CONTINUING EDUCATION & ONLINE LEARNING FALL 2016

mohawk

FUTURE READY

LEARNING FOR LIFE

Find out who's behind the mask

PAGE 1

Looking to enhance your career in the skilled trades?

Browse our wide selection of certificates and courses

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OVER 140 PROGRAMS

...and 7 NEW programs!

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ONTARIO at 50 COLLEGES THE START OF SOMETHING AMAZING

ce.mohawkcollege.ca

NEW THIS FALL

Check out the 60+ NEW courses and 7 new programs just added!

Have an idea for a new course or program? Let us know at **ce.mohawkcollege.ca/ideas**

NEW COURSES

Business

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On the Cover

"Nine years ago I began my journey in the automotive industry and was quickly promoted to a Team Lead position in one of the high volume automated welding divisions at PWO Canada Inc. PWO has supported my personal goals and helped me advance my career through Mohawk College's Continuing Education Program. I'm now working towards achieving the standard credentials and certifications recognized by the Canadian welding industry.

Upon the advisement of the Welding Process Development Engineer at PWO Canada Inc., I selected the Welder Operator Certification program at Mohawk. Since starting the program I have gained a much better understanding of welding and what it takes to have a successful career as a welder.

With the support, expertise and guidance from my teachers and mentors I am continually encouraged to keep striving to achieve my goals, and I've already obtained certification tickets through the Canadian Welding Bureau. I am looking forward not only to advancing my career, but also sharing my knowledge with my colleagues and seeing where this career will lead me next."

Bobbie-Jo

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

mohawk

EMPLOYMENT ONTARIO
Your job is out there. We'll help you find it.

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

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Connect with us

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Contact Us!

Watch for these icons as you're reading

Business

ce.mohawkcollege.ca/business
905-575-2703

cebusiness@mohawkcollege.ca

Community and Urban Studies

ce.mohawkcollege.ca/communityservices
905-575-1212 ext. 3244

cecommunity@mohawkcollege.ca

Creative, Media and Interdisciplinary Studies

ce.mohawkcollege.ca/creative
905-575-2358

cecreative@mohawkcollege.ca

Health and Nursing

ce.mohawkcollege.ca/health
905-575-1212 ext. 6811

cehealth@mohawkcollege.ca

Technology and Skills

ce.mohawkcollege.ca/tech
905-575-2203

cetechnology@mohawkcollege.ca
ceskills@mohawkcollege.ca

Learning @ Mohawk

3 Delivery Methods

Online

ce.mohawkcollege.ca/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 | exams@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.

OntarioLearn

Course is online through OntarioLearn.com

Registration Deadline

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

How to Start Your Course

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

eLearn

Course is online through Mohawk College

Registration Deadline

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

How to Start Your Course

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

Classroom

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

Delivery Locations

ce.mohawkcollege.ca/campuscodes

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

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

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

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

Field Work
Course work done at placement location.

Room Listings

ce.mohawkcollege.ca/room-listings

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

Parking

mcaces.ca/parking-information | mohawkcollege.ca/parking

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

Public Transportation

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

Blended

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

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

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

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

Read more at **mohawkcollege.ca/blended**

Program Guide

We offer more than 140 programs through Continuing Education! They can be completed online, in-class, or a mix of both. Check the listed page numbers for details. We also offer stand-alone courses at the back of each section.

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
ONTARIO COLLEGE GRADUATE CERTIFICATES				
52	Autism and Behavioural Sciences Certificate (164)	●		
20	Business Anaylsis Certificate (334)		●	
53	Career Consultant Certificate (076)		●	●
108	Communications Media Practices Certificate (266)		●	●
56	Concurrent Disorders Certificate (252)	●		
81	Dementia Studies - Multidiscipline Certificate (142)	●		
82	Diabetes Education Certificate (928)	●		
60	Early Childhood Education Resource Consulting Certificate (956)			●
83	Gerontology - Multidiscipline Certificate (037)	●		
63	Libraries and Digital Technologies Certificate (965)	●		
86	Oncology Nursing Certificate (883)	●		
87	Perioperative Nursing Certificate (943)			●
87	Psychosocial Rehabilitation Certificate (016)	●		
88	Registered Nurse - Critical Care Nursing Certificate (871)	●		
89	Registered Nurse - First Assistant Certificate (921)	●		
89	Registered Nurse - Occupational Health Nursing Certificate (875)	●		
90	Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877)			●
90	Registered Nurse - Perinatal Nursing Certificate - Neonatal (876)			●
91	Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)	●		
92	Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)	●		
94	Working with Dementia Clients - Multidiscipline Certificate (138)	●		
95	Working with the Aged - Multidiscipline Certificate (019)	●		
DIPLOMAS				
81	Bridging for Medical Laboratory Technology Diploma (170)			●
54	Child & Youth Care Advanced Diploma (612)			●
58	Early Childhood Education Diploma (213)			●
60	Educational Support Diploma (747)	●		
64	Library and Information Technician Diploma (800)	●		
68	Social Service Worker Diploma (215)			●
ONTARIO COLLEGE CERTIFICATES				
82	Food Services Certificate (816)	●		
42	General Arts and Science Certificate (230)			●
123	Heating, Refrigeration and Air Conditioning Technician Certificate (855)		●	
26	Insurance - Technical Services Certificate (227)	●		●
32	Office Administration - General Certificate (380)			●
86	Palliative Care - Multidiscipline Certificate (017)	●		
32	Small Business and Entrepreneurship Certificate (179)	●		
MOHAWK COLLEGE CERTIFICATES				
107	Aesthetics Certificate (026)		●	
107	Applied Cosmetics Certificate (830)		●	
73	AutoCAD Design Certificate (191)			●
118	Building Environmental Systems Certificate (090)		●	
73	Business Computer Applications Certificate (915)	●	●	●
20	Business Studies Certificate (068)	●		
119	CNC Programming Certificate (070)		●	
42	Competence in the French Language Certificate (829)		●	●
74	Computer Science - Level 1 Certificate (892)		●	
75	Computer Science - Software Engineering Specialist Certificate (893)		●	
22	Condominium Management (ACMO) Certificate (912)	●		
119	Construction Estimating Certificate (867)		●	
57	Counselling Techniques Certificate (802)			●
108	Dressmaking Certificate (819)		●	
59	Early Childhood Education - Leadership and Administration Certificate (932)			●
120	Electrical Fundamentals Certificate (063)		●	
120	Electronic Fundamentals Certificate (886)		●	
120	Environmental Engineering Certificate (083)		●	
109	Fashion Design Certificate (804)		●	
23	Financial Planning Certificate (185)	●		
120	Fire Safety Certificate (853)			●
109	Floral Techniques - Basic Certificate (805)		●	
121	Fluid Power Certificate (847)		●	
122	Geographic Information Systems Certificate (079)	●		
123	Home Inspection Certificate (171)	●		
101	Horticulture - Plant Identification Certificate (846)		●	
124	Human Machine Interfacing Certificate (182)		●	
24	Human Resources Certificate (825)	●		
25	Industrial Distribution Leadership Certificate (924)	●		
124	Industrial Drives Certificate (202)		●	
125	Industrial Engineering - Level 1 Certificate (868)		●	

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
125	Industrial Lubrication Certificate (064)		●	
25	Industrial Relations Certificate (824)	●		●
26	Integrated Accounting Certificate (099)	●	●	●
101	Interior Decorating Certificate (178)		●	
101	Landscape Design Certificate (080)		●	
27	Leadership Development Series Certificate (949)	●	●	●
125	Lean Six Sigma Green Belt Certificate (966)			●
126	Machine Tool Operator Certificate (848)		●	
110	Make-Up Artistry Certificate (056)		●	
29	Management Studies Certificate (827)		●	●
30	Manufacturing Leadership Certificate (055)	●		
84	Medical Device Reprocessing Certificate (MDR) (927)			●
31	Medical Transcription Certificate (172)			●
75	Microcomputer Engineering Software Certificate (898)		●	
110	Music Certificate (809)		●	
111	Nail Technician Certificate (027)		●	
76	Network Specialist Certificate (184)		●	
127	Occupational Health and Safety Management Certificate (060)			●
111	Performing Arts Certificate (929)		●	
112	Photography - Applied Certificate (031)		●	●
112	Photography - Art Certificate (032)		●	●
127	Programmable Logic Controllers Certificate (092)		●	
128	Quality Assurance - Level 1 Certificate (858)		●	
67	Records and Information Management Certificate (810)	●		
128	Residential Design & Construction Certificate (849)		●	
76	Server & Network Support Certificate (183)		●	
69	Teaching the Adult Learner Certificate (129)	●		
33	Veterinary Office Management Certificate (935)	●		
113	Visual Arts - Advanced Certificate (043)		●	●
113	Visual Arts - Foundation Certificate (041)		●	●
113	Visual Arts - Intermediate Certificate (042)		●	●
69	Volunteer Management Certificate (095)			●
34	Ward Clerk Certificate (163)	●		
76	Web Design and Development Certificate (971)	●	●	●
128	Welder Operator Certificate (860)		●	
45	Writing for Publication Certificate (123)	●	●	●
ACKNOWLEDGEMENTS OF COMPLETION				
41	Academic and Career Entrance (ACE)	●		
52	Addictions/Concurrent Disorders			●
73	Advanced AutoCAD		●	
42	American Sign Language		●	
19	Applied Accounting - Bookkeeping	●	●	●
81	Breastfeeding Program	●		
42	Business Writing Skills	●		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
99	Cake Decorating		●	
55	Children's Mental Health	●		
57	Criminal Psychology and Behaviour	●		
100	Culinary Skills - Introduction		●	
58	Diversity and Intercultural Relations	●		
62	Fundamentals of Correctional Practices	●		
23	Fundraising	●		
63	Holistic Studies - Introduction		●	
100	Home Renovation For Women (Men Welcome)		●	
125	Instrumentation	●		
44	Language Interpreter Training Program	●	●	●
28	Legal Skills	●		
30	Marketing Essentials	●		
126	Mechanical Design		●	
31	Medical Terminology		●	
75	MicroStation	●		
66	Mourning, Grief and Bereavement	●		
102	Professional Bartending		●	
92	Registered Nurse/Registered Practical Nurse - Pediatric Nursing	●		
93	Retirement Communities	●		
67	School Based Support	●		
112	Sewing (Basic)		●	
94	Skin, Wound and Footcare Management		●	
69	Student Affairs and Services	●		
102	Tea Sommelier		●	
45	Writing for Publication	●	●	●
35	WSIB Workplace Safety & Insurance Board Adjudication		●	
OTHER CREDENTIALS				
118	Air Brake Training		●	
19	APICS - The Association for Operations Management		●	
21	Canadian Institute of Bookkeeping	●		●
118	Certificate of Qualification Examination Preparation		●	
19	Certified in Production and Inventory Management (CPIM)		●	
119	CFC/ODP Training		●	
62	Fitness Leadership (YWCA)		●	
121	Fuel Certification Challenge Examinations		●	
121	Fuel Technician Certification		●	
26	Institute of Law Clerks of Ontario	●		
85	Medical Laboratory Technician Certificate (047)			●
19	Principles of Operations Management Program		●	
32	Qualified Administrative Assistant			●

Workshops

ce.mohawkcollege.ca/workshops

Continuing Education offers a variety of workshops designed to develop/enhance your skills in a specific area! Invest 10 hours, or less, of your time and learn something new.

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ce.mohawkcollege.ca/weekend

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Course Guide

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

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BUSINESS					
35	Accounting 1	ACCTCB101		●	
35	Accounting 2 - Financial	ACCT10014		●	
35	Accounting 4 - Contemporary Accounting Issues	ACCT10010		●	
35	Accounting 4 - Financial Reporting	ACCT10011		●	
20	Accounting Introductory I	ACCTMCS01	●		
20	Accounting Introductory II	ACCTMCS02	●		
27	AccPac Sage 300 ERP Accounts Payable	INFO10185	●		
27	AccPac Sage 300 ERP Accounts Receivable and Payroll	INFO10182	●		
27	AccPac Sage 300 ERP General Ledger	INFO10184	●		
33	Animal Husbandry II	HLTH10071	●		
19	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
19	APICS Principles of Manufacturing Management (FMM)	BUSN10113		●	
19	APICS Strategic Management of Resources	BUSN10117		●	
19	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
27	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
19	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
27	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
19	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
27	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
30	Applied Marketing Research	MRKT10030	●		
39	Applied Social Media in Business	ADVR10072	●		
35	Auditing I	ACCT10026	●		
35	Auditing II	ACCT10027	●		
33	Basic Animal Husbandry	HLTH10062	●		
33	Basic Veterinary Pharmacology	HSCI10135	●		
38	Benefits Administration	BUSN10059	●		
22	Building and Maintaining Customer Relationships	BUSN10034	●		
33	Building and Maintaining Customer Relationships	BUSN10034	●		
36	Business Analysis Introduction	MGMT10121	●		
37	Business Case Development	MGMT10122	●		
35	Business Finance	ACCTCB340		●	
35	Business Finance 2	BUSNBA440		●	
35	Business Finance I	ACCT10028	●		
35	Business Finance II	ACCT10029	●		
25	Business Fundamentals in Industrial Distribution	BUSN10046	●		
29	Business Law	BUSNCB436		●	
21	Business Law Introductory	LAWSMCS05	●		
35	Business Mathematics of Finance	MATH10037	●		
32	Business Research and Writing Skills	SBMG10019	●		
30	Coaching And Developing People	MGMTCMA03	●		

Page	Course Name	Course Code	Delivery*		
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25	Collective Bargaining	LABRPIR14	●		
27	Communications (LDS)	COMM10217	●		
24	Compensation and Benefits	HRESPIR11	●		
34	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
38	Comprehensive Knowledge Exam Preparation	BUSN10121	●		
33	Computer Skills for Small Business	COMP10134	●		
33	Computer Skills for Small Business Advanced	COMP10135	●		
22	Condominium Administration & Human Relations	MGMTCDM04	●		
37	Consumer Behaviour	MRKTMK375	●		
30	Continuous Improvement Process	QUALCMA06	●		
28	Corporate Practice and Procedure	LAWS10153	●		
36	Cost and Managerial Accounting I	ACCT10024	●		
36	Cost and Managerial Accounting II	ACCT10025	●		
28	Court Clerk Criminal OCJ	LAWS10170	●		
37	Creating a Corporate Service Culture	CUST10003	●		
22	Creative and Critical Thinking LDS	COMM10216	●		
27	Creative and Critical Thinking LDS	COMM10216	●		
28	Criminal Law - Legal Administration	LAWS10136	●		
37	Customer Service and Ethics	CUST10004	●		
25	Customer Service and Sales in Industrial Distribution	MRKT10027	●		
37	Dealing And Working With Difficult People	CONFBU397	●		
39	Developing a Social Media Strategy	ADVR10074	●		
30	Developing Effective Teams	MGMTCMA04	●		
31	Digital Transcription	OADMOA261			●
32	Digital Transcription	OADMOA261			●
38	Dispute Resolution	HMNS10093	●		
23	Donor Relationships in Fundraising	BUSN10071	●		
39	Effective Advertising for Non-profits	ADVR10077		●	
37	Effective Supervision-Human Relations	MGMTMD221	●		
21	Employee Training and Development	HRES10025	●		
25	Employment Law	BUSNPIR19	●		
27	Employment Law (LDS)	LAWS10090	●		
20	Enterprise Anaylsis and Planning	BUSN10140		●	
37	Entrepreneurship Fundamentals	SBMGBU395	●		
38	Essentials In Health Records Management	MGMT10039	●		
28	Family Law Practice and Procedure	LAWS10149	●		
28	Finance (LDS)	FINC10023	●		
24	Finance And Accounting	ACCTPIR23	●		
36	Finance for Non-Financial Managers	FINC10033	●		
23	Financial Environment	FINCFP011	●		
22	Financial Planning For Condominium Managers	FINCCDM03	●		
39	Fundamentals of Digital Marketing Management	MRKT10026	●		

Delivery* **OL** = Online Learning | **CL** = Classroom | **BLE** = Blended | See Page 2 for details.

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
23	Fundraising as Management Process	BUSN10070	●		
26	General Insurance Essentials 1	INSR10004	●		
26	General Insurance Essentials 2	INSR10005	●		
37	Global Logistics	BUSN10109	●		
25	Grievances, Arbitration and Contract Administration	BUSNPIR13	●		
37	How to Start a Small Business	SBMGMD249	●		
28	Human Relations (LDS)	HRES10019	●		
24	Human Resource Management Studies	MGMTBPC01	●	●	
29	Human Resource Management Studies	MGMTBPC01	●	●	
24	Human Resources Planning and Staffing	HRESPIR17	●		
36	Income Tax Planning	ACCT10036	●		
37	Integrated Marketing Communication 1	MRKT10039	●		
36	Intermediate Accounting I	ACCT10021	●		
36	Intermediate Accounting II	ACCT10022	●		
36	Intermediate Accounting III	ACCT10023	●		
32	Intermediate Word Applications	INFO10162			●
32	Internet and Web Page Development	INFO10020		●	
37	Interpersonal Communication Skills	COMM10294	●		
33	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
37	Introduction to Business	BUSN10049	●		
22	Introduction To Condominium Law	LAWSCDM01	●		
23	Introduction to Fundraising	BUSN10062	●		
25	Introduction To Industrial Relations	LABRPIR08	●		
29	Introduction To Legal Office Practice And Procedures	OADM10009	●		
21	Introduction To Macroeconomics	ECON10002	●		
39	Introduction to Project Management	HRES10013	●		
37	Introduction to Supply Chain and Operations Management	BUSN10107	●		
23	Investment Planning	FINCFP013	●		
31	Keyboarding	KEYB10008		●	
32	Keyboarding	KEYB10008		●	
25	Leadership and Effective Communication in Industrial Distribution	MGMT10069	●		
28	Leading Responsibly (LDS)	MGMT10098	●		
28	Leading Teams (LDS)	MGMT10101	●	●	
29	Legal Terminology	LAWS10005	●		
23	Life and Death Issues of Financial Planning	FINCFP012	●		
26	Litigation Procedures	LAWSSELC5	●		
29	Macroeconomics	ECONEB222		●	
37	Management Information Systems	INFO10160	●		
21	Management Operations	MGMTMCS07	●		
21	Management Principles	MGMTMCS06	●		
29	Managerial Analysis	MGMTBPC05		●	
28	Managing Change (LDS)	MGMT10102	●		
33	Managing The Small Business	SBMG10013	●		
30	Marketing 1	MRKTCB158			●
21	Marketing Advanced	MRKT10018	●		
30	Marketing Advanced	MRKT10018	●		
30	Marketing Digitally	MRKT10037	●		
21	Marketing Principles	MRKTMCS08	●		
30	Marketing Principles	MRKTMCS08	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
39	Measuring Social Media Impact	ADVR10075	●		
34	Medical Conditions for Medical Office Professionals	HSCI10002	●		
38	Medical Keyboarding	KEYB10005	●		
38	Medical Office Procedures	OADM10018	●		
38	Medical OHIP Billing	OADM10010	●		
31	Medical Terminology 1	OADMOA323		●	
31	Medical Terminology 1	OADMOA323		●	
31	Medical Terminology 2	OADMOA324		●	
31	Medical Terminology 2	OADMOA324		●	
34	Medical Terminology II - Pronunciation	HSCI10157	●		
31	Medical Transcribing 3	OADMOA552	●		
31	Medical Transcribing 4	OADMOA652	●		
31	Medical Transcription 2	OADMOA452	●		
23	Methods of Fundraising	BUSN10069	●		
37	Microeconomics	ECONEB122		●	●
21	Microeconomics Introductory	ECONMCS03	●		
26	Model Office/Broker Operations	BUSN10050	●		
36	Mortgage Agent	BUSN10061	●		
25	Negotiations in Industrial Distribution	BUSN10054	●		
39	Non-profit Marketing and Communication Series	MRKT10057		●	
38	Non-profit Marketing and Communications	MRKT10058		●	
39	Non-profit Public Relations	HRES10026		●	
24	Occupational Health and Safety	SAFEPIR21	●		
32	Office Procedures and Technology	OADM10022	●		
25	Operational Fundamentals in Industrial Distribution	BUSN10055	●		
33	Operations And Legal Issues	SBMGSB202	●		
24	Organizational Behaviour and Administration	BUSNPIR22	●		
32	Outlook Essentials	INFO10175		●	
21	Payroll Administration	ACCTBU192	●		
28	Performance Management (LDS)	MGMT10100	●		
36	Personal Financial Management	BUSNBE450	●		
39	Personal Social Media Branding	ADVR10073	●		
22	Personal Success	MGMTMD278	●		
38	Personnel Research Techniques and HRIS	HRES10017	●		
34	Pharmacology for the Medical Office	HSCI10024	●		
22	Physical Building Management	MGMTCDM02	●		
37	Principles of Purchasing	BUSN10101	●		
30	Problem Solving - Decision Making	MGMTBPC04			●
28	Project Management (LDS)	MGMT10099	●		
39	Project Management Scheduling Software	INFO10105	●		
21	Quantitative Methods	BUSN10045	●		
27	QuickBooks	INFO10159	●	●	
29	Real Estate Practice and Procedure I	REAL10001	●		
26	Real Estate Procedures	LAWSSELC3	●		
24	Recruitment And Selection	HRESPIR20	●		
20	Requirements Analysis	BUSN10127		●	
21	Researching and Reporting-Lgs	COMMLL122	●		
38	Retail Management	MGMT10124	●		
23	Retirement Planning And Case Studies	FINCFP014	●		

Delivery* **OL** = Online Learning | **CL** = Classroom | **BLE** = Blended | See Page 2 for details.

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
27	Sage 50 Accounting	INFO10201	●		
30	Sales Principles	BUSN10119	●		
21	Selling For Success	MRKT10025	●		
33	Small Business Marketing Skills	SBMG10000	●		
33	Small Business-Financial Management	MGMTSB102	●		
29	Small Claims Practice and Procedure	LAWS10154	●		
39	Social Media Marketing	MRKT10055	●		
39	Social Media Risk Management	ADVR10076	●		
24	Staff Training and Development	BUSNPIR16	●		
38	Strategic Planning	BUSN10108	●		
38	Styles and Practices of Medical Transcription	HSCI10152	●		
30	Supervisory Skills For Business And Industry	MGMTCMA02	●		
33	Supervisory Skills for Small Business	SBMG10017	●		
38	Targeted Marketing for Non-profits	MRKT10059		●	
36	Taxation	ACCTAC409		●	
22	Taxation I	ACCT10019	●		
26	Technical Service Representative 1	INSR10003	●		
30	The Business of Tomorrow	BUSN10047	●		
33	The Generic Business Plan	SBMG10018	●		
30	Understanding Managerial Skills	MGMTBPC03			●
34	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
34	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
33	Veterinary Anaesthesia	VETR10000	●		
34	Veterinary Lab Procedures	HLTH10098	●		
34	Veterinary Office Skills and Procedures	OADM10013	●		
34	Veterinary Surgical Procedures	HSCI10138	●		
34	Veterinary Terminology	COMM10107	●		
29	Wills and Estates Practice and Procedure	LAWS10169	●		
35	Working And Communicating In A Medical Setting	COMM10021	●		
35	WSIB Case Management Adjudication	BUSNBU159		●	
35	WSIB Eligibility Adjudication	BUSNBU158		●	
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES					
41	ACE Apprenticeship Math	MATH10047	●		
41	ACE Biology	BIOL10011	●		
41	ACE Business Mathematics	MATH10046	●		
41	ACE Chemistry	GSCI10004	●		
41	ACE Communications	COMM10148	●		
41	ACE Computers	COMP10083	●		
41	ACE Core Math	MATH10045	●		
41	ACE Physics	PHYS10000	●		
41	ACE Self Management and Self Direction	CRED10044	●		
42	ACE Technology Math	MATH10044	●		
46	Aging in Society	PERS10026	●		
42	American Sign Language 2	LANGLL220		●	
42	American Sign Language I	LANGLL120		●	
46	Anger Management	CONF10005	●		
46	Anthropology	PSYC10020	●		
46	Art Through the Ages	ARTT10052	●		

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			OL	CL	BLE
46	Astronomy	GSCI10006	●		
49	Business Report Writing	COMM10330	●		
46	Canadian Politics	SSCISS105	●		
45	Capstone Course, Skills Integration	LANG10036	●		
47	Censorship and the Media	MCOM10060	●		
44	Communication	COMMLL041	●		
49	Communication	COMMLL041	●		
44	Communication D	COMM11040		●	
49	Communication D	COMM11040		●	
45	Consecutive Interpreting	LANG10032	●		
47	Culture, Language and Linguistics	COMM10277	●		
49	Developing a Course with Desire2Learn	COMP10188	●		
44	Developmental Psychology	PSYCSS271	●	●	
47	Developmental Psychology	PSYCSS271	●	●	
49	English 1	COMM10256	●		
49	First Responders Basic American Sign Language	LANG10088		●	
43	French 1	LANG10061	●		
43	French 2	LANG10062	●		
43	French 3	LANG10063	●		
43	French 4	LANG10064	●		
43	French 5	LANG10065	●		
45	Grammar For Writing Professionals	COMMLLT02	●		
47	Hockey Hall of Fame Presents	SPRT10007	●		
45	Intro to Creative Non-Fiction	COMM10000	●		
47	Introduction to Children's Literature	COMMLLT06	●		
49	Introduction to Japanese	LANG10060	●		
47	Introduction to Philosophy	SSCI10049	●		
50	Introduction to Research Design	CRED10109	●		
47	Introduction to Science	GSCI10002	●		
45	Introduction to Spoken Language Interpreting	LANG10031	●		
47	Introduction to Sustainable Development	ENVR10026	●		
44	Introductory Psychology	PSYCSS156	●	●	
47	Introductory Psychology	PSYCSS156	●	●	
44	Introductory Sociology	SSCISS108		●	
47	Introductory Sociology	SSCISS108		●	
49	Italian 1	LANGLLA03		●	
49	Italian for Beginners	LANG10054	●		
43	La Pratique du Français 1	LANGFR003		●	
43	La Pratique du Français 2	LANGFR004		●	
43	La Pratique du Français 3	LANGFR005		●	
43	La Pratique du Français 4	LANGFR006		●	
43	La Pratique du Français 5	LANGFR007		●	
44	Mathematics 1 - General Arts And Science	MATHMA006	●		
47	Myths And Legends	HISTLLT05	●		
47	Nutrition	HLTH10044	●		
50	Organizational Business Communication	COMM10027	●		
47	Paleontology (Fossils)	ENVR10048	●		
46	Parlons Avance 1	LANGFS077		●	
46	Parlons Avance 6	LANGFS082		●	
43	Parlons Français 1	LANGFS032		●	
43	Parlons Français 2	LANGFS033		●	

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			OL	CL	BLE
43	Parlons Français 3	LANGFS071		●	
47	Person Directed Planning	PERS10025	●		
47	Philosophy of Art Concepts and Theories	SSCI10054	●		
48	Philosophy of Love and Sex	PERS10024	●		
45	Poetry Writing	COMMLLT13	●		
48	Political Science & Public Administration	SSCISS027	●		
48	Popular Music and Society	MUSC10114	●		
49	Prep Science (Chemistry)	GSCIPE053	●		
49	Prep Science (Physics)	PHYSPE001	●		
50	Research Proposals: Planning and Design	RSCH10009	●		
50	Research Skills	COMM10340	●		
50	Researching and Reporting-Lgs	COMMLL122	●		
45	Romance Writing	COMMLLT04	●		
48	Science Fiction	COMM10043	●		
45	Setting Specific Interpreting	LANG10035	●		
45	Skills Development - Sight Translation	LANG10033	●		
45	Skills Development - Simultaneous Interpreting	LANG10034	●		
48	Social Media and Society	SSCI10045	●		
48	Social Psychology	PSYC10012	●		
48	Society, Technology And Social Issues	SSCISS299	●		
44	Sociology: Diversity and Social Change	SSCISS109	●		
48	Sociology: Diversity and Social Change	SSCISS109	●		
48	Sociology-Sport	SSCI10046	●		
49	Spanish For Beginners	LANGLLE01		●	
49	Spanish-Conversational 1	LANGLLA04		●	
48	Sport: The Global Business of Making Money	SPRT10022	●		
48	Sports Psychology	PSYC10009	●		
48	Stress, Wellness and Nutrition	HLTH10111	●		
47	The Olympics: Where Sport and Spectacle Meet	SPRT10023	●		
48	The Study of Human Sexuality	SSCI10003	●		
48	The Video Game West	COMP10190	●		
46	Travel Writing	COMM10121	●		
48	Understanding Literature	COMM10095	●		
48	World Of Abnormal Psychology	PSYCSS021	●	●	
46	Writer's Weekend-Introductory	COMM10279		●	
42	Writing a Marketing Plan	COMM10298	●		
46	Writing Family History and Memoirs	COMM10111		●	
46	Writing For Children	COMMLLP05		●	
46	Writing For Publication - Level 1	COMMLLT03	●		
46	Writing For Publication - Level 2	COMMLLT09	●		
42	Writing for Sales Material	COMM10299	●		
50	Writing Grammatically	COMM10218	●		
50	Writing Short Stories	COMM10259	●		
42	Writing Skills for the Web	COMM10297	●		
COMMUNITY SERVICES					
70	Abuse and Family Violence	HMNS10120	●		
70	ACHIEVE: Therapeutic Adventure Programming	HLTH10213		●	
64	Acquisitions	LIBRLT350	●		
60	Adaptive and Assistive Technology	COMP10006	●		
67	Adaptive and Assistive Technology	COMP10006	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
52	Addictions and Mental Health	HMNS10119	●		
69	Administration and Management in Student Affairs	CRED10098	●		
58	Administration and Supervision in ECE	EDUC10077	●		
69	Adult Learning	EDUCTAL03	●		
69	Adults With Learning Disabilities	SENSTAL06	●		
68	Advocacy for SSW	HMNS10098		●	
63	Alternative Healing Methods	HLTH10228		●	
67	Archives	LIBRRM103	●		
70	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
69	Assessment And Evaluation	EDUCTAL05	●		
52	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041	●		
61	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
67	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
61	Behaviour and Mental Health Exceptionalities	EDUCEDE22	●		
70	Behaviour Management Systems	CONF10007		●	
52	Behavioural Skill Building	EDUC10028	●		
71	By-Law Enforcement	LAWS10139	●		
62	Canadian Criminal Justice System	LAWSPF111	●		
53	Career Development Measurement And Assessment	CREDCAR06		●	
54	Career Development Resources	CREDCAR02		●	
59	Child Development & Behaviour 1	EDUCEC121	●		
59	Child Development & Behaviour 2	EDUCEC221	●		
59	Children with Special Needs	EDUC10084	●		
65	Circulation and Inter Library Loan	LIBR10037	●		
61	Classroom Skills	EDUCEDE21	●		
57	Co-dependency as an Addiction	PSYC10008	●		
55	Cognitive Development, Trauma and Loss - Child Health Focus	HLTH10218	●		
61	Communication Exceptionalities	EDUCEDE23	●		
70	Communications/Reporting	COMMLL223	●		
56	Concurrent Disorders	HMNS10050	●		
56	Concurrent Disorders, Issues & Ethics	HMNS10094	●		
58	Contemporary Social Problems-Police Foundations	SSCISS288	●		
66	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
62	Correctional Practices	LAWS10151	●		
70	Criminal And Civil Law	LAWSPF301	●		
70	Criminal Code	LAWSPF302	●		
71	Criminal Profiling Introduction	LAWS10177	●		
57	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
57	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
62	Criminology	SSCI10056	●		
57	Cults and Terrorism	SSCI10006	●		
61	Cultural Diversity	EDUC10002	●		
69	Curriculum Development	EDUCTAL02	●		
65	Database Design For Information Workers	INFOLT340	●		
66	Death and Dying in Crisis Intervention	PSYC10017	●		
56	Development of Counselling Skills	COUN10003	●		

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Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
63	Digital Media in Libraries	LIBR10049	●		
58	Diversity and First Nations	SSCI10017	●		
57	Domestic and Workplace Violence	PSYC10006	●		
59	ECE Communication and Relationships	COMM10286			●
59	ECE Curriculum 1	EDUCEC323	●		
59	ECE Curriculum 2	EDUCEC423	●		
59	ECE-Leadership in Action	EDUC10082		●	
65	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
53	Ethics and Professionalism	EDUC10034	●		
61	Exceptionalities 3	EDUCEDE26	●		
59	Family Dynamics	EDUCEC129	●		
56	Family Relationships and Impact on Psychiatric Disorders	HLTH10217	●		
55	Field Placement 1	WORK10136		●	
55	Field Placement 2	WORK10137		●	
59	Field Placement Prep	EDUC10093	●		
60	Field Practicum 1	WORKRT021		●	
60	Field Practicum 2	WORKRT051		●	
66	Field Work 1	WORKLT290	●		
66	Field Work 2	WORKLT490	●		
62	Fitness Theory	HLTHFI001		●	
56	Fostering Healthy Lifestyles	HLTH10152	●		
61	Foundations of Education	EDUCEDE14	●		
65	Genre Fiction And Readers' Advisory Service	COMMLT225	●		
57	Group Counselling	COUNTC105			●
54	Group Facilitation Skills	CREDCAR05		●	
62	Group Fitness Leader Module	HLTHFI003		●	
54	Health Care & Pharmacology For Child & Youth Care	HSCICC327	●		
70	Hearing Voices Workshop	HSCI10201		●	
65	Human Relations and Supervision	HRESLT150	●		
65	Indexing and Subject Analysis	LIBR10038	●		
60	Individual Development Planning 1	HMNSRT011	●		
54	Individual Helping Relationships	CREDCAR04		●	
59	Infant and Toddler Learning Environment	EDUC10074			●
65	Information Technology for Library Technicians	INFO10172	●		
69	Instructional Techniques	EDUCTAL04	●		
69	Instructional Technology In Adult Education	EDUCTAL08	●		
70	Insurance Reimbursement for Massage Therapists	HLTH10219	●		
54	Interviewing Skills 1	COUN10011	●		
55	Interviewing Skills 2	COUN10012	●		
53	Introduction to Applied Behaviour Analysis	HSCI10042	●		
55	Introduction To Child And Youth Care Practice	HMNSCC142			●
65	Introduction to Computers 1	COMP10136	●		
60	Introduction to Early Intervention	EDUC10100	●		
68	Introduction To Group Dynamics	HMNSSO127			●
58	Introduction to Intercultural Communication	COMM10073	●		
65	Introduction to Libraries and the Information Industry	LIBRLT110	●		

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			OL	CL	BLE
52	Introduction to Mental Health (ACD)	HMNS10037		●	
65	Introduction to Metadata & Metadata Applications	LIBR10035	●		
58	Introduction to Racism and Discrimination	SSCI10026	●		
64	Issues in Digital Resource Management and Technologies	LIBR10048	●		
59	Issues In ECE	EDUCEC428	●		
59	Learning Environment 1	EDUCEC115			●
66	Learning from Death and Dying	PSYC10025	●		
61	Learning Strategies	EDUC10004	●		
68	Learning Strategies	EDUC10004	●		
55	Legislation: Policies & Procedures	MGMTCC153	●		
65	Library Classification	LIBR10039	●		
65	Library Financial Management and Budgeting	MGMT10041	●		
64	Library Leadership in the Digital Age	LIBR10047	●		
65	Library Programming, Marketing and Advocacy	LIBR10040	●		
70	Managing Conflict	CONF10009	●		
61	Math in an Educational Setting	MATH10065	●		
70	Mental Health First Aid	HMNS10123		●	
67	Microsoft Office 2013	COMP10166	●		
67	Mourning, Grief and Bereavement	PSYC10023	●		
70	Nonviolent Crisis Intervention	CONFMHN08		●	
65	Online Searching	LIBR10041	●		
53	Parent and Staff Training	EDUC10029	●		
59	Parent Teacher Child Relationship 2	EDUCEC228			●
62	Penology	LAWS10152	●		
61	Personal And Interpersonal Dynamics	EDUCEDE17	●		
56	Pharmacology for Concurrent Disorders	HLTH10153	●		
62	Placement 1	EDUC10085	●		
62	Placement 2	EDUC10086	●		
61	Placement Preparation	EDUC10075	●		
70	Police Powers 1	LAWSPF303	●		
62	Practicum 4	EDUCEDE25	●		
56	Preparation for Field Placement	CRED10088	●		
71	Principles of Ethical Reasoning	LAWS10174	●		
71	Private Investigator Training	LAWS10138	●		
71	Private Investigator-Licensing Requirements	LAWS10091			●
71	Private Security - Licensing Requirements	LAWS10087			●
68	Privilege & Oppression in SSW	HMNSSO232			●
55	Professional Development in Child and Youth Work	HMNS10105	●		
71	Provincial Offences/Motor Vehicle Offences	LAWS10076	●		
67	Records And Information Management Fundamentals	OADMRM100	●		
65	Reference Processes	LIBR10044	●		
65	Reference Services and Sources	LIBR10045	●		
71	Registered with Therapeutic Recreation Ontario Practicum and Seminar	WORK10611		●	
67	Religious beliefs, traditions and customs of death	PSYC10022	●		
57	Report Writing For The Behavioural Sciences	PSYCTC106			●

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			OL	CL	BLE
66	Resource Description and Access I	LIBR10042	●		
66	Resource Description and Access II	LIBR10043	●		
56	Risk Factors of Common Psychiatric Disorders	HLTH10215	●		
62	Safe and Secure Environments	SAFE10091	●		
61	Safety In An Educational Setting	SAFE10004	●		
66	School Libraries	LIBRLT375	●		
71	Security Guard Training	LAWS10137	●		
55	Seminar 1 - Professionalism in Child and Youth Care	WORK10112	●		
55	Seminar 2 - Trends and Issues in Child and Youth Work	HMNS10104	●		
66	Serials	LIBRLT351	●		
57	Sexual Violence	SSCI10008	●		
54	Socio Economic Change And Response	CREDCAR07		●	
66	Special Libraries	LIBRLT403	●		
63	Special Populations I	PSYC10026	●		
53	Specialized Instructional Strategies	EDUC10030	●		
68	SSW Advanced Interviewing Skills	HMNSSO230			●
66	Strategies for Instruction for Library Technicians	LIBR10036	●		
61	Technology in Education	EDUCEDE19	●		
67	Thanatology	PSYC10021	●		
68	The History & Ethics of Social Work	HIST10015		●	
55	Therapeutic Programming & Life Skills	HMNSCC162			●
61	Total Communication Part 1	EDUC10040	●		
61	Total Communication Part 2	EDUC10041	●		
71	Traffic Management	LAWSPF309	●		
61	Transition Planning	EDUC10037	●		
53	Transition Planning and Implementation	EDUC10031	●		
55	Trauma Informed Treatment Approach	HMNS10124	●		
53	Treating Challenging Behaviour	HMNS10006	●		
64	User Experience in Libraries	LIBR10046	●		
69	Volunteer Management 1	MGMTSSP24			●
59	Wellness for Children	HLTH10121	●		
55	Working with Exceptionalities	HMNS10103		●	
53	Working with Families and Teams	HMNS10005	●		
59	Working with Parents	EDUC10076	●		
58	World Religions: Western and Eastern Traditions	EDUC10092	●		
63	Youth In Conflict With The Law	LAWSPF305	●		
COMPUTERS					
79	A+ Essentials - Operation System Software	COMP10121	●		
79	A+ Essentials-Hardware	COMP10108	●		
73	Access Core	INFO10081	●		
74	Access Expert	INFO10177	●		
78	Adobe Acrobat	COMP10104	●		
79	Adobe Illustrator	COMP10119	●		
77	Analytics and Big Data	BUSN10120	●		
77	Applied IBM Business Intelligence	COMP10192			●
73	AutoCAD - Advanced	CADMCAD15	●	●	
73	AutoCAD - Introduction	CADMCAD06	●	●	
73	AutoDESK - REVIT	CADM10028		●	

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			OL	CL	BLE
73	AutoDESK Inventor	INFOCAD29		●	
77	Business Analytics for Managers	COMP10187			●
77	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
77	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
77	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
77	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
74	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
74	Computer Hardware and Software	ELEC10118		●	
76	Computer Hardware and Software	ELEC10118		●	
78	Computer Skills For College	COMPCO002	●		
75	Database Theory	COMPCO859		●	
74	Excel Core	INFO10078	●	●	
74	Excel Expert	INFO10079	●	●	
78	Excel Linking Multiple Worksheets & Workbooks	INFO10191		●	
78	Excel Working with Charts	INFO10190		●	
78	Excel Working with Formulas	INFO10192		●	
79	FLASH - an Introduction	COMP10144	●		
78	Fundamentals of UNIX	COMP10024	●		
78	Generic Computer Training	COMPCO001	●		
79	HTML Intermediate	COMP10107	●		
79	HTML Introduction	COMP10106	●		
74	Internet Technologies	ELEC10050		●	
75	Internet Technologies	ELEC10050		●	
76	Internet Technologies	ELEC10050		●	
78	Introduction to C# Programming	COMP10116	●		
78	Introduction to Excel	INFO10193		●	
79	Introduction To Photoshop	INFOPY114	●		
75	Introduction To Systems Analysis And Design	COMPCO826		●	
79	Java - Intermediate	COMP10036	●		
79	Java - Introduction	COMP10035	●		
79	Java Advanced	COMP10180	●		
79	JavaScript	COMP10137	●		
77	JavaScript for the Web	INFO10186			●
78	Microsoft Office 2016	COMP10191	●		
75	MicroStation 2D - Level 1	CADMMSN01	●		
75	MicroStation 2D - Level 2	CADMMSN02	●		
75	MicroStation 3D Level 3	CADM10009	●		
78	MySQL Databases	COMP10149	●		
74	Network Fundamentals	ELEC10034		●	
76	Network Fundamentals	ELEC10034		●	
75	Oracle Essentials	COMP10079		●	
79	Photoshop - Level 2	INFO10047	●		
77	Photoshop Adobe	INFO10149			●
74	PowerPoint	INFO10082	●		
78	Programming Fundamentals	COMP10001		●	
75	Programming in .NET	COMP10039		●	
78	Programming in C	COMP10122	●		
74	Programming in Java	COMP10062		●	

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79	Software Testing	COMP10173	●		
73	SolidWorks Basic	CADMRE066		●	
78	UNIX Administration 1	COMP10018	●		
74	Visio Essentials	INFO10174	●		
76	VoIP and Wireless Technology	COMP10186			●
76	Web Design Basics	INFO10144			●
77	Web Design for Mobile Apps	COMP10150	●		
77	Web Page Design	INFO10110			●
77	Web Scripting with PHP	INFO10112			●
79	Web Usability-Writing & Design	COMP10167	●		
74	Word Core	INFO10077	●		
74	Word Expert	INFO10080	●		
77	WordPress 1	INFO10202			●
78	Workshop for Windows	INFOBW001		●	
HEALTH AND NURSING					
94	Advanced Footcare for RNs and RPNs	NRSG10059		●	
91	Advanced Neonatal Nursing 1 Clinical Experience	CLINNSCF2		●	
91	Advanced Neonatal Nursing 2 Clinical Experience	CLINNSCF4		●	
91	Advancements in the Mental Health System	HSCI10145	●		
87	Anaesthesia, Assessment & Critical Care	HSCINSC87	●		
98	Arrhythmia Interpretation	HLTH10229	●		
82	Assessment And Planning	HSCIGER30	●		
83	Assessment And Planning	HSCIGER30	●		
95	Assessment And Planning	HSCIGER30	●		
96	Basic Blood Collection	MLSCML123		●	
94	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
81	Breastfeeding Clinical Experience	CLIN10026		●	
96	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	
96	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
86	Clinical Experience 2	CLIN10035		●	
85	Clinical Experience Medical Device Reprocessing	CLIN10059		●	
95	Clinical Field Placement With Clients	CLINDEM05		●	
91	Clinical for Mental Health	CLIN10070		●	
82	Communication and the Food Service Worker	CULI10076	●		
86	Communications And Psychosocial Issues In Oncology	HSCINSCC2	●		
84	Community-Based Field Experience	WORKGER71		●	
88	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004	●		
88	Critical Care Module 1-Introductory	NRSG10036	●		
88	Critical Care Module 2 - Respiratory	NRSG10001	●		
88	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
88	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
88	Critical Care Module 3 Cardiovascular Nursing	NRSG10002	●		
89	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
88	Critical Care Module 5 Neurosciences	NRSG10003	●		

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89	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
88	Current Trends In Mental Health	HSCIPSR05	●		
81	Dementia Clinical/Placement	CLINDEM08		●	
96	Developing a Course with Desire2Learn	COMP10188	●		
82	Diabetes Education: Approaches in Practice	HLTH10233	●		
82	Diabetes Field Placement 1	HLTH10057		●	
82	Diabetes: The Basics	HLTH10236	●		
82	Diabetes: Throughout the Lifespan	HLTH10235	●		
90	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
87	Field Practicum	CLIN10033		●	
93	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
97	Financial Practices for health Care Organizations	HLTH10241	●		
94	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
83	Food Services Classroom Requirement	WORKHCF02		●	
94	Footcare Field Practicum	CLIN10058		●	
89	Health and Safety Legislation	HSCIOHN03	●		
90	Health and Safety Management	HSCIOHN04	●		
86	Health Assessment	HSCI10151	●		
90	Health Assessment	HSCI10151	●		
96	Health Care Concepts	HLTH10244	●		
97	Health Care Operations	HLTH10238	●		
97	Health Care Policy	HLTH10239	●		
91	Health Challenges	HSCI10148	●		
90	Health in the Workplace	HLTH10030	●		
94	Healthy Adult Aging	HLTH10220	●		
96	Hearing Voices Workshop	HSCI10201		●	
94	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
96	Human Anatomy and Physiology	HSCI10027	●		
88	Independent Study In Psychosocial Rehabilitation	HSCIPSR06	●		
84	Individual Study	HMNSGER60	●		
83	Institutional Food Service	SAFE10097	●		
84	Institutional-Based Field Experience	WORKGER81		●	
91	Interventions Supporting Recovery	HSCI10150	●		
98	Intravenous Therapy - RN/RPN	NRSGNSC90			●
83	Introduction to Nutrition	HLTH10232	●		
83	Introduction to Nutrition in Health Care	HLTH10065	●		
98	Introduction to Research Design	CRED10109	●		
85	Introduction To Transfusion Medicine	MLSCMLA61	●		
91	Introspective Practice	HSCI10147	●		
85	Laboratory Basics Workshop	MLSC10003		●	
97	Law and Health Care Administration	HLTH10237	●		
84	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
81	Level 1: Breastfeeding Basics	NRSG10073	●		
81	Level 2: Breastfeeding Management	NRSG10074	●		
81	Level 3: Advanced Breastfeeding Practice	NRSG10075	●		
82	Living with Diabetes	HLTH10234	●		
86	Major Malignancies I	HSCINSCC3	●		
86	Major Malignancies II	HSCINSCC4	●		

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85	MDR Principles and Practices 1	HSCI10123	●		
85	Med Lab Assistant Module 1 Introduction	MLSCMLA50	●		
85	Medical Device Reprocessing-Introductory	HSCI10121	●		
82	Mental Health Aspects Of Aging	HSCIGER41	●		
84	Mental Health Aspects Of Aging	HSCIGER41	●		
95	Mental Health Aspects Of Aging	HSCIGER41	●		
96	Mental Health Introduction	HLTH10016	●		
88	Mental Health Practitioner Competencies	HSCI10092	●		
87	Mental Health Services	HSCIPSR02	●		
85	MLAR Mod 2 - Laboratory Basics	MLSCMLA51	●		
85	MLAR Mod 4 - Basic Techniques In Hematology	MLSCMLA53	●		
85	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
85	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
85	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
91	Neonatal Nursing 1 Advanced	NRSG10045	●		
90	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
93	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
92	Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	NRSG10068	●		
92	Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs	NRSG10069	●		
87	O.R. Laboratory Experience A	HSCI10156		●	
91	Obstetrical Nursing 1 Advanced	NRSG10049	●		
91	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
91	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	
89	Occupational Health and Surveillance	HSCIOHN02	●		
89	Occupational Health Nursing Introduction	NRSGOHN01	●		
90	Occupational Health Nursing Project	WORKOHN05	●		
86	Oncology Clinical Experience	CLINNSCC6		●	
86	Oncology Nursing-Introductory	NRSGNSCC1	●		
97	Operating Room Attendant	NRSGNSCD9		●	
97	Operating Room Attendant Laboratory Experience	HSCI10155		●	
87	Operating Room Nursing-Introductory	NRSG10058	●		
93	Operational Overview in Long-term Care	HLTH10110	●		
87	Pain Management	HSCI10082	●		
84	Palliative Care-Introduction	HSCIHZA69	●		
87	Palliative Care-Introduction	HSCIHZA69	●		
95	Palliative Care-Introduction	HSCIHZA69	●		
97	Patient Navigator-Fundamentals	HLTH10242	●		
92	Pediatric Nursing Clinical Practicum	CLIN10056		●	
92	Pediatric Nursing-Introductory	NRSG10057	●		
93	Perinatal Newborn And Family Care (RPN)	NRSGNSCA2	●		
90	Perinatal Nursing 1	NRSG10055	●		
93	Perinatal Nursing 1	NRSG10055	●		
90	Perinatal Nursing Part 2	NRSG10056	●		
93	Perinatal Nursing Part 2	NRSG10056	●		
93	Perinatal RPN Maternal Care	NRSGNSCA1	●		

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98	Pharmacology Theory Review for Nurses	NRSG10096	●		
82	Physiology Of Aging	HSCIGER20	●		
83	Physiology Of Aging	HSCIGER20	●		
95	Physiology Of Aging	HSCIGER20	●		
85	Preparatory Biology	BIOL10006	●		
97	Preparatory Biology	BIOL10006	●		
95	Preplacement/Clinical Service	HLTH10223		●	
97	Processing of Physicians' Orders	HLTH10243	●		
88	Psychiatric Rehabilitation Process	HSCIPSR03	●		
87	Psychosocial Rehabilitation Foundations	HSCIPSR01	●		
83	Quantity Food Preparation	CULI10075	●		
87	R.N. Operating Room Clinical	CLIN10060		●	
98	Research Proposals: Planning and Design	RSCH10009	●		
98	Research Skills	COMM10340	●		
93	Resident Centred Care	HLTH10108	●		
89	RNFA Theory 1	NRSG10039	●		
93	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
98	Rural and Remote Nursing: Foundations	NRSG10094	●		
98	Rural and Remote Nursing:Health Care for Indigenous People in Canada	NRSG10095	●		
93	Sales and Marketing in Long Term Care Management	BUSN10093	●		
83	Sanitation and Safety	SAFE10096	●		
88	Special Needs Population In Critical Care Module 4	NRSG10035	●		
96	Standard First Aid, C.P.R. 'C'/AED	HSCI10088		●	
97	Statistics for Health Care Professionals	HLTH10240	●		
86	Symptom Control And Management	HSCINSCC5	●		
87	Symptom Management	HSCI10083	●		
94	The Management Of Wounds	HSCIHS127			●
81	The Study Of Aging - Introduction	HSCIGER10	●		
83	The Study Of Aging - Introduction	HSCIGER10	●		
95	The Study Of Aging - Introduction	HSCIGER10	●		
91	Whole Person Assessment	HSCI10149	●		
HOSPITALITY, HOME AND GARDEN					
103	Advanced Chalk Painting	CREA10185		●	
101	Basic Drafting	TDRWHF203		●	
100	Basic Electrical	ELEC10123		●	
100	Basic Maintenance	BLDG10073		●	
100	Basic Plumbing	BLDG10072		●	
101	Broadleaf Evergreens, Climbers And Vines	HORTHOR05		●	
99	Cake Decorating 1	CULIGI737		●	
99	Cake Decorating 2	CULIGI738		●	
99	Cake Decorating 3	CULIGI739		●	
103	Chalk Style Furniture Painting	CREA10182		●	
101	Colour Principles	CREAHF215		●	
100	Cooking Fundamentals	CULI10069		●	
100	Cooking Fundamentals - The Next Step	CULI10070		●	
101	Creative Paint Techniques	CREA10036		●	
100	Creole and Cajun Cooking	CULI10073		●	
103	Crockpot: Autumn Harvest	CULI10012		●	
101	Deciduous Trees	HORTHOR02		●	

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101	Design Principles	CREAHF205		●	
101	Fundamentals Of Horticulture	HORTHOR01		●	
102	General Plant Identification	HORTLA010		●	
103	Holiday Hors D'oeuvres	CULI10034		●	
103	Introduction to Tea - Tea 101	HOSP10019		●	
101	Kitchen and Bathroom Concepts	CREA10035		●	
102	Landscape Design II	HORTLA007		●	
102	Landscape Design III	HORTLA008		●	
103	Learn to Tile Successfully	BLDG10105		●	
103	Milk Painting	CREA10184		●	
102	Mixology	HOSPFB107		●	
103	Regions of the World - Tea 102	HOSP10020		●	
103	Repurpose a Pallet	BLDG10104		●	
101	Residential Lighting	CREA10029		●	
102	Smart Serve Certification Course	HOSPFB008		●	
103	Tea Sensory Development - Tea 103	HOSP10021		●	
100	Tools and How to Use Them	BLDG10075		●	
103	Wine Appreciation 2	HOSPFB005		●	
MATHEMATICS					
104	Differential Calculus	MATHMA383	●		
105	Discrete Math & Statistics	MATH10064	●	●	
104	Engineering Mathematics	MATHMA179	●		
105	Engineering Mathematics 2	MATH10021		●	
105	Fundamental Mathematics	MATH10031	●		
104	Math	MATHMA018	●		
105	Math	MATHMA018	●		
104	Mathematics	MATH10020	●		
104	Mathematics	MATH10024	●		
104	Mathematics	MATHMA101	●		
105	Mathematics	MATHMA101	●		
104	Mathematics	MATHMS122	●		
104	Mathematics	MATHMS144	●		
104	Mathematics	MATHMS171	●		
104	Mathematics	MATHMS173	●		
104	Mathematics	MATHMS248	●		
105	Mathematics	MATHMS271	●		
104	Mathematics	MATHMS377	●		
104	Mathematics 1	MATH10011	●		
104	Mathematics 1	MATH10012	●		
105	Mathematics 1 - General Arts And Science	MATHMA006	●		
104	Mathematics 1-General Arts and Sciences	MATHMA006	●		
104	Mathematics 2	MATH10053	●		
104	Mathematics 2 For Construction Technician	MATHMS244	●		
104	Mathematics for Computer Studies	MATH10042	●		
104	Mechanical Basic Algebra	MATHMS165	●		
104	Mechanical Intermediate Algebra	MATH10029	●		
104	NDE Mathematics	MATH10059	●		
104	Preparatory Apprenticeship - Math	MATHMA001	●		
104	Preparatory Mathematics (Business)	MATHMA003	●		
104	Preparatory Mathematics (Technology)	MATHMA002	●		
105	Statistics	MATHMA570	●		
105	Statistics	MATHMS474		●	

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105	Technical Calculus I	MATH10052	●		
105	Technical Calculus II	MATH10054	●		
MEDIA AND CREATIVE ARTS					
111	Acting for Beginners	CREA10072		●	
107	Aesthetics Skin Care I	ASTHAES02		●	
111	An Actor's Director	CREA10090		●	
112	Architectural Photography	PHTO10030		●	
112	Basic Sewing 1	TEXTHC177		●	
112	Basic Sewing 2	TEXTHC203		●	
112	Basic Sewing 3	TEXTHC322		●	
116	Centrepiece for Thanksgiving	FLOR10000		●	
114	Ceramics - Advanced 1	CERAPC401		●	
114	Ceramics - Advanced 2	CERAPC402		●	
114	Ceramics - Advanced 3	CERAPC403		●	
114	Ceramics - Advanced 4	CERAPC404		●	
113	Ceramics - Foundation 1	CERAPC201		●	
113	Ceramics - Foundation 2	CERAPC202		●	
113	Ceramics - Foundation 3	CERAPC203		●	
113	Ceramics - Foundation 4	CERAPC204		●	
113	Ceramics - Intermediate 1	CERAPC301		●	
114	Ceramics - Intermediate 2	CERAPC302		●	
114	Ceramics - Intermediate 3	CERAPC303		●	
114	Ceramics - Intermediate 4	CERAPC304		●	
114	Chinese Brush Painting	ARTTPD101		●	
114	Chinese Brush Painting 2	ARTTPD102		●	
114	Chinese Brush Painting 3	ARTTPD103		●	
114	Chinese Brush Painting 4	ARTTPD104		●	
114	Chinese Brush Painting 5	ARTTPD105		●	
114	Chinese Brush Painting 6	ARTTPD106		●	
116	Christmas Centrepiece-Fresh Flowers	FLORGI545		●	
116	Christmas Floral Workshop	FLORGI615		●	
107	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
112	Commercial Photo Illustration	PHTOPY230		●	
114	Design and Colour 1	ARTTPG101	●		
114	Design and Colour 2	ARTTPG201	●		
115	Design and Colour 3	ARTTPG301	●		
109	Designing With Exotics	FLORFC005		●	
116	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
112	Digital Photography 1	PHTOPY101		●	
112	Digital Photography 2	PHTOPY300		●	
115	Drawing 1	ARTTPD201		●	
115	Drawing 2	ARTTPD301		●	
115	Drawing 3	ARTTPD401		●	
115	Drawing Realistic Subjects in Coloured Pencil	CREA10095	●		
115	Drawing Realistic Subjects in Pencil	CREA10094	●		
108	Dressmaking 1 Level 1	FASHDM110		●	
108	Dressmaking 1 Level 2	FASHDM115		●	
108	Dressmaking 2 Level 2	FASHDM125		●	
108	Dressmaking 3 Level 1	FASHDM130		●	
116	Easy Flower Arranging	FLORGI601		●	

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110	Guitar 1	MUSC10072		●	
116	Guitar for Beginners	MUSC10123	●		
116	Guitar Song Book	MUSC10078		●	
110	Harmony 1	MUSCMU182		●	
115	History Of Crafts	HISTPD024	●		
112	History of Photography	PHTOPY109	●		
112	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
112	Landscape Photography	PHTOPY800		●	
107	MakeUp Artistry	ASTHWS144		●	
110	MakeUp Theatrical and Special Effects	ASTHWS029		●	
111	Manicure Pedicure care and Techniques	ASTH10006		●	
109	Materials For Designs	FLORFC004		●	
108	Media Presentation Skills	MCOM10217		●	
115	Painting 1	ARTTPD211		●	
115	Painting 2	ARTTPD311		●	
115	Painting 3	ARTTPD411		●	
115	Painting 4	ARTTPD511		●	
115	Painting 5	ARTTPD611		●	
115	Painting 6	ARTTPD711		●	
109	Pattern Design And Drafting Basic	FASHFA200		●	
110	Piano Beginners Part A	MUSC10075		●	
116	Piano Song Book	MUSC10053		●	
107	Professional Selling in Cosmetics	MRKT10044		●	
116	Serger Know How	CREA10169		●	
112	Sewing - Introduction	TEXTHC027		●	
116	Sewing Window Treatments - Part 1	CREA10103		●	
108	Story 3	MCOM10024		●	
112	Studio Lighting	PHTOPY225		●	
109	Techniques And Color Harmonies Basic	FLORFC001		●	
111	The Career Class	CREA10085		●	
110	Theory - Preliminary	MUSCMU020		●	
116	Traditional Christmas Urn	FLOR10020		●	
110	Vocal 1	MUSCPA160		●	
115	Watercolour Painting 1	ARTTPD231		●	
115	Watercolour Painting 2	ARTTPD331		●	
115	Watercolour Painting 3	ARTTPD431		●	
115	Watercolour Painting 4	ARTTPD531		●	
115	Watercolour Painting 5	ARTTPD631		●	
115	Watercolour Painting 6	ARTTPD731		●	
107	Waxing	ASTHWS306		●	
109	Wedding Work And Special Occasion	FLORFC002		●	
116	Weekend Boot Camp-Wheel Throwing	CERA10003		●	
TECHNOLOGY AND SKILLED TRADES					
130	Active Transportation	TRAN10001			●
131	Advanced Thermodynamics and Material Science	STEN10020	●		
132	Advanced Welding	WELD10067		●	
118	Air Brake Training	MOTPSAM70		●	
123	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
118	Air Handling & Preventive Maintenance	BLDGBES03		●	
120	Air Pollution And Monitoring	ENVROH704		●	

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129	Aircraft Maintenance Human Resources Management	AMEM10040	●		
121	Basic Principles Of Fire Safety	SAFEFT100		●	
132	Basic Welding	WELD10073		●	
130	BCIN Preparation - General Legal	BLDG10111		●	
129	Blueprint Reading Welding	TDRWRE154		●	
118	C of Q Automotive Service Technician 310S	MOTPSAM66		●	
118	C of Q Electrical 309A	ELECHEQ12		●	
118	C of Q Instrumentation 447A	INST10006		●	
118	C of Q Prep Machinist 429A	MACHHAQ02		●	
118	C of Q Prep Millwright 433A	MECHHEQ02		●	
118	C of Q Tool and Die 430A	MACHHEQ03		●	
118	C of Q Truck and Coach 310T	MOTPSAM65		●	
119	CAD/CAM (MasterCAM) 2D	CADMRE455		●	
119	CFC/HCFC/HFC Control	ENVRRE904		●	
130	CNC Operator	MACH10059		●	
130	CNC Programming - Basic	COMP10168	●		
119	CNC Programming - Basic	MACHRE810		●	
129	Communication for Aircraft Maintenance Management	COMM10341	●		
123	Communication/Professional Practices	COMMHI010	●		
130	Construction Blueprints and Methods	BLDG10011	●		
130	Construction Contract Bid Management	BLDG10089	●		
130	Construction Contracts and Documents	BLDG10083	●		
130	Construction Job Site Management	BLDG10090	●		
119	Construction Management A	MGMTCN340		●	
130	Construction Planning and Scheduling	BLDG10101	●		
128	Construction Practice-Basic	BLDGRE027		●	
118	Controls	STENBES05		●	
126	Co-ordinate Measuring Machines	MECH10024		●	
120	DC Electrical/Electronic Theory	ELECER001		●	
124	DC Electrical/Electronic Theory	ELECER001		●	
122	Designing, Managing/Implementing A GIS	INFOCVA14	●		
130	Drinking Water Operator-In-Training Certification	ENVR10044	●		
123	Electrical Inspection	ELECHI007	●		
120	Electricity 1 - Residential	ELECHV107		●	
120	Electronics I (Semiconductors)	ELECER003		●	
131	Electrotechnology, Compression and Refrigeration	STEN10021	●		
131	Environment Management, An Introduction	ENVR10024	●		
131	Environmental Laws and Regulations	ENVR10059	●		
130	Environmental Technology	ENVREA204			●
119	Estimating 1	BLDGEA202		●	
124	Exterior Inspection	BLDGHI002	●		
121	Fire Protection	SAFE10071	●		
121	Fire Safety 3-Fire Alarms	SAFEFT103		●	
121	Fire Safety 5-Special Extinguishing Systems	SAFEFT105		●	
131	Foundations of Sustainability	ENVR10058	●		
128	Framing Techniques	BLDGRE028		●	
132	Fundamentals of Quality Assurance	QUAL10014	●		
129	Gas Metal Arc Welding	WELDRE237		●	

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122	Gas Technician 2 - Part 1	GOPTRE050		●	
122	Gas Technician 2 - Part 2	GOPTRE051		●	
122	Gas Technician 2 - Part 3	GOPTRE052		●	
122	Gas Technician 2 - Part 4	GOPTRE053		●	
122	Gas Technician 2 Review	GOPT10002		●	
122	Gas Technician 3	GOPTRE244		●	
122	Gas Technician 3 Review	GOPT10003		●	
122	GIS Software - ArcView	INFOCVA36	●		
123	GPS - Global Positioning Systems	INFOCV630	●		
130	Green Building Fundamentals	ENVR10032	●		
127	H & S Program Development & Coordination	SAFEOH308	●	●	
132	Hand Tool Techniques	BLDGTZ030		●	
127	Hazard Assessment and Control	SAFE10072	●	●	
118	Heating	HRAPBES01		●	
124	Heating Inspection I	HRAPHI003	●		
124	Heating Inspection II	HRAPHI004	●		
124	Industrial Drives 3	ASYS10003		●	
127	Industrial Hygiene	SAFE10078	●		
125	Instrumentation 1 For Tradesmen	INSTRE047	●		
124	Interior/Insulation Inspection	BLDGHI001	●		
132	Intermediate Welding	WELD10066		●	
123	Internet Mapping	INFOCVA08	●		
129	Introduction to Aircraft Maintenance Financial Management	AMEM10039	●		
119	Introduction To Cost Estimating	BLDG10012	●		
127	Introduction to Ergonomics	SAFE10045	●		
123	Introduction To Geographic Information Systems	INFOCVA03	●		
130	Introduction to Robotics Automation 101	ASYS10013		●	
127	Introduction to Toxicology	ENVR10022	●		
121	Introductory Hydraulics	STENMF201		●	
121	Introductory Pneumatics	STENMF202		●	
129	Leadership for Aircraft Maintenance	MGMT10132	●		
126	Lean Foundations, Green Belt	QUAL10012			●
125	Lubrication Fundamentals	MATLLUB00		●	
125	Lubrication T.A.P. (Transportation/ Application/Programs)	MATLLUB06		●	
126	Machine Shop 1	MACHRE165		●	
126	Machine Shop 2	MACHRE265		●	
126	Machine Shop 3	MACHRE465		●	
131	Management Labour Concerns in Occupational Health and Safety	MGMT10123	●		
130	Material Estimating and Methods	BLDG10085		●	
132	Metrology - Quality Assurance	QUAL10008	●		
127	OH&S Fundamentals	LAWSOH301	●	●	
124	PLC Programming 1	ASYSPLC11		●	
127	PLC Programming 1	ASYSPLC11		●	
127	PLC Programming 2	ASYSPLC12		●	
128	PLC Programming 4	ASYSPLC14		●	
124	Plumbing Inspection	HRAPHI005	●		
118	Pre-Licence Autobody	MOTPSAM67		●	
120	Principles Of Environmental Chemistry	CHEMOH701		●	
128	Principles Of Metrology	METRQC105		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
125	Problem Solving	IENGIM252		●	
119	Project Management Scheduling Software	INFO10105	●		
123	Remote Sensing	INFOCVA37	●		
128	Residential Electrical Basics	BLDG10092		●	
124	Roofing Inspection	BLDGHI009	●		
129	Shielded Metal Arc Welding 1	WELDRE234		●	
129	Shielded Metal Arc Welding 2	WELDRE235		●	
129	Shielded Metal Arc Welding 3	WELDRE236		●	
126	Six Sigma Foundations	QUAL10016			●
132	Six Sigma Methods	MECH10047	●		
126	SolidWorks Advanced	CADM10041		●	
126	SolidWorks Basic	CADMRE066		●	
128	Statistical Process Control 2	MATHQC103		●	
132	Steel Art workshop - Build a Box	WELD10074		●	
132	Steel Art Workshop - Pipe Shelving	WELD10075		●	
124	Structural Inspection	BLDGHI008	●		
131	Theories and Methods in Sustainability Education	ENVR10060	●		
128	Trim Finishing and Cabinetry	BLDGRE032		●	
129	Vehicle Maintenance	MOTP10088		●	
131	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
131	Wastewater Treatment Certificate Level I and II	ENVR10062	●		
131	Water Treatment Certificate Level I and II	ENVR10061	●		
132	Welding Skills Practice Sessions	WELD10071		●	
132	Woodworking for Women (Men Welcome)	BLDG10022		●	
132	Woodworking Level 1	BLDGTZ070		●	
132	Woodworking Level 2	BLDGTZ071		●	
132	Woodworking Level 3	BLDGTZ073		●	
125	Work Measurement 2	IENGIM332		●	
127	Workplace Safety And Insurance Act	SAFEOH309	●	●	

Business

ce.mohawkcollege.ca/business

Programs and Courses

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Acknowledgements of Completion

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Legal Skills 28
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Other Credentials

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Canadian Institute of Bookkeeping 21
Certified in Production and Inventory Management (CPIM) 19
Institute of Law Clerks of Ontario 26
Principles of Operations Management Program 19
Qualified Administrative Assistant 32

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Business Skills 36
Human Resources 38
Medical Office Skills 38
Non-Profit Marketing and Communication Series 38
Project Management 39
Social Media Essentials 39

CREDENTIALED PROGRAMS

APICS - The Association for Operations Management

ce.mohawkcollege.ca/apics

Turn to page 2 for contacts

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.

APICS Hamilton Chapter

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 Basics Of Supply Chain Management — BUSNSPC15

Explore the basics concepts of managing the flow of materials in a supply chain, attaining a complete overview of materials flow, from internal and external suppliers and from your organization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32604	MO	Sep19	Nov28	7:00-10:00	10	Classroom (FF)	$713.20

APICS Principles of Manufacturing Management (FMM) — BUSN10113

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32602	TU	Sep20	Nov29	7:00-10:00	11	Classroom (FF)	$759.52

APICS Strategic Management of Resources — BUSN10117

Explore the relationship of existing and emerging processes as well as technologies to manufacture strategies and supply chain functions. Address how to align resources with the strategic plan, configure and integrate operational processes to support the plan and how to implement change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32605	WE	Sep21	Nov23	7:00-10:00	10	Classroom (FF)	$713.20

Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 3 courses

ce.mohawkcollege.ca/appacct

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.

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
31738	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80
31725		Sep15	Dec1			eLearn	$289.80
31729		Oct13	Jan5			eLearn	$289.80

Applied Accounting-Bookkeeping 2 — ACCTBZ019

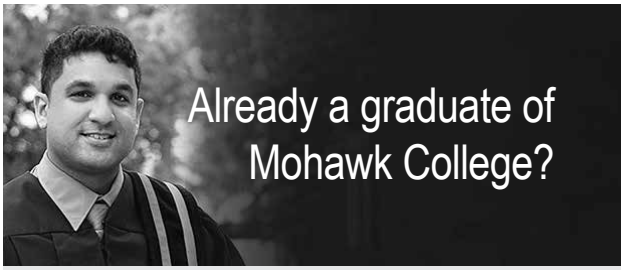
Develop additional skills with emphasis on merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31740	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80
31730		Sep15	Dec1			eLearn	$289.80
31732		Oct13	Jan5			eLearn	$289.80

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
31742	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80
31735		Sep15	Dec1			eLearn	$289.80
31736		Oct13	Jan5			eLearn	$289.80



Take a moment to see discounts and offers available to you as an alumni.

Visit **mohawkcollege.ca/alumni**

mohawk ALUMNI

NEW Business Analysis Certificate (334)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/businessanalysis

Learning is focused on alignment of business processes across functions and enterprises, and how those processes relate to the organization from a strategic, tactical and financial perspective.

Admission Requirements

- Prior approval for this certificate is necessary.
- University degree or college diploma (two-year or longer) including most Business programs, Computer Science, or Humanities and Social Sciences; OR an acceptable combination of related work experience and postsecondary education (as determined by the college).
- Mail a copy of your educational qualifications to:
  Mohawk College, Continuing Education Business
  P.O. Box 2034, Room i108
  Hamilton, ON, L8N 3T2

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
BUSN10125	Business Connections	21
BUSN10127	Requirements Analysis	42
BUSN10129	Professional Networking Skills	42
BUSN10139	Database Design and Management	42
BUSN10140	Enterprise Analysis and Planning	42
COMP10178	Project Management Applications	42
BUSN10131	Requirements Management and Communication	42
BUSN10132	Solution Assessment and Validation	42
BUSN10134	Lean 6 Sigma	42
BUSN10135	Business Analytics and Intelligence	42
BUSN10136	Negotiation, Facilitation, and Communication	42
COMP10182	Programming Fundamentals	28
WORK10592	Experiential Learning Opportunity	245

Enterprise Anaylsis and Planning — BUSN10140 (SA)

NEW! The foundation of Business Analysis is planning, stakeholder analysis, and structure and cultural awareness of an enterprise or business entity. Prepare for Business Analysis projects through needs analysis and business plan development using industry standard strategies such as project charter, interview and focus group techniques. Exam date TBD.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32759	TU	Sep13	Dec6	4:00-7:00	13	Classroom (FF)	$338.10

Requirements Analysis — BUSN10127 (SA)

NEW! Analyze stakeholder needs to determine essential requirements of a business process or performance activity. Use a prescribed modeling approach to describe data, functions, locations, people and organizations, timing constraints and the enterprise's objectives and constraints. Adapt the scope of the requirements to meet the organizations' approach and prepare documentation that clearly outlines essential requirements of the business process or performance activity. Exam date TBD.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32757	WE	Sep14	Dec 7	4:00-7:00	13	Classroom (FF)	$338.10

Business Studies Certificate (068)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

ce.mohawkcollege.ca/businessstudies

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.

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	
BUSNPIR16	Staff Training and Development	
ECON10002	Introduction To Macroeconomics	
HRES10025	Employment Training and Development	
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
31293		Sep6	Dec13			OntarioLearn	$459.25
31128		Oct3	Jan9			OntarioLearn	$459.25
31130		Nov1	Feb7			OntarioLearn	$459.25
31132		Dec1	Mar9			OntarioLearn	$459.25

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
31294		Sep6	Dec13			OntarioLearn	$459.25
31368		Oct3	Jan9			OntarioLearn	$459.25
31387		Nov1	Feb7			OntarioLearn	$459.25
31400		Dec1	Mar7			OntarioLearn	$459.25

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
31686		Sep6	Dec13			OntarioLearn	$459.25
31377		Oct3	Jan9			OntarioLearn	$459.25
31399		Nov1	Feb7			OntarioLearn	$459.25

Employee Training and Development — HRES10025

NEW! Introduces the theories of education and learning as they pertain to training and development. The concepts of need, needs analysis, program planning, and program development will be explored. Emphasis will be on establishing training/learning objectives, selecting appropriate training methods, implementation strategies, teaching techniques, and program evaluation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32852		Sep6	Dec13			OntarioLearn	$435.10

Introduction To Macroeconomics — ECON10002

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31340		Sep6	Dec13			OntarioLearn	$459.25
31372		Oct3	Jan9			OntarioLearn	$459.25
31393		Nov1	Feb7			OntarioLearn	$459.25
31402		Dec1	Mar9			OntarioLearn	$459.25

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
31570		Sep6	Dec13			OntarioLearn	$459.25

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
31569		Sep6	Dec13			OntarioLearn	$459.25
31384		Nov1	Feb7			OntarioLearn	$459.25
31408		Dec1	Mar9			OntarioLearn	$459.25

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
31596		Sep6	Dec13			OntarioLearn	$459.25

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
31559		Sep6	Dec13			OntarioLearn	$459.25
31378		Oct3	Jan9			OntarioLearn	$459.25

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
31339		Sep6	Dec13			OntarioLearn	$459.25
31373		Oct3	Jan9			OntarioLearn	$459.25
31394		Nov1	Feb7			OntarioLearn	$459.25
31403		Dec1	Mar9			OntarioLearn	$459.25

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
31296		Sep6	Dec13			OntarioLearn	$459.25
31389		Nov1	Feb7			OntarioLearn	$459.25

Researching and Reporting-Lgs — COMMLL122

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31052		Sep6	Dec13			OntarioLearn	$391.10

Selling For Success — MRKT10025

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31576		Sep6	Dec13			OntarioLearn	$479.08

Canadian Institute of Bookkeeping

www.cibcb.com
ce.mohawkcollege.ca/cib

Turn to page 2 for contacts

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.

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.

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
31379		Oct3	Jan9			OntarioLearn	$435.10
31386		Nov1	Feb7			OntarioLearn	$435.10

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
31000		Sep6	Dec13			OntarioLearn	$459.25

Career Consultant Certificate (076)

See page 53 for information on this program.

Condominium Management (ACMO) Certificate (912)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/acmo
www.acmo.org

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.

ACMO

ACMO Membership and RCM Exam Questions?
905-826-6890 or 1-800-265-3263
jschenk@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.

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
31295		Sep6	Dec13			OntarioLearn	$479.08

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
31758		Sep6	Dec13			OntarioLearn	$592.70
31816		Nov1	Feb7			OntarioLearn	$592.70

Creative and Critical Thinking LDS — COMM10216

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31329		Sep6	Dec13			OntarioLearn	$343.50

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
31753		Sep6	Dec13			OntarioLearn	$592.70
32334		Nov1	Feb7			OntarioLearn	$592.70

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
31737		Sep6	Dec13			OntarioLearn	$592.70
31827		Nov1	Feb7			OntarioLearn	$592.70

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
31573		Sep6	Dec13			OntarioLearn	$338.50

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
31746		Sep6	Dec13			OntarioLearn	$592.70
31825		Nov1	Feb7			OntarioLearn	$592.70

Financial Planning Certificate (185)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/financialplanning

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 1® Examination in Financial Planning.

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
31362		Sep6	Dec13			OntarioLearn	$659.54

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
31330		Sep6	Dec13			OntarioLearn	$659.54

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
31323		Sep6	Dec13			OntarioLearn	$659.54

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
31331		Sep6	Dec13			OntarioLearn	$659.54

Fundraising

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 4 courses

ce.mohawkcollege.ca/fundraising

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

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

Donor Relationships in Fundraising — BUSN10071

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31717		Sep6	Dec13			OntarioLearn	$459.25

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
31715		Sep6	Dec13			OntarioLearn	$459.25

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
31714		Sep6	Dec13			OntarioLearn	$459.25

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
31716		Sep6	Dec13			OntarioLearn	$459.25

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

Let us know at **ce.mohawkcollege.ca/ideas**

Human Resources Certificate (825)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/humanresources

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.

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
MGMTBPC01	Human Resource Management Studies	39
SAFEPIR21	Occupational Health and Safety	42

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

Courses in this program include the eight 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 eight required courses (minimum average of 70% with no courses below 65%) and passed the Comprehensive Knowledge Exam (CKE) formerly NKE. For detailed information refer to www.hrpa.ca or call 1-800-387-1311.

Please be aware each course expires 10 years after completion.

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

Compensation and Benefits — HRESPIR11

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31359		Sep6	Dec13			OntarioLearn	$435.10
31366		Sep6	Oct25			OntarioLearn	$435.10
31374		Oct3	Jan9			OntarioLearn	$435.10

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
31367		Sep6	Dec13			OntarioLearn	$435.10
31369		Oct3	Jan9			OntarioLearn	$435.10
31388		Nov1	Feb7			OntarioLearn	$435.10
31401		Dec1	Mar9			OntarioLearn	$435.10

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
31700		Sep6	Dec13			OntarioLearn	$558.40
31770	MO	Sep19	Dec19	6:00-9:00	13	Classroom (FF)	$313.95
31422		Oct3	Jan9			OntarioLearn	$558.40
31423		Nov1	Feb7			OntarioLearn	$558.40
31424		Dec1	Mar9			OntarioLearn	$558.40

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
31410		Sep6	Dec13			OntarioLearn	$435.10
31382		Nov1	Feb7			OntarioLearn	$435.10

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
31597		Sep6	Dec13			OntarioLearn	$435.10

Organizational Behaviour and Administration — BUSNPIR22 (E)

ACCELERATED CRN! 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
31321		Sep6	Dec13			OntarioLearn	$435.10
31322		Sep6	Oct25			OntarioLearn	$435.10
31371		Oct3	Jan9			OntarioLearn	$435.10
31392		Nov1	Feb7			OntarioLearn	$435.10
31409		Dec1	Mar9			OntarioLearn	$435.10

Recruitment And Selection — HRESPIR20

ACCELERATED CRN! 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
31411		Sep6	Dec13			OntarioLearn	$435.10
31478		Sep6	Oct25			OntarioLearn	$435.10
31375		Oct3	Jan9			OntarioLearn	$435.10
31396		Nov1	Feb7			OntarioLearn	$435.10
31405		Dec1	Mar9			OntarioLearn	$435.10

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
31425		Sep6	Dec13			OntarioLearn	$531.96
31428		Nov1	Feb7			OntarioLearn	$531.96
31426		Dec1	Mar9			OntarioLearn	$531.96

Industrial Distribution Leadership Certificate (924)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/idl

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.

OACETT The Technology Professionals In Ontario

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.

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
31297		Sep6	Dec13			OntarioLearn	$334.75

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
31621		Sep6	Dec13			OntarioLearn	$334.75

Leadership and Effective Communication in Industrial Distribution MGMT10069

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32649		Sep6	Dec13			OntarioLearn	$334.75

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
31300		Sep6	Dec13			OntarioLearn	$334.75

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
31301		Sep6	Dec13			OntarioLearn	$334.75

Industrial Relations Certificate (824)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/industrialrelations

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

PROGRAM OF STUDIES

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

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

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
31677		Sep6	Dec13			OntarioLearn	$366.95

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
31320		Sep6	Dec13			OntarioLearn	$459.25

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
31319		Sep6	Dec13			OntarioLearn	$390.59

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
31676		Sep6	Dec13			OntarioLearn	$435.10
31383		Nov1	Feb7			OntarioLearn	$435.10

Institute of Law Clerks of Ontario

ce.mohawkcollege.ca/lawclerk
www.ilco.on.ca

Turn to page 2 for contacts

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 the ILCO website.

Admission Requirements

- Experience in the legal field is recommended.

Litigation Procedures — LAWSSELC5

Topics include legal research, drafting pleadings and preparing documents for court proceedings, documentary evidence, assisting at trial, appeals and conducting examinations in aid of execution/enforcement of orders. Exam: Mar 7/17. 75 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31688		Sep6	Mar7			OntarioLearn	$723.55

Real Estate Procedures — LAWSSELC3

Covers all aspects of basic residential real estate transaction including land division in Ontario, land registration system, surveys, title insurance, ownership, agreement of purchase and sale, statutes, purchasing, selling, financing and closing the transaction. Exam: Jan 19/17. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31687		Sep6	Jan19			OntarioLearn	$604.57

Insurance - Technical Services Certificate (227)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 14 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/insurance

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.

Admission Requirements

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BUSNOB371	Intro Organizational Behaviour	42
COMMLL041	Communication	42
INFO10077	Word Core	36
INFO10078	Excel Core	36
INSR10003	Technical Service Representative 1	42
INSR10004	General Insurance Essentials 1	42
BUSN10050	Model Office/Broker Operations	56
INFO10079	Excel Expert	36
INSR10005	General Insurance Essentials 2	42
INSR10007	Technical Service Representative 2	42
INSR10015	Professionalism in the Insurance Workplace	42
OADMOA228	Doc Process & Simulations	42
PERS10010	Sensitivity in the Workplace	28
WORK10023	Work Experience - Insurance	70

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

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
31672		Sep6	Dec13			OntarioLearn	$391.10

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
31673		Sep6	Dec13			OntarioLearn	$391.10

Model Office/Broker Operations — BUSN10050

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32761		Sep6	Dec13			OntarioLearn	$487.96

Technical Service Representative 1 — INSR10003

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32760		Sep6	Dec13			OntarioLearn	$391.10

Integrated Accounting Certificate (099)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/integratedacct

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

Admission Requirements

- If you do not have an adequate level of computer literacy you are strongly urged to complete Workshop for Windows (INFOBW001) before taking these courses. Refer to page 78.
- 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

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

Software Versions:

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

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

AccPac Sage 300 ERP 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
31670		Sep6	Dec13			OntarioLearn	$197.90

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
31668		Sep6	Dec13			OntarioLearn	$342.80

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
31669	TU	Sep6	Dec13			OntarioLearn	$197.90

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
31738	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80
31725		Sep15	Dec1			eLearn	$289.80
31729		Oct13	Jan5			eLearn	$289.80

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
31740	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80
31730		Sep15	Dec1			eLearn	$289.80
31732		Oct13	Jan5			eLearn	$289.80

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
31742	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80
31735		Sep15	Dec1			eLearn	$289.80
31736		Oct13	Jan5			eLearn	$289.80

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
31803		Sep19	Dec3			eLearn	$289.80
31800	TU	Sep20	Dec6	6:30-9:30	12	Classroom (FF)	$289.80

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
31796		Sep19	Dec3			eLearn	$289.80

Leadership Development Series Certificate (949)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/leadershipdevelopment

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.

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
31335		Sep6	Dec13			OntarioLearn	$343.50

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
31329		Sep6	Dec13			OntarioLearn	$343.50

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
31679		Sep6	Dec13			OntarioLearn	$343.50

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
31333		Sep6	Dec13			OntarioLearn	$343.50

Human Relations (LDS) HRES10019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31354		Sep6	Dec13			OntarioLearn	$343.50

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
31692		Sep6	Dec13			OntarioLearn	$343.50

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
31695		Sep6	Dec13			OntarioLearn	$343.50
31771	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$246.50

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
31696		Sep6	Dec13			OntarioLearn	$343.50

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
31694		Sep6	Dec13			OntarioLearn	$343.50

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
31693		Sep6	Dec13			OntarioLearn	$343.50

Get Started in OntarioLearn

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

Legal Skills

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 5 courses

ce.mohawkcollege.ca/legalskills

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.

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

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
31682		Sep6	Dec13			OntarioLearn	$435.10

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31685		Sep6	Dec13			OntarioLearn	$531.96

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
31680		Sep6	Dec13			OntarioLearn	$435.10

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
31681		Sep6	Dec13			OntarioLearn	$435.10

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
31555		Sep6	Dec13			OntarioLearn	$435.10

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
31678		Sep6	Dec13			OntarioLearn	$435.10

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
31539		Sep6	Dec13			OntarioLearn	$435.10

Small Claims Practice and Procedure — LAWS10154

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31683		Sep6	Dec13			OntarioLearn	$435.10

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
31684		Sep6	Dec13			OntarioLearn	$435.10

Student Success Advisors (SSA)

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

Academic and Program Advising

- Initial advice on course selection; changing programs; withdrawals
- Referrals to Program Coordinator for program specific advising
- Information about Academic Status, program pathways, transfers
- Create Academic Improvement and Success Plans

Student Support Services

- Referrals to specialized support services
- Guidance on college policies and procedures
- Support transition to college life

Multiple Advising Formats

- Via e-mail, drop-in or scheduled appointments
- In person, in groups, in workshops, online or over the phone

Learn more at mohawkcollege.ca/ssa

Management Studies Certificate (827)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/managementstudies

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.

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	42
COMM10216	Creative and Critical Thinking (LDS)	30
ECONEB222	Macroeconomics	42
HRESPIR20	Recruitment And Selection	42
MGMT10099	Project Management (LDS)	30
MGMT10102	Managing Change (LDS)	30
MRKTCB158	Marketing 1	42
SAFEPIR21	Occupational Health and Safety	42

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

Business Law — BUSNCB436

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32795	SA	Oct15	Dec2	9:00-3:00	7	Classroom (FF)	$338.10

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
31700		Sep6	Dec13			OntarioLearn	$558.40
31770	MO	Sep19	Dec19	6:00-9:00	13	Classroom (FF)	$313.95
31422		Oct3	Jan9			OntarioLearn	$558.40
31423		Nov1	Feb7			OntarioLearn	$558.40
31424		Dec1	Mar9			OntarioLearn	$558.40

Macroeconomics — ECONEB222 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31811	TU	Sep20	Dec6	6:00-9:30	12	Classroom (FF)	$338.10

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
32821	TH	Sep22	Dec22	6:00-9:00	13	Classroom (FF)	$313.95

Marketing 1 — MRKTCB158

Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix. First six weeks in class, remainder online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32822	TU	Nov1	Jan6	6:00-9:30	12	Blended (FF)	$338.10

Problem Solving - Decision Making — MGMTBPC04

ACCELERATED! Perfect your problem solving skills and discover methods of encouraging better thinking skills in others. No class Oct 8. Final exam will be Saturday Nov 5 online (3 hours).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32820	SA	Sep17	Nov5	9:00-3:00	7	Blended (FF)	$313.95

Understanding Managerial Skills — MGMTBPC03

Enhance your awareness of self and others and develop specific skills and strategies for managing people effectively in various organizational situations. Includes a 3 hour blended component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32819	WE	Sep21	Dec14	6:00-9:00	12	Blended (FF)	$313.95

Manufacturing Leadership Certificate (055)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/manufacturingleadership

The Business of Tomorrow — BUSN10047

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31298		Sep6	Dec13			OntarioLearn	$522.00

Coaching And Developing People — MGMTCMA03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31566		Sep6	Dec13			OntarioLearn	$522.00

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
31538		Sep6	Dec13			OntarioLearn	$522.00

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
31567		Sep6	Dec13			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
31565		Sep6	Dec13			OntarioLearn	$522.00

Marketing Essentials

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirements: 6 courses

ce.mohawkcollege.ca/marketing

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.

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

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
31622		Sep6	Dec13			OntarioLearn	$459.25

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
31596		Sep6	Dec13			OntarioLearn	$459.25

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
31623		Sep6	Dec13			OntarioLearn	$435.10

Marketing Principles — MRKTMCS08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31559		Sep6	Dec13			OntarioLearn	$459.25
31378		Oct3	Jan9			OntarioLearn	$459.25

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
31315		Sep6	Dec13			OntarioLearn	$435.10

Medical Terminology

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 2 courses

ce.mohawkcollege.ca/medtranscription

Prepares students for employment in health care settings.

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

Medical Terminology 1 — OADMOA323

Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: All texts are required for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31745	TU	Sep20	Dec6	6:00-9:30	12	Classroom (FF)	$338.10
31747	WE	Sep21	Dec7	6:00-9:30	12	Classroom (FF)	$338.10

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
31748	MO	Sep19	Dec12	6:30-9:30	12	Classroom (FF)	

Medical Transcription Certificate (172)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/medtranscription

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.

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.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
KEYB10008	Keyboarding	28
OADMOA261	Digital Transcription	42
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

INFO10156 is offered on page 74.

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

Digital Transcription — OADMOA261

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31784	TH	Sep22	Dec8	6:00-9:30	12	Blended (FF)	$338.10

Keyboarding — KEYB10008

ACCELERATED CRN! 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
31776	WE	Sep21	Dec7	6:00-8:30	12	Classroom (FF)	$225.40
31778	TU/TH	Nov1	Dec15	6:00-8:00	14	Classroom (FF)	$225.40

Medical Terminology 1 — OADMOA323

Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: All texts are required for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31745	TU	Sep20	Dec6	6:00-9:30	12	Classroom (FF)	$338.10
31747	WE	Sep21	Dec7	6:00-9:30	12	Classroom (FF)	$338.10

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
31748	MO	Sep19	Dec12	6:30-9:30	12	Classroom (FF)	$289.80

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
31787		Sep19	Dec12			eLearn	$289.80

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
31788		Sep19	Dec12			eLearn	$338.10

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
31790		Sep19	Dec12			eLearn	$338.10

Ready for your Certificate?
Ready to Graduate?

Visit **mohawkcollege.ca/ConvocationPrep**

Office Administration - General Certificate (380)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/officeadmingeneral

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

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

PROGRAM OF STUDIES

Refer to the website to view the POS.

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

Digital Transcription — OADMOA261

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31784	TH	Sep22	Dec8	6:00-9:30	12	Blended (FF)	$338.10

Intermediate Word Applications — INFO10162

Use Word 2013 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Equivalent to: Document Production (INFO10209). Prerequisites: OADMOA116 and KEYB10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31782	TU	Sep20	Dec20	6:00-10:00	14	Blended (FF)	$434.96

Internet and Web Page Development — INFO10020

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31780	MO	Sep19	Dec12	6:00-9:30	12	Classroom (FF)	$338.10

Keyboarding — KEYB10008

ACCELERATED CRN! 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
31776	WE	Sep21	Dec7	6:00-8:30	12	Classroom (FF)	$225.40
31778	TU/TH	Nov1	Dec15	6:00-8:00	14	Classroom (FF)	$225.40

Office Procedures and Technology — OADM10022

NEW! Develop skills for the modern office including internet research and reporting, email, telecommunications, customer service, records management and more. Equivalent to: Administrative Office Procedures (OADM10015). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32844		Sep6	Dec13			OntarioLearn	$435.10

Outlook Essentials — INFO10175

Outlook is an information management system that allows you to manage personal and business emails tasks, notes, contacts, calendars and more.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32370	MO	Sep19	Dec12	6:00-9:30	12	Classroom (FF)	$289.80

Qualified Administrative Assistant

ce.mohawkcollege.ca/adminassistant
www.aaa.ca

Turn to page 2 for contacts

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.

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.

Small Business and Entrepreneurship Certificate (179)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/smallbusentrepreneurship

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.

Admission Requirements

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

PROGRAM OF STUDIES

Mandatory Courses:		**Hours**
COMP10134	Computer Skills for Small Business	42
SBMG10013	Managing The Small Business	56
SBMG10018	The Generic Business Plan	42
SBMGSB101	Intro To Small Business And Entrepreneurship	56
SBMGSB202	Operations And Legal Issues	56
COMP10135	Computer Skills for Small Business Advanced	42
MGMTSB102	Small Business-Financial Management	56
SBMG10000	Small Business Marketing Skills	56
SBMG10023	Research and Writing Skills for Business	42
Options - Choose 1:		
SBMG10015	The Detailed Business Plan	56
SBMG10017	Supervisory Skills for Small Business	56

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: .

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31545		Sep6	Dec13			OntarioLearn	$487.96

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
31349		Sep6	Dec13			OntarioLearn	$391.10

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
31351		Sep6	Dec13			OntarioLearn	$391.10

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
31544		Sep6	Dec13			OntarioLearn	$391.10

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
31549		Sep6	Dec13			OntarioLearn	$487.96

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
31542		Sep6	Dec13			OntarioLearn	$487.96

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
31551		Sep6	Dec13			OntarioLearn	$487.96

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
31575		Sep6	Dec13			OntarioLearn	$487.96

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
31540		Sep6	Dec13			OntarioLearn	$487.96

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
31543		Sep6	Dec13			OntarioLearn	$487.96

Veterinary Office Management Certificate (935)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/veterinaryofficemgt

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.

Admission Requirements

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

PROGRAM OF STUDIES

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

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
31334		Sep6	Dec13			OntarioLearn	$386.80

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
31332		Sep6	Dec13			OntarioLearn	$386.80

Basic Veterinary Pharmacology — HSCI10135

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31660		Sep6	Dec13			OntarioLearn	$386.80

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
31295		Sep6	Dec13			OntarioLearn	$479.08

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
31564		Sep6	Dec13			OntarioLearn	$386.80

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
31338		Sep6	Dec13			OntarioLearn	$386.80

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
31552		Sep6	Dec13			OntarioLearn	$435.10

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
31661		Sep6	Dec13			OntarioLearn	$386.80

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
31328		Sep6	Dec13			OntarioLearn	$435.10

Ward Clerk Certificate (163)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/wardclerk

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

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Basic computer skills.
- Experience in a health care setting is an asset.

PROGRAM OF STUDIES

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

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
31629		Sep6	Dec13			OntarioLearn	$435.10
31376		Oct3	Jan9			OntarioLearn	$435.10
31397		Nov1	Feb7			OntarioLearn	$435.10
31406		Dec1	Mar9			OntarioLearn	$435.10

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
31625		Sep6	Dec13			OntarioLearn	$386.80

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
31663		Sep6	Dec13			OntarioLearn	$386.80

Pharmacology for the Medical Office HSCI10024

Understand 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
31630		Sep6	Dec13			OntarioLearn	$386.80

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
31632		Sep6	Dec13			OntarioLearn	$386.80

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
31633		Sep6	Dec13			OntarioLearn	$386.80

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
31326		Sep6	Dec13			OntarioLearn	$386.80

WSIB Workplace Safety & Insurance Board Adjudication

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 2 courses

ce.mohawkcollege.ca/wsib

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.

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 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
32608	SA	Oct29	Nov26	9:00-4:00	5	Classroom (FF)	$281.75

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
32607	SA	Sep17	Oct15	9:00-4:00	5	Classroom (FF)	$281.75

OTHER COURSES

Accounting and Finance

ce.mohawkcollege.ca/accounting

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Accounting 1 ACCTCB101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31820	TH	Sep22	Dec8	6:00-9:30	12	Classroom (FF)	$338.10

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
31822	WE	Sep14	Dec14	6:30-10:30	14	Classroom (FF)	$434.96

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
32781	TU	Sep20	Dec6	6:00-9:30	12	Classroom (FF)	$338.10

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
32782	WE	Sep14	Dec14	6:30-9:30	14	Classroom (FF)	$338.10

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
31287		Sep6	Dec13			OntarioLearn	$435.10

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
31291		Sep6	Dec13			OntarioLearn	$479.08

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
32783	WE	Sep21	Dec7	6:00-9:30	12	Classroom (FF)	$338.10

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
31129		Sep6	Dec13			OntarioLearn	$435.10

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
31292		Sep6	Dec13			OntarioLearn	$479.08

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
32785	MO	Sep19	Dec12	7:00-10:30	12	Classroom (FF)	$338.10

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
32786		Sep12	Dec19			eLearn	$338.10

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
31134		Sep6	Dec13			OntarioLearn	$479.08
31385		Nov1	Feb7			OntarioLearn	$479.08

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
31026		Sep6	Dec13			OntarioLearn	$479.08

Finance for Non-Financial Managers — FINC10033

NEW! Managers, entrepreneurs and other business professionals require a basic knowledge of accounting and finance principles to be effective in business. Topics: financial statements, decision-making through financial analysis, profit planning, budgeting and control, time value of money, and sources of financing. Through this graduate certificate course, gain the knowledge and confidence to participate more fully in making business decisions in an organization. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32480		Sep6	Dec13			OntarioLearn	$435.10

Income Tax Planning — ACCT10036

NEW! Taxes in Canada account for a large portion of an individual's expenditures. Income tax planning plays an important role in providing methods to reduce and or eliminate taxes whenever possible. Learn through completing basic income tax returns, a range of business structures, federal and provincial tax legislation and how to make effective use of numerous tax deductions and credits. Discover various types of tax advantages and the trade-offs between different benefits. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32515		Sep6	Dec13			OntarioLearn	$435.10

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
31001		Sep6	Dec13			OntarioLearn	$531.96

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
31365		Sep6	Dec13			OntarioLearn	$531.96

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
31286		Sep6	Dec13			OntarioLearn	$435.10

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
31305		Sep6	Dec13			OntarioLearn	$435.10

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
32803		Sep15	Dec15			eLearn	$338.10

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
32793	WE	Sep14	Dec14	6:00-10:00	14	Classroom (FF)	$434.96

Business Skills

ce.mohawkcollege.ca/business-skills

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Business Analysis Introduction — MGMT10121

Introduces the fundamental processes, roles and responsibilities of the business analyst. 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
31697		Sep6	Dec13			OntarioLearn	$460.10

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
- Essential Skills for Supervisors
- Creating Amazing Customer Service
- Business Writing Skills

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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

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
31698		Sep6	Dec13			OntarioLearn	$244.05

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
31557		Sep6	Dec13			OntarioLearn	$391.10

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
31343		Sep6	Dec13			OntarioLearn	$338.50

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
31342		Sep6	Dec13			OntarioLearn	$322.40

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
31337		Sep6	Nov15			OntarioLearn	$338.50

Effective Supervision-Human Relations — MGMTMD221

Discover 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
31572		Sep6	Nov15			OntarioLearn	$338.50

Entrepreneurship Fundamentals — SBMGBU395

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31546		Sep6	Dec13			OntarioLearn	$435.10

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
31314		Sep6	Dec13			OntarioLearn	$435.10

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
31548		Sep6	Dec13			OntarioLearn	$338.50

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
31626		Sep6	Dec13			OntarioLearn	$435.10

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
31344		Sep6	Dec13			OntarioLearn	$435.10

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
31299		Sep6	Dec13			OntarioLearn	$391.10

Introduction to Supply Chain and Operations Management — BUSN10107

A supply chain is a network of organizations involved in the different processes and activities that produce value in the form of products and services in the hands of the ultimate customer or consumer. Covers how products and services are created and delivered to the customer. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32437		Sep6	Dec13			OntarioLearn	$435.10

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
31667		Sep6	Dec13			OntarioLearn	$435.10

Microeconomics — ECONEB122

ACCELERATED! 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
31772	MO/WE	Sep19	Oct31	6:00	9:30	Classroom (FF)	$338.10
31775	MO	Oct31	Jan6	6:00	9:30	Blended (FF)	$338.10

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
31308		Sep6	Dec13			OntarioLearn	$435.10

Retail Management — MGMT10124

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31699		Sep6	Dec13			OntarioLearn	$386.80

Strategic Planning — BUSN10108

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31312		Sep6	Dec13			OntarioLearn	$459.25

Human Resources

ce.mohawkcollege.ca/HRcourses

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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
31303		Sep6	Dec13			OntarioLearn	$435.10

Comprehensive Knowledge Exam Preparation — BUSN10121

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31317		Sep6	Dec13			OntarioLearn	$391.10

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
31341		Sep6	Dec13			OntarioLearn	$435.10

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
31350		Sep6	Dec13			OntarioLearn	$435.10

Medical Office Skills

ce.mohawkcollege.ca/office

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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
31689		Sep6	Dec13			OntarioLearn	$386.80

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
31675		Sep6	Dec13			OntarioLearn	$435.10

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
31536		Sep6	Dec13			OntarioLearn	$459.25

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
31553		Sep6	Dec13			OntarioLearn	$435.10

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
31662		Sep6	Dec13			OntarioLearn	$435.10

Non-Profit Marketing and Communication Series

ce.mohawkcollege.ca/nonprofit

Turn to page 2 for contacts

Non-profit Marketing and Communications — MRKT10058

NEW! Part 1. Professionals will learn the components and terminology of strategic marketing & communications plans in a non-profit setting and compare this with a traditional for-profit organization. Learners will have an opportunity to apply this knowledge through workshop activities. 3 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32526	TU	Sep27	Sep27	6:30-9:30	1	Classroom (FF)	$88.00

Targeted Marketing for Non-profits — MRKT10059

NEW! Part 2. Non-profit professionals will identify, understand and apply targeted marketing concepts. Workshop themes include objective setting, identifying target markets through quantitative and qualitative research, message definition, and utilizing appropriate media tools. Learners will have an opportunity to apply this knowledge through workshop activities. 3 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32517	TU	Oct4	Oct4	6:30-9:30	1	Classroom (FF)	$88.00

Effective Advertising for Non-profits ADVR10077

NEW! Part 3. Learn to develop effective advertising in a non-profit setting. Align advertising with marketing and communication plans. Conduct a SWOT analysis to determine effective advertising approaches. Learners will have an opportunity to apply this knowledge through workshop activities. 3 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32528	TU	Oct11	Oct11	6:30-9:30	1	Classroom (FF)	$88.00

Non-profit Public Relations HRES10026

NEW! Part 4. In the last workshop of this 4-part series, non-profit professionals will gain an understanding of the role of public relations. Draft an effective media release and understand strategies for developing media contacts. Learners will have an opportunity to apply this knowledge through workshop activities. 3 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32529	TU	Oct18	Oct18	6:30-9:30	1	Classroom (FF)	$88.00

Non-profit Marketing and Communication Series MRKT10057

NEW! Parts 1-4. This offering includes all four parts of the Non-Profit Marketing & Communications Workshop Series. 12 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32531	TU	Sep27	Oct18	6:30-9:30	4	Classroom (FF)	$264.00

Project Management

ce.mohawkcollege.ca/projectmanagement

Turn to page 2 for contacts

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
31345		Sep6	Dec13			OntarioLearn	$459.25
31380		Oct3	Jan9			OntarioLearn	$459.25
31395		Nov1	Feb7			OntarioLearn	$459.25
31404		Dec1	Mar9			OntarioLearn	$459.25

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
31666		Sep6	Dec13			OntarioLearn	$479.08
31381		Oct3	Jan9			OntarioLearn	$479.08
31398		Nov1	Feb7			OntarioLearn	$479.08
31407		Dec1	Mar9			OntarioLearn	$479.08

Social Media Essentials

ce.mohawkcollege.ca/socialmedia

Turn to page 2 for contacts

Applied Social Media in Business ADVR10072

NEW! ACCELERATED! Explore the application of social media in business organizations. Topics: corporate branding, fundraising, social media advocacy campaigns, realigning and utilizing traditional approaches to marketing, advertising and branding using social media. Discover the best practices for using social media as a learning and collaboration tool within organizations and in a professional networking and expertise-sharing capacity. Working knowledge of social media recommended. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32482		Sep6	Nov1			OntarioLearn	$459.25

Developing a Social Media Strategy ADVR10074

NEW! ACCELERATED! Focus on skills-building and creating and implementing a social media strategy including identifying and working with social media tools, assessing how tools support overall branding, advertising, marketing and/or communication strategies. Explore, identify and engage online communities that support internal and external social media strategies and learn about resources that aid in the development and implementation of effective social media strategies. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32485		Sep6	Nov1			OntarioLearn	$459.25

Fundamentals of Digital Marketing Management MRKT10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31628		Sep6	Dec13			OntarioLearn	$435.10

Measuring Social Media Impact ADVR10075

NEW! ACCELERATED! Discover the tools available for monitoring and measuring social media efforts. Discuss the challenges of ongoing measurement in a rapidly changing field and explore strategies for addressing these challenges. Introduces basic Search Engine Optimization (SEO) and how social media efforts can lead to increased and effective website traffic. Fundamentals of social media recommended. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32486		Sep6	Nov1			OntarioLearn	$459.25

Personal Social Media Branding ADVR10073

NEW! ACCELERATED! The line between personal and professional use of social media and the impact it has on both spheres is rarely clear. Develop an understanding of best practices for employee behaviour using social media and explore the common social media roles within an organization. Develop personal branding guidelines; identify differences between being personal and personable online and establish guidelines on how to create appropriate separation of professional versus personal life. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32484		Sep6	Nov1			OntarioLearn	$338.50

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 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
31627		Sep6	Dec13			OntarioLearn	$459.25

Social Media Risk Management ADVR10076

NEW! ACCELERATED! In the age of social media, communicators need to be ready to deal with crises at faster speeds than ever before. Explore topics covering internal and external crises, dealing with an unexpected crisis, using appropriate language in a crisis, and planning for a crisis. Using real-world case studies, learners critique steps taken to handle crises, prepare communications to be used in a crisis situation and create a social media crisis plan for a community organization. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32516		Sep6	Nov1			OntarioLearn	$459.25

Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

Programs and Courses

Ontario College Certificates

General Arts and Science Certificate (230) 42

Mohawk College Certificates

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Stand-Alone Courses

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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 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

OSLT - Health Sciences (944)
Learn to effectively and clearly communicate in Canadian health care workplaces

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

OSLT - Technolgy
Learn to interact clearly and effectively with colleagues, clients, supervisors and project team members and to understand technology workplaces in Ontario.

To register contact: **Call: 905-575-1212 ext. 3419**
Email: mary-anne.peters@mohawkcollege.ca
Web: mohawkcollege.ca/oslt

CREDENTIALED PROGRAMS

Academic and Career Entrance (ACE)

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 4 courses

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

ce.mohawkcollege.ca/ace

Academic and Career Entrance (ACE) courses are non-post-secondary courses designed to prepare you to succeed in post-secondary and apprenticeship training. They are accepted as OSSD equivalent by Colleges and Apprenticeship for purposes of admission. There are 10 ACE courses available. Most students participate in the courses they need to meet the prerequisites for admission to further their education.

Admission Requirements

- Completion of the Learn to Learn course. This 20 hour online course will help to determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. To register for the Learn to Learn course, please visit www.acedistancedelivery.ca to fill out an application.

Enrollment is limited and tuition is free.

ACE Apprenticeship Math — MATH10047 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32578		Sep1	Feb2			OntarioLearn	
32559		Nov1	Apr4			OntarioLearn	

ACE Biology — BIOL10011 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32579		Sep1	Feb2			OntarioLearn	
32560		Nov1	Apr4			OntarioLearn	

ACE Business Mathematics — MATH10046 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32565		Sep1	Feb2			OntarioLearn	
32546		Nov1	Apr4			OntarioLearn	

ACE Chemistry — GSCI10004 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32570		Sep1	Feb2			OntarioLearn	
32555		Nov1	Apr4			OntarioLearn	

ACE Communications — COMM10148 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32566		Sep1	Feb2			OntarioLearn	
32551		Nov1	Apr4			OntarioLearn	

ACE Computers — COMP10083 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32585		Sep1	Feb2			OntarioLearn	
32561		Nov1	Apr4			OntarioLearn	

ACE Core Math — MATH10045 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32568		Sep1	Feb2			OntarioLearn	
32552		Nov1	Apr4			OntarioLearn	

ACE Physics — PHYS10000 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32573		Sep1	Feb2			OntarioLearn	
32556		Nov1	Apr4			OntarioLearn	

ACE Self Management and Self Direction — CRED10044 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32576		Sep1	Feb2			OntarioLearn	
32557		Nov1	Apr4			OntarioLearn	

Academic Upgrading Programs

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

Program includes
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- An individualized "Learning Plan"

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

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

Read more at mohawkcollege.ca/AU

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

mohawk

EMPLOYMENT ONTARIO
Ontario's employment and training network.

Ontario

Canada

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
32577	TH	Sep1	Feb2			OntarioLearn	
32558	TU	Nov1	Apr4			OntarioLearn	

American Sign Language

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

ce.mohawkcollege.ca/asl

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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
31508	TU	Sep13	Nov29	6:00-9:15	12	Classroom (FF)	$313.95

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
31510	TH	Sep15	Dec1	6:00-9:15	12	Classroom (FF)	$313.95

Business Writing Skills

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

ce.mohawkcollege.ca/businesswriting

Turn to page 2 for contacts

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 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
31047		Sep6	Nov15			OntarioLearn	$290.20

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
31048		Sep6	Nov15			OntarioLearn	$290.20

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
31044		Sep6	Dec13			OntarioLearn	$435.10

Competence in the French Language Certificate (829)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/french

Turn to page 2 for contacts

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

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

Already Have Experience with the French Language?

- If you think that you are eligible for placement into a higher level, you should register for the appropriate exam.
- You can challenge up to 75% of the courses for the Certificate.
- Written tests (LANGFR003, LANGFR004, LANGFR005, LANGFR006): You may obtain up to 4 credits with these tests which measure competence in grammar.
- Oral tests (LANGFS032, LANGFS033): You may obtain up to 2 credits with these tests which measure conversational competence.
- A non-refundable fee will be charged.
- Exams are to be arranged during the semester.
- Contact Prior Learning Assessment & Recognition (PLAR) at plar@mohawkcollege.ca.

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

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
31165		Sep6	Dec13			OntarioLearn	$435.10

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
31166		Sep6	Dec13			OntarioLearn	$435.10

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
31167		Sep6	Dec13			OntarioLearn	$435.10

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
31168		Sep6	Dec13			OntarioLearn	$435.10

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
31169		Sep6	Dec13			OntarioLearn	$435.10

La Pratique du Français 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
31488	MO	Sep12	Dec5	6:30-9:45	12	Classroom (FF)	$313.95

La Pratique du Français 2 — LANGFR004

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31490	TU	Sep13	Nov29	6:30-9:45	12	Classroom (FF)	$313.95

La Pratique du Français 3 — LANGFR005

Exprimez-vous sans problème dans des discussions se rapportant à des situations quotidiennes. Le passé composé est un des points grammaticaux les plus importants enseignés dans ce niveau. Equivalent to: LANG10063. Prerequisite: LANGFR004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31492	WE	Sep14	Nov30	6:30-9:45	12	Classroom (FF)	$313.95

La Pratique du Français 4 — LANGFR006

Étudiez les éléments grammaticaux dans un contexte à la fois personnel et culturel. L'Imparfait, le conditionnel présent et passé ainsi que la révision des temps étudiés dans les niveaux précédents. Equivalent to: LANG10064. Prerequisites: LANGFR005 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31493	TH	Sep15	Dec1	6:30-9:45	12	Classroom (FF)	$313.95

La Pratique du Français 5 — LANGFR007

Enrichissez vos connaissances de la langue française en apprenant le Subjonctif, le Participe Présent, l'Infinitif Passé ainsi que les formes Actives, Passives et la Construction Causale. Equivalent to: LANG10065. Prerequisites: LANGFR006 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31495	MO	Sep12	Dec5	6:30-9:45	12	Classroom (FF)	$313.95

Parlons Français 1 — LANGFS032

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants : "Connaissons-nous", "Téléphonons", "Voyageons", "Demandons directions", "Allons à la poste". Prerequisite: LANGFR005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31498	WE	Sep14	Nov30	6:30-9:45	12	Classroom (FF)	$313.95

Parlons Français 2 — LANGFS033

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants: "Préparons un voyage!", "Faisons nos valises/Passons les douanes!", "Arrivons à l'hôtel", "Séjournons à l'hôtel" et "Partons de l'hôtel". Prerequisites: LANGFR006 and LANGFS032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31499	TH	Sep15	Dec1	6:30-9:45	12	Classroom (FF)	$313.95

Parlons Français 3 — LANGFS071

Développez votre vocabulaire en étudiant les thèmes suivants: "Allons visiter - ville.", "Allons au restaurant!", "Allons magasiner!", "Allons nous habiller!", "Allons à la Banque!". Diverses conversations et situations quotidiennes échangées au sein d'une ambiance et d'une atmosphère relaxantes et amicales. Prerequisites: LANGFR007 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31500	TU	Sep13	Nov29	6:30-9:45	12	Classroom (FF)	$313.95

Tuition Assistance

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

General Arts and Science Certificate (230)

ONTARIO COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/gas

This program is designed to offer transfer pathways to additional college and university programs.

Program Highlights

- Experience the benefits of a program designed as a bridge to help you choose the right path.
- Choose from a wide selection of course options for future studies in Business, Health Sciences, Social Sciences, Human Services and other college and university programs.
- Gain both a good grounding in academic skills, and exposure to a wide variety of academic disciplines.
- Acquire a well-rounded general education and develop skills in Humanities and Social Sciences.

Admission Requirements

- OSSD or equivalent (Mohawk Academic Upgrading, GED) including Grade 12 English (C or U) or equivalent.
- Grade 10 Mathematics (D or P) or equivalent is recommended for students taking Math and Science courses

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CREDAS101	First Year Foundations	42
SSCI10051	Intro to Critical Thinking	42
Option Group 1 - Choose 1:		
COMM11040	Communications D	56
COMMLL041	Communications	42
Option Group 2 - Choose 3:		
See website for complete list of courses.		
Option Group 3 - Choose 4:		
See website for complete list of courses.		

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
31050		Sep6	Dec13			OntarioLearn	$435.10
31238		Oct3	Jan9			OntarioLearn	$435.10
31252		Nov1	Feb7			OntarioLearn	$435.10
31247		Dec1	Mar9			OntarioLearn	$435.10

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
31506	SA	Sep24	Dec3	8:30-1:30	11	Classroom (FF)	$434.96

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31183		Sep6	Dec13			OntarioLearn	$435.10
32457	TH	Sep22	Dec8	6:00-9:30	12	Classroom (FF)	$338.10

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
31179		Sep6	Dec13			OntarioLearn	$435.10
31708	TH	Sep15	Dec15	6:30-9:30	14	Classroom (FF)	$338.10
31245		Oct3	Jan9			OntarioLearn	$435.10
31263		Nov1	Feb7			OntarioLearn	$435.10
31251		Dec1	Mar9			OntarioLearn	$435.10

Introductory Sociology — 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
32843	TU	Sep13	Dec13	6:30-9:30	14	Classroom (FF)	$338.10

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
32809		Sep6	Dec13			eLearn	$338.10

Sociology: Diversity and Social Change — 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
31202		Sep6	Dec13			OntarioLearn	$391.10

Language Interpreter Training Program

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 6 courses

ce.mohawkcollege.ca/languageinterpreter

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.

Admission Requirements

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

PROGRAM OF STUDIES

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

Competency Tests (CILISAT or ILSAT):

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

Introduction to Spoken Language Interpreting LANG10031

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31157		Sep6	Dec13			OntarioLearn	$294.50

Consecutive Interpreting LANG10032

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31158		Sep6	Dec13			OntarioLearn	$338.50

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
31159		Sep6	Dec13			OntarioLearn	$338.50

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
31160		Sep6	Dec13			OntarioLearn	$338.50

Setting Specific Interpreting LANG10035

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31161		Sep6	Dec13			OntarioLearn	$386.80

Capstone Course, Skills Integration LANG10036

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting. Also covers professional comportment and the financial management skills required for work as an independent contractor. Prior to registering you must provide proof of successful completion of the CILISAT or ILSAT. Prerequisite: LANG10035.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31162		Sep6	Dec13			OntarioLearn	$294.50

Online Course?

Book your exam early!

For instructions visit

ce.mohawkcollege.ca/exams

Writing for Publication Certificate (123)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/writingpublication

Ideal for beginners and established writers 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.

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES

Option Group 1 - Choose 3:		Hours
COMM10311	Plot Development	39
COMM10312	Character Development	39
COMM10310	Prose Styles	39
COMMLL904	Creative Writing	39
LANGLL936	Writing the Novel 1	39
COMM10000	Intro To Creative Non-Fiction	39
COMMLLT03	Writing For Publication - Level 1	42
COMMLLT09	Writing For Publication - Level 2	42
COMMLLT02	Grammar For Writing Professionals	42
COMMLLT08	Writing Mystery And Suspense Stories	36
COMMLLP04	Writing Poetry	39
Option Group 2 - Choose 2:		
See website for a complete list of courses.		

ACKNOWLEDGEMENT OF COMPLETION

Visit the website for details on furthering your studies.

Grammar For Writing Professionals COMMLLT02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31053		Sep6	Dec13			OntarioLearn	$435.10

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
31011		Sep6	Dec13			OntarioLearn	$366.95

Poetry Writing COMMLLT13

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31097		Sep6	Dec13			OntarioLearn	$435.10

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
31094		Sep6	Dec13			OntarioLearn	$415.25

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
31020		Sep6	Dec13			OntarioLearn	$366.95

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
31711	SA/SU	Oct22	Oct23	10:00-4:30	2	Classroom (FF)	$96.60

Writing Family History and Memoirs — COMM10111

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31710	TU	Sep20	Nov29	6:30-10:00	11	Classroom (FF)	$313.95

Writing For Children — COMMLLP05

Explore children's literature. Develop the unique skills needed to produce stories, poems, and articles for primary and grade-school children. Topics include getting ideas, getting published and marketing your work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31703	TH	Sep22	Dec15	6:30-9:30	13	Classroom (FF)	$313.95

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
31093		Sep6	Dec13			OntarioLearn	$435.10

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
31096		Sep6	Dec13			OntarioLearn	$435.10

OTHER COURSES

French - Advanced

ce.mohawkcollege.ca/advancedfrench

Turn to page 2 for contacts

Enhance your ability to converse in French!

Admission Requirements

- Certificate of Competence in the French Language or equivalent experience

Parlons Avance 1 — LANGFS077

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31652	MO	Sep12	Dec5	6:30-9:45	12	Classroom (FF)	$241.50

Parlons Avance 6 — LANGFS082

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31653	TU	Sep13	Nov29	6:30-9:45	12	Classroom (FF)	$241.50

General Education / Social Sciences

ce.mohawkcollege.ca/generaleducation

Turn to page 2 for contacts

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.

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 General Education Coordinator, 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.

