parents as a resource and client, and the role of child care as a support system for families. Develop skills necessary to plan, implement and evaluate parent meetings. Equivalent to: EDUCEC420.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31623	Sep8	Dec15				OntarioLearn	\$403.94

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.caWeb: www.mohawkcollege.ca/continuing-education/eceleadershipadmin

Program temporarily suspended. In-progress students should contact us for completion planning.

ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 8 courses**

Provides 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.caWeb: 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 Early Intervention NEW! EDUC10100 (SA)

Provides an historical overview of the field of early intervention/Early Childhood Education - Resource Consulting, including models of service delivery, levels of prevention, current issues, and trends. Key terms and concepts and the roles and responsibilities of the early intervention team will be explored. Equivalent to: EDUCRT001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32486	Sep8	Dec15				OntarioLearn	\$403.94

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 class wide approach. Prerequisite or Corequisite: EDUCRT001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32487	Sep14	Dec11				eLearn	\$317.94

Field Practicum 1 WORKRT021 (SA)

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: WORKRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32394	Sep14	Dec14				FieldWork	\$543.50

Field Practicum 2 WORKRT051 (SA)

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
32395	Sep14	Dec14				FieldWork	\$543.50

Educational Support Diploma (747)

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.
- OSSD or equivalent (Mohawk Academic Upgrading, GED) including Grade 12 English, C or U or equivalent (70% guideline).
- Registered students who have been convicted of an offense under the criminal code for which they have not been pardoned may be denied the opportunity to enter field placement
- First aid and crisis intervention training are strongly recommended.

PROGRAM OF STUDIES

Program of Studies listed below is for students starting in Fall 2015.

Mandatory Courses:	Hours
EDUCEDE14 Foundations of Education	42
EDUCEDE17 Personal And Interpersonal Dynamics	42
EDUCEDE19 Technology in Education	42
MATH10065 Math in an Educational Setting	42
EDUC10075 Practicum Preparation 1	42
PSYC5156 Introductory Psychology	42
EDUC10002 Cultural Diversity	42
SAFE10004 Safety In An Educational Setting	42
EDUC10040 Total Communication Part 1	42
EDUCEDE22 Behav Mental Health Exception	42
EDUC10085 Placement 1	132
EDUC10041 Total Communication Part 2	42
PSYC5271 Developmental Psychology	42
COMP10006 Adaptive Computer Technology in Education	42
EDUCEDE23 Communication Exceptionalities	42
EDUC10086 Placement 2	132
EDUCEDE21 Classroom Skills	42
EDUC10001 Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004 Learning Strategies	42
EDUCEDE26 Phys Multiple Exceptionalities	42
EDUC10087 Placement 3	132
EDUC10037 Transition Planning	42
1 Communications course (COMMLL041 or COMM11040)	
3 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
31038	Sep8	Dec15				OntarioLearn	\$370.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31645	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31003	Sep8	Dec15				OntarioLearn	\$370.94

Technology 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.

Access to Ministry software is recommended - advisable to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31644	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31181	Sep8	Dec15				OntarioLearn	\$370.94

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. Equivalent to: MATH10065.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31320	Sep8	Dec15				OntarioLearn	\$370.94

Placement Preparation

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31316	Sep8	Dec15				OntarioLearn	\$370.94

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
31643	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94

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
32781	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31190	Sep8	Dec15				OntarioLearn	\$370.94

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
31341	Sep8	Dec15				OntarioLearn	\$370.94

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: EDUCEDE14 AND EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31182	Sep8	Dec15				OntarioLearn	\$370.94

Practicum 2 EDUC10085 (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. Equivalent to: EDUCUDE16. Prerequisite: EDUC10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31523	Sep8	Dec15				OntarioLearn	\$504.19

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
31429	Sep8	Dec15				OntarioLearn	\$370.94

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: EDUCUDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31264	Sep8	Dec15				OntarioLearn	\$370.94

Exceptionalities 2 EDUCUDE23 (SA)

Discuss the types of communications exceptionalities and their implications for students. Integrate previous learning on behaviour management and other aspects of communications. Prerequisite: EDUCUDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31647	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31377	Sep8	Dec15				OntarioLearn	\$370.94

Practicum 3 NEW! EDUC10086 (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. Equivalent to: EDUCUDE24. Prerequisite: EDUCUDE16. Corequisite: EDUCUDE26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32684	Sep8	Dec15				OntarioLearn	\$504.19

Classroom Skills EDUCUDE21 (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: EDUCUDE14, EDUCUDE17 and EDUCUDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31648	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31180	Sep8	Dec15				OntarioLearn	\$370.94

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. Prerequisite: EDUCUDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31195	Sep8	Dec15				OntarioLearn	\$370.94

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
31270	Sep8	Dec15				OntarioLearn	\$370.94

Exceptionalities 3 EDUCUDE26 (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. Prerequisite: EDUCUDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31646	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31191	Sep8	Dec15				OntarioLearn	\$370.94

Practicum 4 EDUCUDE25 (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. Equivalent to: EDUC10087. Prerequisites: EDUCUDE21, EDUCUDE23 and EDUCUDE24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32767	Sep8	Dec15				OntarioLearn	\$504.19

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
31649	Sep8	Oct27		FAST-TRACK		OntarioLearn	\$370.94
31033	Sep8	Dec15				OntarioLearn	\$370.94

Fitness Leadership (YWCA)

Co-ed fitness courses that prepare students for certification with the Ontario Fitness Council and/or Certified Professional Trainers Network.

Fall 2015 offers students a fast track for Group Fitness Certification

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

**Fitness Theory HLTHFI001**

Take the first step towards personal training and/or group fitness instructor certification! Study basic anatomy, movement mechanics, physiology of exercise, principles of training and basic nutrition. Those with a general interest in fitness will also benefit. Prerequisite for Personal Trainer and Group Fitness Instructor modules. Manual fee of \$56.50 required, to be paid by cheque in week 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32473	WE	Sep16	Dec9	7:00-10:00	13	Classroom (FF)	\$471.94

Group Fitness Leader Module HLTHFI003

Step 2 towards certification with the Ontario Fitness Council as a Group Fitness Instructor. 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: HLTHFI001. \$40 manual required, to be paid first class. No class over 15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32676	SU	Oct25	Nov29	9:00-3:00	5	Other	\$280.58



Fundamentals of Correctional Practices

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

Gain an understanding of the law and theories relating to corrections, inmates and young offenders. Acquire safety and security skills and develop the ability to apply acquired learning in a practical fashion.

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/correctional

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
LAWS10152	Penology	30
LAWSPF111	Canadian Criminal Justice System	42
SAFE10091	Safe and Secure Environments	30
SSCI10056	Criminology	30
Options - Choose 2:		
LAWS10151	Correctional Practices	30
LAWSPF305	Youth in Conflict With The Law	42
PSYC10026	Special Populations I	30
PSYCSS021	World Of Abnormal Psychology	30

See page 45 for PSYCSS021.

Penology

LAWS10152

Covers the history of corrections leading to the present penal system with focus on the prevailing ideologies and practices of the day. Examine the effectiveness of various correctional strategies such as probation, parole, electronic monitoring, and boot camps. Federal correctional facilities are visited within the context of this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31531	Sep8	Dec15				OntarioLearn	\$313.10

Canadian Criminal Justice System

LAWSPF111 (E)

Explore the history, function, role and organization of Canadian Law enforcement services and contemporary issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31535	Sep8	Dec15				OntarioLearn	\$403.94

Safe and Secure Environments

SAFE10091

Gain an understanding of the legal parameters of correctional operations, the organizational framework of federal and provincial correctional services, and an overview of staffing models and responsibilities in secure environments. Establish a knowledge foundation for subsequent applications of security skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31532	Sep8	Dec15				OntarioLearn	\$313.10

Criminology **NEW!**

SSCI10056

Examine various theoretical explanations of criminal and deviant behaviour. 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32729	Sep8	Dec15				OntarioLearn	\$313.10

Correctional Practices

LAWS10151

Essential institutional security duties are described and practiced including: key control, institutional counts, post security, personal and area searches, inmate escorts, inmate movement control, inmate segregation, control of contraband, admitting and discharge visits and correspondence, inventory control, transportation and mediations. Learn the techniques involved in writing security reports that meet institutional standards.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31533	Sep8	Dec15				OntarioLearn	\$313.10

Youth In Conflict With The Law

LAWSPF305

Examine the handling of young offenders within the judicial system. Develop understanding of relevant legislation, detention, interviewing and processing, disposition alternatives, extra-judicial measures and rehabilitation options. Prerequisite: LAWSPF111.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31537	Sep8	Dec15				OntarioLearn	\$403.94

Special Populations I

PSYC10026

Gain an awareness and appreciation of issues specific to working with unique client groups in the community and justice services field. Examine the legislation, policies, procedures, and interventions appropriate to the following special needs populations: female offenders/clients and aboriginal offenders/clients and study population profiles as well as historical and theoretical perspectives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31526	Sep8	Dec15				OntarioLearn	\$313.10



Fundraising

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

Gain the practical skills and knowledge necessary to enter the field of non-profit fundraising. Develop an understanding of corporate and individual donors. Acquire the leadership skills necessary to manage the most successful fundraising activities.



Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
BUSN10062	Introduction to Fundraising	45
BUSN10069	Methods of Fundraising	45
BUSN10070	Fundraising as Management Process	45
BUSN10071	Donor Relationships in Fundraising	45

Introduction to Fundraising **NEW!**

BUSN10062

Develop an understanding of the fundraising sector, and principles, ethics and practices of professional fundraising. Explore the thinking and preparation required for an organization to engage in successful fundraising.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32497	Sep8	Dec15				OntarioLearn	\$426.65

Methods of Fundraising **NEW!**

BUSN10069

Focus on the issues and processes involved in planning and organizing special fundraising events. Examine grant seeking, entrepreneurial and third-party fundraising, and developing relationships with the corporate sector.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32498	Sep8	Dec15				OntarioLearn	\$426.65

Fundraising as Management Process **NEW!**

BUSN10070

Develop an understanding of the importance and role of volunteers in the fundraising process, marketing and public relations and financial management of fundraising.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32499	Sep8	Dec15				OntarioLearn	\$426.65

Donor Relationships in Fundraising NEW! BUSN10071

Learn to identify and assess potential corporate and individual donors and use knowledge of their motivation and needs to prepare an appropriate solicitation approach.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32500		Sep8	Dec15			OntarioLearn	\$426.65

A **Holistic Studies - Introduction****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**

Holistic Studies provides students with an introduction to the philosophy and practices of holistic health. You will gain a foundational understanding of the mind, body and spirit connection that is instrumental in health and healing by examining physical, mental and spiritual dimensions, as well as bio-energetic and socio-cultural factors. Various modalities of complementary and alternative therapies and lifestyle management techniques that promote self-healing, will be explored in a comprehensive, educational, self-exploratory environment to learn the art and science of integrative health.

**Questions?**

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HLTH10225 Mind, Body, Spirit: The Connection	42
HLTH10226 Stress Response and the Immune System	42
HLTH10227 Cultural Studies	42
HLTH10228 Alternative Healing Methods	42

Mind, Body, Spirit The Connection NEW! HLTH10225

Help to identify the patterns of an individual's life and the deep inter-workings of body, mind and spirit. Engage in activities and dialogue about issues pertaining to mental health and psychology. Discover the connection between physical disease and emotional, psychological and spiritual links. Make these connections in the context of the anatomy of the human energy system, and individual spirit, while creating a blueprint for optimal connection for maximal health and wellness potential.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32759	SA	Oct3	Nov21	9:00-4:00	6	Classroom (FF)	\$349.86

C **Labour Studies Certificate (139)**

THIS PROGRAM IS NO LONGER OFFERED. ONLY STUDENTS REQUIRING THESE FINAL COURSES TO COMPLETE THEIR CERTIFICATE MAY REGISTER. CERTIFICATES MUST BE COMPLETED AS OF DEC 31, 2015.

More Information?

Email: katya.garon@mohawkcollege.ca

Workers and Community: Making the Connection 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
31561		Sep3	Dec3			eLearn	\$340.65

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32367		Sep14	Dec18			Other	\$188.00

C **Labour Studies in Occupational Health and Safety Certificate (140)**

THIS PROGRAM IS NO LONGER OFFERED. ONLY STUDENTS REQUIRING THESE FINAL COURSES TO COMPLETE THEIR CERTIFICATE MAY REGISTER. CERTIFICATES MUST BE COMPLETED AS OF DEC 31, 2015.

More Information?

Email: katya.garon@mohawkcollege.ca

Labour Issues Research and Documentation in Health and Safety

WORK10101

Identify current issues, potential long term risks, and benefit 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
32366		Sep14	Dec18			Other	\$177.00

Libraries and Digital Technologies

Digital technologies are transforming libraries and their services. Graduates of the Library Technician Diploma will benefit from the opportunity to update their knowledge! Keep pace with the challenges of these changes by examining updated knowledge and skills in an accessible, part-time, online program. Gain the conceptual insight and practical leadership strategies needed to address issues relating to digital technologies in library and information environments through active learning, a culminating activity and capstone project. Focus on the current and emerging technologies that affect your workplace and have an impact on the collections and services offered. Develop the 21st century fluency skills essential for active participation in libraries of all types. Obtain the skills and digital competencies needed to explore the opportunities and potential impact of current and emerging technologies on your organization.

**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

Admission Requirements

- Library and Information Technician diploma (college level) OR
- Master of Library Sciences (MLS), Master of Library & Information Sciences (MLIS), Master of Information Science (MIS) or Master of Information (MI) OR
- Bachelor's degree with significant library experience
- Applicants from international studies in library science from either college or university programs will be assessed on an individual basis by the Program Manager.
- Applicants who have completed Southern Ontario Library Service EXCEL, Advanced EXCEL or Advancing Public Library Leadership programs will be assessed on an individual basis by the Program Manager.



"The Online Learning program at Mohawk made it possible for me to get my diploma while working full time. Now I have the skills I need to succeed."

Beth, Library and Information Technician Diploma Graduate

PROGRAM OF STUDIES

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

Courses:		Hours
LIBR10046	User Experience in Libraries	39
LIBR10047	Library Leadership in the Digital Age	39
LIBR10048	Issues in Digital Resource Management & Technologies	39
LIBR10049	Digital Media in Libraries	39
INFOLT402	Electronic Publishing & Emerging Library Technologies	36
LIBR10035	Introduction to Metadata and Metadata Applications	36
LIBR10042	Resource Description & Access	36
LIBR10041	Online Searching	39
LIBR10036	Strategies for Instruction for Library Technicians	39
INFO10172	Information Technology for Library Technicians	39
LIBR10050	Capstone I	100
LIBR10051	Capstone II	120

Some courses are listed under other programs. Refer to the index.

User Experience in Libraries **NEW!** LIBR10046

User experience (UX) research explores the behaviour, needs, and expectations of the users of a product or service in order to create a better product or service. Apply the principles and methods of user experience research to a library environment. Practice research methods and develop a research plan leading to insights about library users and improvements to physical and virtual library services and spaces.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32476	Sep8	Dec15				OntarioLearn	\$348.23

Library Leadership in the Digital Age **NEW!** LIBR10047

Explore strategies for leadership within current and evolving library environments including strategies focused on self-management and collaboration. Examine decision making competencies and key factors supporting successful management and implementation of change. Assess leadership outcomes through analysis of impacts on the organization or community. Apply critical thinking skills and accurate, persuasive communication to library leadership in a multimedia world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32478	Sep8	Dec15				OntarioLearn	\$348.23

Issues in Digital Resource Management and Technologies **NEW!** LIBR10048

Explore the management of library resources in electronic formats with emphasis on collection development, licensing and acquisition of e-resources, as well as issues relating to access, copyright and archiving. Examine the integration of social media platforms in provision of services. Assess the role of electronic resource management systems (ERMs) and digital repositories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32479	Sep8	Dec15				OntarioLearn	\$348.23

Digital Media in Libraries **NEW!** LIBR10049

Examine the expanding educational role and function of libraries as they become digital spaces supporting community creativity, engagement and participatory learning. Investigate how reframing of the library within the new culture of innovation, creativity and imagination supports users as they create, build and craft with digital technology and tools.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32480	Sep8	Dec15				OntarioLearn	\$348.23

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

Email: disted@mohawkcollege.ca

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

Admission Requirements

Applications must be submitted online through the Ontario College Application Service (OCAS) www.ontariocolleges.ca.

- Ontario Secondary School Diploma (OSSD), general or advanced level or equivalent, or mature student status.
- 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	39
LIBR10038	Indexing and Subject Analysis	36
INFOLT340	Database Design For Information Workers	21
LIBRLT351	Serials	18
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter Library Loan	36
HRESLT150	Human Relations and Supervision	36
MGMT10041	Library Financial Management and Budgeting	18
COMP10136	Introduction to Computer 1	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
OADM100	Records And Information Management Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction And 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 & Metadata Applications	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 (SA)

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
31444	Sep8	Dec15				OntarioLearn	\$348.23

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, digital media and various software and applications. Access to a current mobile device with wireless Internet capability is required. Equivalent to: INFOLT390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31309	Sep8	Dec15				OntarioLearn	\$348.23

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
31073	Sep8	Dec15				OntarioLearn	\$325.52

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
31312	Sep8	Dec15				OntarioLearn	\$348.23

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
31325	Sep8	Dec15				OntarioLearn	\$348.23

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
31201	Sep8	Dec15				OntarioLearn	\$348.23

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
31311	Sep8	Dec15				OntarioLearn	\$325.52

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
31308	Sep8	Dec15				OntarioLearn	\$335.52

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
31324	Sep8	Dec15				OntarioLearn	\$325.52

Library Classification LIBR10039

Study the principles of classification. Learn to use the Dewey decimal and Library of Congress Classification schemes. 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
31310	Sep8	Dec15				OntarioLearn	\$358.23

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
31313	Sep8	Dec15				OntarioLearn	\$335.52

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 2013 required. Prerequisite: INFO10156 or COMP10136. ACCELERATED format.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31359	Sep8	Oct27				OntarioLearn	\$211.97

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
31118	Sep8	Dec15				OntarioLearn	\$189.26

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	Sep8	Dec15				OntarioLearn	\$325.52

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
31663	Sep8	Dec15				OntarioLearn	\$325.52

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
31224	Sep8	Dec15				OntarioLearn	\$325.52

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. ACCELERATED format.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31002	Sep8	Oct27				OntarioLearn	\$189.26

Genre Fiction And Readers' Advisory Service COMMLT225

Explore readers' advisory service and the components of readers' advisory work from patron interview to service promotion. Examine the principal genres of fiction and determine their specific characteristics and appeal for readers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31566	Sep8	Dec15				OntarioLearn	\$325.52

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
31661	Sep8	Dec15				OntarioLearn	\$348.23

School Libraries LIBRLT375

Focus on the unique features of elementary and secondary school libraries. Examine collection development and management, readers' advisory and reference services, and library programming in a school library setting. Consider new and emerging initiatives such as the Learning Commons model of school library services.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31662	Sep8	Dec15				OntarioLearn	\$348.23

Introduction to Metadata & Metadata Applications LIBR10035

Learn to apply metadata schemes and standards to describe digital and electronic web resources. Knowledge of HTML coding recommended. Prerequisites: INFOLT402, LIBRLT351 and either LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31665	Sep8	Dec15				OntarioLearn	\$325.52

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
31664	Sep8	Dec15				OntarioLearn	\$325.52

Introduction to Computers 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
31319	Sep8	Dec15				OntarioLearn	\$403.94
31141	Oct1	Jan7				OntarioLearn	\$403.94
31142	Nov2	Feb8				OntarioLearn	\$403.94
31589	Dec1	Mar8				OntarioLearn	\$403.94

Field Work 1

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 www.mohawkcollege.ca/continuing-education/library. Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31370	Sep8	Dec15				OntarioLearn	\$159.72
31413	Oct1	Jan7				OntarioLearn	\$159.72
31414	Nov2	Feb8				OntarioLearn	\$159.72
31592	Dec1	Mar8				OntarioLearn	\$159.72

Field Work 2

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 www.mohawkcollege.ca/continuing-education/library. Prerequisites: WORLKT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31426	Sep8	Dec15				OntarioLearn	\$159.72
31415	Oct1	Jan7				OntarioLearn	\$159.72
31416	Nov2	Feb8				OntarioLearn	\$159.72
31593	Dec1	Mar8				OntarioLearn	\$159.72

Mourning, Grief and Bereavement**ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**

Expand your awareness and understanding of loss and death and discover how they affect individuals. Focus on mourning, grief and bereavement issues, communication strategies and religious philosophies of dying and death from the perspective of both the dying and bereaved. Completion of this unique program will enable you to better understand, support and care for those facing or coping with loss and death.

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/mourning

PROGRAM OF STUDIES

Mandatory Courses:	Hours
PSYC10021 Thanatology	36
PSYC10022 Religious beliefs, traditions and customs of death	36
PSYC10023 Mourning, Grief and Bereavement	36
PSYC10024 Coping with Death: Counselling, Support and Alternative Therapies	36
PSYC10025 Learning from Death and Dying	36
PSYC10017 Death and Dying in Crisis Intervention	30

Thanatology

Thanatology is the study of death and dying. Develop an understanding of the broad, interdisciplinary nature of thanatology and explore personal attitudes and experiences of death. Current issues and topics such as near death experiences, death in the arts and media, and the business of the funeral industry will also be explored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31530	Sep8	Dec15				OntarioLearn	\$358.52

PSYC10021

Religious beliefs, traditions and customs of death PSYC10022

Explore attitudes towards death and the death rituals and ceremonies of world religious traditions including Hinduism, Judaism, Christianity, Islam and Buddhism. Explore the religious attitudes and beliefs concerning immortality and life after death.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31525	Sep8	Dec15				OntarioLearn	\$358.52

Mourning, Grief and Bereavement PSYC10023

Examine reactions and responses to death from a variety of perspectives. Compare anticipated responses to death as determined by an individual's relationship to the deceased. Other factors influencing the grief response such as age, gender and manner of death are also considered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31527	Sep8	Dec15				OntarioLearn	\$358.52

Coping with Death: Counselling, Support and Alternative Therapies PSYC10024

Understand the various coping strategies for individuals experiencing grief and loss. Examine the mourning process, survey different counselling theories and approaches and identify groups and organizations dedicated to grief and bereavement issues. Emerging trends such as art therapy, journaling and online communities are presented.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31528	Sep8	Dec15				OntarioLearn	\$358.52

Learning from Death and Dying PSYC10025

In this capstone course, develop an understanding of the role of death and dying and grief and bereavement in modern society. Inspirational readings and personal narratives offer practical insight and powerful life lessons to assist you in providing support to individuals facing or coping with death and will better prepare you to confront your own mortality. Prerequisites: PSYC10021, PSYC10022, PSYC10023 and PSYC10024.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31529	Sep8	Dec15				OntarioLearn	\$358.52

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31164	Sep8	Dec15				OntarioLearn	\$313.10

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

Email: disted@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
OADM100	Records And Information Management Fundamentals	39
OADM101	Active Records Management	39
GRAP102	Document Management Technology	39
LIBR103	Archives	39
Option Group 1 - Choose 1:		
COMML122	Researching and Reporting-Lgs	42
COMM1027	Organizational Business Communication	45
Option Group 2 - Choose 1:		
INFO10095	MSOffice 2007 or 201	42
COMP10166	Microsoft Office 201	42

Some courses are listed under other programs. Refer to the index.

Records And Information Management Fundamentals**OADM100**

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
31458	Sep8	Dec15				OntarioLearn	\$348.23

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
31200	Sep8	Dec15				OntarioLearn	\$348.23

Retirement Communities

ACKNOWLEDGEMENT OF COMPLETION**Completion Requirement: 7 courses**

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.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

Admission Requirements

- 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 relevant management experience.

**Ready for your Certificate
Ready to Graduate?**

Visit www.mohawkcollege.ca/ConvocationPrep

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HLTH10110	Operational Overview in Long-term Care	42
BUSN10093	Sales and Marketing in Long Term Care Management	42
FINC10008	Financial Management (Retirement Communities/ Long Term Care)	42
HLTH10108	Resident Centred Care	42
HLTH10109	Food Nutrition & Hospitality Management for Retirement	42
HRES10020	HR and Labour Relations in Retirement Communities Management	42
HLTH10220	Healthy Adult Aging	42

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31066	Sep8	Dec15				OntarioLearn	\$403.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31398	Sep8	Dec15				OntarioLearn	\$403.94

Financial Management (Retirement Communities/Long Term Care) FINC10008

Learn to use financial management and budgeting tools common to the private and not for profit sectors. Canadian financial infrastructure, ending and health care system also receive emphasis. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31285	Sep8	Dec15				OntarioLearn	\$403.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31063	Sep8	Dec15				OntarioLearn	\$403.94

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31064	Sep8	Dec15				OntarioLearn	\$403.94

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, th Human Rights Code and other relevant legislation, and collective agreements. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31399	Sep8	Dec15				OntarioLearn	\$403.94

Healthy Adult Aging HLTH10220

Examine the normal physiological, psychological, social and spiritual changes affecting aging adults using the Holistic Approach to wellness. Additional topics include spirituality, changing requirements for physical activity, and health promotion measures. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31610	Sep8	Dec15				OntarioLearn	\$403.94


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

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

Admission Requirements

- Child and Youth Worker Advanced Diploma (in-progress or completed).
- Interested applicants 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. Prerequisite: EDUCED23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31195	Sep8	Dec15				OntarioLearn	\$370.94

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
31270	Sep8	Dec15				OntarioLearn	\$370.94

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
31264	Sep8	Dec15				OntarioLearn	\$370.94


Social Service Worker Diploma (215)
ONTARIO COLLEGE DIPLOMA**Graduation Requirement: 29 courses**

Designed to meet the needs of students who wish to obtain a recognized credential by studying part-time (evenings) and pursue, or enhance, a career as a Social Service Worker. Identical to the full-time program which is offered during the day. Courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day.

