



# moHAWK

FUTURE READY

## CONTINUING EDUCATION SPRING 2017 CATALOGUE

### CELEBRATING 50 YEARS

FUTURE READY. LEARNING FOR LIFE.

ONTARIO  
at  
**50**  
COLLEGES

THE START  
OF SOMETHING  
AMAZING

# NEW THIS SPRING

Check out the 100+ NEW courses and 7 new programs just added!

Have an idea for a new course or program? Let us know at [ce.mohawkcollege.ca/ideas](http://ce.mohawkcollege.ca/ideas)

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ON THE COVER

## CELEBRATING MOHAWK'S 50<sup>TH</sup> ANNIVERSARY



Mohawk's roots run deep in Hamilton. We have proudly educated and served generations of students since our doors first opened 50 years ago.

Join our 50<sup>th</sup> anniversary celebration by sharing your memories, photos and stories! Find details about the yearlong celebrations, view event photos and read stories from our Alumni Bloggers on our 50<sup>th</sup> webpage [mohawkcollege.ca/50th](http://mohawkcollege.ca/50th)

You can also join in on Twitter and Instagram using the hashtag #mohawk50



## Looking for work? We can help!

### FREE services:

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

### Contact us and get started!

905-575-2177

[mohawkcollege.ca/ces](http://mohawkcollege.ca/ces)

@cesmohawk

[facebook.com/cesmohawk](https://www.facebook.com/cesmohawk)

MOHAWK

**EMPLOYMENT  
ONTARIO**

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

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

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### Connect with us

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



[ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

# Contact us

Watch for these icons as you're reading



## Business

[ce.mohawkcollege.ca/business](http://ce.mohawkcollege.ca/business)  
905-575-2703

[cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca)



## Community and Urban Studies

[ce.mohawkcollege.ca/communityservices](http://ce.mohawkcollege.ca/communityservices)  
905-575-1212 ext. 3244

[cecommunity@mohawkcollege.ca](mailto:cecommunity@mohawkcollege.ca)



## Creative, Media and Interdisciplinary Studies

[ce.mohawkcollege.ca/creative](http://ce.mohawkcollege.ca/creative)  
905-575-2358

[cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca)



## Health and Nursing

[ce.mohawkcollege.ca/health](http://ce.mohawkcollege.ca/health)  
905-575-1212 ext. 6703

[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)



## Technology and Skills Development

[ce.mohawkcollege.ca/tech](http://ce.mohawkcollege.ca/tech)  
905-575-2203

[cetechnology@mohawkcollege.ca](mailto:cetechnology@mohawkcollege.ca)  
[ceskills@mohawkcollege.ca](mailto:ceskills@mohawkcollege.ca)



## Trending and Popular Programs

## General Inquiries

[ce.mohawkcollege.ca/contacts](http://ce.mohawkcollege.ca/contacts)  
[ce@mohawkcollege.ca](mailto:ce@mohawkcollege.ca)  
905-575-2220



# Learning @ Mohawk

## 3 Delivery Methods

### Online

[ce.mohawkcollege.ca/online](http://ce.mohawkcollege.ca/online)

Online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14-week period and are led by instructors. They are not self-paced or self-directed. There are scheduled start and end dates and you cannot start late or finish early.

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

### Computer Requirements

[ce.mohawkcollege.ca/online-faq](http://ce.mohawkcollege.ca/online-faq)

You need regular access to a computer with an Internet connection and Web access for the duration of your course. Computer system requirements are listed on the website.

### Textbooks

[mohawk.bookware3000.ca](http://mohawk.bookware3000.ca)

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

### Exams

[ce.mohawkcollege.ca/exams](http://ce.mohawkcollege.ca/exams) | [exams@mohawkcollege.ca](mailto:exams@mohawkcollege.ca)

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

### Refunds

[ce.mohawkcollege.ca/refunds](http://ce.mohawkcollege.ca/refunds)

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

### OntarioLearn

Course is online through OntarioLearn.com

### Registration Deadline

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

### How to Start Your Course

Visit [ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn) for login instructions. It is your responsibility to login to your course(s) prior to the refund deadline.

### eLearn

Course is online through Mohawk College

### Registration Deadline

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

### How to Start Your Course

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



### Classroom

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

### Delivery Locations

[ce.mohawkcollege.ca/campuscodes](http://ce.mohawkcollege.ca/campuscodes)

#### Classroom (FF)

##### Fennell Campus

135 Fennell Avenue West  
Hamilton, ON L9C 0E5

#### Classroom (IH)

##### Institute for Applied Health Sciences at McMaster

1400 Main Street West  
Hamilton, ON L8S 1C7

#### Classroom (OR)

##### Other Location

See course description for details.

#### Classroom (SC)

##### Stoney Creek Campus

481 Barton Street  
Stoney Creek, ON L8E 2L7

#### Field Work

Course work done at placement location.

### Room Listings

[ce.mohawkcollege.ca/roomlistings](http://ce.mohawkcollege.ca/roomlistings)

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

### Parking

[www.mohawkcollege.ca/parking](http://www.mohawkcollege.ca/parking)

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

### Public Transportation

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



### Blended

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

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

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

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

Read more at [mohawkcollege.ca/blended](http://mohawkcollege.ca/blended)

# Program Guide

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

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
ONTARIO COLLEGE GRADUATE CERTIFICATES				
50	Autism and Behavioural Sciences Certificate (164)	●		
20	Business Analysis Certificate (334)			●
51	Career Consultant Certificate (076)			●
54	Concurrent Disorders Certificate (252)	●		
83	Dementia Studies - Multidiscipline Certificate (142)	●		
83	Diabetes Education Certificate (928)	●		
59	Early Childhood Education Resource Consulting Certificate (956)			●
85	Gerontology - Multidiscipline Certificate (037)	●		
62	Libraries and Digital Technologies Certificate (965)	●		
88	Oncology Nursing Certificate (883)	●		
89	Perioperative Nursing Certificate (943)			●
90	Psychosocial Rehabilitation Certificate (016)	●		
90	Registered Nurse-Critical Care Nursing Certificate (871)	●		
91	Registered Nurse - First Assistant Certificate (921)	●		
92	Registered Nurse - Occupational Health Nursing Certificate (875)	●		
92	Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877)			●
92	Registered Nurse - Perinatal Nursing Certificate - Neonatal (876)			●
93	Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)	●		
94	Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)	●		
98	Working with Dementia Clients - Multidiscipline Certificate (138)	●		
99	Working with the Aged - Multidiscipline Certificate (019)	●		
DIPLOMAS				
82	Bridging for Medical Laboratory Technology Diploma (170)			●
52	Child & Youth Care Advanced Diploma (612)			●
57	Early Childhood Education Diploma (213)			●
59	Educational Support Diploma (747)	●		
63	Library and Information Technician Diploma (800)	●		
67	Social Service Worker Diploma (215)			●
ONTARIO COLLEGE CERTIFICATES				
84	Food Services Certificate (816)	●		
40	General Arts and Science Certificate (230)			●
29	Office Administration - General Certificate (380)			●
89	Palliative Care - Multidiscipline Certificate (017)	●		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
31	Small Business and Entrepreneurship Certificate (179)	●		
<b>MOHAWK COLLEGE CERTIFICATES</b>				
111	Aesthetics Certificate (026)		●	
111	Applied Cosmetics Certificate (830)		●	
124	AutoCAD Design Certificate (191)			●
19	Brand Management Certificate (974)			●
125	Building Environmental Systems Certificate (090)		●	
73	Business Computer Applications Certificate (915)			●
20	Business Studies Certificate (068)			●
112	Ceramics Certificate (936)		●	
126	CNC Programming Certificate (070)		●	
39	Competence in the French Language Certificate (829)		●	●
74	Computer Science - Level 1 Certificate (892)		●	
74	Computer Science - Software Engineering Specialist Certificate (893)		●	
22	Condominium Management (ACMO) Certificate (912)	●		
126	Construction Estimating Certificate (867)		●	
55	Counselling Techniques Certificate (802)			●
114	Dressmaking Certificate (819)		●	
58	Early Childhood Education - Leadership and Administration Certificate (932)			●
127	Electrical Fundamentals Certificate (063)		●	
127	Electronic Fundamentals Certificate (886)		●	
127	Environmental Engineering Certificate (083)		●	
114	Fashion Design Certificate (804)		●	
23	Financial Planning Certificate (185)	●		
128	Fire Safety Certificate (853)			●
102	Floral Techniques - Basic Certificate (805)		●	
128	Fluid Power Certificate (847)		●	
129	Geographic Information Systems Certificate (079)	●		
130	Home Inspection Certificate (171)	●		
103	Horticulture - Plant Identification Certificate (846)		●	
131	Human Machine Interfacing Certificate (182)		●	
24	Human Resources Certificate (825)	●		
25	Industrial Distribution Leadership Certificate (924)	●		
131	Industrial Drives Certificate (202)		●	
132	Industrial Engineering - Level 1 Certificate (868)		●	
132	Industrial Lubrication Certificate (064)		●	
25	Industrial Relations Certificate (824)	●		
26	Integrated Accounting Certificate (099)			●

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
104	Interior Decorating Certificate (178)		●	
104	Landscape Design Certificate (080)		●	
26	Leadership Development Series Certificate (949)			●
132	Lean Six Sigma Green Belt Certificate (966)			●
133	Machine Tool Operator Certificate (848)		●	
115	Make-Up Artistry Certificate (056)		●	
28	Management Studies Certificate (827)			●
28	Manufacturing Leadership Certificate (055)	●		
86	Medical Device Reprocessing Certificate (MDR) (927)			●
29	Medical Transcription Certificate (172)			●
74	Microcomputer Engineering Hardware Certificate (899)		●	
75	Microcomputer Engineering Software Certificate (898)		●	
115	Music Certificate (809)		●	
116	Nail Technician Certificate (027)		●	
76	Network Specialist Certificate (184)		●	
134	Occupational Health and Safety Management Certificate (060)			●
116	Performing Arts Certificate (929)		●	
117	Photography - Applied Certificate (031)		●	●
117	Photography - Art Certificate (032)		●	●
134	Programmable Logic Controllers Certificate (092)		●	
135	Quality Assurance - Level 1 Certificate (858)		●	
66	Records and Information Management Certificate (810)	●		
135	Residential Design & Construction Certificate (849)		●	
76	Server & Network Support Certificate (183)		●	
105	Sustainable Local Foods Certificate (937)	●		
68	Teaching the Adult Learner Certificate (129)	●		
31	Veterinary Office Management Certificate (935)	●		
118	Visual Arts - Advanced Certificate (043)		●	●
118	Visual Arts - Foundation Certificate (041)		●	●
118	Visual Arts - Intermediate Certificate (042)		●	●
69	Volunteer Management Certificate (095)			●
32	Ward Clerk Certificate (163)	●		
76	Web Design and Development Certificate (971)			●
136	Welder Operator Certificate (860)		●	
42	Writing for Publication Certificate (123)	●	●	●
<b>ACKNOWLEDGEMENTS OF COMPLETION</b>				
38	Academic and Career Entrance (ACE)	●		
50	Addictions/Concurrent Disorders			●
124	Advanced AutoCAD		●	
39	American Sign Language		●	
19	Applied Accounting - Bookkeeping			●
82	Breastfeeding Program	●		
101	Cake Decorating		●	
113	Ceramics - Advanced		●	
54	Children's Mental Health	●		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
56	Criminal Psychology and Behaviour	●		
102	Culinary Skills - