CONTINUING EDUCATION & ONLINE LEARNING

SPRING 2014

mohawk

FOR THE LOVE OF PLANTS AND LANDSCAPING

Meet Wolfegang,
a multi-certificate grad
and small business owner

Education
at your own pace

Learn Online
anytime, anywhere!

ce.mohawkcollege.ca

Grow your career with Graduate and Professional Studies

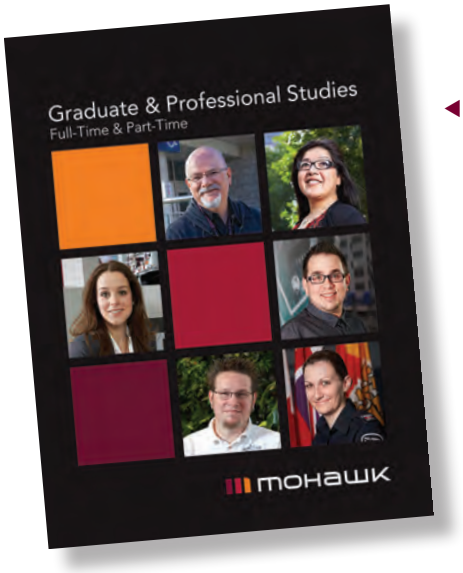
Whether you're looking to accelerate your career, explore a specialty in your field, or change your career path altogether, Mohawk is here to help you achieve your goals.

Graduate and Professional Studies are offered in the areas of Health, Technology, Business, Skilled Trades and Community Services.

Study towards the following credentials:

- Ontario College Diploma (OCD)
- Ontario College Graduate Certificate (OCGC)
- Ontario College Certificate (OCC)
- Mohawk College Certificate (MCC)

▲ Meet Wolfegang, Owner of Peace, Love and Landscaping. He is a dedicated entrepreneur and a multi-certificate graduate of our Landscape Design and Horticulture programs.



◀ View our new full and part-time Graduate and Professional Studies brochure at **mohawkcollege.ca/professional**

▲ Watch Wolfegang's video to learn more about Graduate and Professional Studies at Mohawk. Visit **mohawkcollege.ca/wolfegang**

mohawk

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Online Learning

Online learning provides you with the opportunity to learn online, anywhere, and at your convenience.
Read more on page 120.

Quick Reference Guide

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Real-World Learning

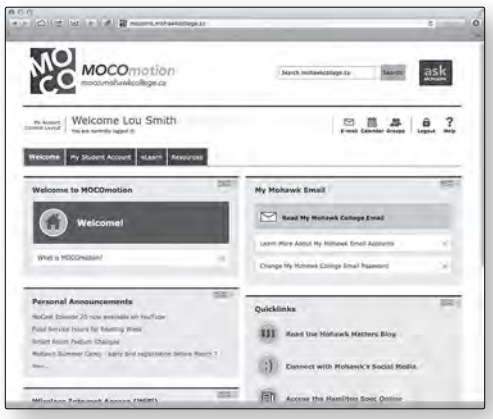
Prepare for a career in the growing field of Aesthetics

Located at the Fennell Campus our Aesthetics Classroom / Beauty Buzz Salon has recently been completely renovated! Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations. Read more on page 52.

Introducing the New & Improved

MOCOmotion
moco.mohawkcollege.ca

Your private, personal, password protected Mohawk digital space.



You can access eLearn, email, registration and payment processes, timetables, grades and more.

Connect with Continuing Education staff and students online through social media

Find the latest program, service and event information by joining our active social media community.

Certificates and Diplomas

Have a look through our many program options. You can see the credential the program offers, and the way you'll learn: online, in-class, or a mix of both. Turn to page 122 for credential definitions.

PAGE	CERTIFICATE OR DIPLOMA	DELIVERY: ONLINE	DELIVERY: CLASSROOM	DELIVERY: MIX OF ONLINE & CLASSROOM	CREDENTIAL
BUSINESS					
ACCOUNTING AND FINANCIAL					
16	Financial Planning	•			MCC
17	Integrated Accounting	•	•	•	MCC
BUSINESS DIPLOMAS					
18	Business - Accounting		•	•	OCD
18	Business - Marketing		•	•	OCD
18	Business (General)		•	•	OCD
18	Business Administration		•	•	OCAD
BUSINESS STUDIES					
20	Business Studies	•			MCC
21	Industrial Relations	•	•	•	MCC
22	International Business Management	•			OCGC
22	Small Business and Entrepreneurship	•			OCC
COMPUTERS					
23	Business Computer Applications	•	•	•	MCC
27	Webmaster	•	•	•	MCC
LEADERSHIP AND MANAGEMENT					
28	Human Resources	•	•	•	MCC
30	Industrial Distribution Leadership	•			MCC
30	Leadership Development Series	•	•	•	MCC
31	Management Studies		•	•	MCC
31	Manufacturing Leadership	•			MCC
OFFICE SKILLS					
33	Medical Transcription			•	MCC
33	Office Administration - General		•	•	OCC
34	Veterinary Office Management	•			MCC
35	Ward Clerk	•			MCC
COMMUNICATION ARTS					
MUSIC					
36	Music		•		MCC
PHOTOGRAPHY					
37	Photography - Applied		•		MCC
37	Photography - Art		•		MCC
COMMUNITY SERVICES					
COMMUNITY LEADERSHIP					
40	Event Planning Techniques		•	•	OCGC
40	Fundraising/Development Associate		•		MCC
40	Leadership and Management in the Not-for-Profit Sector		•		MCC
41	Volunteer Management		•		MCC
41	Workplace Leadership		•		MCC

PAGE	CERTIFICATE OR DIPLOMA	DELIVERY: ONLINE	DELIVERY: CLASSROOM	DELIVERY: MIX OF ONLINE & CLASSROOM	CREDENTIAL
HELPING PROFESSIONS					
42	Concepts in Bereavement Support		•		OCC
42	Counselling Techniques		•		MCC
43	Social Service Worker		•	•	OCD
43	Therapeutic Recreation		•	•	MCC
WORKING WITH CHILDREN & YOUTH					
46	Autism and Behavioural Science	•			OCGC
47	Child & Youth Worker		•	•	OCAD
47	Early Childhood Education			•	OCD
48	Early Childhood Education - Leadership and Administration		•	•	MCC
48	Early Childhood Education Resource Teacher		•	•	OCGC
49	Educational Support	•			OCD
CREATIVE AND VISUAL ARTS / PREPARATORY STUDIES					
AESTHETICS/COSMETICS					
52	Aesthetics		•		MCC
52	Applied Cosmetics		•		MCC
53	Make-Up Artistry		•		MCC
53	Nail Technician		•		MCC
COMMUNITY TRAINING SOLUTIONS					
55	OSLT - Business		•		MCC
56	OSLT - Health Sciences		•		MCC
DESIGN SKILLS					
56	Floral Techniques - Basic		•		MCC
56	Interior Decorating		•		MCC
DRESSMAKING/FASHION/SEWING					
57	Dressmaking		•		MCC
57	Fashion Design		•		MCC
HOSPITALITY					
62	Professional Bartending		•		MCC
LABOUR STUDIES					
64	Labour Studies		•		OCC
65	Labour Studies in Occupational Health and Safety		•		MCC
65	Workplace Insurance and Disability Prevention Leadership		•		MCC
LANGUAGES & COMMUNICATIONS					
66	Certificate of Competence in the French Language		•	•	MCC
70	Writing for Publication	•		•	MCC

CREDENTIALS: MCC - Mohawk College Certificate, MMIC - Special Joint Mohawk/Michener Institute Certificate, **OCD** - Ontario College Diploma

PAGE	CERTIFICATE OR DIPLOMA	DELIVERY			CREDENTIAL
		ONLINE	CLASSROOM	MIX OF ONLINE & CLASSROOM	
LIBRARY/RECORDS MANAGEMENT					
70	Library and Information Technician	•			OCD
72	Records and Information Management	•			OCC
SPECIALIZED PROFESSIONAL PROGRAMS					
73	Career Consultant		•	•	OCGC
73	Condominium Management (ACMO)	•			MCC
74	Teaching the Adult Learner	•			MCC
VISUAL AND PERFORMING ARTS					
74	Performing Arts		•		MCC
75	Visual Arts - Foundation		•	•	MCC
75	Visual Arts - Intermediate		•	•	MCC
75	Visual Arts - Advanced		•	•	MCC
HEALTH					
ALLIED HEALTH					
79	Bridging Program for Medical Laboratory Technology		•	•	OCD
79	Medical Laboratory Technician			•	MMIC
GERONTOLOGY					
81	Dementia Studies - Multidiscipline		•	•	OCGC
81	Gerontology - Multidiscipline	•	•	•	OCGC
81	Working with Dementia Clients - Multidiscipline		•	•	OCGC
82	Working with the Aged - Multidiscipline	•		•	OCGC
NURSING					
82	Bridging for Internationally Educated Nurses		•	•	OCC
84	Oncology Nursing	•			OCGC
85	Perioperative Nursing			•	OCGC
85	Registered Nurse - Critical Care Nursing	•		•	OCGC
86	Registered Nurse - First Assistant			•	OCGC
87	Registered Nurse - Nephrology Nursing			•	OCGC
87	Registered Nurse - Occupational Health Nursing	•			OCGC
87	Registered Nurse - Perinatal Nursing High Risk Obstetrics or Neonatal		•	•	OCGC
88	Registered Nurse Refresher			•	OCGC
89	Registered Nurse/Registered Practical Nurse Mental Health		•	•	OCGC
90	Registered Practical Nurse - Maternal Newborn Nursing	•			OCGC
90	Registered Practical Nurse Refresher			•	OCGC
OTHER - HEALTH					
92	Diabetes Education	•			OCGC
93	Disability Management - Return to Work Coordinator		•		OCGC

PAGE	CERTIFICATE OR DIPLOMA	DELIVERY			CREDENTIAL
		ONLINE	CLASSROOM	MIX OF ONLINE & CLASSROOM	
94	Food Services	•		•	OCC
95	Medical Device Reprocessing (MDR)			•	MCC
95	Palliative Care	•		•	OCC
96	Palliative Care for Personal Support Workers		•		OCC
96	Personal Support Worker			•	OCC
96	Psychosocial Rehabilitation	•			OCC
	TECHNOLOGY AND SKILLED TRADES				
BUILDING AND CONSTRUCTION SCIENCES					
99	Building Environmental Systems		•		MCC
99	Construction Estimating		•		MCC
100	Geographic Information Systems	•			MCC
100	Heating, Refrigeration and Air Conditioning Technician		•		OCC
101	Home Inspection	•			MCC
101	Residential Design & Construction		•		MCC
COMPUTER SCIENCES & INFORMATION TECHNOLOGY					
103	AutoCAD Design		•		MCC
103	Computer Science - Level 1		•		MCC
103	Computer Science - Software Engineering Specialist		•		MCC
104	Microcomputer Engineering Hardware		•		MCC
104	Microcomputer Engineering Software		•		MCC
105	Network Specialist		•		MCC
105	Server & Network Support		•		MCC
ELECTRICAL					
106	Electrical Fundamentals		•		MCC
106	Electronic Fundamentals		•		MCC
106	Human Machine Interfacing		•		MCC
106	Industrial Drives		•		MCC
107	Programmable Logic Controllers		•		MCC
ENVIRONMENTAL					
108	Environmental Engineering		•		MCC
108	Fire Safety		•		MCC
108	Occupational Health and Safety Management			•	MCC
GARDENING					
109	Horticulture Plant Identification		•		MCC
110	Landscape Design		•		MCC
MANUFACTURING AND MECHANICAL					
111	CNC Programming		•		MCC
111	Fluid Power		•		MCC
111	Industrial Engineering Certificate		•		MCC
111	Industrial Lubrication		•		MCC
112	Machine Tool Operator		•		MCC
112	Quality Assurance - Level 1		•		MCC
113	Welder Operator		•		MCC

Acknowledgements of Completion

You can be awarded this credential for completing a group of predetermined and approved courses that represent significant learning but do not lead to a certificate.

PAGE	ACKNOWLEDGEMENT	DELIVERY
54	Academic and Career Entrance (ACE)	Online
42	Addictions/Concurrent Disorders	Classroom
68	American Sign Language	Classroom
15	Applied Accounting - Bookkeeping	Online / Classroom
42	Braille	Online
91	Breastfeeding	Online / Classroom
66	Business Writing Skills	Online
76	Chinese Brush Painting	Classroom
32	Dental Office Administration	Classroom
85	Footcare	Classrooom
64	Home Renovation for Women (Men Welcome)	Classroom

PAGE	ACKNOWLEDGEMENT	DELIVERY
67	Language Interpreter Training	Online / Classroom
112	Mechanical Design	Classroom
33	Medical Terminology	Classroom
104	MicroStation	Online
76	Painting	Classroom
76	Pottery	Classroom
62	Professional Bartending	Classroom
57	Sewing (Basic)	Classroom
63	Tea Sommelier	Classroom
76	Writing for Publication	Classroom
23	WSIB Workplace Safety & Insurance Board Adjudication	Classroom

NEW for Spring 2014!

PAGE	COURSE NAME	COURSE CODE
44	ACHIEVE: Therapeutic Adventure Programming	HLTH10213
49	Advocacy In The School And Community	HMNSRT061
44	APCO Public Safety Telecommunicator	COMM10302
63	Cake Decorating	CULI10068
25	CNC Programming - Basic	COMP10168
98	Construction Contract Bid Management	BLDG10089
98	Construction Job Site Management	BLDG10090
63	Cooking Fundamentals	CULI10069
63	Cooking Fundamentals - The Next Step	CULI10070
38	Creative Night Portraits	PHTO10075
19	Effective Advertising for Non-Profit Organizations	MRKT10038

PAGE	COURSE NAME	COURSE CODE
19	Entrepreneurism for New Canadians	SBMG10024
19	Forensic Accounting	ACCT10033
89	Implementation of Mental health Studies, the Law and Forensics	HSCI10168
20	Integrated Marketing Communication 1	MRKT10039
89	Introduction to Mental Health and the Law, Forensic Studies	HSCI10165
20	Managing the Retail Workplace	MGMT10117
38	Real Estate Photo	PHTO10074
44	Tribes Learning Community	HMNS10107
104	UNIX Administration 1	COMP10018
26	Web Usability-Writing & Design	COMP10167
62	World Cinema	ARTT10051

Courses

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

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
BUSINESS					
ACCOUNTING AND FINANCIAL					
17	AccPac - Accounts Payable	INFOBW390	●		
17	AccPac - Accounts Receivable	INFOBW290	●		
17	AccPac - Payroll	INFOBW590	●		
17	AccPac Order Entry - Level 1	INFOBW490	●		
17	AccPac Order Entry - Level 2	INFOBW492	●		
15	Advanced Accounting	ACCT10032	●		
15	Applied Accounting-Bookkeeping 1	ACCTBZ018	●	●	
15	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
15	Applied Accounting-Bookkeeping 3	ACCTBZ020	●	●	
15	Auditing I	ACCT10026	●		
16	Auditing II	ACCT10027	●		
16	Business Finance I	ACCT10028	●		
16	Business Finance II	ACCT10029	●		
16	Cost and Managerial Accounting I	ACCT10024	●		
16	Cost and Managerial Accounting II	ACCT10025	●		
15	Cost Management	ACCT10017	●		
16	English 1	COMM10256	●		
16	Financial Environment	FINCFP011	●		
16	Intermediate Accounting I	ACCT10021	●		
16	Intermediate Accounting II	ACCT10022	●		
16	Intermediate Accounting III	ACCT10023	●		
16	Investment Planning	FINCFP013	●		
16	Life and Death Issues of Financial Planning	FINCFP012	●		
16	Management Information Systems	INFO10160	●		
15	Payroll Administration	ACCTBU192	●		
17	QuickBooks	INFO10159	●	●	
16	Retirement Planning And Case Studies	FINCFP014	●		
17	Sage 300 ERP (AccPac) Accounts Payable	INFO10185	●	●	
17	Sage 300 ERP (AccPac) Accounts Receivable and Payroll	INFO10182	●		
17	Sage 300 ERP (AccPac) General Ledger	INFO10184	●	●	
17	Sage 300 ERP (AccPac) Order Entry	INFO10183	●		
17	Simply Accounting	INFO10087	●	●	
15	Taxation I	ACCT10019	●		
BUSINESS DIPLOMAS					
18	Accounting 1	ACCTCB101		●	
18	Accounting 2 - Financial	ACCT10014		●	
18	Accounting 3 - Financial Accounting Applications	ACCT10009		●	
18	Accounting 4 - Contemporary Accounting Issues	ACCT10010		●	
18	Accounting 4 - Financial Reporting	ACCT10011		●	
18	Applied Marketing Research	MRKT10030	●		
18	Business Finance	ACCTCB340		●	
18	Business Finance 2	BUSNBA440		●	
18	Business Law	BUSNCB436		●	
18	Business Mathematics Of Finance	MATH10037	●	●	
18	Business Statistics	MATHMA305		●	
18	Business Writing and Reporting	COMM10065		●	
18	Cost & Managerial Accounting 1	ACCTAC336		●	
19	Cost & Managerial Accounting 2	ACCTAC436		●	

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
19	Entrepreneurship Fundamentals	SBMGBU395	●		
19	Financial Statement Concepts	ACCT10005		●	
19	Macroeconomics	ECONEB222 (E)		●	
19	Microeconomics	ECONEB122 (E)		●	
19	Principles of Purchasing	BUSN10101	●		
19	Principles of Sales	BUSN10021	●		
19	Taxation	ACCTAC409		●	
BUSINESS STUDIES					
20	Accounting - Introductory I	ACCTMCS01	●		
21	Accounting - Introductory II	ACCTMCS02	●		
21	Business Law - Introductory	LAWSMCS05	●		
23	Computer Skills for Small Business Advanced	COMP10135	●		
19	Creating a Corporate Service Culture	CUST10003	●		
22	Criminal Law - Legal Administration	LAWS10136	●		
19	Customer Service and Ethics	CUST10004	●		
19	Effective Advertising for Non-Profit Organizations	MRKT10038		●	
19	Effective Supervision-Human Relations	MGMTMD221	●		
22	Employment Law	BUSNPIR19	●	●	
19	Entrepreneurism for New Canadians	SBMG10024		●	
19	Forensic Accounting	ACCT10033	●		
22	Global Business Environment	BUSNIB100 (SA)	●		
19	Global Logistics	BUSN10109	●		
20	How to Start a Small Business	SBMGMD249	●		
20	Integrated Marketing Communication 1	MRKT10039	●		
22	International Market Entry Strategies	BUSNIB101 (SA)	●		
23	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
20	Introduction to Business	BUSN10049	●		
21	Introduction To Industrial Relations	LABRPIR08 (E)	●		
22	Introduction To Legal Office Practice And Procedures	OADM10009	●		
21	Introduction To Macroeconomics	ECON10002	●		
20	Introduction to Supply Chain & Operations Management-Retail	BUSN10107	●		
22	Landlord & Tenant Law	LAWS10064	●		
20	Leadership in a Team Environment	MGMT10096	●		
22	Legal Terminology	LAWS10005	●		
21	Management Operations	MGMTMCS07	●		
21	Management Principles	MGMTMCS06	●		
20	Managing the Retail Workplace	MGMT10117	●		
23	Managing The Small Business	SBMG10013	●		
21	Marketing - Advanced	MRKT10018	●		
20	Marketing Digitally	MRKT10037	●		
20	Marketing on the World Wide Web	MRKT10026	●		
21	Marketing Principles	MRKTMCS08	●		
21	Microeconomics - Introductory	ECONMCS03	●		
23	Operations And Legal Issues	SBMGSB202	●		
20	Personal Branding	SBMG10022		●	
22	Provincial Offences/Motor Vehicle Offences	LAWS10076	●		
21	Quantitative Methods 1	BUSN10045	●		
21	Selling For Success	MRKT10025	●		
23	Small Business Marketing Skills	SBMG10000	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
23	Small Business-Financial Management	MGMTSB102	●		
20	Strategic Leadership for Supply Chain Management	MGMT10075	●		
20	Strategic Planning	BUSN10108	●		
COMPUTERS					
27	A+ Essentials - Operation System Software	COMP10121	●		
26	A+ Essentials-Hardware	COMP10108	●		
24	Access Core	INFO10081	●	●	
24	Access Expert	INFO10177	●		
25	Adobe Acrobat	COMP10104	●		
27	Adobe Photoshop Elements	INFO10069	●		
25	Android Application Development	COMP10147	●		
24	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
25	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
25	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
25	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
25	CNC Programming - Basic	COMP10168	●		
24	Computer Basics with Windows 7, Word and Excel	INFO10156	●	●	
26	Computer Skills For College	COMPCO002	●		
24	Desktop Publishing (Word)	INFO10178	●		
27	Dreamweaver	INFO10111		●	
27	Dreamweaver (Webpage Authoring)	COMP10138	●		
27	Dynamic Web sites with AMP (Apache, MySQL and PHP)	COMP10155	●		
25	Excel 2010 Data Validation & Conditional Formatting	INFO10189		●	
25	Excel 2010 Linking Multiple Worksheets & Workbooks	INFO10191		●	
25	Excel 2010 Working with Database & Filters	INFO10188		●	
25	Excel 2010 Working with Formulas	INFO10192		●	
24	Excel Core	INFO10078	●	●	
24	Excel Expert	INFO10079	●	●	
27	Fireworks (Adobe)	INFO10152	●		
27	FLASH - an Introduction	COMP10144	●		
27	Flash Animation	INFO10150		●	
27	Flash Games	INFO10171		●	
26	Generic Computer Training	COMPCO001	●		
25	HTML Intermediate	COMP10107	●		
25	HTML Introduction	COMP10106	●		
25	Introduction to C# Programming	COMP10116	●		
25	Introduction to Excel 2010	INFO10193		●	
26	Java - Intermediate	COMP10036	●		
25	Java - Introduction	COMP10035	●		
27	JavaScript	COMP10137	●		
26	Microsoft Office 2013	COMP10166	●		
26	MS-Office 2007	INFO10095	●		
26	MySQL Databases	COMP10149	●		
27	Outlook Essentials	INFO10175	●		
27	PERL Introduction	COMP10139	●		
24	PowerPoint	INFO10082	●		
26	Programming in C	COMP10122	●		
24	Publisher Core	INFO10157	●		
26	SQL Introduction	COMP10159	●		
27	Training for Technical Support Analysts	EDUC10083	●		
26	Unified Modeling Language (UML) Modeling with Casetool	COMP10158	●		
24	Visio Essentials	INFO10174	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
26	Visual Basic Introduction	COMP10160	●		
26	Visual C++ Introduction	COMP10161	●		
28	Web Design Basics	INFO10144		●	
28	Web Page Design	INFO10110		●	
28	Web Scripting with PHP	INFO10112		●	
26	Web Usability-Writing & Design	COMP10167	●		
26	Windows 8	COMP10157	●		
25	Word 2010 Mail Merge with Excel	INFO10199		●	
24	Word Core	INFO10077	●	●	
24	Word Expert	INFO10080	●	●	
24	Workshop For Windows	INFOBW001		●	
28	XML - Introduction	COMP10154	●		
LEADERSHIP AND MANAGEMENT					
28	Basics Of Supply Chain Management	BUSNSPC15		●	
29	Benefits Administration	BUSN10059	●		
31	Coaching And Developing People	MGMTCMA03	●		
30	Communications (LDS)	COMM10217	●		
29	Compensation and Benefits	HRESPIR11	●		
31	Continuous Improvement Process	QUALCMA06	●		
30	Creative and Critical Thinking (LDS)	COMM10216	●		
31	Developing Effective Teams	MGMTCMA04	●		
29	Dispute Resolution	HMNS10093	●		
30	Employment Law (LDS)	LAWS10090	●	●	
28	Execution and Control of Operations (ECO)	BUSNSPC22		●	
30	Finance (LDS)	FINC10023	●		
29	Finance And Accounting	ACCTPIR23	●		
32	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
32	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
32	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
30	Human Relations (LDS)	HRES10019	●	●	
29	Human Resource Management Studies	MGMTBPC01	●	●	
29	Human Resources Planning and Staffing	HRESPIR17	●		
32	Introduction to Project Management	HRES10013	●		
30	Leadership and Effective Communication in Industrial Distribution	MGMT10069	●		
30	Leading Responsibly (LDS)	MGMT10098	●		
30	Leading Teams (LDS)	MGMT10101	●	●	
31	Managerial Communications	MGMTBPC02		●	
30	Managing Change (LDS)	MGMT10102	●	●	
29	National Knowledge Exam Prep Workshop	CRED10052		●	
29	Occupational Health & Safety	SAFEPIR21			
32	Operational Overview in Long-term Care	HLTH10110	●		
29	Organizational Behaviour and Administration	BUSNPIR22 (E)	●		
31	Performance Management (LDS)	MGMT10100	●		
29	Personnel Research Techniques and HRIS	HRES10017	●		
28	Principles of Inventory Control	BUSNSPGVC		●	
31	Problem Solving - Decision Making	MGMTBPC04		●	
31	Project Management (LDS)	MGMT10099	●		
32	Project Management Scheduling Software	INFO10105	●		
29	Recruitment And Selection	HRESPIR20	●	●	
32	Resident Centred Care	HLTH10108	●		
32	Sales and Marketing in Long Term Care Management	BUSN10093	●		
29	Staff Training and Development	BUSNPIR16	●		
31	Supervisory Skills For Business And Industry	MGMTCMA02	●		
31	The Business of Tomorrow	BUSN10047	●		

PAGE #	COURSE NAME	COURSE CODE	DELIVERY		
			OL	CL	BLE
OFFICE SKILLS					
33	Administrative Office Procedures	OADM10015			●
35	Animal Husbandry II	HLTH10071	●		
35	Basic Animal Husbandry	HLTH10062	●		
35	Basic Veterinary Pharmacology	HSCI10135	●		
33	Basic Word Applications	OADMOA116			●
35	Building and Maintaining Customer Relationships	BUSN10034	●		
35	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
34	Dental Terminology	COMM10168	●		
33	Digital Transcription	OADMOA261			●
34	Essentials In Health Records Management	MGMT10039	●		
33	Financial Concepts for Office Administration	FINC10009			●
34	Information Management	INFO10021			●
34	Interpersonal Communication Skills	COMM10294	●		
34	Keyboarding	KEYB10008		●	
34	Keyboarding - Beginners	KEYBSEZ30		●	
32	Marketing and Treatment Coordination	MRKT10029		●	
35	Medical Conditions for Medical Office Professionals	HSCI10002	●		
34	Medical Keyboarding	KEYB10005	●		
34	Medical OHIP Billing	OADM10010	●		
33	Medical Terminology 1	OADMOA323		●	
33	Medical Terminology 2	OADMOA324		●	
35	Medical Terminology II - Pronunciation	HSCI10157	●		
33	Medical Transcribing 3	OADMOA552	●		
33	Medical Transcribing 4	OADMOA652	●		
35	Pharmacology for the Medical Office	HSCI10024	●		
34	Styles and Practices of Medical Transcription	HSCI10152	●		
35	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
35	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
35	Veterinary Anaesthesia	VETR10000	●		
35	Veterinary Lab Procedures	HLTH10098	●		
34	Veterinary Office Skills & Procedures	OADM10013	●		
35	Veterinary Surgical Procedures	HSCI10138	●		
34	Veterinary Terminology	COMM10107	●		
35	Working And Communicating In A Medical Setting	COMM10021	●		
COMMUNICATION ARTS					
COMPUTER - GRAPHICS					
36	Adobe Illustrator	COMP10119	●		
36	Adobe InDesign Basics	COMP10120	●		
36	Introduction To Photoshop	INFOPY114	●		
36	Photoshop - Level 2	INFO10047	●		
MUSIC					
36	Guitar-Adult Class 1	MUSC10072		●	
36	Guitar-Adult Class 2	MUSC10073		●	
36	Guitar-Adult Class 3	MUSC10074		●	
36	Guitar Song Book	MUSC10078		●	
37	Jazz Improvisation	MUSCMU909		●	
37	Piano-Adult Class 1	MUSC10075		●	
37	Piano Adult Class 3	MUSC10080		●	
37	Piano Adult Class 4	MUSC10081		●	
37	Theory 2	MUSCMU223		●	
PHOTOGRAPHY					
37	Advanced Digital Imaging/Photoshop	PHTOPY120		●	
37	Architectural Photography	PHTO10030		●	
38	Baby/Infant Photography	PHTO10063		●	
38	Creative Night Portraits	PHTO10075		●	
37	Digital Photography 1	PHTOPY101		●	
37	Digital Photography 2	PHTOPY300		●	
38	Fashion Photography	PHTO10027		●	
37	History of Photography	PHTOPY109 (E)	●	●	
37	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
38	Media Photography	PHTOPY105		●	
38	Nature Photography	PHTOPY106		●	
38	Portraiture	PHTOPY402		●	
38	Real Estate Photo	PHTO10074			
38	Studio Lighting	PHTOPY225		●	
COMMUNITY SERVICES					
COMMUNITY LEADERSHIP					
40	Annual Giving	HMNSSSFR2		●	
41	Center Stage	PERS10013		●	
41	Change Management	MGMTSSP05		●	
41	Customer Service 1	MRKTSSP04		●	
40	Event Sponsorship	RECLRLA08			●
41	Leadership And Communications	COMMSSNPL			●
41	Practical Human Resources Management	HRESSSNPH		●	
40	Principles of Convention and Meeting Planning	RECL10030	●		
40	Special Events - Field Work	WORKRLA06		●	
41	Time Management	MGMT10106		●	
41	Volunteer Management 3	MGMTSSP63			●
40	Volunteer Management for Events	MGMT10086			●
40	Wedding Planning	PLAN10009		●	
FITNESS AND WELLNESS					
41	Group Fitness Leader Module	HLTHFI003		●	
HELPING PROFESSIONS					
42	Braille - Level 1	SENSSSE44	●		
42	Braille - Level 2	SENSSSE45	●		
42	Braille - Level 3	SENSSSE46	●		
42	Braille - Level 4	SENSSSE47	●		
43	Crisis Intervention	HMNSSO231 (SA)		●	
43	Field Placement and Seminar 1	WORK10005 (SA)		●	
43	Field Placement and Seminar 2	WORK10006 (SA)		●	
43	Field Placement and Seminar 3	WORK10007 (SA)		●	
42	Interaction And Communications	COMMTC101		●	
43	Interviewing Skills	COMMSO226 (SA)			●
42	Introduction to Concurrent Disorders	HMNS10034		●	
43	Professional Development	CREDSO123 (SA)		●	
43	Social Policy & Law	LAWS10112 (SA)		●	
HUMAN SERVICES - OTHER					
44	ACHIEVE: Therapeutic Adventure Programming	HLTH10213 (E)		●	
44	APCO Public Safety Telecommunicator	COMM10302	●		
44	Death and Dying in Crisis Intervention	PSYC10017	●		
44	Nonviolent Crisis Intervention	CONFMHN08		●	
44	Skills for Community Mental Health Workers	HLTH10203	●		
44	Tribes Learning Community	HMNS10107		●	
44	Victimization	PSYC10018	●		
JUSTICE					
45	By-Law Enforcement	LAWS10139	●		
44	Communications/Reporting	COMMLL223	●		
45	Computer/Cyber Crime	LAWS10084	●		
44	Conflict Management	CONFSS426	●		
45	Corporate Crime Investigation	LAWS10088	●		

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44	Criminal And Civil Law	LAWSPF301	●		
44	Criminal Code And Federal Statutes	LAWSPF402	●		
44	Criminology - Police Foundations	SSCISS281 (E)	●		
45	Diversity and First Nations	SSCI10017	●		
45	Interpersonal & Group Dynamics	SSCIPF202 (E)	●		
45	Investigation And Evidence	LAWSPF404	●		
45	Investigative Techniques for Motor Vehicle Collisions	LAWS10089	●		
45	Police Powers & The Law	LAWSPF403	●		
45	Police Powers 1	LAWSPF303	●		
45	Principles Of Ethical Reasoning	LAWSPF106	●		
45	Private Investigator Training	LAWS10138	●		
45	Private Investigator-Licensing Requirements	LAWS10091			●
45	Private Security - Licensing Requirements	LAWS10087			●
45	Provincial Offenses	LAWSPF401	●		
45	Security Guard Training	LAWS10137	●		
WORKING WITH CHILDREN AND YOUTH					
50	Adaptive Computer Technology in Education	COMP10006 (SA)	●		
48	Administration and Supervision in ECE	EDUC10077 (SA)	●		
49	Advocacy In The School And Community	HMNSRT061 (SA)	●		
47	Assessment And Treatment Strategies In CYW	HMNSCC458 (SA)			●
46	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041 (SA)	●		
50	Autism Spectrum Disorder- Assisting Student Development	EDUC10001 (SA)	●		
46	Behavioural Skill Building	EDUC10028 (SA)	●		
50	Classroom Skills	EDUCEDE21 (SA)	●		
47	Cognitive Behaviour Modification In CYW	HMNSCC457 (SA)			●
49	Computers In Education	EDUCEDE19 (SA)	●		
49	Co-Ordinating Resources	LIBRRT071 (SA)			●
50	Cultural Diversity In An Educational Setting	EDUC10002 (SA)	●		
48	ECE-Governance and Financial Management	FINC10027 (SA)			●
48	ECE-Leadership in Action	EDUC10082 (SA)			●
46	Ethics and Professionalism	EDUC10034 (SA)	●		
50	Exceptionalities 1	EDUCEDE22 (SA)	●		
50	Exceptionalities 2	EDUCEDE23 (SA)	●		
50	Exceptionalities 3	EDUCEDE26 (SA)	●		
46	Field Placement 1	WORK10019 (SA)	●		
48	Field Placement 1 & Seminar	WORKEC298		●	
46	Field Placement 2	WORK10020 (SA)	●		
48	Field Placement 2 & Seminar	WORKEC299		●	
48	Field Placement 3 & Seminar	WORKEC398		●	
48	Field Placement 4 & Seminar	WORKEC399		●	
49	Field Practicum 1	WORKRT021		●	
49	Field Practicum 2	WORKRT051		●	
47	Field Work Practicum 1	WORKCC255 (SA)		●	
47	Field Work Practicum 2	WORKCC455 (SA)		●	
47	Field Work Practicum 3	WORKCC655 (SA)		●	
49	Foundations of Education	EDUCEDE14 (SA)	●		
47	Intervention Strategies For CYW	HMNSCC257 (SA)			●
47	Interviewing & Counselling	COUNCC359 (SA)			●
47	Introduction to Abuse/Trauma/Resiliency	HMNS10102 (SA)		●	
46	Introduction to Applied Behaviour Analysis	HSCI10042 (SA)	●		
50	Learning Strategies	EDUC10004 (E) (SA)	●		
50	Lifeskills and Job Coaching	EDUC10037 (SA)	●		
49	Mathematics	MATH10038 (SA)	●		
46	Parent and Staff Training	EDUC10029 (SA)	●		
49	Personal And Interpersonal Dynamics	EDUCEDE17 (SA)	●		
50	Practicum 2	EDUCEDE16 (SA)	●		
50	Practicum 3	EDUCEDE24 (SA)	●		
50	Practicum 4	EDUCEDE25 (SA)	●		
50	Practicum Preparation 1	EDUC10075 (SA)	●		
50	Safety In An Educational Setting	SAFE10004 (SA)	●		
46	Specialized Instructional Strategies	EDUC10030 (SA)	●		
50	Total Communication Part 1	EDUC10040 (SA)	●		
50	Total Communication Part 2	EDUC10041 (SA)	●		
46	Transition Planning and Implementation	EDUC10031 (SA)	●		
46	Treating Challenging Behaviour	HMNS10006 (SA)	●		
48	Wellness for Children	HLTH10121 (SA)	●		
46	Working with Families and Teams	HMNS10005 (SA)	●		
48	Working with Parents	EDUC10076 (SA)	●		
CREATIVE AND VISUAL ARTS / INTERDISCIPLINARY STUDIES					
AESTHETICS/COSMETICS					
52	Aesthetics: Body Massage & Treatments	ASTHAES05 (SA)		●	
52	Aesthetics: Skin Care III	ASTHAES04 (SA)		●	
52	Business & Marketing For The Cosmetics Industry	MRKTWS136 (SA)		●	
53	Cosmetology 1	ASTHWS101		●	
53	Make Up: Paramedical & Camouflage Therapy	ASTHWS031 (SA)		●	
53	Make-Up Artistry	ASTHWS144		●	
53	Make-Up: Bridal, Glamour, Runway	PERSWS444 (SA)		●	
53	Makeup: Portfolio Development	ASTHWS344		●	
53	Manicure, Pedicure - Care And Techniques	ASTHWS305		●	
53	Sculpted Nail Enhancements	ASTHWS906 (SA)		●	
COMMUNITY TRAINING SOLUTIONS					
55	ACE Apprenticeship Math	MATH10047 (SA)	●		
55	ACE Biology	BIOL10011 (SA)	●		
55	ACE Business Mathematics	MATH10046 (SA)	●		
55	ACE Chemistry	GSCI10004 (SA)	●		
55	ACE Communications	COMM10148 (SA)	●		
55	ACE Computers	COMP10083 (SA)	●		
55	ACE Core Math	MATH10045 (SA)	●		
55	ACE Physics	PHYS10000 (SA)	●		
55	ACE Self Management and Self Direction	CRED10044 (SA)	●		
55	ACE Technology Math	MATH10044 (SA)	●		
55	Workplace Communication Skills for Business 1	COMM10251 (SA)		●	
55	Workplace Communication Skills for Business 2	COMM10252 (SA)		●	
55	Workplace Communication Skills for Business 3	COMM10253 (SA)		●	
55	Workplace Communication Skills for Business 4	COMM10254 (SA)		●	
55	Workplace Communication Skills for Business 5	COMM10255 (SA)		●	
56	Workplace Communication Skills for Health Sciences 1	COMM10235 (SA)		●	
56	Workplace Communication Skills for Health Sciences 2	COMM10236 (SA)		●	
56	Workplace Communication Skills for Health Sciences 3	COMM10237 (SA)		●	
56	Workplace Communication Skills for Health Sciences 4	COMM10238 (SA)		●	
56	Workplace Communication Skills for Health Sciences 5	COMM10239 (SA)		●	
DESIGN SKILLS					
57	Design Principles	CREAHF205		●	
57	Soft Furnishings and Window Treatments	CREA10030		●	
56	Special Floral Tributes	FLORFC003		●	

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56	Style Trends in Design	FLORFC205		●	
57	Understanding Flooring and Furniture	CREA10034		●	
DRESSMAKING / FASHION / SEWING					
57	Dressmaking 1-Level 2	FASHDM115		●	
57	Dressmaking 2-Level 2	FASHDM125		●	
57	Sewing - Introduction	TEXTHC027		●	
ENGLISH AS A SECOND LANGUAGE					
59	Academic Listening Skills	COMM10213 (SA)		●	
59	Academic Reading Preparation	COMM10210 (SA)		●	
59	Academic Speaking Skills	COMM10212 (SA)		●	
59	Academic Writing Preparation	COMM10211 (SA)		●	
58	Applied Listening for College	COMM10207 (SA)		●	
58	Applied Reading for College	COMM10205 (SA)		●	
58	Applied Speaking for College	COMM10206 (SA)		●	
58	Applied Writing for College	COMM10208 (SA)		●	
58	Basic Academic Listening Practices	COMM10204 (SA)		●	
58	Basic Academic Reading Practices	COMM10202 (SA)		●	
58	Basic Academic Speaking Practices	COMM10203 (SA)		●	
58	Basic Academic Writing Practices	COMM10201 (SA)		●	
58	English as a Second Language Upgrading	COMM10266 (SA)		●	
GENERAL EDUCATION / SOCIAL SCIENCES					
59	Anger Management	CONF10005 (E)	●		
59	Art History and Theory	ARTT10014 (E)	●		
59	Astronomy	GSCI10006 (E)	●		
59	Canadian Literature	COMMLL903 (E)	●		
59	Canadian Politics	SSCISS105 (E)	●		
59	Co-dependency as an Addiction	PSYC10008 (E)	●		
59	Criminal Psychology - Psychopathic Minds	PSYC10002 (E)	●		
59	Criminal Psychology 2 - Criminal Minds	PSYC10003 (E)	●		
59	Cults and Terrorism	SSCI10006 (E)	●		
60	Culture, Language and Linguistics	COMM10277 (E)	●		
60	Dealing And Working With Difficult People	CONFBU397 (E)	●		
60	Developmental Psychology	PSYCSS271 (E)	●	●	
60	Domestic and Workplace Violence	PSYC10006 (E)	●		
60	Geological Disasters	ENVR10005 (E)	●		
60	Global Warming Concepts	ENVR10004 (E)	●		
60	Growing Up Digital-Living and Working In Canada	INFO10158 (E)	●		
60	History of Aboriginal/Canadian Relations	INDS10009 (E)	●		
60	History Of Architecture	BLDGAR173 (E)	●		
60	I Write The Songs	ARTT10045 (E)	●		
60	Introduction To Children's Literature	COMMLLT06 (E)	●		
60	Introduction to Geology:An Overview of Planet Earth	ENVR10028 (E)	●		
60	Introduction to Philosophy	SSCI10049 (E)	●		
60	Introduction to Racism and Discrimination	SSCI10026 (E)	●		
60	Introduction to Science	GSCI10002 (E)	●		
60	Introductory Psychology	PSYCSS156 (E)	●	●	
60	Labour Economics	BUSNPIR10 (E)	●		
61	Meteorology	GSCI10007 (E)	●		
61	Myths And Legends	HISTLLT05 (E)	●		
61	Nutrition	HLTH10044 (E)	●		
61	The Olympics: Where Sport and Spectacle Meet	SPRT10023 (E)	●		
61	Personality Psychology	PSYC10007 (E)	●		
61	Philosophy Of Art	SSCIPT001 (E)	●		
61	Political Science & Public Administration	SSCISS027 (E)	●		
61	Popular Culture and the Media	COMM10276 (E)	●		
61	Sexual Violence	SSCI10008 (E)	●		

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61	Soccer and its Impact on Society	SSCI10031 (E)	●		
61	Social Media and Society	SSCI10045 (E)	●		
61	Social Psychology	PSYC10012 (E)	●		
61	Sociology 1	SSCISS108 (E)	●	●	
61	Sociology 2	SSCISS109 (E)	●		
61	Sociology-Sport	SSCI10046 (E)	●		
61	Sport: The Global Business of Making Money	SPRT10022 (E)	●		
61	Sports Psychology	PSYC10009 (E)	●		
62	Stress, Wellness and Nutrition	HLTH10111 (E)	●		
62	The Study of Human Sexuality	SSCI10003 (E)	●		
62	Understanding Literature	COMM10095 (E)	●		
62	World Cinema	ARTT10051 (E)	●		
62	World Of Abnormal Psychology	PSYCSS021 (E)	●		
HOSPITALITY / LEISURE / GENERAL INTEREST					
64	Basic Maintenance	BLDG10073		●	
64	Basic Plumbing	BLDG10072		●	
63	Cake Decorating	CULI10068		●	
64	Coaching & Effective Leading	SPRT10024		●	
64	Coaching: Introduction to Competition - Part A	SPRT10000		●	
64	Coaching: Introduction to Competition - Part B	SPRT10001		●	
63	Cooking Fundamentals	CULI10069		●	
63	Cooking Fundamentals - The Next Step	CULI10070		●	
63	Introduction to Tea - Tea 101	HOSP10019		●	
64	Kitchens	BLDG10074		●	
62	Mixology	HOSPFB107		●	
62	Smart Serve Certification Course	HOSPFB008		●	
63	Tea Sensory Development - Tea 103	HOSP10021		●	
64	Tools and How to Use Them	BLDG10075		●	
LABOUR STUDIES					
64	Stewards Training - Level 1	LABR10089		●	
64	Stewards Training - Level 2	LABR10090		●	
64	Social Media and Communications for Workers	LABR10093		●	
65	Labour Studies Field Placement	WORKUN199		●	
65	Occupational Health & Safety- Level 1	LABREWS01		●	
65	Labour Issues - Research & Documentation in Health & Safety	WORK10101		●	
65	Rights and Obligations-Level 1	LABRUN026		●	
65	Benefits and Services-Level 2	LABRUN027		●	
65	Appeals and Dispute Resolution-Level 3	LABRUN022		●	
65	Field Placement: Advocacy	WORK10075		●	
65	Field Placement: Disability Prevention	WORK10076		●	
LANGUAGES & COMMUNICATIONS					
69	AC - Communications, Part B	COMMLL044 (SA)		●	
68	American Sign Language I	LANGLL120		●	
68	Capstone Course, Skills Integration	LANG10036 (SA)	●		
69	Communication	COMMLL041	●		
69	Communication D	COMM11040		●	
68	Consecutive Interpreting	LANG10032 (SA)	●		
70	Creative Writing II: Short Fiction	COMMLL945		●	
69	Critical and Innovative Thinking	COMM10265	●	●	
70	Dynamics of Character	COMM10141		●	
68	Everyday German 1	LANG10078	●		
68	Everyday Italian 2	LANG10080	●		
69	Everyday Spanish 1	LANG10081	●		
66	French 1	LANG10061	●		
67	French 2	LANG10062	●		

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67	French 3	LANG10063	●		
67	French 4	LANG10064	●		
67	French 5	LANG10065	●		
69	Grammar and Composition for General Arts & Sciences	COMM10045		●	
70	Grammar For Writing Professionals	COMMLLT02	●		
69	Introduction to Intercultural Communication	COMM10073 (E)	●		
68	Introduction to Spoken Language Interpreting	LANG10031 (SA)	●		
68	Italian for Beginners	LANG10054	●		
66	La Pratique du Francais 1	LANGFR003		●	
67	La Pratique du Francais 2	LANGFR004		●	
67	La Pratique du Francais 3	LANGFR005		●	
67	La Pratique du Francais 4	LANGFR006		●	
67	La Pratique du Francais 5	LANGFR007		●	
69	Organizational Business Communication	COMM10027	●		
67	Parlons Avance 5	LANGFS081		●	
67	Parlons Francais 1	LANGFS032		●	
67	Parlons Francais 2	LANGFS033		●	
67	Parlons Francais 3	LANGFS071		●	
70	Poetry Writing	COMMLLT13	●		
68	Professional German 1	LANG10077	●		
69	Professional Spanish 1	LANG10079	●		
69	Researching & Reporting-Lgs	COMMLL122	●		
70	Romance Writing	COMMLLT04	●		
68	Setting Specific Interpreting	LANG10035 (SA)	●		
68	Skills Development - Sight Translation	LANG10033 (SA)	●		
68	Skills Development - Simultaneous Interpreting	LANG10034 (SA)	●		
68	Spanish For Beginners	LANGLLE01		●	
69	Spanish-Conversational 1	LANGLLA04		●	
70	Travel Writing	COMM10121	●		
66	Writing a Business Plan	COMM10295	●		
66	Writing a Marketing Plan	COMM10298	●		
66	Writing a Proposal	COMM10296	●		
70	Writing For Publication - Level 1	COMMLLT03	●		
70	Writing For Publication - Level 2	COMMLLT09	●		
66	Writing for Sales Material	COMM10299	●		
69	Writing Grammatically	COMM10218	●		
70	Writing Mystery And Suspense Stories	COMMLLT08	●		
70	Writing Short Stories	COMM10259	●		
66	Writing Skills for the Web	COMM10297	●		
LIBRARY/RECORDS MANAGEMENT					
72	Acquisitions	LIBRLT350	●		
72	Archives	LIBRRM103	●		
72	Computers 1 - Introduction to	COMP10136	●		
72	Database Design For Information Workers	INFOLT340	●		
71	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
72	Field Work 1	WORKLT290	●		
72	Field Work 2	WORKLT490	●		
72	Human Relations & Supervision FAST-TRACK!	HRESLT150	●		
72	Indexing and Subject Analysis	LIBR10038	●		
71	Information Technology for Library Technicians	INFO10172	●		
71	Intro To Libraries And The Information Industry	LIBRLT110	●		
71	Library Classification	LIBR10039	●		
72	Library Financial Management & Budgeting	MGMT10041	●		

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71	Library Programming, Marketing and Advocacy	LIBR10040	●		
71	Online Searching	LIBR10041	●		
72	Records And Information Management Fundamentals	OADMRM100	●		
71	Reference Processes	LIBR10044	●		
71	Reference Services and Sources	LIBR10045	●		
71	Resource Description and Access I	LIBR10042	●		
71	Resource Description and Access II	LIBR10043	●		
72	Serials	LIBRLT351	●		
SPECIALIZED PROFESSIONAL PROGRAMS					
74	Adult Learning	EDUCTAL03	●		
74	Adults With Learning Disabilities	SENSTAL06	●		
74	Assessment And Evaluation	EDUCTAL05	●		
73	Condominium Administration & Human Relations	MGMTCDM04	●		
74	Curriculum Development	EDUCTAL02	●		
73	Diversity In The Workplace	CREDCAR08		●	
73	Financial Planning For Condominium Managers	FINCCDM03	●		
74	Function and Organizations in Student Affairs	CRED10054	●		
74	Instructional Techniques	EDUCTAL04	●		
74	Instructional Technology In Adult Education	EDUCTAL08	●		
73	Introduction To Condominium Law	LAWSCDM01	●		
74	Learning And The Student Learner	CRED10057	●		
73	Personal Success	MGMTMD278	●		
73	Physical Building Management	MGMTCDM02	●		
73	Socio-Economic Change And Response	CREDCAR07		●	
74	Student Development and Student Experience	CRED10051	●		
VISUAL AND PERFORMING ARTS					
75	Acting for Beginners	CREA10072		●	
75	Acting Three: The Feedback Show	CREA10079		●	
77	Ceramics - Advanced 1	CERAPC401		●	
77	Ceramics - Advanced 2	CERAPC402		●	
77	Ceramics - Advanced 3	CERAPC403		●	
77	Ceramics - Advanced 4	CERAPC404		●	
76	Ceramics - Foundation 1	CERAPC201		●	
77	Ceramics - Foundation 2	CERAPC202		●	
77	Ceramics - Foundation 3	CERAPC203		●	
77	Ceramics - Foundation 4	CERAPC204		●	
77	Ceramics - Intermediate 1	CERAPC301		●	
77	Ceramics - Intermediate 2	CERAPC302		●	
77	Ceramics - Intermediate 3	CERAPC303		●	
77	Ceramics - Intermediate 4	CERAPC304		●	
76	Chinese Brush Painting	ARTTPD101		●	
76	Chinese Brush Painting 2	ARTTPD102		●	
76	Chinese Brush Painting 3	ARTTPD103		●	
76	Chinese Brush Painting 4	ARTTPD104		●	
76	Chinese Brush Painting 5	ARTTPD105		●	
76	Chinese Brush Painting 6	ARTTPD106		●	
76	Drawing Realistic Subjects in Pencil	CREA10094	●		
76	Painting 1	ARTTPD211		●	
76	Painting 2	ARTTPD311		●	
76	Painting 3	ARTTPD411		●	
76	Painting 4	ARTTPD511		●	
76	Painting 5	ARTTPD611		●	
76	Painting 6	ARTTPD711		●	
75	Work Experience	WORK10114 (SA)		●	
76	Work Experience Option	WORKPW900		●	