The curriculum is intended to develop the skills and knowledge that graduates need to assist individuals and families in working through various types of challenges and enjoying more stable and fulfilling lives. Includes topics such as social work history and ethics, advocacy skills and crisis intervention. Competency skills such as interviewing, counselling, case management and documentation will be developed.

Incoming new students are encouraged to complete 3 courses per 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.caWeb: 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.

PROGRAM OF STUDIES

Refer to website for a full list of courses and program progression.

Mandatory Courses:		Hours
HMNS10100	Intro to Social Service Worker	42
HMNS10101	Community Awareness and Field Placement Preparation	42
SSCI10047	Sociology for Social Service Workers	42
COMMSO226	Interviewing Skills	42
HMNSO127	Introduction To Group Dynamics	42
HIST10015	The History & Ethics of Social Work	28
COMM10260	Case Management and Documentation	42
OPELXXXX	General Education Option 1	42
CREDSO123	Professional Development	28
HMNSO230	SSW Advanced Interviewing Skills	28
HMNSO232	Privilege & Oppression in SSW	28
PSYCSS156	Introductory Psychology	42
WORK10121	Field Placement 1	200
WORK10120	Seminar 1	14
HMNS10098	Advocacy for SSW	28
HMNS10097	SSW Methods of Intervention	42
WORK10123	Field Placement 2	200
WORK10122	Seminar 2	14
HMNS10099	Working with Children & Adolescents	28
PSYCSS233	Psychology Of Adjustment 2	42
OPELXXXXZ	General Education Option 2	42
LAWS10112	Social Policy & Law	28
HMNS10096	Issues Related to Family	28
HMNSO231	Crisis Intervention	28
WORK10125	Field Placement 3	200
WORK10124	Seminar 3	14
HMNSO434	Practice in Organizations	28
HMNS10095	SSW Community Change	28
1 Communications Course (COMMLL041 or COMM11040)		

Professional Development**CREDSO123 (SA)**

Year 1 and 2. Identify the interpersonal skills which support effective interaction with co-workers, supervisors and client-consumers. Through collaboration with classmates, practice developing the skills presented and begin to integrate a professional identity, based on increased self-awareness. Last class will be 2 hours in length.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32482	WE	Sep16	Nov11	6:15-9:30	9	Classroom (FF)	\$233.24

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, analyzing and implementing ethical dimensions of practice. Equivalent to: HMNSO128.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32396	TH	Sep17	Nov12	6:15-9:30	9	Classroom (FF)	\$233.24

Intro to Social Service Worker**HMNS10100 (SA)**

Year 1 and 2. Introduces the profession of social service work and 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. Equivalent to: HMNSO126 & HMNSO122.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32481	TU	Sep15	Dec8	6:15-9:30	13	Blended (FF)	\$349.86

SSW Advanced Interviewing Skills**HMNSO230 (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. Blended delivery. Prerequisite: COMMSO226.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32483	TU	Sep15	Nov10	6:15-9:30	9	Blended (FF)	\$233.24

Practice in Organizations**HMNSO434 (SA)**

Year 3 and 4. Plan for the transition from college to employment, taking into account self-care practices and professional identification, as well as the nature, scope, and diversity of factors affecting social service work. Learn to manage the complexities of professional practice using practical knowledge and resources to maintain a humanistic and client centered focus. Last class will be 1 hour in length.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32484	TH	Sep17	Nov12	6:15-9:30	9	Classroom (FF)	\$233.24

Social Policy & Law**LAWS10112 (SA)**

Year 3 & 4. Analysis of social issues, legislation and policies is a key element of competent social service work practice. Examine social welfare legislation and policies in Canada. The impact of current social policy and legislation on various service user groups is scrutinized. Structural, critical and anti-oppressive theories form the basis of inquiry, analysis and evaluation of various social policies. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32753	MO	Sep14	Nov9	6:15-9:30	9	Blended (FF)	\$233.24

**Solution Focused Skills****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 3 courses**

The Solution Focused Approach is a strengths-based approach used as an alternative to the traditional problem-solving approach to therapy. The belief is that focusing attention on solutions rather than problems is more likely to achieve realistic and positive goals in shorter periods of time. Through group work, case studies, demonstrations, practice and direct supervision, this program offers participants the practical skill set to apply the Solution Focused Approach in a variety of settings such as teaching, childcare, healthcare, management, supervision as well as counselling and therapy.

NEW**Questions?**

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/solution-focused-skills

PROGRAM OF STUDIES

Mandatory Courses:			Hours
COUN10009	Strengths Based Communication		42
TBA	Solution Focused Foundations		42
TBA	Solution Focused Advanced Skills		42

Strengths Based Communication**COUN10009**

The ability to have positive and helpful interactions in one-on-one conversations, teams, supervision and groups is key to developing rich and meaningful relationships in work and personal lives. Learn how to listen, identify and reflect back what is really working for people in order to amplify feelings of hope, optimism and inspiration. Blended delivery. In-class dates: Oct 3, 17, Nov 3, 21, Dec 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32515	SA	Oct3	Dec5	9:00-4:00	5	Blended (FF)	\$349.86

**Student Affairs and Services****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 5 courses**

Study this professional field in higher education that promote 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.caWeb: www.mohawkcollege.ca/continuing-education/studentaffairs

PROGRAM OF STUDIES

Mandatory Courses:			Hours
CRED10051	Student Development and Student Experience		42
CRED10054	Function and Organizations in Student Affairs		42
CRED10057	Learning and the Student Learner		42
CRED10099	Advising and Supporting Students		42
CRED10098	Administration and Management in Student Affairs		42

Advising and Supporting Students NEW!**CRED10099**

Gain the knowledge, skills and attitudes required to effectively advise, coach and support students in order to provide the greatest opportunity for student success. Prerequisite: CRED10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32511	Sep8	Dec15				OntarioLearn	\$403.94

Administration and Management in Student Affairs NEW!**CRED10098**

Explore the administrative functions required of a manager working in a student affairs and services environment. Includes: an introduction to Human Resources; budget development and managing finances; planning, including vision and mission statements; decision making and professional development. Prerequisite: CRED10099.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32510	Sep8	Dec15				OntarioLearn	\$403.94

**Teaching the Adult Learner Certificate (129)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

Intended for individuals wishing to teach adults in a variety of environments including education and the workplace, or those 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

Email: disted@mohawkcollege.caWeb: 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 And Evaluation		42
EDUCTAL08	Instructional Technology In Adult Education		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
31020	Sep8	Dec15				OntarioLearn	\$403.94
31227	Oct1	Jan7				OntarioLearn	\$403.94
32144	Nov2	Feb8				OntarioLearn	\$403.94

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 for all learners. Prerequisite: EDUCTAL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31022	Sep8	Dec15				OntarioLearn	\$403.94

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: EDUCTAL03 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31331	Sep8	Dec15				OntarioLearn	\$403.94
31111	Oct1	Jan7				OntarioLearn	\$403.94
32145	Nov2	Feb8				OntarioLearn	\$403.94

Instructional Techniques**EDUCTAL04**

Explore instructional techniques, resources and classroom management strategies that challenge adult learners. Design and deliver a lesson online. You will be required to use a microphone for some course assignments. Prerequisites: EDUCTAL03, EDUCTAL02 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31021	Sep8	Dec15				OntarioLearn	\$403.94
32146	Nov2	Feb8				OntarioLearn	\$403.94

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: EDUCTAL03, EDUCTAL02, EDUCTAL04 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31445	Sep8	Dec15				OntarioLearn	\$403.94
31421	Nov2	Feb8				OntarioLearn	\$403.94

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: EDUCTAL03 and EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31306	Sep8	Dec15				OntarioLearn	\$280.10

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32784	SA	Sep26	Dec5	9:00-4:00	6	Blended (FF)	\$481.50

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

Rights and Obligations**LABRUN026**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32519	SA/SU	Sep19	Sep20	9:00-4:30	2	Classroom (FF)	\$99.96

Benefits and Service**LABRUN027**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32520	SA/SU	Oct24	Oct25	9:00-4:30	2	Classroom (FF)	\$99.96

OTHER COURSES**Career Consultant****Case Management in Career Consulting NEW! CRED10102**

Review, analyze and discuss the importance of effective case management in profit and not-for-profit organizations. Focus on the development of case management theories/methods, time management tools, customer service and obtaining positive results in outcome based models. Case studies will be used to identify common case management issues in Ontario and the solutions that have been applied.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32790	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$324.87

Ethics in Career Consulting NEW!**CRED10100**

Review, analyze and apply knowledge of ethics to various career coaching and counselling situations, using the Canadian Standard and Guidelines for Career Development Practitioner Code of Ethics. 10 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32786	FR	Sep25	Sep26	7:00-10:00	2	Classroom (FF)	\$83.30
32787	SA	Oct19	Nov23	9:00-4:00		eLearn	\$75.70

Court Reporting**Court Clerk Criminal OCJ****LAWS10170**

Court clerks are an extension of the Bench and assist the presiding judiciary in a criminal bail, plea and trial court. They process all documents and ensure the smooth progression of the courtroom proceedings on a daily basis. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31609		Sep8	Dec15			OntarioLearn	\$497.27

Court Reporter/Monitor I NEW!**LAWS10172**

Study the role of a court monitor in a courtroom and a court reporter in a private setting. Learn courtroom decorum; principles and procedures; logging using the Ministry-approved guidelines; demonstrating the importance of confidentiality and sensitivity required in a court environment. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32512		Sep8	Dec15			OntarioLearn	\$403.94

Event Management**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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: PLAN10017.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31207		Sep8	Dec15			OntarioLearn	\$358.52

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

Abuse and Family Violence

HMNS10120

Abuse of children often occurs within the larger system of family violence. The impact of socialization and prevention programs will be examined as pertinent social issues. Covers assessment, treatment, conflict resolution skills, prevention techniques and programs. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31608	Sep8	Dec15				OntarioLearn	\$445.91

ASIST: Applied Suicide Intervention Skills Training

HMNS10038

Learn to recognize risk and 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
32406	SA/SU	Oct24	Oct25	8:30-4:30	2	Classroom (FF)	\$178.28

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. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32517	SA	Nov21	Nov21	9:00-4:00	1	Classroom (FF)	\$141.91

Insurance Reimbursement for Massage Therapists

HLTH10219

Motor Vehicle Accident and Workplace Safety and Insurance Board (WSIB) claims provide great opportunities for Registered Massage Therapists in Ontario. Advance your knowledge and expertise in insurance reimbursement for Auto Insurance and WSIB cases. Prerequisite: Registered Massage Therapist. 14 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32172	Sep8	Dec15				OntarioLearn	\$180.98

Mental Health First Aid **NEW!**

HMNS10123

Mental Health First Aid (MHFA) gives people the skills to provide the early help that is so important in recovery. The aim is to improve mental health literacy, and provide the skills and knowledge to help people better manage potential or developing issues with mental health. Recognize the signs and symptoms of mental health problems. Training material will be provided in-class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32785	SA/SU	Nov15	Nov16	9:00-4:00	2	Classroom (FF)	\$146.62

Nonviolent Crisis Intervention

CONFMHN08 (SA)

Crisis Prevention Institute NVCi Certification valid for 2 year 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
32764	SA/SU	Oct17	Oct18	9:00-4:00	2	Classroom (FF)	\$122.56

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
32765	SA/SU	Nov14	Nov15	9:00-4:00	2	Classroom (FF)	\$116.62

Therapeutic Recreation Process

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
31495	Sep8	Dec15				OntarioLearn	\$403.94

Victimization

PSYC10018

Focus on victims of residential break and enter, children and trauma, and victims of crime such as: sexual assault, 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
31163	Sep8	Dec15				OntarioLearn	\$313.10

Police Foundations

You may register in the following courses whether or not you have been accepted into 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 day school 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

COMM1223

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. Access to a video camera is required. Prerequisite: Communications (COMM1041). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31360	Sep8	Dec15				OntarioLearn	\$403.94

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
31284	Sep8	Dec15				OntarioLearn	\$403.94

Criminal Code

LAWSPF302

Examine the most common Criminal Code offences - those against the person, property, weapons and public order. Apply knowledge acquired in Criminal and Civil Law to determine the facts in issue for the offences discussed. Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31575	Sep8	Dec15				OntarioLearn	\$403.94

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
31362	Sep8	Dec15				OntarioLearn	\$403.94

Investigation and Evidence NEW!**LAWS10173**

Examine the requirements of an 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. Equivalent to: LAWSPF404. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32681	Sep8	Dec15				OntarioLearn	\$445.91

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 (LAWSLS303). Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31218	Sep8	Dec15				OntarioLearn	\$403.94

Principles of Ethical Reasoning NEW!**LAWS10174**

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. Equivalent to: LAWSPF106. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32731	Sep8	Dec15				OntarioLearn	\$426.65

Provincial Offences NEW!**LAWS10175**

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) and LAWSPF401. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32730	Sep8	Dec15				OntarioLearn	\$445.91

Traffic Management**LAWSPF309**

Learn to navigate and apply the Provincial Traffic Law, with emphasis on locating topics in the Acts and Regulations, mastering the definitions required to interpret traffic law and applying the law concerning Police Authorities, drivers licenses, permits and rules of the road. Practice interpersonal strategies and procedures for motor vehicle stops. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31576	Sep8	Dec15				OntarioLearn	\$403.94

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

By-Law Enforcement**LAWS10139**

Examine the structure of municipal governments, their power to enact bylaws, and the importance of bylaws. Bylaw enforcement officers must have a thorough knowledge and understanding of municipal government and its role in society. They must know how municipal bylaws are generated, passed, and enforced by utilizing different provincial statutes and understand the importance of municipal investigations. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31159	Sep8	Dec15				OntarioLearn	\$297.96

Communications and Investigative Report Writing COMM10326

Examine many procedures that are used during an investigation and the relevant importance of providing written investigative narratives. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31605	Sep8	Dec15				OntarioLearn	\$403.94

**Fraud Investigation****LAWS10066**

Enhance your knowledge of fraud-related offences, investigation and preparation of a fraud case for the courts. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31574	Sep8	Dec15				OntarioLearn	\$403.94

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: Oct 17, 24, 25, 31.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32471	SA/SU	Oct17	Oct31	8:00-6:00	4	Blended (FF)	\$410.40

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
31160	Sep8	Dec15				OntarioLearn	\$497.27

Private Security - Licensing Requirements**LAWS10087**

Complete the training for security guard testing as mandated by the Ministry of Community Safety and Correctional Services. Ministry required Emergency Level 1st Aid certification training is included. Training manual may be purchased from the instructor (approx. \$45.00). Blended delivery: 25 hours in class and 15 hours online. In-class dates: Oct 17, 24, 25.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32469	SA/SU	Oct17	Oct25	8:00-6:00	3	Blended (FF)	\$333.20

Security Guard Training**LAWS10137**

Understand the skills and attributes required to fulfill the role of a security guard. 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). Prerequisites: Emergency First Aid and CPR prior to end date of course. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31161	Sep8	Dec15				OntarioLearn	\$501.65

Private Investigator and Private Security
licensing and testing are outlined at
ce.mohawkcollege.ca/investigation

Computers

ce.mohawkcollege.ca/computers



Programs and Courses

Certificate

AutoCAD Design Certificate (191	71
Business Computer Applications Certificate (915	72
Computer Science - Level 1 Certificate (892	73
Computer Science - Software Engineering Specialist Certificate (893	73
Microcomputer Engineering Hardware Certificate (899	73
Microcomputer Engineering Software Certificate (898	74
Network Specialist Certificate (184	74
Server and Network Support Certificate (183	75
Webmaster Certificate (137	75

Acknowledgements of Completion

Advanced AutoCAD	71
MicroStation	74

Other Credentials and Stand-Alone Courses

Cisco Certified Network Associate	76
Computer Skills	76
Computer Studies	78
Technical Support	78
Weekend Workshops	78

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 2013 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 CC (Creative Cloud)
- Microsoft Office 201
- Windows 7

Online Software Versions

- Adobe Photoshop Elements 11 or 12
- Adobe CC (Creative Cloud)
- Microsoft Office 201
- 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

Advanced AutoCAD

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

Take advantage of these advanced AutoCAD courses designed for professionals who are interested in skill enhancement and career development.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

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

Admission Requirements

- Completion of some basic AutoCAD courses or previous AutoCAD experience is recommended.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADM10040	AutoDesk REVIT - Advanced	45
CADM10041	SolidWorks Advanced	45
CADM10051	AutoDESK 3D MAX	45
CADMCAD12	AutoCAD - Customization	45

AutoDesk REVIT - Advanced

CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32390	WE	Sep16	Dec9	6:00-9:30	13	Classroom (FF)	\$374.85

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
32612	WE	Sep16	Dec9	6:30-10:00	13	Classroom (FF)	\$374.85

AutoDESK 3D MAX

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
32397	WE	Sep16	Dec9	6:00-9:30	13	Classroom (FF)	\$374.85

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

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 starting 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
INFOCAD29	AutoDESK Inventor	45
CADMRE066	SolidWorks Basic	45

AutoCAD - Introduction

CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables you 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
31619		Sep12	Nov21			eLearn	\$340.65
32388	TU	Sep15	Dec8	6:00-9:30	13	Classroom (FF)	\$374.85

AutoCAD - Advanced

CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Blended delivery. Oct 8, Nov 5, 19 will NOT be in-class. You will be asked to refer to eLearn on your MOCOmotion account and work from home. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32391	TH	Sep17	Dec10	6:00-9:30	13	Blended (FF)	\$374.85

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32392	SA/SU	Nov14	Nov29	9:00-5:00	6	Classroom (FF)	\$374.85

AutoDesk REVIT - Advanced

CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32390	WE	Sep16	Dec9	6:00-9:30	13	Classroom (FF)	\$374.85

AutoDESK Inventor

INFOCAD29

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32386	MO	Sep14	Dec14	6:00-9:30	13	Classroom (FF)	\$374.85

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
32613	TH	Sep17	Dec10	6:00-9:30	13	Classroom (FF)	\$374.85

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

Email: cebus@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 these courses.
- Courses make use of eLearn which will be taught in Computer Basics with Windows, Word and Excel (INFO10156).

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.	

Effective Fall 2014, the older 6 week MS Office course credits will no longer be considered for the Business Computer Applications Certificate. Visit the website for more details.

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
32428	WE	Oct28	Dec2	6:30-9:30	6	Classroom (FF)	\$149.94

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
32420	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
31297		Sep21	Dec12			eLearn	\$272.52

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
31120		Sep21	Dec5			eLearn	\$272.52

Access Expert

INFO10177

Manipulate data using advanced features and tools. Discover advanced form design, reports, charts, queries using multiple tables, calculated fields and SQ statements. Automate processes using macros and database management. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31135		Sep21	Dec5			eLearn	\$272.52

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
32421	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
31519		Sep21	Nov2			eLearn	\$272.52
31121		Sep21	Dec5			eLearn	\$272.52

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
32422	TU	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	\$299.88
31122		Sep21	Dec5			eLearn	\$272.52
31520		Nov9	Dec7			eLearn	\$272.52

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
32425	WE	Sep16	Dec2	7:00-10:00	12	Classroom (FF)	\$299.88
31123		Sep21	Dec2			eLearn	\$272.52

Publisher Core

INFO10157

Learn to create professional flyers, brochures, invitations, le terhead, and business cards using Microsoft Publisher. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32782		Sep21	Dec12			eLearn	\$272.52

Word Core

INFO10077

Learn basic features of Microsoft Word 2013 including: creating, editing, formatting, printing and saving letters, memos and long documents. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31518		Sep21	Nov2			eLearn	\$272.52
31124		Sep21	Dec5			eLearn	\$272.52

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, templates and mail merges. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31125		Sep21	Dec5			eLearn	\$272.52
31521		Nov9	Dec7			eLearn	\$272.52



"Through Mohawk College, I've learned the technological skills to compliment my 20+ years of trade experience. I feel the skills I've learned at Mohawk will enable me to stay competitive in a dynamic industry."

Dan, AutoCAD Design Certificat and Geographic Information Systems Certificat Graduate

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

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
MATH10042	Mathematics for Computer Studies	56
ELEC10118	Computer Hardware and Software	56
ELEC10050	Internet Technologies	56
ELEC10034	Network Fundamentals	70

See page 117 for MATH10042.

Programming in Java COMP10062

Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language. No class Oct 10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32474	SA	Sep19	Nov28	9:00-4:00	10	Classroom (FF)	\$547.30

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. No class Oct 11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32462	SU	Sep13	Dec20	4:00-8:00	14	Classroom (FF)	\$453.06

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. Lab Ki will be required (extra cost). NOTE: 1 hour lunch break. No class Oct 11. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32467	SU	Sep13	Dec20	9:00-3:00	14	Classroom (FF)	\$547.30

Computer Science - Software Engineering Specialist Certificate (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

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

Admission Requirements

- Completion of the Computer Science - Level 1 Certificate O
- Able to meet course prerequisites

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
COMP0826	Introduction To Systems Analysis And Design	56
COMP0835	Object Oriented Systems	56
COMP0859	Database Theory	56
ELEC10050	Internet Technologies	56

Database Theory COMP0859

Develop a knowledge of database terms, SQL, Normalization, Entity Relationship Diagramming, Database Administration and Object Oriented Databases.

Prerequisite: COMP0837.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32461	WE	Sep16	Dec16	6:00-10:00	14	Classroom (FF)	\$453.06

Programming in Java COMP10062

Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language. No class Oct 10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32474	SA	Sep19	Nov28	9:00-4:00	10	Classroom (FF)	\$547.30

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

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

Admission Requirements

- Grade 12 (OSSD)
- MATH10042 (refer to Mathematics section)
- 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

Digital Principles ELEC10095

Explore the basic concepts of digital logic circuits. Design and construct basic logic circuits using current digital integrated circuits. No class Oct 10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32470	SA	Sep12	Dec19	3:00-8:00	14	Classroom (FF)	\$547.30

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 bottom up approach to project management. A Lab Kit will be required (extra cost). NOTE: One hour lunch break. No class Oct 10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32463	SA	Sep12	Dec19	9:00-3:00	14	Classroom (FF)	\$547.30


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

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

Admission Requirements

- ELEC10050
- ELEC10102 (refer to Server and Network Support Certificate) or equivalent

PROGRAM OF STUDIES

Mandatory Courses:	Hours
COMP10079 Oracle Essentials	56
COMP10080 SAP Essentials	56
COMP10081 Oracle Grid Computing	56
COMP10082 Oracle SOA (Service Oriented Architecture)	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
32460	TU	Sep15	Dec15	6:00-10:00	14	Classroom (FF)	\$453.06


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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31514		Sep8	Dec15			OntarioLearn	\$371.40

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
31515		Sep8	Dec15			OntarioLearn	\$371.40

MicroStation 3D Level 3 CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31516		Sep8	Dec15			OntarioLearn	\$371.40


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 networks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. Prepares you for CompTIA N+ and Cisco CCNA Certifications

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

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

Admission Requirements

- Server and Network Support Certificate O
- Completion of: ELEC10118 and ELEC10034 (previously COMPNET01 and COMPNET20)

PROGRAM OF STUDIES

Mandatory Courses:	Hours
COMPNET50 Wireless and VoIP Technologies	56
ELEC10051 Network Design and Troubleshooting	84
ELEC10052 Advanced Network Technologies	70
ELEC10106 Network Security and Management	56
ELEC10034 Network Fundamentals	70

Wireless and VoIP Technologies COMPNET50

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. Blended delivery. No class on Oct 10. Prerequisite: COMPNET20 or ELEC10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32472	SA	Sep26	Dec5	4:00-10:00	10	Blended (FF)	\$453.06

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. Lab Kit will be required (extra cost). NOTE: 1 hour lunch break. No class Oct 11. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32467	SU	Sep13	Dec20	9:00-3:00	14	Classroom (FF)	\$547.30

Server & Network Support Certificate (183)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

Questions?

