mohawk

FUTURE READY

Thinking about a career change?

Browse our wide selection of business certificates and courses.

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NEW! Unmanned Aircraft (UAV/ Drone) Ground School course!

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What's NEW?

Programs, courses and more!

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PATHWAYS, PROGRESS AND PROMOTION

Meet Stacey: Mohawk Alumnus, Continuing Education student and dedicated lifelong learner

PAGE 1

140+

Programs to choose from

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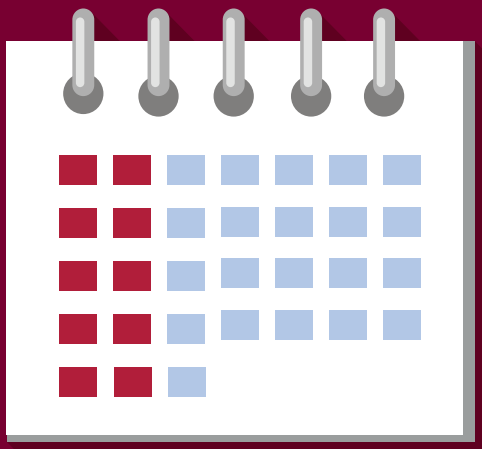
ce.mohawkcollege.ca

Looking for something offered on weekends?

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

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



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On the Cover

Stacey began her post-secondary studies at Mohawk College in 2006 when she enrolled in the General Business Program. She quickly discovered her love for marketing and switched her focus. After earning her diploma in Marketing, Stacey took advantage of Mohawk's transfer program and continued her education on the Gold Coast in Australia. In 2010 she graduated from Griffith University with a Bachelor of Business, specializing in Marketing.

"After a few years of being in the workforce, I knew I wanted more so I enrolled in one of Mohawk's Continuing Education programs, to expand my management skills and add to my resume. The courses I've taken have helped build my confidence and have given me a real business-like experience in the classroom. I love the flexibility of being able to take evening courses, and sometimes a Saturday course, while working full time. Once I earn my Management Studies Certificate, I plan on working towards another certificate. It helps me advance my career, it's convenient and I meet some great people along the way." Stacey currently works as a Marketing Specialist.

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

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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. Monthly intakes are available for some courses. Registration deadlines may vary.

How to Start Your Course

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

eLearn

Course is online through Mohawk College.

Registration Deadline

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

How to Start Your Course

Visit ce.mohawkcollege.ca/elearn for login instructions.
You will also receive a course start-up letter by mail.
It is your responsibility to 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

Classroom (FF)
Fennell Campus
135 Fennell Avenue West
Hamilton, ON L9C 1E9
905-575-1212

Classroom (IH)
Institute for Applied Health Sciences at McMaster
1400 Main Street West
Hamilton, ON L8S 1C7
905-540-4247

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

Field Work
Course work done at placement location.

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

Room Listings

ce.mohawkcollege.ca/room-listings

Room numbers for courses at all campuses are available online after 3:00 pm on the first day of each term. Classroom locations are also posted at the main campus entrances. NOTE: Room numbers can change as late as 4:30 p.m. each day. Please check the schedule frequently.

Parking

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 Learning for a list of campuses.

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

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

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
111	Culinary Skills - Introduction Acknowledgement		•	
92	Dementia Studies - Multidiscipline Certificate		•	
93	Diabetes Education Certificate	•		
93	Disability Management - Return to Work Coordinator Certificate		•	
53	Diversity and Intercultural Relations Acknowledgement	•		
80	Dressmaking Certificate		•	
54	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		•	
120	Electronic Fundamentals Certificate		•	
120	Environmental Engineering Certificate		•	
80	Fashion Design Certificate		•	
20	Financial Planning Certificate	•		
121	Fire Safety Certificate		•	
58	Fitness Leadership (YWCA)		•	
81	Floral Techniques - Basic Certificate		•	
121	Fluid Power Certificate		•	
93	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	•		
94	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	•	•	•
112	Interior Decorating Certificate		•	
113	Landscape Design Certificate		•	
41	Language Interpreter Training Program Acknowledgement	•	•	•
25	Leadership Development Series Certificate	•	•	•
26	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		•	
27	Management Studies Certificate		•	•
27	Manufacturing Leadership Certificate	•		
28	Marketing Essentials Acknowledgement	•		
127	Mechanical Design Acknowledgment		•	•
95	Medical Device Reprocessing (MDR) Certificate		•	
96	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		•	•
97	Oncology Nursing Certificate	•		
97	Palliative Care - Multidiscipline Certificate	•		•
98	Palliative Care for Personal Support Workers Certificate		•	
83	Performing Arts Certificate		•	
98	Perioperative Nursing Certificate		•	
83	Photography - Applied Certificate		•	•
83	Photography - Art Certificate		•	•

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
17	Principles of Operations Management		•	
113	Professional Bartending Acknowledgement		•	
128	Programmable Logic Controllers Certificate		•	
99	Psychosocial Rehabilitation Certificate	•		
30	Qualified Administrative Assistant			•
128	Quality Assurance - Level 1 Certificate		•	
63	Records and Information Management Certificate	•		
100	Registered Nurse - Critical Care Nursing Certificate			•
101	Registered Nurse - First Assistant Certificate			•
101	Registered Nurse - Occupational Health Nursing Certificate	•		
102	Registered Nurse - Perinatal Nursing - High Risk Obstetrics or Neonatal Certificate	•	•	•
103	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		•	
64	Retirement Communities Acknowledgement	•		
74	Server & Network Support Certificate		•	
84	Sewing (Basic) Acknowledgement		•	
107	Skin, Wound and Footcare Management Acknowledgement		•	
30	Small Business and Entrepreneurship Certificate	•		
64	Social Service Worker Diploma		•	
114	Tea Sommelier Acknowledgement		•	
65	Teaching the Adult Learner Certificate	•		
31	Veterinary Office Management Certificate	•		
85	Visual Arts - Advanced Certificate		•	•
85	Visual Arts - Foundation Certificate		•	•
85	Visual Arts - Intermediate Certificate		•	•
66	Volunteer Management Certificate		•	
32	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			•
42	Writing for Publication Certificate	•	•	•
32	WSIB Workplace Safety & Insurance Board Adjudication Acknowledgement		•	

What's new?

New Programs

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New Courses

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Do you have an idea for a new course or program?

Let us know at ce.mohawkcollege.ca/ideas

Course Guide

Our selection of courses offered in the Winter 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					
33	Accounting 1	ACCTCB101		●	
33	Accounting 2 - Financial	ACCT10014		●	
33	Accounting 3 - Financial Accounting Concepts	ACCT10008		●	
33	Accounting 4 - Contemporary Accounting Issues	ACCT10010		●	
33	Accounting 4 - Financial Reporting	ACCT10011		●	
18	Accounting Introductory I	ACCTMCS01	●		
18	Accounting Introductory II	ACCTMCS02	●		
24	AccPac Sage 300 ERP Accounts Payable	INFO10185	●		
25	AccPac Sage 300 ERP Accounts Receivable and Payroll	INFO10182	●		
24	AccPac Sage 300 ERP General Ledger	INFO10184	●		
29	Administrative Office Procedures	OADM10015			●
31	Animal Husbandry II	HLTH10071	●		
17	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
17	APICS Execution and Control of Operations	BUSNSPC22		●	
17	APICS Principles of Managing Operations	BUSN10112		●	
17	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
24	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
17	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
24	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
17	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
24	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
28	Applied Marketing Research	MRKT10030	●		
34	Auditing I	ACCT10026	●		
34	Auditing II	ACCT10027	●		
31	Basic Animal Husbandry	HLTH10062	●		
31	Basic Veterinary Pharmacology	HSCI10135	●		
36	Benefits Administration	BUSN10059	●		
20	Building and Maintaining Customer Relationships	BUSN10034	●		
31	Building and Maintaining Customer Relationships	BUSN10034	●		
34	Business Analysis Introduction	MGMT10121	●		
34	Business Case Development	MGMT10122	●		
33	Business Finance	ACCTCB340		●	
33	Business Finance 2	BUSNBA440		●	
34	Business Finance I	ACCT10028	●		
34	Business Finance II	ACCT10029	●		
22	Business Fundamentals in Industrial Distribution	BUSN10046	●		
33	Business Law	BUSNCB436		●	
18	Business Law Introductory	LAWSMCS05	●		
33	Business Mathematics Of Finance	MATH10037	●		
31	Business Research and Writing Skills	SBMG10019	●		
33	Business Statistics 2	MATHMA411		●	
34	Business Writing Strategies	COMM10325	●		
27	Coaching And Developing People	MGMTCMA03	●		
23	Collective Bargaining	LABRPIR14	●		
23	Communication	COMMLL041	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
25	Communications (LDS)	COMM10217	●	●	
21	Compensation and Benefits	HRESPIR11	●	●	
32	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
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	●		
26	Corporate Practice and Procedure	LAWS10153	●		
23	Corporate Procedures	LAWSSELC6	●		
33	Cost & Managerial Accounting 1	ACCTAC336		●	
33	Cost & Managerial Accounting 2	ACCTAC436		●	
33	Cost and Managerial Accounting I	ACCT10024	●		
33	Cost and Managerial Accounting II	ACCT10025	●		
19	Cost Management	ACCT10017	●		
26	Court Clerk Criminal OCJ	LAWS10170	●		
34	Creating a Corporate Service Culture	CUST10003	●		
20	Creative and Critical Thinking LDS	COMM10216	●		
25	Creative and Critical Thinking LDS	COMM10216	●		
26	Criminal Law - Legal Administration	LAWS10136	●		
34	Customer Service and Ethics	CUST10004	●		
22	Customer Service and Sales in Industrial Distribution	MRKT10027	●		
34	Dealing And Working With Difficult People	CONFBU397	●		
27	Developing Effective Teams	MGMTCMA04	●		
36	Dispute Resolution	HMNS10093	●		
35	Effective Supervision-Human Relations	MGMTMD221	●		
23	Employment Law	BUSNPIR19	●		
25	Employment Law (LDS)	LAWS10090	●		
33	Entrepreneurship Fundamentals	SBMGBU395	●		
36	Essentials In Health Records Management	MGMT10039	●		
23	Estate Procedures	LAWSSELC4	●		
26	Family Law Practice and Procedure	LAWS10149	●		
25	Finance (LDS)	FINC10023	●		
21	Finance And Accounting	ACCTPIR23	●	●	
35	Financial and Managerial Accounting	BUSN10118	●		
20	Financial Environment	FINCFP011	●		
20	Financial Planning For Condominium Managers	FINCCDM03	●		
34	Financial Statement Concepts	ACCT10005		●	
35	Forensic Accounting	ACCT10033	●		
23	General Insurance Essentials 1	INSR10004	●		
24	General Insurance Essentials 2	INSR10005	●		
35	Global Business Environment	BUSNIB100	●		
35	Global Logistics	BUSN10109	●		
23	Grievances, Arbitration and Contract Administration	BUSNPIR13	●		
36	Health Office Foundations	BUSN10138	●		
35	How to Start a Small Business	SBMGMD249	●		
25	Human Relations (LDS)	HRES10019	●	●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
21	Human Resource Management Studies	MGMTBPC01	●		
27	Human Resource Management Studies	MGMTBPC01	●		
21	Human Resources Planning and Staffing	HRESPIR17	●		
22	Industrial Distribution Integrated Case Study	BUSN10056	●		
29	Information Management	INFO10021			●
35	Integrated Marketing Communication 1	MRKT10039	●		
35	Intermediate Accounting I	ACCT10021	●		
35	Intermediate Accounting II	ACCT10022	●		
35	Intermediate Accounting III	ACCT10023	●		
29	Intermediate Word Applications	INFO10162			●
30	Interpersonal Communication Skills	COMM10294	●		
30	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
35	Introduction to Business	BUSN10049	●		
20	Introduction To Condominium Law	LAWSCDM01	●		
21	Introduction To Industrial Relations	LABRPIR08	●		
22	Introduction To Industrial Relations	LABRPIR08	●		
26	Introduction To Legal Office Practice And Procedures	OADM10009	●		
18	Introduction To Macroeconomics	ECON10002	●		
36	Introduction to Project Management	HRES10013	●		
21	Investment Planning	FINCFP013	●		
29	Keyboarding	KEYB10008		●	
29	Keyboarding - Beginners	KEYBSEZ30		●	
26	Landlord & Tenant Law	LAWS10064	●		
35	Leadership in a Team Environment	MGMT10096	●		
25	Leading Responsibly (LDS)	MGMT10098	●		
25	Leading Teams (LDS)	MGMT10101	●		
26	Legal Terminology	LAWS10005	●		
21	Life and Death Issues of Financial Planning	FINCFP012	●		
26	Litigation Practice and Procedure 1	LAWS10065	●		
34	Management Information Systems	INFO10160	●		
18	Management Operations	MGMTMCS07	●		
18	Management Principles	MGMTMCS06	●		
27	Managerial Analysis	MGMTBPC05		●	
27	Managerial Communications	MGMTBPC02		●	
26	Managing Change (LDS)	MGMT10102	●		
30	Managing The Small Business	SBMG10013	●		
18	Marketing Advanced	MRKT10018	●		
28	Marketing Advanced	MRKT10018	●		
28	Marketing Channels	MRKT10045	●		
28	Marketing Digitally	MRKT10037	●		
18	Marketing Principles	MRKTMCS08	●		
28	Marketing Principles	MRKTMCS08	●		
32	Medical Conditions for Medical Office Professionals	HSCI10002	●		
32	Medical Keyboarding	KEYB10005	●		
36	Medical Keyboarding	KEYB10005	●		
36	Medical Office Procedures	OADM10018	●		
36	Medical OHIP Billing	OADM10010	●		
28	Medical Terminology 1	OADMOA323		●	
29	Medical Terminology 1	OADMOA323		●	
28	Medical Terminology 2	OADMOA324		●	
29	Medical Terminology 2	OADMOA324		●	
32	Medical Terminology II - Pronunciation	HSCI10157	●		
29	Medical Transcribing 3	OADMOA552	●		
29	Medical Transcribing 4	OADMOA652	●		
29	Medical Transcription 1	OADMOA352		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
29	Medical Transcription 2	OADMOA452	●		
23	Microeconomics	ECONEB122		●	
34	Microeconomics	ECONEB122		●	
18	Microeconomics Introductory	ECONMCS03	●		
24	Model Office/Broker Operations	BUSN10050	●		
35	Mortgage Agent	BUSN10061	●		
36	National Knowledge Exam Preparation	BUSN10121	●		
22	Negotiations in Industrial Distribution	BUSN10054	●		
21	Occupational Health and Safety	SAFEPIR21	●		
36	Office Technology And Procedures	OADM10008	●		
22	Operational Fundamentals in Industrial Distribution	BUSN10055	●		
30	Operations And Legal Issues	SBMGSB202	●		
21	Organizational Behaviour and Administration	BUSNPIR22	●		
19	Payroll Administration	ACCTBU192	●		
26	Performance Management (LDS)	MGMT10100	●	●	
35	Personal Financial Management	BUSNBE450	●		
20	Personal Success	MGMTMD278	●		
36	Personnel Research Techniques and HRIS	HRES10017	●		
32	Pharmacology for the Medical Office	HSCI10024	●		
20	Physical Building Management	MGMTCDM02	●		
34	Principles of Purchasing	BUSN10101	●		
24	Professionalism in the Insurance Workplace	INSR10015	●		
26	Project Management (LDS)	MGMT10099	●		
36	Project Management Scheduling Software	INFO10105	●		
19	Quantitative Methods	BUSN10045	●		
25	QuickBooks	INFO10159	●	●	
26	Real Estate Practice and Procedure I	REAL10001	●		
27	Real Estate Practice and Procedures 2	LAWS10148	●		
22	Recruitment And Selection	HRESPIR20	●	●	
19	Researching and Reporting-Lgs	COMMLL122	●		
21	Retirement Planning And Case Studies	FINCFP014	●		
25	Sage 50 Accounting	INFO10201	●		
28	Sales Principles	BUSN10119	●		
19	Selling For Success	MRKT10025	●		
31	Small Business Marketing Skills	SBMG10000	●		
30	Small Business-Financial Management	MGMTSB102	●		
27	Small Claims Practice and Procedure	LAWS10154	●		
35	Social Media Marketing	MRKT10055	●		
22	Staff Training and Development	BUSNPIR16	●	●	
36	Styles and Practices of Medical Transcription	HSCI10152	●		
27	Supervisory Skills For Business And Industry	MGMTCMA02	●		
31	Supervisory Skills for Small Business	SBMG10017	●		
35	Sustainability	ENVR10042	●		
34	Taxation	ACCTAC409		●	
19	Taxation I	ACCT10019	●		
23	Technical Service Representative 1	INSR10003	●		
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	●		
31	Veterinary Office Skills and Procedures	OADM10013	●		
31	Veterinary Surgical Procedures	HSCI10138	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
31	Veterinary Terminology	COMM10107	●		
27	Wills and Estates Practice and Procedure	LAWS10169	●		
32	Working And Communicating In A Medical Setting	COMM10021	●		
32	WSIB Case Management Adjudication	BUSNBU159		●	
32	WSIB Eligibility Adjudication	BUSNBU158		●	
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES					
47	AC - Communications, Part B	COMMLL044		●	
38	ACE Apprenticeship Math	MATH10047	●		
38	ACE Biology	BIOL10011	●		
38	ACE Business Mathematics	MATH10046	●		
38	ACE Chemistry	GSCI10004	●		
38	ACE Communications	COMM10148	●		
38	ACE Computers	COMP10083	●		
38	ACE Core Math	MATH10045	●		
38	ACE Physics	PHYS10000	●		
38	ACE Self Management and Self Direction	CRED10044	●		
39	ACE Technology Math	MATH10044	●		
39	American Sign Language 2	LANGLL220		●	
39	American Sign Language I	LANGLL120		●	
43	Anger Management	CONF10005	●		
43	Anthropology	PSYC10020	●		
43	Art Through the Ages	ARTT10052	●		
43	Astronomy	GSCI10006	●		
47	Business Report Writing	COMM10330	●		
43	Canadian Literature	COMMLL903	●		
43	Canadian Politics	SSCISS105	●		
41	Capstone Course, Skills Integration	LANG10036	●		
47	Communication	COMMLL041	●		
47	Communication D	COMM11040		●	
41	Consecutive Interpreting	LANG10032	●		
47	Copyright Introduction	BUSN10137	●		
42	Creative Writing	COMMLL904		●	
42	Creative Writing II Short Fiction	COMMLL945		●	
47	Critical and Innovative Thinking	PSOL10010	●	●	
43	Culture, Language and Linguistics	COMM10277	●		
43	Developmental Psychology	PSYCSS271	●		
47	English 1	COMM10256	●		
43	Environmental Citizenship	ENVR10006	●		
43	Essentials of Canadian History	HIST10019	●		
47	First Responders Basic American Sign Language	LANG10088		●	
40	French 1	LANG10061	●		
40	French 2	LANG10062	●		
40	French 3	LANG10063	●		
40	French 4	LANG10064	●		
40	French 5	LANG10065	●		
44	Geography of Planet Earth	ENVR10051	●		
44	Geological Disasters	ENVR10005	●		
42	Grammar For Writing Professionals	COMMLLT02	●		
44	Growing Up Digital-Living and Working In Canada	INFO10158	●		
44	History of Aboriginal/Canadian Relations	INDS10009	●		
44	Hockey Hall of Fame Presents	SPRT10007	●		
44	I Write The Songs	ARTT10045	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
42	Intro to Creative Non-Fiction	COMM10000	●		
44	Introduction To Children's Literature	COMMLLT06	●		
44	Introduction to Geology:An Overview of Planet Earth	ENVR10028	●		
44	Introduction to Philosophy	SSCI10049	●		
44	Introduction to Science	GSCI10002	●		
41	Introduction to Spoken Language Interpreting	LANG10031	●	●	
44	Introduction to Sustainable Development	ENVR10026	●		
44	Introductory Psychology	PSYCSS156	●		
46	Italian 1	LANGLLA03		●	
46	Italian 2	LANGLLB03		●	
46	Italian for Beginners	LANG10054	●		
40	La Pratique du Francais 1	LANGFR003		●	
40	La Pratique du Francais 2	LANGFR004		●	
40	La Pratique du Francais 3	LANGFR005		●	
40	La Pratique du Francais 4	LANGFR006		●	
40	La Pratique du Francais 5	LANGFR007		●	
44	Labour Economics	BUSNPIR10	●		
44	Learning, Thinking and Problem Solving	PSYC10027	●		
44	Meteorology	GSCI10007	●		
44	Minerals	ENVR10050	●		
44	Myths And Legends	HISTLLT05	●		
42	Novel Writing 2	COMM10143		●	
45	Nutrition	HLTH10044	●		
45	Oceanography	ENVR10049	●		
47	Organizational Business Communication	COMM10027	●		
45	Paleontology (Fossils)	ENVR10048	●		
40	Parlons Avance 4	LANGFS080		●	
40	Parlons Francais 1	LANGFS032		●	
40	Parlons Francais 2	LANGFS033		●	
40	Parlons Francais 3	LANGFS071		●	
45	Personality Psychology	PSYC10007	●		
45	Petrology (Rocks)	ENVR10052	●		
45	Philosophy of Art Concepts and Theories	SSCI10054	●		
42	Plot Development	COMM10311		●	
42	Poetry Writing	COMMLLT13	●		
45	Popular Culture and the Media	COMM10276	●		
45	Popular Music and Society	MUSC10114	●		
47	Prep Science (Chemistry)	GSCIPE053	●		
47	Prep Science (Physics)	PHYSPE001	●		
46	Preparatory Chemistry (G.A.S.)	CHEMPE106		●	
47	Researching and Reporting-Lgs	COMMLL122	●		
42	Romance Writing	COMMLLT04	●		
45	Science Fiction	COMM10043	●		
41	Setting Specific Interpreting	LANG10035	●		
41	Skills Development - Sight Translation	LANG10033	●	●	
41	Skills Development - Simultaneous Interpreting	LANG10034	●	●	
45	Soccer and its Impact on Society	SSCI10031	●		
45	Social Media and Society	SSCI10045	●		
45	Social Psychology	PSYC10012	●		
45	Society, Technology And Social Issues	SSCISS299	●		
45	Sociology 1	SSCISS108	●	●	
45	Sociology 2	SSCISS109	●		
45	Sociology-Sport	SSCI10046	●		
46	Spanish For Beginners	LANGLLE01		●	
46	Spanish-Conversational 1	LANGLLA04		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
46	Sport: The Global Business of Making Money	SPRT10022	●		
46	Sports Psychology	PSYC10009	●		
46	Stress, Wellness and Nutrition	HLTH10111	●		
43	The 8th Fire: The Relationship Between Natives and Newcomer	INDS10014	●		
45	The Olympics: Where Sport and Spectacle Meet	SPRT10023	●		
45	The Ontario Metis	HIST10018	●		
42	Travel Writing	COMM10121	●		
46	Understanding Literature	COMM10095	●		
46	Wellness for Life	HLTH10147	●		
46	Women in Film: Scandalous Sisters	ARTT10055	●		
46	World Of Abnormal Psychology	PSYCSS021	●	●	
46	World of Work	EDUC10101	●		
43	Writer's Weekend-Introductory	COMM10279		●	
39	Writing a Business Plan	COMM10295	●		
39	Writing a Marketing Plan	COMM10298	●		
39	Writing a Proposal	COMM10296	●		
42	Writing For Publication - Level 1	COMMLLT03	●		
43	Writing For Publication - Level 2	COMMLLT09	●		
39	Writing for Sales Material	COMM10299	●		
47	Writing Grammatically	COMM10218	●		
43	Writing Short Stories	COMM10259	●		
39	Writing Skills for the Web	COMM10297	●		
COMMUNITY SERVICES					
67	Abuse and Family Violence	HMNS10120	●		
61	Acquisitions	LIBRLT350	●		
63	Active Records Management	OADMRM101	●		
57	Adaptive Computer Technology in Education	COMP10006	●		
55	Administration and Supervision in ECE	EDUC10077	●		
65	Adult Learning	EDUCTAL03	●		
65	Adults With Learning Disabilities	SENSTAL06	●		
63	Archives	LIBRRM103	●		
67	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
66	Assessment And Evaluation	EDUCTAL05	●		
52	Assessment And Treatment Strategies In CYW	HMNSCC458			●
49	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041	●		
57	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
57	Behaviour and Mental Health Exceptionalities	EDUCEDE22	●		
67	Behaviour Management Systems	CONF10007		●	
50	Behavioural Skill Building	EDUC10028	●		
66	Benefits and Services	LABRUN027		●	
68	By-Law Enforcement	LAWS10139	●		
58	Canadian Criminal Justice System	LAWSPF111	●		
50	Career Transition and Change Management	CRED10103	●		
54	Child Development & Behaviour 1	EDUCEC121	●		
54	Child Development & Behaviour 2	EDUCEC221	●		
55	Children with Special Needs	EDUC10084	●		
61	Circulation and Inter Library Loan	LIBR10037	●		
57	Classroom Skills	EDUCEDE21	●		
53	Co-dependency as an Addiction	PSYC10008	●		
52	Cognitive Behaviour Modification In CYW	HMNSCC457			●
67	Communications/Reporting	COMMLL223	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
65	Community Awareness and Field Placement Preparation	HMNS10101			●
54	Contemporary Social Problems-Police Foundations	SSCISS288	●		
63	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
58	Correctional Practices	LAWS10151	●		
66	Court Clerk Criminal OCJ	LAWS10170	●		
66	Court Reporter/Monitor I	LAWS10172	●		
67	Criminal And Civil Law	LAWSPF301	●		
67	Criminal Code	LAWSPF302	●		
67	Criminal Code And Federal Statutes	LAWSPF402	●		
68	Criminal Profiling Introduction	LAWS10177	●		
53	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
53	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
58	Criminology	SSCI10056	●		
53	Cults and Terrorism	SSCI10006	●		
57	Cultural Diversity In An Educational Setting	EDUC10002	●		
66	Curriculum Development	EDUCTAL02	●		
61	Database Design For Information Workers	INFOLT340	●		
63	Death and Dying in Crisis Intervention	PSYC10017	●		
60	Digital Media in Libraries	LIBR10049	●		
54	Diversity and First Nations	SSCI10017	●		
50	Diversity In The Workplace	CREDCAR08	●		
63	Document Management Technology	GRAPRM102	●		
53	Domestic and Workplace Violence	PSYC10006	●		
59	Donor Relationships in Fundraising	BUSN10071	●		
55	ECE Curriculum 2	EDUCEC423			●
55	ECE Leadership Development	EDUC10080			●
55	ECE-Family Engagement	EDUC10081			●
61	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
50	Ethics and Professionalism	EDUC10034	●		
66	Ethics in Career Consulting	CRED10100	●		
57	Exceptionalities 2	EDUCEDE23	●		
57	Exceptionalities 3	EDUCEDE26	●		
55	Family Dynamics	EDUCEC129	●		
52	Family Relationships and Impact on Psychiatric Disorders	HLTH10217	●		
52	Field Placement 1	WORK10136		●	
52	Field Placement 2	WORK10137		●	
55	Field Placement Prep	EDUC10093	●		
56	Field Practicum 1	WORKRT021		●	
56	Field Practicum 2	WORKRT051		●	
62	Field Work 1	WORKLT290	●		
62	Field Work 2	WORKLT490	●		
68	Financial Crimes Investigation	FINC10030	●		
64	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
64	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
56	Foundations of Education	EDUCEDE14	●		
68	Fraud Examinations 1	FINC10031	●		
68	Fraud Investigation	LAWS10066	●		
59	Fundraising as Management Process	BUSN10070	●		
62	Genre Fiction And Readers' Advisory Service	COMMLT225	●		
62	Health Libraries and Resources	LIBR10004	●		

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			OL	CL	BLE
64	Healthy Adult Aging	HLTH10220	●		
64	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
61	Human Relations and Supervision	HRESLT150	●		
51	Human Sexuality For Child & Youth Worker	HMNSCC558			●
61	Indexing and Subject Analysis	LIBR10038	●		
53	Individual Counselling	COUNTC104			●
56	Individual Developmental Planning 2	HMNSRT041	●		
61	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	Intervention Strategies For Child Youth Care	HMNSCC257			●
65	Interviewing Skills	COMMSO226			●
51	Interviewing Skills 1	COUN10011	●		
51	Interviewing Skills 2	COUN10012	●		
53	Interviewing Skills In Counselling	COUNTC103			●
51	Introduction to Abuse/Trauma/Resiliency	HMNS10102			●
49	Introduction to Addictions	HMNS10039		●	
49	Introduction to Applied Behaviour Analysis	HSCI10042	●		
62	Introduction to Computers 1	COMP10136	●		
56	Introduction to Early Intervention	EDUC10100	●		
59	Introduction to Fundraising	BUSN10062	●		
65	Introduction To Group Dynamics	HMNSSO127			●
54	Introduction to Intercultural Communication	COMM10073	●		
60	Introduction to Libraries and the Information Industry	LIBRLT110	●		
62	Introduction to Metadata & Metadata Applications	LIBR10035	●		
54	Introduction to Racism and Discrimination	SSCI10026	●		
68	Investigation and Evidence	LAWS10173	●		
60	Issues in Digital Resource Management and Technologies	LIBR10048	●		
55	Issues In ECE	EDUCEC428	●		
65	Issues Related to Family	HMNS10096			●
62	Law Libraries And Legal Research	LIBRLT405	●		
54	Learning Environment 2	EDUCEC215			●
63	Learning from Death and Dying	PSYC10025	●		
57	Learning Strategies	EDUC10004	●		
51	Legislation: Policies & Procedures	MGMTCC153	●		
61	Library Classification	LIBR10039	●		
62	Library Financial Management and Budgeting	MGMT10041	●		
60	Library Leadership in the Digital Age	LIBR10047	●		
61	Library Programming, Marketing and Advocacy	LIBR10040	●		
58	Lifeskills and Job Coaching	EDUC10037	●		
57	Mathematics	MATH10038	●		
67	Mental Health First Aid	HMNS10123		●	
59	Methods of Fundraising	BUSN10069	●		
63	Mourning, Grief and Bereavement	PSYC10023	●		
62	Multimedia	LIBRLT335	●		
50	Nonviolent Crisis Intervention	CONFMHN08		●	
67	Nonviolent Crisis Intervention	CONFMHN08		●	
61	Online Searching	LIBR10041	●		
64	Operational Overview in Long-term Care	HLTH10110	●		