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HEALTH SCIENCES					
ALLIED HEALTH					
80	Analytical Techniques 5 L & T	MLSCMLS15 (SA)		●	
80	Assessment And Interpretation Of Results	MLSCMLS17 (SA)		●	
80	Basic Blood Collection	MLSCML123			●
80	Case Studies, Exam Preparation	MLSCMLS20 (SA)		●	
79	Clinical Experience 2	CLIN10035 (SA)		●	
80	Clinical Experience 3	CLINMLS19 (SA)		●	
80	Introduction to Molecular Techniques	MLSC10007 (SA)		●	
79	Introduction To Transfusion Medicine	MLSCMLA61	●		
79	Laboratory Basics Workshop	MLSC10003 (SA)		●	
79	MLAR Mod 4 - Basic Techniques In Haematology	MLSCMLA53	●		
79	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
79	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
79	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
81	Pharmacology - Pharmacy Technician Bridging	HSCI10137 (SA)		●	
79	Preparatory Biology	BIOL10006 (SA)	●		
81	Product Preparation Pharmacy Technician Bridging	HSCI10139 (SA)		●	
80	Quality Control And Quality Management	QUALMLS18 (SA)			●
80	Sector Specific Language And Culture II	MLSCMLS23 (SA)		●	
GERONTOLOGY					
81	An Introduction To The Study Of Aging	HSCIGER10 (SA)	●		
81	Clinical Field Placement With Clients	CLINDEM05		●	
82	Community-Based Field Experience	WORKGER71 (SA)	●		
81	Dementia Clinical/Placement	CLINDEM08		●	
82	Individual Study	HMNSGER60	●		
82	Institutional-Based Field Experience	WORKGER81 (SA)	●		
82	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
82	Mental Health Aspects Of Aging	HSCIGER41	●		
82	Physiology Of Aging	HSCIGER20	●		
82	Restorative Care	HSCIGER05		●	
NURSING					
83	Administration of Medication for Nurses	NRSG10027 (SA)			●
85	Advanced Footcare for RNs and RPNs	NRSG10059 (SA)		●	
88	Advanced Neonatal Nursing 1 - Clinical Experience	CLINNSCF2		●	
88	Advanced Neonatal Nursing 2 - Clinical Experience	CLINNSCF4		●	
89	Advancements in the Mental Health System	HSCI10145 (SA)			●
84	Assessment Skills For Nurses	NRSGHZ215 (SA)		●	●
85	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
91	Clinical Consolidation	CLIN10048		●	
83	Clinical Experience 1 (200 hrs)	CLIN10027 (SA)		●	
83	Clinical Experience 2	CLIN10028		●	
83	Clinical Skills Review	NRSG10028 (SA)		●	●
84	Communications And Psychosocial Issues In Oncology	HSCINSCC2	●		
86	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004 (SA)	●		
86	Critical Care Module 2 - Respiratory	NRSG10001 (SA)	●		
86	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
86	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
86	Critical Care Module 3 Cardiovascular Nursing	NRSG10002 (SA)	●		
86	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
86	Critical Care Module 5 Neurosciences	NRSG10003 (SA)	●		
86	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
84	CRNE Learning Plan & Practice Exam	HSCI10166		●	
84	Enhanced RN Examination Preparation	HSCI10131		●	
87	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
85	Footcare Field Practicum	CLIN10058 (DP)		●	
87	Health Assessment	HSCI10151	●		
89	Implementation of Mental health Studies, the Law and Forensics	HSCI10168			●
89	Interventions Supporting Recovery	HSCI10150 (SA)	●		
83	Intravenous Therapy - RN/RPN	NRSGNSC90			●
89	Introduction to Mental Health and the Law, Forensic Studies	HSCI10165			●
90	Introduction to Perinatal Nursing Part 1	NRSG10055	●		
90	Introduction to Perinatal Nursing Part 2	NRSG10056 (SA)	●		
86	Introductory Module 1	NRSG10036 (SA)	●		
89	Introspective Practice	HSCI10147 (SA)	●		
84	Jurisprudence Exam Preparation	NRSG10081	●		
84	Major Malignancies I	HSCINSCC3	●		
84	Major Malignancies II	HSCINSCC4	●		
88	Neonatal Nursing 2 - Advanced	NRSG10043		●	
88	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
83	Nursing Informatics	NRSG10016 (SA)			●
83	Nursing Theory 1	NRSG10019 (SA)			●
85	O.R. Laboratory Experience C	HSCI10159		●	
88	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
88	Obstetrical Nursing 2 (Advanced)	NRSG10051		●	
88	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	
87	Occupational Health & Surveillance - Module 2	HSCIOHN02	●		
87	Occupational Health Nursing - Module 1	NRSGOHN01 (SA)	●		
87	Occupational Health Nursing Project	WORKOHN05	●		
84	Oncology Clinical Experience	CLINNSCC6 (SA)	●		
85	Operating Room Principles & Practices 1 Theory	NRSG10032		●	
85	Operating Room Principles & Practices 2 Theory	NRSG10033		●	
89	Operationalizing Theory into Practice	CLIN10070		●	
85	OR Laboratory Experience B	HSCI10158		●	
83	Professional Issues	NRSG10018 (SA)			●
85	R.N. Operating Room Clinical	CLIN10060		●	
86	RNFA Independent Internship	CLIN10046		●	
86	RNFA Laboratory Practice	NRSG10041		●	
87	RNFA Surgeon Mentored Internship	CLIN10042		●	
90	RPN Maternal Care Clinical Experience	CLIN10038		●	
90	RPN Newborn & Family Care Clinical Experience	CLIN10039		●	
86	Special Needs Population In Critical Care Module 4	NRSG10035 (SA)	●		
84	Symptom Control And Management	HSCINSCC5	●		
85	The Management Of Wounds	HSCIHS127		●	
83	Therapeutic Relationships	COMM10099 (SA)			●
89	Whole Person Assessment	HSCI10149 (SA)	●		
OTHER - HEALTH					
92	Breastfeeding Clinical Experience	CLIN10026		●	
92	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	
92	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
95	Clinical Experience Medical Device Reprocessing	CLIN10059		●	
96	Clinical Field Placement	CLIN10041		●	

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93	Communication and Interviewing Skills	COMMRTC07		●	
94	Counselling Skills in Oncology	COUN10007	●		
92	Diabetes Care - Basic	HSCIDW001 (SA)	●		
93	Diabetes Field Placement 1	HLTH10057 (SA)	●		
94	Disability & Diversity Workplace	MGMTRTC11		●	
93	Effective Disability Management Programs	HRESRTC01		●	
94	Food Preparation - 2	CULIHCF50		●	
94	Food Service Management Functions	SAFEHCF40		●	
94	Food Services Fieldwork Requirement	WORKHCF02		●	
94	Human Anatomy and Physiology	HSCI10027	●		
96	Independent Study In Psychosocial Rehabilitation	HSCIPSR06 (SA)	●		
94	Institutional Food Service	HLTH10064 (SA)	●		
93	Interviewing and Helping Skills	COMMRTC08		●	
94	Introduction to Nutrition in Health Care	HLTH10065 (SA)	●		
95	Introduction To Palliative Care	HSCIHZA69	●		
92	Introduction to Patient Education	HSCI10052 (SA)	●		
93	Introduction to Return-to-Work Coordination	CREDRTC02		●	
93	Job Analysis	HRESRTC05		●	
93	Legislation And Disability Management	LAWSRTC13		●	
91	Level 1: Breastfeeding Basics	NRSG10073	●		
92	Level 2: Breastfeeding Management	NRSG10074 (SA)	●		
92	Level 3: Advanced Breastfeeding Practice	NRSG10075 (SA)	●		
92	Living with Diabetes	HLTH10028 (SA)	●		
95	Loss, Grief & End Of Life Issues	HMNS10016	●		
94	Management and Organizational Skills for Return-to-Work Coordinators	MGMTRTC12		●	
95	Mask Fit Testing	HSCI10057		●	
93	Mental Health Issues, Rehabilitation Services & Return-To-Work	HRESRTC04		●	
95	Operating Room Attendant Laboratory Experience	HSCI10155 (SA)		●	
93	Physical Impairments, Rehabilitation Services and Return-To-Work	HRESRTC03		●	
95	Preparatory Biology	BIOL10006	●		
96	Psychosocial Rehabilitation Foundations	HSCIPSR01 (SA)	●		
94	Sanitation And Safety	SAFEHCF30 (SA)	●		
92	Special Issues With Diabetes	HLTH10046 (SA)	●		
92	Standard First Aid, C.P.R. 'C'/AED	HSCI10088		●	
93	The Role of Assessment	MISCRTC06		●	
95	Trauma Informed Perspectives	HLTH10183	●		
93	Workers' Compensation	HRESRTC14		●	
TECHNOLOGY AND SKILLED TRADES					
AUTOMOTIVE					
98	Air Brake Training	MOTPSAM70		●	
98	Introduction to Hybrid Vehicles	MOTP10062		●	
98	Transmission and Driveline	MOTP10083		●	
BUILDING & CONSTRUCTION SCIENCES					
101	Air Conditioning & Heat Pumps Inspection	HRAPHI006	●		
98	Applied Mechanics	PHYSEA201		●	
98	Basic Construction Methods & Technology	BLDG10011	●		
100	Business Practice for GIS Professionals	BUSN10104	●		
102	Cabinet Making - Level 1	BLDGTZ070		●	
102	Cabinet Making - Level 2	BLDGTZ071		●	
101	Communication/Professional Practices	COMMHI010	●		
98	Construction Contract Bid Management	BLDG10089	●		
98	Construction Contracts and Documents	BLDG10083	●		
98	Construction Job Site Management	BLDG10090	●		
102	Construction Practice-Basic	BLDGRE027		●	
100	Designing, Managing/Implementing A GIS	INFOCVA14	●		

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99	Estimating 3	BLDGCV442		●	
101	Exterior Inspection	BLDGHI002	●		
102	Framing Techniques	BLDGRE028		●	
102	Furniture/Cabinetmaking	BLDGTZ073		●	
100	Gas Technician 2 Review	GOPT10002		●	
100	GIS Software - ArcView	INFOCVA36	●		
100	GPS - Global Positioning Systems	INFOCV630	●		
102	Hand Tool Techniques	BLDGTZ030		●	
99	Heating	HRAPBES01		●	
101	Heating Inspection I	HRAPHI003	●		
101	Heating Inspection II	HRAPHI004	●		
102	How to Design & Build Your Own Kitchen Cabinets	BLDG10076		●	
101	Interior/Insulation Inspection	BLDGHI001	●		
100	Internet Mapping	INFOCVA08	●		
98	Introduction To Cost Estimating	BLDG10012	●		
100	Introduction To Geographic Information Systems	INFOCVA03	●		
98	Material Estimating and Methods	BLDG10085	●		
101	Plumbing Inspection	HRAPHI005	●		
100	Remote Sensing	INFOCVA37	●		
102	Residential Electrical & Plumbing	BLDGRE029		●	
101	Roofing Inspection	BLDGHI009	●		
101	Structural Inspection	BLDGHI008	●		
98	Surveying, An Introduction	SURV10001	●		
98	Transportation Design 1	TRANTR462		●	
98	Transportation Technology	TRANEA105		●	
102	Trim Finishing & Cabinetry	BLDGRE032		●	
CERTIFICATES OF QUALIFICATION					
102	Certificate Of Qualification Prep Machinist	MACHHAQ02		●	
102	Pre-Licence Auto Service Technician-Class 310S	MOTPSAM66		●	
102	Pre-License Electrical	ELECHEQ12		●	
102	Pre-Licence Instrumentation	INST10006	●		
COMPUTER SCIENCES & INFORMATION TECHNOLOGY					
103	AutoCAD - Advanced	CADMCAD15		●	
103	AutoCAD - Customization	CADMCAD12		●	
103	AutoCAD - Introduction	CADMCAD06		●	
103	AutoDESK - REVIT	CADM10028		●	
103	AutoDESK Inventor	INFOCAD29		●	
104	Digital Principles	ELEC10095		●	
104	Engineering Applications	ELEC10045		●	
104	Fundamentals of UNIX	COMP10024	●		
105	Internet Technologies	ELEC10050		●	
105	Network Design & Troubleshooting	ELEC10051		●	
104	Oracle Essentials	COMP10079		●	
104	Planning and Management	MGMT10095		●	
103	Programming in Java	COMP10062		●	
104	UNIX Administration 1	COMP10018	●		
105	Wireless & VoIP Technologies	COMPNET50			●
ELECTRICAL					
105	Canadian Electrical Code	ELEC10092		●	
106	DC Electrical/Electronic Theory	ELECER001		●	
105	Electronic Circuitry 1	ELEC10116		●	
105	Electronics - Power	ELEC10114		●	
106	HMI Programming 3	ASYS10006		●	
107	Instrumentation 1 For Tradesmen	INSTRE047	●		

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107	PLC Programming 1	ASYSPLC11		●	
107	PLC Programming 3	ASYSPLC13		●	
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108	Air Pollution And Monitoring	ENVROH704		●	
107	CFC/HCFC/HFC Control	ENVRRE904		●	
109	Chemical Hazards	CHEM10005	●		
107	Drinking Water Operator-In-Training Certification	ENVR10044	●		
107	Energy Resources	ENVR10025	●		
108	Environment Project Management	ENVR10043			●
109	Fire Protection	SAFE10071	●		
108	Fire Safety 5-Special Extinguishing Systems	SAFEFT105		●	
108	Fire Safety 6-Processes & Protection	SAFEFT106		●	
108	Fire Safety Inspections	SAFE10050		●	
109	Hazard Assessment and Control	SAFE10072		●	
109	Industrial Hygiene	SAFE10078	●		
109	Introduction to Ergonomics	SAFE10045	●		
107	Introduction to Residential Septic Systems	WAST10008		●	
109	Introduction to Toxicology	ENVR10022	●		
109	Legislation for Health and Safety	SAFE10077	●		
109	Occupational Hygiene-Introduction	ENVROH101		●	
109	Physical Hazards in Work Place	SAFE10087	●		
107	Solar Photovoltaic Installation 100S	ENRG10019	●		
108	Solid And Hazardous Waste Management	WASTOH706		●	
108	Sustainability	ENVR10042	●		
108	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
GARDENING					
110	Annuals, Perennials, Bulbs	HORTHOR06		●	
110	Deciduous Shrubs	HORTHOR04		●	
110	Fundamentals Of Horticulture	HORTHOR01		●	
110	Holistic Plant Health Care and Integrated Pest Management	HORT10047		●	
109	Jump-Start Your Garden For Spring	HORTHOR24		●	
110	Landscape Design III	HORTLA008		●	
109	Perennial Gardening	HORTHOR44		●	
109	Pruning & Maintenance Of Shrubs And Trees	HORTHOR36		●	
MANUFACTURING AND MECHANICAL					
112	Blueprint Reading Mechanical	TDRWRE152		●	
113	Blueprint Reading Welding	TDRWRE154		●	
111	CAD/CAM (MasterCAM) 2D	CADMRE455		●	
111	CNC Programming - Basic	MACHRE810		●	
113	Gas Metal Arc Welding	WELDRE237		●	
112	Geometric Dimensioning and Tolerancing-Introduction	MECH10045	●		
111	Hydraulics 1	STENMF254		●	
113	Inspection And Testing	QUALQC106		●	
112	Machine Shop 1	MACHRE165		●	
112	Machine Shop 2	MACHRE265		●	
112	Machine Shop 3	MACHRE465		●	
112	Machine Shop Theory	MACHRE543		●	
111	Management Of Human Resources	HRESIM337		●	
111	Plant Layout And Material Handling	IENGIM535		●	
113	Shielded Metal Arc Welding 1	WELDRE234		●	
113	Shielded Metal Arc Welding 2	WELDRE235		●	
113	Shielded Metal Arc Welding 3	WELDRE236		●	
113	Six Sigma Methods	MECH10047	●		
112	SolidWorks Basic	CADMRE066		●	

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114	Welding	WELDRE226		●	
113	Welding I	WELDRE125		●	
113	Welding II	WELDRE126		●	
113	Welding III	WELDRE129		●	
114	Welding Pipe & T I G	WELDRE215		●	
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115	Differential Calculus	MATHMA383		●	
115	Engineering Mathematics 1	MATHMA179		●	
116	Engineering Mathematics 2	MATH10021		●	
116	Fundamental Mathematics	MATH10031	●		
116	Integral Calculus	MATHMA483		●	
115	Math	MATHMA018		●	
116	Math	MATHMA018	●		
114	Mathematics	MATH10020		●	
114	Mathematics	MATH10024		●	
115	Mathematics	MATHMA101		●	
115	Mathematics	MATHMS122		●	
116	Mathematics	MATHMS171		●	
116	Mathematics	MATHMS173		●	
116	Mathematics	MATHMS248		●	
116	Mathematics	MATHMS377		●	
116	Mathematics	MATHMA101	●		
116	Mathematics	MATHMS271		●	
114	Mathematics 1	MATH10011		●	
114	Mathematics 1	MATH10012		●	
115	Mathematics 1 - General Arts And Science	MATHMA006		●	
116	Mathematics 1 - General Arts And Science	MATHMA006	●		
115	Mathematics 1 (Motive Power Technqs)	MATHMA008		●	
114	Mathematics 2	MATH10053		●	
115	Mathematics 2 (Motive Power Technqs)	MATHMA009		●	
116	Mathematics 2 For Construction Technician	MATHMS244		●	
114	Mathematics for Computer Studies	MATH10042		●	
115	Mathematics For Construction Technician	MATHMS144		●	
116	Mathematics Of Finance	MATHMA381	●		
115	Mechanical Basic Algebra	MATHMS165		●	
114	Mechanical Intermediate Algebra	MATH10029		●	
114	NDE Mathematics	MATH10059		●	
117	Prep Science (Chemistry)	GSCIPE053	●		
117	Prep Science (Physics)	PHYSPE001	●		
114	Preparatory Apprenticeship - Math	MATHMA001		●	
117	Preparatory Chemistry (G.A.S.)	CHEMPE106		●	
115	Preparatory Mathematics(Business)	MATHMA003		●	
115	Preparatory Mathematics(Technology)	MATHMA002		●	
116	Statistics	MATHMA482		●	
117	Statistics	MATHMA570	●		
117	Statistics II	MATH10049	●		
117	Technical Calculus I	MATH10052	●		
117	Technical Calculus II	MATH10054	●		
MCE CORPORATE TRAINING AND PARTNERSHIPS					
118	Computerized Maintenance Management	MECHMMP07		●	
118	Human Resources Management	HRESMMP03		●	
118	Management Skills & Techniques	MGMTMMP01		●	
118	Production & Operations Management	MGMTMMP02		●	

Business

CERTIFICATES, DIPLOMAS AND COURSES

Read more at ce.mohawkcollege.ca/business

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◄ McKeil School of Business
Mohawk named the School in recognition of the generous donations by McKeil Marine and the money raised for scholarships and bursaries by company CEO Blair McKeil and his wife Kathy.

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The rate at which business evolves seems to be ever increasing. New practices, new technology and new markets all add up to a new reality. Whether you need to upgrade your skills for a promotion, better fulfill your job's demands, or get reacquainted with business as usual, The McKeil School of Business at Mohawk College offers workshops, courses and certificates to help you achieve your goals. We offer flexible options that will fit your busy schedule, with courses available online, in-class or a mix of both. So, login or sit in, but don't miss out.

Credit where credit is due

You may qualify for credits that can be awarded for skills and knowledge acquired in other courses, or in your personal work experience. See page 122 for details about Prior Learning Assessment and Recognition (PLAR).

Ready for your Certificate or Diploma? Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

ACCOUNTING AND FINANCIAL

Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/appacct

Online Learning Questions?

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

Program of Studies

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

These courses can be used towards the Integrated Accounting Certificate.

Applied Accounting-Bookkeeping 1 — ACCTBZ018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22329	TU	Apr15	Jul8	6:30-9:30	12	Classroom (FF)	$285.12
22333	WE	Apr16	Jul2	6:30-9:30	12	Classroom (FF)	$285.12
21306		Apr16	Jul9			eLearn	$257.76
21295		May15	Aug7			eLearn	$257.76

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
22330	TU	Apr15	Jul8	6:30-9:30	12	Classroom (FF)	$285.12
22334	WE	Apr16	Jul2	6:30-9:30	12	Classroom (FF)	$285.12
21307		Apr16	Jul9			eLearn	$257.76
21296		May15	Aug7			eLearn	$257.76

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
22331	TU	Apr15	Jul8	6:30-9:30	12	Classroom (FF)	$285.12
22335	WE	Apr16	Jul2	6:30-9:30	12	Classroom (FF)	$285.12
21308		Apr16	Jul9			eLearn	$257.76
21297		May15	Aug7			eLearn	$257.76

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Questions?

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Web: www.cibcb.com

Online Learning Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cib

Program of Studies

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

Cost Management — ACCT10017

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21349		May13	Aug19			OntarioLearn	$375.72

Payroll Administration — ACCTBU192

Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I (ACCTMCS01) or Accounting 1 (ACCTCB101). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21477		Jun2	Sep8			OntarioLearn	$375.72
21216		Jul2	Oct8			OntarioLearn	$375.72

Taxation I — ACCT10019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21367		May13	Aug19			OntarioLearn	$397.20
21487		Jul2	Oct8			OntarioLearn	$397.20

CGA Equivalency Courses

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cga

Program of Studies

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

Advanced Accounting — ACCT10032

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21443		May13	Aug19			OntarioLearn	$415.38

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
21391		May13	Aug19			OntarioLearn	$375.72

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
21392		May13	Aug19			OntarioLearn	$415.38

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
21393		May13	Aug19			OntarioLearn	$375.72

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
21394		May13	Aug19			OntarioLearn	$415.38

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
21388		May13	Aug19			OntarioLearn	$415.38

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
21389		May13	Aug19			OntarioLearn	$415.38

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
21384		May13	Aug19			OntarioLearn	$397.20

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
21385		May13	Aug19			OntarioLearn	$463.86

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
21395		May13	Aug19			OntarioLearn	$463.86

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
21387		May13	Aug19			OntarioLearn	$375.72

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
21390		May13	Aug19			OntarioLearn	$375.72

Financial Planning Certificate (185)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accreditation exams. Students applying the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater.

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or dennis-m.cheredar@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/financialplanning

Program of Studies

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

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
21010		May13	Aug19			OntarioLearn	$600.01

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
21298		May13	Aug19			OntarioLearn	$600.01

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
21294		May13	Aug19			OntarioLearn	$600.01

Retirement Planning And Case Studies — FINCFP014

Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. THIS COURSE MUST BE TAKEN LAST. Prerequisites: FINCFP011, FINCFP012 and FINCFP013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21011		May13	Aug19			OntarioLearn	$600.01

Integrated Accounting Certificate (099)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/integratedacct

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

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

Program of Studies

Mandatory Courses:		Hours
ACCTBZ018	Applied Accounting-Bookkeeping 1	36
ACCTBZ019	Applied Accounting-Bookkeeping 2	36
ACCTBZ020	Applied Accounting-Bookkeeping 3	36
INFO10087	Simply Accounting	36
INFO10184	Sage 300 ERP (AccPac) General Ledger	18
INFO10185	Sage 300 ERP (AccPac) Accounts Payable	18

Options - Choose 2:

INFO10078	Excel Core	36
INFO10079	Excel Expert	36
INFO10081	Access Core	36
INFO10159	Quickbooks	36
INFO10182	Sage 300 ERP (AccPac) Accounts Receivable&Payroll	36
INFO10183	Sage 300 ERP (AccPac) Order Entry	36

Some courses are offered under other Certificates. Please refer to the index.

Please note:

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

Software Versions:

- Sage 300 ERP 2012 (formerly AccPac)
- QuickBooks Premier 2012
- Simply Accounting 2012 Pro
- Software is included with textbook purchase.
- Software is NOT compatible with a Mac computer.

Sage 300 ERP (AccPac) General Ledger — INFO10184

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22380	TU	Apr15	May20	6:30-9:30	6	Classroom (FF)	$142.56
22336		May13	Aug19			OntarioLearn	$181.88

AccPac - Accounts Receivable — INFOBW290

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21518		May13	Aug19			OntarioLearn	$181.88

AccPac - Accounts Payable — INFOBW390

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21520		May13	Aug19			OntarioLearn	$181.88

Sage 300 ERP (AccPac) Accounts Payable — INFO10185

Examine ledger set up, adding vendor accounts, daily transactions processing reports and periodic processing. Software is included with text.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22337		May13	Aug19			OntarioLearn	$181.88
22389	TU	May27	Jul8	6:30-9:30	6	Classroom (FF)	$142.56

AccPac - Payroll — INFOBW590

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21526		May13	Aug19			OntarioLearn	$181.88

AccPac Order Entry - Level 1 — INFOBW490

Learn to set up Inventory Control, Purchase Orders and Order Entry modules using Sage AccPac 500 ERP, Version 5.6. Setting up inventory items and preparing requisitions, purchase orders, receipts and invoices receive emphasis. Prerequisites: INFOBW290 and INFOBW390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21522		May13	Aug19			OntarioLearn	$181.88

AccPac Order Entry - Level 2 — INFOBW492

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21524		May13	Aug19			OntarioLearn	$181.88

Sage 300 ERP (AccPac) Accounts Receivable and Payroll — INFO10182

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22338		May13	Aug19			OntarioLearn	$310.76

Sage 300 ERP (AccPac) Order Entry — INFO10183

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22339		May13	Aug19			OntarioLearn	$310.76

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
21102		Apr14	Jul5			eLearn	$257.76
22384	WE	Apr16	Jul2	6:30-9:30	12	Classroom (FF)	$285.12

Simply Accounting — INFO10087

Examine the setup of the GL, AR, AP, Payroll, Inventory, and Services. Software is included with the text. Equivalent to Applied Accounting Systems (ACCTAC410). Prerequisite: Knowledge of basic accounting and Windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21027		Apr14	Jul5			eLearn	$257.76
22386	TH	Apr17	Jul3	6:30-9:30	12	Classroom (FF)	$285.12

BUSINESS DIPLOMAS

Questions?
Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca

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

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

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

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

Affected Business Diplomas:
- 316 - Business Accounting
- 319 - Business Marketing
- 320 - Business General
- 632 - Business Administration Advanced

Please note: Business Career Strategies (CRED10018) is not available through Continuing Education but can be obtained through the PLAR process. Visit www.mohawkcollege.ca/plar for details on this process.

To complete a Business Credential on a part-time basis, please consider the following general certificate programs:
- 068 - Business Studies
- 827 - Management Studies
- 949 - Leadership Development Series

Or browse the Business section of the catalogue for more specific options.

Business Diploma Course Offerings

Accounting 1 — ACCTCB101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22310	MO/WE	May12	Jun23	6:00-9:30	12	Classroom (FF)	$332.64

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
22313	TU	May13	Aug19	6:30-10:30	14	Classroom (FF)	$430.65

Accounting 3 - Financial Accounting Applications — ACCT10009

Demonstrate the application of GAAP and IFRS in financial reporting in the areas of cash, receivables, inventory and investments. Prerequisite: 70% in ACCTAC201 or 70% in ACCT10005 and ACCT10014.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22307	MO	May12	Aug4	6:30-10:00	12	Classroom (FF)	$332.64

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
22309	TU/TH	May13	Jul3	6:00-9:30	12	Classroom (FF)	$332.64

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
22319	TH	May15	Jul31	7:00-10:30	12	Classroom (FF)	$332.64

Applied Marketing Research — MRKT10030

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21173		May13	Aug19			OntarioLearn	$397.20

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
22308	WE	May14	Jul30	6:30-10:00	12	Classroom (FF)	$332.64

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
22314	TU/TH	May13	Jun19	7:00-10:30	12	Classroom (FF)	$332.64

Business Law — BUSNCB436

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22306	TU/TH	May13	Jun19	6:00-9:30	12	Classroom (FF)	$332.64

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
21167		May7	Aug7			eLearn	$300.72
22320	WE	May14	Jul30	6:00-9:30	12	Classroom (FF)	$332.64

Business Statistics — MATHMA305

Covers: Organization of Data, Measures of Location, Variation, Probability & Sampling Distributions, Confidence Intervals, Hypothesis Testing, Regression & Correlation. MINITAB software will be used. Prerequisite: MATHMA101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22321	TU/TH	May13	Jun26	6:00-10:00	14	Classroom (FF)	$430.65

Business Writing and Reporting — COMM10065

Create effective business documents and presentations. Covers: using a clear, persuasive writing style; producing convincing business documents; and creating effective visual communications that deliver your message and improve your business. Apply these skills using advanced techniques in Microsoft Word and PowerPoint.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22316	WE	May14	Jul2	6:00-9:30	8	Classroom (FF)	$221.76

Cost & Managerial Accounting 1 — ACCTAC336

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22315	MO/WE	May12	Jul2	6:30-10:00	12	Classroom (FF)	$332.64

Cost & Managerial Accounting 2 — ACCTAC436

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22318	MO/WE	May12	Jul2	6:00-9:30	12	Classroom (FF)	$332.64

Entrepreneurship Fundamentals — SBMGBU395

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21305		May13	Aug19			OntarioLearn	$375.72

Financial Statement Concepts — ACCT10005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22505	TU/TH	May13	Jul3	6:00-9:30	8	Classroom (FF)	$332.64

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
22312	TU/TH	May13	Jun18	6:00-9:30	12	Classroom (FF)	$332.64

Microeconomics — ECONEB122 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22311	MO/WE	May12	Jun23	6:00-9:30	12	Classroom (FF)	$332.64

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
21405		May13	Aug19			OntarioLearn	$375.72

Principles of Sales — BUSN10021

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). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21191		May13	Aug19			OntarioLearn	$463.86

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
22317	WE	May14	Aug13	6:00-10:00	14	Classroom (FF)	$430.65

Online Course?

Book your exam online early. For instructions visit ce.mohawkcollege.ca/exams

BUSINESS STUDIES

Business Courses

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

Online Learning Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/businessother

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
21572		May13	Aug19			OntarioLearn	$289.80

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
21571		May13	Aug19			OntarioLearn	$275.48

Effective Advertising for Non-Profit Organizations NEW! — MRKT10038

Focus on the basics of marketing communications for non-profit organizations. Course blends theory and practice with a combination of lecture/discussion, group problem solving, case studies and practical assignments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22599	WE	May7	Jul9	9:00-12:00	10	Classroom (FF)	$237.60

Effective Supervision-Human Relations — MGMTMD221

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21328		May13	Jul22			OntarioLearn	$289.80

Entrepreneurism for New Canadians NEW! — SBMG10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22600	TH	Apr24	Jul10	6:00-9:30	12	Classroom (FF)	$332.64

Forensic Accounting NEW! — ACCT10033

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22576		May13	Aug19			OntarioLearn	$397.20

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
21529		May13	Aug19			OntarioLearn	$375.72

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
21202		May13	Aug19			OntarioLearn	$289.80

Integrated Marketing Communication 1 NEW! — MRKT10039

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22575		May13	Aug19			OntarioLearn	$375.72

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
22174		May13	Aug19			OntarioLearn	$353.72

Introduction to Supply Chain & Operations Management-Retail — BUSN10107

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21506		May13	Aug19			OntarioLearn	$397.20

Leadership in a Team Environment — MGMT10096

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21156		May13	Aug19			OntarioLearn	$397.20

Managing the Retail Workplace NEW! — MGMT10117

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22580		May13	Aug19			OntarioLearn	$397.20

Marketing Digitally — MRKT10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21428		May13	Aug19			OntarioLearn	$332.76

Marketing on the World Wide Web — 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
21192		May13	Aug19			OntarioLearn	$375.72

Personal Branding — SBMG10022

Entrepreneurs, Professionals and Job-Seekers, learn how to create your most valuable asset by making intrinsic qualities tangible, marketable and valuable. Personal Branding is the process of positioning yourself as an expert in the market place and it allows you to control how others perceive you. Learn to identify inner strengths and weaknesses, create a strategic marketing plan, and be positioned in the best possible light. It's like putting your stamp on everything you do!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22426	SA	Apr26	Apr26	9:00-12:00	1	Classroom (FF)	$40.58
22427	TH	May29	May29	6:30-9:30	1	Classroom (FF)	$40.58

Strategic Leadership for Supply Chain Management — MGMT10075

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21492		May13	Aug19			OntarioLearn	$375.72

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
21510		May13	Aug19			OntarioLearn	$397.20

Business Studies Certificate (068)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/businessstudies

Program of Studies

Mandatory Courses:		Hours
ACCTMCS01	Accounting - Introductory 1	45
BUSN10045	Quantitative Methods 1	45
COMMLL122	Researching and Reporting	42
ECONMCS03	Microeconomics - Introductory	45
LAWSMCS05	Business Law - Introductory	45
MGMTMCS06	Management Principles	45
MRKTMCS08	Marketing Principles	45

Options - Choose 4:

ACCTMCS02	Accounting - Introductory II
MGMTBPC01	Human Resources Management
BUSNPIR16	Staff Training and Development
ECON10002	Introduction to Macroeconomics
LABRPIR08	Introduction to Industrial Relations
MGMTMCS07	Management Operations
MRKT10018	Marketing - Advanced
MRKT10025	Selling for Success
SAFEPIR21	Occupational Health and Safety

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

Accounting - Introductory I — ACCTMCS01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21070		May13	Aug19			OntarioLearn	$397.20
21363		Jun2	Sep8			OntarioLearn	$397.20
21364		Jul2	Oct8			OntarioLearn	$397.20

Accounting - Introductory II — ACCTMCS02

Continue your study with a focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Equivalencies: Accounting 2 - Financial (ACCT10014) and Financial Statement Concepts (ACCT10005) Equivalent to: Canadian Institute of Bookkeeping CIB113. Prerequisite: ACCTMCS01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21067		May13	Aug19			OntarioLearn	$397.20
21134		Jun2	Sep8			OntarioLearn	$397.20
21365		Jul2	Oct8			OntarioLearn	$397.20

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
21194		May13	Aug19			OntarioLearn	$397.20
21496		Jun2	Sep8			OntarioLearn	$397.20
21204		Jul2	Oct8			OntarioLearn	$397.20

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
21013		May13	Aug19			OntarioLearn	$397.20
21476		Jun2	Sep8			OntarioLearn	$397.20

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
21267		May13	Aug19			OntarioLearn	$397.20

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
21068		May13	Aug19			OntarioLearn	$397.20
21479		Jul2	Oct8			OntarioLearn	$397.20

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
21069		May13	Aug19			OntarioLearn	$397.20
22605		Jun2	Sep8			OntarioLearn	$397.20

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
21276		May13	Aug19			OntarioLearn	$397.20

Microeconomics - Introductory — ECONMCS03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21092		May13	Aug19			OntarioLearn	$397.20
21499		Jun2	Sep8			OntarioLearn	$397.20
21498		Jul2	Oct8			OntarioLearn	$397.20

Quantitative Methods 1 — 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
21014		May13	Aug19			OntarioLearn	$397.20
21488		Jul2	Oct8			OntarioLearn	$397.20

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
21012		May13	Aug19			OntarioLearn	$415.38

Industrial Relations Certificate (824)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/industrialrelations

Online Learning Questions?

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

Program of Studies

Mandatory Courses:		Hours
LABRPIR08	Introduction to Industrial Relations	39
BUSNPIR13	Grievances, Arbitration & Contract Administration	39
BUSNPIR19	Employment Law	39
LABRPIR14	Collective Bargaining	39

Options - Choose 2:

ECONEB122	Microeconomics	42
BUSNPIR22	Organizational Behaviour and Admininstration	42
HRESPIR11	Compensation and Benefits	39
SAFEPIR21	Occupational Health and Safety	39

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

Introduction To Industrial Relations — LABRPIR08 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21312		May13	Aug19			OntarioLearn	$375.72
21382		Jul2	Oct8			OntarioLearn	$375.72

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
22614	TU	May13	Aug12	6:30-9:30	13	Classroom (FF)	$308.88
21495		May13	Aug19			OntarioLearn	$415.38

Institute of Law Clerks of Ontario

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

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/lawclerk or www.ilco.on.ca

Admission Requirements
- Experience in the legal field is recommended.

WATCH FOR COURSES NEXT TERM

International Business Management Certificate (116)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirements: 12 courses
You will learn to effectively investigate, analyze, manage and direct most aspects of international trade for an organization.

Questions?
Call: 905-575-2706
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/116

Admission Requirements
- College Business diploma or Business university degree or demonstrated competence through related work experience.
- Prior approval is necessary. Please mail a copy of your educational qualifications to Online Learning, Room J113, Mohawk College, P.O. Box 2034, Hamilton, ON, L8N 3T2.

Program of Studies
- Refer to the website to view the POS.

Global Business Environment — BUSNIB100 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22597		May13	Aug19			OntarioLearn	$353.72

International Market Entry Strategies — BUSNIB101 (SA)

Analyze the advantages and disadvantages to several options in market entry and distribution choices available to the international trader. Apply these concepts to identify optimal market entry strategies when engaging in international trade.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21105		May13	Aug19			OntarioLearn	$353.72

Legal Courses

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/legalother

Criminal Law - Legal Administration — LAWS10136

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21530		May13	Aug19			OntarioLearn	$375.72

Introduction To Legal Office Practice And ProceduresOADM10009

Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended Prerequisite: LAWS10005. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21303		May13	Aug19			OntarioLearn	$375.72

Landlord & Tenant Law — LAWS10064

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21174		May13	Aug19			OntarioLearn	$375.72

Legal Terminology — LAWS10005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21057		May13	Aug19			OntarioLearn	$375.72

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
21253		May13	Aug19			OntarioLearn	$375.72

Small Business and Entrepreneurship Certificate (179)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses
Develop or enhance your skills and knowledge for successful small business ownership, or management roles. You will develop a comprehensive business plan useful for securing financing and strategic business planning.

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/smallbusentrepreneurship

Admission Requirements
- OSSD or equivalent

Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

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
SBMG10020	Topics in Small Business 1	28
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
SBMG10019	Business Research & Writing Skills	56
SBMG10021	Topics in Small Business 2	28

Options - Choose 1:

SBMG10015	The Detailed Business Plan	56
SBMG10017	Supervisory Skills for Small Business	56

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
21206		May13	Aug19			OntarioLearn	$441.86

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
21078		May13	Aug19			OntarioLearn	$441.86

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
21265		May13	Aug19			OntarioLearn	$441.86

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
21415		May13	Aug19			OntarioLearn	$353.72

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
21079		May13	Aug19			OntarioLearn	$441.86

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
21301		May13	Aug19			OntarioLearn	$441.86

Tuition Assistance

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

WSIB Workplace Safety & Insurance Board Adjudication

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca or wm.bowman@sympatico.ca

Courses are offered in the Fall and Winter terms only.

COMPUTERS

Course Notes:

- Printing costs will be charged at all printers.
- All courses require a textbook.
- You must bring a recordable CD or 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.

Classroom Software Versions:

- Adobe Photoshop Elements 9
- Adobe Suite CS5 5 (Dreamweaver, Fireworks, Flash, Photoshop)
- Microsoft Office 2010
- Windows 7

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.

Online Software Versions:

- Adobe Photoshop Elements 11
- Adobe Suite CS6 (Dreamweaver, Fireworks, Flash, Photoshop)
- Microsoft Office 2010
- Outlook 2010
- Publisher 2007
- Visio 2010
- Windows 7

Prior Learning Assessment & Recognition (PLAR):

Do you have computer skills, but lack a certificate? The PLAR process can help you earn a Certificate faster. Visit www.mohawkcollege.ca/plar or email plar@mohawkcollege.ca to arrange a Challenge Exam for any of the Business Computer Applications or Webmaster courses. A minimum of 2 weeks notice is required. A non-refundable fee will be charged.

All Challenge Exams are completed in the Office 2010 environment and all theory-based questions must be answered using this version. You will not be given a refund or retest if you encounter difficulty with specific features.

Business Computer Applications Certificate (915)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?
Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/buscomputer

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

Admission Requirements

- Some understanding of the Windows environment is required. You are strongly urged to complete WORKSHOP FOR WINDOWS (INFOBW001) before taking other courses.
- Courses make use of eLearn which will be taught in COMPUTER BASICS WITH WINDOWS, WORD and EXCEL (INFO10156).

Program of Studies

- As of Fall 2014 Simply Accounting Software will be upgraded to the 2014 version.
- Effective Fall 2014, the older 6 week MS Office course credits will no longer be considered for the Business Computer Application Certificate. See the webpage for more details.

Mandatory Courses: **Hours**

INFO10156 Computer Basics Windows 7 36
INFO10077 Word Core 36
INFO10078 Excel Core 36

Options - Choose 3:
See website for a complete list of courses

Some courses are offered under the Webmaster Certificate.

Workshop For Windows — INFOBW001

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22421	TU	Apr22	May27	6:30-9:30	6	Classroom (FF)	$142.56

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
21359		Apr14	Jul5			eLearn	$257.76
22420	TU	Apr15	Jul8	6:30-9:30	12	Classroom (FF)	$285.12
22418	TH	Apr17	Jul3	6:30-9:30	12	Classroom (FF)	$285.12

Access Core — INFO10081

Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21019		Apr14	Jul8			eLearn	$257.76
22425	TU	Apr15	Jul8	6:00-9:00	12	Classroom (FF)	$285.12

Access Expert — INFO10177

Topics will include: pivot tables/charts, advanced reports, advanced queries, enhancing forms, share data with other applications, working with macros, automating business processes by using VBA code, working with a database switchboard and performing database maintenance. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21533		Apr14	Jun28			eLearn	$257.76

Excel Core — INFO10078

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21020		Apr14	Jun28			eLearn	$257.76
22424	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$285.12

Excel Expert — INFO10079

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21021		Apr14	Jun28			eLearn	$257.76
22423	TH	Apr17	Jul3	6:30-9:30	12	Classroom (FF)	$285.12

PowerPoint — INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2010. 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
21022		Apr14	Jul2			eLearn	$257.76

Publisher Core — INFO10157

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21366		Apr14	Jul3			eLearn	$257.76

Visio Essentials — INFO10174

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21126		May13	Aug19			OntarioLearn	$310.76

Word Core — INFO10077

Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21023		Apr14	Jul5			eLearn	$257.76
22422	WE	Apr16	Jul4	6:30-9:30	12	Classroom (FF)	$285.12

Word Expert — INFO10080

Master advanced features of Microsoft Word 2010. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, and templates. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21024		Apr14	Jul5			eLearn	$257.76
22419	TH	Apr17	Jul3	6:30-9:30	12	Classroom (FF)	$285.12

Desktop Publishing (Word) — INFO10178

Discover the wonders of Word and Desktop Publishing with attention to typography, tools for professional looking documentation, and organizational charts. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21411		Apr14	Jul5			eLearn	$257.76

Cisco Certified Network Associate

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cisco

Cisco Certified Network Associate 1 - Networking Fundamentals — INFO10057

Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21275		May13	Aug19			OntarioLearn	$718.18

Cisco Certified Network Associate 2 - Intro to Routing COMP10055

Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21018		May13	Aug19			OntarioLearn	$718.18

Cisco Certified Network Associate 3-Routing and Switching COMP10117

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21369		May13	Aug19			OntarioLearn	$718.18

Cisco Certified Network Associate 4 - Wide Area Networking COMP10118

Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: COMP10117. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21371		May13	Aug19			OntarioLearn	$718.18

Computer Courses / Weekend Workshops

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

Questions?
Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/computers

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

Program of Studies
- Software is your responsibility and is not included in course fees.

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
21183		May13	Aug19			OntarioLearn	$310.76

Android Application Development COMP10147

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21431		May13	Aug19			OntarioLearn	$332.76

CNC Programming - Basic NEW! COMP10168

Topics are aimed towards general machinists, machine operators, designers and engineers, production planners, CAD/CAM and other professionals, as well as quality technicians who want to understand the complexities of this extremely important subject. You will cover all general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22574		May13	Aug19			OntarioLearn	$375.72

Introduction to Excel 2010 INFO10193

Always wanted to know what Excel is all about? This workshop will introduce the new user to the world of spreadsheeting through Excel.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22413	SA	Apr26	Apr26	1:00-4:00	1	Classroom (FF)	$45.00

Excel 2010 Working with Formulas INFO10192

Automate your worksheets through the use of absolute referencing, formulas, and built in functions: such as average, minimum, maximum, count date, if scenarios.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22414	SA	May10	May10	1:00-4:00	1	Classroom (FF)	$45.00

Excel 2010 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22415	SA	May24	May24	1:00-4:00	1	Classroom (FF)	$45.00

Excel 2010 Data Validation & Conditional Formatting INFO10189

Learn to set up conditions to minimize data entry errors and to find certain records by formatting cells depending on their data.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22416	SA	Jun7	Jun7	1:00-4:00	1	Classroom (FF)	$45.00

Word 2010 Mail Merge with Excel INFO10199

Learn how to merge letters, envelopes, labels and directories in MS Word using an Excel file as the data source.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22601	SA	Jun14	Jun14	1:00-4:00	1	Classroom (FF)	$45.00

Excel 2010 Working with Database & Filters INFO10188

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22417	SA	Jun21	Jun21	1:00-4:00	1	Classroom (FF)	$45.00

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
21333		May13	Aug19			OntarioLearn	$375.72
21478		Jun2	Sep8			OntarioLearn	$375.72

HTML Intermediate COMP10107

Learn to use Dynamic HTML (DHTML) for Cascading Style Sheets, controlling content, and positioning. Advanced DHTML features and structuring data with XML also receive emphasis. Equivalent to: INFO10110. Prerequisite: COMP10106. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21335		May13	Aug19			OntarioLearn	$375.72

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
21374		May13	Aug19			OntarioLearn	$375.72

Java - Introduction COMP10035

Learn to develop applications and applets using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, joptionPane Class, arrays, and basic Applets. 40 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21075		May13	Aug19			OntarioLearn	$361.40

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
21264		May13	Aug19			OntarioLearn	$361.40

Microsoft Office 2013 — COMP10166

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2013 covering Word, Excel, PowerPoint, Access and Outlook. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21570		May13	Aug19			OntarioLearn	$375.72

MS-Office 2007 — INFO10095

Learn the diverse applications available within the Microsoft Office Pro Edition which contains Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. Equivalent to: INFO10048. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21281		May13	Aug19			OntarioLearn	$375.72

SQL Introduction — COMP10159

Become a proficient, knowledgeable user of the major features of SQL. Learn the Client Server technology, and explore the concepts of relational databases and the powerful SQL so you are able to apply SQL in many practical applications. Prerequisite: Knowledge of access databases. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21532		May13	Aug19			OntarioLearn	$463.86

MySQL Databases — COMP10149

Investigate the creation, modification, implementation, and maintenance of MySQL and MSSQL databases. Examine how these databases interface with internet applications and database servers. Prerequisite: Access Expert (INFO10177), HTML Introduction (COMP10106) is recommended. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21430		May13	Aug19			OntarioLearn	$375.72

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
21221		May13	Aug19			OntarioLearn	$397.20

Unified Modeling Language (UML) Modeling with Casetool — COMP10158

Study concepts of object-oriented analysis and design techniques, Unified Process (an iterative methodology), and Unified Modeling Language (UML). Using a case-centered, scenario-based approach, apply object-oriented concepts and modeling techniques to simulate real-life situations. Prerequisite: COMP10035 or COMP10116. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21507		May13	Aug19			OntarioLearn	$375.72

Visual Basic Introduction — COMP10160

Learn the general principles of computer programming including selection of basic data types, basic I/O, operators, repetition, flow control, decisions, arrays and the use of simple user-defined functions and user-defined classes. A structured programming approach is taken with introduction to OOP principles and program design. Prerequisite: COMP10116. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21531		May13	Aug19			OntarioLearn	$463.86

Visual C++ Introduction — COMP10161

Introduces the fundamentals of Visual C++ 2010 with emphasis on learning the C++ language and Object-Oriented Programming (OOP) language concepts. Learn to develop applications starting with Console Win32 applications and proceeding on to Windows programming using Microsoft Foundation Classes (MFC), generating compatible applications. Programming experience in any language is an asset. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21509		May13	Aug19			OntarioLearn	$375.72

Web Usability-Writing & Design NEW! — COMP10167

Focus is on creating audience appropriate dynamic web sites. You will discover how to use flow charts and navigational plans to design the framework for your sites. Learn how to rewrite print based copy for use on the web, establish content guidelines and create sites that are accessible, usable and flexible. Analyze web site audiences and apply web usability testing principles to ensure good website design. Prerequisite COMP10106. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22579		May13	Aug19			OntarioLearn	$289.80

Windows 8 — COMP10157

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21508		May13	Aug19			OntarioLearn	$289.80

Generic Computer Training

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/genericcomputer

Generic Computer Training — COMPCO001

Gain an overview of the Windows 7 operating system, and Microsoft Office 2010, 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
21238		Apr23	Jul9			eLearn	$200.48

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
21237		Apr23	Jul9			eLearn	$300.72

Technical Support

Attain the technical skills and knowledge that technology support analysts need to support staff who deliver quick, informed solutions to desktop-related problems and, as well, support standard application development and implementation projects.

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/technicalsupport

A+ Essentials-Hardware — COMP10108

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21341		May13	Aug19			OntarioLearn	$463.86

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. 52 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21222		May13	Aug19			OntarioLearn	$439.62

Training for Technical Support Analysts — EDUC10083

Using the case method, you will learn to apply theoretical concepts to a real organization and work with a single organization, from the analysis of its training needs, through the setting of objectives, the design of a training plan and the evaluation training in the company. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21505		May13	Aug19			OntarioLearn	$488.10

Webmaster Certificate (137)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/webmaster

Online Learning Questions?

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

Admission Requirements

- Each course requires some understanding of Windows and a working knowledge of Internet resources.
- If you are unfamiliar with computers or the Internet, completion of the course COMPUTER BASICS WITH WINDOWS 7, WORD AND EXCEL (INFO10156) is recommended.