Call: 905-575-2203

Email: ceengty@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	Server Administration	70
ELEC10050	Internet Technologies	56
ELEC10102	Advanced Server Technologies	70
ELEC10118	Computer Hardware and Software	56

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. No class Oct 11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32462	SU	Sep13	Dec20	4:00-8:00	14	Classroom (FF)	\$453.06

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. Lab Ki will be required (extra cost). NOTE: 1 hour lunch break. No class Oct 11. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32467	SU	Sep13	Dec20	9:00-3:00	14	Classroom (FF)	\$547.30

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

Email: cebus@mohawkcollege.ca

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

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Understanding of Windows
- 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 option 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
31217	Sep8	Dec15				OntarioLearn	\$325.52

Dreamweaver INFO10111

Explore the functions of Dreamweaver CC (Creative Cloud) software to create and maintain web pages and web sites. Prerequisite: INFO10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31496	Sep21	Dec12				eLearn	\$272.52

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
31251	Sep8	Dec15				OntarioLearn	\$497.27

FLASH - an Introduction COMP10144

Focus on Flash vs. Shockwave, interface basics, drawing and painting, and working with objects, type, artwork, layers, symbols and instances. Includes animation, interactivity, exporting to HTML and self-contained movies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31109	Sep8	Dec15				OntarioLearn	\$313.10

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
31317	Sep8	Dec15				OntarioLearn	\$497.27

Tuition Assistance

May be available to students who complete an online profile a

www.mohawkcollege.ca/financial-assistance

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
32429	TH	Sep17	Dec3	7:00-10:00	12	Classroom (FF)	\$299.88

XML - Introduction

COMP10154

Learn to define and create well-formed XML documents that conform 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
31250	Sep8	Dec15				OntarioLearn	\$497.27

OTHER COURSES**Cisco Certified Network Associate****Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/computerskills**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
31450	Sep8	Dec15				OntarioLearn	\$765.63

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
31119	Sep8	Dec15				OntarioLearn	\$765.63

Cisco Certified Network Associate 3-Routing and Switching

COMP10117

Enhance your skills in designing and configuring secure network. 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
31077	Sep8	Dec15				OntarioLearn	\$765.63

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
31079	Sep8	Dec15				OntarioLearn	\$765.63

Computer Skills**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/computerskills**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
31657	Sep8	Dec15				OntarioLearn	\$325.52

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
31385	Sep8	Dec15				OntarioLearn	\$403.94

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
31384	Sep8	Dec15				OntarioLearn	\$403.94

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
31209	Sep8	Dec15				OntarioLearn	\$358.52

Design Basics

COMP10172

Have you ever needed to design your own business card or flyer? Learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design. Adobe InDesign CS4-6, Word processor and Scanner required. Can support MAC users. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31545	Sep8	Dec15				OntarioLearn	\$403.94

HTML Introduction

COMP10106

Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31061	Sep8	Dec15				OntarioLearn	\$403.94
32134	Nov2	Feb8				OntarioLearn	\$403.94

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: Web Page Design (INFO10110). Prerequisite: COMP10106. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31062	Sep8	Dec15				OntarioLearn	\$403.94

Ready to Graduate?

Visit www.mohawkcollege.ca/ConvocationPrep for information and instructions.

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
31081	Sep8	Dec15				OntarioLearn	\$403.94

Introduction To Photoshop**INFOPY114**

Includes: input of photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for output to hardcop. 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
31298	Sep8	Dec15				OntarioLearn	\$403.94

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
31263	Sep8	Dec15				OntarioLearn	\$388.80

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
31440	Sep8	Dec15				OntarioLearn	\$388.80

Java Advanced**COMP10180**

Deal with advanced programming concepts and learn how to build Java programs that can access and manipulate data from database tables. Prerequisite: COMP10036. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31604	Sep8	Dec15				OntarioLearn	\$403.94

Microsoft Office 201**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
31150	Sep8	Dec15				OntarioLearn	\$403.94

MSOffice 2007 or 201**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. Equivalent to: INFO10048. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31456	Sep8	Dec15				OntarioLearn	\$403.94

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), recommended: HTML Introduction (COMP10106). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31208	Sep8	Dec15				OntarioLearn	\$403.94

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. Equivalent to: Introduction to Photoshop (PHTOPY120). Prerequisite: INFOPY114. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31299	Sep8	Dec15				OntarioLearn	\$403.94

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
31402	Sep8	Dec15				OntarioLearn	\$426.65

SQL Introduction**COMP10159**

Become a proficient, knowledgeable user of the major features of SQL. Learn Client Server technology, and explore the concepts of relational databases and the power of 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
31134	Sep8	Dec15				OntarioLearn	\$497.27

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
31246	Sep8	Dec15				OntarioLearn	\$403.94

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. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31133	Sep8	Dec15				OntarioLearn	\$497.27

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
31248	Sep8	Dec15				OntarioLearn	\$403.94

Web Design for Mobile Apps**COMP10150**

Learn new ways to design, develop and test mobile user interfaces, and to "mobilize" existing websites. Combine theory and coding exercises using CSS3, HTML5, JavaScript, Ajax and techniques to achieve innovative user experiences on Smartphones and Tablets. Must have an Android, Blackberry or iPhone. Prerequisite: Dreamweaver (Webpage Authoring) COMP10138. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31544	Sep8	Dec15				OntarioLearn	\$358.52

Web Usability-Writing & Design**COMP10167**

Focus on creating audience appropriate dynamic web sites. Discover how to use flow charts and navigational plans to design the framework of 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
31476	Sep8	Dec15				OntarioLearn	\$313.10

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
31247	Sep8	Dec15				OntarioLearn	\$313.10

Computer Studies

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

Analytics and Big Data

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. 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
31507	Sep8	Oct27				OntarioLearn	\$233.97

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. Covers all the general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31471	Sep8	Dec15				OntarioLearn	\$403.94

Generic Computer Training

COMP0001

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
31418	Sep2	Dec2				eLearn	\$211.96

Computer Skills For College

COMP0002

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
31417	Sep2	Dec2				eLearn	\$317.94

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 must become familiar with creating and installing a Virtual Machine (www.virtualbox.org/wiki/Downloads) prior to the course start. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31214	Sep8	Dec15				OntarioLearn	\$464.27

UNIX Administration 1

COMP10018

Establish a solid foundation in Unix Administration. Configure network 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
31166	Sep8	Dec15				OntarioLearn	\$464.27

Technical Support

Attain the technical skills and knowledge needed by technology support analysts to support staff who deliver quick, informed solutions to desktop-related problems. Learn to support standard application development and implementation projects.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

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 hour

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31068	Sep8	Dec15				OntarioLearn	\$497.27

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
31403	Sep8	Dec15				OntarioLearn	\$471.59

Software Testing

COMP10173

Review various levels of software testing such as black box, white box, regression, static, dynamic or automated and learn to create test cases and a test plan. Helpful preparation for the ISTQB International Standard Testing Certificate Qualification Board, Certified Tester Foundation Level exam. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31549	Sep8	Oct27				OntarioLearn	\$233.97

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

Email: cebuss@mohawkcollege.ca

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

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 with Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32618	SA	Sep26	Sep26	1:00-4:00	1	Classroom (FF)	\$42.00

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. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32614	SA	Oct24	Oct24	1:00-4:00	1	Classroom (FF)	\$42.00

Excel Linking Multiple Worksheets & 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. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32616	SA	Nov7	Nov7	1:00-4:00	1	Classroom (FF)	\$42.00

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. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32615	SA	Nov21	Nov21	1:00-4:00	1	Classroom (FF)	\$42.00



Creative and Visual Arts

ce.mohawkcollege.ca/creative

Programs and Courses

Certificate

Aesthetics Certificate (026	79
Applied Cosmetics Certificate (830	80
Dressmaking Certificate (819	80
Fashion Design Certificate (804	81
Floral Techniques - Basic Certificate (805	81
Make-Up Artistry Certificate (056	81
Music Certificate (809	82
Nail Technician Certificate (027	83
Performing Arts Certificate (929	83
Photography - Applied Certificate (031	84
Photography - Art Certificate (032	84

Visual Arts - Advanced Certificate (043	85
Visual Arts - Foundation Certificate (041	85
Visual Arts - Intermediate Certificate (042	85

Acknowledgements of Completion

Sewing (Basic).....	85
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Other Credentials and Stand-Alone Courses

Floral.....	88
Music	89
Photography	89
Sewing.....	89
Visual Arts.....	89

CREDENTIALLED PROGRAMS

Aesthetics, Nail Technician and Applied Cosmetics

Day Time Program

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



Information, application or appointment?

Email: crearts@mohawkcollege.ca

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 905-575-2298

Email: crearts@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 Body Massage and Treatments	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 CoOrdination	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	Make Up Paramedical and Camouflage Therapy	39
ASTHWS244	MakeUp Artistry II	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10005	MakeUp Bridal Black and White and Creative	39

See page 83 for ASTH10006. See page 82 for ASTH10005.

See Applied Cosmetics Certificate for ASTHWS144 and FASHWS013.

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	WE	Sep16	Dec9	9:30-12:30	13	Classroom (FF)	\$601.66
32374	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$324.87

Waxing ASTHWS306

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
32369	WE	Sep16	Dec9	1:00-4:00	13	Classroom (FF)	\$499.87
32376	TH	Sep17	Dec10	6:30-9:30	13	Classroom (FF)	\$499.87

Business and Marketing for the Cosmetic Industry MRKT10043

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32375	TH	Sep24	Dec17	6:30-9:30	13	Classroom (FF)	\$339.87



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 905-575-2298

Email: crearts@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
MARKT10044	Professional Selling in Cosmetics	39
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	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

See page 83 for ASTH10006. See page 82 for ASTH10005.

See Aesthetics Certificate for ASTHAES02, MRKT10043 and ASTHWS306.

Colour Theory For Fashion And MakeUp

CoOrdination

FASHWS013 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32370	TU	Sep15	Dec8	9:30-12:30	13	Classroom (FF)	\$399.87

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
32377	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$334.87

MakeUp Artistry

ASTHWS144

Explore makeup fundamentals for various applications through practical demonstration and applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32371	MO	Sep14	Dec14	1:00-4:00	13	Classroom (FF)	\$634.87
32378	TH	Sep17	Dec10	7:00-10:00	13	Classroom (FF)	\$334.87

Professional Selling in Cosmetics

MRKT10044

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
32372	MO	Sep14	Dec14	9:30-12:30	13	Classroom (FF)	\$329.87
32379	MO	Sep14	Dec14	6:30-9:30	13	Classroom (FF)	\$329.87



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 905-575-2298

Email: crearts@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 will be discussed at the first class. Rea beginner should consider taking Sewing-Introduction (TEXTHC027).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32521	MO	Sep21	Nov30	7:00-10:00	10	Classroom (FF)	\$252.65

Dressmaking 1 Level 2 **FASHDM115**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32525	TH	Sep24	Nov26	7:00-10:00	10	Classroom (FF)	\$252.65

Dressmaking 2 Level 2 **FASHDM125**

Enhance your skills with particular attention to professional fit and finish details for pants. Complete pants fitted in muslin in your choice of pant styling. Prerequisite: FASHDM120 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32527	TH	Sep24	Nov26	7:00-10:00	10	Classroom (FF)	\$252.65

Tailoring 1 Level 2 **FASHDM145**

Learn professional tailoring tips for men's jackets, trousers, and vests. Choose a man's or boy's garment as a project. Materials extra. Prerequisite: FASHDM140 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32528	TU	Sep22	Dec15	6:30-9:30	13	Classroom (FF)	\$327.62

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 drawing, colour and figure theory, textile and costume awareness.

Questions?

Call 905-575-2298

Email: crearts@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 required for the pattern making courses.

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

Cost of materials is your responsibility.

Specialized Pattern Drafting **FASH10029**

Develop accurate drafting techniques for professional design and fit of pants coats and other outerwear. Materials Extra. Prerequisites: FASHFA200, FASHFA210, FASHFA220.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32530	WE	Sep30	Dec16	7:00-10:00	12	Classroom (FF)	\$302.63

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 905-575-2298

Email: crearts@mohawkcollege.ca

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

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 order listed:

Mandatory Courses:	Hours
FLORFC001 Techniques And Color Harmonies Basic	30
FLORFC004 Materials For Designs	30
FLORFC005 Designing With Exotics	30
FLORFC002 Wedding Work And Special Occasion	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. \$60). Does not include fresh/artificial product. For daytime course, if adequate enrolment is met, the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32602	TU	Sep22	Oct20	9:30-4:00	5	Classroom (FF)	\$252.65
32601	TH	Sep24	Nov26	7:00-10:00	10	Classroom (FF)	\$252.65

Materials For Designs **FLORFC004**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32603	WE	Sep23	Nov25	7:00-10:00	10	Classroom (FF)	\$252.65

Wedding Work And Special Occasion **FLORFC002**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32604	TU	Sep22	Dec8	7:00-10:00	12	Classroom (FF)	\$302.63

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 905-575-2298

Email: crearts@mohawkcollege.caWeb: 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	Make Up Paramedical and Camouflage Therapy	39
ASTHWS144	MakeUp Artistry	39
ASTHWS244	MakeUp Artistry II	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	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 1	39
ASTHAES02	Aesthetics 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

See page 80 for MRKT10043. See page 80 for ASTHAES02.

Colour Theory For Fashion And MakeUp CoOrdination**FASHWS013 (SA)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32370	TU	Sep15	Dec8	9:30-12:30	13	Classroom (FF)	\$399.87

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
32377	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$334.87

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
32384	WE	Sep16	Nov11	6:00-9:00	8	Classroom (FF)	\$289.92

MakeUp Artistry**ASTHWS144**

Explore makeup fundamentals for various applications through practical demonstration and applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32371	MO	Sep14	Dec14	1:00-4:00	13	Classroom (FF)	\$634.87
32378	TH	Sep17	Dec10	7:00-10:00	13	Classroom (FF)	\$334.87

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. Prerequisite: ASTHWS244.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32383	TU	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	\$339.87

MakeUp Theatrical and Special Effects**ASTHWS029**

Develop your skills in makeup artistry, with emphasis on theatrical and special effects makeup and prosthetics. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32382	TU	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	\$404.87
39075	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$404.87

**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 Mohawk College Applied Music Diploma.

Questions?

Call 905-575-2203

Email: ceengty@mohawkcollege.caWeb: 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 Training 1 Solfege	28
MUSCMU223	Theory 2	28
MUSCPA160	Vocal 1	12
Options - 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
32704	WE	Sep16	Dec16	6:30-8:00	14	Classroom (FF)	\$183.26

Harmony 1**MUSCMU182**

Build skills needed to write music in four part harmony. Course content will closely follow the requirements set for the R.C.M. Grade 3 Harmony exam. Credit in the Applied Music Program. Prerequisite: MUSCMU223.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32705	TH	Sep17	Dec17	6:00-8:00	14	Classroom (FF)	\$233.24

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
32706	TH	Sep17	Dec17	7:00-8:30	14	Classroom (FF)	\$183.26

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. A combined level of the previous Piano 3, 4, 5 courses. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32707	WE	Sep16	Dec16	8:00-10:00	14	Classroom (FF)	\$233.24

Theory - Preliminary**MUSCMU020**

Focus on the musical aspects of notation, scales, melody, harmony, time and transposition. NOTE: Due to the Thanksgiving Holiday Monday, a make-up class will be discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32708	MO	Sep14	Dec14	6:30-8:30	14	Classroom (FF)	\$233.24

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
32711	TU	Sep15	Dec1	6:00-7:00	12	Classroom (FF)	\$99.96

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 905-575-2298

Email: crearts@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 1	39
ASTHAES02 Aesthetics Skin Care I	39

See page 80 for ASTHWS101. See page 80 for ASTHAES02.

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
32373	TU	Sep15	Dec8	1:00-4:00	13	Classroom (FF)	\$790.82
32380	MO	Sep14	Dec14	6:30-9:30	13	Classroom (FF)	\$790.82

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. Prerequisite: ASTH10006

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32381	TU	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	\$554.87

Business and Marketing for the Cosmetic Industry**MRKT10043**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32375	TH	Sep24	Dec17	6:30-9:30	13	Classroom (FF)	\$339.87

Performing Arts Certificate (929)**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 8 courses**

Develop the fundamentals needed to pursue a career in theatre arts and gain the skills to go forward in the acting industry with a hands-on perspective of the various roles in performing 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

Email: crearts@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 The Career Class	30
Options - Choose 4:	
CREA10087 Acting for Film and 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	39
CREA10092 The Monologue Class	30
COMM10268 Writing for Stage	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
32253	TU	Sep22	Nov24	7:00-10:00	10	Classroom (FF)	\$249.90

An Actor's Director NEW!**CREA10090**

Explore basics of directing for stage. Through exercises in movement, scene study, creative thinking and blocking, the first time director will gain confidence experience in bringing a production from script to performance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32255	TU	Sep22	Nov24	7:00-10:00	10	Classroom (FF)	\$249.90

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
32254	WE	Sep23	Nov25	7:00-10:00	10	Classroom (FF)	\$249.90

MakeUp Theatrical and Special Effects**ASTHWS029**

Develop your skills in makeup artistry, with emphasis on theatrical and special effects makeup and prosthetics. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32382	TU	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	\$404.87
39075	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$404.87

Work Experience**WORK10114 (SA)**

Gain credit for acting/stage crew/directing/makeup/etc. related to stage/screen. Contact anne.king@mohawkcollege.ca for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32256		Sep21	Nov30			Other	\$229.20

**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

Email: ceengty@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
PHTOPY101 Digital Photography 1	30
PHTOPY300 Digital Photography 2	30
Option Group 1 - Choose 1:	
PHTOPY110 Introduction To Digital Imaging/Photoshop	30
PHTO10054 Lightroom	30
Option Group 2 - Choose 3 per certificate	
Refer to the website for a complete list of courses	

Completion of Certificat

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

Camera Requirements

- DSLR
- Aperture priority mode
- Shutter priority mode
- Program mode
- Manual mode
- Minimum 4 megapixels

Interested in Starting a Photography Business?

The Business of Photography (BUSNPY112) is the essential course to augment your Applied and/or Art Photography Certificate! Discover the practical and in-depth information you need to operate your own business or sell your photography/artwork. Upon successful completion, you can apply for an Acknowledgement of Completion. Watch for offerings in Winter 2016.

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 trips on Oct 17 and 31. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32688	TU	Sep22	Nov24	7:00-10:00	10	Classroom (FF)	\$249.90

Commercial Photo Illustration**PHTOPY230**

Create images suitable for advertising and editorial venues. Examine commercial photography of small products, architectural/industrial images, fashion. Prerequisites: PHTOPY300 and PHTOPY225. Course dates: Nov. 14, 15, 28, 29. Model fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32689	SA/SU	Nov14	Nov29	9:00-5:00	4	Classroom (FF)	\$269.90

Digital Photography 1**PHTOPY101**

Achieve better results for your images and a clearer understanding of camera operation. You require a DSLR camera and the ability to provide images from CD/DVD or USB drive.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32690	MO	Sep21	Nov30	7:00-10:00	10	Classroom (FF)	\$249.90
32691	TH	Sep24	Nov26	6:30-9:30	10	Classroom (FF)	\$249.90
32692	WE	Sep23	Nov25	7:00-10:00	10	Classroom (FF)	\$249.90

Digital Photography 2**PHTOPY300**

Building on techniques covered in Digital Photo 1, learn and experiment with new creative/technical concepts. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32693	TU	Sep22	Nov24	7:00-10:00	10	Classroom (FF)	\$249.90

HDR Imaging Techniques**PHTO10028**

Learn techniques and procedures required to create stunning High Dynamic Range (HDR) colour images using the popular Merge to HDR process in Photoshop and the Photomatic Program. Sound knowledge of camera operation required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32698	SA/SU	Oct17	Oct18	9:00-5:00	2	Classroom (FF)	\$116.62

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
31221		Sep8	Dec15			OntarioLearn	\$280.10

Introduction To Digital Imaging/Photoshop**PHTOPY110**

Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Delivered in computer lab during class time. Software provided in the lab only. Bring photographs and USB for storage. Software for self-use available for purchase at adobe.com Education Store.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32694	WE	Sep23	Nov25	6:30-9:30	10	Classroom (FF)	\$249.90

Landscape Photography**PHTOPY800**

Through discussion and field work, you engage in general examination of landscape photographers and specific investigations of your personal viewpoint. Weekend field trips: Oct 17 and 31. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32695	WE	Sep23	Nov25	6:30-9:30	10	Classroom (FF)	\$249.90

Real Estate Photo

PHTO10074

Discover tips and techniques for taking quality photographs of home interiors/property that will entice buyers. Learn simple camera and lighting setups and appropriate software that make significant differences in your images. You already have sound knowledge of camera operation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32696	SA/SU	Sep26	Sep27	9:30-4:30	2	Classroom (FF)	\$99.96

Studio Lighting

PHTOPY225

Learn to manipulate natural and artificial light, flash, reflections, 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
32697	MO	Sep21	Nov30	6:30-9:30	10	Other	\$229.20
39082	TH	Oct1	Dec3	6:30-9:30	10	Other	\$229.20

Sewing (Basic)**ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirements: 6 courses

Questions?

Call 905-575-2298

Email: crearts@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
32605	FR	Sep11	Sep12	7:00-9:00	2	Classroom (FF)	\$83.30
	SA			9:00-5:00			
32606	FR	Nov20	Nov21	7:00-9:00	2	Classroom (FF)	\$83.30
	SA			9:00-5:00			

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
32607	FR	Oct16	Oct17	7:00-9:00	2	Classroom (FF)	\$83.30
	SA			9:00-5:00			

Basic Sewing 2

TEXTHC203

Continue developing new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested. If adequate enrolment is met, the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32608	FR	Nov6	Nov7	7:00-9:00	2	Classroom (FF)	\$83.30
	SA			9:00-5:00			

Basic Sewing 3

TEXTHC322

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32609	FR	Sep25	Sep26	7:00-9:00	2	Classroom (FF)	\$83.30
	SA			9:00-5:00			

**Visual Arts Certificate****VISUAL ARTS - FOUNDATION CERTIFICATE (041)**

- Mohawk College Certificate - Graduation Requirement 7 course

VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)

- Mohawk College Certificate - Graduation Requirement 7 course
- Admission Requirement: Visual Arts - Foundation Certificate

VISUAL ARTS - ADVANCED CERTIFICATE (043)

- Mohawk College Certificate - Graduation Requirement 7 course
- 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

Email: crearts@mohawkcollege.ca

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

PROGRAM OF STUDIES**VISUAL ARTS - FOUNDATION**

Mandatory Courses:		Hours
ARTTPG101	Design and Colour 1	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30

Options - Choose 4:

Studio/hands-on courses from Visual Arts Certificates. Refer to website

VISUAL ARTS - INTERMEDIATE

Mandatory Courses:		Hours
ARTTPG201	Design and Colour 2	30
ARTTPD301	Drawing 2	30
Option Group 1 - Choose 1:		
PHTOPY109	History of Photography	30
SSCI10054	Philosophy Of Art Concepts and Theories	42
INFO10144	Web Design Basics	36

Option Group 2 - Choose 4:

Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

VISUAL ARTS - ADVANCED

Mandatory Courses:		Hours
ARTTPG301	Design and Colour 3	30
Option Group 1 - Choose 2:		
SBMGMD249	How to Start a Small Business	30
EDUCTAL03	Adult Learning	36
PSYC55156	Introductory Psychology	42
WORKPW900	Work Experience Option	30
ARTT10052	Art Through the Ages	48

Option Group 2 - Choose 4:

Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

Option courses may be listed under other Programs. Refer to the index.

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
32262	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32274	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32286	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32298	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32310	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32322	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32263	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32275	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32287	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32299	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32311	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32323	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32264	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32276	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32288	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32300	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32312	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32324	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32265	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32277	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32289	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32301	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32313	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32325	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32266	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32278	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32290	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32302	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32314	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32326	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32267	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32285	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32291	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32303	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32315	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32327	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32268	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32279	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32297	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32304	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32316	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32328	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

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
32269	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32280	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32292	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32305	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32317	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32329	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

Ceramics - Advanced 1

CERAPC401

Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32270	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32281	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32293	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32306	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32318	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32330	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

Ceramics - Advanced 2

CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32271	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32282	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32294	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32307	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32319	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32331	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

Ceramics - Advanced 3

CERAPC403

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32272	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32283	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32295	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32308	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32320	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32332	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

Creative & Visual Arts Gallery

View projects completed by our students at ce.mohawkcollege.ca/artgallery

Ceramics - Advanced 4**CERAPC404**

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32273	MO	Sep21	Nov30	6:30-9:30	10	Classroom (SC)	\$279.90
32284	TU	Sep29	Dec1	1:00-4:00	10	Classroom (SC)	\$279.90
32296	TU	Sep29	Dec1	6:30-9:30	10	Classroom (SC)	\$279.90
32309	WE	Sep23	Nov25	1:00-4:00	10	Classroom (SC)	\$279.90
32321	WE	Sep23	Nov25	6:30-9:30	10	Classroom (SC)	\$279.90
32333	TH	Sep24	Nov26	6:30-9:30	10	Classroom (SC)	\$279.90

Ceramics 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
32334		Sep21	Nov30			Classroom (SC)	\$279.90

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32335	SA/SU	Sep19	Sep20	9:30-4:30	2	Classroom (SC)	\$99.96

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. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32337		Sep21	Nov30			Other	\$229.20

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. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32338		Sep21	Nov30			Other	\$229.20

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. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32339		Sep21	Nov30			Other	\$229.20

Drawing 1**ARTTPD201**Enhance your ability to observe/record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, gesture using charcoal and pencil. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32361	TH	Sep24	Nov26	7:00-10:00	10	Classroom (FF)	\$249.90

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
32362	TH	Sep24	Nov26	7:00-10:00	10	Classroom (FF)	\$249.90

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
32363	TH	Sep24	Nov26	7:00-10:00	10	Classroom (FF)	\$249.90

Drawing Realistic Subjects in Pencil**CREA10094**Learn to use blending, 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/pencil. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31327		Sep8	Dec15			OntarioLearn	\$358.52

History Of Crafts**HISTPD024**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32340		Sep21	Nov30			Other	\$229.20

Precious Metal Clay 1**CREA10080**

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32359	TH	Sep24	Nov26	6:30-9:30	10	Classroom (FF)	\$279.90

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
32360	TH	Sep24	Nov26	6:30-9:30	10	Classroom (FF)	\$279.90

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
32341	SA	Sep26	Dec5	9:30-12:30	10	Classroom (FF)	\$249.90

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
32342	SA	Sep26	Dec5	9:30-12:30	10	Classroom (FF)	\$249.90

Chinese Brush Painting 3**ARTTPD103**

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32343	SA	Sep26	Dec5	9:30-12:30	10	Classroom (FF)	\$249.90

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
32344	SA	Sep26	Dec5	9:30-12:30	10	Classroom (FF)	\$249.90

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
32345	SA	Sep26	Dec5	9:30-12:30	10	Classroom (FF)	\$249.90

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
32346	SA	Sep26	Dec5	9:30-12:30	10	Classroom (FF)	\$249.90

Painting 1**ARTTPD211**

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Email crearts@mohawkcollege for list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32347	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$256.90

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
32348	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$256.90

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
32349	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$256.90

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
32350	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$256.90

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
32351	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$256.90

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
32352	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$256.90

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 for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32353	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$256.90

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
32354	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$256.90

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
32355	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$256.90

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
32356	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$256.90

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
32357	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$256.90

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
32358	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$256.90

OTHER COURSES**Floral****Questions?**

Call 905-575-2298

Email: crearts@mohawkcollege

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

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.

