CONTINUING EDUCATION & ONLINE LEARNING SPRING 2016

mohawk

FUTURE READY

Enhance your health sciences career

Browse our wide selection of certificates and courses

PAGE 90

Learning for Life

Meet health care professionals Brittany and Nour

PAGE 1

Over 140 programs

Choose from business, technology, creative & visual arts and more!

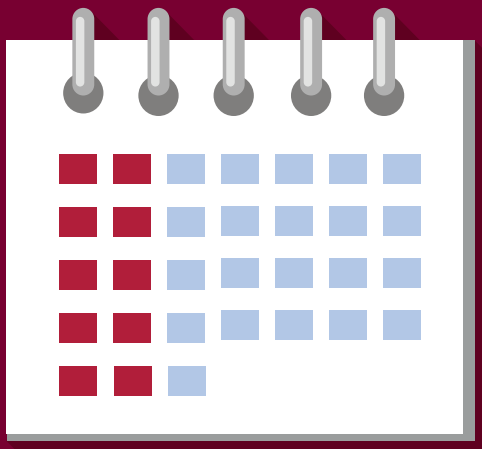
PAGE 3

ce.mohawkcollege.ca

Looking for something offered on weekends?

Check out our workshops and weekend courses and learn something new this spring.

ce.mohawkcollege.ca/weekend
ce.mohawkcollege.ca/workshops



Business

Organizational Behaviour and Administration 21

Communications, Languages and Preparatory Studies

Communication D 46
First Responders Basic American Sign Language 46
Writer's Weekend - Introductory 42

Community Services and Support

ACHIEVE: Therapeutic Adventure Programming 67
ASIST: Applied Suicide Intervention Skills Training 67
Behaviour Management Systems 67
Nonviolent Crisis Intervention 67
Private Investigator - Licensing Requirements 68
Private Security - Licensing Requirements 68
Volunteer Management 3 66

Computers

Computer Hardware and Software 72
Electricity 1 72
Engineering Applications 77
Excel Linking Multiple Worksheets & Workbooks 77
Excel Pivottables and Outlines 77
Excel Working with Formulas 77
Internet Technologies 72
Introduction to Excel 77
Linear Systems 77
Power Systems 77
Programming in Java 71

Creative and Visual Arts

Basic Sewing 85
Chinese Brush Painting 87
Digital Cameras- How To Use Yours Effectively 89
Drawing Pencils Coloured 87
Easy Flower Arranging 88
Figure Drawing 89
Food Photography 84
Living Wreath 88
Night Sky Photography 84
Photography - Wedding 84
Portraiture 84
Raku 87
Serger Know How 89
Sewing - Introduction 85
Sewing Window Treatments 89
Watercolour En Plein Air 89

Health and Nursing

C.P.R. 'C'/AED Recertification - Health Care Provider Level 109
C.P.R. 'C'/AED - Health Care Provider Level 109
CSCT Exam Preparation 109
Laboratory Basics Workshop 98
Standard First Aid, C.P.R. 'C'/AED 109
The Management Of Wounds 107

Hospitality, Home and Garden

Basic Electrical 112
Build a Bench 112
Chalk Style Furniture Painting 115
Fish and Seafood 111
French Farm House Cookery 111
Smart Serve Certification Course 114
Tiling Successfully 115

Technology and Skilled Trades

Advanced Welding 132
Air Brake Training 119
CFC/HCFC/HFC Control 119
Intermediate Welding 132
Machine Shop 126

Workshops offered during the week

C.P.R. 'C'/AED Recertification - Health Care Provider Level 109
C.P.R.'C'/AED - Health Care Provider Level 109
Discovering Tea 115
Pruning and Maintenance Of Shrubs And Trees 115
Smart Serve Certification Course 114
Welding Skills Practice Sessions 132

On the Cover

Brittany – "I graduated from the Mohawk-McMaster Collaborative Nursing Program with a BScN in 2014. Since then, I have been working in Adult General Medicine at the Juravinski Hospital. It has always been my passion and dream to work with the neonatal population. After some time gaining experience in the nursing field, I knew I wanted to start working towards courses that would help me achieve my goal of becoming a neonatal intensive care nurse (NICU). Mohawk College Continuing Education offers the Perinatal Neonatal Nursing Certificate that employers look for when hiring. I am able to take these courses while I continue to work part time as a Registered Nurse. This program allows me to complete my work at my own pace around my work schedule."

Nour – "I came to Canada in 2012 from Qatar as a Skilled Worker Immigrant, having worked as a Medical Laboratory Technologist (MLT). I soon found that I couldn't work in my industry without a Canadian licence. This led me to the Bridging for Medical Laboratory Technology Diploma at Mohawk College Continuing Education, a great program for internationally trained MLTs that provides clinical placement in a Hamilton area hospital. It was an invaluable experience to meet and get to know staff on the job, while learning how the Canadian health care system works. I later wrote my National Certification Exam and got a job as an MLT at St. Joseph's Healthcare Hamilton just one month later. I can honestly say that without the instructors' help and support, I wouldn't be able to get my dream job in such a short amount of time."

Looking for work?
We can help!

FREE services:

- Job search advice
- Employment coaching and job preparation
- On-the-job training
- Pathways to education

COMMUNITY EMPLOYMENT SERVICES

Contact us and get started!
905-575-2177
mohawkcollege.ca/ces
@cesmohawk
facebook.com/cesmohawk

EMPLOYMENT ONTARIO

mohawk

This Employment Ontario service is funded in part by the Government of Canada

Quick Reference Guide

How to Register ..... Inside back cover
Registration Form 140
Special Approval Courses 133

Program Guide 3
Course Guide 6
New Courses 5

Business 16
Communications, Languages and Preparatory Studies 36
Community Services and Support 47
Computers 69
Creative and Visual Arts 78
Health and Nursing 90
Hospitality, Home and Garden 110
Mathematics 116
Technology and Skilled Trades 118

Important Information

Campus Codes and Locations 2
Delivery Methods 2
Frequently Asked Questions 135
Online Learning 2
Policies and Information 133
Services 134

Index 136

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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 are scheduled start and end dates 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. See below.

Computer Requirements

ce.mohawkcollege.ca/online-faq

You need regular access to a computer with an Internet connection and Web access for the duration of your course. Computer system requirements are listed on 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. You can book your exam online through MOCOmotion. 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: ce.mohawkcollege.ca/online
Email: disted@mohawkcollege.ca
Call: 905-575-2703

OntarioLearn

Course is online through 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. Registration deadlines for monthly intake courses may vary.

How to Start Your Course

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

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

ce.mohawkcollege.ca/campuscodes

Classroom (FF)
Fennell Campus
135 Fennell Avenue West
Hamilton, ON L9C 1E9

Classroom (IH)
Institute for Applied Health Sciences at McMaster
1400 Main Street West
Hamilton, ON L8S 1C7

Classroom (OR)
Other Location
See course description for details.

Classroom (SC)
Stoney Creek Campus
481 Barton Street
Stoney Creek, ON L8E 2L7

Field Work
Course work done at placement location.

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. Room numbers can change as late as 4:30 p.m. each day. Please check the schedule frequently.

Parking

mcaces.ca/parking-information | 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 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 (above) for a list of campuses.

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

Read more at mohawkcollege.ca/blended

Program Guide

We offer more than 140 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	•		
48	Addictions/Concurrent Disorders Acknowledgement		•	•
70	Advanced AutoCAD Acknowledgement		•	
79	Aesthetics Certificate		•	
119	Air Brake Training		•	
38	American Sign Language Acknowledgement		•	
17	APICS - The Association for Operations Management		•	
17	Applied Accounting - Bookkeeping Acknowledgement	•	•	•
79	Applied Cosmetics Certificate		•	
48	Autism and Behavioural Science Certificate	•		
70	AutoCAD Design Certificate		•	•
91	Breastfeeding Acknowledgement			•
91	Bridging for Internationally Educated Nurses Certificate		•	
92	Bridging Program for Medical Laboratory Technology Diploma		•	
119	Building Environmental Systems Certificate		•	
70	Business Computer Applications Certificate	•	•	•
18	Business Studies Certificate	•		
38	Business Writing Skills Acknowledgement	•		
110	Cake Decorating Acknowledgement		•	
19	Canadian Institute of Bookkeeping (CIB)	•		•
19	Canadian Institute of Management (CIM)		•	
49	Career Consultant Certificate		•	•
119	Certificate of Qualification Examination Preparation	•	•	
17	Certified in Production and Inventory Management (CPIM)		•	
119	CFC/ODP Training		•	
50	Child & Youth Care Diploma		•	•
51	Children's Mental Health Acknowledgement	•		
119	CNC Programming Certificate		•	
38	Competence in the French Language Certificate		•	•
71	Computer Science - Level 1 Certificate		•	
72	Computer Science - Software Engineering Specialist Certificate		•	
20	Condominium Management (ACMO) Certificate	•		
120	Construction Estimating Certificate		•	•
52	Counselling Techniques Certificate		•	•
52	Criminal Psychology and Behaviour Acknowledgement	•		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
111	Culinary Skills - Introduction Acknowledgement		•	
93	Dementia Studies - Multidiscipline Certificate		•	•
94	Diabetes Education Certificate	•		
95	Disability Management - Return to Work Coordinator Certificate		•	
53	Diversity and Intercultural Relations Acknowledgement	•		
80	Dressmaking Certificate		•	
53	Early Childhood Education Diploma			•
55	Early Childhood Education - Leadership and Administration Certificate		•	•
55	Early Childhood Education Resource Consulting Certificate		•	•
56	Educational Support Diploma	•		
120	Electrical Engineering Technician to Technologist Transfer		•	
120	Electrical Fundamentals Certificate		•	
121	Electronic Fundamentals Certificate		•	
121	Environmental Engineering Certificate		•	
80	Fashion Design Certificate		•	
20	Financial Planning Certificate	•		
121	Fire Safety Certificate		•	•
57	Fitness Leadership (YWCA)		•	
81	Floral Techniques - Basic Certificate		•	
122	Fluid Power Certificate		•	
95	Food Services Certificate	•		•
122	Fuel Certification Challenge Examinations		•	
122	Fuel Technician Certification		•	
58	Fundamentals of Correctional Practices Acknowledgement	•		
58	Fundraising Acknowledgement	•		
123	Geographic Information Systems Certificate	•		
95	Gerontology - Multidiscipline Certificate	•		
123	Heating, Refrigeration and Air Conditioning Technician Certificate		•	
59	Holistic Studies - Introduction Acknowledgement		•	
124	Home Inspection Certificate	•		
111	Home Renovation for Women (Men Welcome) Acknowledgement		•	
112	Horticulture - Plant Identification Certificate		•	
125	Human Machine Interfacing Certificate		•	
21	Human Resources Certificate	•	•	•

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
22	Industrial Distribution Leadership Certificate	•		
125	Industrial Drives Certificate		•	
125	Industrial Engineering - Level 1 Certificate		•	
126	Industrial Lubrication Certificate		•	
22	Industrial Relations Certificate	•		•
23	Institute of Law Clerks of Ontario (ILCO)	•		
126	Instrumentation Acknowledgement			•
23	Insurance - Technical Services Certificate	•		
24	Integrated Accounting Certificate	•	•	•
113	Interior Decorating Certificate		•	
113	Landscape Design Certificate		•	
40	Language Interpreter Training Program Acknowledgement	•	•	•
24	Leadership Development Series Certificate	•	•	•
25	Legal Skills Acknowledgement	•		
59	Libraries and Digital Technologies Certificate	•		
60	Library and Information Technician Diploma	•		
126	Machine Tool Operator Certificate		•	
81	Make-Up Artistry Certificate		•	
26	Management Studies Certificate		•	•
27	Manufacturing Leadership Certificate	•		
27	Marketing Essentials Acknowledgement	•		
127	Mechanical Design Acknowledgment		•	•
96	Medical Device Reprocessing (MDR) Certificate		•	
97	Medical Laboratory Technician Certificate			•
28	Medical Terminology Acknowledgement		•	
28	Medical Transcription Certificate			•
72	Microcomputer Engineering Hardware Certificate		•	
73	Microcomputer Engineering Software Certificate		•	
73	MicroStation Acknowledgement	•		
62	Mourning, Grief and Bereavement Acknowledgement	•		
82	Music Certificate		•	
82	Nail Technician Certificate		•	
73	Network Specialist Certificate		•	
127	Occupational Health and Safety Management Certificate	•	•	•
29	Office Administration - General Certificate		•	
98	Oncology Nursing Certificate	•		
98	Palliative Care - Multidiscipline Certificate	•		•
99	Palliative Care for Personal Support Workers Certificate		•	
83	Performing Arts Certificate		•	
99	Perioperative Nursing Certificate		•	
84	Photography - Applied Certificate		•	•
84	Photography - Art Certificate		•	•

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
17	Principles of Operations Management		•	
114	Professional Bartending Acknowledgement		•	
128	Programmable Logic Controllers Certificate		•	
100	Psychosocial Rehabilitation Certificate	•		
29	Qualified Administrative Assistant			•
128	Quality Assurance - Level 1 Certificate		•	
62	Records and Information Management Certificate	•		
100	Registered Nurse - Critical Care Nursing Certificate			•
101	Registered Nurse - First Assistant Certificate			•
102	Registered Nurse - Occupational Health Nursing Certificate	•		
102	Registered Nurse - Perinatal Nursing - High Risk Obstetrics or Neonatal Certificate			•
104	Registered Nurse Refresher Certificate			•
104	Registered Nurse/Registered Practical Nurse Mental Health Certificate		•	•
105	Registered Nurse/Registered Practical Nurse - Pediatric Nursing Acknowledgement	•		
105	Registered Practical Nurse - Maternal Newborn Nursing Certificate			•
106	Registered Practical Nurse Refresher Certificate			•
129	Residential Design & Construction Certificate		•	
63	Retirement Communities Acknowledgement	•		
64	School Based Support Acknowledgement	•		
74	Server & Network Support Certificate		•	
85	Sewing (Basic) Acknowledgement		•	
106	Skin, Wound and Footcare Management Acknowledgement		•	
29	Small Business and Entrepreneurship Certificate	•		
64	Social Service Worker Diploma			•
114	Tea Sommelier Acknowledgement		•	
65	Teaching the Adult Learner Certificate	•		
30	Veterinary Office Management Certificate	•		
85	Visual Arts - Advanced Certificate		•	•
85	Visual Arts - Foundation Certificate		•	•
85	Visual Arts - Intermediate Certificate		•	•
66	Volunteer Management Certificate		•	
31	Ward Clerk Certificate	•		
74	Webmaster Certificate	•	•	•
129	Welder Operator Certificate		•	
107	Working with Dementia Clients - Multidiscipline Certificate			•
108	Working with the Aged - Multidiscipline Certificate	•		•
66	Workplace Insurance and Disability Prevention Leadership Certificate			•
40	Writing for Publication Certificate	•	•	•
32	WSIB Workplace Safety & Insurance Board Adjudication Acknowledgement		•	

What's new?

New Courses

BCIN Preparation - General Legal....130
Communication and Interpersonal Skills in Dementia Care....94
Cultural Studies....59
Drawing Pencils Coloured....87
ECE Curriculum 1....54
ECE Curriculum 2....54
Exploring Dementia Care....107
Health Care & Pharmacology For Child & Youth Worker....51
Managing Conflict....67
Night Sky Photography....87
Nursing Care of Children with Altered Mental Function....105
Race and Ethnic Dynamics....44
Technical Service Representative 2....23
Watercolour En Plein Air....89