Program of Studies

Mandatory Courses: **Hours**

INFO10110 Web Page Design 36

Option Group 1 - Choose 1:

INFO10069 Adobe Photoshop Elements 36
INFO10149 Photoshop (Adobe) 36
INFO10152 Fireworks (Adobe) 36

Option Group 2 - Choose 4:

See website for a complete list of courses

Some courses are offered under the Business Computer Applications Certificate.

Adobe Photoshop Elements — INFO10069

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21440		May13	Aug19			OntarioLearn	$310.76

Dreamweaver — INFO10111

Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22431	TU	Apr22	Jul8	6:30-10:00	10	Classroom (FF)	$285.12

Dreamweaver (Webpage Authoring) — COMP10138

Explore Dreamweaver. Learn to customize the DW working environment, create and manage sites and work with typography, images, tables, layers, frames and forms. Knowledge of HTML is recommended.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21117		May13	Aug19			OntarioLearn	$289.80

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21512		May13	Aug19			OntarioLearn	$463.86

Fireworks (Adobe) — INFO10152

Develop skills with this easy-to-use graphics editing software package that allows you to quickly create images optimized for the web.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21125		May13	Aug19			OntarioLearn	$310.76

FLASH - an Introduction — COMP10144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21406		May13	Aug19			OntarioLearn	$289.80

Flash Animation — INFO10150

Discover this powerful animation product by working with graphics, symbols, sound and video. Use components, add animation, articulate motion and morphing, and create interactive navigation. Learn to load, control and publish Flash content.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22429	TU	Apr15	Jul8	6:30-9:30	12	Classroom (FF)	$285.12

Flash Games — INFO10171

Enhance your skills with Flash and create a short animation and game using Actionscript 3. Learn to use a storyboard and time-management chart as a planning tool. Complete two major assignments for inclusion in your portfolio. Prerequisite: COMP10144 or NFO10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22430	WE	Apr16	Jul9	6:30-9:30	12	Classroom (FF)	$285.12

JavaScript — COMP10137

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21116		May13	Aug19			OntarioLearn	$463.86

Outlook Essentials — INFO10175

Outlook 2010 is a 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
21591		Apr14	Jul5			eLearn	$257.76

PERL Introduction — COMP10139

Learn the basics of Perl, a powerful object-oriented scripting language used with UNIX, Linux, Win32 and the internet. Learn to design and develop programs which are highly portable to any platform.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21118		May13	Aug19			OntarioLearn	$375.72

Web Design Basics — INFO10144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22433	SA	Apr26	Jul12	9:00-12:30	10	Classroom (FF)	$285.12

Web Page Design — INFO10110

Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22428	TH	Apr17	Jul3	7:00-10:00	12	Classroom (FF)	$285.12

Web Scripting with PHP — INFO10112

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22432	TH	Apr17	Jul3	6:30-9:30	12	Classroom (FF)	$285.12

XML - Introduction — COMP10154

Learn to define and create well-formed XML documents that conforms to design requirements using schemas and DTDs, and to access, modify, search and transform XML documents using XML related technologies. Equivalent: INFO10145. Prerequisite: COMP10106.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21511		May13	Aug19			OntarioLearn	$463.86

LEADERSHIP AND MANAGEMENT

APICS - The Association for Operations Management

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

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

Principles of Operations Management
The APICS Principles program delivers the tools you need to master the basics of material and operations management. Provides a solid understanding of inventory control, planning, manufacturing control, and operations management. Successfully complete all five courses and receive an APICS Chapter Recognition of Completion. Designed for individuals new to supply chain and operations management or not directly involved in their organizations supply chain operations. Participants will review materials and operations foundational knowledge.

Certified in Production and Inventory Management (CPIM)
Intended for professionals working in production and inventory management, this program develops in-depth technical skills and prepares you for the CPIM Certification examinations. To qualify for the CPIM designation, you must pass examinations in all five program courses.

Basics Of Supply Chain Management — BUSNSPC15

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22352	MO	Apr28	Jul7	7:00-10:00	10	Classroom (FF)	$610.94

Execution and Control of Operations (ECO) — BUSNSPC22

CPIM Course 3. Discover proven strategies for executing quality improvement plans, managing inventories, evaluating performance and collecting effective feedback.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22354	WE	Apr16	Jul2	7:00-10:00	10	Classroom (FF)	$605.36

Principles of Inventory Control — BUSNSPGVC

FMOM Course. Should be taken first. Master the essentials of Inventory Management with emphasis on methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments and current and evolving technologies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22357	TU	Apr22	Jul8	7:00-10:00	11	Classroom (FF)	$701.06

Canadian Institute of Management

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

Questions?
Canadian Institute of Management, Hamilton Branch
Call: 905-561-9889
Email: admin@cim-hamilton.com
Web: www.cim-hamilton.com or www.mohawkcollege.ca/continuing-education/cim

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

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

Certificates Available:

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

Certificate in Management & Administration Studies (CIMA)
Exposes you to the eight major areas of managerial responsibility and is ideal for those looking to make management their career choice.

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

Human Resources Certificate (825)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses
Acquire the knowledge and the skills you need to become a successful practitioner of Human Resources Management. All courses are approved by the Human Resources Professionals Association of Ontario.

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/humanresources

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

Program of Studies

Mandatory Courses:		Hours
ACCTPIR23	Finance and Accounting	45
BUSNPIR16	Staff Training and Development	39
BUSNPIR22	Organizational Behaviour and Administration	42
HRESPIR11	Compensation and Benefits	42
HRESPIR17	Human Resources Planning and Staffing	42
HRESPIR20	Recruitment and Selection	39
LABRPIR08	Introduction to Industrial Relations	39
MGMTBPC01	Human Resources Management Studies	39
SAFEPIR21	Occupational Health and Safety	39

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to www.hrpa.ca or call 1-800-387-1311.

Program graduates (with an overall academic average of 70% with no individual grade lower than 65%) fulfill the academic requirements of HRPA and are eligible to write the National Knowledge Exam (NKE) and receive the CHRP (Certified Human Resources Professional) designation. Please be aware each course expires 10 years after completion.

Students who have completed the 9 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam.

Introduction to Industrial Relations (LABRPIR08) is offered under the Industrial Relations Certificate.

National Knowledge Exam Prep Workshop — CRED10052

Equip yourself with the information and tools needed to effectively prepare for the NKE. Over 500 sample questions will be posted. Support from the instructor will be available by email in the weeks between this workshop and the exam. .

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22612	MO	Apr28	May26	6:30-9:30	2	Classroom (FF)	$112.00

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
21087		May13	Aug19			OntarioLearn	$375.72
21473		Jun2	Sep8			OntarioLearn	$375.72

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
21245		May13	Aug19			OntarioLearn	$375.72
21203		Jun2	Sep8			OntarioLearn	$375.72
21380		Jul2	Oct8			OntarioLearn	$375.72

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
22610	SA	May3	Jun21	9:00-3:00	13	Classroom (FF)	$308.88
21195		May13	Aug19			OntarioLearn	$488.10
21358		Jun2	Sep8			OntarioLearn	$488.10
21213		Jul2	Oct8			OntarioLearn	$488.10

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
21052		May13	Aug19			OntarioLearn	$375.72

Occupational Health & 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
21243		May13	Aug19			OntarioLearn	$375.72
22399		Jun2	Sep8			OntarioLearn	$375.72

Organizational Behaviour and Administration — BUSNPIR22 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21397		May13	Jul1			OntarioLearn	$375.72
21244		May13	Aug19			OntarioLearn	$375.72
21351		Jul2	Oct8			OntarioLearn	$375.72

Recruitment And Selection — HRESPIR20

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21396		May13	Jul1			OntarioLearn	$375.72
21242		May13	Aug19			OntarioLearn	$375.72
21362		Jun2	Sep8			OntarioLearn	$375.72
21188		Jul2	Oct8			OntarioLearn	$375.72
22613	SA	Jul5	Aug30	9:00-3:00	13	Classroom (FF)	$308.88

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
21263		May13	Aug19			OntarioLearn	$463.86
21209		Jun2	Sep8			OntarioLearn	$463.86
21185		Jul2	Oct8			OntarioLearn	$463.86

Human Resources Courses

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/humanresourceother

Benefits Administration — BUSN10059

Examine benefits and their administration. Focus on the Canada Pension Plan, Workers' Compensation, government and private health and insurance plans, pension programs, and contractual and volunteer benefits. Also includes: costing, program design, E.A.P.s and special programs. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21150		May13	Aug19			OntarioLearn	$375.72

Dispute Resolution — HMNS10093

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21401		May13	Aug19			OntarioLearn	$375.72

Personnel Research Techniques and HRIS — HRES10017

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21175		May13	Aug19			OntarioLearn	$375.72

Industrial Distribution Leadership Certificate (924)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Mohawk College, in partnership with the Industrial Careers Pathway Steering Committee, is pleased to offer specialized sector specific leadership training in the field of industrial distribution.

Intended for individuals working with the industrial distribution and manufacturing sector who have responsibilities for key customer accounts and client relations. Offers programming in key skill sets, including business principles, operational awareness, client service principles, and leadership training/coaching.

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/idl

Program of Studies

Mandatory Courses:		Hours
BUSN10046	Business Fundamentals in Ind Dist	30
MRKT10027	Customer Service and Sales in Ind Dist	30
BUSN10055	Operational Fundamentals in Ind Dist	30
BUSN10054	Negotiations in Ind Dist	30
MGMT10069	Leadership & Effective Communication in Ind Dist	30
BUSN10056	Ind Dist Integrated Case Study	30

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
22187		May13	Aug19			OntarioLearn	$267.80

Leadership Development Series Certificate (949)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

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

Questions?

Call: 905-575-2358 or 905-575-2256 (press 2)
Email: cebus@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web:www.mohawkcollege.ca/continuing-education/leadershipdevelopment

Online Learning Questions?

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

Program of Studies

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

Communications (LDS) — COMM10217

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21534		May13	Aug19			OntarioLearn	$289.80

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
21122		May13	Aug19			OntarioLearn	$289.80

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
22292	TU	Apr22	Jun24	6:30-9:30	10	Classroom (FF)	$242.60
21398		May13	Aug19			OntarioLearn	$289.80

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
21562		May13	Aug19			OntarioLearn	$289.80

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
22291	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$242.60
21493		May13	Aug19			OntarioLearn	$289.80

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
21494		May13	Aug19			OntarioLearn	$289.80

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
22293	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$242.60
21535		May13	Aug19			OntarioLearn	$289.80

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
22290	WE	Apr16	Jun18	6:30-9:30	10	Classroom (FF)	$242.60
21536		May13	Aug19			OntarioLearn	$289.80

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
21124		May13	Aug19			OntarioLearn	$289.80

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
21123		May13	Aug19			OntarioLearn	$289.80

Management Studies Certificate (827)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/managementstudies

Program of Studies

Mandatory Courses:		Hours
MGMTBPC01	Human Resource Man Studies	39
MGMTBPC02	Managerial Communications	39
MGMTBPC03	Understanding Mngrl Skills	39
MGMTBPC05	Managerial Analysis	39
MGMTBPC04	Prob Solv-Decision Making	39
MGMTBPC06	Financial Interpre & Analysis	39
Options - Choose 3:		
BUSNCB436	Business Law	39
BUSNPIR19	Employment Law	39
BUSNBU158	WSIB Eligibility Adjudication	35
BUSNBU159	WSIB Case Management Skills	35
COMPCO810	Information System 1	56
ECONEB122	Microeconomics	42
ECONEB222	Macroeconomics	42
HRESPIR20	Recruitment & Selection	39
LABRPIR08	Introduction to Industrial Relations	39
BUSNBU491	Managing Workplace Law	30
MGMTBU471	Managing by Due Diligence	30
MGMTBU497	Employment Standards & Human Rights Law	30
MRKTCB158	Marketing 1	42
MGMT10016	The Legalities of Hiring & Firing	30
SAFEPIR21	Occupational Health & Safety	39
MGMT10111	New Supervisor Competencies	30
One of the following may be used in place of ONE of the above options:		
INFO10077	Word Core	36
INFO10078	Excel Core	36
INFO10081	Access Core	36
INFO10082	Powerpoint	36
MGMT10112	Managing Customer C.A.R.E.	30

Human Resource Management Studies (MGMTBPC01) is offered under the Human Resources Certificate.

Managerial Communications — MGMTBPC02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22616	SA/SU	May3	May31	9:00-3:00	13	Classroom (FF)	$308.88

Problem Solving - Decision Making — MGMTBPC04

Perfect your own problem solving skills, and discover methods of encouraging better thinking skills in others.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22615	MO/TH	May5	Jun19	6:30-9:30	13	Classroom (FF)	$308.88

Manufacturing Leadership Certificate (055)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/manufacturingleadership

Coaching And Developing People — MGMTCMA03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21154		May13	Aug19			OntarioLearn	$500.00

Continuous Improvement Process — QUALCMA06

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21015		May13	Aug19			OntarioLearn	$500.00

Developing Effective Teams — MGMTCMA04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21293		May13	Aug19			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
21155		May13	Aug19			OntarioLearn	$500.00

The Business of Tomorrow — BUSN10047

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21000		May13	Aug19			OntarioLearn	$500.00

Get Started Online

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

Project Management

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/projectmanagement

Introduction to Project Management — HRES10013

Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21282		May13	Aug19			OntarioLearn	$415.38
21354		Jun2	Sep8			OntarioLearn	$415.38
21205		Jul2	Oct8			OntarioLearn	$415.38

Project Management Scheduling Software — INFO10105

Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Prerequisite: HRES10013. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21008		May13	Aug19			OntarioLearn	$415.38
21475		Jun2	Sep8			OntarioLearn	$415.38
21480		Jul2	Oct8			OntarioLearn	$415.38

Retirement Communities

Due to the aging population and the commitment from the Ministry of Health and Long-term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators and General Managers. This demanding career is accountable for the administration and management of the facility operations and this program allows students to have an understanding of the long-term care industry.

Background in the following subject areas is strongly recommended: Health Science/Community Services Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism (focus in Accommodation or Food and Beverage); Business Administration; and/or have relevant management experience.

Questions?
Call: 905-575-2706
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/longtermcaremgt

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. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21097		May13	Aug19			OntarioLearn	$397.20

Food Nutrition & Hospitality Management for Retirement — HLTH10109

Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21337		May13	Aug19			OntarioLearn	$397.20

HR and Labour Relations in Retirement Communities Management — HRES10020

Examine the human resources framework with emphasis on obtaining and retaining competent employees. Topics include compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21218		May13	Aug19			OntarioLearn	$397.20

Operational Overview in Long-term Care — HLTH10110

Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21339		May13	Aug19			OntarioLearn	$397.20

Resident Centred Care — HLTH10108

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21336		May13	Aug19			OntarioLearn	$397.20

Sales and Marketing in Long Term Care Management — BUSN10093

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. Prerequisite: HLTH10110. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21217		May13	Aug19			OntarioLearn	$397.20

OFFICE SKILLS

Dental Office Administration

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses
Targets the needs of those looking to work effectively in dental health offices. The main objective is to prepare the student to find work in a dental environment.

Questions?
Call: 905-575-2358
Email: cebus@mohawkcollege.ca or bonnie.tolton@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/dentalofficeadmin

Program of Studies

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

Marketing and Treatment Coordination — MRKT10029

Understand marketing plans, ideas and market research and its role in dental and health care offices. Understand the role of the Treatment Coordinator and their relationship to the marketing plan. Financial agreements and plans will be explored and developed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22506	WE	May14	Jun18	6:30-9:30	6	Classroom (FF)	$142.56

Medical Transcription Certificate (172)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

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

Questions?

Call: 905-575-2358
Email: cebus@mohawkcollege.ca or rebekah.penuta@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/medtranscription

Online Learning Questions?

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

Program of Studies

Mandatory Courses:		Hours
KEYB10008	Keyboarding	28
OADMOA261	Digital Transcription	39
OADMOA323	Medical Terminology 1	42.5
OADMOA324	Medical Terminology 2	42.5
OADMOA352	Medical Transcription 1	42.5
OADMOA452	Medical Transcription 2	42.5
OADMOA552	Medical Transcribing 3	42.5
OADMOA652	Medical Transcribing 4	42.5

Options - Choose 1:

INFO10053	Computer Basics with Windows, Word & Excel	36
INFO10113	Computer Basics Windows Vista, Word & Excel	36
INFO10156	Computer Basics Windows 7, Word & Excel	36

Medical Transcription 1 & 2 will only be offered in the Winter term.

MEDICAL TERMINOLOGY ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Program of Studies

Mandatory Courses:		Hours
OADMOA323	Medical Terminology 1	42.5
OADMOA324	Medical Terminology 2	42.5

Medical Terminology 1 — OADMOA323

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22604	TU	Apr8	Jul8	6:30-10:00	13	Classroom (FF)	$332.64
22603	MO	Apr21	Jul21	6:00-9:30	13	Classroom (FF)	$332.64

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
22602	MO	Apr21	Jul28	6:00-9:30	13	Classroom (FF)	$332.64

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21412		Apr10	Jul17			eLearn	$300.72

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
21414		Apr10	Jul17			eLearn	$300.72

Office Administration - General Certificate (380)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

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

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext. 3853
Email: cebus@mohawkcollege.ca or janet.ross@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/officeadmingeneral

Refer to the website to view the POS.

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

Administrative Office Procedures — OADM10015

Discover skills fundamental to the pursuit of an office career. Covers filing and record management, notetaking, information distribution and reprographics, and time management. Please note this is a blended learning course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22588	TU	Apr29	Jul22	6:00-9:30	12	Blended (FF)	$332.64

Basic Word Applications — OADMOA116

Introduces basic technical support skills related to computer hardware and software. Use MS Word 2010 to produce professional documents. Please note this is a blended learning course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22589	WE	Apr23	Jul30	6:00-10:00	14	Blended (FF)	$430.65

Digital Transcription — OADMOA261

Gain training in the efficient operation of transcribing software and equipment to generate first-time mailable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADMOA116 and KEYB 10008. Blended learning course

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22590	TU	Apr29	Jul22	6:00-9:30	12	Blended (FF)	$332.64

Financial Concepts for Office Administration — FINC10009

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22592	MO	Apr28	Jul21	6:00-9:30	12	Blended (FF)	$332.64

Information Management — INFO10021

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22593	MO	Apr28	Jul21	6:00-9:30	12	Blended (FF)	$332.64

Keyboarding — KEYB10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22596	WE	Apr30	Jul16	6:00-8:30	12	Classroom (FF)	$221.76

Keyboarding - Beginners — KEYBSEZ30

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22595	WE	Apr30	Jul16	6:00-9:00	12	Classroom (FF)	$285.12

Office Skills Courses

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

Dental Terminology — COMM10168

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21251		May13	Aug19			OntarioLearn	$332.76

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
21016		May13	Aug19			OntarioLearn	$332.76

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
21077		May13	Aug19			OntarioLearn	$435.72

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
21274		May13	Aug19			OntarioLearn	$375.72

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
21230		May13	Aug19			OntarioLearn	$375.72

Qualified Administrative Assistant

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

Questions?
Call: 905-575-2256 (press2)
Email: business.web@mohawkcollege.ca or peggy.daniel@mohawkcollege.ca
Web: ce.mohawkcollege.ca/adminassistant or www.aaa.ca

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

Interpersonal Communication Skills — COMM10294

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21582		May13	Aug19			OntarioLearn	$375.72

Veterinary Office Management Certificate (935)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses
Prepare for a career as a key member of the veterinary office and animal health care team. Focus on veterinary office skills including client relations and business communication, and develop fundamental knowledge of animal health care.

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/veterinaryofficemgt

Admission Requirements
Grade 12 Diploma, or equivalency and basic computer skills.

Program of Studies

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

Veterinary Office Skills & 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
21025		May13	Aug19			OntarioLearn	$375.72

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
21026		May13	Aug19			OntarioLearn	$375.72

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
21280		May13	Aug19			OntarioLearn	$332.76

Animal Husbandry II HLTH10071

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21005		May13	Aug19			OntarioLearn	$332.76

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
21151		May13	Aug19			OntarioLearn	$332.76

Veterinary Surgical Procedures HSCI10138

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21342		May13	Aug19			OntarioLearn	$332.76

Basic Veterinary Pharmacology HSCI10135

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21182		May13	Aug19			OntarioLearn	$332.76

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
21368		May13	Aug19			OntarioLearn	$332.76

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
21262		May13	Aug19			OntarioLearn	$415.38

Ward Clerk Certificate (163)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/wardclerk

Admission Requirements

- Grade 12 diploma, or equivalency, and basic computer skills. Experience in the health care setting is an asset.

Program of Studies

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

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSCI10003

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. OADMOA323 accepted for HSCI10003 only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21136		May13	Aug19			OntarioLearn	$375.72
21355		Jun2	Sep8			OntarioLearn	$375.72
21187		Jul2	Oct8			OntarioLearn	$375.72

Medical Terminology II - Pronunciation HSCI10157

Enhance your understanding of medical terminology studied previously with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required: speaker and microphone. Prerequisite: HSCI10003. NOT equivalent to Medical Terminology 2 (OADMOA324).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21376		May13	Aug19			OntarioLearn	$332.76

Pharmacology for the Medical Office HSCI10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21050		May13	Aug19			OntarioLearn	$332.76

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
21135		May13	Aug19			OntarioLearn	$332.76

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
21051		May13	Aug19			OntarioLearn	$332.76

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: HSCI10003.

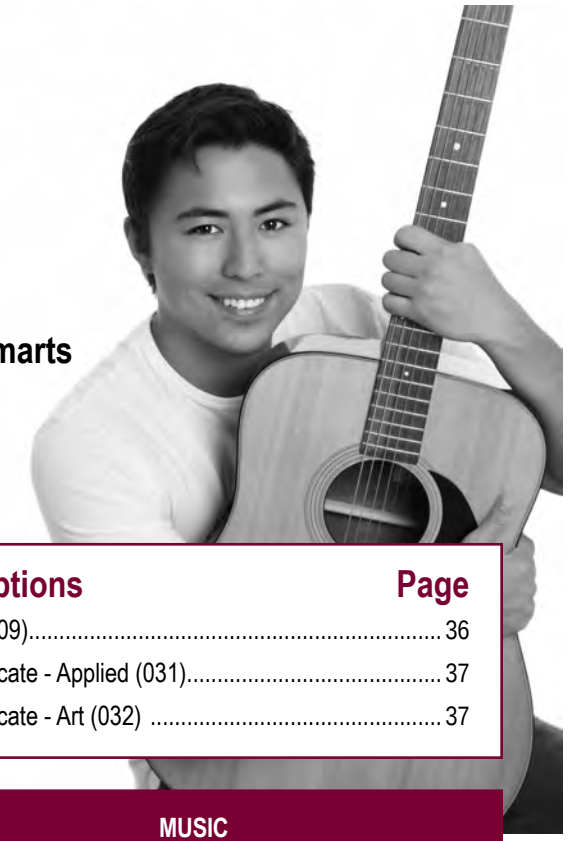
CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21055		May13	Aug19			OntarioLearn	$332.76

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: HSCI10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21056		May13	Aug19			OntarioLearn	$332.76

Communication Arts



CERTIFICATES AND COURSES

Read more at **ce.mohawkcollege.ca/commarts**

Capture the moment. Pull some strings.

Discover the world of Communication Arts at Mohawk College, and open yourself to new artistic opportunities. Whether you're exploring your options or fine tuning your skills, our certificates, courses and workshops in music, photography and graphic design focus on teaching new techniques, and offering practical experience.

Certificate Options	Page
Music Certificate (809)	36
Photography Certificate - Applied (031)	37
Photography Certificate - Art (032)	37

COMPUTER - GRAPHICS

Software is your responsibility and is not included in course fees.

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/computer-graphics

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
21201		May13	Aug19			OntarioLearn	$375.72

Adobe InDesign Basics — COMP10120

Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe InDesign CS5 or CS6 required. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21200		May13	Aug19			OntarioLearn	$375.72

Introduction To Photoshop — INFOPY114

Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Full version of the software either CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Equivalent to: INFO10149 and PHTOPY110. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21360		May13	Aug19			OntarioLearn	$375.72

Photoshop - Level 2 — INFO10047

Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Full version of the software CS5, CS5.5 or CS6 required . Photoshop Elements is not a full version of the software and will not be accepted. .Prerequisite: INFOPY114. Equivalent to: PHTOPY120. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21361		May13	Aug19			OntarioLearn	$375.72

MUSIC

Music Certificate (809)

This Program is under review. Please contact us regarding future offerings.

Questions?
Call: 905-575-2203 or 905-575-1212 ext. 3152
Email: ceengty@mohawkcollege.ca or bill.wright@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/music

Music Courses

Guitar-Adult Class 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
22123	WE	Apr16	Jul16	6:30-8:00	14	Classroom (FF)	$174.24

Guitar-Adult Class 2 — MUSC10073

Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Recommended prerequisite: MUSC10072 (formerly MUSCPA107) or equivalent. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22147	WE	Apr16	Jul16	8:30-10:00	14	Classroom (FF)	$174.24

Guitar-Adult Class 3 — MUSC10074

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22150	WE	Apr16	Jul16	8:30-10:00	14	Classroom (FF)	$174.24

Guitar Song Book — MUSC10078

A continuation of the ideas developed in Guitar 3. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22146	TH	Apr17	Jul17	8:30-10:00	14	Classroom (FF)	$174.24

Jazz Improvisation — MUSCMU909

Explore concepts and techniques of jazz improvisation in an ensemble setting (rhythm section and various woodwinds, brass, strings, vocals). Basic understanding of chords and scales required and ability to "read" notated music a definite asset. No audition required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22155	TU	Apr15	Jul22	8:00-10:00	14	Classroom (FF)	$221.76

Piano-Adult Class 1 — 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
22165	TH	Apr17	Jul17	7:00-8:30	14	Classroom (FF)	$174.24

Piano Adult Class 3 — MUSC10080

Develop knowledge of major and minor scales and triads while exploring traditional and popular tunes. Recommended prerequisite: MUSC10076 (previously MUSCMU200) or 2 years playing and sight reading experience. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22156	TH	Apr17	Jul17	8:30-10:00	14	Classroom (FF)	$174.24

Piano Adult Class 4 — MUSC10081

Focus on keyboard harmony as applied in classical and popular music. Develop greater knowledge of major and minor scales, arpeggios and dominant 7ths as you continue to explore traditional and popular tunes. Recommended prerequisite: MUSC10080 (previously MUSCMU300) or 2 years playing experience. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22157	TH	Apr17	Jul17	8:30-10:00	14	Classroom (FF)	$174.24

Theory 2 — MUSCMU223

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22154	MO	Apr14	Jul14	6:30-8:30	13	Classroom (FF)	$205.92

PHOTOGRAPHY

Photography Certificates - Applied (031) and Art (032)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Develop and enhance your professional skills and photographic techniques in Art and/or Applied Photography in a convenient part time schedule. Become familiar with a wide range of photographic equipment, business and design practices, and studio work.

Questions?

Call: 905-575-2203 or 905-575-2312
Email: anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/photography

Online Learning Questions?

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

Program of Studies

Mandatory Courses:		Hours
PHTOPY109	History of Photography	30
PHTOPY225	Studio Lighting	30
PHTOPY300	Digital Photography 2	30
PHTOPY101	Digital Photography 1	30
PHTOPY110	Intro To Digital Imag/Phot	30

Options - Choose 3 per certificate:

Refer to the website for a complete list of courses

Completion of Certificate

- It is your responsibility to monitor your progress through the program.
- Option credits cannot be used twice.

CAMERAS

- DSLR
- Aperture priority mode
- Shutter priority mode
- Program mode
- Manual mode
- Minimum 4 megapixels

Advanced Digital Imaging/Photoshop — PHTOPY120

Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22203	MO	Apr14	Jun23	6:30-9:30	10	Classroom (FF)	$237.60

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. Course includes two weekend field trips. Prerequisite: PHTOPY101

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22204	TU	Apr15	Jun17	7:00-10:00	10	Classroom (FF)	$237.60

Digital Photography 1 — PHTOPY101

Achieve better results for your images and a clearer understanding of camera operation. You require a camera and the ability to provide images from CD/DVD or USB drive.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22205	MO	Apr14	Jun23	7:00-10:00	10	Classroom (FF)	$237.60
22206	WE	Apr16	Jun18	7:00-10:00	10	Classroom (FF)	$237.60
22207	TH	Apr17	Jun19	7:00-10:00	10	Classroom (FF)	$237.60
22208	MO-TH	Jul7	Jul22	7:00-10:00	10	Classroom (FF)	$237.60

Digital Photography 2 — PHTOPY300

Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22209	TU	Apr15	Jun17	7:00-10:00	10	Classroom (FF)	$237.60

History of Photography — PHTOPY109 (E)

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
22211	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60
21444		May13	Aug19			OntarioLearn	$267.80

Introduction To Digital Imaging/Photoshop — PHTOPY110

Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22210	WE	Apr16	Jun18	6:30-9:30	10	Classroom (FF)	$237.60

Image courtesy of Scott Annandale.

Scott will be teaching Architectural Photography in the Spring 2014 term.

Image courtesy of Anthony Maddalena.

Portraiture will be offered in the Spring 2014 term.

Images courtesy of Matthew Tiegs.

Matt will be teaching Nature Photography in the Spring 2014 term.

Media Photography **PHTOPY105**

Photograph news worthy events and bring them to life with a journalistic style that you develop through in-class, self-directed and online modalities. Learn about the practical and professional aspects of photojournalism by covering and reporting on local assignments. Prerequisite: PHTOPY300. DATES: May31, June1,14,15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22263	SA/SU	May31	Jun15	9:00-5:00	4	Classroom (FF)	$237.60

Nature Photography **PHTOPY106**

Learn to photograph various subjects in their natural habitat...flowers, wildlife, insects, geological formations, etc. Saturday field trips May 10 & 31. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22264	WE	Apr16	Jun18	6:30-9:30	10	Classroom (FF)	$237.60

Portraiture **PHTOPY402**

Hands-on course covers studio techniques, location shoots, hand-held flash, lenses, composition, posing. Model fee included. Dates are May 24, 25, June 7, 8. Recommended prerequisite: PHTOPY225.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22258	SA/SU	May24	Jun8	9:00-5:00	4	Classroom (FF)	$365.60

Studio Lighting **PHTOPY225**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22259	MO	Apr14	Jun23	6:30-9:30	10	Other	$216.90

Photography Courses

Questions?

Call: 905-575-2203 or 905-575-2312
Email: anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/photography-workshops

Baby/Infant Photography **PHTO10063**

Studio workshop: techniques/procedures/protocols used to photograph images of newborns/ infants. Develop a personal style, posing, lighting, safety, and more. You already have a sound understanding of camera operation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22260	SA/SU	Apr19	Apr20	9:30-4:30	2	Classroom (FF)	$95.04

Creative Night Portraits NEW! **PHTO10075**

Using your DSLR camera/flashlight/long exposures, you create shadows/ silhouettes/night portraits and experiment with motion blur using off-camera flash

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22262	TH	Apr17	May8	6:30-9:30	4	Classroom (FF)	$95.04

Fashion Photography **PHTO10027**

A unique opportunity to work with a variety of fashion models and makeup artists in various settings. Hands-on course covers lighting, posing techniques, protocol, ongoing discussion/demonstration, image critique. DSLR and sound knowledge of camera operation required. Dates are June 18,19,21,22,24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22195	WE-SU SA/SU	Jun18	Jun24	7:00-10:00 9:30-4:30	5	Classroom (FF)	$182.16

Real Estate Photo NEW! **PHTO10074**

Tips/techniques/take quality photographs of home interiors/property that will entice buyers. Learn simple camera and lighting setups/appropriate software that make significant differences in your images. You already have sound knowledge of camera operation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22261	SA/SU	Apr26	Apr27	9:30-4:30	2	Classroom (FF)	$95.04

Community Services

CERTIFICATES, DIPLOMAS AND COURSES

Read more at **ce.mohawkcollege.ca/communityservices**

Certificate and Diploma Options — Page

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Child & Youth Worker Diploma (610) 47
Concepts in Bereavement Support Certificate (071) 42
Counselling Techniques Certificate (802) 42
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Early Childhood Education Diploma (213) 47
Early Childhood Education Resource Teacher Certificate (813) 48
Event Planning Techniques Certificate (122) 40
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Social Service Worker Diploma (215) 43
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People helping people.
It starts with you and it happens here.

At Mohawk, you'll have the opportunity to discover how you can make a difference. Community Services, Justice and Wellness Studies offer a remarkable collection of learning opportunities all focused on working with people and organizations in your town, your city, or even your own backyard. Working with community partners, our curriculum is built around real-world needs, so our graduates arrive in the market ready to contribute.

Medical Clearance

Medical clearance is required for some clinical/field placement courses and courses with a clinical component. Refer to the Communicable Disease Screening section on page 122.

Ready for your Certificate or Diploma? Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

Credit where credit is due

You may qualify for credits that can be awarded for skills and knowledge acquired in other courses, or in your personal work experience. See page 122 for details about Prior Learning Assessment and Recognition (PLAR).

BLENDED DELIVERY!!

Early Childhood Education

ONTARIO COLLEGE DIPLOMA

The Early Childhood Education Diploma is now delivered 50% online and 50% in class!

Balance personal and professional priorities while pursuing a career you're passionate about.

Apply for our September intake this Spring

COMMUNITY LEADERSHIP

Event Planning Techniques Certificate (122)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 9 courses

A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors.

Questions?

Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/eventplanning

Online Learning Questions?

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

Program of Studies

Mandatory Courses:		Hours
HSCIRLA09	Introduction to Special Events	12
RECLRLA01	Logistics	36
RECLRLA02	Program Applications	36
RECLRLA04	Event Administration	36
RECLRLA07	Event Marketing	30
RECLRLA08	Event Sponsorship	30
WORKRLA06	Special Events-Field Work	100

Option Group 1 - Choose 1:

MGMT10086	Volunteer Management for Events	36
MGMTSSP24	Volunteer Management 1	60

Option Group 2 - Choose 1:

HMNSSSFR1	Fundraising/Development	30
HMNSSSNPN	PR Fundraising & Special Events	30
PLAN10009	Wedding Planning	30
TRVLTL415	Convention & Meeting Planning	30

Students expecting to receive the Event Planning Techniques Certificate must complete the program and apply for graduation by August 31, 2014. Refer to the website for equivalency options and program completion plans.

Event Sponsorship — RECLRLA08

Explore sponsorships and partnerships in the event industry, with emphasis on proposal writing and maximizing sponsor return on investment. Blended delivery: 18 hrs in class and 12 hrs online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22014	WE	Apr30	Jun25	6:00-9:15	9	Blended (FF)	$237.60

Principles of Convention and Meeting Planning — RECL10030

Investigate the essentials of meeting planning, with emphasis on key functional responsibilities & potential pitfalls. Topics include site selection, negotiation, program planning & design, food & beverage arrangements. Equivalent to: TRVLTL415.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21429		May13	Aug19			OntarioLearn	$332.76

Volunteer Management for Events — MGMT10086

Explore basic aspects of volunteer management in event planning. Consider recruitment, training, recognition, risk management and position descriptions. Blended delivery: 20 hrs in class and 16 hrs online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22180	TU	Apr29	Jun24	6:00-9:00	9	Blended (FF)	$285.12

Wedding Planning — PLAN10009

Learn how to set up, run and market your own Wedding Planning business. Focus on preparing for a meeting with a client, creating and managing a budget, and the special logistics of wedding planning including invitations, wedding cultures, ceremonies, photography and more.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22030	TH	May1	Jun26	6:00-9:15	9	Classroom (FF)	$237.60

Special Events - Field Work — WORKRLA06

Under the direct supervision and guidance of an event professional, complete this competency based course, and demonstrate event planning and implementation skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22029		May5	Aug29			FieldWork	$426.85

Fundraising/Development Associate Certificate (128)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building.

Questions?

Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/fundraising

Program of Studies

Mandatory Courses:		Hours
HMNSSSFR1	Fundraising/Development	30
HMNSSSFR2	Annual Giving	30
HMNSSSFR3	Major Gifts & Planned Giving	30
HMNSSSNPN	PR, Fundraising & Special Events	30
MGMTSSP24	Volunteer Management 1	60

Students expecting to receive the Fundraising/Development Associate Certificate must complete the program and apply for graduation by August 31, 2014. Refer to the website for equivalency options and program completion plans.

Annual Giving — HMNSSSFR2

Discuss the essential components of annual giving programs. Learn to prepare an effective direct mail package, organize special events and handle other fundraising tools.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22015	TH	May1	Jun26	6:00-9:15	9	Classroom (FF)	$237.60

Leadership and Management in the Not-for-Profit Sector Certificate (947)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Intended for managers and supervisors or aspiring managers and supervisors in social service agencies, community service, charitable or not-for-profit organizations. Professional leaders in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

Questions?

Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/notforprofit

Program of Studies

Mandatory Courses:		Hours
COMMSSNPL	Leadership & Communications	30
HRESSSNPH	Practical HR Management.	30
MGMT10113	Staff& Board Responsibilities	42
MGMTSSNP3	Strategic & Long-Range Planning	30
MISCSSNPM	Resource Development	30
PLANSSNPK	Operational Planning	30

Students expecting to receive the Leadership and Management in the Not-for-Profit Sector Certificate must complete the program and apply for graduation by August 31, 2014. Refer to the website for equivalency options and program completion plans.

Leadership And Communications — COMMSSNPL

Learn to recognize and apply leadership competencies and develop a vision and values-based management approach for not-for-profit organizations. Focus on the importance of strategic alliances and partnerships and on effective communication as a tool for successful management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22167	MO	Apr28	Jun23	6:00-9:15	9	Blended (FF)	$237.60

Practical Human Resources Management — HRESSSNPH

Focus on the practical aspects of human resource management and apply these practices to not-for-profit organizations. Gain useful tools for day to day employment practices including recruitment, interviewing and selection, terminations, performance evaluation, progressive discipline, attendance management and employment-related legal issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22168	WE	Apr30	Jun25	6:00-9:15	9	Classroom (FF)	$237.60

Volunteer Management Certificate (095)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

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

Questions?

Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/volunteermgt

Admission Requirements

- An Ontario Secondary School Diploma (OSSD) or equivalent.

Program of Studies

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

Students expecting to receive the Volunteer Management Certificate must complete the program and apply for graduation by August 31, 2014. Refer to the website for equivalency options and program completion plans.

Volunteer Management 3 — MGMTSSP63

Learn to integrate data collection, problem solving, research methodology, data analysis and effective decision making to respond to volunteer management issues. Blended delivery: 4 Saturdays - Apr 26, May 10, 31, Jun 21 and 36 hrs online via eLearn. Prerequisite: MGMTSSP43.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22031	SA	Apr26	Jun21	9:00-4:00	4	Blended (FF)	$457.65

Workplace Leadership Certificate (120)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 15 courses

Stay competitive! Here's your opportunity to develop a personal toolkit to enhance your performance and employment profile. Choose the workshops of most benefit in attaining your professional and personal goals.

Questions?

Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/workplaceleadership

Admission Requirements

- An Ontario Secondary School Diploma (OSSD) or equivalent.

Program of Studies

- Refer to the website for a full list of courses.

Students expecting to receive the Workplace Leadership Certificate must complete the program and apply for graduation by August 31, 2014. Refer to the website for equivalency options and program completion plans.

Students are encouraged to take Leadership Development Series courses in the Business section or Assertiveness for Professionals courses as equivalents.

Center Stage — PERS10013

Project control and confidence. Structure presentations for maximum effect. Determine audience attitudes and needs. Use visual aids effectively. Develop a plan to improve future presentations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22084	TU	May27	Jun17	6:00-9:00	4	Classroom (FF)	$95.04

Change Management — MGMTSSP05

Learn to understand the changed relationship between job and employee, address negative survivor reactions, and encourage healthy actions for a productive workplace.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22085	WE	Apr30	May21	6:00-9:00	4	Classroom (FF)	$95.04

Customer Service 1 — MRKTSSP04

Learn to identify your customer base, determine areas for customer service enhancements and craft resources to achieve maximum results for minimum cost.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22086	TU	Apr29	May20	6:00-9:00	4	Classroom (FF)	$95.04

Time Management — MGMT10106

Effective time management is critical to success on both a personal and professional level. Discover the principles of effective time management and the essential skills required for optimal performance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22087	SA	May3	May10	9:00-4:00	2	Classroom (FF)	$95.04

FITNESS AND WELLNESS

Fitness Leadership (YWCA)

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

Questions?

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

Group Fitness Leader Module — HLTHFI003

Step 2 towards certification with the Ontario Fitness Council. Apply fitness theory in the development of a safe, effective, fitness class, with emphasis on music and phrasing, class design, cueing, program planning, and teaching/leading. Location: YWCA, 52 Ottawa St. N. Prerequisite: HLTHF1001. $40 manual required, to be paid by cheque in week 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22088	SU	May25	Jun22	9:00-2:30	5	Other	$252.63

Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

HELPING PROFESSIONS

Addictions/Concurrent Disorders

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 3 courses
Overview of addiction, co-occurring addiction and mental health disorders. Suitable for individuals with experience in human services or health care settings who are interested in learning more about how to support individuals with addictions or concurrent disorders.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/acd

Program of Studies

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

Introduction to Concurrent Disorders **HMNS10034**
Learn about co-occurring addiction and mental health issues. Define a concurrent disorder, understand the importance of addressing concurrent disorder issues, examine your attitudes and values, develop knowledge of treatment options and understand the importance of the therapeutic relationship.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22573	TU	Apr29	Jun24	6:30-9:30	9	Classroom (FF)	$213.84

Braille

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses
It is your responsibility to acquire a Perkins Brailler. As supply is limited, please ensure that you have arranged for a Brailler prior to registering.

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/braille

Braille - Level 1 **SENSSSE44**
Develop basic skills in visually reading and writing alphabetic Braille using the Perkins Brailler. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Brailler. As supply is limited, please ensure that you have arranged for a Brailler prior to registering. Final exam to be arranged with proctor. 18 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21259		May13	Aug19			OntarioLearn	$181.88

Braille - Level 2 **SENSSSE45**
Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Brailler and develop basic skills in the use of the Slate and Stylus. Prerequisite: SENSSSE44. NOTE: You must have access to a Perkins Brailler and slate and stylus. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21260		May13	Aug19			OntarioLearn	$246.32

Braille - Level 3 **SENSSSE46**
Complete your development of basic skills in reading and writing contracted Braille using the Perkins Brailler. Prerequisite: SENSSSE45. NOTE: You must have access to a Perkins Brailler. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21261		May13	Aug19			OntarioLearn	$246.32

Braille - Level 4 **SENSSSE47**
Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: SENSSSE46. NOTE: You must have access to a Perkins Brailler. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21033		May13	Aug19			OntarioLearn	$246.32

Concepts in Bereavement Support Certificate (071)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 6 courses
Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/bereavementsupport

This program is under review. Please contact us regarding future offerings.

Counselling Techniques Certificate (802)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses
Designed for individuals who wish to develop counselling skills. Most participants are employed in roles where skills in interviewing or information gathering are required. Professionals in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/counsellingtechniques

Admission Requirements
- An Ontario Secondary School Diploma (OSSD) or equivalent

Program of Studies

Mandatory Courses:		Hours
COMMTC101	Interaction & Communications	42
COUNTC103	Interviewing Skills in Counselling	42
COUNTC104	Individual Counselling	42
COUNTC105	Group Counselling	42
COUNTC208	Issues & Ethics in Counselling	42
PSYCSS156	Introductory Psychology	42
PSYCSS271	Developmental Psychology	42
PSYCTC106	Report Writing for Beh. Sciences	42

PSYCSS156 and PSYCSS271 are offered under other programs. Refer to the index.

Interaction And Communications **COMMTC101**
Examine the personal dynamics of communication in various settings, including the interview, small groups, and organizations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22135	WE	Apr30	Jul23	6:15-9:30	13	Classroom (FF)	$332.64

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

Social Service Worker Diploma (215)

ONTARIO COLLEGE DIPLOMA

This part-time program (offered at night) has been designed to meet the needs of students who wish to pursue a career as a social service worker or who are already working in the field and need to obtain a recognized credential. It is identical to the full-time program which is offered during the day. Note that courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day.

The curriculum has been designed to develop the skills and knowledge that graduates need to assist individuals and families work through various types of challenges and enjoy more stable and fulfilling lives. Course work includes topics such as social work history and ethics, advocacy skills and crisis intervention. Students will also develop skills in the following competencies: interviewing, counselling, case management and documentation.

Incoming new students are encouraged to complete 3 courses each term in addition to field placements. By doing so, students may be able to graduate in as little as 3 years.

Questions?

Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/socialserviceworker

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- An Ontario Secondary School Diploma with a minimum of 70% in grade 12 English (guideline) or equivalent.
- Prior to acceptance potential students may complete some courses i.e. Communications, General Education Elective, etc.
- A criminal background check may be required before beginning placement.
- Application Form Online.

Program of Studies

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

Interviewing Skills — COMMSO226 (SA)

Year 1 & 2. Develop a range of skills and techniques, which are integral to a humanistic, client-centered approach to helping. Emphasizes the enhancement of the students' own self-awareness and the purposeful use of self in the helping interview. Blended delivery: 24 hrs in class, 18 hrs online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22131	TU	Apr29	Jul22	6:15-9:30	13	Blended (FF)	$332.64

Professional Development — CREDSO123 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22132	TH	May1	Jun26	6:15-9:30	9	Classroom (FF)	$221.76

Crisis Intervention — HMNSSO231 (SA)

Year 3 and 4. Provide key concepts, theories, strategies and techniques for intervention in crisis situations. Learn a model of crisis intervention for day to day use in social service work practice as well as apply techniques and strategies to specific practice situations. Please note that the last class will only be for 2 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22133	WE	Apr30	Jun25	6:15-9:30	9	Classroom (FF)	$221.76

Social Policy & Law — LAWS10112 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22149	MO	Apr28	Jun23	6:15-9:30	9	Classroom (FF)	$221.76

Field Placement and Seminar 1 — WORK10005 (SA)

Participate in real world learning experiences through a practicum field placement. Apply knowledge and skills gained in academic studies to demonstrate beginning skills in working directly with clients. The student's professional use of self in relation to direct work with the client will be the major area of emphasis. Demonstrate attitudes and behaviours consistent with professional expectations. 210 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22607		Apr28	Aug29			FieldWork	$776.05

Field Placement and Seminar 2 — WORK10006 (SA)

Participate in real world learning experiences through practicum a field placement. Continue to apply knowledge and skills gained in academic studies to demonstrate an increased level of vocational knowledge, adaptability, professionalism and interpersonal skills through interactions with clients and other human service workers. Demonstrate attitudes and behaviours consistent with professional expectations. 210 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22608		Apr28	Aug29			FieldWork	$776.05

Field Placement and Seminar 3 — WORK10007 (SA)

Participate in real world learning experiences through a practicum field placement. Demonstrate an appropriate level of vocational knowledge, adaptability, professionalism and interpersonal skills through interactions with clients and other human service workers. Demonstrate attitudes and behaviours consistent with professional expectations. Accept responsibility and carry out tasks approaching those of an entry level Social Service Worker. 210 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22609		Apr28	Aug29			FieldWork	$776.05

Therapeutic Recreation Certificate (280)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Designed for practitioners currently working in the field of Therapeutic Recreation.

Questions?

Call: 905-575-1212 ext. 4536
Email: leah.maccharles@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/therapeuticrec

Program of Studies

Mandatory Courses:		Hours
RECL10011	TR - Foundations	42
RECL10012	TR - Assessments	36
RECL10013	TR - Program Design & Delivery	36
RECL10014	TR - Research	36
WORK10048	TR - Practicum	300

This program is no longer available. Any remaining students in progress must contact the Program Manager immediately.

Applicants interested in completing a Recreation Therapy Diploma on a part-time basis are also encouraged to contact the Program Manager.

Watch for our Fall 2014 Catalogue!

Available in print on
Tuesday, August 5, 2014

HUMAN SERVICES - OTHER

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/human-services-courses

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

ACHIEVE: Therapeutic Adventure Programming NEW! HLTH10213 (E)

Introduce to Therapeutic Adventure Programming. 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, Ontario, arrive by 1pm Friday. Departure is 1pm Sunday. Includes accommodations and meals. MAY BE USED AS A GENERAL ELECTIVE TOWARDS ANY PROGRAM OF STUDIES. Must register by July 25.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22598	FR-SU	Aug8	Aug10		3	Other	$473.62

APCO Public Safety Telecommunicator NEW! COMM10302

Learn the basic skills required of emergency response call takers and dispatchers. Upon successful completion, you receive certification from APCO International (minimum of 80% on the final exam required). The inventory sticker is included with the textbook and is your authorization to write the certification exam and must be submitted along with your completed exam. THE TEXTBOOK MUST BE PURCHASED NEW. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22582		May13	Aug19			OntarioLearn	$375.72

Death and Dying in Crisis Intervention PSYC10017

Study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to facilitate mourning, pathological grief, risk factors and, multi-cultural issues. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21585		May13	Aug19			OntarioLearn	$289.80

Nonviolent Crisis Intervention CONFMHN08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22173	SA/SU	May3	May4	9:00-4:00	2	Classroom (FF)	$117.64

Skills for Community Mental Health Workers HLTH10203

What happens to individuals with mental health issues after discharge from hospital? Supporting people with complex needs in the community or their natural environment presents unique challenges. An overview of various mental health conditions, treatment approaches, and community service agencies will be presented from a legal and social perspective. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21584		May13	Aug19			OntarioLearn	$397.20

Tribes Learning Community NEW! HMNS10107

Special Introductory Price!! Develop a caring learning environment with this experiential training preparing anyone who works with children and youth in the community. Reach and teach kids through an active learning approach that promotes human development, resiliency, and social-emotional competence. Use the community building process of Tribes as the foundation for transforming your environment to one in which group facilitation and Tribes strategies are effective. Textbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22169	SA/SU	Apr26	Apr27	8:00-5:00	2	Classroom (FF)	$151.54

Victimization PSYC10018

Learn about the emotional impact of victimization. Focus will be on victims of residential break and enter, children and trauma, victims of crime such as: those sexually assaulted, elders, and victims of hate crimes. Emphasis will be placed on the secondary victimization of friends, relatives, witnesses, first responders, health care professionals, childcare and social service workers and the clergy. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21583		May13	Aug19			OntarioLearn	$289.80

JUSTICE

Police Foundations

You may register in the following courses whether or not you have been accepted in the Police Foundations Diploma program. Many of these courses are included in the Police Foundations program of studies. The complete Police Foundations program is available through dayschool classes.