Easy Flower Arranging NEW!**FLORGI601**

Here's your chance to try your hand at arranging and consider pursuing courses in the Floral Techniques program. Using fresh flowers, greens and even silks create at least 4 simple projects using budget wise containers and accessories. Get tips on care and handling as well. Project ideas outlined in materials list. Kit available or your choice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32749	SA	Oct3	Oct3	9:30-2:30	1	Classroom (FF)	\$58.99

Centrepiece for Thanksgiving NEW!**FLOR10000**

For your holiday entertaining, create a colourful and stunning table piece using the rich tones of fall. Use a variety of fresh flowers and finish the arrangement with additional touches of fruits and accessories. Ideas outlined in the materials list. Kit available or purchase your own.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32748	TH	Oct8	Oct8	6:30-9:30	1	Classroom (FF)	\$35.39

Traditional Christmas Urn NEW!**FLOR10020**

Learn to create a stunning effect with this seasonal urn insert that can be used indoors or out. This eye-catching piece will combine greens, branches, berries etc. Put your own twist on it to enhance your decorating for the holiday season. Kit available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32750	FR	Nov27	Nov27	6:30-9:30	1	Classroom (FF)	\$35.39

Christmas Floral Workshop NEW!**FLORGI615**

Decorate this Christmas with lovely florals that you created yourself! You create three exciting traditional and contemporary arrangements that will enhance your holiday decor and impress family and friends. Ideas for projects are outlined in materials list. Kit available or your own choice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32751	SA	Dec12	Dec12	9:30-3:30	1	Classroom (FF)	\$62.31

Christmas Centrepiece-Fresh Flowers NEW! FLORGI545

Create a very eye-catching arrangement for the holiday celebrations by using a selection of fresh flowers and fragrant evergreens. Add interesting accents for that special touch. Kit available or your own choice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32752	TH	Dec17	Dec17	6:30-9:30	1	Classroom (FF)	\$35.39

Music**Questions?**

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

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

Admission Requirements

- Open to individuals with a previous musical background.
- You must provide your own instrument where applicable.

Guitar Song Book MUSC10078

Learn to play a variety of popular and contemporary songs just like they sound on the recordings. Students are encouraged to submit their favourite songs to be learned in the group lesson. Prerequisite: Guitar 3 or an ability to alternate standard open position chords with some bar chords. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32700	TH	Sep17	Dec17	8:30-10:00	14	Classroom (FF)	\$183.26

History of Popular Music (Part 1) MUSC10070

Explore the rise of popular music from the early 1900's to the 1950's with the first wave of Rock 'n' Roll. Various musical styles and artists will be studied including the role that technology played in the creation and mass distribution of this music.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32701	TU	Sep15	Dec15	6:30-8:30	14	Classroom (FF)	\$233.24

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
32702	TH	Sep17	Dec17	8:30-10:00	14	Classroom (FF)	\$183.26

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
32703	WE	Sep16	Dec16	7:00-8:30	14	Classroom (FF)	\$183.26

Photography

Enhance your photography skills with this selection of non-credit workshops!

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/photography-workshops

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
32699	SA	Oct3	Oct3	9:30-4:30	1	Classroom (FF)	\$95.46

Sewing**Questions?**

Call 905-575-2298

Email: crearts@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.

Serger Know How CREA10169

Discover how to use your serger to its fullest potential with proficiency! Master various techniques, use decorative threads, and a variety of fabrics including knits. Practice these skills by completing project(s) during the course. You must supply your own serger.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32746	SA/SU	Oct3	Oct4	9:30-4:00	2	Classroom (FF)	\$101.71

Sewing Window Treatments - Part 1 NEW! CREA10103

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32747	SA/SU	Oct17	Oct18	9:30-4:00	2	Classroom (FF)	\$101.71

Visual Arts**Questions?**

Call 905-575-2298

Email: crearts@mohawkcollege.ca

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

Electric Kilns 101 CERA10002

If you've ever wondered about owning and firing your own kiln, this workshop is for you. Covers: purchasing new and/or used equipment, setup, loading, firing maintenance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32336	SA	Oct24	Oct24	9:30-4:30	1	Classroom (SC)	\$95.46

Figure Drawing NEW! ARTT10053

Emphasis on individual instruction, gesture, contour drawing, form, value, basic anatomy and proportion. Suitable for beginners and the developing artist interested in the act of seeing and the process of drawing from the nude model. Model fee included. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32364	SA	Oct24	Oct24	10:00-4:00	1	Classroom (FF)	\$110.46

Jewellery Fold Forming NEW! CREA10181

Fold form copper/brass, add texturing, patina/heat treating to create pendants/earrings. Supply fee of \$20 payable to the instructor. For examples of fold forming and material list email crearts@mohawkcollege.ca. All skill levels.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32412	SA	Nov7	Nov7	9:30-4:30	1	Classroom (FF)	\$95.46

Monoprint NEW! CREA10180

Create original monotypes using hand-transferred, off-press, additive/subtractive techniques. Experienced artist and beginner will explore monotype characteristics, painting on a 'plate' and transferring to paper the one-of-a-kind image. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32365	SA/SU	Nov7	Nov8	9:30-4:30	2	Classroom (FF)	\$131.40

Health and Nursing

ce.mohawkcollege.ca/health

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"Changing careers to complete Registered Practical Nursing at Mohawk was one of the best choices I ever made. In fact, I got a job before I graduated and then returned part-time to take a Graduate Certificate in Mental Health. Specializing in Mental Health has enriched my knowledge and skills, complementing my entire experience at St. Joseph's."

Robert, RPN, Acute Mental Health, St. Joseph's Healthcare, a Registered Nurse Mental Health Certificate Graduat

Watch Robert's video at www.mohawkcollege.ca/Robert

CREDENTIALLED PROGRAMS

Breastfeeding Program

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses



LETTER OF RECOGNITION

- Outlining courses, course hours and LEAARC approval
- To receive the credentials you must complete and submit an application to Part-Time & Graduate Studies, Health Sciences, Office 185, IAHS

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. Emphasis is on physiology, critical appraisal, evidence based practice and research.

Designed to meet the IBLCE curriculum standards required for eligibility to write the IBLCE examination. Approved by the International Lactation Education Accreditation and Approval Committee (LEAARC).

Questions?

Call: 905-540-4247 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 professional currently working with or planning to work with the breastfeeding dyad in near future.
- Applicants must demonstrate a scholarly approach in presentation of course materials using correct spelling, grammar and documentation of sources.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRS10073	Level 1: Breastfeeding Basics	36
NRS10074	Level 2: Breastfeeding Management	36
NRS10075	Level 3: Advanced Breastfeeding Practice	36
CLIN10026	Breastfeeding Clinical Experience	24

Clinical Course Information:

- Clinical prerequisites are successful completion of theory courses, NRS10073, NRS10074 and NRS10075.
- You must complete and submit a clinical application to Program Manager prior to the semester in which you plan to complete the clinical course.
- Clinical applications are available online in NRS10075 eLearn course home page or from the CE Health Sciences Part Time & Graduate Studies Office
- 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
- 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

NRS10073

Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breastfeeding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31116	Sep14	Dec14				eLearn	\$272.52

Level 2: Breastfeeding Management

NRS10074 (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: NRS10073.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31307	Sep14	Dec14				eLearn	\$272.52

Level 3: Advanced Breastfeeding Practice

NRS10075 (SA)

Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisite: NRS10074.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31314	Sep14	Dec14				eLearn	\$272.52

Breastfeeding Clinical Experience

CLIN10026 (SA)

Integrate breastfeeding knowledge and skills in either hospital or community based settings in this 24 hour clinical placement. Prerequisite: NRS10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35009	Sep8	Dec10				FieldWork	\$183.36

Bridging for Internationally Educated Nurses Certificate (189)

ONTARIO COLLEGE GRADUATE 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).

Questions?

Call: 905-540-4247 ext. 26703

Email: bien@mohawkcollege.ca

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

Admission Requirements

- Assessment Letter from the College of Nurses (CNO) indicating educational equivalency as RN or RPN.
- You must have practiced as a nurse within the last 10 years.
- If English is your second language, and you are applying to a post-secondary program, you must provide an official IELTS report with scores of 6.5 (Speaking and Writing) and 6.0 (Reading and Listening) OR Canadian English Language Benchmark, 7 for each of four language elements (reading/speaking/writing and listening) or I-CELBAN results of 9-Listening, 8-Reading, 7-Writing & 8- Speaking.
- Language will be assessed on an individual basis for direct entry into the BIEN program.
- Invited applicants MUST attend a MANDATORY orientation, date to be advised.
- ESL applicants must successfully complete 4 language courses:
 - COMM10288 Written Communication for Int'l Educated
 - COMM10289 Oral Communication for Int'l Educated
 - COMM10290 Workplace Intercultural Education
 - COMMLL044 Communication
 These courses are offered in other sections. Refer to the index. Registration information will be discussed at the mandatory orientation.
- Proof of Canadian citizenship, Permanent Residency OR authorized under the Immigration and Refugee Protection Act (Canada).

Ontario Bridging Participants Assistance Program (OBPAP)

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 at awards@mohawkcollege.ca or from the IAHS Registration Office

How do I apply?

Forward a cover letter with:

- Resume outlining your nursing experience.
- Letters of Assessment from CNO.
- Results of Canadian Language Benchmark (CLB), official IE TS Assessment.
- 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

Professional Practice:

- Professional Practice is based on the availability of clinical placements.
- You **MUST** meet non-academic requirements prior to placement.
- Requirements will be discussed at orientation session first week of class

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10099	Therapeutic Relationships	63
NRSRG10083	Nursing Informatics	56
NRSRG10086	Professional Issues	84
NRSRG10019	Nursing Theory 1	84
NRSRG10027	Administration of Medication for Nurses	63
CLIN10020	Nursing Theory 2	84
NRSRG10089	Professional Practice Labs	42
NRSRG10084	Health Assessment	66
CLIN10076	Professional Practice Acute	168
CLIN10078	Professional Practice Consolidated	280
CLIN10077	Professional Practice Varied	168
CLIN10030	Professional Practice Community	112

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

BIEN/REFRESHER COURSES OFFERED FOR RETURNING STUDENTS.**Therapeutic Relationships****COMM10099**

Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. No class Oct 27. Some online course work required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35030	TU	Sep8	Dec15	6:00-10:00	14	Classroom (IH)	\$440.10

Nursing Informatics**NRSRG10083**

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 4 full days of laboratory sessions. Evaluation includes skills assessment, group and individual projects, presentation and reports. Dates are: Sep 12, 19, Oct 3, 17, 24, Nov 7, 21, Dec 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35031	SA	Sep12	Dec5	9:00-4:00	8	Classroom (IH)	\$401.58

Nursing Theory 1**NRSRG10019**

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention implementation and evaluation using evidence-based practice. Some online course work required. No class Oct 29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35033	TH	Sep10	Dec17	10:00-2:00	14	Classroom (IH)	\$594.18

Professional Practice Labs

39025 WE Sep9 Dec16 6:00-9:00 15 Classroom (IH) \$320.88

NRSRG10089**Nursing Theory 2****NRSRG10020**

Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSRG10084. Some online course work required. No class Oct 27.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35034	TU	Sep8	Dec15	12:00-4:00	14	Classroom (IH)	\$594.18

Professional Issues**NRSRG10086**

Nursing as a profession is examined within the context of the Canadian Health Care System. Topics include: analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. Some online course work required. No class Oct 28.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35032	WE	Sep9	Dec16	2:00-6:00	14	Classroom (IH)	\$594.18

Professional Practice Acute**CLIN10076 (SA)**

Benefit from 168 hours of hands-on practice in a variety of supervised acute care clinical sites. One day per week (day to be determined) and could be any day (Mon through Sun). No class week of Oct 26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35089		Sep8	Dec18	7:00-7:00	14	FieldWork	\$1133.46

Professional Practice Consolidation**CLIN10078 (SA)**

Gain an additional 280 hours of hands-on practice in different preceptored practice settings. Prior to attendance you must have completed all program courses and non-academic requirements, including Professional Practice Acute and Professional Practice Varied clinicals. 7 weeks, 40 hrs/week. Can take place any day of the week, Mon through Sun.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35087	MO-SU	Nov2	Dec18	7:00-7:00		FieldWork	\$1852.50

**Bridging 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.

Questions?

Call: 905-540-4247 ext. 26703

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



In preparation for registration as an RN in Canada, Yeme was referred to Mohawk College's Bridging for Internationally Educated Nurses (BIEN) program by the College of Nurses of Ontario (CNO). Yeme chose Mohawk because it offered flexible classes state-of-the-art labs, related nursing theory, and practical courses she wanted to study. The BIEN program prepared her for the successful completion of the CRM Exam and moving forward, as a Registered Nurse in the Canadian workplace.

Yeme, Bridging for Internationally Educated Nurses (BIEN) Graduate

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
35088	SA	Nov21	Dec19	9:30-12:30	5	Classroom (IH)	\$189.60
35107	SA	Nov21	Dec19	9:30-12:30	5	eLearn (IH)	\$189.60

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
35085	WE/TH	Nov4	Dec23	12:30-4:00	12	Classroom (IH)	\$320.88
35086	WE	Nov4	Dec23	5:30-9:00	12	Classroom (IH)	\$320.88
	TH			3:00-5:30			

Analytical Techniques 2 Lab MLSCMLS12 (SA)

Allows practice of hematology techniques studied in MLSCMLS11. Exact dates will be released on the first day of class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35092	SA	Oct24	Dec19	9:30-1:00	4	Classroom (IH)	\$121.96
35106	SA	Oct24	Dec19	9:30-1:00	4	eLearn (IH)	\$121.96

Analytical Techniques 2 Theory MLSCMLS11 (SA)

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
35090	TH	Sep10	Jan14	5:30-8:30	13	Blended (IH)	\$275.04
35091	MO	Sep28	Jan11	6:00-9:00	13	Blended (IH)	\$275.04

Analytical Techniques 3 L and T

MLSCMLS13 (SA)

Review topics such as Immunology, Blood Group Systems and the handling of Blood Products. Includes a laboratory session to practice some blood banking techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35093	WE	Sep23	Jan6	5:30-8:30	9	Classroom (IH)	\$246.28
35094	WE	Sep23	Jan13	8:30-10:30	14	Classroom (IH)	\$246.28

Analytical Techniques 4 L and T

MLSCMLS14

Review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology. Includes a 3 hour lab.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35095	TU	Sep8	Jan12	5:30-8:30	11	Classroom (IH)	\$272.12

Analytical Techniques 5 L and T

MLSCMLS15 (SA)

Review tissue preparation, staining techniques and tissue assessment as it relates to the study of Histology. Includes 15 lab hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35096	TU	Sep15	Dec22	5:30-8:30	9	Classroom (IH)	\$236.28
35097	TU	Sep22	Dec22	5:30-8:30	9	Classroom (IH)	\$236.28

Basic Laboratory Techniques

MLSCMLS05 (SA)

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. Includes two three hour lab sessions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35080	TU	Sep8	Nov11	4:00-5:00	11	Classroom (IH)	\$252.12
	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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35098	TH	Sep10	Nov12	9:30-12:30	10	Classroom (IH)	\$229.20

Instrumentation Lab

INSTMLS07 (SA)

Utilize some of the instrumentation introduced in INSTMLS06 in a practical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35084	SA	Nov7	Dec12	1:30-4:30	6	Classroom (IH)	\$187.52

Instrumentation Theory

INSTMLS06 (SA)

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
35081	WE	Oct14	Dec2	11:00-2:00	8	Classroom (IH)	\$183.36
35082	WE	Oct14	Dec2	11:00-2:00	8	Classroom (IH)	\$183.36

Safe Work Practices

SAFEMLS03 (SA)

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
35077	TU	Sep8	Oct13	10:00-12:00	6	Classroom (IH)	\$91.68

Sector Specific Language And Culture II

MLSCMLS23 (SA)

Builds upon the skills introduced in MLSCMLS21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35100	TU/TH	Nov17	Dec17	12:30-3:30	10	Classroom (IH)	\$229.20

Sector Specific Language And Health Culture

MLSCMLS21 (SA)

Enables development of language skills that are relevant to communication in the laboratory environment and in everyday situations. Examine the factors that define the workplace culture

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35099	TU/TH	Sep15	Nov12	12:30-3:30	18	Classroom (IH)	\$401.58

Specimen Procurement**MLSCMLS04 (SA)**

Discuss the protocols and proper techniques involved in obtaining blood and other specimens for laboratory analysis. Learn how to perform venipuncture and how to collect capillary blood samples.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35078	WE	Sep9	Nov4	5:30-8:30	6	Classroom (IH)	\$142.52

Standards Of Practice**MLSCMLS02 (SA)**

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 be examined while discussing the Regulated Health Professions Act. Exact dates will be released on the first day of class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35083	WE	Sep9	Nov11	9:00-12:00	5	Classroom (IH)	\$114.60

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

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

Admission Requirements

- Diploma or Degree in Health Sciences or Human Services OR approval from the Program Manager.
- Fax proof of certification and registration form to 905-528-7706, including your email address and the program name.

PROGRAM OF STUDIES

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate

Mandatory Courses:	Hours
HSCIDEM01 Overview Of Dementia Care	24
COMMDEM02 Communication & Interpersonal Skills In Dementia	24
HMNSDEM03 Caregiving Skills	24
LAWSDDEM04 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:	
See website for a complete list of courses	

Clinical Course Information

- Clinical course prerequisites are successful completion of foundational courses and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-time & Graduate Studies office, IAHS building Room 185.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

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 caregivers, clients and the family unit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35023	WE	Sep16	Nov4	6:30-9:30	8	Classroom (IH)	\$183.36

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, caregiver stress. Embedded in the course is "The A.R.T. of Towel Bathing".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35024	WE	Nov11	Jan6	6:30-9:30	8	Classroom (IH)	\$183.36

Dementia Clinical/Placement**CLINDEM08**

Gain clinical experience in Dementia Care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35016		Sep15	Dec10			FieldWork	\$632.70

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. 26703

Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca

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

Admission Requirements

- Must be practicing RN, RPN, Registered Dietician, Pharmacist, Chiroprapist, RMT or Physician.
- Fax proof of certification and registration form to: 905-528-7706 including your name, email address and program name.

Clinical Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-Time and Graduate Studies Office, IAHS Building
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters
- Exclusion from a 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 at plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency requirements

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSCIDW001 Diabetes Care - Basic	30
HSCI10052 Introduction to Patient Education	30
HLTH10028 Living with Diabetes	30
HLTH10046 Special Care Considerations for Clients with Diabetes	30
HLTH10057 Diabetes Field Placement 1	60

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
31031		Sep8	Dec15			OntarioLearn	\$313.10
32136		Nov2	Feb8			OntarioLearn	\$313.10

Introduction to Patient Education**HSC110052 (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
31168		Sep8	Dec15			OntarioLearn	\$313.10
32137		Nov2	Feb8			OntarioLearn	\$313.10

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: HSC110052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31261		Sep8	Dec15			OntarioLearn	\$313.10
32138		Nov2	Feb8			OntarioLearn	\$313.10

Special Care Considerations for Clients 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
31442		Sep8	Dec15			OntarioLearn	\$313.10
32139		Nov2	Feb8			OntarioLearn	\$313.10

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, HSC110052, HLTH10028 and HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31167		Sep3	Dec10			eLearn	\$436.95

Disability Management - Return to Work Coordinator Certificate (038)**Questions?**

Call: 905-540-4247 ext. 26703

Web: www.mohawkcollege.ca/continuing-education/disabilitymgt**Suspended for Fall semester.****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.caWeb: www.mohawkcollege.ca/continuing-education/foodservices**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**Admission Requirements**

- You must apply and be accepted before registering for courses.
- 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. Includes techniques and quality assurance strategies for institutional food service. Manual on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35029	TH	Sep17	Nov19	6:30-9:30	10	Classroom (1H)	\$229.20

Communication and the Food Service Worker NEW!**CULI10076 (SA)**

General principles of human communication such as verbal interaction and listening are explored. Learn effective communication skills for use with patients, residents, co-workers and supervisors. Take this opportunity to develop writing and presentation skills. Equivalent to: CULIHCF10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32502		Sep8	Dec15			OntarioLearn	\$313.10

Quantity Food Preparation NEW!**CULI10075 (SA)**

Focus on cooking principles and methods for preparing food in large quantities. Nutritional components of foods will be reviewed to ensure you are aware of the quality and nutritional values. Discover methods of maintaining nutrition throughout food preparation and service. Equivalent to: CULIHCF20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32501		Sep8	Dec15			OntarioLearn	\$313.10

Sanitation and Safety of Food Services in Health HSC110183 (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: SAFEHC 30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31493		Sep8	Dec15			OntarioLearn	\$313.10

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
31452	Sep8	Dec15				OntarioLearn	\$313.10

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, vitamin and minerals and weight control and nutrition throughout the lifecycle. Equivalent to: HLTHHCF50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31019	Sep8	Dec15				OntarioLearn	\$313.10

Nutrition in Food Service NEW!**HLTH10224 (SA)**

Introduces basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins and minerals and weight control are discussed. Special considerations for nutrition throughout the life cycle will also be explored. Equivalent to: HLTHHCF60. Prerequisite: CULIHCF10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32504	Sep8	Dec15				OntarioLearn	\$313.10

**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. 26703

Email: disted@mohawkcollege.ca or cehealth@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.).
- Fax proof of certification and registration form to 905-528-7706 including your name email address and the program name.

PROGRAM OF STUDIES

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. Refer to the website

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 Communication	
PSYCSS271 Developmental Psychology	
SSCISS108 Sociology 1	
HSCIDEM06 Evaluation & Program Planning In Dementia Care	
HSCIGER05 Restorative Care	
HSCIHZA69 Introduction To Palliative Care	

Clinical Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-Time and Graduate Studies Office, IAHS Building
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 at plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency requirements

Some option courses are listed under other programs. Refer to the index.

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
31288	Sep8	Dec15				OntarioLearn	\$280.10

Physiology Of Aging**HSCIGER20**

Examine the physiology of human growth, development and aging 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
31568	Sep8	Dec15				OntarioLearn	\$280.10

Assessment And Planning**HSCIGER30**

Further develop skills in Assessment and Planning for the aging adult. Topics include interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording. Planning, intervention and evaluation are also introduced. Prerequisite: HSCIGER20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31654	Sep8	Dec15				OntarioLearn	\$280.10

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
31225	Sep8	Dec15				OntarioLearn	\$280.10

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
31222	Sep8	Dec15				OntarioLearn	\$280.10

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
31213	Sep8	Dec15				OntarioLearn	\$393.65

Restorative Care**HSCIGER05**

Learn to improve the functioning of residents in long-term care facilities. Emphasis is on the principles of restorative care, assessment tools, mobility and ambulation, dining, normalization activities, record-keeping and evaluation. Start date subject to change - you will be notified

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35025	WE	Sep23	Nov25	6:30-9:30	10	Classroom (IH)	\$229.20

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
31194	Sep8	Dec15				OntarioLearn	\$265.70

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
31193	Sep8	Dec15				OntarioLearn	\$265.70

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/mdr

Admission Requirements

- You must apply and be accepted into program.
- Visit the website above for details.
- September intake only.

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)

Introduces the roles and environment of sterile processing. 28 hours in-class, 2 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35067	TU	Sep15	Oct27	6:00-10:00	7	Blended (IH)	\$229.20

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. 28 hours in-class, 2 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35068	TU	Nov3	Dec15	6:00-10:00	7	Blended (IH)	\$229.20

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: cehealth@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/medlabassistant

Online Learning Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca

Michener Institute Contacts:

Call: Melissa Rodway 416-596-3101 ext. 3451
Email: mrodway@michener.ca

Admission Requirements

- Grade 12 English and Math AND
- Grade 11 Chemistry OR
- Mature student status

Clinical Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-Time and Graduate Studies Office, IAHS Building
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 at plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency requirements

PROGRAM OF STUDIES

Mandatory Courses:	Hours
MLSCMLA50 Med Lab Assistant Module 1 Introduction	30
MLSCMLA51 MLAR Mod 2 - Laboratory Basics	21
BIOL10006 Preparatory Biology	56
MLSCMLA53 MLAR Mod 4 - Basic Techniques In Haematology	27
CHEMMLA54 MLAR Mod 5 - Basics Techniques In Chemistry	27
MLSCMLA55 MLAR Mod 6 - Basic Techniques In Microbiology	24
MLSCMLA56 MLAR Mod 7 Histology/Cytology	24
MLSCMLA61 Introduction 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

Med Lab Assistant Module 1 Introduction MLSCMLA50 (SA)

This introductory unit provides an overview of the program. Focus 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
32240	Sep9	Dec9				eLearn	\$227.10

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
32241	Sep9	Dec9				eLearn	\$158.97

Preparatory Biology**BIOL10006 (SA)**

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems. For Medlab students only. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31339	Sep9	Dec9				eLearn	\$411.27

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
31059	Sep9	Dec9				eLearn	\$204.39

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
31060	Sep9	Dec9				eLearn	\$204.39

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
31172	Sep9	Dec9				eLearn	\$181.68

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
31173	Sep9	Dec9				eLearn	\$181.68

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
31174	Sep9	Dec9				eLearn	\$181.68

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
35011	Sep8	Dec21				FieldWork	\$1054.42

Medical Laboratory Assistant Refresher**MLSCMLA40 (SA)**

Review laboratory basics and examine discipline-specific knowledge in chemistry, hematology, microbiology, and histology/cytology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35101	TH Sep10	Nov5	6:30-9:30	9		eLearn (IH)	\$206.28

Laboratory Basics Workshop**MLSC10003**

39019	FR SA/SU	Oct23	Oct25	5:00-9:00 9:00-5:00	3	Classroom (FF)	\$183.26
39020	FR SA/SU	Nov13	Nov15	5:00-9:00 9:00-6:00	3	Classroom (FF)	\$183.26

**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. 26703

Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca

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

Admission Requirements

- Must be a practicing RN or RPN.
- Fax proof of certification and registration form to 905-528-7706 including your name, email address and the program name.