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			OL	CL	BLE
50	Parent and Staff Training	EDUC10029	●		
55	Parent Teacher Child Relationship 2	EDUCEC228			●
58	Penology	LAWS10152	●		
56	Personal And Interpersonal Dynamics	EDUCEDE17	●		
58	Personal Trainer Module	HLTHFI004		●	
57	Placement 1	EDUC10085	●		
57	Placement Preparation	EDUC10075	●		
68	Police Powers 1	LAWSPF303	●		
57	Practicum 3	EDUC10086	●		
57	Practicum 4	EDUCEDE25	●		
68	Principles of Ethical Reasoning	LAWS10174	●		
68	Private Investigator Training	LAWS10138	●		
68	Private Investigator-Licensing Requirements	LAWS10091			●
68	Private Security - Licensing Requirements	LAWS10087			●
52	Professional Development in Child and Youth Work	HMNS10105	●		
68	Provincial Offences	LAWS10175	●		
63	Records And Information Management Fundamentals	OADMRM100	●		
61	Reference Processes	LIBR10044	●		
61	Reference Services and Sources	LIBR10045	●		
63	Religious beliefs, traditions and customs of death	PSYC10022	●		
64	Resident Centred Care	HLTH10108	●		
61	Resource Description and Access I	LIBR10042	●		
61	Resource Description and Access II	LIBR10043	●		
66	Rights and Obligations	LABRUN026		●	
52	Risk Factors of Common Psychiatric Disorders	HLTH10215	●		
58	Safe and Secure Environments	SAFE10091	●		
57	Safety In An Educational Setting	SAFE10004	●		
64	Sales and Marketing in Long Term Care Management	BUSN10093	●		
62	School Libraries	LIBRLT375	●		
68	Security Guard Training	LAWS10137	●		
52	Seminar 1 - Professionalism in Child and Youth Worker	WORK10112	●		
52	Seminar 2 - Trends and Issues in Child and Youth Work	HMNS10104	●		
61	Serials	LIBRLT351	●		
53	Sexual Violence	SSCI10008	●		
54	Sociology 1	SSCISS108	●	●	
58	Special Populations I	PSYC10026	●		
50	Specialized Instructional Strategies	EDUC10030	●		
65	SSW Methods of Interventions	HMNS10097			●
59	Stress Response and the Immune System	HLTH10226		●	
56	Technology in Education	EDUCEDE19	●		
62	Thanatology	PSYC10021	●		
50	Theories Of Career Development	CREDCAR01	●		
57	Total Communication Part 1	EDUC10040	●		
57	Total Communication Part 2	EDUC10041	●		
68	Traffic Management	LAWSPF309	●		
50	Transition Planning and Implementation	EDUC10031	●		
50	Treating Challenging Behaviour	HMNS10006	●		
60	User Experience in Libraries	LIBR10046	●		
67	Victimization	PSYC10018	●		
66	Volunteer Management 2	MGMTSSP43			●

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			OL	CL	BLE
55	Wellness for Children	HLTH10121	●		
56	Working With Families	HMNSRT031			●
50	Working with Families and Teams	HMNS10005	●		
55	Working with Parents	EDUC10076	●		
67	Youth Court Clerk Ontario Court of Justice	LAWS10176	●		
58	Youth In Conflict With The Law	LAWSPF305	●		
COMPUTERS					
77	A+ Essentials - Operation System Software	COMP10121	●		
77	A+ Essentials-Hardware	COMP10108	●		
71	Access Core	INFO10081	●		
71	Access Expert	INFO10177	●		
75	Adobe Acrobat	COMP10104	●		
75	Adobe Illustrator	COMP10119	●		
75	Adobe InDesign Basics	COMP10120	●		
74	Adobe Photoshop Elements	INFO10069	●		
74	Advanced Network Technologies	ELEC10052		●	
74	Advanced Server Technologies	ELEC10102		●	
76	Analytics and Big Data	BUSN10120	●		
75	Android Application Development	COMP10147	●		
70	AutoCAD - 3D Modeling	CADMCAD11			●
70	AutoCAD - Advanced	CADMCAD15	●		
71	AutoDESK - REVIT	CADM10028		●	
70	AutoDESK 3D MAX	CADM10051	●	●	
71	AutoDESK Inventor	INFOCAD29		●	
70	AutoDesk REVIT - Advanced	CADM10040		●	
71	AutoDesk REVIT - Advanced	CADM10040		●	
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	●		
77	CNC Programming - Basic	COMP10168	●		
71	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
77	Computer Skills For College	COMPCO002	●		
75	Design Basics	COMP10172	●		
72	Digital Systems	ELEC10103		●	
74	Dreamweaver	INFO10111	●		
74	Dynamic Web sites with AMP (Apache, MySQL and PHP)	COMP10155	●		
77	Electronics for Technology	ELEC10090		●	
77	Engineering Applications	ELEC10045		●	
71	Excel Core	INFO10078	●	●	
77	Excel Data Validation & Conditional Formatting	INFO10189		●	
71	Excel Expert	INFO10079	●	●	
77	Excel Working with Database & Filters	INFO10188		●	
77	Excel Working with Formulas	INFO10192		●	
75	FLASH - an Introduction	COMP10144	●		
77	Fundamentals of UNIX	COMP10024	●		
77	Generic Computer Training	COMPCO001	●		
75	HTML Intermediate	COMP10107	●		
75	HTML Introduction	COMP10106	●		
76	Introduction to C# Programming	COMP10116	●		
77	Introduction to Excel	INFO10193		●	

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			OL	CL	BLE
76	Introduction To Photoshop	INFOPY114	●		
76	Java - Intermediate	COMP10036	●		
76	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	●		
72	Network Fundamentals	ELEC10034		●	
73	Network Fundamentals	ELEC10034		●	
74	Network Fundamentals	ELEC10034		●	
72	Object Oriented Systems	COMPCO835		●	
73	Oracle Grid Computing	COMP10081		●	
76	Photoshop - Level 2	INFO10047	●		
71	PowerPoint	INFO10082	●	●	
76	Programming in C	COMP10122	●		
72	Programming in Java	COMP10062		●	
72	Programming in Java	COMP10062		●	
71	Publisher Core	INFO10157	●		
74	Server Administration	ELEC10049		●	
77	Software Testing	COMP10173	●		
70	SolidWorks Advanced	CADM10041		●	
77	UNIX Administration 1	COMP10018	●		
72	Visio Essentials	INFO10174	●		
76	Visual Basic Introduction	COMP10160	●		
75	Web Design Basics	INFO10144		●	
76	Web Design for Mobile Apps	COMP10150	●		
75	Web Scripting with PHP	INFO10112		●	
76	Web Usability-Writing & Design	COMP10167	●		
76	Windows 8	COMP10157	●		
71	Word Core	INFO10077	●	●	
71	Word Expert	INFO10080	●		
71	Workshop For Windows	INFOBW001		●	
CREATIVE AND VISUAL ARTS					
83	Acting for Beginners	CREA10072		●	
83	Acting Two	CREA10071		●	
79	Aesthetics Skin Care I	ASTHAES02		●	
83	Aesthetics Skin Care I	ASTHAES02		●	
79	Aesthetics Skin Care II	ASTHAES03		●	
84	Basic Sewing 1	TEXTHC177		●	
84	Basic Sewing 2	TEXTHC203		●	
84	Basic Sewing 3	TEXTHC322		●	
79	Biology Preparatory	BIOLHZA34		●	
86	Ceramics - Advanced 1	CERAPC401		●	
86	Ceramics - Advanced 2	CERAPC402		●	
86	Ceramics - Advanced 3	CERAPC403		●	
86	Ceramics - Advanced 4	CERAPC404		●	
85	Ceramics - Foundation 1	CERAPC201		●	
85	Ceramics - Foundation 2	CERAPC202		●	
85	Ceramics - Foundation 3	CERAPC203		●	
85	Ceramics - Foundation 4	CERAPC204		●	
85	Ceramics - Intermediate 1	CERAPC301		●	

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86	Ceramics - Intermediate 2	CERAPC302		●	
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86	Ceramics - Intermediate 4	CERAPC304		●	
86	Ceramics Glaze Theory	CERAPC311		●	
87	Chinese Brush Painting	ARTTPD101		●	
87	Chinese Brush Painting 2	ARTTPD102		●	
87	Chinese Brush Painting 3	ARTTPD103		●	
87	Chinese Brush Painting 4	ARTTPD104		●	
87	Chinese Brush Painting 5	ARTTPD105		●	
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79	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
81	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
88	Contemporary Floral Design	FLOR10021		●	
86	Design and Colour 1	ARTTPG101		●	
86	Design and Colour 2	ARTTPG201		●	
86	Design and Colour 3	ARTTPG301		●	
81	Designing With Exotics	FLORFC005		●	
80	Designing Workshop	FASHFA235		●	
88	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
84	Digital Photography 1	PHTOPY101		●	
84	Digital Photography 2	PHTOPY300		●	
84	Digital Video - Introduction	PHTO10055		●	
86	Drawing 1	ARTTPD201		●	
87	Drawing 2	ARTTPD301		●	
87	Drawing 3	ARTTPD401		●	
86	Drawing for the Absolute Beginner	ARTTPD501		●	
87	Drawing Realistic Subjects in Pencil	CREA10094	●		
80	Dressmaking 1 Level 1	FASHDM110		●	
80	Dressmaking 1 Level 2	FASHDM115		●	
80	Dressmaking 2 Level 1	FASHDM120		●	
88	Easter Blooms	FLOR10017		●	
88	Easy Flower Arranging	FLORGI601		●	
88	Event Photography	PHTO10083		●	
83	Gel and Acrygel Applications	ASTHWS905		●	
88	Guitar for Beginners	MUSC10123	●		
88	Guitar Song Book	MUSC10078		●	
88	Guitar-Adult Class 2	MUSC10073		●	
81	Hairstyling for the Makeup Artist	HRSY10010		●	
86	History Of Crafts	HISTPD024		●	
84	History of Photography	PHTOPY109	●		
80	How to Start a Small Business	SBMGMD249	●		
84	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
88	Jazz Harmony 1	MUSCMU181		●	
84	Lightroom	PHTO10054		●	
82	Make Up Paramedical and Camouflage Therapy	ASTHWS031		●	
79	MakeUp Artistry	ASTHWS144		●	
81	MakeUp Artistry	ASTHWS144		●	
80	MakeUp Artistry II	ASTHWS244		●	
82	MakeUp Theatrical and Special Effects II	ASTHWS032		●	
83	MakeUp Theatrical and Special Effects II	ASTHWS032		●	
80	Manicure Pedicure care and Techniques	ASTH10006		●	
82	Manicure Pedicure care and Techniques	ASTH10006		●	
81	Materials For Designs	FLORFC004		●	
84	Narrative Photography	PHTO10084		●	

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87	Painting 2	ARTTPD311		●	
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87	Painting 4	ARTTPD511		●	
87	Painting 5	ARTTPD611		●	
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80	Pattern Design And Drafting Basic	FASHFA200		●	
82	Piano Beginners Part A	MUSC10075		●	
82	Piano Beginners Part B	MUSC10076		●	
82	Piano Continued Explorations	MUSC10103		●	
80	Professional Selling in Cosmetics	MRKT10044		●	
88	Serger Know How	CREA10169		●	
84	Sewing - Introduction	TEXTHC027		●	
82	Spa Manicure and Pedicure Applications	ASTH10007		●	
81	Special Floral Tributes	FLORFC003		●	
84	Studio Lighting	PHTOPY225		●	
81	Techniques And Color Harmonies Basic	FLORFC001		●	
88	The Business Of Photography	BUSNPY112		●	
83	The Master Class	CREA10136		●	
88	The Sheath Dress	CREA10152		●	
82	Theory 1	MUSCMU123		●	
84	Urban Landscape And Documentary Photo	PHTOPY111		●	
87	Watercolour Painting 1	ARTTPD231		●	
87	Watercolour Painting 2	ARTTPD331		●	
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87	Watercolour Painting 4	ARTTPD531		●	
87	Watercolour Painting 5	ARTTPD631		●	
87	Watercolour Painting 6	ARTTPD731		●	
79	Waxing	ASTHWS306		●	
83	Work Experience	WORK10114		●	
84	Work Experience Option Applied	WORKPW900		●	
84	Work Experience Option Art	WORK10607		●	
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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			●
95	An Introduction To The Study Of Aging	HSCIGER10	●		
108	An Introduction To The Study Of Aging	HSCIGER10	●		
99	Anaesthesia, Assessment & Critical Care	HSCINSC87		●	
92	Analytical Techniques 4 L and T	MLSCMLS14			●
109	Arrhythmia Interpretation	HLTH10229	●		
95	Assessment And Planning	HSCIGER30	●		
108	Assessment And Planning	HSCIGER30	●		
109	Basic Blood Collection	MLSCML123		●	
107	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
90	Breastfeeding Clinical Experience	CLIN10026		●	
109	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	
109	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
92	Clinical Experience 1	CLINMLS08		●	
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107	Clinical Field Placement With Clients	CLINDEM05		●	
94	Communication and the Food Service Worker	CULI10076	●		
95	Community-Based Field Experience	WORKGER71	●		
108	Community-Based Field Experience	WORKGER71	●		
100	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004	●		
100	Critical Care Module 2 - Respiratory	NRSG10001	●		
100	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
100	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
100	Critical Care Module 3 Cardiovascular Nursing	NRSG10002	●		
100	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
100	Critical Care Module 5 Neurosciences	NRSG10003	●		
100	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
92	Dementia Clinical/Placement	CLINDEM08		●	
93	Diabetes Care - Basic	HSCIDW001	●		
93	Diabetes Field Placement 1	HLTH10057	●		
102	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
98	Field Practicum	CLIN10033		●	
94	Food Services Classroom Requirement	WORKHCF02		●	
107	Footcare Field Practicum	CLIN10058		●	
101	Health and Safety Legislation Module 3	HSCIOHN03	●		
101	Health and Safety Management Module 4	HSCIOHN04	●		
102	Health Assessment	HSCI10151	●		
97	Health Assessment	NRSG10084			●
109	Health Assessment	NRSG10084			●
104	Health Challenges	HSCI10148	●		
102	Health in the Workplace	HLTH10030	●		
109	Human Anatomy and Physiology	HSCI10027	●		
105	Implementation of Mental health Studies, the Law and Forensics	HSCI10168			●
99	Independent Study In Psychosocial Rehabilitation	HSCIPSR06	●		
95	Individual Study	HMNSGER60	●		
94	Institutional Food Service	HLTH10064	●		
95	Institutional-Based Field Experience	WORKGER81	●		
108	Institutional-Based Field Experience	WORKGER81	●		
104	Interventions Supporting Recovery	HSCI10150	●		
109	Intravenous Therapy - RN/RPN	NRSGNSC90			●
99	Introduction to Mental Health (PSR)	HLTH10016	●		
105	Introduction to Mental Health and the Law, Forensic Studies	HSCI10165			●
94	Introduction to Nutrition in Health Care	HLTH10065	●		
97	Introduction To Oncology Nursing	NRSGNSCC1	●		
95	Introduction To Palliative Care	HSCIHZA69	●		
98	Introduction To Palliative Care	HSCIHZA69	●		
93	Introduction to Patient Education	HSCI10052	●		
102	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
106	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
102	Introduction to Perinatal Nursing Part 2	NRSG10056	●		
106	Introduction to Perinatal Nursing Part 2	NRSG10056	●		
96	Introduction To Transfusion Medicine	MLSCMLA61	●		
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90	Level 2: Breastfeeding Management	NRSG10074	●		
90	Level 3: Advanced Breastfeeding Practice	NRSG10075	●		
93	Living with Diabetes	HLTH10028	●		
98	Loss, Grief & End Of Life Issues	HMNS10016	●		
97	Major Malignancies I	HSCINSCC3	●		
97	Major Malignancies II	HSCINSCC4	●		
95	MDR Laboratory Experience	HSCI10122		●	
95	MDR Principles and Practices 2	HSCI10124		●	
96	Med Lab Assistant Module 1 Introduction	MLSCMLA50	●		
95	Mental Health Aspects Of Aging	HSCIGER41	●		
108	Mental Health Aspects Of Aging	HSCIGER41	●		
99	Mental Health Practitioner Competencies	HSCI10092	●		
99	Mental Health Services	HSCIPSR02	●		
96	MLAR Mod 2 - Laboratory Basics	MLSCMLA51	●		
96	MLAR Mod 4 - Basic Techniques In Haematology	MLSCMLA53	●		
96	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
96	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
96	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
102	Neonatal Nursing 1 Advanced	NRSG10045	●		
103	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
106	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
91	Nursing Informatics	NRSG10083			●
91	Nursing Theory 1	NRSG10019			●
94	Nutrition in Food Service	HLTH10224	●		
98	O.R. Laboratory Experience A	HSCI10156		●	
103	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
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101	Occupational Health and Surveillance Module 2	HSCIOHN02	●		
101	Occupational Health Nursing Module 1	NRSGOHN01	●		
101	Occupational Health Nursing Project	WORKOHN05	●		
97	Oncology Clinical Experience	CLINNSCC6	●		
109	Operating Room Attendant	NRSGNSCD9		●	
99	Operating Room Lab Experience C	HSCI10184		●	
99	Operating Room Principles and Practices 1 Theory	NRSG10032			●
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105	Operationalizing Theory into Practice	CLIN10070		●	
98	OR Laboratory Experience B	HSCI10158		●	
92	Overview Of Dementia Care	HSCIDEM01		●	
107	Overview Of Dementia Care	HSCIDEM01		●	
105	Pediatric Assessment: Infancy to Adolescence	NRSG10057	●		
106	Perinatal Newborn And Family Care (RPN)	NRSGNSCA2	●		
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96	Preparatory Biology	BIOL10006	●		
109	Preparatory Biology	BIOL10006	●		●
91	Professional Issues	NRSG10086			●
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99	Psychiatric Rehabilitation Process	HSCIPSR03	●		

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94	Quantity Food Preparation	CULI10075	●		
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95	Restorative Care	HSCIGER05		●	
108	Restorative Care	HSCIGER05		●	
98	RN/RPN Introduction to Operating Room Nursing	NRSG10058		●	
101	RNFA Theory 1	NRSG10039	●		
106	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
94	Sanitation and Safety of Food Services in Health	HSCI10183	●		
93	Special Care Considerations for Clients with Diabetes	HLTH10046	●		
100	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			●
91	Therapeutic Relationships	COMM10099			●
105	Whole Person Assessment	HSCI10149			●
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112	Accessorizing the Home	CREA10031		●	
113	AutoCAD - Introduction	CADMCAD06	●	●	
112	Basic Drafting	TDRWHF203		●	
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110	Cake Decorating 1	CULIGI737		●	
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112	Conifers (Evergreens)	HORTHOR03		●	
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111	Cooking Fundamentals	CULI10069		●	
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113	Creative Design Presentations	CREA10033		●	
114	Discovering Tea	HOSP10040		●	
114	Dressings And Salads	CULIGI312		●	
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111	French Farm House Cookery	CULI10074		●	
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114	Introduction to Tea - Tea 101	HOSP10019		●	
113	Landscape Design 1	HORTLA001		●	
114	Menu Design and Food Pairing - Tea 107	HOSP10025		●	
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114	Preparation, Consumption & Health - Tea 106	HOSP10024		●	
111	Pub Favourites At Home	CULI10077		●	
114	Smart Serve Certification Course	HOSPFB008		●	
114	Tea Sensory Development - Tea 103	HOSP10021		●	
113	Understanding Floors and Furniture	CREA10034		●	
111	Weekend Cooking Family Favourites	CULI10078		●	
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115	Mathematics 1-General Arts and Sciences	MATHMA006	●		
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115	Mechanical Basic Algebra	MATHMS165	●		
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120	AC Electrical/Electronic Theory	ELECER002		●	
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118	Air Brake Training	MOTPSAM70		●	
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118	Air Conditioning And Refrigeration	HRAPBES02		●	
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118	C of Q Instrumentation 447A	INST10006	●		
118	C of Q Truck and Coach 310T	MOTPSAM65		●	
119	CAD/CAM (MasterCAM) 3D	CADMRE456		●	
118	CFC/HCFC/HFC Control	ENVRRE904		●	
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129	Construction Practice Advanced	BLDG10106		●	
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127	Co-ordinate Measuring Machines	MECH10024		●	
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131	Drinking Water Operator-In-Training Certification	ENVR10044	●		
125	Electrical Inspection	ELECHI007	●		
120	Electricity 2-Commercial/Light Industrial	ELECHV200		●	
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121	Environmental Legislation And Audit	LAWSOH703		●	
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128	Fire Protection	SAFE10071	●		
121	Fire Safety 4-Water Extinguishing Systems	SAFEFT104		●	
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129	Framing Techniques	BLDGRE028		●	
132	Fundamentals of Quality Assurance	QUAL10014	●		
128	Funds Of The Occupational Health & Safety Law	LAWSOH301	●		
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132	Hand Tool Techniques	BLDGTZ030		●	
128	Hazard Assessment and Control	SAFE10072	●	●	
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121	Hydraulics 1	STENMF254		●	
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131	Introduction to Robotics Automation 101	ASYS10013		●	
127	Introduction to Toxicology	ENVR10022	●		
132	Lean Foundations, Green Belt	QUAL10012		●	
126	Lubrication Systems, Storage and Handling	MATLLUB04		●	
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125	Manufacturing Management	MGMTIM153		●	
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125	Roofing Inspection	BLDGHI009	●		
129	Shielded Metal Arc Welding 1	WELDRE234		●	
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130	Shielded Metal Arc Welding 3	WELDRE236		●	
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130	Small Engine Repair	MOTP10086		●	
127	SolidWorks Advanced	CADM10041		●	
131	Structural Design 1	BLDGEA301		●	
125	Structural Inspection	BLDGHI008	●		
131	Surveying, An Introduction	SURV10001	●		
131	Theories and Methods in Sustainability Education	ENVR10060	●		
131	Traffic Engineering 3	TRANTR503		●	
131	Transportation Technology	TRANEA105			●
130	Un-manned Aircraft Ground School Part 1	AFTD10031		●	
131	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
131	Wastewater Treatment Certificate Level I and II	ENVR10062	●		
121	Water And Wastewater Treatment	WASTOH705		●	
131	Water Treatment Certificate Level I and II	ENVR10061	●		
132	Welding Skills Refresher	WELD10068		●	
132	Woodworking for Women	BLDG10022		●	
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132	Woodworking Level 2	BLDGTZ071		●	
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Legal Skills 26
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Business (Post-Secondary) 33
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Canadian Institute of Management 19
Certified in Production and Inventory Management (CPIM) 17
Human Resources 36
Institute of Law Clerks of Ontario 23
Office Skills 36
Principles of Operations Management Program 17
Project Management 36
Qualified Administrative Assistant 30

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.

LEADERSHIP

- Future Ready Leadership Programs for emerging and experienced leaders
- Developing Customer Service Standards (Managers)
- Creating Amazing Customer Service (Frontline Employees)

... and more

mcecor.com/leadership

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

APICS - The Association for Operations Management

APICS is an organization of professionals with a network of chapters dedicated to Advancing Productivity, Innovation and Competitive Success. APICS is a leader in delivering superior training and education in operations management including production, inventory, supply chain management, materials purchasing and logistics. The Hamilton Chapter, in cooperation with Mohawk College, offers programs and workshops suited to different levels of professional development.

Questions?
APICS Hamilton Chapter
Call: 905-689-9117
Email: education@apicshamilton.org
Web: ce.mohawkcollege.ca/apics

PROGRAM OF STUDIES	
Principles of Operations Management Program	
BUSN10110	APICS Principles of Inventory Management
BUSN10111	APICS Principles of Operation Planning
BUSN10113	APICS Principles of Manufacturing Management
BUSN10114	APICS Principles of Distribution and Logistics
BUSN10112	APICS Principles of Managing Operations
Certified in Production and Inventory Management (CPIM)	
BUSNSPC15	APICS Basics of Supply Chain Management
BUSNSPC24	APICS Master Planning of Resources
BUSN10116	APICS Detailed Scheduling and Planning
BUSNSPC22	APICS Execution and Control of Operations
BUSN10117	APICS Strategic Management of Resources

APICS Principles of Managing Operations BUSN10112

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12647	TU	Jan19	Mar29	7:00-10:00	11	Classroom (FF)	$742.03

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
12645	MO	Jan18	Mar28	7:00-10:00	10	Classroom (FF)	$694.30

APICS Execution and Control of Operations BUSNSPC22

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12648	WE	Jan20	Mar30	7:00-10:00	10	Classroom (FF)	$694.30

Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses
Benefit from a self-study format that allows you to work at your own pace and complete more than one level per term if you choose. You must purchase textbooks and correlated workbooks, available through the College bookstores.

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: 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
12420	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
12424	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$299.88
11032		Jan7	Mar31			eLearn	$272.52
11022		Feb11	May5			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
12422	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
12425	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$299.88
11033		Jan7	Mar31			eLearn	$272.52
11023		Feb11	May5			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
12423	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
12426	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$299.88
11034		Jan7	Mar31			eLearn	$272.52
11024		Feb11	May5			eLearn	$272.52

Tuition Assistance

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

Business Studies Certificate (068)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

Develop or enhance your skills and knowledge for successful entry into the business world. Gain introductory knowledge of a variety of different business areas.

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: 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
11244		Jan12	Apr19			OntarioLearn	$426.65
11343		Feb1	May9			OntarioLearn	$426.65
11344		Mar1	Jun7			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
11241		Jan12	Apr19			OntarioLearn	$426.65
11368		Feb1	May9			OntarioLearn	$426.65
11345		Mar1	Jun7			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
11415		Jan12	Apr19			OntarioLearn	$426.65
11286		Feb1	May9			OntarioLearn	$426.65
11424		Mar1	Jun7			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
11011		Jan12	Apr19			OntarioLearn	$426.65
11277		Feb1	May9			OntarioLearn	$426.65
11619		Mar1	Jun7			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
11477		Jan12	Apr19			OntarioLearn	$426.65
12683		Feb1	May9			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
11242		Jan12	Apr19			OntarioLearn	$426.65
11279		Mar1	Jun7			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
11243		Jan12	Apr19			OntarioLearn	$426.65
11105		Feb1	May9			OntarioLearn	$426.65
12691		Mar1	Jun7			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
11485		Jan12	Apr19			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
11324		Jan12	Apr19			OntarioLearn	$426.65
11288		Feb1	May9			OntarioLearn	$426.65
11287		Mar1	Jun7			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
11714		Jan12	Apr19			OntarioLearn	$426.65
11281		Mar1	Jun7			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
11049		Jan12	Apr19			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
11010		Jan12	Apr19			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
11071		Jan12	Apr19			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
11278		Feb1	May9			OntarioLearn	$403.94
11433		Mar1	Jun7			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
11346		Jan12	Apr19			OntarioLearn	$426.65
12686		Mar1	Jun7			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.

Get Started in OntarioLearn

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

Condominium Management (ACMO) Certificate (912)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

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

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
11495		Jan12	Apr19			OntarioLearn	$567.61
12812		Feb1	May9			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
11496		Jan12	Apr19			OntarioLearn	$567.61
12818		Feb1	May9			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
11492		Jan12	Apr19			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
11497		Jan12	Apr19			OntarioLearn	$567.61
12813		Feb1	May9			OntarioLearn	$567.61

Building and Maintaining Customer Relationships BUSN10034

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11472		Jan12	Apr19			OntarioLearn	$445.91

Personal Success MGMTMD278

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11055		Jan12	Apr19			OntarioLearn	$313.10

Creative and Critical Thinking LDS COMM10216

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11362		Jan12	Apr19			OntarioLearn	$318.10

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
11148		Jan12	Apr19			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
11541		Jan12	Apr19			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
11540		Jan12	Apr19			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
11539		Jan12	Apr19			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 12730 has a 6 hour online component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11319		Jan12	Apr19			OntarioLearn	$403.94
12730	SA	Jan23	Feb27	9:00-3:00	7	Classroom (FF)	$349.86

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
11460		Jan12	Apr19			OntarioLearn	$403.94
12724	TH	Jan21	Apr21	6:30-9:30	14	Classroom (FF)	$349.86
11423		Feb1	May9			OntarioLearn	$403.94
11081		Mar1	Jun7			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
11416		Jan12	Apr19			OntarioLearn	$522.95
11338		Feb1	May9			OntarioLearn	$522.95
11430		Mar1	Jun7			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
11231		Jan12	Apr19			OntarioLearn	$403.94
11118		Mar1	Jun7			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
11038		Jan12	Apr19			OntarioLearn	$403.94
11082		Mar1	Jun7			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
11458		Jan12	Apr19			OntarioLearn	$403.94
11502		Feb1	May9			OntarioLearn	$403.94

Organizational Behaviour and Administration — BUSNPIR22 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11533		Jan12	Mar1	FAST-TRACK		OntarioLearn	$403.94
11459		Jan12	Apr19			OntarioLearn	$403.94
11583		Feb1	May9			OntarioLearn	$403.94
11582		Mar1	Jun7			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
11096		Jan12	Mar1	FAST-TRACK		OntarioLearn	$403.94
11457		Jan12	Apr19			OntarioLearn	$403.94
11342		Feb1	May9			OntarioLearn	$403.94
11411		Mar1	Jun7			OntarioLearn	$403.94
12729	SA	Mar12	Apr23	9:00-3:00	7	Classroom (FF)	$349.86

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
11473		Jan12	Apr19			OntarioLearn	$497.27
12725	TU	Jan19	Apr12	6:30-9:30	13	Classroom (FF)	$324.87
11409		Mar1	Jun7			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
11607		Jan12	Apr19			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
11614		Jan12	Apr19			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
11605		Jan12	Apr19			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
11606		Jan12	Apr19			OntarioLearn	$317.95

Industrial Distribution Integrated Case Study BUSN10056

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12406		Jan12	Apr19			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

Some 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
11038		Jan12	Apr19			OntarioLearn	$403.94
11082		Mar1	Jun7			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
11117		Jan12	Apr19			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
11285		Jan12	Apr19			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
11112		Jan12	Apr19			OntarioLearn	$348.23

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
12450	TU	Jan5	Mar22	6:00-9:30	12	Classroom (FF)	$349.86

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.