Questions?
Call: 905-575-2703 or 905-575-1212 ext. 3244
Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/policefoundations

Communications/Reporting COMMLL223

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21169		May13	Aug19			OntarioLearn	$375.72

Conflict Management CONFSS426

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Prerequisites: LAWSPF303 and LAWSPF401. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21030		May13	Aug19			OntarioLearn	$415.38

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
21096		May13	Aug19			OntarioLearn	$375.72

Criminal Code And Federal Statutes LAWSPF402

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21171		May13	Aug19			OntarioLearn	$375.72

Criminology - Police Foundations SSCISS281 (E)

Examine various theoretical explanations of criminal and deviant behaviour. You will relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. Equivalent to: Crime & Society (SSCI10020). 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21279		May13	Aug19			OntarioLearn	$289.80

Diversity and First Nations SSCI10017

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self-determination. Equivalent to: Diversity & First Nations: Canada (SSCI10039). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21031		May13	Aug19			OntarioLearn	$375.72

Interpersonal & Group Dynamics SSCIPF202 (E)

Learn to apply knowledge of interpersonal relations and group dynamics working with individuals or in a team. Effective communication skills, group cohesiveness and group decision-making are discussed. Equivalent to: Interpersonal Dynamics (SSCI10040). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21172		May13	Aug19			OntarioLearn	$397.20

Investigation And Evidence LAWSPF404

Examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21287		May13	Aug19			OntarioLearn	$415.38

Police Powers 1 LAWSPF303

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21441		May13	Aug19			OntarioLearn	$375.72

Police Powers & The Law LAWSPF403

Explore police governance and accountability issues related to the Police Services Act, police complaints, First Nations Policy, management and labour issues, use of force and officer safety. Prerequisite: LAWSPF303. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21516		May13	Aug19			OntarioLearn	$275.48

Principles Of Ethical Reasoning LAWSPF106

Intended for law enforcement professionals, this course explores personal and professional ethical issues. Learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21095		May13	Aug19			OntarioLearn	$397.20

Provincial Offenses LAWSPF401

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offences, and involvement of non-police agencies. Equivalent to: Provincial & Federal Offences (LAWSLS413). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21170		May13	Aug19			OntarioLearn	$415.38

Security and Investigation

Questions?
Call: 905-575-1212 ext.3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/investigation

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

Note: Private Investigator and Private Security licensing and testing are outlined at www.mohawkcollege.ca/continuing-education/investigation

By-Law Enforcement LAWS10139

Learn about the structure of municipal governments and their power to enact bylaws and the importance of bylaws. Today's bylaw enforcement officer must have a thorough knowledge and understanding of municipal government and its role in society and have a clear understanding of how municipal bylaws are generated, passed and enforced by utilizing different provincial statutes and know the importance of municipal investigations. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21579		May13	Aug19			OntarioLearn	$275.48

Computer/Cyber Crime LAWS10084

Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21343		May13	Aug19			OntarioLearn	$375.72

Corporate Crime Investigation LAWS10088

Examine white-collar crime, with a focus on corporate offenders, types of corporate crime, the costs of corporate crime and society's response. Of interest to various law enforcement professionals. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21373		May13	Aug19			OntarioLearn	$375.72

Investigative Techniques for Motor Vehicle Collisions LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21372		May13	Aug19			OntarioLearn	$375.72

Private Investigator-Licensing Requirements LAWS10091

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services. Blended delivery 40 hours in class and 10 hours online via eLearn. In class dates: Sat. Apr 26, Sun. Apr 27, Sat. May 3, Sun. May 4, and Sat. May 10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22143	SA/SU	Apr26	May10	8:00-6:00	4	Blended (FF)	$390.15

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
21580		May13	Aug19			OntarioLearn	$463.86

Private Security - Licensing Requirements LAWS10087

Complete the training for the security guard's test as mandated by the Ministry of Community Safety and Correctional Services. Emergency Level 1st Aid certification training is included which is required by the Ministry. Training manual may be purchased from the instructor (approx. $45.00). Blended delivery: 25 hours in class and 15 hours online. In class dates: Apr. 26, 27 and May 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22140	SA/SU	Apr26	May4	8:00-6:00	3	Blended (FF)	$316.80

Security Guard Training LAWS10137

Understand the skills and attributes required to fulfill the role of a security guard within an organization. As preparation for and to be eligible to write the provincial Private Security Guard License certification exam familiarize yourself with requirements described at the Ministry of Community, Safety and Correctional Services website. Includes mandatory chat sessions. Equivalent to: Priv Sec - Licensing Requirements (LAWS10087). Prerequisite: Emergency First Aid and CPR. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21581		May13	Aug19			OntarioLearn	$472.20

WORKING WITH CHILDREN & YOUTH

Autism and Behavioural Science Graduate Certificate (164)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 12 courses

Understand evidence-based treatments and how they are used to teach children with autism, and design, implement and evaluate behavioural strategies. Complete two field placements in community settings, such as hospitals, clinics, classrooms or residential settings, to obtain real work experience.

Questions?

Call: 905-575-2706
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/autism

Admission Requirements

- Prior approval for this certificate is necessary.
- A minimum of an Ontario College Diploma or a university degree from a recognized institution.
- Please mail a copy of your educational qualifications to Mohawk College Online Learning, P.O. Box 2034, Room J113, Hamilton, ON, L8N 3T2 or fax to 905-575-2381.

Program of Studies

Mandatory Courses:		Hours
HSCI10041	Introduction to Autism Spectrum Disorder	42
HSCI10042	Introduction to Applied Behaviour Analysis	60
EDUC10028	Behavioural Skill Building	60
EDUC10029	Parent and Staff Training	30
HMNS10005	Working with Families and Teams	45
EDUC10034	Ethics and Professionalism	30
EDUC10030	Specialized Instructional Strategies	60
EDUC10031	Transition Planning and Implementation	30
HMNS10006	Treating Challenging Behaviour	45
WORK10019	Field Placement 1 (Spring only)	140
WORK10020	Field Placement 2 (Spring only)	210
CONF10004	Non Violent Crisis Intervention	

IMPORTANT NOTE:

The Non-Violent Crisis Intervention course (CONFMHN08) is offered Saturday, May 3 and Sunday, May 4, 2014. Equivalent to CONF10004. Refer to the index.

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
21080		May13	Aug19			OntarioLearn	$375.72

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
21081		May13	Aug19			OntarioLearn	$488.10

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
21091		May13	Aug19			OntarioLearn	$488.10

Parent and Staff Training — EDUC10029 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21271		May13	Aug19			OntarioLearn	$289.80

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
21083		May13	Aug19			OntarioLearn	$397.20

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
21085		May13	Aug19			OntarioLearn	$309.80

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
21270		May13	Aug19			OntarioLearn	$488.10

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
21090		May13	Aug19			OntarioLearn	$289.80

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
21084		May13	Aug19			OntarioLearn	$397.20

Field Placement 1 — WORK10019 (SA)

This placement can only be started after students have successfully completed Intro to ASD, the Introduction to ABA, Ethics and Professionalism and a successful police check.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22151		Apr3	Jul31			eLearn	$340.56

Field Placement 2 — WORK10020 (SA)

This placement can only be started after all nine theory courses have been successfully completed, as well as Field Placement 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22152		Apr3	Jul31			eLearn	$486.08

Child & Youth Worker Diploma (610)

ONTARIO COLLEGE ADVANCED DIPLOMA

This part-time program (offered at night) has been designed to meet the needs of students who wish to pursue a career as a child and youth worker or who are already working in the field and need to obtain a recognized credential. It is identical to the full-time program which is offered during the day. Note that courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day. Students are encouraged to complete 2-3 courses per term (including the spring/summer term).

The curriculum has been designed to develop the knowledge and skills graduates need to specialize in supporting children and youth experiencing social, emotional, mental health and behavioural challenges. Advanced course work focuses on a range of prevention, interviewing and treatment strategies and how these theoretical concepts can be applied in the field. Includes interviewing techniques, conflict management, counselling skills and program development. In addition, students will learn advocacy skills and be introduced to legal issues involving children and youth including the child welfare system and the criminal justice system.

Current students are reminded that the program of studies (POS) in this program is changing. Current students who complete all course and field work and apply to graduate by Dec. 2015 will not be impacted by these changes. Students are encouraged to contact us for information on course equivalencies and program progression advising.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cyw

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- An Ontario Secondary School Diploma (OSSD) with a minimum of 70% in grade 12 English (guideline) or equivalent.
- Prior to acceptance potential students may complete some courses i.e. Communications, General Education Elective, etc. Visit the website for more information.
- A criminal background check may be required before beginning placement.
- Application Form online.

Program of Studies

- Refer to website for a full list of courses.

Introduction to Abuse/Trauma/Resiliency — HMNS10102 (SA)

Year 1 & 2. Explore the signs and symptoms of family violence including physical, emotional, sexual abuse and neglect, as a traumatic event, in a youth's life. Societal and Institutional Abuse are touched upon and the youth "in care" experience. Within this context of trauma and abuse, resiliencies in children and youth, the role of the CYW and intervention strategies are explored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22145	TU	Apr29	Jul30	6:15-9:30	13	Classroom (FF)	$332.64

Intervention Strategies For CYW — HMNSCC257 (SA)

Year 1 & 2. Introduces concepts, principles & procedures underlying the practice of child and youth work in treatment programs with children, adolescents & their families. Emphasizes development and use of a therapeutic relationship, behaviour management techniques, formulation of a basic level client case and care plan. Course material will be covered via 30 hours in class and 12 hours on line delivery. Prerequisites: HMNSCC142, HMNSCC143, HMNSCC162.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22126	MO	Apr28	Jul21	6:15-9:30	13	Blended (FF)	$332.64

Interviewing & Counselling — COUNCC359 (SA)

Year 3 & 4. Learn to effectively conduct interview and counselling sessions, to maximize the potential for achieving treatment goals. Demonstrate the ability to establish relationships that utilize a variety of micro-counselling skills, and learn to create and modify the therapeutic environment to suit individual client needs. Prerequisites: MGMTCC153, HMNSCC257, WORKCC255. 4 in-class sessions Apr 28, May 5, 12, 26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22128	MO	Apr28	May26	9:00-5:00	4	Blended (FF)	$332.64

Assessment And Treatment Strategies In CYW — HMNSCC458 (SA)

Year 3 & 4. Provides a forum for discussion to assist students to integrate theory (from previous & present courses) with practice. Study case assessment, service planning, case formulation, treatment planning and develop report writing skills & applied treatment skills as the primary CYW with a client, within a multidisciplinary team. Course material will be covered on line. Prerequisites: HMNSCC358, COUNCC359, HMNSCC362, HSCICC327. In class dates : May 1,15,29, June 19, July 11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22390	TH	May1	Jul24	6:15-9:30	13	Blended (FF)	$332.64

Cognitive Behaviour Modification In CYW — HMNSCC457 (SA)

Year 3 & 4. Presents two treatment approaches: the theory and techniques of Behaviour Modification and Cognitive Behavioural Modification. Each theory will be examined on its own merit and then studied in terms of an integration of the two approaches. Blended delivery: 18 hrs in class and 10 hrs online via eLearn. In Class dates are: April 30, May 14, 28 and June 11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22129	WE	Apr30	Jun11	6:15-9:30	7	Blended (FF)	$221.76

Field Work Practicum 1 — WORKCC255 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22127		Apr28	Aug29			FieldWork	$578.65

Field Work Practicum 2 — WORKCC455 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22392		Apr28	Aug29			FieldWork	$669.55

Field Work Practicum 3 — WORKCC655 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22130		Apr28	Aug29			FieldWork	$730.15

Early Childhood Education Diploma (213)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 22 courses

Complete your ECE Diploma part-time in as little as two years! Through a blend of online and face-to-face evening courses, prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/ece

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

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Applicants apply by August 1st for a September start each year.
- Grade 12 English (70% guideline).
- Volunteer experience in child care is strongly recommended.
- Communicable Disease Screening and a Criminal Background Check will be required before beginning placement.

Tuition Assistance

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

Program of Studies
Refer to the website for course descriptions and program completion plan.

Mandatory Courses:		Hours
EDUC10074	Infant & Toddler Learn	42
EDUCEC115	Learning Environment 1	42
EDUCED121	Child Development 1	42
EDUCEC215	Learning Environment 2	42
EDUCEC221	Child Develop & Behaviour 2	42
EDUCEC301	Inclusion in the ECE Classroom	42
WORK10108	Seminar & Field Placement 1	86
WORK10109	Seminar Field Placement 2	336
COMMLL041	Communication	42
OPELXXXXX	General Education Option	28
HLTHEC101	Health, Safety & Nutrition	42
EDUCEC128	Par Teach Child Relation 1	42
EDUCEC323	ECE Curriculum 1	42
EDUCEC129	Family Dynamics	42
EDUCEC228	Par Teach Child Relation 2	42
EDUCEC423	ECE Curriculum 2	42
EDUCEC428	Issues in ECE	35
WORK10110	Seminar & Field Placement 3	336
WORK10111	Seminar & Field Placement 4	224
EDUCEC420	Parents as Partners	42
EDUCEC332	Supervision & Administration	35
COMM10265	Critical & Innovative Thinking	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 Supervision and Administration (EDUCEC332). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22402		May13	Aug19			OntarioLearn	$375.72

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 Health, Safety and Nutrition (HLTHEC101). 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22323		May13	Aug19			OntarioLearn	$275.48

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 Parents as Partners (EDUCEC420). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22401		May13	Aug19			OntarioLearn	$375.72

Field Placement 1 & Seminar — WORKEC298

Students must attend a mandatory seminar on Sat. April 12. Contact us for details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22036		May5	Aug22			FieldWork	$438.97

Field Placement 2 & Seminar — WORKEC299

Students must attend a mandatory seminar on Sat. April 12. Contact us for details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22039		May5	Aug22			FieldWork	$568.35

Field Placement 3 & Seminar — WORKEC398

Students must attend a mandatory seminar on Sat. April 12. Contact us for details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22040		May5	Aug22			FieldWork	$568.35

Field Placement 4 & Seminar — WORKEC399

Students must attend a mandatory seminar on Sat. April 12. Contact us for details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22041		May5	Aug22			FieldWork	$538.05

Early Childhood Education - Leadership and Administration Certificate (932)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses
Courses designed through a collaborative effort with Affiliated Services for Children and Youth. Benefit from the guidance of community leaders with extensive professional experience in Early Learning and Care. Competencies from the Occupational Standards for Child Care Administrators are incorporated in the curriculum.

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

Admission Requirements
- An ECE Diploma or recognized equivalent.

Program of Studies

Mandatory Courses:		Hours
EDUC10053	ECE - Leadership & Development	30
COMM10174	Communication & Relationships	30
EDUC10057	Family & Community Engagement	30
HRES10018	HR in Early Learning & Care	30
FINC10005	Financial Management & Planning	30
EDUC10054	Reg, Facilities, & Governance	30
EDUC10058	ECE - Leadership in Action	30

Refer to the website for Program of Studies changes, equivalencies and program completion plans.

ECE-Governance and Financial Management — FINC10027 (SA)

Integrate relevant legislation and governing systems into early learning and child care programs. Implement sound administrative practices, including extensive use of technology, for organizational effectiveness. Prepare, monitor, and report on balanced budgets by exploring revenue generation opportunities and mitigating expenses. Blended delivery: 21hrs in class and 21hrs online via eLearn. Students will be given credit for FINC10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22124	MO	Apr28	Jul28	6:00-9:00	14	Blended (FF)	$332.64

ECE-Leadership in Action — EDUC10082 (SA)

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. Blended delivery: 21hrs in class and 21hrs online via eLearn. Students will be given credit for EDUC10058.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22125	WE	Apr30	Jul30	6:00-9:00	14	Blended (FF)	$332.64

Early Childhood Education Resource Teacher Certificate (813)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses
A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Questions?
Call: 905-575-1212 ext. 3244
Email: cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/eceresourceteacher

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

Admission Requirements
- An ECE Diploma or recognized equivalent.

Program of Studies

Mandatory Courses:		Hours
EDUCRT001	Intro to Resource Teaching	36
HMNSRT011	Individual Development Plan 1	36
HMNSRT031	Working with Families	36
HMNSRT041	Individual Development Plan 2	36
HMNSRT061	Advocacy In The School And Community	36
LIBRRT071	Co-Ordinating Resources	36
WORKRT021	Field Practicum 1	105
WORKRT051	Field Practicum 2	105

Refer to the website for Program of Studies changes, equivalencies, and program completion plans.

Advocacy In The School And Community NEW! HMNSRT061 (SA)

Learn to function effectively as resource consultants in the community, home and school. Focus on working with classroom teachers, co-ordinating programs in the home and school, supporting parent and liaising with other agencies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22507		Apr28	Jun30			eLearn	$257.76

Co-Ordinating Resources LIBRRT071 (SA)

Enhance your knowledge of community resources. Explore the impact of diagnoses and labeling from the perspective of parent, teacher and professional and learn to function as a team member to facilitate discussion and resolve conflicts.
Blended: 18 hrs online via eLearn and two Saturdays: May 3 and June 28.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22081	SA	May3	Jul5	9:00-4:00	12	Blended (FF)	$285.12

Field Practicum 1 WORKRT021

105 hours of supervised field placement in integrated setting. 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
22082		May5	Aug29			FieldWork	$512.45

Field Practicum 2 WORKRT051

105 hours of supervised field placement in individual setting. Monitor progression and prepare long-term individual developmental plans based on input from staff, clinicians and families through home visits. Prerequisites: HMNSRT041, WORKRT021.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22083		May5	Aug29			FieldWork	$512.45

Educational Support Diploma (727)

(Formerly Educational Assistant)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 26 courses

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

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244
Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/es

Admission Requirements
- Courses are restricted to those who have applied and been accepted. Refer to website for application form and acceptance timelines.
- Grade 12 English and Grade 10 Math (70% guideline).
- Current volunteer experience with two letters of recommendation on school letterhead.
- Potential students may complete Psychology, Communications, Mathematics and general electives prior to being accepted.
- A criminal background check is required for placement.
- First aid and crisis intervention training are strongly recommended

Program of Studies

Mandatory Courses:		Hours
EDUCEDE14	Foundations of Education	42
EDUCEDE17	Personal and Interpersonal Dynamics	42
EDUCEDE19	Computers in Education	42
MATH10038	Mathematics	42
EDUC10075	Practicum Prep 1	42
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1 Communications course (COMMLL041 or COMM11040)
2 General Education courses

Foundations of Education EDUCEDE14 (SA)

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21309		May13	Aug19			OntarioLearn	$353.72

Personal And Interpersonal Dynamics EDUCEDE17 (SA)

Enhance personal and professional skills in organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: SAFE10004 and EDUCEDE14.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21003		May13	Aug19			OntarioLearn	$353.72

Computers In Education EDUCEDE19 (SA)

Learn to use Ministry of Education Software and other programs to enhance skills in working with exceptional learners. Keyboarding and computer skills required. Prerequisites: SAFE10004, EDUCEDE14-17. Access to Ministry software is recommended - advisable to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21045		May13	Aug19			OntarioLearn	$353.72

Mathematics MATH10038 (SA)

Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21120		May13	Aug19			OntarioLearn	$353.72

Get Started Online

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

Practicum Preparation 1 — EDUC10075 (SA)

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to: EDUCEDE15. Prerequisites: EDUCEDE14 and SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21115		May13	Aug19			OntarioLearn	$353.72

Cultural Diversity In An Educational Setting — EDUC10002 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21147		May13	Aug19			OntarioLearn	$353.72

Safety In An Educational Setting — SAFE10004 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21058		May13	Aug19			OntarioLearn	$353.72

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
21148		May13	Aug19			OntarioLearn	$353.72

Exceptionalities 1 — EDUCEDE22 (SA)

Explore suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: SAFE10004, EDUCEDE14, EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21047		May13	Aug19			OntarioLearn	$353.72

Practicum 2 — EDUCEDE16 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21145		May13	Aug19			OntarioLearn	$480.19

Total Communication Part 2 — EDUC10041 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21249		May13	Aug19			OntarioLearn	$353.72

Adaptive Computer Technology in Education — COMP10006 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21076		May13	Aug19			OntarioLearn	$353.72

Exceptionalities 2 — EDUCEDE23 (SA)

Discuss the types of communications exceptionalities and their implications for students. Integrate previous learning on behaviour management and other aspects of communications. Prerequisites: SAFE10004, EDUCEDE14-22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21193		May13	Aug19			OntarioLearn	$353.72

Practicum 3 — EDUCEDE24 (SA)

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and /or multiple exceptionalities. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisite: EDUCEDE16. Corequisite: EDUCEDE26.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21060		May13	Aug19			OntarioLearn	$480.19

Classroom Skills — EDUCEDE21 (SA)

Examine Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: SAFE10004, EDUCEDE14, and EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21044		May13	Aug19			OntarioLearn	$353.72

Autism Spectrum Disorder- Assisting Student Development — EDUC10001 (SA)

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE10004, EDUCEDE14,17,19,21-23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21066		May13	Aug19			OntarioLearn	$353.72

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
21082		May13	Aug19			OntarioLearn	$353.72

Exceptionalities 3 — EDUCEDE26 (SA)

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUCEDE14-23, SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21059		May13	Aug19			OntarioLearn	$353.72

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: SAFE10004, EDUCEDE14,15,16,17 and 24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21065		May13	Aug19			OntarioLearn	$480.19

Lifeskills and Job Coaching — EDUC10037 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21304		May13	Aug19			OntarioLearn	$353.72

Creative and Visual Arts / Preparatory Studies

CERTIFICATES AND COURSES

Read more at **ce.mohawkcollege.ca/creative**

Create, perform, imagine, produce.
Find (and feed!) your muse at Mohawk.

Master a medium, or explore an art form. Take a place in the spotlight, or shine from behind the scenes. Make the most of your ambition to create, design, produce, perform and communicate. Choose from a brilliant selection of courses in the arts and applied arts and explore a career while you realize a dream. Learn the craft and the business of art, and a hands-on understanding of an exciting, rewarding industry.

Credit where credit is due

You may qualify for credits that can be awarded for skills and knowledge acquired in other courses, or in your personal work experience. See page 122 for details about Prior Learning Assessment and Recognition (PLAR).

Ready for your Certificate?
Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

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AESTHETICS/COSMETICS

Aesthetics, Nail Technician and Applied Cosmetics

Daytime Program
The Aesthetics, Nail Technician and Applied Cosmetics Certificates are offered as daytime, three term programs. On successful completion you will receive three Certificates. You require approval from the Program Manager before registering for day-time courses.

Information / Application / Appointment?
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca

Beauty Buzz Salon

Come and enjoy a specialized treatment!
Students from the Aesthetics/Nail Technician programs will be taking appointments. Day and evening appointments available from March to June.

Contact the Salon:
Call: 905-575-1212 ext. 3274
Email: jakki.polyoka@mohawkcollege.ca

Aesthetics Certificate (026)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses
Prepare for a career in the growing field of aesthetics. Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations.

Questions?
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/aesthetics

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.

Program of Studies

Mandatory Courses:		Hours
ASTHAES02	Aesthetics: Skin Care I	39
ASTHAES03	Aesthetics: Skin Care II	39
ASTHAES04	Aesthetics: Skin Care III	39
ASTHAES05	Aesthetics: Massage & Treatment	39
ASTHWS144	Makeup Artistry	36
ASTHWS305	Manicure/Pedicure-Care & Techniques	33
ASTHWS306	Waxing	39
BIOLHZA34	Biology Preparatory	39
FASHWS013	Colour Theory For Fashion & Makeup	36
MRKTWS136	Business & Marketing for the Cosmetic Industry	33
MRKTWS143	Professional Selling in Cosmetics	33
WORKWS034	Work Experience Option	30

Options - Choose 1:

ASTH10000	Hot Stone Massage	36
ASTHWS031	Makeup: Paramedical & Camouflage	39
ASTHWS244	Makeup Artistry II	36
ASTHWS405	Spa Manicure/Pedicure Applications	33
ASTHWS905	Gel & Acrygel Applications	39
PERSWS444	Makeup: Bridal, Glamour, Runway	33

Aesthetics: Skin Care III **ASTHAES04 (SA)**
Enhance your understanding of salon procedures and equipment, working with live models. You provide models for practical applications. Prerequisite: ASTHAES03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22182	WE	Apr9	Jul2	1:00-4:00	13	Classroom (FF)	$358.88

Aesthetics: Body Massage & Treatments **ASTHAES05 (SA)**
Course incorporates theory and practical application of: complete body relaxation massage, head massage, and back treatment. Topics presented for discussion purposes include lymphatic drainage, body wraps, body exfoliation, hydrotherapy and sunless tanning. Prereq: ASTHAES04 or equivalent. Manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22181	WE	Apr9	Jul2	9:30-12:30	13	Classroom (FF)	$358.88

Business & Marketing For The Cosmetics Industry **MRKTWS136 (SA)**
Learn effective business and marketing techniques for starting a cosmetics business. Focus on freelance work, networking, advertising, product inventory and customer service.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22183	MO	Apr7	Jun30	9:30-12:30	11	Classroom (FF)	$271.36

Applied Cosmetics Certificate (830)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses.
Are you interested in a career in retail cosmetics, or looking for personal development? Develop practical training and knowledge in skin analysis and care, colour theory, make up applications and theory, corrective techniques, merchandising and sales.

Questions?
Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cosmetics

Admission Requirements
- Successful Completion of Senior Secondary School English or equivalent.

Program of Studies

Mandatory Courses:		Hours
ASTHWS144	Makeup Artistry	36
ASTHWS244	Makeup Artistry II	36
FASHWS013	Colour Theory for Fashion & Makeup Co-ordination	36
MARKTWS14	Professional Selling in Cosmetics	33

Option Group 1 - Choose 1:

ASTHWS101	Cosmetology	39
ASTHAES02	Aesthetics Skin Care 1	39

Option Group 2 - Choose 1:

ASTHWS305	Manicure/Pedicure-Care & Techniques	33
ASTHWS306	Waxing	39
ASTHWS136	Business & Marketing for the Cosmetic Industry	33
ASTHWS344	Makeup: Portfolio Development	36
PERSWS444	Makeup: Bridal, Glamour, Runway	33
WORKWS034	Work Experience Option	30

Cosmetology 1 — ASTHWS101

Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition. Equivalent: ASTHAES02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22184	WE	Apr9	Jul2	6:30-9:30	13	Classroom (FF)	$308.88

Make-Up Artistry — ASTHWS144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22185	MO	Apr7	Jun30	7:00-10:00	12	Classroom (FF)	$285.12

Make-Up Artistry Certificate (056)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

Benefit from professional training in make-up artistry and related service areas, including make-up techniques for theatre, photography, paramedical, film, television and fashion applications. Ideal skills enhancer for aesthetics, hairdressers, cosmetic retailers.

Questions?

Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/makeupartistry

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

Program of Studies

Mandatory Courses:		Hours
ASTHWS029	Makeup: Theatrical & Special Effects	36
ASTHWS031	Makeup: Paramedical & Camouflage	39
ASTHWS101	Cosmetology	39
ASTHWS144	Makeup Artistry	36
ASTHWS244	Makeup Artistry II	36
FASHWS013	Colour Theory for Fashion & Makeup Co-ordination	36
MRKTWS136	Business & Marketing for the Cosmetic Industry	33
PERSWS444	Makeup: Bridal, Glamour, Runway	33
HRSY10010	Hairstyling for the Makeup Artist	24

Options - Choose 2:

ASTHWS032	Makeup: Theatrical & Special Effects II	33
ASTHWS344	Makeup: Portfolio Development	36
WORKWS034	Work Experience Option	30

Make Up: Paramedical & Camouflage Therapy — ASTHWS031 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22190	TU	Apr8	Jul8	9:30-12:30	13	Classroom (FF)	$418.88

Make-Up: Bridal, Glamour, Runway — PERSWS444 (SA)

Enhance your knowledge of make-up, colour choices and applications for special occasions. You must supply your own models. Prerequisite: ASTHWS244 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22193	TU	Apr8	Jun17	1:00-4:00	11	Classroom (FF)	$271.36

Makeup: Portfolio Development — ASTHWS344

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22194	WE	Apr9	Jun25	6:30-9:30	12	Classroom (FF)	$426.37

Nail Technician Certificate (027)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures.

Questions?

Call: 905-575-1212 ext. 3489
Email: jakki.polyoka@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/nailtechnician

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

Program of Studies

Mandatory Courses:		Hours
ASTHWS101	Cosmetology	39
ASTHWS305	Manicure/Pedicure-Care & Techniques	33
ASTHWS405	Spa Manicure/Pedicure Applications	33
ASTHWS905	Gel & Acrygel Applications	39
ASTHWS906	Sculpted Nail Enhancements	33
MRKTWS136	Business & Marketing for the Cosmetic Industry	33

Manicure, Pedicure - Care And Techniques — ASTHWS305

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. Supplies and textbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22186	MO	Apr7	Jun30	6:30-9:30	11	Classroom (FF)	$694.36

Sculpted Nail Enhancements — ASTHWS906 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22188	MO	Apr7	Jun30	1:00-4:00	11	Classroom (FF)	$541.36

COMMUNITY TRAINING SOLUTIONS

Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.

Questions?

Call: 905-575-2024 or toll free 1-866-891-2011
Email: muzeria.nuredini@mohawkcollege.ca
Web: www.mohawkcollege.ca/community-training

Academic Upgrading

Web: www.mohawkcollege.ca/au

Academic Preparation Programs

Take advantage of these free opportunities to upgrade your academic skills to realize your personal employment or educational goals. These programs are conveniently offered during the day and the evening.

The academic upgrading streams offer adult learners:

- A personal academic assessment
- An individualized "Learning Plan"
- Self-paced and goal-oriented learning
- A learner-centered teaching approach
- Flexible hours and continuous intake
- Free GED Preparation

Academic Upgrading

Achieve Grade 12 equivalency in Math and English. Ask us about Biology, Physics and Chemistry upgrading.

Skilled Trades
Benefit from targeted academic preparation for apprenticeship training.

Literacy & Basic Skills for the Workplace
Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

Questions?
Call: 905-575-2029 (Hamilton and Dunnville)
519-756-8228 ext. 5118 (Brantford)
Visit us: Room J016, Fennell Campus
Web: www.mohawkcollege.ca/au

Deaf Empowerment Program
Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. You may attend the day program, at the Fennell Campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend this program at no cost.

Questions?
Voice: 905-575-2029 or toll free 1-866-891-2011
TTY: 905-575-2436
Email: dep@mohawkcollege.ca

These Employment Ontario programs are funded by the Ontario Government.

Community Employment Services

Visit the Community Welcome Centre, Room J137.

Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

Services provided:
- Individual job search assistance
- Creating an effective resume
- Improving interview techniques
- Upgrading and training opportunities

Locations:

Hamilton Mountain at Fennell Campus, Room J137
Hours: Monday-Friday 8:30 a.m. to 4:30 p.m.
Tuesdays 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek at 211 Centennial Pkwy., Unit 5
Hours: Monday-Friday 8:30 a.m. to 4:30 p.m.

Questions?
Call: 905-575-2177 or toll free 1-866-891-2011
Email: jobs@mohawkcollege.ca

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

Second Career

Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

Locations:

Hamilton Mountain at Fennell campus, Room J137
Hours: Monday-Friday 8:30 a.m. to 4:30 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek, 211 Centennial Pkwy, Unit 5
Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

Questions?
Call: 905-575-2177 or toll free 1-866-891-2011
Email: secondcareer@mohawkcollege.ca or jobs@mohawkcollege.ca

Summer Jobs Service (SJS)

SJS supports employment for students from April to August. It provides direct access to summer jobs for students aged 15-30, who are planning to return to school in the fall. Students can also participate in open workshops to gain knowledge and skills to find jobs. Participating employers receive a wage subsidy and access to students who are ready and willing to work in the summer.

Questions?
Call: 905-575-2368 or toll free 1-866-891-2011
Email: sjs@mohawkcollege.ca

Locations:

Hamilton Mountain at Fennell Campus, Room J137
Hours: Monday-Friday 8:30 a.m. to 4:30 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek 211 Centennial Pkwy, Unit 5.
Hours: Monday-Friday 8:30 a.m. to 4:30 p.m.

This Employment Ontario program is funded by the Ontario Government.

Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Check out Mohawk College's Pre-Apprenticeship training programs. Specific trade program offerings are based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time day programs include: pre-trades training, trade specific safety training and a mandatory work experience component.

Program offerings are funded by and subject to MTCU approval.

Questions?
Call: 905-575-2301 or toll free 1-866-891-2011
Email: debbie.dedauw@mohawkcollege.ca
Web: www.mohawkcollege.ca/preapp

Academic and Career Entrance (ACE)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses
(Communications - English or Francais, a Mathematics course and any 2 courses from the list below)

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

Questions?
Call: 905-575-2706
Email: shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/ace

Admission Requirements
- All students wishing to enroll in an ACE online course must first complete the Learn to Learn course. This 20 hour online course will help to determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. To register for the Learn to Learn course, please visit www.acedistancedelivery.ca to fill out an application.

Contact Shelley Kitchen at shelley.kitchen@mohawkcollege.ca for registration details. Enrollment is limited.

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

ACE Apprenticeship Math — MATH10047 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21164		Apr1	Sep2			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
21165		Apr1	Sep2			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
21157		Apr1	Sep2			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
21160		Apr1	Sep2			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
21158		Apr1	Sep2			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
21166		Apr1	Sep2			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
21159		Apr1	Sep2			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
21161		Apr1	Sep2			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. 120 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21162		Apr1	Sep2			OntarioLearn	

ACE Technology Math — MATH10044 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21163		Apr1	Sep2			OntarioLearn	

OSLT - Business (946)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

180 course hours in occupation specific language training that teaches participants how to effectively and clearly communicate in Canadian business workplaces (accounting/finance; sales/marketing and entrepreneurship). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

Questions?

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

Program of Studies

Mandatory Courses:		Hours
COMM10251	Workplace Communication Skills for Business 1	30
COMM10252	Workplace Communication Skills for Business 2	40
COMM10253	Workplace Communication Skills for Business 3	40
COMM10254	Workplace Communication Skills for Business 4	40
COMM10255	Workplace Communication Skills for Business 5	30

Workplace Communication Skills for Business 1 COMM10251 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22004	TU/TH	Apr1	Apr17	5:30-9:30	6	Classroom (FF)	

Workplace Communication Skills for Business 2 COMM10252 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22005	TU/TH	Apr22	May15	5:30-9:30	8	Classroom (FF)	

Workplace Communication Skills for Business 3 COMM10253 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22006	TU/TH	May20	Jun12	5:30-9:30	8	Classroom (FF)	

Workplace Communication Skills for Business 4 COMM10254 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22007	TU/TH	Jun17	Jul10	5:30-9:30	8	Classroom (FF)	

Workplace Communication Skills for Business 5 COMM10255 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22008	TU/TH	Jul15	Jul31	5:30-9:30	6	Classroom (FF)	

Get Started Online

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

OSLT - Health Sciences (944)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

180 course hours in occupation specific language training that teaches participants how to effectively and clearly communicate in Canadian health care workplaces (Nursing, PSW, Medical Radiation Technology, Dental Hygiene). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

Questions?

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

Program of Studies

Mandatory Courses:		Hours
COMM10235	Workplace Communication for Health Sciences 1	30
COMM10236	Workplace Communication for Health Sciences 2	40
COMM10237	Workplace Communication for Health Sciences 3	40
COMM10238	Workplace Communication for Health Sciences 4	40
COMM10239	Workplace Communication for Health Sciences 5	30

Workplace Communication Skills for Health Sciences 1 — COMM10235 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22009	TU/TH	Apr1	Apr17	5:30-9:30	6	Classroom (FF)	

Workplace Communication Skills for Health Sciences 2 — COMM10236 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22010	TU/TH	Apr22	May15	5:30-9:30	8	Classroom (FF)	

Workplace Communications Skills for Health Sciences 3 — COMM10237 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22011	TU/TH	May20	Jun12	5:30-9:30	8	Classroom (FF)	

Workplace Communication Skills for Health Sciences 4 — COMM10238 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22012	TU/TH	Jun17	Jul10	5:30-9:30	8	Classroom (FF)	

Workplace Communication Skills for Health Sciences 5 — COMM10239 (SA)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22013	TU/TH	Jul15	Jul31	5:30-9:30	8	Classroom (FF)	

DESIGN SKILLS

Floral Techniques - Basic Certificate (805)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Explore the principles and practices of floral design including form, technique, composition, colour, plant identification and care and handling. Learn to create floral arrangements for any occasion with creative expression and originality.

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/floral

Admission Requirements

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

Program of Studies

- Courses should be completed in the sequence listed

Mandatory Courses:		Hours
FLORFC001	Basic Techniques & Colour Harmonies	30
FLORFC004	Materials For Design	30
FLORFC005	Designing With Exotics	30
FLORFC002	Wedding Work & Special Occasions	36
FLORFC003	Special Floral Tributes	30
FLORFC205	Style Trends In Design	30
FLORFC006	Special Design Workshop	30

Cost of materials is your responsibility.

Special Floral Tributes — FLORFC003

Learn to design elegant, large scale floral tributes for the bereaved. Fresh and artificial materials will be used. Kit available. Prerequisites: FLORFC001 and FLORFC004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22365	TH	Apr17	May15	9:30-4:00	5	Classroom (FF)	$237.60

Style Trends in Design — FLORFC205

Explore the latest trends in floral design, with emphasis on advanced and innovative design styles that combine line, form, texture and colour. Prerequisites: FLORFC001, FC002, FC003, FC004, FC005. Kit available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22366	TH	May29	Jun26	9:30-4:00	5	Classroom (FF)	$237.60

Interior Decorating Certificate (178)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge.

Courses are recognized by the Canadian Decorators' Association (CDECA).

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/interiordecorating or www.cdeca.com/en/about-cdeca

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

Program of Studies

- The first four courses must be taken in the order listed below.
- The + courses can be taken any time during the program.
- The ++ courses can be taken when the prerequisites have been met.

Mandatory Courses:		Hours
CREAHF215	Colour Principles	30
CREAHF205	Design Principles	30
TDRWHF203	Basic Drafting ++	30
METRHF230	Estimating ++	30
TEXT10029	Fabrics for Interiors +	30
CREA10029	Residential Lighting +	30
CREA10034	Understanding Floors & Furniture +	30
CREA10030	Soft Furnishings & Window ++	30
CREA10031	Accessorizing the Home ++	30
CREA10033	Creative Design Presentations ++	30
CREAHF240	Interior Design Studio	30

Options - Choose 2:

CREA10036	Creative Paint Techniques	30
CADM10014	3-D Computer Drafting ++	30
CREA10035	Kitchen & Bathroom Concepts	30
SBMG10001	Business Strategies for Interior Decorators ++	30

Design Principles — CREAHF205

A perfect room requires skillful planning, careful composition and the right accessories and lighting. Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22377	TH	Apr17	Jun19	6:30-9:30	10	Classroom (FF)	$237.60

Soft Furnishings and Window Treatments — CREA10030

Discover how different drapery treatments, accessories and accents add the perfect finishing touches to a well-designed interior. Prerequisites: CREAHF215, CREAHF205,METRHF230, TDRWHF230.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22378	WE	Apr16	Jun18	6:30-9:30	10	Classroom (FF)	$237.60

Understanding Flooring and Furniture — CREA10034

Focus on the fundamentals of furniture design and construction and flooring choices for finished and functional interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22379	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

DRESSMAKING / FASHION / SEWING

Dressmaking Certificate (819)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Focus on basic sewing skills and dressmaking principles for a professional standard. Develop expertise with different fabrics and textures and construct garments with creative expression. Each course skillfully combines theory and practice.

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/dressmaking

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

Program of Studies

Mandatory Courses:		Hours
FASHDM110	Dressmaking 1 Level 1	30
FASHDM115	Dressmaking 1 Level 2	30
FASHDM120	Dressmaking 2 Level 1	30
FASHDM125	Dressmaking 2 Level 2	30
FASHDM130	Dressmaking 3 Level 1	30
FASHDM135	Dressmaking 3 Level 2	30
FASHDM140	Tailoring 1 Level 1	42
FASHDM145	Tailoring 1 Level 2	39

Cost of materials is your responsibility.

Dressmaking 1-Level 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
22363	TH	Apr17	Jun19	7:00-10:00	10	Classroom (FF)	$237.60

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
22364	TU	Apr15	Jun17	7:00-10:00	10	Classroom (FF)	$237.60

Fashion Design Certificate (804)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 8 courses

Intended for experienced dressmakers, fashion teachers, and others interested in fashion and design. Develop technical skills in pattern design and drafting, and the creation of individualized designs. Explore other fashion related areas including drawing, colour and figure theory, textile and costume awareness.

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/fashiondesign

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.
- A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.

Program of Studies

- First five courses must be completed in the order listed.

Mandatory Courses:		Hours
FASHFA200	Pattern Design and Drafting - Basic	36
FASHFA210	Pattern Design and Drafting - Intermediate	36
TEXTFA220	Dress Design - Advanced	36
FASHFA230	Fitting Analysis Workshop	36
FASHFA235	Designing Workshop	36
FASHFA201	Fashion Drawing	30
FASHFA202	Colour Study For Fashion	30

Options - Choose 1:

FASHFA240	Costume Influencing	36
TEXTFA910	Fabric Awareness	30
SBMGMD249	How To Start A Small Business	30

In consultation with the Program Manager, you may choose other Business & Human Services or Creative & Visual Arts courses as options.

Cost of materials is your responsibility.

Sewing (Basic)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/creative-sewing-workshops

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

Sewing - Introduction — TEXTHC027

Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22370	FR SA	Apr25	Apr26	7:00-9:00 9:00-5:00	2	Classroom (FF)	$79.20

Ready for your Certificate?
Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language

Questions?
Call: 905-575-1212 ext. 3199
Email: melissa.droughan-rahimian@mohawkcollege.ca

LINC-(Language Instruction for Newcomers to Canada)
- Free to eligible individuals.
- Prerequisite: Language assessment from LINC Assessment Centre/CLARS
- Levels 1 to 7 Full-time day classes - 9 a.m. to 2:30 p.m.
- Monday to Friday - New students start classes on Mondays.

LINC for Youth (18 to 25) - Project Based Courses
- Photography (CLB 1-3)
- Videography (CLB 4-7)
- New students start classes on Mondays.

LINC 6 Intensive
- Preparation for post-secondary admission
- 9 a.m. to 2:30 p.m. - Mon. to Fri.- April 1 to June 20, 2014

Part-Time LINC Discrete Skills Courses
- Listening (CLB 5) Mon. & Wed. 2:40 p.m. to 5:10 p.m.
- 8 weeks
- Start Date: April 28-June 18, 2014
- Writing (CLB 5) Tues. & Thurs. 2:30 p.m. to 5:00 p.m.
- 8 weeks
- Start Date: April 29-June 19, 2014

Enhanced Workplace Communications
- Free Part-time Classes
- Speaking (CLB 6/7) - Wednesday - 2:40 p.m. to 5:40 p.m. - 10 weeks
- Start Date: April 16 to June 18, 2014

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals
- Free full-time classes.
- Mon. To Fri. - 9:00 a.m. to 2:00 p.m.
- Workplace mentorships - 2 post-secondary credits.
- April 1-June 20, 2014

ESL - Upgrading

English as a Second Language Upgrading — COMM10266 (SA)

Develop listening, speaking, reading and writing skills at Canadian Language Benchmark 5/6. There will be an emphasis on academic preparation. Opportunity will be given for individuals to focus on one or two skills (eg. Writing) with the goal of upgrading their ESL level. Prerequisite: Canadian Language Benchmark 5/6. Financial assistance may be available for Canadian citizens and permanent residents who qualify.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22122	MO/WE/FR	Jul2	Jul31	9:00-2:00	14	Classroom (FF)	$180.00

GAS - English for Academic Purposes

A Language assessment is required. You are expected to purchase class texts. Bursary may be available for citizens and residents who qualify.

Questions?
Call: 905-575-2421
Email: melissa.droughan-rahimian@mohawkcollege.ca

Basic Academic Listening Practices — COMM10204 (SA)

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22066	MO	May5	Aug15			Classroom (FF)	$235.00

Basic Academic Speaking Practices — COMM10203 (SA)

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22067	MO	May5	Aug15			Classroom (FF)	$235.00

Basic Academic Reading Practices — COMM10202 (SA)

Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22068	MO	May5	Aug15			Classroom (FF)	$235.00

Basic Academic Writing Practices — COMM10201 (SA)

Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use conjunctions and transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at Canadian Language Benchmark 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22069	MO	May5	Aug15			Classroom (FF)	$235.00

Applied Courses

Questions?
Call: 905-575-2421
Email: melissa.droughan-rahimian@mohawkcollege.ca

Applied Listening for College — COMM10207 (SA)

Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, notetaking, and abbreviating information. Skill development at Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22070	MO	May5	Aug15			Classroom (FF)	$235.00

Applied Speaking for College — COMM10206 (SA)

Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22071	MO	May5	Aug15			Classroom (FF)	$235.00

Applied Reading for College — COMM10205 (SA)

Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22072	MO	May5	Aug15			Classroom (FF)	$235.00

Applied Writing for College — COMM10208 (SA)

Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22073	MO	May5	Aug15			Classroom (FF)	$235.00

Academic Courses

Questions?
Call: 905-575-2421
Email: melissa.droughan-rahimian@mohawkcollege.ca

Academic Listening Skills — COMM10213 (SA)

Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interview and lectures. Develop pre-listening and note-taking strategies necessary for academic success.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22074	MO	May5	Aug15			Classroom (FF)	$235.00

Academic Speaking Skills — COMM10212 (SA)

Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22075	MO	May5	Aug15			Classroom (FF)	$235.00

Academic Reading Preparation — COMM10210 (SA)

Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and research and citations also receive emphasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22076	MO	May5	Aug15			Classroom (FF)	$235.00

Academic Writing Preparation — COMM10211 (SA)

Develop writing skills at Canadian Language Benchmark 7 with emphasis on prewriting, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22077	MO	May5	Aug15			Classroom (FF)	$235.00

GENERAL EDUCATION / SOCIAL SCIENCES

General Education / Social Sciences Courses

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

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

Questions?
Call: 905-575-2025
Email: crearts@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/generaleducation

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

The following restrictions apply:

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

Anger Management — CONF10005 (E)

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. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21093		May13	Aug19			OntarioLearn	$332.24

Art History and Theory — ARTT10014 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21283		May13	Aug19			OntarioLearn	$415.38

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
21377		May13	Aug19			OntarioLearn	$397.20

Canadian Literature — COMMLL903 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21348		May13	Aug19			OntarioLearn	$375.72

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
21042		May13	Aug19			OntarioLearn	$353.72

Co-dependency as an Addiction — PSYC10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21240		May13	Aug19			OntarioLearn	$397.20

Criminal Psychology - Psychopathic Minds — PSYC10002 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21074		May13	Aug19			OntarioLearn	$397.20
22400		Jun2	Sep8			OntarioLearn	$397.20

Criminal Psychology 2 - Criminal Minds — PSYC10003 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21272		May13	Aug19			OntarioLearn	$375.20

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. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22409		Jun2	Sep8			OntarioLearn	$397.20

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
21433		May13	Aug19			OntarioLearn	$353.72

Dealing And Working With Difficult People — CONFBU397 (E)

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
22611		May13	Jul22			OntarioLearn	$289.80

Developmental Psychology — PSYCSS271 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21258		May13	Aug19			OntarioLearn	$397.20
22340	TH	May15	Aug7	6:00-9:15	13	Classroom (FF)	$332.64
22348		Jun2	Sep8			OntarioLearn	$397.20

Domestic and Workplace Violence — PSYC10006 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21278		May13	Aug19			OntarioLearn	$375.20

Geological Disasters — ENVR10005 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21252		May13	Aug19			OntarioLearn	$397.20

Global Warming Concepts — ENVR10004 (E)

Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21207		May13	Aug19			OntarioLearn	$289.80
21497		Jul2	Oct8			OntarioLearn	$289.80

Growing Up Digital-Living and Working In Canada — INFO10158 (E)

Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21198		May13	Aug19			OntarioLearn	$397.20

History of Aboriginal/Canadian Relations — INDS10009 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21370		May13	Aug19			OntarioLearn	$397.20

History Of Architecture — BLDGAR173 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21236		May13	Aug19			OntarioLearn	$353.72

I Write The Songs — ARTT10045 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21513		May13	Aug19			OntarioLearn	$375.72

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
21326		May13	Aug19			OntarioLearn	$375.72
21101		Jun2	Sep8			OntarioLearn	$375.72

Introduction to Geology:An Overview of Planet Earth — ENVR10028 (E)

Explore the fundamentals of geology. Focus on the formation of the universe, the solar system, the history of the earth, formation of oceans and continents, plate tectonics, and rock types and their formation. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21345		May13	Aug19			OntarioLearn	$397.20

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
21434		May13	Aug19			OntarioLearn	$353.72

Introduction to Racism and Discrimination — SSCI10026 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21152		May13	Aug19			OntarioLearn	$375.72

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
21088		May13	Aug19			OntarioLearn	$397.20

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22341	TU	May13	Aug12	6:00-9:15	13	Classroom (FF)	$332.64
21257		May13	Aug19			OntarioLearn	$375.72
21357		Jun2	Sep8			OntarioLearn	$375.72
22346		Jul2	Oct8			OntarioLearn	$375.72

Labour Economics — BUSNPIR10 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21094		May13	Aug19			OntarioLearn	$375.72

Meteorology — GSCI10007 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21378		May13	Aug19			OntarioLearn	$397.20

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
21103		May13	Aug19			OntarioLearn	$375.72

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
21089		May13	Aug19			OntarioLearn	$375.72
21469		Jun2	Sep8			OntarioLearn	$375.72

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
21573		May13	Aug19			OntarioLearn	$353.72

Personality Psychology — PSYC10007 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21284		May13	Aug19			OntarioLearn	$375.72

Philosophy Of Art — SSCIPT001 (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. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21127		May13	Aug19			OntarioLearn	$267.80

Political Science & Public Administration — SSCISS027 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21190		May13	Aug19			OntarioLearn	$353.72

Popular Culture and the Media — COMM10276 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21410		May13	Aug19			OntarioLearn	$375.72

Sexual Violence — SSCI10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21239		May13	Aug19			OntarioLearn	$397.20

Soccer and its Impact on Society — SSCI10031 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21344		May13	Aug19			OntarioLearn	$375.72

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
21386		May13	Aug19			OntarioLearn	$375.72

Social Psychology — PSYC10012 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21176		May13	Aug19			OntarioLearn	$375.72

Sociology 1 — SSCISS108 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22342	MO	May5	Aug11	6:00-9:15	13	Classroom (FF)	$332.64
21256		May13	Aug19			OntarioLearn	$375.72
21356		Jun2	Sep8			OntarioLearn	$375.72
21484		Jul2	Oct8			OntarioLearn	$375.72

Sociology 2 — SSCISS109 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21149		May13	Aug19			OntarioLearn	$353.72

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
21402		May13	Aug19			OntarioLearn	$353.72

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
21574		May13	Aug19			OntarioLearn	$353.72

Sports Psychology — PSYC10009 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21007		May13	Aug19			OntarioLearn	$353.72

Stress, Wellness and Nutrition — HLTH10111 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21346		May13	Aug19			OntarioLearn	$375.72
21472		Jun2	Sep8			OntarioLearn	$375.72
21212		Jul2	Oct8			OntarioLearn	$375.72

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
22408		Jun2	Sep8			OntarioLearn	$397.20

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
21292		May13	Aug19			OntarioLearn	$415.38

World Cinema NEW! — ARTT10051 (E)

You will explore one of the main elements of contemporary society - the movies. Through an examination of mainstream motion pictures, students gain an understanding of the industry. Films are selected by type and issues arising from the genres are explored. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22581		May13	Aug19			OntarioLearn	$375.72

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. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYCSS233).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21255		May13	Aug19			OntarioLearn	$397.20
21353		Jun2	Sep8			OntarioLearn	$397.20
21557		Jul2	Oct8			OntarioLearn	$397.20

HOSPITALITY / LEISURE / GENERAL INTEREST

Professional Bartending Certificate (085)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohwkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/bartending

Admission Requirements

- You must be 19 years of age or older.