Clinical Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-Time and Graduate Studies Office, IAHS Building
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 at plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency requirements

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRSGNSCC1 Introduction To Oncology Nursing	30
HSCINSCC2 Communications & Psychosocial Issues In Oncology	36
HSCINSCC3 Major Malignancies I	39
HSCINSCC4 Major Malignancies II	39
HSCINSCC5 Symptom Control And Management	39
CLINNSCC6 Oncology Clinical Experience	48
NRSG10084 Health Assessment	42

Health Assessment (NRSG10084) 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
31175	Sep10	Dec3				eLearn	\$227.10

Communications And Psychosocial Issues In Oncology **HSCINSCC2**

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
31176	Sep10	Dec10				eLearn	\$272.52

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: NRSNGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31139		Sep10	Dec10			eLearn	\$295.23

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
31177		Sep10	Dec10			eLearn	\$295.23

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: NRSNGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31381		Sep10	Dec10			eLearn	\$295.23

Health Assessment**NRSG10084**

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. CRN 35036: No class Oct 30. Balance of hours online for both CRNs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35036	FR	Sep11	Dec18	12:00-4:30	14	Classroom (IH)	\$478.62
35037	SA	Sep26	Nov28	9:00-5:00	8	Classroom (IH)	\$478.62

Oncology Clinical Experience**CLINNSCC6 (SA)**

Integrate the knowledge and skills learned in the 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
31260		Sep10	Dec10			eLearn	\$359.91

Palliative Care - Multidiscipline 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

Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca

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

Admission Requirements

- Must be a regulated/certified health care professional (e.g. RN, RPN, OT/P, Social Worker, Dietician, Physician, etc.)
- Fax proof of current license/certificate and completed registration form to 905-528-7706 including your email address and the program name, Attention: Palliative Care Program Manager.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIHZ69	Introduction To Palliative Care	36
COMM10084	Communication And Informed Decision Making	36
HMNS10016	Loss, Grief & End Of Life Issues	36
HMNS10017	Professional Issues and 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 HSCIHZ69. You must apply for a course exemption and provide proof of successful completion of the Fundamentals course.

Clinical Course Information:

- Clinical course prerequisites are successful completion of all palliative care theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in eLearn theory course home pages or from CE Part time & Graduate Studies Office, IAHS
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency clinical requirements such as Vulnerable Sector screening, online orientation, computer training etc.

Introduction To Palliative Care**HSCIHZ69**

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
31107		Sep14	Dec14			eLearn	\$272.52

Pain Management**HSCI10082 (SA)**

Focus on the complexity of pain, its physiology, assessment and management. Discuss interdisciplinary collaboration, communication and education in the management of pain. Prerequisite: HSCIHZ69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32223		Sep14	Dec14			eLearn	\$272.52

Field Practicum**CLIN10033 (SA)**

Benefit from the opportunity to practice in a hospice palliative care setting. Placement is tailored to your identified learning needs. Preclinical requirements: current Mohawk College medical clearance, current Mask Fit, BCLS and any specific agency requirements (i.e. vulnerable sector screening, online orientation, computer training etc.).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35010		Sep8	Dec10			FieldWork	\$229.20

Tuition Assistance

May be available to students who complete an online profile a

www.mohawkcollege.ca/financial-assistance

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?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

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

Admission Requirements

- Personal Support Worker Certificate
- Fax proof of certificate and registration form to 905-528-7706 including your email address and the program name.

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

Overview of Palliative Care for Personal Support Workers HSCI10095

Understand the role palliative care plays in promoting health - physical, psychological, social and spiritual well-being of individuals affected with illness and bereavement. Please note details are subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35079	TH	Sep17	Nov19	6:30-9:30	10	Classroom (IH)	\$229.20

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/rn-operatingroom

Admission Requirements

- You must apply and be accepted into program.
- Visit the website above for details.
- Current registration as a RN/RPN with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRS10058 RN/RPN Introduction to Operating Room Nursing	48
HSCI10156 O.R. Laboratory Experience A	45
HSCI10158 OR Laboratory Experience B	40
HSCI10184 Operating Room Lab Experience C	12
NRS10032 Operating Room Principles and Practices 1 Theory	38
NRS10033 Operating Room Principles and Practices 2 Theory	40
HSCINSC87 Anaesthesia, Assessment & Critical Care	42
CLIN10060 R.N. Operating Room Clinical	150

Anaesthesia, Assessment & Critical Care HSCINSC87 (SA)

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role. 40 hours in-class, 2 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35071	TH	Oct1	Dec3	6:00-10:00	10	Blended (IH)	\$320.88

O.R. Laboratory Experience A HSCI10156 (SA)

In an operating room environment, students will practise skills for the scrub nurse and circulating nurse role. 40 hours in lab, 5 hours online. Specific dates for lab will be discussed at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35070	SA	Oct3	Dec5	7:30-3:30	5	FieldWork	\$343.80

R.N. Operating Room Clinical CLIN10060 (SA)

Apply perioperative nursing theory and skills in this 150 hour full-time preceptored Operating Room Suite.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35072		Sep8	Dec29			FieldWork	\$696.90

RN/RPN Introduction to Operating Room Nursing NRS10058 (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
35069	WE	Sep16	Dec2	6:00-10:00	12	Classroom (IH)	\$363.06

Pharmacy Technician Bridging

The Nationalized Pharmacy Technician Bridging Education courses are no longer available. For more information please email NAPRA at info@napra.ca.

Psychosocial Rehabilitation Certificate (016)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. 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 graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through US RA.org.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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

Admission Requirements

- A degree, diploma or certificate in a relevant field or equivalent
- Related experience in the field preferred
- Prior approval for this certificate is necessary
- Scan and email a copy of your educational qualifications to disted@mohawkcollege.ca
- If you do not have related knowledge and experience in mental health HLTH10016 (Introduction to Mental Health) is a 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 (SA)

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
31655	Sep8	Dec15				OntarioLearn	\$393.65

Psychosocial Rehabilitation Foundations HSCIPSR01 (SA)

The Psychosocial Rehabilitation (PSR) approach enhances mental health recovery by supporting people recovering their mental health and well-being to consider, choose, get and keep valued life roles. Examine the vision, intention, philosophy, interventions and application of the PSR approach. Weekly chat sessions will be held on Tuesdays at 7:00 pm EST.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31336	Sep8	Dec15				OntarioLearn	\$393.65

Mental Health Services HSCIPSR02 (SA)

Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. Explore how practitioners can support program change. Chat sessions will be held every second Tuesday at 8:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31652	Sep8	Dec15				OntarioLearn	\$393.65

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 7:00 pm EST. Prerequisite: HSCIPSR02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31651	Sep8	Dec15				OntarioLearn	\$393.65

Current Trends In Mental Health HSCIPSR05 (SA)

Study current developments and issues in PSR. Weekly chat sessions will be held on Thursdays at 8:30 pm EST. Prerequisite: HSC10092.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31650	Sep8	Dec15				OntarioLearn	\$393.65

Independent Study In Psychosocial Rehabilitation HSCIPSR06 (SA)

Consolidate your understanding and application of the PSR approach by designing and implementing a strategy intended to enhance mental health recovery. Involvement of people recovering their mental health and well-being in the student's project is emphasized. Liaison with a site contact as well as the course instructor is expected. Three chats will be held during the semester on Wednesdays at 7:30 pm EST. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSC10092 and HSCIPSR05.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31337	Sep8	Dec15				OntarioLearn	\$489.95

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

Email: cehealth@mohawkcollege.ca

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

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Fax your CNO and registration form to 905-528-7706, including your email address and the program name.

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 Module 6 Gastrointestinal and Genitourinary		39
CLIN10004	Critical Care Module 2 (Respiratory) - Clinical		24
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

Clinical Course Information

- Clinical course prerequisites are successful completion of foundational courses and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-time & Graduate Studies office, IAHS building Room 185.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

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
31028	Sep9	Dec9				eLearn	\$227.10
39016	Oct7	Jan6				eLearn	\$227.10

Critical Care Module 2 - Respiratory**NRSG10001 (SA)**

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficult, using enhanced knowledge of pathophysiological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31333	Sep9	Dec9				eLearn	\$249.81

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
31334	Sep9	Dec9				eLearn	\$340.65

Special Needs Population In Critical Care Module 4 NRS10035 (SA)

Learn how 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: NRS10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31029	Sep9	Dec9				eLearn	\$227.10

Critical Care Module 5 Neurosciences NRS10003 (SA)

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRS10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31332	Sep9	Dec9				eLearn	\$272.52

Critical Care 6 Gastrointestinal and Genitourinary NRS10004 (SA)

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRS10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31335	Sep9	Dec9				eLearn	\$295.23

Critical Care Module 2 (Respiratory) - Clinical CLIN10004

Use the knowledge and skills learned in the respiratory module in this 24 hour preceptored clinical placement. The preceptor retains responsibility for care of the patient. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35012	Sep17	Dec10				FieldWork	\$183.36

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. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35013	Sep15	Dec10				FieldWork	\$183.36

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. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35014	Sep16	Dec10				FieldWork	\$183.36

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. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35015	Sep14	Dec10				FieldWork	\$61.12

**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/rnfa

Admission Requirements

- You must apply and be accepted into program.
- Visit the website above for details.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRS10039	RNFA Theory 1	39
NRS10040	RNFA Theory 2	39
NRS10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 1**NRS10039 (SA)**

Develop the theoretical foundation of RNFA practice. Explore the first assistant' role and interdependence with physicians and nurses for the benefit of the patient. Facilitated study through online learning activities and computer-based modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32732	Oct6	Dec8				eLearn	\$295.23

RNFA Independent Internship**CLIN10046 (SA)**

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
35073	Sep14	Dec14				FieldWork	\$375.90

RNFA Surgeon Mentored Internship**CLIN10042 (SA)**

175 hours of surgical assisting in a surgeon mentored practice for perioperative nurses in the first assistant role. You must keep a log of surgeries you have assisted with and the clinical opportunities you have experienced. Progress will be monitored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35075	Sep14	Dec14				FieldWork	\$771.90

**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 is necessary.
- 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

**Ready for your Certificate
Ready to Graduate?**

Visit www.mohawkcollege.ca/ConvocationPrep

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 and Surveillance Module 2	42
HSCIOHN03	Health and Safety Legislation Module 3	42
HSCIOHN04	Health and Safety Management Module 4	42
WORKOHN05	Occupational Health Nursing Project	42
MGMT10020	Ergonomics and Disability Management for Occupational Health Nursing	42
HLTH10030	Health in the Workplace	42
HSCI10151	Health Assessment	

Internationally educated nurses who are not currently registered with the CNO should contact bien@mohawkcollege.ca.

Occupational Health Nursing Module 1 **NRSGOHN01 (SA)**

Discover the practice of occupational health nursing and the 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
31215	Sep8	Dec15				OntarioLearn	\$370.94

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
31653	Sep8	Dec15				OntarioLearn	\$370.94

Health and Safety Legislation Module 3 **HSCIOHN03**

Introduces various health and safety legislation which will assist you in the design and implementation of a health and safety program. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31572	Sep8	Dec15				OntarioLearn	\$370.94

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
31486	Sep8	Dec15				OntarioLearn	\$370.94

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
31640	Sep8	Dec15				OntarioLearn	\$370.94

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
31216	Sep8	Dec15				OntarioLearn	\$370.94

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
31487	Sep8	Dec15				OntarioLearn	\$370.94

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
31412	Sep8	Dec15				OntarioLearn	\$440.94



Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses for Obstetrics

Graduation Requirement: 7 courses for Neonatal

- 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. Emphasis is on physiology, evidenced-based practice, research and nursing management. The Perinatal 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.
- Fax CNO registration proof and completed registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

High Risk Obstetrics

Mandatory Courses:		Hours
NRS10055	Introduction to Perinatal Nursing Part 1	35
NRS10056	Introduction to Perinatal Nursing Part 2	35
HSCI10163	Neonatal Resuscitation-Provider Certification	10
NRS10049	Obstetrical Nursing 1 Advanced	35
NRS10051	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	35
NRSG10056	Introduction to Perinatal Nursing Part 2	35
HSCI10163	Neonatal Resuscitation-Provider Certificatio	10
NRSG10045	Neonatal Nursing 1 Advanced	35
NRSG10043	Neonatal Nursing 2 Advanced	36
CLINNSCF2	Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4	Advanced Neonatal Nursing 2 Clinical Experience	72

Clinical Course Information:

- Clinical course prerequisites are successful completion of foundational courses NRSG10055, NRSG10056, HSCI10163 - NRP and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-time & Graduate Studies office, IAHS building Room 185.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Prior Learning Challenge Exams for NRSG10055 and NRSG10056 will be available in Winter 2016.

Course materials will be available in the eLearn course home pages.

Students must have materials available during class (print or electronic).

Introduction to Perinatal Nursing Part 1 NRSG10055 (SA)

Enhance your knowledge & nursing skills in the field of perinat 1 nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Topics include fertilization, embryological and fetal development, psychological & physiological adaptations to pregnancy, pregnancy risk assessment, prenatal education applying health teaching principles & the process of labour & delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31103	Sep14	Dec14			eLearn		\$425.25
31564	Sep18	Dec18			eLearn		\$425.25

Introduction to Perinatal Nursing Part 2 NRSG10056 (SA)

Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31104	Sep14	Dec14			eLearn		\$425.25

Neonatal Nursing 1 Advanced NRSG10045 (SA)

Examine nursing assessment and care of the moderately ill and/or preterm neonate. Includes preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisite: NRSG10056. 35 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32220	Sep14	Dec14			eLearn		\$264.95

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 login to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual available on eLearn course home page. In-class sessions: Sep 25, Oct 23, Nov 13, Dec 4. Balance via eLearn. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35076	FR	Sep25	Dec4	9:00-3:00	4	Classroom (IH)	\$805.31

Advanced Neonatal Nursing 1 Clinical Experience CLINNSCF2 (SA)

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Preclinical requirements as stated above and current NRP required. Clinical experience takes place in Level 2 perinatal nursing setting. Prerequisites: NRSG10055, NRSG10056 & NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35003		Sep8	Dec10			FieldWork	\$517.14

Advanced Neonatal Nursing 2 Clinical Experience CLINNSCF4 (SA)

Integrate the knowledge and skills learned in Neonatal Nursing 2 Advanced in a Level 2+ or 3 neonatal intensive care setting. Preclinical requirements as stated above and current NRP are required. Prerequisites: NRSG10055, NRSG10056 & NRSG10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35004		Sep8	Dec10			FieldWork	\$517.14

Neonatal Resuscitation-Provider Certificatio HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35000	FR	Oct30	Oct30	9:00-5:00	1	Classroom (IH)	\$207.48
39044	TH	Oct29	Oct29	9:00-5:00	1	Classroom (IH)	\$207.48

Obstetrical Nursing 1 Clinical Experience CLIN10002 (SA)

Integrate the knowledge and skills learned in Advanced Obstetrical Nursing 1. Clinical experience will occur in a Level 2 perinatal nursing setting (L&D, antepartum clinic, antenatal diagnostic unit, etc.). Preclinical requirements as stated above and current NRP required. Prerequisite: NRSG10049.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35001		Sep8	Dec10			FieldWork	\$517.14

Obstetrical Nursing 2 Clinical Experience CLIN10003 (SA)

Integrate knowledge and skills learned in the Advanced Obstetrical Nursing 1 & 2 courses in a Level 3 (or Level 2+/equivalent) perinatal clinical setting. Preclinical requirement as stated above and current NRP required. Prerequisite: NRSG10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35002		Sep8	Dec10			FieldWork	\$517.14



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

Email: bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/m-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?

Please forward:

- Cover letter
- Resume outlining nursing practice
- CNO Registration Number OR Reinstatement Letter.
- Forward your documents by fax, email or mail to:
Mohawk College, Institute for Applied Health Sciences
RN Refresher Certificate, Room 18
1400 Main St. West, Hamilton, ON, L8S 1C7
Fax: 905-528-7706
Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES**Full program must be completed within 3 years of admission to program.**

Mandatory Courses:		Hours
NRSG10083	Nursing Informatics	56
NRSG10086	Professional Issues	84
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	63
NRSG10084	Health Assessment	66
NRSG10020	Nursing Theory 2	84
NRSG10089	Professional Practice Labs	42
CLIN10078	Professional Practice Consolidated	280
CLIN10076	Professional Practice Acute	168
CLIN10077	Professional Practice Varied	168
CLIN10030	Professional Practice Community	112

Professional Practice:

- Professional Practice is based on the availability of clinical placements.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.
- You must meet non-academic requirements prior to placement.

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: cehealth@mohawkcollege.ca

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

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Fax your CNO and registration form to 905-528-7706, including your email address and the program name.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSC110145	Advancements in the Mental Health System	36
HSC110147	Introspective Practice	36
HSC110148	Health Challenges	36
HSC110149	Whole Person Assessment	36
HSC110150	Interventions Supporting Recovery	36
CLIN10070	Operationalizing Theory into Practice	40

NOTES:

- Courses are offered in a blended format using eLearn.
- Register 1 week in advance of start date for HSC110145. You must login to the eLearn course one week in advance to obtain your in-class orientation information.

Clinical Course Information

- Clinical course prerequisites are successful completion of foundational courses and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-time & Graduate Studies office, IAHS building Room 185.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Advancements in the Mental Health System HSC110145 (SA)

Integrate an appreciation of mental illness, knowledge of past, present and future trends, and an awareness of the legal aspect 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. Cannot be completed concurrently with any other course. Mandatory in-person session Sept 15 at 6pm for both CRNs. Balance via eLearn 7:30pm each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35017	TU	Sep15	Dec1	6:00-9:00	12	Blended (IH)	\$275.04
	TU			7:30-10:30			
35018	TU	Sep15	Dec3	6:00-9:00	12	Blended (IH)	\$275.04
	TH			7:30-10:30			

Introspective Practice HSC110147 (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 conflict and ethical dilemmas. Course delivered via eLearn. Prerequisite: HSC110145. May be taken concurrently with HSC110148, HSC110149, HSC110150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35019	TU	Sep15	Dec1	6:30-9:30	12	eLearn (IH)	\$275.04

Health Challenges HSC110148 (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: HSC110147. May be taken concurrently with HSC110148, HSC110149 or HSC110150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35020	WE	Sep16	Dec2	7:30-10:30	12	eLearn (IH)	\$275.04

Interventions Supporting Recovery HSC110150 (SA)

Integrate knowledge of psychopharmacology and other treatment modalities/alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Course delivered via eLearn. Prerequisite: HSC110147. May be taken concurrently with HSC110148, HSC110149.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35066	TH	Sep17	Dec3	6:00-9:00	12	eLearn (IH)	\$275.04

Operationalizing Theory into Practice**CLIN10070**

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Course delivered via eLearn. HSCI10148, HSCI10149, HSCI10150, HSCI10145 & HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35021		Sep17	Dec10			FieldWork	\$305.60

Introduction to Mental Health and the Law, Forensic Studies**HSCI10165 (SA)**

Learn the role of the Criminal Code of Canada and its impact on 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. Admission Requirements: Interdisciplinary professional (i.e. Nurse, Social Worker, Correctional Services, OTA/PTA). ORIENTATION: Sep 8 at 6 pm. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35027	TU	Sep8	Dec15	6:00-9:00	15	Blended (IH)	\$343.80

Implementation of Mental Health Studies, the Law and Forensics**HSCI10168 (SA)**

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. Admission Requirements: Interdisciplinary professional (i.e. Nurse, Social Worker, Correctional Services, OTA/PTA). ORIENTATION: Sep 8 at 6 pm. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35028	TU TH	Sep8	Dec17	6:00-9:00 6:00-9:00	15	Blended (IH)	\$343.80

**Registered Nurse/Registered Practical Nurse - Pediatric Nursing****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 Courses**

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/pediatric-nursing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Fax CNO registration proof and completed registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRSG10057 Pediatric Assessment: Infancy to Adolescence	36
NRSG10066 Nursing Care of Children with Cardio/Respiratory Disorders	36
NRSG10067 Nursing Care of Children with GI & Metabolic Disorders	36
NRSG10068 Nursing Care of Children with Neuro & MS Disorders	36
NRSG10069 Nursing Care of Children with Special Needs	36
CLIN10056 Pediatric Nursing Clinical Practicum	30

Prior Learning Assessment and Recognition (PLAR)

Exemption from Pediatric Assessment (NRSG10057) may be granted via PLAR for RNs and RPNs who have current work experience in assessment of pediatric clients.

Nursing Care of Children with Neuro & MS Disorders NEW!**NRSG10068 (SA)**

Examine the pediatric population with neurological, sensory and musculoskeletal problems. Focus on pathophysiology, assessment, medical and nursing management. Factors considered are client and family communication, education, cultural and spiritual influences. The community as a clinical setting is a major focus.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32489		Sep14	Dec14			eLearn	\$272.52

Pediatric Assessment: Infancy to Adolescence NRSG10057 (SA)

Explore the growth and development of pediatric clients from infancy to adolescence reviewing the normal physical, cognitive, social and psychological developmental changes of each age group. Designed for RNs and RPN's interested in caring for pediatric clients in the community, the course will provide key insights into how to conduct, assess, and support optimal development of pediatric clients in each age group.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31622		Sep14	Dec14			eLearn	\$272.52

**Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 6 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. 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

- Proof of current registration with the College of Nurses of Ontario.
- Fax proof of current license/certification and completed registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing Part 1	35
NRSG10056 Introduction to Perinatal Nursing Part 2	35
HSCI10163 Neonatal Resuscitation-Provider Certificatio	10
NRSGNSCA1 Perinatal RPN Maternal Care	35
NRSGNSCA2 Perinatal Newborn And Family Care (RPN)	35
CLIN10073 RPN Maternal, Newborn and Family Care Clinical Experience	84

Get Started in eLearn

Information on accessing your eLearn course is available at ce.mohawkcollege.ca/elearn

Clinical Course Information:

- Clinical course prerequisites are successful completion of foundational courses (NRSG10055, NRSG10056, HSCI10163) and related advanced theory courses.
- An eligible student planning on completing the clinical course must complete and submit a clinical application to Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in NRSGNSCA2 eLearn course home page or from CE Health Sciences, Part time & Graduate Studies Office, IAHS
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency clinical requirements such as Vulnerable Sector screening, online orientation, computer training etc.

Introduction to Perinatal Nursing Part 1 NRSG10055 (SA)

Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Topics include fertilization, embryological and fetal development, psychological & physiological adaptations to pregnancy, pregnancy risk assessment, prenatal education applying health teaching principles & the process of labour & delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31103	Sep14	Dec14			eLearn		\$425.25
31564	Sep18	Dec18			eLearn		\$425.25

Introduction to Perinatal Nursing Part 2 NRSG10056 (SA)

Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31104	Sep14	Dec14			eLearn		\$425.25

Neonatal Resuscitation-Provider Certification HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35000	FR	Oct30	Oct30	9:00-5:00	1	Classroom (IH)	\$207.48
39044	TH	Oct29	Oct29	9:00-5:00	1	Classroom (IH)	\$207.48

Perinatal RPN Maternal Care NRSGNSCA1 (SA)

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. 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
32221	Sep14	Dec14			eLearn		\$264.95

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
32222	Sep14	Dec14			eLearn		\$264.95

RPN Maternal, Newborn and Family Care Clinical Experience CLIN10073 (SA)

Integrate knowledge and skills learned in RPN Maternal, Newborn and Family Care Theory courses in a Level 1 or 2 perinatal clinical setting (antenatal clinic, maternal child unit, nursery, L&D-observation only). Mohawk College Medical Clearance and current NRP are required. 84 Hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35005		Sep8	Dec10			FieldWork	\$594.18

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

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?

Please forward:

- A cover letter with a resume outlining your nursing practice.
- CNO Registration Number or Reinstatement Letter.
- Forward your documents by fax, email or mail to:
Mohawk College, Institute for Applied Health Sciences
RPN Refresher Certificate, Room 18
1400 Main St. West, Hamilton, ON, L8S 1C7
Fax: 905-528-7706
Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES

Full program must be completed within 3 years of admission to program.

Mandatory Courses:	Hours
NRSG10083 Nursing Informatics	56
NRSG10086 Professional Issues	84
NRSG10019 Nursing Theory 1	84
NRSG10027 Administration of Medication for Nurses	63
NRSG10084 Health Assessment	66
NRSG10020 Nursing Theory 2	84
NRSG10089 Professional Practice Labs	42
CLIN10078 Professional Practice Consolidated	280
CLIN10076 Professional Practice Acute	168
CLIN10077 Professional Practice Varied	168
CLIN10030 Professional Practice Community	112

Professional Practice:

- Professional Practice is based on the availability of clinical placements.
- Professional Practice is variable depending on CNO Reinstatement Letter or length of time out of practice.
- You must meet Non-Academic Requirements prior to placement.