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 Spring 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					
32	Accounting 1	ACCTCB101		●	
32	Accounting 4 - Contemporary Accounting Issues	ACCT10010		●	
32	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	●		
33	Advanced Accounting	ACCT10032	●		
31	Animal Husbandry II	HLTH10071	●		
17	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
17	APICS Detailed Scheduling and Planning	BUSN10116		●	
17	APICS Principles of Operation Planning	BUSN10111		●	
17	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
17	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
17	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
27	Applied Marketing Research	MRKT10030	●		
33	Auditing I	ACCT10026	●		
33	Auditing II	ACCT10027	●		
30	Basic Animal Husbandry	HLTH10062	●		
31	Basic Veterinary Pharmacology	HSCI10135	●		
23	Basic Word Applications	OADMOA116			●
29	Basic Word Applications	OADMOA116			●
35	Benefits Administration	BUSN10059	●		
31	Building and Maintaining Customer Relationships	BUSN10034	●		
33	Business Analysis Introduction	MGMT10121	●		
33	Business Case Development	MGMT10122	●		
32	Business Finance	ACCTCB340		●	
33	Business Finance I	ACCT10028	●		
32	Business Finance 2	BUSNBA440		●	
33	Business Finance II	ACCT10029	●		
22	Business Fundamentals in Industrial Distribution	BUSN10046	●		
18	Business Law Introductory	LAWSMCS05	●		
32	Business Mathematics Of Finance	MATH10037	●		
30	Business Research and Writing Skills	SBMG10019	●		
32	Business Statistics 2	MATHMA411		●	
33	Business Writing Strategies	COMM10325	●		
27	Coaching And Developing People	MGMTCMA03	●		
23	Collective Bargaining	LABRPIR14	●		
25	Communications (LDS)	COMM10217	●		
21	Compensation and Benefits	HRESPIR11	●		
31	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
35	Comprehensive Knowledge Exam Preparation	BUSN10121	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
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	●		
20	Condominium Administration & Human Relations	MGMTCDM04	●		
34	Consumer Behaviour	MRKTMK375	●		
27	Continuous Improvement Process	QUALCMA06	●		
25	Corporate Practice and Procedure	LAWS10153	●		
32	Cost and Managerial Accounting I	ACCT10024	●		
32	Cost and Managerial Accounting II	ACCT10025	●		
19	Cost Management	ACCT10017	●		
26	Court Clerk Criminal OCJ	LAWS10170	●		
34	Creating a Corporate Service Culture	CUST10003	●		
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	●		
27	Developing Effective Teams	MGMTCMA04	●		
28	Digital Transcription	OADMOA261			●
29	Digital Transcription	OADMOA261			●
35	Dispute Resolution	HMNS10093	●		
34	Effective Supervision-Human Relations	MGMTMD221	●		
22	Employment Law	BUSNPIR19	●		
25	Employment Law (LDS)	LAWS10090	●		
33	Entrepreneurship Fundamentals	SBMGBU395	●		
35	Essentials In Health Records Management	MGMT10039	●		
29	Excel and PowerPoint Concepts	INFO10022			●
26	Family Law Practice and Procedure	LAWS10149	●		
25	Finance (LDS)	FINC10023	●		
21	Finance And Accounting	ACCTPIR23	●		
29	Financial Concepts for Office Administration	FINC10009			●
20	Financial Environment	FINCFP011	●		
26	Financial Interpretation and Analysis	MGMTBPC06		●	
20	Financial Planning For Condominium Managers	FINCCDM03	●		
34	Forensic Accounting	ACCT10033	●		
23	General Insurance Essentials 1	INSR10004	●		
23	General Insurance Essentials 2	INSR10005	●		
34	Global Business Environment	BUSNIB100	●		
34	Global Logistics	BUSN10109	●		
22	Grievances, Arbitration and Contract Administration	BUSNPIR13	●		
35	Health Office Foundations	BUSN10138	●		
34	How to Start a Small Business	SBMGMD249	●		
25	Human Relations (LDS)	HRES10019	●		
21	Human Resource Management Studies	MGMTBPC01	●	●	
26	Human Resource Management Studies	MGMTBPC01	●	●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
21	Human Resources Planning and Staffing	HRESPIR17	●		
34	Integrated Marketing Communication 1	MRKT10039	●		
34	Intermediate Accounting I	ACCT10021	●		
34	Intermediate Accounting II	ACCT10022	●		
34	Intermediate Accounting III	ACCT10023	●		
29	Interpersonal Communication Skills	COMM10294	●		
30	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
34	Introduction to Business	BUSN10049	●		
20	Introduction To Condominium Law	LAWSCDM01	●		
21	Introduction To Industrial Relations	LABRPIR08	●		
22	Introduction To Industrial Relations	LABRPIR08	●		
25	Introduction To Legal Office Practice And Procedures	OADM10009	●		
18	Introduction To Macroeconomics	ECON10002	●		
35	Introduction to Project Management	HRES10013	●		
20	Investment Planning	FINCFP013	●		
26	Landlord & Tenant Law	LAWS10064	●		
22	Leadership and Effective Communication in Industrial Distribution	MGMT10069	●		
34	Leadership in a Team Environment	MGMT10096	●		
25	Leading Responsibly (LDS)	MGMT10098	●	●	
25	Leading Teams (LDS)	MGMT10101	●		
25	Legal Terminology	LAWS10005	●		
20	Life and Death Issues of Financial Planning	FINCFP012	●		
26	Litigation Practice and Procedure 1	LAWS10065	●		
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	●		
27	Marketing Digitally	MRKT10037	●		
18	Marketing Principles	MRKTMCS08	●		
27	Marketing Principles	MRKTMCS08	●		
33	Mathematics	MATHMA101	●	●	
31	Medical Conditions for Medical Office Professionals	HSCI10002	●		
35	Medical Keyboarding	KEYB10005	●		
35	Medical Office Procedures	OADM10018	●		
35	Medical OHIP Billing	OADM10010	●		
28	Medical Terminology 1	OADMOA323		●	
28	Medical Terminology 2	OADMOA324		●	
31	Medical Terminology II - Pronunciation	HSCI10157	●		
28	Medical Transcribing 3	OADMOA552	●		
28	Medical Transcribing 4	OADMOA652	●	●	
28	Medical Transcription 2	OADMOA452	●		
33	Microeconomics	ECONEB122		●	
18	Microeconomics Introductory	ECONMCS03	●		
23	Model Office/Broker Operations	BUSN10050	●		
34	Mortgage Agent	BUSN10061	●		
22	Negotiations in Industrial Distribution	BUSN10054	●		
21	Occupational Health and Safety	SAFEPIR21	●	●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
35	Office Technology And Procedures	OADM10008	●		
22	Operational Fundamentals in Industrial Distribution	BUSN10055	●		
30	Operations And Legal Issues	SBMGSB202	●		
33	Operations Management	BUSNGB335		●	
21	Organizational Behaviour and Administration	BUSNPIR22	●	●	
19	Payroll Administration	ACCTBU192	●		
25	Performance Management (LDS)	MGMT10100	●		
34	Personal Financial Management	BUSNBE450	●		
20	Personal Success	MGMTMD278	●		
35	Personnel Research Techniques and HRIS	HRES10017	●		
31	Pharmacology for the Medical Office	HSCI10024	●		
20	Physical Building Management	MGMTCDM02	●		
33	Principles of Purchasing	BUSN10101	●		
23	Professionalism in the Insurance Workplace	INSR10015	●		
25	Project Management (LDS)	MGMT10099	●		
35	Project Management Scheduling Software	INFO10105	●		
19	Quantitative Methods	BUSN10045	●		
24	QuickBooks	INFO10159	●		
26	Real Estate Practice and Procedure I	REAL10001	●		
26	Real Estate Practice and Procedures 2	LAWS10148	●		
21	Recruitment And Selection	HRESPIR20	●		
19	Researching and Reporting-Lgs	COMMLL122	●		
21	Retirement Planning And Case Studies	FINCFP014	●		
24	Sage 50 Accounting	INFO10201	●		
27	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	●		
34	Social Media Marketing	MRKT10055	●		
22	Staff Training and Development	BUSNPIR16	●		
35	Styles and Practices of Medical Transcription	HSCI10152	●		
27	Supervisory Skills For Business And Industry	MGMTCMA02	●		
30	Supervisory Skills for Small Business	SBMG10017	●		
34	Sustainability	ENVR10042	●		
19	Taxation I	ACCT10019	●		
23	Technical Service Representative 1	INSR10003	●		
23	Technical Service Representative 2	INSR10007	●		
27	The Business of Tomorrow	BUSN10047	●		
30	The Generic Business Plan	SBMG10018	●		
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	●		
30	Veterinary Office Skills and Procedures	OADM10013	●		
31	Veterinary Surgical Procedures	HSCI10138	●		
30	Veterinary Terminology	COMM10107	●		
26	Wills and Estates Practice and Procedure	LAWS10169	●		
31	Working And Communicating In A Medical Setting	COMM10021	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES					
46	AC - Communications, Part B	COMMLL044		●	
37	ACE Apprenticeship Math	MATH10047	●		
37	ACE Biology	BIOL10011	●		
37	ACE Business Mathematics	MATH10046	●		
37	ACE Chemistry	GSCI10004	●		
37	ACE Communications	COMM10148	●		
37	ACE Computers	COMP10083	●		
37	ACE Core Math	MATH10045	●		
37	ACE Physics	PHYS10000	●		
37	ACE Self Management and Self Direction	CRED10044	●		
38	ACE Technology Math	MATH10044	●		
38	American Sign Language I	LANGLL120		●	
38	American Sign Language 2	LANGLL220		●	
42	Anger Management	CONF10005	●		
42	Anthropology	PSYC10020	●		
42	Art Through the Ages	ARTT10052	●		
42	Astronomy	GSCI10006	●		
46	Business Report Writing	COMM10330	●		
42	Canadian Literature	COMMLL903	●		
42	Canadian Politics	SSCISS105	●		
40	Capstone Course, Skills Integration	LANG10036		●	
41	Character Development	COMM10312		●	
46	Communication	COMMLL041	●	●	
46	Communication D	COMM11040		●	
40	Consecutive Interpreting	LANG10032	●		
46	Copyright Introduction	BUSN10137	●		
41	Creative Writing	COMMLL904		●	
41	Creative Writing II Short Fiction	COMMLL945		●	
46	Critical and Innovative Thinking	PSOL10010	●		
42	Developmental Psychology	PSYCSS271	●		
46	English 1	COMM10256	●		
42	Environmental Citizenship	ENVR10006	●		
42	Essentials of Canadian History	HIST10019	●		
46	First Responders Basic American Sign Language	LANG10088		●	
39	French 1	LANG10061	●		
39	French 2	LANG10062	●		
39	French 3	LANG10063	●		
39	French 4	LANG10064	●		
39	French 5	LANG10065	●		
43	Geography of Planet Earth	ENVR10051	●		
43	Geological Disasters	ENVR10005	●		
41	Grammar For Writing Professionals	COMMLLT02	●		
43	Growing Up Digital-Living and Working In Canada	INFO10158	●		
43	Hockey Hall of Fame Presents	SPRT10007	●		
43	I Write The Songs	ARTT10045	●		
43	Introduction To Children's Literature	COMMLLT06	●		
43	Introduction to Geology:An Overview of Planet Earth	ENVR10028	●		
43	Introduction to Philosophy	SSCI10049	●		
43	Introduction to Science	GSCI10002	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
40	Introduction to Spoken Language Interpreting	LANG10031	●	●	
43	Introduction to Sustainable Development	ENVR10026	●		
43	Introductory Psychology	PSYCSS156	●		
45	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		●	
39	La Pratique du Francais 5	LANGFR007		●	
43	Learning, Thinking and Problem Solving	PSYC10027	●		
43	Meteorology	GSCI10007	●		
43	Minerals	ENVR10050	●		
43	Myths And Legends	HISTLLT05	●		
43	Nutrition	HLTH10044	●		
43	Oceanography	ENVR10049	●		
46	Organizational Business Communication	COMM10027	●		
44	Paleontology (Fossils)	ENVR10048	●		
39	Parlons Avance 5	LANGFS081		●	
39	Parlons Francais 1	LANGFS032		●	
39	Parlons Francais 2	LANGFS033		●	
39	Parlons Francais 3	LANGFS071		●	
44	Personality Psychology	PSYC10007	●		
44	Petrology (Rocks)	ENVR10052	●		
44	Philosophy of Art Concepts and Theories	SSCI10054	●		
41	Poetry Writing	COMMLLT13	●		
44	Political Science & Public Administration	SSCISS027	●		
44	Popular Culture and the Media	COMM10276	●		
44	Popular Music and Society	MUSC10114	●		
45	Prep Science (Chemistry)	GSCIPE053	●		
45	Prep Science (Physics)	PHYSPE001	●		
45	Preparatory Chemistry (G.A.S.)	CHEMPE106		●	
41	Prose Styles	COMM10310		●	
44	Race and Ethnic Dynamics	SSCIAS105	●		
46	Researching and Reporting-Lgs	COMMLL122	●		
42	Romance Writing	COMMLLT04	●		
44	Science Fiction	COMM10043	●		
40	Setting Specific Interpreting	LANG10035	●	●	
46	Sign Language I - Part A	LANGLL359		●	
40	Skills Development - Sight Translation	LANG10033	●		
40	Skills Development - Simultaneous Interpreting	LANG10034	●		
44	Soccer and its Impact on Society	SSCI10031	●		
44	Social Media and Society	SSCI10045	●		
44	Social Psychology	PSYC10012	●		
44	Society, Technology And Social Issues	SSCISS299	●		
44	Sociology 1	SSCISS108	●	●	
44	Sociology 2	SSCISS109	●		
45	Spanish For Beginners	LANGLLE01		●	
45	Spanish-Conversational 1	LANGLLA04		●	
44	Sports Psychology	PSYC10009	●		
45	Stress, Wellness and Nutrition	HLTH10111	●		
42	The 8th Fire: The Relationship Between Natives and Newcomer	INDS10014	●		
44	The Ontario Metis	HIST10018	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
45	The Study of Human Sexuality	SSCI10003	●		
42	Travel Writing	COMM10121	●		
45	Understanding Literature	COMM10095	●		
45	Wellness for Life	HLTH10147	●		
45	Women in Film: Scandalous Sisters	ARTT10055	●		
45	World Of Abnormal Psychology	PSYCSS021	●		
45	World of Work	EDUC10101	●		
42	Writer's Weekend-Introductory	COMM10279		●	
38	Writing a Business Plan	COMM10295	●		
38	Writing a Marketing Plan	COMM10298	●		
38	Writing a Proposal	COMM10296	●		
41	Writing For Publication - Level 1	COMMLLT03	●		
41	Writing For Publication - Level 2	COMMLLT09	●		
38	Writing for Sales Material	COMM10299	●		
46	Writing Grammatically	COMM10218	●		
41	Writing Poetry	COMMLLP04		●	
42	Writing Short Stories	COMM10259	●		
38	Writing Skills for the Web	COMM10297	●		
COMMUNITY SERVICES					
67	Abuse and Family Violence	HMNS10120	●		
67	ACHIEVE: Therapeutic Adventure Programming	HLTH10213		●	
61	Acquisitions	LIBRLT350	●		
63	Active Records Management	OADMRM101	●		
56	Adaptive Computer Technology in Education	COMP10006	●		
64	Adaptive Computer Technology in Education	COMP10006	●		
48	Addictions and Mental Health	HMNS10119	●		
54	Administration and Supervision in ECE	EDUC10077	●		
50	Adolescence: Treatment Approaches & Issues	HMNSCC358			●
65	Adult Learning	EDUCTAL03	●		
66	Adults With Learning Disabilities	SENSTAL06	●		
50	Advanced Therapeutic Programming	HMNS10112			●
55	Advocacy In The School And Community	HMNSRT061	●		
63	Archives	LIBRRM103	●		
67	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
66	Assessment And Evaluation	EDUCTAL05	●		
48	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041	●		
49	Autism and Behavioural Science Field Seminar 1	WORK10144	●		
49	Autism and Behavioural Science Field Seminar 2	WORK10145	●		
56	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
64	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
56	Behaviour and Mental Health Exceptionalities	EDUCEDE22	●		
67	Behaviour Management Systems	CONF10007		●	
48	Behavioural Skill Building	EDUC10028	●		
68	By-Law Enforcement	LAWS10139	●		
58	Canadian Criminal Justice System	LAWSPF111	●		
50	Career Development Resources	CREDCAR02		●	
64	Case Management and Documentation	COMM10260			●
54	Child Development & Behaviour 1	EDUCEC121	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
54	Child Development & Behaviour 2	EDUCEC221	●		
54	Children with Special Needs	EDUC10084	●		
61	Children's Services And Issues	LIBRLT385	●		
56	Classroom Skills	EDUCEDE21	●		
52	Co-dependency as an Addiction	PSYC10008	●		
52	Cognitive Development, Trauma and Loss - Child Health Focus	HLTH10218	●		
67	Communications/Reporting	COMMLL223	●		
53	Contemporary Social Problems-Police Foundations	SSCISS288	●		
55	CoOrdinating Resources	LIBRRT071			●
62	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
58	Correctional Practices	LAWS10151	●		
66	Court Clerk Criminal OCJ	LAWS10170	●		
67	Court Reporter/Monitor I	LAWS10172	●		
67	Criminal And Civil Law	LAWSPF301	●		
67	Criminal Code	LAWSPF302	●		
68	Criminal Profiling Introduction	LAWS10177	●		
52	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
53	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
58	Criminology	SSCI10056	●		
65	Crisis Intervention	HMNSSO231		●	
53	Cults and Terrorism	SSCI10006	●		
56	Cultural Diversity	EDUC10002	●		
59	Cultural Studies	HLTH10227			●
66	Curriculum Development	EDUCTAL02	●		
61	Database Design For Information Workers	INFOLT340	●		
52	Developmental Psychology	PSYCSS271	●		
59	Digital Media in Libraries	LIBR10049	●		
53	Diversity and First Nations	SSCI10017	●		
53	Domestic and Workplace Violence	PSYC10006	●		
58	Donor Relationships in Fundraising	BUSN10071	●		
54	Early Childhood Education Field Placement 1	WORK10130		●	
54	ECE Curriculum 1	EDUCEC323	●		
54	ECE Curriculum 2	EDUCEC423	●		
55	ECE Leadership Development	EDUC10080			●
60	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
49	Ethics and Professionalism	EDUC10034	●		
56	Exceptionalities 2	EDUCEDE23	●		
56	Exceptionalities 3	EDUCEDE26	●		
54	Family Dynamics	EDUCEC129	●		
49	Field Placement	WORK10596	●		
51	Field Placement 1	WORK10136		●	
65	Field Placement 1	WORK10121		●	
49	Field Placement 2	WORK10020	●		
51	Field Placement 2	WORK10137		●	
65	Field Placement 2	WORK10123		●	
55	Field Placement 2 & Seminar	WORKEC299		●	
65	Field Placement 3	WORK10125		●	
55	Field Placement 3 & Seminar	WORKEC398		●	
55	Field Placement 4 & Seminar	WORKEC399		●	
54	Field Placement Prep	EDUC10093	●		
55	Field Practicum 1	WORKRT021		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
55	Field Practicum 2	WORKRT051		●	
61	Field Work 1	WORKLT290	●		
61	Field Work 2	WORKLT490	●		
68	Financial Crimes Investigation	FINC10030	●		
63	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
57	Fitness Theory	HLTHFI001		●	
63	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
56	Foundations of Education	EDUCEDE14	●		
68	Fraud Examinations 1	FINC10031	●		
68	Fraud Investigation	LAWS10066	●		
58	Fundraising as Management Process	BUSN10070	●		
51	Health Care & Pharmacology For Child & Youth Wrker	HSCICC327	●		
63	Healthy Adult Aging	HLTH10220	●		
63	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
61	Human Relations and Supervision	HRESLT150	●		
61	Indexing and Subject Analysis	LIBR10038	●		
60	Information Technology for Library Technicians	INFO10172	●		
66	Instructional Techniques	EDUCTAL04	●		
66	Instructional Technology In Adult Education	EDUCTAL08	●		
67	Insurance Reimbursement for Massage Therapists	HLTH10219	●		
51	Interviewing Skills 1	COUN10011	●		
51	Interviewing Skills 2	COUN10012	●		
65	Intro to Social Service Worker	HMNS10100			●
49	Introduction to Applied Behaviour Analysis	HSCI10042	●		
51	Introduction To Child And Youth Care Practice	HMNSCC142			●
62	Introduction to Computers 1	COMP10136	●		
48	Introduction to Concurrent Disorders	HMNS10034		●	
55	Introduction to Early Intervention	EDUC10100	●		
59	Introduction to Fundraising	BUSN10062	●		
51	Introduction To Group Dynamics	HMNSCC143			●
53	Introduction to Intercultural Communication	COMM10073	●		
60	Introduction to Libraries and the Information Industry	LIBRLT110	●		
61	Introduction to Metadata & Metadata Applications	LIBR10035	●		
53	Introduction to Racism and Discrimination	SSCI10026	●		
52	Introductory Psychology	PSYCSS156	●		
67	Investigation and Evidence	LAWS10173	●		
52	Issues And Ethics In Counselling	COUNTC208			●
54	Issues In ECE	EDUCEC428	●		
62	Learning from Death and Dying	PSYC10025	●		
57	Learning Strategies	EDUC10004	●		
64	Learning Strategies	EDUC10004	●		
51	Legislation: Policies & Procedures	MGMTCC153	●		
61	Library Classification	LIBR10039	●		
61	Library Financial Management and Budgeting	MGMT10041	●		
61	Library Programming, Marketing and Advocacy	LIBR10040	●		
67	Managing Conflict	CONF10009	●		
57	Mathematics	MATH10038	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
59	Methods of Fundraising	BUSN10069	●		
62	Mourning, Grief and Bereavement	PSYC10023	●		
67	Nonviolent Crisis Intervention	CONFMHN08		●	
60	Online Searching	LIBR10041	●		
63	Operational Overview in Long-term Care	HLTH10110	●		
49	Parent and Staff Training	EDUC10029	●		
54	Parent Teacher Child Relationship 1	EDUCEC128			●
58	Penology	LAWS10152	●		
57	Personal And Interpersonal Dynamics	EDUCEDE17	●		
57	Placement 1	EDUC10085	●		
57	Placement Preparation	EDUC10075	●		
68	Police Powers 1	LAWSPF303	●		
57	Practicum 3	EDUC10086	●		
57	Practicum 4	EDUCEDE25	●		
52	Prevention and Intervention Strategies - Child Mental Health	HLTH10216	●		
68	Principles of Ethical Reasoning	LAWS10174	●		
68	Private Investigator Training	LAWS10138	●		
68	Private Investigator-Licensing Requirements	LAWS10091			●
68	Private Security - Licensing Requirements	LAWS10087			●
51	Professional Development in Child and Youth Work	HMNS10105	●		
68	Provincial Offences	LAWS10175	●		
52	Psychiatric Disorders Common to Infant, Child and Adolescent	HLTH10214	●		
62	Records And Information Management Fundamentals	OADMRM100	●		
60	Reference Processes	LIBR10044	●		
60	Reference Services and Sources	LIBR10045	●		
62	Religious beliefs, traditions and customs of death	PSYC10022	●		
63	Resident Centred Care	HLTH10108	●		
61	Resource Description and Access I	LIBR10042	●		
61	Resource Description and Access II	LIBR10043	●		
52	Risk Factors of Common Psychiatric Disorders	HLTH10215	●		
58	Safe and Secure Environments	SAFE10091	●		
57	Safety In An Educational Setting	SAFE10004	●		
63	Sales and Marketing in Long Term Care Management	BUSN10093	●		
68	Security Guard Training	LAWS10137	●		
65	Seminar 1	WORK10120	●		
51	Seminar 1 - Professionalism in Child and Youth Care	WORK10112	●		
65	Seminar 2	WORK10122	●		
51	Seminar 2 - Trends and Issues in Child and Youth Work	HMNS10104		●	
65	Seminar 3	WORK10124	●		
61	Serials	LIBRLT351	●		
53	Sexual Violence	SSCI10008	●		
50	Socio Economic Change And Response	CREDCAR07			●
53	Sociology 1	SSCISS108	●	●	
58	Special Populations I	PSYC10026	●		
49	Specialized Instructional Strategies	EDUC10030	●		
65	SSW Community Change	HMNS10095		●	
61	Strategies for Instruction for Library Technicians	LIBR10036	●		
57	Technology in Education	EDUCEDE19	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
62	Thanatology	PSYC10021	●		
55	Theory to Practice 1	WORK10603		●	
57	Total Communication Part 1	EDUC10040	●		
57	Total Communication Part 2	EDUC10041	●		
68	Traffic Management	LAWSPF309	●		
57	Transition Planning	EDUC10037	●		
49	Transition Planning and Implementation	EDUC10031	●		
49	Treating Challenging Behaviour	HMNS10006	●		
59	User Experience in Libraries	LIBR10046	●		
67	Victimization	PSYC10018	●		
66	Volunteer Management 3	MGMTSSP63			●
54	Wellness for Children	HLTH10121	●		
65	Working with Children & Adolescents	HMNS10099			●
49	Working with Families and Teams	HMNS10005	●		
54	Working with Parents	EDUC10076	●		
58	Youth In Conflict With The Law	LAWSPF305	●		
61	Youth Services and Issues	LIBR10034	●		
COMPUTERS					
77	A+ Essentials-Hardware	COMP10108	●		
77	A+ Essentials - Operation System Software	COMP10121	●		
71	Access Core	INFO10081	●		
71	Access Expert	INFO10177	●		
75	Adobe Illustrator	COMP10119	●		
75	Adobe InDesign Basics	COMP10120	●		
76	Analytics and Big Data	BUSN10120	●		
75	Android Application Development	COMP10147	●		
70	AutoCAD - Advanced	CADMCAD15		●	
70	AutoCAD - Customization	CADMCAD12		●	
70	AutoCAD - Introduction	CADMCAD06	●		
70	AutoDESK Inventor	INFOCAD29		●	
75	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
75	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
75	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
75	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
76	CNC Programming - Basic	COMP10168	●		
71	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
72	Computer Hardware and Software	ELEC10118		●	
74	Computer Hardware and Software	ELEC10118		●	
76	Computer Skills For College	COMPCO002	●		
75	Design Basics	COMP10172	●		
72	Digital Systems	ELEC10103		●	
74	Dreamweaver	INFO10111	●	●	
76	Electrical Rotating Machines	ELEC10131		●	
72	Electricity 1	ELEC10099		●	
77	Engineering Applications	ELEC10045		●	
71	Excel Core	INFO10078	●	●	
71	Excel Expert	INFO10079	●	●	
77	Excel Linking Multiple Worksheets & Workbooks	INFO10191		●	
77	Excel Pivottables and Outlines	INFO10187		●	
77	Excel Working with Formulas	INFO10192		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
74	FLASH - an Introduction	COMP10144	●		
77	Fundamentals of UNIX	COMP10024	●		
77	Generic Computer Training	COMPCO001	●		
75	HTML Intermediate	COMP10107	●		
75	HTML Introduction	COMP10106	●		
72	Internet Technologies	ELEC10050		●	
74	Internet Technologies	ELEC10050		●	
75	Introduction to C# Programming	COMP10116	●		
77	Introduction to Excel	INFO10193		●	
76	Introduction To Photoshop	INFOPY114	●		
72	Introduction To Systems Analysis And Design	COMPCO826		●	
75	Java - Intermediate	COMP10036	●		
75	Java - Introduction	COMP10035	●		
76	Java Advanced	COMP10180	●		
75	JavaScript	COMP10137	●		
77	Linear Systems	ELEC10059		●	
76	Microsoft Office 2013	COMP10166	●		
73	MicroStation 2D - Level 1	CADMMSN01	●		
73	MicroStation 2D - Level 2	CADMMSN02	●		
73	MicroStation 3D Level 3	CADM10009	●		
76	MS Office 2010	INFO10095	●		
76	MySQL Databases	COMP10149	●		
73	Network Security and Management	ELEC10106		●	
73	Oracle SOA (Service Oriented Architecture)	COMP10082		●	
76	Photoshop - Level 2	INFO10047	●		
77	Power Systems	ELEC10127		●	
71	PowerPoint	INFO10082	●		
76	Programming in C	COMP10122	●		
71	Programming in Java	COMP10062		●	
72	Programming in Java	COMP10062		●	
71	Publisher Core	INFO10157	●		
77	Software Testing	COMP10173	●		
70	SolidWorks Basic	CADMRE066		●	
77	UNIX Administration 1	COMP10018	●		
71	Visio Essentials	INFO10174	●		
74	Web Design Basics	INFO10144		●	
74	Web Page Design	INFO10110		●	
76	Web Usability-Writing & Design	COMP10167	●		
76	Windows 8	COMP10157	●		
71	Word Core	INFO10077	●		
71	Word Expert	INFO10080	●		
CREATIVE AND VISUAL ARTS					
83	Acting for Beginners	CREA10072		●	
83	Acting for Film and TV	CREA10087		●	
83	Acting Three The Feedback Show	CREA10079		●	
79	Aesthetics Body Massage and Treatments	ASTHAES05		●	
79	Aesthetics Skin Care I	ASTHAES02		●	
79	Aesthetics Skin Care III	ASTHAES04		●	
85	Basic Sewing 1	TEXTHC177		●	
85	Basic Sewing 2	TEXTHC203		●	
85	Basic Sewing 3	TEXTHC322		●	
85	Basic Sewing 4	TEXT10023		●	
89	Basic Theory	MUSCMUA01		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
79	Business and Marketing for the Cosmetic Industry	MRKT10043		●	
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	Ceramics Master Class	CERA10005		●	
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		●	
87	Chinese Brush Painting 6	ARTTPD106		●	
81	Colour Theory For Fashion	FASH10028		●	
80	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
82	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
80	Cosmetology 1	ASTHWS101		●	
87	Design and Colour 1	ARTTPG101	●		
87	Design and Colour 2	ARTTPG201	●		
87	Design and Colour 3	ARTTPG301	●		
81	Designing With Exotics	FLORFC005		●	
89	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
84	Digital Photography 1	PHTOPY101		●	
87	Drawing 1	ARTTPD201		●	
87	Drawing 2	ARTTPD301		●	
87	Drawing 3	ARTTPD401		●	
87	Drawing Pencils Coloured	ARTT10056		●	
87	Drawing Realistic Subjects in Pencil	CREA10094	●		
80	Dressmaking 1 Level 1	FASHDM110		●	
80	Dressmaking 1 Level 2	FASHDM115		●	
80	Dressmaking 2 Level 2	FASHDM125		●	
82	Ear Training 1 Solfege	MUSCMU140		●	
88	Easy Flower Arranging	FLORGI601		●	
84	Fashion Photography	PHTO10027		●	
89	Figure Drawing	ARTT10053		●	
84	Food Photography	PHTO10080		●	
82	Guitar 1	MUSC10072		●	
89	Guitar for Beginners	MUSC10123	●		
89	Guitar Song Book	MUSC10078		●	
89	Guitar-Adult Class 3	MUSC10074		●	
88	History Of Crafts	HISTPD024	●		
84	History of Photography	PHTOPY109		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
81	How to Start a Small Business	SBMGMD249	●		
84	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
84	Lightroom	PHTO10054		●	
88	Living Wreath	FLORGI226		●	
82	Make Up Paramedical and Camouflage Therapy	ASTHWS031		●	
80	MakeUp Artistry	ASTHWS144		●	
82	MakeUp Artistry	ASTHWS144		●	
80	MakeUp Artistry II	ASTHWS244		●	
82	MakeUp Artistry II	ASTHWS244		●	
82	MakeUp Bridal Black and White and Creative	ASTH10005		●	
82	MakeUp Portfolio Development	ASTHWS344		●	
83	Manicure Pedicure care and Techniques	ASTH10006		●	
84	Nature Photography	PHTOPY106		●	
84	Night Sky Photography	PHTO10085		●	
88	Painting 1	ARTTPD211		●	
88	Painting 2	ARTTPD311		●	
88	Painting 3	ARTTPD411		●	
88	Painting 4	ARTTPD511		●	
88	Painting 5	ARTTPD611		●	
88	Painting 6	ARTTPD711		●	
80	Pattern Design And Drafting Basic	FASHFA200		●	
84	Photography - Wedding	PHTO10018		●	
82	Piano Beginners Part A	MUSC10075		●	
82	Piano Beginners Part B	MUSC10076		●	
89	Piano Song Book	MUSC10053		●	
84	Portraiture	PHTOPY402		●	
88	Precious Metal Clay 1	CREA10080		●	
88	Precious Metal Clay 2	CREA10128		●	
87	Raku	CERA10006		●	
83	Sculpted Nail Enhancements	ASTH10008		●	
89	Serger Know How	CREA10169		●	
85	Sewing - Introduction	TEXTHC027		●	
89	Sewing Window Treatments - Part 1	CREA10103		●	
89	Sewing Window Treatments - Part 3	CREA10105		●	
81	Special Floral Tributes	FLORFC003		●	
84	Studio Lighting	PHTOPY225		●	
81	Style Trends in Design	FLORFC205		●	
81	Techniques And Color Harmonies Basic	FLORFC001		●	
83	The Monologue Class	CREA10092		●	
82	Theory 2	MUSCMU223		●	
82	Vocal Advanced	MUSC10071		●	
89	Watercolour En Plein Air	ARTT10054		●	
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		●	
79	Waxing	ASTHWS306		●	
83	Work Experience	WORK10114		●	
85	Work Experience Option Applied	WORKPW900		●	
85	Work Experience Option Art	WORK10607		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
HEALTH AND NURSING					
109	Administration of Medication for Nurses	NRSG10027		●	
107	Advanced Footcare for RNs and RPNs	NRSG10059		●	
103	Advanced Neonatal Nursing 1 Clinical Experience	CLINNSCF2		●	
103	Advanced Neonatal Nursing 2 Clinical Experience	CLINNSCF4		●	
104	Advancements in the Mental Health System	HSCI10145			●
96	An Introduction To The Study Of Aging	HSCIGER10	●		
108	An Introduction To The Study Of Aging	HSCIGER10	●		
99	Anaesthesia, Assessment & Critical Care	HSCINSC87		●	
93	Analytical Techniques 5 L and T	MLSCMLS15		●	
109	Arrhythmia Interpretation	HLTH10229	●		
93	Assessment And Interpretation Of Results	MLSCMLS17		●	
109	Basic Blood Collection	MLSCML123		●	
107	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
91	Breastfeeding Clinical Experience	CLIN10026		●	
109	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
109	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	
93	Case Studies, Exam Preparation	MLSCMLS20		●	
98	Clinical Experience 2	CLIN10035		●	
93	Clinical Experience 3	CLINMLS19		●	
96	Clinical Experience Medical Device Reprocessing	CLIN10059		●	
107	Clinical Field Placement With Clients	CLINDEM05		●	
99	Communication And Informed Decision Making	COMM10084	●		
94	Communication and Interpersonal Skills in Dementia Care	COMM10335	●		
107	Communication and Interpersonal Skills in Dementia Care	COMM10335	●		
98	Communications And Psychosocial Issues In Oncology	HSCINSCC2	●		
96	Community-Based Field Experience	WORKGER71	●		
108	Community-Based Field Experience	WORKGER71	●		
101	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004	●		
101	Critical Care Module 2 - Respiratory	NRSG10001	●		
101	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
101	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
101	Critical Care Module 3 Cardiovascular Nursing	NRSG10002	●		
101	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
101	Critical Care Module 5 Neurosciences	NRSG10003	●		
101	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
109	CSCT Exam Preparation	HSCI10185		●	
94	Dementia Clinical/Placement	CLINDEM08		●	
94	Diabetes Care - Basic	HSCIDW001	●		
95	Diabetes Field Placement 1	HLTH10057	●		
102	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
94	Exploring Dementia Care	COMM10336	●		
107	Exploring Dementia Care	COMM10336	●		
99	Field Practicum	CLIN10033		●	
95	Food Services Fieldwork Requirement	WORKHCF02		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
107	Footcare Field Practicum	CLIN10058		●	
102	Health and Safety Legislation Module 3	HSCIOHN03	●		
102	Health and Safety Management Module 4	HSCIOHN04	●		
102	Health Assessment	HSCI10151	●		
109	Health Assessment	NRSG10084		●	
105	Health Challenges	HSCI10148	●		
102	Health in the Workplace	HLTH10030	●		
109	Human Anatomy and Physiology	HSCI10027	●		
100	Independent Study In Psychosocial Rehabilitation	HSCIPSR06	●		
96	Individual Study	HMNSGER60	●		
96	Institutional-Based Field Experience	WORKGER81	●		
108	Institutional-Based Field Experience	WORKGER81	●		
105	Interventions Supporting Recovery	HSCI10150	●		
93	Introduction to Molecular Techniques	MLSC10007		●	
98	Introduction To Oncology Nursing	NRSGNSCC1	●		
99	Introduction To Palliative Care	HSCIHZA69	●		
94	Introduction to Patient Education	HSCI10052	●		
103	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
106	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
103	Introduction to Perinatal Nursing Part 2	NRSG10056	●		
106	Introduction to Perinatal Nursing Part 2	NRSG10056	●		
97	Introduction To Transfusion Medicine	MLSCMLA61	●		
101	Introductory Module 1	NRSG10036	●		
105	Introspective Practice	HSCI10147	●		
98	Laboratory Basics Workshop	MLSC10003		●	
96	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
108	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	●		
94	Living with Diabetes	HLTH10028	●		
98	Major Malignancies I	HSCINSCC3	●		
98	Major Malignancies II	HSCINSCC4	●		
96	MDR Principles and Practices 3	HSCI10125		●	
96	Mental Health Aspects Of Aging	HSCIGER41	●		
108	Mental Health Aspects Of Aging	HSCIGER41	●		
97	MLAR Mod 2 - Laboratory Basics	MLSCMLA51	●		
97	MLAR Mod 4 - Basic Techniques In Haematology	MLSCMLA53	●		
97	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
97	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
97	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
103	Neonatal Nursing 2 Advanced	NRSG10043		●	
103	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
106	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
105	Nursing Care of Children with Altered Mental Function	NRSG10091	●		
92	Nursing Theory 1	NRSG10019		●	
92	Nursing Theory 2	NRSG10020		●	
95	Nutrition in Food Service	HLTH10224	●		
103	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
103	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
102	Occupational Health and Surveillance Module 2	HSCIOHN02	●		
102	Occupational Health Nursing Module 1	NRSGOHN01	●		
102	Occupational Health Nursing Project	WORKOHN05	●		
98	Oncology Clinical Experience	CLINNSCC6	●		
99	Operating Room Lab Experience C	HSCI10184		●	
99	Operating Room Principles and Practices 1 Theory	NRSG10032		●	
99	Operating Room Principles and Practices 2 Theory	NRSG10033		●	
105	Operationalizing Theory into Practice	CLIN10070		●	
99	OR Laboratory Experience B	HSCI10158		●	
96	Physiology Of Aging	HSCIGER20	●		
108	Physiology Of Aging	HSCIGER20	●		
97	Preparatory Biology	BIOL10006	●		
109	Preparatory Biology	BIOL10006	●		
92	Professional Practice Acute	CLIN10076		●	
92	Professional Practice Consolidation	CLIN10078		●	
92	Professional Practice Labs	NRSG10089		●	
100	Psychosocial Rehabilitation Foundations	HSCIPSR01	●		
93	Quality Control And Quality Management	QUALMLS18		●	
95	Quantity Food Preparation	CULI10075	●		
100	R.N. Operating Room Clinical	CLIN10060		●	
101	RNFA Theory 1	NRSG10039	●		
106	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
93	Sector Specific Language And Health Culture III	MLSCMLS24		●	
94	Special Care Considerations for Clients with Diabetes	HLTH10046	●		
101	Special Needs Population In Critical Care Module 4	NRSG10035	●		
109	Standard First Aid, C.P.R. 'C'/AED	HSCI10088		●	
107	The Management Of Wounds	HSCIHS127			●
92	Therapeutic Relationships	COMM10099		●	
HOSPITALITY, HOME AND GARDEN					
112	Annuals, Perennials, Bulbs	HORTHOR06		●	
113	Basic Drafting	TDRWHF203		●	
112	Basic Electrical	ELEC10123		●	
112	Basic Maintenance	BLDG10073		●	
112	Basic Plumbing	BLDG10072		●	
112	Build a Bench	BLDG10088		●	
110	Cake Decorating 1	CULIGI737		●	
110	Cake Decorating 3	CULIGI739		●	
115	Chalk Style Furniture Painting	CREA10182		●	
111	Cooking Fundamentals	CULI10069		●	
111	Cooking Fundamentals - The Next Step	CULI10070		●	
113	Creative Design Presentations	CREA10033		●	
112	Deciduous Shrubs	HORTHOR04		●	
113	Design Principles	CREAHF205		●	
115	Discovering Tea	HOSP10040		●	
113	Fabric For Interiors	TEXT10029		●	
111	Fish and Seafood	CULI10072		●	
111	French Farm House Cookery	CULI10074		●	
115	From Bush to Cup - Tea 105	HOSP10023		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
112	Fundamentals Of Horticulture	HORTHOR01		●	
114	Holistic Plant Health Care and Integrated Pest Management	HORT10047		●	
115	Introduction to Tea - Tea 101	HOSP10019		●	
112	Kitchens	BLDG10074		●	
114	Landscape Design II	HORTLA007		●	
114	Mixology	HOSPFB107		●	
112	Painting and Decorating	CREA10135		●	
115	Preparation, Consumption & Health - Tea 106	HOSP10024		●	
115	Pruning and Maintenance Of Shrubs And Trees	HORTHOR36		●	
114	Smart Serve Certification Course	HOSPFB008		●	
113	Soft Furnishings and Window Treatments	CREA10030		●	
115	Tea Sensory Development - Tea 103	HOSP10021		●	
115	Tiling Successfully	CREA10183		●	
111	Tools and How to Use Them	BLDG10075		●	
114	Wine Appreciation 1	HOSPFB004		●	
MATHEMATICS					
116	Differential Calculus	MATHMA383	●		
117	Discrete Math & Statistics	MATH10064	●		
116	Engineering Mathematics	MATHMA179	●		
116	Math	MATHMA018	●		
117	Math	MATHMA018	●		
116	Mathematics	MATH10020	●		
116	Mathematics	MATH10024	●		
116	Mathematics	MATHMA101	●		
117	Mathematics	MATHMA101	●	●	
116	Mathematics	MATHMS122	●		
116	Mathematics	MATHMS144	●		
116	Mathematics	MATHMS171	●		
116	Mathematics	MATHMS173	●		
116	Mathematics	MATHMS248	●		
117	Mathematics	MATHMS271	●	●	
116	Mathematics	MATHMS377	●		
116	Mathematics 1	MATH10011	●		
116	Mathematics 1	MATH10012	●		
116	Mathematics 1 - General Arts And Science	MATHMA006	●		
117	Mathematics 1 - General Arts And Science	MATHMA006	●		
116	Mathematics 2	MATH10053	●		
116	Mathematics 2 For Construction Technician	MATHMS244	●		
116	Mathematics for Computer Studies	MATH10042	●		
117	Mathematics Of Finance	MATHMA381	●		
116	Mechanical Basic Algebra	MATHMS165	●		
116	Mechanical Intermediate Algebra	MATH10029	●		
116	NDE Mathematics	MATH10059	●		
116	Preparatory Apprenticeship - Math	MATHMA001	●		
116	Preparatory Mathematics (Business)	MATHMA003	●		
116	Preparatory Mathematics (Technology)	MATHMA002	●		
117	Statistics	MATHMA570	●		
117	Statistics	MATHMS474		●	
117	Technical Calculus I	MATH10052	●		
117	Technical Calculus II	MATH10054	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
TECHNOLOGY AND SKILLED TRADES					
130	Active Transportation	TRAN10001			●
132	Advanced Welding	WELD10067		●	
119	Air Brake Training	MOTPSAM70		●	
124	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
130	Applied Mechanics	PHYSEA201		●	
130	BCIN Preparation - General Legal	BLDG10111		●	
129	Blueprint Reading Welding	TDRWRE154		●	
119	C of Q Instrumentation 447A	INST10006	●		
119	CFC/HCFC/HFC Control	ENVRRE904		●	
124	CFC/HCFC/HFC Control	ENVRRE904		●	
131	CNC Operator	MACH10059		●	
125	Communication/Professional Practices	COMMHI010	●		
130	Construction Blueprints and Methods	BLDG10011	●		
130	Construction Contract Bid Management	BLDG10089	●		
130	Construction Contracts and Documents	BLDG10083	●		
130	Construction Job Site Management	BLDG10090	●		
130	Construction Planning and Scheduling	BLDG10101	●		
129	Construction Practice Advanced	BLDG10106		●	
129	Construction Practice-Basic	BLDGRE027		●	
131	Drinking Water Operator-In-Training Certification	ENVR10044	●		
119	Electrical	BLDGBES04		●	
124	Electrical Inspection	ELECHI007	●		
120	Electricity 1 - Residential	ELECHV107		●	
124	Electricity 1 - Residential	ELECHV107		●	
130	Electronic Navigation for Boaters	ELEC10133	●		
131	Environment Management, An Introduction	ENVR10024	●		
121	Environment Project Management	ENVR10043			●
131	Environmental Laws and Regulations	ENVR10059	●		
121	Environmental Science	ENVROH702		●	
124	Exterior Inspection	BLDGHI002	●		
121	Fire Protection	SAFE10071	●		
127	Fire Protection	SAFE10071	●		
121	Fire Safety 5-Special Extinguishing Systems	SAFEFT105		●	
121	Fire Safety 6 Processes and Protection	SAFEFT106		●	
121	Fire Safety Inspections	SAFE10050		●	
131	Foundations of Sustainability	ENVR10058	●		
129	Framing Techniques	BLDGRE028		●	
132	Fundamentals of Quality Assurance	QUAL10014	●		
127	Funds Of The Occupational Health & Safety Law	LAWSOH301	●		
129	Gas Metal Arc Welding	WELDRE237		●	
123	Gas Technician 2 Review	GOPT10002		●	
123	Gas Technician 3 Review	GOPT10003		●	
123	GIS Software - ArcView	INFOCVA36	●		
123	GPS - Global Positioning Systems	INFOCV630	●		
132	Hand Tool Techniques	BLDGTZ030		●	
124	Heating Inspection I	HRAPHI003	●		
124	Heating Inspection II	HRAPHI004	●		
122	Hydraulics 2	STENMF354		●	
125	Industrial Drives 2	ASYS10002		●	
127	Industrial Hygiene	SAFE10078	●		
128	Inspection And Testing	QUALQC106		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
126	Instrumentation 3 For Tradesmen	INSTRE131		●	
124	Interior/Insulation Inspection	BLDGHI001	●		
132	Intermediate Welding	WELD10066		●	
123	Internet Mapping	INFOCVA08	●		
120	Introduction To Cost Estimating	BLDG10012	●		
127	Introduction to Ergonomics	SAFE10045	●		
123	Introduction To Geographic Information Systems	INFOCVA03	●		
131	Introduction to Robotics Automation 101	ASYS10013		●	
127	Introduction to Toxicology	ENVR10022	●		
126	Machine Shop 1	MACHRE165		●	
126	Machine Shop 2	MACHRE265		●	
126	Machine Shop 3	MACHRE465		●	
132	Management Labour Concerns in Occupational Health and Safety	MGMT10123	●		
125	Management Of Human Resources	HRESIM337		●	
130	Material Estimating and Methods	BLDG10085	●		
127	Occupational Hygiene-Introduction	ENVROH101		●	
125	Plant Layout And Material Handling	IENGIM535		●	
125	PLC Programming 1	ASYSPLC11		●	
128	PLC Programming 1	ASYSPLC11		●	
128	PLC Programming 3	ASYSPLC13		●	
128	PLC Programming 4	ASYSPLC14		●	
124	Plumbing Inspection	HRAPHI005	●		
120	Project Management Scheduling Software	INFO10105	●		
132	Quality Management System Process Auditing	QUAL10013	●		
129	Residential Drafting	TDRWRE030		●	
129	Residential Plumbing Basics	BLDG10091		●	
124	Roofing Inspection	BLDGHI009	●		
129	Shielded Metal Arc Welding 1	WELDRE234		●	
129	Shielded Metal Arc Welding 2	WELDRE235		●	
129	Shielded Metal Arc Welding 3	WELDRE236		●	
132	Six Sigma Methods	MECH10047	●		
121	Solid And Hazardous Waste Management	WASTOH706		●	
127	SolidWorks Basic	CADMRE066		●	
128	Statistical Process Control 1	MATHQC102		●	
124	Structural Inspection	BLDGHI008	●		
131	Surveying, An Introduction	SURV10001	●		
122	System Studies	STEN10009		●	
131	Theories and Methods in Sustainability Education	ENVR10060	●		
130	Transmission and Driveline	MOTP10083		●	
131	Transportation Design 1	TRANTR462		●	
131	Transportation Technology	TRANEA105		●	
131	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
131	Wastewater Treatment Certificate Level I and II	ENVR10062	●		
119	Water Treatment	STENBES06		●	
131	Water Treatment Certificate Level I and II	ENVR10061	●		
132	Welding Skills Practice Sessions	WELD10071		●	
132	Woodworking for Women (Men Welcome)	BLDG10022		●	
132	Woodworking Level 1	BLDGTZ070		●	
132	Woodworking Level 2	BLDGTZ071		●	
132	Woodworking Level 3	BLDGTZ073		●	
127	Workplace Safety And Insurance Act	SAFEOH309	●		

Business

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Programs and Courses

Certificates

Business Studies Certificate (068) 18
Condominium Management (ACMO) Certificate (912)....20
Financial Planning Certificate (185)....20
Human Resources Certificate (825) 21
Industrial Distribution Leadership Certificate (924)....22
Industrial Relations Certificate (824) 22
Insurance - Technical Services Certificate (227) 23
Integrated Accounting Certificate (099) 24
Leadership Development Series Certificate (949)....24
Management Studies Certificate (827)....26
Manufacturing Leadership Certificate (055) 27
Medical Transcription Certificate (172)....28
Office Administration - General Certificate (380)....29
Small Business and Entrepreneurship Certificate (179)....29
Veterinary Office Management Certificate (935) 30
Ward Clerk Certificate (163)....31

Acknowledgements of Completion

Applied Accounting - Bookkeeping.... 17
Legal Skills 25
Marketing Essentials 27
Medical Terminology.... 28
WSIB Workplace Safety & Insurance Board Adjudication.... 32

Other Credentials and Stand-Alone Courses

APICS - The Association for Operations Management 17
Business (Post-Secondary).... 32
Business Skills.... 33
Canadian Institute of Bookkeeping.... 19
Canadian Institute of Management.... 19
Certified in Production and Inventory Management (CPIM)... 17
Human Resources.... 35
Institute of Law Clerks of Ontario 23
Office Skills.... 35
Principles of Operations Management Program.... 17
Project Management 35
Qualified Administrative Assistant.... 29

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CREDENTIALED PROGRAMS

APICS - The Association for Operations Management

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Questions?
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Email: education@apicshamilton.org
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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 Operation Planning BUSN10111

Learn the fundamentals of operation planning and techniques that are used at each level in the planning process, from strategic to tactical. Provides practical examples and exercises and the essential ingredients of effective planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22782	TU	Apr19	Jun28	7:00-10:00	11	Classroom (FF)	$775.03

APICS Detailed Scheduling and Planning BUSN10116

Focus on the various techniques for material and capacity scheduling. Learn details surrounding material requirements planning (MRP) capacity requirement planning (CRP), inventory management practices and procurement and supplier planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22783	WE	Apr20	Jun22	7:00-10:00	10	Classroom (FF)	$727.30

APICS Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore the 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
22781	MO	Apr18	Jun27	7:00-10:00	10	Classroom (FF)	$727.30

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: ce.mohawkcollege.ca/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
21032		Apr14	Jul7			eLearn	$272.52
22603	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88
21022		May12	Aug4			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
21033		Apr14	Jul7			eLearn	$272.52
22604	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88
21023		May12	Aug4			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
21034		Apr14	Jul7			eLearn	$272.52
22605	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88
21024		May12	Aug4			eLearn	$272.52

Get Started in eLearn

Information on accessing your eLearn course is available at ce.mohawkcollege.ca/elearn

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: ce.mohawkcollege.ca/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	

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21235		May10	Aug16			OntarioLearn	$426.65
21322		Jun1	Sep7			OntarioLearn	$426.65
21323		Jul4	Oct11			OntarioLearn	$426.65
22410		Aug2	Nov8			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
21232		May10	Aug16			OntarioLearn	$426.65
21346		Jun1	Sep7			OntarioLearn	$426.65
21324		Jul4	Oct11			OntarioLearn	$426.65
22415		Aug2	Nov8			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
21391		May10	Aug16			OntarioLearn	$426.65
21273		Jun1	Sep7			OntarioLearn	$426.65
21399		Jul4	Oct11			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
21011		May10	Aug16			OntarioLearn	$426.65
21265		Jun1	Sep7			OntarioLearn	$426.65
21557		Jul4	Oct11			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
21451		May10	Aug16			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
21233		May10	Aug16			OntarioLearn	$426.65
21267		Jul4	Oct11			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
21234		May10	Aug16			OntarioLearn	$426.65
21105		Jun1	Sep7			OntarioLearn	$426.65
21661		Jul4	Oct11			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
21459		May10	Aug16			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. Mandatory group work and chats. Equivalent to: Microeconomics (ECONEB122).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21303		May10	Aug16			OntarioLearn	$426.65
21275		Jun1	Sep7			OntarioLearn	$426.65
21274		Jul4	Oct11			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
21631		May10	Aug16			OntarioLearn	$426.65
21269		Jul4	Oct11			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
21049		May10	Aug16			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
21010		May10	Aug16			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: ce.mohawkcollege.ca/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
21071		May10	Aug16			OntarioLearn	$403.94

Payroll Administration ACCTBU192

Examine maintaining payroll records, 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
21266		Jun1	Sep7			OntarioLearn	$403.94
21407		Jul4	Oct11			OntarioLearn	$403.94
22395		Aug2	Nov8			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. 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
21325		May10	Aug16			OntarioLearn	$426.65
21658		Jul4	Oct11			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 (CMI) 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 ce.mohawkcollege.ca/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 ce.mohawkcollege.ca/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.

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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: ce.mohawkcollege.ca/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

Some option courses are listed under other Programs. Refer to the index.

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
21468		May10	Aug16			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 (MGMTEA631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21469		May10	Aug16			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
21466		May10	Aug16			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
21470		May10	Aug16			OntarioLearn	$567.61

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
21055		May10	Aug16			OntarioLearn	$313.10

Financial Planning Certificate (185)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER® / CFP® certification is an internationally 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 1R 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: ce.mohawkcollege.ca/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
21147		May10	Aug16			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
21509		May10	Aug16			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
21508		May10	Aug16			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. 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
21507		May10	Aug16			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: ce.mohawkcollege.ca/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 Benefits	42
HRESPIR17	Human Resources Planning and Staffing	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 Resources 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 Benefits — HRESPIR11

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22360		May10	Jun28	FAST-TRACK		OntarioLearn	$403.94
21298		May10	Aug16			OntarioLearn	$403.94
21262		Jun1	Sep7			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
21434		May10	Aug16			OntarioLearn	$403.94
21398		Jun1	Sep7			OntarioLearn	$403.94
21081		Jul4	Oct11			OntarioLearn	$403.94
22423		Aug2	Nov8			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	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22784	TH	May 5	Ju28	6:30-9:30	13	Classroom (FF)	$324.87
21392		May10	Aug16			OntarioLearn	$522.95
21317		Jun1	Sep7			OntarioLearn	$522.95
21404		Jul4	Oct11			OntarioLearn	$522.95
22397		Aug2	Nov8			OntarioLearn	$522.95

Human Resources Planning and Staffing — HRESPIR17

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21222		May10	Aug16			OntarioLearn	$403.94
21118		Jul4	Oct11			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: Human Resource Management Studies (MGMTBPC01). Equivalent to: Union Management Relations (LABR10100).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21038		May10	Aug16			OntarioLearn	$403.94
21082		Jul4	Oct11			OntarioLearn	$403.94

Occupational Health and Safety — SAFEPIR21

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22787	TU	May3	Aug2	6:30-9:30	14	Classroom (FF)	$349.86
21432		May10	Aug16			OntarioLearn	$403.94
21475		Jun1	Sep7			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 22786 - no class May 21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22786	SA	May7	Jun25	9:00-3:00	7	Classroom (FF)	$349.86
21504		May10	Jun28	FAST-TRACK		OntarioLearn	$403.94
21433		May10	Aug16			OntarioLearn	$403.94
21531		Jun1	Sep7			OntarioLearn	$403.94
21530		Jul4	Oct11			OntarioLearn	$403.94
22425		Aug2	Nov8			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
21096		May10	Jun28	FAST-TRACK		OntarioLearn	$403.94
21431		May10	Aug16			OntarioLearn	$403.94
21321		Jun1	Sep7			OntarioLearn	$403.94
21389		Jul4	Oct11			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
21447		May10	Aug16			OntarioLearn	$497.27
21387		Jul4	Oct11			OntarioLearn	$497.27
22399		Aug2	Nov8			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: ce.mohawkcollege.ca/idl

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
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
21550		May10	Aug16			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
21555		May10	Aug16			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
21548		May10	Aug16			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
21549		May10	Aug16			OntarioLearn	$317.95

Leadership and Effective Communication in Industrial Distribution MGMT10069

Develop essential leadership skills. Explore the differences between managing and leading, with emphasis on developing a High Performance Team, Team Dynamics and Problem Solving in today's workplace. Coaching Skills and Leadership Models are also covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22276		May10	Aug16			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: ce.mohawkcollege.ca/industrialrelations

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
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 Benefits	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 to: Union Management Relations (LABR10100).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21038		May10	Aug16			OntarioLearn	$403.94
21082		Jul4	Oct11			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
21117		May10	Aug16			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
21272		May10	Aug16			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
21112		May10	Aug16			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: ce.mohawkcollege.ca/lawclerk or www.ilco.on.ca

Admission Requirements
- Experience in the legal field is recommended.

WATCH FOR COURSES NEXT TERM.

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.

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/insurance

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Basic computer skills.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
BUSNOB371	Intro Organizational Behaviour	42
COMMLL041	Communication	42
INFO10099	Excel 1	28
INSR10003	Technical Service Representative 1	42
INSR10004	General Insurance Essentials 1	42
OADMOA116	Basic Word Applications	56
BUSN10050	Model Office/Broker Operations	56
INFO10100	Excel 2	28
INSR10005	General Insurance Essentials 2	42
INSR10007	Technical Service Representative 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

COMMLL041 is offered on page 46.

Technical Service Representative 1 INSR10003

Learn specific skills that include accessing various methods and software in order to provide quotes for home or auto insurance with the information provided by a licensed insurance professional.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21645		May10	Aug16			OntarioLearn	$370.94

General Insurance Essentials 1 INSR10004

Discover basic documents, common insurance policy clauses, and insurance practices. Introduces 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
21527		May10	Aug16			OntarioLearn	$370.94

Basic Word Applications OADMOA116

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22503	TH	Apr28	Jul28	6:00-10:00	14	Blended (FF)	$453.06

Model Office/Broker Operations BUSN10050

Gain fundamental skills for pursuing 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
21593		May10	Aug16			OntarioLearn	$464.27

General Insurance Essentials 2 INSR10005

Covers: 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 coverage, 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
21592		May10	Aug16			OntarioLearn	$370.94

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
21613		May10	Aug16			OntarioLearn	$370.94

Technical Service Representative 2 NEW! INSR10007

Understand competition, sales growth and customer retention while exploring strategies and tactics used by TSRs to support insurance producers and service providers. Gain the skills needed to maintain successful customer relationships in the insurance industry.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22299		May10	Aug16			OntarioLearn	$370.94

Get Started in OntarioLearn

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

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: ce.mohawkcollege.ca/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

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

Software Versions:

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

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

AccPac 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
21471		May10	Aug16			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
21472		May10	Aug16			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
21473		May10	Aug16			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
21311		Apr25	Jul16			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
21125		Apr25	Jul16			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:ce.mohawkcollege.ca/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
21176		May10	Aug16			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
21340		May10	Aug16			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
21097		May10	Aug16			OntarioLearn	$318.10

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
21184		May10	Aug16			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
21270		May10	Aug16			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
22612	MO/WE	Apr25	May30	6:30-9:30	10	Classroom (FF)	$254.90
21271		May10	Aug16			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
21177		May10	Aug16			OntarioLearn	$318.10

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
22611	WE	Apr27	Jun29	6:30-9:30	10	Classroom (FF)	$254.90
21178		May10	Aug16			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
21341		May10	Aug16			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
21505		May10	Aug16			OntarioLearn	$318.10

Legal Skills

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Complete these introductory courses and learn the basic administrative functions for 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: ce.mohawkcollege.ca/legalskills

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
LAWS10005	Legal Terminology	42
OADM10009	Introduction to Legal Office Practice and Procedures	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
21225		May10	Aug16			OntarioLearn	$403.94

Introduction To Legal Office Practice And ProceduresOADM10009

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
21029		May10	Aug16			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, as well as registering other forms of business organizations. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21497		May10	Aug16			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
21523		May10	Aug16			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
21173		May10	Aug16			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
21134		May10	Aug16			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
21380		May10	Aug16			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
21489		May10	Aug16			OntarioLearn	$403.94

Real Estate Practice and Procedure I — REAL10001

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21123		May10	Aug16			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
21133		May10	Aug16			OntarioLearn	$403.94

Small Claims Practice and Procedure — LAWS10154

Focus on the preparation and filing of documents and processing claims in this introduction to Small Claims Court. Prerequisite: OADM10009.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21496		May10	Aug16			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
21519		May10	Aug16			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: ce.mohawkcollege.ca/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	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22784	TH	May 5	Ju28	6:30-9:30	13	Classroom (FF)	$324.87
21392		May10	Aug16			OntarioLearn	$522.95
21317		Jun1	Sep7			OntarioLearn	$522.95
21404		Jul4	Oct11			OntarioLearn	$522.95
22397		Aug2	Nov8			OntarioLearn	$522.95

Financial Interpretation and Analysis — MGMTBPC06

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22785	WE	May4	Jul27	6:30-9:30	13	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: ce.mohawkcollege.ca/manufacturingleadership

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
21000		May10	Aug16			OntarioLearn	$511.00

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
21363		May10	Aug16			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
21012		May10	Aug16			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
21021		May10	Aug16			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
21574		May10	Aug16			OntarioLearn	$511.00

Ready for your Certificate?
Ready to Graduate?