Program of Studies

Mandatory Courses:		Hours
HOSPFB107	Mixology	36
HOSP10010	Be A Professional Server	18
HOSPFB008	Smart Serve Certification Course**	4
HOSPFB004	Wine Appreciation 1	24
HOSPFB005	Wine Appreciation 2	24
HOSP10008	Food Handlers Certificate	7
HSCI10086	CPR & First Aid Certificate	7
COMMSSC12	Communication Skills 1	12
COMMSSC46	Communication Skills 2	12
CONFSSP88	Dealing with Difficult People	12
MGMTSSPC7	Supervision Skills	12
MGMTSSPD7	Supervision Skills 2	12
EDUCSSPA1	Training Techniques	12

In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an

ACKNOWLEDGEMENT OF COMPLETION

HOSPFB107	Mixology	36
HOSP10010	Be a Professional Server	18
HOSPFB004	Wine Appreciation 1	24
HOSPFB005	Wine Appreciation 2	24
HOSPFB008	Smart Serve Certification Course	4

12 hour courses are offered under other programs. Refer to index.

****Smart Serve Certification is mandatory for alcohol servers in Ontario.**

Food Handlers Certificate - can be taken online through the City of Hamilton - www.hamilton.ca - Public Health & Social Services.

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
22367	MO	Apr14	Jun23	6:30-10:00	10	Classroom (FF)	$340.12

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
22504	SA	Apr26	Apr26	9:30-1:30	1	Classroom (FF)	$54.00

IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under. Students registered in courses that include alcohol, who hold a novice license or are 21 years or under must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

Tea Sommelier

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

In collaboration with the Tea Association of Canada, these courses have been designed for individuals wishing to enter the distinguished world of a Tea Sommelier or for those who simply want to enhance their enjoyment of tea. Students become familiar with a variety of different teas and regions and begin to identify their distinct aroma and flavour. Cupping procedures, tasting methodology, grading standards, industry terminology are introduced through the hands-on tasting component of the courses. Developing tea menus for retail and food service settings, from retail to service industries will be covered.

Upon completion of the courses, students will have the opportunity to write the competency exam through the Tea Association of Canada for certification as a Tea Sommelier.

Questions?
Call : 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/tea_sommelier

Program of Studies

- Courses must be completed in the order listed.

Mandatory Courses:		Hours
HOSP10019	Introduction to Tea - Tea 101	12
HOSP10020	Regions of the World - Tea 102	21
HOSP10021	Tea Sensory Development - Tea 103	18
HOSP10022	Tea Types - Tea 104	18
HOSP10023	From Bush to Cup - Tea 105	18
HOSP10024	Preparation, Consumption and Health - Tea 106	18
HOSP10025	Menu Design and Food Pairing - Tea 107	18
HOSP10026	Business of Tea - Tea 108	18

Introduction to Tea - Tea 101 HOSP10019

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards used in the industry. Designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance your enjoyment of tea. The basics of tea terminology and proper cupping techniques will be covered. Product costs included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22618	WE	Apr16	May7	6:30-9:30	4	Classroom (FF)	$140.04

Tea Sensory Development - Tea 103 HOSP10021

The science of taste and how the production of tea influences the appearance of the leaf and the overall taste are examined. Identify stages of production, proper storage, handling techniques; potential production errors and the associated impact on the tea. Develop the skills to discern major tea characteristics. The tasters' vocabulary will be covered with tastings of various products as chocolate, water, etc. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22375	TH	Apr17	May22	6:30-9:30	6	Classroom (FF)	$167.56

Our cooking and food courses are held in our brand new, state of the art, fully-equipped kitchen.

Cake Decorating

Questions?
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cake_decorating

Cake Decorating NEW! CULI10068

Hands-on learning, focuses on the art of decorating a special event cake. Cover & decorate cakes using butter cream, rolled fondant & royal icings. Discover piping techniques, flowers, borders, flood work, basket weave, & more. Build up by having step by step instruction on using rolled fondant, creating gum paste flowers, string work, and brush embroidery. Design and make a 2-tier cake. Supply costs are the responsibility of the participant. List of supplies will be covered in the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22394	WE	Apr16	Jul2	6:30-10:00	12	Classroom (FF)	$332.64

Food ... Food ... Food

We encourage FULL, HANDS-ON PARTICIPATION for the best learning experience!!

- Students are requested to bring their own sharp knife, hand towel and apron to all culinary courses.
- Registration is available up to two days before the start date.
- Food and other additional costs (if applicable) are the responsibility of the student (unless otherwise indicated) and are paid directly to the instructor on the first night of class by cash or cheque only.

Questions?
Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cooking-courses

Cooking Fundamentals NEW! CULI10069

Join Chef Shaun Davis on a culinary journey that will build on your existing skills, plus expand your knowledge on new techniques. Learn step by step instruction from proper knife skills and handling, various cooking techniques, sauces, soups and food presentation. Gain a new prospective on how to look at recipes to create amazing savoury dishes that will amaze and impress family and friends. Food costs of $55.00 to be paid to the instructor the first night of class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22391	TU	Apr15	May20	6:00-10:00	6	Classroom (FF)	$190.08

Cooking Fundamentals - The Next Step NEW! CULI10070

Chef Shaun Davis will introduce you to advanced methods of food preparation & presentation, from simple to complicated dishes & creative plating methods. Become a food enthusiast to use your new found confidence without relying on written recipes & make existing recipes into your own "signature dish". Instruction includes modern & classic techniques for preparing, cooking & serving by inspiring your personal creativity. Food costs of $55.00 to be paid to the instructor the first night of class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22393	TU	May27	Jul8	6:00-10:00	6	Classroom (FF)	$190.08

Coaching

Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

Questions?
Call: 905-575-2298
Email: katya.garon@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/exercise-sports

Coaching & Effective Leading — SPRT10024

Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters. Manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22617	FR SA	May2	May3	6:30-10:00 9:00-5:00	2	Classroom (FF)	$130.00

Coaching: Introduction to Competition - Part A — SPRT10000

Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22353	FR SA	May9	May10	6:00-10:00 9:00-5:00	2	Classroom (FF)	$140.00

Coaching: Introduction to Competition - Part B — SPRT10001

Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22358	FR SA	May16	May17	6:00-10:00 9:00-5:00	2	Classroom (FF)	$140.00

Home Renovation For Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Join CHCHTV Reno Expert Pamela Stiles (5 Time "Readers Choice Award" Winner and Home Reno Expert at Home Depot) in these courses which are of interest to home renovators, apartment superintendents and townhouse maintenance committees. Emphasis on what YOU can do and when to call in the EXPERTS. MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.

Questions?

Call 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/generalinterest

Program of Studies

Courses - Choose 5:		Hours
BLDG10075	Tools and how to use them	12
BLDG10072	Basic Plumbing	12
ELEC10123	Basic Electrical	12
BLDG10073	Basic Maintenance	12
BLDG10074	Kitchens	12
BLDG10079	Flip That House	12
BLDG10086	Flooring and Mouldings	12
BLDG10087	Furniture Refinishing	12
CREA10135	Painting and Decorating	12
BLDG10008	Build a Bench	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion!

Tools and How to Use Them — BLDG10075

Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Also, tool maintenance and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22371	MO	Apr21	May12	6:30-9:30	4	Classroom (FF)	$110.04

Basic Plumbing — BLDG10072

Step by step instruction from fixing a leaky faucet to installing a toilet and everything in between. Pamela will show you how to save $$$ when you know what to look for. Maintenance and improvement for all your basic plumbing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22373	TU	Apr22	May13	6:30-9:30	4	Classroom (FF)	$110.04

Basic Maintenance — BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let Pamela show you step by step how to get the job done.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22372	MO	May26	Jun16	6:30-9:30	4	Classroom (FF)	$110.04

Kitchens — BLDG10074

Practical hands-on instruction to renew your kitchen. From design to assembling and hanging cabinets, hardware and tiling a backslash. Let Pamela show you the "ins and outs" of refinishing your kitchen.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22374	TU	May27	Jun17	6:30-9:30	4	Classroom (FF)	$110.04

LABOUR STUDIES

Labour Studies Certificate (139)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

Offered in partnership with the Solidarity Place Worker Education Centre.

Questions?

Call: 905-547-2944 ext. 22
Email: labourstudies@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/labourstudies

Program of Studies

- Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

Mandatory Courses:		Hours
LABR10089	Stewards Training 1	15
LABR10090	Stewards Training 2	15
LABR10091	Collective Bargaining 1	15
LABR10092	Collective Bargaining 2	15
LABR10093	Social Media & Communications for Workers	15
LABR10094	Labour History & Lobbying for Change	15
LABR10095	Human Rights, Diversity & Equity	45
LABR10096	Workers & Community: Making the Connection	45
WORKUN199	Labour Studies Field Placement	60

Unless otherwise specified a manual is required at an extra cost. Fees for manuals will be collected on the first day of class. Contact Solidarity Place for prices.

Stewards Training - Level 1 — LABR10089

The Steward is often the main point of contact between the worker and management. Build the skills, confidence and knowledge a steward needs to represent workers. Learn the roles and responsibilities of the Steward.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22381	TU	May6	Jun3	6:00-9:00	5	Classroom (HD)	$108.45

Stewards Training - Level 2 — LABR10090

Discuss harassment, drug and alcohol issues and different styles of management. Developed for stewards, business and assistant business managers, local officers. Practice advanced grievance handling skills, deal with procedures before arbitration. Prerequisite: LABR10089.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22382	TU	Jun17	Jul22	6:00-9:00	5	Classroom (HD)	$108.45

Social Media and Communications for Workers — LABR10093

Learn to use the media to communicate to workers, members and the public. Discuss how news is framed and explore media alternatives. Develop news releases, advisories and press conferences materials. No class May 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22383	SA	May10	May24	9:00-5:00	2	Classroom (HD)	$108.45

Labour Studies Field Placement — WORKUN199

Apply the skills and knowledge learned in the Labour Studies Program. Gain credit for approved projects and roles in the labour movement, community organizations and various environmental projects. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22385		Apr7				FieldWork	$176.25

Labour Studies in Occupational Health and Safety Certificate (140)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Offered in partnership with the Solidarity Place Worker Education Center.

Questions?

Call: 905-547-2944 ext. 22
Email: labourstudies@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/labourstudiesohs

Program of Studies

- Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

Mandatory Courses:		Hours
SAFE10080	OH&S - Level 3 - Common Workplace Issues	30
WORK10101	Labour Issues - Research & Documentation in H&S	55
Option Group 1 - Choose 1:		
LABREWS01	OH&S - Level 1	30
SAFE10025	OH&S - Level 1 - Federal	30
Option Group 2 - Choose 1:		
LABREWS02	OH&S - Level 2 - Provincial Law	30
SAFE10027	OH&S - Level 2 - Federal Law	30
Option Group 3 - Choose 1:		
LABREWS07	OH&S - Level 2 - Provincial Committees	30
SAFE10026	OH&S - Level 2 - Federal Committees	30
Option Group 4 - Choose 1:		
SAFE10081	OH&S - Industrial	30
SAFE10082	OH&S - Health Care/Community Worker	30
SAFE10086	OH&S - Manufacturing & Fabricating Hazards	45

Unless otherwise specified a manual is required at an extra cost. Fees for manuals will be collected on the first day of class. Contact Solidarity Place for prices.

Interested in completing OH&S-Level 1-Federal? Call 905-547-2944 ext. 22.

Occupational Health & Safety- Level 1 — LABREWS01

Essential training for workers who want to understand and exercise their legal rights and responsibilities. Covers health and safety legislation for every jurisdiction in Canada. Expand your skills in negotiating workplace improvements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22387	SA	May24	Jun21	9:30-4:00	5	Classroom (HD)	$216.90

Labour Issues - Research & Documentation in Health & Safety — WORK10101

Identify current issues, potential long term risks, and benefits related to the health & safety knowledge you have gained in this program through independent study and research. Topics will be relevant to your daily life, work, volunteerism, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22388		Apr7				FieldWork	$165.95

Tuition Assistance

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

Workplace Insurance and Disability Prevention Leadership Certificate (942)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

Mohawk College, in partnership with the Occupational Disability Response Team (ODRT), offers specialized leadership training in the field of Workplace Insurance and Disability Prevention. Intended for individuals interested in working in the field of Workplace Safety & Insurance Advocacy or as a Disability Prevention specialist. Offers programming in fundamental principles, law, advocacy, key skill sets, advanced claim strategies, complex issue analysis, research and leadership training/coaching.

Questions?

Call: 416-441-7654
Email: info@odrt.ca
Web: www.mohawkcollege.ca/continuing-education/widpl

Program of Studies

Mandatory Courses:		Hours
LABRUN026	Rights & Obligations - Level 1	12
LABRUN027	Benefits & Services - Level 2	12
LABRUN022	Appeals & Dispute Resolution - Level 3	44
LABRUN023	Return to Work - Level 4	36
LABRUN024	Medical Orientation - Level 5	30
LABREWS01	OH&S - Level 1	30
LABR10085	Basic Strategies	18
WORK10075	Field Placement: Advocacy	40
WORK10076	Field Placement: Disability Prevention	40
Option Group 1 - Choose 2:		
LABR10025	Occupational Disease - Level 6	36
LABR10086	Advanced Strategies 1	12
LABR10087	Advanced Strategies 2 - Part 1	20
LABR10088	Advanced Strategies 2 - Part 2	20

Unless otherwise specified a manual is required at an extra cost.

Rights and Obligations-Level 1 — LABRUN026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22016	SA/SU	Apr5	Apr6	9:00-4:30	2	Classroom (FF)	$95.04

Benefits and Services-Level 2 — LABRUN027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22017	SA/SU	May3	May4	9:00-4:30	2	Classroom (FF)	$95.04

Appeals and Dispute Resolution-Level 3 — LABRUN022

Prepare and present appeals or mediations on behalf of the employer or worker. Prerequisite: LABRUN027. Course dates: June 6, 7, 8, 14, 15, July 12, 13, 19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22018	FR SA/SU	Jun6	Jul19	6:30-9:00 9:00-4:30	8	Classroom (FF)	$348.48

Field Placement: Advocacy — WORK10075

Apply skills and knowledge in areas including: interviewing injured workers, preparing case files, reviewing WSIB files, communicating with adjudicators and health professionals, preparing for appeals and completing WSIB forms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22019		Apr7				FieldWork	$129.20

Field Placement: Disability Prevention — WORK10076

Apply skills and knowledge in areas including: reviewing and developing Return to Work policies, plans and programs, reviewing injured worker functional abilities, identifying potential barriers, developing accommodation solutions, and participating in RTW meetings and mediation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22020		Apr7				FieldWork	$129.20

Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)

Offered in partnership with the Solidarity Place Education Centre and the Brantford & District Labour Council. McMaster University offers a number of scholarships to students taking certificate courses.

Mohawk College Questions?
Call: 905-547-2944 ext.22
Email: labourstudies@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/labourstudiesjoint

McMaster University Questions?
Call: 905-525-9140 ext.24692
Email: molnars@mcmaster.ca
Web: www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates

WATCH FOR OFFERINGS NEXT TERM.

LANGUAGES & COMMUNICATIONS

Business Writing Skills

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

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

Program of Studies

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

Writing a Business Plan — COMM10295

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21565		May13	Jul22			OntarioLearn	$246.84

Writing a Proposal — COMM10296

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21566		May13	Jul22			OntarioLearn	$246.84

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
21567		May13	Aug19			OntarioLearn	$375.72

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
21568		May13	Jul22			OntarioLearn	$246.84

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 similar strategies to their own project. The media's use of literary techniques such as allusion and irony are examined and you will practice the use of such techniques in persuading target audiences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21569		May13	Jul22			OntarioLearn	$246.84

Certificate of Competence in the French Language (829)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses
Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

Questions?
Call: 905-575-2025 or 905-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/french

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

Program of Studies

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

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

- If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. You may challenge up to 75% of the required credits.
- For beginners, no placement test is required; register directly in La Pratique 1.
- Written tests (LANGFR003, LANGFR004, LANGFR005, LANGFR006): You may obtain up to 4 credits with these tests which measure competence in grammar.
- Oral tests (LANGFS032, LANGFS033): You may obtain up to 2 credits with these tests which measure conversational competence.
- A non-Refundable fee will be charged.
- Exam date to be arranged during the semester.

La Pratique du Francais 1 — LANGFR003

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22134	MO	Apr21	Jul21	6:30-9:30	13	Classroom (FF)	$308.88

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
21224		May13	Aug19			OntarioLearn	$375.72
21210		Jun2	Sep8			OntarioLearn	$375.72

La Pratique du Francais 2 — LANGFR004

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22289	TU	Apr22	Jul22	6:30-9:30	13	Classroom (FF)	$308.88

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
21225		May13	Aug19			OntarioLearn	$375.72

La Pratique du Francais 3 — LANGFR005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22136	WE	Apr23	Jul23	6:30-9:30	13	Classroom (FF)	$308.88

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
21226		May13	Aug19			OntarioLearn	$375.72

La Pratique du Francais 4 — LANGFR006

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22137	TH	Apr24	Jul17	6:30-9:30	13	Classroom (FF)	$308.88

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
21227		May13	Aug19			OntarioLearn	$375.72

La Pratique du Francais 5 — LANGFR007

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22138	MO	Apr21	Jul21	6:30-9:30	13	Classroom (FF)	$308.88

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
21228		May13	Aug19			OntarioLearn	$375.72

Parlons Francais 1 — LANGFS032

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22141	TH	Apr24	Jul17	6:30-9:30	13	Classroom (FF)	$308.88

Parlons Francais 2 — LANGFS033

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22142	WE	Apr23	Jul16	6:30-9:30	13	Classroom (FF)	$308.88

Parlons Francais 3 — LANGFS071

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22144	TU	Apr22	Jul22	6:30-9:30	13	Classroom (FF)	$308.88

French - Advanced

Broaden your knowledge in the areas of grammar and conversation. A selection of 30 hour courses has been developed to intensify your grammatical knowledge previously learned through a series of exercises, compositions, office practices and more. Other courses will expand your oral knowledge by doing listening and reading exercises. Further enhanced by spontaneous dialogue through presentations and debates dealing with past and current events.

Admission Requirements

- Certificate of Competence in the French Language.

Parlons Avance 5 — LANGFS081

Enhance your ability to converse in French on more complex issues in everyday situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22139	TU	Apr22	Jul15	6:30-9:00	12	Classroom (FF)	$237.60

Language Interpreter Training Program

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/languageinterpreter

Online Learning Questions?

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

Admission Requirements

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

Program of Studies

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

Competency Tests (CILISAT or ILSAT):

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

Orientation Sessions for Fall 2014 Intake:

- Thursday, March 27, 2014 - 6:30 - 8:00 p.m. OR
- Tuesday, April 10, 2014 - 6:30 - 8:00 p.m. OR
- Tuesday, June 17, 2014 - 6:30 - 8:00 p.m.
- Fennell Campus - J-Wing - Room J101
- Park in Lot P8

Contact: 905-575-2307 or bonnie.pataran@mohawkcollege.ca to reserve a spot

Introduction to Spoken Language Interpreting — LANG10031 (SA)

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
21177		May13	Aug19			OntarioLearn	$267.80

Consecutive Interpreting — LANG10032 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21250		May13	Aug19			OntarioLearn	$289.80

Skills Development - Sight Translation — LANG10033 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21285		May13	Aug19			OntarioLearn	$289.80

Skills Development - Simultaneous Interpreting — LANG10034 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21178		May13	Aug19			OntarioLearn	$289.80

Setting Specific Interpreting — LANG10035 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21128		May13	Aug19			OntarioLearn	$289.80

Capstone Course, Skills Integration — LANG10036 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21179		May13	Aug19			OntarioLearn	$267.80

Languages - Other

Questions?
Call: 905-575-2025 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/languages-other

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

American Sign Language I — LANGLL120

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22103	TU	Apr15	Jul8	6:00-9:15	12	Classroom (FF)	$308.88

Everyday German 1 — LANG10078

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21525		May13	Aug19			OntarioLearn	$427.20

Professional German 1 — LANG10077

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21527		May13	Aug19			OntarioLearn	$427.20

Italian for Beginners — LANG10054

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21254		May13	Aug19			OntarioLearn	$353.72

Everyday Italian 2 — LANG10080

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21519		May13	Aug19			OntarioLearn	$427.20

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
22107	TU	Apr15	Jul8	6:45-10:00	12	Classroom (FF)	$308.88

Everyday Spanish 1 — LANG10081

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21521		May13	Aug19			OntarioLearn	$427.20

Spanish-Conversational 1 — LANGLLA04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22109	WE	Apr16	Jul2	6:45-10:00	12	Classroom (FF)	$308.88

Professional Spanish 1 — LANG10079

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21523		May13	Aug19			OntarioLearn	$427.20

Writing and Communication

Questions?
Call: 905-575-2025 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/writing

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

For ESL (English as a Second Language) Students:
Please call 905-575-1212 ext. 3569 or email assessment@mohawkcollege.ca to arrange an ESL Language Assessment.

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

AC - Communications, Part B — COMMLL044 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22343	TU/TH	Jun3	Aug5	6:30-9:30	18	Classroom (FF)	$403.65

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
21248		May13	Aug19			OntarioLearn	$397.20
21474		Jun2	Sep8			OntarioLearn	$397.20
21379		Jul2	Oct8			OntarioLearn	$397.20

Communication D — COMM11040

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22344	SA	May31	Aug9	8:30-1:30	11	Classroom (FF)	$430.65

Critical and Innovative Thinking — COMM10265

Explore the growing global focus on innovation and critical thinking. Develop advanced communication skills and examine workplace roles and responsibilities. Complete an e-portfolio for future employment. Equivalent to: COMM10034, COMM10199 or COMM10171. Prerequisite: COMMLL040 or COMMLL041. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21132		Apr24	Jul24			eLearn	$200.48
22345	TU	Apr29	Aug5	7:00-9:00	14	Classroom (FF)	$221.76
21468		May22	Aug21			eLearn	$200.48

Grammar and Composition for General Arts & Sciences — COMM10045

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22347	WE	May7	Aug6	6:30-9:30	14	Classroom (FF)	$332.64

Introduction to Intercultural Communication — COMM10073 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21086		May13	Aug19			OntarioLearn	$375.72

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
21062		May13	Aug19			OntarioLearn	$397.20

Researching & 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
21323		May13	Aug19			OntarioLearn	$353.72

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
21223		May13	Aug19			OntarioLearn	$415.38

Get Started Online

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

Writing for Publication Certificate (123)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2307
Email: bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/writingpublication

Online Learning Questions?

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

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

Program of Studies

Option Group 1 - Choose 3:		Hours
COMM10120	Dynamics of Plot	39
COMM10141	Dynamics of Character	39
COMM10141	Dynamics of Prose	39
COMMLL904	Creative Writing	39
COMMLLP01	Grammar For Writers	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 - online	42
COMM10125	Beginning Novel Writing	39

Option Group 2- Choose 2:

See website for a complete list of courses.

Writing for Stage and Screen 1 and 2 can be used in the Performing Arts Certificate.

ACKNOWLEDGEMENT OF COMPLETION SERIES

Please visit the website for details on furthering your studies.

Creative Writing II: Short Fiction — COMMLL945

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22368	WE	Apr16	Jul9	7:00-10:00	13	Classroom (FF)	$308.88

Dynamics of Character — COMM10141

Create epic characters your readers will love (or "love-to-hate"). Drawing inspiration from multiple genres, improve your skills in character development, writing dialogue, internal/external conflict, backstory and more. An exclusive "Author Reading" lets you introduce your own Hermione Granger, Owen Meaney, "Pi" Patel or Hannibal Lecter and experience being a famous writer for a night!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22369	TH	Apr17	Jul10	6:30-9:30	13	Classroom (FF)	$308.88

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
21324		May13	Aug19			OntarioLearn	$375.72

Poetry Writing — COMMLLT13

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21114		May13	Aug19			OntarioLearn	$375.72

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
21286		May13	Aug19			OntarioLearn	$375.20

Travel Writing — COMM10121

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21004		May13	Aug19			OntarioLearn	$332.24

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
21325		May13	Aug19			OntarioLearn	$375.72

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
21196		May13	Aug19			OntarioLearn	$375.72

Writing Mystery And Suspense Stories — COMMLLT08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21528		May13	Aug19			OntarioLearn	$332.76

Writing Short Stories — COMM10259

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21099		May13	Aug19			OntarioLearn	$415.38

LIBRARY/RECORDS MANAGEMENT

Library and Information Technician Diploma (800)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 28 courses

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

Questions?

Call: 905-575-2703 or 905-575-2309
Email: disted@mohawkcollege.ca or dolores.harmspenner@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/library

Admission Requirements

- Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent, or mature student status; and a pass standing in grade 12 English at the general level, or equivalent.
- Library or related experience is strongly recommended.

Program of Studies

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

Mandatory Courses:		Hours
LIBRLT110	Intro to Libraries & 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	39
INFOLT340	Database Design for Info Workers	21
LIBRLT351	Serials	18
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter-Library Loan	36
HRESLT150	Human Relations & Supervision	36
MGMT10041	Library Financial Management & Budgeting	18
COMP10136	Computers 1 - Introduction to	42
WORKLT290	Field Work 1	105
WORKLT490	Field Work 2	105
	1 Communications course	
	1 Literature course	
	2 General Education courses	

Options - Choose 4:

LIBRLT385	Children's Services and Issues	36
OADMRM100	Records & Information Management Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction & Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39
LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries and Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata	36
LIBR10036	Strategies for Instruction for Library Technicians	36

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

Intro To Libraries And The Information Industry — LIBRLT110

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21268		May13	Aug19			OntarioLearn	$332.24

Information Technology for Library Technicians — INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, ipads and tablets, QR codes and various software and applications. Access to a current mobile device equipped with a built-in camera, and capable of downloading an app to allow capture of a QR code is required. Equivalent to: INFOLT390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21108		May13	Aug19			OntarioLearn	$332.24

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
21347		May13	Aug19			OntarioLearn	$310.76

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
21111		May13	Aug19			OntarioLearn	$332.24

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
21130		May13	Aug19			OntarioLearn	$332.24

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
21419		May13	Aug19			OntarioLearn	$332.24

Library Programming, Marketing and Advocacy — LIBR10040

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to: LIBRLT435. Prerequisites: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21110		May13	Aug19			OntarioLearn	$310.76

Resource Description and Access I — LIBR10042

Focus on RDA guidelines for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Equivalent to: LIBRLT302. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21107		May13	Aug19			OntarioLearn	$310.76

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
21129		May13	Aug19			OntarioLearn	$310.76

Library Classification — LIBR10039

Study the principles of classification. Learn to use the Dewey Decimal Classification scheme and Library of Congress Classification scheme. Explore issues related to the process of classifying library materials. Equivalent to: LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21109		May13	Aug19			OntarioLearn	$342.24

Indexing and Subject Analysis LIBR10038

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Equivalent to: LIBRLT325. Prerequisites: LIBRLT320 or LIBR10039.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21112		May13	Aug19			OntarioLearn	$320.76

Database Design For Information Workers INFOLT340

Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2010 required. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21168		May13	Aug19			OntarioLearn	$203.36

Serials LIBRLT351

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21017		May13	Aug19			OntarioLearn	$181.88

Acquisitions LIBRLT350

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, collection development, the book trade and automated acquisitions functions. Prerequisite: LIBRLT302 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21001		May13	Aug19			OntarioLearn	$310.76

Human Relations & Supervision FAST-TRACK! HRESLT150

Learn to apply the basic principles of effective supervision including planning, recruitment, selection, training, motivation, delegation and time management in a library environment. This course is taught in an ACCELERATED format.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21462		May13	Jul1			OntarioLearn	$310.76

Library Financial Management & Budgeting MGMT10041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21002		May13	Aug19			OntarioLearn	$181.88

Field Work 1 WORKLT290

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21180		May13	Aug19			OntarioLearn	$155.38
21232		Jun2	Sep8			OntarioLearn	$155.38
21233		Jul2	Oct8			OntarioLearn	$155.38
22257		Aug1	Nov7			OntarioLearn	$155.38

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

BETH, LIBRARY TECHNICIAN GRADUATE, 2013

Field Work 2 WORKLT490

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21246		May13	Aug19			OntarioLearn	$155.38
21234		Jun2	Sep8			OntarioLearn	$155.38
21235		Jul2	Oct8			OntarioLearn	$155.38
22256		Aug1	Nov7			OntarioLearn	$155.38

Computers 1 - Introduction to 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
21119		May13	Aug19			OntarioLearn	$375.72
21555		Jun2	Sep8			OntarioLearn	$375.72
21556		Jul2	Oct8			OntarioLearn	$375.72

Records and Information Management Certificate (810)

Mohawk College Certificate

GRADUATION REQUIREMENT: 6 COURSES

With the increasing production of and demand for complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate a records management program in any organizational setting.

Questions?

Call: 905-575-2703 or 905-575-2309
Email: disted@mohawkcollege.ca or dolores.harmspenner@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/recordsmanagement

Admission Requirements

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

Program of Studies

Mandatory Courses:		Hours
OADMRM100	Records and Info Mgt Fundamentals	39
OADMRM101	Active Records Management	39
GRAPRM102	Document Mgt Technology	39
LIBRRM103	Archives	39
COMMLL122	Research & Reporting - LGS	42
Options - Choose 1:		
INFO10095	MS Office 2007	42
COMP10166	Microsoft Office 2013	42

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

Records And Information Management Fundamentals OADMRM100

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21417		May13	Aug19			OntarioLearn	$332.24

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
21418		May13	Aug19			OntarioLearn	$332.24

SPECIALIZED PROFESSIONAL PROGRAMS

Career Consultant Certificate (076)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Questions?

Call: 905-575-2025
Email: crearts@mohawkcollege.ca or pat.macdonald@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/careerconsultant

Admission Requirements

- A degree or diploma in a related area is recommended.
- Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will be considered.
- You must apply at least one week prior to start-up.
- Contact the Program Manager as above for more information.

Program of Studies

Mandatory Courses:		Hours
CREDCAR01	Theories of Career Development	39
CREDCAR02	Career Development Resources	39
CREDCAR03	Career Search: Tools & Techniques	39
CREDCAR04	Individual Helping Relationships	39
CREDCAR05	Group Facilitation Skills	39
CREDCAR06	Career Development Measurement & Assessment	39
CREDCAR07	Socio-economic Change & Response	39
CREDCAR08	Diversity in the Workplace	39

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
22102	WE	Apr23	Jul16	6:00-9:00	13	Classroom (FF)	$308.88

Diversity In The Workplace — CREDCAR08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22098	TU	Apr22	Jul22	6:00-9:00	13	Classroom (FF)	$308.88

Condominium Management (ACMO) Certificate (912)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/acmo

ACMO Membership and RCM Exam Questions?

Call: 905-826-6890 or 1-800-265-3263
Email: jschenk@acmo.org
Web: www.acmo.org

Program of Studies

Mandatory Courses:		Hours
LAWSCDM01	Intro to Condominium Law	42
MGMTCDM02	Physical Bldg Management	42
FINCCDM03	Financial Planning for Condo Managers	42
MGMTCDM04	Condo Administration & Human Relations	42

Options - Choose 1:

BUSN10034	Building and Maintaining Customer Relationships	48
MGMTMD278	Personal Success	30
COMM10216	Creative and Critical Thinking	30

Option courses are listed under other Programs. Refer to the index.

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

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
22179		May13	Aug19			OntarioLearn	$541.75

Physical Building Management — MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focuses on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to: Facilities Management (MGMTEA631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22189		May13	Aug19			OntarioLearn	$541.75

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
22176		May13	Aug19			OntarioLearn	$541.75

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
22191		May13	Aug19			OntarioLearn	$541.75

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. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21329		May13	Aug19			OntarioLearn	$289.80

Get Started Online

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

Student Affairs and Services Courses

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

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/studentaffairs

Student Development and Student Experience — CRED10051

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21338		May13	Aug19			OntarioLearn	$375.72

Function and Organizations in Student Affairs — CRED10054

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: CRED10051. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21350		May13	Aug19			OntarioLearn	$375.72

Learning And The Student Learner — CRED10057

Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment. Prerequisites: CRED10051 and CRED10054. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21199		May13	Aug19			OntarioLearn	$375.72

Teaching the Adult Learner Certificate (129)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Intended for individuals wanting to teach adults in various environments such as in education or in the workplace, or who are currently teaching. Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

Questions?
Call: 905-575-2703 or 905-575-2307
Email: disted@mohawkcollege.ca or bonnie.pataran@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/teachingadultlearner

Program of Studies

Mandatory Courses:		Hours
EDUCTAL03	Adult Learning	42
EDUCTAL02	Curriculum Development	42
EDUCTAL04	Instructional Techniques	42
EDUCTAL05	Assessment & Evaluation	42
EDUCTAL08	Instructional Tech Adult Ed	30
SENSTAL06	Adults with Learning Disabilities	42

Adult Learning — EDUCTAL03

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21289		May13	Aug19			OntarioLearn	$375.72
21471		Jun2	Sep8			OntarioLearn	$375.72
21375		Jul2	Oct8			OntarioLearn	$375.72

Adults With Learning Disabilities — SENSTAL06

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success opportunities for all learners. Prerequisite: EDUCTAL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21291		May13	Aug19			OntarioLearn	$375.72

Curriculum Development — EDUCTAL02

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance. Develop a course outline and a lesson plan. Prerequisites: EDUCTAL03 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21137		May13	Aug19			OntarioLearn	$375.72
21408		Jun2	Sep8			OntarioLearn	$375.72
21485		Jul2	Oct8			OntarioLearn	$375.72

Instructional Techniques — EDUCTAL04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21290		May13	Aug19			OntarioLearn	$375.72
21409		Jun2	Sep8			OntarioLearn	$375.72
21486		Jul2	Oct8			OntarioLearn	$375.72

Assessment And Evaluation — EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment. Prerequisites: EDUCTAL03, EDUCTAL02, EDUCTAL04 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21269		May13	Aug19			OntarioLearn	$375.72
21470		Jun2	Sep8			OntarioLearn	$375.72
21241		Jul2	Oct8			OntarioLearn	$375.72

Instructional Technology In Adult Education — EDUCTAL08

Examine effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners. Considerable research and reading are required. Excellent computer and Internet skills essential. You will be using multiple technologies including Turnitin. Prerequisites: EDUCTAL03 and EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21104		May13	Aug19			OntarioLearn	$267.80

VISUAL AND PERFORMING ARTS

Performing Arts Certificate (929)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the various roles in performing arts. These courses provide you with the fundamentals to pursue a career in theatre arts. Of interest to Media Studies students, and those wishing to increase their communication skills, spontaneity and showmanship, with a view to applying these skills to your present/future careers inside/outside of the acting industry.

Questions?
Call: 905-575-2025 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/performingarts

Program of Studies

Mandatory Courses:		Hours
CREA10072	Acting for Beginners	24
CREA10071	Acting Two	24
CREA10079	Acting Three: The Feedback Show	24
CREA10085	Acting Four: The Career Class	24

Options - Choose 4:

CREA10086	Acting for Film/TV	24
CREA10087	Acting for Film/TV 2	24
CREA10136	The Master Class	24
CREA10090	An Actor's Director	24
CREA10091	Whose Laugh is it Anyway?	24
ASTHWS029	Make-up: Theatrical & Special Effects 1	30
ASTHWS032	Make-up: Theatrical & Special Effects 2	30
CREA10092	The Monologue Class	24
COMM10268	Writing for Stage & Screen 1	24
COMM10269	Writing for Stage & Screen 2	24
WORK10114	Work Experience	30

Writing for Stage and Screen 1 & 2 may be used in the Writing for Publication Certificate.

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
22395	TU	Apr15	Jun3	7:00-10:00	8	Classroom (FF)	$190.08

Acting Three: The Feedback Show — CREA10079

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22396	WE	Apr16	Jun4	7:00-10:00	8	Classroom (FF)	$190.08

Work Experience — WORK10114 (SA)

Develop acting skills or practical theatre work through amateur or professional productions. You are responsible for arranging your own acting/work location/position and MUST receive approval from Program Manager BEFORE registering. PLAR available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22397		Apr14	Jun9		Other		$216.90

Visual Arts Certificates

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

Questions?

Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/visualarts

Creative & Visual Arts Gallery

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

Visual Arts - Foundation Certificate (041)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Program of Studies

- Design and Colour 1 should be taken first.

Mandatory Courses:		Hours
ARTTPG101	Design and Colour 1	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30
SAFECR442	Safety in the Arts	3

Options - Choose 4:

Studio/hands-on courses from Visual Arts Certificates. Refer to website.

Visual Arts - Intermediate Certificate (042)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Admission Requirements

- Visual Arts - Foundation Certificate

Program of Studies

Mandatory Courses:		Hours
ARTTPG201	Design & Colour 2	30
ARTTPD301	Drawing 2	30

Option Group 1 - Choose 1:

BLDGAR173	History of Architecture	42
BLDG10043	History of Ontario Architecture	42
PHTOPY109	History of Photography	30
SSCIPT001	Philosophy of Art	30
INFO10144	Web Design Basics	36

Option Group 2 - Choose 4:

Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

Some courses are offered under other Programs. Refer to the Index.

Visual Arts - Advanced Certificate (043)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Admission Requirements

- Visual Arts - Intermediate Certificate

Program of Studies

Mandatory Courses:		Hours
ARTTPG301	Design and Colour 3	30

Option Group 1 - Choose 2:

ARTT10014	Art History and Theory	48
SBMGMD249	How to Start a Small Business	30
EDUCTAL03	Adult Learning	36
PSYCSS156	Introductory Psychology	42
PHTOPY101	Digital Photography 1 (if not used in Foundation Certificate)	30
WORKPW900	Work Experience	30
INFO10110	Web Page Design	36

Option Groups 2 - Choose 4:

Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

Some courses are offered under other Programs. Refer to the Index.

Craft / Visual Arts Courses

Welding (WELDRE226) and Hand Tool Techniques (BLDGTZ030) can be used as option courses. They are offered under other programs. Refer to the index.

Work Experience Option — WORKPW900

Contact Program Manager for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22583		Apr14	Jun30		Other		$216.90

Drawing

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

Drawing Realistic Subjects in Pencil — CREA10094

Learn to use blending and shading and other pencil techniques to create detailed still life, landscapes, portraits and more. Hone your skills with step-by-step instruction and helpful critiques. You can view the course website at www.realisticdrawing.com/loyalist. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21133		May13	Aug19			OntarioLearn	$332.76

Painting

ACKNOWLEDGEMENT OF COMPLETION
Several acknowledgements are available. Please contact us for details.

Questions?
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

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
22202	SA	Apr12	Jun21	9:30-12:30	10	Classroom (FF)	$237.60

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
22197	SA	Apr12	Jun21	9:30-12:30	10	Classroom (FF)	$237.60

Chinese Brush Painting 3 — ARTTPD103

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22198	SA	Apr12	Jun21	9:30-12:30	10	Classroom (FF)	$237.60

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
22199	SA	Apr12	Jun21	9:30-12:30	10	Classroom (FF)	$237.60

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
22200	SA	Apr12	Jun21	9:30-12:30	10	Classroom (FF)	$237.60

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
22201	SA	Apr12	Jun21	9:30-12:30	10	Classroom (FF)	$237.60

Painting 1 — ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22212	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

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
22213	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

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
22214	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

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
22215	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

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
22216	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

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
22217	TU	Apr15	Jun17	6:30-9:30	10	Classroom (FF)	$237.60

Pottery

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

Questions?
Call: 905-575-2298 or 905-575-2312
Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Some pottery 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
22219	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22231	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22244	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22265	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22277	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22294	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

Pottery bowl created by our instructor Catherine Weir.

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
22220	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22232	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22245	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22266	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22278	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22295	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

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
22221	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22234	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22246	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22267	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22279	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22296	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

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
22222	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22235	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22247	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22268	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22280	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22297	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

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
22223	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22236	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22248	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22269	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22281	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22298	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

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
22224	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22237	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22249	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22270	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22282	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22299	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

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
22225	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22238	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22250	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22271	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22283	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22300	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

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
22226	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22239	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22251	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22272	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22284	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22301	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

Ceramics - Advanced 1 — CERAPC401

Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22227	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22240	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22252	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22273	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22285	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22302	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

Ceramics - Advanced 2 — CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22228	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22241	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22253	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22274	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22286	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22303	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

Ceramics - Advanced 3 — CERAPC403

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22229	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22242	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22254	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22275	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22287	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22304	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

Ceramics - Advanced 4 — CERAPC404

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22230	MO	Apr14	Jun23	6:30-9:30	10	Classroom (SC)	$267.60
22243	TU	Apr15	Jun17	6:30-9:30	10	Classroom (SC)	$267.60
22255	WE	Apr16	Jun18	6:30-9:30	10	Classroom (SC)	$267.60
22276	WE	Apr16	Jun18	1:00-4:00	10	Classroom (SC)	$267.60
22288	TH	Apr17	Jun19	1:00-4:00	10	Classroom (SC)	$267.60
22305	TH	Apr17	Jun19	6:30-9:30	10	Classroom (SC)	$267.60

Health

CERTIFICATES AND COURSES

Read more at **ce.mohawkcollege.ca/health**

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Health + Care.
An exciting formula for the future.

Our exciting Health programs prepare students to contribute in one of the most important industries in Hamilton — and Canada. Courses in nursing, medical laboratory technology, medical imaging, pharmacy and many more are offered through Continuing Education. With amazing instructors and facilities, and the opportunity for hands-on experience, we ensure students graduate ready to seize the future.

Important Information

Where to Buy Your Books..... 123

Parking at the IAHS 119

Tuition Reimbursements..... 120
Tuition reimbursements may be available to specific, qualified individuals. Refer to the Financial Assistance information.

Request your Certificate / Application to Graduate 122
Refer to the Graduation/Convocation section for information and instructions.

Medical Clearance 122
Medical clearance is required for some clinical/field placement courses and courses with a clinical component. Refer to the Communicable Disease Screening section.

CRNE or CPRNE Exam Preparation

Call 905-540-4247 ext. 26703
or ext. 20722 or email
bien@mohawkcollege.ca
for information on CRNE or CPRNE
Exam Preparation Courses

ALLIED HEALTH

Medical Laboratory Technician Certificate (047)

SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

Graduation Requirement: 13 courses

Offered in conjunction with the Michener Institute (Toronto) and approved by the National Certification Body CSMLS and the Provincial Body OSMT. Complete the theory portion through Online Learning at Mohawk College and the laboratory sessions at the Michener Institute. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: mary.golba-bylhouwer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/medlabassistant

Online Learning Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26706
Email: disted@mohawkcollege.ca

Michener Institute Contacts

Call: 416-596-3101: Melissa Rodway ext. 3451
Email: mrodway@michener.ca

Admission Requirements

- Grade 12 English and Math & Grade 11 Chemistry or mature student status.

Program of Studies

Mandatory Courses:		Hours
MLSCMLA50	MLAR Mod 1-Introduction	27
MLSCMLA51	MLAR Mod 2-Lab Basics	21
BIOL10006	Preparatory Biology	56
MLSCMLA53	MLAR Mod 4-Bas Tech in Haematology	27
CHEMMLA54	MLAR Mod 5-Bas Tech Chem	27
MLSCMLA55	MLAR Mod 6-Bas Tech Micro	24
MLSCMLA56	MLAR Mod 7-Histo/Cyto	24
MLSCMLA61	Intro to Transfusion Medicine	24
MLSC10003	Laboratory Basics Workshop	22
MLSCMLA42	Clinical Behavioural Science	36
MLSCMLA58	Clinical Skills	56
CLIN10034	Clinical Experience 1	96
CLIN10035	Clinical Experience 2	160

Preparatory Biology — BIOL10006 (SA)

You will be provided with a basic introduction to Human Biology by examining cell structure and function as well as examining the body systems. You will also be able to understand the organization of the human body from cell to organism, identify the major components of the 11 body systems and understand the functions of the 11 body systems. For Medlab students only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21146		Apr17	Jul17			eLearn	$388.86

Laboratory Basics Workshop — MLSC10003 (SA)

Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25098	FR SA/SU	Apr11	Apr13	6:00-9:00 9:00-5:00	3	Classroom (FF)	$150.48

MLAR Mod 4 - Basic Techniques In Haematology — MLSCMLA53

Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21330		Apr17	Jul17			eLearn	$193.32

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
21331		Apr17	Jul17			eLearn	$193.32

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
21034		Apr17	Jul17			eLearn	$171.84

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
21035		Apr17	Jul17			eLearn	$171.84

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
21036		Apr17	Jul17			eLearn	$171.84

Clinical Experience 2 — CLIN10035 (SA)

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25097	MO-FR	Apr1	Aug31	8:00-4:30	20	FieldWork	$1032.01

Bridging Program for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 24 Courses

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

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

Information Session

Wednesday, April 2/14 at 6:30pm.

Deadline for applications for the full 9 month program is May 1/14.

Questions?

Call: 905-540-4247 ext 26703 or 20722
Email: mary.golba-bylhouwer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/bridgingmedlab

ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM FUNDING IS AVAILABLE FOR THIS PROGRAM.

Program of Studies

Mandatory Courses:

SAFEMLS03	Safe Work Practices	12
MLSCMLS04	Specimen Procurement	18
MLSCMLS05	Basic Laboratory Techniques	33
INSTMLS06	Instrumentation Theory	24
INSTMLS07	Instrumentation Lab	18
MLSCMLS02	Standards of Practice	15
MLSCMLS09	Analytical Techniques 1 Theory	42
MLSCMLS10	Analytical Techniques 1 Lab	15
MLSCMLS11	Analytical Techniques 2 Theory	36
MLSCMLS12	Analytical Techniques 2 Lab	14
MLSCMLS13	Analytical Techniques 3 L&T	27
MLSCMLS14	Analytical Techniques 4 L&T	30
MLSCMLS15	Analytical Techniques 5 L&T	27
MLSCMLS17	Assessment/Interpretation of Results	60
MLSCMLS20	Case Studies, Exam Preparation	30
MLSCMLS21	Sector Specific Language & Health Culture	54
MLSCMLS22	Basic Laboratory Techniques II	30
QUALMLS18	Quality Control & Quality Management	60
MLSCMLS23	Sector Language & Culture II	30
MLSCMLS24	Sector Language & Health Culture III	30
MLSC10007	Intro to Molecular Techniques	44
CLINMLS08	Clinic Experience 1	225
CLINMLS16	Clinical Experience 2	225
CLINMLS19	Clinical Experience 3	225

The Bridging Program offers online learning and hands on learning opportunities.

Analytical Techniques 3 L & T — MLSCMLS13 (SA)

Review topics such as Immunology, Blood Group Systems and the handling of Blood Products. A laboratory session to practice some blood banking techniques is also part of this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25102	WE SA	Apr9	Jun25	6:30-9:30 1:30-4:30	9	Classroom (IH)	$235.21

Analytical Techniques 5 L & T — MLSCMLS15 (SA)

Review tissue preparation, staining techniques and tissue assessment as it relates to the study of Histology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25100	TU	Apr8	Jun24	6:30-9:30	9	Classroom (IH)	$225.21

Assessment And Interpretation Of Results — MLSCMLS17 (SA)

Develop your skills in interpreting lab data and understanding what other parameters must be examined, in order to validate lab results.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25101	MO/TH TH	Apr14	Jun26	11:00-2:00 5:00-8:00	20	Classroom (IH)	$416.25

Case Studies, Exam Preparation — MLSCMLS20 (SA)

Prepare yourself for the CSMLS examinations through case studies and specific exam writing workshops. Saturday class dates will be given in class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25095	TU/SA SA	Apr15	Jun24	6:30-9:30 9:30-4:00	8	Classroom (IH)	$216.90

Clinical Experience 3 — CLINMLS19 (SA)

This clinical experience allows students to continue to build their laboratory skills in the clinical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25096	MO-FR	Apr1	Aug31	8:00-4:30	30	FieldWork	$1382.31

Introduction to Molecular Techniques — MLSC10007 (SA)

Learn about molecular techniques used in the clinical laboratory. Laboratory sessions provide an opportunity for practical applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25099	WE/FR/SA	Apr16	Jun26	6:30-9:30	14	Classroom (IH)	$318.12

Quality Control And Quality Management — QUALMLS18 (SA)

Go beyond routine quality control. Come and explore the role of the laboratory, in the total quality management framework, for the hospital organization. Learn what role the bench tech can play in this important process. 18 hrs self study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25103	WE FR/SA	Apr16	Jun26	1:30-4:30 9:30-12:30	20	Blended (IH)	$416.25

Sector Specific Language And Culture II — MLSCMLS23 (SA)

Builds upon the skills introduced in MLSCMLS21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25092	TU/TH	Apr15	Jun26	12:30-3:30	10	Classroom (IH)	$216.90

Medical Laboratory Technology Courses

Suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for crosstraining and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

Basic Blood Collection — MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available. Blended format: In Class sessions April 10, 24, May 8 & 15. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25094	TH	Apr10	May15	6:30-9:30	6	Blended (IH)	$137.14

Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession - either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job" - who wish to pursue OCP registration, must complete the four approved Pharmacy Technician Bridging courses. These courses will prepare you to meet the education requirements for registration with OCP.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/pharmacytech

Admission Requirements

- For acceptance into the Bridging courses, you must present evidence of having successfully written the OCP certification exam or the PEBC evaluating exam prior to registration.
- Registration will be restricted for each course pending proof of certification which must be faxed to Amy Boyer, Program Manager at 905-528-7706. Please include contact information with fax and desired courses.
- You will be notified of acceptance and given directions for registration.