Skin, Wound and Footcare Management

ACKNOWLEDGEMENT OF COMPLETION AND/OR LETTER OF RECOGNITION

Completion Requirements: see Program of Studies

Update and expand knowledge and skills related to foot and wound care within scope of practice.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/foot-care-program

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
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Management of Wounds Letter of Completion

HSCIHS127 The Management Of Wounds	30
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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 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35006	TH SA	Oct15	Oct17	6:30-9:30 9:00-4:00	2	Classroom (IH)	\$109.32

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: Nov 11, 14, 21, 28.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35007	WE SA	Nov11	Nov28	6:30-9:30 9:00-4:00	4	Classroom (IH)	\$362.36

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, Hep B and influenza vaccination must be submitted at least one week prior to field experience to IAHS, Room 185 or fax to 905-528-7706 Attn: Foot Care Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35008	TH	Dec3	Dec3	8:30-5:00	1	FieldWork	\$181.78

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 text (available in McMaster Hospital, Room 1G) to first class. Dates: Oct 3, 17, Nov 7, 14, 28. Course manual available online on specific course page in eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35022	SA	Oct3	Nov28	9:00-5:00	5	Classroom (IH)	\$229.20



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: cehealth@mohawkcollege.ca

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

Admission Requirements

- Completion of an approved certificate program in health sciences or human services OR
- Approval from Program Manager.
- Fax proof of certification and registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSCIDEM01 Overview Of Dementia Care	24
COMMDEM02 Communication & Interpersonal Skills In Dementia	24
HMNSDEM03 Caregiving Skills	24
LAWSDDEM04 Ethics and Legalities1	24
CLINDEM05 Clinical Field Placement With Clients	60
Options - Choose 1:	
PSYCSS271 Developmental Psychology	45
SSCISS108 Sociology 1	42
HSCI10095 Overview of Palliative Care for Personal Support Workers	30
COMMLL041 Communication	45

Options courses are offered under other programs. Refer to the index.

Clinical Course Information:

- Clinical course prerequisites are successful completion of foundational courses and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-time & Graduate Studies office, IAHS building Room 185.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

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 caregivers, clients and the family unit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35023	WE	Sep16	Nov4	6:30-9:30	8	Classroom (IH)	\$183.36

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, caregiver stress. Embedded in the course is "The A.R.T. of Towel Bathing".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35024	WE	Nov11	Jan6	6:30-9:30	8	Classroom (IH)	\$183.36

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
35026		Sep8	Dec10			FieldWork	\$440.10

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. 26703

Email: disted@mohawkcollege.ca or cehealth@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).

PROGRAM OF STUDIES

Courses are integrated with the Gerontology - Multidiscipline Certificate. Refer to website

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
WORKGER71 Community-Based Field Experience	30
WORKGER81 Institutional-Based Field Experience	30
Options - Choose 1:	
COMMLL041 Communication	
PSYCSS271 Developmental Psychology	
SSCISS108 Sociology 1	
HSCIGER05 Restorative Care	
HSCI10095 Overview of Palliative Care for Personal Support Workers	

Clinical Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- An eligible student planning on completing a clinical course must complete and submit a clinical application to the Program Manager prior to the semester in which the student plans on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home page or from CE Health Sciences Part-Time and Graduate Studies Office, IAHS Building
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a 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 at plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency requirements

Option courses are listed under other programs. Refer to the index.

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
31288		Sep8	Dec15			OntarioLearn	\$280.10

Physiology Of Aging**HSCIGER20**

Examine the physiology of human growth, development and aging 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
31568		Sep8	Dec15			OntarioLearn	\$280.10

Assessment And Planning**HSCIGER30**

Further develop skills in Assessment and Planning for the aging adult. Topics include interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording. Planning, intervention and evaluation are also introduced. Prerequisite: HSCIGER20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31654		Sep8	Dec15			OntarioLearn	\$280.10

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
31225		Sep8	Dec15			OntarioLearn	\$280.10

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
31222		Sep8	Dec15			OntarioLearn	\$280.10

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
31194		Sep8	Dec15			OntarioLearn	\$265.70

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
31193		Sep8	Dec15			OntarioLearn	\$265.70

OTHER COURSES**CPR and First Aid Certificate**

Additional courses requested by special interest groups can 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
35046	TU	Sep8	Sep8	4:30-8:00	1	Classroom (IH)	\$54.76
35049	SU	Sep13	Sep13	9:00-12:30	1	Classroom (IH)	\$54.76
35050	WE	Sep16	Sep16	4:30-8:00	1	Classroom (IH)	\$54.76
35051	TU	Sep22	Sep22	4:30-8:00	1	Classroom (IH)	\$54.76
35052	SU	Sep27	Sep27	9:00-2:30	1	Classroom (IH)	\$54.76
35053	WE	Sep30	Sep30	4:30-8:00	1	Classroom (IH)	\$54.76
35054	MO	Oct5	Oct5	4:30-8:00	1	Classroom (IH)	\$54.76
35055	TU	Oct13	Oct13	4:30-8:00	1	Classroom (IH)	\$54.76
35056	SA	Oct24	Oct24	9:00-2:30	1	Classroom (IH)	\$54.76
35057	TU	Nov10	Nov10	4:30-8:00	1	Classroom (IH)	\$54.76
35058	SA	Nov21	Nov21	9:00-12:30	1	Classroom (IH)	\$54.76
35059	TU	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 included. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35038	WE	Sep9	Sep9	5:00-10:30	1	Classroom (IH)	\$81.64
35039	MO	Sep14	Sep14	5:00-10:30	1	Classroom (IH)	\$81.64
35040	SU	Sep20	Sep20	9:00-2:30	1	Classroom (IH)	\$81.64
35041	TU	Sep29	Sep29	5:00-10:30	1	Classroom (IH)	\$81.64
35042	WE	Oct7	Oct7	5:00-10:30	1	Classroom (IH)	\$81.64
35043	TU	Oct20	Oct20	5:00-10:30	1	Classroom (IH)	\$81.64
35044	SU	Oct25	Oct25	9:00-2:30	1	Classroom (IH)	\$81.64
35045	WE	Nov18	Nov18	5:00-10:30	1	Classroom (IH)	\$81.64
35047	SU	Nov22	Nov22	9:00-2:30	1	Classroom (IH)	\$81.64
35048	WE	Dec9	Dec9	5:00-10:30	1	Classroom (IH)	\$81.64

Standard First Aid, C.P.R. 'C'/AED HSCI10088

Health Care Provider Level. Complete intensive training, according to Red Cross Standards, WSIB (ON) approved. Designed to meet training requirements of community or industry personnel. A prerequisite for many college entry programs (e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, CYW, 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
35060	SA/SU	Sep12	Sep13	9:00-5:00	2	Classroom (IH)	\$110.00
35061	SA/SU	Sep26	Sep27	9:00-5:00	2	Classroom (IH)	\$110.00
35062	SA/SU	Oct17	Oct18	9:00-5:00	2	Classroom (IH)	\$110.00
35063	SA/SU	Oct31	Nov1	9:00-5:00	2	Classroom (IH)	\$110.00
35064	SA/SU	Nov14	Nov15	9:00-5:00	2	Classroom (IH)	\$110.00
35065	SA/SU	Dec5	Dec6	9:00-5:00	2	Classroom (IH)	\$110.00
39001	MO/TU	Oct26	Oct27	9:00-5:00	2	Classroom (FF)	\$110.00
39002	WE/TH	Oct28	Oct29	9:00-5:00	2	Classroom (FF)	\$110.00

General Health Sciences**Questions?**

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: 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
31158		Sep8	Dec15			OntarioLearn	\$313.10

Human Anatomy and Physiology HSCI10027

Study the human body and apply your knowledge during online 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
31396		Sep8	Dec15			OntarioLearn	\$489.95

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. CRN 31427 - exact dates will be given during first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31427		Sep8	Dec15			OntarioLearn	\$464.27
35104	WE	Sep9	Dec16	6:30-9:30	15	Classroom (IH)	\$414.42

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
31110		Sep8	Dec15			OntarioLearn	\$426.65

Medical Laboratory Technology

Suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. We also offer 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 be of interest to nurses, laboratory assistants and other health care professionals.

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. Exact dates for in-class sessions will be given during first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35103	TH	Sep17	Oct22	6:30-9:30	6	Classroom (IH)	\$168.44

Nursing

Web: www.mohawkcollege.ca/continuing-education/health-courses

Administration of Medication for Nurses NRSNG10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Balance of hours online. No class Oct 12 or 26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35035	MO	Sep14	Dec14	5:00-9:00	14	Classroom (IH)	\$452.94

Health Assessment NRSNG10084

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. CRN 35036: No class Oct 30. Balance of hours online for both CRNs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35036	FR	Sep11	Dec18	12:00-4:30	14	Classroom (IH)	\$478.62
35037	SA	Sep26	Nov28	9:00-5:00	8	Classroom (IH)	\$478.62

Intravenous Therapy - RN/RPN NRSNGSC90

Gain knowledge and skills in caring for patients receiving IV therapy. Blended format with 4 in-class/LRC sessions - Sep 12, 19, Oct 3, 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
35102	SA	Sep12	Oct17	9:00-4:30	4	Blended (IH)	\$372.96

Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

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CREDENTIALLED PROGRAMS

Cake Decorating

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?

Call 905-575-2298

Email: crearts@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cake-decorating

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CULI GI737	Cake Decorating 1	15
CULI GI738	Cake Decorating 2	15
CULI GI739	Cake Decorating 3	15

Cake Decorating 1

CULIGI737

Learn the fundamentals of decorating cakes and cupcakes. Receive hands-on instruction in levelling, filling, smoothing and combing cakes. Learn and practice the essential skills for decorating - piping techniques, flower and much more. List of supplies will be covered in the first class. Supply costs (a prox. \$95) are the responsibility of the participant.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32709	MO	Sep21	Oct26	6:30-9:30	5	Classroom (FF)	\$134.95

Cake Decorating 2

CULIGI738

Create beautiful royal icing flowers, lily nail flowers, flood k, basket weave design and more. Supply costs (approx. \$40) are the responsibility of the participant. Prerequisite: CULIGI737. If adequate enrollment is met, the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32710	WE	Sep23	Oct21	6:30-9:30	5	Classroom (FF)	\$134.95

Culinary Skills - Introduction

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 5 courses

Every great chef has a repertoire of knowledge from which to draw...here's your chance to learn from a pro! Whether you're just beginning to cook, or looking for a thorough refresher of the basics, these hands-on courses will have you cooking comfortably in no time and have been designed to build up your kitchen repertoire so you become a great home chef. Your journey starts with the fundamentals and continues to more advanced techniques which lead to creating spectacular dishes with a gourmet touch. Topics include knife skills, a wide range of cooking techniques, food safety and handling, plating and presentation techniques.

Questions?

Call 905-575-2298

Email: crearts@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cooking-courses

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CULI10069	Cooking Fundamentals	24
CULI10070	Cooking Fundamentals - The Next Step	24
CULI10079	Fast Family Food at Home	24
CULI10071	Fundamentals of Gourmet Dining	24
CULI10078	Weekend Cooking Family Favourites	24
Options - Choose 1:		
CULI10072	Fish and Seafood	12
CULI10074	French Farm House Cookery	12
CULI10073	Creole and Cajun Cooking	12
CULI10077	Pub Favourites At Home	12

Notes:

- 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.
- Bring your own sharp knife, hand towel, containers and apron to all courses.

Cooking Fundamentals **CULI10069**

Join Michael Elliot and start your culinary journey by 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 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32722	MO	Sep21	Nov2	6:00-10:00	6	Classroom (FF)	\$201.67

Cooking Fundamentals - The Next Step **CULI10070**

Learn from a professional chef! Discover advanced methods (classic and modern) of food preparation & presentation. Covers simple to complicated dishes & creative plating methods. Become a food enthusiast and confidently make existing recipes into your own "signature dish" without relying on written recipes. Food costs of \$55 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32723	TU	Nov1	Dec15	6:00-10:00	6	Classroom (FF)	\$201.67

Fast Family Food At Home **NEW!** **CULI10079**

Join Chef Shaun Davis and learn to make fast, delicious, affordable and healthy meals while passing on culinary techniques to the next generation. In this hands-on course, an appetizer and an entree will be covered each week. Bring a sharp "chef's" knife, food containers, apron and towel. Food costs of \$55 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32773	TU	Sep22	Oct27	6:00-10:00	6	Classroom (FF)	\$201.67

Fundamentals of Gourmet Dining **CULI10071**

Join our expert chef on a culinary adventure exploring different cuisines from around the world. Each week you will prepare a three course signature menu. Learn professional skills and impress your family and friends! Food costs of \$55 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32724	MO	Nov9	Dec14	6:00-10:00	6	Classroom (FF)	\$201.67

Weekend Cooking Family Favourites **NEW!** **CULI10078**

Chef Shaun Davis demonstrates how to cook slow and luscious "comfort" family meals. In this hands-on "slow-food" course, you will learn international family favourites ranging from appetizers, entrees, soups, stews and desserts. Bring a sharp "chef's" knife, apron, towel and food containers. Food costs of \$50 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32774	TH	Nov12	Dec17	6:00-10:00	6	Classroom (FF)	\$201.67

Fish and Seafood**CULI10072**

Just in time for holiday entertaining, join Chef Shaun Davis, in preparing fish and seafood in a variety of ways. Learn how to prepare filets, a selection of seafood and other cuts of fish properly - poach, fry, saute and steam. There will be lots of tasting! Food costs of \$50 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32725	SA/SU	Nov14	Nov15	10:00-4:00	2	Classroom (FF)	\$100.96

Creole and Cajun Cooking**CULI10073**

Spice up your culinary repertoire with Chef Shaun Davis. Learn secrets of creating delicious Creole and Cajun inspired dishes in this hands-on course. Discover many national influences that are part of this cuisine. Using the essential ingredients; soups, vegetables, main dishes and desserts will be visited. Bring a sharp knife, apron and containers. Food costs of \$45 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32726	SA/SU	Nov21	Nov22	10:00-4:00	2	Classroom (FF)	\$100.96

Pub Favourites At Home **NEW!****CULI10077**

Join Chef Shaun Davis and discover how to make the "old" favourites but with an added modern twist. Add to your culinary skills in this hands-on workshop. Learn the basics and professional tips to recreate your own Pub fare. Bring a sharp "chef's" knife, apron, towel, and food containers. Food costs of \$50 payable to instructor at first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32775	SA/SU	Dec5	Dec6	10:00-4:00	2	Classroom (FF)	\$100.96

**Home Renovation For Women (Men Welcome)****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 5 courses**

Join CHCH TV 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!

MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.**Questions?**

Call 905-575-2298

Email: crearts@mohawkcollege.ca

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

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 Refinish	12
CREA10135	Painting and Decorating	12
BLDG10088	Build a Bench	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion!

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. Covers tool maintenance and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32739	MO	Sep21	Oct19	6:30-9:30	4	Classroom (FF)	\$124.96

Basic Maintenance **BLDG10073**

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures or window coverings, let Pamela show you step-by-step how to get the job done.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32738	TU	Sep22	Oct27	6:30-9:30	6	Classroom (FF)	\$174.94

Basic Electrical **ELEC10123**

Join electrician John DeSantis, and learn how to plan a rewiring, upgrading, and add-ons..according to code. Learn when an electrician or an inspection is a MUST. Material costs included in fee. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32737	SA/SU	Oct17	Oct18	9:00-3:30	2	Classroom (FF)	\$135.96

Basic Plumbing **BLDG10072**

Learn how to maintain and improve all your basic plumbing! Pamela Stiles will show you how to save \$\$\$ by knowing what to look for. Step-by-step instructions from fixing a leaky faucet to installing a toilet and everything in between.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32740	MO	Nov2	Nov23	6:30-9:30	4	Classroom (FF)	\$124.96

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

Email: ceskills@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
32192	WE	Sep9	Nov25	7:00-10:00	12	Classroom (FF)	\$299.88

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
32191	WE	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$299.88

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
32190	TH	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$299.88

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 905-575-2298

Email: crearts@mohawkcollege.ca

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

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

Some courses require completion of prerequisites. Refer to the website.

Mandatory Courses:	Hours
CREAHF215 Colour Principles	30
CREAHF205 Design Principles	30
TDRWHF203 Basic Drafting	30
METRFHF230 Estimating	30
TEXT10029 Fabric For Interiors	30
CREA10029 Residential Lighting	30
CREA10034 Understanding Floors and Furniture	30
CREA10030 Soft Furnishings and Window Treatments	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 3D Computer Drafting	30
CREA10035 Kitchen and Bathroom Concepts	30
SBMG10001 Business Strategies for Interior Decorators	30
CREA10179 Hand Rendering Interior Design	30

Design Principles **CREAHF205**

A perfect room requires skillful planning, careful composition and the right accessories and lighting. Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32712	TH	Sep24	Nov26	6:30-9:30	10	Classroom (FF)	\$251.40

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
32716	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$251.40

Residential Lighting CREA10029
Learn to use incandescent, fluorescent and halogen lights, decorative fixtures and accent lighting to beautify residential interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32714	MO	Sep21	Nov30	6:30-9:30	10	Classroom (FF)	\$251.40

Business Strategies for Interior Decorators SBMG10001
Discover how to work with banking professionals, suppliers, trades and clients in operating your decorating business. Completion near the end of your program recommended.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32713	WE	Sep23	Nov25	6:30-9:30	10	Classroom (FF)	\$251.40

Interior Design Studio CREAHF240
Create a professional, comprehensive client presentation. Prerequisite: 10 mandatory courses and 2 electives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32717	TU	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	\$251.40

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

Email: ceskills@mohawkcollege.ca

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

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES			Hours
Mandatory Courses:			
HORTHOR01	Fundamentals Of Horticulture		36
HORTLA010	General Plant Identification		36
HORTLA009	Botany For Horticulture		36
HORTLA001	Landscape Design 1		36
HORTLA007	Landscape Design II		36
HORTLA008	Landscape Design III		36
Options - Choose 1:			
CADMCAD06	AutoCAD - Introduction		45
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 & Integrated Pest Management		36
BLDG10069	Principles of Landscape Construction		42

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

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
32192	WE	Sep9	Nov25	7:00-10:00	12	Classroom (FF)	\$299.88

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: CANNOT be used as a credit in the Horticulture Plant Identification Certificate

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32189	TU	Sep8	Nov24	6:30-9:30	12	Classroom (FF)	\$299.88

Landscape Design III HORTLA008
At this advanced level, students will use knowledge gained from previous courses to create landscapes using DYNASCAPE Computer Software. Prerequisites: HORTLA001 & HORTLA007.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32193	TH	Sep10	Nov26	7:00-10:00	12	Classroom (FF)	\$299.88

AutoCAD - Introduction CADMCAD06
Using AutoCAD/AutoCADLT2013 Fundamentals enables you 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
31619		Sep12	Nov21			eLearn	\$340.65
32388	TU	Sep15	Dec8	6:00-9:30	13	Classroom (FF)	\$374.85

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
32191	WE	Sep9	Nov25	6:30-9:30	12	Classroom (FF)	\$299.88

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
32190	TH	Sep10	Nov26	6:30-9:30	12	Classroom (FF)	\$299.88

Professional Bartending

ACKNOWLEDGEMENT OF COMPLETION

Completion 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.

Questions?

Call 905-575-2298

Email: crearts@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
HOSPFB008	Smart Serve Certification Cours	4
HOSPFB004	Wine Appreciation 1	30
HOSPFB005	Wine Appreciation 2	30

Smart Serve Certification is mandatory for alcohol servers in Ontario.

Important information regarding in-class alcohol consumption

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under. Students registered in 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.

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
32727	MO	Sep21	Nov30	6:30-10:00	10	Classroom (FF)	\$339.88

Wine Appreciation 2

HOSPFB005

Explore the elegance of Old World Wines, grape varieties, regions, including France and Italy. Develop your tasting skills with selected wines. Gain an understanding of quality standards and regulations. Wine costs included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32728	TU	Sep29	Nov17	6:00-10:00	8	Classroom (FF)	\$321.40

Smart Serve Certification Cours

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
32733	SA	Sep26	Sep26	9:30-1:30	1	Classroom (FF)	\$59.00
32734	TU	Oct20	Oct20	6:00-10:00	1	Classroom (FF)	\$59.00
32735	SA	Nov14	Nov14	9:30-1:30	1	Classroom (FF)	\$59.00



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

Katie, Tea Sommelier of Canada Certification Student

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 905-575-2298

Email: crearts@mohawkcollege.ca

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

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 & Health - Tea 106	18
HOSP10025	Menu Design and Food Pairing - Tea 107	18
HOSP10026	The 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 enrollment is met, Tea 102 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32718	MO	Sep21	Oct19	6:30-9:30	4	Classroom (FF)	\$127.46

Regions of the World - Tea 102

HOSP10020

In the world, millions of people enjoy drinking tea. Examine in detail the principal tea-growing regions of the world. Develop a fundamental understanding of tea - its evolution and its influence on culture and world events. Students will taste and evaluate teas that are representative of each region. Prerequisite: HOSP10019. If adequate enrollment is met, Tea 103 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32719	TU	Sep22	Oct27	6:30-9:30	6	Classroom (FF)	\$180.19

Tea Types - Tea 104

HOSP10022

While there are more than 1500 varieties of tea available worldwide, all teas can be divided into three types - black, green and oolong. Learn the types of teas produced in the wide range of regions/countries in the world. Tasting and style comparisons will be a major component of the courses. Prerequisite: HOSP10019. If adequate enrollment is met, Tea 105 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32720	WE	Sep23	Oct28	6:30-9:30	6	Classroom (FF)	\$180.19

From Bush to Cup - Tea 105**HOSP10023**

Introduces the advanced cultivation and processing practices used in the production of tea. Emphasis given to the importance and impact of various processing decisions and practices on the produced tea. This provides an essential perspective on modern tea garden management practices which are utilized in various regions currently used in world production. Prerequisite: HOSP10019. If adequate enrollment is met Tea 106 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32721	TH	Sep24	Oct29	6:30-9:30	6	Classroom (FF)	\$180.19

OTHER COURSES**Hospitality****Questions?**

Call 905-575-2298

Email: crearts@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/cooking-courses**Discovering Tea NEW!****HOSP10040**

Here's a perfect introduction for all - from the casually curious to the prospective tea taster. We will sip a few healthy and tasty varieties of tea and discover the diversity of aromas and flavours. This workshop provides basic guidance to further explore the Tea Sommelier Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32766	MO	Sep14	Sep14	6:30-9:00	1	Classroom (FF)	\$29.50

Wine & Food Pairings NEW!**CUL10063**

What goes well with red and white wines when pairing with food? Join Wine Sommelier Debbie Templeton-Smrekar for basic tips on enhancing your pallet and learn what to avoid. Further explore wines in-depth in the Wine Appreciation 2 course in the Professional Bartending section.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32736	TU	Sep15	Sep15	6:30-9:30	1	Classroom (FF)	\$75.39

Home Renovation**Questions?**

Call 905-575-2298

Email: crearts@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/homerenov**Expertly instructed by Pamela Stiles.****Tiling Successfully NEW!****CREA10183**

Learn the basic steps of proper tiling starting with a simple project! Hands-on instruction will be given from selecting tiles to the actual installation and completion of a project. A good stepping stone to have confidence to undertake back splash or similar project. Materials supplied.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32768	SA	Oct24	Oct24	9:00-4:30	1	Classroom (FF)	\$107.12

Chalk Style Furniture Painting NEW!**CREA10182**

Unleash your creativity! Bring in a small piece of furniture or accessories and take home a masterpiece. Learn painting techniques using the newest Chalky Patina paint that will transform a project from tired looking to looking adored and treasured. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32769	SA	Nov7	Nov7	9:00-4:30	1	Classroom (FF)	\$107.12

Milk Painting NEW!**CREA10184**

Discover this trendy method of painting! Use a paint powder that creates a distressed "chippy" look that is so characteristic of milk paint. Learn the fabulous techniques that give a variety of modern, authentic, antique and textured looks to a piece of furniture or a home decor item. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32770	SA	Nov14	Nov14	9:00-4:30	1	Classroom (FF)	\$107.12

Advanced Chalk Painting NEW!**CREA10185**

Let's move on to another level using new techniques for revitalizing a piece of furniture or an accessory from ignored to adored. Learn different techniques such as using wallpaper, crackle and glazes and more to create a French country vintage look that makes your new piece stand out and very desirable. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32771	SA	Nov21	Nov21	9:00-4:30	1	Classroom (FF)	\$107.12

Repurpose A Pallet NEW!**CREA10186**

There are endless possibilities when it comes to reusing a wooden pallet - they can be used to create something very unique and useful. Get ready to explore different ways you can use this recycled item. Step-by-step instruction will be given from dismantling, to cutting, assembling and painting a project. Project will be creating a holiday Christmas tree decorated with Chalky paint!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32772	SA	Nov28	Nov28	9:00-4:30	1	Classroom (FF)	\$107.12

Wedding Planning**Wedding Planning****PLAN10018**

Immerse yourself in the world of the professional wedding planner. Focus on budget, etiquette, ceremonies, catering and all vendor selection and destination weddings. Learn the fundamentals of starting and marketing your own wedding planning business. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31614		Sep8	Dec15			OntarioLearn	\$426.65

**Student Success Advisors (SSA)**

As part of our commitment to student success, students in Continuing Education courses have access to an SSA. Here is a summary of how your SSA may help you.