Corporate Procedures LAWSSELC6

Focus on the preparation & filing of articles for incorporation of corporations, documentation related to variations in the constitution of corporations, winding-up, registration in other jurisdictions, preparation of agenda & minutes, preparation & filing of returns. Exam: Jun 22/16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12703		Mar16	Jun15			OntarioLearn	$466.09

Estate Procedures LAWSSELC4

Focus on the preparation of wills & administration of estates with attention to asset management, debts, distribution of the estate, letters testamentary, estate accounts, administration of ongoing trusts & preparation of income tax returns. Exam: May 31/16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12701		Feb2	May24			OntarioLearn	$508.06

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

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
- Grade 12 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 Rep 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 Rep 2	42
INSR10015	Professionalism in the Insurance Workplace	42
OADMOA228	Doc Process & Simulations	42
PERS10010	Sensitivity in the Workplace	28
WORK10023	Work Experience - Insurance	70

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
11463		Jan12	Apr19			OntarioLearn	$426.65
11275		Feb1	May9			OntarioLearn	$426.65
11080		Mar1	Jun7			OntarioLearn	$426.65

Technical Service Representative 1 NEW! 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
12418		Jan12	Apr19			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
11579		Jan12	Apr19			OntarioLearn	$370.94

Model Office/Broker Operations NEW! 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
11668		Jan12	Apr19			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
11667		Jan12	Apr19			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
11695		Jan12	Apr19			OntarioLearn	$370.94

Integrated Accounting Certificate (099)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: 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 option 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.

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
12420	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
12424	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$299.88
11032		Jan7	Mar31			eLearn	$272.52
11022		Feb11	May5			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
12422	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
12425	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$299.88
11033		Jan7	Mar31			eLearn	$272.52
11023		Feb11	May5			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
12423	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
12426	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$299.88
11034		Jan7	Mar31			eLearn	$272.52
11024		Feb11	May5			eLearn	$272.52

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
11498		Jan12	Apr19			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
11499		Jan12	Apr19			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
11500		Jan12	Apr19			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
12419	TH	Jan7	Mar24	6:30-9:30	12	Classroom (FF)	$299.88
11332		Jan18	Apr9			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
11126		Jan18	Apr9			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
12858	FR	Jan8	Mar11	6:30-9:30	10	Classroom (FF)	$254.90
11182		Jan12	Apr19			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
11362		Jan12	Apr19			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
11097		Jan12	Apr19			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
11190		Jan12	Apr19			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
12439	WE	Jan6	Mar9	6:30-9:30	10	Classroom (FF)	$254.90
11283		Jan12	Apr19			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
11284		Jan12	Apr19			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
11183		Jan12	Apr19			OntarioLearn	$318.10

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?"

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
11184		Jan12	Apr19			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
12639	TH	Jan7	Mar10	6:30-9:30	10	Classroom (FF)	$254.90
11363		Jan12	Apr19			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
11536		Jan12	Apr19			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
11234		Jan12	Apr19			OntarioLearn	$403.94

Introduction To Legal Office Practice And Procedures OADM10009

Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended Prerequisite: LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11029		Jan12	Apr19			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
11524		Jan12	Apr19			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
11572		Jan12	Apr19			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
11178		Jan12	Apr19			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
11135		Jan12	Apr19			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
11402		Jan12	Apr19			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
11516		Jan12	Apr19			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
11124		Jan12	Apr19			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
11134		Jan12	Apr19			OntarioLearn	$403.94

Small Claims Practice and Procedure LAWS10154

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11523		Jan12	Apr19			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
11567		Jan12	Apr19			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
11416		Jan12	Apr19			OntarioLearn	$522.95
11338		Feb1	May9			OntarioLearn	$522.95
11430		Mar1	Jun7			OntarioLearn	$522.95

Managerial Communications MGMTBPC02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12726	SA	Jan23	Feb27	9:00-3:30	6	Classroom (FF)	$324.87

Managerial Analysis MGMTBPC05

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12727	TU	Jan19	Apr12	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

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
11385		Jan12	Apr19			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
11012		Jan12	Apr19			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
11021		Jan12	Apr19			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
11648		Jan12	Apr19			OntarioLearn	$511.00

The Business of Tomorrow BUSN10047

Learn to deal with issues and questions related to two manufacturing challenges: the global economy and the changing workplace. Intended for supervisors, course topics include implementing change, the impacts from global competitors, understanding the workforce 'mosaic', committing to continuous learning and helping others to do the same. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11000		Jan12	Apr19			OntarioLearn	$511.00

Marketing Essentials

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

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

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

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
11243		Jan12	Apr19			OntarioLearn	$426.65
11105		Feb1	May9			OntarioLearn	$426.65
12691		Mar1	Jun7			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
11251		Jan12	Apr19			OntarioLearn	$403.94

Marketing Advanced — MRKT10018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11485		Jan12	Apr19			OntarioLearn	$426.65

Marketing Channels — MRKT10045

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11527		Jan12	Apr19			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
11401		Jan12	Apr19			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
11131		Jan12	Apr19			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 NIGHT OF CLASS.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12362	TU	Jan5	Mar29	6:30-10:00	13	Classroom (FF)	$349.86

Medical Terminology 2 — OADMOA324

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12363	WE	Jan6	Mar16	6:00-9:30	11	Classroom (FF)	$299.88

Medical Transcription Certificate (172)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

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

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

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

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

Medical Terminology 1 — OADMOA323

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12362	TU	Jan5	Mar29	6:30-10:00	13	Classroom (FF)	$349.86

Medical Terminology 2 — OADMOA324

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12363	WE	Jan6	Mar16	6:00-9:30	11	Classroom (FF)	$299.88

Medical Transcription 1 — OADMOA352

Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA261 and enrollment in, or completion of, OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12361	MO	Jan4	Apr4	6:00-9:30	13	Classroom (FF)	$349.86

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
11107		Jan5	Mar29			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
11159		Jan5	Mar29			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
11161		Jan5	Mar29			eLearn	$317.94

Office Administration - General Certificate (380)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

Become skilled in the performance of essential office tasks such as document preparation, record management, digital transcription, customer service, recordkeeping and business applications software.

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

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

Information Management — INFO10021

Learn to use Outlook to manage a schedule, keep track of contacts and communicate with others. Using MS Access, identify database terminology and the database environment, create and modify tables, generate reports and forms from a table, and perform simple queries.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12368	MO	Jan11	Apr4	6:00-9:30	12	Blended (FF)	$349.86

Intermediate Word Applications — INFO10162

Use Word 2013 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisites: OADMOA116 and KEYB10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12366	TH	Jan14	Mar31	6:00-10:00	14	Blended (FF)	$453.06

Keyboarding — KEYB10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12371	WE	Jan13	Mar30	6:00-9:00	12	Classroom (FF)	$233.24

Keyboarding - Beginners — KEYBSEZ30

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12369	WE	Jan13	Mar30	6:00-9:30	12	Classroom (FF)	$299.88

Administrative Office Procedures — **OADM10015**

Discover skills fundamental to the pursuit of an office career. Covers filing and record management, note taking, information distribution and reprographics, and time management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12365	TU	Jan12	Mar29	6:00-9:30	12	Blended (FF)	$349.86

Qualified Administrative Assistant

The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of 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 a variety of Diplomas and Certificates. Refer to the index.

Interpersonal Communication Skills COMM10294

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11208		Jan12	Apr19			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

- Grade 12 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
11160		Jan12	Apr19			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
11426		Jan12	Apr19			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
11110		Jan12	Apr19			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
11310		Jan12	Apr19			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
11475		Jan12	Apr19			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
11115		Jan12	Apr19			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
11311		Jan12	Apr19			OntarioLearn	$464.27

Ready for your Certificate?
Ready to Graduate?
Visit **mohawkcollege.ca/ConvocationPrep**

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
11027		Jan12	Apr19			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
11109		Jan12	Apr19			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
11111		Jan12	Apr19			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

- Grade 12 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
11172		Jan12	Apr19			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
11173		Jan12	Apr19			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
11488		Jan12	Apr19			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
11383		Jan12	Apr19			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
11005		Jan12	Apr19			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
11065		Jan12	Apr19			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
11408		Jan12	Apr19			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
11072		Jan12	Apr19			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
11472		Jan12	Apr19			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

- Grade 12 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
11370		Jan12	Apr19			OntarioLearn	$403.94
11336		Feb1	May9			OntarioLearn	$403.94
11410		Mar1	Jun7			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
11077		Jan12	Apr19			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
11229		Jan12	Apr19			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
11369		Jan12	Apr19			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
11230		Jan12	Apr19			OntarioLearn	$358.52

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
11232		Jan12	Apr19			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
11233		Jan12	Apr19			OntarioLearn	$358.52

Medical Keyboarding KEYB10005

Increase your knowledge of specific terms and improve keyboarding speed and accuracy. Includes case histories, a variety of medical reports, technical terminology and timed writings. Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003) and keyboarding skills of 30 net words per minute. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11309		Jan12	Apr19			OntarioLearn	$403.94

WSIB Workplace Safety & Insurance Board Adjudication

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca

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

Courses are offered in the Fall and Winter terms only.

WSIB Eligibility Adjudication BUSNBU158

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12614	SA	Jan9	Feb3	9:00-4:00	5	Classroom (FF)	$291.55

WSIB Case Management Adjudication BUSNBU159

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12616	SA	Feb13	Mar12	9:00-4:00	5	Classroom (FF)	$291.55

OTHER COURSES

Business (Post-Secondary)

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

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca

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

Earning a Business Diploma part-time through Continuing Education and Online Learning is suspended. Affected students should contact us to discuss alternate arrangements for diploma completion.

Accounting 1 — ACCTCB101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12448	WE	Jan6	Mar23	6:00-9:30	12	Classroom (FF)	$349.86

Accounting 2 - Financial — ACCT10014

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12452	TU	Jan5	Apr5	6:30-10:30	14	Classroom (FF)	$453.06

Accounting 3 - Financial Accounting Concepts — ACCT10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12453	WE	Jan6	Mar23	6:30-9:30	12	Classroom (FF)	$349.86

Accounting 4 - Contemporary Accounting Issues — ACCT10010

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12819	TU	Jan5	Mar22	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
12603	MO	Jan4	Mar28	7:00-10:00	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
12454	WE	Jan6	Mar23	6:30-10:00	12	Classroom (FF)	$349.86

Business Finance 2 — BUSNBA440

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12455	MO	Jan4	Mar28	7:00-10:30	12	Classroom (FF)	$349.86

Business Law — BUSNCB436

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12449	TH	Jan7	Mar24	6:00-9:30	12	Classroom (FF)	$349.86

Business Mathematics Of Finance — MATH10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11397		Jan21	Apr21			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
12622	WE	Jan6	Apr6	6:00-10:00	14	Classroom (FF)	$453.06

Cost & Managerial Accounting 1 — **ACCTAC336**

Analyze the flow of costs through a business and the systems used to accumulate these costs. Completion of ACCTAC336 and ACCTAC436, with an average grade of 70%, earns a full exemption from the CGA course, Cost Accounting 311. Prerequisites: ACCTAC201 or ACCT10005 and ACCT10014. ACCTAC336 and Excel Expert (INFO10079) are equivalent to ACCT10030.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12604	WE	Jan6	Mar23	6:00-10:00	12	Classroom (FF)	$349.86

Cost and Managerial Accounting I — ACCT10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11088		Jan12	Apr19			OntarioLearn	$445.91
11624		Mar1	Jun7			OntarioLearn	$445.91

Cost & Managerial Accounting 2 — **ACCTAC436**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12605	TH	Jan7	Mar24	6:00-9:30	12	Classroom (FF)	$349.86

Cost and Managerial Accounting II — ACCT10025

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11089		Jan12	Apr19			OntarioLearn	$445.91
12687		Mar1	Jun7			OntarioLearn	$445.91

Entrepreneurship Fundamentals — SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurism and intrapreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. Equivalent to: Entrepreneurial Training (BUSNBA107). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11031		Jan12	Apr19			OntarioLearn	$403.94

Financial Statement Concepts — ACCT10005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12602	TH	Jan7	Mar24	6:30-10:00	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
11090		Jan12	Apr19			OntarioLearn	$403.94

Microeconomics — ECONEB122 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12450	TU	Jan5	Mar22	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
11154		Jan12	Apr19			OntarioLearn	$403.94

Taxation — ACCTAC409

Learn to prepare personal income tax returns for self-employed individuals in proprietorships and partnerships and individuals employed by Corporations. Prerequisite: ACCTAC201 or ACCT10005 and ACCT10014.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12451	WE	Jan6	Apr6	6:00-10:00	14	Classroom (FF)	$453.06

Business Skills

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

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
11091		Jan12	Apr19			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
11092		Jan12	Apr19			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
11136		Jan12	Apr19			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
11137		Jan12	Mar1			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
11093		Jan12	Apr19			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
11094		Jan12	Apr19			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
11530		Jan12	Apr19			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
11121		Jan12	Apr19			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
11198		Jan12	Apr19			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
11197		Jan12	Apr19			OntarioLearn	$297.96

Dealing And Working With Difficult People — **CONFBU397**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11106		Jan12	Mar22			OntarioLearn	$313.10

Effective Supervision-Human Relations MGMTMD221

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11054		Jan12	Mar22			OntarioLearn	$313.10

Financial and Managerial Accounting BUSN10118

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11125		Jan18	Apr9			eLearn	$272.52

Forensic Accounting ACCT10033

Practical applications in analysing and evaluating financial information relating to fraudulent issues that include net worth analysis and detecting fraud using analytical software. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11100		Jan12	Apr19			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
11104		Jan12	Apr19			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
11177		Jan12	Apr19			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
11422		Jan12	Apr19			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
11504		Jan12	Apr19			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
11085		Jan12	Apr19			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
11095		Jan12	Apr19			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
11087		Jan12	Apr19			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
11303		Jan12	Apr19			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
11386		Jan12	Apr19			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
11518		Jan12	Apr19			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
11119		Jan18	Apr9			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
11699		Jan12	Apr19			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
11257		Jan12	Apr19			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
11382		Jan12	Apr19			OntarioLearn	$403.94

Dispute Resolution HMNS10093
Examine alternative dispute resolution in its historical, social and legal context. Develop skills in the various stages of mediation and consider models and practical techniques for successful negotiation. Prerequisite: Human Resource Management Studies (MGMTBPC01). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11151		Jan12	Apr19			OntarioLearn	$403.94

National 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 National Knowledge Exam questions are based. Includes weekly, real time NKE style question and answer sessions. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12407		Jan12	Apr19			OntarioLearn	$370.94

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
11403		Jan12	Apr19			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
11163		Jan12	Apr19			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
11570		Jan12	Apr19			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
11309		Jan12	Apr19			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
11525		Jan12	Apr19			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
11483		Jan12	Apr19			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
11548		Jan12	Apr19			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
11446		Jan12	Apr19			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
11490		Jan12	Apr19			OntarioLearn	$426.65
11335		Feb1	May9			OntarioLearn	$426.65
11425		Mar1	Jun7			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
11008		Jan12	Apr19			OntarioLearn	$445.91
11276		Feb1	May9			OntarioLearn	$445.91
11280		Mar1	Jun7			OntarioLearn	$445.91

Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

Programs and Courses

Certificates

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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 courses are also available during the day, evening and part-time, for further information please see ad below.

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
11394		Jan12	Jun14			OntarioLearn	
11660		Mar1	Aug2			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
11395		Jan12	Jun14			OntarioLearn	
11661		Mar1	Aug2			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
11387		Jan12	Jun14			OntarioLearn	
11653		Mar1	Aug2			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
11390		Jan12	Jun14			OntarioLearn	
11656		Mar1	Aug2			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
11388		Jan12	Jun14			OntarioLearn	
11654		Mar1	Aug2			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
11396		Jan12	Jun14			OntarioLearn	
11662		Mar1	Aug2			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
11389		Jan12	Jun14			OntarioLearn	
11655		Mar1	Aug2			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
11391		Jan12	Jun14			OntarioLearn	
11657		Mar1	Aug2			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
11392		Jan12	Jun14			OntarioLearn	
11658		Mar1	Aug2			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"
- Employment Readiness Workshops

Preparing adult learners for:

- College programs
- Apprenticeship
- Employment
- GED (General Education Development) test

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

Location:
Fennell Campus, Hamilton

Financial assistance for day-care and/or travel expenses is available for eligible learners.

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
11393		Jan12	Jun14			OntarioLearn	
11659		Mar1	Aug2			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
12582	TU	Jan12	Mar29	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
12583	TH	Jan14	Mar31	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
11191		Jan12	Mar22			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
11192		Jan12	Mar22			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
11193		Jan12	Apr19			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
11194		Jan12	Mar22			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
11195		Jan12	Mar22			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.
- Contact Prior Learning Assessment & Recognition (PLAR) at plar@mohawkcollege.ca
- 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.

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
12573	MO	Jan11	Apr4	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
11440		Jan12	Apr19			OntarioLearn	$403.94
11428		Feb1	May9			OntarioLearn	$403.94
11625		Mar1	Jun7			OntarioLearn	$403.94

La Pratique du Francais 2 — LANGFR004

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12574	TU	Jan12	Mar29	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
11441		Jan12	Apr19			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 enseignes dans ce niveau. Equivalent to: LANG10063. Prerequisite: LANGFR004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12575	WE	Jan13	Mar30	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
11442		Jan12	Apr19			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 études dans les niveaux précédents. Equivalent to: LANG10064. Prerequisites: LANGFR005, LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12576	MO	Jan11	Apr4	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
11443		Jan12	Apr19			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, LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12577	TH	Jan14	Mar31	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
11444		Jan12	Apr19			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
12578	TU	Jan12	Mar29	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, LANGFS032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12579	WE	Jan13	Mar30	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, LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12580	TH	Jan14	Mar31	6:30-9:45	12	Classroom (FF)	$324.87

Parlons Avance 4 — LANGFS080

Graduates of the Competence in the French Language Certificate will build communication skills and fluency through discussion. Prerequisite: LANGFS079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12581	TU	Jan12	Mar29	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

- Grade 12 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.

Orientation Sessions for Winter 2016 Intake:

- December 15, 2015 6:30-8:30 pm OR January 12, 2016 6:30-8:30 pm
- Fennell Campus - J-Wing - Room J103
- Reserve a spot: 905-575-2307 or bonnie.pataran@mohawkcollege.ca

Introduction to Spoken Language Interpreting — LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. If adequate enrollment is met, the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11405		Jan12	Apr19			OntarioLearn	$280.10
12721	TU/TH	Jan19	Feb18	7:00-10:00	10	Classroom (FF)	$259.90

Consecutive Interpreting — LANG10032 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11465		Jan12	Apr19			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
11014		Jan12	Apr19			OntarioLearn	$313.10
12722	MO/WE	Jan18	Feb22	7:00-10:00	10	Classroom (FF)	$259.90

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
11406		Jan12	Apr19			OntarioLearn	$313.10
12723	MO/WE	Feb29	Mar30	7:00-10:00	10	Classroom (FF)	$259.90

Setting Specific Interpreting — LANG10035 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11364		Jan12	Apr19			OntarioLearn	$313.10

Capstone Course, Skills Integration — LANG10036 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11613		Jan12	Apr19			OntarioLearn	$280.10

Student Success Advisors (SSA)

As part of our commitment to student success, students in Continuing Education courses have access to an SSA. Here is a summary of how your SSA may help you.

Academic and Program Advising

- Initial advice on course selection; changing programs; withdrawals
- Referrals to Program Coordinator for program specific 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

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

Please visit the website for details on furthering your studies.

Creative Writing — COMMLL904

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12718	WE	Jan20	Mar30	6:30-10:00	11	Classroom (FF)	$325.87

Get Started in OntarioLearn

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

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
12720	TU	Jan19	Mar29	6:30-10:00	11	Classroom (FF)	$325.87

Grammar For Writing Professionals — COMMLLT02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11050		Jan12	Apr19			OntarioLearn	$403.94

Intro to Creative Non-Fiction — COMM10000

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11116		Jan12	Apr19			OntarioLearn	$348.23

Novel Writing 2 — COMM10143

Take your novel-in-progress to the next level. Refine your plot, character and theme in a workshop environment. Work toward a complete first draft. Learn about manuscript preparation and markets.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12719	WE	Jan20	Mar30	6:30-10:00	11	Classroom (FF)	$325.87

Plot Development — COMM10311

Focus on the unsung hero of great storytelling: Plot! Study and use various plot mechanics and devices through in-class workshops. Learn how to refresh classic storytelling arcs and incorporate back-story and thematic content. Avoid plot cliches. Examine great plots from movies, short stories and novels.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12717	TH	Jan21	Mar31	6:30-10:00	11	Classroom (FF)	$325.87

Poetry Writing — COMMLLT13

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11357		Jan12	Apr19			OntarioLearn	$403.94

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
11015		Jan12	Apr19			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
11004		Jan12	Apr19			OntarioLearn	$348.23

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
11051		Jan12	Apr19			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
11417		Jan12	Apr19			OntarioLearn	$403.94

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
11330		Jan12	Apr19			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
12787	SA/SU	Feb27	Feb28	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 NEW! 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 each other. 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
12811		Jan12	Apr19			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
11325		Jan12	Apr19			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
11130		Jan12	Apr19			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
11686		Jan12	Apr19			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
11078		Jan12	Apr19			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
11070		Jan12	Apr19			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
11223		Jan12	Apr19			OntarioLearn	$370.94

Culture, Language and Linguistics COMM10277 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11255		Jan12	Apr19			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
11471		Jan12	Apr19			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
11519		Jan12	Apr19			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
11575		Jan12	Apr19			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
11129		Jan12	Apr19			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
11466		Jan12	Apr19			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
11419		Jan12	Apr19			OntarioLearn	$403.94

History of Aboriginal/Canadian Relations — INDS10009 (E)

Examine the unique position of Aboriginals in Canadian society. Focus on historical and political issues and development of the legal relationship between colonial powers and Aboriginal peoples. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11074		Jan12	Apr19			OntarioLearn	$426.65

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
12709		Jan12	Apr19			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
11297		Jan12	Apr19			OntarioLearn	$403.94

Introduction To Children's Literature — COMMLLT06 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11052		Jan12	Apr19			OntarioLearn	$403.94
12684		Feb1	May9			OntarioLearn	$403.94
11549		Mar1	Jun7			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
11067		Jan12	Apr19			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
11256		Jan12	Apr19			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
11320		Jan12	Apr19			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
11639		Jan12	Apr19			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
11470		Jan12	Apr19			OntarioLearn	$403.94
11337		Feb1	May9			OntarioLearn	$403.94
11501		Mar1	Jun7			OntarioLearn	$403.94

Labour Economics — BUSNPIR10 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11326		Jan12	Apr19			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
11529		Jan12	Apr19			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
11079		Jan12	Apr19			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
11128		Jan12	Apr19			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
11347		Jan12	Apr19			OntarioLearn	$403.94
11630		Mar1	Jun7			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
11321		Jan12	Apr19			OntarioLearn	$403.94
11271		Feb1	May9			OntarioLearn	$403.94
11631		Mar1	Jun7			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
11127		Jan12	Apr19			OntarioLearn	$426.65

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

Take an in-depth look at the socio-cultural relevance that the Olympics have on our society and historical review of the games that allows you to understand how the Olympics have altered the manner in which we view athletic competition. Special emphasis placed upon the emergence of elite athletes, financial remuneration, banned substances and the International Olympic Committee (IOC). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11199		Jan12	Apr19			OntarioLearn	$370.94

The Ontario Metis — HIST10018 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11576		Jan12	Apr19			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
11637		Jan12	Apr19			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
11013		Jan12	Apr19			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
11138		Jan12	Apr19			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
11142		Jan12	Apr19			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
11158		Jan12	Apr19			OntarioLearn	$403.94

Popular Music and Society NEW! — 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
12731		Jan12	Apr19			OntarioLearn	$370.94

Science Fiction — COMM10043 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11629		Jan12	Apr19			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
11066		Jan12	Apr19			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
11086		Jan12	Apr19			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
11404		Jan12	Apr19			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
11513		Jan12	Apr19			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
12592	MO	Jan11	Apr4	6:00-9:30	12	Classroom (FF)	$349.86
11469		Jan13	Mar30			eLearn	$317.94

Sociology 2 — SSCISS109 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11381		Jan12	Apr19			OntarioLearn	$370.94

Sociology-Sport — SSCI10046 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11152		Jan12	Apr19			OntarioLearn	$370.94

Sport: The Global Business of Making Money — SPRT10022 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11200		Jan12	Apr19			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
11007		Jan12	Apr19			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
11068		Jan12	Apr19			OntarioLearn	$403.94
11273		Feb1	May9			OntarioLearn	$403.94
11429		Mar1	Jun7			OntarioLearn	$403.94

Understanding Literature — COMM10095 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11020		Jan12	Apr19			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
11517		Jan12	Apr19			OntarioLearn	$426.65

Women in Film: Scandalous Sisters NEW! — 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" behavior and/or appearance of the central female character(s). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12804		Jan12	Apr19			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
11468		Jan12	Apr19			OntarioLearn	$426.65
12590	WE	Jan13	Apr6	6:00-9:30	13	Classroom (FF)	$374.85
11334		Feb1	May9			OntarioLearn	$426.65
11189		Mar1	Jun7			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
11698		Jan12	Apr19			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
11467		Jan12	Apr19			OntarioLearn	$370.94

Italian 1 — LANGLLA03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12584	WE	Jan13	Mar30	6:45-10:00	12	Classroom (FF)	$324.87

Italian 2 — LANGLLB03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12585	MO	Jan11	Apr4	6:45-10:00	12	Classroom (FF)	$324.87

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
12586	TU	Jan12	Mar29	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
12587	WE	Jan13	Mar30	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 Monday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12791	MO/TH	Jan21	Apr14	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
11037		Jan12	Apr19			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
11036		Jan12	Apr19			OntarioLearn	$470.69

Sign Language

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

First Responders Basic American Sign Language LANG10088

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12781	SA/SU	Feb6	Feb7	9:00-4:00	2	Classroom (FF)	$99.96

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
12780	TH	Jan14	Apr21	6:00-9:30	15	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
11689		Jan12	Apr19			OntarioLearn	$403.94

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
11463		Jan12	Apr19			OntarioLearn	$426.65
11275		Feb1	May9			OntarioLearn	$426.65
11080		Mar1	Jun7			OntarioLearn	$426.65

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
12588	SA	Jan9	Mar19	8:30-1:30	11	Classroom (FF)	$453.06

Copyright Introduction BUSN10137

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11563		Jan12	Apr19			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
11666		Jan7	Mar31			eLearn	$317.94
12589	TU	Jan12	Mar29	6:00-9:30	12	Classroom (FF)	$349.86

English 1 COMM10256

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11084		Jan12	Apr19			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
11237		Jan12	Apr19			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
11049		Jan12	Apr19			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
11439		Jan12	Apr19			OntarioLearn	$445.91

Community Services and Support

ce.mohawkcollege.ca/communityservices

Programs and Courses

Diplomas

Child & Youth Care Diploma (612).....51
Early Childhood Education Diploma (213).....54
Educational Support Diploma (747).....56
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Certificates

Autism and Behavioural Science Certificate (164).....49
Career Consultant Certificate (076).....50
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).....63
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Children's Mental Health.....52
Criminal Psychology and Behaviour.....53
Diversity and Intercultural Relations.....53
Fundamentals of Correctional Practices.....58
Fundraising.....58
Holistic Studies - Introduction.....59
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Retirement Communities.....64

Other Credentials and Stand-Alone Courses

Career Consultant.....66
Court Reporting.....66
Fitness Leadership (YWCA).....58
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 Addictions — HMNS10039

Gain a basic understanding of addictions including prevalence, diagnoses, assessment and treatment. Current issues and trends in the field will be explored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12661	TU	Jan19	Mar15	6:30-9:30	9	Classroom (FF)	$224.91

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 Field Placement 1 or 2 during the spring semester must indicate their interest via email to disted@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 pre-requisites for field placement.

In order to complete the required placement hours:

- Field Placement I students must be available for placement a minimum of 2 days per week
- Field Placement II students must be available for placement a minimum of 4 days per week
- Note: some agencies require students to work full time hours in order to attend placement with that agency

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
11312		Jan12	Apr19			OntarioLearn	$403.94

Introduction to Applied Behaviour Analysis — HSCI10042 (SA)

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: HSCI10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11313		Jan12	Apr19			OntarioLearn	$522.95

Working with Families and Teams — HMNS10005 (SA)

Explore theories and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with, and function effectively, as a member of a multi-disciplinary team. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11315		Jan12	Apr19			OntarioLearn	$426.65

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
12714	SA/SU	Jan16	Jan17	9:00-4:00	2	Classroom (FF)	$122.56
12715	SA/SU	Mar19	Mar20	9:00-4:00	2	Classroom (FF)	$122.56

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
11317		Jan12	Apr19			OntarioLearn	$333.10

Specialized Instructional Strategies — EDUC10030 (SA)

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11480		Jan12	Apr19			OntarioLearn	$522.95

Treating Challenging Behaviour — HMNS10006 (SA)

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSCI10042 and EDUC10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11316		Jan12	Apr19			OntarioLearn	$426.65

Behavioural Skill Building — EDUC10028 (SA)

Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11323		Jan12	Apr19			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
11322		Jan12	Apr19			OntarioLearn	$313.10

Parent and Staff Training — EDUC10029 (SA)

Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediator training. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11481		Jan12	Apr19			OntarioLearn	$313.10

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

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

Admission Requirements
- A degree or diploma or recognized equivalent.
- Please see our website for the program application.