Prior Learning Assessment & Recognition (PLAR)

- PLAR is available to challenge any course except the mandatory Professional Practice course. The Structured Practical Training component managed by OCP follows completion of the bridging courses.

NOTES:

- The final offering of the Pharmacy Technician Bridging courses will be in Fall 2014.
- Unsuccessful students will not have an opportunity to re-take a failed course.
- The last opportunity to PLAR a course will be Spring 2014. Unsuccessful students will have the opportunity to register for and complete the failed PLAR course in Fall 2014.
- Bridging courses will not be available after January 1, 2015.
- Online Pharmacy Technician courses are offered through Selkirk College, BC (selkirk.ca)

Pharmacology - Pharmacy Technician Bridging HSCI10137 (SA)

A practical, applied approach to pharmacology. Through a variety of learning tools such as assignments, quizzes, case studies and group work, you will enhance your ability to practice competently and contribute to a safe patient care setting. Gain basic knowledge related to the pharmacological uses of drugs within a variety of commonly encountered medical conditions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25082	WE	Apr9	Jun18	6:30-9:30	11	Classroom (IH)	$459.06

Product Preparation Pharmacy Technician Bridging HSCI10139 (SA)

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined. Start Date subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25081	TU	Apr15	Jun24	6:30-9:30	11	Classroom (IH)	$308.59

GERONTOLOGY

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?
Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/dementiastudies

Admission Requirements
- Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager.
- Fax proof of credentials to 905-528-7706.

Program of Studies
- Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program. Refer to the website.

Mandatory Courses:		Hours
COMMDEM01	Overview of Dementia Care	24
COMMDEM02	Communication Interpersonal Skills	24
COMMDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities 1	24
HSCIDEM06	Evaluation & Program Planning	45
HSCIDEM07	Research & Development Dementia Care	24
CLINDEM08	Dementia Clinical Placement	90

Options - Choose 1:

PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology 1	42

Contact us for Clinical information.

Dementia Clinical/Placement CLINDEM08

Gain clinical experience in Dementia Care

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25039		Apr7	Aug31			FieldWork	$598.05

Working with Dementia Clients - Multidiscipline Certificate (138)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses
Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?
Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/dementiastudies

Admission Requirements
- Completion of an approved certificate program in health or human services or approval from Program Manager.
- Fax proof of credentials to 905-528-7706.

Program of Studies

Mandatory Courses:		Hours
HSCIDEM01	Overview of Dementia Care	24
COMMDEM02	Communication & Interpersonal Skills in Dementia	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities1	24
CLINDEM05	Clinical Field Placement with Clients	60

Options - Choose 1:

PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology 1	42
HSCI10095	Overview of Palliative Care for PSWs	30
COMMLL041	Communications (Lang)	45

Contact us for Clinical information.

Clinical Field Placement With Clients CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25040		Apr8	Aug31			FieldWork	$416.25

Gerontology - Multidiscipline Certificate (037)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses
Benefit from formal studies in aging.

Questions?
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/gerontology

Admission Requirements
- Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

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

Mandatory Courses:		Hours
HSCIGER10	Intro to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal & Ethical Issues Related to Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-based Field Exp	30
WORKGER81	Institutional-based Field Exp	30

Options - Choose 2:

COMMLL041	Communications
PSYCSS271	Developmental Psychology
SSCISS108	Sociology
HSCIDEM06	Evaluation Pgm Plg - Dementia
HSCIGER05	Restorative Care

An Introduction To The Study Of Aging HSCIGER10 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21100		May13	Aug19			OntarioLearn	$267.80

Physiology Of Aging — HSCIGER20

The physiology of human growth, development and aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22175		May13	Aug19			OntarioLearn	$267.80

Mental Health Aspects Of Aging — HSCIGER41

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21464		May13	Aug19			OntarioLearn	$267.80

Legal And Ethical Issues Related To Aging — LAWSGER51

Investigate some of the varied legal and ethical concerns related to seniors and/or caregiver(s) including the need for a written will, Powers of Attorney for personal care and finances, laws affecting Canadians, elder abuse, ethics, suicide, physician assisted suicide, euthanasia, pain, palliative care, grief and dying. Prerequisite: HSCIGER41.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21446		May13	Aug19			OntarioLearn	$267.80

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
21436		May13	Aug19			OntarioLearn	$375.20

Community-Based Field Experience — WORKGER71 (SA)

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21064		May13	Aug19			OntarioLearn	$161.99

Institutional-Based Field Experience — WORKGER81 (SA)

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20, HSCIGER30, HSCIGER41, LAWSGER51 and HMNSGER60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21063		May13	Aug19			OntarioLearn	$161.99

Working with the Aged - Multidiscipline Certificate (019)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Explore formal studies in aging.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/gerontology

Admission Requirements

- Completion of an approved certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA)

Program of Studies

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

Mandatory Courses: — **Hours**

HSCIGER10	Intro to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal & Ethical Issues Related to Aging	30
WORKGER71	Community-based Field Exp	30
WORKGER81	Institutional-based Field Exp	30

Options - Choose 1:

COMMLL041	Communications
PSYCSS271	Developmental Psychology
SSCISS108	Sociology
HSCIGER05	Restorative Care

Gerontology Courses

Restorative Care — HSCIGER05

Learn to improve the functioning of residents in long-term care facilities, with emphasis on the principles of restorative care, assessment tools, mobility and ambulation dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a certificate program in Health Sciences or Human Services. Class dates: Apr 9,16,23,30, May 28, Jun 4,11,16,18,25.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25088	WE	Apr9	Jun25	6:30-9:30	10	Classroom (IH)	$231.90

NURSING

Bridging for Internationally Educated Nurses Certificate (189)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO). Based upon your Assessment Letter from the CNO, you will be given an individualized program of study designed to meet your learning needs.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: bien@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/bien

Admission Requirements

- Assessment Letter from the College of Nurses.
- You must have practiced as a nurse within the last 10 years.
- All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment and achieve a benchmark of 7. I-CELBAN assessments must be individually booked post-admission. Contact Applied Communication Centre for details at 905-575-1212 ext. 3569.
- Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).
- You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMPCO296 or INFOBW001 in this catalogue.

How do I apply?

Forward a cover letter along with:

- Assessment Letter from CNO.
- Resume outlining your nursing practice.
- Provide Canadian Language Benchmark results (CLB)
- Proof of Citizenship or immigration status.

Forward your documents by fax, email or mail to:

Mohawk College, Institute for Applied Health Sciences
BIEN Program, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

Program of Studies

- Your program of study, based upon your Assessment Letter from the CNO, will be sent to you before the start of the semester.
- Refer to your program of study for prerequisites and co-requisites.
- You MUST complete all courses in your program before attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- You require medical clearance, mask fit testing, police check and BCLS before your clinical experience.
- Some students may be required to complete NRSG10020 (Nursing Theory 2) at the discretion of the Ontario College of Nurses.

Mandatory Courses:		**Hours**
COMM10099	Therapeutic Relationships	60
NRSG10016	Nursing Informatics	42
NRSG10018	Professional Issues	76
NRSG10019	Nursing Theory 1	84
NRSG10027	Admin of Medication-Nurses	62
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment skills for Reg Nurses	59
CLIN10027	Clinical Experience 1	200-400
CLIN10028	Clinical Experience 2	200-300

Administration of Medications and Assessment Skills - see Nursing Courses.

OSCE Preparation Workshop (NRSG10082)

- For information contact nancy.brown@mohawkcollege.ca

Clinical Experience 1 (200 hrs) — CLIN10027 (SA)

Benefit from 200 hours of hands-on practice in different supervised acute care clinical sites. Prior to attendance, you must have completed all program courses and required Medical clearance, mask fit testing and BCLS.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25059	WE-FR	Apr2	May9		17	FieldWork	$1307.07
25067	WE-FR	Apr2	May9		17	FieldWork	$1307.07
25060	WE-FR	Apr16	May22		17	FieldWork	$1307.07
25069	WE-FR	Apr16	May22		17	FieldWork	$1307.07
25062	WE-FR	May14	Jun19		17	FieldWork	$1307.07
25063	WE-FR	Jun18	Jul24		17	FieldWork	$1307.07
25068	WE-FR	Jun18	Jul24		17	FieldWork	$1307.07
25071	WE-FR	Jun18	Jul24		17	FieldWork	$1307.07
25065	WE-FR	Jun20	Jul31		17	FieldWork	$1307.07
25064	WE-FR	Jun25	Jul31		17	FieldWork	$1307.07
25070	TU-FR	Jul8	Jul31		17	FieldWork	$1307.07
25066	TU-FR	Jul8	Aug11		17	FieldWork	$1307.07

Clinical Experience 2 — CLIN10028

Gain an additional 200 hours of hands-on practice in different preceptored acute or continuing care clinical sites. Prior to attendance, you MUST have completed all program courses and required medical clearance, mask fit testing and BCLS.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25058	WE	Jun25	Dec12			FieldWork	$658.65

Clinical Skills Review — NRSG10028 (SA)

Demonstrate proficiency in nursing skills following CNO standards of practice in a simulated laboratory setting. BRING A STETHOSCOPE to all classes. CRN 25117 is online with 3 in class sessions Apr 12, May 10 Jun 14 . For CRN 25117 students MUST purchase course materials & login to eLearn on Apr 5 and complete pre-course assignment. CRN 25118 & 25119 all in class sessions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25117	SA	Apr5	Jun14	9:00-4:00	3	Blended (IH)	$392.01
25118	TU	Apr8	Jun24	5:00-9:00	12	Classroom (IH)	$392.01
25119	TH	Apr10	Jun26	5:00-9:00	12	Classroom (IH)	$392.01

Ontario Bridging Participants Assistance Program

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

Nursing Informatics — NRSG10016 (SA)

Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment group and individual projects, presentation and reports. In class dates are: CRN 25072 Apr 25, May 23 and Jun 20 CRN 25073 Apr 12, May 10 & Jun 7.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25073	SA	Apr12	Jun7	9:00-4:00	3	Blended (IH)	$303.66
25072	FR	Apr25	Jun20	9:00-4:00	3	Blended (IH)	$303.66

Nursing Theory 1 — NRSG10019 (SA)

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention implementation and evaluation using evidence-based practice. MUST LOG ON ONE WEEK PRIOR TO START DATE. CRN 25074 in class Apr 10, 24, May 8,22 Jun 5,12,19 &,23. CRN 25075 in Brampton Sheridan College, Davis Campus, in class sessions Apr 9, 23, May 7,21, Jun 4,18,23. ** Note ** Both CRNs will be in class at the IAHS on June 23 for Final Simulation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25075	WE	Apr9	Jun23	9:00-4:00	7	Blended (OR)	$561.69
25074	TH	Apr10	Jun23	9:00-4:00	7	Blended (IH)	$561.69

Professional Issues — NRSG10018 (SA)

Analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 25114 - in class sessions Apr 5, 26, May 17, Jun 7 & remainder online. CRN 25115- in class sessions at Sheridan College, Davis Campus, Apr 12, May 3, 31 & Jun 21, remainder online. You MUST log on 1 WEEK BEFORE START. Must have Text and access codes for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25114	SA	Apr5	Jun7	9:00-4:00	12	Blended (IH)	$513.21
25115	SA	Apr12	Jun28	9:00-4:00	12	Blended (OR)	$513.21

Therapeutic Relationships — COMM10099 (SA)

Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. CRN 25120 all students must log on to eLearn Apr 10 & in class sessions are Apr 17, 24, May 15, 29, Jun 19,26. CRN 25121 held in Brampton, Sheridan College, Davis Campus, in class sessions Apr 8, 22, May 13, 27, Jun 17, 24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25121	TU	Apr8	Jun24	10:00-4:00	12	Blended (OR)	$416.25
25120	TH	Apr10	Jun26	10:00-4:00	12	Blended (IH)	$416.25

Nursing Courses

Web: www.mohawkcollege.ca/continuing-education/health-courses

For information on Basic and Enhanced Exam Preparation Courses (CRNE & CPNRE) please call 905-540-4247 ext. 26703 or 20737.

Intravenous Therapy - RN/RPN — NRSGNSC90

Gain knowledge and skills in caring for patients receiving IV therapy. New blended format with 3 in class sessions - Apr 12, 26 and May 10. Balance via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25093	SA	Apr12	May10	9:00-5:00	13	Blended (IH)	$356.97

Administration of Medication for Nurses — NRSG10027 (SA)

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. NOTE: Students must purchase "Calculating with Confidence" and logon to eLearn on course START DATE. First session is online. CRN 25076 first in class session April 17. CRN 25116 first in class session Apr. 14. (no class May 21) Sat/Sun classes Jun 7 & 8 for both CRNs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25116	MO SA/SU	Apr7	Jun16	5:00-9:00 9:00-4:00	12	Blended (IH)	$428.37
25076	TH SA/SU	Apr10	Jun8	5:00-9:00 9:00-4:00	12	Blended (IH)	$428.37

Assessment Skills For Nurses — NRSGHZ215 (SA)

Improve your knowledge and technical skills. CRN 25111 all in class (no class May 19). CRN 25112 is online with 2 inclass sessions, Apr 6 (10 - 12:30) & Jun 8 (10 - 4pm), CRN 25113 is online with two in class sessions on Apr 13 (10 - 12:30pm) & Jun 22 (10 - 4) at Sheridan College, Davis Campus

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25112	SU	Apr6	Jun8	10:00-4:00	2	Blended (IH)	$410.19
25111	MO	Apr7	Jun30	5:00-9:00	12	Classroom (IH)	$410.19
25113	SU	Apr13	Jun29	10:00-4:00	2	Blended (OR)	$410.19

CRNE Learning Plan & Practice Exam — HSCI10166

This unique computerized practice examination is a must for all RN students preparing for the CRNE. The proctored computerized examination based on the CNRE examination blueprint is administered in a secure setting. Upon completion of the exam, participants will be provided with an individualized report on areas to focus individual CRNE preparation, and access to free on-line resources based on individual needs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25056	TU	May6	May6	4:00-7:00	1	Classroom (IH)	$132.37

Enhanced RN Examination Preparation — HSCI10131

Designed specifically for individuals who have made at least one attempt on the CNRE examinations. Includes tutorials and online learning with tutor support, and CRNE Learning Plan & Practice Exam. YOU MUST PURCHASE "EVOLVE COMPLETE RN ON-LINE CASE STUDIES" and BRING it and ALL of YOUR EXAM RESULTS AND A CALCULATOR TO THE FIRST CLASS.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25061	TU	Apr15	May13	4:00-7:00	5	Classroom (IH)	$253.90

Jurisprudence Exam Preparation — NRSG10081

Prepare for success on your CNO Jurisprudence Examination. This online preparation consists of over 150 review questions and discussion boards with content experts. All delivered via eLearn. Course opens at 9 a.m. You must be logged on and ready to begin online exam at 1 p.m. sharp.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25054	TH	Apr24	Apr24	9:00-4:00	1	eLearn (IH)	$104.19
25055	TH	Jun5	Jun5	9:00-4:00	1	eLearn (IH)	$104.19

Oncology Nursing Certificate (883)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/oncologynursing

Admission Requirements

- You must submit proof of current College of Nurses (CNO) registration - "Find a Nurse" document for course approval. Please fax to 905-528-7706 including the name of the program along with your e-mail address.
- A completed clinical immunization record is required before clinical experiences.
- Once approved and completed CE registration form can be faxed to 905-575-2348, you may email cereg@mohawkcollege.ca for confirmation that fax was received. When your course registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account which will give you access to your course.

Program of Studies

- The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrollment in the Oncology Clinical Experience course and within 5 years of beginning the program.

Mandatory Courses: — **Hours**

NRSGNSCC1 Introduction to Oncology Nursing 30
HSCINSCC2 Communication & Psychosocial Issues in Oncology Nursing ... 36
HSCINSCC3 Major Malignancies I 39
HSCINSCC4 Major Malignancies II 39
HSCINSCC5 Symptom Control & Management 39
CLINNSCC6 Oncology Clinical Experience 48
NRSGHZ215 Nursing Assessment Skills 50

Introduction To Oncology Nursing — NRSGNSCC1 (SA)

Explore Oncology Nursing. Includes: pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21039		Apr17	Jul3			eLearn	$214.80

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
21040		Apr17	Jul3			eLearn	$257.76

Major Malignancies I — HSCINSCC3

Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Topics include gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21542		Apr17	Jul10			eLearn	$279.24

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
21041		Apr17	Jul10			eLearn	$279.24

Symptom Control And Management — HSCINSCC5

Focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21197		Apr17	Jul10			eLearn	$279.24

Oncology Clinical Experience — CLINNSCC6 (SA)

An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21072		Apr17	Jul3			eLearn	$340.38

Skin, Wound and Footcare Management

ACKNOWLEDGEMENT OF COMPLETION AND/OR LETTER OF RECOGNITION

Completion Requirements: see Program of Studies

Update and expand knowledge and skills related to foot and wound care within scope of practice.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: donna.dunlop@mohawkcollege.ca

Admission Requirements

- Current registration with College of Nurses of Ontario.

Program of Studies

Footcare Acknowledgement		Hours
NRSGHZAPA	Basic Footcare for RNs and RPNs	13
NRSG10059	Advanced Footcare for RNs and RPNs	18

Footcare Letter of Completion
completion of the two course above plus:

CLIN10058	Footcare Field Practicum	7

Management of Wounds Letter of Completion

HSCIHS127	The Management of Wounds	30

Basic Footcare for RNs and RPNs — NRSGHZPAE

Focus on basic principles and skills in foot care. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Text & course manual available from Titles Bookstore at McMaster Hospital. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. Saturday class is May 24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25045	TH SA	May22	May24	6:30-9:30 9:00-4:00	2	Classroom (IH)	$103.99

Advanced Footcare for RNs and RPNs — NRSG10059 (SA)

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Jun 12, 14, 21, 22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25046	TH SA/SU	Jun12	Jun22	6:30-9:30 9:00-4:00	4	Classroom (IH)	$309.18

Footcare Field Practicum — CLIN10058 (SA)

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7 hour clinical experience. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test and influenza vaccination must be submitted at least one week prior to field experience to IAHS, Room 185 or fax to 905-528-7706.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25044	WE	Jul9	Jul9	8:30-4:30	1	FieldWork	$171.70

The Management Of Wounds — HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to L1-Canadian Assoc. of Wound Care series. Bring texts (available in McMaster Hospital, Room 1G) to first class. Classes held on alternate Saturdays. Dates: May 10, 24 Jun 7,21,Jul 5. Course manual available online on specific course page in eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25047	SA	May10	Jul5	9:00-3:00	5	Classroom (IH)	$226.90

Perioperative Nursing Certificate (943)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses
Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Questions?
Call: 905-540-4247 ext. 26703 or 20722
Email: cehealth@mohawkcollege.ca or goran.popovic@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/rn-operatingroom

Admission Requirements
- You must apply and be accepted.
- Current registration as a RN/RPN with the College of Nurses of Ontario.
- Mask Fit Testing and medical clearance.

Program of Studies

Mandatory Courses:		Hours
NRSG10058	RN/RPN Intro to Operating Room Nursing	48
HSCI10156	OR Lab Experience A	45
HSCI10158	OR Lab Experience B	40
HSCI10159	OR Lab Experience C	8
NRSG10032	OR Principles and Practices 1 Theory	38
NRSG10033	OR Principles and Practices 2 Theory	40
HSCINSC87	Anaesthesia/Assessment/Critical Care	42
CLIN10060	RN-Operating Room Clinical	150

Offered in new blended format combining in classroom and online formats.

OR Laboratory Experience B — HSCI10158

In an operating room environment, students will continue to practice their skills for scrub nurse and circulating nurse. Exact dates given in first class. Classes held at St. Joseph's Hospital.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25108	TU/SA	May6	Jun26	7:30-3:30	8	Other	$289.20

O.R. Laboratory Experience C — HSCI10159

Continue to practice skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment. Class at St. Joseph's Hospital.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25109	TU	Apr29	Apr29	7:30-3:30	1	Other	$315.83

Operating Room Principles & Practices 1 Theory — NRSG10032

Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25110	WE	Apr9	Jun4	6:00-10:00	6	Classroom (IH)	$274.74

Operating Room Principles & Practices 2 Theory — NRSG10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25107	TH	May1	Jul3	6:00-10:00	10	Classroom (IH)	$289.20

R.N. Operating Room Clinical — CLIN10060

Apply perioperative nursing theory and skills in a full-time preceptored Operating Room Suite.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25041	MO	Apr7	Aug31			FieldWork	$658.65

Registered Nurse - Critical Care Nursing Certificate (871)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses
Obtain knowledge and skills necessary to work in Critical Care areas. Designed for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

Questions?
Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/criticalcarenursing

Online Learning Questions?
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca

Admission Requirements
- Completion of corresponding theory course required prior to clinical course registration.
- Evidence of registration with the College of Nurses. Please fax the "Find a Nurse" document to 905-528-7706. Include the name of program and your e-mail address with fax.

- Once approved and completed CE registration form can be faxed to 905-575-2348, you may email cereg@mohawkcollege.ca for confirmation that fax was received. When your course registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account which will give you access to your course.
- Medical Clearance is required prior to clinical placement.

Program of Studies

Mandatory Courses:		Hours
NRSG10036	Introductory Module 1	30
NRSG10001	Critical Care Module 2-Respiratory	33
NRSG10002	Critical Care Module 3-Cardiovascular	45
NRSG10035	Special Needs Population in Critical Care Module 4	30
NRSG10003	Critical Care Module 5 Neuroscience	36
NRSG10004	Critical Care Module 6 Gastrointestinal	39
CLIN10004	Critical Care Module 2 (Respiratory) Clinical	28
CLIN10005	Critical Care Module 3 (Cardiovascular) Clinical	24
CLIN10006	Critical Care Module 5 (Neuroscience) Clinical	24
CLIN10007	Critical Care Module 6 (GI/GU) Clinical	8

To arrange clinical placements, or inquire about Prior Learning Assessment (credit for skills and knowledge gained through other courses or work experience), call 905-540-4247 ext. 26708.

Introductory Module 1 — NRSG10036 (SA)

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21299		Apr17	Jul17			eLearn	$214.80

Critical Care Module 2 - Respiratory — NRSG10001 (SA)

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathopsychological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21139		Apr17	Jul17			eLearn	$236.28

Critical Care Module 3 Cardiovascular Nursing — NRSG10002 (SA)

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21140		Apr17	Jul17			eLearn	$322.20

Special Needs Population In Critical Care Module 4 — NRSG10035 (SA)

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21300		Apr17	Jul17			eLearn	$214.80

Critical Care Module 5 Neurosciences — NRSG10003 (SA)

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21138		Apr17	Jul17			eLearn	$257.76

Critical Care 6 Gastrointestinal and Genitourinary — NRSG10004 (SA)

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21141		Apr17	Jul17			eLearn	$279.24

Critical Care Module 2 (Respiratory) - Clinical — CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25000	MO	Apr7	Aug30			FieldWork	$202.44

Critical Care Module 3 (Cardiovascular) - Clinical — CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25001	TU	Apr8	Aug30			FieldWork	$173.52

Critical Care Module 5 (Neurosciences) - Clinical — CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25002	WE	Apr9	Aug30			FieldWork	$173.52

Critical Care Module 6 (GI/GU) - Clinical — CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25003	TH	Apr10	Aug30			FieldWork	$57.84

Registered Nurse - First Assistant Certificate (921)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

Program is comprised of independent study, part- time online, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: cehealth@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/rnfa

Admission Requirements

- Student Application Form
- Interview with Program Manager

Program of Studies

Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Experience	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Intern	175

RNFA Independent Internship — CLIN10046

Participate in 50 hours of clinical time in areas of clinics, pathology, radiology, infection control, and patient hospital/office visits.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25104	SA	Apr26	Aug30			FieldWork	$355.65

RNFA Laboratory Practice — NRSG10041

Tutorial lab is offered over 6 days. 60 hours of interactive learning activities with skills labs. RNFAs and physicians will be involved in this course. Expanded function stressed and is elaborated on, as the perioperative nurse is prepared to assume the RNFA intraoperative responsibilities for assisging at surgery. Labs will take place at St. Joseph's Hospital. Dates subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25122	WE-FR	Apr9	May3	8:00-5:00	8	Other	$416.25

RNFA Surgeon Mentored Internship — CLIN10042

Course involves 175 surgical assisting hours with a surgeon mentored practice for perioperative nurses in the first assistant role. Students will be required to keep a log of surgeries that they have assisted with and clinical opportunities they have experienced. Progress will be monitored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25105	SA	Apr26	Aug30			FieldWork	$658.65

Registered Nurse - Nephrology Nursing Certificate (124)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Enhance your knowledge and skills in caring for patients with renal disease and their families.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/nephrologynursing

This program has been suspended temporarily.

Registered Nurse - Occupational Health Nursing Certificate (875)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or theresa.markus@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/occupationalhealthnursing

Admission Requirements

- Certificate of Registration from the College of Nurses of Ontario as an RN or be registered in any Canadian jurisdiction where you live.
- Prior approval for this certificate is necessary. Please mail a copy of your current registration to: Mohawk College Online Learning (Room J113), P.O. Box 2034, Hamilton, ON, L8N 3T2 or fax to 905-575-2381.

Internationally educated nurses who are not currently registered with the CNO should contact bien@mohawkcollege.ca

Program of Studies

- NRSGOHN01 is a prerequisite for most subsequent courses unless prior approval is given by the Program Manager.

Mandatory Courses:		Hours
NRSGOHN01	Occupational Health Nursing - Module 1	42
HSCIOHN02	Occupational Health & Health Surveillance - Module 2	42
HSCIOHN03	Health and Safety Legislation for OHNs - Module 3	42
HSCIOHN04	Health and Safety Management for OHNs - Module 4	42
WORKOHN05	Occupational Health Nursing Project - Module 5	42
MGMT10020	Ergonomics and Disability	42
HLTH10030	Health in the Workplace	42

Options - Choose 1:

NRSGHZ215	Assessment Skills for Registered Nurses
HSCI10151	Health Assessment

Occupational Health Nursing - Module 1 — NRSGOHN01 (SA)

Discover the practice of occupational health nursing, ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21438		May13	Aug19			OntarioLearn	$353.72

Occupational Health & Surveillance - Module 2 — HSCIOHN02

Understand the health effects of common hazardous chemical & physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions & medical surveillance. Understand the principles of occupational hygiene & exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21540		May13	Aug19			OntarioLearn	$353.72

Occupational Health Nursing Project — WORKOHN05

Apply the content of prior occupational health nursing courses in the development of a relevant project. Submit a written report on an activity or function which requires research, development, training education, revision or improvement in the field of occupational health nursing. Prerequisite: Completion of at least three OHN Certificate courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22192		May13	Aug19			OntarioLearn	$353.72

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
21439		May13	Aug19			OntarioLearn	$353.72

Health Assessment — HSCI10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to: NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21231		May13	Aug19			OntarioLearn	$412.72

Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses for Neonatal

Graduation Requirement: 7 courses for High Risk Obstetrics.

On successful completion of each program an "Acknowledgement of Completion" will be given to students.

Expand your knowledge and skills in Perinatal Nursing with an in depth study of obstetrical/neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. There is a strong emphasis on physiology, evidenced-based practice, research and nursing management. The Perinatal High Risk Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: donna.dunlop@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/perinatalnursing

Online Learning Questions?

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

Admission Requirements

- Proof of current registration with the College of Nurses of Ontario as a Registered Nurse must be faxed to 905-528-7706. Please include your email address and Program Name.

Program of Studies - High Risk Obstetrics

Mandatory Courses:		Hours
NRSG10055	Introduction to Perinatal Nursing I	32.5
NRSG10056	Introduction to Perinatal Nursing 2	32.5
HSCI10163	NRP-Neonatal Resuscitation Certificate	10
NRSG10049	Obstetrical Nursing 1 (Adv)	30
NRSG10051	Obstetrical Nursing 2 (Adv)	36
CLIN10002	Obstetrical Nursing 1 Clinical Experience	72
CLIN10003	Obstetrical Nursing 2 Clinical Experience	72

Program of Studies - Neonatal

Mandatory Courses:		Hours
NRSG10055	Introduction to Perinatal Nursing I	32.5
NRSG10056	Introduction to Perinatal Nursing 2	32.5
HSCI10163	NRP Neonatal Resuscitation Certification	10
NRSG10045	Neonatal Nursing I (Adv)	32
NRSG10043	Neonatal Nursing 2 (Adv)	36
CLINNSCF2	Advanced Neonatal Nursing 1 Clinical	72
CLINNSCF4	Advanced Neonatal Nursing 2 Clinical	72

Perinatal Nursing Certificate Clinical Course Information

- Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption if in possession of a current agency NRP Certification. Clinical courses may only be taken in the Spring/Summer semester.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice.
- Clinical prerequisites are successful completion of ALL related theory courses and NRP.
- As clinical placements are difficult to acquire, students who previously submitted clinical applications as per the Winter semester guidelines, will have priority in placements.
- Preclinical medical requirements: current Mohawk College medical clearance, mask fit test, BCLS and specific agency preclinical requirements such as police check and computer training.

Prior Learning Assessment & Recognition (PLAR)

- Challenge exams are available for Introduction to Perinatal Nursing 1 & 2 for nurses (RNs & RPNs) with appropriate knowledge, skills & clinical experience. Contact us for registration information and the package for the 3 hour exam or for a prerequisite assessment.

NRSG10055 & NRSG10056 are found in the RPN MATERNAL NEWBORN section.

Course manuals are online in eLearn. Please download and bring to first class.

Advanced Neonatal Nursing 1 - Clinical Experience CLINNSCF2

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Mohawk College medical clearance and current NRC required. Clinical experience takes place in Level 2 Perinatal Nursing setting. Prerequisites: NRSG10055, NRSG10056 & NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25031	MO	Apr7	Aug31			FieldWork	$488.97

Advanced Neonatal Nursing 2 - Clinical Experience CLINNSCF4

Integrate the knowledge and skills learned in a Neonatal Nursing 2 (Advanced) in a Level 2+ or 3 neonatal intensive care setting. Mohawk College medical clearance and NRC are required. Prerequisites: NRSG10055, NRSG10056 & NRSG10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25032	TU	Apr8	Aug31			FieldWork	$488.97

Neonatal Nursing 2 - Advanced NRSG10043

Examine the assessment and care of critically ill and/or very premature neonates. Topics include cardiac problems, congenital anomalies, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. Classes May 9, 23, Jun 6, 20 & Jul 4. Prerequisites: NRSG10055, NRSG10056 & NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25078	FR	May9	Jul4	9:00-3:00	5	Classroom (IH)	$614.85

Neonatal Resuscitation-Provider Certification HSCI10163

Become an NRP provider with this 10-hour practicum comprised of individual skill practice and integrated simulations of mega codes and newborn scenarios. Prerequisites: Provide at practicum proof of successful completion of online NRP exam (dated within 1 month of practicum). Visit: www.cps.ca/en/nrp-prn for details. Exam requires self study, using Neonatal Resuscitation text (available for purchase at Titles or lending at IAHS Library.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25079	MO	Jun23	Jun23	9:00-5:00	1	Classroom (IH)	$194.07
25080	MO	Jun23	Jun23	9:00-5:00	1	Classroom (IH)	$194.07

Obstetrical Nursing 1 Clinical Experience CLIN10002

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.) Mohawk College medical clearance and current NRC required. Prerequisite NRSG10049.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25033	TU	Apr8	Aug31			FieldWork	$488.97

Obstetrical Nursing 2 (Advanced) NRSG10051

Focus on more complex obstetrical complications such as hypertensive disorders, diabetes, bleeding, infections, cardiac disease and obstetrical emergency situations. Prerequisites: NRSG10055, NRSG10056 & NRSG10049. Class dates: Apr 25, May 9, 16, 26, Jun 9.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25077	MO/FR	Apr25	Jun9	9:00-3:00	5	Classroom (IH)	$614.85

Obstetrical Nursing 2 Clinical Experience CLIN10003

Integrate knowledge and skills learned in previous classroom study of OB Nursing 2 in a Level 3 (or Level 2+/equivalent) perinatal clinical setting. Mohawk College medical clearance and current NRP required. Prerequisite: NRSG10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25034	MO	Apr7	Aug31			FieldWork	$488.97

Registered Nurse Refresher Certificate (069)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Are you a Registered Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: bien@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/rn-refresher

Admission Requirements

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
- Have practiced as a nurse within the last 10 years

How do I Apply?

Forward a cover letter along with:

- A copy of Certificate of Registration or Reinstatement Letter from CNO
- Resume outlining your nursing practice.

Forward your documents by fax, email or mail to:

Mohawk College, Institute for Applied Health Sciences
RN Refresher Certificate, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

Ready for your Certificate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

Program of Studies

- Refer to your individualized program of study, for prerequisites and co-requisites.
- You MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- Medical clearance, mask fit testing, a police check and BCLS are required prior to experience.
- Full program must be completed within 3 years of admission to program.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.

Mandatory Courses:		Hours
NRSG10016	Nursing Informatics	42
NRSG10018	Professional Issues	76
NRSG10019	Nursing Theory 1	84
NRSG10027	Admin of Medications-Nurses	62
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment Skills for Reg Nurses	59
CLIN10027	Clinical Experience 1	200-400
CLIN10028	Clinical Experience 2	200-300

Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team.

Questions?

Call: 905-540-4247 ext 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/mentalhealthnursing

Admission Requirements

- Submit proof of current College of Nurses of Ontario registration, "Find a Nurse" document, prior to the registering for the introductory course. Please fax to 905-528-7706 and include the program name and your email address.

Program of Studies

Mandatory Courses:		Hours
HSCI10145	Advancements in Mental Health System	36
HSCI10147	Introspective Practice	36
HSCI10148	Health Challenges	36
HSCI10149	Whole Person Assessment	36
HSCI10150	Interventions Supporting Recovery	36
CLIN10070	Operationalizing Theory into Practice	40

NOTES:

- HSCI10165 and HSCI10168 are not part of the Program of Studies for the Certificate program.
- Courses are offered in a blended format using the learning management system eLearn.
- Register 1 week in advance of start dates so that faculty can contact you with start up directions.
- Please log on to your eLearn course one week in advance of start date.
- Mohawk Medical Clearance must be met before Clinical placement,,CLIN10070.

Advancements in the Mental Health System HSCI10145 (SA)

Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal aspects of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. 1 in class session Apr 8 in room 201 for 25083 & 25084, balance online. HSCI10145 cannot be completed concurrently with any other course. Start date subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25083	TU	Apr8	Jun24	6:00-9:00	12	Blended (IH)	$260.28
25084	TH	Apr10	Jun26	6:00-9:00	12	Blended (IH)	$260.28

Introspective Practice HSCI10147 (SA)

Use reflective practices to explore the impact of your values and beliefs in therapeutic partnership and gain self awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Course delivered via eLearn. Prerequisite: HSCI10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25091	TU	Apr8	Jun24	6:00-9:00	12	eLearn (IH)	$260.28

Whole Person Assessment HSCI10149 (SA)

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. Course delivered via eLearn. Prerequisite: HSCI10147 & may be taken concurrently with HSCI10148 or HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25086	WE	Apr9	Jun25	6:30-9:30	12	eLearn (IH)	$260.28

Interventions Supporting Recovery HSCI10150 (SA)

Integrate knowledge of psychopharmacology and other treatment modalities/ alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Course delivered via eLearn. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25089	TU	Apr8	Jul15	6:00-9:00	15	eLearn (IH)	$260.28

Operationalizing Theory into Practice CLIN10070

Gain real world experience in the application of theory from previous courses. Demonstrates a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Prerequisites are HSCI10148, HSCI10149 & HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25085	MO	Apr7	Jun30			FieldWork	$289.20

Implementation of Mental health Studies, the Law and Forensics NEW! HSCI10168

Learn the legal repercussions faced by clients & service providers as it applies to individuals with mental illnesses & legal offences in the system of mental health services. Explore how the clinical and legal responsibilities impact on engaging and intervening with clients. One in class session Apr 7, 6pm and balance on line via eLearn. Start Date subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25087	MO	Apr7	Jul14	6:00-9:00	15	Blended (IH)	$325.35

Introduction to Mental Health and the Law, Forensic Studies NEW! HSCI10165

Learn role of Criminal Code of Canada and how it impacts client outcomes, liberties and dispositions. Explore services available to care for those with mental illnesses and resulting implications in the system of forensic mental health programs. 1 in-class session April 8, Room 201, IAHS at 6 p.m., balance online via eLearn. Admission Requirements: Interdisciplinary professional (i.e. Nurse, Social Worker, Correctional Services, OTA/PTA). Date subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25090	TU	Apr8	Jul15	6:00-9:00	15	Blended (IH)	$325.35

Registered Nurse/Registered Practical Nurse Pediatric Nursing

Expand your knowledge and skills in Pediatric Nursing. Provides an in-depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: donna.dunlop@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/paediatric-nursing

Admission Requirements

- Proof of current registration with College of Nurses of Ontario as a Registered Nurse or Registered Practical Nurse must be faxed to 905-528-7706. Include your email address and the program name.

Prior Learning Assessment & Recognition (PLAR)

- Exemption from Paediatric Assessment (NRSG10057) may be granted via PLAR for RNs and RPNs who have current work experience in assessment of pediatric clients.

This program is on hold pending program review. Please check for course offerings in Fall 2014.

Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. Develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

Questions?

Call: 905-540-4247 ext. 20722 or 26703
Email: donna.dunlop@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/maternalnewbornnursing

Online Learning Questions?

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

Admission Requirements

- Current registration with the College of Nurses of Ontario as a Registered Practical Nurse. Please fax to Perinatal Program Manager at 905-528-7706.

Program of Studies

Mandatory Courses:		Hours
NRSG10055	Intro to Perinatal Nursing Pt 1	32
NRSG10056	Intro to Perinatal Nursing Pt 2	32
HSCI10163	Neonatal Resuscitation Program	10
NRSGNSCA1	Perinatal Maternal Care RPN	32
CLIN10038	RPN Maternal Care Clinical	40
NRSGNSCA2	Perinatal Newborn & Family Care RPN	32
CLIN10039	RPN Newborn & Family Care Clinical Experience	44

Clinical Course Information:

- Clinical courses can only be completed in the spring term.
- Clinical course prerequisites are successful completion of foundational (NRSG10055, NRSG10056, HSCI10163) and related advanced theory courses.
- An eligible student planning to complete any clinical course in spring term must complete and submit a clinical application to Program Manager by January of the year in which the student plans to do the clinical course.
- Applications submitted later in the year may be declined as clinical placements are difficult to acquire and students who previously submitted clinical applications in the Winter will have priority.
- Exclusion from clinical course may be approved via the PLAR process based on the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit, BCLS test, and any specific agency requirements such as vulnerable sector screening, online orientation etc.

Introduction to Perinatal Nursing Part 1 — NRSG10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21399		May5	Aug15			eLearn	$387.37

Introduction to Perinatal Nursing Part 2 — NRSG10056 (SA)

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21400		May5	Aug15			eLearn	$387.37

RPN Maternal Care Clinical Experience — CLIN10038

Integrate the knowledge and skills learned in RPN Maternal Care (NRSGNSCA1). The clinical experience will occur in a Level 1-2 perinatal setting (labour & delivery unit-observation only-antepartum unit, fetal assessment unit, antenatal clinic, genetics clinic, postpartum). Mohawk College medical clearance AND current NRP are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25035	MO	Apr7	Aug31			FieldWork	$289.20

RPN Newborn & Family Care Clinical Experience — CLIN10039

Integrate the knowledge and skills learned in RPN Newborn & Family Care (NRSGNSCA2). The clinical experience will occur in a Level 1-2 nursery, Level 2 or special care nursery, breastfeeding clinic. Mohawk College medical clearance AND current NRP are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25036	TU	Apr8	Aug31			FieldWork	$318.12

Registered Practical Nurse Refresher Certificate (884)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: bien@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/rpn-refresher

Admission Requirements

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
- Have practiced as a nurse within the last 10 years.

How do I apply?

Forward a cover letter with:

- A copy of CNO Certificate of Registration or Reinstatement Letter.
- Resume outlining your nursing practice.
- Forward your documents by fax, email or mail to:
  Mohawk College, Institute for Applied Health Sciences
  RPN Refresher Certificate, Room 185
  1400 Main St. West, Hamilton, ON, L8S 1C7
  FAX: 905-528-7706
  Email: bien@mohawkcollege.ca

Program of Studies

- Refer to your individualized program of study, for prerequisites and co-requisites.
- You MUST complete all courses in your program of studies prior to attending clinical experience.
- Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.
- Medical clearance, mask fit testing, police check and BCLS are required prior to experience.
- Full program must be completed within 3 years of admission to program.

Mandatory Courses:		Hours
NRSG10016	Nursing Informatics	42
NRSG10018	Professional Issues	60
NRSG10019	Nursing Theory 1	84
NRSG10027	Admin of Medications-Nurses	62
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment Skills for Reg Nurses	59
CLIN10027	Clinical Experience 1	200-400
CLIN10028	Clinical Experience 2	200-300

Registered Practical Nursing Diploma Completion

Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO's full scope of practice.

Questions?
Call: 905-540-4247 ext 26703 or 20722
Email: donna.dunlop@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/rpn-diplomacompletion

Admission Requirements
- Official transcripts: Ontario College Certificate Practical Nurse
- College of Nurses of Ontario (CNO) current Certificate of Registration
- Currently working to full Scope of Practice as outlined by the CNO.
- Basic computer skills are required.

How do I apply?
Forward a cover letter along with
- Copy of RPN Certificate
- Letter from your current employer outlining your current practice.
- Proof of current CNO standing
- Resume outlining your nursing practice and continuing education courses to:
  Mohawk College, Registered Practical Nurse Diploma Completion Program
  1400 Main St. West, Room 185
  Hamilton, ON, L8S 1C7
- Book admission interview with Program Manager via ext 26703 or 20722.

Clinical Course Information:
- Refer to your individual program of study sent with your acceptance into the program.
- Clinical courses can only be completed in Spring/Summer semesters.
- Clinical course prerequisites are successful completion of ALL required nursing theory courses.
- Clinical applications are to be submitted in January of the year in which you become eligible to complete clinical courses.
- Contact Program Manager for clinical application.

Preclinical Requirements:
- Current Mohawk College medical clearance, maskfit testing, BCLS
- Specific agency preclinical requirements such as police check & computer training.

Program of Studies
- You must complete the full program within 3 years of admission to the program.

Courses:		Hours
NRSG10018	Professional Issues	76
NRSG10019	Nursing Theory 1	84
NRSG10016	Nursing Informatics	42
NRSG10020	Nursing Theory 2	60
NRSG10028	Clinical Skill Review (RN)(RPN)	56
NRSGHZ215	Assessment Skills for Nurses (RN)(RPN)	59
NRSG10027	Administration of Medications for Nurses (RN)(RPN)	62
CLIN10045	Mental Health Clinical Experience	105
CLIN10048	Clinical Consolidation	100
PSYCSS271	Developmental Psychology	42
COMM11040	Communications D	42
SSCISS108	Sociology 1	42
COMM10265	Critical & Innovative Thinking	28

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

Clinical Consolidation — CLIN10048

Work with an experienced peer preceptor in an active medical/surgical/rehabilitation clinical setting in order to refine/enhance your clinical expertise. Program Manager approval is required before registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25038	TU	Apr8	Aug31			FieldWork	$658.65

OTHER - HEALTH

Breastfeeding Program

LETTER OF RECOGNITION
(outlining courses, course hours and LEARRC approval)

ACKNOWLEDGEMENT OF COMPLETION - BREASTFEEDING PROGRAM

Completion Requirement: 4 courses
Note: To receive the credential students must complete and submit an application to Part Time & Graduate Studies, Health Sciences, Office 185, IAHS. Form available online in eLearn course (NRSG10075) home page.

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation.

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

Questions?
Call: 905-540-4247 ext. 20722 or ext. 26703
Email: donna.dunlop@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/breastfeeding

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

Admission Requirements
- Health professionals currently working with or who plan to work with breastfeeding mothers and babies.

Program of Studies

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

Clinical Course Information:
- Clinical course prerequisites are successful completion of theory courses, NRSG10073, NRSG10074 and NRSG10075.
- If planning on completing CLIN10026, an eligible student must complete and submit a clinical application to Program Manager PRIOR to the semester in which the student plans to complete the clinical course.
- Clinical applications are available online in NRSG10075 eLearn course home page or from CE Health Sciences Part Time & Graduate Studies Support Staff.
- Be aware that, at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or plar@mohawkcollege.ca
- NOTE: Prior to placement, students must complete preclinical medical requirements as follows: Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and any specific agency clinical requirements such as Vulnerable Sector Screening etc.

Level 1: Breastfeeding Basics — NRSG10073

Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breastfeeding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21416		May5	Aug15			eLearn	$257.76

Level 2: Breastfeeding Management — NRSG10074 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21106		May5	Aug15			eLearn	$257.76

Level 3: Advanced Breastfeeding Practice — NRSG10075 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21113		May5	Aug15			eLearn	$257.76

Breastfeeding Clinical Experience — CLIN10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25037	MO	Apr7	Aug31			FieldWork	$173.52

CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

Questions?
Call: 905-540-4247 ext. 26703 or 20722
Web: www.mohawkcollege.ca/continuing-education/generalhealth

C.P.R.'C'/AED - Health Care Provider Level — HSCI10086

Designed for Health Professionals. Learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25014	SA	Apr12	Apr12	9:00-2:30	1	Classroom (IH)	$81.64
25015	TU	May13	May13	5:00-10:30	1	Classroom (IH)	$81.64
25016	SA	May31	May31	9:00-2:30	1	Classroom (IH)	$81.64
25017	SA	Jul26	Jul26	9:00-2:30	1	Classroom (IH)	$81.64
25018	TU	Aug12	Aug12	5:00-10:30	1	Classroom (IH)	$81.64
25019	SA	Aug23	Aug23	9:00-2:30	1	Classroom (IH)	$81.64

C.P.R. 'C'/AED Recertification - Health Care Provider Level — HSCI10087

Skills & assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level 'C' certification, within the last 12 -13 months.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25020	SU	Apr6	Apr6	9:00-12:30	1	Classroom (IH)	$54.76
25021	MO	Apr28	Apr28	4:30-8:00	1	Classroom (IH)	$54.76
25022	MO	May12	May12	4:30-8:00	1	Classroom (IH)	$54.76
25023	MO	Jun9	Jun9	4:30-8:00	1	Classroom (IH)	$54.76
25024	SU	Jul6	Jul6	9:00-12:30	1	Classroom (IH)	$54.76
25025	MO	Aug25	Aug25	4:30-8:00	1	Classroom (IH)	$54.76

Standard First Aid, C.P.R. 'C'/AED — HSCI10088

Complete intensive training, according to Red Cross Standards, WSIB (ON) approved. Designed to meet training requirements of community or industry personnel, this course is also a prerequisite for many college entry programs (e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, Child/Youth Worker, Rec/Leisure, Law & Security, Educational Support, Fire Fighters, etc.). First Aid Valid for 3 years. CPR valid for 1 year.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25026	SA/SU	Apr26	Apr27	9:00-5:00	2	Classroom (IH)	$166.21
25027	SA/SU	May24	May25	9:00-5:00	2	Classroom (IH)	$166.21
25028	SA/SU	Jun21	Jun22	9:00-5:00	2	Classroom (IH)	$166.21
25029	SA/SU	Jul19	Jul20	9:00-5:00	2	Classroom (IH)	$166.21
25030	SA/SU	Aug16	Aug17	9:00-5:00	2	Classroom (IH)	$166.21

Diabetes Education Certificate (928)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?
Call: 905-575-2703 or 905-540-4247 ext. 26708
Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/diabeteseducation

Admission Requirements

- You must be a RN, RPN, Registered Dietician, Pharmacist, Chiropodist or Physician in Ontario.
- Prior approval is necessary.
- Fax your Certificate of Registration to: 905-528-7706 including the name of the program and your email address.
- Once you are approved, complete a CE registration form and fax to 905-575-2348. Following this, you may email cereg@mohawkcollege.ca for confirmation that your fax was received. When your registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account.
- Instructions to "Start an OntarioLearn Course" will be available at www.mohawkcollege.ca/continuing-education/get-started

Program of Studies

Mandatory Courses:		Hours
HSCIDW001	Diabetes Care Basic	30
HSCI10052	Introduction to Patient Education	30
HLTH10028	Living with Diabetes	30
HLTH10046	Special Issues with Diabetes	30
HLTH10057	Diabetes Field Placement 1	60

Diabetes Care - Basic — HSCIDW001 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21302		May13	Aug19			OntarioLearn	$289.80

Introduction to Patient Education — HSCI10052 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21029		May13	Aug19			OntarioLearn	$289.80

Living with Diabetes — HLTH10028 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21073		May13	Aug19			OntarioLearn	$289.80

Special Issues With Diabetes — HLTH10046 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21266		May13	Aug19			OntarioLearn	$289.80

Diabetes Field Placement 1 — HLTH10057 (SA)

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: HSCIDW001, HSCI10052, HLTH10028 and HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21028		Apr15	Aug12			eLearn	$319.28

Disability Management Certificate (038)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 25 courses

Develop your practical skills in disability management for the Canadian workplace, through this program developed by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation.

Questions?

Call: 905-540-4247 ext. 26703 or ext.20722
Email: patti.boucher@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/disabilitymgt

Admission Requirements

- Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent prior learning/work experience (e.g. industry training, professional development, certification or over 200 hours of related employment).
- Basic computer skills (Word, email and internet) are recommended.
- All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.
- Contact Patti Boucher, Program Manager, before registering for the first module.