Aging in Society — PERS10026 (E)

NEW! Focus on a multi-disciplinary examination of the ways in which human aging is viewed by society and how these perceptions impact society's response to the practical and socio-political aspects of aging. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32810		Sep6	Dec13			OntarioLearn	$435.10

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
31103		Sep6	Dec13			OntarioLearn	$391.10

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
31176		Sep6	Dec13			OntarioLearn	$459.25

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
31003		Sep6	Dec13			OntarioLearn	$479.08

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
31149		Sep6	Dec13			OntarioLearn	$459.25

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
31200		Sep6	Dec13			OntarioLearn	$391.10

Censorship and the Media — MCOM10060 (E)

Examine the history of censorship and its application in current issues. Through exposure to controversial materials and the discourse of censorship, gain an understanding of who controls knowledge, why and to what effect. Prerequisite: College English or equivalent. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31170		Sep6	Dec13			OntarioLearn	$435.10

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
31042		Sep6	Dec13			OntarioLearn	$391.10

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31183		Sep6	Dec13			OntarioLearn	$435.10
32457	TH	Sep22	Dec8	6:00-9:30	12	Classroom (FF)	$338.10

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
31189		Sep6	Dec13			OntarioLearn	$435.10
31264		Nov1	Feb7			OntarioLearn	$435.10

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
31095		Sep6	Dec13			OntarioLearn	$435.10
31254		Nov1	Feb7			OntarioLearn	$435.10

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
31197		Sep6	Dec13			OntarioLearn	$391.10

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
31147		Sep6	Dec13			OntarioLearn	$459.25
31255		Nov1	Feb7			OntarioLearn	$459.25

Introduction to Sustainable Development — ENVR10026 (E)

Discuss environmental, economic and social issues that impact 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
31141		Sep6	Dec13			OntarioLearn	$459.25

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
31179		Sep6	Dec13			OntarioLearn	$435.10
31708	TH	Sep15	Dec15	6:30-9:30	14	Classroom (FF)	$338.10
31245		Oct3	Jan9			OntarioLearn	$435.10
31263		Nov1	Feb7			OntarioLearn	$435.10
31251		Dec1	Mar9			OntarioLearn	$435.10

Introductory Sociology — 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
32843	TU	Sep13	Dec13	6:30-9:30	14	Classroom (FF)	$338.10

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
31150		Sep6	Dec13			OntarioLearn	$435.10
31256		Nov1	Feb7			OntarioLearn	$435.10

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
31151		Sep6	Dec13			OntarioLearn	$435.10
31258		Nov1	Feb7			OntarioLearn	$435.10
31248		Dec1	Mar9			OntarioLearn	$435.10

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
31194		Sep6	Dec13			OntarioLearn	$391.10

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
31143		Sep6	Dec13			OntarioLearn	$459.25

Person Directed Planning — PERS10025 (E)

NEW! Discover different ways of assisting people to achieve their desired lifestyle through person directed planning. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32816		Sep6	Dec13			OntarioLearn	$435.10

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
31198		Sep6	Dec13			OntarioLearn	$391.10

Philosophy of Love and Sex — PERS10024 (E)

NEW! Love has the power to make us feel extraordinarily happy and utterly devastated. Explore this from the perspective of philosophy, which in itself is a form of love, specifically, the love of wisdom. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32818		Sep6	Dec13			OntarioLearn	$459.25

Political Science & Public Administration — SSCISS027 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31199		Sep6	Dec13			OntarioLearn	$391.10

Popular Music and Society — MUSC10114 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31171		Sep6	Dec13			OntarioLearn	$391.10

Science Fiction — COMM10043 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31014		Sep6	Dec13			OntarioLearn	$435.10

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
31196		Sep6	Dec13			OntarioLearn	$435.10

Social Psychology — PSYC10012 (E)

Develop an understanding of 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
31175		Sep6	Dec13			OntarioLearn	$435.10

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
31203		Sep6	Dec13			OntarioLearn	$391.10

Sociology: Diversity and Social Change — 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
31202		Sep6	Dec13			OntarioLearn	$391.10

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
31475		Sep6	Dec13			OntarioLearn	$391.10

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
31192		Sep6	Dec13			OntarioLearn	$391.10

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
31174		Sep6	Dec13			OntarioLearn	$391.10

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
31155		Sep6	Dec13			OntarioLearn	$435.10
31241		Oct3	Jan9			OntarioLearn	$435.10
31259		Nov1	Dec19			OntarioLearn	$435.10

The Study of Human Sexuality — SSCI10003 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31195		Sep6	Dec13			OntarioLearn	$459.25

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
31018		Sep6	Dec13			OntarioLearn	$479.08

The Video Game West — COMP10190 (E)

NEW! Explore North American history and issues, technological developments and contemporary societal connections via the Western video game genre. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32817		Sep6	Dec13			OntarioLearn	$435.10

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
31177		Sep6	Dec13			OntarioLearn	$459.25
31709	WE	Sep14	Dec14	6:30-9:30	14	Classroom (FF)	$362.25
31243		Oct3	Jan9			OntarioLearn	$459.25
31260		Nov1	Feb7			OntarioLearn	$459.25
31249		Dec1	Mar9			OntarioLearn	$459.25

Languages

ce.mohawkcollege.ca/languages

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Introduction to Japanese — LANG10060

Gain a basic understanding of conversational Japanese, with a focus on vocabulary, common phrases, and grammar fundamentals. Japanese culture, customs, and society are also examined. Microphone required. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31164		Sep6	Dec13			OntarioLearn	$435.10

Italian 1 — LANGLLA03

Learn the essentials of grammar, idiomatic expressions and conversation for everyday use. Text required for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31515	WE	Sep14	Nov30	6:00-9:15	12	Classroom (FF)	$313.95

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
31163		Sep6	Dec13			OntarioLearn	$391.10

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
31516	WE	Sep14	Nov30	6:00-9:15	12	Classroom (FF)	$313.95

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
31518	TU	Sep13	Nov29	6:00-9:15	12	Classroom (FF)	$313.95

Preparatory Sciences

ce.mohawkcollege.ca/sciences

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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
31091		Sep6	Dec13			OntarioLearn	$494.57

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
31092		Sep6	Dec13			OntarioLearn	$494.57

Sign Language

ce.mohawkcollege.ca/sign-language

Turn to page 2 for contacts

First Responders Basic American Sign Language — LANG10088

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32454	SA/SU	Oct15	Oct16	9:00-4:00	2	Classroom (FF)	$101.60

Writing and Communication

ce.mohawkcollege.ca/writing

Turn to page 2 for contacts

For ESL (English as a Second Language) Students:

- COMMLL044 is equivalent to COMM11040 and COMMLL041.

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
31049		Sep6	Dec13			OntarioLearn	$432.16

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
31050		Sep6	Dec13			OntarioLearn	$435.10
31238		Oct3	Jan9			OntarioLearn	$435.10
31252		Nov1	Feb7			OntarioLearn	$435.10
31247		Dec1	Mar9			OntarioLearn	$435.10

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
31506	SA	Sep24	Dec3	8:30-1:30	11	Classroom (FF)	$434.96

Developing a Course with Desire2Learn — COMP10188

NEW! Desire2Learn is a learning management system that allows users to develop and manage a course in an online environment. Discover the D2L environment and familiarize yourself with the tools available. Develop your own D2L course during this learning experience. Moderate computer and internet skills are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32611		Sep6	Dec13			OntarioLearn	$338.50

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
31023		Sep6	Dec13			OntarioLearn	$459.25

Introduction to Research Design — CRED10109

NEW! Develop research literacy by studying research concepts, methodologies and techniques used in business, health, engineering, community services, and media. Examine historical, cultural and worldview perspectives that underlie decisions about research. Address ethical responsibilities inherent in research processes and products. Learn to identify and critically interpret research evidence to support decision-making processes in work environments and day-to-day life.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32612		Sep6	Dec13			OntarioLearn	$435.10

Organizational Business Communication — COMM10027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31327		Sep6	Dec13			OntarioLearn	$456.10

Research Proposals: Planning and Design — RSCH10009

NEW! Research is a key component of sustainability in social and business-oriented organizations. Understand the elements of problem definition, reliable and valid methodologies, and data collection. The foundational skill of ethical consideration is developed. Prepare a complete Research Proposal prior to course completion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32623		Sep6	Dec13			OntarioLearn	$459.25

Research Skills — COMM10340

NEW! Develop your abilities to effectively evaluate information and problem solve from a consumer's point of view. Gain skills in detecting misinformation and in applying good information. Develop essential skills in social science research, learn to locate and evaluate research, and through practical experience, apply the information gathered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32613		Sep6	Dec13			OntarioLearn	$322.40

Researching and Reporting-Lgs — COMMLL122

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31052		Sep6	Dec13			OntarioLearn	$391.10

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
31022		Sep6	Dec13			OntarioLearn	$479.08

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. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31027		Sep6	Dec13			OntarioLearn	$479.08

Need to pick up a course you missed?

Let Continuing Education get you back on track!

Required courses may be available through Continuing Education

Visit **ce.mohawkcollege.ca/BackOnTrack** or email **ceweb@mohawkcollege.ca**

Community Services and Support

ce.mohawkcollege.ca/communityservices

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CREDENTIALED PROGRAMS

Addictions/Concurrent Disorders

ACKNOWLEDGEMENT OF COMPLETION

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Completion Requirement: 3 courses

ce.mohawkcollege.ca/acd

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.

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

Addictions and Mental Health — HMNS10119

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31391		Sep6	Dec13			OntarioLearn	$435.10

Introduction to Mental Health (ACD) — HMNS10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32523	TU	Sep13	Nov8	6:00-9:00	9	Classroom (FF)	$217.35

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Autism and Behavioural Sciences Certificate (164)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 14 courses

ce.mohawkcollege.ca/autism

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.

Admission Requirements

- Prior approval for this certificate is necessary. Apply online at the website above.
- 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 Continuing Education
  P.O. Box 2034, Room i108
  Hamilton, ON, L8N 3T2

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HSCI10041	Autism - Introduction to Autism Spectrum Disorder (ASD)	45
HSCI10042	Introduction to Applied Behaviour Analysis	60
EDUC10034	Ethics and Professionalism	30
EDUC10030	Specialized Instructional Strategies	60
HMNS10005	Working with Families and Teams	45
CONF10004	Non Violent Crisis Intervention	14
WORK10144	ABS Field Seminar 1	28
WORK10596	Field Placement	126
EDUC10028	Behavioural Skill Building	60
EDUC10029	Parent and Staff Training	30
EDUC10031	Transition Planning and Implementation	30
HMNS10006	Treating Challenging Behaviour	45
WORK10020	Field Placement 2	196
WORK10145	ABS Field Placement Seminar 2	28

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
31608		Sep15	Dec15			eLearn	$402.30

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
31253		Sep6	Dec13			OntarioLearn	$558.40

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
31609		Sep15	Dec15			eLearn	$268.20

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
31610		Sep15	Dec15			eLearn	$514.80

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
31261		Sep6	Dec13			OntarioLearn	$338.50

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
31611		Sep15	Dec15			eLearn	$514.80

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
31257		Sep6	Dec13			OntarioLearn	$338.50

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
31262		Sep6	Dec13			OntarioLearn	$459.25

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
32799		Sep15	Dec15			eLearn	$402.30

Career Consultant Certificate (076)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/careerconsultant

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.

CDP Career Development Practitioners Certification Board of Ontario

Admission Requirements

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CREDCAR01	Theories Of Career Development	39
CREDCAR02	Career Development Resources	39
CREDCAR03	Work Search Tools and Techniques	39
CREDCAR04	Individual Helping Relationships	39
CREDCAR05	Group Facilitation Skills	39
CREDCAR06	Career Development Measurement And Assessment	39
CREDCAR07	Socio Economic Change And Response	39
CREDCAR08	Diversity In The Workplace	39

Career Development Measurement And Assessment — CREDCAR06

Examine various professional assessment instruments, their application, scoring, interpretation and limitations. Upon completion of this course there may be additional requirements needed before you have the right to purchase or use these tools. Fee includes assessment materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32777	TH	Sep22	Dec15	6:30-9:30	13	Classroom (FF)	$438.95

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

Career Development Resources — CREDCAR02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32664	MO	Sep12	Dec12	6:30-9:30	13	Classroom (FF)	$313.95

Group Facilitation Skills — CREDCAR05

Combine theory and practice to discover the key competencies required to deliver effective group sessions on career development. Focus on effective group facilitation techniques, adult learning theories, stages of group development, group member roles, and methods of managing challenging group participants.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32775	WE	Sep21	Dec14	6:30-9:30	13	Classroom (FF)	$313.95

Individual Helping Relationships — CREDCAR04

One-to-one helping relationships with clients demand expertise in skills such as: active listening, establishing rapport, attending to non-verbal cues, open and closed questioning and goal setting. Examine the practitioner's experience during the helping relationship, ethical issues, standards of practice and making appropriate referrals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32774	TU	Sep20	Dec13	6:30-9:30	13	Classroom (FF)	$313.95

Socio Economic Change And Response — CREDCAR07

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32780	MO	Sep12	Dec12	6:30-9:30	13	Classroom (FF)	$313.95

Child & Youth Care Diploma (612)

Formerly Child & Youth Worker (610)

Turn to page 2 for contacts

ONTARIO COLLEGE ADVANCED DIPLOMA

Graduation Requirement: 30 courses

ce.mohawkcollege.ca/cyw

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.

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.
- Submit application online on the program webpage.

PROGRAM OF STUDIES

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

Health Care & Pharmacology For Child & Youth Care — HSCICC327 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31795		Sep15	Dec15			eLearn	$338.10

Interviewing Skills 1 — COUN10011 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31568		Sep6	Dec13			OntarioLearn	$435.10

Interviewing Skills 2 — COUN10012 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31571		Sep6	Dec13			OntarioLearn	$435.10

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31774	TH	Sep15	Dec15	6:30-9:30	14	Blended (FF)	$338.10

Legislation: Policies & Procedures — MGMTCC153 (SA)

Year 1 & 2. Focus on government structures, children's services legislation, agency licensing, policies & procedure, legal rights of children & adolescents, court procedures, logistics & protocol, routes of entry into service system, ethics & legal standards of C&Y work practice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31601		Sep15	Dec15			eLearn	$338.10

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31602		Sep15	Dec15			eLearn	$338.10

Therapeutic Programming & Life Skills — HMNSCC162 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31603	TU	Sep13	Dec13	6:30-9:30	14	Blended (FF)	$338.10

Trauma Informed Treatment Approach — HMNS10124 (SA)

Examination of treatment therapies, concepts and practice utilized in human services work. Comparing and contrasting the various approaches and articulating the differences and usage for the Child and Youth Worker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31604		Sep15	Dec15			eLearn	$338.10

Working with Exceptionalities — HMNS10103 (SA)

Year 1 & 2. Introduces a variety of exceptionalities found in children and youth. Diagnosis, commonalities, assessment and interventions will be explored in relation to each exceptionality introduced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31797	WE	Sep14	Dec14	6:30-9:30	14	Classroom (FF)	$338.10

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31779		Sep15	Dec15			eLearn	$595.04

Field Placement 1 — WORK10136 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32339		Sep8	Dec15			FieldWork	$559.87

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31786		Sep15	Dec15			eLearn	$225.40

Field Placement 2 — WORK10137 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32358		Sep8	Dec15			FieldWork	$811.05

Children's Mental Health

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 6 courses

ce.mohawkcollege.ca/cmh

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.

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

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

Cognitive Development, Trauma and Loss - Child Health Focus — HLTH10218

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31485		Sep6	Dec13			OntarioLearn	$459.25

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
31483		Sep6	Dec13			OntarioLearn	$459.25

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
31482		Sep6	Dec13			OntarioLearn	$459.25

NEW Concurrent Disorders Certificate (252)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/concurrent

Develop an understanding of substance abuse, mental illness and the use of drugs in this part-time program. Complete field placements in a variety of community organizations. There is an increasing recognition of the unique needs of people who live with concurrent disorders in the helping professions. Co-occurring substance use and mental health problems present challenges for people in accessing comprehensive support and services. Most promising practices in social and health service agencies include integrated treatment approaches that are based on processes of empowerment that complement a person-centered model of wellness and health. Similarly, stakeholders locally and provincially, have acknowledged the need for employees with an understanding of people who live with concurrent disorders as well as supports, resources, and evidence based approaches.

Admission Requirements

- Prior approval for this certificate is necessary. Apply online at the website above.
- Minimum two-year College diploma or University degree.
- Preference given to applicants with a diploma or degree in Human Services.
- Past history working with individuals in a volunteer/field placement activity is strongly recommended.
- Applicants should note that some employment opportunities require that certain physical standards must be met as a condition of employment.

PROGRAM OF STUDIES

For students starting Fall 2016. It is recommended that you complete 2 - 3 courses per semester to complete your credential in 2 years.

Mandatory Courses:		Hours
COUN10003	Development of Counselling Skills	56
CRED10088	Preparation for Field Placement	14
HLTH10152	Fostering Healthy Lifestyles	28
HLTH10153	Pharmacology for Concurrent Disorders	42
HMNS10050	Concurrent Disorders	56
HMNS10094	Concurrent Disorders, Issues & Ethics	42
COMM10131	Research, Reports and Proposals	21
CRED10081	Concurrent Disorders Field Seminar	14
HMNS10052	CD Treatment: Models for Treating Varied Populations	35
HMNS10053	Supporting Families Living With Concurrent Disorders	14
HMNS10054	Relapse Prevention and Harm Reduction	21
SAFE10085	Critical Incident & Safety Management	21
WORK10113	Field Placement Concurrent Disorders	200

Concurrent Disorders — HMNS10050 (SA)

NEW! Analyze the prevalence of concurrent disorders and the relationship between the mental health system and the addictions system. Reflect on personal values and perspectives in regard to individuals with concurrent disorders. Examine evidence-based treatment models used by professionals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31420		Sep6	Dec13			OntarioLearn	$588.76

Concurrent Disorders, Issues & Ethics — HMNS10094 (SA)

NEW! Explore the impact of prejudice and discrimination on people with mental health and substance use problems, as well as the issues and ethics involved when working with people experiencing concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31421		Sep6	Dec13			OntarioLearn	$466.70

Development of Counselling Skills — COUN10003 (SA)

NEW! Utilize assessment skills and counselling techniques with a variety of approaches that are client centered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31417		Sep6	Dec13			OntarioLearn	$588.76

Fostering Healthy Lifestyles — HLTH10152 (SA)

NEW! Appraise appropriate wellness education and engagement strategies in the development and promotion of healthy lifestyles with a focus on individuals who live with concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31418		Sep6	Dec13			OntarioLearn	$328.80

Pharmacology for Concurrent Disorders — HLTH10153 (SA)

NEW! Explore the needs of clients who are taking prescribed medications and also have substance use problems. Examine the effects of psychiatric medications and substance use on the brain, how neurotransmitters work and pharmacokinetics. Determine common interactions between psychiatric medications and substance use.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31419		Sep6	Dec13			OntarioLearn	$466.70

Preparation for Field Placement — CRED10088 (SA)

NEW! Outline expectations for Field Placement learning outcomes. Prepare for agency interview (resume, cover letter, interview practice). Employability skills and ethical practice considerations are established.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32475		Sep6	Dec13			OntarioLearn	$190.89

Counselling Techniques Certificate (802)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/counsellingtechniques

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.

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 and PSYCSS271 are offered on page 47.

Group Counselling — COUNTC105

Gain an understanding of the theory and practice of successful group leadership and participation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32477	WE	Sep14	Dec7	6:15-9:30	13	Blended (FF)	$338.10

Report Writing For The Behavioural Sciences — PSYCTC106

Examine written communication requirements in social service agencies, including letters, memos, assessment reports, referral forms, and case histories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32520	MO	Sep12	Dec5	6:15-9:30	13	Blended (FF)	$338.10

Criminal Psychology and Behaviour

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 6 courses

ce.mohawkcollege.ca/criminal

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.

PROGRAM OF STUDIES

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

Co-dependency as an Addiction — PSYC10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31491		Sep6	Dec13			OntarioLearn	$459.25

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
31507		Sep6	Dec13			OntarioLearn	$459.25

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
31509		Sep6	Dec13			OntarioLearn	$415.25

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
31512		Sep6	Dec13			OntarioLearn	$415.25

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
31511		Sep6	Dec13			OntarioLearn	$415.25

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
31513		Sep6	Dec13			OntarioLearn	$459.25

"I would definitely recommend Mohawk's ECE program. The teachers were supportive and I was able to take advantage of online learning and study at home in order to balance my family obligations. There are so many opportunities for employment and my co-op learning experiences have given me a chance to work with children and prepare me for that next step in to the workforce."

Linda, Early Childhood Education (ECE) Graduate

Diversity and Intercultural Relations

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 6 courses

ce.mohawkcollege.ca/diversity

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.

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	Introductory Sociology	42
SSCISS288	Contemporary Social Problems-Police Foundations	48

SSCISS108 is offered on page 47.

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
31232		Sep6	Dec13			OntarioLearn	$479.08

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
31502		Sep6	Dec13			OntarioLearn	$435.10

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
31009		Sep6	Dec13			OntarioLearn	$435.10

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
31489		Sep6	Dec13			OntarioLearn	$435.10

World Religions: Western and Eastern Traditions EDUC10092

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31480		Sep6	Dec13			OntarioLearn	$378.75

Early Childhood Education Diploma (213)

ONTARIO COLLEGE DIPLOMA

Turn to page 2 for contacts

Graduation Requirement: 25 courses

ce.mohawkcollege.ca/ece

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.

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Grade 12 English (70% guideline).
- Volunteer experience in child care is strongly recommended.
- Communicable Disease Screening and a Criminal Background Check will be required before beginning placement.
- Submit application online on the program webpage.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUC10074	Infant and Toddler Learning Environment	42
EDUCEC115	Learning Environment 1	42
EDUCEC121	Child Development & Behaviour 1	42
EDUCEC128	Parent Teacher Child Relationship 1	42
HLTHEC101	Health, Safety & Nutrition	28
EDUC10093	Field Placement Prep	14
1 Communications Course (COMMLL041 or COMM11040)		
EDUCEC215	Learning Environment 2	42
EDUCEC221	Child Development & Behaviour 2	42
EDUCEC228	Parent Teacher Child Relationship 2	42
WORK10130	ECE Field Placement 1	200
WORK10603	Theory to Practice 1	28
EDUCEC129	Family Dynamics	42
EDUCEC301	Inclusion in the ECE Classroom	42
EDUCEC323	ECE Curriculum 1	42
EDUCEC420	Parents As Partners	42
WORK10131	ECE Field Placement 2	200
WORK10604	Theory to Practice 2	28
EDUCEC332	Supervision And Administration	35
EDUCEC423	ECE Curriculum 2	42
EDUCEC428	Issues in ECE	35
WORK10132	ECE Field Placement 3	200
WORK10605	Theory to Practice 3	28
OPELXXXXX	General Education Option	42
OPELXXXXZ	General Education Option	42

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
31415		Sep6	Dec13			OntarioLearn	$435.10

Child Development & Behaviour 1 — EDUCEC121 (SA)

ACCELERATED CRN! 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
31808		Sep15	Dec15			eLearn	$338.10
32860		Oct3	Oct28			eLearn	$338.10

Child Development & Behaviour 2 — EDUCEC221 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31807		Sep15	Dec15			eLearn	$338.10

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
31005		Sep6	Dec13			OntarioLearn	$479.08

ECE Curriculum 1 — EDUCEC323 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31806		Sep15	Dec15			eLearn	$338.10

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
31814		Sep15	Dec15			eLearn	$338.10

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
31413		Sep6	Dec13			OntarioLearn	$391.10

Field Placement Prep — EDUC10093 (SA)

Prepare and meet the requirements for upcoming field placements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31802		Sep8	Oct20			eLearn	$213.69
31805		Nov3	Dec15			eLearn	$213.69

Infant and Toddler Learning Environment — EDUC10074 (SA)

Relate concepts and principles of infant and toddler development to designing developmentally appropriate curriculum and learning environments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31605	TU	Sep13	Dec13	6:30-9:30	14	Blended (FF)	$338.10

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
31412		Sep6	Dec13			OntarioLearn	$334.75

Learning Environment 1 — EDUCEC115 (SA)

Plan, organize, implement and evaluate program ideas and activities. Develop a repertoire of resources by setting up an engaging and stimulating learning environment. 30 hours in class and 12 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31606	TH	Sep15	Dec15	6:30-9:30	14	Blended (FF)	$338.10

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
32905	MO	Sep12	Dec12	6:30-9:30	14	Blended (FF)	$338.10

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
31416		Sep6	Dec13			OntarioLearn	$322.40
31574		Nov7	Feb6			OntarioLearn	$322.40

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
31414		Sep6	Dec13			OntarioLearn	$435.10

Early Childhood Education - Leadership and Administration Certificate (932)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement 6 courses

ce.mohawkcollege.ca/eceleadershipadmin

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.

Apply now at the website above!

ECE Communication and Relationships — COMM10286

Explore verbal, written and social media methods to implement best practices and exhibit professionalism with interpersonal business communications in early learning and care. 21 hours in class and 21 hours online. Prerequisite or Corequisite: EDUC10080.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32336	TU	Sep13	Dec13	6:30-9:30	14	Blended (FF)	$338.10

ECE-Leadership in Action — EDUC10082

Exemplify leadership as it relates to all other pillars of the program in this capstone course. Incorporate leadership principles within a variety of early learning and care settings, including home-based operations, for productive day-to-day operations such as: curriculum evaluation and development, stakeholder collaboration, professional practice, advocacy and support of organizational change and new government initiatives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32337	TH	Sep15	Dec15	6:30-9:30	14	Classroom (FF)	$338.10

Early Childhood Education Resource Consulting Certificate (956)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/eceresourceteacher

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.

Admission Requirements

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

PROGRAM OF STUDIES

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

Individual Development Planning 1 **HMNSRT011 (SA)**

Apply different observation techniques, screening procedures and assessment tools in the screening and assessment process for preschool children. Implement a functional assessment tool with the intention of creating an Individual Program Plan for a child, which includes a written report, strengths and goals, and short term program planning using a class wide approach. Prerequisite or Corequisite: EDUCRT001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32456		Sep8	Dec8			eLearn	$338.10

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
31563		Sep6	Dec13			OntarioLearn	$435.10

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: HMNSRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32471		Sep6	Dec13			FieldWork	$568.60

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
32473		Sep6	Dec13			FieldWork	$568.60

Educational Support Diploma (747)

ONTARIO COLLEGE DIPLOMA

Turn to page 2 for contacts

Graduation Requirement: 25 courses

ce.mohawkcollege.ca/es

Complete your diploma online! Obtain the knowledge, skills and aptitudes to work with and support children with special needs in an educational environment.

Admission Requirements

- Courses are restricted to those who have applied and been accepted. Refer to website for application form and acceptance timelines.
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including: Grade 12 English, C or U or equivalent (70% guideline).
- First aid and crisis intervention training are strongly recommended.
- Your Program of Studies will vary depending on your completion date.

PROGRAM OF STUDIES

Program of Studies listed below is for students starting in Fall 2016.

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
PSYCSS156	Introductory Psychology	42
SAFE10004	Safety In An Educational Setting	42
1 Communications course (COMMLL041 or COMM11040)		
EDUC10075	Placement Preparation	42
EDUC10002	Cultural Diversity	42
EDUC10040	Total Communication Part 1	42
PSYCSS271	Developmental Psychology	42
EDUCEDE22	Behaviour and Mental Health Exceptionalities	42
EDUC10085	Placement 1	132
2 General Education courses		
COMP10006	Adaptive Computer Technology in Education	42
EDUC10041	Total Communication Part 2	42
EDUCEDE21	Classroom Skills	42
EDUCEDE23	Comunication Exceptionalities	42
EDUC10086	Placement 2	132
EDUC10001	Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004	Learning Strategies	42
EDUC10037	Transition Planning	42
EDUCEDE26	Exceptionalities 3	42
EDUC10087	Placement 3	132

Adaptive and Assistive Technology **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
31045		Sep6	Dec13			OntarioLearn	$391.10

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
31046		Sep6	Dec13			OntarioLearn	$391.10

Behaviour and Mental Health Exceptionalities — EDUCEDE22 (SA)

ACCELERATED CRN! 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
31033		Sep6	Dec13			OntarioLearn	$391.10
31120		Oct3	Nov21			OntarioLearn	$391.10

Classroom Skills — EDUCEDE21 (SA)

ACCELERATED CRN! 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
31034		Sep6	Dec13			OntarioLearn	$391.10
31035		Oct3	Nov21			OntarioLearn	$391.10

Communication Exceptionalities — EDUCEDE23 (SA)

ACCELERATED CRN! 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
31031		Sep6	Dec13			OntarioLearn	$391.10
31032		Oct3	Nov21			OntarioLearn	$391.10

Cultural Diversity — EDUC10002 (SA)

ACCELERATED CRN! 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
31051		Sep6	Dec13			OntarioLearn	$391.10
31054		Oct3	Nov21			OntarioLearn	$391.10

Exceptionalities 3 — EDUCEDE26 (SA)

ACCELERATED CRN! "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
31030		Sep6	Dec13			OntarioLearn	$391.10
31236		Oct3	Nov21			OntarioLearn	$391.10

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
31039		Sep6	Dec13			OntarioLearn	$391.10

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
31058		Sep6	Dec13			OntarioLearn	$391.10

Math in an Educational Setting — MATH10065 (SA)

Follow the five strands of math as per the Ontario curriculum guidelines set by the Ministry of Education at a grade 10 level. Review concepts in number sense and numeration, measurement, geometry, patterning and algebra, data management and probability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31230		Sep6	Dec13			OntarioLearn	$391.10

Personal And Interpersonal Dynamics — EDUCEDE17 (SA)

ACCELERATED CRN! 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
31038		Sep6	Dec13			OntarioLearn	$391.10
31116		Oct3	Nov21			OntarioLearn	$391.10

Safety In An Educational Setting — SAFE10004 (SA)

ACCELERATED CRN! Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. Must be completed prior to registering for placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31060		Sep6	Dec13			OntarioLearn	$391.10
31250		Oct3	Nov21			OntarioLearn	$391.10

Technology in Education — EDUCEDE19 (SA)

ACCELERATED CRN! 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. Advised to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31036		Sep6	Dec13			OntarioLearn	$391.10
31037		Oct3	Nov21			OntarioLearn	$391.10

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
31041		Sep6	Dec13			OntarioLearn	$391.10

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
31040		Sep6	Dec13			OntarioLearn	$391.10

Transition Planning — EDUC10037 (SA)

ACCELERATED CRN! 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
31105		Sep6	Dec13			OntarioLearn	$391.10
31113		Oct3	Nov21			OntarioLearn	$391.10

Placement Preparation — EDUC10075 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32453		Sep6	Dec13			OntarioLearn	$391.10

Placement 1 — EDUC10085 (SA)

Formerly Practicum 2. Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUCEDE16. Prerequisite: EDUC10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32421		Sep6	Dec13			OntarioLearn	$529.06

Placement 2 — EDUC10086 (SA)

Formerly Practicum 3. Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities (e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and / or multiple exceptionalities). Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUCEDE24. Prerequisite: EDUCEDE16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32395		Sep6	Dec13			OntarioLearn	$529.06

Practicum 4 — EDUCEDE25 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32409		Sep6	Dec13			OntarioLearn	$529.06

Fitness Leadership (YWCA)

ce.mohawkcollege.ca/fitness

Turn to page 2 for contacts

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

YWCA HAMILTON

905-522-9922 ext. 148
deanna.lawson-langford@mohawkcollege.ca

Fitness Theory — HLTHFI001

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32606	WE	Sep14	Dec7	7:00-10:00	13	Classroom (FF)	$481.38

Group Fitness Leader Module — HLTHFI003

Step 2 towards certification with the Ontario Fitness Council as a Group Fitness Instructor. Apply fitness theory in the development of a safe, effective, fitness class, with emphasis on music and phrasing, class design, cueing, program planning, and teaching/leading. Location: YWCA, 52 Ottawa St. N. Prerequisite: HLTHFI001. $40 manual required, to be paid first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32610	SU	Oct30	Nov20	9:00-4:00	4	Other	$286.19

Fundamentals of Correctional Practices

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 6 courses

ce.mohawkcollege.ca/correctional

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.

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	45

Canadian Criminal Justice System — LAWSPF111 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31537		Sep6	Dec13			OntarioLearn	$435.10

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
31525		Sep6	Dec13			OntarioLearn	$338.50

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
32625		Sep6	Dec13			OntarioLearn	$241.50

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
31526		Sep6	Dec13			OntarioLearn	$338.50

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
31474		Sep6	Dec13			OntarioLearn	$338.50

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
31505		Sep6	Dec13			OntarioLearn	$338.50

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
31554		Sep6	Dec13			OntarioLearn	$435.10

Holistic Studies - Introduction

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 4 courses

ce.mohawkcollege.ca/holistic

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.

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

Alternative Healing Methods — HLTH10228

Discover the complementary, alternative medicine (CAM) and healing practices that are used in combination with conventional medicine and treatment. Understand the five categories of CAM including: alternative medicinal systems, manipulative therapies, mind-body interventions, biological based treatments and energy therapies. Course dates: Sep 10, 24, Oct 1, 15, 29, Nov 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32524	SA	Sep10	Nov5	9:00-4:00	6	Classroom (FF)	$338.10

Get Started in OntarioLearn

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

Libraries and Digital Technologies Certificate (965)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 12 courses

ce.mohawkcollege.ca/libdigtech
celibrary@mohawkcollege.ca

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.

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 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

Mandatory Courses:		Hours
INFO10172	Information Technology for Library Technicians	39
INFOLT402	Electronic Publishing & Emerging Library Technologies	36
LIBR10035	Introduction to Metadata and Metadata Applications	36
LIBR10036	Strategies for Instruction for Library Technicians	39
LIBR10041	Online Searching	39
LIBR10042	Resource Description & Access	36
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
LIBR10050	Capstone I	100
LIBR10051	Capstone II	120

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

Digital Media in Libraries — LIBR10049

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31304		Sep6	Dec13			OntarioLearn	$415.31

Issues in Digital Resource Management and Technologies — 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
31309		Sep6	Dec13			OntarioLearn	$415.31

Library Leadership in the Digital Age — 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
31310		Sep6	Dec13			OntarioLearn	$415.31

User Experience in Libraries — LIBR10046

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31311		Sep6	Dec13			OntarioLearn	$415.31

Library and Information Technician Diploma (800)

ONTARIO COLLEGE DIPLOMA

Turn to page 2 for contacts

Graduation Requirement: 28 courses

ce.mohawkcollege.ca/library
celibrary@mohawkcollege.ca

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.

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.

"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

PROGRAM OF STUDIES

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.

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
31288		Sep6	Dec13			OntarioLearn	$342.80

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
31270		Sep6	Dec13			OntarioLearn	$342.80

Database Design For Information Workers — INFOLT340

ACCELERATED! 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31267		Sep6	Oct25			OntarioLearn	$222.05

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
31268		Sep6	Dec13			OntarioLearn	$342.80

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
31098		Sep6	Dec13			OntarioLearn	$342.80

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
31289		Sep6	Dec13			OntarioLearn	$342.80

Indexing and Subject Analysis — LIBR10038

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Fee includes access to proprietary databases. Equivalent to: LIBRLT325. Prerequisites: LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31271		Sep6	Dec13			OntarioLearn	$352.80

Information Technology for Library Technicians — INFO10172 (SA)

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
31266		Sep6	Dec13			OntarioLearn	$366.95

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
31283		Sep6	Dec13			OntarioLearn	$435.10
31285		Oct3	Jan9			OntarioLearn	$435.10
31284		Nov1	Feb7			OntarioLearn	$435.10

Introduction to Libraries and the Information Industry — LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements; apply through ontariocollege.ca

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31279		Sep6	Dec13			OntarioLearn	$366.95

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
31390		Sep6	Dec13			OntarioLearn	$342.80

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. Fee includes access to proprietary databases. Equivalent to: LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31272		Sep6	Dec13			OntarioLearn	$376.95

Library Financial Management and Budgeting — MGMT10041

ACCELERATED! Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Prerequisites: LIBRLT110 and INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31290		Sep6	Oct25			OntarioLearn	$197.90

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
31273		Sep6	Dec13			OntarioLearn	$342.80

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
31274		Sep6	Dec13			OntarioLearn	$366.95

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
31277		Sep6	Dec13			OntarioLearn	$366.95

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
31278		Sep6	Dec13			OntarioLearn	$366.95

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. Fee includes access to proprietary databases. Equivalent to: LIBRLT302. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31275		Sep6	Dec13			OntarioLearn	$352.80

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
31276		Sep6	Dec13			OntarioLearn	$342.80

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
31282		Sep6	Dec13			OntarioLearn	$366.95

Serials — LIBRLT351

ACCELERATED! 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
31280		Sep6	Oct25			OntarioLearn	$197.90

Special Libraries — LIBRLT403

Address collection development, technical services, client services, marketing, budgeting, and management for special libraries. Consider the concerns of the special library and skills needed in this environment. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31281		Sep6	Dec13			OntarioLearn	$366.95

Strategies for Instruction for Library Technicians — LIBR10036

Develop skills in planning and delivering instruction in various library environments. Focus on effective presentation techniques, educational technologies, information literacy, learning styles, and instructional design and evaluation methods.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31269		Sep6	Dec13			OntarioLearn	$342.80

Field Work 1 — WORKLT290 (SA)

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
32452		Sep6	Dec13			OntarioLearn	$171.89
32455		Oct3	Jan9			OntarioLearn	$171.89
32459		Nov1	Feb7			OntarioLearn	$171.89
32461		Dec1	Mar9			OntarioLearn	$171.89

Field Work 2 — WORKLT490 (SA)

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
32462		Sep6	Dec13			OntarioLearn	$171.89
32464		Oct3	Jan9			OntarioLearn	$171.89
32465		Nov1	Feb7			OntarioLearn	$171.89
32467		Dec1	Mar9			OntarioLearn	$171.89

Mourning, Grief and Bereavement

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 6 courses

ce.mohawkcollege.ca/mourning

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.

PROGRAM OF STUDIES

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

Coping with Death: Counselling, Support and Alternative Therapies — PSYC10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31503		Sep6	Dec13			OntarioLearn	$386.80

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
31494		Sep6	Dec13			OntarioLearn	$338.50

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
31504		Sep6	Dec13			OntarioLearn	$386.80

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
31501		Sep6	Dec13			OntarioLearn	$386.80

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
31497		Sep6	Dec13			OntarioLearn	$386.80

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
31496		Sep6	Dec13			OntarioLearn	$386.80

Psychosocial Rehabilitation Certificate (016)

See page 87 for information on this program.

Records and Information Management Certificate (810)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/recordsmanagement

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.

Admission Requirements

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

PROGRAM OF STUDIES

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

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

Archives LIBRRM103

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31324		Sep6	Dec13			OntarioLearn	$366.95

Microsoft Office 2013 COMP10166

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31356		Sep6	Dec13			OntarioLearn	$435.10

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
31325		Sep6	Dec13			OntarioLearn	$366.95

Retirement Communities

See page 93 for information on this program.

School Based Support

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 3 courses

ce.mohawkcollege.ca/sbs

Focus on supporting children and youth in an educational environment. Suitable for Child and Youth Worker students or graduates who are interested in learning more about how to support children and youth in a classroom setting.

Admission Requirements

- Child and Youth Worker Advanced Diploma (in-progress or completed).
- Interested applicants should contact us by email cecommunity@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUC10001	Autism Spectrum Disorder - Assisting Student Development	42
EDUC10004	Learning Strategies	42
COMP10006	Adaptive Computer Technology in Education	42

Adaptive and Assistive Technology 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
31045		Sep6	Dec13			OntarioLearn	$391.10

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
31046		Sep6	Dec13			OntarioLearn	$391.10

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
31058		Sep6	Dec13			OntarioLearn	$391.10

Social Service Worker Diploma (215)

ONTARIO COLLEGE DIPLOMA

Turn to page 2 for contacts

Graduation Requirement: 29 courses

ce.mohawkcollege.ca/socialserviceworker

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.

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Ontario Secondary School Diploma (OSSD) with a minimum of 70% in grade 12 English (guideline) or equivalent (Mohawk Academic Upgrading, GED).
- Prior to acceptance potential students may complete some courses (i.e. Communications, General Education Elective, etc.).
- A criminal background check may be required before beginning placement.
- Submit application online on the program webpage.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNS10100	Intro to Social Service Worker	42
HIST10015	The History & Ethics of Social Work	28
COMMSO226	Interviewing Skills	42
HMNSSO127	Introduction To Group Dynamics	42
SSCI10047	Sociology for Social Service Workers	42
1 Communications Course (COMMLL041 or COMM11040)		
HMNS10101	Community Awareness and Field Placement Preparation	42
COMM10260	Case Management and Documentation	42
CREDSO123	Professional Development	28
HMNSSO230	SSW Advanced Interviewing Skills	28
HMNSSO232	Privilege & Oppression in SSW	28
PSYCSS156	Introductory Psychology	42
WORK10120	Seminar 1	14
WORK10121	Field Placement 1	200
OPELXXXXX	General Education Option 1	42
HMNS10097	SSW Methods of Intervention	42
HMNS10098	Advocacy for SSW	28
HMNS10099	Working with Children & Adolescents	28
PSYCAS407	Abnormal Psychology	42
WORK10122	Seminar 2	14
WORK10123	Field Placement 2	200
OPELXXXXZ	General Education Option 2	42
HMNS10095	SSW Community Change	28
HMNS10096	Issues Related to Family	28
HMNSSO231	Crisis Intervention	28
HMNSSO434	Practice in Organizations	28
LAWS10112	Social Policy & Law	28
WORK10124	Seminar 3	14
WORK10125	Field Placement 3	200

Advocacy for SSW — HMNS10098 (SA)

Year 3 and 4. Advocacy is a key feature of anti-oppressive social service worker practice. SSW advocacy seeks to ensure that social welfare policies and programs are accessible, effective, suitable, flexible, inclusive, sufficient and competent for service users. Practical skills and strategies aimed at defending the rights of individuals, families, groups and communities are examined and practiced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31594	WE	Sep21	Nov16	6:15-9:30	9	Classroom (FF)	$225.40

The History & Ethics of Social Work — HIST10015 (SA)

Understand the ethical practice of social work through the exploration of the historical development of Social Work as a profession in Canada. Attention is given to the history of society's response to meeting human needs; the evolution of the values and ethics in the social work profession; and the process of developing a framework for identifying, analyzing and implementing ethical dimensions of practice. Equivalent to: HMNSSO128.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31595	TH	Sep22	Nov17	6:15-9:30	9	Classroom (FF)	$225.40

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
31598	WE	Sep14	Dec7	6:15-9:30	13	Blended (FF)	$338.10

Privilege & Oppression in SSW — HMNSSO232 (SA)

Year 1 & 2. Develop an understanding of anti-oppressive practice in Social Work by looking at issues of power differentials in our society. Begin to develop an understanding of your own social location and how that position in life influences your beliefs and actions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31599	MO	Sep19	Nov14	6:15-9:30	9	Blended (FF)	$225.40

SSW Advanced Interviewing Skills — HMNSSO230 (SA)

Year 1 and 2. Practice fundamental skills and techniques that are used in direct practice with clients. A practical and experiential course, utilizing videotaping, role-plays, discussion and feedback. Prerequisite: COMMSO226.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31600	TU	Sep20	Nov15	6:15-9:30	9	Blended (FF)	$225.40

Get Started in eLearn

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

Student Affairs and Services

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 5 courses

ce.mohawkcollege.ca/studentaffairs

Study this professional field in higher education that promotes student learning, success and development. Learn how to provide specific educational services and programs designed to facilitate the achievement of students' educational, personal and career goals. Of interest to post-secondary graduates, staff in Admissions, Financial Aid, Advisement/Counselling, Housing and Student Leadership.

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

Administration and Management in Student Affairs — CRED10098

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31370		Sep6	Dec13			OntarioLearn	$435.10

Teaching the Adult Learner Certificate (129)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/teachingadultlearner

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.

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
31234		Sep6	Dec13			OntarioLearn	$435.10

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
31187		Sep6	Dec13			OntarioLearn	$435.10

Assessment And Evaluation — EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment. Prerequisite: EDUCTAL04.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31137		Sep6	Dec13			OntarioLearn	$435.10

Curriculum Development — EDUCTAL02

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance. Develop a course outline and a lesson plan. Prerequisite: SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31102		Sep6	Dec13			OntarioLearn	$435.10

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. Prerequisite: EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31136		Sep6	Dec13			OntarioLearn	$435.10

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. Prerequisite: EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31139		Sep6	Dec13			OntarioLearn	$294.50

Volunteer Management Certificate (095)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 3 courses

ce.mohawkcollege.ca/volunteermgt

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

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 1 — MGMTSSP24

Examine the fundamentals of volunteer management, including philosophy, recruitment, orientation, training & recognition. 24 hours in class and 36 hours online. In-class dates: Sep 24, Oct 15, Nov 12, 26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32521	SA	Sep24	Dec3	9:00-4:00	6	Blended (FF)	$461.40

OTHER COURSES

Human Services

ce.mohawkcollege.ca/human-services-courses

Turn to page 2 for contacts

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
31487		Sep6	Dec13			OntarioLearn	$479.08

ACHIEVE: Therapeutic Adventure Programming — HLTH10213 (E)

Topics include experiential learning, group dynamics, activity sequencing, facilitation and learning transfer. Course is taught experientially through initiatives and challenge experiences. Students must provide their own transportation to base camp near South River ON, arrive by 1 pm Friday. Departure is 1 pm Sunday. Includes accommodations and meals. MAY BE USED AS A GENERAL ELECTIVE TOWARDS ANY POS. Visit ce.mohawkcollege.ca/achieve for more information. Registration & Refund cutoff is Oct 14.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32812	FR-SU	Oct28	Oct30		3	Other	$468.00

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
32537	SA	Oct22	Oct23	8:30-4:30	2	Classroom (FF)	$173.80

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
32614	SA	Nov19	Nov19	9:00-4:00	1	Classroom (FF)	$144.75

Hearing Voices Workshop — HSCI10201

NEW! This ground-breaking training will help mental health professionals, clinicians and emergency responders understand the challenges that face people with psychiatric disabilities. Participants experience hearing voices through headphones while completing a series of tasks. During debrief participants will discuss their experiences and the impact the voices had on their ability to complete their assignments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32773	SA	Oct29	Oct29	9:00-1:00	1	Classroom (IH)	$155.76

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
31562		Oct3	Oct28			OntarioLearn	$187.69

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
32562	SA	Nov12	Nov13	9:00-4:00	2	Classroom (FF)	$142.69

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
32541	SA	Oct15	Oct16	9:00-4:00	2	Classroom (FF)	$119.21

Police Foundations

ce.mohawkcollege.ca/policefoundations

Turn to page 2 for contacts

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.

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
31013		Sep6	Dec13			OntarioLearn	$435.10

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
31541		Sep6	Dec13			OntarioLearn	$435.10

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
31547		Sep6	Dec13			OntarioLearn	$435.10

Managing Conflict — CONF10009

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31021		Sep6	Dec13			OntarioLearn	$479.08

Police Powers 1 — LAWSPF303

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31550		Sep6	Dec6			OntarioLearn	$435.10

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
31527		Sep6	Dec13			OntarioLearn	$459.25

Provincial Offences/Motor Vehicle Offences — LAWS10076

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31514		Sep6	Dec13			OntarioLearn	$435.10

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
31558		Sep6	Dec13			OntarioLearn	$435.10

Recreation Therapy

Turn to page 2 for contacts

Registered with Therapeutic Recreation Ontario Practicum and Seminar — WORK10611 (SA)

Demonstrate competence in required performance evaluations that meet provincial credentials and external standards. Provide leadership in a practical environment and contribute as a member of the interdisciplinary team. Synthesize Recreation Therapy course content with external standards of practice in a clinical or community setting. Prerequisites: Allied Degree and Recreation Therapy Diploma.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32474		Sep19	Dec16			FieldWork	$528.35
32478		Oct4	Jan17			FieldWork	$528.35
32479		Nov1	Feb13			FieldWork	$528.35

Security and Investigation

ce.mohawkcollege.ca/investigation

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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
31523		Sep6	Dec13			OntarioLearn	$322.40

Criminal Profiling Introduction — LAWS10177

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31529		Sep6	Dec13			OntarioLearn	$459.25

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. In-class dates: Oct 15, 16, 22, 23, 29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32550	SA	Oct15	Oct29	8:00-6:00	5	Blended (FF)	$395.30

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
31522		Sep6	Dec13			OntarioLearn	$531.96

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 First 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: Oct 15, 16, 22, 23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32548	SA/SU	Oct15	Oct23	8:00-6:00	4	Blended (FF)	$322.00

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: LAWS10087. Prerequisites: Emergency First Aid and CPR prior to end date of course. Book included. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31520		Sep6	Dec13			OntarioLearn	$534.25

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

Computers

ce.mohawkcollege.ca/computers

Programs and Courses

Mohawk College Certificates

AutoCAD Design Certificate (191) 73
Business Computer Applications Certificate (915) 73
Computer Science - Level 1 Certificate (892) 74
Computer Science - Software Engineering Specialist Certificate (893) 75
Microcomputer Engineering Hardware Certificate (899) 75
Microcomputer Engineering Software Certificate (898) 75
Network Specialist Certificate (184) 76
Server and Network Support Certificate (183) 76
Web Design and Development Certificate (971) 76

Acknowledgements of Completion

Advanced AutoCAD 73
MicroStation 75

Other Credentials and Stand-Alone Courses

Analytics 77
Cisco Certified Network Associate 77
Computer Sciences 78
Computer Workshops 78
Desktop Applications 78
Graphic and Web Design 79
Technical Support 79

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 2013
- Windows 7

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

CREDENTIALED PROGRAMS

Advanced AutoCAD

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 4 courses

ce.mohawkcollege.ca/advanced-autocad

Take advantage of these advanced AutoCAD courses designed for professionals who are interested in skill enhancement and career development.

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

WATCH FOR COURSES NEXT TERM.

AutoCAD Design Certificate (191)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/autocad

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

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 - 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
31615		Sep12	Nov21			eLearn	$362.25
31614	TH	Sep15	Dec8	6:00-9:30	13	Classroom (FF)	$362.25

AutoCAD - Introduction — CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables you to create basic 2D drawings. A sophisticated computer software application that can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31618	MO	Sep12	Nov21			eLearn	$362.25
31616	TU	Sep13	Dec6	6:00-9:30	13	Classroom (FF)	$362.25

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
31624	MO	Sep12	Dec12	6:00-9:30	13	Classroom (FF)	$362.25

AutoDESK - REVIT — CADM10028

ACCELERATED! 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
31619	SA/SU	Nov12	Nov27	9:00-5:00	6	Classroom (FF)	$362.25

SolidWorks Basic — CADMRE066

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32460	TH	Sep15	Dec8	6:00-9:30	13	Classroom (FF)	$362.25

Business Computer Applications Certificate (915)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/buscomputer

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.

Admission Requirements

- If you do not have a basic understanding of Windows you are strongly urged to complete Workshop for Windows (INFOBW001) before taking these courses. Refer to page 78.
- Courses make use of eLearn which will be introduced in Computer Basics with Windows, Word and Excel (INFO10156).

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

Some option courses are offered under the Web Design and Development Certificate.

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
31766		Sep19	Dec3			eLearn	$289.80

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
31768		Sep19	Dec3			eLearn	$289.80

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
31749	MO	Sep19	Dec12	6:30-9:30	12	Classroom (FF)	$289.80
31750		Sep19	Dec10			eLearn	$289.80

Excel Core — INFO10078

ACCELERATED CRN! 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
31755		Sep19	Oct31			eLearn	$289.80
31756		Sep19	Dec3			eLearn	$289.80
31754	TU	Sep20	Dec6	6:30-9:30	12	Classroom (FF)	$289.80

Excel Expert — INFO10079

ACCELERATED CRN! 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
31762		Sep19	Dec3			eLearn	$289.80
31757	WE	Sep21	Dec7	6:30-9:30	12	Classroom (FF)	$289.80
31763		Nov7	Dec5			eLearn	$289.80

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
31767		Sep19	Dec3			eLearn	$289.80

Visio Essentials — INFO10174

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31664		Sep6	Dec13			OntarioLearn	$342.80

Word Core — INFO10077

ACCELERATED CRN! 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
31751		Sep19	Oct31			eLearn	$289.90
31752		Sep19	Dec5			eLearn	$289.90

Word Expert — INFO10080

ACCELERATED CRN! 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
31764		Sep20	Dec3			eLearn	$289.80
31765		Nov7	Dec5			eLearn	$289.80

Computer Science - Level 1 Certificate (892)

MOHAWK COLLEGE CERTIFICATE

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Graduation Requirement: 5 courses

ce.mohawkcollege.ca/computerscience

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.

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 104.

Computer Hardware and Software — ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32857	SA	Sep17	Dec17	3:00-7:00	14	Classroom (FF)	$434.96

Internet Technologies — ELEC10050

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32836	TU	Sep13	Dec13	6:00-10:00	14	Classroom (FF)	$434.96

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
32837	SA	Sep17	Dec17	9:00-2:00	14	Classroom (FF)	$527.50

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
32834	SU	Sep18	Dec4	9:00-3:00	12	Classroom (FF)	$527.50

Tuition Assistance

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

Computer Science - Software Engineering Specialist Certificate (893)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/computersciencesoftware

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.

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
COMP10039	Programming in .NET	70
COMPCO859	Database Theory	56
ELEC10050	Internet Technologies	56

COMP10062 is offered on page 74.

Database Theory — COMPCO859

Develop a knowledge of database terms, SQL, Normalization, Entity Relationship Diagramming, Database Administration and Object Oriented Databases. Prerequisite: COMPCO837.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32840	TH	Sep15	Dec15	6:00-10:00	14	Classroom (FF)	$434.96

Internet Technologies — ELEC10050

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32836	TU	Sep13	Dec13	6:00-10:00	14	Classroom (FF)	$434.96

Introduction To Systems Analysis And Design — COMPCO826

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32838	TU	Sep13	Dec13	6:00-10:00	14	Classroom (FF)	$434.96

Programming in .NET — COMP10039

Design, develop and implement interactive, "user friendly" software. Concentrate on event driven programming logic as it applies to navigation amongst and within forms, user data entry validation, and database and file processing. Learn to create completely operational applications which will demonstrate ease of use and consistent interface designs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32839	SA	Sep17	Dec17	3:00-8:00	14	Classroom (FF)	$527.50

Microcomputer Engineering Hardware Certificate (899)

This program has been suspended. Students who are currently in progress should email cetechnology@mohawkcollege.ca for information.

Microcomputer Engineering Software Certificate (898)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/microcomputersoftware

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.

Admission Requirements

- ELEC10050 - Internet Technologies
- ELEC10102 - Advanced Server Technologies or equivalent

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMP10079	Oracle Essentials	56
COMP10039	Programming in .NET	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA (Service Oriented Architecture)	56

Oracle Essentials — COMP10079

Geared towards individuals involved in managing or building systems using Oracle DBMS technology. Prerequisites: COMPNET25 and COMP10052 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32861	FR	Sep16	Dec16	6:00-10:00	14	Classroom (FF)	$434.96

MicroStation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/microstation

Work with MicroStation 10 Connect, V8i, or V8. Free software is available.

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. New users need clear, basic, step-by-step instruction and related drawing practice to become an effective operator.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31713		Sep6	Dec13			OntarioLearn	$386.97

MicroStation 2D - Level 2 — CADMMSN02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31760		Sep6	Dec13			OntarioLearn	$386.97

MicroStation 3D Level 3 — CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31761		Sep6	Dec13			OntarioLearn	$386.97

Network Specialist Certificate (184)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/networkspecialist

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.

Admission Requirements

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

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMP10186	VoIP and Wireless Technologies	70
ELEC10051	Network Design and Troubleshooting	84
ELEC10052	Advanced Network Technologies	70
ELEC10106	Network Security and Management	56
ELEC10034	Network Fundamentals	70

ELEC10034 is offered on page 76.

VoIP and Wireless Technology — COMP10186

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. No class on Oct 10. Prerequisite: COMPNET20 or ELEC10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32865	SU	Sep18	Dec18	3:00-8:00	14	Blended (FF)	$527.50

Server & Network Support Certificate (183)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/servernetworksupport

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.

Admission Requirements

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

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ELEC10034	Network Fundamentals	70
ELEC10049	Server Administration	70
ELEC10050	Internet Technologies	56
ELEC10102	Advanced Server Technologies	70
ELEC10118	Computer Hardware and Software	56

Computer Hardware and Software — ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32857	SA	Sep17	Dec17	3:00-7:00	14	Classroom (FF)	$434.96

Internet Technologies — ELEC10050

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32836	TU	Sep13	Dec13	6:00-10:00	14	Classroom (FF)	$434.96

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
32837	SA	Sep17	Dec17	9:00-2:00	14	Classroom (FF)	$527.50

NEW Web Design and Development Certificate (971)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/webdesign

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

Admission Requirements

- Understanding of Windows.
- Working knowledge of Internet resources.
- If you are unfamiliar with computers or the internet, completion of Computer Basics with Windows 7, Word and Excel (INFO10156) is recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
INFO10110	Web Page Design	36
Options - Choose 5:		
INFO10144	Web Design Basics	36
INFO10149	Photoshop Adobe	36
INFO10112	Web Scripting with PHP	36
INFO10186	JavaScript for the Web	36
INFO10202	WordPress 1	36
COMP10150	Web Design for Mobile Apps	36
Additional option courses may apply. Visit the website for a complete list.		

Web Design Basics — INFO10144

ACCELERATED! 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. eLearn course opens Sep 13. In-class dates: Sep 17, 18, 24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31824	SA/SU	Sep13	Sep26	8:00-4:30	3	Blended (FF)	$289.80

Web Page Design — INFO10110

ACCELERATED! Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience. eLearn course opens Sep 27. In-class dates: Oct 1, 2, 8.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32864	SA/SU	Sep27	Oct10	8:00-4:30	3	Blended (FF)	$289.80

Photoshop Adobe — INFO10149

ACCELERATED! Learn to edit and enhance images. Focus on selection tools, layers, masks and channels, text, vector drawing, colour adjustments, compositing, preparing files for the web. eLearn course opens Oct 11. In-class dates: Oct 15, 16, 22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32870	SA/SU	Oct11	Oct24	8:00-4:30	3	Blended (FF)	$289.80

Web Scripting with PHP — INFO10112

ACCELERATED! Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110. eLearn course opens Oct 25. In-class dates: Oct 29, 30, Nov 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32871	SA/SU	Oct25	Nov7	8:00-4:30	3	Blended (FF)	$289.80

JavaScript for the Web — INFO10186

ACCELERATED! Learn to use JavaScript to write simple programs then progress to writing programs that interact with the elements in a webpage. eLearn course opens Nov 8. In-class dates: Nov 12,13,19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32872	SA/SU	Nov8	Nov21	8:00-4:30	3	Blended (FF)	$289.80

WordPress 1 — INFO10202

NEW! ACCELERATED! Learn to build and maintain a self-hosted website using the WordPress hosted service. Includes layout, themes, plugins and widgets. Gain the ability to expand and edit your own work after completion. eLearn course opens Nov 22. In-class dates: Nov 26, 27, Dec 3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32873	SA/SU	Nov22	Dec5	8:00-4:30	3	Blended (FF)	$289.80

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31363		Sep6	Dec13			OntarioLearn	$386.80

OTHER COURSES

Analytics

ce.mohawkcollege.ca/computerskills

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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 including the key planning aspects of implementation. Review the goals and roles of the stakeholders involved in analytics projects. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31316		Sep6	Oct25			OntarioLearn	$244.05

Applied IBM Business Intelligence — COMP10192

NEW! Explore IBM Cognos BI suite of products and underlying architecture. Hands-on demos and labs cover Data Modeling using Framework Manager and Cube Designer, Dashboard and Report Authoring using Report Studio and basic administration of a Cognos BI platform. Network with guest speakers, IBM partners, and BI developers and administrators. 36 hours in class, 12 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32866	SA/SU	Oct15	Dec2	8:30-2:30	6	Blended (FF)	$999.00

Business Analytics for Managers — COMP10187

NEW! Understand the types and use of business data collected and identify the how and why of using it. Identify and examine legal, ethical and strategic uses of Business Practice handling of important and significant data and appropriate data analysis using case studies and individual and group assignments through in-class and virtual delivery. 24 hours in class, 18 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32841	SA	Sep17	Oct8	8:30-2:30	4	Blended (FF)	$960.48

Cisco Certified Network Associate

ce.mohawkcollege.ca/computerskills

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Cisco Certified Network Associate 1 - Networking Fundamentals — INFO10057

Introduces the architecture, structure, functions, components, & models of the internet & other networks. Covers the principles & structure of IP addressing & the fundamentals of ethernet concepts, media, and operations. Learn to build simple LANs, perform basic configurations for routers & switches, and implement IP addressing schemes. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31759		Sep6	Dec13			OntarioLearn	$808.27

Cisco Certified Network Associate 2 - Intro to Routing — COMP10055

Describes the architecture, components, & operations of routers & switches in a small network. Configuring a router & a switch for basic functionality. Learn to configure & troubleshoot routers & switches & resolve common issues with RIPv1, RIPng, single-area & multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 & IPv6 networks. Prerequisite: INFO10057. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31810		Sep6	Dec13			OntarioLearn	$808.27

Cisco Certified Network Associate 3-Routing and Switching — COMP10117

Describes the architecture, components, & operations of routers & switches in larger and more complex networks. Configuring routers & switches for advanced functionality. Learn to configure & troubleshoot routers & switches & resolve common issues with OSPF, EIGRP, & STP in both IPv4 & IPv6 networks. Develop the knowledge & skills needed to implement a WLAN in a small-to-medium network. Prerequisite: COMP10055. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31804		Sep6	Dec13			OntarioLearn	$808.27

Cisco Certified Network Associate 4 - Wide Area Networking — COMP10118

Focus on advanced IP addressing techniques (Network Address Translation, Port Address Translation and DHCP), WAN technology & terminology (PPP, ISDN, DDR, Frame Relay, Network Management), with an introduction to optical networking. Discuss network design & implementation with an emphasis on network security & reliability. Prerequisite: COMP10117. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31791		Sep6	Dec13			OntarioLearn	$808.27

Computer Sciences

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Fundamentals of UNIX — COMP10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31110		Sep6	Dec13			OntarioLearn	$487.96

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
31118		Sep6	Dec13			OntarioLearn	$435.10

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 prerequisite: HTML Introduction (COMP10106). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31355		Sep6	Dec13			OntarioLearn	$435.10

Programming Fundamentals — COMP10001

Learn to apply essential software tools and methods to produce and maintain quality software systems. NOTE: 2 hours on a Saturday is required (TBA).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32862	TH	Sep15	Dec15	6:00-10:00	14	Classroom (FF)	$527.50

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
31181		Sep6	Dec13			OntarioLearn	$459.25

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. Enable 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
31108		Sep6	Dec13			OntarioLearn	$487.96

Computer Workshops

ce.mohawkcollege.ca/workshops

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Want some quick computer training? Look here for some hands-on, three-hour workshops to learn the skills you need now!

Introduction to Excel — INFO10193

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32847	SA	Sep24	Sep24	1:00-4:00	1	Classroom (FF)	$48.00

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
32848	SA	Oct22	Oct22	1:00-4:00	1	Classroom (FF)	$48.00

Excel Linking Multiple Worksheets & Workbooks — INFO10191

Introduces the user to advanced features such as working with multiple worksheets and workbooks. Creating/deleting worksheets, creating a formula that links more than one worksheet and or workbook. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32849	SA	Nov5	Nov5	1:00-4:00	1	Classroom (FF)	$48.00

Excel Working with Charts — INFO10190

This hands-on workshop allows users to create a graphical view of their worksheet data using Excel's Chart feature. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32850	SA	Nov19	Nov19	1:00-4:00	1	Classroom (FF)	$48.00

Desktop Applications

ce.mohawkcollege.ca/computerskills

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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
31364		Sep6	Dec13			OntarioLearn	$342.80

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
32875		Sep7	Dec7			eLearn	$338.10

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
32874		Sep7	Dec7			eLearn	$225.40

Microsoft Office 2016 — COMP10191

NEW! Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2016 covering Word, Excel, PowerPoint, Access and Outlook. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32481		Sep6	Dec13			OntarioLearn	$435.10

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
31769	WE	Sep21	Oct26	6:30-9:30	6	Classroom (FF)	$144.90

Graphic and Web Design

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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
31348		Sep6	Dec13			OntarioLearn	$435.10

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
31353		Sep6	Dec13			OntarioLearn	$338.50

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
31347		Sep6	Dec13			OntarioLearn	$435.10

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
31336		Sep6	Dec13			OntarioLearn	$435.10

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 CS6 required. Photoshop Elements is not a acceptable. Equivalent to: INFO10149 and PHTOPY110. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31671		Sep6	Dec13			OntarioLearn	$435.10

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
32846		Sep6	Dec13			OntarioLearn	$419.00

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 Java Applets. 40 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32845		Sep6	Dec13			OntarioLearn	$419.00

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
31361		Sep6	Dec13			OntarioLearn	$435.10

JavaScript — COMP10137

Learn the essentials which comprise most modern programming languages using JavaScript. Move from writing simple programs that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31352		Sep6	Dec13			OntarioLearn	$531.96

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 acceptable. Equivalent to: Introduction to Photoshop (PHTOPY120). Prerequisite: INFOPY114. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31665		Sep6	Dec13			OntarioLearn	$435.10

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 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
31357		Sep6	Dec13			OntarioLearn	$338.50

Technical Support

ce.mohawkcollege.ca/computerskills

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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.

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
31178		Sep6	Dec13			OntarioLearn	$505.52

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
31112		Sep6	Dec13			OntarioLearn	$531.96

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
31360		Sep6	Oct25			OntarioLearn	$244.05

Health and Nursing

ce.mohawkcollege.ca/health

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CREDENTIALED PROGRAMS

Breastfeeding Program

ACKNOWLEDGEMENT OF COMPLETION

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Completion Requirement: 4 courses

LETTER OF RECOGNITION

- Outlining courses, course hours and LEAARC approval

ce.mohawkcollege.ca/breastfeeding

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).

Admission Requirements

- Health professional currently working with or planning to work with the breastfeeding dyad in near future.

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

Level 1: Breastfeeding Basics — NRSG10073

ACCELERATED CRN! 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
31104		Sep15	Dec15			eLearn	$289.80
31613		Sep19	Oct28			eLearn	$289.80

Level 2: Breastfeeding Management — NRSG10074

Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31106		Sep15	Dec15			eLearn	$289.80

Level 3: Advanced Breastfeeding Practice — NRSG10075

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31107		Sep15	Dec15			eLearn	$289.80

Breastfeeding Clinical Experience — CLIN10026 (SA)

Integrate breastfeeding knowledge and skills in a hospital or community based setting in this 24 hour clinical placement. Prerequisite: NRSG10075. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32518		Sep6	Dec10			FieldWork	$193.20

Bridging for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA

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Graduation Requirement: 24 courses

ce.mohawkcollege.ca/bridgingmedlab

Designed for Internationally Educated Technologists who are trying to meet CSMLS refresher requirements or prepare for the CSMLS exam.

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

Visit the website for additional information and registration processes.

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE

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Graduation Requirement: 8 courses

ce.mohawkcollege.ca/dementiastudies

Designed to build on the knowledge, skills, and attitude of professionals in the health and/or social service field in order to increase competency and skill in caring for those with dementia.

Admission Requirements

- Must have a Diploma or Degree in Health Sciences or Human Services within Canada.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10335	Communications and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	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:		
HSCIGER10	The Study of Aging - Introduction	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate. See page 94.

Dementia Clinical/Placement — CLINDEM08 (SA)

Gain clinical experience in Dementia Care. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32532		Sep6	Dec10			FieldWork	$659.70

The Study Of Aging - Introduction — HSCIGER10

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31066		Sep6	Dec13			OntarioLearn	$294.50

Physiology Of Aging — HSCIGER20

Examine the physiology of human growth, development and aging with special reference to the influence of diet, environment, exercise and disease on the normal processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31067		Sep6	Dec13			OntarioLearn	$294.50

Assessment And Planning — HSCIGER30

Develop skills in assessment, planning, intervention and evaluation for the aging adult. Includes: interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31068		Sep6	Dec13			OntarioLearn	$294.50

Mental Health Aspects Of Aging — HSCIGER41

Investigate many issues related to aging. Covers the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31069		Sep6	Dec13			OntarioLearn	$294.50

Diabetes Education Certificate (928)

ONTARIO COLLEGE GRADUATE CERTIFICATE

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Graduation Requirement: 5 courses

ce.mohawkcollege.ca/diabeteseducation

Develop a firm foundation in current clinical approaches to diabetes education. An excellent step towards certification as a Certified Diabetes Educator (CDE).

Admission Requirements

- Must be a practicing RN, RPN, Registered Dietician, Pharmacist, Chiropodist, RMT, Physician or another health related professional.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIDW001	Diabetes Care - Basic	30
HSCI10052	Introduction to Patient Education	30
HLTH10234	Living with Diabetes	45
HLTH10235	Diabetes: Throughout the Lifespan	45
HLTH10057	Diabetes Field Placement 1	60

Diabetes: The Basics — HLTH10236 (SA)

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control including balance of food, physical activity and medication. Equivalent to: HSCIDW001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32730		Sep6	Dec13			OntarioLearn	$459.25
32776		Nov1	Feb7			OntarioLearn	$459.25

Diabetes Education: Approaches in Practice — HLTH10233

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. Equivalent to: HSCI10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32731		Sep6	Dec13			OntarioLearn	$459.25
32778		Nov1	Feb7			OntarioLearn	$459.25

Living with Diabetes — HLTH10234

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. Prerequisites: HSCI10052 OR HLTH10233 (Diabetes Education: Approaches in Practice). Equivalent to: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32732		Sep6	Dec13			OntarioLearn	$459.25
32779		Nov1	Feb7			OntarioLearn	$459.25

Diabetes: Throughout the Lifespan — HLTH10235

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. Prerequisites: HLTH10028 or HLTH10234.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32804		Sep6	Dec13			OntarioLearn	$459.25
32807		Nov1	Feb7			OntarioLearn	$459.25

Diabetes Field Placement 1 — HLTH10057 (SA)

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32535		Sep6	Dec10			FieldWork	$461.40

Food Services Certificate (816)

ONTARIO COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/foodservices

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.

Admission Requirements

- Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CULIHCF10	Introduction To Institutional Food Service	30
CULIHCF20	Food Preparation 1	30
SAFE10096	Sanitation And Safety	42
SAFEHCF40	Food Service Management Functions	30
CULIHCF50	Food Preparation - 2	30
HLTH10232	Introduction to Nutrition	42
WORKHCF02	Food Services Fieldwork Requirement	60

Communication and the Food Service Worker — CULI10076

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
31007		Sep6	Dec13			OntarioLearn	$338.50

Quantity Food Preparation — CULI10075

Focus on cooking principles and methods for preparing food in large quantities. Nutritional components of foods will be reviewed to ensure you are aware of the quality and nutritional values. Discover methods of maintaining nutrition throughout food preparation and service. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: CULIHCF20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31006		Sep6	Dec13			OntarioLearn	$338.50

Sanitation and Safety — SAFE10096

Focus on preventing food-borne illness in health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: SAFEHCF30 or HSCI10183.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32632		Sep6	Dec13			OntarioLearn	$435.10

Institutional Food Service — SAFE10097

Focus on menu planning for an institutional kitchen. Learn to interpret menus, decide if menu items are within the capability of the institution, and identify appropriate cooking methods. Covers adapting recipes to specific quantities and portioning food according to the specifications of the institution. Learn to maintain appropriate inventories of foods and calculating food costs. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: SAFEHCF40 or HSCI10064.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32637		Sep6	Dec13			OntarioLearn	$435.10

Introduction to Nutrition in Health Care — HLTH10065

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins, minerals and weight control throughout the life cycle. Prerequisite: CULIHCF20 or CULI10075. Equivalent to:CULIHCF50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32641		Sep6	Dec13			OntarioLearn	$338.50

Introduction to Nutrition — HLTH10232

Introduces the basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins, minerals and weight control will be discussed. Explore special considerations for nutrition throughout the life cycle. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: HLTHHCF60 or HLTH10224.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32638		Sep6	Dec13			OntarioLearn	$435.10

Food Services Fieldwork Requirement — WORKHCF02 (SA)

Required for students who are not currently working in a Health Care Facility. All theory courses must be completed prior to fieldwork. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32525		Sep6	Dec10			FieldWork	$461.40

Gerontology - Multidiscipline Certificate (037)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/gerontology

Designed for those who wish to pursue formal studies in aging. Gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process.

Admission Requirements

- Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIGER10	The Study of Aging - Introduction	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:		
	Communication and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
HSCIHZA69	Palliative Care-Introduction	40

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. See page 95.

The Study Of Aging - Introduction — HSCIGER10

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31066		Sep6	Dec13			OntarioLearn	$294.50

Physiology Of Aging — HSCIGER20

Examine the physiology of human growth, development and aging with special reference to the influence of diet, environment, exercise and disease on the normal processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31067		Sep6	Dec13			OntarioLearn	$294.50

Assessment And Planning — HSCIGER30

Develop skills in assessment, planning, intervention and evaluation for the aging adult. Includes: interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31068		Sep6	Dec13			OntarioLearn	$294.50

Mental Health Aspects Of Aging — HSCIGER41

Investigate many issues related to aging. Covers the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31069		Sep6	Dec13			OntarioLearn	$294.50

Legal And Ethical Issues Related To Aging — LAWSGER51

Investigate some of the varied legal and ethical concerns related to seniors and/or caregivers including the need for a written will, Powers of Attorney for personal care and finances, laws affecting Canadians, elder abuse, ethics, suicide, physician assisted suicide, euthanasia, pain, palliative care, grief and dying.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31082		Sep6	Dec13			OntarioLearn	$294.50

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
31062		Sep6	Dec13			OntarioLearn	$415.25

Palliative Care-Introduction — HSCIHZA69

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31210		Sep14	Dec14			eLearn	$322.00

Community-Based Field Experience — WORKGER71

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31087		Sep6	Dec13			FieldWork	$294.50

Institutional-Based Field Experience — WORKGER81

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31088		Sep6	Dec13			FieldWork	$294.50

Holistic Studies - Introduction

See page 63 for information on this program.

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/mdr

Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10121	Medical Device Reprocessing - Introductory	30
HSCI10123	MDR Principles and Practices 1	30
HSCI10124	MDR Principles and Practices 2	30
HSCI10125	MDR Principles and Practices 3	30
HSCI10122	MDR Laboratory Experience	42
CLIN10059	Clinical Experience MDR	150

Bridging and Refresher Certificate Programs

Bridging for Internationally Educated Nurses (189)

ce.mohawkcollege.ca/bien

Designed for internationally educated nurses wishing to enter the nursing profession in Ontario.

Registered Nurse Refresher (069)

ce.mohawkcollege.ca/rn-refresher

Are you a Registered Nurse in Ontario who has been out of practice for more than 3 years? Update your skills before returning to active nursing.

Registered Practical Nurse Refresher (884)

ce.mohawkcollege.ca/rpn-refresher

Are you a Registered Nurse in Ontario who has been out of practice for more than 3 years? Update your skills before returning to active nursing.

Apply Now!

Visit the website listed above for more details or contact us by email **bien@mohawkcollege.ca**

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

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.

Medical Device Reprocessing-Introductory HSCI10121

Introduces the roles and environment of sterile processing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31101		Sep13	Dec13			eLearn	$241.50

MDR Principles and Practices 1 HSCI10123

Provides knowledge and techniques necessary to assume responsibilities for decontamination and disinfection. Focus on microbiology and infection control.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31701		Sep14	Dec14			eLearn	$241.50

Clinical Experience Medical Device Reprocessing CLIN10059 (SA)

Apply MDR theory in a full-time preceptored experience in a hospital setting. Lab fee included. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32519		Sep6	Dec10			FieldWork	$800.80

Medical Laboratory Technician Certificate (047)

SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

Graduation Requirement: 13 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/medlabassistant
ce@michener.ca

Offered in conjunction with the Michener Institute (Toronto) and approved by the National Certification Body CSMLS and the Provincial Body OSMT. Complete the theory portion online through 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.

THE Michener INSTITUTE For Applied Health Sciences®

Admission Requirements

- Grade 12 English and Math AND
- Grade 11 Chemistry OR
- Mature student status.
- Submit application online on the Program webpage for Winter 2017.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MLSCMLA50	Med Lab Assistant Module 1	30
MLSCMLA51	MLAR Mod 2 - Laboratory Basics	21
BIOL10006	Preparatory Biology	56
MLSCMLA53	MLAR Mod 4 - Basic Techniques In Hematology	27
CHEMMLA54	MLAR Mod 5 - Basic Techniques In Chemistry	27
MLSCMLA55	MLAR Mod 6 - Basic Techniques In Microbiology	24
MLSCMLA56	MLAR Mod 7 Histology/Cytology	24
MLSCMLA61	Introduction To Transfusion Medicine	24
MLSC10003	Laboratory Basics Workshop	22
MLSCMLA42	Clinical Behavioural Science	36
MLSCMLA58	Clinical Skills	56
CLIN10034	Clinical Experience 1	96
CLIN10035	Clinical Experience 2	160

Med Lab Assistant Module 1 Introduction MLSCMLA50

Focus on ethics, standards of practice, patient rights and safety. Covers specimen collection, handling, reception, processing and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31213		Sep8	Dec8			eLearn	$241.50

MLAR Mod 2 - Laboratory Basics MLSCMLA51

Review laboratory protocols. Includes 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
31214		Sep8	Dec8			eLearn	$169.05

Preparatory Biology BIOL10006

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31215		Sep8	Dec8			eLearn	$434.96

MLAR Mod 4 - Basic Techniques In Hematology MLSCMLA53

Learn appropriate protocols at the lab assistant level for collecting and handling routine hematological specimens, preparing and staining blood films, setting up for processing of hemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31216		Sep8	Dec8			eLearn	$217.35

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
31217		Sep8	Dec8			eLearn	$217.35

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
31218		Sep8	Dec8			eLearn	$193.20

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
31219		Sep8	Dec8			eLearn	$193.20

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
31220		Sep8	Dec8			eLearn	$193.20

Laboratory Basics Workshop MLSC10003

Gain practical skills in basic laboratory techniques and the use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31223	FR SA/SU	Oct21	Oct23	5:00-9:00 9:00-5:00	3	Classroom (IH)	$152.95

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. Clinical fees included. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32522		Sep6	Dec10			FieldWork	$1365.80

Medical Terminology

See page 31 for information on this program.

Medical Transcription Certificate (172)

See page 31 for information on this program.

Oncology Nursing Certificate (883)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/oncologynursing

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.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSGNSCC1	Oncology Nursing - Introductory	30
HSCINSCC2	Communications And Psychosocial Issues	36
HSCINSCC3	Major Malignancies I	39
HSCINSCC4	Major Malignancies II	39
HSCINSCC5	Symptom Control And Management	39
HSCI10151	Health Assessment	42
CLINNSCC6	Oncology Clinical Experience	48

Oncology Nursing-Introductory — NRSGNSCC1

Explore Oncology Nursing. Includes: pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31204		Sep12	Dec12			eLearn	$241.50

Communications And Psychosocial Issues In Oncology — HSCINSCC2

Consider various issues faced by patients and families living with cancer. Examine communication skills, developmental issues, the impact of cancer on families, grief and bereavement and survivorship issues. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31205		Sep12	Dec12			eLearn	$289.80

Major Malignancies I — HSCINSCC3

Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Includes: gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: NRSGNSCC2.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31206		Sep12	Dec12			eLearn	$313.95

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
31207		Sep12	Dec12			eLearn	$313.95

Symptom Control And Management — HSCINSCC5

Focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisite: NRSGNSCC4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31208		Sep12	Dec12			eLearn	$313.95

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
31065		Sep6	Dec13			OntarioLearn	$472.10

Oncology Clinical Experience — CLINNSCC6 (SA)

Integrate the knowledge and skills learned in the theory modules in a clinical setting. Hospital and/or community settings may be selected. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32536		Sep6	Dec10			FieldWork	$382.08

Palliative Care - Multidiscipline Certificate (017)

ONTARIO COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/palliativecare

Palliative Care aims to relieve suffering and improve quality of life for those who are living with and/or dying from a progressive life limiting illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for regulated/certified health care professionals. The curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Admission Requirements

- Must be a regulated/certified health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.).

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIHZA69	Palliative Care-Introduction	40
COMM10084	Communication And Informed Decision Making	40
HMNS10016	Loss, Grief & End Of Life Issues	40
HMNS10017	Professional Issues and Advocacy	40
HSCI10082	Pain Management	40
HSCI10083	Symptom Management	40
CLIN10033	Field Practicum	30

Palliative Care-Introduction HSCIHZA69

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31210		Sep14	Dec14			eLearn	$322.00

Pain Management HSCI10082

Focus on the complexity of pain, its physiology, assessment and management. Discuss interdisciplinary collaboration, communication and education in the management of pain. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31211		Sep14	Dec14			eLearn	$322.00

Symptom Management HSCI10083

Learn to assess and manage symptoms experienced by the palliative care patient. Communication, education and collaboration are integrating threads. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31212		Sep14	Dec14			eLearn	$322.00

Field Practicum CLIN10033 (SA)

Benefit from the opportunity to practice in a hospice palliative care setting tailored to your identified learning needs. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32527		Sep6	Dec10			FieldWork	$241.50

Perioperative Nursing Certificate (943)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/perioperative

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.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10058	Operating Room Nursing - Introductory	48
HSCINSC87	Anaesthesia, Assessment & Critical Care	42
HSCI10156	O.R. Laboratory Experience A	45
NRSG10032	Operating Room Principles and Practices 1 Theory	38
NRSG10033	Operating Room Principles and Practices 2 Theory	40
HSCI10158	OR Laboratory Experience B	40
HSCI10184	Operating Room Lab Experience C	12
CLIN10060	R.N. Operating Room Clinical	150

Operating Room Nursing-Introductory NRSG10058

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
31726		Sep12	Oct28			eLearn	$382.08
31724		Sep13	Dec13			eLearn	$382.08

Anaesthesia, Assessment & Critical Care HSCINSC87

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31728		Sep12	Dec13			eLearn	$338.10
31727		Sep13	Dec13			eLearn	$338.10

O.R. Laboratory Experience A HSCI10156

Practice skills for the scrub and circulating nurse roles in an operating room environment. Consists of lab and online. Location to be advised. Prerequisite: NRSG10032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31733	SA	Oct22	Nov26	7:30-3:00	6	Other	$387.25
31743	SU	Oct23	Nov27	7:30-3:00	6	Other	$387.25

R.N. Operating Room Clinical CLIN10060 (SA)

Apply perioperative nursing theory and skills in this 150 hour full-time preceptored Operating Room Suite. All theory and lab courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32538		Sep6	Dec10			FieldWork	$726.40

Psychosocial Rehabilitation Certificate (016)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/psychosocialrehab

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. Participants gain an understanding of the foundations of the approach as well as core knowledge of, and experience with, skills related to incorporating the approach within mental health practices and programs. Many graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through www.uspra.org.