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 Transition and Change Management NEW! — CRED10103

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11713		Jan12	Apr19			OntarioLearn	$426.65

Diversity In The Workplace — CREDCAR08

Career Consultants have the opportunity to work with individuals from many diverse groups. Get prepared for your work in advising clients with specific needs and examine and address possible barriers to employment. The Ontario Human Rights Code, Conflict Resolution and, the Accessibility for Ontarians with Disabilities Act (AODA) and other legislative regulations will be discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12620		Jan14	Apr7			eLearn	$295.23

Theories Of Career Development — CREDCAR01 (SA)

Survey current theories of career development, with an emphasis on dominant concepts and the accompanying processes. Examine the history, current thinkers in the field, life-span development, decision-making, and adaptation to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11708		Jan14	Apr7			eLearn	$295.23

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.
- An 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.
- Application Form online.

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)		

Intervention Strategies For Child Youth Care HMNSCC257 (SA)

Year 1 & 2. Introduces concepts, principles & procedures underlying the practice of child and youth work in treatment programs with children, adolescents & their families. Emphasizes development and use of a therapeutic relationship, behaviour management techniques, formulation of a basic level client case and care plan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12384	TU	Jan12	Apr5	6:15-9:30	13	Blended (FF)	$349.86

Interviewing Skills 1 NEW! 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
12732		Jan12	Apr19			OntarioLearn	$403.94

Introduction to Abuse/Trauma/Resiliency HMNS10102 (SA)

Year 1 & 2. Explore the signs and symptoms of family violence including physical, emotional, sexual abuse and neglect, as a traumatic event, in a youth's life. Societal and Institutional Abuse are touched upon and the youth "in care" experience. Within this context of trauma and abuse, resiliencies in children and youth, the role of the CYW and intervention strategies are explored. Prerequisite: HMNSCC142. In-class dates: Jan 13,27, Feb 10,24, Mar 9,23, Apr 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12381	WE	Jan13	Apr6	6:15-9:30	13	Blended (FF)	$349.86

Legislation: Policies & Procedures NEW! 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
12606		Jan14	Apr14			eLearn	$317.94

Interviewing Skills 2 NEW! 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
12735		Jan12	Apr19			OntarioLearn	$403.94

Human Sexuality For Child & Youth Worker HMNSCC558 (SA)

Integrate Human Sexuality Theory through planning, implementing and evaluating therapeutic programs. Prerequisite: HMNSCC162 & HMNSCC358.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12411	TU	Jan12	Apr5	6:15-9:30	13	Blended (FF)	$349.86

Cognitive Behaviour Modification In CYW HMNSCC457 (SA)

Year 3 & 4. Presents two treatment approaches: the theory and techniques of Behaviour Modification and Cognitive Behavioural Modification. Each theory will be examined on its own merit and then studied in terms of an integration of the two approaches. In-class dates: Jan 20, Feb 3,17, Mar 2,16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12383	WE	Jan20	Mar16	6:15-9:30	9	Blended (FF)	$233.24

Assessment And Treatment Strategies In CYW HMNSCC458 (SA)

Year 3 & 4. Provides a forum for discussion to assist students to integrate theory (from previous & present courses) with practice. Study case assessment, service planning, case formulation, treatment planning and develop report writing skills & applied treatment skills as the primary CYW with a client, within a multidisciplinary team. Prerequisites: HMNSCC358 & HMNS10102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12385	TH	Jan14	Apr7	6:15-9:30	13	Blended (FF)	$349.86

Seminar 1 - Professionalism in Child and Youth Worker 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
12382		Jan11	Apr4			eLearn	$569.18

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

An integrative seminar that will assist you in processing and exploring trends and issues in Child and Youth Work as they move through Field Internship. You MUST register for both HMNS10104 & WORK10136. Prerequisite: WORK10112.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12386		Jan11	Apr11			eLearn	$213.92

Field Placement 1 WORK10136 (SA)

Field placement provides an opportunity to integrate classroom theories while learning through real life situations. The primary focus is to introduce a variety of situations and provide exposure to a spectrum of community services, including public and private supported community agencies and institutions. Equivalent to WORKCC455. You MUST register for both HMNS10104 & WORK10136. Please view prerequisites at ce.mohawkcollege.ca/cyw.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12432		Jan11	Apr11			FieldWork	$533.44

Field Placement 2 WORK10137 (SA)

Field placement 2 continues to provide the student an opportunity to learn through real life situations by benefitting from the knowledge and guidance of the CYC staff and their supervisors. Please view prerequisites at ce.mohawkcollege.ca/cyw.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12433		Jan11	Apr11			FieldWork	$777.40

Professional Development in Child and Youth Work NEW! 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
12608		Jan14	Apr14			eLearn	$317.94

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 43.

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
12710		Jan12	Apr19			OntarioLearn	$426.65

Family Relationships and Impact on Psychiatric Disorders HLTH10217

Examine the interconnectedness of family relationships and their effect on common abnormal psychiatric disorders in the infant, child and adolescent populations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12711		Jan12	Apr19			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

PSYCSS156 is offered on page 44. PSYCSS271 is offered on page 43.

Individual Counselling — COUNTC104

Focus on the practice of individual counselling. Examine the philosophy and methodology of the major counselling theories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12635	WE	Jan13	Apr6	6:15-9:30	13	Blended (FF)	$349.86

Interviewing Skills In Counselling — COUNTC103

Focus on basic interviewing methods, procedures and behaviours. Techniques are applied through the use of role play activities in various counselling settings. Includes effective listening skills and empathy training.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12634	MO	Jan11	Apr4	6:15-9:30	13	Blended (FF)	$349.86

Criminal Psychology and Behaviour

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244
Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca
Web: 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

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
11306		Jan12	Apr19			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
11482		Jan12	Apr19			OntarioLearn	$393.65

Domestic and Workplace Violence — PSYC10006 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11487		Jan12	Apr19			OntarioLearn	$393.65

Co-dependency as an Addiction — PSYC10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11455		Jan12	Apr19			OntarioLearn	$426.65

Cults and Terrorism — SSCI10006 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11705		Jan12	Apr19			OntarioLearn	$426.65

Sexual Violence — SSCI10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11454		Jan12	Apr19			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

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
11318		Jan12	Apr19			OntarioLearn	$403.94

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
11215		Jan12	Apr19			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
11384		Jan12	Apr19			OntarioLearn	$403.94

Sociology 1 SSCISS108 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12592	MO	Jan11	Apr4	6:00-9:30	12	Classroom (FF)	$349.86
11469		Jan13	Mar30			eLearn	$317.94

Contemporary Social Problems-Police Foundations SSCISS288

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11515		Jan12	Apr19			OntarioLearn	$445.91

Early Childhood Education Diploma (213)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

Through a blend of online and face-to-face evening courses, prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Questions?

Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: 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.

PROGRAM OF STUDIES

Refer to the website for course descriptions.

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)		

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
11675		Jan14	Apr14			eLearn	$317.94

Learning Environment 2 EDUCEC215 (SA)

Focus on the importance of play and children's interests as key components of effective learning environments. Develop advanced skills in planning developmentally appropriate interactive curriculum for children. Online dates: Feb 4,18, Mar 17,31. Prerequisite: EDUCEC115.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12436	TH	Jan14	Apr14	6:30-9:30	14	Blended (FF)	$349.86

Child Development & Behaviour 2 NEW! 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
12613		Jan14	Apr14			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
11638		Jan12	Apr19			OntarioLearn	$445.91

Field Placement Prep NEW! — EDUC10093 (SA)

Prepare and meet the requirements for upcoming field placements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12610		Feb4	Mar10			eLearn	$220.98
12611		Mar17	Apr21			eLearn	$220.98

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
11586		Jan12	Apr19			OntarioLearn	$297.96
12690		Mar1	Jun7			OntarioLearn	$297.96

Parent Teacher Child Relationship 2 — EDUCEC228 (SA)

Through observation and self-awareness, develop sensitivity to diversity and resourcefulness in working with children individually or in groups. Integrate educational technology and present day trends with instructional delivery and relationship building. Prerequisite: EDUCEC128.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12441	MO	Jan11	Apr11	6:30-9:30	14	Blended (FF)	$349.86

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
11587		Jan12	Apr19			OntarioLearn	$403.94

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
11603		Jan12	Apr19			OntarioLearn	$370.94

ECE Curriculum 2 — 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
12443	WE	Jan13	Apr13	6:30-9:30	14	Blended (FF)	$349.86

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
12408		Jan12	Apr19			OntarioLearn	$317.95

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
11585		Jan12	Apr19			OntarioLearn	$403.94

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 for 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
12445	MO	Jan11	Apr11	6:30-9:30	14	Blended (FF)	$349.86

ECE-Family Engagement — EDUC10081 (SA)

Apply knowledge of family systems theory to everyday interactions with families by creating a culture of respect for diverse family groups. Analyze how personal values and experiences influence work in engaging families. Focus on a family-centered approach to services with awareness of current early year's policy direction and relevant legislation. Equivalent to EDUC10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12754	TU	Jan12	Apr12	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.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
EDUCRT001	Introduction to Resource Teaching	42
HMNSRT011	Individual Development Planning 1	42
HMNSRT031	Working with Families	42
HMNSRT041	Individual Developmental Planning 2	42
HMNSRT061	Advocacy In The School And Community	42
LIBRRT071	CoOrdinating Resources	42
WORKRT021	Field Practicum 1	105
WORKRT051	Field Practicum 2	105

Introduction to Early Intervention — 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
11673		Jan12	Apr19			OntarioLearn	$403.94

Working With Families — HMNSRT031 (SA)

Apply knowledge of family systems theory to everyday interactions with families by creating a culture of respect for diverse family groups. Analyze how personal values and experiences influence work in engaging families. Focus on a family-centered approach to services with awareness of current early year's policy direction and relevant legislation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12755	TU	Jan12	Apr12	6:30-9:30	14	Blended (FF)	$349.86

Individual Developmental Planning 2 — HMNSRT041 (SA)

Develop long range individual development plans for children in group settings. Recognize when early intervention is required and identify types of supports available through observations, assessments, goal setting, written reports and program planning. Incorporate information from parents and ECE professionals using a collaborative team approach. Prerequisite: HMNSRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12615		Jan14	Apr14			eLearn	$317.94

Field Practicum 1 — WORKRT021 (SA)

Combine theory and practice in an integrated setting for 105 hours of supervised field placement. Observe and analyze the role of the resource teacher and work as a team member with staff to assess, plan, implement and evaluate individual developmental plans. Prerequisite: WORKRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12809		Jan11	Apr18			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
12810		Jan11	Apr18			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.
- OSSD or equivalent (Mohawk Academic Upgrading, GED) including: Grade 12 English, C or U or equivalent (70% guideline).
- Registered students who have been convicted of an offense under the criminal code for which they have not been pardoned may be denied the opportunity to enter field placement.
- First aid and crisis intervention training are strongly recommended.

PROGRAM OF STUDIES

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

Mandatory Courses:		Hours
EDUCEDE14	Foundations of Education	42
EDUCEDE17	Personal And Interpersonal Dynamics	42
EDUCEDE19	Technology in Education	42
MATH10065	Math in an Educational Setting	42
EDUC10075	Practicum Preparation 1	42
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		

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
11035		Jan12	Apr19			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
11003		Jan12	Apr19			OntarioLearn	$370.94
11592		Feb1	Mar22	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
11226		Jan12	Apr19			OntarioLearn	$370.94
11591		Feb1	Mar22	FAST-TRACK		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
11361		Jan12	Apr19			OntarioLearn	$370.94

Placement Preparation — EDUC10075 (SA)

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to: EDUCEDE15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11358		Jan12	Apr19			OntarioLearn	$370.94

Cultural Diversity In An Educational Setting — EDUC10002 (SA)

Learn to promote inclusivity in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12760		Jan12	Apr19			OntarioLearn	$370.94
11590		Feb1	Mar22	FAST-TRACK		OntarioLearn	$370.94

Safety In An Educational Setting — SAFE10004 (SA)

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11235		Jan12	Apr19			OntarioLearn	$370.94
11709		Feb1	Mar22	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
11380		Jan12	Apr19			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
11227		Jan12	Apr19			OntarioLearn	$370.94
12759		Feb1	Mar22	FAST-TRACK		OntarioLearn	$370.94

Placement 1 — EDUC10085 (SA)

Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUCEDE16. Prerequisite: EDUC10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11147		Jan12	Apr19			OntarioLearn	$504.19

Total Communication Part 2 — EDUC10041 (SA)

Continue to examine teaching and implementation strategies to enhance communication skills, given different limitations and exceptionalities. Prerequisite: EDUC10040.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11464		Jan12	Apr19			OntarioLearn	$370.94

Adaptive Computer Technology in Education — COMP10006 (SA)

Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11308		Jan12	Apr19			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
11414		Jan12	Apr19			OntarioLearn	$370.94
11594		Feb1	Mar22	FAST-TRACK		OntarioLearn	$370.94

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. Corequisite: EDUCEDE26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11697		Jan12	Apr19			OntarioLearn	$504.19

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
11225		Jan12	Apr19			OntarioLearn	$370.94
11595		Feb1	Mar22	FAST-TRACK		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
11240		Jan12	Apr19			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
11314		Jan12	Apr19			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
11236		Jan12	Apr19			OntarioLearn	$370.94
12758		Feb1	Mar22	FAST-TRACK		OntarioLearn	$370.94

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. Equivalent to: EDUC10087. Prerequisites: EDUCEDE21, EDUCEDE23 and EDUCEDE24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11704		Jan12	Apr19			OntarioLearn	$504.19

Lifeskills and Job Coaching — EDUC10037 (SA)

Focus on the job coaching role. Learn to assist the exceptional learner with basic life skills and job readiness training.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11030		Jan12	Apr19			OntarioLearn	$370.94
11596		Feb1	Mar22	FAST-TRACK		OntarioLearn	$370.94

Fitness Leadership (YWCA)

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

Questions?

Call: 905-575-1212 ext. 3244 or 905-522-9922 ext. 118
Email: cehumserv@mohawkcollege.ca or deanna.lawson-langford@mohawkcollege.ca

Personal Trainer Module — HLTHFI004

Step 2 of certification. Prepare for a Certified Professional Trainer Network, Personal Trainer certification. Study advanced anatomy, exercise physiology, biomechanics, periodized program design, as well as consulting skills and the business aspects of personal training. Separate manual/membership fee applies, to be discussed in week 1. Prerequisite: HLTHFI001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12716	WE	Jan13	Apr6	7:00-10:30	13	Classroom (FF)	$521.11

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 46.

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
11509		Jan12	Apr19			OntarioLearn	$313.10

Canadian Criminal Justice System — LAWSPF111 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11512		Jan12	Apr19			OntarioLearn	$403.94

Safe and Secure Environments — SAFE10091

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11510		Jan12	Apr19			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
11700		Jan12	Apr19			OntarioLearn	$313.10

Correctional Practices — LAWS10151

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11511		Jan12	Apr19			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
11514		Jan12	Apr19			OntarioLearn	$403.94

Special Populations I — PSYC10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11150		Jan12	Apr19			OntarioLearn	$313.10

Fundraising

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

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

Questions?

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

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
11680		Jan12	Apr19			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
11681		Jan12	Apr19			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
11682		Jan12	Apr19			OntarioLearn	$426.65

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
11683		Jan12	Apr19			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

Stress Response and the Immune System HLTH10226

Examine stress and its sources. Covers the psychological, physiological and biochemical response that occurs in the body which impacts overall health. Acute and chronic stress will be explored as well as coping strategies and techniques including meditation, biofeedback, yoga, and other holistic practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12764	SA	Jan16	Feb20	9:00-4:00	6	Classroom (FF)	$349.86

Libraries and Digital Technologies Certificate (965)

ONTARIO COLLEGE GRADUATE CERTIFICATE

NEW

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 student 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 NEW! LIBR10046

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11669		Jan12	Apr19			OntarioLearn	$395.03

Library Leadership in the Digital Age NEW! LIBR10047

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11670		Jan12	Apr19			OntarioLearn	$395.03

Issues in Digital Resource Management and Technologies NEW! LIBR10048

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11671		Jan12	Apr19			OntarioLearn	$395.03

Digital Media in Libraries NEW! LIBR10049

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11672		Jan12	Apr19			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 student 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11478		Jan12	Apr19			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
12763		Jan12	Apr19			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
11069		Jan12	Apr19			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
11354		Jan12	Apr19			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
11366		Jan12	Apr19			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
11246		Jan12	Apr19			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
11353		Jan12	Apr19			OntarioLearn	$325.52

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

Beth, 2013 Graduate Library And Information Technician Diploma

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
11350		Jan12	Apr19			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
11365		Jan12	Apr19			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
11352		Jan12	Apr19			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: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11355		Jan12	Apr19			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
11398		Jan12	Mar1	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
11164		Jan12	Apr19			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
11001		Jan12	Apr19			OntarioLearn	$325.52

Circulation and Inter Library Loan LIBR10037

Explore circulation basics for libraries and information services. Topics include inventory control and inter-library loan and document supply. Equivalent to: LIBRLT215. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11610		Jan12	Apr19			OntarioLearn	$325.52

Human Relations and Supervision HRESLT150

Learn to apply the basic principles of effective supervision including planning, recruitment, selection, training, motivation, delegation and time management in a library environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11269		Jan12	Apr19			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
11002		Jan12	Mar1	FAST-TRACK		OntarioLearn	$189.26

Genre Fiction And Readers' Advisory Service COMMLT225

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11537		Jan12	Apr19			OntarioLearn	$325.52

Multimedia LIBRLT335

Focus on materials in formats such as video, DVD, films, compact discs, records, software, talking books, pictures and maps. Explore the acquisition, processing, cataloguing, storage, and circulation of these materials. Discuss issues such as copyright and public performance, equipment needs and maintenance, as well as other trends. Prerequisite: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12417		Jan12	Apr19			OntarioLearn	$325.52

Law Libraries And Legal Research LIBRLT405

Explore the Canadian and Ontario legal systems, with emphasis on legal materials, legal research, and the basics of running a law library. Learn to use primary and secondary legal materials and find information on specific topics using both print and electronic resources. Explore acquisitions, cataloguing and collection development in a law library setting. Access to a law library is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12416		Jan12	Apr19			OntarioLearn	$325.52

School Libraries LIBRLT375

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11609		Jan12	Apr19			OntarioLearn	$348.23

Health Libraries and Resources LIBR10004

Learn about key health information resources in all formats and identify the features and issues of different types of health libraries. Develop skills in searching the major indexes, electronic databases and the World Wide Web to find quality information to meet the reference needs of your varied clients. Prerequisite: LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12412		Jan12	Apr19			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
11612		Jan12	Apr19			OntarioLearn	$325.52

Introduction to Computers 1 COMP10136

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Microsoft Works is NOT acceptable for this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11360		Jan12	Apr19			OntarioLearn	$403.94
11187		Feb1	May9			OntarioLearn	$403.94
11188		Mar1	Jun7			OntarioLearn	$403.94

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
11407		Jan12	Apr19			OntarioLearn	$159.72
11448		Feb1	May9			OntarioLearn	$159.72
11449		Mar1	Jun7			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
11461		Jan12	Apr19			OntarioLearn	$159.72
11450		Feb1	May9			OntarioLearn	$159.72
11451		Mar1	Jun7			OntarioLearn	$159.72

Mourning, Grief and Bereavement

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244
Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca
Web: 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

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
11508		Jan12	Apr19			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
11149		Jan12	Apr19			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
11505		Jan12	Apr19			OntarioLearn	$358.52

Coping with Death: Counselling, Support and Alternative Therapies PSYC10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11506		Jan12	Apr19			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
11507		Jan12	Apr19			OntarioLearn	$358.52

Death and Dying in Crisis Intervention PSYC10017

Study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to facilitate mourning, pathological grief, risk factors and, multi-cultural issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11210		Jan12	Apr19			OntarioLearn	$313.10

Completion Planning Assistance

The following programs are no longer offered:

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

In progress students should contact us:
905-575-1212 ext. 3244
cehumserv@mohawkcollege.ca

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	MS Office 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
11491		Jan12	Apr19			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
12414		Jan12	Apr19			OntarioLearn	$348.23

Document Management Technology GRAPRM102

Explore the application of electronic documents, imaging and micrographic technology to records management, short and long term storage and retrieval. Topics include: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12409		Jan12	Apr19			OntarioLearn	$348.23

Archives LIBRRM103

Develop an understanding of archival theory & practice. Focus on the relationship between archives & records management, acquisition & appraisal, arrangement & description, reference services, preventive conservation, & facility planning & security.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11245		Jan12	Apr19			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
11062		Jan12	Apr19			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
11434		Jan12	Apr19			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
11328		Jan12	Apr19			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
11060		Jan12	Apr19			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
11061		Jan12	Apr19			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
11435		Jan12	Apr19			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
11573		Jan12	Apr19			OntarioLearn	$403.94

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.
- Application Form Online.

PROGRAM OF STUDIES		
Refer to website for a full list of courses and program progression.		
Mandatory Courses:		Hours
HMNS10100	Intro to Social Service Worker	42
HMNS10101	Community Awareness and Field Placement Preparation	42
SSCI10047	Sociology for Social Service Workers	42
COMMSO226	Interviewing Skills	42
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 Communications Course (COMMLL041 or COMM11040)		

Community Awareness and Field Placement Preparation — HMNS10101 (SA)

Year 1 and 2. Prepare for real-world, field placement experiences by developing job search materials and interviewing skills. Adopt professional practice behaviours and examine community resources to use in future field placements. A prerequisite for field work. Students are expected to take this course in the year leading up to their first field placement. Equivalent to: HMNS10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12599	TH	Jan14	Apr7	6:15-9:30	13	Blended (FF)	$349.86

Interviewing Skills — COMMSO226 (SA)

Year 1 & 2. Develop a range of skills and techniques, which are integral to a humanistic, client-centered approach to helping. Emphasizes the enhancement of the students' own self-awareness and the purposeful use of self in the helping interview.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12597	TU	Jan12	Apr5	6:15-9:30	13	Blended (FF)	$349.86

Introduction To Group Dynamics — HMNSSO127 (SA)

Year 1 & 2. Explore the stages of group development, communication patterns & interpersonal dynamics in small groups. Participate in small groups as a forum for exploring, communication, interpersonal dynamics and the role of an SSW.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12598	WE	Jan13	Apr6	6:15-9:30	13	Blended (FF)	$349.86

Issues Related to Family — HMNS10096 (SA)

Understand the needs of families with infants, children and adolescent members. Develop intervention strategies with a particular focus on disadvantaged families, parenting and child welfare concerns and reporting guidelines. Identify the challenges and changes of adolescence and develop comprehensive intervention strategies to assist teenagers. Equivalent: HMNSSO432.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12612	MO	Jan18	Mar14	6:15-9:30	9	Blended (FF)	$233.24

SSW Methods of Interventions — HMNS10097 (SA)

Apply a strengths based approach to examine various populations in a generalist practice setting. Use different methods of intervention to develop an intervention strategy to promote change in a client's situation. Equivalent to: HMNSSO431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12600	TH	Jan14	Apr7	6:15-9:30	13	Blended (FF)	$349.86

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
11017		Jan12	Apr19			OntarioLearn	$403.94
11272		Feb1	May9			OntarioLearn	$403.94
11626		Mar1	Jun7			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
11019		Jan12	Apr19			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
11371		Jan12	Apr19			OntarioLearn	$403.94
11157		Feb1	May9			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
11018		Jan12	Apr19			OntarioLearn	$403.94
12682		Feb1	May9			OntarioLearn	$403.94
11628		Mar1	Jun7			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
11479		Jan12	Apr19			OntarioLearn	$403.94
11456		Mar1	Jun7			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
11348		Jan12	Apr19			OntarioLearn	$280.10

Volunteer Management Certificate (095)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

Gain the knowledge and skills needed for effective management of volunteer programs.

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

Admission Requirements

- An 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 2 — MGMTSSP43

Further enhance your management skills with emphasis on leadership, legal issues, team building, communications plans, quality assurance. Prerequisite: MGMTSSP24. 24 hours in-class, 36 hours online via eLearn. Saturday classes will be held on Jan 16, Feb 6, 27, Mar 26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12756	SA	Jan16	Mar26	9:00-4:00	11	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

Rights and Obligations — LABRUN026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12459	SA/SU	Feb20	Feb21	9:00-4:30	2	Classroom (FF)	$99.96

Benefits and Services — LABRUN027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12460	SA/SU	Mar19	Mar20	9:00-4:30	2	Classroom (FF)	$99.96

OTHER COURSES

Career Consultant

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

Ethics in Career Consulting — CRED10100

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11711		Feb25	Mar24			eLearn	$75.70

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
11572		Jan12	Apr19			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
11694		Jan12	Apr19			OntarioLearn	$403.94

Youth Court Clerk Ontario Court of Justice NEW! LAWS10176

Study the role of a courtroom clerk/registrar for family law cases in the Ontario Court of Justice, Superior Court of Justice and the Family Court branch of the Superior Court of Justice. Learn courtroom decorum, conduct, pre-court, post-court and in court responsibilities in accordance with Ministry approved procedures, practices and guidelines. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12741		Jan12	Apr19			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
11571		Jan12	Apr19			OntarioLearn	$445.91

ASIST: Applied Suicide Intervention Skills Training HMNS10038

Learn to recognize risk and how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Updated curriculum will be presented-ASIST 11. Training material included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12667	SA/SU	Feb27	Feb28	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
12808	SA	Mar12	Mar12	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
12761		Feb1	May9			OntarioLearn	$180.98

Mental Health First Aid HMNS10123

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12713	SA/SU	Mar5	Mar6	9:00-4:00	2	Classroom (FF)	$146.62

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
12714	SA/SU	Jan16	Jan17	9:00-4:00	2	Classroom (FF)	$122.56
12715	SA/SU	Mar19	Mar20	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
11209		Jan12	Apr19			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
11399		Jan12	Apr19			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
11327		Jan12	Apr19			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
11544		Jan12	Apr19			OntarioLearn	$403.94

Criminal Code And Federal Statutes LAWSPF402

Analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11400		Jan12	Apr19			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. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11696		Jan12	Apr19			OntarioLearn	$403.94

Police Powers 1 — LAWSPF303

Examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Equivalent to: Powers of Arrest (LAWSLS303). Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11263		Jan12	Apr19			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
11702		Jan12	Apr19			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
11701		Jan12	Apr19			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
11545		Jan12	Apr19			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
11205		Jan12	Apr19			OntarioLearn	$297.96

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

Criminal Profiling Introduction NEW! — 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 offense, 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
12807		Jan12	Apr19			OntarioLearn	$426.65

Financial Crimes Investigation NEW! — 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
12738		Jan12	Apr19			OntarioLearn	$403.94

Fraud Examinations 1 NEW! — 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
12736		Jan12	Apr19			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
11543		Jan12	Apr19			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: Jan 23,30,31, Feb 6

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12685	SA/SU	Jan23	Feb6	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
11206		Jan12	Apr19			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: Jan 23,30,31.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12668	SA/SU	Jan23	Jan31	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
11207		Jan12	Apr19			OntarioLearn	$501.65

Computers

ce.mohawkcollege.ca/computers

Programs and Courses

Certificates

AutoCAD Design Certificate (191) 70
Business Computer Applications Certificate (915) 71
Computer Science - Level 1 Certificate (892) 72
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.

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

AutoDesk REVIT - Advanced CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12374	SA/SU	Feb6	Feb28	9:00-5:00	6	Classroom (FF)	$374.85

SolidWorks Advanced CADM10041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12638	WE	Jan13	Apr20	6:30-9:30	15	Classroom (FF)	$374.85

AutoDESK 3D MAX CADM10051

Learn the techniques required for proficiency in 3D Max including drawing in 3 dimensions, importing files, adding lighting and rendering materials for architectural presentation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12375	WE	Jan13	Apr6	6:00-9:30	13	Classroom (FF)	$374.85

"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

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.

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
12356	TU	Jan12	Apr5	6:00-9:30	13	Classroom (FF)	$374.85
11581		Jan13	Mar9			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
12632		Jan13	Mar16	NEW!		eLearn	$340.65
12372	TH	Jan14	Apr7	6:00-9:30	13	Classroom (FF)	$374.85

AutoCAD - 3D Modeling CADMCAD11

Concepts and methods of 3D modeling are introduced. Gain a thorough grounding in the fundamentals of 3D and explore the main features of the advanced 3D Modeling workspace within the AutoCAD Software. Prerequisite: CADMCAD15. Feb 10 and Mar 16 will NOT be in-class, you will refer to eLearn on your MOCOmotion account and work from home.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12357	WE	Jan13	Apr6	6:00-9:30	13	Blended (FF)	$374.85

AutoDESK - REVIT — CADM10028

Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12373	SA/SU	Jan9	Jan24	9:00-5:00	6	Classroom (FF)	$374.85

AutoDesk REVIT - Advanced — CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12374	SA/SU	Feb6	Feb28	9:00-5:00	6	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
12355	MO	Jan11	Apr11	6:00-9:30	13	Classroom (FF)	$374.85

Business Computer Applications Certificate (915)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Whether you need documentation to show your competence with computers or you want to be able to use your home computer more effectively, this program offers courses to meet the needs of today's computer users.

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: 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 taught in Computer Basics with Windows, Word and Excel (INFO10156).

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
INFO10156	Computer Basics with Windows 7, Word and Excel	36
INFO10077	Word Core	36
INFO10078	Excel Core	36
Options - Choose 3:		
See website for a complete list of courses		

Effective Fall 2014, the older 6 week MS Office course credits will no longer be considered for the Business Computer Applications Certificate. Visit the website for more details.

Some option courses are offered under the Webmaster Certificate.

Workshop For Windows — INFOBW001

Explore the Windows environment. Learn basic skills including: managing the desktop, files and folders, Internet Explorer and more. Textbook required. Non-credit for the novice computer user.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12434	WE	Feb17	Mar23	6:30-9:30	6	Classroom (FF)	$149.94

Computer Basics with Windows 7, Word and Excel — INFO10156

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12427	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
11339		Jan18	Apr9			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
12429	TH	Jan7	Mar24	6:30-9:30	12	Classroom (FF)	$299.88
11143		Jan18	Feb29			eLearn	$272.52
11170		Jan18	Mar30			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
12428	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88
11144		Jan18	Feb29			eLearn	$272.52
11167		Jan18	Mar30			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
11166		Jan18	Mar30			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
12430	WE	Jan6	Mar23	7:00-10:00	12	Classroom (FF)	$299.88
11169		Jan18	Apr9			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
12431	TU	Jan12	Mar15	6:00-9:30	10	Classroom (FF)	$299.88
11168		Jan18	Mar30			eLearn	$272.52
11145		Mar7	Apr20			eLearn	$272.52

Word Expert — INFO10080

Master advanced features of Microsoft Word 2013. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and mail merges. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11171		Jan18	Mar30			eLearn	$272.52
11146		Mar7	Apr20			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
11710		Jan18	Apr9			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
11181		Jan18	Mar30			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
12421		Jan12	Apr19			OntarioLearn	$325.52

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 115.

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
12734	SA	Jan9	Mar12	9:00-5:00	9	Classroom (FF)	$547.30

Network Fundamentals — ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to implement network topologies and IP addressing schemes, and configure and maintain local area networks. Lab Kit will be required (extra cost). Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12728	SA	Jan9	Apr23	5:00-10:00	14	Classroom (FF)	$547.30

Computer Science - Software Engineering Specialist Certificate (893)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

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

Object Oriented Systems — COMPCO835

Review object oriented analysis and design concepts learned previously and apply to case studies and exercises. Application work may require the use of a Computer Aided Software Engineering (CASE) tool. Prerequisite: COMPCO823.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12737	FR	Jan15	Apr22	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
12734	SA	Jan9	Mar12	9:00-5:00	9	Classroom (FF)	$547.30

Microcomputer Engineering Hardware Certificate (899)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

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

Admission Requirements

- Grade 12 Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- 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

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
12740	SA	Jan9	Apr23	9:00-2:00	14	Classroom (FF)	$547.30

Microcomputer Engineering Software Certificate (898)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

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

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca
Web: 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 Grid Computing — COMP10081

Will provide information about the Grid Space, explore Grid Concepts, Oracle flagship grid-enabling technology. Prerequisite: COMP10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12746	MO	Jan11	Apr18	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

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
11139		Jan12	Apr19			OntarioLearn	$371.40

MicroStation 2D - Level 2 — CADMMSN02

Building on the basic techniques covered in Level 1, you will be introduced to the higher level, more complex, but equally important functions of MicroStation. Prerequisite: CADMMSN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11140		Jan12	Apr19			OntarioLearn	$371.40

MicroStation 3D Level 3 — CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11141		Jan12	Apr19			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 Fundamentals — ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to implement network topologies and IP addressing schemes, and configure and maintain local area networks. Lab Kit will be required (extra cost). Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12728	SA	Jan9	Apr23	5:00-10:00	14	Classroom (FF)	$547.30

Tuition Assistance

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

Advanced Network Technologies ELEC10052

Using Cisco Network Architecture explore network services. Select appropriate Wide Area Network (WAN) devices and technologies to meet network requirements. Implement and configure common WAN data link protocols and apply WAN security concepts, principles of traffic, access control, and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues using proper security and management tools. Prerequisite: ELEC10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12733	WE/FR	Jan13	Mar11	6:00-10:00	18	Classroom (FF)	$547.30

Server & Network Support Certificate (183)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

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

Admission Requirements

- Grade 12 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

Network Fundamentals ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to implement network topologies and IP addressing schemes, and configure and maintain local area networks. Lab Kit will be required (extra cost). Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12728	SA	Jan9	Apr23	5:00-10:00	14	Classroom (FF)	$547.30

Server Administration ELEC10049

Build Server implementations to meet data source and network requirements using your own versions of MS Windows and Linux Server Network Operating Systems within a portable Virtual Server and Network environment. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12743	SU	Jan10	Apr24	2:00-7:00	14	Classroom (FF)	$547.30

Advanced Server Technologies ELEC10102

Learn to install, maintain, monitor and troubleshoot a UNIX/LINUX operating system. Topics include common administration tasks, system backup, software installation and performance tuning. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12742	SU	Jan10	Apr24	9:00-2:00	14	Classroom (FF)	$547.30

Webmaster Certificate (137)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Creation, organization and maintenance of personal and business web pages requires knowledge of general design principles, image editing, and programming techniques.

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca
Web: 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 the course Computer Basics with Windows 7, Word and Excel (INFO10156) is recommended

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
INFO10110	Web Page Design	36
Option Group 1 - Choose 1:		
INFO10069	Adobe Photoshop Elements	36
INFO10149	Photoshop Adobe	36
INFO10152	Fireworks (Adobe)	36
Option Group 2 - Choose 4:		
See website for a complete list of courses		

Some option courses are offered under the Business Computer **Applications Certificate.**

Adobe Photoshop Elements INFO10069

Learn to use this versatile software. Examine how to load, organize and share photos, repair and retouch and add text and style effects. Create slide shows, calendars and more. Adobe approved course materials. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11262		Jan12	Apr19			OntarioLearn	$325.52

Dreamweaver INFO10111

Explore the functions of Dreamweaver CC (Creative Cloud) software to create and maintain web pages and web sites. Prerequisite: INFO10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11123		Jan18	Apr9			eLearn	$272.52

Dynamic Web sites with AMP (Apache, MySQL and PHP) COMP10155

Create dynamic web pages using PHP. Install the Apache web server and the MySQL database server and learn to interact with Apache and MySQL via PHP. Equivalent: INFO10112. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11296		Jan12	Apr19			OntarioLearn	$497.27

FLASH - an Introduction COMP10144

Focus on Flash vs. Shockwave, interface basics, drawing and painting, and working with objects, type, artwork, layers, symbols and instances. Includes animation, interactivity, exporting to HTML and self-contained movies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11155		Jan12	Apr19			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
11359		Jan12	Apr19			OntarioLearn	$497.27

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
12437	TU	Jan5	Mar22	6:00-9:00	12	Classroom (FF)	$299.88

Web Scripting with PHP INFO10112

Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12435	TH	Jan7	Mar24	7:00-10:00	12	Classroom (FF)	$299.88

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
11484		Jan12	Apr19			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
11165		Jan12	Apr19			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
11073		Jan12	Apr19			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
11075		Jan12	Apr19			OntarioLearn	$765.63

Computer Skills

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

Adobe Acrobat COMP10104

Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11604		Jan12	Apr19			OntarioLearn	$325.52

Adobe Illustrator COMP10119

Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11421		Jan12	Apr19			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
11420		Jan12	Apr19			OntarioLearn	$403.94

Android Application Development COMP10147

Focus on planning, developing and testing mobile applications for the Android platform. Learn to use Java to create location-aware applications incorporating various features and programming techniques for achieving effective interaction on PDAs. Prerequisites: COMP10036 and COMP10149. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11254		Jan12	Apr19			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
11522		Jan12	Apr19			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
11058		Jan12	Apr19			OntarioLearn	$403.94
11618		Mar1	Jun7			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
11059		Jan12	Apr19			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
11076		Jan12	Apr19			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
11307		Jan12	Apr19			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
11474		Jan12	Apr19			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
11568		Jan12	Apr19			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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11196		Jan12	Apr19			OntarioLearn	$403.94

MS Office 2010 — INFO10095

Learn the diverse applications available within the Microsoft Office Professional or Academic or University Edition of Microsoft Office covering Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. Equivalent to: Computer Applications for Business (INFO10048). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11489		Jan12	Apr19			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
11253		Jan12	Apr19			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
11340		Jan12	Apr19			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
11341		Jan12	Apr19			OntarioLearn	$403.94

Programming in C — COMP10122

Build knowledge of structured programming and problem solving using C as the foundation for further programming study. Consider operations; flow control; input/output; arrays; pointers; strings; and structures. Access to a C compiler required. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11437		Jan12	Apr19			OntarioLearn	$426.65

Visual Basic Introduction — COMP10160

Learn the general principles of computer programming including selection of basic data types, basic I/O, operators, repetition, flow control, decisions, arrays and the use of simple user-defined functions and user-defined classes. A structured programming approach is taken for the majority of the course with introduction to WPF. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11179		Jan12	Apr19			OntarioLearn	$403.94

Web Design for Mobile Apps — COMP10150

Learn new ways to design, develop and test mobile user interfaces, and to "mobilize" existing websites. Combine theory and coding exercises using CSS3, HTML5, JavaScript, Ajax and techniques to achieve innovative user experiences on Smartphones and Tablets. Must have an Android, Blackberry or iPhone. Prerequisite: Dreamweaver (Webpage Authoring) COMP10138. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11521		Jan12	Apr19			OntarioLearn	$358.52

Web Usability-Writing & Design — COMP10167

Focus on creating audience appropriate dynamic web sites. Discover how to use flow charts and navigational plans to design the framework 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
11103		Jan12	Apr19			OntarioLearn	$313.10

Windows 8 — COMP10157

Learn to use Microsoft Windows 8 to properly operate your computer with a graphical/visual approach to performing operating system tasks. Learn to manage files, secure and customize a computer and more. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11292		Jan12	Apr19			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
11132		Jan12	Mar1			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
11503		Jan12	Apr19			OntarioLearn	$403.94

Electronics for Technology ELEC10090

Introduces non-electrical majors to basic semiconductor theory, devices and applications. Topics include diodes, transistors and amplifier circuits. Concepts examined in the lecture are applied in the laboratory.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12822	WE	Jan13	Apr13	5:00-10:00	14	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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12745	MO	Jan11	Apr11	6:00-9:30	12	Classroom (FF)	$349.86

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
11453		Jan6	Mar30			eLearn	$211.96

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
11452		Jan6	Mar30			eLearn	$317.94

Fundamentals of UNIX COMP10024

Establish a solid foundation with a Unix operating system. Construct and execute well-formed UNIX commands. Install end-user applications. Customize the user environment. Work with UNIX directories and files. Create and troubleshoot shell scripts. You are expected to become familiar with creating and installing a Virtual Machine (https://www.virtualbox.org/wiki/Downloads) prior to the course start. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11259		Jan12	Apr19			OntarioLearn	$464.27

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
11212		Jan12	Apr19			OntarioLearn	$464.27

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
12744	SA	Jan9	Apr23	2:00-5:00	14	Classroom (FF)	$349.86

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? This workshop will introduce the new user to the world of spreadsheeting with Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12440	SA	Jan16	Jan16	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
12442	SA	Jan30	Jan30	1:00-4:00	1	Classroom (FF)	$42.00

Excel Data Validation & Conditional Formatting INFO10189

Hands-on tips will assist you in setting up conditions to minimize data entry errors and to find certain records by formatting cells depending on their data.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12821	SA	Feb27	Feb27	1:00-4:00	1	Classroom (FF)	$42.00

Excel Working with Database & Filters INFO10188

Excel isn't just about formulas. Excel can be used as a replacement for databases to manipulate data sort and filter through thousands of records in seconds.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12820	SA	Mar26	Mar26	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-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
11064		Jan12	Apr19			OntarioLearn	$497.27

A+ Essentials - Operation System Software COMP10121

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11438		Jan12	Apr19			OntarioLearn	$471.59

Software Testing COMP10173

Review various levels of software testing such as black box, white box, regression, static, dynamic or automated and learn to create test cases and a test plan. Helpful preparation for the ISTQB International Standard Testing Certified Qualification Board, Certified Tester Foundation Level exam. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11526		Jan12	Mar1			OntarioLearn	$233.97

Creative and Visual Arts

ce.mohawkcollege.ca/creative

Programs and Courses

Certificates

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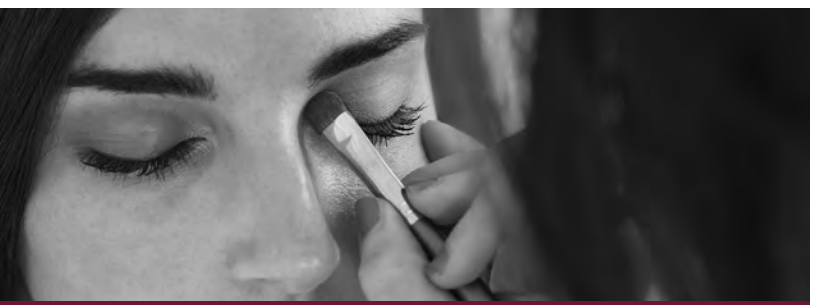
Other Credentials and Stand-Alone Courses

Floral Workshops 88
Music 88
Photography Workshops 88
Sewing Workshops 88



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
jakki.polyoka@mohawkcollege.ca

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

Some courses are offered under the Applied Cosmetics, Make-Up Artistry **and Nail Technician Certificates.**

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
12617	WE	Jan13	Apr6	6:30-9:30	13	Classroom (FF)	$605.07

Aesthetics Skin Care II — ASTHAES03 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12618	WE	Jan6	Mar30	9:30-12:30	13	Classroom (FF)	$474.87

Biology Preparatory — BIOLHZA34 (SA)

Enhance your understanding of human biology fundamentals as related to the Aesthetics Industry. Cannot be used to meet the entry requirements for health sciences programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12628	TU	Jan5	Mar29	9:30-12:30	13	Classroom (FF)	$339.87

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
12626	TH	Jan14	Apr7	6:30-9:30	13	Classroom (FF)	$499.87

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

ASTHAES02 and ASTHWS306 are offered under the Aesthetics Certificate.

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
12629	MO	Jan11	Apr11	7:00-10:00	13	Classroom (FF)	$399.87

MakeUp Artistry — ASTHWS144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12623	TH	Jan14	Apr7	6:30-9:30	13	Classroom (FF)	$334.87

MakeUp Artistry II — ASTHWS244 (SA)

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. Supplies included for daytime.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12624	TU	Jan5	Mar29	1:00-4:00	13	Classroom (FF)	$349.87
12625	TU	Jan12	Apr5	6:30-9:30	13	Classroom (FF)	$329.87

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
12607	MO	Jan11	Apr11	6:30-9:30	13	Classroom (FF)	$790.82

Professional Selling in Cosmetics — MRKT10044

Develop selling skills and techniques you need to improve cosmetic sales. Topics also include resume writing and interview skills to "get the job".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12631	MO	Jan11	Apr11	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
12692	TU	Jan26	Mar29	7:00-10:00	10	Classroom (FF)	$252.65

Dressmaking 1 Level 2 — FASHDM115

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12693	MO	Jan18	Mar28	7:00-10:00	10	Classroom (FF)	$252.65

Dressmaking 2 Level 1 — FASHDM120

Discover special techniques to eliminate the "homemade look" in all of your sewing. Complete a detailed blouse/dress. Prerequisite: FASHDM110 and FASHDM115 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12694	TH	Jan21	Mar24	7:00-10:00	10	Classroom (FF)	$252.65

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
12695	TU	Jan19	Apr5	7:00-10:00	12	Classroom (FF)	$302.63

Designing Workshop — FASHFA235

Enhance your design skills and gain a higher level of proficiency utilizing previous drafting knowledge. Completion of several projects, starting with the draft, working through the muslin stages and on to the finished project. Prerequisite: Previous 4 drafting courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12696	WE	Jan20	Apr6	7:00-10:00	12	Classroom (FF)	$299.88

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
11422		Jan12	Apr19			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, supplies, and textbook is available for purchase (approx. $60). Does not include fresh/artificial product. For daytime course, if adequate enrollment is met, the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12702	WE	Jan20	Mar23	6:30-9:30	10	Classroom (FF)	$252.65
12704	TH	Jan21	Feb18	9:30-4:00	5	Classroom (FF)	$252.65

Materials For Designs — FLORFC004

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12705	TH	Jan21	Mar24	7:00-10:00	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
12707	TU	Jan19	Feb16	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 & FLORFC004. If adequate enrollment is met, the next course will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12708	TU	Jan19	Mar22	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

ASTHAES02 is offered on page 79. ASTHWS244 is offered on page 80.

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
12629	MO	Jan11	Apr11	7:00-10:00	13	Classroom (FF)	$399.87

Hairstyling for the Makeup Artist — HRSY10010

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12630	WE	Jan27	Mar16	6:00-9:00	8	Classroom (FF)	$289.92

MakeUp Artistry — ASTHWS144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12623	TH	Jan14	Apr7	6:30-9:30	13	Classroom (FF)	$334.87

Make Up Paramedical and Camouflage Therapy ASTHWS031

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12619	TH	Jan14	Apr7	7:00-10:00	13	Classroom (FF)	$399.87

MakeUp Theatrical and Special Effects II ASTHWS032

Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029. Check this link for a short video of the course http://vimeo.com/user11460605/review/108159435/6c05db2eb4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12621	TU	Jan5	Mar22	7:00-10:00	11	Classroom (FF)	$354.89

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

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
12669	TH	Jan14	Apr14	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
12670	TH	Jan14	Apr14	8:30-10:00	14	Classroom (FF)	$183.26

Piano Continued Explorations MUSC10103

Enhance piano techniques initiated in the Beginner's Piano Part A & B levels. Further develop left and right hand co-ordination through fun melodic and harmonic studies. A combined level of the previous Piano 3, 4, 5 courses. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12671	WE	Jan13	Apr13	8:00-10:00	14	Classroom (FF)	$233.24

Theory 1 MUSCMU123

Learn to understand the rudiments of Music, with emphasis on writing skills. Course coincides with the Royal Conservatory Theory examination, written May or December. Textbook Required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12672	MO	Jan11	Apr11	6:30-8:30	14	Classroom (FF)	$233.24

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

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
12607	MO	Jan11	Apr11	6:30-9:30	13	Classroom (FF)	$790.82

Spa Manicure and Pedicure Applications ASTH10007 (SA)

Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Prerequisite: ASTH10006.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12609	MO	Jan4	Feb22	9:30-4:00	7	Classroom (FF)	$554.87

Gel and Acrygel Applications — ASTHWS905 (SA)

Develop skill with Acrygel bind gel applications for artificial nails. You are responsible for providing models for practical sessions. Supplies included. Prerequisite ASTH10007.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12627	MO	Feb22	Apr4	9:30-4:00	7	Classroom (FF)	$629.87

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
12617	WE	Jan13	Apr6	6:30-9:30	13	Classroom (FF)	$605.07

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
12462	WE	Jan13	Mar16	7:00-10:00	10	Classroom (FF)	$249.90

Acting Two — CREA10071

An intense look inside the performer's internal approach to the character's conception. Examine human behaviour/re-create the substance that produces the truthful "moments" within the work. Designed like a rehearsal class for students seriously interested in pursuing a career & intent on performing their final work in Acting Three. Prerequisite: CREA10072.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12461	TU	Jan12	Mar15	6:30-9:30	10	Classroom (FF)	$249.90

The Master Class — CREA10136

Resembling an 'on-going audition', you perform several works during the course for "Masters" of the industry to gain exposure and insight that will ready you for professional casting. Prerequisite: CREA10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12464	TU	Jan12	Mar15	7:00-10:00	10	Classroom (FF)	$249.90

MakeUp Theatrical and Special Effects II — ASTHWS032

Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029. Check this link for a short video of the course http://vimeo.com/user11460605/review/108159435/6c05db2eb4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12621	TU	Jan5	Mar22	7:00-10:00	11	Classroom (FF)	$354.89

Work Experience — WORK10114

Gain credit for acting/stage crew/directing/makeup/etc. related to stage/screen. Contact anne.king@mohawkcollege.ca for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12463		Jan11	Mar15			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
12765	MO	Jan11	Mar21	7:00-10:00	10	Classroom (FF)	$249.90
12766	WE	Jan13	Mar16	7:00-10:00	10	Classroom (FF)	$249.90
12767	TH	Jan14	Mar17	7:00-10:00	10	Classroom (FF)	$249.90

Digital Photography 2 PHTOPY300

Building on techniques covered in Digital Photo 1, learn and experiment with new creative/technical concepts. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12768	TU	Jan12	Mar15	7:00-10:00	10	Classroom (FF)	$249.90

Digital Video - Introduction PHTO10055

Video demands more than a steady hand! This comprehensive introduction, with special attention to camera operation/controls, includes digitizing and editing footage using a computer and a finished project on DVD. You must bring your own laptop loaded with Mac iMovie or Windows Moviemaker & camera.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12769	WE	Jan13	Mar16	7:00-10:00	10	Classroom (FF)	$249.90

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
11266		Jan12	Apr19			OntarioLearn	$280.10

Introduction To Digital Imaging/Photoshop PHTOPY110

Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Delivered in computer lab during class time. Software provided in the lab only. Bring photographs and USB for storage. Software for self-use available for purchase at adobe.com Education Store.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12771	WE	Jan13	Mar16	6:30-9:30	10	Classroom (FF)	$249.90

Narrative Photography NEW! PHTO10084

Demonstration, lecture, hands-on: learn to develop a clear narrative using only 3-4 photographs, a sequence of images that tell a larger story. Must have sound knowledge of camera operations

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12777	SA/SU	Jan30	Jan31	9:30-4:30	2	Classroom (FF)	$99.96

Lightroom PHTO10054

Discover 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). Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12762	TH	Jan14	Mar17	6:30-9:30	10	Classroom (FF)	$249.90

Studio Lighting PHTOPY225

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12772	MO	Jan11	Mar21	1:00-4:00	10	Other	$229.20
12774	MO	Jan11	Mar21	6:30-9:30	10	Other	$229.20

Urban Landscape And Documentary Photo PHTOPY111

In this project/portfolio based course developed through in-class, self-directed and online modalities, you produce truthful, objective, and often candid photographs on a particular theme or subject used for publications, exhibitions or companies with private archives. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12775	WE	Jan13	Mar23	7:00-10:00	10	Classroom (FF)	$249.90

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
12788		Jan11	Mar21			Other	$229.20

Work Experience Option Art WORK10607

Gain practical experience working in the photo industry as 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
12802		Jan11	Mar21			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 sewing and operating a sewing machine. A great stepping stone for future participation in other sewing courses and the Dressmaking Cert. Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12699	FR SA	Jan15	Jan16	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.30

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
12698	FR SA	Feb5	Feb6	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.30

Basic Sewing 2 TEXTHC203

Develop new skills in measuring, 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
12773	FR SA	Feb26	Feb27	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.30

Basic Sewing 3 TEXTHC322

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12786	FR SA	Jan29	Jan30	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.30
12832	FR SA	Mar25	Mar26	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.30

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
12494	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12512	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12524	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12536	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12548	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12560	TH	Jan14	Mar17	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
12495	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12513	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12525	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12537	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12549	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12561	TH	Jan14	Mar17	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
12496	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12514	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12526	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12538	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12550	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12562	TH	Jan14	Mar17	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
12497	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12515	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12527	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12539	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12551	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12563	TH	Jan14	Mar17	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
12498	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12516	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12528	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12540	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12552	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12564	TH	Jan14	Mar17	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
12499	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12517	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12529	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12541	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12553	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12565	TH	Jan14	Mar17	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
12500	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12518	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12530	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12542	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12554	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12566	TH	Jan14	Mar17	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
12501	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12519	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12531	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12543	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12555	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12567	TH	Jan14	Mar17	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
12502	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12520	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12532	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12544	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12556	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12568	TH	Jan14	Mar17	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics - Advanced 2 CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12503	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12521	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12533	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12545	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12557	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12569	TH	Jan14	Mar17	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics - Advanced 3 CERAPC403

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12504	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12522	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12534	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12546	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12558	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12570	TH	Jan14	Mar17	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics - Advanced 4 CERAPC404

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12505	MO	Jan11	Mar21	6:30-9:30	10	Classroom (SC)	$279.90
12523	TU	Jan12	Mar15	1:00-4:00	10	Classroom (SC)	$279.90
12535	TU	Jan12	Mar15	6:30-9:30	10	Classroom (SC)	$279.90
12547	WE	Jan13	Mar16	1:00-4:00	10	Classroom (SC)	$279.90
12559	WE	Jan13	Mar16	6:30-9:30	10	Classroom (SC)	$279.90
12571	TH	Jan14	Mar17	6:30-9:30	10	Classroom (SC)	$279.90

Ceramics Glaze Theory CERAPC311

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12572		Jan11	Mar21			Classroom (SC)	$279.90

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. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12487		Jan11	Mar21			Other	$229.20

Design and Colour 2 ARTTPG201

Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor. Prerequisite: ARTTPG101. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12488		Jan11	Mar21			Other	$229.20

Design and Colour 3 ARTTPG301

Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. Prerequisite: ARTTPG201. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12489		Jan11	Mar21			Other	$229.20

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
12490		Jan11	Mar21			Other	$229.20

Drawing for the Absolute Beginner ARTTPD501

Release artistic potential using right brain drawing. Ideal for beginners or those who feel they cannot draw at all. Bring coil bound sketchbook at least 14"x17" & HB and 4b pencils to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12486	TU	Jan12	Mar15	6:30-9:30	10	Classroom (FF)	$249.90

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
12483	TH	Jan14	Mar17	7:00-10:00	10	Classroom (FF)	$249.90

Creative & Visual Arts Gallery

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

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
12484	TH	Jan14	Mar17	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
12485	TH	Jan14	Mar17	7:00-10:00	10	Classroom (FF)	$249.90

Drawing Realistic Subjects in Pencil CREA10094

Learn to use blending, shading and other pencil techniques to create detailed still life, landscapes, 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
11367		Jan12	Apr19			OntarioLearn	$358.52

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
12465	SA	Jan9	Mar19	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
12466	SA	Jan9	Mar19	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
12467	SA	Jan9	Mar19	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
12468	SA	Jan9	Mar19	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
12469	SA	Jan9	Mar19	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
12470	SA	Jan9	Mar19	9:30-12:30	10	Classroom (FF)	$249.90

Painting 1 ARTTPD211

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12471	TU	Jan12	Mar15	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
12472	TU	Jan12	Mar15	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
12473	TU	Jan12	Mar15	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
12474	TU	Jan12	Mar15	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
12475	TU	Jan12	Mar15	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
12476	TU	Jan12	Mar15	6:30-9:30	10	Classroom (FF)	$256.90

Watercolour Painting 1 ARTTPD231

Work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12477	MO	Jan11	Mar21	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
12478	MO	Jan11	Mar21	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
12479	MO	Jan11	Mar21	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
12480	MO	Jan11	Mar21	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
12481	MO	Jan11	Mar21	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
12482	MO	Jan11	Mar21	6:30-9:30	10	Classroom (FF)	$256.90

OTHER COURSES

Floral 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.

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

Contemporary Floral Design FLOR10021

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12794	SA	Feb13	Feb13	9:30-12:30	1	Classroom (FF)	$35.39

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
12792	SA	Mar5	Mar5	9:30-2:30	1	Classroom (FF)	$58.99

Easter Blooms FLOR10017

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12793	TH	Mar24	Mar24	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.

Guitar for Beginners NEW! 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
12803		Jan12	Apr19			OntarioLearn	$426.65

Guitar-Adult Class 2 MUSC10073

Learn to read standard guitar notation in the treble clef. Some proficiency with chords required. Recommended prerequisite: MUSC10072 (formerly MUSCPA107) or equivalent. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12688	WE	Jan13	Apr13	6:30-8:00	14	Classroom (FF)	$183.26

Guitar Song Book MUSC10078

Learn to play a variety of popular and contemporary songs just like they sound on 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
12681	TH	Jan14	Apr14	8:30-10:00	14	Classroom (FF)	$183.26

Jazz Harmony 1 MUSCMU181

Focus on the construction and aural recognition of intervals, chords and modes, diatonic chord progressions and chordal functions and substitutions. Credit in the Applied Music Program. Prerequisite: MUSCMU123

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12689	TU	Jan12	Apr12	6:30-8:30	14	Classroom (FF)	$233.24

Photography Workshops

Enhance your photography skills with this selection of non-credit workshops!

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
12770	SA	Feb6	Feb6	9:30-4:30	1	Classroom (FF)	$95.46

Event Photography NEW! PHTO10083

Using available light and/or basic flash, become familiar with shooting on location at concerts, sports events, festivals and how to connect with coordinators/agencies. Must have sound knowledge of camera operation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12778	SA SU	Feb20	Feb21	9:30-4:00 9:30-11:00	2	Classroom (FF)	$143.19

The Business Of Photography BUSNPY112

Augment your Applied and/or Art Photography Certificate and gain the practical and in-depth information you need to operate your own business or sell your photography/artwork. Upon successful completion, you can apply for an Acknowledgement of Completion. Offered in the Winter term only. Course dates: Mar 5,6,19,20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12776	SA/SU	Mar5	Mar20	9:00-5:00	4	Classroom (FF)	$249.90

Sewing Workshops

The purchase of supplies is required. A materials list will be provided at least one week before the course starts, once adequate enrollment is reached. Please contact us for more information or to receive the materials list by email.

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

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
12789	SA/SU	Feb6	Feb7	9:30-4:00	2	Classroom (FF)	$101.71

The Sheath Dress CREA10152

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12790	SA/SU	Feb20	Feb21	9:00-4:30	2	Classroom (FF)	$125.95

Health and Nursing

ce.mohawkcollege.ca/health

Programs and Courses

Diplomas

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Certificates

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Other Credentials and Stand-Alone Courses

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Medical Laboratory Technology 109
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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/healthcom

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 185, IAHS

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. Emphasis is on physiology, critical appraisal, evidence based practice and research.

Designed to meet the IBLCE curriculum standards required for eligibility to write the IBLCE examination. Approved by the International Lactation Education Accreditation and Approval Committee (LEAARC).

Questions?
Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: 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.
- Applicants must demonstrate a scholarly approach in presentation of course materials using correct spelling, grammar and documentation of sources.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10073	Level 1: Breastfeeding Basics	36
NRSG10074	Level 2: Breastfeeding Management	36
NRSG10075	Level 3: Advanced Breastfeeding Practice	36
CLIN10026	Breastfeeding Clinical Experience	24

Clinical Course Information:

- Clinical 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.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or plar@mohawkcollege.ca
- Prior to placement, students must complete preclinical medical requirements as follows: Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and any specific agency clinical requirements such as ulnerable Sector Screening etc.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00

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
11162		Jan11	Apr15			eLearn	$272.52

Level 2: Breastfeeding Management — NRSG10074 (SA)

Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk tran fer 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
11349		Jan11	Apr15			eLearn	$272.52

Level 3: Advanced Breastfeeding Practice — NRSG10075 (SA)

Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisite: NRSG10074.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11356		Jan11	Apr15			eLearn	$272.52

Breastfeeding Clinical Experience — CLIN10026 (SA)

Integrate breastfeeding knowledge and skills in either hospital or community based settings in this 24 hour clinical placement. Prerequisite: NRSG10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15012		Jan4	Mar31			FieldWork	$183.36

Bridging for Internationally Educated Nurses Certificate (189)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 9 courses

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO).

Questions?
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 IE TS report with scores of 6.5 (Speaking and Writing) and 6.0 (Reading and Listening) OR Canadian English Language Benchmark, 7 for each of four language elements (reading/speaking/writing and listening) or I-CELBAN results of 9-Listening, 8-Reading, 7-Writing & 8- Speaking.
- Language will be assessed on an individual basis for direct entry into the BIEN program.
- Invited applicants MUST attend a MANDATORY orientation, date to be advised.
- ESL applicants must successfully complete 3 language courses:
  COMM10288 Written Communication for Int'l Educated
  COMM10289 Oral Communication for Int'l Educated
  COMM10290 Workplace Intercultural Education
  Registration information will be discussed at the mandatory orientation.
- Proof of Canadian citizenship, Permanent Residency OR authorized under the Immigration and Refugee Protection Act (Canada).

Ontario Bridging Participants Assistance Program (OBPAP)

Accepted BIEN students may be eligible to receive up to $5000 in bursary funding towards tuition, books or equipment. OBPAP application forms are available online at awards@mohawkcollege.ca or from the IAHS Registration Office

How do I apply?
Forward a cover letter with:

- Resume outlining your nursing experience.
- Letters of Assessment from CNO.
- Results of Canadian Language Benchmark (CLB), official IE TS Assessment.
- Proof of Citizenship or immigration status.
- Forward your documents by fax, email or mail to:
  Mohawk College, Institute for Applied Health Sciences
  BIEN Program, Room 185
  1400 Main St. West, Hamilton, ON, L8S 1C7
  Fax: 905-528-7706
  Email: bien@mohawkcollege.ca

Professional Practice:

- Professional Practice is based on the availability of clinical placements.
- You MUST meet non-academic requirements prior to placement.
- Requirements will be discussed at orientation session first week of class

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10099	Therapeutic Relationships	63
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 Mar 4, 25. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15065	FR	Jan15	Apr22	8:00-12:00	14	Blended (IH)	$440.10

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

Nursing Informatics — NRSG10083

Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources. Evaluation includes skills assessment, group and individual projects, presentation and reports. In class dates: Jan 23,30, Feb 6,13,20,27, Mar 12,19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15074	SA	Jan23	Mar19	9:00-4:00	8	Blended (IH)	$401.58

Professional Issues — NRSG10086

Nursing as a profession is examined within the context of the Canadian Health Care System. Topics include: analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. No class Mar 3. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15070	TH	Jan14	Apr21	8:00-12:00	14	Blended (IH)	$594.18

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. No class Mar 3. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15071	TH	Jan14	Apr21	1:00-5:00	14	Blended (IH)	$594.18

Professional Practice Labs — NRSG10089

Demonstrate proficiency in nursing skills following CNO standar s of practice in a simulated laboratory setting. Formerly Clinical Skills Review (NRSG10028). No class Feb 15,29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15073	MO	Jan11	Apr18	10:00-1:00	14	Classroom (IH)	$320.88

Professional Practice Acute — CLIN10076

Benefit from 168 hours of hands-on practice in a variety of sup rvised acute care clinical sites. One day per week (day to be determined) and could be any day (Mon through Sun).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15075		Jan11	Apr16			FieldWork	$1133.46

Professional Practice Consolidation — CLIN10078

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
15076		Mar29	Apr16			FieldWork	$1852.50

Bridging for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 24 courses

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs.

Gain clinical experience and a diploma by applying to the 9 month program.

Questions?
Call: 905-540-4247 ext. 26703
Web: ce.mohawkcollege.ca/bridgingmedlab

Admission Requirements

- Prior Learning Assessment by the CSMLS.
- Canadian Language Benchmark of 7.

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 4 L and T — MLSCMLS14

Review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology. Includes a 3 hour lab.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15002	TU	Jan12	Mar22	6:00-9:00	11	Blended (IH)	$252.12

Clinical Experience 1 — CLINMLS08 (SA)

Develop practical skills in the five major lab disciplines in t is first clinica experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15003	MO	Jan4	Feb12	8:00-4:00	30	FieldWork	$1406.52
15004	MO	Jan4	Feb12	8:00-4:00	30	Classroom (FF)	$1449.52

Clinical Experience 2 — CLINMLS16 (SA)

Further enhance your practical skills in the five major lab dis iplines in this clinical experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15014	MO-FR	Feb15	Mar29	8:00-4:30	30	FieldWork	$1406.52

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?
Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dementiastudies

Admission Requirements

- Diploma or Degree in Health Sciences or Human Services OR
- Approval from the Program Manager.
- Please submit application online on the program webpage.

PROGRAM OF STUDIES		
Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate..		
Mandatory Courses:		**Hours**
HSCIDEM01	Overview Of Dementia Care	24
COMMDEM02	Communication & Interpersonal Skills In Dementia	24
HMNSDEM03	Caregiving Skills	24
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

- Clinical course 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 Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Overview Of Dementia Care — HSCIDEM01

Develop an understanding of the difference between normal aging and dementia, with emphasis on the importance of a holistic approach to care within the existing medical model. Discuss the effects of dementia on care givers, clients and the family unit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15067	WE	Jan20	Mar9	6:30-9:30	8	Classroom (IH)	$183.36

Dementia Clinical/Placement — CLINDEM08

Gain clinical experience in Dementia Care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15068		Jan4	Mar31			FieldWork	$632.70

Diabetes Education Certificate (928)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

Develop a firm foundation in current clinical approaches to dia etes education. An excellent step towards certification as a Certified Diabetes Ed ator (CDE).

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26703
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.
- Please submit application online on the program webpage.

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 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 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 Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency 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
11028		Jan12	Apr19			OntarioLearn	$313.10
11620		Mar1	Jun7			OntarioLearn	$313.10

Introduction to Patient Education — HSCI10052 (SA)

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11214		Jan12	Apr19			OntarioLearn	$313.10
11621		Mar1	Jun7			OntarioLearn	$313.10

Living with Diabetes — HLTH10028 (SA)

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSCI10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11305		Jan12	Apr19			OntarioLearn	$313.10
11622		Mar1	Jun7			OntarioLearn	$313.10

Special Care Considerations for Clients with Diabetes — HLTH10046 (SA)

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11476		Jan12	Apr19			OntarioLearn	$313.10
11623		Mar1	Jun7			OntarioLearn	$313.10

Diabetes Field Placement 1 — HLTH10057 (SA)

Benefit from the opportunity to apply basic educational theory nd 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
11213		Jan7	Apr7			eLearn	$436.95

Disability Management - Return to Work Coordinator Certificate (038)

Questions?

Call: 905-540-4247 ext. 26703
Web: ce.mohawkcollege.ca/disabilitymgt

SUSPENDED FOR THE WINTER 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: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/foodservices

Online Learning Questions?

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

Admission Requirements

- You must apply and be accepted before registering for courses.
- Please submit application online on the program webpage.
- Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor, receive priority.
- Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate
- All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

Online Course?

Book your exam early!

For instructions visit
ce.mohawkcollege.ca/exams

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.

Communication and the Food Service Worker CULI10076 (SA)

General principles of human communication such as verbal interaction and listening are explored. Learn effective communication skills for use with patients, residents, co-workers and supervisors. Take this opportunity to develop writing and presentation skills. Equivalent to: CULIHCF10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11685		Jan12	Apr19			OntarioLearn	$313.10

Quantity Food Preparation CULI10075 (SA)

Focus on cooking principles and methods for preparing food in large quantities. Nutritional components of foods will be reviewed to ensure you are aware of the quality and nutritional values. Discover methods of maintaining nutrition throughout food preparation and service. Equivalent to: CULIHCF20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11684		Jan12	Apr19			OntarioLearn	$313.10

Sanitation and Safety of Food Services in Health HSCI10183 (SA)

Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safet , injury prevention, and basic first aid. Equivalent to SAFEHCF30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11120		Jan12	Apr19			OntarioLearn	$313.10

Institutional Food Service HLTH10064 (SA)

Focus on the food service worker's role in various food service systems in a health care environment. Topics include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to: SAFEHCF40.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11486		Jan12	Apr19			OntarioLearn	$313.10

Introduction to Nutrition in Health Care HLTH10065 (SA)

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamin and minerals and weight control and nutrition throughout the lifecycle. Equivalent to: HLTHHCF50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11016		Jan12	Apr19			OntarioLearn	$313.10

Nutrition in Food Service HLTH10224 (SA)

Introduces basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, itamins 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
11687		Jan12	Apr19			OntarioLearn	$313.10

Food Services Fieldwork Requirement WORKHCF02 (SA)

Required Fieldwork placement for students who are not currently working in a Health Care Facility.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15024		Jan11	Mar15			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 ag ng 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 905-540-4247 ext. 26703
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.).
- Please submit application online on the program webpage.

PROGRAM OF STUDIES

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. Refer to the website.

Mandatory Courses:		Hours
HSCIGER10	An Introduction To The Study Of Aging	30
HSCIGER20	Physiology Of Aging	30
HSCIGER30	Assessment And Planning	30
HSCIGER41	Mental Health Aspects Of Aging	30
LAWSGER51	Legal And Ethical Issues Related To Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 2:		
COMMLL041	Communication	
PSYCSS271	Developmental Psychology	
SSCISS108	Sociology 1	
HSCIDEM06	Evaluation & Program Planning In Dementia Care	
HSCIGER05	Restorative Care	
HSCIHZA69	Introduction To Palliative Care	

Clinical Information:

- Clinical course prerequisites are successful completion of foundational and related advanced theory courses.
- 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: Current Mohawk College Medical Clearance, current Mask Fit Testing, BCLS and any specific agency requirements

An Introduction To The Study Of Aging — HSCIGER10 (SA)

Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11331		Jan12	Apr19			OntarioLearn	$280.10

Assessment And Planning — HSCIGER30

Further develop skills in Assessment and Planning for the aging adult. Topics include interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording. Planning, intervention and evaluation are also introduced. Prerequisite: HSCIGER20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11601		Jan12	Apr19			OntarioLearn	$280.10

Mental Health Aspects Of Aging — HSCIGER41

Investigate many issues related to aging. Topics include the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement. Prerequisite: HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11270		Jan12	Apr19			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 a fecting 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
11267		Jan12	Apr19			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
11258		Jan12	Apr19			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 profession ls. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11239		Jan12	Apr19			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
11238		Jan12	Apr19			OntarioLearn	$265.70

Restorative Care — HSCIGER05

Learn to improve the functioning of residents in long-term care facilities. Emphasis is on the principles of restorative care, assessment tools, mobility and ambulation, dining, normalization activities, record-keeping and evaluation. Start date subject to change - you will be notified

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15045	WE	Jan20	Mar23	6:30-9:30	10	Classroom (IH)	$229.20

Introduction To Palliative Care — HSCIHZA69 (SA)

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
11153		Jan11	Apr15			eLearn	$272.52

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Questions?
Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/mdr

Admission Requirements

- You must apply and be accepted into program.
- Visit the website above for details.
- September intake only.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10121	Introduction to (MDR) Medical Device Reprocessing	30
HSCI10122	MDR Laboratory Experience	42
HSCI10123	MDR Principles and Practices 1	30
HSCI10124	MDR Principles and Practices 2	30
HSCI10125	MDR Principles and Practices 3	30
CLIN10059	Clinical Experience Medical Device Reprocessing	150

MDR Principles and Practices 2 — HSCI10124

Provides knowledge and technique necessary to assume proper instrument assembly and different methods of sterilization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15043	WE	Jan13	Mar16	6:00-9:00	10	Classroom (IH)	$229.20

MDR Laboratory Experience — HSCI10122

Offered over 7 Saturdays involves 42 hours of interactive learning activities with skills labs. Led by instructors who are experienced in the MDR environment to prepare the student for MDR clinical. Exact dates will be advised first class

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15042	SA	Jan23	Apr2	8:00-3:00	7	Other	$320.88

Clinical Experience Medical Device Reprocessing — CLIN10059

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15054		Jan11	Mar20			FieldWork	$771.90

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 th Provincial Body OSMT. Complete the theory portion through Online Learning at Mohawk College and the laboratory sessions at the Michener Institute. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams

Questions?
Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/medlabassistant

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

Michener Institute Contacts:
Call: Melissa Rodway 416-596-3101 ext. 3451
Email: mrodway@michener.ca

Admission Requirements

- Grade 12 English and Math AND
- Grade 11 Chemistry OR
- Mature student status.
- Please 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 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 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 and any specific agency requirements

Med Lab Assistant Module 1 Introduction — MLSCMLA50 (SA)

Focus on ethics, standards of practice, patient rights and safety. Specimen collection, handling, reception, processing and associated clerical duties are also covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11663		Jan7	Apr7			eLearn	$227.10

MLAR Mod 2 - Laboratory Basics — MLSCMLA51 (SA)

Review laboratory protocols. Topics include basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plasticware. The preparation of simple reagents and solutions using the proper glassware/ plasticware is presented.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11664		Jan7	Apr7			eLearn	$158.97

Preparatory Biology — BIOL10006 (SA)

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems. For Medlab students only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11379		Jan7	Apr7			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, settin 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
11056		Jan7	Apr7			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
11057		Jan7	Apr7			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
11217		Jan7	Apr7			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
11218		Jan7	Apr7			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
11219		Jan7	Apr7			eLearn	$181.68

Clinical Experience 2 — CLIN10035 (SA)

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15015	MO-FR	Jan4	Mar31	8:00-4:30	20	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 905-540-4247 ext. 26703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/oncologynursing

Admission Requirements

- Must be a practicing RN or RPN.
- Please submit application online on the program webpage.

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 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 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 and any specific agency requirements

Introduction To Oncology Nursing — NRSGNSCC1 (SA)

Explore Oncology Nursing. Includes: pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11220		Jan14	Apr14			eLearn	$227.10

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
11185		Jan14	Apr14			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
11222		Jan14	Apr14			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
11304		Jan14	Apr14			eLearn	$359.91

Health Assessment — NRSG10084

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. No class Mar 4, 25. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15066	FR	Jan15	Apr22	12:30-4:30	14	Blended (IH)	$478.62

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 c re professionals. The curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26703
Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/palliativecare

Admission Requirements

- Must be a regulated/certified health care professional (e.g. RN, RPN, OT/P , Social Worker, Dietician, Physician, etc.).
- Fax proof of current license/certificate and completed registration form to 905-528-7706 including your email address and the program name, Attention: Palliative Care Program Manager.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
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:

- Clinical course 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.
- Exclusion from a clinical course may be approved via the PLAR process based on the learner's documented current clinical practice. Contact PLAR Office at 905-575-2395 or plar@mohawkcollege.ca
- Preclinical requirements: Current Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency clinical requiremen s such as Vulnerable Sector screening, online orientation, computer training etc.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00

Introduction To Palliative Care — HSCIHZA69 (SA)

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
11153		Jan11	Apr15			eLearn	$272.52

Loss, Grief & End Of Life Issues — HMNS10016

Explore models of loss and grief in the context of end of life issues. Concepts such as anticipatory grief, grief in the family system, and grieving over the life span will be examined. Ethical issues will be addressed as grief is discussed in the content of culture, family, life stages, and the physical, social, emotional and spiritual needs of individuals and their families. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11727		Jan11	Apr15			eLearn	$272.52

Field Practicum — CLIN10033 (SA)

Benefit from the opportunity to practice in a hospice palliativ care setting. Placement is tailored to your identified learning needs

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15013		Jan4	Mar31			FieldWork	$229.20

Palliative Care for Personal Support Workers Certificate (941)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Personal Support Workers are offered the opportunity to define palliative car and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/palliativecarepsw

Admission Requirements

- Personal Support Worker Certificate
- Fax proof of certificate and registration form to 905-528-7706 including your email address and the program name.

Tuition Assistance

May be available to students who complete an online profile a

mohawkcollege.ca/financial-assistance

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10095	Overview of Palliative Care for Personal Support Workers	30
COMM10106	Communication/Multicultural Considerations	30
HSCI10094	Loss, Grief and Caregiver Support	30
HSCI10096	Symptom Management within the PSW Scope of Practice	30
MGMT10057	Ethical Issues, Conflict Management/Stress Management	30
CLIN10041	Clinical Field Placement	30

WATCH FOR COURSES NEXT TERM.

Perioperative Nursing Certificate (943)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rn-operatingroom

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Please submit application online on the program webpage.

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

RN/RPN Introduction to Operating Room Nursing — NRSG10058 (SA)

Introduces perioperative nursing principles and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15047	WE	Jan13	Mar30	6:00-10:00	12	Classroom (IH)	$363.06

O.R. Laboratory Experience A — HSCI10156 (SA)

In an operating room environment, practise skills for the scrub nurse and circulating nurse roles. 40 hours in lab, 5 hours online. Location of class to be advised.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15049	TU	Feb23	Apr30	7:30-3:00	6	Other	$343.80

OR Laboratory Experience B — HSCI10158 (SA)

In an operating room environment, continue to practice your skills as a scrub and circulating nurse. Exact dates given in first class. Course runs every other Saturday: Feb 20, Mar 5,19, Apr 2,16. Location to be advised.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15025	SA	Feb20	Apr16	7:30-4:30	5	FieldWork	$305.60

Operating Room Lab Experience C — HSCI10184 (SA)

Continue to practice skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment. Location of class to be advised.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15050	TH	Feb4	Feb11	4:00-10:00	2	Other	$91.68

Operating Room Principles and Practices 1 Theory — NRSG10032 (SA)

Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15053	TH	Jan14	Mar10	6:00-10:00	9	Blended (IH)	$290.32

Operating Room Principles and Practices 2 Theory — NRSG10033 (SA)

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
15051	WE	Mar23	May25	6:00-10:00	10	Classroom (IH)	$305.60

Anaesthesia, Assessment & Critical Care — HSCINSC87 (SA)

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role. 40 hours in-class, 2 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15060	TH	Jan21	Apr21	6:00-9:00	14	Classroom (IH)	$320.88

R.N. Operating Room Clinical — CLIN10060

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
15052		Jan11	Mar20			FieldWork	$696.90

Pharmacy Technician Bridging

The Nationalized Pharmacy Technician Bridging Education courses are no longer available. For more information please email NAPRA at info@napra.ca.

Psychosocial Rehabilitation Certificate (016)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. Participants gain an understanding of the foundations of the approach as well as core knowledge of and experience with skills related to incorporating the approach within mental health practices and programs. Many graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through ww .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 equivalen
- Related experience in the field preferred
- Prior approval for this certificate is necessar .
- Scan and email a copy of your educational qualifications to disted@mohawkcollege.ca
- If you do not have related knowledge and experience in mental health HLTH10016 (Introduction to Mental Health) is a recommended starting point.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIPSR01	Psychosocial Rehabilitation Foundations	45
HSCIPSR02	Mental Health Services	45
HSCIPSR03	Psychiatric Rehabilitation Process	45
HSCI10092	Mental Health Practitioner Competencies	45
HSCIPSR05	Current Trends In Mental Health	45
HSCIPSR06	Independent Study In Psychosocial Rehabilitation	60

Introduction to Mental Health (PSR) — HLTH10016 (SA)

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11602		Jan12	Apr19			OntarioLearn	$393.65

Psychosocial Rehabilitation Foundations — HSCIPSR01 (SA)

The Psychosocial Rehabilitation (PSR) approach enhances mental health recovery by supporting people recovering their mental health and well-being to consider, choose, get and keep valued life roles. Examine the vision, intention, philosophy, interventions and application of the PSR approach. Weekly chat sessions will be held on Tuesdays at 7:00 pm EST.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11376		Jan12	Apr19			OntarioLearn	$393.65

Mental Health Services — HSCIPSR02 (SA)

Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. Explore how practitioners can support program change. Chat sessions will be held every second Tuesday at 8:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11599		Jan12	Apr19			OntarioLearn	$393.65

Psychiatric Rehabilitation Process — HSCIPSR03 (SA)

Learn and practice components of the three phases of the psychiatric rehabilitation process: diagnosing, planning, and implementation. Developing strategies for engaging individuals in, and supporting them through, the process will be emphasized. Weekly chat sessions will be held on Tuesdays at 7:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12752		Jan12	Apr19			OntarioLearn	$393.65

Mental Health Practitioner Competencies — HSCI10092 (SA)

Key practitioner roles in mental health are presented, including: community support, peer support, vocational rehabilitation and housing support. Examine how the recovery and psychosocial rehabilitation approaches are integrated within mental health practitioner roles, as well as determine the specific competencie integral to each of the roles. Weekly chat sessions: Thursdays at 8:30 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12410		Jan12	Apr19			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
11377		Jan12	Apr19			OntarioLearn	$489.95

Registered Nurse - Critical Care Nursing Certificate (871)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

Obtain knowledge and skills necessary to work in Critical Care areas. Designed for nurses currently working in a critical care setting or those who want to prepare for critical care nursing.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/criticalcarenursing

Online Learning Questions?

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

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Please submit online application on the program webpage.

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:

- Clinical course 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 Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Introductory Module 1 — NRSG10036 (SA)

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11025		Jan7	Apr7			eLearn	$227.10
11715		Jan21	Apr21			eLearn	$227.10

Critical Care Module 2 - Respiratory — NRSG10001 (SA)

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficult , using enhanced knowledge of pathopsychological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11373		Jan7	Apr7			eLearn	$249.81

Critical Care Module 3 Cardiovascular Nursing — NRSG10002 (SA)

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11374		Jan7	Apr7			eLearn	$340.65

Special Needs Population In Critical Care Module 4 — NRSG10035 (SA)

Learn how to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11026		Jan7	Apr7			eLearn	$227.10
12380		Jan21	Apr21			eLearn	$227.10

Critical Care Module 5 Neurosciences — NRSG10003 (SA)

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11372		Jan7	Apr7			eLearn	$272.52

Critical Care 6 Gastrointestinal and Genitourinary — NRSG10004 (SA)

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequi ite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11375		Jan7	Apr7			eLearn	$295.23

Critical Care Module 2 (Respiratory) - Clinical — CLIN10004

Use the knowledge and skills learned in the respiratory module in this 24 hour preceptored clinical placement. The preceptor retains responsibility for care of the patient. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15017		Jan4	Mar31			FieldWork	$183.36

Critical Care Module 3 (Cardiovascular) - Clinical — CLIN10005

Integrate knowledge and skills learned in the cardiovascular module in this 24 hour preceptored clinical placement. The preceptor retains responsibility for care of the patient. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15018		Jan4	Mar31			FieldWork	$183.36

Critical Care Module 5 (Neurosciences) - Clinical — CLIN10006

Apply knowledge and skills learned in the neurosciences module in this 24 hour preceptored clinical placement. The preceptor retains responsibility for care of the patient. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15019		Jan4	Mar31			FieldWork	$183.36

Critical Care Module 6 (GI/GU) - Clinical — CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored clinical placement. The preceptor retains responsibility for care of the patient. Course on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15020		Jan4	Mar31			FieldWork	$61.12

Registered Nurse - First Assistant Certificate (921)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

Program is comprised of independent study, part-time online, a full-time didactic component and a clinical internship. The didactic/laboratory practice component will be held in Hamilton. Accommodations will be your responsibility.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/rnfa

Admission Requirements

- You must apply and be accepted.
- Visit the website above for details.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 1 — NRSG10039 (SA)

Develop the theoretical foundation of RNFA practice. Explore the first assistant' 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
11703		Jan4	Mar14			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.
- Prior approval is necessary.
- Mail a copy of your current registration to:
  Mohawk College Online Learning (Room J113),
  Attention: OHN Program Manager
  P.O. Box 2034, Hamilton, ON, L8N 3T2
  or fax to 905-575-2381

Watch for our Spring 2016 Catalogue!

Available on
Tuesday, March 22, 2016

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 (SA)

Discover the practice of occupational health nursing and the ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safet hazards in the workplace as well as activities which promote employee health and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11260		Jan12	Apr19			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
11600		Jan12	Apr19			OntarioLearn	$370.94

Health and Safety Legislation Module 3 — HSCIOHN03

Introduces various health and safety legislations 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
11542		Jan12	Apr19			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
11113		Jan12	Apr19			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: Complet on of at least three OHN Certificate courses

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12405		Jan12	Apr19			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
11261		Jan12	Apr19			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
11114		Jan12	Apr19			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
11447		Jan12	Apr19			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 speciality.

Expand your knowledge and skills in Perinatal Nursing with an in-depth study of obstetrical/neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. Emphasis is on physiology, evidenced-based practice, research and nursing management. The Perinatal Obstetrical Certificate Progra prepares RNs for the Canadian Nurses Association Perinatal Nursing Certificatio examination.

Questions?
Call: 905-540-4247 ext. 26703
Web: ce.mohawkcollege.ca/perinatalnursing

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

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Fax CNO registration proof and completed registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

HIGH RISK OBSTETRICS

Mandatory Courses:		Hours
NRSG10055	Introduction to Perinatal Nursing Part 1	35
NRSG10056	Introduction to Perinatal Nursing Part 2	35
HSCI10163	Neonatal Resuscitation-Provider Certificatio	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 Certificatio	10
NRSG10045	Neonatal Nursing 1 Advanced	35
NRSG10043	Neonatal Nursing 2 Advanced	36
CLINNSCF2	Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4	Advanced Neonatal Nursing 2 Clinical Experience	72

Clinical Course Information:

- Clinical course prerequisites are successful completion of foundational courses NRSG10055, NRSG10056, HSCI10163 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 Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Prior Learning Challenge Exams for NRSG10055 and NRSG10056 will be available in Spring 2016.

Course materials will be available in the eLearn course home pages. Students must have materials available during class (print or electronic).

Introduction to Perinatal Nursing Part 1 — NRSG10055 (SA)

Enhance your knowledge and nursing skills in the field of perin tal 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
11098		Jan11	Apr15			eLearn	$264.95
19059		Jan15	Apr18			eLearn	$264.95

Introduction to Perinatal Nursing Part 2 — NRSG10056 (SA)

Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11099		Jan11	Apr15			eLearn	$264.95

Neonatal Nursing 1 Advanced — NRSG10045 (SA)

Examine nursing assessment and care of the moderately ill and/or preterm neonate. Includes preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisite: NRSG10056. 35 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11649		Jan11	Apr15			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. isit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15000	MO	Feb29	Feb29	9:00-5:00	1	Classroom (IH)	$207.48
19042	TU	Mar1	Mar1	9:00-5:00	1	Classroom (IH)	$207.48

Obstetrical Nursing 2 (Advanced) NRSG10051 (SA)

Focus on more complex obstetrical complications such as hypertensive disorders, diabetes, bleeding, infections, cardiac disease and obstetrical emergency situations. Prerequisites: NRSG10055, NRSG10056 & NRSG10049. In class dates: Jan 29, Feb 12,26, Mar 11, Apr 1. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15001	FR	Jan29	Apr1	9:00-3:00	6	Blended (IH)	$656.99

Obstetrical Nursing 1 Clinical Experience CLIN10002 (SA)

Integrate the knowledge and skills learned in Advanced Obstetrical Nursing 1. Clinical experience will occur in a Level 2 perinatal nursing setting (L&D, antepartum clinic, antenatal diagnostic unit, etc.). Preclinical requirements as stated above and current NRP required. Prerequisite: NRSG10049.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15005		Jan4	Mar31			FieldWork	$517.14

Obstetrical Nursing 2 Clinical Experience CLIN10003 (SA)

Integrate knowledge and skills learned in the Advanced Obstetrical Nursing 1 & 2 courses in a Level 3 (or Level 2+/equivalent) perinatal clinical setting. Preclinical requirement as stated above and current NRP required. Prerequisite: NRSG10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15006		Jan4	Mar31			FieldWork	$517.14

Advanced Neonatal Nursing 1 Clinical Experience CLINNSCF2 (SA)

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Preclinical requirements as stated above and current NRP required. Clinical experience takes place in Level 2 perinatal nursing setting. Prerequisites: NRSG10055, NRSG10056 & NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15007		Jan4	Mar31			FieldWork	$517.14

Advanced Neonatal Nursing 2 Clinical Experience CLINNSCF4 (SA)

Integrate the knowledge and skills learned in Neonatal Nursing 2 Advanced in a Level 2+ or 3 neonatal intensive care setting. Preclinical requirements as stated above and current NRP are required. Prerequisites: NRSG10055, NRSG10056 & NRSG10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15008		Jan4	Mar31			FieldWork	$517.14

Registered Nurse Refresher Certificate (069)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Are you a Registered Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

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 18
  1400 Main St. West, Hamilton, ON, L8S 1C7
  Fax: 905-528-7706
  Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES

Full program must be completed within 3 years of admission to program.