Academic and Program Advising

- Initial advice on course selection; changing programs; withdrawals
- Referrals to Program Coordinator for program specific advisin
- Information about Academic Status, program pathways, transfers
- Create Academic Improvement and Success Plans

Student Support Services

- Referrals to specialized support services
- Guidance on college policies and procedures
- Support transition to college life

Multiple Advising Formats

- Via e-mail, drop-in or scheduled appointments
- In person, in groups, in workshops, online or over the phone

Contact

Jessica Vanhooren, Continuing Education Student Success Coach
Phone: 905-575-1212 ext. 3547

Email: jessica.vanhooren@mohawkcollege.ca

Shelley Omand, Continuing Education Student Success Coach
Phone: 905-575-2743

Email: shelley.omand@mohawkcollege.ca*If your assigned SSA isn't available, another SSA can help you.*Learn more at mohawkcollege.ca/ssa

Mathematics

MATH LEARNING CENTRE - INDEPENDENT STUDY

Steps for completing a course through the Math Learning Centre (MLC) at Fennell Campus

Register

- Select the date you wish to begin your studies. Make sure you can attend the in-person orientation session on the date you've chosen.
- 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.

Get started

- Attend the mandatory orientation session on the start date you selected. You cannot begin your studies without attending the orientation.
- The orientation runs from 6:00-7:00 pm. at the Fennell Campus. You must arrive on time.

Complete your course

- 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.
- Testing takes place in-person at the Fennell Campus in Hamilton.
- You must complete your course by the end date.

Full details are available on our website ce.mohawkcollege.ca/mlc

Questions?

Call: 905-575-2139

Email: ceengty@mohawkcollege.ca

COURSE NAME	COURSE NUMBER	Start/Orientation Date	Sep 8	Sep 14	Sep 22	Oct 14	Nov 12	FEE	PREREQUISITE
		End Date	Jan 8	Jan 14	Jan 22	Feb 13	Mar 13		
Mathematics 1	MATH10011		32566	32567	32568	32569	32570	\$349.86	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012		32571	32572	32573	32574	32575	\$349.86	Grade 12 Math (C or U)
Mathematics	MATH10020		32576	32577	32578	32579	32580	\$349.86	MATH10012
Mathematics	MATH10024		32581	32582	32583	32584	32585	\$349.86	MATHMS173
Mechanical Intermediate Algebra	MATH10029		32586	32587	32588	32589	32590	\$349.86	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042		32662	32663	32664	32665	32666	\$453.06	Grade 12 Math (C or U)
Mathematics 2	MATH10053		32591	32592	32593	32594	32595	\$349.86	MATH10011 or equivalent
NDE Mathematics	MATH10059		32596	32598	32597	32599	32600	\$349.86	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001		32625	32627	32628	32629	32630	\$396.18	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 **		32671	32672	32673	32674	32675	\$560.14	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003		32620	32621	32622	32623	32624	\$396.18	Grade 11 Math (C or U)
Mathematics 1-General Arts and Sciences	MATHMA006		32531	32532	32533	32534	32535	\$349.86	Grade 10 Math (applied or academic)
Math	MATHMA018		32536	32537	32538	32539	32540	\$349.86	MATHMA006
Mathematics	MATHMA101		32541	32542	32543	32544	32545	\$349.86	Grade 11 Math (M or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179		32636	32632	32633	32634	32635	\$453.06	Grade 12 Math (C or U)
Differential Calculus	MATHMA383		32546	32547	32548	32549	32550	\$349.86	MATH10029
Mathematics	MATHMS122		32637	32639	32640	32641	32642	\$453.06	Grade 10 Math (applied or academic)
Mathematics	MATHMS144		32551	32552	32553	32554	32555	\$349.86	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165		32643	32644	32645	32646	32647	\$453.06	Grade 12 Math (C or U)
Mathematics	MATHMS171		32648	32649	32650	32651	32652	\$453.06	Grade 12 Math (C or U)
Mathematics	MATHMS173		32653	32668	32654	32655	32656	\$453.06	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244		32556	32557	32558	32559	32560	\$349.86	MATHMS144
Mathematics	MATHMS248		32657	32658	32659	32660	32661	\$453.06	MATHMS171
Mathematics	MATHMS377		32561	32562	32563	32564	32565	\$349.86	MATHMS271

** CRN End Dates for MATHMA002 are Mar 15/16, Mar 21/16, Mar 29/16, Apr 20/16, and May 19/16.

MATHEMATICS COURSES

Mathematics Courses

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mathematics-statistics

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Discrete Math & Statistics MATH10064

Covers various topics from number theory, discrete mathematics and statistics. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31481	Sep10	Dec17				eLearn	\$411.27

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
32401	TH	Sep10	Dec10	6:00-9:00	14	Classroom (FF)	\$349.86

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	Sep8	Dec15				OntarioLearn	\$426.65

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
31204	Sep10	Dec17				eLearn	\$317.94

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
31165	Sep10	Dec17				eLearn	\$317.94

Mathematics MATHMS271

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. Prerequisite: MATHMS171.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31597	Sep14	Dec14				eLearn	\$411.27

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
31202		Sep10	Dec17			eLearn	\$317.94

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
31183		Sep10	Dec17			eLearn	\$317.94

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
32402	MO/WE	Sep16	Dec9	7:00-10:00	19	Classroom (FF)	\$453.06

Statistics MATHMA570

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
31056		Sep8	Dec15			OntarioLearn	\$464.27

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
31410		Sep8	Dec15			OntarioLearn	\$522.95

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
31088		Sep8	Dec15			OntarioLearn	\$426.65

Statistics MATHMS474

39021 TH Sep10 Dec10 6:00-9:00 14 Classroom (FF) \$349.86



Technology and Skilled Trades

ce.mohawkcollege.ca/tech

Programs and Courses



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Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship?

Check out our 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

CREDENTIALLED PROGRAMS

Air Brake Training

Questions?

Call: 905-575-2507

Email: ceskills@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
32234	SA/SU	Sep19	Sep20	8:00-4:00	2	Classroom (SC)	\$294.92
32235	SA/SU	Oct24	Oct25	8:00-4:00	2	Classroom (SC)	\$294.92
32236	SA/SU	Nov28	Nov29	8:00-4:00	2	Classroom (SC)	\$294.92

 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

Email: ceskills@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/buildenviro systems

Admission Requirements

- Practical work experience or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HRAPBES01 Heating	45
HRAPBES02 Air Conditioning And Refrigeration	45
BLDGBES03 Air Handling & Preventive 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
32216	TU	Sep8	Dec1	6:00-9:30	13	Classroom (SC)	\$374.85

Air Handling & Preventive Maintenance

BLDGBES03

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32217	TH	Sep10	Dec3	6:00-9:30	13	Classroom (SC)	\$374.85

Air Conditioning and Refrigeration

HRAPBES02

39036 MO Sep14 Dec14 6:00-9:30 13 Classroom (SC) \$374.85

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

Email: ceskills@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 the Apprenticeship Branch Office at 1-800-668-4479. Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam.

C of Q Automotive Service Technician 310S

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
32424	WE	Sep16	Dec2	6:30-9:30	12	Classroom (FF)	\$299.88

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
32426	SA	Sep12	Dec5	9:00-2:00	12	Classroom (SC)	\$481.50

C of Q Instrumentation 447A

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
31223		Sep9	Dec16			eLearn	\$227.10

C of Q Prep Machinist 429A

MACHHAQ02

Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32423	MO/TU	Sep14	Dec7	6:00-9:00	24	Classroom (FF)	\$560.14

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

ENVVRE904

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32176	SA	Sep26	Sep26	8:30-3:00	1	Classroom (SC)	\$214.86
32177	SA	Oct31	Oct31	8:30-3:00	1	Classroom (SC)	\$214.86
32178	SA	Dec5	Dec5	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

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

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
32198	TU/TH	Sep8	Oct27	6:00-10:00	15	Classroom (SC)	\$481.50

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
32197	TU	Sep8	Dec15	6:00-10:00	15	Classroom (SC)	\$481.50



905-387-1655
 registrations@cinde.ca
 ce.mohawkcollege.ca/nde
 or www.cinde.ca

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.

- 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)
- Level 3 Preparatory Courses
- Phased Array UT Inspection

Construction Estimating Certificate (867)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Accurate estimating and careful monitoring of costs are essential for ensuring a profit in any construction firm. Upgrade your estimating skill using computer software.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

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

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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
32404	TU	Sep8	Dec8	6:30-9:30	14	Classroom (FF)	\$349.86

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. Students should have blueprint reading skills. Equivalent to: BLDGEA202. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31219		Sep8	Dec15			OntarioLearn	\$381.23

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		Sep8	Dec15			OntarioLearn	\$445.91
31231		Oct1	Jan7			OntarioLearn	\$445.91
31235		Nov2	Feb8			OntarioLearn	\$445.91
32157		Dec1	Mar8			OntarioLearn	\$445.91

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
32403	TH	Sep10	Dec10	6:00-10:00	14	Classroom (FF)	\$453.06

Online Course?

Book your exam early!

For instructions visit

ce.mohawkcollege.ca/exams

Electrical Engineering Technician to Technologist Transfer

Graduates of the 2 year Mohawk College Diploma in Electrical Engineering Technician - Power (Program 403) may be eligible for direct entry into Semester 5 of the Mohawk College Electrical Engineering Technology - Control (Program 536) or Energy Systems (Program 360) by completing the following courses.

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

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

Admission Requirements

- Mohawk College Electrical Engineering Technician - Power Diploma

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MATH10014	Engineering Mathematics 3	42
ELEC10034	Network Fundamentals	70
ELEC10045	Engineering Applications	42
ELEC10059	Linear Systems	42
ELEC10103	Digital Systems	70
ELEC10127	Power Systems	70
ELEC10131	Electrical Rotating Machines	70

Courses are offered under other programs. Refer to the index.

If your GPA is >80% in the Electrical Engineering Technician Program you may be exempt from some courses.

To apply, contact the Admissions Department for information on 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 the electrical fundamental required in various maintenance occupations.

Questions?

Call: 905-575-2507

Email: ceskills@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

See page 117 for MATHMA002.

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
32237	MO/WE	Sep14	Dec2	6:00-9:00	24	Classroom (SC)	\$560.14



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

Email: ceskills@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 I (Semiconductors)	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
32238	TU	Sep8	Dec8	6:00-10:00	14	Classroom (FF)	\$453.06

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
32252	TH	Sep10	Dec17	6:00-10:00	14	Classroom (FF)	\$453.06



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

Email: ceengty@mohawkcollege.ca

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

Admission Requirements

- Prep Chemistry (GSC1PE053) or equivalent.

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 And Hazardous Waste Management		42

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
32398	TH	Sep17	Dec17	7:00-10:00	14	Classroom (FF)	\$349.86

Principles Of Environmental Chemistry**CHEMOH701**

Explore elements, radicals and compounds, stoichiometry, solutions, chemical water analysis, pH, chemical kinetics and equilibria, gas laws and solubility alkalinity, colloids and coagulation, organic compounds, oxidation-reduction. Prerequisite: GSCIPE053 or equivalent. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32399	TU	Sep15	Dec15	7:00-10:00	14	Classroom (FF)	\$349.86

**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

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

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 and 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
32513	TU	Sep15	Dec8	6:30-10:00	13	Classroom (FF)	\$374.85

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
32514	WE	Sep16	Dec9	6:30-9:30	13	Classroom (FF)	\$324.87

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
32522	WE	Sep16	Dec16	6:00-9:00	14	Classroom (FF)	\$324.87

**Fluid Power Certificate (847)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

Benefit from hands-on training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power. Designed 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

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

Admission Requirements

- 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. Refer to the website for 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
32195	TU	Sep15	Dec15	6:00-10:00	14	Classroom (SC)	\$453.06

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 to: STENMF103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32196	WE	Sep16	Dec16	6:00-9:00	14	Classroom (SC)	\$349.86



By pursuing this new challenge, they feel that Continuing Education is important for their success in performing and excelling in their careers.

Elisabeth and Warren, working towards their Fire Safety Certificate

Fuel Certification Challenge Examination

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 TSSA will conduct the practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in an 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

Email: ceskills@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 accredited course/program completion. Failure to meet the requirements within one year of completion will necessitate retraining.

Rewrites & Re-examination:

- Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. A candidate who is unsuccessful in their third attempt must attend a full training program again. As per OREG 215, a candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt. One is 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.

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 Gas Technician 2, the student will be permitted to book the 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

Email: ceskills@mohawkcollege.ca

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

Admission Requirements

- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN

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

GAS TECHNICIAN

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

Payment for Gas Technician 3/2 Rewrite Exams will be required the first night.

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

Gas Technician 2 Review

GOPT10002

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON OCT 21, 2015 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32218	WE	Sep30	Oct21	6:15-9:15	4	Classroom (SC)	\$99.96

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 & MOTPST208 or GOPTRE244. PLEASE NOTE: TESTING ON NOV 25, 2015 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32219	WE	Oct28	Nov18	6:15-9:15	4	Classroom (SC)	\$99.96

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
32215	TU/TH	Sep8	Dec17	6:00-10:00	30	Classroom (SC)	\$868.30

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
32214	MO/WE	Sep9	Dec16	6:00-10:00	30	Classroom (SC)	\$868.30

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
32209	MO/WE	Sep9	Dec18	6:00-10:00	30	Classroom (SC)	\$868.30

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
32211	TU/TH	Sep8	Dec17	6:00-10:00	30	Classroom (SC)	\$868.30

Gas Technician 3**GOPTRE244**

Complete this mandatory study to obtain the Gas Technician 3 certificate (G -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
32207	MO/WE	Sep9	Jan21	6:00-10:00	36	Classroom (SC)	\$1022.38
32208	MO/WE	Sep9	Jan21	6:00-10:00	36	Classroom (SC)	\$1022.38


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

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
INFOCVA630 GPS - Global Positioning Systems	42
INFOCVA08 Internet Mapping	42
INFOCVA14 Designing, Managing/Implementing A GIS	42
INFO10081 Access Core	36
INFO10177 Access Expert	36

Access Core and Access Expert are offered on page 72.

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
31179		Sep8	Dec15			OntarioLearn	\$370.94

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
31338		Sep8	Dec15			OntarioLearn	\$370.94

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
31291		Sep8	Dec15			OntarioLearn	\$370.94

GPS - Global Positioning Systems**INFOCVA630**

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31140		Sep8	Dec15			OntarioLearn	\$370.94

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
31395		Sep8	Dec15			OntarioLearn	\$370.94

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
31460		Sep8	Dec15			OntarioLearn	\$370.94


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

Email: ceskills@mohawkcollege.ca

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

Admission Requirements

- Grade 12 or equivalent (including Mathematics).
- Strong problem-solving skills.
- Good human relations skills.
- High mechanical aptitude.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
BLDGBES03 Air Handling & Preventive 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.

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
32176	SA	Sep26	Sep26	8:30-3:00	1	Classroom (SC)	\$214.86
32177	SA	Oct31	Oct31	8:30-3:00	1	Classroom (SC)	\$214.86
32178	SA	Dec5	Dec5	8:30-3:00	1	Classroom (SC)	\$214.86

Air Handling & Preventive Maintenance**BLDGES03**

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32217	TH	Sep10	Dec3	6:00-9:30	13	Classroom (SC)	\$374.85

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
32237	MO/WE	Sep14	Dec2	6:00-9:00	24	Classroom (SC)	\$560.14

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
32215	TU/TH	Sep8	Dec17	6:00-10:00	30	Classroom (SC)	\$868.30

**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

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
BLDGHI001 Interior/Insulation Inspection	42
BLDGHI002 Exterior Inspection	42
HRAPHI003 Heating Inspection I	42
HRAPHI004 Heating Inspection II	42
HRAPHI005 Plumbing Inspection	42
HRAPHI006 Air Conditioning and Heat Pumps Inspection	42
ELECHI007 Electrical Inspection	42
BLDGHI008 Structural Inspection	42
BLDGHI009 Roofing Inspectio	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 70% or higher 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**BLDGIH001**

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
31042		Sep8	Dec15			OntarioLearn	\$403.94

Exterior Inspection**BLDGIH002**

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
31043		Sep8	Dec15			OntarioLearn	\$403.94

Heating Inspection I**HRAPHI003**

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31044		Sep8	Dec15			OntarioLearn	\$403.94

Heating Inspection II**HRAPHI004**

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: HRAPHI003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31045		Sep8	Dec15			OntarioLearn	\$403.94

Plumbing Inspection**HRAPHI005**

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31046		Sep8	Dec15			OntarioLearn	\$403.94

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
31047		Sep8	Dec15			OntarioLearn	\$403.94

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
31048		Sep8	Dec15			OntarioLearn	\$403.94

Structural Inspection**BLDGIH008**

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
31049		Sep8	Dec15			OntarioLearn	\$403.94

Roofing Inspectio**BLDGIH009**

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
31050		Sep8	Dec15			OntarioLearn	\$403.94

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
31051		Sep8	Dec15			OntarioLearn	\$403.94

Human Machine Interfacing Certificate (182)**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses**

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills to implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware InTouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Questions?

Call: 905-575-2507

Email: ceskills@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 & basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32203	WE	Sep16	Dec16	6:00-10:00	13	Classroom (FF)	\$424.62

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

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

Currently Under Review.

Industrial Engineering - Level 1 Certificate (868)**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

For individuals in first level Industrial Engineering positions. Covers: conducting studies, drawing plant layout plans, quality control concepts, lean manufacturing concepts, and manufacturing problem solving.

Questions?

Call: 905-575-2203

Email: ceengty@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 And 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
32523	WE	Sep16	Dec2	6:00-9:30	12	Classroom (FF)	\$349.86

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
32524	MO	Sep14	Dec21	6:00-10:00	14	Classroom (FF)	\$453.06

Industrial Lubrication Certificate (064)**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**

Enhance your knowledge of industrial lubrication practices. 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

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

Admission Requirements

- Employment responsibilities involving lubrication.
- Several years related experience.
- Secondary school background with chemistry, physics and mathematics is an asset.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MATLLUB00	Lubrication Fundamentals	45
MATLLUB04	Lubrication Systems, Storage and Handling	45
STENMF201	Introductory Hydraulics	56
MATLLUB06	Lubrication T.A.P. (Transportation/Application/Programs)	45
MECH10048	Power Transmission Components	56

Lubrication Fundamentals MATLLUB00

Focus on tribology/lubrication principles, systems, classification, environmental considerations, installation layout and system operation and troubleshooting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32194	MO	Sep14	Dec14	6:00-9:30	13	Classroom (SC)	\$374.85

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
32195	TU	Sep15	Dec15	6:00-10:00	14	Classroom (SC)	\$453.06

Instrumentation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?

Call: 905-575-2703

Email: disted@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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31461	Sep8	Dec15				OntarioLearn	\$566.99

Instrumentation 2 For Tradesmen **NEW!** **INSTRE155**

Cover the terminology, concepts, principles and computations used by engineers and technicians to specify analysis and maintain instrumentation systems. Expand on concepts of instrumentation and measurements, discuss fundamental theory and operating principles of final control elements and process controllers in industry. Prerequisite: INSTRE047 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31578	Sep8	Dec15				OntarioLearn	\$566.99

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

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
32199	SA	Sep12	Nov21	8:00-12:00	10	Classroom (SC)	\$373.20

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
32201	SA	Sep12	Nov21	8:00-12:00	10	Classroom (SC)	\$373.20

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
32202	SA	Sep12	Nov21	8:00-12:00	10	Classroom (SC)	\$373.20

Mechanical Design

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CADMRE066	SolidWorks Basic	45
CADM10041	SolidWorks Advanced	45
MECH10024	Co-ordinate Measuring Machines	35
MECHBDA55	Geometric Dimensioning & 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
32613	TH	Sep17	Dec10	6:00-9:30	13	Classroom (FF)	\$374.85

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
32612	WE	Sep16	Dec9	6:30-10:00	13	Classroom (FF)	\$374.85

Co-ordinate Measuring Machines **MECH10024**

Learn the fundamentals of the operation of a CMM (Coordinate Measuring Machine) to develop measuring routines for dimensional elements on a Mitutoyo CMM. Introductory hands-on course and includes an introduction to CMM programming.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32529	MO	Sep14	Nov23	6:00-9:30	10	Classroom (FF)	\$291.55

3D Printing Additive Manufacturing **CADM10050**

Enhance your SolidWorks-Basic knowledge to produce 3D parts in plastic. Theory and Practical. Materials are included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32526	MO	Sep14	Dec21	6:00-9:00	14	Classroom (FF)	\$409.86

Occupational Health and Safety Management Certificate (060)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Recognized by CRSP (Canadian Registered Safety Professionals). 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 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

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-Introduction	39
ENVROH105 Occupational Toxicology and Disease	36
ENVROH304 Ergonomics	36
LAWSOH301 Funds Of The Occupational Health & Safety Law	39
SAFE10072 Hazard Assessment and Control	39
SAFEFT100 Basic Principles Of Fire Safety	45
SAFEOH308 H & S Program Development & Coordination	45
SAFEOH309 Workplace Safety And Insurance Act	39

Industrial Hygiene

SAFE10078

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. Emphasis on WHMIS and other relevant legislation. Equivalent to: ENVROH101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31401		Sep8	Dec15			OntarioLearn	\$415.65

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 (GSCIPE053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31286		Sep8	Dec15			OntarioLearn	\$313.10

Introduction to Ergonomics

SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to: ENVROH304 and Changing the Workplace Through Hands-On Ergonomics (LABR10000).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31006		Sep8	Dec15			OntarioLearn	\$403.94

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
32167		Sep8	Dec15			OntarioLearn	\$348.23
32617	MO	Sep14	Dec14	6:30-9:30	13	Classroom (FF)	\$324.87

Hazard Assessment and Control

SAFE10072

Study practical aspects of recognizing, assessing and controlling workplace hazards. Topics include: legal responsibilities, inspection techniques, control strategies and training programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31618		Sep30	Jan7			eLearn	\$295.23
32679	TU	Sep15	Dec8	7:00-10:00	13	Classroom (FF)	\$324.87

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: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31067		Sep8	Dec15			OntarioLearn	\$445.91

H & S Program Development & Coordination

SAFEOH308

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
32437		Sep30	Jan7			eLearn	\$340.65
32619	TH	Sep17	Dec10	6:30-10:00	13	Classroom (FF)	\$374.85

Workplace Safety And Insurance Act

SAFEOH309

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
32165		Sep8	Dec15			OntarioLearn	\$348.23
32626	WE	Sep16	Dec2	6:00-9:00	13	Classroom (FF)	\$324.87

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. Develop the skills needed to design, program and maintain PLC-based automation installations. Significant time will be spent on "hands-on" exercises via RSLogix 5000 platform.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

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

Admission Requirements

- Basic understanding of computer programming, electrical circuitry, particularly control circuits.
- 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 the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals & basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32203	WE	Sep16	Dec16	6:00-10:00	13	Classroom (FF)	\$424.62

PLC Programming 2**ASYSPLC12**

Introduces the concepts of structured logic in a PLC system. Includes bottle logic, latch-unlatch, and sequential function charts. 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
32204	TH	Sep17	Dec10	6:00-10:00	13	Classroom (FF)	\$424.62

PLC Programming 3**ASYSPLC13**

Introduces Communications Logic instructions. Includes Tag Databases, multiple programs. EtherNet, ControlNet, DeviceNet and Function Block Programming. Work on an Allen-Bradley Controllogix 5000 processor 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: ASYSPLC12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32205	WE	Sep16	Dec9	6:00-10:00	13	Classroom (FF)	\$424.62

PLC Programming 4**ASYSPLC14**

Introduces advanced instructions involving Analog I/O, PID, Drives and Structure Text programming techniques. Become involved in development projects including implementation, testing and demonstration using PLC's software. Prerequisite: ASYSPLC13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32206	MO	Sep14	Dec14	6:00-10:00	13	Classroom (FF)	\$424.62

**Quality Assurance - Level 1 Certificate (858)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

Targeted towards ASQ Certified Quality Technician (CQT) Certification. Useful to individuals in business, service industries, and manufacturing who are interested in quality. Offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Certification Exams in March and October each year. See details on ASQ website: www.asq.org

Questions?