Admission Requirements

- A degree, diploma or certificate in a relevant field.
- If you do not have related knowledge and experience in mental health HLTH10016 (Mental Health Introduction) is a recommended starting point.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIPSR01	Psychosocial Rehabilitation Foundations	45
HSCIPSR02	Mental Health Services	45
HSCIPSR03	Psychiatric Rehabilitation Process	45
HSCI10092	Mental Health Practitioner Competencies	45
HSCIPSR05	Current Trends In Mental Health	45
HSCIPSR06	Independent Study In Psychosocial Rehabilitation	60

Psychosocial Rehabilitation Foundations HSCIPSR01 (SA)

The Psychosocial Rehabilitation (PSR) approach enhances mental health recovery by supporting people who are recovering their mental health and well-being. 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
31076		Sep6	Dec13			OntarioLearn	$415.25

Mental Health Services HSCIPSR02

Focus on applying the PSR framework in programs. Describes the measurement of PSR outcomes and illustrated a range of PSR programs. 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
31078		Sep6	Dec13			OntarioLearn	$415.25

Mental Health Practitioner Competencies HSCI10092

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 in mental health practitioner roles, and determine the specific competencies 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
31193		Sep13	Dec13			OntarioLearn	$415.25

Psychiatric Rehabilitation Process HSCIPSR03

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
31079		Sep6	Dec13			OntarioLearn	$415.25

Current Trends In Mental Health HSCIPSR05

Study current developments and issues in PSR. Weekly chat sessions will be held on Thursdays at 8:30 pm EST. Prerequisite: HSCI10092.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31080		Sep6	Dec13			OntarioLearn	$415.25

Independent Study In Psychosocial Rehabilitation HSCIPSR06

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. All theory courses must be completed prior to placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31081		Sep6	Dec13			OntarioLearn	$514.40

Registered Nurse - Critical Care Nursing Certificate (871)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/criticalcarenursing

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.

Admission Requirements

- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10036	Critical Care Module 1 - Introductory	30
NRSG10001	Critical Care Module 2 - Respiratory	33
NRSG10002	Critical Care Module 3 - Cardiovascular Nursing	45
NRSG10035	Special Needs Population In Critical Care Module 4	30
NRSG10003	Critical Care Module 5 - Neurosciences	36
NRSG10004	Critical Care Module 6 - Gastrointestinal and Genitourinary	39
CLIN10004	Critical Care Module 2 (Respiratory) - Clinical	24
CLIN10005	Critical Care Module 3 (Cardiovascular) - Clinical	24
CLIN10006	Critical Care Module 5 (Neurosciences) - Clinical	24
CLIN10007	Critical Care Module 6 (GI/GU) - Clinical	8

Critical Care Module 1-Introductory NRSG10036

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31182		Sep8	Dec8			eLearn	$241.50

Critical Care Module 2 - Respiratory NRSG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathopsychological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31184		Sep8	Dec8			eLearn	$265.65

Critical Care Module 3 Cardiovascular Nursing NRSG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the **Arrhythmia Interpretation** course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31185		Sep8	Dec8			eLearn	$362.25

Special Needs Population In Critical Care Module 4 NRSG10035

Learn how to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31188		Sep8	Dec8			eLearn	$241.50

Critical Care Module 5 Neurosciences NRSG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31190		Sep8	Dec8			eLearn	$289.80

Critical Care 6 Gastrointestinal and Genitourinary NRSG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31191		Sep8	Dec8			eLearn	$313.95

Critical Care Module 2 (Respiratory) - Clinical CLIN10004 (SA)

Use the knowledge and skills learned in the respiratory module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10001. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32540		Sep6	Dec10			FieldWork	$193.20

Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005 (SA)

Integrate knowledge and skills learned in the cardiovascular module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10002. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32542		Sep6	Dec10			FieldWork	$193.20

Critical Care Module 5 (Neurosciences) - Clinical CLIN10006 (SA)

Apply knowledge and skills learned in the neurosciences module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10003. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32544		Sep6	Dec10			FieldWork	$193.20

Critical Care Module 6 (GI/GU) - Clinical CLIN10007 (SA)

Use knowledge and skills learned in the GI/GU module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10004. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32547		Sep6	Dec10			FieldWork	$64.40

Registered Nurse - First Assistant Certificate (921)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/rnfa

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.

Admission Requirements

- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 1 NRSG10039

Develop the theoretical foundation of RNFA practice. Explore the first assistant's role and interdependence with physicians and nurses for the benefit of the patient. Facilitated study through online learning activities and computer-based modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31156		Sep21	Dec21			eLearn	$313.95

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

Brittany - Perinatal Neonatal Nursing Student 2016

Registered Nurse - Occupational Health Nursing Certificate (875)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/occupationalhealthnursing

Prepare for practice as an Occupational Health Nurse in various employment settings. The courses will enhance the knowledge and skills of experienced Occupational Health Nurses and will assist with meeting the application qualifications for the Canadian Nurses Association Specialty Certificate Examination (COHN-C).

Admission Requirements

- Certificate of Registration from the College of Nurses of Ontario as an RN OR
- Registered in the Canadian jurisdiction where you live.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSGOHN01	Occupational Health Nursing Intro	42
HSCIOHN02	Occupational Health and Surveillance	42
HSCIOHN03	Health and Safety Legislation	42
HSCIOHN04	Health and Safety Management	42
WORKOHN05	Occupational Health Nursing Project	42
MGMT10020	Ergonomics and Disability Management for Occupational Health Nursing	42
HSCI10151	Health Assessment	42
HLTH10030	Health in the Workplace	42

Occupational Health Nursing Introduction NRSGOHN01

Discover the practice of occupational health nursing and the ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31154		Sep6	Dec13			OntarioLearn	$391.10

Occupational Health and Surveillance 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
31071		Sep6	Dec13			OntarioLearn	$391.10

Health and Safety Legislation HSCIOHN03

Introduces various health and safety legislation to assist you in the design and implementation of a health and safety program. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31073		Sep6	Dec13			OntarioLearn	$391.10

Health and Safety Management — 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
31075		Sep6	Dec13			OntarioLearn	$391.10

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. All theory courses must be completed prior to placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31089		Sep6	Dec13			OntarioLearn	$391.10

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
31085		Sep6	Dec13			OntarioLearn	$391.10

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
31065		Sep6	Dec13			OntarioLearn	$472.10

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
31015		Sep6	Dec13			OntarioLearn	$391.10

Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses for Obstetrics

Graduation Requirement: 7 courses for Neonatal

- On successful completion of each program you must apply for the Certificate in Perinatal Nursing and the Acknowledgement of Completion for the specific specialty.

ce.mohawkcollege.ca/perinatalnursing

Expand your knowledge and skills in Perinatal Nursing with an in-depth study of obstetrical/neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. Emphasis is on physiology, evidenced-based practice, research and nursing management. The Perinatal Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

Admission Requirements

- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

High Risk Obstetrics

Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation - Provider Certification	10
NRSG10049	Obstetrical Nursing 1 Advanced	35
NRSG10051	Obstetrical Nursing 2 Advanced	40
CLIN10002	Obstetrical Nursing 1 Clinical Experience	72
CLIN10003	Obstetrical Nursing 2 Clinical Experience	72

Neonatal

Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation	10
NRSG10045	Neonatal Nursing 1 Advanced	35
NRSG10043	Neonatal Nursing 2 Advanced	40
CLINNSCF2	Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4	Advanced Neonatal Nursing 2 Clinical Experience	72

Perinatal Nursing 1 — NRSG10055

ACCELERATED CRNS! Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Includes: 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
31809		Sep6	Oct21			eLearn	$281.75
31460		Sep12	Dec12			eLearn	$281.75
31812		Oct31	Dec16			eLearn	$281.75

Perinatal Nursing Part 2 — NRSG10056

ACCELERATED CRNS! 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
32842		Sep6	Oct21			eLearn	$281.75
31461		Sep12	Dec12			eLearn	$281.75
31817		Oct31	Dec16			eLearn	$281.75

Neonatal Resuscitation-Provider Certification — HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32746	FR	Oct28	Oct28	9:00-5:00	1	Classroom (IH)	$217.49

Obstetrical Nursing 1 Advanced — NRSG10049

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring, abnormal labour, and perinatal bereavement. You are required to login to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual available on eLearn course home page. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32354		Sep13	Dec13			eLearn	$281.75

Neonatal Nursing 1 Advanced — NRSG10045

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32364		Sep13	Dec13			eLearn	$281.75

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.). Prerequisites: HSCI10163 and NRSG10049. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32564		Sep6	Dec10			FieldWork	$540.72

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. Prerequisites: NRSG10051 and HSCI10163. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32563		Sep6	Dec10			FieldWork	$540.72

Advanced Neonatal Nursing 1 Clinical Experience — CLINNSCF2 (SA)

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Clinical experience takes place in Level 2 perinatal nursing setting. Prerequisites: NRSG10045 and HSCI10163. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32567		Sep6	Dec10			FieldWork	$540.72

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. Prerequisites: NRSG10043, CLINNSCF2 and HSCI10163. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32569		Sep6	Dec10			FieldWork	$540.72

Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/mentalhealthnursing

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.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HSCI10145	Advancements in the Mental Health System	40
HSCI10147	Introspective Practice	36
HSCI10148	Health Challenges	36
HSCI10149	Whole Person Assessment	36
HSCI10150	Interventions Supporting Recovery	36
CLIN10070	Clinical for Mental Health	40

Advancements in the Mental Health System — HSCI10145

Integrate an appreciation of mental illness, knowledge of past, present and future trends, and an awareness of the legal 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31138		Sep13	Dec13			eLearn	$322.00

Introspective Practice — HSCI10147

Use reflective practices to explore the impact of your values and beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Prerequisites: HSCI10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31142		Sep13	Dec13			eLearn	$289.80

Health Challenges — HSCI10148

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health. Prerequisite: HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31144		Sep13	Dec13			eLearn	$289.80

Whole Person Assessment — HSCI10149

Integrate refined interviewing skills with assessment tools to construct 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. Prerequisite: HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31145		Sep13	Dec13			eLearn	$289.80

Interventions Supporting Recovery — HSCI10150

Integrate knowledge of psychopharmacology and other treatment modalities/ alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Prerequisite: HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31146		Sep13	Dec13			eLearn	$289.80

Clinical for Mental Health — CLIN10070 (SA)

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Clinical paperwork, information and assessments are housed on eLearn. All theory courses must be completed prior to placement. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32574		Sep6	Dec10			FieldWork	$322.00

Registered Nurse/Registered Practical Nurse - Pediatric Nursing

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 7 courses

ce.mohawkcollege.ca/pediatric-nursing

Expand your knowledge and skills in Pediatric Nursing. Provides an in-depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10057	Pediatric Nursing - Introductory	40
NRSG10066	Nursing Care of Children with Cardio/Respiratory Disorders	40
NRSG10067	Nursing Care of Children with GI & Metabolic Disorders	40
NRSG10068	Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	40
NRSG10069	Nursing Care of Children with Hematological, Oncological & Palliative Care Needs	40
NRSG10091	Nursing Care of Children with Altered Mental Function	40
CLIN10056	Nursing Clinical Practicum	30

Pediatric Nursing-Introductory **NRSG10057**

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, discover key insights into conducting, assessing, and supporting optimal development of pediatric clients in each age group.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31153		Sep13	Dec13			eLearn	$322.00

Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function **NRSG10068**

Examine the pediatric population with neurological, sensory and musculoskeletal problems. Focus on pathophysiology, assessment, medical and nursing management. Factors considered are client and family communication, education, cultural and spiritual influences. The community as a clinical setting is a major focus.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31180		Sep13	Dec13			eLearn	$322.00

Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs **NRSG10069**

Examine the pediatric population with hematological, oncological problems and palliative care needs. Focus on pathophysiology, assessment, medical & nursing management. Consider client and family communication, education, cultural and spiritual influences. The community as a clinical setting is a major focus.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32648		Sep13	Dec13			eLearn	$322.00

Pediatric Nursing Clinical Practicum **CLIN10056 (SA)**

Apply knowledge and skills of pediatric nursing acquired from prior pediatric nursing modules in a preceptored clinical placement. Focus will be on provision of care to pediatric patients and their families in a community setting. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32597		Sep6	Dec10			FieldWork	$241.50

Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/maternalnewbornnursing

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.

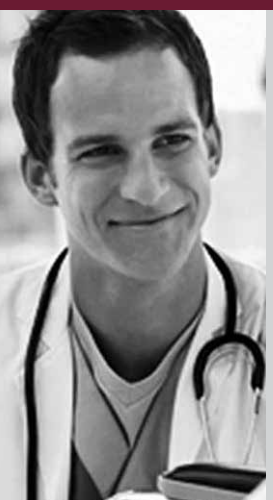
Admission Requirements

- Proof of current RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation-Provider Certification	10
NRSGNSCA1	Perinatal RPN Maternal Care	35
NRSGNSCA2	Perinatal Newborn And Family Care (RPN)	35
CLIN10073	RPN Perinatal Nursing Clinical	84

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 Operating Room Attendants, Critical Care for Nurses, Wound Care and more.

mcecor.com/healthcomm

CONTACT US

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Stoney Creek, ON L8E 2L7

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Toll Free: 877-269-1422
Fax: 905-575-2533
Email: info@mcecor.com

Perinatal Nursing 1 — NRSG10055

ACCELERATED CRNS! Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Includes: 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
31809		Sep6	Oct21			eLearn	$281.75
31460		Sep12	Dec12			eLearn	$281.75
31812		Oct31	Dec16			eLearn	$281.75

Perinatal Nursing Part 2 — NRSG10056

ACCELERATED CRNS! 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
32842		Sep6	Oct21			eLearn	$281.75
31461		Sep12	Dec12			eLearn	$281.75
31817		Oct31	Dec16			eLearn	$281.75

Neonatal Resuscitation-Provider Certification — HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32746	FR	Oct28	Oct28	9:00-5:00	1	Classroom (IH)	$217.49

Perinatal Newborn And Family Care (RPN) — NRSGNSCA2

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisite: NRSGNSCA1, NRSG10055 and NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31235		Sep12	Dec12			eLearn	$281.75

Perinatal RPN Maternal Care — NRSGNSCA1

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 and NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31233		Sep12	Dec12			eLearn	$281.75

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). Prerequisites: NRSGNSCA2 and HSCI10163. **Students preparing for Clinical Placement, please see page 95.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32572		Sep6	Dec10			FieldWork	$620.04

Retirement Communities

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 7 courses

ce.mohawkcollege.ca/retirement

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.

Admission Requirements

- A degree, diploma or certificate in a relevant field.

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
31056		Sep6	Dec13			OntarioLearn	$435.10

Sales and Marketing in Long Term Care Management — BUSN10093

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31307		Sep6	Dec13			OntarioLearn	$435.10

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
31019		Sep6	Dec13			OntarioLearn	$435.10

Resident Centred Care — HLTH10108

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31028		Sep6	Dec13			OntarioLearn	$435.10

Food Nutrition & Hospitality Management for Retirement — HLTH10109

Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31029		Sep6	Dec13			OntarioLearn	$435.10

HR and Labour Relations in Retirement Communities Management — HRES10020

Examine the human resources framework with emphasis on obtaining and retaining competent employees. Includes: 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
31063		Sep6	Dec13			OntarioLearn	$435.10

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
31057		Sep6	Dec13			OntarioLearn	$435.10

Skin, Wound and Footcare Management

ACKNOWLEDGEMENT OF COMPLETION AND/OR LETTER OF RECOGNITION

Turn to page 2 for contacts

Completion Requirements: see Program of Studies

ce.mohawkcollege.ca/foot-care-program

Update and expand knowledge and skills related to foot and wound care within scope of practice.

Admission Requirements

- Proof of current RN/RPN registration with the 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 footcare. 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. CRN 31201 Sat class is Sep 17. CRN 31209 Sat class is Oct 22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31201	TH SA	Sep15	Sep17	6:30-9:30 9:00-4:00	2	Classroom (IH)	$104.65
31209	TH SA	Oct20	Oct22	6:30-9:30 9:00-4:00	2	Classroom (IH)	$104.65

Advanced Footcare for RNs and RPNs — NRSG10059

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. CRN 31617 runs Sep 22, 24, Oct 1, 2. CRN 31620 runs Oct 27, 29, Nov 5, 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31617	TH SA/SU	Sep22	Oct2	6:30-9:30 9:00-3:00	4	Classroom (IH)	$144.90
31620	TH SA/SU	Oct27	Nov6	6:30-9:30 9:00-3:00	4	Classroom (IH)	$144.90

Footcare Field Practicum — CLIN10058 (SA)

Observe and implement footcare within scope of practice supervised by an experienced footcare nurse in a 7 hour clinical experience. Held at Idlewyld Manor in Hamilton. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32580	TH	Nov3	Nov3	8:30-5:00	1	FieldWork	$189.85
32595	TH	Dec8	Dec8	8:30-5:00	1	FieldWork	$189.85

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. In-class dates: Oct 1, 29, Nov 26. Course manual available on specific course page in eLearn. Must bring text and proof of CNO registration to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32483	SA	Oct1	Nov26	9:00-5:00	5	Blended (IH)	$241.50

Ward Clerk Certificate (163)

See page 34 for information on this program.

Working with Dementia Clients - Multidiscipline Certificate (138)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/dementiastudies

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Admission Requirements

- Approved certificate in Health Science or Human Services within Canada.

PROGRAM OF STUDIES

Mandatory Courses:		**Hours**
COMM10335	Communication and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities 1	24
CLINDEM05	Clinical Field Placement With Clients	60
Options - Choose 1:		
HSCIGER10	The Study of Aging - Introduction	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
HSCIHZA69	Palliative Care-Introduction	40

Courses are integrated with the Dementia Studies - Multidiscipline Certificate. See page 81.

Clinical Field Placement With Clients — CLINDEM05 (SA)

Apply the skills learned in Dementia theory courses in a clinical setting. Prerequisites: COMM10335, COMM10336, HMNSDEM03 and LAWSDEM04.

Students preparing for Clinical Placement, please refer to page 95.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32530		Sep6	Dec10			FieldWork	$461.40

The Study Of Aging - Introduction — HSCIGER10

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31066		Sep6	Dec13			OntarioLearn	$294.50

Physiology Of Aging — HSCIGER20

Examine the physiology of human growth, development and aging with special reference to the influence of diet, environment, exercise and disease on the normal processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31067		Sep6	Dec13			OntarioLearn	$294.50

Assessment And Planning — HSCIGER30

Develop skills in assessment, planning, intervention and evaluation for the aging adult. Includes: interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31068		Sep6	Dec13			OntarioLearn	$294.50

Mental Health Aspects Of Aging — HSCIGER41

Investigate many issues related to aging. Covers the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31069		Sep6	Dec13			OntarioLearn	$294.50

Palliative Care-Introduction — HSCIHZA69

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31210		Sep14	Dec14			eLearn	$322.00

Working with the Aged - Multidiscipline Certificate (019)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/gerontology

Designed for those who wish to pursue formal studies in aging. Learners will gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process.

Admission Requirements

- Completion of a certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA).

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIGER10	The Study of Aging - Introduction	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:		
COMM10336	Exploring Dementia Care	24
COMM10035	Communication and Interpersonal Skills	24
HMNSDEM03	Caregiving Skills	24
HSCIHZA69	Palliative Care-Introduction	40

Courses are integrated with the Gerontology - Multidiscipline (037) Certificate. See page 83.

Preclinical and Clinical Information for Health and Nursing Students

Preclinical Requirements

Health and Nursing students wishing to complete clinical courses must successfully complete a number of preclinical requirements in the term prior to registering for a clinical course. You will register for the appropriate preclinical course and then visit MOCOmotion to access the Pre Placement Services channell. There you will find all the information needed to complete the Preclinical requirements.

Preplacement/Clinical Service — HLTH10223

To meet all the requirements for placement and clinical.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31519		Sep5	Sep30				$101.00
31777		Oct3	Oct31				$101.00
31781		Nov1	Nov29				$101.00
31783		Dec1	Dec31				$101.00

Clinical Requirements

Each clinical placement will have a variety of requirements that must be met prior to the student attending the clinical site. These will include:

- successful completion of all theory courses
- completion of Preplacement/Clinical Service course (HLTH10223)

NOTES:

- You must complete and submit your clinical application prior to the term in which you plan on completing the clinical
- Applications are available in the preplacement course
- At times, due to excessive placement demands on agencies, placements may not be achievable in the term requested
- **Failure to attend clinical placement after confirmation will result in a fee of $150**
- Exclusion from clinical may be approved via the PLAR process. Contact the PLAR Office at 905-575-2395 or plar@mohawkcollege.ca

Visit your program webpage for more information!

or contact us by email
cehealth@mohawkcollege.ca

OTHER COURSES

CPR and First Aid Certification

ce.mohawkcollege.ca/cpr-first-aid

Turn to page 2 for contacts

Additional courses requested by special interest groups can be accommodated.

C.P.R.'C'/AED - Health Care Provider Level — HSCI10086

Designed for Health Professionals. Learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. A prerequisite for **PN and BScN programs**. Heart and Stroke Foundation certification. Note: No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31111	TU	Sep6	Sep6	5:00-10:30	1	Classroom (IH)	$81.62
31114	TU	Sep13	Sep13	5:00-10:30	1	Classroom (IH)	$81.62
31115	SA	Sep17	Sep17	9:00-2:30	1	Classroom (IH)	$81.62
31117	MO	Sep26	Sep26	5:00-10:30	1	Classroom (IH)	$81.62
31119	MO	Nov7	Nov7	5:00-10:30	1	Classroom (IH)	$81.62
31121	TU	Nov15	Nov15	5:00-10:30	1	Classroom (IH)	$81.62

C.P.R. 'C'/AED Recertification - Health Care Provider Level — HSCI10087

Skills and assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level 'C' certification, within the last 12 -13 months. Note: No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31122	SA	Sep10	Sep10	9:00-12:30	1	Classroom (IH)	$54.74
31123	MO	Sep12	Sep12	5:00-8:30	1	Classroom (IH)	$54.74
31124	TU	Sep20	Sep20	5:00-8:30	1	Classroom (IH)	$54.74
31125	TU	Sep27	Sep27	5:00-8:30	1	Classroom (IH)	$54.74
31126	TU	Oct4	Oct4	5:00-8:30	1	Classroom (IH)	$54.74
31127	TU	Oct11	Oct11	5:00-8:30	1	Classroom (IH)	$54.74
32582	MO	Oct17	Oct17	5:00-8:30	1	Classroom (IH)	$54.74
32584	SA	Oct22	Oct22	9:00-12:30	1	Classroom (IH)	$54.74
32586	SA	Nov5	Nov5	9:00-12:30	1	Classroom (IH)	$54.74
32588	MO	Nov14	Nov14	5:00-8:30	1	Classroom (IH)	$54.74
32590	MO	Dec5	Dec5	5:00-8:30	1	Classroom (IH)	$54.74

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, CYC, ES, 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
32596	SA/SU	Sep24	Sep25	9:00-5:00	2	Classroom (IH)	$110.00
32598	SA/SU	Oct15	Oct16	9:00-5:00	2	Classroom (IH)	$110.00
32599	SA/SU	Oct29	Oct30	9:00-5:00	2	Classroom (IH)	$110.00
32600	SA/SU	Nov19	Nov20	9:00-5:30	2	Classroom (IH)	$110.00
32601	SA/SU	Dec3	Dec4	9:00-5:00	2	Classroom (IH)	$110.00
32603	SA/SU	Dec10	Dec11	9:00-5:00	2	Classroom (IH)	$110.00

Health

ce.mohawkcollege.ca/health-nursing

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Basic Blood Collection — MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31133	SA	Sep17	Oct1	9:00-5:00	3	Classroom (IH)	$169.05
31135	SA	Nov5	Nov19	9:00-5:00	3	Classroom (IH)	$169.05

Developing a Course with Desire2Learn — COMP10188

NEW! Desire2Learn is a learning management system that allows users to develop and manage a course in an online environment. Discover the D2L environment and familiarize yourself with the tools available. Develop your own D2L course during this learning experience. Moderate computer and internet skills are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32611		Sep6	Dec13			OntarioLearn	$338.50

Health Care Concepts — HLTH10244

NEW! Gain an overview of the Ontario health care system. Examine the interdisciplinary role of health care professionals. Engage in dialogue about current issues and trends that impact the health care system within the context of sustainability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32621		Sep6	Dec13			OntarioLearn	$195.75

Hearing Voices Workshop — HSCI10201

NEW! This ground-breaking training will help mental health professionals, clinicians and emergency responders understand the challenges that face people with psychiatric disabilities. Participants experience hearing voices through headphones while completing a series of tasks. During debrief participants will discuss their experiences and the impact the voices had on their ability to complete their assignments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32773	SA	Oct29	Oct29	9:00-1:00	1	Classroom (IH)	$155.76

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
31064		Sep6	Dec13			OntarioLearn	$514.40

Mental Health Introduction — HLTH10016

NEW! 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
31479		Sep6	Dec13			OntarioLearn	$415.25

Ready to Graduate?

Visit **www.mohawkcollege.ca/ConvocationPrep** for information and instructions.

Operating Room Attendant NRSGNSCD9

Introduces the operating room environment and the role of the OR attendant. Includes: the OR team, communication skills, infection control, basic microbiology concepts, asepsis, positioning of patients and environmental cleaning practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31131	SA	Sep17	Oct22	9:00-5:00	5	Classroom (IH)	$257.60

Operating Room Attendant Laboratory Experience HSCI10155

Utilize OR Attendant theory and skills in a hospital laboratory experience. Must have Immunization clearance, Mask Fit testing and Police Check prior to start date of the course. Prerequisite: NRSGNSCD9. On successful completion of NRSGNSCD9 and HSCI10155 an Acknowledgment of Completion will be given. Course dates Nov 12, 13, 19, 20. Remainder online. Lab fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31140	SA/SU	Nov12	Nov20	9:00-5:00	4	Other	$291.50

Patient Navigator-Fundamentals HLTH10242

NEW! Investigate the fundamental principles of patient navigation, role, responsibilities and historical context. Focus on supporting patients with information and resources for basic needs to assist them in identifying their healing goals and moving positively toward them. Theoretical models are highlighted to enhance understanding of the comprehensive needs of patients and their adjustment to their personal health situation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32618		Sep6	Dec13			OntarioLearn	$459.25

Preparatory Biology BIOL10006

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31004		Sep6	Dec13			OntarioLearn	$487.96

Processing of Physicians' Orders HLTH10243

NEW! Learn to demonstrate appropriate processing skills for the completion of physicians' orders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32617		Sep6	Dec13			OntarioLearn	$338.50

Health Administration

ce.mohawkcollege.ca/health-nursing

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Financial Practices for health Care Organizations HLTH10241

NEW! Learn the process of critical thinking and decision-making and apply these skills to solve management and leadership problems in health care. Use quantitative and qualitative data to support decision making. Practice managerial and leadership skills that support effective problem solving.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32615		Sep6	Dec13			OntarioLearn	$435.10

Health Care Operations HLTH10238

NEW! Explore the impact of managerial decision-making on operational effectiveness. Learn typical challenges faced by line managers including operational planning, quality management and process redesign. Become familiar with the environmental factors that affect health care operations and determine the impact on organizational resources. Critical thinking and decision making processes are examined and applied to management and leadership problems in health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32633		Sep6	Dec13			OntarioLearn	$459.25

Health Care Policy HLTH10239

NEW! Provides an overview of the current federal and provincial policy impacting the operation and service delivery of health care in Ontario. Become familiar with the internal and external factors impacting policy decision-making and implementation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32636		Sep6	Dec13			OntarioLearn	$459.25

Law and Health Care Administration HLTH10237

NEW! Introduces the current legal landscape in Canadian Health Care with emphasis on Ontario. Explore the impact of legal decisions on the provision of service delivery, labour relations, policy, and other managerial functions. Understand the role of institutional governance, accreditation, and risk management in health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32631		Sep6	Dec13			OntarioLearn	$459.25

Statistics for Health Care Professionals HLTH10240

NEW! Provides an overview of the techniques used to collect, analyze, and report quantitative and qualitative health care data. Use research and critical thinking skills to interpret and present data. Apply statistical analysis to support decision-making for strategic, organizational goals, and quality improvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32616		Sep6	Dec13			OntarioLearn	$435.10

MOCOmotion
moco.mohawkcollege.ca

Your private, personal, password protected Mohawk digital space.

You can access eLearn, email, exam bookings, grades and more.

Nursing

ce.mohawkcollege.ca/health-nursing

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Arrhythmia Interpretation HLTH10229

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management. Prerequisite: Must be a Health Care Professional (RN, RPN, Paramedic, Pharmacy Tech, nursing student, etc.). Equivalent to: NRSG10060. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31059		Sep6	Dec13			OntarioLearn	$336.40

Intravenous Therapy - RN/RPN NRSGNSC90

Intended for RN/RPNs who work with individuals who are receiving IV therapy. Covers anatomy and physiology, types of IV solutions, variety of equipment used, initiating IV therapy (venipuncture) and appropriate nursing care. Understand generally accepted practices for IV therapy. NOTE: Certification for the skill remains the responsibility of the employing agency. 28 hrs lab and 11 hrs online. Prerequisite: Proof of current RN/RPN registration with the College of Nurses of Ontario.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31561	SA	Oct22	Nov26	9:00-5:00	6	Blended (IH)	$313.95

Pharmacology Theory Review for Nurses NRSG10096

NEW! Update the skills and knowledge of the RN/RPN in the area of pharmacology and medication administration. Emphasis is placed on the knowledge of drug groups, both traditional and non-traditional such as natural herbs, in terms of actions, uses, adverse reactions, special considerations, and application of the nursing process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32640		Sep6	Dec13			OntarioLearn	$386.80

Rural and Remote Nursing: Foundations NRSG10094

NEW! Understand the foundational components of rural health nursing focusing on historical context and the growing need for advanced expertise in Rural Nurses. Examine the need and scope of Rural and Remote nursing and the complexity of servicing these locations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31083		Sep6	Dec13			OntarioLearn	$459.25

Rural and Remote Nursing:Health Care for Indigenous People in Canada NRSG10095

NEW! Explore the meaning of culture and health as it relates to First Nations populations in rural and remote settings. Examine literature articulating the relationship between healthcare providers and First Nations peoples such as the effects of colonialism and residential schools. Includes issues of mental health, environmental effects, domestic violence and poverty.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31084		Sep6	Dec13			OntarioLearn	$459.25

Research Administration

ce.mohawkcollege.ca/health-nursing

Turn to page 2 for contacts

Introduction to Research Design CRED10109

NEW! Develop research literacy by studying research concepts, methodologies and techniques used in business, health, engineering, community services, and media. Examine historical, cultural and worldview perspectives that underlie decisions about research. Address ethical responsibilities inherent in research processes and products. Learn to identify and critically interpret research evidence to support decision-making processes in work environments and day-to-day life.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32612		Sep6	Dec13			OntarioLearn	$435.10

Research Proposals: Planning and Design RSCH10009

NEW! Research is a key component of sustainability in social and business-oriented organizations. Understand the elements of problem definition, reliable and valid methodologies, and data collection. The foundational skill of ethical consideration is developed. Prepare a complete Research Proposal prior to course completion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32623		Sep6	Dec13			OntarioLearn	$459.25

Research Skills COMM10340

NEW! Develop your abilities to effectively evaluate information and problem solve from a consumer's point of view. Gain skills in detecting misinformation and in applying good information. Develop essential skills in social science research, learn to locate and evaluate research, and through practical experience, apply the information gathered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32613		Sep6	Dec13			OntarioLearn	$322.40

Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

Programs and Courses

Mohawk College Certificates

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Stand-Alone Courses

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Home Renovation 103

CREDENTIALED PROGRAMS

Cake Decorating

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 4 courses

ce.mohawkcollege.ca/cake-decorating

Admission Requirements

- Some manual dexterity is required for the use of sharp tools.

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31450	WE	Sep14	Oct5	6:30-9:30	5	Classroom (FF)	$130.75

Cake Decorating 2 **CULIGI738**

Create beautiful royal icing flowers, lily nail flowers, flood work, basket weave design and more. Supply costs (approx. $40) are the responsibility of the participant. Prerequisite: CULIGI737.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31453	WE	Oct12	Nov9	6:30-9:30	5	Classroom (FF)	$130.75

Cake Decorating 3 **CULIGI739**

Introduces the wonderful world of decorating with fondant. Use fondant for covering cakes as well as modelling flowers, bows and other adornments to be used on cakes, cupcakes and cookies. Stacking and tiering of cakes will also be covered. Supply costs of approx. $50.00 are the responsibility of the participant. Prerequisite: CULIGI738.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31455	WE	Nov16	Dec21	6:30-9:30	5	Classroom (FF)	$130.75

Culinary Skills - Introduction

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirements: 4 courses

ce.mohawkcollege.ca/culinary

Every great chef has a repertoire of knowledge from which to draw - this is your chance to learn from a pro! Whether you're just beginning to cook, or looking for a thorough refresher of the basics, these hands-on courses will have you cooking comfortably in no time and have been designed to build up your kitchen repertoire so you become a great home chef. Your journey starts with the fundamentals and continues to more advanced techniques which lead to creating spectacular dishes with a gourmet touch. Topics include knife skills, a wide range of cooking techniques, food safety and handling, plating and presentation techniques.

Admission Requirements

- Some manual dexterity is required for the use of sharp tools.

PROGRAM OF STUDIES		
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

Bring a sharp "chef's" knife, hand towel, containers and apron to all courses.

Cooking Fundamentals — CULI10069

Join an expert chef and start your culinary journey by learning basic cooking skills. Instruction will be given on proper knife skills and handling, various cooking techniques and food presentation. Gain a new perspective on how to look at recipes to create savoury dishes that will impress family and friends. Food costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31649	TU	Sep20	Oct25	6:00-10:00	6	Classroom (FF)	$248.20

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 included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31650	TU	Nov1	Dec6	6:00-10:00	6	Classroom (FF)	$248.20

Creole and Cajun Cooking — CULI10073

Spice up your culinary repertoire with an expert chef! Learn secrets of creating delicious Creole and Cajun inspired dishes in this hands-on course. Discover many national influences that are part of this cuisine. Using the essential ingredients; soups, vegetables, main dishes and desserts will be visited. Bring a sharp knife, apron and containers. Food costs included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31651	SA/SU	Nov12	Nov13	10:00-4:00	2	Classroom (FF)	$151.60

Home Renovation For Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 5 courses

ce.mohawkcollege.ca/homereno

Join us 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.

PROGRAM OF STUDIES		
Option Group 1 - Choose 5:		**Hours**
BLDG10075	Tools and How to Use Them	12
BLDG10072	Basic Plumbing	12
ELEC10123	Basic Electrical	12
BLDG10073	Basic Maintenance	18
BLDG10074	Kitchens	12
BLDG10079	Flip That House	12
BLDG10086	Flooring And Mouldings	12
BLDG10087	Furniture Refinishing	12
CREA10135	Painting and Decorating	12
BLDG10088	Build a Bench	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion.

MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.

Basic Electrical — ELEC10123

Join an expert electrician to learn how to plan a rewiring, upgrading, and add-ons, according to code. Learn when an electrician and an inspection is a MUST. Material costs included in fee. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32735	SA/SU	Oct15	Oct16	8:30-2:30	2	Classroom (FF)	$138.60

Basic Maintenance — BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let us show you step by step how to get the job done.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32737	TU	Sep13	Oct18	6:30-9:30	6	Classroom (FF)	$124.60

Basic Plumbing — BLDG10072

Learn how to maintain and improve all your basic plumbing! We will show you how to save $$$ by knowing what to look for. Step-by-step instructions from fixing a leaky faucet to installing a toilet and everything in between.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32738	MO	Nov7	Nov28	6:30-9:30	4	Classroom (FF)	$124.60

Tools and How to Use Them — BLDG10075

Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Covers tool maintenance and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32744	MO	Sep12	Oct3	6:30-9:30	4	Classroom (FF)	$124.60

Horticulture - Plant Identification Certificate (846)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/horticulture

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.

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.

Broadleaf Evergreens, Climbers And Vines — HORTHOR05

Examine a wide range of broadleaf evergreens, deciduous and evergreen vines and ground covers with emphasis on identification and cultural requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32624	TH	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	$289.80

Deciduous Trees — HORTHOR02

Explore and learn about a broad range of deciduous trees suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32626	WE	Sep14	Nov30	6:30-9:30	12	Classroom (FF)	$289.80

Fundamentals Of Horticulture — HORTHOR01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32627	WE	Sep14	Nov30	6:30-9:30	12	Classroom (FF)	$289.80

Interior Decorating Certificate (178)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/interiordecorating

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).

CDECA™ Canadian Decorators' Association Recognized Institution

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
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

Basic Drafting — TDRWHF203

ACCELERATED! Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx.$90). Prerequisites: CREAHF215 and CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31659	TU/TH	Nov22	Dec22	6:30-9:30	10	Classroom (FF)	$243.00

Colour Principles — CREAHF215

ACCELERATED! 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
31657	TU/TH	Sep13	Oct13	6:30-9:30	10	Classroom (FF)	$243.00

Creative Paint Techniques — CREA10036

Master the latest faux finishing techniques. Supply costs must be paid to the instructor at the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31656	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$243.00

Design Principles — CREAHF205

ACCELERATED! A perfect room requires skillful planning, careful composition and the right accessories and lighting. Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31658	TU/TH	Oct18	Nov17	6:30-9:30	10	Classroom (FF)	$243.00

Kitchen and Bathroom Concepts — CREA10035

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31655	WE	Sep21	Nov23	6:30-9:30	10	Classroom (FF)	$243.00

Residential Lighting — CREA10029

Learn to use incandescent, fluorescent and halogen lights, decorative fixtures and accent lighting to beautify residential interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31654	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$243.00

Landscape Design Certificate (080)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/landscapedesign

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

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HORTHOR01	Fundamentals Of Horticulture	36
HORTLA010	General Plant Identification	36
HORTLA009	Botany For Horticulture	36
HORTLA001	Landscape Design 1	36
HORTLA007	Landscape Design II	36
HORTLA008	Landscape Design III	36
Options - Choose 1:		
CADMCAD06	AutoCAD - Introduction	45
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers And Vines	30
HORTHOR06	Annuals, Perennials, Bulbs	30
HORT10047	Holistic Plant Health Care and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

NOTES:

- It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.
- If you are planning to use the Horticulture Certificate instead of taking HORTLA010 (General Plant ID), you must apply for an exemption for HORTLA010 before applying for the Landscape Design Certificate.

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

General Plant Identification — HORTLA010

Study identification and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses. Field trips included. NOTE: CANNOT be used as a credit in the Horticulture Plant Identification Certificate.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32609	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80

Landscape Design II — HORTLA007

Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation. Prerequisite: HORTLA001. NOTE: Purchase of supplies is required at approximately $60.00.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32620	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$289.80

Landscape Design III — HORTLA008

At this advanced level, students will use knowledge gained from previous courses to create landscapes using DYNASCAPE Computer Software. Prerequisites: HORTLA001 & HORTLA007.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32622	TH	Sep15	Dec1	6:30-9:30	12	Classroom (FF)	$289.80

Professional Bartending

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 5 courses

ce.mohawkcollege.ca/bartending

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.

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

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
31486	MO	Sep19	Nov28	6:30-10:00	10	Classroom (FF)	$339.80

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
31532	SA	Sep10	Sep10	9:30-1:30	1	Classroom (FF)	$61.00
31534	TU	Oct4	Oct4	6:00-10:00	1	Classroom (FF)	$61.00
31535	SA	Oct15	Oct15	9:30-1:30	1	Classroom (FF)	$61.00
32476	SA	Nov19	Nov19	9:30-1:30	1	Classroom (FF)	$61.00

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 2 — HOSPFB005

Explore the elegance of Old World Wines, grape varieties, regions, including France and Italy. Develop your tasting skills with selected wines. Gain an understanding of quality standards and regulations. Wine costs included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31481	TU	Sep20	Nov8	6:00-10:00	8	Classroom (FF)	$318.00

Tea Sommelier

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 8 courses

ce.mohawkcollege.ca/tea

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.

Tea Association of Canada
Association du Thé du Canada

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.

PROGRAM OF STUDIES

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31457	MO	Sep12	Oct3	6:30-9:30	4	Classroom (FF)	$124.10

Regions of the World - Tea 102 — HOSP10020

In the world, millions of people enjoy drinking tea. Examine in detail the principal tea-growing regions of the world. Develop a fundamental understanding of tea - its evolution and its influence on culture and world events. Students will taste and evaluate teas that are representative of each region. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31459	TU	Oct4	Nov8	6:30-9:30	6	Classroom (FF)	$177.40

Tea Sensory Development - Tea 103 — HOSP10021

Examine the science of taste and how the production of tea influences the appearance of the leaf and the overall taste. Identify stages of production, proper storage, handling techniques, potential production errors and the associated impact on the tea. Develop the skills to discern major tea characteristics. The tasters' vocabulary will be covered with tasting of various products. Prerequisite: HOSP10020.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32851	TU	Nov15	Dec20	6:30-9:30	6	Classroom (FF)	$177.40

OTHER COURSES

Food and Drink Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Crockpot: Autumn Harvest — CULI10012

NEW! With the guidance of an experienced chef learn to prepare crock meals of Sweet Potatoes, Gingered Carrots, Wild Rice Stuffed Turkey Breast and Cherry Cobbler. Bring apron, towel and a sharp-knife. Food cost included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32855	SA	Sep17	Sep17	10:00-4:00	1	Classroom (FF)	$112.88

Holiday Hors D'oeuvres — CULI10034

NEW! Learn to create a light meal with loads of variety or start a meal off with elegance and flair! Discover simple yet elegant ways to create and cook a full Tapas platter. Learn to produce stunning hot and cold hors d'oeuvres that will impress your guests. Bring a sharp knife and towel. Food cost included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32856	SA	Dec10	Dec10	10:00-4:00	1	Classroom (FF)	$112.88

Home Renovation

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Advanced Chalk Painting — CREA10185

Let's move on to another level using new techniques for revitalizing a piece of furniture or an accessory from ignored to adored. Learn different techniques such as using wallpaper, crackle and glazes and more to create a French country vintage look that makes your new piece stand out and very desirable. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32867	SA	Sep17	Sep17	9:00-4:30	1	Classroom (FF)	$142.89

Chalk Style Furniture Painting — CREA10182

Unleash your creativity! Bring in a small piece of furniture or accessories and take home a masterpiece. Learn painting techniques using the newest Chalky Patina paint that will transform a project from tired looking to adored and treasured. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32868	SA	Nov5	Nov5	9:00-4:30	1	Classroom (FF)	$142.89

Learn to Tile Successfully — BLDG10105

Learn the basic steps of tiling by starting with a simple project. Hands-on instruction will be given from selecting tiles to the actual installation and completion of a project. A good stepping stone to have the confidence to undertake a backsplash or similar project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32745	SA	Oct22	Oct22	9:00-4:30	1	Classroom (FF)	$105.50

Milk Painting — CREA10184

Discover this trendy method of painting! Use a paint powder that creates the distressed "chippy" look that is so characteristic of milk paint. Learn fabulous techniques that give a variety of modern, authentic, antique and textured looks to a piece of furniture or a home decor item. Instructor will supply brushes and paints.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32869	SA	Nov12	Nov12	9:00-4:30	1	Classroom (FF)	$142.89

Repurpose a Pallet — BLDG10104

Discover and explore the endless possibilities for reusing a wooden pallet. Step by step instruction will be given from dismantling the pallet, to cutting, assembling and painting a project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32747	SA	Nov26	Nov26	9:00-4:30	1	Classroom (FF)	$105.50

Mathematics

MATH LEARNING CENTRE - INDEPENDENT STUDY

Steps for completing a course through the Math Learning Centre (MLC) at Fennell Campus

Turn to page 2 for contacts

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**

	Start/Orientation Date	Sep 6	Sep 12	Sep 20	Oct 12	Nov 10		
	End Date	Jan 6	Jan 13	Jan 20	Feb 10	Mar 10		
COURSE NAME	COURSE NUMBER	CRN	CRN	CRN	CRN	CRN	FEE	PREREQUISITE
Mathematics 1	MATH10011	32340	32371	32396	32422	32487	$338.10	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012	32341	32372	32397	32423	32488	$338.10	Grade 12 Math (C or U)
Mathematics	MATH10020	32342	32373	32398	32424	32489	$338.10	MATH10012
Mathematics	MATH10024	32343	32374	32399	32425	32490	$338.10	MATHMS173
Mechanical Intermediate Algebra	MATH10029	32344	32375	32400	32426	32491	$338.10	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042	32345	32376	32401	32427	32492	$473.60	Grade 12 Math (C or U)
Mathematics 2	MATH10053	32346	32377	32402	32428	32493	$338.10	MATH10011 or equivalent
NDE Mathematics	MATH10059	32347	32378	32403	32429	32494	$338.10	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001	32348	32379	32404	32430	32495	$415.20	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 **	32349	32380	32405	32431	32496	$589.44	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003	32350	32381	32406	32432	32497	$415.20	Grade 11 Math (C or U)
Mathematics 1 - General Arts and Science	MATHMA006	32351	32382	32407	32433	32498	$338.10	Grade 10 Math (applied or academic)
Math	MATHMA018	32352	32383	32408	32434	32499	$338.10	MATHMA006
Mathematics	MATHMA101	32353	32384	32410	32435	32500	$338.10	Grade 11 Math (M or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179	32355	32385	32411	32436	32502	$473.60	Grade 12 Math (C or U)
Differential Calculus	MATHMA383	32356	32386	32412	32438	32503	$338.10	MATH10029
Mathematics	MATHMS122	32357	32387	32413	32439	32504	$473.60	Grade 10 Math (applied or academic)
Mathematics	MATHMS144	32359	32388	32414	32440	32505	$338.10	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165	32360	32389	32415	32441	32506	$473.60	Grade 12 Math (C or U)
Mathematics	MATHMS171	32361	32390	32416	32442	32507	$473.60	Grade 12 Math (C or U)
Mathematics	MATHMS173	32362	32391	32417	32443	32508	$473.60	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244	32363	32392	32418	32444	32509	$338.10	MATHMS144
Mathematics	MATHMS248	32365	32393	32419	32446	32511	$473.60	MATHMS171
Mathematics	MATHMS377	32366	32394	32420	32447	32512	$338.10	MATHMS271

** CRN End Dates for MATHMA002 are Mar 14/17, Mar 21/17, Mar28/17, Apr 18/17 and May 19/17.

MATHEMATICS COURSES

Mathematics Courses

ce.mohawkcollege.ca/mathematics-statistics

Turn to page 2 for contacts

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
32808		Sep6	Dec13			eLearn	$434.96
32806	TH	Sep22	Dec22	6:00-9:00	14	Classroom (FF)	$434.96

Engineering Mathematics 2 — MATH10021

Introduces Functions, Graphs, Straight Line, Quadratic Equations, Analytic Trigonometry, Empirical Equations, Differential and Integral Calculus. Prerequisite: MATHMA179 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32805	WE	Sep21	Dec21	6:00-9:00	14	Classroom (FF)	$338.10

Fundamental Mathematics — MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with Percents and 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
31070		Sep6	Dec13			OntarioLearn	$459.25

Math — MATHMA018

Understand Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32811		Sep6	Dec13			eLearn	$338.10

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
32813		Sep6	Dec13			eLearn	$338.10

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
32814		Sep6	Dec13			eLearn	$434.96

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
32809		Sep6	Dec13			eLearn	$338.10

Statistics — MATHMA570

Covers organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software will not operate on a MAC computer. Prerequisite: Introductory College level math course. Students wishing MATHMS474 or MATH10060 may take MATHMA570. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31077		Sep6	Dec13			OntarioLearn	$487.96

Statistics — MATHMS474

Covers organization and description of data, probability, binomial, poisson and normal distributions, confidence interval and MINITAB. Prerequisite: MATHMS173 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32815		Sep20	Dec20	6:00-9:00	14	Classroom (FF)	$338.10

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
31072		Sep6	Dec13			OntarioLearn	$558.40

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
31074		Sep6	Dec13			OntarioLearn	$459.25

Need to pick up a course you missed?

Let Continuing Education get you back on track!

Required courses may be available through Continuing Education

Visit **ce.mohawkcollege.ca/BackOnTrack** or email **ceweb@mohawkcollege.ca**

Media and Creative Arts

ce.mohawkcollege.ca/creative

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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 **cecreative@mohawkcollege.ca**

CREDENTIALED PROGRAMS

Aesthetics Certificate (026)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/aesthetics

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.

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASTHAES02	Aesthetics Skin Care I	39
ASTHAES03	Aesthetics Skin Care II	39
ASTHAES04	Aesthetics Skin Care III	39
ASTHAES05	Aesthetics Body Massage and Treatments	39
ASTHWS144	MakeUp Artistry	39
ASTH10006	Manicure Pedicure care and Techniques	39
ASTHWS306	Waxing	39
BIOLHZA34	Biology Preparatory	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
MRKT10044	Professional Selling in Cosmetics	39
WORKWS034	Work Experience Option	30
Options - Choose 1:		
ASTH10000	Hot Stone Massage	36
ASTHWS031	Make Up Paramedical and Camouflage Therapy	39
ASTHWS244	MakeUp Artistry II	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10005	MakeUp Bridal Black and White and Creative	39

Aesthetics Skin Care I — ASTHAES02

Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31636	WE	Sep14	Dec7	9:30-12:30	13	Classroom (FF)	$590.74
31637	WE	Sep14	Dec7	6:30-9:30	13	Classroom (FF)	$590.74

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
31641	WE	Sep14	Dec7	1:00-4:00	13	Classroom (FF)	$488.95
31642	TH	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	$488.95

Applied Cosmetics Certificate (830)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses.

ce.mohawkcollege.ca/cosmetics

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.

Admission Requirements

- Successful Completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASTHWS144	MakeUp Artistry	39
ASTHWS244	MakeUp Artistry II	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MARKT10044	Professional Selling in Cosmetics	39
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39
Option Group 2 - Choose 1:		
ASTH10006	Manicure Pedicure care and Techniques	39
ASTHWS306	Waxing	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTHWS344	MakeUp Portfolio Development	39
ASTH10005	MakeUp Bridal Black and White and Creative	39
WORKWS034	Work Experience Option	30

Colour Theory For Fashion And MakeUp CoOrdination — FASHWS013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31643	TU	Sep13	Dec6	9:30-12:30	13	Classroom (FF)	$388.95

MakeUp Artistry — ASTHWS144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31639	MO	Sep12	Dec12	1:00-4:00	13	Classroom (FF)	$623.95
31640	TH	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	$623.95

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
31645	MO	Sep12	Dec12	9:30-12:30	13	Classroom (FF)	$318.95
31646	MO	Sep12	Dec12	6:30-9:30	13	Classroom (FF)	$318.95

Communications Media Practices Certificate (266)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 12 courses

ce.mohawkcollege.ca/cmp

Are you interested in learning the fundamentals of media production to complement your degree or diploma? Work with industry professionals to:

- Learn professional techniques of shooting and editing video.
- Produce layout and designs using industry-standard software.
- Write and edit audio content to air on Mohawk's campus radio station 101.5 The Hawk and our Internet station, Ignite Radio.
- Work with community partners to develop and plan a multimedia Capstone Project.
- Build an e-portfolio of your work to complement your existing degree/ diploma.

Admission Requirements

Minimum requirements are:

- Ontario College Diploma or University Degree.
- Other equivalent post-secondary experience or qualifications will be considered by Mohawk.
- For students enrolled in McMaster University's Communication Studies and Multimedia Programs; Students must have completed two years of McMaster's Program and be in good standing.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MCOM10015	On-Air Production 1	70
MCOM10024	Story 3	28
MCOM10171	Post Production 1	28
MCOM10179	Independent Prod Planning	28
MCOM10217	Media Presentation Skills	14
MCOMTV213	Field Production	42
CRED10105	Career Planning ePortfolio	42
MCOM10027	Print Layout and Design	28
MCOM10192	Broadcast Production Video	42
MCOM10193	Broadcast Production Audio	42
MCOM10218	Capstone Project 1	56
MCOM10219	Capstone Project 2	245

Media Presentation Skills — MCOM10217 (SA)

NEW! Explore the media and entertainment environments reliant on well-developed presentation and communication skills. Develop an understanding of the potential power of one's message, voice, body language, personal habits and active listening ability. Cultivate your talent and build confidence for a future career through workshops, presentations, research, analysis and meaningful discussion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32858	SA	Sep17	Dec17	9:00-10:00	13	Classroom (FF)	$112.69

Story 3 — MCOM10024 (SA)

NEW! Obtain one-on-one formative evaluation and feedback on your interviewing, researching and story writing skills. The key focus of this coaching is the interview. Maintain portfolios of your newsroom work, which will form the basis of regular evaluation, coaching and feedback.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32859	SA	Sep17	Dec17	10:00-12:00	13	Classroom (FF)	$225.40

Dressmaking Certificate (819)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/dressmaking

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.

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
31306	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$243.25

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
31313	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$243.25

Dressmaking 2 Level 2 — FASHDM125

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31435	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$243.25

Dressmaking 3 Level 1 — FASHDM130

Concentrate on professional fitting techniques, interfacings, special trimmings and linings as you complete a dressmaker's lined jacket. Prerequisite: First 4 courses or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31436	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$243.25

Fashion Design Certificate (804)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirements: 8 courses

ce.mohawkcollege.ca/fashiondesign

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.

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		
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
31438	WE	Sep21	Dec7	6:30-9:30	12	Classroom (FF)	$291.55

Tuition Assistance

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

Floral Techniques - Basic Certificate (805)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/floral

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.

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		
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.

Designing With Exotics — FLORFC005

ACCELERATED! 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: FLORFC004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31648	TU	Nov22	Dec20	9:30-4:00	5	Classroom (FF)	$244.25

Materials For Designs — FLORFC004

ACCELERATED! 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
31449	TU	Oct18	Nov15	9:30-4:00	5	Classroom (FF)	$244.25

Techniques And Color Harmonies Basic — FLORFC001

ACCELERATED CRN! Study the care and handling of flowers, elements and principles of design, and colour harmonies. Complete flower arrangements in fresh and artificial material. Supplies will be discussed at the first class. A kit including equipment and supplies is available for purchase (approx. $60). Does not include fresh/artificial product.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31445	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$244.25
31446	TH	Sep22	Oct20	9:30-4:30	5	Classroom (FF)	$244.25

Wedding Work And Special Occasion — FLORFC002

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31447	TH	Sep22	Dec8	6:30-9:30	12	Classroom (FF)	$292.55

Make-Up Artistry Certificate (056)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 11 courses

ce.mohawkcollege.ca/makeupartistry

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.

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

MakeUp Theatrical and Special Effects — ASTHWS029

Develop your skills in makeup artistry, with emphasis on theatrical and special effects makeup and prosthetics. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32854	TU	Sep13	Dec6	6:30-9:30	13	Classroom (FF)	$393.95

Music Certificate (809)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/music

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.

Admission Requirements

- Open to absolute beginners or individuals at any stage.
- You may qualify for credit for previous musical experience.
- Level 1 instruments and vocals require no previous experience.
- You must supply your own instruments where applicable and pay for texts.
- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MUSC10075	Piano Beginners Part A	22
MUSC10076	Piano Beginners Part B	22
MUSCMU020	Theory - Preliminary	28
MUSCMU123	Theory 1	28
MUSCMU140	Ear Training 1 Solfege	28
MUSCMU223	Theory 2	28
MUSCPA160	Vocal 1	12
Options - Choose 1:		
MUSC10071	Vocal Advanced	22
MUSC10072	Guitar 1	22
MUSC10103	Piano Continued Explorations	28
MUSCMU182	Harmony 1	28

Guitar 1 — MUSC10072

Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31712	WE	Sep14	Dec14	6:30-8:00	14	Classroom (FF)	$177.10

Harmony 1 — MUSCMU182

Build skills needed to write music in four part harmony. Course content will closely follow the requirements set for the R.C.M. Grade 3 Harmony exam. Credit in the Applied Music Program. Prerequisite: MUSCMU223.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31585	TH	Sep15	Dec15	6:00-8:00	14	Classroom (FF)	$225.40

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31582	TH	Sep15	Dec15	6:30-8:00	14	Classroom (FF)	$177.10

Theory - Preliminary — MUSCMU020

Focus on the musical aspects of notation, scales, melody, harmony, time and transposition. NOTE: Due to the Thanksgiving Holiday Monday, a make-up class will be discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31584	MO	Sep12	Dec19	6:00-8:00	14	Classroom (FF)	$225.40

Vocal 1 — MUSCPA160

Improve singing skills with attention to breath control, voice production, stage deportment and intonation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31586	TU	Sep13	Nov29	6:00-7:00	12	Classroom (FF)	$96.60

Nail Technician Certificate (027)

MOHAWK COLLEGE CERTIFICATE

ce.mohawkcollege.ca/nailtechnician

Turn to page 2 for contacts

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.

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
31634	TU	Sep13	Dec6	1:00-4:00	13	Classroom (FF)	$779.90
31635	TU	Sep13	Dec6	6:30-9:30	13	Classroom (FF)	$779.90

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

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

Jayme, graduate of the Performing Arts Certificate

Performing Arts Certificate (929)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/performingarts

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.

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
31530	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

An Actor's Director — CREA10090

Explore basics of directing for stage. Through exercises in movement, scene study, creative thinking and blocking, the first time director will gain confidence/ experience in bringing a production from script to performance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32513	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

The Career Class — CREA10085

Learn the business side of Acting. Develop the right "package" to maintain a career in the industry. Use marketing & self-promotion techniques to get yourself in front of the right people to make your dream a reality. Prerequisite: CREA10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31531	WE	Sep21	Nov23	6:30-9:30	10	Classroom (FF)	$241.50

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

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/photography

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.

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		

Camera Requirements:

- DSLR with aperture priority mode, shutter priority mode, program mode and manual mode.

Architectural Photography — PHTO10030

Explore the principles and techniques associated with architectural photography while you learn to effectively capture exteriors and interiors through the use of composition, lighting, various lenses, digital processing. Weekend field trips on Oct 17 and 31. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31587	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Commercial Photo Illustration — PHTOPY230

Create images suitable for advertising and editorial venues. Examine commercial photography of small products, architectural/industrial images, fashion. Prerequisites: PHTOPY300 and PHTOPY225. Course dates: Oct 15,16,29,30. Model fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31591	SA/SU	Oct15	Oct29	9:00-5:00	4	Classroom (FF)	$266.50

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
31588	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$241.50

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
31592	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

History of Photography — PHTOPY109

Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31173		Sep6	Dec13			OntarioLearn	$294.50

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
31589	WE	Sep21	Nov23	6:30-9:30	10	Classroom (FF)	$241.50

Landscape Photography — PHTOPY800

Through discussion and field work, you engage in general examination of landscape photographers and specific investigations of your personal viewpoint. Weekend field trips: Oct 17 and 31. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31593	WE	Sep21	Nov23	6:30-9:30	10	Classroom (FF)	$241.50

Studio Lighting — PHTOPY225

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31590	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$276.50

Sewing (Basic)

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirements: 6 courses

ce.mohawkcollege.ca/sewing

The purchase of supplies is required. A materials list will be provided before the course starts. Please contact us for more information or to receive the materials list by email.

Sewing - Introduction — TEXTHC027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31440	FR SA	Sep16	Sep17	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25
31441	FR SA	Nov18	Nov19	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

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
31442	FR SA	Oct14	Oct15	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Basic Sewing 2 — TEXTHC203

Develop new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31443	FR SA	Nov4	Nov5	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Basic Sewing 3 — TEXTHC322

Continue to develop sewing skills by constructing a sleeveless or semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting, hem and neck finishing. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31444	FR SA	Nov25	Nov26	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Visual Arts Certificates

Turn to page 2 for contacts

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.

ce.mohawkcollege.ca/visualarts

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.

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
32654	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32668	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32680	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32692	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32704	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32716	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Foundation 2 — CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: CERAPC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32655	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32669	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32681	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32693	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32705	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32717	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Foundation 3 — CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: CERAPC202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32656	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32670	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32682	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32694	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32706	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32718	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Foundation 4 — CERAPC204

Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining hand building and throwing techniques. Prerequisite: CERAPC203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32657	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32671	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32683	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32695	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32707	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32719	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 1 — CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32658	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32672	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32684	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32696	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32708	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32720	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 2 — CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: CERAPC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32659	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32673	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32685	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32697	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32709	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32721	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 3 — CERAPC303

Create teapots and casseroles in series with careful attention to body forms, handles, lid fit. Hand build wall tiles, plaques and murals. Prerequisite: CERAPC302.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32660	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32674	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32686	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32698	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32710	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32722	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 4 — CERAPC304

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: CERAPC303.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32661	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32675	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32687	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32699	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32711	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32723	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 1 — CERAPC401

Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32662	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32676	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32688	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32700	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32712	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32724	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 2 — CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32663	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32677	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32689	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32701	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32713	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32725	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 3 — CERAPC403

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32665	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32678	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32690	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32702	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32714	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32726	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 4 — CERAPC404

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32666	MO	Sep19	Nov28	6:30-9:30	10	Classroom (SC)	$271.50
32679	TU	Sep20	Nov22	1:00-4:00	10	Classroom (SC)	$271.50
32691	TU	Sep20	Nov22	6:30-9:30	10	Classroom (SC)	$271.50
32703	WE	Sep21	Nov23	1:00-4:00	10	Classroom (SC)	$271.50
32715	WE	Sep21	Nov23	6:30-9:30	10	Classroom (SC)	$271.50
32727	TH	Sep22	Nov24	6:30-9:30	10	Classroom (SC)	$271.50

Chinese Brush Painting — ARTTPD101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32748	SA	Sep24	Nov26	9:30-4:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 2 — ARTTPD102

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: ARTTPD101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32749	SA	Sep24	Nov26	9:30-4:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 3 — ARTTPD103

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32750	SA	Sep24	Nov26	9:30-4:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 4 — ARTTPD104

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: ARTTPD103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32751	SA	Sep24	Nov26	9:30-4:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 5 — ARTTPD105

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: ARTTPD104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32752	SA	Sep24	Nov26	9:30-4:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 6 — ARTTPD106

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: ARTTPD105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32753	SA	Sep24	Nov26	9:30-4:30	10	Classroom (FF)	$241.50

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. You are expected to scan and send assignments electronically. Email cecreative@mohawkcollege.ca for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32739		Sep12	Dec16			Other	$241.50

Design and Colour 2 — ARTTPG201

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32740		Sep12	Dec16			Other	$241.50

Creative & Visual Arts Gallery

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

Design and Colour 3 — ARTTPG301

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32741		Sep12	Dec16			Other	$241.50

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 cecreative@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32754	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$241.50

Drawing 2 — ARTTPD301

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: ARTTPD201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32755	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$241.50

Drawing 3 — ARTTPD401

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: ARTTPD301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32756	TH	Sep22	Nov24	6:30-9:30	10	Classroom (FF)	$241.50

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
31099		Sep6	Dec13			OntarioLearn	$386.80

Drawing Realistic Subjects in Coloured Pencil — CREA10095

Learn professional tips for creating realistic portraits, flowers, and other drawings using coloured pencils. Benefit from detailed demonstrations, useful critiques and discussions of various techniques. View the course website at www.realisticdrawing.com/cp. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31100		Sep6	Dec13			OntarioLearn	$386.80

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
32742		Sep12	Dec16			Other	$241.50

Painting 1 — ARTTPD211

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32758	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Painting 2 — ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: ARTTPD211.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32762	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Painting 3 — ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: ARTTPD311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32763	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Painting 4 — ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: ARTTPD411.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32764	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Painting 5 — ARTTPD611

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. Prerequisite: ARTTPD511.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32765	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Painting 6 — ARTTPD711

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: ARTTPD611.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32766	TU	Sep20	Nov22	6:30-9:30	10	Classroom (FF)	$241.50

Watercolour Painting 1 — ARTTPD231

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32767	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$241.50

Watercolour Painting 2 — ARTTPD331

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: ARTTPD231.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32768	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$241.50

Watercolour Painting 3 — ARTTPD431

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: ARTTPD331.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32769	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$241.50

Watercolour Painting 4 — ARTTPD531

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: ARTTPD431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32770	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$241.50

Watercolour Painting 5 — ARTTPD631

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: ARTTPD531.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32771	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$241.50

Watercolour Painting 6 — ARTTPD731

Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: ARTTPD631.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32772	MO	Sep19	Nov28	6:30-9:30	10	Classroom (FF)	$241.50

OTHER COURSES

Floral Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Registration closes 1 week prior to each course date.

Centrepiece for Thanksgiving — FLOR10000

Create a colourful and stunning table piece using the rich tones of fall. Use a variety of fresh flowers and finish the arrangement with additional touches of fruits and accessories. Materials included. You MUST register by September 29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31577	TH	Oct6	Oct6	6:30-9:30	1	Classroom (FF)	$64.86

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. Materials included. You MUST register by October 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31578	SA	Oct8	Oct8	9:30-2:00	1	Classroom (FF)	$89.55

Traditional Christmas Urn — FLOR10020

Create a stunning effect with this seasonal urn insert that can be used indoors or out. This eye-catching piece combines greens, branches, berries and more. Put your own twist on it to enhance your decorating for the holiday season. Materials included. You MUST register by November 18.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31580	FR	Nov25	Nov25	6:30-9:30	1	Classroom (FF)	$61.73

Christmas Floral Workshop — FLORGI615

Decorate this Christmas with lovely florals that you created yourself! Craft three exciting traditional and contemporary arrangements that will enhance your holiday decor and impress family and friends. Materials included. You MUST register by December 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31579	TU	Dec13	Dec13	6:30-9:30	1	Classroom (FF)	$118.46

Christmas Centrepiece-Fresh Flowers — FLORGI545

Create an eye-catching arrangement for your holiday celebrations using a selection of fresh flowers and fragrant evergreens. Add interesting accents for that special touch. Materials included. You MUST register by December 8.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32367	TH	Dec15	Dec15	6:30-9:30	1	Classroom (FF)	$74.14

Music

ce.mohawkcollege.ca/music-courses

Turn to page 2 for contacts

Admission Requirements

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

Guitar for Beginners — MUSC10123

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31172		Sep6	Dec13			OntarioLearn	$459.25

Guitar Song Book — MUSC10078

Learn to play a variety of popular and contemporary songs just like they sound on the recordings. Students are encouraged to submit their favourite songs to be learned in the group lesson. Prerequisite: Guitar 3 or an ability to alternate standard open position chords with some bar chords. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31583	TH	Sep15	Dec15	8:30-9:30	14	Classroom (FF)	$177.10

Piano Song Book — MUSC10053

Continue to develop piano skills from previous levels by learning to play a variety of genres and creating your own piano arrangements to suit your individual skill level and style. Prerequisite: Adult Piano 5 or minimum 3 years playing experience with ability to read music. Access to piano required. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31581	TH	Sep15	Dec15	8:30-10:00	14	Classroom (FF)	$177.10

Photography Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Enhance your photography skills!

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
31707	SA	Oct15	Oct15	9:30-4:30	1	Classroom (FF)	$88.64

Sewing Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

The purchase of supplies is required. A materials list will be provided before the course starts. Please contact us for more information or to receive materials list by email.

Serger Know How — CREA10169

Discover how to use your serger to its fullest potential with proficiency! Master various techniques, use decorative threads, and a variety of fabrics including knits. Practice these skills by completing project(s) during the course. You must supply your own serger.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31439	SA/SU	Oct22	Oct23	9:30-4:00	2	Classroom (FF)	$98.35

Sewing Window Treatments - Part 1 — CREA10103

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32853	SA/SU	Oct15	Oct16	9:30-4:00	2	Classroom (FF)	$99.35

Visual Arts

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Weekend Boot Camp-Wheel Throwing — CERA10003

Throw faster, larger, more consistently. Come throw for a whole weekend and hone your skills before the start of the term. Bring your own clay or buy from the studio. Work will not be kept/fired at Mohawk.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32743	SA/SU	Sep17	Sep18	9:30-4:30	2	Classroom (SC)	$96.60

Technology and Skilled Trades

ce.mohawkcollege.ca/tech

Programs and Courses

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Power Engineering 131
Quality Assurance 132
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CREDENTIALED PROGRAMS

Air Brake Training

ce.mohawkcollege.ca/airbrake

Turn to page 2 for contacts

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. When you have successfully completed the endorsement course, you need to report to a DriveTest Centre within 6 months to add the Z endorsement to your licence.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32830	SA/SU	Sep17	Sep18	8:00-4:00	2	Classroom (SC)	$317.28
32831	SA/SU	Oct15	Oct16	8:00-4:00	2	Classroom (SC)	$317.28
32832	SA/SU	Nov12	Nov13	8:00-4:00	2	Classroom (SC)	$317.28
32833	SA/SU	Dec10	Dec11	8:00-4:00	2	Classroom (SC)	$317.28

Building Environmental Systems Certificate (090)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/buildenvironsystems

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.

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 Handling & Preventive Maintenance — BLDGBES03

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31704	TU	Sep13	Dec6	6:00-9:30	13	Classroom (SC)	$362.25

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
31705	TH	Sep15	Dec8	6:00-9:30	13	Classroom (SC)	$362.25

Heating — HRAPBES01

Review operation and maintenance of hot water and steam boilers and accessories, oil and gas burners, heating controls, plumbing, fire protection and alarm systems. Intended for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31706	MO	Sep12	Dec12	6:00-9:30	13	Classroom (SC)	$362.25

Certificate of Qualification Examination Preparation

ce.mohawkcollege.ca/cofq

Turn to page 2 for contacts

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.

Admission Requirements

- Before registering in a Certificate of Qualification course, please contact the Apprenticeship Branch Office at 1-800-668-4479. Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam.

C of Q Automotive Service Technician 310S — MOTPSAM66

Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32823	TU	Sep13	Dec6	6:00-9:00	12	Classroom (SC)	$289.80

C of Q Electrical 309A — ELECHEQ12

Review theory and electrical code for the Construction & Maintenance 309A exam. Current code book required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32824	TU/TH	Sep13	Dec3	6:00-9:00	20	Classroom (SC)	$461.40

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32904	TU	Sep13	Dec6	6:00-9:00	12	Classroom (SC)	$241.50

C of Q Prep Machinist 429A — MACHHAQ02

Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32825	TU/TH	Sep13	Dec6	6:00-9:00	24	Classroom (SC)	$540.72

C of Q Prep Millwright 433A — MECHHEQ02

Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32826	TU/TH	Sep13	Dec6	6:00-9:00	24	Classroom (SC)	$540.72

C of Q Tool and Die 430A — MACHHEQ03

Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32827	TU/TH	Sep13	Dec6	6:00-9:00	24	Classroom (SC)	$540.72

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
32828	TU	Sep13	Dec6	6:00-9:00	12	Classroom (SC)	$289.80

Pre-Licence Autobody — MOTPSAM67

A theory review designed to assist trainees (apprentices) to write the C of Q exam for Autobody Repair and Collision damage under the Ontario Apprenticeship Tradesman's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32829	TU	Sep13	Dec6	6:00-9:00	12	Classroom (SC)	$289.80

CFC/ODP Training

ce.mohawkcollege.ca/cfc-odp

Turn to page 2 for contacts

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.

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
32784	SA	Sep24	Sep24	8:30-3:00	1	Classroom (SC)	$188.64
32787	SA	Oct29	Oct29	8:30-3:00	1	Classroom (SC)	$188.64
32788	SA	Dec3	Dec3	8:30-3:00	1	Classroom (SC)	$188.64

CNC Programming Certificate (070)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/cncprogramming

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.

Admission Requirements

- CNC courses require you 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) 2D — CADMRE455

Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32571	TU	Sep13	Dec20	6:00-10:00	15	Classroom (SC)	$461.40

CNC Programming - Basic — MACHRE810

ACCELERATED! Study applicable mathematics, standard code and machine tool set-up for 2 1/2 axes milling and 2 axes turning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32575	TU/TH	Sep13	Nov1	6:00-10:00	15	Classroom (SC)	$461.40

Construction Estimating Certificate (867)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/constructionestimating

Accurate estimating and careful monitoring of costs are essential for ensuring a profit in any construction firm. Upgrade your estimating skills using computer software.

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

Construction Management A — MGMTCN340

Examine the principles of critical-path scheduling, as well as relevant provincial and municipal acts, regulations, and permit processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31773	TH	Sep15	Dec15	6:00-10:00	14	Classroom (FF)	$434.96

Estimating 1 — BLDGEA202

Read drawings and measure quantities of building projects, concrete, earthwork, structural steel, reinforcing steel and masonry.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31785	TU	Sep13	Dec13	6:30-9:30	14	Classroom (FF)	$338.10

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
31222		Sep6	Dec13			OntarioLearn	$410.95

Project Management Scheduling Software — INFO10105

Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Prerequisite: HRES10013. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31666		Sep6	Dec13			OntarioLearn	$479.08
31381		Oct3	Jan9			OntarioLearn	$479.08
31398		Nov1	Feb7			OntarioLearn	$479.08
31407		Dec1	Mar9			OntarioLearn	$479.08

Online Course?

Book your exam early!

For instructions visit

ce.mohawkcollege.ca/exams

Electrical Fundamentals Certificate (063)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 3 courses

ce.mohawkcollege.ca/electricalfundamentals

Benefit from a thorough grounding in the electrical fundamentals required in various maintenance occupations.

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 offeredon page 104.

CSA Approved safety shoes/boots and safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

Electricity 1 - Residential — ELECHV107

Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electric test meters, with emphasis on residential HVAC systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31789	MO/WE	Sep12	Dec5	6:00-9:00	24	Classroom (SC)	$540.72

Electronic Fundamentals Certificate (886)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/electronicfundamentals

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.

Admission Requirements

- Grade 12 Mathematics or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ELECER001	DC Electrical/Electronic Theory	56
ELECER002	AC Electrical/Electronic Theory	56
ELECER003	Electronics I (Semiconductors)	56
ELECER011	Digital Electronics 1	60

DC Electrical/Electronic Theory — ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31731	TU	Sep13	Dec13	6:00-10:00	14	Classroom (FF)	$434.96

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
31734	TH	Sep15	Dec15	6:00-10:00	14	Classroom (FF)	$434.96

Environmental Engineering Certificate (083)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/environmentalengineering

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.

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

Air Pollution And Monitoring — ENVROH704

Study principles and techniques of air pollution monitoring and control. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31792	TH	Sep15	Dec15	6:00-9:00	14	Classroom (FF)	$338.10

Principles Of Environmental Chemistry — CHEMOH701

Explore elements, radicals and compounds, stoichiometry, solutions, chemical water analysis, pH, chemical kinetics and equilibria, gas laws and solubility alkalinity, colloids and coagulation, organic compounds, oxidation-reduction. NOTE: Some self-study may be required. Prerequisite: GSCIPE053 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31793	TU	Sep13	Dec13	6:00-9:00	14	Classroom (FF)	$338.10

Fire Safety Certificate (853)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/firesafety

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.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Principles Of Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	Fire Safety 4-Water Extinguishing Systems	39
SAFEFT105	Fire Safety 5-Special Extinguishing Systems	39
SAFEFT106	Fire Safety 6 Processes and Protection	39

Basic Principles Of Fire Safety — SAFEFT100

Focus on the chemistry and physics of fire, methods of extinguishment, fire protection and life safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31794	TU	Sep13	Dec6	6:30-10:00	13	Classroom (FF)	$362.25

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
31472		Sep6	Dec13			OntarioLearn	$479.08

Fire Safety 3-Fire Alarms — SAFEFT103

Examine initiating and indicating devices with attention to circuitry, code requirements, design and installation. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31798	WE	Sep14	Dec7	6:30-9:30	13	Classroom (FF)	$313.95

Fire Safety 5-Special Extinguishing Systems — SAFEFT105

Study fixed fire extinguishing systems with their applications and design. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31801	TH	Sep15	Dec8	6:00-9:00	13	Classroom (FF)	$313.95

Fluid Power Certificate (847)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/fluidpower

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.

Admission Requirements

- Basic knowledge of, or experience with, fluid power systems.

PROGRAM OF STUDIES

This POS has recently been revised. Students in progress under the old POS should refer to the website for equivalencies.

Mandatory Courses:		Hours
STENMF201	Introductory Hydraulics	56
STENMF254	Hydraulics 1	70
STEN10009	System Studies	28
STENMF202	Introductory Pneumatics	42
STENMF354	Hydraulics 2	56
STENMF352	Pneumatics 2	49

Some components of this program require approved safety glasses and footwear.

Introductory Hydraulics — STENMF201

Understand the principles of fluid power as related to hydraulics building on fundamentals presented in introductory pneumatics Learning applications for hydraulic actuators, pumps, controls and fluid conditioning and application in industry. Equivalent: STENMF100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32733	TU	Sep13	Dec13	6:00-10:00	14	Classroom (SC)	$434.96

Introductory Pneumatics — STENMF202

Learn the concepts and principles of fluid power specifically related to pneumatic systems, pneumatic actuators, valves, compressors and associated controls. Apply the use of pneumatics in industry and its evolution with changing technology. Upon completion the student should be able to design and specify components for a simple pneumatic system. Prerequisite: STENMF201. Equivalent to: STENMF103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32734	WE	Sep14	Dec14	6:00-9:00	14	Classroom (SC)	$338.10

Fuel Certification Challenge Examinations

Turn to page 2 for contacts

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).

Fuel Technician Certification

ce.mohawkcollege.ca/fueltechnician

Turn to page 2 for contacts

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

All Fuel Certification courses/programs are endorsed and supported by Ontario Regulation 215. You must write an examination within one year of accredited course/program completion. Failure to meet the requirements within one year of completion will necessitate retraining.

Rewrites & Re-examination:

- Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. A candidate who is unsuccessful in their third attempt must attend a full training program again. As per OREG 215, a candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt. One is able to rewrite after thirty days of an unsuccessful attempt.
- Mohawk College will advertise a rewrite schedule in the Continuing Education catalogue and on our website.

No one should fill out an application for a higher certification level until successfully completing a lower level certification.

Upon completion of all four parts of Gas Technician 2, the student will be permitted to book the final TSSA examination.

NOTE: Participants are required to pay an Examination Fee of $230.00 for each level (GT-3, GT-2, GT-1) of certification and each attempt.

For Fuel Technician information, access the TSSA link via ce.mohawkcollege.ca/fueltechnician

Admission Requirements

- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through day school training at this time.

GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 25-31 to obtain the GT-1. (GT-2 is a prerequisite).

The purchase of books will be required; instructors will advise.

Payment for Gas Technician 3/2 Rewrite Exams will be required the first night of the reviews.

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

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
32634	TU/TH	Sep13	Dec22	6:00-10:00	30	Classroom (SC)	$858.00

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
32635	MO/WE	Sep12	Dec21	6:00-10:00	30	Classroom (SC)	$858.00

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
32639	MO/WE	Sep12	Dec21	6:00-10:00	30	Classroom (SC)	$858.00

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
32652	TU/TH	Sep13	Dec22	6:00-10:00	30	Classroom (SC)	$858.00

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 OCTOBER 19, at 6:00pm.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32653	WE	Sep21	Oct12	6:00-9:00	4	Classroom (SC)	$96.60

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
32667	MO/WE	Sep12	Jan23	6:00-10:00	36	Classroom (SC)	$1016.64
32728	MO/WE	Sep12	Jan23	6:00-10:00	36	Classroom (SC)	$1016.64

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 NOVEMBER 23 at 6:00pm.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32729	WE	Oct26	Nov16	6:00-9:00	4	Classroom (SC)	$96.60

Geographic Information Systems Certificate (079)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/gis

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.

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

INFO10081 is offered on page 73. INFO10177 is offered on page 74.

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
31458		Sep6	Dec13			OntarioLearn	$391.10

GIS Software - ArcView — INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform spatial analyses, and produce map outputs and charts. Included with the book is a fully functioning 180-day trial version of ArcView software that can be downloaded from the internet, along with data for the book's exercises. A Windows OS is required to install the software. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31462		Sep6	Dec13			OntarioLearn	$391.10

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
31452		Sep6	Dec13			OntarioLearn	$391.10

Internet Mapping INFOCVA08

Examine various types of Internet Mapping. Includes managing data for Internet Map Projects, Geographic Markup Language, Web Map Service Standards, open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Main software used is Mapserver, QGIS, Openlayers, Leaflet and Google Maps. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31456		Sep6	Dec13			OntarioLearn	$391.10

Introduction To Geographic Information Systems INFOCVA03

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping. Computer software required: Open Source Software Quantum QGIS (works on Windows, Macs and Linux).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31454		Sep6	Dec13			OntarioLearn	$391.10

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
31463		Sep6	Dec13			OntarioLearn	$391.10

Heating, Refrigeration and Air Conditioning Technician Certificate (855)

ONTARIO COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/hrac

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including Mathematics.
- Strong problem-solving skills.
- Good human relations skills.
- High mechanical aptitude.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BLDGBES03	Air Handling & Preventive Maintenance	45
ELECHV107	Electricity 1 - Residential	72
GOPTRE050	Gas Technician 2 - Part 1	120
ENVRRE904	CFC/HCFC/HFC Control	6
GOPTRE243	Oil Burner Technician 3	120
GOPTRE244	Gas Technician 3	144
HRAPRE905	Air Conditioning For HRAC	60

Upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

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

Home Inspection Certificate (171)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/homeinspection

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).