Visit **mohawkcollege.ca/ConvocationPrep**

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: ce.mohawkcollege.ca/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

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

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
21234		May10	Aug16			OntarioLearn	$426.65
21105		Jun1	Sep7			OntarioLearn	$426.65
21661		Jul4	Oct11			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
21241		May10	Aug16			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
21379		May10	Aug16			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
21130		May10	Aug16			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: ce.mohawkcollege.ca/medtranscription

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
OADMOA323	Medical Terminology 1	42
OADMOA324	Medical Terminology 2	36

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 class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22506	MO	Apr4	Jun27	6:00-9:30	12	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
22508	TU	Apr12	Jun28	6:30-9:30	12	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: ce.mohawkcollege.ca/medtranscription

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
KEYB10008	Keyboarding	28
OADMOA261	Digital Transcription	39
OADMOA323	Medical Terminology 1	42
OADMOA324	Medical Terminology 2	36
OADMOA352	Medical Transcription 1	42
OADMOA452	Medical Transcription 2	36
OADMOA552	Medical Transcribing 3	42
OADMOA652	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.

Digital Transcription — OADMOA261

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22504	TU	Apr26	Jul12	6:00-9:30	12	Blended (FF)	$349.86

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 class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22506	MO	Apr4	Jun27	6:00-9:30	12	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
22508	TU	Apr12	Jun28	6:30-9:30	12	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
21107		Apr4	Jun27			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
21157		Apr4	Jun27			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
21159		Apr4	Jun27			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
22521	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88
21318		Apr25	Jul16			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. The Certificate must be completed within a reasonable length of time or additional courses may be required for currency.

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: ce.mohawkcollege.ca/officeadmingeneral

PROGRAM OF STUDIES

Refer to the website to view the POS

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

Basic Word Applications OADMOA116

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22503	TH	Apr28	Jul28	6:00-10:00	14	Blended (FF)	$453.06

Digital Transcription OADMOA261

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22504	TU	Apr26	Jul12	6:00-9:30	12	Blended (FF)	$349.86

Excel and PowerPoint Concepts INFO10022

Achieve a working knowledge of Microsoft PowerPoint 2013 and Microsoft Excel 2013 by preparing basic slide presentations and charted spreadsheets.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22502	MO	Apr25	Jul18	6:00-9:30	12	Blended (FF)	$349.86

Financial Concepts for Office Administration FINC10009

Apply mathematical principles relevant in business practice and be introduced to basic accounting fundamentals and terminology. Topics will include budgeting, cash management, and source document terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22505	WE	Apr20	Jul6	6:00-9:30	12	Blended (FF)	$349.86

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

Qualified Administrative Assistant

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

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: ce.mohawkcollege.ca/adminassistant or www.aaa.ca

PROGRAM OF STUDIES

Refer to the website to view the POS

Course offerings are listed under other programs. 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
21201		May10	Aug16			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: ce.mohawkcollege.ca/smallbusentrepreneurship

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).

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. Tender a draft business plan that will demonstrate competency and submit assignments that will become components of your written business plan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21158		May10	Aug16			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
21401		May10	Aug16			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
21110		May10	Aug16			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
21289		May10	Aug16			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
21449		May10	Aug16			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
21115		May10	Aug16			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
21290		May10	Aug16			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
21027		May10	Aug16			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
21109		May10	Aug16			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
21111		May10	Aug16			OntarioLearn	$464.27

Veterinary Office Management Certificate (935)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/veterinaryofficemgt

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Basic computer skills.

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

Veterinary Office Skills and Procedures — OADM10013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21170		May10	Aug16			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
21171		May10	Aug16			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
21462		May10	Aug16			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
21361		May10	Aug16			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
21005		May10	Aug16			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
21065		May10	Aug16			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
21386		May10	Aug16			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
21072		May10	Aug16			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
21446		May10	Aug16			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: ce.mohawkcollege.ca/wardclerk

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- 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 Professionals	36
COMM10021	Working And Communicating In A Medical Setting	36
HSCI10025	Understanding Medical Tests for Medical Office Staff	36
HSCI10026	Understanding Surgical Procedures for Medical Office Staff	36

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSCI10003

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21348		May10	Aug16			OntarioLearn	$403.94
21315		Jun1	Sep7			OntarioLearn	$403.94
21388		Jul4	Oct11			OntarioLearn	$403.94
22409		Aug2	Nov8			OntarioLearn	$403.94

Medical Terminology II - Pronunciation HSCI10157

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21077		May10	Aug16			OntarioLearn	$358.52

Pharmacology for the Medical Office HSCI10024

Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. Of interest to those currently employed, or aspiring to employment, in health related areas.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21220		May10	Aug16			OntarioLearn	$358.52

Medical Conditions for Medical Office Professionals HSCI10002

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21347		May10	Aug16			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
21221		May10	Aug16			OntarioLearn	$358.52

Online Course?

Book your exam early!

For instructions visit
ce.mohawkcollege.ca/exams

Understanding Medical Tests for Medical Office Staff HSCI10025

Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended prerequisite: HSCI10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21223		May10	Aug16			OntarioLearn	$358.52

Understanding Surgical Procedures for Medical Office Staff HSCI10026

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended prerequisite: HSCI10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21224		May10	Aug16			OntarioLearn	$358.52

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.

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 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
22606	MO/WE	May9	Jun20	6:00-9:30	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
22701	TU	Apr19	Jul5	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
22755	TU	May3	Jul19	6:00-9:30	12	Classroom (FF)	$349.86

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
22754	TH	Apr28	Jul14	6:00-9:30	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
22609	WE	Apr27	Jul13	6:30-10:00	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
21375		May5	Aug4			eLearn	$317.94

Business Statistics 2 MATHMA411

Covers Estimating Population Parameters, Hypothesis Testing, Statistical Inferences from two samples, Chi-square Analysis, Linear Regression and Multiple Regression Analysis. Prerequisite: MATHMA311 or MATHMA305.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22702	MO	Apr18	Jul25	6:00-10:00	14	Classroom (FF)	$453.06

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
21088		May10	Aug16			OntarioLearn	$445.91
21562		Jul4	Oct11			OntarioLearn	$445.91

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
21089		May10	Aug16			OntarioLearn	$445.91
22469		Jul4	Oct11			OntarioLearn	$445.91

Entrepreneurship Fundamentals — SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. You will be required to invest approximately $50 into a personal business venture used to complete course assessments. Equivalent to: Entrepreneurial Training (BUSNBA107). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21031		May10	Aug16			OntarioLearn	$403.94

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
22608	TU/TH	Apr26	Jun2	6:00-9:30	12	Classroom (FF)	$349.86

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
21090		May10	Aug16			OntarioLearn	$403.94

Mathematics — MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22705	WE	Apr27	Jul13	6:00-9:30	12	Classroom (FF)	$349.86
21204		May5	Aug4			eLearn	$317.94

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
22607	MO/WE	Apr25	Jun6	6:00-9:30	12	Classroom (FF)	$349.86

Operations Management — BUSNGB335

Examine the production and operations function, with emphasis on basic planning, organizational processes and relationships with other functional areas. Prerequisite: MATHMA101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22706	TU	Apr26	Jul12	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
21153		May10	Aug16			OntarioLearn	$403.94

Get Back on Track!

Need to pick up a course you missed?
Required courses may be available through Continuing Education
ce.mohawkcollege.ca/BackOnTrack

Business Skills

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
22448		May10	Aug16			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
21091		May10	Aug16			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
21092		May10	Aug16			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
21135		May10	Aug16			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
21136		May10	Jun21			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
21093		May10	Aug16			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
21094		May10	Aug16			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. Includes a review of grammar and mechanics. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21502		May10	Aug16			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
21121		May10	Aug16			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
21192		May10	Aug16			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
21191		May10	Aug16			OntarioLearn	$297.96

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
21054		May10	Jul19			OntarioLearn	$313.10

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
21100		May10	Aug16			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
21104		May10	Aug16			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
21172		May10	Aug16			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
21397		May10	Aug16			OntarioLearn	$313.10

Integrated Marketing Communication 1 — MRKT10039

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21477		May10	Aug16			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
21085		May10	Aug16			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
21095		May10	Aug16			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
21087		May10	Aug16			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
21282		May10	Aug16			OntarioLearn	$370.94

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
21364		May10	Aug16			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
21491		May10	Aug16			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
21119		Apr27	Jul14			eLearn	$317.94

Social Media Marketing — MRKT10055

Gain a fundamental understanding of many different digital channels including: social, mobile, games and other emerging digital channels of communication. Learn how 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
21617		May10	Aug16			OntarioLearn	$426.65

Sustainability — ENVR10042

Examine sustainability management from a business perspective. Topics include frameworks for corporate sustainability, life cycle costing, measuring social, environmental and economic impacts, implementing and reporting sustainability. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21246		May10	Aug16			OntarioLearn	$370.94

Human Resources

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
21360		May10	Aug16			OntarioLearn	$403.94

Comprehensive Knowledge Exam Preparation BUSN10121

Receive over 500 sample multiple choice questions including a pre-diagnostic test and two progress tests, a list of recommended resources, and a breakdown of the Required Professional Capabilities upon which the Comprehensive Knowledge Exam questions are based. Includes weekly, real time CKE style question and answer sessions. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21637		May10	Aug16			OntarioLearn	$370.94

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
21150		May10	Aug16			OntarioLearn	$403.94

Personnel Research Techniques and HRIS HRES10017

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21381		May10	Aug16			OntarioLearn	$403.94

Office Skills

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
21161		May10	Aug16			OntarioLearn	$358.52

Health Office Foundations **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
21521		May10	Aug16			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 (HSCI10003) and keyboarding skills of 30 net words per minute. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21288		May10	Aug16			OntarioLearn	$403.94

Medical Office Procedures **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
21498		May10	Aug16			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 (HSCI10003). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21457		May10	Aug16			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: Administrative Office Procedures (OADM10015). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21514		May10	Aug16			OntarioLearn	$497.27

Styles and Practices of Medical Transcription HSCI10152

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21420		May10	Aug16			OntarioLearn	$403.94

Project Management

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
21464		May10	Aug16			OntarioLearn	$426.65
21314		Jun1	Sep7			OntarioLearn	$426.65
21400		Jul4	Oct11			OntarioLearn	$426.65
22393		Aug2	Nov8			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
21008		May10	Aug16			OntarioLearn	$445.91
21264		Jun1	Sep7			OntarioLearn	$445.91
21268		Jul4	Oct11			OntarioLearn	$445.91
22392		Aug2	Nov8			OntarioLearn	$445.91

Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

Programs and Courses

Certificates

Competence in the French Language Certificate (829) 38
Writing for Publication Certificate (123) 40

Acknowledgements of Completion

Academic and Career Entrance (ACE) 37
American Sign Language 38
Business Writing Skills 38
Language Interpreter Training Program 40
Writing for Publication 41

Other Credentials and Stand-Alone Courses

General Education 42
Languages 45
Preparatory Sciences 45
Sign Language 46
Social Sciences 42
Writing and Communication 46

English as a Second Language (ESL)

Language Instruction for Newcomers to Canada (LINC)

The LINC Program leads to the equivalent of Grade 12 English for post-secondary admission at Mohawk College.

LINC (Language Instruction for Newcomers to Canada) Free to eligible individuals.

LINC for Youth (18 to 25) - Project Based Courses Photography or Videography

Part-Time LINC Discrete Skills Courses
Listening and Writing

Enhanced Workplace Communications
Free part-time classes

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals
Free full-time classes

To register contact:

Call: 905-575-1212 ext. 3199
Email: melissa.droughan-rahimian@mohawkcollege.ca
Web: mohawkcollege.ca/esl

Programs and Courses for Immigrants

Occupation Specific Language Training (OSLT)

Mohawk College offers these four Occupation Specific Language Training courses to qualified immigrants who already have experience or training in Business, Health Sciences and Human Services.

OSLT - Business (946)
Learn to effectively and clearly communicate in Canadian business workplaces (accounting/finance; sales/marketing and entrepreneurship).

OSLT - Health Sciences (944)
Learn to effectively and clearly communicate in Canadian health care workplaces (Nursing, PSW, Medical Radiation Technology, Dental Hygiene).

OSLT - Human Services (945)
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).

To register contact:

Call: 905-575-1212 ext. 3805
Email: patrice.palmer@mohawkcollege.ca
Web: mohawkcollege.ca/oslt

CREDENTIALED 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: ce.mohawkcollege.ca/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 Apprenticeship Math — MATH10047 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21372		Apr1	Sep2			OntarioLearn	
22768		Jun1	Nov2			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
21373		Apr1	Sep2			OntarioLearn	
22770		Jun1	Nov2			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
21365		Apr1	Sep2			OntarioLearn	
22761		Jun1	Nov2			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
21368		Apr1	Sep2			OntarioLearn	
22765		Jun1	Nov2			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
21366		Apr1	Sep2			OntarioLearn	
22763		Jun1	Nov2			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
21374		Apr1	Sep2			OntarioLearn	
22771		Jun1	Nov2			OntarioLearn	

ACE Core Math — MATH10045 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21367		Apr1	Sep2			OntarioLearn	
22764		Jun1	Nov2			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
21369		Apr1	Sep2			OntarioLearn	
22766		Jun1	Nov2			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
21370		Apr1	Sep2			OntarioLearn	
22767		Jun1	Nov2			OntarioLearn	

Academic Upgrading Programs

Tuition-free, flexible programs that help you build confidence and upgrade your skills!

Program includes:

- A personal academic assessment
- An individualized "Learning Plan"

Preparing adult learners for:

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- Apprenticeship
- Employment
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Start date:
Flexible full-time or part-time hours, day or evening classes

Location:
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Contact:
Call: 905-575-2029
Email: upgrading@mohawkcollege.ca

Read more:
mohawkcollege.ca/AU

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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
21371		Apr1	Sep2			OntarioLearn	
22769		Jun1	Nov2			OntarioLearn	

American Sign Language

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

Questions?
Call: 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
22314	TU	Apr19	Jul5	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
22316	TH	Apr21	Jul7	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
21185		May10	Jul19			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
21186		May10	Aug16			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
21187		May10	Aug16			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
21188		May10	Jul19			OntarioLearn	$267.68

Writing for Sales Material — COMM10299

Examine the craft of persuasive writing as it is 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 as you practice the use of such techniques in persuading target audiences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21189		May10	Jul19			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.ca
Web: ce.mohawkcollege.ca/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?

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

Beginners register in La Pratique du Francais 1 or French 1.

La Pratique du Francais 1 — LANGFR003

Learn the basics of grammatical structures and vocabulary for conversational applications. Equivalent to: LANG10061.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22302	MO	Apr18	Jul11	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
21414		May10	Aug16			OntarioLearn	$403.94

La Pratique du Francais 2 — LANGFR004

Acquire further knowledge of grammatical French to improve the skills essential for writing and conversation. Equivalent to: LANG10062. Prerequisite: LANGFR003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22303	TU	Apr19	Jul5	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
21415		May10	Aug16			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. Equivalent to: LANG10063. Prerequisite: LANGFR004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22304	WE	Apr20	Jul6	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
21416		May10	Aug16			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. Equivalent to: LANG10064. Prerequisites: LANGFR005 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22305	TH	Apr21	Jul7	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
21417		May10	Aug16			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. Equivalent to: LANG10065. Prerequisites: LANGFR006 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22306	MO	Apr18	Jul11	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
21418		May10	Aug16			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". Prerequisite: LANGFR005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22308	TH	Apr21	Jul7	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". Prerequisites: LANGFR006 and LANGFS032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22310	TU	Apr19	Jul5	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. Prerequisites: LANGFR007 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22312	WE	Apr20	Jul6	6:30-9:45	12	Classroom (FF)	$324.87

Parlons Avance 5 — LANGFS081

Graduates of the Certificate of Competence in the French Language will enhance their ability to converse in French on more complex issues in everyday situations. Prerequisite: LANGFS080.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22313	TU	Apr19	Jul5	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 individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

Questions?
Call: 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/languageinterpreter

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Excellent proficiency/fluency (reading, writing, speaking) in English and a second language.

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

Competency Tests (CILISAT or ILSAT):

- You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency.
- This mandatory testing 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.

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22600	TU/TH	Apr19	May19	7:00-10:00	10	Classroom (FF)	$259.90
21383		May10	Aug16			OntarioLearn	$280.10

Does online education fit your learning style?

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

Consecutive Interpreting — LANG10032

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21439		May10	Aug16			OntarioLearn	$313.10

Skills Development - Sight Translation — LANG10033

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21014		May10	Aug16			OntarioLearn	$313.10

Skills Development - Simultaneous Interpreting — LANG10034

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21384		May10	Aug16			OntarioLearn	$313.10

Setting Specific Interpreting — LANG10035

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
22601	MO/WE	Apr18	May30	7:00-10:00	12	Classroom (FF)	$317.38
21342		May10	Aug16			OntarioLearn	$313.10

Capstone Course, Skills Integration — LANG10036

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
22602	MO/WE	Jun6	Jul6	7:00-10:00	10	Classroom (FF)	$259.15

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: ce.mohawkcollege.ca/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

Visit ce.mohawkcollege.ca/writingpublication 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
22595	TH	Apr21	Jun30	6:30-10:00	11	Classroom (FF)	$326.87

Prose Styles — COMM10310

A great writer must also be a great reader! Intensive exposure to a wide variety of writing samples from master authors with distinctive prose styles is provided. Experiment with adapting stylistic elements from their prose to your own through ample in-class and take home writing assignments. Includes workshops with other writers to improve editing and critique skills. Expand and refine your writing to reveal your authentic - and unique - voice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22593	TU	Apr19	Jun28	6:30-10:00	11	Classroom (FF)	$324.87

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
22597	TH	Apr21	Jun30	6:30-10:00	11	Classroom (FF)	$324.87

Writing For Publication - Level 1 — COMMLLT03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21051		May10	Aug16			OntarioLearn	$403.94

Writing For Publication - Level 2 — COMMLLT09

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21393		May10	Aug16			OntarioLearn	$403.94

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
21050		May10	Aug16			OntarioLearn	$403.94

Writing Poetry — COMMLLP04

Combine sound, memory, image and sensuality with strong technique to elevate your poetry. Learn how to edit your work. Expand your subject matter. Study devices and genres from the classic to the contemporary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22596	WE	Apr20	Jun29	6:30-9:30	11	Classroom (FF)	$324.87

Creative Writing II Short Fiction — COMMLL945

Continue to hone your fiction writing skills. Create vibrant characters, settings and dialogue, then weave them together into cohesive short stories. Workshops and revisions follow your work from first to final draft.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22598	WE	Apr20	Jun29	6:30-10:00	11	Classroom (FF)	$324.87

Poetry Writing — COMMLLT13

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21335		May10	Aug16			OntarioLearn	$403.94

Student Success Advisors (SSA)

As part of our commitment to student success, students in Continuing Education courses have access to a Student Success Advisor. 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 advising
- 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

Learn more at mohawkcollege.ca/ssa

Romance Writing — COMMLLT04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21015		May10	Aug16			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
21004		May10	Aug16			OntarioLearn	$348.23

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
21309		May10	Aug16			OntarioLearn	$445.91

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 workshopping 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
22599	SA/SU	Apr16	Apr17	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: ce.mohawkcollege.ca/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, through MOCOmotion.

The 8th Fire: The Relationship Between Natives and Newcomer — INDS10014 (E)

The 8th Fire is an Anishnaabe prophecy that talks about the relationship between the Native and non-Native people and the need to understand and learn from one another. Aboriginal people have a unique place within the Canadian context. Navigating both cultural and political landmines will determine the success of the relationship of the professional in various situations. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21689		May10	Aug16			OntarioLearn	$403.94

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
21304		May10	Aug16			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
21129		May10	Aug16			OntarioLearn	$426.65

Art Through the Ages — 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
21606		May10	Aug16			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
21078		May10	Aug16			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
21070		May10	Aug16			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
21214		May10	Aug16			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
21445		May10	Aug16			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
21492		May10	Aug16			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 and engages with the present, and how we are shaping our future. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21525		May10	Aug16			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
21128		May10	Aug16			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
21440		May10	Aug16			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
21394		May10	Aug16			OntarioLearn	$403.94

Hockey Hall of Fame Presents — SPRT10007 (E)

Examine the incredible growth of Canada's national pastime, including formation of the NHL, the "original six" and national/international expansion. Prerequisite: College English or equivalent. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21664		May10	Aug16			OntarioLearn	$403.94

I Write The Songs — ARTT10045 (E)

Create poetic lyrics suitable for the profession of song writing and 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
21279		May10	Aug16			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. May involve material that is explicit and/or offensive to some. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21052		May10	Aug16			OntarioLearn	$403.94
21657		Jun1	Sep7			OntarioLearn	$403.94
21515		Jul4	Oct11			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
21067		May10	Aug16			OntarioLearn	$426.65

Introduction to Philosophy — SSCI10049 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21245		May10	Aug16			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
21299		May10	Aug16			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
21571		May10	Aug16			OntarioLearn	$426.65

Introductory Psychology — PSYCSS156 (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
21444		May10	Aug16			OntarioLearn	$403.94
21316		Jun1	Sep7			OntarioLearn	$403.94
21474		Jul4	Oct11			OntarioLearn	$403.94
22400		Aug2	Nov8			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
21501		May10	Aug16			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
21079		May10	Aug16			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
21127		May10	Aug16			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
21326		May10	Aug16			OntarioLearn	$403.94
21567		Jul4	Oct11			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
21300		May10	Aug16			OntarioLearn	$403.94
21259		Jun1	Sep7			OntarioLearn	$403.94
21568		Jul4	Oct11			OntarioLearn	$403.94
22434		Aug2	Nov8			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
21126		May10	Aug16			OntarioLearn	$426.65

The Ontario Metis — HIST10018 (E)

Analyze the emergence of the Metis peoples and their relationship with the provincial government through historical, sociological and political perspectives. Explore trends and issues affecting the Ontario Metis in contemporary society. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21526		May10	Aug16			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
21569		May10	Aug16			OntarioLearn	$426.65

Personality Psychology — PSYC10007 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21013		May10	Aug16			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
21137		May10	Aug16			OntarioLearn	$426.65

Philosophy of Art Concepts and Theories — SSCI10054 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21141		May10	Aug16			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
22280		May10	Aug16			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
21156		May10	Aug16			OntarioLearn	$403.94

Popular Music and Society — MUSC10114 (E)

Analyze the sociological aspects of popular music from the 20th century to the mainstream music of today. Emphasizes important trends, genres, labels and individuals in music history. Special attention will be given to Canadian experiences in popular music. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21667		May10	Aug16			OntarioLearn	$370.94

Get Back on Track!

Need to pick up a course you missed?
Required courses may be available through
Continuing Education
ce.mohawkcollege.ca/BackOnTrack

Race and Ethnic Dynamics NEW! — SSCIAS105 (E)

Examine race and ethnicity from a Canadian context. Define and discuss the implications of multiculturalism and the Melting Pot. Diversity is a key component of Canadian identity but how has this affected the Canadian landscape? 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22610		Apr13	Jul13			eLearn	$317.94

Science Fiction — COMM10043 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21566		May10	Aug16			OntarioLearn	$403.94

Soccer and its Impact on Society — SSCI10031 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21066		May10	Aug16			OntarioLearn	$403.94

Social Media and Society — SSCI10045 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21086		May10	Aug16			OntarioLearn	$403.94

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
21382		May10	Aug16			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
22753		May10	Aug16			OntarioLearn	$370.94

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
21443		Apr11	Jul11			eLearn	$317.94
22322	MO	Apr25	Jul18	6:00-9:30	12	Classroom (FF)	$349.86

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
21359		May10	Aug16			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
21007		May10	Aug16			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
21068		May10	Aug16			OntarioLearn	$403.94
21261		Jun1	Sep7			OntarioLearn	$403.94
21403		Jul4	Oct11			OntarioLearn	$403.94

The Study of Human Sexuality — SSCI10003 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22465		May10	Aug16			OntarioLearn	$426.65

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
21020		May10	Aug16			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
21490		May10	Aug16			OntarioLearn	$426.65

Women in Film: Scandalous Sisters — ARTT10055 (E)

How are women represented in film? What kinds of stories are told about women's experiences - and who is telling these stories? Explore and analyze representations of women in a range of mainstream historical and contemporary films. Focus on movies that were seen as "scandalous" or controversial when they were released because of the "unconventional" behaviour and/or appearance of the central female character(s). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21685		May10	Aug16			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 (PSYCSS233). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21442		May10	Aug16			OntarioLearn	$426.65
21313		Jun1	Sep7			OntarioLearn	$426.65
21183		Jul4	Oct11			OntarioLearn	$426.65
22391		Aug2	Nov8			OntarioLearn	$426.65

World of Work — 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
21616		May10	Aug16			OntarioLearn	$403.94

Languages

Questions?
Call: 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/languages-other

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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
21441		May10	Aug16			OntarioLearn	$370.94

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
22317	TU	Apr19	Jul5	6:45-10:00	12	Classroom (FF)	$324.87

Spanish-Conversational 1 — LANGLLA04

Using practical conversation and vocabulary, you improve reading skills and your command of spoken/written Spanish. Prerequisite: basic knowledge of Spanish or Spanish for Beginners.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22318	TU	Apr19	Jul5	6:45-10:00	12	Classroom (FF)	$324.87

Preparatory Sciences

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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: Monday class is every other week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22408	MO/TH	May19	Aug11	6:00-9:00	19	Classroom (FF)	$453.06

Prep Science (Chemistry) — GSCIPE053

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
21037		May10	Aug16			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
21036		May10	Aug16			OntarioLearn	$470.69

Sign Language

Questions?
Call: 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/sign-language

First Responders Basic American Sign Language LANG10088

Police! Fire! EMS! Ambulance! If you are a first responder, or plan to become one, this training could help you save lives. Learn the 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
22319	SA/SU	May14	May15	9:00-4:00	2	Classroom (FF)	$99.96

Sign Language I - Part A LANGLL359

Knowledge of the ear, levels of hearing loss, cochlear implants and practical use of sign language as component of total communication. Practice receptive/expressive skills, body language, facial expression/classifiers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22320	MO-TH	Jun6	Jun23	6:15-9:30	12	Classroom (FF)	$324.87

Writing and Communication

Questions?
Call: 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
22323	TH	May19	Aug11	6:00-10:00	13	Classroom (FF)	$424.62

Business Report Writing 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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21609		May10	Aug16			OntarioLearn	$403.94

Communication D COMM11040

An introductory college level English course. Through a variety of assignments, 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
22321	SA	May28	Aug6	8:30-1:30	11	Classroom (FF)	$453.06

Communication COMMLL041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21437		May10	Aug16			OntarioLearn	$426.65
22507	WE	May25	Aug3	6:00-10:00	11	Classroom (FF)	$349.86
21263		Jun1	Sep7			OntarioLearn	$426.65
21080		Jul4	Oct11			OntarioLearn	$426.65
22394		Aug2	Nov8			OntarioLearn	$426.65

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
21517		May10	Aug16			OntarioLearn	$313.10

Critical and Innovative Thinking 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
21591		Apr13	Jul6			eLearn	$317.94

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
21084		May10	Aug16			OntarioLearn	$426.65

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
21228		May10	Aug16			OntarioLearn	$426.65
22467		Jul4	Oct11			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
21049		May10	Aug16			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
21413		May10	Aug16			OntarioLearn	$445.91

Community Services and Support

ce.mohawkcollege.ca/communityservices

Programs and Courses

Diplomas

Child & Youth Care Diploma (612) 50
Early Childhood Education Diploma (213) 53
Educational Support Diploma (747) 56
Library and Information Technician Diploma (800) 60
Social Service Worker Diploma (215) 64

Certificates

Autism and Behavioural Science Certificate (164) 48
Career Consultant Certificate (076) 49
Counselling Techniques Certificate (802) 52
Early Childhood Education - Leadership and Administration Certificate (932) 55
Early Childhood Education Resource Consulting Certificate (956) 55
Libraries and Digital Technologies Certificate (965) 59
Records and Information Management Certificate (810) 62
Teaching the Adult Learner Certificate (129) 65
Volunteer Management Certificate (095) 66
Workplace Insurance and Disability Prevention Leadership Certificate (942) 66

Acknowledgements of Completion

Addictions / Concurrent Disorders 48
Children's Mental Health 51
Criminal Psychology and Behaviour 52
Diversity and Intercultural Relations 53
Fundamentals of Correctional Practices 58
Fundraising 58
Holistic Studies - Introduction 59
Mourning, Grief and Bereavement 62
Retirement Communities 63
School Based Support 64

Other Credentials and Stand-Alone Courses

Court Reporting 66
Fitness Leadership (YWCA) 57
Human Services 67
Police Foundations 67
Security and Investigation 68

Customized Corporate Training

Mohawk College Enterprise (MCE) 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.

New to MCE is a program called **Emergency Operations Centre & Site Management Training.** Aimed at first responders (Police, Fire, EMS or anyone employed with an organization that has an Emergency Operations Centre). An overwhelming majority of past participants agreed that they could immediately apply what they learned and that this is a course that they would "absolutely" recommend to others.

mcecor.com/healthcomm

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

mce

CREDENTIALED 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: ce.mohawkcollege.ca/acd

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

Introduction to Concurrent Disorders — HMNS10034

Learn about co-occurring addiction and mental health issues. Define a concurrent disorder, understand the importance of addressing concurrent disorder issues, examine your attitudes and values, develop knowledge of treatment options and understand the importance of the therapeutic relationship.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22475	TU	Apr26	Jun21	6:00-9:00	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
22445		May10	Aug16			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: ce.mohawkcollege.ca/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 - Introduction to Autism Spectrum Disorder (ASD)	45
WORK10144	ABS Field Seminar 1	28
CONF10004	Non Violent Crisis Intervention	14
EDUC10034	Ethics and Professionalism	30
WORK10596	Field Placement	126
EDUC10030	Specialized Instructional Strategies	60
HMNS10006	Treating Challenging Behaviour	45
EDUC10028	Behavioural Skill Building	60
WORK10020	Field Placement 2	196
EDUC10031	Transition Planning and Implementation	30
EDUC10029	Parent and Staff Training	30
WORK10145	ABS Field Placement Seminar 2	28

Spring Placement Information

- Students interested in completing a Field Placement during the spring semester must indicate their interest by email to cehumserv@mohawkcollege.ca by April 1, 2016.
- Instructions for attaining pre-placement requirements will be given once the student is deemed to have the necessary academic prerequisites for field placement.
- In order to complete the required placement hours:
  Field Placement 1 students must be available for placement a minimum of 2 days per week
  Field Placement 2 students must be available for placement a minimum of 4 days per week
  Some agencies require students to work full time hours.

Pre-placement requirements include:

- Vulnerable Sector Police Record Check.
- Up-to-date immunizations as indicated and signed by a doctor (see Mohawk College Wellness4U for further information).
- 2-Step Tuberculin Skin Test (see Mohawk College Wellness4U for further information).
- Current certification in Non-Violent Crisis Intervention (NVCI).

Students are not to contact potential field placement agencies directly. All contact and arrangements will be made by staff and faculty at Mohawk College. Limited space - register early to avoid disappointment.

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
21291		May10	Aug16			OntarioLearn	$403.94

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
21302		May10	Aug16			OntarioLearn	$522.95

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
21296		May10	Aug16			OntarioLearn	$333.10

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
21292		May10	Aug16			OntarioLearn	$522.95

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
21455		May10	Aug16			OntarioLearn	$313.10

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
21454		May10	Aug16			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
21301		May10	Aug16			OntarioLearn	$313.10

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
21295		May10	Aug16			OntarioLearn	$426.65

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
21294		May10	Aug16			OntarioLearn	$426.65

Field Placement WORK10596 (SA)

Develop technical skills by applying the knowledge gained in prerequisite courses and in the field placement 1 course to various assignments. You must complete Field Seminar 1 concurrently. You must successfully complete both the Field Placement and the Field Placement Seminar 1 to be credited for both courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21681		May9	Jul4			eLearn	$328.95
22493		Jul4	Sep3			eLearn	$328.95

Autism and Behavioural Science Field Seminar 1 WORK10144 (SA)

Field Seminar 1 is a co-requisite with Field Placement (WORK10596). Apply your classroom knowledge in all first term subject areas in the field. Refer to Placement Information in the Autism section of the catalogue for further mandatory requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21682		May9	Jul4			eLearn	$211.96
22494		Jul4	Sep3			eLearn	$211.96

Field Placement 2 WORK10020 (SA)

All required theory courses must be completed before you will be approved to register in Field Placement 2 and Seminar 2. You must be completing the Field Seminar 2 concurrently, and you must successfully complete both the Field Placement 2 and the Field Placement Seminar 2 to be credited for both courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21674		May9	Jul4			eLearn	$482.95
22496		May9	Sep3			eLearn	$482.95
22495		Jul4	Sep3			eLearn	$482.95

Autism and Behavioural Science Field Seminar 2 WORK10145 (SA)

Field Seminar 2 is a co-requisite with Field Placement (WORK10020). Apply your classroom knowledge in all first and second term subject areas in the field. Refer to Placement Information in the Autism section of the catalogue for further mandatory requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21683		May9	Jul4			eLearn	$211.96
22501		May9	Sep3			eLearn	$211.96
22500		Jul4	Sep3			eLearn	$211.96

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: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/careerconsultant

Admission Requirements

- A degree or diploma or recognized equivalent.
- Submit application online on the program webpage.

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

Career Development Resources CREDCAR02 (SA)

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
22557	TH	May5	Jul28	6:30-9:30	13	Classroom (FF)	$324.87

Socio Economic Change And Response CREDCAR07 (SA)

Examine various social, economic and technological trends and the impact of change on the world of work. Learn to help clients understand the labour market and exercise control over their situation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22558	WE	May4	Jul27	6:30-9:30	13	Blended (FF)	$324.87

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: ce.mohawkcollege.ca/cyw

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Ontario Secondary School Diploma (OSSD) with a minimum of 70% in Grade 12 English (guideline) or equivalent (Mohawk Academic Upgrading, GED).
- 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.
- Submit application online on the program webpage.

Are you a Mohawk Graduate?

Update your information and check out all **the benefits of being an alumni!**

Visit mohawkcollege.ca/alumni

mohawk ALUMNI

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
OPELXXXXX	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 CYW	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)		

Adolescence: Treatment Approaches & Issues HMNSCC358 (SA)

Focus on the techniques and formulation skills needed to employ effective intervention strategies which meet the needs and goals of youth in treatment and in the community. Prerequisite: HMNS10102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22186	WE	May11	Aug3	6:15-9:30	13	Blended (FF)	$453.06

Advanced Therapeutic Programming HMNS10112 (SA)

Design therapeutic activities utilizing various therapies in order to meet the goals of emotionally, behaviourally, academically and socially challenged clients. Discuss the application and value of adventure therapy, directive and non-directive play therapies, art therapy, pet/animal therapy, music, drama, narrative, therapy and guided imagery. Prerequisite: HMNSCC162.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22188	MO	May9	Jul25	6:00-9:30	12	Blended (FF)	$349.86

Health Care & Pharmacology For Child & Youth Wrker NEW! **HSCICC327 (SA)**

Gain basic knowledge & skills to provide appropriate health care to the ill & convalescent child/adolescent. Learn skills necessary for the safe preparation & administration of medication. Includes medications used with emotionally disturbed children & adolescents and for common illnesses and infections.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22561		Apr26	Jul26			eLearn	$317.94

Interviewing Skills 1 **COUN10011 (SA)**

Many clients seek help from community and social service agencies because they have difficulty coping with or managing problem situations. Covers the basic theory and skills necessary for effective interviewing and counselling. Equivalent to: COUN10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21668		May10	Aug16			OntarioLearn	$403.94

Interviewing Skills 2 **COUN10012 (SA)**

Build and expand the counselling skills introduced and practiced in Interviewing Skills I. Learn to use various higher order skills as measured by the interpersonal influence continuum, including confrontation, interpretation and focusing. Equivalent to: COUN10008. Prerequisite: COUN10011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21669		May10	Aug16			OntarioLearn	$403.94

Introduction To Child And Youth Care Practice **HMNSCC142 (SA)**

Construct a global perspective on Child and Youth Work by applying terminology used in the profession and by comparing and contrasting the development of the profession as related to current trends.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22177	TH	May12	Aug4	6:15-9:30	13	Blended (FF)	$349.86

Introduction To Group Dynamics **HMNSCC143 (SA)**

Provides a theoretical framework for the study of groups. Focuses upon the basic interactions, dynamics, patterns and processes that occur in small groups, with specific emphasis on interdependence, member roles and group productivity.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22181	TU	May10	Aug2	6:15-9:30	13	Blended (FF)	$349.86

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21647		Apr26	Jul26			eLearn	$317.94

Professional Development in Child and Youth Work **HMNS10105 (SA)**

Process and explore your professional development and working style as you move through Field Placement 2 and prepare for entry into the Child and Youth Care field. Prerequisite: HMNS10104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21648		Apr26	Jul26			eLearn	$317.94

Seminar 1 - Professionalism in Child and Youth Care **WORK10112 (SA)**

Prepare for Field Internship 1. Focus on professionalism in the field and be exposed to community agencies via mandatory volunteerism and community projects. Equivalent to WORKCC255. Prerequisite: HMNSCC142.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22182	MO	May9	Aug8			eLearn	$569.18

Field Placement 1 **WORK10136 (SA)**

Field placement provides an opportunity to integrate classroom theories while learning through real life situations. Introduces a variety of situations and provides exposure to a spectrum of community services, including public and private supported community agencies and institutions. Equivalent to WORKCC455. You MUST register for HMNS10104 AND WORK10136. Required prerequisites are listed at ce.mohawkcollege.ca/cyw.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22189	MO	Apr25	Aug8		1	FieldWork	$533.44

Seminar 2 - Trends and Issues in Child and Youth Work **HMNS10104 (SA)**

An integrative seminar that assists you in processing and exploring trends and issues in Child and Youth Work as you move through Field Internship. You MUST register for HMNS10104 AND WORK10136. Delivered online via eLearn. Prerequisite: WORK10112.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22196	MO	Apr25	Aug8		1	FieldWork	$213.92

Field Placement 2 **WORK10137 (SA)**

Field placement 2 continues to provide opportunities to learn through real life situations by benefitting from the knowledge and guidance of the CYC staff and supervisors. Required prerequisites are listed at ce.mohawkcollege.ca/cyw.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22203	MO	Apr25	Aug8		1	FieldWork	$777.40

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: ce.mohawkcollege.ca/cmh

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HLTH10214	Psychiatric Disorders Common to Infant, Child and Adolescent	45
HLTH10215	Risk Factors of Common Psychiatric Disorders	45
HLTH10216	Prevention and Intervention Strategies - Child Mental Health	45
HLTH10217	Family Relationships and 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

EDUCEC121 is offered on page 54. PSYCSS271 is offered on page 42.

Cognitive Development, Trauma and Loss - Child Health Focus 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
22451		May10	Aug16			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
22455		May10	Aug16			OntarioLearn	$426.65

Psychiatric Disorders Common to Infant, Child and Adolescent 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
22450		May10	Aug16			OntarioLearn	$426.65

Risk Factors of Common Psychiatric Disorders HLTH10215

Recognize the risk factors and triggers associated with common psychiatric disorders in the infant, child and adolescent population. Early identification and awareness of the behaviours will enable you to appropriately identify and assess the situation at hand.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21665		May10	Aug16			OntarioLearn	$426.65

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: ce.mohawkcollege.ca/counsellingtechniques

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).

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

Issues And Ethics In Counselling COUNTC208

Examine the ethical framework and the professional conduct standards in place for counsellors in various community settings and agencies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22474	WE	May4	Jul27	6:15-9:30	13	Blended (FF)	$349.86

Introductory Psychology PSYCSS156 (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
21444		May10	Aug16			OntarioLearn	$403.94
21316		Jun1	Sep7			OntarioLearn	$403.94
21474		Jul4	Oct11			OntarioLearn	$403.94
22400		Aug2	Nov8			OntarioLearn	$403.94

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
21445		May10	Aug16			OntarioLearn	$426.65

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: ce.mohawkcollege.ca/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

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
21429		May10	Aug16			OntarioLearn	$426.65

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
21285		May10	Aug16			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
21456		May10	Aug16			OntarioLearn	$393.65

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
21623		May10	Aug16			OntarioLearn	$426.65

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
21461		May10	Aug16			OntarioLearn	$393.65

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
21428		May10	Aug16			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: ce.mohawkcollege.ca/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

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
21488		May10	Aug16			OntarioLearn	$445.91

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
21208		May10	Aug16			OntarioLearn	$403.94

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
21297		May10	Aug16			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
21362		May10	Aug16			OntarioLearn	$403.94

Sociology 1 SSCISS108 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21443		Apr11	Jul11			eLearn	$317.94
22322	MO	Apr25	Jul18	6:00-9:30	12	Classroom (FF)	$349.86

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: ce.mohawkcollege.ca/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.
- 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.
- Submit application online on the program webpage.

"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		
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
OPELXXXXX	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
21535		May10	Aug16			OntarioLearn	$403.94

Child Development & Behaviour 1 — 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
21599		May3	Aug2			eLearn	$317.94

Child Development & Behaviour 2 — EDUCEC221 (SA)

Explore theories, principles, and changes evident in developing physical, intellectual, language, social & emotional perspectives in the middle childhood years. Consider the milestones, behaviours, abilities and emergent skills of this key period. Prerequisite: EDUCEC121.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21651		May3	Aug2			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
21570		May10	Aug16			OntarioLearn	$445.91

ECE Curriculum 1 NEW! — EDUCEC323 (SA)

Prepare curriculum to support the interests and intelligences of children, based on documentation, philosophy and reflective practice in a respectful environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22776		May3	Aug2			eLearn	$317.94

ECE Curriculum 2 NEW! — EDUCEC423 (SA)

Co-plan curriculum to support the interests and intelligences of children, based on documentation. Explore the impact of personal philosophy on curriculum design. Prerequisite: EDUCEC323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22777		May3	Aug2			eLearn	$317.94

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
21546		May10	Aug16			OntarioLearn	$370.94

Field Placement Prep — EDUC10093 (SA)

Prepare and meet the requirements for upcoming field placements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21649		Apr28	Jun2			eLearn	$220.98
21650		Jun9	Jul14			eLearn	$220.98

Issues In ECE — EDUCEC428 (SA)

Focus on expanding your awareness and understanding of topics such as child abuse, research into the impact of quality in child care, the importance of advocacy, and other current issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21638		May10	Aug16			OntarioLearn	$317.95

Parent Teacher Child Relationship 1 — EDUCEC128 (SA)

Focus on a variety of observation techniques to enhance your work with children, families and co-workers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22204	TU	May3	Aug2	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
21534		May10	Aug16			OntarioLearn	$297.96
21660		Jul4	Oct11			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
21533		May10	Aug16			OntarioLearn	$403.94

Early Childhood Education Field Placement 1 — WORK10130 (SA)

Practice observing children and planning experiences related to their interests and developmental ability. Engage with children, families, staff, and other professionals. Outcomes include expanding your teaching techniques and practical application of program related content.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22756		Apr25	Aug8			FieldWork	$495.66

Theory to Practice 1 — WORK10603 (SA)

A co-requisite to ECE Field Placement 1 (WORK 10130) which supports you during your field placement experience. Examine pedagogy for the early years with focus on the four foundations: belonging, well-being, engagement, and expression. Work within a team to build professional connections and develop authentic relationships with children.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22757		Apr25	Aug8			FieldWork	$213.92

Field Placement 2 & Seminar — WORKEC299 (SA)

Students will participate in experiences in early childhood settings/agencies. In addition to the field experience students must complete an online seminar linking theory to field experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22208		Apr25	Aug8			FieldWork	$495.66

Field Placement 3 & Seminar — WORKEC398 (SA)

Students will participate in experiences in early childhood settings/agencies. In addition to the field experience students must complete an online seminar linking theory to field experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22209		Apr25	Aug8			FieldWork	$495.66

Field Placement 4 & Seminar — WORKEC399 (SA)

Students will participate in experiences in early childhood settings/agencies. In addition to the field experience students must complete an online seminar linking theory to field experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22210		Apr18	Aug8			FieldWork	$463.56

Early Childhood Education - Leadership and Administration Certificate (932)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement 6 courses

Courses designed through a collaborative effort with Affiliated Services for Children and Youth. Benefit from the guidance of community leaders with extensive professional experience in Early Learning and Care. Competencies from the Occupational Standards for Child Care Administrators are incorporated in the curriculum.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/eceleadershipadmin

In-progress students should contact us regarding completion planning.

ECE Leadership Development — EDUC10080 (SA)

Demonstrate leadership qualities and skills with an emphasis on coaching, mentoring, conflict management, team building, motivation, and professional ethics in the early learning and care community. Equivalent to EDUC10053.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22556	MO	Apr25	Jul25	6:30-9:30	14	Blended (FF)	$349.86

Early Childhood Education Resource Consulting Certificate (956)

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.ca
Web: ce.mohawkcollege.ca/eceresourceteacher

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements
- An ECE Diploma or recognized equivalent.
- Submit application online on the program webpage.

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

Advocacy In The School And Community — HMNSRT061

Compare the roles and expectations of families, classroom teachers, community partners and the Resource Teacher in relationship to becoming an effective advocate. Promote professional and ethical standards with confidence to overcome barriers and model collaborative behaviour, enabling others to advocate for children with exceptionalities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22359		Apr28	Jul28			eLearn	$317.94

CoOrdinating Resources — LIBRRT071 (SA)

Establish a toolkit of community based resources for early learning environments, families, and children with exceptionalities. Analyze complex issues related to the screening and assessment process as it relates to service delivery and the identification of community resources. Navigate multiple perspectives and strengthen your ability to function as a contributing team member and facilitator.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22241	TU	Apr26	Jul12	6:00-9:30	12	Blended (FF)	$349.86

Introduction to Early Intervention — 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
21598		May10	Aug16			OntarioLearn	$403.94

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
22242		Apr25	Aug8			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
22243		Apr25	Aug8			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: ce.mohawkcollege.ca/es

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Refer to website for application form and acceptance timelines.
- Ontario Secondary School Diploma (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. Your Program of Studies will vary depending on your completion date.

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	Placement Preparation	42
PSYCSS156	Introductory Psychology	42
EDUC10002	Cultural Diversity	42
SAFE10004	Safety In An Educational Setting	42
EDUC10040	Total Communication Part 1	42
EDUCEDE22	Behaviour and Mental Health Exceptionalities	42
EDUC10085	Placement 1	132
EDUC10041	Total Communication Part 2	42
PSYCSS271	Developmental Psychology	42
COMP10006	Adaptive Computer Technology in Education	42
EDUCEDE23	Exceptionalities 2	42
EDUC10086	Placement 2	132
EDUCEDE21	Classroom Skills	42
EDUC10001	Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004	Learning Strategies	42
EDUCEDE26	Exceptionalities 3	42
EDUC10087	Placement 3	132
EDUC10037	Transition Planning	42
1 Communications course (COMMLL041 or COMM11040)		
3 General Education courses		

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: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21287		May10	Aug16			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: EDUCEDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21231		May10	Aug16			OntarioLearn	$370.94

Behaviour and Mental Health Exceptionalities 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
21218		May10	Aug16			OntarioLearn	$370.94
21677		Jun1	Jul20	FAST-TRACK		OntarioLearn	$370.94

Classroom Skills EDUCEDE21 (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: EDUCEDE14, EDUCEDE17 and EDUCEDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21216		May10	Aug16			OntarioLearn	$370.94
21540		Jun1	Jul20	FAST-TRACK		OntarioLearn	$370.94

Cultural Diversity 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
21678		May10	Aug16			OntarioLearn	$370.94
21536		Jun1	Jul20	FAST-TRACK		OntarioLearn	$370.94

Exceptionalities 2 EDUCEDE23 (SA)

Discuss the types of communications exceptionalities and their implications for students. Integrate previous learning on behaviour management and other aspects of communications. Prerequisite: EDUCEDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21390		May10	Aug16			OntarioLearn	$370.94
21539		Jun1	Jul20	FAST-TRACK		OntarioLearn	$370.94

Exceptionalities 3 EDUCEDE26 (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: EDUCEDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21227		May10	Aug16			OntarioLearn	$370.94
21676		Jun1	Jul20	FAST-TRACK		OntarioLearn	$370.94

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
21035		May10	Aug16			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
21293		May10	Aug16			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
21339		May10	Aug16			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
21003		May10	Aug16			OntarioLearn	$370.94
21538		Jun1	Jul20	FAST-TRACK		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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21336		May10	Aug16			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. Must be completed prior to registering for placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21226		May10	Aug16			OntarioLearn	$370.94
21627		Jun1	Jul20	FAST-TRACK		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
21217		May10	Aug16			OntarioLearn	$370.94
21537		Jun1	Jul20	FAST-TRACK		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
21358		May10	Aug16			OntarioLearn	$370.94

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
21438		May10	Aug16			OntarioLearn	$370.94

Transition Planning — 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
21030		May10	Aug16			OntarioLearn	$370.94
21541		Jun1	Jul20	FAST-TRACK		OntarioLearn	$370.94

Placement 1 — EDUC10085 (SA)

Formerly Practicum 2. 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: EDUCEDE16. Prerequisite: EDUC10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21146		May10	Aug16			OntarioLearn	$504.19

Practicum 3 — 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: EDUCEDE24. Prerequisite: EDUCEDE16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21615		May10	Aug16			OntarioLearn	$504.19

Practicum 4 — EDUCEDE25 (SA)

Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisites: EDUCEDE21, EDUCEDE23 and EDUCEDE24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21622		May10	Aug16			OntarioLearn	$504.19

Fitness Leadership (YWCA)

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

Questions?
Call: 905-575-1212 ext. 3244 or 905-522-9922 ext. 148
Email: cehumserv@mohawkcollege.ca or deanna.lawson-langford@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. Sunday dates: May 15 & Jun 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22560	WE SU	Apr27	Jun8	7:00-10:30 9:00-4:15	9	Classroom (FF)	$470.78

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: ce.mohawkcollege.ca/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

PSYCSS021 is offered on page 45.

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
21485		May10	Aug16			OntarioLearn	$403.94

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
21484		May10	Aug16			OntarioLearn	$313.10

Criminology — 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
21618		May10	Aug16			OntarioLearn	$313.10

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. Visit federal correctional facilities within the context of this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21482		May10	Aug16			OntarioLearn	$313.10

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
21483		May10	Aug16			OntarioLearn	$313.10

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
21149		May10	Aug16			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
21487		May10	Aug16			OntarioLearn	$403.94

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: ce.mohawkcollege.ca/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

Donor Relationships in Fundraising — 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
21603		May10	Aug16			OntarioLearn	$426.65

Fundraising as Management Process — 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
21602		May10	Aug16			OntarioLearn	$426.65

Introduction to Fundraising 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
21600		May10	Aug16			OntarioLearn	$426.65

Methods of Fundraising 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
21601		May10	Aug16			OntarioLearn	$426.65

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. 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-explorative 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

Cultural Studies NEW! HLTH10227

Look at cultural views, practices and beliefs pertaining to life, health and spiritualism. Study different cultures to enhance cultural competency and ethnic factors contributing to health. Explore cultural practices that impact health including diet, activity, spirituality, geography and lifestyle habits both historically and in the present day. Theories and practices when working with race, ethnicity, gender and social issues are reviewed. Blended / Fast-Track Delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22758	TU	May3	Jun21	6:00-9:00	8	Blended (FF)	$349.86

Libraries and Digital Technologies **Certificate (965)**

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 12 courses

Digital technologies are transforming libraries and their services. Graduates of the Library Technician Diploma will benefit from this 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: ce.mohawkcollege.ca/libdigtech

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), 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.

PROGRAM OF STUDIES		
The workload for each course is 10-15 hours per week.		
Mandatory Courses:		Hours
LIBR10046	User Experience in Libraries	39
LIBR10047	Library Leadership in the Digital Age	39
LIBR10048	Issues in Digital Resource Management and 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 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
21594		May10	Aug16			OntarioLearn	$395.03

Digital Media in Libraries 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
21597		May10	Aug16			OntarioLearn	$395.03

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: ce.mohawkcollege.ca/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 (Mohawk Academic Upgrading, GED), 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 workload for each course is 10-15 hours per week.

Mandatory Courses:		Hours
LIBRLT110	Introduction 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 Computers 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
OADMRM100	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; apply through ontariocollege.ca

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21452		May10	Aug16			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
21680		May10	Aug16			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
21069		May10	Aug16			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
21332		May10	Aug16			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
21344		May10	Aug16			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
21237		May10	Aug16			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. Prerequisite: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21331		May10	Aug16			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
21329		May10	Aug16			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
21343		May10	Aug16			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
21330		May10	Aug16			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: LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21333		May10	Aug16			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
21376		May10	Jun28	FAST-TRACK		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
21162		May10	Aug16			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
21001		May10	Aug16			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. ACCELERATED format.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21257		May10	Jun28	FAST-TRACK		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
21002		May10	Jun28	FAST-TRACK		OntarioLearn	$189.26

Children's Services And Issues LIBRLT385

An issues-oriented introduction to the wide range of responsibilities in a public library setting associated with children's library services. Investigate the basics of planning and administration, collections development and management, information and readers' advisory services, and programming and program promotion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22270		May10	Aug16			OntarioLearn	$325.52

Youth Services and Issues LIBR10034

Explore the role of public library staff in youth advocacy and community partnerships serving youth. Investigate the basics of collection development, programming, space design and readers' advisory services.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22269		May10	Aug16			OntarioLearn	$325.52

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 LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21553		May10	Aug16			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
22285		May10	Aug16			OntarioLearn	$325.52

Field Work 1 WORKLT290

Broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21385		May10	Aug16			OntarioLearn	$159.72
21422		Jun1	Sep7			OntarioLearn	$159.72
21423		Jul4	Oct11			OntarioLearn	$159.72
22262		Aug2	Nov8			OntarioLearn	$159.72

Field Work 2 WORKLT490

Broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: WORKLT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21435		May10	Aug16			OntarioLearn	$159.72
21424		Jun1	Sep7			OntarioLearn	$159.72
21425		Jul4	Oct11			OntarioLearn	$159.72
22263		Aug2	Nov8			OntarioLearn	$159.72

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
21338		May10	Aug16			OntarioLearn	$403.94
21181		Jun1	Sep7			OntarioLearn	$403.94
21182		Jul4	Oct11			OntarioLearn	$403.94
22407		Aug2	Nov8			OntarioLearn	$403.94

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: ce.mohawkcollege.ca/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

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
21479		May10	Aug16			OntarioLearn	$358.52

Learning from Death and Dying PSYC10025

Develop an understanding of the role of death and dying and grief and bereavement in modern society in this capstone course. 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
21480		May10	Aug16			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
21478		May10	Aug16			OntarioLearn	$358.52

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
21148		May10	Aug16			OntarioLearn	$358.52

Thanatology PSYC10021

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
21481		May10	Aug16			OntarioLearn	$358.52

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: ce.mohawkcollege.ca/recordsmanagement

Admission Requirements

- A pass standing in grade 12 English at the general level, or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
OADMRM100	Records And Information Management Fundamentals	39
OADMRM101	Active Records Management	39
GRAPRM102	Document Management Technology	39
LIBRRM103	Archives	39
Option Group 1 - Choose 1:		
COMMLL122	Researching and Reporting-Lgs	42
COMM10027	Organizational Business Communication	45
Option Group 2 - Choose 1:		
INFO10095	MSOffice 2007 or 2010	42
COMP10166	Microsoft Office 2013	42

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

Records And Information Management Fundamentals OADMRM100

Explore the field of records management and the role of records management programs in organizations. Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21465		May10	Aug16			OntarioLearn	$348.23

Active Records Management — OADMRM101

Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. Prerequisite: OADMRM100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21642		May10	Aug16			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
21236		May10	Aug16			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: ce.mohawkcollege.ca/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.

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
21062		May10	Aug16			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
21408		May10	Aug16			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, funding and health care system also receive emphasis. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21307		May10	Aug16			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
21060		May10	Aug16			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
21061		May10	Aug16			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, the Human Rights Code and other relevant legislation, and collective agreements. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21409		May10	Aug16			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
21524		May10	Aug16			OntarioLearn	$403.94

Get Started in OntarioLearn

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

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: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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

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: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21287		May10	Aug16			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: EDUCEDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21231		May10	Aug16			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
21293		May10	Aug16			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.ca
Web: ce.mohawkcollege.ca/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 (Mohawk Academic Upgrading, GED).
- 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.
- Submit application online on the program webpage.

PROGRAM OF STUDIES		
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
HMNSSO127	Introduction To Group Dynamics	42
HIST10015	The History & Ethics of Social Work	28
COMM10260	Case Management and Documentation	42
OPELXXXXX	General Education Option 1	42
CREDSO123	Professional Development	28
HMNSSO230	SSW Advanced Interviewing Skills	28
HMNSSO232	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
HMNSSO231	Crisis Intervention	28
WORK10125	Field Placement 3	200
WORK10124	Seminar 3	14
HMNSSO434	Practice in Organizations	28
HMNS10095	SSW Community Change	28
1 Comm		

Case Management and Documentation — COMM10260 (SA)

Year 1 and 2. Utilize empowering casework and client support practices in the application of tasks associated with client service delivery from intake to termination. Examine principles of recording required documentation and legal implications surrounding the maintenance of the consumer case record.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22265	TU	May3	Jul26	6:15-9:30	13	Blended (FF)	$349.86

Crisis Intervention — HMNSSO231 (SA)

Year 3 and 4. Provide key concepts, theories, strategies and techniques for intervention in crisis situations. Learn a model of crisis intervention for day to day use in social service work practice as well as apply techniques and strategies to specific practice situations. NOTE: Last class will only be one hour.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22267	MO	Apr25	Jun27	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. Equivalent to: HMNSSO126 & SSCISO122.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22261	MO	May2	Jul25	6:15-9:30	13	Blended (FF)	$349.86

SSW Community Change — HMNS10095 (SA)

Year 3 and 4. Introduces the community change process and explains how social work organizations play a vital role in it. Emphasizes community change and the relationship between the elements of an organization and the process of change. NOTE: Last class will only be one hour. Equivalent to: HMNSSO433 (Community Change).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22266	TH	Apr28	Jun23	6:15-9:30	9	Classroom (FF)	$233.24

Working with Children & Adolescents — HMNS10099 (SA)

Year 3 & 4. Understand the needs of families with infants, children and adolescents. Develop intervention strategies with a particular focus on disadvantaged families, parenting and child welfare concerns and reporting guidelines. Identify the challenges and changes of adolescence and develop comprehensive intervention strategies to assist teenagers. NOTE: Last class will only be one hour. Equivalent: HMNSSO332 (Techniques Intervention I).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22264	WE	May4	Jun29	6:15-9:30	9	Blended (FF)	$233.24

Field Placement 1 — WORK10121 (SA)

Apply knowledge and skills gained in academic studies to demonstrate beginning skills in working directly with clients. Professional use of self in relation to direct work with the client will be the major area of emphasis. Demonstrate attitudes and behaviours consistent with professional expectations. You MUST register for WORK10120 AND WORK10121. Equivalent to WORK10005. Required prerequisites are listed at ce.mohawkcollege.ca/socialserviceworker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22256		Apr25	Aug8			FieldWork	$719.56

Seminar 1 — WORK10120 (SA)

Seminar to support the application of knowledge and skills for Field Placement 1. You MUST register for WORK10120 AND WORK10121. Equivalent to WORK10005. Offered online via eLearn. Required prerequisites are listed at ce.mohawkcollege.ca/socialserviceworker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22244		Apr25	Aug8			eLearn	$106.96

Field Placement 2 — WORK10123 (SA)

Participate in real world learning experiences! Continue to apply knowledge and skills gained in academic studies to demonstrate an increased level of vocational knowledge, professionalism and interpersonal skills through interactions with clients and other human service workers. Demonstrate attitudes and behaviours consistent with professional expectations. You MUST register for WORK10122 AND WORK10123. Equivalent to WORK10006. Required prerequisites are listed at ce.mohawkcollege.ca/socialserviceworker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22258		Apr25	Aug8			FieldWork	$719.56

Seminar 2 — WORK10122 (SA)

Seminar to support the application of knowledge and skills for Field Placement 2. You MUST register for WORK10123 AND WORK10122. Equivalent to WORK10006. Required prerequisites are listed at ce.mohawkcollege.ca/socialserviceworker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22257		Apr25	Aug8			eLearn	$106.96

Field Placement 3 — WORK10125 (SA)

Participate in real world learning experiences! Continue to apply knowledge and skills gained in academic studies to demonstrate an increased level of vocational knowledge, professionalism and interpersonal skills through interactions with clients and other human service workers. Demonstrate attitudes and behaviours consistent with professional expectations. You MUST register for WORK10125 AND WORK10124. Equivalent to WORK10007. Required prerequisites are listed at ce.mohawkcollege.ca/socialserviceworker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22260		Apr25	Aug8			FieldWork	$719.56

Seminar 3 — WORK10124 (SA)

Seminar to support the application of knowledge and skills for Field Placement 3. You MUST register for WORK10125 AND WORK10124. Equivalent to WORK10007. Required prerequisites are listed at ce.mohawkcollege.ca/socialserviceworker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22259		Apr25	Aug8			eLearn	$106.96

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.ca
Web: ce.mohawkcollege.ca/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
21017		May10	Aug16			OntarioLearn	$403.94
21260		Jun1	Sep7			OntarioLearn	$403.94
21564		Jul4	Oct11			OntarioLearn	$403.94
22401		Aug2	Nov8			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
21019		May10	Aug16			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
21349		May10	Aug16			OntarioLearn	$403.94
21155		Jun1	Sep7			OntarioLearn	$403.94
22468		Jul4	Oct11			OntarioLearn	$403.94
22402		Aug2	Nov8			OntarioLearn	$403.94

Instructional Techniques — EDUCTAL04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21018		May10	Aug16			OntarioLearn	$403.94
21655		Jun1	Sep7			OntarioLearn	$403.94
21565		Jul4	Oct11			OntarioLearn	$403.94
22406		Aug2	Nov8			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
21453		May10	Aug16			OntarioLearn	$403.94
21430		Jul4	Oct11			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. Use multiple technologies including Turnitin. Prerequisites: EDUCTAL03 and EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21327		May10	Aug16			OntarioLearn	$280.10

Looking for work?
We can help!

For more information visit
mohawkcollege.ca/ces

905-575-2177

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: ce.mohawkcollege.ca/volunteermgt

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MGMTSSP24	Volunteer Management 1	60
MGMTSSP43	Volunteer Management 2	60
MGMTSSP63	Volunteer Management 3	60

Volunteer Management 3 — MGMTSSP63

Learn to integrate data collection, problem solving, research methodology, data analysis and effective decision making to respond to volunteer management issues. 2 Saturday classes (Apr 30, May 28), remainder online via eLearn. Prerequisite: MGMTSSP43.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22559	SA	Apr30	Jun25	9:00-4:00	9	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: ce.mohawkcollege.ca/widpl

OTHER COURSES

Court Reporting

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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
21523		May10	Aug16			OntarioLearn	$497.27

Court Reporter/Monitor I — 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
21612		May10	Aug16			OntarioLearn	$403.94

Human Services

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
21522		May10	Aug16			OntarioLearn	$445.91

ACHIEVE: Therapeutic Adventure Programming — HLTH10213 (E)

Topics include experiential learning, group dynamics, activity sequencing, facilitation and learning transfer. Course is taught experientially through initiatives and challenge experiences. Students must provide their own transportation to base camp near South River, ON. Arrive by 1pm Friday. Departure is 1pm Sunday. Includes accommodations and meals. MAY BE USED AS A GENERAL ELECTIVE TOWARDS ANY POS. Visit ce.mohawkcollege.ca/achieve for more information. Registration & Refund cutoff is Jul 22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22499	FR-SU	Aug5	Aug7		3	Other	$433.45

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
22492	SA/SU	Apr30	May1	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
22759	SA	May28	May28	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
22373		Jun1	Sep7			OntarioLearn	$180.98

Nonviolent Crisis Intervention — CONFMHN08 (SA)

Crisis Prevention Institute NVCI Certification valid for 2 years upon successful completion. Participants must wear comfortable clothing and closed-toe, rubber soled, flat shoes. Physical exertion is required. Registrations will only be accepted from current Mohawk College Diploma or Certificate students. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22485	SA/SU	May14	May15	9:00-4:00	2	Classroom (FF)	$122.56

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
21202		May10	Aug16			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: ce.mohawkcollege.ca/policefoundations

Communications/Reporting — COMMLL223

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. Access to a video camera is required. Prerequisite: COMMLL041. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21377		May10	Aug16			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
21306		May10	Aug16			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
21512		May10	Aug16			OntarioLearn	$403.94

Investigation and Evidence — LAWS10173

Examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. Equivalent to: LAWSPF404. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21614		May10	Aug16			OntarioLearn	$403.94

Managing Conflict NEW! — CONF10009

Examine some occurrences commonly encountered by police officers and the use of relevant legislation and problem management techniques to assist with effectively managing such occurrences. Equivalent to: CONFSS426. Prerequisites: LAWSPF303 and LAWS10175. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22536		May10	Aug16			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). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21252		May10	Aug16			OntarioLearn	$403.94

Principles of Ethical Reasoning — 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
21620		May10	Aug16			OntarioLearn	$426.65

Provincial Offences — 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
21619		May10	Aug16			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
21513		May10	Aug16			OntarioLearn	$403.94

Security and Investigation

Questions?
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
21198		May10	Aug16			OntarioLearn	$297.96

Private Investigator and Private Security licensing and testing are outlined at ce.mohawkcollege.ca/investigation

Criminal Profiling Introduction — LAWS10177

Gain detailed insight into criminal investigative analysis. Developed for law enforcement professionals, investigators, security personnel and correctional services employees. Study techniques in analyzing, reconstructing and interpreting behaviour crime scenes and explore theories in criminal behaviour that lead to creating a profile of the offender and the offence, such as the types of motivations and behaviour traits and patterns of violent offenders. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21688		May10	Aug16			OntarioLearn	$426.65

Financial Crimes Investigation — FINC10030

An intensive investigative course covering the types of financial crimes (terrorist financing, money laundering), how to gather evidence, investigative techniques, collection and storage of evidence for both civil and criminal judicable proceedings. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21671		May10	Aug16			OntarioLearn	$403.94

Fraud Examinations 1 — FINC10031

Discover the different types of fraud, the sources of evidence and types of analysis for internal and external fraud schemes, with an emphasis on the skills needed to identify and investigate. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21670		May10	Aug16			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
21511		May10	Aug16			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. 40 hours in-class and 10 hours online via eLearn. In-class dates: Apr 23, 30, May 1, 7.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22498	SA/SU	Apr23	May7	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
21199		May10	Aug16			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). 25 hours in-class and 15 hours online. In-class dates: Apr 23, 30, May 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22497	SA/SU	Apr23	May1	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
21200		May10	Aug16			OntarioLearn	$501.65

Computers

ce.mohawkcollege.ca/computers

Programs and Courses

Certificates

AutoCAD Design Certificate (191) 70
Business Computer Applications Certificate (915) 70
Computer Science - Level 1 Certificate (892) 71
Computer Science - Software Engineering Specialist Certificate (893) 72
Microcomputer Engineering Hardware Certificate (899) 72
Microcomputer Engineering Software Certificate (898) 73
Network Specialist Certificate (184) 73
Server and Network Support Certificate (183) 74
Webmaster Certificate (137) 74

Acknowledgements of Completion

Advanced AutoCAD 70
MicroStation 73

Other Credentials and Stand-Alone Courses

Cisco Certified Network Associate 75
Computer Skills 75
Computer Studies 76
Computer Workshops 77
Technical Support 77

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.
- See page 2 for more information.

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.

Software Versions

Classroom:

- Adobe CC (Creative Cloud)
- Microsoft Office 2013
- Windows 7

OntarioLearn / eLearn:

- Adobe Photoshop Elements 11 or 12
- Adobe CC (Creative Cloud)
- Microsoft Office 2013
- Outlook 2013
- Publisher 2013
- Visio 2010 or 2013
- Windows 7

Unless specified otherwise, software is your responsibility and is not included in course fees.

CREDENTIALED 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: ce.mohawkcollege.ca/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

AutoCAD - Customization — CADMCAD12

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22195	TU/TH	Apr26	Jun9	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: ce.mohawkcollege.ca/autocad

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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.

"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 Certificate and** Geographic Information Systems **Certificate** Graduate

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
21529		Apr20	Jun25			eLearn	$340.65

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. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22193	MO/WE	Apr25	Jun8	6:00-9:30	13	Classroom (FF)	$374.85

AutoCAD - Customization — CADMCAD12

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22195	TU/TH	Apr26	Jun9	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
22191	MO/WE	Apr25	Jun8	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
22174	TH	Apr28	Aug4	6:00-9:00	15	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: ce.mohawkcollege.ca/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 introduced 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.

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
22521	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88
21318		Apr25	Jul16			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
21142		Apr27	Jun8	FAST-TRACK		eLearn	$272.52
21168		Apr27	Jul18			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
22518	TH	Apr21	Jun23	6:30-10:00	10	Classroom (FF)	$299.88
21143		Apr27	Jun8	FAST-TRACK		eLearn	$272.52
21165		Apr27	Jul18			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
22211		Apr27	Jun8	FAST-TRACK		eLearn	$272.52
21164		Apr27	Jul18			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 SQL statements. Automate processes using macros and database management. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21175		Apr27	Jul18			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
22516	TU	Apr26	Jun28	6:00-9:30	10	Classroom (FF)	$299.88
21166		Apr27	Jul18			eLearn	$272.52
21144		Jun15	Jul20	FAST-TRACK		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
21167		Apr25	Jul16			eLearn	$272.52

Publisher Core INFO10157

Learn to create professional flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21628		Apr25	Jul16			eLearn	$272.52

Visio Essentials INFO10174

Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010 or 2013. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21646		May10	Aug16			OntarioLearn	$325.52

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
21169		Apr27	Jul18			eLearn	$272.52
21145		Jun15	Jul20	FAST-TRACK		eLearn	$272.52

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: ce.mohawkcollege.ca/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

MATH10042 is offered on page 116.

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). The principle programming language taught is Java but the knowledge and basics learned are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22751	SU	May8	Aug28	9:00-2:00	14	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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22679	SU	May8	Aug28	3:00-7:00	14	Classroom (FF)	$453.06

Internet Technologies ELEC10050

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22613	SA	May7	Aug27	3:00-7:00	14	Classroom (FF)	$453.06

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: ce.mohawkcollege.ca/computersciencesoftware

Admission Requirements

- Completion of the Computer Science - Level 1 Certificate OR able to meet course prerequisites.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMP10062	Programming in Java	70
COMPCO826	Introduction To Systems Analysis And Design	56
COMPCO835	Object Oriented Systems	56
COMPCO859	Database Theory	56
ELEC10050	Internet Technologies	56

Introduction To Systems Analysis And Design COMPCO826

Discuss systems analysis modelling tools and overview the System Development Life Cycle. A variety of software tools, including CASE, will be used.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22686	TU	May10	Aug9	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). The principle programming language taught is Java but the knowledge and basics learned are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22751	SU	May8	Aug28	9:00-2:00	14	Classroom (FF)	$547.30

Internet Technologies ELEC10050

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22613	SA	May7	Aug27	3:00-7:00	14	Classroom (FF)	$453.06

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: ce.mohawkcollege.ca/microcomputerhardware

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including Mathematics including senior level English.
- MATH10042 - Mathematics for Computer Studies.
- ELEC10118 - Computer Hardware and Software 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

Internet Technologies ELEC10050

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22613	SA	May7	Aug27	3:00-7:00	14	Classroom (FF)	$453.06

Digital Systems ELEC10103

Extend the concepts studied in Digital Principles to include sequential circuits, memory systems, buses and microcontroller architecture. Program the ATmega169 in assembly language to drive applications including LCDs, Timers and ADCs. Build systems to measure voltage, generate waveforms, display messages and control small systems. Prerequisites: ELEC10039 and ELEC10040. Lab kit required (extra cost).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22703	TU/TH	May10	Jul7	6:00-10:00	18	Classroom (FF)	$547.30

Electricity 1 ELEC10099

Learn about electrical units, voltage, current, resistance and power. DC circuit analysis is studied including Ohms Law, Kirchoff's voltage and current laws, Series and Parallel circuits, Network Theorems and Magnetism.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22687	SA	May7	Aug27	9:00-2:00	14	Classroom (FF)	$547.30

Tuition Assistance

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

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: ce.mohawkcollege.ca/microcomputersoftware

Admission Requirements
- ELEC10050 - Internet Technologies.
- ELEC10102 - Advanced Server Technologies 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 SOA (Service Oriented Architecture) COMP10082

Study why companies are tackling the complexity of their application and IT environments with Service-Oriented Architecture (SOA), which facilitates the development of modular business services that can be easily integrated and reused creating a flexible adaptable IT infrastructure. Prerequisite: COMP10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22750	FR	May13	Aug19	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: ce.mohawkcollege.ca/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

Students may work with MicroStation 10 Connect, V8i, or V8. Free software is available.

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
21138		May10	Aug16			OntarioLearn	$371.40

MicroStation 2D - Level 2 CADMMSN02

Build on the basic techniques covered in Level 1 while learning the higher level, more complex, but equally important functions of MicroStation. Prerequisite: CADMMSN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21139		May10	Aug16			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. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21140		May10	Aug16			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 internetworks 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: ce.mohawkcollege.ca/networkspecialist

Admission Requirements
- Server and Network Support Certificate OR
- ELEC10118 (Computer Hardware and Software) and ELEC10034 (Network Fundamentals).

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

Network Security and Management ELEC10106

Install, troubleshoot, and monitor network devices to maintain the integrity, confidentiality, and availability of data and devices. Administer devices and applications in a secure infrastructure, recognizing network vulnerabilities and mitigating security threats. Design, implement, and manage network security using a comprehensive security policy. Prerequisite: ELEC10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22752	TH	May12	Aug11	6:00-10:00	14	Classroom (FF)	$453.06

Ready for your Certificate?
Ready to Graduate?