Call: 905-575-2203

Email: ceengty@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
METRQC105 Principles of Metrology	39
QUALQC106 Inspection And Testing	42

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
32631	TU	Sep15	Dec1	6:30-10:00	11	Classroom (FF)	\$324.87

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
32638	TU	Sep15	Dec8	6:00-9:00	13	Classroom (FF)	\$324.87

**Residential Design & Construction Certificate (849)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 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

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

PROGRAM OF STUDIES

Mandatory Courses:	Hours
BLDGRE027 Construction Practice-Basic	39
BLDGRE028 Framing Techniques	36
TDRWRE030 Residential Drafting	36
BLDG10091 Residential Plumbing Basics	24
BLDG10092 Residential Electrical Basics	24
Options - Choose 1:	
BLDGRE032 Trim Finishing and Cabinetry	36
BLDGRE031 Energy Efficient Home Desig	36

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
32432	TH	Sep17	Dec10	6:30-9:30	13	Classroom (FF)	\$324.87

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
32433	MO	Sep14	Dec7	6:30-9:30	12	Classroom (SC)	\$299.88

Residential Plumbing Basics**BLDG10091**

Learn installation of common plumbing systems, lines and fixtures. Study safety practices. Learn to interpret codes, regulations and legislation, select tools equipment and machinery appropriately for projects. Some practical work will be included. Please bring basic tools (pliers, utility knife & screwdrivers) to first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32434	WE	Sep16	Nov4	6:00-9:00	8	Classroom (SC)	\$199.92

Trim Finishing and Cabinetry**BLDGRE032**

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32435	TH	Sep17	Dec3	6:30-9:30	12	Classroom (SC)	\$299.88

**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

Email: ceskills@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
32179	MO/WE	Sep14	Dec16	6:30-9:30	26	Classroom (SC)	\$676.66

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
32180	MO/WE	Sep14	Dec16	6:30-9:30	26	Classroom (SC)	\$676.66

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
32181	MO/WE	Sep14	Dec16	6:30-9:30	26	Classroom (SC)	\$676.66

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
32182	MO/WE	Sep14	Dec16	6:30-9:30	26	Classroom (SC)	\$676.66

Blueprint Reading Welding**TDRWRE154**

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32184	TU	Sep15	Dec8	7:00-10:00	13	Classroom (SC)	\$324.87

OTHER COURSES**Automotive****Questions?**

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

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

Vehicle Maintenance**MOTP10088**

Introduces servicing, repair, and maintenance of vehicles through practical applications. Receive instructions from a licensed mechanic on all the major systems of the automobile. Apply the skills learned in class to your own vehicle in the fully equipped service bay.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32427	MO	Sep14	Dec21	6:30-9:30	14	Classroom (FF)	\$349.86

Boating**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Electronic Navigation for Boaters**ELEC10133**

GPS technology provides additional safety and can help make navigating on the water much easier. Learn about hand-held and built-in GPS and Chartplotter instruments and become familiar with the many features and capabilities of these devices. Discover electronic programs like Maptech, OZI, FUGAWI and Nobeltec. Prerequisite: Pleasure Craft Operator Card. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31508		Sep8	Dec15			OntarioLearn	\$313.10

Building and Construction Sciences**Questions?**

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca

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

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Active Transportation**TRAN10001**

Become acquainted with the needs of non-motorized traffic and gain experience in analyzing and optimizing the design of pedestrian facilities. Analyze and optimize the design of bicycle facilities and joint-use facilities. Builds on concepts introduced in Traffic Engineering 1 and 2. Blended delivery (1 hour per week) Total blended learning hours is 14.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32436	TU	Sep15	Dec15	6:00-9:00	14	Blended (FF)	\$453.06

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
32456	WE	Sep16	Dec16	6:00-9:00	14	Classroom (FF)	\$349.86

Strength of Materials

39035 FR Sep18 Dec18 6:00-9:00 14 Classroom (FF) \$453.06

MECHMC364**Construction Blueprints and Methods****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
31254	Sep8	Dec15				OntarioLearn	\$381.23

Construction Planning and Scheduling**BLDG10101**

Learn the concept of construction scheduling and planning by exploring applications of effective project planning and analysis. Topics include Gantt schedule, CPM, Critic Path Planning, Resource allocation, Cash Flow Planning, Schedule Monitoring and Productivity Factors. Complete a detailed schedule for a small commercial project. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31600	Sep8	Dec15				OntarioLearn	\$358.52

Material Estimating and Methods**BLDG10085**

Discover 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
31244	Sep8	Dec15				OntarioLearn	\$381.23

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
31475	Sep8	Dec15				OntarioLearn	\$381.23

Construction Job Site Management**BLDG10090**

Develop skills in job site 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 job site. Prerequisite: BLDG10085. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31474	Sep8	Dec15				OntarioLearn	\$381.23

Construction Contracts and Documents**BLDG10083**

Understand 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
31253	Sep8	Dec15				OntarioLearn	\$328.24

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: SU VEA141, SURV10000, SURVCN350. 64 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31157	Sep8	Dec15				OntarioLearn	\$548.63

Electrotechnology**Questions?**Call: 905-575-2203
Email: ceengty@mohawkcollege.ca**Introduction to Robotics Automation 101 NEW!****ASYS10013**

Learn to work with an open source programming language using the Arduino programming language. Create simple to use programs that use a low cost hardware interface along with some electronics devices. A very hands-on course that will develop your programming skills and electronics. Arduino kit included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32792	TU	Sep15	Dec1	6:30	9:30	Classroom (FF)	\$409.88

Environmental**Questions?**Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/environmental**Drinking Water Operator-In-Training Certificatio****ENVR10044**

Learn the basics of operation of water treatment and distribution systems. Includes: 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
31156	Sep8	Dec15				OntarioLearn	\$522.95

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
31203	Sep8	Dec15				OntarioLearn	\$426.65

Environment Management, An Introduction**ENVR10024**

Enhance your abilities to understand and analyze complex environmental policies, legislative procedures, and the implications and effects of environmental management strategies. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31543	Sep8	Dec15				OntarioLearn	\$426.65

Environmental Laws and Regulations NEW!**ENVR10059**

Learn to provide skills and practical knowledge to apply various environmental laws and regulations such as the Environment Protection Act, the Ontario Water Resources Act, Ont. Reg. 419 (and former Reg. 346) Ont. Reg. 347 and other related environmental legislation. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32509	Sep8	Dec15				OntarioLearn	\$403.94

Foundations of Sustainability NEW!**ENVR10058**

Explore the general principles of sustainability, reflect on the implications it has in your life, and learn about the importance of its inclusion within the curriculum. Hone your active critical-thinking, problem-solving and reflect ve skills and practices as you explore a variety of topics. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32505	Sep8	Dec15				OntarioLearn	\$426.65

Theories and Methods in Sustainability Education NEW!**ENVR10060**

Explore a variety of ways to include natural and cultural resources within your curricula. By examining environmental issues across a variety of subjects and delving into the psychology of teaching difficult topics to learners, you learn how to shape your curricula to include important underlying themes, such as sustainability education, without sacrificing content. 45 hour

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32508	Sep8	Dec15				OntarioLearn	\$426.65

Wastewater Operator-in-training Certification Preparatio**ENVR10045**

Learn the basics of the operation of wastewater collection and treatment systems. Includes: 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
31155	Sep8	Dec15				OntarioLearn	\$522.95

Occupational Health and Safety

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Aerial Work Platform and Working at Heights **SAFE10090**

Obtain your Aerial Work Platform and Working at Heights Certification; require 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. CSA approved safety boots, glasses and a hard hat will be required. A full body harness & long pants are recommended. Visit www.mohawkcollege.ca/continuing-education/aerialwork for more details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32475	MO/TU	Oct26	Oct27	8:30-4:30	2	Classroom (SC)	\$340.00

Management Labour Concerns in Occupational Health and Safety **MGMT10123**

Focus on several functional characteristics within organizations that pose unique challenges for the practitioner attempting to effectively manage resources, both material and human. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31556		Sep8	Dec15			OntarioLearn	\$313.10

Quality Assurance

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Fundamentals of Quality Assurance **NEW!** **QUAL10014**

Introduces quality assurance and control programs within a business organization. Prerequisite: College level math. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32778		Sep8	Dec15			OntarioLearn	\$381.23

Metrology - Quality Assurance **QUAL10008**

Examine the principles of dimensional metrology, applied precision measuring instruments relating to the geometric features, and complex measuring instruments. Focus on integration of measuring instruments within the manufacturing cell, and interface devices. Recommended: Grade 12 (General or Advanced) Math or equivalent. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32173		Sep8	Dec15			OntarioLearn	\$381.23

Principles of Quality Assurance **NEW!** **QUAL10015**

Details the principles of quality functions. Learn how to select and implement those that are appropriate. Recommended Prerequisite: QUAL10014. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32788		Sep8	Dec15			OntarioLearn	\$358.52

Quality Management System Process Auditing **NEW!** **QUAL10013**

Designed to train internal quality auditors to evaluate the compliant status of a Quality Management System (QMS). Learn to determine if quality activities comply with planned arrangements and if implementation was effective. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32779		Sep8	Dec15			OntarioLearn	\$313.10

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
31205		Sep8	Dec15			OntarioLearn	\$464.27

Lean Foundations Green Belt **QUAL10012**
39015 TH Sep17 Dec17 6:00-10:00 14 Classroom (FF) \$453.00

Welding

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

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

You must supply safety glasses, safety boots and welding gloves.

Intermediate Welding **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 a 1/4+ plate metal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32185	SA	Sep12	Dec12	8:00-12:00	14	Classroom (SC)	\$509.06

Advanced Welding **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
32186	SA	Sep12	Dec12	8:00-12:00	14	Classroom (SC)	\$509.06

Woodworking

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

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

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

Woodworking Level 1 **BLDGTZ070**

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included. Equivalent to: BLDG10022.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32257	TH	Sep17	Dec3	6:30-9:30	12	Classroom (SC)	\$299.88

39092 TU Sep29 Dec1 6:30-10:00 10 Classroom (SC) \$299.88

Woodworking for Women **BLDG10022**

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included. Equivalent to: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32259	MO	Sep14	Dec7	6:30-9:30	12	Classroom (SC)	\$299.88

Woodworking Level 2 **BLDGTZ071**

Further develop cabinet making skills by producing a fine hall r sofa table from solid lumber. Project may or may not be completed within the 12 weeks. Prerequisite: BLDGTZ070 or BLDG10022 completed within one year.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32258	TU	Sep15	Dec1	6:30-9:30	12	Classroom (SC)	\$299.88

Woodworking Level 3 **BLDGTZ073**

Build a piece of furniture or cabinet with the guidance of a cabinet maker. Use techniques from Levels 1 and 2 to build your own custom project (size limitations). Supply own plan and materials. Prerequisite: BLDGTZ071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32260	WE	Sep16	Dec2	6:30-9:30	12	Classroom (SC)	\$299.88

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, an repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32261	MO	Sep14	Dec7	6:30-9:30	12	Classroom (SC)	\$299.88

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Visit mohawkcollege.ca/ces

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This Employment Ontario project is funded in part by the Government of Canada

English as a Second Language

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.

Part-Time LINC Discrete Skills Courses

- Listening (CLB 5) Monday and Wednesday 2:40 p.m. to 5:10 p.m.
- September 9 to November 4, 2015 (8 weeks)
- Writing (CLB 5) Tuesday and Thursday 2:30 p.m. to 5:00 p.m.
- September 8 to October 29, 2015 (8 weeks)

Enhanced Workplace Communications

- Free part-time Classes
- Speaking (CLB 6/7) - Tuesdays - 2:30 p.m. to 5:30 p.m.
- September 22 to November 24, 2015 (10 weeks)

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 8 to December 18, 2015

Occupation Specific Language Training

Call: 905-575-1212 ext. 3805, Email: patrice.palmer@mohawkcollege.ca, Web: www.mohawkcollege.ca/oslt

OSLT - Business (946)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

Learn 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.

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

COURSE	CRN	DAY	DATES	TIMES
COMM10251	31668	SA	Sep 12-26	9:00-2:00
COMM10252	31669	SA	Oct 3-31	9:00-2:00
COMM10253	31670	SA	Nov 7-21	9:00-2:00
COMM10254	31671	SA	Dec 5-19	9:00-2:00

Classes take place at the Stoney Creek Campus and are delivered in a blended format (in-class & online).

OSLT - Health Sciences (944)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

Learn 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.

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

COURSE	CRN	DAY	DATES	TIMES
COMM10235	32122	SA	Sep 12-26	9:00-2:00
COMM10236	32123	SA	Oct 3-31	9:00-2:00
COMM10237	32124	SA	Nov 7-28	9:00-2:00
COMM10238	32125	SA	Dec 5-19	9:00-2:00

Classes take place at the Institute for Applied Health Sciences at McMaster and are delivered in a blended format (in-class & online).

OSLT - Human Services (945)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

Learn to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Human Services field (ECE, Child & Youth Worker). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMM10230	Workplace Communication Skills for Human Services 1	30
COMM10231	Workplace Communication Skills for Human Services 2	40
COMM10232	Workplace Communication Skills for Human Services 3	40
COMM10233	Workplace Communication Skills for Human Services 4	40
COMM10234	Workplace Communication Skills for Human Services 5	30

COURSE	CRN	DAY	DATES	TIMES
COMM10230	32126	WE SA	Sep 16 - Oct 3	5:30-9:30 9:00-2:00
COMM10231	32127	WE SA	Oct 14 - Nov 7	5:30-9:30 9:00-2:00
COMM10232	32128	WE SA	Nov 11 - Dec 5	5:30-9:30 9:00-2:00

Classes take place at the Fennell Campus and are delivered in-class.



Customized Corporate Training

Mohawk College Enterprise provides customized training and workshops on-site and off-site with experienced trainers. We work with you to meet your specific training needs that are relevant to your workplace and assist you in maximizing your investment in people.

MCE provides training and consulting in the following areas

LEADERSHIP

- Future Ready Leadership Programs for:
 - Emerging leaders
 - Experienced leaders
- Women
- Water Operators
- Developing Customer Service Standards (Managers)
- Creating Amazing Customer Service (Frontline Employees)

TECHNOLOGY

- Backflow Prevention/Cross Connection Control
- Manufacturing Leadership Certificate (MLCP)
- Maintenance Management Professional (MMP) Certificate
- Operator Skills Training

HEALTH & COMMUNITY SERVICES

- Emergency Operations Management
- Programming is available for Nursing, Medical Radiation Sciences, Diagnostic Cardiac Sonography, Cardiovascular Technology, Occupational Therapy, Physiotherapy, Pharmacy and more.

For more information on how MCE can provide our services please contact us today!

“It was a pleasure being part of the recent Business Writing Skills workshop offered through MCE. This workshop provided insight into how one might identify typical errors and oversights as well how to communicate with others in a clear and concise manner.”

– Nick Anastasopoulos,
Supervisor Building Inspections,
City of Hamilton

Contact Us

Mohawk College
Enterprise Corporation
A102-481 Barton Street
Stoney Creek, ON
L8E 2L7

Phone: 905-575-2534
Toll Free: 877-269-1422
Fax: 905-575-2533
Email: info@mcecor.com

Hours of Operation
Monday – Friday
8:30 a.m. to 4:30 p.m.

mcecor.com



Important Information

Credentials

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

Acknowledgement Form / Receipt / 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 to you. The form includes your user ID and password for MOCOmotion. If eligible, your parking pass is also included. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

Corporate Policies & Procedures

www.mohawkcollege.ca/policies

Course Cancellations

ce.mohawkcollege.ca/cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice

Fees

Fees are calculated based on the number of hours per course.

- Tuition @ \$6.42
- Copyright Fee @ \$0.02 (max 45 hours)
- Academic Service Fee @ \$0.60 (max 45 hours)
- Student Activity Fee @ \$0.48 (max 45 hours)
- Technology 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.

Course Fees do not include textbooks, and/or learning materials required by many courses. Some exceptions may apply.

Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.

HST is included where applicable. A full breakdown is available through your MOCOmotion student account.

General Education Courses

ce.mohawkcollege.ca/generaleducation

An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grading and Evaluation

www.mohawkcollege.ca/grading

Graduation / Convocation

www.mohawkcollege.ca/ConvocationPrep

Continuing Education Convocation takes place in October of each year. Eligible students are responsible for applying to graduate by August 15. Residency requirements and course/program currency requirements must be met.

MOCOmotion

moco.mohawkcollege.ca

Our online portal, MOCOmotion, 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 on a regular basis to keep your account active. Your username and password are on your Acknowledgement of Registration form.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Refunds

ce.mohawkcollege.ca/refunds

Transfers

ce.mohawkcollege.ca/transfer

Waitlists

ce.mohawkcollege.ca/waitlist

Withdrawals

ce.mohawkcollege.ca/withdraw

Parking

www.mcaces.ca/parking-information
www.mohawkcollege.ca/parking

For full details, visit the websites above, Parking Services or The Square.

Paid parking is in effect at most campuses. Continuing Education students taking courses at Fennell and Stoney Creek campuses will automatically receive a parking pass on their Acknowledgement of Registration.

If the course you are taking does not have a transportation fee, you will be required to pay for parking.

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. A Student ID card is required. Parking for single evenings and/or weekends is payable upon exit at automated attendant.

Accessible Parking

You must have a Mohawk College 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.

Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these courses cannot be placed online. Please refer to the inside of the back cover for information on other ways to register.

Student Policies

www.mohawkcollege.ca/studentpolicy

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices.

Services

Some contacts to get you started. For a full list of services at Mohawk visit www.mohawkcollege.ca/services

The Square

www.mohawkcollege.ca/thesquare

The Square provides a full range of students services to all students.
ask@mohawkcollege.ca

Fennell: Room C102, 905-575-2000
IAHS at McMaster: Room 121, 905-540-4247 ext. 26352
Stoney Creek: Room A111, 905-575-1212 ext. 5000

Aboriginal Education & Student Services (AESS)

www.mohawkcollege.ca/aboriginal

aess@mohawkcollege.ca

Fennell: Room A114
905-575-1212 ext. 3777

Accessible Learning Services

www.mohawkcollege.ca/als

A full range of services is available for CE students who have, or suspect they have, a disability.

accessiblelearningservices@mohawkcollege.ca

Fennell: Room C102, 905-575-2211
IAHS at McMaster: Room 133, 905-540-4247 ext. 26107
Stoney Creek: Room A118, 905-575-1212 ext. 5401

Campus Stores

mohawk.bookware3000.ca

Stores are located at the Fennell and Stoney Creek campus with books, supplies, clothing, gifts, and more. Visit the website for hours of operation, and to order your books online.

Books @ IAHS

campusstore.mcmaster.ca

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.

Communicable Disease Screening

www.mohawkcollege.ca/screening

Immunization clearance is required for some Health Sciences programs with a clinical component. This can be completed by Wellness4U@mohawk or your family doctor.

wellness4u@mohawkcollege.ca
Fennell: Room C109, 905-575-2084

Student Success Advisor

www.mohawkcollege.ca/ssa

Jessica Vanhooren, 905-575-1212 ext. 3547
jessica.vanhooren@mohawkcollege.ca

Shelley Omand, 905-575-2743
shelley.omand@mohawkcollege.ca

As part of our commitment to student success, CE students have access to an SSA. Visit the website for details on how your SSA can help you. If your assigned SSA isn't available, another SSA can help you.

For more info about SSA see page 116.

Counselling Services

www.mohawkcollege.ca/counselling

Mohawk's professional counsellors offer a broad range of support services to all CE students.

counselling@mohawkcollege.ca

Fennell: Room C102, 905-575-2211

Dispute Resolution Services - Student Rights & Responsibilities

www.mohawkcollege.ca/student-services/dispute-resolution-services

A full range of resolution services is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

studentissues@mohawkcollege.ca

905-575-2318

Financial Assistance

www.mohawkcollege.ca/financial-assistance

Limited tuition assistance support is available for students who complete an online profile. Awards are also available.

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 mao.ca or rnao.org for information and application forms.

financialassistance@mohawkcollege.ca or call 905-575-213

Library

library.mohawkcollege.ca

Visit the library for your study needs and assignment resources on-site or online. Borrow a laptop from our TECH BAR and get answers to your tech questions. Visit our website for locations, hours, contact information and all that we offer.

Wellness4U@mohawk

www.mohawkcollege.ca/wellness4u

Our diverse team provides all students with free wellness strategies, health care and awareness programs.

wellness4u@mohawkcollege.ca

Fennell: Room C109, 905-575-2084

Frequently Asked Questions

What are the Admission Requirements?

For credit courses leading to a 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. Some programs have specific admission requirements which are listed in the program description.

I'm unable to access MOCOmotion?

You'll find your username and password on your Acknowledgement of Registration form. You need to login to MOCOmotion on a regular basis to keep your account active. Visit the MOCOmotion FAQ at www.mohawkcollege.ca/mocohelp for details.

How do I update my address and phone number?

Login to your MOCOmotion account and on the My Student Account tab choose Access Self Service. For assistance, drop in to the Student Services office at any campus or call 905-575-2000.

How does online learning work?

Visit www.mohawkcollege.ca/continuing-education/online for all the details. Information is also available on page 2 of this catalogue.

Can I fast-track my online learning course?

Unfortunately you cannot. All courses have a start and end date and cannot be started late or finished early.

How do I login to eLearn?

Visit www.mohawkcollege.ca/continuing-education/elearn for step-by-step instructions.

How do I login to OntarioLearn?

Visit www.mohawkcollege.ca/continuing-education/get-started for step-by-step instructions.

Can I audit a course?

Only under special circumstances. Please contact the appropriate Associate Dean before you register. You will not receive a grade/credit for an audited course. Regular fees apply.

Where do I park?

Paid parking is in effect at all major campuses (FF, IH and SC). More information is available at www.mcaces.ca/parking-information or www.mohawkcollege.ca/parking

I'm an International Student. How do I register for a Continuing Education course?

International students require approval from International Student Services (The Square, Room C102, Fennell Campus) before registering for Continuing Education courses. If you are not a permanent resident of Canada you require permission to register from Citizenship and Immigration Canada. International fees will apply. Visit www.mohawkcollege.ca/international for more information.

ask
MOHAWK

You ask. We answer.

Ask your question on our 24/7 online answering service at mohawkcollege.ca/ask

I'm a Senior Citizen. Is there a discount available?

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.

How do I get my grades?

Your grades can be found inside your MOCOmotion account. Choose the My Student Account tab, scroll down to My Grades and click on My Final Grades. Please be aware it can take two to six weeks after the end date of your course for grades to be loaded.

I lost my Certificate/Diploma - can I get a replacement

Visit www.mohawkcollege.ca/student-services/records-registration.html to obtain a request form. A fee will apply.

How do I get my Income Tax Receipt (T2202A)?

In March of each year, you will be able to access your T2202A Tuition and Education Amounts Certificate, for the previous calendar year, via MOCOmotion. Choose the My Student Account tab, and scroll down to My Account. 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, the MCACES office or call 905-575-2000

The weather is bad - is Mohawk College open?

Visit www.mohawkcollege.ca/closure.html or call 905-575-2444. You can also sign up for weather and security related text message alerts by visiting www.mohawkcollege.ca/sam

I took a similar course at another educational institution. Will Mohawk College recognize that learning?

You can apply for an exemption for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. Login to MOCOmotion, 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.

I have life/work experience relating to a specific course. Can I have that learning recognized?

You may be able to earn course credits through the Prior Learning Assessment and Recognition process. Your life/work experience will be assessed relative to specific course outcomes. The academic area will determine the appropriate method for assessing your experience. Visit www.mohawkcollege.ca/plar for more information.

Mohawk College, at its sole discretion, reserves the right to alter information, including but not limited to, modifying program availability, program length, campus locations, or curriculum, or to adjust fees, admission requirements, policies or procedures at any time. The College would make such changes to meet competencies in the job market and/or as prescribed by its governing Ministry, or for budgetary reasons or for other reasons it deems necessary. The College reserves the right to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. Prompt notice will be given to all affected applicants and students. The College shall not accept any liability for the consequences of these changes.

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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:

Have you been a previous student at Mohawk? Yes No

Did you have a previous last name? If so, include it here so we can match your student record. Previous Last Name

****Date of Birth:** ____ / ____ / ____ ****Ontario Education Number (OEN):** _____
 (Eg. 01 / Jan / 1968) Day Month Year

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? Yes No ****Gender :** Male Female Do you possess a high school Diploma? Yes No

Mr Mrs Ms Miss
 Last Name First Name Middle Name (full - not initial)

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					TOTAL FEE



Should requested CRN's be full, please add my name to the Wait List: Yes No

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: CVA Number: Expiry Date:

Cardholder Signature Date

****NOTE:** Date of Birth, Ontario Education Number (if known), and Gender are required on the Mohawk College Student Record System to assist in the retrieval of your academic grades; to issue income tax receipts; and, to confirm your Ontario Education Number (OEN). | **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.

4 Ways to Register

ce.mohawkcollege.ca/register

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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 137.

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, ON 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 →	Practice in Organizations	↓ Course Code	HMNSSO434 (SA)	← Indicates Special Approval Required
	Year 3 and 4. Plan for the transition from college to employment, taking into account self-care practices and professional identification, as well as the nature, scope, and diversity of factors affecting social service work. Learn to manage the complexities of professional practice using practical knowledge and resources to maintain a humanistic and client centered focus. Last class will be 1 hour in length.			
Course Registration Number →	32484	↑ Start Date	TH Sep17	↑ Sessions
	Nov12	↑ Campus	6:15-9:30	← Fee
	9		Classroom (FF)	\$233.24



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Fall registration now open!

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.
Winter registration opens November 24th.

Featured Programs for Fall

See page 3 for a full list of programs



Construction Estimating Certificate

ce.mohawkcollege.ca/constructionestimating
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Fundraising Acknowledgement

ce.mohawkcollege.ca/fundraising
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Leadership Development Series Certificate

ce.mohawkcollege.ca/leadershipdevelopment
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Diabetes Education Certificate

ce.mohawkcollege.ca/diabeteseducation
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Alternative formats available upon request
Visit mohawkcollege.ca/accessibility

Student Services

Please keep this quick reference bookmark

The Square at each campus provides a full range of services and supports to new and returning students.

THE
Square

Student
Services

Our Locations



Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton

Call: 905-385-4295

Toll free: 1-888-385-4295

Monday to Thursday 8:30 a.m. to 6:00 p.m.

Friday 8:30 a.m. to 4:30 p.m.

Extended Hours:

August 31 to September 22, 2015

Monday to Thursday 8:00 a.m. to 6:00 p.m.

Friday 8:00 am to 5:00 p.m.



Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek

Call: 905-575-1212 ext. 5000

Monday to Friday 8:45 a.m. to 4:30 p.m.

Extended Hours:

August 31 to September 22, 2015

Monday to Friday 8:00 a.m. to 4:30 p.m.



Institute for Applied Health Sciences at McMaster (IH)

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

 **MOHAWK**

ce.mohawkcollege.ca



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 group 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, 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
- Join us on [linkedin.com "MCACES"](https://linkedin.com/MCACES)
- Pin us on pinterest.com/mcacespdprogram

MCACES is governed by an Advisory Council 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