Admission Requirements

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including Mathematics including senior level English.
- Experience in the construction industry is an asset.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BLDGHI001	Interior/Insulation Inspection	42
BLDGHI002	Exterior Inspection	42
HRAPHI003	Heating Inspection I	42
HRAPHI004	Heating Inspection II	42
HRAPHI005	Plumbing Inspection	42
HRAPHI006	Air Conditioning and Heat Pumps Inspection	42
ELECHI007	Electrical Inspection	42
BLDGHI008	Structural Inspection	42
BLDGHI009	Roofing Inspection	42
COMMHI010	Communication/Professional Practices	42

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAHI) provided that 70% or higher is maintained in each of the subjects being submitted to OAHI for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAHI directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAHI regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAHI or www.oahi.com

Textbook Information

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext. 251 at a cost of approximately $250.00 per course in addition to the course fees.

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
31237		Sep6	Dec13			OntarioLearn	$435.10

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
31090		Sep6	Dec13			OntarioLearn	$435.10

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
31221		Sep6	Dec13			OntarioLearn	$435.10

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
31231		Sep6	Dec13			OntarioLearn	$435.10

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
31242		Sep6	Dec13			OntarioLearn	$435.10

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
31240		Sep6	Dec13			OntarioLearn	$435.10

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
31229		Sep6	Dec13			OntarioLearn	$435.10

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
31239		Sep6	Dec13			OntarioLearn	$435.10

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
31246		Sep6	Dec13			OntarioLearn	$435.10

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
31244		Sep6	Dec13			OntarioLearn	$435.10

Human Machine Interfacing Certificate (182)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/hmi

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.

Admission Requirements

- For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASYSPLC11	PLC Programming 1	56
ASYS10004	HMI Programming 1	52
ASYS10005	HMI Programming 2	52
ASYS10006	HMI Programming 3	52

PLC Programming 1 — ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31813	TU	Sep20	Dec13	6:00-10:00	13	Classroom (FF)	$408.52

Industrial Drives Certificate (202)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/industrialdrives

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.

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

DC Electrical/Electronic Theory — ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31731	TU	Sep13	Dec13	6:00-10:00	14	Classroom (FF)	$434.96

Industrial Drives 3 — ASYS10003

Concentrate on control theory for single phase and three phase AC motors, and Analog and Digital regulator systems. Prerequisite: ASYS10002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32445	MO	Sep12	Dec12	6:00-10:00	13	Classroom (FF)	$408.52

Industrial Engineering - Level 1 Certificate (868)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/industrialengineering

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.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HRESIM337	Management Of Human Resources	42
IENGIM132	Work Measurement 1	56
IENGIM252	Problem Solving	42
IENGIM332	Work Measurement 2	56
IENGIM535	Plant Layout And Material Handling	56
MGMTIM153	Manufacturing Management	42

Problem Solving — IENGIM252

Explore analytical and creative problem solving techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32448	WE	Sep14	Nov30	6:00-9:30	12	Classroom (FF)	$338.10

Work Measurement 2 — IENGIM332

Focus on the development of standard data and time formulae, fixed interval sampling and random sampling techniques applied to the measurement of appropriate activities. Prerequisite: IENGIM132.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32449	MO	Sep12	Dec19	6:00-10:00	14	Classroom (FF)	$434.96

Industrial Lubrication Certificate (064)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/industriallubrication

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.

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

Some courses are offered under other programs. See the index.

Lubrication Fundamentals — MATLLUB00

Focus on tribology/lubrication principles, systems, classification, environmental considerations, installation layout and system operation and troubleshooting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32629	MO	Sep12	Dec5	6:00-9:30	13	Classroom (SC)	$362.25

Lubrication T.A.P. (Transportation/Application/Programs) — MATLLUB06

Viscosity classification systems for engines, automotive gear & transmission lubricants are discussed. Investigating Base oils & additive systems. Compressor lubrication; heavy-duty oil usage for mobile equip; marine, rail, aviation & recreational applications. Lubrication programs. Use of specifications & codes; ordering procedures, QC & WHMIS aspects. Handling & applying lubricants, reducing consumptions, recycling & solving lubricant problems. Hands-on applications may be included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32630	TU	Sep13	Dec6	6:00-9:30	13	Classroom (SC)	$362.25

Instrumentation

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 3 courses

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 1 For Tradesmen — INSTRE047

Examine control and measurement for pressure, temperature, level and flow devices used in industry. You require a basic knowledge of electricity and some industrial experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31464		Sep6	Dec13			OntarioLearn	$593.72

NEW Lean Six Sigma Green Belt Certificate (966)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/leansixsigma

Lean Six Sigma tools and business-improvement methodologies are optimizing the way companies do business in manufacturing, healthcare, finance, IT and many other industries. Green Belt certification at Mohawk is the introductory level for Lean Six Sigma. Focus on a step-by-step process of improvement using statistical tools and Lean and Six Sigma project management strategies. This program aligns with the American Society for Quality (ASQ) Lean Body of Knowledge (BOK).

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
QUAL10012	Lean Foundations, Green Belt	56
QUAL10016	Six Sigma Foundations	56
QUAL10017	Statistics for Green Belt	56
QUAL10019	Project Coaching	28
MGMT10102	Managing Change (LDS)	30

Lean Foundations, Green Belt — QUAL10012

NEW! ACCELERATED! Examine the history and fundamentals of Lean as a process improvement methodology focusing on waste, value and value stream mapping. Apply Lean tools to case studies and problems of moderate complexity using Total Productive Maintenance (TPM) and Theory of Constraints (TOC). In-class dates: Sep 16,17,18,Oct 14,15,16. 16 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32885	FR SA/SU	Sep16	Oct16	5:30-9:30 8:30-4:30	6	Blended (FF)	$975.00

Six Sigma Foundations — QUAL10016

NEW! ACCELERATED! Examine the history and fundamentals of Six Sigma as a quality improvement methodology focusing on reducing variation within a process. Apply Six Sigma project methodologies (DMAIC) data collection, and Measurement Systems Analysis (MSA) to case studies and problems of moderate complexity. In-class dates: Nov 11,12,13,Dec 2,3,4. 16 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32886	FR SA/SU	Nov11	Dec3	5:30-9:30 8:30-4:30	6	Blended (FF)	$975.00

Machine Tool Operator Certificate (848)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/machinetooloperator

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.

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
32800	SA	Sep17	Nov19	8:00-12:00	10	Classroom (SC)	$322.00

Machine Shop 2 — MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Material fee included. Prerequisite: MACHRE165.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32801	SA	Sep17	Nov19	8:00-12:00	10	Classroom (SC)	$322.00

Machine Shop 3 — MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32802	SA	Sep17	Nov19	8:00-12:00	10	Classroom (SC)	$322.00

Mechanical Design

ACKNOWLEDGEMENT OF COMPLETION

Turn to page 2 for contacts

Completion Requirement: 5 courses

ce.mohawkcollege.ca/mechanical

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
32450	MO	Sep12	Dec19	6:00-9:00	14	Classroom (FF)	$398.10

Co-ordinate Measuring Machines — MECH10024

Learn the fundamentals of the operation of a CMM (Co-ordinate 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
32451	TU	Sep13	Nov15	6:00-9:30	10	Classroom (FF)	$281.75

SolidWorks Advanced — CADM10041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32458	WE	Sep14	Dec7	6:30-10:00	13	Classroom (FF)	$362.25

SolidWorks Basic — CADMRE066

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32460	TH	Sep15	Dec8	6:00-9:30	13	Classroom (FF)	$362.25

Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship?

Check out our Pre-Apprenticeship Training Programs. Specific trade program offerings are based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time day programs include: pre-trades training, trade specific safety training and a work experience component.

Program offerings are funded by and subject to MTCU approval.

Questions?

Call: 905-575-2301
Email: debbie.dedauw@mohawkcollege.ca
Web: www.mohawkcollege.ca/preapp

Occupational Health and Safety Management Certificate (060)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/ohs

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.

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	OH&S Fundamentals	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

H & S Program Development & Coordination — SAFEOH308

Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of the safety professional.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31718		Sep8	Dec8			eLearn	$362.25
31719	TH	Sep15	Dec8	6:30-10:00	13	Classroom (FF)	$362.25

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
31720		Sep8	Dec8			eLearn	$313.95
31721	TU	Sep13	Dec8	6:30-10:00	13	Classroom (FF)	$313.95

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
31473		Sep6	Dec13			OntarioLearn	$459.25

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
31471		Sep6	Dec13			OntarioLearn	$435.10

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
31265		Sep6	Dec13			OntarioLearn	$338.50

OH&S Fundamentals — 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
31466		Sep6	Dec13			OntarioLearn	$366.95
31631	MO	Sep12	Dec12	6:30-9:30	13	Classroom (FF)	$313.95

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
31476		Sep6	Dec13			OntarioLearn	$366.95
31722	WE	Sep14	Dec7	6:00-9:00	13	Classroom (FF)	$313.95

Programmable Logic Controllers Certificate (092)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/plc

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.

Admission Requirements

- Basic understanding of computer programming, electrical circuitry, particularly control circuits.
- One of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASYSPLC11	PLC Programming 1	52
ASYSPLC12	PLC Programming 2	52
ASYSPLC13	PLC Programming 3	52
ASYSPLC14	PLC Programming 4	52

PLC Programming 1 — ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31813	TU	Sep20	Dec13	6:00-10:00	13	Classroom (FF)	$408.52

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
31815	TH	Sep22	Dec15	6:00-10:00	13	Classroom (FF)	$408.52

PLC Programming 4 — ASYSPLC14

Introduces advanced instruction in Analog I/O, PID, Drives and Structure Text programming techniques. Become involved in development projects including implementation, testing and demonstration using PLC's software. Prerequisite: ASYSPLC13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31819	WE	Sep21	Dec14	6:00-10:00	13	Classroom (FF)	$408.52

Quality Assurance - Level 1 Certificate (858)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/qualityassurance

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.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
QUALQC101	Quality Concepts, Techniques and Motivation	39
MATHQC102	Statistical Process Control 1	39
MATHQC103	Statistical Process Control 2	39
QUALQC104	Availability, Reliability & Maintainability	42
METRQC105	Principles of Metrology	39
QUALQC106	Inspection And Testing	42

Principles Of Metrology — METRQC105

Examine metrology from the viewpoint of the Quality Practitioner, with emphasis on historical standards and traceability, control systems and measurement techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32463	MO	Sep12	Nov28	6:30-10:00	11	Classroom (FF)	$313.95

CINDE — CANADIAN INSTITUTE FOR NON-DESTRUCTIVE EVALUATION

905-387-1655
registrations@cinde.ca
or www.cinde.ca

The Canadian Institute for Non-destructive Evaluation (CINDE) offers intensive day school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB-48.9712-2014/ISO 9712:2012 requirements to Levels 1, 2 and 3.

CINDE offers the following courses and course fees include course manual and CINDE membership.

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Digital Radiography
- Film Interpretation
- Radiation Safety
- PdM Techniques
- Weld Inspection & Quality Control
- Principles and Applications of NDT
- Engineering Materials and Components (EMC)
- Level 3 Preparatory Courses
- Phased Array UT Inspection

For a complete list of prerequisites visit **cinde.ca/courses/prerequisites.phtml**

Statistical Process Control 2 — MATHQC103

Continue your study of fundamental concepts of probability and statistical quality control, statistical methods, control charts and acceptance sampling. Recommended prerequisite: MATHQC102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32466	TU	Sep13	Dec6	6:00-9:00	13	Classroom (FF)	$313.95

Residential Design & Construction Certificate (849)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/residentialdesign

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

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
32468	TH	Sep15	Dec8	6:30-9:30	13	Classroom (FF)	$313.95

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
32469	MO	Sep12	Dec5	6:30-9:30	12	Classroom (SC)	$289.80

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
32470	WE	Sep14	Nov2	6:00-9:00	8	Classroom (SC)	$193.20

Trim Finishing and Cabinetry — BLDGRE032

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32472	TH	Sep15	Dec1	6:30-9:30	12	Classroom (SC)	$289.80

Welder Operator Certificate (860)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/welderoperator

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Admission Requirements

- Average mechanical aptitude required.
- Assessment takes place during the first course (WELDRE234) to determine which level is appropriate for each student.
- Everyone must register in Shielded Metal Arc Welding 1.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply safety glasses, safety boots and welding gloves.

Blueprint Reading Welding — TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32628	TU	Sep13	Dec6	6:30-9:30	13	Classroom (SC)	$313.95

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
32794	MO/WE	Sep12	Dec14	6:30-9:30	26	Classroom (SC)	$580.38

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
32796	MO/WE	Sep12	Dec14	6:30-9:30	26	Classroom (SC)	$580.38

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
32797	MO/WE	Sep12	Dec14	6:30-9:30	26	Classroom (SC)	$580.38

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
32798	MO/WE	Sep12	Dec14	6:30-9:30	26	Classroom (SC)	$580.38

OTHER COURSES

Automotive

ce.mohawkcollege.ca/automotive

Turn to page 2 for contacts

Vehicle Maintenance — MOTP10088

Introduces servicing, repair, and maintenance of vehicles through practical applications. Receive instructions from a licensed mechanic on all the major systems of the automobile. Apply the skills learned in class to your own vehicle in the fully equipped service bay. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32581	MO	Sep12	Dec19	6:30-9:30	14	Classroom (FF)	$388.10

Aviation

ce.mohawkcollege.ca/aviation

Turn to page 2 for contacts

For graduates from aircraft maintenance diploma or degree programs; successful completion of an Aircraft Maintenance Engineer (AME) licence or equivalent. Five years of experience with technical responsibilities within the industry is recommended.

Aircraft Maintenance Human Resources Management — AMEM10040

NEW! Identify strategies to mentor and motivate employees, deal with difficult people, and improve decision-making and leadership skills to create a superior aircraft maintenance work environment. Addresses hiring practices, performance expectations, employee counselling and codes of conduct.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32643		Sep6	Dec13			OntarioLearn	$459.25

Communication for Aircraft Maintenance Management — COMM10341

NEW! Study technical writing, speaking, and presentation skills necessary to produce informal and formal reports, proposals and presentation for aircraft maintenance management. Learn elements of style, audience awareness, presentation professionalism, and chairing of effective meetings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32644		Sep6	Dec13			OntarioLearn	$459.25

Introduction to Aircraft Maintenance Financial Management — AMEM10039

NEW! Learn basic accounting principles for aircraft maintenance management. Includes financial statement interpretation, decision-making via financial statement analysis, profit setting and planning, budgeting establishment and control, time value allotment, and finance sourcing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32642		Sep6	Dec13			OntarioLearn	$459.25

Leadership for Aircraft Maintenance — MGMT10132

NEW! Identify, examine and apply the competencies needed to create and manage healthy, effective, efficient, and productive aircraft maintenance workplaces. Includes: time management, HR organization and management, communication, and problem solving.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32645		Sep6	Dec13			OntarioLearn	$459.25

Building and Construction Sciences

ce.mohawkcollege.ca/building

Turn to page 2 for contacts

Active Transportation — TRAN10001

Become acquainted with the needs of non-motorized traffic and gain experience in analyzing and optimizing the design of pedestrian facilities. Analyze and optimize the design of bicycle facilities and joint-use facilities. Builds on concepts introduced in Traffic Engineering 1 and 2. 1 hour per week will be online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32539	TU	Sep13	Dec13	6:00-9:00	14	Blended (FF)	$434.96

BCIN Preparation - General Legal — BLDG10111

Gain basic knowledge of the Ontario Building Code and prepare to write the legal qualification exam offered by the Ministry of Municipal Affairs and Housing. Specifically legal processes for building officials and designers. Course manual is included. You MUST purchase the Ontario Building Code 2012 (2 volume set) and bring it to every class..

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32545	TH	Sep15	Dec15	6:00-9:00	14	Classroom (FF)	$657.35

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
31016		Sep6	Dec13			OntarioLearn	$410.95

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
31226		Sep6	Dec13			OntarioLearn	$410.95

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
31224		Sep6	Dec13			OntarioLearn	$354.60

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
31227		Sep6	Dec13			OntarioLearn	$410.95

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
31228		Sep6	Dec13			OntarioLearn	$386.80

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. 1 hour per week will be online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32549	TU	Sep13	Dec13	6:00-9:00	14	Blended (FF)	$338.10

Green Building Fundamentals — ENVR10032

NEW! Explore development of green building history and current use as a strategy to mitigate climate change. Research sustainable site development and design strategies to reduce building greenhouse gas emissions, energy, water, and material consumption. Learn to improve indoor air quality and employ innovative and regional environmental solutions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32863		Sep6	Dec13			OntarioLearn	$391.10

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
31225		Sep6	Dec13	10:00-10:00	1	Classroom (FF)	$410.95

CNC

ce.mohawkcollege.ca/tech-skills

Turn to page 2 for contacts

CNC Operator — MACH10059

Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32583	TU	Sep13	Nov15	6:00-10:00	10	Classroom (SC)	$322.00

CNC Programming - Basic — COMP10168

Designed for general machinists, machine operators, designers and engineers, production planners, CAD/CAM and other professionals, including quality technicians who want to understand the complexities of this modern manufacturing process. Covers 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
31186		Sep6	Dec13			OntarioLearn	$435.10

Electrotechnology

ce.mohawkcollege.ca/tech-skills

Turn to page 2 for contacts

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
31821	TU	Sep13	Nov29	6:30-9:30	12	Classroom (FF)	$439.80

Environmental

ce.mohawkcollege.ca/environmental

Turn to page 2 for contacts

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
31429		Sep6	Dec13			OntarioLearn	$558.40

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
31427		Sep6	Dec13			OntarioLearn	$459.25

Environmental Laws and Regulations — ENVR10059

Gain the skills and practical knowledge needed to apply various environmental laws and regulations such as the Environment Protection Act, the Ontario Water Resources Act, Ont. Reg. 419 (and former Reg. 346) Ont. Reg. 347 and other related environmental legislation. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31433		Sep6	Dec13			OntarioLearn	$435.10

Foundations of Sustainability — ENVR10058

Explore the general principles of sustainability, reflect on the implications it has in your life, and learn 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
31432		Sep6	Dec13			OntarioLearn	$459.25

Theories and Methods in Sustainability Education — ENVR10060

Explore ways to include natural and cultural resources in your curricula. Examine environmental issues across a variety of subjects and delve into the psychology of teaching difficult topics, and 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
31434		Sep6	Dec13			OntarioLearn	$459.25

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
31430		Sep6	Dec13			OntarioLearn	$558.40

Wastewater Treatment Certificate Level I and II — ENVR10062

Introduces water treatment and presents basic knowledge and practices, theories, and application relevant to wastewater flows and characteristics, basic treatment processes, and plant operations. Related concepts in chemistry, math, hydraulics, equipment, safety legislation are reinforced. Prerequisite: ENVR10045 or successful completion of Ministry OIT certification exam. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31451		Sep6	Dec13			OntarioLearn	$558.40

Water Treatment Certificate Level I and II — ENVR10061

Review material related to basic sciences, math, hydraulics and support systems studied in earlier courses. After review, you are presented with knowledge, practices, theories and applications relevant to sources of water supply, treatment processes, quality parameters and plant operations. Prerequisite: ENVR10044 or successful completion of Ministry OIT certification exam. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31437		Sep6	Dec13			OntarioLearn	$558.40

Occupational Health and Safety

ce.mohawkcollege.ca/tech-skills

Turn to page 2 for contacts

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
31468		Sep6	Dec13			OntarioLearn	$338.50

Power Engineering

ce.mohawkcollege.ca/tech-skills

Turn to page 2 for contacts

Advanced Thermodynamics and Material Science — STEN10020

NEW! Use the virtual classroom to interact and prepare to challenge the 2nd Class Power Engineering Exam 2A2. Calculate thermal expansion in solids, liquids, and gas. Covers: gas laws, problems involving expansion or compression, heat engine cycles, corrosion principles, control methods, and mechanical testing for destructive and NDE methods.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32647		Sep6	Dec13			OntarioLearn	$558.40

Electrotechnology, Compression and Refrigeration — STEN10021

NEW! Use the virtual classroom and interact to prepare to challenge the 2nd Class Power Engineering exam 2B3. Advanced theory of operation of electrical machines, and electrical distribution systems. Study characteristics of AC/DC motors, and generators, auxiliary systems, gas compression systems and large scale refrigeration plants.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32646		Sep6	Dec13			OntarioLearn	$558.40

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

Quality Assurance

ce.mohawkcollege.ca/quality

Turn to page 2 for contacts

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
31470		Sep6	Dec13			OntarioLearn	$410.95

Metrology - Quality Assurance — QUAL10008

Examine the principles of dimensional metrology, applied precision measuring instruments relating to the geometric features, and complex measuring instruments. Focus on integration of measuring instruments within the manufacturing cell, and interface devices. Recommended: Grade 12 (General or Advanced) Math or equivalent. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31469		Sep6	Dec13			OntarioLearn	$410.95

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
31467		Sep6	Dec13			OntarioLearn	$487.96

Welding

ce.mohawkcollege.ca/welding

Turn to page 2 for contacts

You must supply safety glasses, safety boots and welding gloves.

Basic Welding — WELD10073

NEW! Develop skills as a hobbyist or explore a new career with this introductory course for the beginner welder. Provides instruction on basic welding theory and hands-on practical welding skills. Materials and helmets will be provided. Students must supply safety glasses with side shields, safety boots and welding gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
31744	TU	Sep13	Nov1	6:30-9:30	8	Classroom (SC)	$246.20

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
32790	SA	Sep17	Dec17	8:00-12:00	14	Classroom (SC)	$434.96

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
32789	SA	Sep17	Dec17	8:00-12:00	14	Classroom (SC)	$434.96

Steel Art workshop - Build a Box — WELD10074

NEW! Learn to use welding skills to transform a basic design into a functional work of art made of steel. Introduces 45 and 90 degree angle joints, using angle iron as well as square tubing. Focuses on metal distortion, notching of joints and down hand welds. Basic welding skills required (See Basic Welding). Bring your own tape measure, speed square, safety glasses and safety boots. Materials will be provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32650	SA	Sep10	Oct1	12:00-4:00	4	Classroom (SC)	$228.80

Steel Art Workshop - Pipe Shelving — WELD10075

NEW! Learn to translate a basic design into a functional work of art made of steel and wood and create your own Pipe Shelving unit. Gain basic skills including reading plans, measurement, pipe threading techniques, basic working, assembly and proper mounting. Bring your own safety glasses and safety boots. Materials will be provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32651	SA	Oct15	Nov5	12:00-4:00	4	Classroom (SC)	$188.80

Welding Skills Practice Sessions — WELD10071

Attend a 3 hour session for practicing welding skills - from stick welding to advanced pipe welding. Instructor is on site, however, these are non-instructional practice sessions for experienced welders only. Students are responsible for all PPE including safety boots, safety glasses and gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32791	MO/WE	Sep12	Dec14	6:30-9:30	26	Classroom (SC)	$74.32
32792	SA	Sep17	Dec17	8:00-12:00	14	Classroom (SC)	$74.32

Woodworking

ce.mohawkcollege.ca/woodworking

Turn to page 2 for contacts

CSA Approved Safety shoes/boots and Safety glasses/ eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

Hand Tool Techniques — BLDGTZ030

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32587	MO	Sep12	Dec5	6:30-9:30	12	Classroom (SC)	$289.80

Woodworking for Women (Men Welcome) — BLDG10022

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials included. Theory and practical tests included. Equivalent: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32589	MO	Sep12	Dec5	6:30-9:30	12	Classroom (SC)	$349.80

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 included. Theory and practical tests included. Equivalent to: BLDG10022.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32591	TH	Sep15	Dec1	6:30-9:30	12	Classroom (SC)	$349.80
32592	SA	Sep17	Dec10	9:00-12:00	12	Classroom (SC)	$349.80

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. Must supply your own materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
32593	TU	Sep13	Nov29	6:30-9:30	12	Classroom (SC)	$289.80

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
32594	WE	Sep14	Nov30	6:30-9:30	12	Classroom (SC)	$289.80

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. 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 @ $6.61
- Academic Service Fee @ $0.65 (max 45 hours)
- Capital Campaign Fee @ $0.05 (max 45 hours)
- Copyright Fee @ $0.02 (max 45 hours)
- Recreation Fee @ $0.05 (max 45 hours)
- Student Activity Fee @ $0.55 (max 45 hours)
- Student Bursary Fee @ $0.05 (max 45 hours
- Technology Enhancement Fee @ $0.07 (max 45 hours)
- OntarioLearn Fees will be charged where applicable.
- PrePlacement Screening Fees will be charged where applicable. For details visit www.mohawkcollege.ca/fees.

Course Fees do not include textbooks, and/or learning materials required by many courses. Some exceptions may apply.

Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.

HST is included where applicable. A full breakdown is available through your MOCOmotion student account.

General Education Courses

ce.mohawkcollege.ca/generaleducation

An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grading and Evaluation

www.mohawkcollege.ca/grading

Graduation / Convocation

www.mohawkcollege.ca/ConvocationPrep

Continuing Education Convocation takes place in October of each year. Eligible students are responsible for applying to graduate by August 15.

Residency requirements and course/program currency requirements must be met.

MOCOmotion

moco.mohawkcollege.ca

Our online portal, MOCOmotion, and your @mohawkcollege.ca email address are the official avenues of communication used by Mohawk College.

Examples of information found in, or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Login on a regular basis to keep your account active. Your username and password are on your Acknowledgement of Registration form.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Refunds

ce.mohawkcollege.ca/refunds

Transfers

ce.mohawkcollege.ca/transfer

Waitlists

ce.mohawkcollege.ca/waitlist

Withdrawals

ce.mohawkcollege.ca/withdraw

Parking

www.mcaces.ca/parking-information
www.mohawkcollege.ca/parking
parking.mcmaster.ca

Paid parking is in effect at all campus locations. Continuing Education students taking courses at Fennell Campus or Stoney Creek Campus will be required to purchase an evening CE Parking Pass online at parking.mohawkcollege.ca, The Square, the Stoney Creek Campus Store, or the Parking Office.

Single day/evening parking is available at payment machines in designated lots.

Parking at IAHS is provided by McMaster University Security and Parking Services. Visit Parking Services at the E.T. Clarke Centre (Room 102) or parking.mcmaster.ca for more information.

Accessible Parking
Individuals requiring long-term accessible parking arrangements can contact the Parking Office at Fennell Campus. Please provide a copy of a valid government issued accessible permit. For temporary accessible parking or for more information, please contact Accessible Learning Services at 905-575-2211.

Staff members who require accessible parking arrangements must contact the Parking Office and provide HR/Staffing Services with the appropriate documentation.

Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these courses cannot be placed online. Please refer to the inside of the back cover for information on other ways to register.

Student Policies

www.mohawkcollege.ca/studentpolicy

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices.

Services

Some contacts to get you started. For a full list of services at Mohawk visit **www.mohawkcollege.ca/services**

The Square

www.mohawkcollege.ca/thesquare

The Square provides a full range of students services to all students.

ask@mohawkcollege.ca

Fennell: Room C102 | 1-844-767-6871
IAHS at McMaster: Room 121 | 905-575-1212 ext. 6352
Stoney Creek: Room A111 | 905-575-1212 ext. 5000

Student Success Advisor

www.mohawkcollege.ca/ssa

As part of our commitment to student success, CE students have access to a Student Success Advisor. Your SSA can help you with academic and program advising, student support services, and more!

For more information see page 29 or visit the website.

Aboriginal Education & Student Services (AESS)

www.mohawkcollege.ca/aboriginal

aess@mohawkcollege.ca

Fennell: Room A114 | 905-575-1212 ext. 3428

Accessible Learning Services

www.mohawkcollege.ca/als

A full range of services is available for CE students who have, or suspect they have, a disability.

accessiblelearningservices@mohawkcollege.ca

Fennell: Room C102 | 905-575-2211
IAHS at McMaster: Room 133 | 905-575-1212 ext. 6107
Stoney Creek: Room A118 | 905-575-1212 ext. 5401

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.

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, parking services and more. Load your ONE Card at either of our locations for your convenience. Visit the website for hours of operation, and to order your books online.

Communicable Disease Screening

www.mohawkcollege.ca/screening

Immunization clearance is required for many Health Science, Human Service and Justice and Wellness programs with a clinical component. This can be completed by The Health Clinic or your family doctor. Follow up with PrePlacement Services or visit the MOCOmotion PrePlacement Services Channel for more information regarding immunization needs and related forms for your program.

Fennell: Room C109 | 905-575-2084

Counselling Services

www.mohawkcollege.ca/counselling

Mohawk's professional counsellors offer a broad range of support services to all CE students.

counselling@mohawkcollege.ca

Fennell: Room C102 | 905-575-2211

Dispute Resolution Services - Student Rights & Responsibilities

www.mohawkcollege.ca/studentservices/dispute-resolution-services

A full range of resolution services is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

studentissues@mohawkcollege.ca

905-575-2318

Financial Assistance

www.mohawkcollege.ca/financial-assistance

To be considered for Continuing Education awards, complete the CE-FNAP on the Financial Assistance website. Awards are determined by student eligibility and available funding per academic semester.

Medical Laboratory Technologists may be eligible for up to $1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to $1000 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rpnao.org for information and application forms.

financialassistance@mohawkcollege.ca
1-844-767-6871

The Health Centre

The Health Centre provides confidential Health and Wellness for all students. Services include General Medicine, Physiotherapy, Registered Massage Therapy, Osteopathy, Acupuncture, Dental Hygiene, and Athletic Therapy.

Fennell: Room C109 | 905-575-2084

Library

library.mohawkcollege.ca

Your campus library is the starting point for help with assignment resources, eLearn, MOCOmotion and more! Visit the library website for more information about services, campus locations and hours.

ONECard

www.mohawkcollege.ca/one-card

Though not mandatory for Continuing Education students, a Continuing Education OneCard may be purchased for $10.00 in person at the OneCard Office. Students can submit their own photo at photo.mohawkcollege.ca. This card is essential for students needing to print or have access to labs. Your CE ONECard will provide all the same benefits of any other ONECard.

To be eligible for a CE OneCard you must be registered and enrolled for a course in the current semester. Be sure to bring valid Government Issued Photo ID and have your student number ready.

Benefits of a CE Mohawk College ONECard include:

- Official Mohawk College student identification
- Mohawk Library privileges and equipment loan
- Access to printers on campus
- Discounts at external vendors in the Hamilton area
- Convenient purchasing power while on campus

onecard@mohawkcollege.ca

Fennell: Room F101 | 905-575-2121
IAHS at McMaster: The Square
Stoney Creek: Campus Store

Wellness4U@Mohawk

www.mohawkcollege.ca/wellness4u

Wellness4U promotes health and wellness for all Mohawk Students. We are committed to achieving our vision for a healthy campus by raising awareness through prevention strategies and promoting ways to improve health.

Frequently Asked Questions

What are the Admission Requirements?
For credit courses leading to a certificate or diploma, you require a secondary school diploma or equivalent (Mohawk Academic Upgrading, GED), or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. Some programs have specific admission requirements which are listed in the program description.

How do I access MOCOmotion?
Your username and password can be found on your Acknowledgement of Registration form. You need to login to MOCOmotion on a regular basis to keep your account active. Visit the MOCOmotion FAQ at www.mohawkcollege.ca/mocohelp for details.

How do I update my address and phone number?
Login to your MOCOmotion account and on the My Student Account tab choose Access Self Service. For assistance, drop in to the Student Services office at any campus or call 1-844-767-6871.

How does online learning work?
Visit ce.mohawkcollege.ca/online for all the details. Information is also available on page 2 of this catalogue.

Can I complete my course early?
Unfortunately you cannot. All courses have a start and end date and you cannot start late or finish early. However, we offer a variety of courses with late start dates and/or in an accelerated format. Check the course listings for details.

How do I access my eLearn course?
Visit ce.mohawkcollege.ca/elearn for step-by-step instructions.

How do I access my OntarioLearn course?
Visit ce.mohawkcollege.ca/get-started for step-by-step instructions.

Can I audit a course?
Only under special circumstances. You must have approval from the Dean of Continuing Education prior to registering. You will not receive a grade/credit and regular fees will apply. Email ceweb@mohawkcollege.ca to seek approval.

Where do I park?
Paid parking is in effect at most locations. 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 view my final grades?
Login to your MOCOmotion account, My Student Account tab, scroll down to My Grades and click on My Final Grades. It may take two to six weeks after the end date of your course for grades to be entered.

I lost my Certificate/Diploma - can I get a replacement?
Visit www.mohawkcollege.ca/studentservices/recordsregistration.html to obtain a request form. A fee will apply.

How do I get my Income Tax Receipt (T2202A)?
In March of each year you will be able to access your T2202A Tuition and Education Amounts Certificate for the previous calendar year. In MOCOmotion, My Student Account tab, scroll down to My Account. Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to the Student Services office at any campus, the MCACES office or call 1-844-767-6871.

The weather is bad - is Mohawk College open?
Visit www.mohawkcollege.ca/closure.html or call 905-575-2444. You can sign up for weather and security related text message alerts by visiting www.mohawkcollege.ca/sam

I took a similar course at another educational institution. Will Mohawk College recognize that learning?
You can apply for an exemption for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. Login to MOCOmotion, choose the My Student Account tab, and click on Apply for a Course Exemption. For assistance, contact The Square at 1-844-767-6871 or ask@mohawkcollege.ca.

I have life/work experience relating to a specific course. Can I have that learning recognized?
You may be able to earn course credits through the Prior Learning Assessment and Recognition process. Your life/work experience will be assessed relative to specific course outcomes. The academic area will determine the appropriate method for assessing your experience. Visit www.mohawkcollege.ca/plar for more information.

I have a disability. Can I access supports?
A full range of services is available for CE students who have, or suspect they have, a disability. Email accessiblelearningservices@mohawkcollege.ca or visit Room C102 (Fennell), Room 133 (IAHS), Room A118 (Stoney Creek). We can be reached by phone at 905-575-2211 (Fennell), 905-575-1212 ext. 6107 (IAHS) or 905-575-1212 ext. 5401 (Stoney Creek).

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 may 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[1]**:** ___ ___ /___ ___ ___ /___ ___ ___ ___ **Ontario Education Number (OEN)**[2]**:** ___ ___ ___ ___ ___ ___ ___ ___ ___
(Eg. 01 / Jan / 1968) **Day** **Month** **Year**

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? ☐ Yes ☐ No **Gender**[3] **:** ☐ 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.

Personal Email Address

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
					$
					$
					$

Should requested CRN's be full, please add my name to the Wait List: ☐ Yes ☐ No **$ TOTAL FEE**

Are you working towards a Certificate or Diploma? ☐ Yes ☐ No

If yes, Program Name | Program Number

Payment Information[4] – 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: ____/____

1-3 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).

4 International Students - Unless Mohawk has proof of your valid health insurance, you will be billed health insurance fees after you register for your course(s).

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.

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- MCACES Resource and Study Space

Find help at our Resource Centres

Fennell Campus, Room F114
McMaster Campus, Room 144
Stoney Creek Campus, Room A125
Phone: 905-575-2176
Web: mcaces.ca
Email: mcaces@mohawkcollege.ca

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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**

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 am – 6 pm
Friday 8:30 am to 4:30 pm

Fall Extended hours:
August 29 to September 23, 2016
Monday to Thursday 8 am – 6 pm
Friday 8 am – 5 pm

Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek
T: 905-575-1212, ext. 5000

Monday to Friday 8:45 am to 4:30 pm

Fall Extended hours:
August 29 to September 23, 2016
Monday to Friday 8 am – 4:30 pm

Institute for Applied Health Sciences at McMaster (IH)

1400 Main Street W., Hamilton
Call: 905-575-1212, ext. 6352

Monday to Thursday 8:30 am – 6 pm
Friday 8:30 am – 4:30 pm

Quick and 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 pm on the day the course starts.
Locations are also posted at the main campus entrances.
Visit **ce.mohawkcollege.ca/roomlistings**

mohawk

ce.mohawkcollege.ca

4 ways to register

ce.mohawkcollege.ca/register

Registration now open!

1. Online at ce.mohawkcollege.ca

Available to existing and new students – days, evenings and weekends.

NOTE: Online registration cannot be used for Special Approval (SA) courses. See page 133.

Payment options

VISA OR MASTERCARD

2. Fax

Payment options

VISA OR MASTERCARD

Fax the completed Registration Form to:
905-575-2348

3. Mail

Payment options

VISA, MASTERCARD, CERTIFIED CHEQUE, MONEY ORDER OR BANK DRAFT

Mail the completed Registration Form to:
Mohawk College
The Square, P.O. Box 2034
Hamilton, ON L8N 3T2

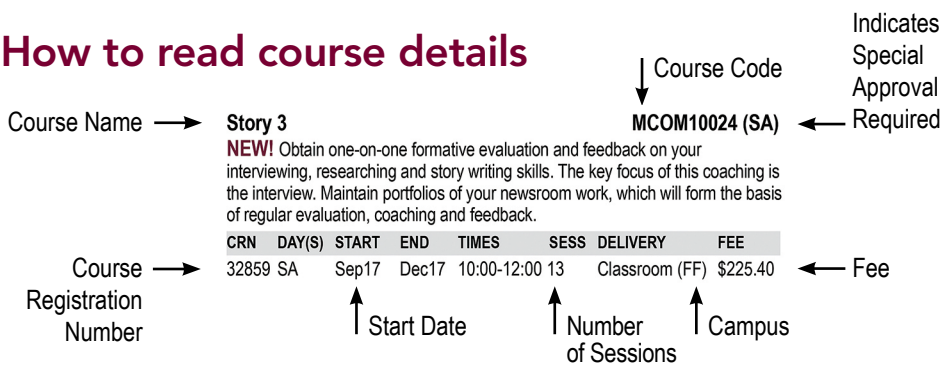
4. In person

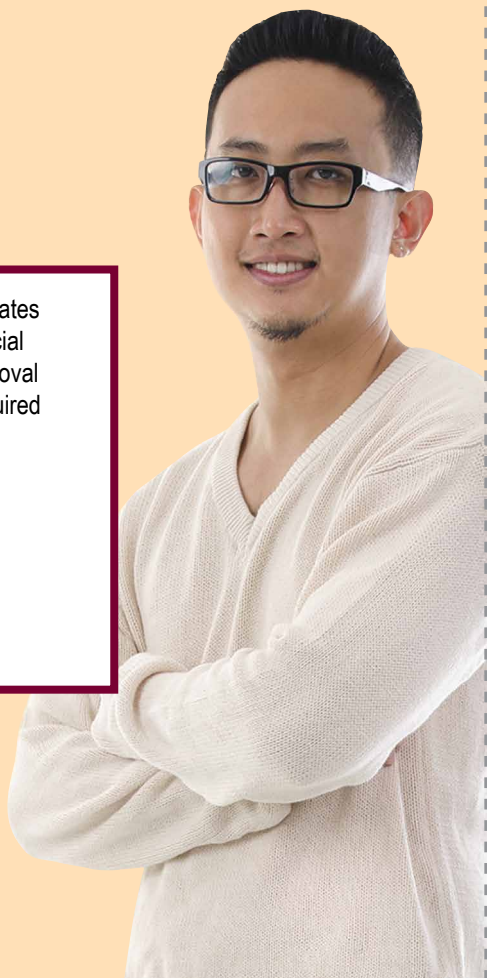
Payment options

VISA, MASTERCARD, DEBIT, CERTIFIED CHEQUE, MONEY ORDER, BANK DRAFT OR CASH

*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.*

How to read course details





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Visit mohawkcollege.ca/accessibility

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Interior Decorating Certificate

ce.mohawkcollege.ca/interiordecorating | Page 101

Lean Six Sigma Green Belt Certificate

ce.mohawkcollege.ca/leansixsigma | Page 125

Web Design and Development Certificate

ce.mohawkcollege.ca/webdesign | Page 76

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Don't wait to register – courses can fill quickly. You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue. Browse online at **ce.mohawkcollege.ca**

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