Program of Studies

Mandatory Courses:		Hours
HRESRTC01	Effective Disability Management Programs	9
CREDRTC02	Introduction to Return-to-Work Coordination	6.5
HRESRTC03	Physical impairments, Rehabilitation and Return to Work	6.5
HRESRTC04	Mental Health, Rehabilitation and Return to Work	9
HRESRTC05	Job Analysis	6.5
MISCRTC06	Role of Assessment	6.5
COMMRTC07	Communication and Interviewing Skills	6.5
COMMRTC08	Interviewing and Helping Skills	6.5
MGMTRTC09	Working with Groups/Problem Solving with Groups	6.5
COMFRTC10	Introduction to Conflict Resolution	9
MGMTRTC11	Managing Diversity in the Workplace	6.5
MGMTRTC12	Organizational and Management Skills	6.5
LAWSRTC13	Legislation and Disability Management	9
HRESRTC14	Workers' Compensation	6.5
INSRRTC15	Insurance and Other Benefits	6.5
MGMTRTC16	Disability Management in Unionized Environment	6.5
HRESRTC17	Disability Management from the HR Perspective	6.5
MGMTRTC18	Managing Change	9
SENSRTC19	Assistive Technology and Accommodation	6.5
HRESRTC20	Evaluation, Disability Management and Return to Work	9
HLTHRTC21	Injury Prevention and Health Promotion	6.5
MRKTRTC22	Marketing, Communications and Education	6.5
INFORTC23	Information Management	6.5
LAWSRTC24	Ethics and Professional Conduct	6.5
CREDRTC25	Managing the Return to Work Process	9

NOTES:

- HRESRTC01 and CREDRTC02 are prerequisites for all the other courses unless you have permission from the Program Manager.
- You must register 5 days prior to the course start date.
- No refunds/transfers 2 days prior to course start date.

Prior Learning Assessment / Exemptions

- You may be eligible for credit for skills and knowledge you have acquired in your work experiences, or exemptions for course taken at another educational organization.
- For further information including NIDMAR guidelines contact us as above.

Introduction to Return-to-Work Coordination — CREDRTC02

Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25123	FR	Apr11	Apr11	12:00-6:30	1	Classroom (IH)	$277.93

Effective Disability Management Programs — HRESRTC01

Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within an organization, and setting up a new program or evaluating an existing one.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25124	SA	Apr12	Apr12	8:30-6:30	1	Classroom (IH)	$340.43

Physical Impairments, Rehabilitation Services and Return-To-Work — HRESRTC03

Develop a basic understanding of the body systems (respiratory, pulmonary, etc.); treatment providers and the type of information that they are likely to provide; and the impact of physical impairments on individuals and their work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25125	FR	Apr25	Apr25	12:00-6:30	1	Classroom (IH)	$277.93

Mental Health Issues, Rehabilitation Services & Return-To-Work — HRESRTC04

Consider symptoms, treatments and disability aspects of stress and depression and strategies for assisting individuals with stress and depression related illnesses to return to work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25127	SA	Apr26	Apr26	8:30-6:30	1	Classroom (IH)	$340.43

Job Analysis — HRESRTC05

Develop an understanding of different approaches to job analysis, especially from the perspective of disability management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25126	FR	May16	May16	12:00-6:30	1	Classroom (IH)	$277.93

The Role of Assessment — MISCRTC06

Consider how return-to-work coordinators can identify qualified assessment professionals and interpret their assessments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25128	SA	May17	May17	8:30-3:00	1	Classroom (IH)	$277.93

Communication and Interviewing Skills — COMMRTC07

Explore communication skills for formal and informal interviews including those involving supervisors and health care providers. Learn to create an interaction in which the returning worker becomes an active partner in the return- to- work process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25129	FR	Jun20	Jun20	12:00-6:30	1	Classroom (IH)	$277.93

Interviewing and Helping Skills — COMMRTC08

Examine a three-stage helping model used by RTW Coordinators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25130	SA	Jun21	Jun21	8:30-3:00	1	Classroom (IH)	$277.93

Workers' Compensation — HRESRTC14

Focus on an overview of workers compensation legislation across Canada and the provisions within each system related to return to work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25131	FR	Jul18	Jul18	12:00-6:30	1	Classroom (IH)	$277.93

Legislation And Disability Management — LAWSRTC13

Examine human rights laws, accommodation requirements and other related acts that apply to workers with disabilities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25132	SA	Jul19	Jul19	8:30-6:30	1	Classroom (IH)	$340.43

Disability & Diversity Workplace — MGMTRTC11

Examine diversity issues and their impact on return to work, and explore strategies for dealing with cultural differences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25133	FR	Aug15	Aug15	12:00-6:30	1	Classroom (IH)	$277.93

Management and Organizational Skills for Return-to-Work Coordinators — MGMTRTC12

Analyze your organizational skills and explore leadership, planning and communication strategies to assist in achieving goals and objectives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25134	SA	Aug16	Aug16	8:30-3:00	1	Classroom (IH)	$277.93

Food Services Certificate (816)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

Questions?

Call: 905-540-4247 ext. 26703 or ext. 20722
Email: cehealth@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/foodservices

Online Learning Questions?

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

Admission Requirements

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

Program of Studies

- CULIHCF10 is a prerequisite to all other courses in the program.

Mandatory Courses:		Hours
CULIHCF10	Introduction to Institutional Food Services	30
CULIHCF20	Food Preparation 1	30
SAFEHCF30	Sanitation and Safety	30
SAFEHCF40	Food Service Management Functions	30
CULIHCF50	Food Preparation 2	30
HLTHHCF60	Nutritional Care	30
WORKHCF02	Food Services Fieldwork Requirement	60

Prior Learning Assessment and Recognition (PLAR):

- You may be eligible to qualify for credit for the Food Services Fieldwork Requirement (WORKHCF02) using skills and knowledge acquired through work experience. For details visit ce.mohawkcollege.ca/foodservices.

Sanitation And Safety — SAFEHCF30 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21032		May13	Aug19			OntarioLearn	$289.80

Food Service Management Functions — SAFEHCF40

Learn to evaluate menus, identify appropriate cooking methods, adapt recipes to specific quantities, portion foods, control food inventories and calculate food costs for an institutional kitchen.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25051	TU	Apr8	Jun10	6:30-9:30	10	Classroom (IH)	$216.90
25052	TH	Apr10	Jun12	6:30-9:30	10	Classroom (IH)	$216.90

Institutional Food Service — HLTH10064 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21277		May13	Aug19			OntarioLearn	$289.80

Food Preparation - 2 — CULIHCF50

Continue the study of cooking with emphasis on short order and breakfast items, pasta and rice, pastry dough, tea biscuits, muffins & yeast dough, salads & dressings. Prerequisite: CULIHCF20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25049	TU	Apr8	Jun10	6:30-9:30	10	Classroom (IH)	$233.90
25050	TH	Apr10	Jun12	6:30-9:30	10	Classroom (IH)	$233.90

Introduction to Nutrition in Health Care — HLTH10065 (SA)

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to: HLTHHCF60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21288		May13	Aug19			OntarioLearn	$289.80

Food Services Fieldwork Requirement — WORKHCF02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25053	MO	Apr7	Aug31			FieldWork	$416.25

General Health Sciences Courses

Questions?

Call: 905-540-4247 ext. 26703 or ext. 20722
Email: cehealth@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/health-sciences-other

Online Learning Questions?

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

Counselling Skills in Oncology — COUN10007

Develop the knowledge and skills required to establish a helping relationship with oncology and palliative care patients and their families throughout the trajectory of the cancer experience. Topics: factors affecting coping, helping relationship effective communication and interviewing skills, crisis management, psychosocial issues, burnout and ethical issues. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21578		May13	Aug19			OntarioLearn	$289.80

Human Anatomy and Physiology — HSCI10027

Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to: Health Sciences I (HSCIPNB11). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21215		May13	Aug19			OntarioLearn	$466.10

Online Course?

Book your exam online early. For instructions visit ce.mohawkcollege.ca/exams

Mask Fit Testing — HSCI10057

Pre-clinical requirement for all Health Science programs. You must bring completed "HEALTH QUESTIONNAIRE" to class. If you miss your scheduled class, you MUST re-register.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25004	MO	Apr7	Apr7	4:30-6:00	1	Classroom (IH)	$40.00
25005	WE	Apr9	Apr9	4:30-6:00	1	Classroom (IH)	$40.00
25006	MO	Apr14	Apr14	4:30-6:00	1	Classroom (IH)	$40.00
25007	WE	Apr16	Apr16	4:30-6:00	1	Classroom (IH)	$40.00
25009	WE	Apr23	Apr23	4:30-6:00	1	Classroom (IH)	$40.00
25010	MO	May12	May12	4:30-6:00	1	Classroom (IH)	$40.00
25011	WE	May14	May14	4:30-6:00	1	Classroom (IH)	$40.00
25012	MO	Aug18	Aug18	4:30-6:00	1	Classroom (IH)	$40.00
25013	WE	Aug20	Aug20	4:30-6:00	1	Classroom (IH)	$40.00

Operating Room Attendant Laboratory Experience — HSCI10155 (SA)

Utilize OR Attendant theory and skills in a hospital laboratory experience. Must have Immunization clearance, Mask Fit testing and Police Check prior to start date of the course. Classes will take place at St. Joseph's Hospital. Prerequisite: HSCI10057, NRSGNSCD9. On successful completion of NRSGNSCD9 and HSCI10155 an Acknowledgement of Completion will be given.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25106	TU	Apr22	May9	4:00-10:00	5	Other	$216.90

Preparatory Biology — BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. Not a credit course for BScN Nursing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21247		May13	Aug19			OntarioLearn	$441.86

Trauma Informed Perspectives — HLTH10183

Explore post-traumatic stress and associated disorders. Focus on the history, assessment, treatment modalities and recent research theory on traumatic stress and its impacts on children, adults and families. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21407		May13	Aug19			OntarioLearn	$397.20

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Questions/Applications?

Call: 905-540-4247 ext. 26703 or 20722
Email: goran.popovic@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/mdr

Admission Requirements

- You must apply and be accepted into the MDR program.
- The next intake will be for September 2014.

Program of Studies

Mandatory Courses:		Hours
HSCI10121	Introduction to MDR	30
HSCI10122	MDR Laboratory Experience	42
HSCI10123	MDR Principles and Practices 1	30
HSCI10124	MDR Principles and Practices 2	30
HSCI10125	MDR Principles and Practices 3	30
CLIN10059	MDR Clinical Experience	150

Clinical Experience Medical Device Reprocessing — CLIN10059

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25043	TU	Apr8	Aug31			FieldWork	$658.65

Palliative Care Certificate (017)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Palliative Care aims to relieve suffering and improve quality of life for those who are living with and/or dying from a progressive life limiting illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for regulated/certified health care professionals. The curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26703 or ext. 20722
Email: disted@mohawkcollege.ca or donna.dunlop@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/palliativecare

Admission Requirements

- Applicant must be a regulated/certified health care professional, e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.
- Fax copy of current license/certificate to 905-528-7706, Attention: Palliative Care, Program Manager

Program of Studies

Mandatory Courses:		Hours
HSCIHZA69	Introduction to Palliative Care	36
COMM10084	Communication & Informed Decision Making	36
HMNS10016	Loss, Grief and End of Life Issues	36
HMNS10017	Professional Issues & Advocacy	36
HSCI10082	Pain Management	36
HSCI10083	Symptom Management	36
CLIN10033	Field Practicum	30

Notes:

- The course Fundamentals of Hospice Palliative Care offered by the Hospice Palliative Care Network is equivalent to HSCIHZA69. You must apply for a course exemption and provide proof of successful completion of the Fundamentals course.
- Individual courses may be taken by persons interested in working in palliative care; however, a certificate will only be granted to regulated/certified health care professionals upon completion of all course work.

Clinical Course Information:

- Clinical course prerequisites are successful completion of all related theory courses.
- Clinical courses can only be completed in the spring term.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current related clinical practice.
- An eligible student, planning to complete the clinical course in the spring term, must apply to the Program Manager by January of the year in which the student plans to do the clinical course.
- Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and specific agency preclinical requirements such as Vulnerable Sector Screening, computer training, online orientation information, etc.

Introduction To Palliative Care — 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
21404		May5	Aug15			eLearn	$257.76

Loss, Grief & End Of Life Issues — HMNS10016

Explore models of loss and grief in the context of end of life issues. Concepts such as anticipatory grief, grief in the family system, and grieving over the life span will be examined. Ethical issues will be addressed as grief is discussed in the content of culture, family, life stages, and the physical, social, emotional and spiritual needs of individuals and their families. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22153		May5	Aug15			eLearn	$257.76

Palliative Care for Personal Support Workers Certificate (941)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

Questions?

Call: 905-540-4247 ext. 26703 or 20722
Email: amy.boyer@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/palliativecarepsw

Admission Requirements

- Personal Support Worker Certificate.
- Proof of certification must be faxed to 905-528-7706.

Program of Studies

Mandatory Courses:		Hours
HSCI10095	Overview - Palliative Care PSW	30
COMM10106	Communications/Multicultural Considerations	30
HSCI10094	Loss, Grief & Caregiver Support	30
HSCI10096	Symptom Management - PSW Scope of Practice	30
MGMT10057	Ethical Issues, Conflict Management/Stress Management	30
CLIN10041	Clinical Field Placement	30

Clinical Field Placement **CLIN10041**

Integrate knowledge and skills acquired from the theoretical components of the program in a practical application under the guidance of experienced and knowledgeable personnel. Dates, times and clinical sites must be arranged with the Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
25042	MO	Apr7	Aug31			FieldWork	$216.90

Personal Support Worker Certificate (110)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

Develop critical knowledge and skills to provide personal care and support to people living at home and in long-term care facilities. This program, approved by the Ministry of Health and the Ministry of Training, Colleges and Universities, consolidates and replaces the Health Care Aide and Home Support programs.

The part time Personal Support Worker Program has been suspended. The full time Personal Support Worker program remains available.

NEW for 2013/2014

Bridging to current Ontario College PSW Certificate.

Please check the Mohawk website for updates on these tentative new courses and start dates.

PSW Bridging to PN Program

Questions?

Call: 905-540-4247 ext. 26736
Email: sharon.hamilton1@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/psw2pn

Admission Requirements

- Admission to the PSW - PN Bridging Program has been revised. Application details are found on the Mohawk website.
- Successful applicants ONLY are eligible to register for the 2 bridging courses.

Psychosocial Rehabilitation Certificate (016)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. The PSR Program is designed for learners with experience in the mental health field either as a person recovering their mental health well-being, a family member, volunteer and/or as a provider of mental health services. Participants gain an understanding of the foundations of the approach as well as core knowledge of and experience with skills related to incorporating the approach within mental health practices and programs. Many of our graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through www.uspra.org.

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or christine.mcmulkin@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/psychosocialrehab

Admission Requirements

- Experience in and a current connection to the mental health field either as a person recovering their mental health and well-being, a family member, volunteer and/or provider of mental health services.
- Note that an Approval Process for entry into the program has been established. Please contact Program Manager, Christine McMulkin, if you are interested in enrolling in HSCIPSR01 Psychosocial Rehabilitation Foundations.
- If you do not have related knowledge and experience in mental health, HLTH10016 Introduction to Mental Health is recommended starting point.

Program of Studies

Mandatory Courses:		Hours
HSCIPSR01	PSR Foundations	45
HSCIPSR02	Mental Health Services	45
HSCIPSR03	Psychiatric Rehab Process	45
HSCI10092	Mental Health Practitioner Competencies	45
HSCIPSR05	Current Trends in Mental Health	45
HSCIPSR06	Independent Study in PSR	60

Psychosocial Rehabilitation Foundations **HSCIPSR01 (SA)**

Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and practitioners and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Tuesdays at 7:30 pm EST.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21142		May13	Aug19			OntarioLearn	$375.20

Independent Study In Psychosocial Rehabilitation **HSCIPSR06 (SA)**

Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contact and the course instructor is required. During the course, three chat sessions will be held on Wednesdays at 7:30 p.m. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSCI10092 and HSCIPSR05.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21143		May13	Aug19			OntarioLearn	$466.10

Watch for our

Fall 2014 Catalogue!

Available in print on
Tuesday, August 5, 2014

Technology and Skilled Trades

CERTIFICATES AND COURSES

Read more at **ce.mohawkcollege.ca/tech**

Certificate Options — Page

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Building Environmental Systems Certificate (090) 99
CNC Programming Certificate (070) 111
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Computer Science - Software Engineering Specialist (893) 103
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High tech. Higher tech. Highest tech. The future is taught here.

Train in technical skills, or study to be an engineering technician: Learn through hands-on training, course work and more. Continuing Education in Technology and Skilled Trades delivers an exciting spectrum of certificate programs and special courses designed to meet the technology training needs of some of today's most demanding and forward thinking industries. The future is coming — be ready.

Admission Requirements

Unless stated otherwise, the admission requirements for all Technology programs include an Ontario Grade 12 Diploma (or equivalent) or Mature Student status. Visit our website for more information on how you can obtain your equivalent or mature student status.

Students are responsible to ensure they meet the required course prerequisites.

Ready for your Certificate? Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

AUTOMOTIVE

Air Brake Training

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or dwayne.barnett@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/airbrake

Admission Requirements
- Minimum requirement is full class "G" license.

Air Brake Training — MOTPSAM70

Learn the airbrake system and components. Earn your 'Z' Air Brake Endorsement on your license, as required by The Ontario Ministry of Transportation. Test & Booklet included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22218	SA/SU	Apr12	Apr13	8:00-4:00	2	Classroom (SC)	$264.32
22233	SA/SU	May10	May11	8:00-4:00	2	Classroom (SC)	$264.32
22606	SA/SU	Jun21	Jun22	8:00-4:00	2	Classroom (SC)	$264.32

Automotive Courses

Questions?
Call: 905-575-2507 or 905-575-1212 ext. 3659
Email: ceengty@mohawkcollege.ca or angelo.cosco@mohawkcollege.ca

Introduction to Hybrid Vehicles — MOTP10062

Focus on service safety procedures and battery technology. Learn to access onboard diagnostics and observe driveline control functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22045	MO	Apr7	May12	6:00-10:00	6	Classroom (FF)	$190.08

Transmission and Driveline — MOTP10083

Study the fundamentals of a variety of vehicle transmission systems, typical designs, and important components. Topics also include transmission control units, the product development process, manufacturing technology of vehicle transmissions and reliability and testing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22111	TH	Apr3	Jun19	6:00-9:00	12	Classroom (FF)	$285.12

BUILDING AND CONSTRUCTION SCIENCES

Building and Construction Sciences Courses

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or richard.borger@mohawkcollege.ca

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

Applied Mechanics — PHYSEA201

Study forces, vectors, scalars, resultants and equilibrants, equilibrium conditions, analysis of trusses, shear and bending moment diagrams for simple conditions and section properties. NOTE: No class on May 19 and July 2.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22090	MO/WE	May5	Jul9	6:30-9:30	18	Classroom (FF)	$430.65

Basic Construction Methods & Technology — BLDG10011

Focus on building/planning codes and statutes, blueprint reading, and residential/commercial construction practices. Prerequisite: Sound math and English. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21515		May13	Aug19			OntarioLearn	$354.24

Introduction To Cost Estimating — BLDG10012

Examine the construction estimating process used in general contracting and the role of the estimator in construction management. Complete simple residential and commercial exercises to develop skills with 'Taking-Off' methods. Equivalent to: Estimating 1 BLDGEA202. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21442		May13	Aug19			OntarioLearn	$354.24

Material Estimating and Methods — BLDG10085

You will be guided through a proven method of cost estimating. Learn to determine material quantities and unit cost for a complete project in a commercial environment. The build-up and calculations of unit costs for materials, labour and equipment will be the fundamental focus. Prerequisite: BLDG10012. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21503		May13	Aug19			OntarioLearn	$354.24

Construction Contract Bid Management NEW! — 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
22578		May13	Aug19			OntarioLearn	$354.24

Construction Job Site Management NEW! — BLDG10090

You will develop skills toward jobsite administration and documentation, layout, set up, surveying, supervision, and safety. Contract types and the Construction Lien Act will be discussed along with a review of the programs that are available to help in managing the jobsite. Prerequisite: BLDG10085. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22577		May13	Aug19			OntarioLearn	$354.24

Construction Contracts and Documents — BLDG10083

Be introduced to the principles of contract law as they relate to the construction industry. Builds upon the principles of contract law and introduces standard forms used in the construction industry issued by the Canadian Construction Documents Committee and the Canadian Construction Association. 32 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21514		May13	Aug19			OntarioLearn	$304.12

Surveying, An Introduction — SURV10001

Learn basic surveying principles. Deals with theory, application and care of the level, chain and total station. Note: Requires a preceptor for equipment use and set-up (approx. 24 hours of lab work). Preceptors are typically from an engineering, surveying, or construction firm. Equivalent to: SURVEA141, SURV10000, SURVCN350. 64 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21577		May13	Aug19			OntarioLearn	$512.34

Transportation Technology — TRANEA105

Examine the essentials of transportation, and the role of the transportation network in rural and urban environments. Intended for those interested in Urban Planning, Civil Engineering, Architectural, and Transportation Engineering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22092	MO	May5	Aug18	5:00-8:00	14	Classroom (FF)	$332.64

Transportation Design 1 — TRANTR462

Introduces the procedures in the planning and design of streets and highways for urban and rural design standards.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22091	WE	May7	Aug6	6:00-10:00	14	Classroom (FF)	$430.65

Building Environmental Systems Certificate (090)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Become proficient in Heating Systems, Air Conditioning and Refrigeration Systems, Electrical Systems, Air Handling and Preventative Maintenance Programs, Water Treatment Programs and Energy Efficiency in Large Buildings.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018
email: ceengty@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/buildenvironsystems

Admission Requirements

- Practical work experience or equivalent.

Program of Studies

Mandatory Courses:		Hours
HRAPBES01	Heating	45
HRAPBES02	Air Conditioning & Refrigeration	45
BLDGBES03	Air Handling/Preventative Maintenance	45
BLDGBES04	Electrical	45
STENBES05	Controls	45
STENBES06	Water Treatment	45

Heating — HRAPBES01

Review operation and maintenance of hot water and steam boilers and accessories, oil and gas burners, heating controls, plumbing, fire protection and alarm systems. Intended for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21988	TH	Apr24	Jul17	6:00-9:30	13	Classroom (SC)	$356.40

Electrical — BLDGBES04

Learn the basics of electricity and building electrical services, motor control and wiring diagrams, and calculation of loads and charges. Designed for Building Operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21987	MO	Apr21	Jul21	6:00-9:30	13	Classroom (SC)	$356.40

Construction Estimating Certificate (867)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or richard.borger@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/constructionestimating

Program of Studies

Mandatory Courses:		Hours
BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
BLDGCV442	Estimating 3	56
MGMTCN340	Construction Management A	56
MGMTCN440	Construction Management B	56

Estimating 3 — BLDGCV442

Use blueprints to calculate quantities and pricing materials for construction projects. Includes a computer estimating component. Prerequisites: BLDG10010 and COMPCO001 or approved equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22089	TU	Apr29	Aug5	6:00-10:00	14	Classroom (FF)	$430.65

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

- A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
- Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. This would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

Questions?

Call: 905-575-2507 or 905-575-2522
Email: ceengty@mohawkcollege.ca or charles.honey@mohawkcollege.ca

Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

Upon completion of all four parts of the Gas Technician 2, the student will be permitted to book for their final TSSA examination.

NOTE: Participants are required to pay an Examination Fee of $230.00 for each level (GT-3, GT-2, GT-1) of certification.

For Fuel Technician information, access the TSSA link via www.mohawkcollege.ca/continuing-education/fueltechnician

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018
Email: ceengty@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/fueltechnician

Testing information?

Call: 905-575-2522
Email: charles.honey@mohawkcollege.ca

Admission Requirements

- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through dayschool training at this time.

GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

The purchase of books will be required; instructors will advise.

Gas Technician 2 Review — GOPT10002

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON MAY 21, 2014 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21986	WE	Apr30	May21	6:00-10:00	4	Classroom (SC)	$95.04

Geographic Information Systems Certificate (079)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

GIS, a popular and affordable technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation engineers and individuals in resources management and business.

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or patrick.worsell@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/gis

Program of Studies

Mandatory Courses:		Hours
INFOCVA03	Intro to Geographic Information Systems	42
INFOCVA36	GIS Software - ArcView	42
INFOCVA37	Remote Sensing	42
INFOCV630	GPS - Global Positioning Systems	42
INFOCVA08	Internet Mapping	42
INFOCVA14	Designing, Managing/Implementing a GIS	42
INFO10081	Access Core	36
INFO10177	Access Expert	36

Introduction To Geographic Information Systems — INFOCVA03

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21043		May13	Aug19			OntarioLearn	$353.72

GIS Software - ArcView — INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21144		May13	Aug19			OntarioLearn	$353.72

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
21352		May13	Aug19			OntarioLearn	$353.72

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
21551		May13	Aug19			OntarioLearn	$353.72

Internet Mapping — INFOCVA08

Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21214		May13	Aug19			OntarioLearn	$353.72

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
22177		May13	Aug19			OntarioLearn	$353.72

Geographic Information Systems Courses

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/gis

Business Practice for GIS Professionals — BUSN10104

Enhance your GIS skills with practical insights into business issues including copyright, patent and source code rights, data sharing, liability, contracts and disclaimers. Examine proven project management techniques and evolving trends and business processes. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21426		May13	Aug19			OntarioLearn	$375.72

Heating, Refrigeration and Air Conditioning Technician Certificate (855)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018
Email: ceengty@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/hrac

Admission Requirements

- Grade 12 or equivalent (including Mathematics).
- Strong problem-solving skills.
- Good human relation skills.
- High mechanical aptitude.

Program of Studies

Mandatory Courses:		Hours
BLDGBES03	Air Handling & Preventative Maintenance	45
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2 - Comm/Light Industrial	72
ENVRRE904	CFC/HCFC/HFC Control	6
GOPTRE243	Oil Burner Technician 3	120
GOPTRE244	Gas Technician 3	144
HRAPRE905	Air-Conditioning for HRAC	60

Upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

Air Handling & Preventative Maintenance refer to the Building Environmental Systems Certificate.

CFC/HCFC/HFC Control (ENVRRE904) refer to CFC/ODP Training Courses.

Gas/Oil Burner Technician 3 (GOPTRE243/RE244) refer to Fuel Technician Certification.

ELECHV107 & ELECHV200 refer to Electrical Fundamentals Certificate.

Home Inspection Certificate (171)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/homeinspection

Admission Requirements

- A grade 12 diploma or equivalent, including senior level English.
- Experience in the construction industry is an asset.

Program of Studies

Mandatory Courses:		Hours
BLDGHI001	Interior/Insulation Inspection	42
BLDGHI002	Exterior Inspection	42
HRAPHI003	Heating Inspection I	42
HRAPHI004	Heating Inspection II	42
HRAPHI005	Plumbing Inspection	42
HRAPHI006	A/C & 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 a 70% average is maintained in each of the subjects being submitted to OAHI for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAHI directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAHI regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAHI or www.oahi.com

Textbook Information

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext 251 at a cost of approximately $200.00 per course in addition to the course fees.

Interior/Insulation Inspection — BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21313		May13	Aug19			OntarioLearn	$375.72

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
21314		May13	Aug19			OntarioLearn	$375.72

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
21315		May13	Aug19			OntarioLearn	$375.72

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
21316		May13	Aug19			OntarioLearn	$375.72

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
21317		May13	Aug19			OntarioLearn	$375.72

Air Conditioning & 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
21318		May13	Aug19			OntarioLearn	$375.72

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
21319		May13	Aug19			OntarioLearn	$375.72

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
21320		May13	Aug19			OntarioLearn	$375.72

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
21321		May13	Aug19			OntarioLearn	$375.72

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
21322		May13	Aug19			OntarioLearn	$375.72

Residential Design & Construction Certificate (849)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or john.lane3@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/residentialdesign

Program of Studies

Mandatory Courses: **Hours**

BLDGRE027 Construction Practice-Basic..... 36
BLDGRE028 Framing Techniques..... 36
BLDGRE029 Residential Electrical&Plumbing..... 36
BLDGRE030 Residential Drafting..... 36

Options - Choose 1:

BLDGRE031 Building for Energy Efficiency..... 36
BLDGRE032 Trim Finishing & Cabinetry..... 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
22112	TH	Apr17	Jul10	6:30-9:30	12	Classroom (FF)	$285.12

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
22113	MO	Apr14	Jul7	6:30-9:30	12	Classroom (SC)	$285.12

Residential Electrical & Plumbing BLDGRE029

Study the installation and safety procedures of typical electric circuits and associated equipment, and plumbing lines and fixtures. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22114	WE	Apr16	Jul2	6:00-9:00	12	Classroom (SC)	$285.12

Trim Finishing & Cabinetry BLDGRE032

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc. Offered in Spring semester only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22115	TU	Apr15	Jul8	6:30-9:30	12	Classroom (SC)	$285.12

Woodworking

Questions?
Call: 905-575-2507 or 905-575-1212 ext. 5027
Email: ceengty@mohawkcollege.ca or shari.martin@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/woodworking

Some components of this program require approved safety glasses and protective footwear.

Cabinet Making - Level 1 BLDGTZ070

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included. Equivalent to: BLDG10022

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22033	MO	Apr21	Jul14	6:30-9:30	12	Classroom (SC)	$285.12
22032	TH	Apr24	Jul10	6:30-9:30	12	Classroom (SC)	$285.12

Cabinet Making - Level 2 BLDGTZ071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: BLDGTZ070 or BLDG10022 completed within one year (project may or may not be completed within the 12 weeks).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22034	TU	Apr22	Jul15	6:30-9:30	12	Classroom (SC)	$285.12

Furniture/Cabinetmaking 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
22035	WE	Apr23	Jul9	6:30-9:30	12	Classroom (SC)	$285.12

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
22037	MO	Apr21	Jul14	6:30-9:30	12	Classroom (SC)	$285.12

How to Design & Build Your Own Kitchen Cabinets BLDG10076

Enhance your design and cabinet building skills. Focus on kitchen floor plan layout and learn to build upper and lower cabinets in conventional and European design.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22038	TU	Apr22	Jul15	6:30-9:30	12	Classroom (SC)	$285.12

CERTIFICATES OF QUALIFICATION

Certificate of Qualification Examination Preparatory Courses

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

Questions?
Call: 905-575-2507 or 905-575-1212 ext 5272
Email: ceengty@mohawkcollege.ca or roman.szpurko@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cofq

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

Admission Requirements

- Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam.
- Branch numbers: Hamilton: 1-800-668-4479 or 905-521-7764, Brantford: 1-800-668-4479 or 519-756-5197

Certificate Of Qualification Prep Machinist 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
22047	MO/WE	Apr14	Jul2	6:00-9:00	24	Classroom (SC)	$531.97

Pre-Licence Auto Service Technician-Class 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
22046	WE	Apr2	Jun18	6:30-9:30	12	Classroom (FF)	$285.12

Pre-License Electrical 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
22048	TU/TH	Apr15	Jun19	6:00-9:00	20	Classroom (SC)	$457.65

Pre-Licence Instrumentation INST10006

Designed to help prepare experienced trades persons whom have or will soon have permission to write the C of Q exam in the Instrumentation 447A trade area. Special emphasis will be placed on theory review and practice answering sample questions. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21449		May13	Aug19			OntarioLearn	$267.80

COMPUTER SCIENCES & INFORMATION TECHNOLOGY

NOTE: Printing costs will be charged at all printers.

AutoCAD Design Certificate (191)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or barrie.reeve1@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/autocad

Admission Requirements

- Drafting knowledge is strongly recommended.
- If you have no previous computer knowledge or knowledge of Windows you should take Generic Computer Training (COMPCO001) before taking courses within this program.

Program of Studies

Mandatory Courses:		Hours
CADMCAD06	AutoCAD- Introduction	45
CADMCAD15	AutoCAD- Advanced	45
CADMCAD11	AutoCAD-3D Modeling	45
CADMCAD12	AutoCAD-Customization	45

Options - Choose 2:

CADM10028	AutoDESK- REVIT	45
CADM10040	AutoDESK - REVIT Advanced	45
CADMCAD20	AutoCAD-Architectural	45
CADMCAD25	AutoCAD - Mechanical	45
INFOCAD29	AutoDESK- Inventor	45
CADMRE066	Solid Works -Basic	45

For SolidWorks-Basic (CADMRE066) offerings, please refer to the Mechanical Design section.

AutoDESK - REVIT — CADM10028

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22100	SA/SU	Apr12	May4	9:00-5:00	6	Classroom (FF)	$356.40

AutoCAD - Introduction — CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22101	SA/SU	Apr12	May4	9:00-5:00	6	Classroom (FF)	$356.40

AutoCAD - Customization — CADMCAD12

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22093	TU/TH	Apr8	May20	6:00-9:30	13	Classroom (FF)	$356.40

AutoCAD - Advanced — CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Learn to recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22108	TU/TH	Apr8	May20	6:00-9:30	13	Classroom (FF)	$356.40

AutoDESK Inventor — INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers. Book provided by instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22099	MO/WE	Apr7	May21	6:00-9:30	13	Classroom (FF)	$356.40

Computer Science - Level 1 Certificate (892)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/computerscience

Program of Studies

Mandatory Courses:		Hours
COMPCO710	Web Languages & Tools 1	56
MATH10042	Math for Computer Studies	56
ELEC10118	Computer Hardware&Software	56
ELEC10050	Internet Technologies	56
ELEC10034	Network Fundamentals	64

ELEC10034, ELEC10050, and ELEC10118 are offered under the Server & Network Support Certificate.

Computer Science - Software Engineering Specialist (893)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/computersciencesoftware

Admission Requirements

- You must have completed the Computer Science - Level 1 Certificate or be able to meet course prerequisites.

Program of Studies

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
COMPCO826	Intro-System Analysis&Design	56

Options -Choose 3:

COMPCO835	Object Oriented Systems	56
COMPCO859	Database Theory	56
COMP10079	Oracle Essentials	56
MGMT10008	Project Management for IT	56
ELEC10050	Internet Technologies	56

Programming in Java — COMP10062

Build on the logic and object oriented programming concepts developed in Programming Fundamentals (COMP10001). Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22404	TU/TH	May6	Jul15	6:00-9:30	20	Classroom (FF)	$519.85

Server Administration ELEC10049
29002 SA/SU May3 Aug23 6:00-10:00 18 Classroom (FF) $483.87
SU 12:00-4:00

Computer Studies Courses

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

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

Engineering Applications ELEC10045

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22405	MO	May5	Jul28	6:00-9:30	12	Classroom (FF)	$332.64

Planning and Management MGMT10095

Learn Project Management pertaining to Electrotechnology. Modules include framework, scope, time, communications, Human Resources, cost quality, risk and procurement. Microsoft Project is used in hands-on case study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22411	WE	May7	Jun18	6:00-10:00	7	Classroom (FF)	$219.80

Fundamentals of UNIX COMP10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21437		May13	Aug19			OntarioLearn	$441.86

UNIX Administration 1 NEW! COMP10018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21592		May13	Aug19			OntarioLearn	$441.86

Microcomputer Engineering Hardware Certificate (899)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses
Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/microcomputerhardware

Admission Requirements
- Grade 12 (OSSD), MATH10042 (refer to Math Learning Centre courses)
- ELEC10118 (refer to Server and Network Support Certificate) or equivalent.

Program of Studies

Mandatory Courses:		Hours
ELEC10050	Internet Technologies	56
ELEC10057	Embedded Systems	70
ELEC10095	Digital Principles	64
ELEC10099	Electricity 1	70
ELEC10103	Digital Systems	70

Digital Principles ELEC10095

Explore the basic concepts of digital logic circuits. Design and construct basic logic circuits using current digital integrated circuits.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22406	TU	May6	Aug19	6:00-10:00	16	Classroom (FF)	$483.49

Microcomputer Engineering Software Certificate (898)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses
Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/microcomputersoftware

Admission Requirements
- ELEC10050 and ELEC10102 or equivalent (refer to Server and Network Support Certificate)

Program of Studies

Mandatory Courses:		Hours
COMP10079	Oracle Essentials	56
COMP10080	SAP Essentials	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA	56

Oracle Essentials COMP10079

Geared towards individuals whose job involves managing or building systems using Oracle DBMS technology. Prerequisites: COMPNET25 and COMP10052 or equivalent (see above).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22407	FR	May9	Aug15	6:00-10:00	14	Classroom (FF)	$430.65

MicroStation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?
Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/microstation

Program of Studies

Mandatory Courses:		Hours
CADMMSN01	MicroStation 2D - Level 1	24
CADMMSN02	MicroStation 2D - Level 2	24
CADM10009	MicroStation 3D Level 3	24

Visit us in the fall for updates on this program.

Get Started Online

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

Network Specialist Certificate (184)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This Certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/networkspecialist

Admission Requirements

- Server and Network Support Certificate or completion of the following courses: ELEC10118 and ELEC10034; or previously, COMPNET01 and COMPNET20.

Program of Studies

Mandatory Courses:		Hours
COMPNET50	Wireless & VOIP Technologies	56
ELEC10051	Network Design & Troubleshooting	84
ELEC10052	Advanced Network Technologies	64
ELEC10106	Network Security & Management	56
ELEC10034	Network Fundamentals	64

Wireless & VoIP Technologies — COMPNET50

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20 or ELEC10051

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22410	FR	May9	Aug15	6:00-10:00	14	Blended (FF)	$430.65

Network Design & Troubleshooting — ELEC10051

Analyze, configure, verify, and troubleshoot networks with various routing protocols. Implement VLANs, STP, VTP, and Inter-VLAN routing in a converged network. Configure a wireless network with latest network security. Design, install, operate, and maintain networks with routers and switches. Prerequisite: ELEC10034

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22412	WE/TH	May7	Aug7	6:00-9:00	28	Classroom (FF)	$604.69

Server & Network Support Certificate (183)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
web: www.mohawkcollege.ca/continuing-education/servernetworksupport

Admission Requirements

- Grade 12 OSSD, COMPCO001 and MATH10042 or equivalent.

Program of Studies

Mandatory Courses:		Hours
ELEC10034	Network Fundamentals	64
ELEC10049	Windows Server Administration	64
ELEC10050	Internet Technologies	56
ELEC10102	Advanced Server Technologies	56
ELEC10118	Computer Hardware & Software	56

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
22403	MO	May5	Aug18	6:00-10:00	14	Classroom (FF)	$430.65

ELECTRICAL

Electrical Courses

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Canadian Electrical Code — ELEC10092

Learn how to use the Canadian Electrical Code (CEC) effectively & efficiently by becoming familiar with the general sections of codebook & distinguishing how they apply to the rest of the book. Look beyond the general sections of the code to focus on building systems such as lighting, emergency power supplies, fire alarm systems & installations in hazardous locations. Evaluate installation requirements for electrical equipment such as motors, transformers, and power factor correction capacitors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22172	TU	Apr29	Aug19	6:00-9:30	16	Classroom (SC)	$430.65

Electronics - Power — ELEC10114

Fundamental theory of basic semiconductor devices consisting of diodes, special diodes, bipolar and field effect transistors with an introduction to Fibre Optic transmission. The application of these devices in power supplies, amplifiers is covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22166	TU/TH	Apr29	Jul22	6:00-9:00	24	Classroom (SC)	$519.85

Machines & Circuits 1 — ELEC10115

Explore the fundamentals and applications of single phase AC circuits, transformers, 3-phase electrical systems, elementary control systems, and electric machines such as DC Motors and SCIMs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22170	MO/WE	Apr28	Jul21	6:00-9:00	24	Classroom (SC)	$604.69

Electronic Circuitry 1 — ELEC10116

Explore the fundamental theory of basic semiconductor devices consisting of thyristors, unijunction transistors, DIACS/TRIACS, Optical Couplers/ phototransistors, Operational Amplifiers, Integrated Circuit/Operational Amplifier Voltage Regulators and Fibre Optics.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22171	TU/TH	Apr29	Jul24	6:00-9:00	24	Classroom (SC)	$519.85

Ready for your Certificate?
Ready to Graduate?

Refer to the Graduation/Convocation section on page 122 for information and instructions.

Electrical Engineering Technician to Technologist Transfer

Graduates of Mohawk College's 2 Year Diploma Program in Electrical Engineering Technician-Power (Program 403) may be eligible for direct entry into Semester 5 of Mohawk College's 3 year Advanced Diploma Program in Electrical Engineering Technology-Control (Program 536), by completing five additional courses.

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Admission Requirements
- Completion of Mohawk College Electrical Engineering Technician-Power (Program 403).

Program of Studies

Mandatory Courses:

MATH10014	Engineering Math 3
ELEC10059	Linear Systems
ELEC10045	Engineering Applications
ELEC10103	Digital Systems
MGMT10095	Planning and Management

Courses are offered under other programs. Refer to the index.

When you have completed the required courses contact the Admissions Department for information on how to apply for direct entry through the Ontario College Application Service (OCAS).

Electrical Fundamentals Certificate (063)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses
Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

Questions?
Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/electricalfundamentals

Admission Requirements
- A minimum of Grade 11 mathematics and physics, or equivalent.

Program of Studies

Mandatory Courses:		Hours
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2 - Comm/Light Industrial	72
MATHMA002	Prep. Mathematics (Technology)	72

MATHMA002 - Refer to the Math Learning Centre courses.

Electronic Fundamentals Certificate (886)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses
Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Questions?
Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/electronicfundamentals

Admission Requirements
- Grade 12 Mathematics or equivalent.

Program of Studies

Mandatory Courses:		Hours
ELECER001	DC Electl/Electn Theory	56
ELECER002	AC Electl/Electn Theory	56
ELECER003	Electronics 1	56
ELECER011	Digital Electronics 1	60

DC Electrical/Electronic Theory — ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22044	WE	Apr2	Jul2	6:00-10:00	14	Classroom (FF)	$430.65

Human Machine Interfacing Certificate (182)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses
Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/hmi

Admission Requirements
- For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

Program of Studies

Mandatory Courses:		Hours
ASYS10004	HMI Programming 1	52
ASYS10005	HMI Programming 2	52
ASYS10006	HMI Programming 3	52
ASYSPLC11	PLC Programming 1	56
ASYSPLC12	PLC Programming 2	56

HMI Programming 3 — ASYS10006

Implement RSView SE, ME and another HMI product to complete a major project. Interface the HMI system with Contrologix PLC and modify the PLC code. Prerequisite: ASYS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22052	MO	Apr28	Jul28	6:00-10:00	13	Classroom (FF)	$403.65

Industrial Drives Certificate (202)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses
Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/industrialdrives

Program of Studies

Mandatory Courses:		Hours
ASYS10001	Industrial Drives 1	52
ASYS10002	Industrial Drives 2	52
ASYS10003	Industrial Drives 3	52
ELECER001	DC Elect/Electn Theory	56
ELECER002	AC Elect/Electn Theory	56

ELECER001 and ELECER002 - refer to the Electronic Fundamentals Certificate.

Instrumentation Courses

Questions?
Call: 905-575-2507 or 905-318-4295 mailbox 1267
Email: ceengty@mohawkcollege.ca or daniel.wright@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/instrumentation

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

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. Equivalent to: Instrumentation for Industrial Electricians (INSTRE238). 72 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22178		May13	Aug19			OntarioLearn	$538.82

Programmable Logic Controllers Certificate (092)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on "hands-on" exercises.

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/plc

Admission Requirements

- Basic understanding of electrical circuitry, particularly control circuits.
- Applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

Program of Studies

Mandatory Courses:		Hours
ASYSPLC11	PLC Programming 1	52
ASYSPLC12	PLC Programming 2	52
ASYSPLC13	PLC Programming 3	52
ASYSPLC14	PLC Programming 4	52

PLC Programming 1 — ASYSPLC11

Explore 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
22049	TU	Apr22	Jul22	6:00-10:00	13	Classroom (FF)	$403.65

PLC Programming 3 — ASYSPLC13

Introduces Advanced Ladder Logic multiple programs such as Tag Databases, DH Plus, Remote I/O, ControlNet, Ethernet, DeviceNet, Routines and Tasks, and Function Block programming language. Participants will work on an Allen-Bradley ControlLogix 5000 processor using Rockwell's RSLogix5000 family of programming software. Prerequisite: ASYSPLC12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22050	TH	Apr24	Jul10	6:00-10:00	13	Classroom (FF)	$403.65

ENVIRONMENTAL

CFC/ODP Training Courses

Required by individuals who do not have an ODP card or for those whose ODP card has expired. Under Ontario regulations, individuals who handle refrigerants must successfully complete training and an exam as part of the Ozone Depleting Substances Awareness Program. Those who successfully complete the full one-day course will receive a renewable Ontario Ozone Depletion Card, and a nationally registered number for refrigerant purchase.

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cfc-odp

CFC/HCFC/HFC Control — ENVRRE904

Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Course Manual provided. HST included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22002	SA	Apr5	Apr5	8:30-3:00	1	Classroom (SC)	$214.56
22003	SA	May10	May10	8:30-3:00	1	Classroom (SC)	$214.56
22110	SA	Jun14	Jun14	8:30-3:00	1	Classroom (SC)	$214.56

Environment Courses

Questions?
Call: 905-575-2507
Email: ceengty@mohawkcollege.ca

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

Drinking Water Operator-In-Training Certification — ENVR10044

Learn the basics as related to the operation of water treatment and distribution systems. Topics will include: conversions, math, chemistry, hydraulics, electricity, support systems pertaining to pumps and motors and processes in water treatment and water distribution. Upon completion, you will be fully prepared to write the OIT certification examination (Ontario Ministry of Environment). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21576		May13	Aug19			OntarioLearn	$488.10

Energy Resources — ENVR10025

Examine current traditional and non-renewable energy resources and technologies and their limitations; explore renewable energy sources (e.g. hydroelectricity, solar, ocean, geothermal and wind energy) and future potential. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21421		May13	Aug19			OntarioLearn	$397.20

Introduction to Residential Septic Systems — WAST10008

Develop a basic understanding of Ontario Wastewater system technologies, site and soils investigation, responsibilities of practitioners, Part 8 of the Ontario Building Code and licensing requirements. Licensing exams must be booked by participants.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22080	FR-SU	Apr25	Apr27	8:00-4:00	3	Classroom (SC)	$825.00

Solar Photovoltaic Installation 100S — ENRG10019

Update your skills for renewable energy projects. Content is aligned with established technical standards, and regulatory requirements. Available only to journeypersons, apprentices and C of Q applicants in the following trades: Construction and Maintenance Electrician 309A; Domestic and Rural Electrician 309C; Powerline Technician 434A; Industrial Electrician 442A. Prerequisite: Senior High School Math and High School Physics. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21461		May13	Aug19			OntarioLearn	$353.72

Sustainability — ENVR10042

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21435		May13	Aug19			OntarioLearn	$353.72

Wastewater Operator-in-training Certification Preparation — ENVR10045

Learn the basics as related to the operation of wastewater collection and treatment systems. Topics: conversions, math, chemistry, hydraulics, electricity, support systems pertaining to pumps and motors and processes in wastewater collection and wastewater treatment. On completion, you will be fully prepared to write the operator in training certification examination (Ontario Ministry of Environment). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21575		May13	Aug19			OntarioLearn	$488.10

Environmental Engineering Certificate (083)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

Questions?

Call: 905-575-2203 or 905-318-4295 mailbox 1501
Email: ceengty@mohawkcollege.ca or margaret.thomson@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/environmentalengineering

Admission Requirements

- Prep Chemistry (GSCIPE053) or equivalent. Please refer to the Mathematics and Science section for offerings of this course.

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 Legis/Audit	42
WASTOH705	Water&Wastewater Treatment	42
WASTOH706	Solid & Hazardous Waste Mgmt	42

Air Pollution And Monitoring — ENVROH704

Study principles and techniques of air pollution monitoring and control.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21991	MO	Apr28	Aug11	7:00-10:00	14	Classroom (FF)	$332.64

Environment Project Management — ENVR10043

Concentrate on process waste audits, engineering economics, project management, report writing and oral presentation skills. A combination of online and in class learning. This course must be taken last.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22633	WE	Apr30	Jul30	6:00-9:00	14	Blended (FF)	$332.64

Solid And Hazardous Waste Management — WASTOH706

Focus on tools, techniques and solid and hazardous technology with emphasis on pollution prevention and regulatory compliance. Prerequisites: CHEMOH701 and ENVROH702.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21993	TH	May1	Jul31	7:00-10:00	14	Classroom (FF)	$332.64

Fire Safety Certificate (853)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/firesafety

Program of Studies

Mandatory Courses:		Hours
SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Principles of Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	Fire Safety 4-Water Exiting Systems	39
SAFEFT105	Fire Safety 5-Special Exiting Systems	39
SAFEFT106	Fire Safety 6-Processes & Protection	39

Fire Safety Inspections — SAFE10050

Study the application and enforcement of the Ontario Fire Code and develop skills for conducting comprehensive fire safety inspections in a variety of occupancies. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22332	WE	Apr30	Jul23	7:00-10:00	13	Classroom (FF)	$308.88

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
22327	TH	May1	Jul24	7:00-10:00	13	Classroom (FF)	$308.88

Fire Safety 6-Processes & Protection — SAFEFT106

Explore various industrial hazards with emphasis on chemical plants, flammable operations and ovens, computers warehousing and textiles. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22328	TU	Apr29	Jul15	7:00-10:00	13	Classroom (FF)	$308.88

Occupational Health and Safety Management Certificate (060)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-coordinators, Occupational Health Nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/ohs

Online Learning Questions?

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

Admission Requirements

- Knowledge of chemistry, physics and mathematics is an asset.

Program of Studies

- You may take these courses on an individual basis in any order.
- Completing BOTH CHEM10005 and SAFE10070 is considered equivalent to ENVROH101.