Visit **mohawkcollege.ca/ConvocationPrep**

Network **Design and Troubleshooting** ELEC100**51**

29007 SA May7 Aug6 9:00-3:00 14 Classroom (FF) $643.85

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: ce.mohawkcollege.ca/servernetworksupport

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- COMPCO001 - Generic Computer Training.
- MATH10042 - Mathematics for Computer Studies 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22679	SU	May8	Aug28	3:00-7:00	14	Classroom (FF)	$453.06

Internet Technologies — ELEC10050

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22613	SA	May7	Aug27	3:00-7:00	14	Classroom (FF)	$453.06

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: ce.mohawkcollege.ca/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 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.**

Web Design Basics — INFO10144

Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22522	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88

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
22524	TU	Apr26	Jun28	6:30-10:00	10	Classroom (FF)	$299.88

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
21122		Apr25	Jul4			eLearn	$272.52
22525	TH	Apr28	Jun30	6:30-10:00	10	Classroom (FF)	$299.88

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
21154		May10	Aug16			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
21337		May10	Aug16			OntarioLearn	$497.27

OTHER COURSES

Cisco Certified Network Associate

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
21458		May10	Aug16			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
21163		May10	Aug16			OntarioLearn	$765.63

Cisco Certified Network Associate 3-Routing and Switching COMP10117

Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21073		May10	Aug16			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. MUST BE TAKEN LAST. Prerequisite: COMP10117. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21075		May10	Aug16			OntarioLearn	$765.63

Computer Skills

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/computerskills

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
21396		May10	Aug16			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, CS6 or CC required. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21395		May10	Aug16			OntarioLearn	$403.94

Android Application Development COMP10147

Focus on planning, developing and testing mobile applications for the Android platform. Topics include: GUI design, layouts, intents, activities, databases, graphics and touch events. Prerequisites: COMP10036 and COMP10149. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21243		May10	Aug16			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
21495		May10	Aug16			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
21058		May10	Aug16			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
21059		May10	Aug16			OntarioLearn	$403.94

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
21076		May10	Aug16			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
21286		May10	Aug16			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
21448		May10	Aug16			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
21520		May10	Aug16			OntarioLearn	$403.94

Microsoft Office 2013 — COMP10166

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2013 covering Word, Excel, PowerPoint, Access and Outlook. Mac users not supported. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21190		May10	Aug16			OntarioLearn	$403.94

MS Office 2010 — INFO10095

Study the diverse applications available within Microsoft Office (Professional, Academic or University Edition) including Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. Mac users not supported. Equivalent to: Computer Applications for Business (INFO10048). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21463		May10	Aug16			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
21242		May10	Aug16			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 hardcopy. Full version of the software either CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Equivalent to: INFO10149 and PHTOPY110. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21319		May10	Aug16			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
21320		May10	Aug16			OntarioLearn	$403.94

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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
21411		May10	Aug16			OntarioLearn	$426.65

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 for your sites. Learn how to rewrite print based copy for use on the web, establish content guidelines and create sites that are accessible, usable and flexible. Analyze web site audiences and apply web usability testing principles to ensure good website design. Prerequisite COMP10106. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21103		May10	Aug16			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. Mac users not supported. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21277		May10	Aug16			OntarioLearn	$313.10

Computer Studies

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/computerskills

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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
21131		May10	Jun21			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. Topics will cover all general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21476		May10	Aug16			OntarioLearn	$403.94

Computer Skills For College — COMPCO002

Focus on fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Learn to manage files and folders, format a Word document, manipulate data, formulas and charts in Excel and work with databases. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21426		Apr25	Jul11			eLearn	$317.94

Electrical Rotating Machines — ELEC10131

Examine various types of electrical machines, outline the construction and performance of motors and generators, including Asynchronous, Synchronous and DC Motors-generators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22780	MO/WE	May9	Jul11	6:00-10:00	18	Classroom (FF)	$547.30

Engineering Applications ELEC10045

Focus on software tools and resources encountered in Computer Engineering Technology. Applications include Matlab, Labview, and specified CAD packages for schematic entry, board layout and perform electrical interconnect in accordance with rules to maximize circuit performance. Extra Fee for required kit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22779	SU	May8	Aug7	2:00-6:00	11	Classroom (FF)	$349.86

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 (https://www.virtualbox.org/wiki/Downloads) prior to the course start. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21248		May10	Aug16			OntarioLearn	$464.27

Generic Computer Training COMPCO001

Gain an overview of the Windows operating system, and Microsoft Office, Word and Excel fundamentals. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21427		Apr25	Jul11			eLearn	$211.96

Linear Systems ELEC10059

Model and predict the behaviour of various physical systems including electrical circuits, mechanical movement and temperature based systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22747	SU	May8	Aug7	9:00-1:00	11	Classroom (FF)	$349.86

Power Systems ELEC10127

Describe and analyze three phase circuits in balanced and unbalanced WYE and DELTA configurations. Describe and analyze single and three-phase power transformers, auto-transformers, and instrument transformers. Determine transformer equivalent circuit, voltage regulation and efficiency.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22778	SA	May7	Aug27	3:00-8:00	14	Classroom (FF)	$547.30

UNIX Administration 1 COMP10018

Establish a solid foundation in Unix Administration. Configure networking interfaces, as well as user and group administration. Address fundamental security issues. Enabling various network services and manage the myriad collection of configuration files that make up the core of a Unix like system. Prerequisite: COMP10024. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21205		May10	Aug16			OntarioLearn	$464.27

Computer 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: cebus@mohawkcollege.ca
Web: ce.mohawkcollege.ca/workshops

Introduction to Excel INFO10193

Always wanted to know what Excel is all about? Discover the world of spreadsheeting with Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22509	SA	Apr30	Apr30	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
22510	SA	May14	May14	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
22511	SA	Jun4	Jun4	1:00-4:00	1	Classroom (FF)	$42.00

Excel Pivottables and Outlines INFO10187

PivotTables interactively rearrange large amounts of data into different views in order to make sense of the information that you have. Use Outlines to easily group data and create totals. Using Excel 2013

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22512	SA	Jun18	Jun18	1:00-4:00	1	Classroom (FF)	$42.00

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: ce.mohawkcollege.ca/computerskills

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
21412		May10	Aug16			OntarioLearn	$471.59

A+ Essentials-Hardware COMP10108

Develop understanding of typical PC components and their relationship to the computer's operating system and peripherals. Gain experience in diagnosis and troubleshooting, and prepare for the A+ hardware certification exam. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21064		May10	Aug16			OntarioLearn	$497.27

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 Certified Qualification Board, Certified Tester Foundation Level exam. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21499		May10	Jun21			OntarioLearn	$233.97

Watch for our Fall 2016 Catalogue!

Available on
Tuesday, August 9, 2016

Creative and Visual Arts

ce.mohawkcollege.ca/creative

Programs and Courses

Certificates

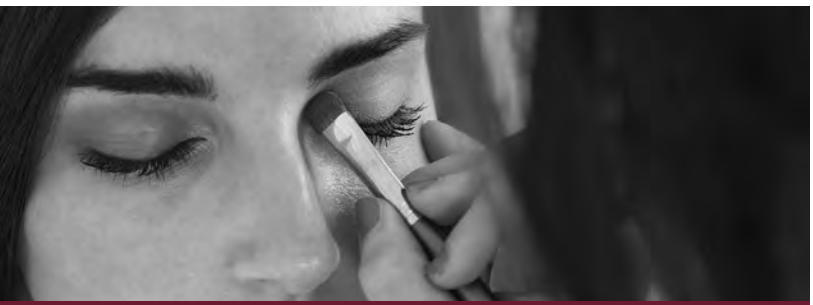
Aesthetics Certificate (026) 79
Applied Cosmetics Certificate (830) 79
Dressmaking Certificate (819) 80
Fashion Design Certificate (804) 80
Floral Techniques - Basic Certificate (805) 81
Make-Up Artistry Certificate (056) 81
Music Certificate (809) 82
Nail Technician Certificate (027) 83
Performing Arts 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

Other Credentials and Stand-Alone Courses

Floral Workshops 88
Music 89
Photography Workshops 89
Sewing Workshops 89
Visual Arts Workshops 89



Enjoy a specialized beauty treatment!

Students from the Aesthetics/Nail Technician programs will be taking appointments. Day and evening appointments available from March to June.

Contact Beauty Buzz Salon
905-575-1212 ext. 3274

Aesthetics, Nail Technician and Applied Cosmetics Certificates

These 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 information, application or appointment email crearts@mohawkcollege.ca

CREDENTIALED PROGRAMS

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: ce.mohawkcollege.ca/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

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
22471	WE	Apr13	Jul6	6:30-9:30	13	Classroom (FF)	$324.87

Interested in completing
Work Experience Option - WORKWS034?

Contact crearts@mohawkcollege.ca
for information and to make
arrangements to register.

Aesthetics Skin Care III — ASTHAES04 (SA)

Enhance your understanding of salon procedures and equipment, working with live models. You provide models for practical applications. Prerequisite: ASTHAES03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22472	WE	Apr13	Jul6	9:30-12:30	13	Classroom (FF)	$379.87

Aesthetics Body Massage and Treatments — ASTHAES05 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22470	WE	Apr13	Jul16	1:00-4:00	13	Classroom (FF)	$379.87

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
22476	TH	Apr14	Jul7	6:30-9:30	13	Classroom (FF)	$499.87

Business and Marketing for the Cosmetic Industry — MRKT10043 (SA)

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
22489	MO	Apr11	Jul11	1:00-4:00	13	Classroom (FF)	$344.87

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: ce.mohawkcollege.ca/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

Colour Theory For Fashion And MakeUp CoOrdination — FASHWS013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22478	WE	Apr13	Jul6	7:00-10:00	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
22479	WE	Apr13	Jul6	6:30-9:30	13	Classroom (FF)	$329.87

MakeUp Artistry — ASTHWS144

Explore makeup fundamentals for various applications through practical demonstration and applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22480	MO	Apr11	Jul11	7:00-10:00	13	Classroom (FF)	$334.87

MakeUp Artistry II — ASTHWS244

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22481	MO	Apr11	Jul11	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: ce.mohawkcollege.ca/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. Real beginner should consider taking Sewing-Introduction (TEXTHC027) first.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22567	WE	Apr27	Jun29	7:00-10:00	10	Classroom (FF)	$251.65

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
22568	TU	Apr19	Jun21	7:00-10:00	10	Classroom (FF)	$251.65

Dressmaking 2 Level 2 — FASHDM125

Enhance your skills with particular attention to professional fit and finishing details for pants. Complete pants fitted in muslin in your choice of pant styling. Prerequisite: FASHDM120 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22569	TH	Apr21	Jun23	7:00-10:00	10	Classroom (FF)	$251.65

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: ce.mohawkcollege.ca/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.

Pattern Design And Drafting Basic — FASHFA200

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22572	TU	Apr19	Jul5	7:00-10:00	12	Classroom (FF)	$302.63

Colour Theory For Fashion FASH10028

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22573	WE	Apr20	Jul6	7:00-10:00	12	Classroom (FF)	$304.88

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
21397		May10	Aug16			OntarioLearn	$313.10

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: ce.mohawkcollege.ca/floral

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.
- Some manual dexterity is required for the use of sharp tools.

PROGRAM OF STUDIES		
Courses should be completed in the 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 and supplies is available for purchase (approx. $60). Does not include fresh/artificial product.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22583	WE	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	$252.65

Designing With Exotics FLORFC005

Use exotic flowers, greens and artificial floral material to create dramatic, bold, unique and contemporary designs. Covers care and handling and corsage work. Kit available. Prerequisites: FLORFC001 and FLORFC004. If adequate enrollment is met, FLORFC002 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22584	TH	Apr21	May19	9:30-4:00	5	Classroom (FF)	$252.65

Special Floral Tributes FLORFC003

Learn to design elegant, large scale floral tributes for the bereaved. Fresh and artificial materials will be used. Kit available. Prerequisites: FLORFC001 and FLORFC004. If adequate enrollment is met the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22585	TU	Apr19	May17	9:30-4:00	5	Classroom (FF)	$252.65

Style Trends in Design FLORFC205

Explore the latest trends in floral design, with emphasis on advanced and innovative design styles that combine line, form, texture and colour. Prerequisites: FLORFC001, FLORFC002, FLORFC003, FLORFC004, FLORFC005. Kit available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22586	TU	Apr19	Jun21	7:00-10:00	10	Classroom (FF)	$252.65

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 aesthetics, hairdressers, cosmetic retailers.

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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

MRKT10043 is offered on page 79. ASTHWS101 is offered on page 80.

Interested in completing
Work Experience Option - WORKWS034?

Contact crearts@mohawkcollege.ca
for information and to make
arrangements to register.

MakeUp Artistry — ASTHWS144

Explore makeup fundamentals for various applications through practical demonstration and applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22480	MO	Apr11	Jul11	7:00-10:00	13	Classroom (FF)	$334.87

MakeUp Artistry II — ASTHWS244

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22481	MO	Apr11	Jul11	6:30-9:30	13	Classroom (FF)	$329.87

Colour Theory For Fashion And MakeUp CoOrdination — FASHWS013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22478	WE	Apr13	Jul6	7:00-10:00	13	Classroom (FF)	$399.87

Make Up Paramedical and Camouflage Therapy — ASTHWS031 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22484	TU	Apr12	Jul5	9:30-12:30	13	Classroom (FF)	$399.87

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
22486	TU	Apr12	Jul5	1:00-4:00	13	Classroom (FF)	$339.87
22487	TU	Apr12	Jul5	6:30-9:30	13	Classroom (FF)	$339.87

MakeUp Portfolio Development — ASTHWS344

Specialize in applications of makeup for photography. Learn the do's and don'ts of what to include to build your professional portfolio. Colour and black & white photography will be used to achieve those special looks (5 photos included). Students must supply their own models. Material fees included. Prerequisite: ASTHWS244.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22488	TU/TH	Apr5	May24	6:00-9:00	13	Classroom (FF)	$468.12

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.ca
Web: ce.mohawkcollege.ca/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

Ear Training 1 Solfege — MUSCMU140

Learn to recognize and sing all simple intervals and rhythms, using the tonic sol-fa system with conducting patterns in simple time. Prerequisite: MUSCMU123 or ability to recognize notes in treble and bass clef in the key signatures of C, G, D, F, B flat major. Credit in the Applied Music program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22361	TU	Apr19	Jul19	8:00-10:00	14	Classroom (FF)	$233.24

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
22362	WE	Apr20	Jul20	6:30-8:00	14	Classroom (FF)	$183.26

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
22363	TH	Apr21	Jul21	7:00-8:30	14	Classroom (FF)	$183.26

Piano Beginners Part B — MUSC10076

Enhance playing and sight reading techniques as we explore intervals, major scales and basic chording. Classical, popular tunes and duets may also be played. Recommended prerequisite: MUSC10075 (previously MUSCMU100) or 1 year playing and sight reading experience. NOTE: 1 hour independent study is required. Previously named Piano 2. Textbook Required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22389	TH	Apr21	Jul21	8:30-10:00	14	Classroom (FF)	$183.26

Theory 2 — MUSCMU223

Continue the study begun in Theory 1 and prepare for the Royal Conservatory Grade 2 Theory Examination which can be written in May, August or December. Prerequisite: MUSCMU123.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22390	MO	Apr18	Jul18	6:30-8:30	14	Classroom (FF)	$233.24

Vocal Advanced — MUSC10071

Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: MUSCPA160 or equivalent experience. Independent study of 1/2 hr is required each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22396	TU	Apr19	Jun28	6:00-7:30	11	Classroom (FF)	$183.26

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: ce.mohawkcollege.ca/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

MRKT10043 is offered on page 79. ASTHWS101 is offered on page 80

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
22482	MO	Apr11	Jul11	6:30-9:30	13	Classroom (FF)	$790.82

Sculpted Nail Enhancements — ASTH10008 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22483	MO	Apr11	Jul11	9:30-12:30	13	Classroom (FF)	$609.87

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: ce.mohawkcollege.ca/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
22281	WE	Apr20	Jun22	7:00-10:00	10	Classroom (FF)	$249.90

Acting Three The Feedback Show — CREA10079

This is your opportunity to perform past work to an esteemed panel of industry professionals. Gain constructive feedback and an opportunity to network. This guidance can assist your launch towards a professional career as working actor. Rehearsal class. Prerequisite: CREA10071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22282	TU	Apr26	Jun28	7:00-10:00	10	Classroom (FF)	$249.90

Acting for Film and TV — CREA10087

Explore acting on camera. You participate in mock commercials and film auditions, strengthen your technical skills/confidence and learn to stay in-character on and off camera. Writers and actors are encouraged to offer their work to the instructor for students to perform in class. Prerequisite: CREA10071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22283	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$299.88

The Monologue Class — CREA10092

Finding and performing the right monologue can propel an actor's career. Begin by studying the story your character is about to tell and why that moment has been chosen to tell it. Prerequisite: CREA10072.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22286	TH	Apr21	Jun23	6:30-9:30	10	Classroom (FF)	$249.90

Work Experience — WORK10114

Gain credit for acting/stage crew/directing/makeup/etc. related to stage/screen. Seek approval from Program Manager before registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22287		Apr18	Jun27			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: ce.mohawkcollege.ca/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 Certificate

- 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

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
22461	MO	Apr18	Jun27	7:00-10:00	10	Classroom (FF)	$249.90
22463	WE	Apr20	Jun22	7:00-10:00	10	Classroom (FF)	$249.90
22760	TH	Apr21	Jun23	7:00-10:00	10	Classroom (FF)	$249.90

Fashion Photography PHTO10027

A unique opportunity to work with a variety of fashion models and makeup artists in various settings. Hands-on course covers lighting, posing techniques, protocol, ongoing discussion/demonstration, image critique. DSLR and sound knowledge of camera operation required. Dates are July 6,7,9,10,12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22449	WE-SU SA/SU	Jul6	Jul12	7:00-10:00 9:30-4:30	5	Classroom (FF)	$199.92

Food Photography PHTO10080

Learn lighting/camera techniques and food preparation specific to food photography. Use available light /single studio light source. Hints/tips to achieve commercial results.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22452	SA/SU	Apr16	Apr17	9:30-4:30	2	Classroom (FF)	$109.96

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
22447	TU	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	$249.90

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
22446	WE	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	$249.90

Lightroom PHTO10054

Gain basic skills in the industry-standard tool for managing photo libraries and image processing. Learn to import, develop and present your photos. You must have your own laptop with Lightroom (available at adobe.com Education Store). Windows or Mac experience required. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22443	TH	Apr21	Jun23	6:30-9:30	10	Classroom (FF)	$249.90

Nature Photography PHTOPY106

Learn to photograph various subjects in their natural habitat: flowers, wildlife, insects, geological formations, etc. Saturday field trips May 7 & 28. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22444	WE	Apr20	Jun8	6:30-9:30	10	Classroom (FF)	$249.90

Night Sky Photography NEW! PHTO10085

Photograph the stars and night sky using a camera/tripod/internet. Learn tips, techniques and theories to achieve the best results. A sound knowledge of camera operation is required. One in-class session (Apr 30), 2 night field trips weather permitting (May 5 or 6 or 7).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22466	SA TH-SA	Apr30	May7	9:30-4:30 8:00-9:30	3	Classroom (FF)	$83.30

Photography - Wedding PHTO10018

Use basic camera controls and available locations to photograph a mock wedding group. Covers pricing, contracts, protocol, on-the-spot decision-making, lighting. Indoor/outdoor (weather permitting). Model fee included. NOTE: Tuesday (Critique night) is May 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22442	SA/SU TU	May14	May17	9:30-4:30 6:30-8:30	3	Classroom (FF)	$166.62

Portraiture PHTOPY402

Hands-on course covers studio techniques, location shoots, hand-held flash, lenses, composition, posing. Model fee included. Dates: April 23,24, May 7,8. Recommended prerequisite: PHTOPY225.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22464	SA/SU	Apr23	May8	9:00-5:00	4	Classroom (FF)	$359.90

Studio Lighting PHTOPY225

Learn to manipulate artificial light using studio strobes, light modifiers, and reflectors for portraits and products. You require camera, tripod and speed light(or strobes). COURSE LOCATION: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22456	MO	Apr18	Jun27	6:30-9:30	10	Other	$229.20

Work Experience Option Applied WORKPW900

Gain practical experience working in the photo industry as a photographer's assistant, in a studio, commissions, exhibitions, museum/art gallery, etc. Seek approval from the Program Manager before registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22292		Apr18	Jun27			Other	$229.20

Work Experience Option Art WORK10607

Gain practical experience working in the photo industry as a photographer's assistant, in a studio, commissions, exhibitions, museum/art gallery, etc. Seek approval from the Program Manager before registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22454		Apr18	Jun27			Other	$229.20

Sewing (Basic)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/sewing

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 and gain basic skills in operating a sewing machine. A great stepping stone for future participation in other sewing courses and the Dressmaking Certificate program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22576	FR SA	Apr15	Apr16	7:00-9:00 9:00-5:00	2	Classroom (FF)	$84.30

Basic Sewing 1 TEXTHC177

Develop 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
22577	FR SA	May6	May7	7:00-9:00 9:00-5:00	2	Classroom (FF)	$84.30

Basic Sewing 2 TEXTHC203

Develop 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22579	FR SA	May27	May28	7:00-10:00 9:00-4:00	2	Classroom (FF)	$84.30

Basic Sewing 3 TEXTHC322

Continue to develop sewing skills by constructing a sleeveless or semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting, hem and neck finishing. Patterns and fabric suggested. If adequate enrollment is met the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22580	FR SA	Jun10	Jun11	7:00-10:00 9:00-4:00	2	Classroom (FF)	$84.30

Basic Sewing 4 TEXT10023

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22582	FR SA	Jun24	Jun25	7:00-10:00 9:00-4:00	2	Classroom (FF)	$84.30

Visual Arts Certificates

VISUAL ARTS - FOUNDATION CERTIFICATE (041)

Mohawk College Certificate - Graduation Requirement 7 courses

VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)

Mohawk College Certificate - Graduation Requirement 7 courses

- Admission Requirement: Visual Arts - Foundation Certificate

VISUAL ARTS - ADVANCED CERTIFICATE (043)

Mohawk College Certificate - Graduation Requirement 7 courses

- Admission Requirement: Visual Arts - Intermediate Certificate

ACKNOWLEDGEMENT OF COMPLETION

- Several Acknowledgements are available for a variety of course groupings.
- Contact us for details.

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

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
PSYCSS156	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
22330	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22342	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22364	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22377	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22411	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22428	TH	Apr14	Jun16	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
22331	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22343	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22365	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22378	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22412	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22429	TH	Apr14	Jun16	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
22332	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22344	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22366	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22379	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22413	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22430	TH	Apr14	Jun16	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
22333	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22345	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22367	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22381	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22414	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22431	TH	Apr14	Jun16	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
22334	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22346	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22368	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22380	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22416	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22432	TH	Apr14	Jun16	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
22335	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22347	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22369	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22382	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22417	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22433	TH	Apr14	Jun16	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
22336	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22348	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22370	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22383	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22418	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22435	TH	Apr14	Jun16	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
22337	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22349	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22371	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22384	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22419	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22436	TH	Apr14	Jun16	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
22338	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22350	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22372	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22385	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22420	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22437	TH	Apr14	Jun16	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics - Advanced 2 CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22339	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22351	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22374	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22386	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22421	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22438	TH	Apr14	Jun16	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics - Advanced 3 CERAPC403

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22340	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22352	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22375	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22387	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22422	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22439	TH	Apr14	Jun16	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics - Advanced 4 CERAPC404

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22341	MO	Apr11	Jun20	6:30-9:30	10	Classroom (SC)	$279.90
22353	TU	Apr12	Jun14	1:00-4:00	10	Classroom (SC)	$279.90
22376	TU	Apr12	Jun14	6:30-9:30	10	Classroom (SC)	$279.90
22388	WE	Apr13	Jun15	1:00-4:00	10	Classroom (SC)	$279.90
22424	WE	Apr13	Jun15	6:30-9:30	10	Classroom (SC)	$279.90
22440	TH	Apr14	Jun16	6:30-9:30	10	Classroom (SC)	$279.90

Raku CERA10006

Through lecture/demonstration/hands-on work, explore this unique process/glaze categories and applications/firing techniques/safety requirements. Bring 5-7 pieces of bisqued work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22297	SA/SU	May28	May29	9:30-4:30	2	Classroom (SC)	$165.30

Ceramics Glaze Theory CERAPC311

Focus on glaze development through hands-on experimentation with ceramic materials, observation and testing with minimal glaze calculation. Work independently under guidance of instructor. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22294		Apr11	Jun20			Classroom (SC)	$279.90

Ceramics Master Class CERA10005

Challenge your skills on the wheel. Work with Duncan Aird to interpret, investigate, experiment with process/assembly through a series of clay projects. Bring your own clay or buy in class. Work not kept/fired at Mohawk.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22295	MO-FR	Jul4	Jul8	9:30-4:30	5	Classroom (SC)	$259.90

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
22222	SA	Apr16	Jun25	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
22223	SA	Apr16	Jun25	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
22224	SA	Apr16	Jun25	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
22225	SA	Apr16	Jun25	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
22226	SA	Apr16	Jun25	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
22227	SA	Apr16	Jun25	9:30-12:30	10	Classroom (FF)	$249.90

Design and Colour 1 ARTTPG101

Through independent/self-directed learning/projects using textbook, online and faculty resources, you examine elements and principles of design that include colour, line, texture, space. Call about required text. You must scan and send assignments electronically. Email crearts@mohawkcollege.ca for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22274		Apr18	Jun27			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. You must scan and send assignments electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22275		Apr18	Jun27			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. You must scan and send assignments electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22277		Apr18	Jun27			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
22271	TH	Apr21	Jun23	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
22272	TH	Apr21	Jun23	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
22273	TH	Apr21	Jun23	7:00-10:00	10	Classroom (FF)	$249.90

Drawing Pencils Coloured NEW! ARTT10056

Using landscape/still life images and coloured pencils/watercolour pencils, you experiment with colour selection, blending, layering, shading techniques. Some drawing experience an asset. Email crearts@mohawkcollege.ca for supply list.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22459	SA/SU	Apr23	Apr24	9:30-4:30	2	Classroom (FF)	$99.96

Drawing Realistic Subjects in Pencil CREA10094

Learn to use blending, shading and other pencil techniques to create detailed still life, landscapes, animals and portraiture. Hone your skills with step-by-step instruction and helpful critiques. You can view the instructor's work and list of supplies at www.realisticdrawing.com/pencil. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21345		May10	Aug16			OntarioLearn	$358.52

Creative & Visual Arts Gallery

View projects completed by our students at **ce.mohawkcollege.ca/artgallery**

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
22290		Apr18	Jun27			Other	$229.20

Painting 1 — ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Email crearts@mohawkcollege.ca for list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22229	TU	Apr19	Jun21	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
22230	TU	Apr19	Jun21	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
22231	TU	Apr19	Jun21	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
22232	TU	Apr19	Jun21	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
22233	TU	Apr19	Jun21	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
22234	TU	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	$256.90

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
22278	TH	Apr21	Jun23	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
22279	TH	Apr21	Jun23	6:30-9:30	10	Classroom (FF)	$279.90

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.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22245	MO	Apr18	Jun27	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
22246	MO	Apr18	Jun27	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
22247	MO	Apr18	Jun27	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
22248	MO	Apr18	Jun27	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
22249	MO	Apr18	Jun27	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
22250	MO	Apr18	Jun27	6:30-9:30	10	Classroom (FF)	$256.90

OTHER COURSES

Floral Workshops

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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.

Easy Flower Arranging — FLORGI601

Try your hand at arranging and consider pursuing courses in the Floral Techniques program. Using fresh flowers and greens, create at least 4 simple projects using budget wise containers and accessories. Get tips on care and handling. Project ideas outlined in materials list. Kit available or your choice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22590	SA	Apr16	Apr16	9:30-2:30	1	Classroom (FF)	$58.99

Living Wreath — FLORGI226

Create a great gift, that can be used indoors or outdoors, for Mother's Day or yourself. Learn how to construct the base and insert a variety of perennials or annuals of your choice and watch it grow throughout the summer. Some supplies available for purchase.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22591	FR	May6	May6	6:30-9:30	1	Classroom (FF)	$35.39

Music

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/music

Admission Requirements
- Open to individuals with a previous musical background.
- You must provide your own instrument where applicable.

Basic Theory MUSCMUA01

Review general music principles at a grade 2 rudiments level. Covers basic notation and writing skills leading to a practical usage of intervals, chords, and transposition of melodies. Sets the strong foundation needed to pursue the subject of music harmony.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22398	TU/TH	Jun14	Jul28	6:00-8:00	14	Classroom (FF)	$241.57

Guitar for Beginners MUSC10123

Learn basic classical/fingerpicking guitar styles; folk and country oriented chording and strumming techniques; and develop a working knowledge of guitar history. The bulk of materials will be delivered through an iSpring (Powerpoint) video presentation containing a weekly guitar lesson, fingerboard gymnastics/micro movement exercises, video play alongs, self-evaluation quizzes, and the Guitar Talk history video segments. Weekly live chats with the instructor. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21684		May10	Aug16			OntarioLearn	$426.65

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
22403	TH	Apr21	Jul21	8:30-10:00	14	Classroom (FF)	$183.26

Guitar-Adult Class 3 MUSC10074

Focus on popular tunes, reading melodies, chords and rhythms. Recommended prerequisite: MUSC10073 (formerly MUSCPA207) or a knowledge of basic rhythms and notes in the open position. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22404	WE	Apr20	Jul20	8:30-10:00	14	Classroom (FF)	$183.26

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
22405	WE	Apr20	Jul20	8:30-10:00	14	Classroom (FF)	$183.26

Photography Workshops

Enhance your photography skills!

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
22457	SA	May28	May28	9:30-4:30	1	Classroom (FF)	$91.46

Sewing Workshops

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/workshops

The purchase of supplies is required. A materials list will be provided at least one week before the course starts, once adequate enrolment is reached. Please contact us for more information or to receive 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
22587	SA/SU	Apr30	May1	9:30-4:00	2	Classroom (FF)	$99.96

Sewing Window Treatments - Part 1 CREA10103

Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware. Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22588	SA/SU	Apr23	Apr24	9:30-4:00	2	Classroom (FF)	$99.96

Sewing Window Treatments - Part 3 CREA10105

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22589	SA/SU	May14	May15	9:30-4:00	2	Classroom (FF)	$99.96

Visual Arts Workshops

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/workshops

Figure Drawing 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
22288	SA	May7	May7	10:00-4:00	1	Classroom (FF)	$110.46

Watercolour En Plein Air NEW! ARTT10054

Using watercolours/field sketches, you sharpen your powers of observation to capture the atmosphere/light/colour/imagery of landscapes. All skill levels. Email crearts@mohawkcollege.ca for workshop location and list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22460	SA	Jun4	Jun4	9:30-4:30	1	Other	$61.56

Health and Nursing

ce.mohawkcollege.ca/health

Programs and Courses

Diplomas

Bridging Program for Medical LaboratoryTechnology Diploma (170) 92

Certificates

Bridging for Internationally Educated Nurses Certificate (189) 91
Dementia Studies - Multidiscipline Certificate (142) 93
Diabetes Education Certificate (928) 94
Disability Management - Return to Work Coordinator Certificate (038) 95
Food Services Certificate (816) 95
Gerontology - Multidiscipline Certificate (037) 95
Medical Device Reprocessing Certificate (MDR) (927) 96
Medical Laboratory Technician Certificate (047) 97
Oncology Nursing Certificate (883) 98
Palliative Care - Multidiscipline Certificate (017) 98
Palliative Care for Personal Support Workers Certificate (941) 99
Perioperative Nursing Certificate (943) 99
Psychosocial Rehabilitation Certificate (016) 100
Registered Nurse - Critical Care Nursing Certificate (871) .. 100
Registered Nurse - First Assistant Certificate (921) 101
Registered Nurse - Occupational Health Nursing Certificate (875) 102
Registered Nurse - Perinatal Nursing Certificate High Risk Obstetrics (877) or Neonatal (876) 102
Registered Nurse Refresher Certificate (069) 104
Registered Nurse/Registered Practical Nurse Mental Health Certificate (930) 104
Registered Practical Nurse - Maternal Newborn Nursing Certificate (040) 105
Registered Practical Nurse Refresher Certificate (884) 106
Working with Dementia Clients - Multidiscipline Certificate (138) 107
Working with the Aged - Multidiscipline Certificate (019) 108

Acknowledgements of Completion

Breastfeeding 92
Registered Nurse/Registered Practical Nurse - Pediatric Nursing 105
Skin, Wound and Footcare Management 106

Other Credentials and Stand-Alone Courses

CPR 109
First Aid 109
General Health Sciences 109
Medical Laboratory Technology 109
Nursing 109

Customized Corporate Training

Mohawk College Enterprise (MCE) 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.

HEALTH & COMMUNITY SERVICES

Programming is available for Nursing, Medical Radiation Sciences, Diagnostic Cardiac Sonography, Cardiovascular Technology, Occupational Therapy, Physiotherapy, Pharmacy and more.

mcecor.com/healthcomm

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

mce

CREDENTIALED 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.

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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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.

A scholarly approach in presentation of course materials using correct spelling, grammar and documentation of sources is required.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10073	Level 1: Breastfeeding Basics	36
NRSG10074	Level 2: Breastfeeding Management	36
NRSG10075	Level 3: Advanced Breastfeeding Practice	36
CLIN10026	Breastfeeding Clinical Experience	24

Clinical Course Information:

- Prerequisites are successful completion of theory courses, NRSG10073, NRSG10074 and NRSG10075.
- You must complete and submit a clinical application prior to the semester in which you plan to complete the clinical course.
- Clinical applications are available online in NRSG10075 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.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00
- 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.

Preclinical requirements:

- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as vulnerable sector screening, etc.

Level 1: Breastfeeding Basics — NRSG10073

Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breastfeeding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21160		May9	Aug12			eLearn	$272.52

Level 2: Breastfeeding Management — NRSG10074

Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21328		May9	Aug12			eLearn	$272.52

Level 3: Advanced Breastfeeding Practice — NRSG10075

Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisite: NRSG10074.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21334		May9	Aug12			eLearn	$272.52

Breastfeeding Clinical Experience — CLIN10026 (SA)

Integrate breastfeeding knowledge and skills in a hospital or community based setting in this 24 hour clinical placement. Prerequisite: NRSG10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25019		Apr4	Aug31			FieldWork	$183.36

Bridging for Internationally Educated Nurses **Certificate (189)**

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: Based on individual student POS

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?
Email: bien@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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.
- NEW ESL APPLICANTS WILL BE CONSIDERED FOR THE FALL 2016 INTAKE.
- Proof of Canadian citizenship, Permanent Residency OR authorized under the Immigration and Refugee Protection Act (Canada).

NEW

CE Health and Nursing students can now register online for most courses!

Visit ce.mohawkcollege.ca/register

Some restrictions apply. See program information for details.

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 IELTS 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: 905-528-8242
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

Once admitted, you will receive an individual POS based on your CNO letter.

Courses:		Hours
COMM10099	Therapeutic Relationships	63
NRSG10083	Nursing Informatics	56
NRSG10086	Professional Issues	84
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	63
CLIN10020	Nursing Theory 2	84
NRSG10089	Professional Practice Labs	42
NRSG10084	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 June 29. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25026	WE	May11	Aug17	1:00-5:00	14	Classroom (IH)	$440.10

Nursing Theory 1 — NRSG10019

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention implementation and evaluation using evidence-based practice. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25010	TU/TH	May10	Jun23	9:30-1:30	14	Classroom (IH)	$594.18

Nursing Theory 2 — NRSG10020

Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSG10084. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25012	WE/FR	May11	Jun24	8:30-12:30	14	Classroom (IH)	$594.18

Professional Practice Labs — NRSG10089

Demonstrate proficiency in nursing skills following CNO standards of practice in a simulated laboratory setting. Formerly Clinical Skills Review (NRSG10028). No class Jun 29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25016	TH	May12	Aug18	6:00-9:00	14	Classroom (IH)	$320.88

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). Non-Academic Requirements plus I-Celban assessment must be completed by April 11/16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25017		May9	Aug20			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
25018		Jul4	Aug20			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: 905-575-1212 ext. 6703
Web: ce.mohawkcollege.ca/bridgingmedlab

Admission Requirements

- Prior Learning Assessment by the CSMLS.
- Canadian Language Benchmark of 7.

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 choose 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 learning and hands on learning opportunities.

Analytical Techniques 5 L and T — MLSCMLS15

Review tissue preparation, staining techniques and tissue assessment relating to the study of Histology. Includes 15 lab hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25045	MO	Apr18	Jun20	6:00-9:00	9	Classroom (IH)	$206.28

Assessment And Interpretation Of Results — MLSCMLS17

Develop skills in interpreting lab data and understand what parameters must be examined in order to validate lab results. No classes from May 7 to Jun 19. July 1 class will be held Jun 30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25046	TU/WE/FR	Apr12	Jul1	11:30-2:30	18	Classroom (IH)	$440.10

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.

Introduction to Molecular Techniques — MLSC10007

Learn about molecular techniques used in the clinical laboratory. Laboratory sessions provide an opportunity for practical applications. Balance of hours completed online. No class May 5 to Jun 19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25044	MO/WE	Apr11	Jun29	6:00-9:00	12	Classroom (IH)	$336.16

Quality Control And Quality Management — QUALMLS18

Go beyond routine quality control. Explore the role of the laboratory, in the total quality management framework, for the hospital organization. Learn the role the bench tech plays in this important process. No class May 7 to June 19. July 1 class will be held Jun 30. Balance of hours completed online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25048	MO/WE/FR	Apr11	Jul1	2:30-5:30	18	Classroom (IH)	$401.58

Sector Specific Language And Health Culture III — MLSCMLS24

Expand on the topics introduced in MLSCMLS21 & MLSCMLS23. No class May 6 to Jun 19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25050	TU/TH	Apr12	Jun23	2:30-5:30	10	Classroom (IH)	$229.20

Case Studies, Exam Preparation — MLSCMLS20

Prepare yourself for the CSMLS examinations through case studies and specific exam writing workshops. Two Monday classes will be held April 18 & 25.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25047	TU/TH MO	Apr12	May5	6:00-9:00 11:30-2:30	10	Classroom (IH)	$229.20

Clinical Experience 3 — CLINMLS19 (SA)

Continue to build your laboratory skills in a clinical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25049		Apr11	Aug30			FieldWork	$1406.52

Dementia Studies - Multidiscipline **Certificate (142)**

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?
Call: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dementiastudies

Admission Requirements
- Must have a Diploma or Degree in Health Sciences or Human Services within Canada.

PROGRAM OF STUDIES		
Courses are integrated with the Working With Dementia **Clients - Multdiscipline Certificate.**		
Mandatory Courses:		Hours
HSCIDEM01	Overview Of Dementia Care	24
COMMDEM02	Communication & Interpersonal Skills In Dementia	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics And Legalities 1	24
HSCIDEM06	Evaluation & Program Planning In Dementia Care	45
HSCIDEM07	Research And Development In Dementia Care	24
CLINDEM08	Dementia Clinical/Placement	90
Options - Choose 1:		
See website for a complete list of courses		

Clinical Course Information:
- Prerequisites are successful completion of foundational courses and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages or from CE Health Sciences Part-Time & Graduate Studies office, IAHS Room 126.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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:
- Proof of diploma in Health Sciences or Human Services OR proof of current certification as regulated health care professional
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as vulnerable sector screening, online orientation, computer training etc.

Communication and Interpersonal Skills in Dementia Care NEW! COMM10335

Focus on bringing the PERSON back to personal care. Learn to develop specialized non-verbal communication techniques, facilitate enhancement of workplace interpersonal skills and bridge communications between professional and family caregivers. Equivalent to: COMMDEM02. Prerequisite: HSCIDEM01 or COMM10336.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22570		May10	Aug16			OntarioLearn	$267.68

Exploring Dementia Care NEW! COMM10336

Focus on the philosophy of care (specifically holistic care within a medical model), diagnosis, appropriate physical and emotional environments, effects of dementia on the client and caregiver, research on caregiving, and the importance of ongoing education for caregivers. Equivalent to: HSCIDEM01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22562		May10	Aug16			OntarioLearn	$267.68

Dementia Clinical/Placement CLINDEM08 (SA)

Gain clinical experience in Dementia Care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25053		Apr4	Aug31			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 905-575-1212 ext. 6703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/diabeteseducation

Admission Requirements
- Must be a practicing RN, RPN, Registered Dietician, Pharmacist, Chiropodist, RMT or Physician.