Mandatory Courses:		Hours
NRSG10083	Nursing Informatics	56
NRSG10086	Professional Issues	84
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	63
NRSG10084	Health Assessment	66
NRSG10020	Nursing Theory 2	84
NRSG10089	Professional Practice Labs	42
CLIN10078	Professional Practice Consolidated	280
CLIN10076	Professional Practice Acute	168
CLIN10077	Professional Practice Varied	168
CLIN10030	Professional Practice Community	112

Professional Practice:

- Professional Practice is based on the availability of clinical placements.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.
- You must meet non-academic requirements prior to placement.

Ready to Graduate?

Visit **www.mohawkcollege.ca/ConvocationPrep** for information and instructions.

Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/mentalhealthnursing

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Please submit application online on the program webpage.

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.

"Changing careers to complete Registered Practical Nursing at Mohawk was one of the best choices I ever made. In fact, I got a job before I graduated and then returned part-time to take a Graduate Certificate in Mental Health. Specializing in Mental Health has enriched my knowledge and skills, complementing my entire experience at St. Joseph's."

Robert, RPN, Acute Mental Health, St. Joseph's Healthcare, a Registered Nurse Mental Health Certificate Graduate 2013

Watch Robert's video at mohawkcollege.ca/Robert

Clinical Course Information:

- Clinical course 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 Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Advancements in the Mental Health System — HSCI10145 (SA)

Integrate an appreciation of mental illness, knowledge of past, present and future trends, and an awareness of the legal aspect of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. Cannot be completed concurrently with any other course. Mandatory in-person session Jan 5 at 6pm for both CRNs. Balance via eLearn 7:30pm each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15046	TU TH	Jan5	Mar22	6:00-9:00 7:30-10:30	12	Blended (IH)	$275.04
15048	TU TU	Jan5	Mar24	6:30-9:30 7:30-10:30	12	Blended (IH)	$275.04

Health Challenges — HSCI10148 (SA)

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149 or HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15064		Jan6	Mar23			eLearn	$275.04

Interventions Supporting Recovery — HSCI10150 (SA)

Integrate knowledge of psychopharmacology and other treatment modalities/ alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15057		Jan7	Mar24			eLearn	$275.04

Introspective Practice — HSCI10147 (SA)

Use reflective practices to explore the impact of your values a d beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication a d interviewing skills, and work through intrapersonal, interpersonal and organizational conflict and ethical dilemmas. Prerequisite: HSCI10145. May be taken concurrently with HSCI10148, HSCI10149, HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15055		Jan5	Mar22			eLearn	$275.04
19003		Jan5	Mar22			eLearn	

Whole Person Assessment HSCI10149 (SA)

Integrate refined interviewing skills with assessment tools to onstruct an understanding of your clients' health journey. Identify clients' ability based on data collected, using the multidisciplinary team approach. Compose a narrative of clients' personal, family, social and vocational life in partnership with clients. One in class session posted on course site. Balance of course on eLearn. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148 or HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15056	WE	Jan6	Mar23	6:30-9:30	12	Blended (IH)	$275.04

Operationalizing Theory into Practice CLIN10070

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Course delivered via eLearn. HSCI10148, HSCI10149, HSCI10150, HSCI10145 & HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15077		Jan4	Mar31			FieldWork	$305.60

Introduction to Mental Health and the Law, Forensic Studies HSCI10165 (SA)

Learn the role of the Criminal Code of Canada and its impact on client outcomes, liberties and dispositions. Explore services available to care for those with mental illnesses and resulting implications in the system of forensic mental health programs. Admission Requirements: Interdisciplinary professional (i.e. Nurse, Social Worker, Correctional Services, OTA/PTA). ORIENTATION: Jan 5 at 6 pm. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15058	TU	Jan5	Apr12	6:00-9:00	15	Blended (IH)	$343.80

Implementation of Mental health Studies, the Law and Forensics HSCI10168 (SA)

Learn the legal repercussions faced by clients & service providers as it applies to individuals with mental illnesses & legal offences in the system of mental health services. Admission Requirements: Interdisciplinary professional (i.e. Nurse, Social Worker, Correctional Services, OTA/PTA). ORIENTATION: Jan 5 at 6 pm. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15063	TU TH	Jan5	Apr14	6:00-9:00 6:00-9:00	15	Blended (IH)	$343.80

Registered Nurse/Registered Practical Nurse - Pediatric Nursing

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

Expand your knowledge and skills in Pediatric Nursing. Provides an in-depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/pediatric-nursing

Online Learning Questions?

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

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Fax CNO registration proof and completed registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10057	Pediatric Assessment: Infancy to Adolescence	36
NRSG10066	Nursing Care of Children with Cardio/Respiratory Disorders	36
NRSG10067	Nursing Care of Children with GI & Metabolic Disorders	36
NRSG10068	Nursing Care of Children with Neuro & MS Disorders	36
NRSG10069	Nursing Care of Children with 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.

Pediatric Assessment: Infancy to Adolescence NRSG10057 (SA)

Explore the growth and development of pediatric clients from infancy to adolescence reviewing the normal physical, cognitive, social and psychological developmental changes of each age group. Designed for RNs and RPN's interested in caring for pediatric clients in the community, the course will provide key insights into how to conduct, assess, and support optimal development of pediatric clients in each age group.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11584		Jan11	Apr15			eLearn	$272.52

Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. Develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

Questions?

Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/maternalnewbornnursing

Online Learning Questions?

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

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario.
- Fax proof of current license/certification and completed registration form to 905-528-7706 including your email address and the program name.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10055	Introduction to Perinatal Nursing Part 1	35
NRSG10056	Introduction to Perinatal Nursing Part 2	35
HSCI10163	Neonatal Resuscitation-Provider Certificatio	10
NRSGNSCA1	Perinatal RPN Maternal Care	35
NRSGNSCA2	Perinatal Newborn And Family Care (RPN)	35
CLIN10073	RPN Maternal, Newborn and Family Care Clinical Experience	84

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 NRSGNSCA2 eLearn course home page or from CE Health Sciences, Part-time & Graduate Studies Office, IAHS
- Be aware that at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from a clinical course may be approved via the PLAR process based on the learner's documented current clinical practice. Contact PLAR Office at 905-575-2395 or plar@mohawkcollege.ca
- Preclinical requirements: Current Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency clinical requiremen s such as Vulnerable Sector screening, online orientation, computer training etc.
- Failure to attend clinical placement after confirmation will result in a fee of $150.00.

Introduction to Perinatal Nursing Part 1 — NRSG10055 (SA)

Enhance your knowledge and nursing skills in the field of perin tal 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
11098		Jan11	Apr15			eLearn	$264.95
19059		Jan15	Apr18			eLearn	$264.95

Introduction to Perinatal Nursing Part 2 — NRSG10056 (SA)

Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11099		Jan11	Apr15			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. isit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15000	MO	Feb29	Feb29	9:00-5:00	1	Classroom (IH)	$207.48
19042	TU	Mar1	Mar1	9:00-5:00	1	Classroom (IH)	$207.48

Perinatal RPN Maternal Care — NRSGNSCA1 (SA)

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. Focus on the care of women experiencing healthy and at risk childbearing, with emphasis on the RPN's role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11650		Jan11	Apr15			eLearn	$264.95

Perinatal Newborn And Family Care (RPN) — NRSGNSCA2 (SA)

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisite: NRSGNSCA1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11651		Jan11	Apr15			eLearn	$264.95

RPN Maternal, Newborn and Family Care Clinical Experience — CLIN10073 (SA)

Integrate knowledge and skills learned in RPN Maternal, Newborn and Family Care Theory courses in a Level 1 or 2 perinatal clinical setting (antenatal clinic, maternal child unit, nursery, L&D-observation only). Preclinical requirements as stated above and current NRP required. 84 Hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15009		Jan4	Mar31			FieldWork	$594.18

Registered Practical Nurse Refresher Certificate (884)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

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 18
  1400 Main St. West, Hamilton, ON, L8S 1C7
  Fax: 905-528-7706
  Email: bien@mohawkcollege.ca

PROGRAM OF STUDIES

Full program must be completed within 3 years of admission to the program.

Mandatory Courses:		Hours
NRSG10083	Nursing Informatics	56
NRSG10086	Professional Issues	84
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	63
NRSG10084	Health Assessment	66
NRSG10020	Nursing Theory 2	84
NRSG10089	Professional Practice Labs	42
CLIN10078	Professional Practice Consolidated	280
CLIN10076	Professional Practice Acute	168
CLIN10077	Professional Practice Varied	168
CLIN10030	Professional Practice Community	112

Professional Practice:

- Professional Practice is based on the availability of clinical placements.
- Professional Practice is variable depending on CNO Reinstatement Letter or length of time out of practice.
- You must meet non-academic requirements prior to placement.

Skin, Wound and Footcare Management

ACKNOWLEDGEMENT OF COMPLETION AND/OR LETTER OF RECOGNITION

Completion Requirements: see Program of Studies
Update and expand knowledge and skills related to foot and wound care within scope of practice.

Questions?
Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: 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. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Text & course manual available from Titles Bookstore at McMaster Hospital. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. Sat Class is Feb 13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15010	TH SA	Feb11	Feb13	6:30-9:30 9:00-4:00	2	Classroom (IH)	$109.32

Advanced Footcare for RNs and RPNs — NRSG10059 (SA)

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Feb 18,20, Mar 5,6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15011	TH SA/SU	Feb18	Mar6	6:30-9:30 9:00-4:00	4	Classroom (IH)	$152.52

Footcare Field Practicum — CLIN10058 (SA)

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7 hour clinical experience. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test, Hep B and influenza vaccination must be submitted at least two weeks prio to field experienc to IAHS, Room 126 or fax to 905-528-7706, Attn: Foot Care Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15021	TH	Mar17	Mar17	8:30-5:00	1	FieldWork	$181.78
15023	TH	Mar31	Mar31	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 c ass. Dates: Jan 30, Feb 27, Apr 2. Balance eLearn. Course manual available online on specific course page in eLearn. Must bring proof of CNO registration to first c ass.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15022	SA	Jan30	Apr2	9:00-5:00	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: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/dementiastudies

Admission Requirements
- Completion of an approved certificate program in health sciences or human services OR
- Approval from Program Manager.
- Please submit application online on the program webpage.

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 PSW	30
COMMLL041	Communication	45

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

Clinical Course Information:
- Clinical course 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 Mohawk College Medical Clearance, current Mask Fit test, BCLS and any specific agency requirements such as vulnerable sector screening, online orientation, computer training etc.

Overview Of Dementia Care — HSCIDEM01

Develop an understanding of the difference between normal aging and dementia, with emphasis on the importance of a holistic approach to care within the existing medical model. Discuss the effects of dementia on care givers, clients and the family unit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15067	WE	Jan20	Mar9	6:30-9:30	8	Classroom (IH)	$183.36

Clinical Field Placement With Clients — CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15069		Jan4	Mar31			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 ag ng 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 905-540-4247 ext. 26703
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).
- Please submit application online on the program webpage.

PROGRAM OF STUDIES

Courses are integrated with the Gerontology - Multidiscipline Certificate. Refer to the website.

Mandatory Courses:		Hours
HSCIGER10	An Introduction To The Study Of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects Of Aging	30
LAWSGER51	Legal And Ethical Issues Related To Aging	30
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	

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

Clinical 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 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 and any specific agency requirements

An Introduction To The Study Of Aging — HSCIGER10 (SA)

Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11331		Jan12	Apr19			OntarioLearn	$280.10

Assessment And Planning — HSCIGER30

Further develop skills in Assessment and Planning for the aging adult. Topics include interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording. Planning, intervention and evaluation are also introduced. Prerequisite: HSCIGER20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11601		Jan12	Apr19			OntarioLearn	$280.10

Mental Health Aspects Of Aging — HSCIGER41

Investigate many issues related to aging. Topics include the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement. Prerequisite: HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11270		Jan12	Apr19			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 a fecting 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
11267		Jan12	Apr19			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 profession ls. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11239		Jan12	Apr19			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
11238		Jan12	Apr19			OntarioLearn	$265.70

Restorative Care — HSCIGER05

Learn to improve the functioning of residents in long-term care facilities. Emphasis is on the principles of restorative care, assessment tools, mobility and ambulation, dining, normalization activities, record-keeping and evaluation. Start date subject to change - you will be notified

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15045	WE	Jan20	Mar23	6:30-9:30	10	Classroom (IH)	$229.20

Get Started in OntarioLearn

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

OTHER COURSES

CPR and First Aid Certification

Additional courses requested by special interest groups can be accommodated.

Questions?
Call: 905-540-4247 ext. 26703
Web: ce.mohawkcollege.ca/generalhealth

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 i included. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification. Note: No refunds or transfers after course end d te.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15026	SA	Jan9	Jan9	9:00-2:30	1	Classroom (IH)	$81.64
15027	SU	Jan17	Jan17	9:00-2:30	1	Classroom (IH)	$81.64
15028	TU	Feb9	Feb9	5:00-10:30	1	Classroom (IH)	$81.64
15029	MO	Feb29	Feb29	5:00-10:30	1	Classroom (IH)	$81.64
15030	TU	Mar15	Mar15	5:00-10:30	1	Classroom (IH)	$81.64

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, wi hin the last 12 -13 months. Note: No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15031	MO	Jan11	Jan11	4:30-8:00	1	Classroom (IH)	$54.76
15032	SA	Jan16	Jan16	9:00-12:30	1	Classroom (IH)	$54.76
15033	SU	Jan24	Jan24	9:00-12:30	1	Classroom (IH)	$54.76
15034	SA	Feb6	Feb6	9:00-12:30	1	Classroom (IH)	$54.76
15035	MO	Feb22	Feb22	4:30-8:00	1	Classroom (IH)	$54.76
15036	SA	Mar12	Mar12	9:00-12:30	1	Classroom (IH)	$54.76
15037	TU	Mar22	Mar22	4:30-8:00	1	Classroom (IH)	$54.76

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
15041	SA/SU	Jan9	Jan10	9:00-5:00	2	Classroom (IH)	$110.00
15038	SA/SU	Jan30	Jan31	9:00-5:00	2	Classroom (IH)	$110.00
15039	SA/SU	Feb20	Feb21	9:00-5:00	2	Classroom (IH)	$110.00
15040	SA/SU	Mar5	Mar6	9:00-5:00	2	Classroom (IH)	$110.00

General Health Sciences

Questions?
Call: 905-540-4247 ext. 26703
Email: cehealth@mohawkcollege.ca
Web: ce.mohawkcollege.ca/health-sciences-other

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

Preparatory Biology — BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. Not a credit course for BScN Nursing. CRN 15061 - exact dates will be given in class. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11462		Jan12	Apr19			OntarioLearn	$464.27
15061	WE	Jan13	Apr20	6:30-9:30	15	Blended (IH)	$414.42

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
11432		Jan12	Apr19			OntarioLearn	$489.95

Operating Room Attendant — NRSGNSCD9

Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety. On successful completion of NRSGNSCD9 & HSCI10155 an Acknowledgement of Completion will be given. OR Lab Experience will be offered next term.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15059	TH	Mar10	Apr28	6:00-10:00	8	Classroom (IH)	$244.48

Medical Laboratory Technology

Suitable for technologists wishing to keep up with recent advances in the field an 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 collectio centres, and hospital laboratories. Skills practice is done on artificial arms Opportunity for practice on student volunteers will be available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15016	MO	Jan18	Feb24	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. No class February 15,29. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15072	MO	Jan11	Apr18	2:00-5:30	14	Blended (IH)	$452.94

Arrhythmia Interpretation NEW! — HLTH10229 (SA)

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. Equivalent to: NRSG10060. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12739		Jan12	Apr19			OntarioLearn	$313.10

Health Assessment — NRSG10084

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. No class Mar 4, 25. Balance of hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15066	FR	Jan15	Apr22	12:30-4:30	14	Blended (IH)	$478.62

Intravenous Therapy - RN/RPN — NRSGNSC90

Gain knowledge and skills in caring for patients receiving IV therapy. Blended format with 4 in-class/LRC sessions - Jan 23,30, Feb 13,20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15062	SA	Jan23	Feb20	9:00-4:30	4	Blended (IH)	$297.96

Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

Programs and Courses

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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
12679	WE	Jan20	Feb17	6:30-9:30	5	Classroom (FF)	$136.95

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 are the responsibility of the participant. Prerequisite: CULIG1737 and CULIGI738. If adequate enrollment is met CULI10081 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12680	MO	Jan18	Feb22	6:30-9:30	5	Classroom (FF)	$136.95

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 - here's your chance to learn from a pro! Whether you're just beginning to cook, or looking for a thorough refresher of the basics, these hands-on courses will have you cooking comfortably in no time and have been designed to build up your kitchen repertoire so you become a great home chef. Your journey starts with the fundamentals and continues to more advanced techniques which lead to creating spectacular dishes with a gourmet touch. Topics include knife skills, a wide range of cooking techniques, food safety and handling, plating and presentation techniques.

Questions?
Call 905-575-2298
Email: crearts@mohawkcollege.ca
Web: 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 Shaun Davis 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
12673	TH	Jan21	Feb25	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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12674	TH	Mar3	Apr7	6:00-10:00	6	Classroom (FF)	$201.67

Fundamentals of Gourmet Dining — CULI10071

Join our expert chef on a culinary adventure exploring different cuisines from around the world. Each week you will prepare a three course signature menu. Learn professional skills and impress your family and friends! Food costs of $55 payable to instructor at first class. Prerequisite: CULI10069.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12675	MO	Jan18	Feb29	6:00-10:00	6	Classroom (FF)	$201.67

A Dip In The Mediterranean NEW! — CULI10080

Join our expert Chef Shaun Davis for a culinary exploration of the great food cultures of southern Europe. We will be visiting France, Spain, Italy, Turkey and Greece to experience a hands-on introduction and taste some of the world's best cuisines. Food costs of $55.00 payable to instructor at first class. Prerequisite: CULI10069.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12779	TU	Jan19	Feb23	6:00-10:00	6	Classroom (FF)	$201.67

Weekend Cooking Family Favourites — CULI10078

Chef Shaun Davis demonstrates how to cook slow and luscious "comfort" family meals. In this hands-on "slow-food" course, discover international family favourites including appetizers, entrees, soups, stews and desserts. Bring a sharp "chef's" knife, apron, towel and food containers. Food costs of $50 payable to instructor at first class. Prerequisite: CULI10069.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12676	TU	Mar1	Apr5	6:00-10:00	6	Classroom (FF)	$201.67

Pub Favourites At Home — CULI10077

Join Chef Shaun Davis and discover how to make the "old" favourites but with an added modern twist. Learn basic and professional tips, while adding to your culinary skill, to create your own Pub fare. Bring a sharp "chef's" knife, apron, towel, and food containers. Food costs of $50 payable to instructor at first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12678	SA/SU	Jan30	Jan31	10:00-4:00	2	Classroom (FF)	$100.96

French Farm House Cookery — CULI10074

Experience rustic and richly flavoured French farmhouse cooking with Chef Shaun Davis! 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12677	SA/SU	Feb20	Feb21	10:00-4:00	2	Classroom (FF)	$100.96

Fish and Seafood — CULI10072

Just in time for holiday entertaining, join Chef Shaun Davis, in preparing fish and seafood in a variety of ways. Learn how to prepare filets, a selection of seafood and other cuts of fish properly - poach, fry, saute and steam. There will be lots of tasting! Food costs of $50 payable to instructor at first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12785	SA/SU	Mar5	Mar6	10:00-4:00	2	Classroom (FF)	$100.96

Home Renovation For Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Join CHCH TV Reno Expert Pamela Stiles (5 Time "Readers Choice Award" Winner and Home Reno Expert at Home Depot) in these courses which are of interest to home renovators, apartment superintendents and townhouse maintenance committees. Emphasis on what YOU can do and when to call in the EXPERTS!

MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.
PAMELA STILES WILL RETURN IN THE SPRING.

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!

Basic Electrical ELEC10123

Join electrician John DeSantis, and learn how to plan 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
12654	SA/SU	Jan30	Jan31	9:00-3:30	2	Classroom (FF)	$139.96

Horticulture - Plant Identification Certificate (846)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: 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.

Conifers (Evergreens) HORTHOR03

In-depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12376	TH	Jan14	Mar31	6:30-9:30	12	Classroom (SC)	$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

Colour Principles CREAHF215

Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies will be discussed on the first night.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12649	MO	Jan18	Mar28	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, CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12650	TU	Jan19	Mar22	7:00-10:00	10	Classroom (FF)	$251.65

Accessorizing the Home CREA10031

Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215, CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12652	TU	Jan19	Mar22	6:30-9:30	10	Classroom (FF)	$251.65

Creative Design Presentations CREA10033

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12651	TH	Jan21	Mar24	6:30-9:30	10	Classroom (FF)	$251.65

Understanding Floors and Furniture CREA10034

Focus on the fundamentals of furniture design and construction and flooring choices for finished and functional interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12653	WE	Jan20	Mar23	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.

Botany For Horticulture HORTLA009

Develop a basic understanding of plant structures, growth and reproduction, classification systems and the relationship between plants and the environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11717	WE	Jan13	Mar30	7:00-10:00	12	Classroom (FF)	$299.88

Landscape Design 1 HORTLA001

Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11716	MO	Jan11	Apr4	7:00-10:00	12	Classroom (FF)	$299.88

Conifers (Evergreens) HORTHOR03

In-depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12376	TH	Jan14	Mar31	6:30-9:30	12	Classroom (SC)	$299.88

AutoCAD - Introduction CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables you to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12356	TU	Jan12	Apr5	6:00-9:30	13	Classroom (FF)	$374.85
11581		Jan13	Mar9			eLearn	$340.65

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.

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
12656	MO	Jan18	Mar28	6:30-10:00	10	Classroom (FF)	$341.88

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.

Wine Appreciation 1 — HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Bring 6 wine glasses to each class. Included in the fee are the WCO Manual, the wine costs and, upon successful completion, the Wine Council of Ontario Certificate of Merit. If adequate enrollment is met, Wine Appreciation 2 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12655	TU	Jan19	Mar8	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
12657	SA	Jan23	Jan23	9:30-1:30	1	Classroom (FF)	$59.00
12658	SA	Feb20	Feb20	9:30-1:30	1	Classroom (FF)	$59.00
12659	TU	Mar8	Mar8	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
12660	TU	Jan19	Feb9	6:30-9:30	4	Classroom (FF)	$127.46

Tea Sensory Development - Tea 103 — HOSP10021

The science of taste and how the production of tea influences the appearance of the leaf and the overall taste are examined. Identify stages of production, proper storage, handling techniques; potential production errors and the associated impact on the tea. Develop the skills to discern major tea characteristics. The tasters' vocabulary will be covered with tasting of various products. Prerequisite: HOSP10020. If adequate enrollment is met, HOSP10022 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12662	MO	Jan18	Feb29	6:30-9:30	6	Classroom (FF)	$202.59

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
12663	WE	Jan20	Feb24	6:30-9:30	6	Classroom (FF)	$202.59

Menu Design and Food Pairing - Tea 107 — HOSP10025

Tea provides an extensive range of tastes ready to complement and enhance any cuisine. Explore the various ways of using tea as an ingredient in cooking, baking, cocktails, etc. Understand the principles behind using the tea beyond its traditional uses. Learn how to pair tea with food and create the perfect tea menu. Prerequisite: HOSP10024. If adequate enrollment is met, HOSP10026 will be offered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12664	TH	Jan21	Feb25	6:30-9:30	6	Classroom (FF)	$202.59

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
12796	TH	Jan7	Jan7	6:30-9:00	1	Classroom (FF)	$29.49

Comfort Food — CULI10055

Join Chef Shaun Davis for a class in preparing a winter menu of Comfort Food. Prepare a roasted parsnip soup, curried chicken pot pie and maple ginger roasted vegetables and more. Food costs of $23.00 to be paid to the instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12797	SA	Jan16	Jan16	10:00-4:00	1	Classroom (FF)	$63.31

Dressings And Salads — CULIGI312

Tired of buying prepared dressings? Why not create your own under the guidance of Chef Shaun Davis! Learn to make dressings including Vinaigrettes, Dijon, Thousand Island, Peppercorn, Ranch and Caesar. Practical tips on selection, preparation of salad greens with your specially made dressing that will enhance any salad served. Bring containers. Food costs of $22.00 to be paid to the instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12798	SA	Mar19	Mar19	10:00-4:00	1	Classroom (FF)	$63.31

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	Jan 12	Jan 20	Jan 28	Feb 18	Mar 14		
	End Date	May 13	May 21	May 29	Jun 19	Jul 14		
COURSE NAME	COURSE NUMBER	CRN	CRN	CRN	CRN	CRN	FEE	PREREQUISITE
Mathematics 1	MATH10011	12252	12253	12254	12255	12256	$349.86	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012	12257	12258	12259	12260	12261	$349.86	Grade 12 Math (C or U)
Mathematics	MATH10020	12262	12263	12264	12265	12266	$349.86	MATH10012
Mathematics	MATH10024	12267	12268	12269	12270	12271	$349.86	MATHMS173
Mechanical Intermediate Algebra	MATH10029	12272	12273	12274	12275	12276	$349.86	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042	12326	12327	12328	12329	12330	$453.06	Grade 12 Math (C or U)
Mathematics 2	MATH10053	12277	12278	12279	12280	12281	$349.86	MATH10011 or equivalent
NDE Mathematics	MATH10059	12282	12284	12283	12285	12286	$349.86	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001	12292	12293	12294	12295	12296	$396.18	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 **	12332	12333	12334	12335	12336	$560.14	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003	12287	12288	12289	12290	12291	$396.18	Grade 11 Math (C or U)
Mathematics 1-General Arts and Sciences	MATHMA006	12217	12218	12219	12220	12221	$349.86	Grade 10 Math (applied or academic)
Math	MATHMA018	12222	12223	12224	12225	12226	$349.86	MATHMA006
Mathematics	MATHMA101	12227	12228	12229	12230	12231	$349.86	Grade 11 Math (M or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179	12301	12297	12298	12299	12300	$453.06	Grade 12 Math (C or U)
Differential Calculus	MATHMA383	12232	12233	12234	12235	12236	$349.86	MATH10029
Mathematics	MATHMS122	12302	12303	12304	12305	12306	$453.06	Grade 10 Math (applied or academic)
Mathematics	MATHMS144	12237	12238	12239	12240	12241	$349.86	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165	12307	12308	12309	12310	12311	$453.06	Grade 12 Math (C or U)
Mathematics	MATHMS171	12312	12313	12314	12315	12316	$453.06	Grade 12 Math (C or U)
Mathematics	MATHMS173	12317	12331	12318	12319	12320	$453.06	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244	12242	12243	12244	12245	12246	$349.86	MATHMS144
Mathematics	MATHMS248	12321	12322	12323	12324	12325	$453.06	MATHMS171
Mathematics	MATHMS377	12247	12248	12249	12250	12251	$349.86	MATHMS271

** CRN End Dates for MATHMA002 are Jul 19/16, Jul 27/16, Aug 4/16, Aug 25/16, and Sep 19/16.

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
11108		Jan21	Apr21			eLearn	$411.27

Engineering Mathematics 3 — MATH10014

Study calculus. Learn about differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions, differential equations of the first and second order and Laplace transforms. Prerequisite: MATHMA279, MATH10021 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12800	WE	Jan27	Apr13	6:00-9:30	12	Classroom (FF)	$349.86

Fundamental Mathematics — MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to: MATHMA001. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11009		Jan12	Apr19			OntarioLearn	$426.65

Math — MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Start date reflects mandatory orientation date. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11249		Jan21	Apr21			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
11211		Jan21	Apr21			eLearn	$317.94

Mathematics — MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U). NOTE: Tuesday class will be every other Tuesday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12795	TU/TH	Jan21	Apr14	6:00-9:00	19	Classroom (FF)	$453.06

Mathematics — MATHMS271

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. Prerequisite: MATHMS171.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11562		Jan21	Apr21			eLearn	$411.27

Math Essentials — MATH10043

19063		Jan21	Apr21			eLearn	$211.96
19064	WE	Jan27	Mar30	6:00-10:00	10	Classroom (FF)	$233.24

Mathematics 1 — MATH10012

Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12801	WE	Jan20	Apr20	6:00-9:00	14	Classroom (FF)	$349.86

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
11247		Jan21	Apr21			eLearn	$317.94

Mathematics Of Finance — MATHMA381

Examine simple and compound interest, simple and general annuities, applications of annuities, amortization, capital budgeting. Intended for technology students. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11228		Jan21	Apr21			eLearn	$317.94

Statistics — MATHMA482

Introductory statistics intended for Technology students. Focus on organizing and summarizing univariance data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. NOTE: Monday class is every second Monday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12799	MO/WE	Jan20	Apr13	7:00-10:00	19	Classroom (FF)	$453.06

Statistics — MATHMA570

Covers organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software for this course will not operate on a MAC computer. Prerequisite: Introductory College level math course. Students wishing MATHMS474 or MATH10060 may take MATHMA570. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11053		Jan12	Apr19			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
11445		Jan12	Apr19			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
11083		Jan12	Apr19			OntarioLearn	$426.65

Get Started in eLearn

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

Technology and Skilled Trades

ce.mohawkcollege.ca/tech

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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
- Manufacturing Leadership Certificate (MLCP)
- Maintenance Management Professional (MMP) Certificate
- Operator Skills Training

... and more

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
12387	SA/SU	Jan16	Jan17	8:00-4:00	2	Classroom (SC)	$294.92
12388	SA/SU	Feb20	Feb21	8:00-4:00	2	Classroom (SC)	$294.92
12389	SA/SU	Mar19	Mar20	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

Air Conditioning And Refrigeration — HRAPBES02

Examine the operation and maintenance of refrigeration and air-conditioning equipment. Intended for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12359	TU	Jan12	Apr5	6:00-9:30	13	Classroom (SC)	$374.85

Controls — STENBES05

Focus on the fundamentals of automatic controls, how they work, and how they are applied and interconnected.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12354	TH	Jan14	Apr7	6:00-9:30	13	Classroom (SC)	$374.85

Certificate of Qualification Examination Preparation

Prepare for the Certificate of Qualification exam, stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/cofq

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

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

C of Q 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
11268		Jan7	Apr14			eLearn	$227.10

C of Q Truck and Coach 310T — MOTPSAM65

Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11726	TH	Jan7	Mar31	5:00-8:00	12	Classroom (SC)	$299.88

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
12665	SA	Jan23	Jan23	8:30-3:00	1	Classroom (SC)	$214.86
12666	SA	Mar26	Mar26	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

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

CAD/CAM (MasterCAM) 3D — CADMRE456

Generate 3 dimensional wire frame models and multi surface tool paths for pattern and mould making or die sinking. Prerequisite: CADMRE455.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12341	TH	Jan14	Apr7	6:00-10:00	13	Classroom (SC)	$424.62

CNC Programming - Intermediate — MACHRE811

Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12342	TU/TH	Jan12	Mar1	6:00-10:00	15	Classroom (SC)	$481.50

905-387-1655
registrations@cinde.ca
ce.mohawkcollege.ca/nde
or www.cinde.ca

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in co-operation with its Ontario Chapter. Course fees include course manual and CINDE membership.