Mandatory Courses:		Hours
ENVROH101	Occupational Hygiene-Intro	39
ENVROH105	Occupatnl Toxicology & Disease	36
ENVROH304	Ergonomics	36
LAWSOH301	Fnds Occup Hlth & Sfty Law	39
SAFE10072	Hazard Assessment & Control	39
SAFEFT100	Basic Prncpl Fire Safety	45
SAFEOH308	H&S Prog Dev&Coordination	45
SAFEOH309	Wrkplc Safety&Insur Act	36

Chemical Hazards — CHEM10005

Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSCIPE053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21332		May13	Aug19			OntarioLearn	$397.20

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
21340		May13	Aug19			OntarioLearn	$415.38

Hazard Assessment and Control — SAFE10072

Study practical aspects of recognizing, assessing and controlling workplace hazards. Topics include: legal responsibilities, inspection techniques, control strategies and training programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22326	WE	Apr30	Jul23	7:00-10:00	13	Classroom (FF)	$308.88

Industrial Hygiene — SAFE10078

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to: Intro. to Occupational Hygiene (ENVROH101).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21220		May13	Aug19			OntarioLearn	$397.20

Introduction to Ergonomics — SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to: Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21006		May13	Aug19			OntarioLearn	$375.72

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: Toxicology (ENVROH105). Prerequisite: Prep Science Chemistry (GSCIPE053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21098		May13	Aug19			OntarioLearn	$289.80

Legislation for Health and Safety — SAFE10077

Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFEOH309).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21219		May13	Aug19			OntarioLearn	$397.20

Occupational Hygiene-Introduction — ENVROH101

Focus on recognition, evaluation and control of chemical and physical workplace hazards, toxicology, exposure measurement and control strategies, and legal information sources.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22325	TU	Apr29	Jul29	6:00-9:00	13	Classroom (FF)	$308.88

Physical Hazards in Work Place — SAFE10087

Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Prerequisites: Occupational Health and Safety (SAFEPIR21) and Introduction to Science (GSCI10002).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21539		May13	Aug19			OntarioLearn	$488.10

GARDENING

Horticulture Courses

Questions?
Call: 905-575-2507 or 905-318-4295 mailbox 1795
Email: ceengty@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/horticulture-other

Jump-Start Your Garden For Spring — HORTHOR24

Learn professional tips for a beautiful garden. Focus on soil amendment, fertilizers, pruning, summer bulbs, lawn care and maintenance for flowers, shrubs and trees.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22059	WE	Apr23	Apr23	6:30-9:30	1	Classroom (FF)	$33.55

Pruning & Maintenance Of Shrubs And Trees — HORTHOR36

Demonstrations with live plants and illustrated presentations by a Certified Aroborist are used in the workshop to give you the confidence to prune your shrubs and garden plants successfully.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22060	TH	May15	May15	6:30-9:30	1	Classroom (FF)	$37.17

Perennial Gardening — HORTHOR44

Learn about exciting new varieties of perennials and how to combine them to create shady retreats, deal with drought conditions, and explore container gardening.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22058	WE	Apr30	May7	6:30-9:30	2	Classroom (FF)	$65.40

Horticulture - Plant Identification Certificate (846)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Prepare for a career change, or enhance your interest in plant materials used in the nursery, commercial, and residential landscape. Study the features and cultural requirements of a broad range of plant materials.

Questions?
Call: 905-575-2507 or 905-318-4295 mailbox 1795
Email: ceengty@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/horticulture

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

Program of Studies

Mandatory Courses:		Hours
HORTHOR01	Fundamentals of Horticulture	36
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Brdlf Evergreens, Clmbr & Vine	36
HORTHOR06	Annuals, Perennials, Bulbs	36

Extra costs for field trips may be incurred depending on their location.

Fundamentals Of Horticulture — HORTHOR01

Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature. Supply fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22057	WE	Apr23	Jul9	7:00-10:00	12	Classroom (FF)	$297.12

Deciduous Shrubs — HORTHOR04

Explore and learn about a broad range of deciduous shrubs suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22056	WE	Apr23	Jul9	6:30-9:30	12	Classroom (FF)	$285.12

Annuals, Perennials, Bulbs — HORTHOR06

Consider annuals, perennials and bulbs for use in modern landscapes, with emphasis on identification, cultural requirements and ornamental value.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22061	TU	Apr22	Jul15	7:00-10:00	12	Classroom (FF)	$285.12

Landscape Design Certificate (080)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills.

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1795
Email: ceengty@mohawkcollege.ca or jim.lounsbery@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/landscapedesign

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

Program of Studies

- It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.
- If you are planning to use the Horticulture Certificate instead of taking HORTLA010 (General Plant ID), you must apply for an exemption for HORTLA010 before applying for the Landscape Design Certificate.

Mandatory Courses:		Hours
HORTHOR01	Fundamentals of Horticulture	36
HORTLA010	General Plant Identification	36
HORTLA009	Botany/Taxonomy	36
HORTLA001	Landscape Design I	36
HORTLA007	Landscape Design II	36
HORTLA008	Landscape Design III	36

Options - Choose 1:

CADMCAD06	Introduction to AutoCAD	45.5
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers and Vines	30
HORTHOR06	Annuals, Perennials, Bulbs	30
HORT10047	Holistic Plant Health Care and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

Fundamentals of Horticulture (HORTHOR01) - refer to Horticulture Plant Identification Certificate.

Holistic Plant Health Care and Integrated Pest Management — HORT10047

Focus on a combination of environmentally friendly management tactics to develop a more holistic system that focuses on healthy landscapes. Sessions incorporate the identification and control of common pests and diseases that inhabit the garden.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22062	TU	Apr22	Jul15	7:00-10:00	12	Classroom (FF)	$285.12

Landscape Design III — HORTLA008

At this advanced level, students will use knowledge gained from previous courses to create landscapes using DYNASCAPE Computer Software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22054	WE	Apr23	Jul9	7:00-10:00	12	Classroom (FF)	$285.12

MANUFACTURING AND MECHANICAL

Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in co-operation with its Ontario Chapter. Course fees include course manual and CINDE membership.

Questions?

Call: 905-387-1655
Email: registrations@cinde.ca
Web: www.mohawkcollege.ca/continuing-education/nde or www.cinde.ca

Courses Offered:

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Film Interpretation
- Radiation Safety
- PdM Techniques
- Weld Inspection & Quality Control
- Principles & Applications of NDT
- Engineering, Materials and Components (EMC) - in class and online
- Level 3 Preparatory Courses - online only
- Phased Array-Basic

WATCH FOR COURSES NEXT TERM

CNC Programming Certificate (070)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

Questions?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or robert.clark17@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/cncprogramming

Admission Requirements

- For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings.
- Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended.
- See Machine Tool Operator Certificate for basic skills.

Program of Studies

Mandatory Courses:		Hours
MACHRE810	CNC Programming - Basic	60
MACHRE811	CNC Programming - Intermediate	60
CADMRE455	CAD/CAM MasterCAM 2D	60
CADMRE456	CAD/CAM MasterCAM 3D	52

Some components of this program require approved safety glasses and footwear.

CNC Programming - Basic — MACHRE810

Study applicable mathematics, standard code and machine tool set-up for 2 1/2 axes milling and 2 axes turning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22000	TU/TH	Apr29	Jun17	6:00-10:00	15	Classroom (SC)	$457.65

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
21998	TU	Apr15	Jul29	6:00-10:00	15	Classroom (SC)	$457.65

Fluid Power Certificate (847)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power.

For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Questions?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/fluidpower

Admission Requirements

- You require basic knowledge of, or experience with, fluid power systems.

Program of Studies

- This POS has recently been revised.
- For students in progress under the old POS - credits will be honoured using the new POS.
- Please refer to Fluid Power webpage for all equivalencies.

Mandatory Courses:		Hours
STENMF201	Introductory Hydraulics	56
STENMF254	Hydraulics 1	70
STEN10009	System Studies	28
STENMF202	Introductory Pneumatics	42
STENMF354	Hydraulics 2	56
STENMF352	Pneumatics 2	49

Some components of this program require approved safety glasses and footwear.

Hydraulics 1 — STENMF254

Learn control valves, accessories and hydraulic fluids and how/where to apply these components in an operating hydraulic system to assure efficient operation of a system for a specific application. Utilizing specific laboratory equipment the student will have opportunity to do hands on lab experiments with typical valving/accessories found in industry today. Prerequisite: STENMF201 Equivalent: STENMF101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21989	TU/WE	Apr22	Jun25	6:00-9:30	20	Classroom (SC)	$519.85

Industrial Engineering Certificate (868)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

For individuals in first level Industrial Engineering positions. Conduct studies, draw plans of plant layout; quality control concepts, lean manufacturing concepts and participate in various manufacturing problem solving applications.

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/industrialengineering

Program of Studies

Mandatory Courses:		Hours
HRESIM337	Management of Human Resources	42
IENGIM132	Work Measurement 1	56
IENGIM252	Problem Solving	42
IENGIM332	Work Measurement 2	56
IENGIM535	Plant Layout & Material Handling	56
MGMTIM153	Manufacturing Management	42

Management Of Human Resources — HRESIM337

Examine behavioural science and its application to better understand human behaviour and the use of human skills in the work environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22322	WE	Apr30	Jul16	6:00-9:30	12	Classroom (FF)	$332.64

Plant Layout And Material Handling — IENGIM535

Examine analytical techniques used in designing plant layouts and material handling systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22324	MO	Apr28	Jul28	6:00-10:00	14	Classroom (FF)	$430.65

Industrial Lubrication Certificate (064)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/industriallubrication

Admission Requirements

- You should have employment responsibilities involving lubrication and 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 & Handling	45
STENLUB05	Fluid Power Fundamentals	45
MATLLUB06	Lubrication T.A.P.	45
MECH10048	Power Transmission Components	56

WATCH FOR COURSES NEXT TERM

Machine Tool Operator Certificate (848)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

Questions?

Call: 905-575-2507
Email: ceengty@mohawkcollege.ca or robert.clark17@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/machinetooloperator

Admission Requirements

- You require Grade 12 Mathematics, and a 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	72
TDRWRE152	Blueprint Reading Mechanical	36

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
21994	SA	Apr5	Jun21	8:00-12:00	10	Classroom (SC)	$356.80

Machine Shop 2 — MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21995	SA	Apr5	Jun21	8:00-12:00	10	Classroom (SC)	$356.80

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
21996	SA	Apr5	Jun21	8:00-12:00	10	Classroom (SC)	$356.80

Machine Shop Theory — MACHRE543

Develop skills and knowledge in safety, tool use, engine lathe set-up and operation, and drilling, milling, and surface grinding operations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21997	MO/WE	Apr21	Jul14	6:00-9:00	24	Classroom (SC)	$531.97

Blueprint Reading Mechanical — TDRWRE152

Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21990	TU	Apr22	Jul15	7:00-10:00	12	Classroom (SC)	$285.12

Mechanical Design

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Online Learning Questions?

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

Program of Studies

Mandatory Courses:		Hours
CADMRE066	SolidWorks-Basic	45
CADM10041	SolidWorks - Advanced	45
MECH10024	Co-ordinate Measuring Machines	30
MECHBDA55	Geometric Dimensioning and Tolerancing	36

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
22351	TH	May1	Aug7	6:00-9:00	15	Classroom (FF)	$356.40

Geometric Dimensioning and Tolerancing-Introduction — MECH10045

Enhance basic engineering drafting skills with an introduction to principles of geometric dimensioning and tolerancing. Focus on interpretation and application symbols to drawings, measurements and quality control. Equivalent: Geometric Dimensioning & Tolerancing (MECHBDA55). Prerequisite: Grade 12 Math (general or advanced) or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21563		May13	Aug19			OntarioLearn	$332.76

Quality Assurance - Level 1 Certificate (858)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Targeted towards ASQ Certified Quality Technician (CQT) Certification. Useful to individuals in business, service industries, and manufacturing who are interested in quality. Offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Certification Exams in March and October each year. See details on ASQ website:www.asq.org

Questions?

Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or william.stewart6@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/qualityassurance

Tuition Assistance

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

Program of Studies

- Courses can be taken in any order except MATHQC102 and MATHQC103 which must be taken in sequential order.

Mandatory Courses:		Hours
QUALQC101	Quality Con, Tech & Motiv	39
MATHQC102	Statistical Process Control 1	39
MATHQC103	Statistical Process Control 2	39
QUALQC104	Avail, Reliab & Maintainability	42
QUALQC105	Principles of Metrology	39
QUALQC106	Inspection & Testing	42

Statistical Process Control 1 — MATHQC102

Examine statistical methods and applications utilized for process product system evaluation. Content includes presentation and description of data, probability, sampling distribution, statistical inference, and objectives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22350	WE	Apr30	Jul23	6:30-9:30	13	Classroom (FF)	$308.88

Inspection And Testing — QUALQC106

Focus on the inspection and test plan, reference standards, measurement, sampling, documentation and data processing implications and NDE as applied to the Quality Practitioner.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22349	MO	Apr28	Jul21	6:30-10:00	12	Classroom (FF)	$332.64

Quality Assurance Courses

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

Six Sigma Methods — MECH10047

Investigate an organized framework of statistical tools to improve service or product quality. Focus on charter documents, problem solving, implementation and control, and advanced techniques. Prerequisite: Introductory Statistics course or equivalent. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21427		May13	Aug19			OntarioLearn	$441.86

Welder Operator Certificate (860)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Questions?
Call: 905-575-2507 or 905-575-1212 ext. 5023
Email: ceengty@mohawkcollege.ca or james.carey2@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/welderoperator

Admission Requirements

- Average mechanical aptitude required. You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate for you. Everyone must register in Shielded Metal Arc Welding 1.

Program of Studies

Mandatory Courses:		Hours
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply Safety Glasses, Safety Boots and Welding Gloves.

Shielded Metal Arc Welding 1 — WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included.Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22021	MO/WE	Apr28	Jul28	6:30-9:30	26	Classroom (SC)	$704.83

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
22022	MO/WE	Apr28	Jul28	6:30-9:30	26	Classroom (SC)	$704.83

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
22023	MO/WE	Apr28	Jul28	6:30-9:30	26	Classroom (SC)	$704.83

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. Introduction to 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
22024	MO/WE	Apr28	Jul28	6:30-9:30	26	Classroom (SC)	$704.83

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
22001	TU	Apr29	Jul29	6:00-9:00	13	Classroom (SC)	$308.88

Welding Courses

Questions?
Call: 905-575-2507 or 905-575-1212 ext. 5023
Email: ceengty@mohawkcollege.ca or james.carey2@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/welding

You must supply Safety Glasses, Safety Boots and Welding Gloves.

Welding I — WELDRE125

Focus on arc Welding with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4+ plate metal. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22025	SA	Apr5	Jun14	8:00-12:00	9	Classroom (SC)	$348.12

Welding II — WELDRE126

Further develop welding skills in the vertical and horizontal positions. Prerequisite: WELDRE125. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22026	SA	Apr5	Jun14	8:00-12:00	9	Classroom (SC)	$348.12

Welding III — WELDRE129

Continue developing welding skills in all positions. Prerequisite: WELDRE126. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22027	SA	Apr5	Jun14	8:00-12:00	9	Classroom (SC)	$348.12

Completion of WELDRE125, WELDRE126, & WELDRE129 may qualify you for C.W.B. equivalent certification in the flat position only.

Welding Pipe & T I G — WELDRE215

Develop skills in pipe Welding, Shielded Metal Arc Welding with the uphand technique, Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included. Please Note: Course will not be held on holiday weekends.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22028	SA	Apr26	Jul19	8:00-12:00	12	Classroom (SC)	$460.65

Welding — WELDRE226

Cover basic Shielded Metal Arc Welding; SMAW to C.W.B. Standards. Gas Metal Arc Welding including Spray Arc, Short Arc and Flux-Core techniques. Material fee included. Please Note: No classes held on holiday weekend.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22079	SA	Apr26	Jul19	8:00-12:00	12	Classroom (SC)	$460.65

MATHEMATICS AND SCIENCES

Math Learning Centre Courses

Questions?
Call: 905-575-2139
Email: ceengty@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/mathematics-statistics

To start any of the individualized courses, you must register in the course and attend the one hour mandatory introductory session in the Math Learning Centre, starting at 6:00 pm on the date indicated by the CRN in which you registered. The Math Learning Centre is located in the Learning Support Centre Room C122 at the Fennell Campus.

Please Note: Material is based on a Windows operating environment.

Mathematics 1 — MATH10011

Focus on Equations, Basic and Intermediate Algebra, Right Triangle Trigonometry, Quadratics, and Complex Numbers. 4 month (42 hour). Prerequisite Grade 12 (C or U) or MATHMA002 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22532	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22533	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22534	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22535	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22536	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics 1 — MATH10012

Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22537	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22538	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22539	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22540	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22541	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics — MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22542	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22570	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22571	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22543	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22544	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics — MATH10024

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22545	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22546	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22547	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22548	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22549	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mechanical Intermediate Algebra — MATH10029

Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry: 4 month (42 hour). Prerequisite: MATHMS165 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22550	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22551	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22552	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22553	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22554	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics for Computer Studies — MATH10042

Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22555	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22556	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22557	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22558	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22559	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Mathematics 2 — MATH10053

Focus on Boolean Algebra, Analytic Geometry, Sine Wave Analysis, Logarithms and Differential Calculus. 4 month (42 hour). Prerequisite: MATH10011 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22565	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22566	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22567	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22568	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22569	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

NDE Mathematics — MATH10059

Unit Conversions, Equations, Algebra, Right Triangle and Oblique Triangle Trigonometry, Logarithms, Geometry & Menstruation (42 hour) Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22560	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22561	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22562	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22563	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22564	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Preparatory Apprenticeship - Math — MATHMA001

Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration. 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22434	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$376.65
22435	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$376.65
22436	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$376.65
22437	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$376.65
22438	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$376.65

Preparatory Mathematics(Technology) MATHMA002

Prepare for College Technical mathematics with attention to Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry. 6 month (72 hour). Prerequisite: Grade 11 Math (U or C).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22439	WE	Apr9	Oct15	6:00-9:00		Classroom (FF)	$531.97
22440	TH	May1	Nov6	6:00-9:00		Classroom (FF)	$531.97
22441	MO	May26	Dec1	6:00-9:00		Classroom (FF)	$531.97
22442	TU	Jun10	Dec16	6:00-9:00		Classroom (FF)	$531.97
22443	WE	Jun25	Dec31	6:00-9:00		Classroom (FF)	$531.97

Preparatory Mathematics(Business) MATHMA003

Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. 4 month (48 hour). Prerequisite: Grade 11 Math (U or C).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22444	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$376.65
22445	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$376.65
22446	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$376.65
22447	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$376.65
22448	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$376.65

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
22454	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22455	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22456	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22457	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22458	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics 1 (Motive Power Technqs) MATHMA008

Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22449	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22450	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22451	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22452	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22453	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics 2 (Motive Power Technqs) MATHMA009

Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22459	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22460	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22461	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22462	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22463	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Math MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Start date reflects mandatory orientation date. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22464	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22465	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22466	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22467	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22468	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. 4 month (42 hour). Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22469	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22470	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22471	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22472	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22473	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Engineering Mathematics 1 MATHMA179

Concentrate on Algebra, Right and Oblique Triangle Trigonometry, Complex Numbers, Sine Wave Analysis, Systems of Equations and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22474	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22475	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22476	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22477	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22478	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Differential Calculus MATHMA383

Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22479	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22480	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22481	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22482	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22483	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics MATHMS122

Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. 4 month (56 hour). Prerequisite: Grade 10 Math (applied or academic).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22484	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22485	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22486	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22487	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22488	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Mathematics For Construction Technician MATHMS144

Study Algebra, Unit Conversions, Geometry & Mensuration and Right Triangle Trigonometry. 4 months (42 hour) Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22489	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22490	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22491	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22492	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22493	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mechanical Basic Algebra MATHMS165

Learn about, Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22500	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22501	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22572	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22502	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22498	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Mathematics — MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry.4 month (56 hour) Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22503	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22508	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22509	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22510	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22511	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Mathematics — MATHMS173

Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22512	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22513	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22514	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22515	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22516	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Mathematics 2 For Construction Technician — MATHMS244

Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22517	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22518	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22519	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22520	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22521	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics — MATHMS248

Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22522	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$430.65
22523	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$430.65
22524	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$430.65
22525	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$430.65
22526	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$430.65

Mathematics — MATHMS377

Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22527	WE	Apr9	Aug9	6:00-9:00		Classroom (FF)	$332.64
22528	TH	May1	Aug31	6:00-9:00		Classroom (FF)	$332.64
22529	MO	May26	Sep25	6:00-9:00		Classroom (FF)	$332.64
22530	TU	Jun10	Oct10	6:00-9:00		Classroom (FF)	$332.64
22531	WE	Jun25	Oct25	6:00-9:00		Classroom (FF)	$332.64

Mathematics Courses

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or zoran.pocuca@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/mathematics-statistics

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

Engineering Mathematics 2 — MATH10021

An introduction to Functions, Graphs, Straight Line, Quadratic Equations, Analytic Trigonometry, Empirical Equations, Differential and Integral Calculus. Prerequisite: MATHMA179 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22361	TH	May15	Aug14	6:00-9:00	14	Classroom (FF)	$332.64

Fundamental Mathematics — MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to: MATHMA001. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21009		May13	Aug19			OntarioLearn	$397.20

Integral Calculus — MATHMA483

Explore calculus concepts including integration concepts and rules with applications including surface of revolution, centroids and moments of inertia. Prerequisite: MATHMA383 or MATHMS377.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22359	WE	May21	Aug6	6:00-9:30	12	Classroom (FF)	$332.64

Math — MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Start date reflects mandatory orientation date. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21423		May7	Aug7			eLearn	$300.72

Mathematics — MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. 4 month (42 hour). Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21589		May7	Aug7			eLearn	$300.72

Mathematics — MATHMS271

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171. Tuesday class is every second Tuesday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22356	TU/TH	May15	Aug7	6:00-9:00	19	Classroom (FF)	$430.65

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
21420		May7	Aug7			eLearn	$300.72

Mathematics Of Finance — MATHMA381

Examine simple and compound interest, simple and general annuities, applications of annuities, amortization, capital budgeting. Intended for technology students. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21048		May7	Aug7			eLearn	$300.72

Statistics — MATHMA482

Introductory statistics intended for Technology students. Focus on organizing and summarizing univariance data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. NOTE: Monday class is every second Monday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22362	MO/WE	May12	Aug6	6:00-9:00	19	Classroom (FF)	$430.65

Online Course?

Book your exam online early. For instructions visit ce.mohawkcollege.ca/exams

Statistics — MATHMA570

This statistics course covers organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software for this course will not operate on a MAC computer. Prerequisite: Introductory College level math course. Students wishing MATHMS474 or MATH10060 may take MATHMA570. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21327		May13	Aug19			OntarioLearn	$441.86

Statistics II — MATH10049

Topics include: review of inferences for one simple mean and proportion, SPC, inferences on the difference of 2 means, inferences for difference of 2 proportions, Chi-square analysis (independence, goodness of fit), ANOVA, Linear and Multiple Regressions. Software for this course will not operate on a MAC computer. Students wishing MATHMA411 may take this course. Prerequisite: Statistics (MATHMA570) or Introductory Statistics course. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22398		May13	Aug19			OntarioLearn	$441.86

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
21229		May13	Aug19			OntarioLearn	$488.10

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
21383		May13	Aug19			OntarioLearn	$397.20

Sciences

Questions?
Call: 905-575-2203
Email: ceengty@mohawkcollege.ca or zoran.pocuca@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/sciences

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

Preparatory Chemistry (G.A.S.) — CHEMPE106

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22355	MO/TH	May12	Aug7	6:00-9:00	19	Classroom (FF)	$430.65

Prep Science (Chemistry) — GSCIPE053

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21311		May13	Aug19			OntarioLearn	$447.92

Prep Science (Physics) — PHYSPE001

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21310		May13	Aug19			OntarioLearn	$447.92

Learning Support Centre

We offer you a dedicated and positive environment to enhance your academic success through the **Math Centre, Writing Centre** and **Peer Tutoring,** as well as self-directed and quiet group study activities.

Learn more at www.**mohawkcollege.ca/lsc**

Math Centre
- Drop-in Math Help
- Continuing Education and Credit Courses
- Individualized Courses

Writing Centre
- Personal Writing Consultations
- APA Citing and Grammar Resources
- ESL Resources and Conversation Club
- Reading and Listening Help

Peer Tutoring
- Course Content Tutoring
- Effective Study Tips
- One-On-One, Drop-In, Open Lab and Group Tutoring

MCE CORPORATE TRAINING & PARTNERSHIPS

Mohawk College Enterprise (MCE) is a stand-alone, business to business corporation established by Mohawk College as the sole provider of corporate training and consulting services on behalf of Mohawk College. We provide customized corporate training in three areas; leadership, technology and health sciences. Our leadership portfolio offers a range of workshops and programs on topics such as customer service, problem solving, performance management, supervisory skills and more. We also provide strategic planning consulting. Our technology portfolio includes but is not limited to computer training, health and safety and backflow prevention. Our health sciences portfolio offers customized programming based on Mohawk College curriculum and expertise to health care organizations and professionals.

For more information on how MCE can provide our services please contact us today at 905-667-6230 or visit us at www.mcecor.com

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours. Recertification required after 5 years, 2 days, 16 hours.

Questions?
Call: 905-667-6230
Email: LMacDonald@mcecor.com

Future Ready Leadership Program for Emerging Leaders

For the first time ever, there are more people in the age group 55 - 64 preparing to leave the workforce than there were people who were getting ready to enter it.

In order to address the leadership gap, MCE has launched a nationally recognized award winning leadership program for aspiring leaders. This program held one day a month over 8 months, provides critical thinking skills and reinforces required behaviours that will prepare for and address organizational change. The program has been designed for all levels of management in all sectors and addresses; The Power of Teams, Embracing Diversity through Impact Communications, Leadership Dynamics, Leading Change, Facilitating Change, Managing Performance etc.

Questions?
Call: 905-667-6230
Email: info@mcecor.com

Gas Technician III & II / Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria. Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?
Call: 905-667-6230
Email: LMacDonald@mcecor.com

Welding

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

Full-time Welder Operator Certificate Program: 24 weeks (Mon- Fri 6 hours per day).

New Programs Start: September, November, January, March, May and July.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required.

Customized Training Solutions are available with Daily/Weekly sessions to upgrade skills or practice for upcoming tests.

Questions?
Call: 905-575-1212 ext. 5046
Email: chris.melville@mohawkcollege.ca

Health

Programming is available for disciplines including Nursing, Medical Radiation Sciences, Diagnostic Cardiac Sonography, Cardiovascular Technology, Occupational Therapy, Physiotherapy, Pharmacy and more.

Questions?
Call: 905-577-5886
Email: eroediger@mcecor.com
Web: www.mcecor.com

Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?
Call: 905-667-6230
Email: LMacDonald@mcecor.com
PEMAC and CIM Members must contact us to register.

Management Skills & Techniques — MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22585	SA	Apr5	Apr6	9:00-5:00	2	Classroom (FF)	$499.00

Production & Operations Management — MGMTMMP02

Benefit from detailed study of planning and scheduling methods, production management and quality control in a maintenance environment. Fee includes Text and Course Materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22584	SA	Apr26	May24	9:00-5:00	4	Classroom (FF)	$898.00

Human Resources Management — HRESMMP03

Examine human resources practices in the maintenance environment, with emphasis on legal implications, labour issues, team building and managing group change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22586	SA	May31	Jun21	9:00-5:00	4	Classroom (FF)	$898.00

Computerized Maintenance Management — MECHMMP07

A study in choosing & implementing a suitable computer maintenance management system (CMMS). Understand the benefits & essentials of CMMS, & develop expertise in the selection, implementation & support of a CMMS package. Fee includes text & materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22587	SA	Jul5	Jul26	9:00-5:00	4	Classroom (FF)	$898.00

Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters.

For on-site, customized course delivery or information on program completion:
Call: 905-667-6230 or 1-877-670-6230
Web: www.manufacturingleadership.com

Important Information

DELIVERY / CAMPUS INFORMATION

Campus Codes & Locations

Blended (XX)
Course includes online and classroom content. (XX) indicates the campus where the classroom component is held.
Visit: mohawkcollege.ca/blended

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

Classroom (HD)
Solidarity Place Worker Education Centre
1130 Barton Street East
Hamilton, ON L8H 7P9
905-547-2944 ext. 22

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

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

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

Field Work
Course work done at placement location.

eLearn
Course is online through Mohawk College

OntarioLearn
Course is online through OntarioLearn.com

Campus Closing (Emergency Situations)

Meet SAM: Your new BFF

Our Security Alert Messenger (SAM) is Mohawk's newest Emergency Notification Service for weather and security related alerts by email, social media and text messages. Students can subscribe to receive text alerts* right to their mobile device to stay safe in the event of an emergency.

*Standard usage rates may apply for text messages. Check with your service provider for details.

Read more at mohawkcollege.ca/sam

Room Listings

Room numbers for courses at all campuses are available at ce.mohawkcollege.ca/room-listings after 3:00 pm on the first day of each term. Classroom locations are also posted at the main campus entrances.

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

Parking Information & Transportation

Fennell and Stoney Creek

Continuing Education evening and weekend students at Fennell and Stoney Creek campuses will automatically receive a parking pass on their Acknowledgement of Registration. A transportation fee of 69 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a Continuing Education course during the day for which you paid transportation fees, please take your acknowledgement form to the Parking Office to exchange for a day pass. If the course you are taking has no transportation fees, you will be required to buy a parking pass.

For information, visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

Public Transportation

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

Institute for Applied Health Sciences at McMaster

Questions?
905-525-9140 ext. 24232

McMaster University provides parking services for the Institute for Applied Health Sciences. McMaster University parking guidelines will apply.

Purchase permits at the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and Visa. Student I.D. card required. Parking for single evenings and/or weekends is $6 payable upon exit at automated attendant.

Accessible Parking

You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking.

Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

MOCOMOTION

Communication from Mohawk

Mohawk's online portal MOCO**motion, at http://moco.mohawkcollege.ca, and your @mohawkcollege.ca email address are the official avenues of communication used by Mohawk College.**

Examples of information found in, or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Please login to MOCOmotion on a regular basis to keep your account active. You will find your username and password on your Acknowledgement of Registration form.

FINANCIAL INFORMATION

Fees

Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and Access Copyright fees:
Fees are calculated based on the number of hours per course.

- Tuition @ $6.06
- Access Copyright @ $0.02 (max 45 hours)
- Academic Service Fee @ $0.55 (max 45 hours)
- Student Activity Fee @ $0.48 (max 45 hours)
- Student IT Enhancement Fee @ $0.07 (max 45 hours)
- Capital Campaign Fee @ $0.05 (max 45 hours)
- Transportation Fee @ $0.69 (max $43.00) on courses offered at Fennell and Stoney Creek.

Financial Information

1. Course Fees do not include textbooks, and/or learning materials required by many courses. Some exceptions may apply. These are often available in the Campus stores.
2. Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.

International Students

All international students require approval from International Student Services (The Square, Room C102, Fennell Campus) before registering for Continuing Education courses. International Fees for CE courses will apply - $910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Read more at mohawkcollege.ca/international.

Online Learning

provides you with the opportunity to learn online, anywhere, and at your convenience.

ONLINE LEARNING

What is Online Learning?

Online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14-week period and are led by instructors. They are not self-paced, nor self-directed. There is a scheduled start and end date.

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least:

PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/Vista/Win7.

MAC: Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard).

Textbooks
Textbooks are not included in course fees. Order texts online at mohawk.bookware3000.ca.

Exams
For exam information, visit ce.mohawkcollege.ca/exams. All work and scheduled exams must be completed by course end date. Questions: email deexams@mohawkcollege.ca

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

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

OntarioLearn

To see if online education fits your learning style, go to OntarioLearn.com and click on "Starting Out" to participate in a short quiz titled, "Is Online Learning right for you?"

Start Date/Registration Deadline
Most courses start on Tuesday, May 13, 2014. We must receive your registration no later than Tuesday, May 20, 2014. Monthly intakes are available for some courses.

How to Start Your Course
Instructions to "Start an OntarioLearn Course" are available at ce.mohawkcollege.ca/get-started. **It is your responsibility to log in to your course(s) prior to the refund deadline. In keeping with Mohawk College's GoGreen initiative, start up letters will no longer be mailed.**

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

eLearn

Instructors are available by email for all courses.

Registration Deadline
You can register up to 6 calendar days after the official start date unless otherwise stated.

Getting Started
You will receive your course start up letter by mail. It is your responsibility to login to your course(s) prior to the refund deadline.

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

...read more at ce.mohawkcollege.ca/online-learning

Replacement Certificate/Diploma Fee

A fee of $30 applies for replacement of a College certificate or diploma. The request form is available on the Mohawk College website, or visit The Square at Fennell Campus to make your request and payment.

Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Continuing Education funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Financial Assistance

Limited tuition assistance support is available for students who complete an online profile. For information on completing the profile, and details on awards available for Continuing Education students, visit mohawkcollege.ca/financial-assistance.

For more information, call 905-575-2133 or email financialassistance@mohawkcollege.ca. You can also visit the Student Services office at your campus.

Tuition Reimbursement for Health Sciences Students

Medical Laboratory Technologists may be eligible for up to $1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to $1500 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rnao.ca or rpnao.org for information and application forms.

Income Tax Receipts

In March 2015, students registered in 2014 will be able to access their T2202A Tuition and Education Amounts Certificate via MOCOmotion. Choose the "My Student Account" tab, and scroll down to "My Account".

NOTE: Some courses may not qualify for a tuition or education tax deduction.

Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction.

For assistance, drop in to the Student Services office at any campus, MCACES office or call 905-575-2000.

Refunds

To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Online Learning), you must withdraw within 6 days of the published start date of the course to receive a refund. If you want to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

Refund Amounts

A $20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Notes:

- If you have an outstanding balance with the College, all refunds will be applied to your balance.
- Allow a minimum of 4 weeks processing time for refunds.
- Refunds are issued by cheque and sent to the registered student. (Exception: tuition paid directly by employer or sponsoring agency to the College).
- The Standard Refund Policy may not apply to seminars, workshops, Travel Education, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

REGISTRATION INFORMATION

Acknowledgement Form and Student Card

You will receive an Acknowledgement form and student card immediately upon registering in person. Acknowledgements for registrations done online or sent by mail or fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MOCOmotion, the College's information portal. Your parking pass is also included, if eligible, for the Fennell and Stoney Creek campuses only. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

Admission Requirements

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. International students, who are not permanent residents of Canada, require permission to register from Citizenship and Immigration Canada. Some programs have specific admission requirements which are listed in the program description.

Audit Students

Only under special circumstances can a credit course be audited. The audit application form must be approved by the appropriate Associate Dean before you register. You will not receive a grade/credit for an audited course; an AU designation is used on your transcript. Regular fees apply.

Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note: Classes will be cancelled if they do not meet minimum enrollment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College.

Long weekends: Classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these Special Approval courses cannot be placed online. Please refer to the inside of the back cover for information on other ways to register. A completed registration form will be required.

Transferring Courses

You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut-off date has not passed and space is available in the course into which you are transferring. Fees will be reassessed accordingly. You may transfer on the web at ce.mohawkcollege.ca, by fax, or at any designated Student Services Office.

Waitlists

If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

Withdrawals

If you withdraw from a course, you must officially notify the Student Services Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

Informing the instructor only is not sufficient.

See the Refunds section for details regarding withdrawals.

ACADEMIC INFORMATION

Academic Appeal Form

You may obtain the Student Academic Appeal Form at the Student Services office at any campus. View the Academic Appeal Policy at studentpolicies.mohawkcollege.ca.

Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at studentpolicies.mohawkcollege.ca.

Communicable Disease Screening

Immunization clearance is required for some Health Sciences programs with a clinical component. This can be completed by Mohawk Wellness 4U Health Services or your family doctor.

The Communicable Disease Screening Protocol (CDSP)/immunization form must be filled out and approved by Health Services to obtain clearance. A one-time processing fee of $115 is required and can be completed in person at the Fennell Campus or by fax to 905-575-2416. The Continuing Education Payment Request Form can be downloaded at mohawkcollege.ca/hs-form. You will be mailed a CE Acknowledgement receipt. Please attach your CE Acknowledgement receipt to the completed CDSP and fax to Wellness 4U Health Services at **Fennell Campus,** Room C109
Call: 905-575-2084
Fax: 905-575-2416
Email: FennellHealthServices@mohawkcollege.ca

Email: IAHSHealthServices@mohawkcollege.ca
Web: ce.mohawkcollege.ca/healthsciences

Credentials

Below are definitions for the credentials listed below each program title in this catalogue:

MOHAWK COLLEGE CERTIFICATE:
Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

ONTARIO COLLEGE CERTIFICATE:
Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

ONTARIO COLLEGE DIPLOMA:
Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

ONTARIO COLLEGE ADVANCED DIPLOMA:
Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

ONTARIO COLLEGE GRADUATE CERTIFICATE:
Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

ACKNOWLEDGEMENT OF COMPLETION:
Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Exemptions

Gain recognition for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. To apply for an exemption, login to MOCOmotion, choose the “My Student Account” tab, and click on “Apply for a Course Exemption”.

For assistance, contact The Square at 905-575-2000 or ask@mohawkcollege.ca.

General Education Band Selection Courses

More information about General Education is available in the Creative Arts/Preparatory Studies section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grades

Minimum passing grade of 50% applies to most graded courses offered at the College. A 60% weighted GPA is required for graduation.

Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at mohawkcollege.ca. Click on Student Services - Academic Records and Registration - Grading and Evaluation System.

To access your grades and review your progress, login to MOCOmotion, choose the “My Student Account” tab, and scroll down to “My Grades”.

Graduation / Convocation

Applying to Graduate
When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Associate Dean in writing. The deadline to apply to graduate is August 15th for the October Convocation.

"Request for Certificate" forms are to be completed by students graduating from a Continuing Education certificate program. Forms are available online at mohawkcollege.ca/convocationprep.

"Application to Graduate" forms are to be completed by students graduating from a post-secondary diploma or post-secondary certificate they have taken through Continuing Education. Forms are available online at mohawkcollege.ca/convocationprep.

Residency Requirements
To qualify for a Mohawk College certificate, diploma or applied degree, students using advanced standing, exemptions and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College.

Course / Program Currency
To be eligible for graduation, students are expected to demonstrate mastery of current competencies as outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas. In cases where study has been interrupted for one or more years, the College may require a student to repeat a subject area.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Prior Learning Assessment and Recognition (PLAR)

Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, by the following methods:

Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.

Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

Questions?
Email: plar@mohawkcollege.ca
Web: mohawkcollege.ca/plar
Call: 905-575-2395

Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

STUDENT SERVICES

Aboriginal Education & Student Services (AESS)

Aboriginal Education and Student Services Centre:
Fennell Campus, Room A114
Email: aess@mohawkcollege.ca

Aboriginal Student Success & Transition Advisor
Leah Hogan, 905-575-1212, ext. 3777

Aboriginal Student Counsellor
905-575-1212, ext. 4625

Accessible Learning Services

Our team is committed to providing friendly, accessible and confidential services to students with disabilities, and we work in partnership with both students and faculty. Pre-admission, educational planning and returning to school sessions are available for potential applicants to Mohawk. A full range of services is available for accepted applicant and CE students who have, or suspect they have a disability.

Accommodation supports include:

- Transition support
- Disability advocacy
- Learning strategies
- Adaptive technology training
- Alternate format for course material

Make an appointment with our team so we can provide accommodation planning in a timely manner.

Contact Information:

Fennell Campus, Room C102
905-575-2211

Institute for Applied Health Sciences at McMaster
Room 303, 905-540-4247 ext. 26751

Stoney Creek
Room A118, 905-575-1212 ext 5401

Email: accessiblelearningservices@mohawkcollege.ca

Your Library!

Assignment Help

- Research assistance
- Program Subject Guides
- APA guide
- Books (print and ebooks)
- Online Journals and magazines
- Streaming videos (online)

Study Space

- Quiet study
- Silent study
- Bookable group space
- Computers, printing, copying and scanning

Tech Support - Library TECH BARS

Get help with:

- WiFi setup
- Email setup
- Microsoft Office Tips
- eLearn
- MOCOmotion
- Creative tools for assignments

24/7 Online Access

library.mohawkcollege.ca

Ask Us!

In Person: Drop by your campus library!

Call: 905-575-2077 (Fennell)
905-575-2504 (Stoney Creek)
905-540-4247 x26835 (IAHS)

Text Us: 280-277-0114

Chat Online

For locations, maps and hours, visit us at:

library.mohawkcollege.ca

Books, Supplies, Clothing, Gifts

Mohawk College Campus Stores
Three locations:

Fennell Campus
135 Fennell Avenue West, Hamilton
905-575-2070

The Campus Store, Room C104
905-575-1212 ext. 3438

Buy the Book, Room C068
905-575-1212 ext. 3149

Stoney Creek Campus
481 Barton Street, Stoney Creek
905-575-2514

Visit mohawk.bookware3000.ca for hours of operation.

On-Line Ordering
Choose to either reserve your order for pick-up at **Buy the Book** or have your books delivered to your door for a nominal fee.

Payment methods
Cash, MasterCard, and Visa

Booklists
Posted in **Buy the Book** and online at mohawk.bookware3000.ca just before term start-up.

Textbook Returns / Refund Policy
Returned merchandise must be unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses. To process on-line returns please call store to make arrangements. Sales receipts must be provided with all returned items.

Refund Period
Students have five weeks from first day of classes to return or exchange textbooks in original packaging and in new condition, with original receipt. A 20% restocking charge may apply at the discretion of the store staff. If you are withdrawing from a course after the five week period, you must provide a copy of your withdrawal form. Books purchased after the five week period are final sale.

Custom Courseware
Courseware is non-returnable. Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

Books @ IAHS

Books for courses offered at the Institute of Applied Health Sciences at McMaster campus may be purchased at the Health Sciences Bookstore in the McMaster University Medical Centre.

Where?
1200 Main Street West, Room 1G
Call: 905-525-9140 ext. 22288 or 1-800-238-1623
Fax: 905-525-8527
Web: bookstore.mcmaster.ca

Counselling Services

Mohawk's professional counsellors offer a broad range of support services to all CE students. Take advantage of free career and academic skills counselling. We also offer free confidential personal counselling. This is limited to up to 5 sessions. We offer workshops for your academic and personal success.

Services are available Monday to Friday, from 9:00 a.m. to 4:30 p.m. Please call for extended hours.

Call: 905-575-2211 for additional information or to arrange an appointment.

Wellness4U
Our diverse team provides all students with free wellness strategies, health care as well as awareness programs.

Dispute Resolution Services

The Manager of Student Rights and Responsibilities acts as the first point of contact for students and staff with issues under the Student Behaviour Policy, Human Rights Policy, Academic Appeals and Student Complaint Procedure. A full range of resolution services (consultation, facilitation, mediation, conciliation, conflict, coaching and debriefing) is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

Contact:
Diane Harrison, Manager,
Student Rights and Responsibilities

Call: 905-575-2318 or from Brantford call 519-759-7200 ext. 2318
Email: diane.harrison@mohawkcollege.ca

COLLEGE POLICIES

Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal

Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to accessibility registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

Notice Of Waiver:
Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, course, program description, option, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Only courses offered this term are published in this catalogue.

Smoke Free Policy

Smoking on Mohawk College campuses is permitted only at approved outside locations identified with a "Designated Smoking Area" sign. Maps of the Designated Smoking Areas are posted at each campus for your reference. Fines may be issued to those who do not comply.

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Continuing Education Registration Form

mohawk

Use this form if you are registering by MAIL, IN PERSON or by FAX. Fax completed forms to 905-575-2348.

If you know your Mohawk College ID, enter it here: ☐☐☐☐☐☐☐☐☐

Date of Birth: ___ ___ /___ ___ ___ /___ ___ ___ ___
(Eg. 01 / Jan / 1968) **Day** **Month** **Year**

****Social Insurance Number:** ___ ___ ___ ___ ___ ___ ___ ___ ___

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? ☐ Yes ☐ No

Do you possess a high school Diploma? ☐ Yes ☐ No

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Last Name | First Name | Middle Name

Unit/Apt | Street Address

City | Province | Postal Code

Home Phone | Business Phone | Ext.

Course Information – Use this to register for up to 3 courses. Courses with insufficient enrollment will be cancelled before the course starts. It is **recommended that you register at least one week prior to the course start date.**

CRN	Course Code	Course Name	Campus	Start Date	$ FEE

$

TOTAL FEE

Should requested CRN's be full, please add my name to the Wait List: ☐ Yes ☐ No

Are you working towards a Certificate or Diploma? ☐ Yes ☐ No

If yes, Program Name | Program Number

Payment Information – Course fees must be paid in full at the time of registration

☐ Cash ☐ Debit ☐ VISA Visa ☐ Mastercard ☐ Certified Cheque* ☐ Money Order* ☐ Bank Draft* ☐ Sponsored (*Payable to Mohawk College)

Method of Payment: ☐ VISA Visa ☐ Mastercard Cardholder name as appears on card: _____

Card Number: ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ Expiry Date: ____/____

Cardholder Signature | Date

**NOTE: Date of Birth/S.I.N. is required on the Mohawk College Student Record System to assist our office in the retrieval of your academic grades from the computerized/microfilmed student files and to issue income tax receipts. | PRIVACY AND CONFIDENTIALITY: Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.

How to Register

ce.mohawkcollege.ca/register

Registration starts Tuesday, March 25th

4 Ways to Register:

1. Online at ce.mohawkcollege.ca

Available to existing and new students – days, evenings and weekends.

NOTE: Online registration cannot be used for Special Approval (SA) courses. See page 121.

Payment Options:

VISA OR MASTERCARD

2. Fax

Payment Options:

VISA OR MASTERCARD

Fax the completed Registration Form to: 905-575-2348

*NOTE: Registration by **fax** or **mail** does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.*

3. Mail

Payment Options:

VISA, MASTERCARD, CERTIFIED CHEQUE, MONEY ORDER OR BANK DRAFT

Complete Registration Form and mail to:

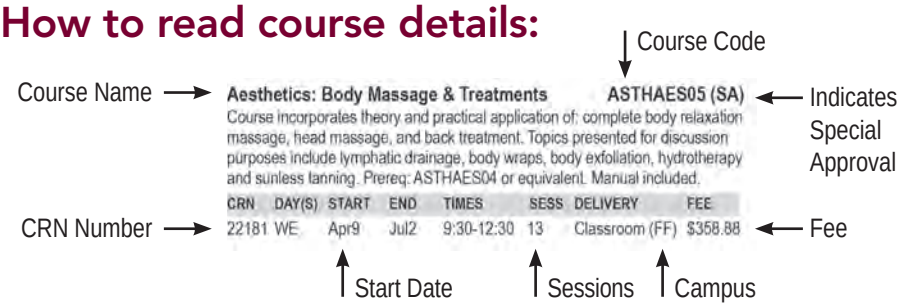
Mohawk College
The Square, P.O. Box 2034
Hamilton, Ontario L8N 3T2

4. In Person

Payment Options:

VISA, MASTERCARD, DEBIT, CERTIFIED CHEQUE, MONEY ORDER, BANK DRAFT OR CASH

How to read course details:



Have a question?

Scan the QR code to view Mohawk's Continuing Education AskMohawk Instant Answer Service on your smart phone, or go to **mohawk.intelliresponse.com/m/ce**

1. Download a QR code reader Mobile App to your smartphone.
2. Launch the App and scan the code – you'll be taken right to the AskMohawk page.

Step into the future
with Continuing Education & Online Learning

At Mohawk, we have programs that are offered in-class, online or in a blended format. Our goal is to offer flexibility, making it possible for you to pursue an interest or a dream.

Many of Mohawk's courses and programs are taught by working professionals who offer a winning combination of theoretical learning with practical experience.

Choose what's right for you

Go in depth with Diploma options in the evening. Our Diplomas include:

- Business - Accounting
- Business Administration
- Business (General)
- Business - Marketing
- Library and Information Technician
- Social Service Worker
- Child and Youth Worker
- Early Childhood Education
- Educational Support

Or, get qualified quickly with our Certificate options in:

- Health
- Technology and Skilled Trades
- Business
- Creative and Visual Arts / Preparatory Studies
- Community Services
- Communication Arts

Online Learning
Online learning provides you with the opportunity to learn online, anywhere, and at your convenience.
Read more on page 120.

Continuing Education & Online Learning

Registration opens March 25th

Don't wait to register – courses can fill quickly. Browse online at **ce.mohawkcollege.ca**

You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue.

Questions? Contact us:

Phone: 905-385-4295
Toll free: 1-888-385-4295
Email: cereg@mohawkcollege.ca
Web: ce.mohawkcollege.ca

mohawk

MCACES
MOHAWK COLLEGE ASSOCIATION OF CONTINUING EDUCATION STUDENTS

Visit us at mcaces.ca

Our mission is to provide direction and services to enhance and enrich the lifelong learning of all Continuing Education Students at Mohawk College.

Take Advantage of Our Services and Programs

Continuing Education Students are members of MCACES and are invited to utilize our services, including:

- One on one support services and information
- Orientation weeks and special events
- Referral to College programs and services
- Bursaries – information and applications
- Computer, Social Media, fax and print services
- Legal and Debt Counselling
- Group auto and home insurance
- Food Share and Walk Smart Attendant programs
- Nighthawk Resource Guide and Newsclips E-letters

Professional Development Program

Current and recent Continuing Education Students at Mohawk College have access to a variety of Employment Advisement services including:

- Résumé Critiquing and Interview Preparation
- Portfolio Assistance and Career Coaching
- Employment Advisement Blog
- Strengths Based Workshops and Special Events

Need Counselling?

Continuing Education Students may access free counselling services. Call 905-575-2211 for additional information or to arrange an appointment.
E-mail: counselling@mohawkcollege.ca

Find Help at Our Resource Centres:

Fennell Campus, Room F114
Institute for Applied Health Sciences at McMaster, Room 122
Stoney Creek Campus, Room A121
Phone: 905-575-2176 | Web: mcaces.ca
Email: mcaces@mohawkcollege.ca

Join MCACES Online

- Connect with us at **facebook.com/mcaces**
- Tweet us **@mcaces**
- Check out our blog at **mcacesblogs.wordpress.com**

MCACES is governed by a volunteer Board of Directors of Continuing Education Students.

Student Services

Please keep this quick reference bookmark

Our Locations

Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton
Call: 905-385-4295, Toll free: 1-888-385-4295

REGULAR HOURS:
Monday to Thursday: 8:30 a.m. to 6:00 p.m.
Friday: 8:30 a.m. to 4:30 p.m.

SUMMER HOURS:
May 5 to August 22, 2014
Monday to Friday: 8:30 a.m. to 4:30 p.m.

Institute for Applied Health Sciences at McMaster (IH)

Room 121, 1400 Main Street West, Hamilton
Call: 905-540-4247 ext. 26352
Monday to Friday: 8:30 a.m. to 4:00 p.m.

Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek
Monday to Friday: 8:45 a.m. to 4:30 p.m.

Quick & Helpful Links

Financial Assistance

Visit **ce.mohawkcollege.ca/financial** for information on Financial Assistance for CE Students.

Learn More About Online Learning

What is online learning? Is online learning for you?
Read more at **ce.mohawkcollege.ca/online-learning**

Room Listings

Accessible online after 3 p.m. on the day the course starts.
Locations are also posted at the main campus entrances.
Visit **ce.mohawkcollege.ca/roomlistings**