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

Clinical Course Information:
- Prerequisites are successful completion of foundational and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan 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.
- Failure to attend clinical placements after confirmation will result in a fee of $150.00.
- 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 registration in a licensed Health Care profession
- Current Mohawk College Medical Clearance
- Current Mask Fit Testing
- BCLS
- Agency specific requirements

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
21028		May10	Aug16			OntarioLearn	$313.10

Introduction to Patient Education HSCI10052

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21207		May10	Aug16			OntarioLearn	$313.10

Living with Diabetes HLTH10028

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSCI10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21284		May10	Aug16			OntarioLearn	$313.10

Special Care Considerations for Clients with Diabetes HLTH10046

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21450		May10	Aug16			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, HSCI10052, HLTH10028 and HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21206		Apr14	Aug11			eLearn	$436.95

Disability Management - Return to Work Coordinator Certificate (038)

Questions?
Call: 905-575-1212 ext. 6703
Web: ce.mohawkcollege.ca/disabilitymgt

SUSPENDED FOR THE SPRING TERM.

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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/foodservices

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements

- 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 ce.mohawkcollege.ca/foodservices.

NEW
CE Health and Nursing students can now register online for most courses!
Visit ce.mohawkcollege.ca/register
Some restrictions apply. See program information for details.

Quantity Food Preparation — CULI10075

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
21604		May10	Aug16			OntarioLearn	$313.10

Nutrition in Food Service — HLTH10224

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 or CULI10076.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21607		May10	Aug16			OntarioLearn	$313.10

Food Services Fieldwork Requirement — WORKHCF02 (SA)

Required for students who are not currently working in a Health Care Facility.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25022		Apr4	Aug31			FieldWork	$440.10

Gerontology - Multidiscipline Certificate (037)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

Designed for those who wish to pursue formal studies in aging. Learners will gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process.

Questions?
Call: 905-575-2703 or 905-575-1212 ext. 6703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/gerontology

Admission Requirements

- Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

PROGRAM OF STUDIES

Courses are integrated with the Working with the **Aged - Multidiscipline Certificate.**

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 Course Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages 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.
- Failure to attend clinical placements after confirmation will result in a fee of $150.00.
- 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:

- Degree or diploma in Health Sciences or Human Services
- Current Mohawk College Medical Clearance
- Current Mask Fit Testing
- BCLS
- Agency specific requirements.

An Introduction To The Study Of Aging — HSCIGER10

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
21310		May10	Aug16			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
22268		May10	Aug16			OntarioLearn	$313.10

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
21258		May10	Aug16			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
21255		May10	Aug16			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
21247		May10	Aug16			OntarioLearn	$393.65

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
21230		May10	Aug16			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
21229		May10	Aug16			OntarioLearn	$265.70

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Questions?
Call: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/mdr

SEPTEMBER INTAKE ONLY.

PROGRAM OF STUDIES

HSCI10121 must be taken first

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

MDR Principles and Practices 3 — HSCI10125

Includes Event Related Sterility as it pertains to storage and distribution. Covers material management and professionalism.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25031	WE	Apr20	Jun22	6:00-9:00	10	Classroom (IH)	$229.20

Clinical Experience Medical Device Reprocessing — CLIN10059 (SA)

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25032		Apr12	Aug30			FieldWork	$771.90

Does online education fit your learning style?

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

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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/medlabassistant

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

Michener Institute Contacts:
Call: 416-596-3101 ext. 3451
Email: ce@michener.ca

Admission Requirements
- Grade 12 English and Math AND
- Grade 11 Chemistry OR
- Mature student status.
- Submit application online on the Program webpage.

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

Clinical Course Information:
- Prerequisites are successful completion of foundational and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages 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.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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.
- Vulnerable Sector Police Check.
- Agency specific requirements.

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
22205		Apr13	Jul13			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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21357		Apr13	Jul13			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
21056		Apr13	Jul13			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
21057		Apr13	Jul13			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
21209		Apr13	Jul13			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
21210		Apr13	Jul13			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
21211		Apr13	Jul13			eLearn	$181.68

Laboratory Basics Workshop — MLSC10003

Gain practical skills in basic laboratory techniques and the use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25051	FR SA/SU	Apr15	Apr17	5:00-9:00 9:00-5:00	3	Classroom (FF)	$158.27
25052	FR SA/SU	May6	May8	5:00-9:00 9:00-5:00	3	Classroom (FF)	$158.27

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
25039		Apr5	Aug30			FieldWork	$1054.42

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 905-575-1212 ext. 6703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/oncologynursing

Admission Requirements

- Must be a practicing RN or RPN.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSGNSCC1	Introduction To Oncology Nursing	30
HSCINSCC2	Communications And 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 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.

Clinical Course Information:

- Prerequisites are successful completion of foundational and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages 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.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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 registration with CNO
- Current Mohawk College Medical Clearance
- Current Mask Fit Testing
- BCLS
- Agency specific requirements.

Introduction To Oncology Nursing — NRSGNSCC1

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
21212		Apr14	Jun30			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
22578		Apr14	Jun30			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: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21179		Apr14	Jul7			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
21213		Apr14	Jul7			eLearn	$295.23

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
21283		Apr14	Jun30			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 905-575-1212 ext. 6703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/palliativecare

Admission Requirements

- Must be a regulated/certified health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.).

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIHZA69	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

NOTE: The Fundamentals of Hospice Palliative Care course offered by the Hospice Palliative Care Network is equivalent to HSCIHZA69. You must apply for a course exemption and provide proof of successful completion of the Fundamentals course.

Clinical Course Information:

- Prerequisites are successful completion of all palliative care theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan 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.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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 license/certification as health care professional
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Specific agency clinical requirements such as Vulnerable Sector screening, online orientation, computer training etc.

Introduction To Palliative Care — HSCIHZA69

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
21152		May11	Aug12			eLearn	$272.52

Communication And Informed Decision Making — COMM10084

Examine the dynamics of palliative and end of life care. Focus on the health care professional's relationship with patient and family and communication and counselling skills necessary for facilitating informed decision-making. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22202		May11	Aug12			eLearn	$272.52

Field Practicum — CLIN10033 (SA)

Benefit from the opportunity to practice in a hospice palliative care setting tailored to your identified learning needs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25086		Apr4	Aug31			FieldWork	$229.20

Palliative Care for Personal Support Workers Certificate (941)

Questions?
Call: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/palliativecarepsw

SUSPENDED FOR THE SPRING TERM

Perioperative Nursing Certificate (943)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Questions?
Call: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rn-operatingroom

Admission Requirements

- Current registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10058	RN/RPN Introduction to Operating Room Nursing	48
HSCI10156	O.R. Laboratory Experience A	45
HSCI10158	OR Laboratory Experience B	40
HSCI10184	Operating Room Lab Experience C	12
NRSG10032	Operating Room Principles and Practices 1 Theory	38
NRSG10033	Operating Room Principles and Practices 2 Theory	40
HSCINSC87	Anaesthesia, Assessment & Critical Care	42
CLIN10060	R.N. Operating Room Clinical	150

OR Laboratory Experience B — HSCI10158

In an operating room environment, continue to practice skills for scrub and circulating nurse roles. Course dates: May 14, 28, Jun 11, 25, Jul 9. Location to be advised.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25033	SA	May14	Jul9	7:30-4:30	5	Other	$305.60

Operating Room Lab Experience C — HSCI10184

Continue to practice skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment. Location to be advised.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25034	TU	Apr26	May3	4:00-10:00	2	Other	$241.68

Operating Room Principles and Practices 1 Theory — NRSG10032

Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary. Balance online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25035	TH	Apr21	Jun16	6:00-10:00	9	Classroom (IH)	$290.32

Operating Room Principles and Practices 2 Theory — NRSG10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25036	TH	Jun23	Aug25	6:00-10:00	10	Classroom (IH)	$305.60

Anaesthesia, Assessment & Critical Care — HSCINSC87

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
25037	WE	Apr20	Jul20	6:00-9:00	14	Classroom (IH)	$320.88

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
25038		Apr12	Aug30			FieldWork	$696.90

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 www.uspra.org.

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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

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
21354		May10	Aug16			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 8:30 pm EST. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSCI10092 and HSCIPSR05.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21355		May10	Aug16			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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/criticalcarenursing

Online Learning Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10036	Introductory Module 1	30
NRSG10001	Critical Care Module 2 - Respiratory	33
NRSG10002	Critical Care Module 3 Cardiovascular Nursing	45
NRSG10035	Special Needs Population In Critical Care Module 4	30
NRSG10003	Critical Care Module 5 Neurosciences	36
NRSG10004	Critical Care 6 Gastrointestinal and Genitourinary	39
CLIN10004	Critical Care Module 2 (Respiratory) - Clinical	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:

- Prerequisites are successful completion of foundational courses and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages or from CE Health Sciences Part-Time & Graduate Studies office, IAHS Room 126.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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 RN CNO registration
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as vulnerable sector screening, online orientation, computer training etc.

Introductory Module 1 NRSG10036

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
21025		Apr13	Jul13			eLearn	$227.10
21632		May4	Aug4			eLearn	$227.10

Critical Care Module 2 - Respiratory NRSG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathopsychological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21351		Apr13	Jul13			eLearn	$249.81

Critical Care Module 3 Cardiovascular Nursing NRSG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21352		Apr13	Jul13			eLearn	$340.65

Special Needs Population In Critical Care Module 4 NRSG10035

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: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21026		Apr13	Jul13			eLearn	$227.10

Critical Care Module 5 Neurosciences NRSG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21350		Apr13	Jul13			eLearn	$272.52

Critical Care 6 Gastrointestinal and Genitourinary NRSG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21353		Apr13	Jul13			eLearn	$295.23

Critical Care Module 2 (Respiratory) - Clinical CLIN10004 (SA)

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. Clinical paperwork, information and assessments are housed on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25023		Apr4	Aug31			FieldWork	$183.36

Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005 (SA)

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. Clinical paperwork, information and assessments are housed on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25024		Apr4	Aug31			FieldWork	$183.36

Critical Care Module 5 (Neurosciences) - Clinical CLIN10006 (SA)

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. Clinical paperwork, information and assessments are housed on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25025		Apr4	Aug31			FieldWork	$183.36

Critical Care Module 6 (GI/GU) - Clinical CLIN10007 (SA)

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. Clinical paperwork, information and assessments are housed on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25027		Apr4	Aug31			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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rnfa

Admission Requirements

- Current standing with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 1 NRSG10039

Develop the theoretical foundation of RNFA practice. Explore the first assistant's role and interdependence with physicians and nurses for the benefit of the patient. Facilitated study through online learning activities and computer-based modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21621		Apr13	Jul13			eLearn	$295.23

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: ce.mohawkcollege.ca/occupationalhealthnursing

Admission Requirements

- Certificate of Registration from the College of Nurses of Ontario as an RN OR
- Registered in any Canadian jurisdiction where you live.

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	42

Internationally educated nurses who are not currently registered with the CNO should contact bien@mohawkcollege.ca.

Occupational Health Nursing Module 1 — NRSGOHN01

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
21249		May10	Aug16			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
21543		May10	Aug16			OntarioLearn	$370.94

NEW

CE Health and Nursing students can now register online for most courses!

Visit ce.mohawkcollege.ca/register

Some restrictions apply. See program information for details.

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
21510		May10	Aug16			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
21113		May10	Aug16			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
21635		May10	Aug16			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
21250		May10	Aug16			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
21114		May10	Aug16			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: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21421		May10	Aug16			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 you must apply for the Certificate in Perinatal Nursing and the Acknowledgement of Completion for the specific specialty.

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: 905-575-1212 ext. 6703
Web: ce.mohawkcollege.ca/perinatalnursing

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements
- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

High Risk Obstetrics

Mandatory Courses:		Hours
NRSG10055	Introduction to Perinatal Nursing Part 1	35
NRSG10056	Introduction to Perinatal Nursing Part 2	35
HSCI10163	Neonatal Resuscitation-Provider Certification	10
NRSG10049	Obstetrical Nursing 1 Advanced	35
NRSG10051	Obstetrical Nursing 2 (Advanced)	36
CLIN10002	Obstetrical Nursing 1 Clinical Experience	72
CLIN10003	Obstetrical Nursing 2 Clinical Experience	72

Neonatal

Mandatory Courses:		Hours
NRSG10055	Introduction to Perinatal Nursing Part 1	35
NRSG10056	Introduction to Perinatal Nursing Part 2	35
HSCI10163	Neonatal Resuscitation-Provider Certification	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

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

Clinical Course Information:
- Clinical course prerequisites are successful completion of foundational courses NRSG10055, NRSG10056, HSCI10163 and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages or from CE Health Sciences Part-time & Graduate Studies office, IAHS Room 126.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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 RN CNO registration
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as vulnerable sector screening, online orientation, computer training, etc.

Prior Learning Challenge Exams for NRSG10055 and NRSG10056 will be available in Fall 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

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
21098		May9	Jun24	FAST-TRACK		eLearn	$264.95

Introduction to Perinatal Nursing Part 2 NRSG10056

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
21099		May9	Aug12			eLearn	$264.95
22200		Jul4	Aug19	FAST-TRACK		eLearn	$264.95

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
25000	MO	Jun27	Jun27	9:00-5:00	1	Classroom (IH)	$207.48

Neonatal Nursing 2 Advanced NRSG10043

Examine the assessment and care of critically ill and/or very premature neonates. Topics include: cardiac problems, congenital anomalies, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. Classes May 10,20,30, June 7,17. Prerequisite: NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25004	TU/FR MO	May10	Jun17	9:00-4:00 9:00-4:00	5	Classroom (IH)	$860.76

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 must be met. Clinical experience takes place in Level 2 perinatal nursing setting. Prerequisite: NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25005		Apr4	Aug31			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 must be met. Prerequisite: NRSG10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25006		Apr4	Aug31			FieldWork	$517.14

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 must be met. Prerequisite: NRSG10049.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25001		Apr4	Aug31			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 requirements must be met. Prerequisite: NRSG10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25002		Apr4	Aug31			FieldWork	$517.14

Registered Nurse Refresher Certificate (069)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: Based on individual student POS

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?

Email: bien@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rn-refresher

Admission Requirements

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario.
- Have practiced as a nurse within the last 10 years.

How do I apply?

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 185
1400 Main St. West, Hamilton, ON, L8S 1C7
Fax: 905-528-8242
Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES		
Full program must be completed within 3 years of admission to program. Once admitted, you will receive an individual POS based on your CNO letter.		
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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/mentalhealthnursing

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCI10145	Advancements in the Mental Health System	36
HSCI10147	Introspective Practice	36
HSCI10148	Health Challenges	36
HSCI10149	Whole Person Assessment	36
HSCI10150	Interventions Supporting Recovery	36
CLIN10070	Operationalizing Theory into Practice	40

NOTES:

- Courses are offered in a blended format using eLearn.
- Register 1 week in advance of start date for HSCI10145.
- You must login to your eLearn course one week in advance to obtain your in-class orientation information.

Clinical Course Information:

- Prerequisites are successful completion of foundational courses and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages or from CE Health Sciences Part-time & Graduate Studies office, IAHS Room 126.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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 RN/RPN CNO registration
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as vulnerable sector screening, online orientation, computer training etc.

Advancements in the Mental Health System HSCI10145

Integrate an appreciation of mental illness, knowledge of past, present and future trends, and an awareness of the legal 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 Apr 12 at 6 pm for both CRNs. Balance via eLearn 7:30 pm each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25028	TU TU	Apr12	Jun28	6:00-9:00 7:30-10:30	12	Blended (IH)	$275.04
25029	TU TH	Apr12	Jun30	6:00-9:00 7:30-10:30	12	Blended (IH)	$275.04

Are you a Mohawk Graduate?

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Visit mohawkcollege.ca/alumni

mohawk ALUMNI

Health Challenges HSCI10148

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health. Course delivered via eLearn. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149 or HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25041		Apr13	Jun29			eLearn	$275.04

Interventions Supporting Recovery HSCI10150

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: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25042		Apr14	Jun30			eLearn	$275.04

Introspective Practice HSCI10147

Use reflective practices to explore the impact of your values and beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Course delivered via eLearn. Prerequisite: HSCI10145. May be taken concurrently with HSCI10148, HSCI10149, HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25030		Apr12	Jun28			eLearn	$275.04

Operationalizing Theory into Practice CLIN10070 (SA)

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. Clinical paperwork, information and assessments are housed on eLearn. Prerequisites: HSCI10148, HSCI10149, HSCI10150, HSCI10145 & HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25043		Apr4	Aug31			FieldWork	$305.60

Registered Nurse/Registered Practical Nurse - Pediatric Nursing

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 7 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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/pediatric-nursing

Online Learning Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

NEW

CE Health and Nursing students can now register online for most courses!

Visit ce.mohawkcollege.ca/register

Some restrictions apply. See program information for details.

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 Hematological, Oncological & Palliative Care Needs	36
NRSG10091	Nursing Care of Children with Altered Mental Function	36
CLIN10056	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 Altered Mental Function NEW! NRSG10091

Examine the pediatric population with alterations in mental health and developmental or learning disorders. Focus on pathophysiology, assessment, medical and nursing management in both acute and community settings. Factors considered are client and family communication, education, cultural and spiritual influences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22520		May9	Aug12			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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/maternalnewbornnursing

Online Learning Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current RPN registration with College of Nurses of Ontario.

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 Certification	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

Clinical Course Information:

- Prerequisites are successful completion of foundational courses (NRSG10055, NRSG10056, HSCI10163) and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in NRSGNSCA2 eLearn 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.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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 RPN CNO registration
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as Vulnerable Sector screening, online orientation, computer training etc.

Introduction to Perinatal Nursing Part 1 NRSG10055

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
21098		May9	Jun24	FAST-TRACK		eLearn	$264.95

Introduction to Perinatal Nursing Part 2 NRSG10056

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
21099		May9	Aug12			eLearn	$264.95
22200		Jul4	Aug19	FAST-TRACK		eLearn	$264.95

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
25000	MO	Jun27	Jun27	9:00-5:00	1	Classroom (IH)	$207.48

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). Current NRP required. 84 Hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25007		Apr4	Aug31			FieldWork	$594.18

Registered Practical Nurse Refresher Certificate (884)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: Based on individual student POS

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?

Email: bien@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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 and 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 185
1400 Main St. West, Hamilton, ON, L8S 1C7
Fax: 905-528-8242
Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES

Full program must be completed within 3 years of admission to program. Once admitted, you will receive an individual POS based on your CNO letter.

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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
Management of Wounds Letter of Completion		
HSCIHS127	The Management Of Wounds	30

Basic Footcare for RNs and RPNs NRSGHZPAE

Focus on basic principles and skills in foot care. 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 June 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25008	TH SA	Jun2	Jun4	6:30-9:30 9:00-4:00	2	Classroom (IH)	$109.32

Advanced Footcare for RNs and RPNs NRSG10059

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: July 7,9,16,17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25009	TH SA/SU	Jul7	Jul17	6:30-9:30 9:00-3:00	4	Classroom (IH)	$362.36

Footcare Field Practicum CLIN10058 (SA)

Observe and implement footcare within scope of practice supervised by an experienced footcare 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 two weeks prior to field experience to IAHS, Room 126 or fax to 905-528-7706 Attn: Foot Care Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25013	TH	Jul28	Jul28	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. In-class dates: May 28, Jun 25, Jul 23. Balance eLearn. Course manual available on specific course page in eLearn. Must bring proof of CNO registration to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25015	SA	May28	Jul23	9:00-3:00	5	Blended (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: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dementiastudies

Admission Requirements

- Approved certificate in Health Science or Human Services within Canada.

PROGRAM OF STUDIES		
Courses are integrated with the Dementia Studies -Multidiscipline Certificate.		
Mandatory Courses:		Hours
HSCIDEM01	Overview Of Dementia Care	24
COMMDEM02	Communication & Interpersonal Skills In Dementia	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities1	24
CLINDEM05	Clinical Field Placement With Clients	60
Options - Choose 1:		
PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology 1	42
HSCI10095	Overview of Palliative Care for Personal Support Workers	30
COMMLL041	Communication	45

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

Clinical Course Information:

- Prerequisites are successful completion of foundational courses and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages or from CE Health Sciences Part-Time & Graduate Studies office, IAHS Room 126.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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:

- Proof of Certificate in Health Sciences or Human Services OR proof of current certificate as regulated health care professional
- Current Mohawk College Medical Clearance
- Current Mask Fit test
- BCLS
- Agency specific requirements such as vulnerable sector screening, online orientation, computer training etc.

Communication and Interpersonal Skills in Dementia Care NEW! COMM10335

Focus on bringing the PERSON back to personal care. Learn to develop specialized non-verbal communication techniques, facilitate enhancement of workplace interpersonal skills and bridge communications between professional and family caregivers. Equivalent to: COMMDEM02. Prerequisite: HSCIDEM01 or COMM10336.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22570		May10	Aug16			OntarioLearn	$267.68

Exploring Dementia Care NEW! COMM10336

Focus on the philosophy of care (specifically holistic care within a medical model), diagnosis, appropriate physical and emotional environments, effects of dementia on the client and caregiver, research on caregiving, and the importance of ongoing education for caregivers. Equivalent to: HSCIDEM01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22562		May10	Aug16			OntarioLearn	$267.68

Clinical Field Placement With Clients CLINDEM05 (SA)

Apply the skills learned in Dementia theory courses in a clinical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25054		Apr4	Aug31			FieldWork	$440.10

Working with the Aged - Multidiscipline Certificate (019)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Designed for those who wish to pursue formal studies in aging. Learners will gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process. Students in the Gerontology - Multidiscipline program will provide students with the opportunity to gain independent research experience through HMNSGER60, Individual Study.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 6703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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.

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	

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

NEW

CE Health and Nursing students can now register online for most courses!

Visit ce.mohawkcollege.ca/register

Some restrictions apply. See program information for details.

Clinical Course Information:

- Prerequisites are successful completion of foundational and related advanced theory courses.
- You must complete and submit a clinical application prior to the semester in which you plan on doing the clinical course.
- Clinical applications are available online in related theory eLearn course home pages or from CE Health Sciences Part-Time and Graduate Studies Office, IAHS.
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.
- 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:

- Completion of approved certificate program in Health Sciences or Human Services
- Current Mohawk College Medical Clearance
- Current Mask Fit Testing
- BCLS
- Agency specific requirements.

An Introduction To The Study Of Aging — HSCIGER10

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
21310		May10	Aug16			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
22268		May10	Aug16			OntarioLearn	$313.10

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
21258		May10	Aug16			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
21255		May10	Aug16			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
21230		May10	Aug16			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
21229		May10	Aug16			OntarioLearn	$265.70

OTHER COURSES

CPR and First Aid Certification

Additional courses requested by special interest groups can be accommodated.

Questions?
Call: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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. Note: No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25071	SA	May28	May28	9:00-12:30	1	Classroom (IH)	$54.77
25072	TU	Jun14	Jun14	5:00-8:30	1	Classroom (IH)	$54.77
25073	MO	Jun27	Jun27	5:00-8:30	1	Classroom (IH)	$54.77
25074	MO	Jul4	Jul4	5:00-8:30	1	Classroom (IH)	$54.77
25075	TU	Jul12	Jul12	5:00-8:30	1	Classroom (IH)	$54.77
25076	SA	Jul23	Jul23	9:00-12:30	1	Classroom (IH)	$54.77
25077	TU	Aug9	Aug9	5:00-8:30	1	Classroom (IH)	$54.77
25078	SU	Aug14	Aug14	9:00-12:30	1	Classroom (IH)	$54.77
25079	TU	Aug23	Aug23	5:00-8:30	1	Classroom (IH)	$54.77
25080	SA	Aug27	Aug27	9:00-12:30	1	Classroom (IH)	$54.77

C.P.R.'C'/AED - Health Care Provider Level HSCI10086

Designed for Health Professionals. Learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification. Note: No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25059	MO	Jun6	Jun6	5:00-10:30	1	Classroom (IH)	$81.65
25060	TU	Jun28	Jun28	5:00-10:30	1	Classroom (IH)	$81.65
25061	SA	Jul9	Jul9	9:00-2:30	1	Classroom (IH)	$81.65
25062	TU	Jul19	Jul19	5:00-10:30	1	Classroom (IH)	$81.65
25063	SU	Jul24	Jul24	9:00-2:30	1	Classroom (IH)	$81.65
25064	TU	Aug2	Aug2	5:00-10:30	1	Classroom (IH)	$81.65
25065	SA	Aug13	Aug13	9:00-2:30	1	Classroom (IH)	$81.65
25066	TU	Aug16	Aug16	5:00-10:30	1	Classroom (IH)	$81.65
25067	SU	Aug28	Aug28	9:00-2:30	1	Classroom (IH)	$81.65

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. Note: No refunds or transfers after course start date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25081	SA/SU	May7	May8	9:00-5:00	2	Classroom (IH)	$110.00
25082	SA/SU	Jun18	Jun19	9:00-5:00	2	Classroom (IH)	$110.00
25083	SA/SU	Jul16	Jul17	9:00-5:00	2	Classroom (IH)	$110.00
25084	SA/SU	Aug6	Aug7	9:00-5:00	2	Classroom (IH)	$110.00
25085	SA/SU	Aug20	Aug21	9:00-5:00	2	Classroom (IH)	$110.00

General Health Sciences

Questions?
Call: 905-575-1212 ext. 6703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/health-sciences-other

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

CSCT Exam Preparation HSCI10185

Designed specifically for individuals who have completed CSCT approved Cardiovascular Technology program and preparing for the CSCT certification exam. Based on the CSCT Exam Hand Guide and the National Competency profile (NCP) for cardiology technologists. NOTE: Proof of Cardiology Technology program completion must be shown during the first class. Class dates: Aug 6,13,20,27,Sep 10 & 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25020	SA	Aug6	Sep17	9:30-12:30	6	Classroom (IH)	$291.73
25021	SA	Aug6	Sep17	1:30-4:30	6	Classroom (IH)	$291.73

Preparatory Biology BIOL10006

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21436		May10	Aug16			OntarioLearn	$464.27

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
21406		May10	Aug16			OntarioLearn	$489.95

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 and 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. Balance of hours online. No class May 23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25040	MO	May9	Jun20	6:30-9:30	6	Classroom (IH)	$160.44

Nursing

Web: ce.mohawkcollege.ca/health-courses

Administration of Medication for Nurses NRSG10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25011	TU/TH	May10	Jun23	2:00-5:30	14	Classroom (IH)	$452.94

Arrhythmia Interpretation HLTH10229

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management. Prerequisite: Must be a Health Care Professional (RN, RPN, Paramedic, Pharmacy Tech, nursing student, etc.). Equivalent to: NRSG10060. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21672		May10	Aug16			OntarioLearn	$313.10

Health Assessment NRSG10084

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25014	WE/FR	May11	Jun24	1:00-4:00	14	Classroom (IH)	$478.62

Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

Programs and Courses

Certificates

Horticulture - Plant Identification Certificate (846) 112
Interior Decorating Certificate (178) 113
Landscape Design Certificate (080) 113

Other Credentials and Stand-Alone Courses

Food and Drink Workshops 115
Gardening Workshops 115
Home Renovation Workshops 115

Acknowledgements of Completion

Cake Decorating 110
Culinary Skills - Introduction 111
Home Renovation for Women (Men Welcome) 111
Professional Bartending 114
Tea Sommelier 114

CREDENTIALED PROGRAMS

Cake Decorating

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cake-decorating

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CULIGI737	Cake Decorating 1	15
CULIGI738	Cake Decorating 2	15
CULIGI739	Cake Decorating 3	15
CULI10081	Cake Decorating 4	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, flowers and much more. List of supplies will be covered in the first class. Supply costs (approx. $95) are the responsibility of the participant. If adequate enrollment is met CULIGI738 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22553	MO	Apr18	May16	6:30-9:30	5	Classroom (FF)	$139.95

Cake Decorating 3 CULIGI739

Introduces the wonderful world of decorating with fondant. Use fondant for covering cakes as well as modelling flowers, bows and other adornments to be used on cakes, cupcakes and cookies. Stacking and tiering of cakes will also be covered. Supply costs of approx. $50.00 are the responsibility of the participant. Prerequisites: CULIG1737 and CULIGI738. If adequate enrolment is met CULI10081 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22554	WE	Apr20	May18	6:30-9:30	5	Classroom (FF)	$139.95

Cake decorated by CE instructor Sharon Culp.

Culinary Skills - Introduction

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 3 courses

Every great chef has a repertoire of knowledge from which to draw - this is 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: ce.mohawkcollege.ca/culinary

PROGRAM OF STUDIES

CULI10069 should be taken first.

Option Group 1 - Choose 3:		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
CULI10080	A Dip In The Mediterranean	24
Option Group 2 - 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 a sharp "chef's" knife, hand towel, containers and apron to all courses.

Cooking Fundamentals — CULI10069

Join an expert chef 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
22551	TU	Apr19	May24	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. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22552	TH	May31	Jul5	6:00-10:00	6	Classroom (FF)	$201.67

Fish and Seafood — CULI10072

Just in time for Spring entertaining, join our expert chef, 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. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22773	SA/SU	Jun4	Jun5	10:00-4:00	2	Classroom (FF)	$101.71

French Farm House Cookery — CULI10074

Experience rustic and richly flavoured French farmhouse cooking with an experienced chef. Discover the regional culinary traditions of France with emphasis on simple yet elegant "one pot" dishes and more. Hone your abilities with demonstrations and a "learn by doing" approach. Food costs of $50.00 payable to instructor at first class. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22774	SA/SU	May14	May15	10:00-4:00	2	Classroom (FF)	$101.71

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!

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/homereno

PROGRAM OF STUDIES

Courses - Choose 5:		Hours
BLDG10075	Tools and How to Use Them	12
BLDG10072	Basic Plumbing	12
ELEC10123	Basic Electrical	12
BLDG10073	Basic Maintenance	18
BLDG10074	Kitchens	12
BLDG10079	Flip That House	12
BLDG10086	Flooring And Mouldings	12
BLDG10087	Furniture Refinishing	12
CREA10135	Painting and Decorating	12
BLDG10088	Build a Bench	12

COMPLETE AN ADDITIONAL 5 COURSES AND EARN A SECOND ACKNOWLEDGEMENT OF COMPLETION!

MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.

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
22523	MO	Apr18	May9	6:30-9:30	4	Classroom (FF)	$127.96

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
22530	TU	Apr19	May10	6:30-9:30	4	Classroom (FF)	$127.96

Kitchens BLDG10074

Practical hands-on instruction to renew your kitchen. From design to assembling and hanging cabinets, hardware and tiling a backslash. Let Pamela show you the "ins and outs" of refinishing your kitchen.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22533	MO	May30	Jun20	6:30-9:30	4	Classroom (FF)	$127.96

Basic Maintenance BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let Pamela show you step by step how to get the job done.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22532	TU	Jun14	Jul5	6:30-9:30	4	Classroom (FF)	$127.96

Basic Electrical ELEC10123

Join electrician John DeSantis, and learn how to plan a rewiring, upgrading, and add-ons, according to code. Learn when an electrician and an inspection is a MUST. Material costs included in fee. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22531	SA/SU	Apr23	Apr24	9:30-4:00	2	Classroom (FF)	$141.96

Build a Bench BLDG10088

Create your own bench! Learn tips for measuring, cutting and assembly. Add the finishing touch by painting in your choice of colour and interesting techniques using the new Chalky Style Paints. With adequate enrollment, a list of supplies for you to purchase will be sent. Selected paints, stains and tools will be provided or you may bring your own. Safety glasses and a drill are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22538	SA/SU	May14	May15	9:30-4:00	2	Classroom (FF)	$127.96

Painting and Decorating CREA10135

Hands-on instruction on painting like a professional! Learn a variety of finishes including Venetian Plaster and Faux. Discover wallpapering, staining wood and the tools that will make your project faster and easier.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22537	TU	May17	Jun7	6:30-9:30	4	Classroom (FF)	$127.96

Create this bench in our Build a Bench course!

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: ce.mohawkcollege.ca/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
22237	WE	Apr27	Jul13	7:00-10:00	12	Classroom (FF)	$299.88

Annuals, Perennials, Bulbs HORTHOR06

Consider annuals, perennials and bulbs for use in modern landscapes, with emphasis on identification, cultural requirements and ornamental value.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22235	TU	Apr19	Jul5	7:00-10:00	12	Classroom (FF)	$299.88

Deciduous Shrubs HORTHOR04

Explore and learn about a broad range of deciduous shrubs 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
22236	TU	Apr19	Jul5	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: ce.mohawkcollege.ca/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, however, the first two courses are interchangeable.

Mandatory Courses:		Hours
CREAHF215	Colour Principles	30
CREAHF205	Design Principles	30
TDRWHF203	Basic Drafting	30
METRHF230	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
22513	TH	Apr21	Jun23	6:30-9:30	10	Classroom (FF)	$251.65

Basic Drafting — TDRWHF203

Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx.$90). Prerequisites: CREAHF215 and CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22514	TU	Apr19	Jun21	7:00-10:00	10	Classroom (FF)	$251.65

Creative Design Presentations — CREA10033

Learn professional techniques for creating sample boards, retail window displays and effective written presentations to promote your design concepts. Gain knowledge, skills and confidence by completing practical exercises, lectures, presentations and assignments. Completion of this course near the beginning of the program is strongly recommended. Prerequisites: CREAHF215, CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22515	MO	Apr18	Jun27	6:30-9:30	10	Classroom (FF)	$251.65

Fabric For Interiors — TEXT10029

Explore the fascinating world of decorative textiles, with emphasis on weave, fabric content and appropriate end uses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22517	WE	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	$251.65

Soft Furnishings and Window Treatments — CREA10030

Discover how different drapery treatments, accessories and accents add the perfect finishing touches to a well-designed interior. Prerequisites: CREAHF215, CREAHF205, METRHF230, TDRWHF230.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22519	TU	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	$251.65

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: ce.mohawkcollege.ca/landscapedesign

Admission Requirements
- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
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 and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

NOTES:

- 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.

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

Holistic Plant Health Care and Integrated Pest Management — HORT10047

Focus on a combination of environmentally friendly management tactics to develop a more holistic system that focuses on healthy landscapes. Sessions incorporate the identification and control of common pests and diseases that inhabit the garden.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22238	TH	Apr21	Jul7	7:00-10:00	12	Classroom (FF)	$299.88

Landscape Design II — HORTLA007

Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation. Prerequisite: HORTLA001. NOTE: Purchase of supplies is required at approximately $60.00.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22240	TH	Apr21	Jul7	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: ce.mohawkcollege.ca/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 Course	4
HOSPFB004	Wine Appreciation 1	30
HOSPFB005	Wine Appreciation 2	30

NOTE: Smart Serve Certification is mandatory for alcohol servers in Ontario.

Important information regarding in-class alcohol consumption

Under a regulation of the Highway Traffic Act, there is 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
22542	MO	Apr18	Jun27	6:30-10:00	10	Classroom (FF)	$349.88

Wine Appreciation 1 — HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Bring 6 wine glasses to each class. Included in the fee are the WCO Manual, wine costs and, upon successful completion, the Wine Council of Ontario Certificate of Merit. If adequate enrollment is met Wine Appreciation 2 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22541	TU	Apr19	Jun7	6:00-10:00	8	Classroom (FF)	$351.40

Smart Serve Certification Course — HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Manual cost included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22543	SA	Apr23	Apr23	9:30-1:30	1	Classroom (FF)	$59.00
22544	TU	May3	May3	6:00-10:00	1	Classroom (FF)	$59.00
22545	SA	May28	May28	9:30-1:30	1	Classroom (FF)	$59.00
22546	TU	Jun14	Jun14	6:00-10:00	1	Classroom (FF)	$59.00

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: ce.mohawkcollege.ca/tea

PROGRAM OF STUDIES		
Courses should be completed in the order listed.		
Mandatory Courses:		Hours
HOSP10019	Introduction to Tea - Tea 101	12
HOSP10020	Regions of the World - Tea 102	18
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
22547	TH	Apr21	May12	6:30-9:30	4	Classroom (FF)	$127.46

Tea Sensory Development - Tea 103 HOSP10021

Examine the science of taste and how the production of tea influences the appearance of the leaf and the overall taste. Identify stages of production, proper storage, handling techniques, potential production errors and the associated impact on the tea. Develop the skills to discern major tea characteristics. The tasters' vocabulary will be covered with tasting of various products. Prerequisite: HOSP10020. If adequate enrollment is met Tea 104 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22548	TU	Apr19	May24	6:30-9:30	6	Classroom (FF)	$182.44

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
22549	MO	Apr18	May30	6:30-9:30	6	Classroom (FF)	$182.44

Preparation, Consumption & Health - Tea 106 HOSP10024

Many nations are expanding their tea producing acreage to meet the rising world demand for tea - the world's most consumed beverage next to water. Discuss the health benefits of tea - myths and facts. Taste and evaluate teas that are representative of each region and utilize the skills gained to prepare the perfect cup of tea. Prerequisite: HOSP10023. If adequate enrollment is met HOSP10025 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22762	TH	Apr21	May26	6:30-9:30	6	Classroom (FF)	$182.44

OTHER COURSES

Food and Drink Workshops

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/workshops

Discovering Tea HOSP10040

Here's a perfect introduction for all - from the casually curious to the prospective tea taster. Sip a few healthy and tasty varieties of tea and discover the diversity of aromas and flavours. You may wish to further your studies by exploring the Tea Sommelier Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22592	TH	Apr14	Apr14	6:30-9:00	1	Classroom (FF)	$29.50

Gardening Workshops

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/workshops

Pruning and Maintenance Of Shrubs And Trees HORTHOR36

Demonstrations with live plants and illustrated presentations by a Certified Arborist are used to give you the confidence to prune your shrubs and garden plants successfully.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22228	TH	May12	May12	6:30-9:30	1	Classroom (FF)	$37.32

Home Renovation Workshops

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: ce.mohawkcollege.ca/workshops

Chalk Style Furniture Painting 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 adored and treasured. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22539	SA	Apr23	Apr23	9:00-4:30	1	Classroom (FF)	$107.12

Tiling Successfully 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 a back splash or similar project. Materials supplied.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22540	SA	Jun11	Jun11	9:00-4:30	1	Classroom (FF)	$107.12

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

	Start/Orientation Date	May 5	May 16	May 31	Jun 22	Jul 21		
	End Date	Sep 4	Sep 15	Sep 30	Oct 22	Nov 20		
COURSE NAME	COURSE NUMBER	CRN	CRN	CRN	CRN	CRN	FEE	PREREQUISITE
Mathematics 1	MATH10011	22649	22650	22651	22652	22653	$349.86	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012	22654	22655	22656	22657	22658	$349.86	Grade 12 Math (C or U)
Mathematics	MATH10020	22659	22660	22661	22662	22663	$349.86	MATH10012
Mathematics	MATH10024	22664	22665	22666	22667	22668	$349.86	MATHMS173
Mechanical Intermediate Algebra	MATH10029	22669	22670	22671	22672	22673	$349.86	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042	22737	22738	22739	22740	22741	$453.06	Grade 12 Math (C or U)
Mathematics 2	MATH10053	22674	22675	22676	22677	22678	$349.86	MATH10011 or equivalent
NDE Mathematics	MATH10059	22680	22681	22682	22683	22684	$349.86	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001	22689	22691	22692	22693	22694	$396.18	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 **	22742	22743	22744	22745	22746	$560.14	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003	22695	22696	22697	22698	22699	$396.18	Grade 11 Math (C or U)
Mathematics 1 - General Arts and Sciences	MATHMA006	22614	22615	22616	22617	22618	$349.86	Grade 10 Math (applied or academic)
Math	MATHMA018	22619	22620	22621	22622	22623	$349.86	MATHMA006
Mathematics	MATHMA101	22624	22625	22626	22627	22628	$349.86	Grade 11 Math (M or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179	22707	22708	22709	22710	22711	$453.06	Grade 12 Math (C or U)
Differential Calculus	MATHMA383	22629	22630	22631	22632	22633	$349.86	MATH10029
Mathematics	MATHMS122	22712	22713	22714	22715	22716	$453.06	Grade 10 Math (applied or academic)
Mathematics	MATHMS144	22634	22635	22636	22637	22638	$349.86	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165	22717	22718	22719	22720	22721	$453.06	Grade 12 Math (C or U)
Mathematics	MATHMS171	22722	22723	22724	22725	22726	$453.06	Grade 12 Math (C or U)
Mathematics	MATHMS173	22727	22728	22729	22730	22731	$453.06	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244	22639	22640	22641	22642	22643	$349.86	MATHMS144
Mathematics	MATHMS248	22732	22733	22734	22735	22736	$453.06	MATHMS171
Mathematics	MATHMS377	22644	22645	22646	22647	22648	$349.86	MATHMS271

** CRN End Dates for MATHMA002 are Nov 10/16, Nov 21/16, Dec 6/16, Dec 28/16, and Jan 26/17.

MATHEMATICS COURSES

Mathematics Courses

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
21108		May5	Aug4			eLearn	$411.27

Math — MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21239		May5	Aug4			eLearn	$317.94

Mathematics — MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22705	WE	Apr27	Jul13	6:00-9:30	12	Classroom (FF)	$349.86
21204		May5	Aug4			eLearn	$317.94

Mathematics — MATHMS271

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. NOTE: Tuesday class is every second week. Prerequisite: MATHMS171.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21516		May5	Aug4			eLearn	$411.27
22426	TU/TH	May19	Aug11	6:00-9:00	19	Classroom (FF)	$453.06

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
21238		May5	Aug4			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
21219		May5	Aug4			eLearn	$317.94

Statistics — MATHMS474

Covers organization and description of data, probability, binomial, poisson and normal distributions, confidence interval and MINITAB. Prerequisite: MATHMS173 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22441	WE	May11	Aug10	7:00-10:00	14	Classroom (FF)	$349.86

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 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
21053		May10	Aug16			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
21419		May10	Aug16			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
21083		May10	Aug16			OntarioLearn	$426.65

Need to pick up a course you missed?