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Digital Radiography
- Film Interpretation
- Radiation Safety
- PdM Techniques
- Weld Inspection & Quality Control
- Principles & Applications of NDT
- Engineering Materials and Components (EMC)
- Level 3 Preparatory Courses
- Phased Array UT Inspection

Construction Estimating Certificate (867)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Accurate estimating and careful monitoring of costs are essential for ensuring a profit in any construction firm. Upgrade your estimating 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
11264		Jan12	Apr19			OntarioLearn	$381.23

Estimating 2 — BLDG10010

Measure the quantities of materials necessary to build residential and commercial buildings working from drawings and specifications. Prerequisite: BLDGEA202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12507	WE	Jan13	Apr13	6:00-10:00	14	Classroom (FF)	$453.06

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
11008		Jan12	Apr19			OntarioLearn	$445.91
11276		Feb1	May9			OntarioLearn	$445.91
11280		Mar1	Jun7			OntarioLearn	$445.91

Construction Management B — MGMTCN440

Develop an understanding of the role of project management in the construction industry, and the phases of a typical construction project, from job acquisition to project close-out. Prerequisite: MGMTCN340.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12506	TH	Jan14	Apr14	6:00-10:00	14	Classroom (FF)	$453.06

Electrical Engineering Technician to Technologist Transfer

Graduates of the 2 year Mohawk College Diploma in Electrical Engineering Technician - Power (Program 403) may be eligible for direct entry into Semester 5 of the Mohawk College Electrical Engineering Technology - Control (Program 536) or Energy Systems (Program 360) by completing the following courses.

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

Admission Requirements
- Mohawk College Electrical Engineering Technician - Power Diploma
- Contact the Admissions Department for information on direct entry through the Ontario College Application Service (OCAS).
- If your GPA was greater than 80% in the Electrical Engineering Technician Program you may be exempt from some courses.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MATH10014	Engineering Mathematics 3	42
ELEC10034	Network Fundamentals	70
ELEC10045	Engineering Applications	42
ELEC10059	Linear Systems	42
ELEC10103	Digital Systems	70
ELEC10127	Power Systems	70
ELEC10131	Electrical Rotating Machines	70

Courses are offered under other programs. Refer to the index.

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 115.

Electricity 2-Commercial/Light Industrial ELECHV200

Focus on thermostats and electric control devices, 3-phase motors and starters, complex control system circuitry and schematic wiring diagrams. Field experience and prior knowledge of electricity required. Prerequisite: ELECHV107.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12360	MO/WE	Jan18	Apr13	6:00-9:00	24	Classroom (SC)	$560.14

Electronic Fundamentals Certificate (886)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses
Electronics are a key element of modern industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: 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

AC Electrical/Electronic Theory ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12364	TU	Jan12	Apr12	6:00-10:00	14	Classroom (FF)	$453.06

Electronics I (Semiconductors) ELECER003

Concepts and testing procedures associated with semiconductor diodes, zener diodes, light emitting diodes,rectifications, filtering, bipolar transistors, transistor configurations and characteristics, field effect and unijunction transistors, thyristor diodes, gate triggering and switching circuits. Prerequisite: ELECER002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12367	WE	Jan13	Mar30	6:00-10:00	12	Classroom (FF)	$453.06

Environmental Engineering Certificate (083)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses
Learn to evaluate and implement programs to control environmental stresses. Examine environmental and waste audits, compliance assessment, program implementation, solid and liquid waste, air quality assessment, best management practices, and emergency planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

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

Environmental Legislation And Audit LAWSOH703

Develop a working knowledge of environmental legislation and its application to air, water, waste disposal, noise, transportation and audits. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12747	TU	Jan12	Apr12	7:00-10:00	14	Classroom (FF)	$349.86

Water And Wastewater Treatment WASTOH705

Develop an understanding of processes, methods determining operating parameters and their relationship to operating process. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12748	TH	Jan14	Apr14	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

By pursuing this new challenge, they feel that Continuing Education is important for their success in performing and excelling in their careers.

Elisabeth and Warren, working towards their Fire Safety **Certificate**

Fire Safety 4-Water Extinguishing Systems SAFEFT104

Consider the design and application of automatic sprinkler systems including water applications, and fluid mechanics for hydraulic systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12596	MO	Jan11	Apr11	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
12833	TU	Jan12	Apr5	7:00-10:00	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 - credits will be honoured using the new POS. Refer to the website for equivalencies.		
Mandatory Courses:		Hours
STENMF201	Introductory Hydraulics	56
STENMF254	Hydraulics 1	70
STEN10009	System Studies	28
STENMF202	Introductory Pneumatics	42
STENMF354	Hydraulics 2	56
STENMF352	Pneumatics 2	49

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

Hydraulics 1 STENMF254

Learn control valves, accessories and hydraulic fluids and how/where to apply these components in an operating hydraulic system to assure efficient operation of a system for a specific application. Utilizing specific laboratory equipment the student will have opportunity to do hands on lab experiments with typical valving/ accessories found in industry today. Prerequisite: STENMF201 Equivalent: STENMF101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12343	TU/TH	Jan5	Mar10	6:00-9:30	20	Classroom (SC)	$547.30

Pneumatics 2 STENMF352

Deals with the design of pneumatic power and control systems including selection of components and application of pneumatic logic elements. Prerequisite: STENMF201. Equivalent: STENMF103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12344	WE	Jan6	Apr6	6:00-9:30	14	Classroom (SC)	$403.29

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 & 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 the website; ce.mohawkcollege.ca.

No one should fill out an application for a higher certification level until successfully completing a lower level certification.

Upon completion of all four parts of Gas Technician 2, the student will be permitted to book the final TSSA examination.

NOTE: Participants are required to pay an Examination Fee of $230.00 for each level (GT-3, GT-2, GT-1) of certification.

For Fuel Technician information, access the TSSA link via 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 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

Payment for Gas Technician 3/2 Rewrite Exams will be required the first night.

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

Gas Technician 2 - Part 2 — GOPTRE051

Train for certification as a Gas Technician 2 (GT-2) in Ontario. Topics include natural/propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: Gas Technician 3. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must have successfully completed parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12351	MO/WE	Jan11	Apr27	6:00-10:00	30	Classroom (SC)	$868.30

Gas Technician 2 - Part 3 — GOPTRE052

Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12352	MO/WE	Jan18	May4	6:00-10:00	30	Classroom (SC)	$868.30

Gas Technician 2 - Part 4 — GOPTRE053

Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combo systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3. Examination/ certification fee of $230.00 is extra after all 4 parts are completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12347	TU/TH	Jan12	Apr21	6:00-10:00	30	Classroom (SC)	$868.30

Gas Technician 2 Review — GOPT10002

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON FEBRUARY 10th, 2016 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12348	WE	Jan13	Feb3	6:15-9:15	4	Classroom (SC)	$99.96

Gas Technician 3 — GOPTRE244

Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of $230.00 will be charged for TSSA certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12349	MO/WE	Feb1	Jun13	6:00-10:00	36	Classroom (SC)	$1022.38
12350	MO/WE	Feb1	Jun13	6:00-10:00	36	Classroom (SC)	$1022.38

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 FEBRUARY 29, 2016 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12353	MO	Jan25	Feb22	6:15-9:15	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

Introduction To Geographic Information Systems — INFOCVA03

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11224		Jan12	Apr19			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. Requires a Windows OS to install the software. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11378		Jan12	Apr19			OntarioLearn	$370.94

Remote Sensing — INFOCVA37

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11333		Jan12	Apr19			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
11186		Jan12	Apr19			OntarioLearn	$370.94

Internet Mapping — INFOCVA08

Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11431		Jan12	Apr19			OntarioLearn	$370.94

Designing, Managing/Implementing A GIS — INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Mandatory prerequisites: INFOCVA03, INFO10081 and INFO10177.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11493		Jan12	Apr19			OntarioLearn	$370.94

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
11166		Jan18	Mar30			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
11181		Jan18	Mar30			eLearn	$272.52

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

- Grade 12 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.

Air Conditioning For HRAC — HRAPRE905

Explore the theory of the mechanical air conditioning cycle, individual system components and accessories, refrigerant piping, control systems, troubleshooting, installation practices and service procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12345	WE	Jan13	Apr20	6:00-10:00	15	Classroom (SC)	$481.50

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
12665	SA	Jan23	Jan23	8:30-3:00	1	Classroom (SC)	$214.86
12666	SA	Mar26	Mar26	8:30-3:00	1	Classroom (SC)	$214.86

Gas Technician 2 - Part 1 — GOPTRE050

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12346	TU/TH	Jan12	Apr21	6:00-10:00	30	Classroom (SC)	$868.30

Gas Technician 3 — GOPTRE244

Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of $230.00 will be charged for TSSA certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12349	MO/WE	Feb1	Jun13	6:00-10:00	36	Classroom (SC)	$1022.38
12350	MO/WE	Feb1	Jun13	6:00-10:00	36	Classroom (SC)	$1022.38

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

- Grade 12 Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) 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 $200.00 per course in addition to the course fees.

Interior/Insulation Inspection — BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11039		Jan12	Apr19			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
11040		Jan12	Apr19			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
11041		Jan12	Apr19			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
11042		Jan12	Apr19			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
11043		Jan12	Apr19			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
11044		Jan12	Apr19			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
11045		Jan12	Apr19			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
11046		Jan12	Apr19			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
11047		Jan12	Apr19			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
11048		Jan12	Apr19			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

WATCH FOR OFFERINGS NEXT TERM.

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 1 ASYS10001

Focus on AC and DC motor theory, single phase and three phase motors, and motor control and protection systems for various applications. Prerequisite: ELECER002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12399	MO	Jan11	Apr18	6:00-10:00	13	Classroom (FF)	$424.62

AC Electrical/Electronic Theory ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12364	TU	Jan12	Apr12	6:00-10:00	14	Classroom (FF)	$453.06

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

Manufacturing Management MGMTIM153

Analyze the organization of modern industry and relationships among different functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12643	WE	Jan13	Apr13	6:00-9:00	14	Classroom (FF)	$349.86

Work Measurement 1 — IENGIM132

Learn about work study and factors affecting productivity with emphasis on stopwatch time study. Compare efficiency plans and apply techniques of line balancing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12644	TH	Jan14	Apr14	6:00-10:00	14	Classroom (FF)	$453.06

Industrial Lubrication Certificate (064)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Enhance your knowledge of industrial lubrication practices. Offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: 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

Lubrication Systems, Storage and Handling — MATLLUB04

Develop an understanding of general equipment terminology, guidelines and applications, manual and automatic lubrication systems, operating procedures and trouble-shooting. Prerequisite: MATLLUB00.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12190	MO	Jan11	Apr25	6:00-9:00	15	Classroom (SC)	$374.85

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 2 For Tradesmen — INSTRE155

Cover the terminology, concepts, principles and computations used by engineers and technicians to specify analysis and maintain instrumentation systems. Expand on concepts of instrumentation and measurements, discuss fundamental theory and operating principles of final control elements and process controllers in industry. Prerequisite: INSTRE047 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12370	TU/TH	Jan12	Apr8	6:00-9:00	24	Classroom (FF)	$560.14

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
12337	SA	Jan9	Mar12	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
12338	SA	Jan9	Mar12	8:00-12:00	10	Classroom (SC)	$373.20

Ready for your Certificate?
Ready to Graduate?
Visit **mohawkcollege.ca/ConvocationPrep**

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
12339	SA	Jan9	Mar12	8:00-12:00	10	Classroom (SC)	$373.20

Machine Shop Theory MACHRE543

Develop skills and knowledge in safety, blueprint reading, tool use, engine lathe set-up and operation, and drilling, milling, and surface grinding operations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12358	MO/WE	Jan11	Mar28	6:00-9:30	22	Classroom (SC)	$585.82

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

3D Printing Additive Manufacturing CADM10050

Enhance your SolidWorks-Basic knowledge to produce 3D parts in plastic. Theory and Practical. Materials are included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12633	MO	Jan11	Apr18	6:00-9:00	14	Classroom (FF)	$349.86

Co-ordinate Measuring Machines MECH10024

Learn the fundamentals of the operation of a CMM (Coordinate Measuring Machine) to develop measuring routines for dimensional elements on a Mitutoyo CMM. Introductory hands-on course and includes an introduction to CMM programming.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12636	MO	Jan11	Apr4	6:00-9:00	12	Classroom (FF)	$291.55

Geometric Dimensioning & Tolerancing MECHBDA55

Learn the language of symbols used on drawings to communicate design intent and geometry requirements for features on parts and assemblies. Learn how to communicate specific datums, to use round tolerance zones and the use of a Co-ordinate Measuring machine (CMM) to measure GD&T toleranced features. Based on ASME Y14.5M. Equivalent: MECH10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12637	WE	Jan13	Mar30	6:00-9:00	12	Classroom (FF)	$299.88

SolidWorks Advanced CADM10041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12638	WE	Jan13	Apr20	6:30-9:30	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

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
11436		Jan12	Apr19			OntarioLearn	$426.65

Occupational Toxicology and Disease ENVROH105

Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12595	WE	Jan13	Mar30	7:00-10:00	12	Classroom (FF)	$299.88

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
11329		Jan12	Apr19			OntarioLearn	$313.10

Ergonomics ENVROH304

Learn to design jobs and workplaces to enhance job effectiveness and well-being.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12593	TU	Jan12	Mar29	6:30-9:30	12	Classroom (FF)	$299.88

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
11006		Jan12	Apr19			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
11642		Jan12	Apr19			OntarioLearn	$348.23

Hazard Assessment and Control SAFE10072

Study practical aspects of recognizing, assessing and controlling workplace hazards. Includes: legal responsibilities, inspection techniques, control strategies and training programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11580		Jan7	Apr14	NEW!		eLearn	$295.23
12594	MO	Jan11	Apr11	7:00-10:00	13	Classroom (FF)	$324.87

Fire Protection SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent to: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11063		Jan12	Apr19			OntarioLearn	$445.91

H & S Program Development & Coordination NEW! SAFEOH308

Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of the safety professional.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11665		Jan7	Apr14			eLearn	$340.65

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
11640		Jan12	Apr19			OntarioLearn	$348.23

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 2 ASYSPLC12

Introduces the concepts of Sequencers, Data Files, Shift Registers, DHRIO Communications, Routines and Tasks, Work on the Allen-Bradley RS Logix 5000 programming software. Extensive lab work will ensure that as much "hands-on" experience as possible is gained. Prerequisite: ASYSPLC11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12397	WE	Jan6	Mar30	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
12398	TH	Jan7	Mar31	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

Quality Concepts, Techniques and Motivation QUALQC101

Study principles, methods and relationships associated with quality systems and quality management in business, service industries and manufacturing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12642	TU	Jan12	Apr5	6:30-9:30	13	Classroom (FF)	$324.87

Availability, Reliability & Maintainability QUALQC104

Explore fundamentals of reliability, terminology, failure-mode analysis, design reviews, determining design reliability, optimization and trade-offs, and life cycle costs. Prerequisite: MATHQC102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12640	WE	Jan13	Mar30	6:30-10:00	12	Classroom (FF)	$349.86

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
12456	TH	Jan14	Apr7	6:30-9:30	13	Classroom (FF)	$324.87

Framing Techniques BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Safety footwear, CSA approved glasses are required. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12458	MO	Jan11	Apr11	6:30-9:30	12	Classroom (SC)	$299.88

Residential Electrical Basics BLDG10092

Guides participants through the installation and safety practices of common electrical wiring systems. Study the installation of typical electrical circuits, protective devices, the Ontario Electrical Code, Building Permits, maintenance of electrical systems and associated electrical equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12492	WE	Jan13	Mar2	6:00-9:00	8	Classroom (SC)	$199.92

Energy Efficient Home Design BLDGRE031

Explore a variety of cost effective, practical methods of designing and detailing for energy efficiency. Offered in Winter term only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12457	TH	Jan14	Apr7	6:30-9:30	12	Classroom (FF)	$299.88

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
12601	MO	Jan11	Apr4	6:30-9:30	12	Classroom (FF)	$299.88

Welder Operator Certificate (860)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/welderoperator

Admission Requirements

- Average mechanical aptitude required.
- You will be assessed during the first course (Shielded Metal Arc Welding 1) to determine which level of the program is appropriate for you.
- Everyone must register in Shielded Metal Arc Welding 1.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply safety glasses, safety boots and welding gloves.

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
11719	TU	Jan12	Apr5	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
11721	MO/WE	Jan11	Apr6	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
11722	MO/WE	Jan11	Apr6	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
11723	MO/WE	Jan11	Apr6	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
11720	MO/WE	Jan11	Apr6	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

Small Engine Repair MOTP10086

Learn how to maintain and troubleshoot small engines such as motorcycles, snowmobiles, lawn tractors, chainsaws and lawnmowers. Two and four stroke cycle operations discussed along with topics surrounding fuel, spark, compression, lubrication, storage and maintenance. Bring your own small engine and safety glasses to the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11725	MO	Jan11	Apr11	6:30-9:30	12	Classroom (FF)	$299.88

Aviation

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca

Un-manned Aircraft Ground School Part 1 NEW! AFTD10031

Using Transport Canada certified flight instructors, this Professional Ground School provides the beginning knowledge and confidence required to work in the un-manned aircraft industry. Modeled after Private Pilot Licence (PPL) format. Includes Canadian Aviation Reg's, Flight Ops, Meteorology, Navigation and much more. Developed around Transport Canada Knowledge Requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12817	TU	Jan12	Apr19	6:00-9:00	15	Classroom (FF)	$885.95

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
11133		Jan12	Apr19			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

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
11299		Jan12	Apr19			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
11564		Jan12	Apr19			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
11289		Jan12	Apr19			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
11102		Jan12	Apr19			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
11101		Jan12	Apr19			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
11298		Jan12	Apr19			OntarioLearn	$328.24

Environmental Technology ENVREA204

Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12508	WE	Jan13	Apr13	6:00-9:00	14	Classroom (FF)	$349.86

Structural Design 1 BLDGEA301

Master the fundamentals of structural analysis and design, using code related examples in steel. Prerequisites: MATHMS271 and PHYSEA201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12509	TU/TH	Jan12	Apr14	7:00-9:00	28	Classroom (FF)	$453.06

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
11203		Jan12	Apr19			OntarioLearn	$548.63

Traffic Engineering 3 TRANTR503

Focus on capacity Analysis, evaluation, and design of free flow transportation facilities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12510	TH	Jan14	Apr14	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. NOTE: 2 hours in-class, 1 hour on-line.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12511	TU	Jan12	Apr12	6:00-8:00	14	Blended (FF)	$349.86

Electrotechnology

Questions?
Call: 905-575-2203
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
12401	TU	Jan5	Mar22	6:30-9:30	12	Classroom (FF)	$299.88

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
11520		Jan12	Apr19			OntarioLearn	$426.65

Environmental Laws and Regulations NEW! 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
11691		Jan12	Apr19			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
11688		Jan12	Apr19			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
11690		Jan12	Apr19			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
11201		Jan12	Apr19			OntarioLearn	$522.95

Wastewater Treatment Certificate Level I and II NEW! 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. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12805		Jan12	Apr19			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
11202		Jan12	Apr19			OntarioLearn	$522.95

Water Treatment Certificate Level I and II NEW! ENVR10061

Review the material related to basic sciences, math, hydraulics and support systems done 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. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12806		Jan12	Apr19			OntarioLearn	$522.95

Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship?

Check out our Pre-Apprenticeship Training Programs. Specific trade program offerings are based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time day programs include: pre-trades training, trade specific safety training and a mandatory work experience component.

Program offerings are funded by and subject to MTCU approval.

Questions?
Call: 905-575-2301
Email: debbie.dedauw@mohawkcollege.ca
Web: www.mohawkcollege.ca/preapp

Statics						MECHMC322	
19004	WE	Jan13	Apr13	6:00-10:00	14	Classroom (FF)	$453.06

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
11532		Jan12	Apr19			OntarioLearn	$313.10

Quality Assurance

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca

Online Learning 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
11706		Jan12	Apr19			OntarioLearn	$381.23

Lean Foundations, Green Belt — QUAL10012

Examine the history and fundamentals of Lean as a process improvement methodology focusing on waster, value and value stream mapping. Apply Lean tools to case studies and problems of moderate complexity using Total Productive Maintenance (TPM) and Theory of Theory of Constraints (TOC).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12834	TH	Jan14	Apr14	6:00-10:00	14	Classroom (FF)	$453.06

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
11707		Jan12	Apr19			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
11250		Jan12	Apr19			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
12815	SA	Jan9	Apr9	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
12814	SA	Jan9	Apr9	8:00-12:00	14	Classroom (SC)	$509.06

Welding Skills Refresher — WELD10068

Reassess safety practices. Practice lab time, review techniques and refresh skills. Stick welding to advanced pipe welding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11724	WE	Jan6	Apr6	6:30-9:30	14	Classroom (SC)	$187.19

Woodworking

Questions?
Call: 905-575-2507
Email: ceskills@mohawkcollege.ca
Web: ce.mohawkcollege.ca/woodworking

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

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
12402	MO	Jan11	Apr11	6:30-9:30	12	Classroom (SC)	$299.88

Woodworking for Women — BLDG10022

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included. Equivalent to: BLDGTZ070. *For Women Only*

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12403	MO	Jan11	Apr4	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
12404	TH	Jan14	Mar31	6:30-9:30	12	Classroom (SC)	$299.88
19054	TU	Feb2	Apr19	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
12413	TU	Jan12	Mar29	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
12415	WE	Jan13	Mar30	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. Please login on a regular basis to keep your account active. Your username and password are on your Acknowledgement of Registration form.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Refunds

ce.mohawkcollege.ca/refunds

Transfers

ce.mohawkcollege.ca/transfer

Waitlists

ce.mohawkcollege.ca/waitlist

Withdrawals

ce.mohawkcollege.ca/withdraw

Parking

www.mcaces.ca/parking-information
www.mohawkcollege.ca/parking
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, 905-575-2000
IAHS at McMaster: Room 121, 905-540-4247 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, 905-540-4247 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

Limited tuition assistance support is available for students who complete an online profile. Awards are also available.

Medical Laboratory Technologists may be eligible for up to $1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to $1000 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rpnao.org for information and application forms.

financialassistance@mohawkcollege.ca or call 905-575-2133

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.

I'm unable to access MOCOmotion?
You'll find your username and password on your Acknowledgement of Registration form. You need to login to MOCOmotion on a regular basis to keep your account active. Visit the MOCOmotion FAQ at www.mohawkcollege.ca/mocohelp for details.

How do I update my address and phone number?
Login to your MOCOmotion account and on the My Student Account tab choose Access Self Service. For assistance, drop in to the Student Services office at any campus or call 905-575-2000.

How does online learning work?
Visit 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 cannot be started late or finished early.

How do I login to eLearn?
Vist ce.mohawkcollege.ca/elearn for step-by-step instructions.

How do I login to OntarioLearn?
Vist ce.mohawkcollege.ca/get-started for step-by-step instructions.

Can I audit a course?
Only under special circumstances. Please contact the Dean before you register. You will not receive a grade/credit for an audited course. Regular fees apply.

Where do I park?
Paid parking is in effect at all major campuses (FF, IH and SC). More information is available at www.mcaces.ca/parking-information or www.mohawkcollege.ca/parking

I'm an International Student. How do I register for a Continuing Education course?
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?
Your grades can be found inside your MOCOmotion account. Choose the My Student Account tab, scroll down to My Grades and click on My Final Grades. Please be aware it can take two to six weeks after the end date of your course for grades to be loaded.

I lost my Certificate/Diploma - can I get a replacement?
Visit www.mohawkcollege.ca/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, via MOCOmotion. Choose the My Student Account tab, and scroll down to My Account.
Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction.
For assistance, drop in to the Student Services office at any campus, the MCACES office or call 905-575-2000.

The weather is bad - is Mohawk College open?
Visit www.mohawkcollege.ca/closure.html or call 905-575-2444. You can also sign up for weather and security related text message alerts by visiting www.mohawkcollege.ca/sam

I took a similar course at another educational institution. Will Mohawk College recognize that learning?
You can apply for an exemption for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. Login to MOCOmotion, choose the My Student Account tab, and click on Apply for a Course Exemption. For assistance, contact The Square at 905-575-2000 or ask@mohawkcollege.ca.

I have life/work experience relating to a specific course. Can I have that learning recognized?
You may be able to earn course credits through the Prior Learning Assessment and Recognition process. Your life/work experience will be assessed relative to specific course outcomes. The academic area will determine the appropriate method for assessing your experience. Visit www.mohawkcollege.ca/plar for more information.

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), 905-540-4247 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.

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Continuing Education Registration Form

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

☐ Mr ☐ Mrs ☐ Ms ☐ Miss _____ Last Name _____ First Name _____ Middle Name (full - not initial)

_____ Unit/Apt _____ Street Address

_____ City _____ Province _____ Postal Code

_____ Home Phone _____ Business Phone _____ Ext.

Course Information – Use this to register for up to 3 courses. Courses with insufficient enrollment will be cancelled before the course starts. It is recommended that you register at least one week prior to the course start date.

CRN	Course Code	Course Name	Campus	Start Date	$ FEE

$ _____ 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:

_____ Cardholder Name as appears on card

_____ Cardholder Signature _____ Date

Card Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ CVA Number: ☐☐☐ Expiry Date: ____/____

**NOTE: Date of Birth, Ontario Education Number (if known), and Gender are required on the Mohawk College Student Record System to assist in the retrieval of your academic grades; to issue income tax receipts; and, to confirm your Ontario Education Number (OEN). | PRIVACY AND CONFIDENTIALITY: Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.

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.

EXTENDED HOURS:
January 4 to January 22, 2016
Monday to Thursday 8:00 a.m. to 6:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.

Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek
Call: 905-575-1212 ext. 5000
Monday to Friday 8:45 a.m. to 4:30 p.m.

EXTENDED HOURS:
January 4 to January 22, 2016
Monday to Friday 8:00 a.m. to 4:30 p.m.

Institute for Applied Health Sciences at McMaster (IH)

1400 Main Street W., Hamilton
Call: 905-540-4247 ext. 26352
Monday to Friday 8:30 a.m. to 4:00 p.m.

Quick & Helpful Links

Financial Assistance

Visit **ce.mohawkcollege.ca/financial** for information on Financial Assistance for CE Students.

Learn More About Online Learning

What is online learning? Is online learning for you?
Read more at **ce.mohawkcollege.ca/online-learning**

Room Listings

Accessible online after 3 p.m. on the day the course starts.
Locations are also posted at the main campus entrances.
Visit **ce.mohawkcollege.ca/roomlistings**

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ce.mohawkcollege.ca

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Fennell Campus, Room F114
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Phone: 905-575-2176
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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**

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:

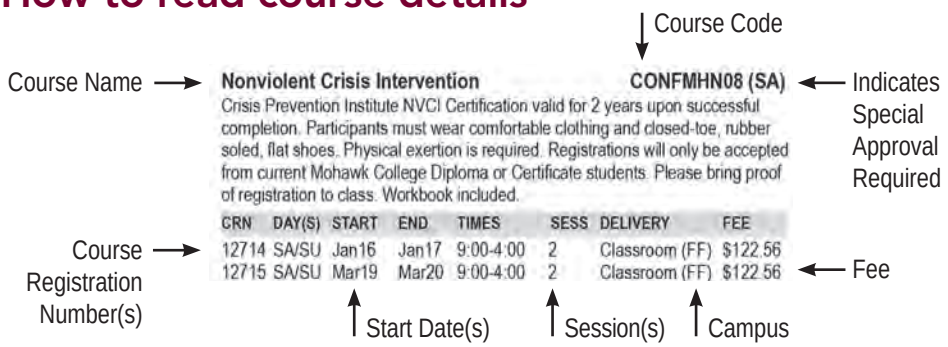
Mohawk College
The Square, P.O. Box 2034
Hamilton, ON L8N 3T2

4. In Person

Payment Options

VISA, MASTERCARD, DEBIT, CERTIFIED CHEQUE, MONEY ORDER, BANK DRAFT OR CASH

How to read course details



Have a question?

Scan the QR code to view Mohawk's Continuing Education AskMohawk Instant Answer Service on your smart phone, or go to **mohawk.intelliresponse.com/m/ce**

1. Download a QR code reader Mobile App to your smartphone.
2. Launch the App and scan the code – you'll be taken right to the AskMohawk page.

Winter registration now open!

Don't wait to register – courses can fill quickly. Browse online at **ce.mohawkcollege.ca**
You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue.
Spring registration opens March 22nd.

Featured Programs for Winter

See page 3 for a full list of programs

Competence in the French Language Certificate

ce.mohawkcollege.ca/french
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Cake Decorating Acknowledgement

ce.mohawkcollege.ca/cake-decorating
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AutoCAD Design Certificate

ce.mohawkcollege.ca/autocad
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Make-Up Artistry Certificate

ce.mohawkcollege.ca/makeupartistry
Photo features make up application by Jakki Polyoka
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