Let Continuing Education get you back on track!

Required courses may be available through Continuing Education

Visit **ce.mohawkcollege.ca/BackOnTrack** or email **ceweb@mohawkcollege.ca**

Technology and Skilled Trades

ce.mohawkcollege.ca/tech

Programs and Courses

Certificates

Building Environmental Systems Certificate (090) 119
CNC Programming Certificate (070) 119
Construction Estimating Certificate (867) 120
Electrical Fundamentals Certificate (063) 120
Electronic Fundamentals Certificate (886) 121
Environmental Engineering Certificate (083) 120
Fire Safety Certificate (853) 121
Fluid Power Certificate (847) 122
Geographic Information Systems Certificate (079) 123
Heating, Refrigeration and Air Conditioning Technician Certificate (855) 123
Home Inspection Certificate (171) 124
Human Machine Interfacing Certificate (182) 125
Industrial Drives Certificate (202) 125
Industrial Engineering Certificate - Level 1 (868) 125
Industrial Lubrication Certificate (064) 126
Machine Tool Operator Certificate (848) 126
Occupational Health and Safety Management Certificate (060) 127
Programmable Logic Controllers Certificate (092) 128
Quality Assurance - Level 1 Certificate (858) 128
Residential Design & Construction Certificate (849) 129
Welder Operator Certificate (860) 129

Acknowledgements of Completion

Instrumentation 126
Mechanical Design 127

Other Credentials and Stand-Alone Courses

Air Brake Training 119
Automotive 130
Boating 130
Building and Construction Sciences 130
Certificate of Qualification Examination Preparation 119
CFC/ODP Training 119
CNC 131
Electrical Engineering Technician to Technologist Transfer 120
Electrotechnology 131
Environmental 131
Fuel Certification Challenge Examinations 122
Fuel Technician Certification 122
Occupational Health and Safety 132
Quality Assurance 132
Welding 132
Woodworking 132

Customized Corporate Training

Mohawk College Enterprise (MCE) 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.

TECHNOLOGY

- Backflow Prevention/Cross Connection Control
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mcecor.com/technology

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

mce

CREDENTIALED PROGRAMS

Air Brake Training

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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
22215	SA/SU	Apr30	May1	8:00-4:00	2	Classroom (SC)	$294.92
22216	SA/SU	Jun18	Jun19	8:00-4:00	2	Classroom (SC)	$294.92
22217	SA/SU	Jul23	Jul24	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: ce.mohawkcollege.ca/buildenvironsystems

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

Electrical — BLDGBES04

Learn the basics of electricity and building electrical services, motor control and wiring diagrams, and calculation of loads and charges. Designed for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22218	TU	Apr12	Jun28	6:00-9:30	13	Classroom (SC)	$374.85

Water Treatment — STENBES06

Examine water treatment, with emphasis on the importance of water treatment, its effect on equipment and water treatment terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22219	TU	Apr12	Jun28	6:00-9:00	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: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cofq

Admission Requirements
- Before registering in a Certificate of Qualification course 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 Instrumentation 447A — INST10006

Designed to help prepare experienced trades persons who 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
21256		Apr7	Jul7			eLearn	$227.10

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: ce.mohawkcollege.ca/cfc-odp

CFC/HCFC/HFC Control — ENVRRE904

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22212	SA	Apr23	Apr23	8:30-3:00	1	Classroom (SC)	$214.86
22213	SA	May28	May28	8:30-3:00	1	Classroom (SC)	$214.86
22214	SA	Jun25	Jun25	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: ce.mohawkcollege.ca/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

WATCH FOR COURSES NEXT TERM.

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 skills using computer software.

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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

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
21253		May10	Aug16			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
21008		May10	Aug16			OntarioLearn	$445.91
21264		Jun1	Sep7			OntarioLearn	$445.91
21268		Jul4	Oct11			OntarioLearn	$445.91
22392		Aug2	Nov8			OntarioLearn	$445.91

Electrical Engineering Technician to Technologist Transfer

Graduates of the two year Mohawk College Diploma in Electrical Engineering Technician - Power (Program 403) may be eligible for direct entry into Semester 4 of the Mohawk College Electrical Engineering Technology - Control (Program 536) or Energy Systems (Program 360) with the completion of a number of bridging courses. Contact the Academic Coordinator, Vijay Khatri, at vijay.khatri@mohawkcollege.ca to confirm the academic plan for bridging between the two programs.

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/eett

Admission Requirements

- Mohawk College Electrical Engineering Technician - Power Diploma (Program 403) OR
- Any other Electrical Engineering Technician program from an accredited College.

Electrical Fundamentals Certificate (063)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

Benefit from a thorough grounding in the electrical fundamentals required in various maintenance occupations.

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/electricalfundamentals

Admission Requirements

- A minimum of Grade 11 mathematics and physics, or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2-Commercial/Light Industrial	72
MATHMA002	Preparatory Mathematics(Technology)	72

MATHMA002 is offered on page 116.

CSA Approved Safety shoes/boots and Safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

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
22328	MO/WE	Apr11	Jul11	6:00-9:00	24	Classroom (SC)	$560.14

Tuition Assistance

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

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: ce.mohawkcollege.ca/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

WATCH FOR COURSES NEXT TERM.

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: ce.mohawkcollege.ca/environmentalengineering

Admission Requirements
- Prep Chemistry (GSCIPE053) 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

Environment Project Management — ENVR10043

Concentrate on process waste audits, engineering economics, project management, report writing and oral presentation skills. Must be taken last. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22166	WE	Apr27	Jul27	6:00-9:00	14	Blended (FF)	$349.86

Environmental Science — ENVROH702

Develop an understanding of environmental issues, technologies, sustainability, ecosystems, pollution, pest control and resources. Prerequisite: GSCIPE053 or equivalent. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22167	TU	Apr26	Jul26	7:00-10:00	14	Classroom (FF)	$349.86

Solid And Hazardous Waste Management — WASTOH706

Focus on tools, techniques and solid and hazardous technology with emphasis on pollution prevention and regulatory compliance. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22168	TH	Apr28	Jul28	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: ce.mohawkcollege.ca/firesafety

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Principles Of Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	Fire Safety 4-Water Extinguishing Systems	39
SAFEFT105	Fire Safety 5-Special Extinguishing Systems	39
SAFEFT106	Fire Safety 6 Processes and Protection	39

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
21063		May10	Aug16			OntarioLearn	$445.91

Fire Safety Inspections — SAFE10050

Study the application and enforcement of the Ontario Fire Code and develop skills for conducting comprehensive fire safety inspections in a variety of occupancies. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22296	WE	Apr27	Jul20	6:00-9:00	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
22298	TH	Apr28	Jul21	6:00-9:00	13	Classroom (FF)	$324.87

Fire Safety 6 Processes and Protection — SAFEFT106

Explore various industrial hazards with emphasis on chemical plants, flammable operations and ovens, computers warehousing and textiles.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22207	TU	Apr26	Jul19	6:00-9:00	13	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: ce.mohawkcollege.ca/fluidpower

Admission Requirements
- Basic knowledge of, or experience with, fluid power systems.

PROGRAM OF STUDIES

This POS has recently been revised. Students in progress under the old POS should 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.

Hydraulics 2 — STENMF354

Covers the basics of proportional/servo control for a hydraulic system. Included will be the operation, design considerations and applications for both proportional and servo hydraulics with the main emphasis on proportional control. Includes lab time to allow application of the physical operation of these controls, where available. Prerequisite: STENMF254 or STENMF202. Equivalent: ELECMF104 or STENMF105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22326	WE	Apr20	Jul20	6:00-10:00	14	Classroom (SC)	$453.06

System Studies — STEN10009

Various applications of fluid power, automation and motion control technology will be studies across a myriad of industries. Topics for project development in various sectors will be selected for development for the senior project. Prerequisite: STENMF254 Equivalent: STENMF102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22327	MO	Apr18	Jun20	6:00-9:00	9	Classroom (SC)	$233.24

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The 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 any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:
- A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
- Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. This would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

Questions?
Call: 905-575-2507
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 and 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 and each attempt.

For Fuel Technician information, access the TSSA link via ce.mohawkcollege.ca/fueltechnician

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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 25-31 to obtain the GT-1. (GT-2 is a prerequisite).

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

Payment for Gas Technician 3/2 Rewrite Exams will be required the first night of the reviews.

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 JUNE 1st, 2016 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22220	WE	May4	May25	6:00-9:00	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 JULY 18, 2016 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22221	MO	Jun20	Jul11	6:00-9:00	4	Classroom (SC)	$99.96

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: ce.mohawkcollege.ca/gis

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
INFOCVA03	Introduction To Geographic Information Systems	42
INFOCVA36	GIS Software - ArcView	42
INFOCVA37	Remote Sensing	42
INFOCV630	GPS - Global Positioning Systems	42
INFOCVA08	Internet Mapping	42
INFOCVA14	Designing, Managing/Implementing A GIS	42
INFO10081	Access Core	36
INFO10177	Access Expert	36

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

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. Computer software required: Open Source Software Quantum QGIS (works on Windows, Macs and Linux).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21215		May10	Aug16			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. Included with the book is a fully functioning 180-day trial version of ArcView software that can be downloaded from the internet, along with data for the book's exercises. A Windows OS is required to install the software. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21356		May10	Aug16			OntarioLearn	$370.94

GPS - Global Positioning Systems INFOCV630

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21180		May10	Aug16			OntarioLearn	$370.94

Internet Mapping INFOCVA08

Examine various types of Internet Mapping. Includes managing data for Internet Map Projects, 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. Main software used is Mapserver, QGIS, Openlayers, Leaflet and Google Maps. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21405		May10	Aug16			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: ce.mohawkcollege.ca/hrac

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) 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.

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
22328	MO/WE	Apr11	Jul11	6:00-9:00	24	Classroom (SC)	$560.14

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
22212	SA	Apr23	Apr23	8:30-3:00	1	Classroom (SC)	$214.86
22213	SA	May28	May28	8:30-3:00	1	Classroom (SC)	$214.86
22214	SA	Jun25	Jun25	8:30-3:00	1	Classroom (SC)	$214.86

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: ce.mohawkcollege.ca/homeinspection

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including Mathematics 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 Inspection	42
COMMHI010	Communication/Professional Practices	42

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAHI) provided that 70% or higher is maintained in each of the subjects being submitted to OAHI for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAHI directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAHI regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAHI 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 $250.00 per course in addition to the course fees.

Interior/Insulation Inspection — BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21039		May10	Aug16			OntarioLearn	$403.94

Exterior Inspection — BLDGHI002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21040		May10	Aug16			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
21041		May10	Aug16			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
21042		May10	Aug16			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
21043		May10	Aug16			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
21044		May10	Aug16			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
21045		May10	Aug16			OntarioLearn	$403.94

Structural Inspection — BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21046		May10	Aug16			OntarioLearn	$403.94

Roofing Inspection — BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21047		May10	Aug16			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
21048		May10	Aug16			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: ce.mohawkcollege.ca/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
ASYSPLC11	PLC Programming 1	56
ASYS10004	HMI Programming 1	52
ASYS10005	HMI Programming 2	52
ASYS10006	HMI Programming 3	52

PLC Programming 1 ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22354	TU	Apr19	Jul12	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: ce.mohawkcollege.ca/industrialdrives

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ASYS10001	Industrial Drives 1	52
ASYS10002	Industrial Drives 2	52
ASYS10003	Industrial Drives 3	52
ELECER001	DC Electrical/Electronic Theory	56
ELECER002	AC Electrical/Electronic Theory	56

Industrial Drives 2 ASYS10002

Enhance your understanding of drive control for DC motors. Analog and Digital DC Drive Regulator systems are covered. Drive performance and troubleshooting are introduced. Prerequisite: ASYS10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22358	MO	Apr25	Jul18	6:00-10:00	13	Classroom (FF)	$424.62

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: ce.mohawkcollege.ca/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

Management Of Human Resources HRESIM337

Examine behavioural science and its application to better understand human behaviour and the use of human skills in the work environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22307	WE	Apr27	Jul13	6:00-9:30	12	Classroom (FF)	$349.86

Plant Layout And Material Handling IENGIM535

Examine analytical techniques used in designing plant layouts and material handling systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22309	MO	Apr25	Aug8	6:00-10:00	14	Classroom (FF)	$453.06

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 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

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: ce.mohawkcollege.ca/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

WATCH FOR COURSES NEXT TERM.

Instrumentation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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 3 For Tradesmen — INSTRE131

Benefit from the theory of modern DCS Systems with a hands on component with an ABB DCS (Distributed Control System) for industrial process control. Examine basic theory, controller configuration and operator station configuration tools. Prerequisite: INSTRE155.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22329	TU	Apr12	Jul19	6:00-10:00	14	Classroom (SC)	$453.06

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: ce.mohawkcollege.ca/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
22300	SA	Apr23	Jun25	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
22324	SA	Apr23	Jun25	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
22325	SA	Apr23	Jun25	8:00-12:00	10	Classroom (SC)	$373.20

Looking for work?
We can help!

For more information visit
mohawkcollege.ca/ces

905-575-2177

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
22174	TH	Apr28	Aug4	6:00-9:00	15	Classroom (FF)	$374.85

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: ce.mohawkcollege.ca/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		
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

Occupational Hygiene-Introduction — ENVROH101

Focus on recognition, evaluation and control of chemical and physical workplace hazards, toxicology, exposure measurement and control strategies, and legal information sources.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22311	WE	Apr27	Jul20	6:00-9:00	13	Classroom (FF)	$324.87

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
21410		May10	Aug16			OntarioLearn	$426.65

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
21308		May10	Aug16			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
21006		May10	Aug16			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
21573		May10	Aug16			OntarioLearn	$348.23

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
21063		May10	Aug16			OntarioLearn	$445.91

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
21572		May10	Aug16			OntarioLearn	$348.23

Get Started in OntarioLearn

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

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: ce.mohawkcollege.ca/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 and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22354	TU	Apr19	Jul12	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 Contrologix 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
22355	WE	Apr13	Jul6	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
22356	TH	Apr14	Jul7	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: ce.mohawkcollege.ca/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

Inspection And Testing — QUALQC106

Focus on the inspection and test plan, reference standards, measurement, sampling, documentation and data processing implications and NDE as applied to the Quality Practitioner.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22175	MO	Apr25	Jul18	6:30-10:00	12	Classroom (FF)	$349.86

Statistical Process Control 1 — MATHQC102

Examine statistical methods and applications utilized for process product system evaluation. Content includes presentation and description of data, probability, sampling distribution, statistical inference, and objectives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22176	WE	Apr27	Jul6	7:00-10:30	11	Classroom (FF)	$324.87

CINDE CANADIAN INSTITUTE FOR NON-DESTRUCTIVE EVALUATION

905-387-1655
registrations@cinde.ca
ce.mohawkcollege.ca/nde
or www.cinde.ca

The Canadian Institute for Non-destructive Evaluation (CINDE) offers intensive day school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB-48.9712-2014/ISO 9712:2012 requirements to Levels 1, 2 and 3.

CINDE offers the following courses and 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

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: ce.mohawkcollege.ca/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 Design	36
BLDG10106	Construction Practice-Advanced	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
22184	TH	Apr28	Jul21	6:30-9:30	13	Classroom (FF)	$324.87

Construction Practice Advanced BLDG10106

Gain additional, in-depth knowledge pertaining to various design elements of residential buildings, with emphasis on Ontario Building Code regulations related to foundations, framing, deck construction, exterior finishes, fire protection, exiting, spatial separation, heating and ventilating, residential design criteria, stairs and minimum requirements for occupancy. Prerequisite: BLDGRE027.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22183	MO	Apr25	Jul18	6:30-9:30	12	Classroom (FF)	$299.88

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
22185	MO	Apr25	Jul18	6:30-9:30	12	Classroom (SC)	$299.88

Residential Drafting TDRWRE030

Focus on basic visualization techniques, dimensions and scales, symbols, and detailing methods. T-square and basic drawing instruments required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22187	TH	Apr28	Jul21	6:30-9:30	12	Classroom (FF)	$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
22190	WE	Apr27	Jun15	6:30-9:30	8	Classroom (SC)	$199.92

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: ce.mohawkcollege.ca/welderoperator

Admission Requirements

- Average mechanical aptitude required.
- Assessment takes place during the first course (WELDRE234) to determine which level of the program is appropriate for each student.
- 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.

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
22178	TU	Apr12	Jun14	6:30-9:30	13	Classroom (SC)	$324.87

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
22180	MO/WE	Apr18	Jul18	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
22192	MO/WE	Apr18	Jul18	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
22194	MO/WE	Apr18	Jul18	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
22179	MO/WE	Apr18	Jul18	6:30-9:30	26	Classroom (SC)	$676.66

OTHER COURSES

Automotive

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/automotive

Transmission and Driveline MOTP10083

Study the fundamentals of a variety of vehicle transmission systems, typical designs, and important components. Topics also include transmission control units, the product development process, manufacturing technology of vehicle transmissions and reliability and testing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22206	TH	Apr21	Jul7	6:30-9:30	12	Classroom (FF)	$299.88

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
21132		May10	Aug16			OntarioLearn	$313.10

Building and Construction Sciences

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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. NOTE: 14 blended hours (1 per week).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22169	TU	May10	Aug9	6:00-9:00	14	Blended (FF)	$453.06

Applied Mechanics PHYSEA201

Study forces, vectors, scalars, resultants and equilibrants, equilibrium conditions, analysis of trusses, shear and bending moment diagrams for simple conditions and section properties. NOTE: No Class on July 7th.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22170	TU/TH	May10	Jul12	6:30-9:30	18	Classroom (FF)	$453.06

BCIN Preparation - General Legal NEW! BLDG10111

Gain basic knowledge of current Ontario Building Code and prepare to write the legal qualification exam offered by the Ministry of Municipal Affairs and Housing. Specifically legal processes for building officials and designers. Covers: rules, qualifications, and registration steps applicable to building; resolving any conflict or dispute pertaining to the act; offences, liability, and immunity; uses and renovations; and Division B compliance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22594	TU	May10	Jul26	6:30-9:30	12	Classroom (FF)	$599.00

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
21281		May10	Aug16			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
21518		May10	Aug16			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
21276		May10	Aug16			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
21102		May10	Aug16			OntarioLearn	$381.23

Construction Job Site Management BLDG10090

Develop skills in jobsite administration and documentation, layout, set up, surveying, supervision, and safety. Contract types and the Construction Lien Act will be discussed along with a review of the programs that are available to help in managing the jobsite. Prerequisite: BLDG10085. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21101		May10	Aug16			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
21280		May10	Aug16			OntarioLearn	$328.24

Online Course?

Book your exam early!

For instructions visit
ce.mohawkcollege.ca/exams

Surveying, An Introduction — SURV10001

Learn basic surveying principles. Deals with theory, application and care of the level, chain and total station. Note: requires a preceptor for equipment use and set-up (approx. 24 hours of lab work). Preceptors are typically from an engineering, surveying, or construction firm. Equivalent to: SURVEA141, SURV10000, SURVCN350. 64 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21197		May10	Aug16			OntarioLearn	$548.63

Transportation Design 1 — TRANTR462

Introduces the procedures in the planning and design of streets and highways for urban and rural design standards.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22171	WE	May11	Aug10	6:00-10:00	14	Classroom (FF)	$453.06

Transportation Technology — TRANEA105

Examine the essentials of transportation, and the role of the transportation network in rural and urban environments. Intended for those interested in Urban Planning, Civil Engineering, Architectural, and Transportation Engineering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22172	MO	May9	Aug22	6:00-9:00	14	Classroom (FF)	$349.86

CNC

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca

CNC Operator — MACH10059

Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22458	TU	Apr19	Jun21	6:00-10:00	10	Classroom (SC)	$333.20

Electrotechnology

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca

Introduction to Robotics Automation 101 — 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
22357	TU	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	$409.88

Environmental

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/environmental

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
21493		May10	Aug16			OntarioLearn	$426.65

Environmental Laws and Regulations — ENVR10059

Gain the skills and practical knowledge needed 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
21611		May10	Aug16			OntarioLearn	$403.94

Foundations of Sustainability — 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 reflective skills and practices as you explore a variety of topics. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21608		May10	Aug16			OntarioLearn	$426.65

Theories and Methods in Sustainability Education — 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 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21610		May10	Aug16			OntarioLearn	$426.65

Wastewater Operator-in-training Certification Preparation — 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
21195		May10	Aug16			OntarioLearn	$522.95

Wastewater Treatment Certificate Level I and II — **ENVR10062**

Introduces water treatment and presents basic knowledge and practices, theories, and application relevant to wastewater flows and characteristics, basic treatment processes, and plant operations. Related concepts in chemistry, math, hydraulics, equipment, safety legislation are reinforced. Prerequisite: ENVR10045 or successful completion of Ministry OIT certification exam. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21686		May10	Aug16			OntarioLearn	$522.95

Drinking Water Operator-In-Training Certification — **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
21196		May10	Aug16			OntarioLearn	$522.95

Water Treatment Certificate Level I and II — **ENVR10061**

Review the material related to basic sciences, math, hydraulics and support systems studied in earlier courses. After review, you are presented with knowledge, practices, theories and applications relevant to sources of water supply, treatment processes, quality parameters and plant operations. Prerequisite: ENVR10044 or successful completion of Ministry OIT certification exam. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21687		May10	Aug16			OntarioLearn	$522.95

Occupational Health and Safety

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

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
21503		May10	Aug16			OntarioLearn	$313.10

Quality Assurance

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca

Fundamentals of Quality Assurance — 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
21624		May10	Aug16			OntarioLearn	$381.23

Quality Management System Process Auditing — 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
21625		May10	Aug16			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
21240		May10	Aug16			OntarioLearn	$464.27

Welding

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/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 and 1/4+ plate metal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22198	SA	Apr23	Jul30	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
22197	SA	Apr23	Jul30	8:00-12:00	14	Classroom (SC)	$509.06

Welding Skills Practice Sessions — WELD10071

Attend a 3 hour session for practicing welding skills - from stick welding to advanced pipe welding. Instructor is on site, however, these are non-instructional practice sessions for experienced welders only. Students are responsible for all PPE including safety boots, safety glasses and gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22574	WE	Apr20	Apr20	6:30-9:30	1	Classroom (SC)	$84.83
22528	WE	Apr27	Apr27	6:30-9:30	1	Classroom (SC)	$84.83
22529	WE	May4	May4	6:30-9:30	1	Classroom (SC)	$84.83
22534	WE	May11	May11	6:30-9:30	1	Classroom (SC)	$84.83
22535	WE	May18	May18	6:30-9:30	1	Classroom (SC)	$84.83
22564	WE	May25	May25	6:30-9:30	1	Classroom (SC)	$84.83
22563	WE	Jun1	Jun1	6:30-9:30	1	Classroom (SC)	$84.83
22565	WE	Jun8	Jun8	6:30-9:30	1	Classroom (SC)	$84.83
22566	WE	Jun15	Jun15	6:30-9:30	1	Classroom (SC)	$84.83
22571	WE	Jun22	Jun22	6:30-9:30	1	Classroom (SC)	$84.83
22575	WE	Jul6	Jul6	6:30-9:30	1	Classroom (SC)	$84.83
22581	WE	Jul13	Jul13	6:30-9:30	1	Classroom (SC)	$84.83

Woodworking

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/woodworking

CSA Approved Safety shoes/boots and Safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

Hand Tool Techniques — BLDGTZ030

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22293	MO	Apr18	Jul4	6:30-9:30	12	Classroom (SC)	$299.88

Woodworking for Women (Men Welcome) — 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: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22173	MO	Apr18	Jul4	6:30-9:30	12	Classroom (SC)	$299.88

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
22284	TH	Apr21	Jun30	6:30-9:30	12	Classroom (SC)	$299.88

Woodworking Level 2 — BLDGTZ071

Further develop cabinet making skills by producing a fine hall or 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
22289	TU	Apr26	Jul5	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
22291	WE	Apr20	Jun29	6:30-9:30	12	Classroom (SC)	$299.88

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. 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
parking.mcmaster.ca

Paid parking is in effect at all campus locations. Continuing Education students taking courses at Fennell Campus or Stoney Creek Campus will receive a parking pass on their Acknowledgement of Registration in the form of a 'transportation fee'. If the course you are taking does not have a transportation fee, you will be required to pay for parking. Single day/evening parking is available at payment machines in designated lots.

Parking at IAHS is provided by McMaster University Security and Parking Services. Visit Parking Services at the E.T. Clarke Centre (Room 102) or parking.mcmaster.ca for more information.

Accessible Parking

Individuals requiring long-term accessible parking arrangements can contact the Parking Office at Fennell Campus. Please provide a copy of a valid government issued accessible permit. For temporary accessible parking or for more information, please contact Accessible Learning Services at 905-575-2211.

Staff members who require accessible parking arrangements must contact the Parking Office and provide HR/Staffing Services with the appropriate documentation.

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, 1-844-767-6871
IAHS at McMaster: Room 121, 905-575-1212 ext. 6352
Stoney Creek: Room A111, 905-575-1212 ext. 5000

Student Success Advisor

www.mohawkcollege.ca/ssa

As part of our commitment to student success, CE students have access to a Student Success Advisor. Your SSA can help you with academic and program advising, student support services, and more!

For more information see page 41 or visit the website.

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, 905-575-1212 ext. 6107
Stoney Creek: Room A118, 905-575-1212 ext. 5401

Campus Stores

mohawk.bookware3000.ca

Stores are located at the Fennell (books in room C068, supplies and general merchandise in room C104) and Stoney Creek campuses 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

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/studentservices/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

To be considered for Continuing Education awards, complete the CE-FNAP on the Financial Assistance website. Awards are determined by student eligibility and available funding per academic semester.

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 $1000 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rpnao.org for information and application forms.

financialassistance@mohawkcollege.ca
1-844-767-6871

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 (Mohawk Academic Upgrading, GED), 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.

How do I access MOCOmotion?
Your username and password can be found 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 1-844-767-6871.

How does online learning work?
Visit ce.mohawkcollege.ca/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 you cannot start late or finish early.

How do I login to eLearn?
Visit ce.mohawkcollege.ca/elearn for step-by-step instructions.

How do I login to OntarioLearn?
Visit ce.mohawkcollege.ca/get-started for step-by-step instructions.

Can I audit a course?
Only under special circumstances. You must have approval from the Dean of Continuing Education prior to registering. You will not receive a grade/credit and regular fees will apply. Email ceweb@mohawkcollege.ca to seek approval.

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?
If you are not a permanent resident of Canada you may require permission from Citizenship and Immigration Canada to study at Mohawk College. Visit International Student Services (The Square, Room C102, Fennell Campus) for more information prior to registering for Continuing Education courses. Students living outside of Canada, who are registering for online courses, do not need approval but must register by fax or mail. International fees will apply in all cases. Visit www.mohawkcollege.ca/international for more information.

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?
Login to your MOCOmotion account, My Student Account tab, scroll down to My Grades and click on My Final Grades. It may take two to six weeks after the end date of your course for grades to be entered.

I lost my Certificate/Diploma - can I get a replacement?
Visit www.mohawkcollege.ca/studentservices/recordsregistration.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. In MOCOmotion, My Student Account tab, 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 1-844-767-6871.

The weather is bad - is Mohawk College open?
Visit www.mohawkcollege.ca/closure.html or call 905-575-2444. You can 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 1-844-767-6871 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.

I have a disability. Can I access supports?
A full range of services is available for CE students who have, or suspect they have, a disability. Email accessiblelearningservices@mohawkcollege.ca or visit Room C102 (Fennell), Room 133 (IAHS), Room A118 (Stoney Creek). We can be reached by phone at 905-575-2211 (Fennell), 905-575-1212 ext. 6107 (IAHS) or 905-575-1212 ext. 5401 (Stoney Creek).

ask MOHAWK

You ask. We answer.

Ask your question on our 24/7 online answering service at **mohawkcollege.ca/ask**

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.

Index

8th Fire: The Relationship Between Natives and Newcomer (E)....42

A

A+ Essentials - Operation System Software....77
A+ Essentials-Hardware....77
Aboriginal Education & Student Services...134
Abuse and Family Violence....37
AC - Communications, Part B....46
Academic and Career Entrance (ACE)....37
Academic Upgrading Programs....37
Access Core....71
Access Expert....71
Accessible Learning Services....134,135
Accounting....17,24,32-34
Accounting Introductory....18
AccPac Sage 300 ERP Accounts Payable..24
AccPac Sage 300 ERP Accounts Receivable and Payroll....24
AccPac Sage 300 ERP General Ledger....24
ACE Apprenticeship Math....37
ACE Biology....37
ACE Business Mathematics....37
ACE Chemistry....37
ACE Communications....37
ACE Computers....37
ACE Core Math....37
ACE Physics....37
ACE Self Management and Self Direction...37
ACE Technology Math....38
ACHIEVE: Therapeutic Adventure Programming (E)....67
Acknowledgement Form....133
ACMO....20
Acquisitions....61
Acting for Beginners....83
Acting for Film and TV....83
Acting Three The Feedback Show....83
Active Records Management....63
Active Transportation....130
Adaptive Computer Technology in Education....56,64
Addictions and Mental Health....48
Addictions/Concurrent Disorders....48
Administration and Supervision in ECE....54
Administration of Medication for Nurses...109
Admission Requirements....135
Adobe Illustrator....75
Adobe InDesign Basics....75
Adolescence: Treatment Approaches & Issues....50
Adult Education....66
Adult Learning....65
Adults With Learning Disabilities....66
Advanced Accounting....33
Advanced AutoCAD....70
Advanced Breastfeeding Practice....91
Advanced Footcare for RNs and RPNs....107
Advanced Neonatal Nursing Clinical Experience....103
Advanced Therapeutic Programming....50
Advanced Welding....132
Advancements in the Mental Health System....104
Advocacy In The School And Community....55
Aesthetics Body Massage and Treatments....79
Aesthetics Certificate (026)....78,79
Aesthetics Skin Care....79
Aging....96,108
Air Brake Training....119
Air Conditioning and Heat Pumps Inspection....124
Algebra....116
Alumni....50
American Sign Language....38,46
Anaesthesia, Assessment & Critical Care..99
Analytical Techniques 5 L and T....93
Analytics and Big Data....76
Android Application Development....75
Anger Management (E)....42
Animal Husbandry....30,31
Annuals, Perennials, Bulbs....112
Anthropology (E)....42
APICS - The Association for Operations Management....17
APICS Basics Of Supply Chain Management....17
APICS Detailed Scheduling and Planning..17
APICS Principles of Operation Planning....17
Applied Accounting Bookkeeping....17
Applied Behaviour Analysis....49
Applied Cosmetics Certificate (830)....78,79
Applied Marketing Research....27
Applied Mechanics....130
Applied Suicide Intervention Skills Training....67
Archives....63
ArcView....123
Arrhythmia Interpretation....109
Art Concepts and Theories, Philosophy of...44
Art Through the Ages (E)....42
ASIST: Applied Suicide Intervention Skills Training....67
Assessment And Evaluation....66
Assessment And Interpretation Of Results..93
Astronomy (E)....42
Audit a course....135
Auditing....33
Autism - Introduction to Autism Spectrum Disorder (ASD)....48
Autism and Behavioural Science Certificate (164)....48
Autism and Behavioural Science Field Seminar....49
Autism Spectrum Disorder- Assisting Student Development....56,64
AutoCAD....70
AutoCAD - Advanced....70
AutoCAD - Customization....70
AutoCAD - Introduction....70
AutoCAD Design Certificate (191)....70
AutoDESK Inventor....70
Automotive....130

B

Back on Track....117
Bartending....114
Basic Animal Husbandry....30
Basic Blood Collection....109
Basic Drafting....113
Basic Electrical....112
Basic Footcare for RNs and RPNs....107
Basic Maintenance....112
Basic Plumbing....112
Basic Sewing....85
Basic Theory....89
Basic Veterinary Pharmacology....31
Basic Word Applications....23,29
BCIN Preparation - General Legal....130
Beauty Buzz....78
Behaviour and Mental Health Exceptionalities....56
Behaviour Management Systems....67
Behavioural Skill Building....48
Bench Building....112
Benefits Administration....35
Blended Learning....2
Blood Collection....109
Blueprint Reading Welding....129
Blueprints....130
Boating....130
Bookkeeping....17
Bookstore....2,134
Breastfeeding Basics....91
Breastfeeding Clinical Experience....91
Breastfeeding Management....91
Breastfeeding Program....91
Bridging for Internationally Educated Nurses Certificate (189)....91
Bridging for Medical Laboratory Technology Diploma (170)....92
Broker Operations....23
Build a Bench....112
Building and Construction Sciences....130
Building and Maintaining Customer Relationships....31
Building Environmental Systems Certificate (090)....119
Bulbs....112
Business....34
Business (Post-Secondary)....32
Business Analysis Introduction....33
Business and Marketing for the Cosmetic Industry....79
Business Case Development....33
Business Computer Applications Certificate (915)....70
Business Finance....32,33
Business Fundamentals in Industrial Distribution....22
Business Law Introductory....18
Business Mathematics Of Finance....32
Business of Tomorrow....27
Business Plan, Writing a....38
Business Report Writing....46
Business Research and Writing Skills....30
Business Skills....33
Business Statistics 2....32
Business Studies Certificate (068)....18
Business Writing Skills....38
Business Writing Strategies....33
Buy the Book....2,134
By-Law Enforcement....68

C

C of Q Instrumentation 447A....119
C Programming....76
C# Programming....75
C.P.R. 'C'/AED Recertification - Health Care Provider Level....109
C.P.R.'C'/AED - Health Care Provider Level....109
Cake Decorating....110
Calculus....116
Campus Stores....2,134
Campuses....2
Canadian Criminal Justice System (E)....58
Canadian History....42
Canadian Institute of Bookkeeping....19
Canadian Institute of Management....19
Canadian Institute for Non-Destructive Evaluation....128
Canadian Literature (E)....42
Canadian Politics (E)....42
Cancellations....133
Capstone Course, Skills Integration....40
Career Consultant Certificate (076)....49
Career Development Resources....50
Case Management and Documentation....64
Case Studies, Exam Preparation....93
Ceramics - Advanced....86
Ceramics - Foundation....86
Ceramics - Intermediate....86
Ceramics Glaze Theory....87
Ceramics Master Class....87
Certificate of Qualification Examination Preparation....119
CFC/HCFC/HFC Control....119,124
CFC/ODP Training....119
Chalk Style Furniture Painting....115
Character Development....41
Chemistry....45
Chemistry, MLAR Mod 5 - Basic Techniques In....97
Child & Youth Care Diploma (612)....50
Child And Youth Care Practice....51
Child Development & Behaviour....54
Children with Special Needs....54
Children's Literature (E)....43
Children's Mental Health....51
Children's Services And Issues....61
Chinese Brush Painting....87
CINDE....128
Cisco Certified Network Associate....75
Cisco Certified Network Associate 1 - Networking Fundamentals....75
Cisco Certified Network Associate 2 - Intro to Routing....75
Cisco Certified Network Associate 3 - Routing and Switching....75
Cisco Certified Network Associate 4 - Wide Area Networking....75
CKE....35
Classroom Skills....56
Classrooms....2
Clinical Experience....93,98
Clinical Experience Medical Device Reprocessing....96
Clinical Field Placement With Clients....107
CNC....131
CNC Operator....131
CNC Programming - Basic....76
CNC Programming Certificate (070)....119
Coaching And Developing People....27
Co-dependency as an Addiction (E)....52
Cognitive Development, Trauma and Loss - Child Health Focus....52
Collective Bargaining....23
Colour Theory For Fashion....81
Colour Theory For Fashion And MakeUp CoOrdination....80,82
Communicable Disease Screening....134
Communication....46
Communication And Informed Decision Making....99
Communication and Interpersonal Skills in Dementia Care....94,107
Communication D....46
Communication/Professional Practices....125
Communications....46
Communications (LDS)....25
Communications And Psychosocial Issues In Oncology....98
Communications/Reporting....67
Community-Based Field Experience....96,108
Community Employment Services....1
Compensation and Benefits....21
Competence in the French Language Certificate (829)....38
Comprehending Medical Terms and Diagnoses....31
Comprehensive Knowledge Exam Preparation....35
Computer Basics with Windows 7, Word and Excel....29,71
Computer Hardware and Software....72,74
Computer Science - Level 1 Certificate (892)....71
Computer Science - Software Engineering Specialist Certificate (893)....72
Computer Skills....75
Computer Skills For College....76
Computer Skills for Small Business....30
Computer Studies....76
Computer Workshops....77
Computers 1....62
Concurrent Disorders....48
Condominium Administration & Human Relations....20
Condominium Law....20
Condominium Management (ACMO) Certificate (912)....20
Consecutive Interpreting....40
Construction Blueprints and Methods....130
Construction Contract Bid Management..130
Construction Contracts and Documents...130
Construction Estimating Certificate (867)...120
Construction Job Site Management....130
Construction Planning and Scheduling....130
Construction Practice Advanced....129
Construction Practice-Basic....129
Consumer Behaviour....34
Contemporary Social Problems-Police Foundations....53
Continuous Improvement Process....27
Contract Bid Management....130
Convocation....133
Cooking Fundamentals....111
Cooking Fundamentals - The Next Step..111
CoOrdinating Resources....55
Coping with Death: Counselling, Support and Alternative Therapies....62
Copyright Introduction....46
Corporate Policies & Procedures....133
Corporate Practice and Procedure....25
Correctional Practices....58
Cosmetics....79
Cosmetology 1....80
Cost Accounting....32
Cost and Managerial Accounting....32
Cost Estimating....120
Cost Management....19
Counselling Services....134
Counselling Techniques Certificate (802)...52
Course Audits....135
Course Cancellations....133
Court Clerk Criminal OCJ....26,66
Court Reporter/Monitor I....67
Court Reporting....66
CPR and First Aid Certification....109
Crafts, History Of....88
Creating a Corporate Service Culture....34
Creative and Critical Thinking LDS....25
Creative Design Presentations....113
Creative Writing....41
Creative Writing II Short Fiction....41
Credentials....133
Criminal And Civil Law....67
Criminal Code....67
Criminal Law - Legal Administration....26
Criminal Profiling Introduction....68
Criminal Psychology - Psychopathic Minds (E)....52
Criminal Psychology 2 - Criminal Minds (E)....53
Criminal Psychology and Behaviour....52
Criminology....58
Crisis Intervention....65
Critical and Innovative Thinking (E)....46
Critical Care 6 Gastrointestinal and Genitourinary....101
Critical Care Module 2 - Respiratory....101
Critical Care Module 2 (Respiratory) - Clinical....101
Critical Care Module 3 (Cardiovascular) - Clinical....101
Critical Care Module 3 Cardiovascular Nursing....101

Critical Care Module 5 (Neurosciences) - Clinical....101
Critical Care Module 5 Neurosciences....101
Critical Care Module 6 (GI/GU) - Clinical..101
CSCT Exam Preparation....109
Culinary Skills - Introduction....111
Cults and Terrorism (E)....53
Cultural Diversity....56
Cultural Studies....59
Curriculum Development....66
Customer Service and Ethics....34
Customer Service and Sales in Industrial Distribution....22

D

Database Design For Information Workers....61
Deciduous Shrubs....112
Delivery methods....2
Dementia Clinical/Placement....94
Dementia Studies - Multidiscipline Certificate (142)....93
Design and Colour....87
Design Basics....75
Design Principles....113
Designing With Exotics....81
Developing Effective Teams....27
Developmental Psychology (E)....42,52
Diabetes....94
Diabetes Care - Basic....94
Diabetes Education Certificate (928)....94
Diabetes Field Placement 1....95
Differential Calculus....116
Digital Cameras-How To Use Yours Effectively....89
Digital Imaging/Photoshop....84
Digital Media in Libraries....59
Digital Photography 1....84
Digital Systems....72
Digital Transcription....28,29
Disability Management - Return to Work Coordinator Certificate (038)....95
Disability supports....135
Discovering Tea....115
Discrete Math & Statistics....117
Dispute Resolution....35
Dispute Resolution Services - Student Rights & Responsibilities....134
Diversity and First Nations....53
Diversity and Intercultural Relations....53
Domestic and Workplace Violence (E)....53
Donor Relationships in Fundraising....58
Drafting....113
Drawing....87
Drawing Pencils Coloured....87
Drawing Realistic Subjects in Pencil....87
Dreamweaver....74
Dressmaking....80
Dressmaking Certificate (819)....80
Drinking Water Operator-In-Training Certification....131

E

Ear Training 1 Solfege....82
Early Childhood Education - Leadership and Administration Certificate (932)....55
Early Childhood Education Diploma (213)...53
Early Childhood Education Field Placement 1....54
Early Childhood Education Resource Consulting Certificate (956)....55
Early Intervention....55
Easy Flower Arranging....88
ECE Curriculum....54
ECE Leadership Development....55
Educational Support Diploma (747)....56
Effective Supervision-Human Relations....34
eLearn....2,135
Electrical....112,119
Electrical Engineering Technician to Technologist Transfer....120
Electrical Fundamentals Certificate (063)..120
Electrical Inspection....124
Electrical Rotating Machines....76
Electricity 1....72
Electricity 1 - Residential....120,124
Electronic Fundamentals Certificate (886)....121
Electronic Navigation for Boaters....130
Electronic Publishing and Emerging Library Technologies....60
Electrotechnology....131
Employment Law....22
Employment Law (LDS)....25
Engineering Applications....77
Engineering Mathematics....116
English 1....46
English as a Second Language....36
Entrepreneurship Fundamentals....33
Environment Management....131
Environment Project Management....121
Environmental....131
Environmental Citizenship (E)....42
Environmental Engineering Certificate (083)....121
Environmental Laws and Regulations....131
Environmental Science....121
Ergonomics....127
Ergonomics and Disability Management for Occupational Health Nursing....102
Essentials In Health Records Management....35
Essentials of Canadian History (E)....42
Ethical Reasoning, Principles of....68
Ethics and Professionalism....49
Exams, Online Learning....2
Excel and PowerPoint Concepts....29
Excel Core....71
Excel Expert....71
Excel Linking Multiple Worksheets & Workbooks....77
Excel Pivottables and Outlines....77
Excel Working with Formulas....77
Exceptionalities....56
Exemptions....135
Exploring Dementia Care....94,107
Exterior Inspection....124
Extinguishing Systems....121

F

Fabric For Interiors....113
Family Dynamics....54
Family Law Practice and Procedure....26
FAQ....135
Fashion Design Certificate (804)....80
Fashion Photography....84
Fees....133
Field Placement....49,51,65
Field Placement & Seminar....55
Field Placement Prep....54
Field Practicum....55,99
Field Work....61
Figure Drawing....89
Finance (LDS)....25
Finance And Accounting....21
Financial Assistance....134
Financial Concepts for Office Administration....29
Financial Crimes Investigation....68
Financial Environment....20
Financial Interpretation and Analysis....26
Financial Management (Retirement Communities/Long Term Care)....63
Financial Management, Personal....34
Financial Planning Certificate (185)....20
Financial Planning For Condominium Managers....20
Fire Protection....121,127
Fire Safety 5-Special Extinguishing Systems....121
Fire Safety 6 Processes and Protection...121
Fire Safety Certificate (853)....121
Fire Safety Inspections....121
First Aid....109
First Responders Basic American Sign Language....46
Fish and Seafood....111
Fitness Leadership (YWCA)....57
Fitness Theory....57
FLASH - an Introduction....74
Floral Techniques - Basic Certificate (805)..81
Floral Tributes....81
Floral Workshops....88
Fluid Power Certificate (847)....122
Food and Drink Workshops....115
Food Nutrition & Hospitality Management for Retirement....63
Food Photography....84
Food Services Certificate (816)....95
Food Services Fieldwork Requirement....95
Footcare Field Practicum....107
Footcare for RNs and RPNs....107
Forensic Accounting....34
Fossils....44
Foundations of Education....56
Foundations of Sustainability....131
Framing Techniques....129
Francais....39
Fraud Examinations 1....68
Fraud Investigation....68
French....38,39
French Farm House Cookery....111
Frequently Asked Questions....135
From Bush to Cup - Tea 105....115
Fuel Certification Challenge Examinations....122
Fuel Technician Certification....122
Fundamentals of Correctional Practices....58
Fundamentals Of Horticulture....112
Fundamentals of Quality Assurance....132
Fundamentals of UNIX....77
Fundraising....58,59
Fundraising as Management Process....58
Funds Of The Occupational Health & Safety Law....127
Furniture Painting, Chalk Style....115

G

Gardening Workshops....115
Gas Metal Arc Welding....129
Gas Technician Review....123
GED....37
General Education / Social Sciences....42
General Education Courses....42,133
General Health Sciences....109
General Insurance Essentials....23
Generic Business Plan....30
Generic Computer Training....77
Geographic Information Systems....123
Geographic Information Systems Certificate (079)....123
Geography of Planet Earth (E)....43
Geological Disasters (E)....43
Geology:An Overview of Planet Earth (E)..43
Gerontology - Multidiscipline Certificate (037)....95
GIS Software - ArcView....123
Global Business Environment....34
Global Logistics....34
Global Positioning Systems....123
Grades....135
Grading and Evaluation....133
Graduation....133
Grammar For Writing Professionals....41
Grievances, Arbitration and Contract Administration....22
Group Dynamics....51
Growing Up Digital-Living and Working In Canada (E)....43
Guitar 1....82
Guitar for Beginners....89
Guitar Song Book....89
Guitar-Adult Class 3....89

H

Haematology, MLAR Mod 4 - Basic Techniques In....97
Hand Tool Techniques....132
Health and Safety Legislation Module 3...102
Health and Safety Management Module 4....102
Health Assessment....102,109
Health Care & Pharmacology For Child & Youth Wrker....51
Health Challenges....105
Health in the Workplace....102
Health Office Foundations....35
Health Records Managements....35
Health Sciences....109
Healthy Adult Aging....63
Heating Inspection....124
Heating, Refrigeration and Air Conditioning Technician Certificate (855)....123
Histology/Cytology, MLAR Mod 7....97
History....42
History Of Crafts....88
History of Photography....84
Hockey Hall of Fame Presents (E)....43
Holistic Plant Health Care and Integrated Pest Management....114
Holistic Studies - Introduction....59
Home Inspection Certificate (171)....124
Home Renovation....115
Home Renovation For Women (Men Welcome)....11
Horticulture....112
Horticulture - Plant Identification Certificate (846)....112
How to Start a Small Business....34,81
HR and Labour Relations in Retirement Communities Management....63
HTML Intermediate....75
HTML Introduction....75
Human Anatomy and Physiology....109
Human Machine Interfacing Certificate (182)....125
Human Relations (LDS)....25
Human Relations and Supervision....61
Human Resource Management Studies....21,26
Human Resources....35
Human Resources Certificate (825)....21
Human Resources Planning and Staffing..21
Human Services....67
Hydraulics 2....122

I

I Write The Songs (E)....43
Illustrator....75
Important Information....133
Inclement Weather....135
Income Tax Receipt (T2202A)....135
Independent Study In Psychosocial Rehabilitation....100
InDesign....75
Indexing and Subject Analysis....61
Individual Study....96
Industrial Distribution Leadership Certificate (924)....22
Industrial Drives 2....125
Industrial Drives Certificate (202)....125
Industrial Engineering - Level 1 Certificate (868)....125
Industrial Hygiene....127
Industrial Lubrication Certificate (064)....126
Industrial Relations (E)....21,22
Industrial Relations Certificate (824)....22
Information Technology for Library Technicians....60
Inspection And Testing....128
Institute of Law Clerks of Ontario....23
Institutional-Based Field Experience...96,108
Instructional Techniques....66
Instructional Technology In Adult Education....66
Instrumentation....126
Instrumentation 3 For Tradesmen....126
Insurance - Technical Services Certificate (227)....23
Insurance Essentials....23
Insurance Reimbursement for Massage Therapists....67
Integrated Accounting Certificate (099)....24
Integrated Marketing Communication 1....34
Intercultural Communication (E)....53
Interior Decorating Certificate (178)....113
Interior/Insulation Inspection....124
Intermediate Accounting....34
Intermediate Welding....132
International Students....135
Internet Mapping....123
Internet Technologies....72,74
Interpersonal Communication Skills....29
Interventions Supporting Recovery....105
Interviewing Skills....51
Intro To Small Business And Entrepreneurship....30
Intro to Social Service Worker....65
Introduction to Applied Behaviour Analysis....49
Introduction to Business....34
Introduction to C# Programming....75
Introduction To Child And Youth Care Practice....51
Introduction To Children's Literature (E)....43
Introduction to Computers 1....62
Introduction to Concurrent Disorders....48
Introduction To Condominium Law....20
Introduction To Cost Estimating....120
Introduction To Digital Imaging/Photoshop...84
Introduction to Early Intervention....55
Introduction to Ergonomics....127
Introduction to Excel....77
Introduction to Fundraising....59
Introduction To Geographic Information Systems....123
Introduction to Geology:An Overview of Planet Earth (E)....43
Introduction To Group Dynamics....51
Introduction To Industrial Relations (E)..21,22
Introduction to Intercultural Communication (E)....53
Introduction To Legal Office Practice And Procedures....25
Introduction to Libraries and the Information Industry....60
Introduction To Macroeconomics....18
Introduction to Metadata & Metadata Applications....61
Introduction to Molecular Techniques....93
Introduction To Oncology Nursing....98
Introduction To Palliative Care....99

Introduction to Patient Education....94
Introduction to Perinatal Nursing 103,106
Introduction to Philosophy (E)....43
Introduction To Photoshop....76
Introduction to Project Management....35
Introduction to Racism and Discrimination (E)....53
Introduction to Robotics Automation 101..131
Introduction to Science (E) 43
Introduction to Spoken Language Interpreting....40
Introduction to Sustainable Development (E)....43
Introduction To Systems Analysis And Design....72
Introduction to Tea - Tea 101 115
Introduction To The Study Of Aging....96,108
Introduction to Toxicology 127
Introduction To Transfusion Medicine....97
Introductory Module 1....101
Introductory Psychology (E)....43,52
Introspective Practice....105
Investigation and Evidence....67
Investment Planning 20
Issues And Ethics In Counselling 52
Issues In ECE 54
Italian for Beginners....45

J

Java - Intermediate....75
Java - Introduction 75
Java Advanced....76
Java Programming....71,72
JavaScript 75
Jewellery 88

K

Keyboarding, Medical 35
Kitchens....112

L

La Pratique du Francais....39
Laboratory Basics Workshop....98
Laboratory Basics, MLAR Mod 2....97
Landlord & Tenant Law....26
Landscape Design Certificate (080)....113
Landscape Design II....114
Language Instruction for Newcomers to Canada....36
Language Interpreter Training Program 40
Languages 45
Law Clerk....23
Leadership and Effective Communication in Industrial Distribution....22
Leadership Development Series Certificate (949)....24
Leadership in a Team Environment....34
Leading Responsibly (LDS)....25
Leading Teams (LDS)....25
Learning from Death and Dying....62
Learning Strategies (E)....57,64
Learning, Thinking and Problem Solving (E)....43
Legal And Ethical Issues Related To Aging....96,108
Legal Office Practice And Procedures....25
Legal Skills....25
Legal Terminology....25
Legislation: Policies & Procedures 51
Level 1: Breastfeeding Basics 91
Level 2: Breastfeeding Management....91
Level 3: Advanced Breastfeeding Practice ..91
Libraries and Digital Technologies Certificate (965)....59
Libraries and the Information Industry....60
Library 134
Library and Information Technician Diploma (800)....60
Library Classification....61
Library Financial Management and Budgeting....61
Library Programming, Marketing and Advocacy....61
Life and Death Issues of Financial Planning 20
Lightroom 84
LINC 36
Linear Systems 77
Literature, Understanding (E) 45
Litigation Practice and Procedure 1....26
Living with Diabetes....94
Living Wreath 88
Locations....2

M

Machine Shop....126
Machine Tool Operator Certificate (848)...126
Macroeconomics....18
Macroeconomics (E)....33
Maintenance, Basic....112
Major Malignancies....98
Make Up Paramedical and Camouflage Therapy....82
MakeUp Artistry....80,82
Make-Up Artistry Certificate (056) 81
MakeUp Bridal Black and White and Creative....82
MakeUp Portfolio Development....82
Management Information Systems....33
Management Labour Concerns in Occupational Health and Safety....132
Management Of Human Resources....125
Management Of Wounds....107
Management Operations....18
Management Principles....18
Management Studies Certificate (827)....26
Managerial Accounting 32
Managing Change (LDS)....25
Managing Conflict 67
Managing The Small Business 30
Manicure Pedicure care and Techniques ...83
Manufacturing Leadership Certificate (055)....27
Marketing 34
Marketing Advanced 18
Marketing Digitally....27
Marketing Essentials....27
Marketing Plan, Writing a....38
Marketing Principles....18,27
Marketing Research....27
Massage Therapists, Insurance Reimbursement for 67
Material Estimating and Methods 130
Math 116,117
Mathematics....33,57,116,117
Mathematics 1 - General Arts And Science.... 116,117
Mathematics 2 For Construction Technician 116
Mathematics for Computer Studies 116
Mathematics Of Finance....117
MDR Principles and Practices 3....96
Mechanical Basic Algebra....116
Mechanical Design....127
Mechanical Intermediate Algebra 116
Mechanics....130
Medical Conditions for Medical Office Professionals....31
Medical Device Reprocessing Certificate (MDR) (927)....96
Medical Keyboarding 35
Medical Laboratory Technician Certificate (047)....97
Medical Laboratory Technology....109
Medical Office Procedures....35
Medical OHIP Billing 35
Medical Terminology 28
Medical Terminology II - Pronunciation....31
Medical Terms and Diagnoses 31
Medical Tests for Medical Office Staff....32
Medical Transcribing....28
Medical Transcription....28,35
Medical Transcription Certificate (172)....28
Medication for Nurses....109
Mental Health Aspects Of Aging....96,108
Mental Health System Advancements....104
Metadata & Metadata Applications....61
Meteorology (E)....43
Methods of Fundraising 59
Microbiology, MLAR Mod 6 - Basic Techniques In 97
Microcomputer Engineering Hardware Certificate (899)....72
Microcomputer Engineering Software Certificate (898)....73
Microeconomics (E)....33
Microeconomics Introductory....18
Microsoft Access....71
Microsoft Excel....29,71
Microsoft Office....76
Microsoft PowerPoint....29,71
Microsoft Publisher....71
Microsoft Windows....29,71
Microsoft Word....29,71
MicroStation 2D....73
MicroStation 3D Level 3....73
Minerals (E)....43
Mixology 114
MLAR Mod 2 - Laboratory Basics....97
MLAR Mod 4 - Basic Techniques In Haematology....97
MLAR Mod 5 - Basics Techniques In Chemistry....97
MLAR Mod 6 - Basic Techniques In Microbiology....97
MLAR Mod 7 Histology/Cytology....97
MOCOmotion 133,135
Model Office/Broker Operations 23
Molecular Techniques....93
Monologue Class....83
Mortgage Agent....34
Mourning, Grief and Bereavement 62
MS Access 71
MS Excel....29,71
MS Office 76
MS PowerPoint....29,71
MS Publisher....71
MS Windows....29,71
MS Word 29,71
Music....89
Music Certificate (809)....82
Music Theory....82,89
MySQL Databases....76
Myths And Legends (E) 43

N

Nail Technician Certificate (027)....78,83
Nature Photography....84
NDE Mathematics....116
Negotiations in Industrial Distribution 22
Neonatal Nursing 2 Advanced....103
Neonatal Nursing Clinical Experience....103
Neonatal Resuscitation-Provider Certification 103,106
Network Security and Management....73
Network Specialist Certificate (184) 73
Networking Fundamentals....75
New courses 5
Night Sky Photography....84
Nonviolent Crisis Intervention....67
Nursing....109
Nursing Care of Children with Altered Mental Function 105
Nursing Theory....92
Nutrition (E)....43
Nutrition in Food Service....95

O

Obstetrical Nursing Clinical Experience ...103
Occupation Specific Language Training....36
Occupational Health & Safety Law....127
Occupational Health and Safety....21,132
Occupational Health and Safety Management Certificate (060)....127
Occupational Health and Surveillance Module 2....102
Occupational Health Nursing Module 1....102
Occupational Health Nursing Project....102
Occupational Hygiene-Introduction 127
Oceanography (E)....43
Office 2010....76
Office 2013....76
Office Administration - General Certificate (380)....29
Office Skills 35
Office Technology And Procedures 35
Oncology Clinical Experience....98
Oncology Nursing 98
Oncology Nursing Certificate (883) 98
ONE Card....19
Online Learning....2,135
Online Searching 60
Ontario Metis (E)....44
OntarioLearn 2,135
Operating Room Lab Experience C 99
Operating Room Principles and Practices Theory 99
Operational Fundamentals in Industrial Distribution 22
Operational Overview in Long-term Care...63
Operationalizing Theory into Practice....105
Operations And Legal Issues....30
Operations Management 33
OR Laboratory Experience B....99
Oracle SOA (Service Oriented Architecture)....73
Organizational Behaviour and Administration (E)....21
Organizational Business Communication...46
OSLT 36

P

Painting 88
Painting and Decorating 112
Paleontology (Fossils) (E)....44
Palliative Care....99
Palliative Care - Multidiscipline Certificate (017)....98
Palliative Care for Personal Support Workers Certificate (941)....99
Parent and Staff Training 49
Parent Teacher Child Relationship 1 54
Parking 2,133,135
Parlons Avance 5....39
Parlons Francais 39
Patient Education....94
Pattern Design And Drafting Basic 80
Payroll Administration 19
Penology 58
Perennials 112
Performance Management (LDS) 25
Performing Arts Certificate (929) 83
Perinatal Nursing.... 103,106
Perioperative Nursing Certificate (943) 99
Personal And Interpersonal Dynamics 57
Personal Financial Management....34
Personal Success 20
Personality Psychology (E)....44
Personnel Research Techniques and HRIS....35
Petrology (Rocks) (E)....44
Pharmacology for the Medical Office 31
Philosophy (E)....43
Philosophy of Art Concepts and Theories (E) 44
Photography - Wedding 84
Photography Certificates - Applied (031) and Art (032) 84
Photography Workshops 89
Photography, History Of....84
Photoshop....76,84
Physical Building Management 20
Physics....45
Physiology Of Aging....96,108
Piano Beginners....82
Piano Song Book....89
Placement 1....57
Placement Preparation 57
Plant Layout And Material Handling 125
PLAR....135
PLC Programming 125,128
Plumbing 112
Plumbing Inspection....124
Poetry Writing....41
Police Foundations 67
Police Powers 1 68
Political Science & Public Administration (E)....44
Popular Culture and the Media (E)....44
Popular Music and Society (E) 44
Portraiture....84
Pottery....86,87
Power Systems....77
PowerPoint....29,71
Practicum 3....57
Practicum 4....57
Pratique du Francais....39
Pre-Apprenticeship Training Programs 125
Precious Metal Clay....88
Prep Science (Chemistry)....45
Prep Science (Physics)....45
Preparation, Consumption & Health - Tea 106....115
Preparatory Apprenticeship - Math....116
Preparatory Biology 97,109
Preparatory Chemistry (G.A.S.)....45
Preparatory Mathematics (Business) 116
Preparatory Mathematics (Technology)....116
Preparatory Sciences....45
Prerequisites 133
Prevention and Intervention Strategies - Child Mental Health....52
Principles of Ethical Reasoning 68
Principles of Purchasing 33
Prior Learning Assessment and Recognition 135
Private Investigator Training 68
Private Investigator-Licensing Requirements....68
Private Security - Licensing Requirements....68
Professional Bartending....114
Professional Development in Child and Youth Work....51
Professional Practice Acute....92
Professional Practice Consolidation....92
Professional Practice Labs 92

Professionalism in the Insurance Workplace 23
Programmable Logic Controllers Certificate (092)....128
Programming in C....76
Programming in Java....71,72
Project Management....35
Project Management (LDS)....25
Project Management Scheduling Software....35,120
Proposal, Writing a....38
Prose Styles....41
Provincial Offences....68
Pruning and Maintenance Of Shrubs And Trees....115
Psychiatric Disorders Common to Infant, Child and Adolescent....52
Psychology....42,52
Psychosocial Rehabilitation Certificate (016)....100
Psychosocial Rehabilitation Foundations....100
Public Transportation....2
Publisher Core....71
Purchasing, Principles of....33

Q

Qualified Administrative Assistant....29
Quality Assurance....132
Quality Assurance - Level 1 Certificate (858)....128
Quality Control And Quality Management....93
Quality Management System Process Auditing....132
Quantitative Methods....19
Quantity Food Preparation....95
QuickBooks....24

R

R.N. Operating Room Clinical....100
Race and Ethnic Dynamics (E)....44
Racism and Discrimination (E)....53
Raku....87
Real Estate Practice and Procedure....26
Receipt....133
Records and Information Management Certificate (810)....62
Records And Information Management Fundamentals....62
Recruitment And Selection....21
Reference Processes....60
Reference Services and Sources....60
Refunds....2,133
Registered Nurse - Critical Care Nursing Certificate (871)....100
Registered Nurse - First Assistant Certificate (921)....101
Registered Nurse - Occupational Health Nursing Certificate (875)....102
Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)....102
Registered Nurse Refresher Certificate (069)....104
Registered Nurse/Registered Practical Nurse - Pediatric Nursing....105
Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)....104
Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)....105
Registered Practical Nurse Refresher Certificate (884)....106
Registration Form....140
Religious beliefs, traditions and customs of death....62
Researching and Reporting-Lgs....19,46
Resident Centred Care....63
Residential Design & Construction Certificate (849)....129
Residential Drafting....129
Residential Plumbing Basics....129
Resource Description and Access....61
Retirement Communities....63
Retirement Planning And Case Studies....21
Risk Factors of Common Psychiatric Disorders....52
RNFA Theory 1....101
Robotics Automation 101....131
Rocks....33
Romance Writing....42
Roofing Inspection....124
Room Listings....2
Routing....75
RPN Maternal, Newborn and Family Care Clinical Experience....106

S

Safe and Secure Environments....58
Safety In An Educational Setting....57
Sage 300 ERP....24
Sage 50 Accounting....24
Sales and Marketing in Long Term Care Management....63
Sales Principles....27
School Based Support....64
Science (E)....43
Science Fiction (E)....44
Sciences....45
Sculpted Nail Enhancements....83
Seafood....111
Sector Specific Language And Health Culture III....93
Security and Investigation....68
Security Guard Training....68
Selling For Success....19
Seminar 1....65
Seminar 1 - Professionalism in Child and Youth Care....51
Seminar 2....65
Seminar 2 - Trends and Issues in Child and Youth Work....51
Seminar 3....65
Senior Citizens....135
Serger Know How....89
Serials....61
Server & Network Support Certificate (183)....74
Services....134
Setting Specific Interpreting....40
Sewing....85
Sewing - Introduction....85
Sewing (Basic)....85
Sewing Window Treatments....89
Sewing Workshops....89
Sexual Violence (E)....53
Shielded Metal Arc Welding....129
Shrubs, Deciduous....112
Shrubs, Pruning and Maintenance....115
Sight Translation....40
Sign Language....38,46
Simultaneous Interpreting....40
Six Sigma Methods....132
Skills Development - Sight Translation....40
Skills Development - Simultaneous Interpreting....40
Skin, Wound and Footcare Management....106
Small Business And Entrepreneurship....30
Small Business and Entrepreneurship Certificate (179)....29
Small Business-Financial Management....30
Small Business, How to Start a....34,81
Small Business Marketing Skills....30
Small Claims Practice and Procedure....26
Smart Serve Certification Course....114
Soccer and its Impact on Society (E)....44
Social Media and Society (E)....44
Social Media Marketing....34
Social Psychology (E)....44
Social Sciences....42
Social Service Worker....65
Social Service Worker Diploma (215)....64
Society, Technology And Social Issues (E)....44
Socio Economic Change And Response....50
Sociology (E)....44,53
Soft Furnishings and Window Treatments....113
Software Testing....77
Solid And Hazardous Waste Management....121
SolidWorks Basic....70,127
Spanish For Beginners....45
Spanish-Conversational 1....45
Special Approval Courses (SA)....133
Special Care Considerations for Clients with Diabetes....94
Special Floral Tributes....81
Special Needs Population In Critical Care Module 4....101
Special Populations I....58
Specialized Instructional Strategies....49
Spoken Language Interpreting....40
Sports Psychology (E)....44
Square, The....134
SSA....41,134
SSW Community Change....65
Staff Training and Development....22
Standard First Aid, C.P.R. 'C'/AED....109
Start a Small Business, How to....34,81
Statistical Process Control 1....128
Statistics....117
Strategies for Instruction for Library Technicians....61
Stress, Wellness and Nutrition (E)....45
Structural Inspection....124
Student Card....133
Student Policies....133
Student Services....134
Student Success Advisor....41,134
Studio Lighting....84
Study of Aging....96,108
Study of Human Sexuality (E)....45
Style Trends in Design....81
Styles and Practices of Medical Transcription....35
Supervisory Skills For Business And Industry....27
Supervisory Skills for Small Business....30
Surgical Procedures for Medical Office Staff, Understanding....32
Surveying, An Introduction....131
Sustainability....34
Sustainable Development (E)....43
System Studies....122
Systems Analysis And Design....72

T

Taxation I....19
Tea....115
Tea - Tea 101....115
Tea Sensory Development - Tea 103....115
Tea Sommelier....114
Teaching the Adult Learner Certificate (129)....65
Technical Calculus....117
Technical Service Representative....23
Technical Support....77
Techniques And Color Harmonies Basic....81
Technology in Education....57
Textbooks....2,134
Thanatology....62
The Square....134
Theories and Methods in Sustainability Education....131
Theory, Music....82,89
Theory to Practice 1....55
Therapeutic Programming....50
Therapeutic Relationships....92
Tiling Successfully....115
Tools and How to Use Them....111
Total Communication....57
Toxicology....127
Traffic Management....68
Transfers....133
Transfusion Medicine....97
Transition Planning....57
Transition Planning and Implementation....49
Transmission and Driveline....130
Transportation Design 1....131
Transportation Technology....131
Travel Writing....42
Treating Challenging Behaviour....49
Trees, Pruning and Maintenance....115

U

Understanding Literature (E)....45
Understanding Medical Tests for Medical Office Staff....32
Understanding Surgical Procedures for Medical Office Staff....32
UNIX....77
UNIX Administration 1....77
User Experience in Libraries....59

V

Veterinary Anaesthesia....31
Veterinary Lab Procedures....31
Veterinary Office Management Certificate (935)....30
Veterinary Office Skills and Procedures....30
Veterinary Pharmacology....31
Veterinary Surgical Procedures....31
Veterinary Terminology....30
Victimization....67
Visio Essentials....71
Visual Arts....89
Visual Arts Certificates....85
Vocal Advanced....82
Volunteer Management 3....66
Volunteer Management Certificate (095)....66

W

Waitlists....133
Ward Clerk Certificate (163)....31
Wastewater Operator-in-training Certification Preparation....131
Wastewater Treatment Certificate Level I and II....131
Water Treatment....119
Water Treatment Certificate Level I and II....131
Watercolour En Plein Air....89
Watercolour Painting....88
Waxing....79
Web Design Basics....74
Web Page Design....74
Web Usability-Writing & Design....76
Webmaster Certificate (137)....74
Wedding Photography....84
Welder Operator Certificate (860)....129
Welding....132
Welding Skills Practice Sessions....132
Wellness for Children....54
Wellness for Life (E)....45
Wellness4U@mohawk....134
Wide Area Networking....75
Wills and Estates Practice and Procedure....26
Window Treatments....113
Windows....29,71,76
Wine Appreciation 1....114
Withdrawals....133
Women in Film: Scandalous Sisters (E)....45
Woodworking....132
Woodworking for Women (Men Welcome)....132
Word Applications....23,29
Word Core....71
Word Expert....71
Work Experience....83
Work Experience Option Applied....85
Work Experience Option Art....85
Working And Communicating In A Medical Setting....31
Working with Children & Adolescents....65
Working with Dementia Clients - Multidiscipline Certificate (138)....107
Working with Families and Teams....49
Working with Parents....54
Working with the Aged - Multidiscipline Certificate (019)....108
Workplace Insurance and Disability Prevention Leadership Certificate (942)....66
Workplace Safety And Insurance Act....127
World Of Abnormal Psychology (E)....45
World of Work (E)....45
Wound Management....106
Wreath, Living....88
Writer's Weekend-Introductory....42
Writing a Business Plan....38
Writing a Marketing Plan....38
Writing a Proposal....38
Writing and Communication....46
Writing For Publication....41
Writing for Publication Certificate (123)....40
Writing for Sales Material....38
Writing Grammatically....46
Writing Poetry....41
Writing Short Stories....42
Writing Skills for the Web....38
WSIB Workplace Safety & Insurance Board Adjudication....32

X,Y,Z

Youth In Conflict With The Law....58
Youth Services and Issues....61

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mohawk COLLEGE

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

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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
					$
					$
					$

$ _____ 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 ☐ Certified Cheque* ☐ Money Order* ☐ Bank Draft* ☐ Sponsored ☐ VISA Visa ☐ Mastercard (*Payable to Mohawk College)

Complete below if paying by Visa or Mastercard:

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_____ Cardholder Signature _____ Date

Card Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ CVA Number: ☐☐☐ Expiry Date: ___/___

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

Get social with MCACES!

facebook.com/mcaces

@mcaces

MCACES Resource Centre is supported 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**

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: 1-844-767-6871
Monday to Thursday 8:30 a.m. to 6:00 p.m.
Friday 8:30 a.m. to 4:30 p.m.

SUMMER HOURS:
May 16 to August 12, 2016
8:30 a.m. to 4:30 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.

Institute for Applied Health Sciences at McMaster (IH)

1400 Main Street W., Hamilton
Call: 905-575-1212 ext. 6352
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

4 Ways to Register

ce.mohawkcollege.ca/register

Registration now open!

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 133.

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:

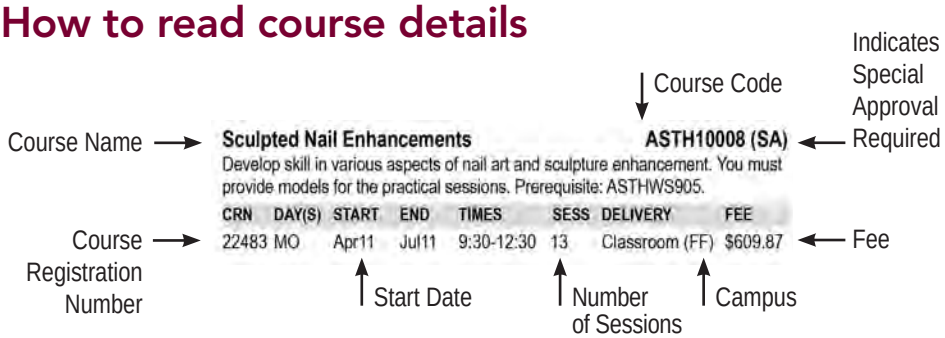
Mohawk College
The Square, P.O. Box 2034
Hamilton, ON L8N 3T2

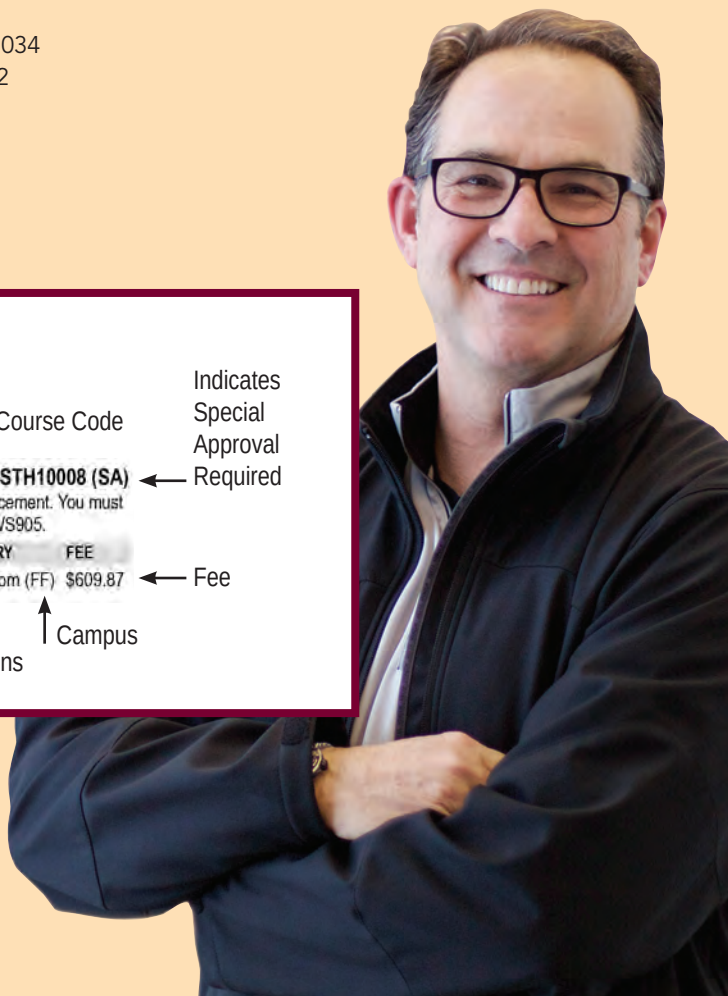
4. In Person

Payment Options

VISA, MASTERCARD, DEBIT, CERTIFIED CHEQUE, MONEY ORDER, BANK DRAFT OR CASH

How to read course details





Spring registration is now open!

Courses can fill quickly so register today. See the inside back cover for details.

Fall registration opens August 9, 2016.

Featured Programs for Spring

See page 3 for a full list of programs

Business Computer Applications Certificate

ce.mohawkcollege.ca/buscomputer

Page 70

Floral Techniques - Basic Certificate

ce.mohawkcollege.ca/floral

Page 81

Landscape Design Certificate

ce.mohawkcollege.ca/landscapedesign

Page 113

Educational Support Diploma

ce.mohawkcollege.ca/es

Page 56

Alternative formats available upon request
Visit mohawkcollege.ca/accessibility

mohawk

ce.mohawkcollege.ca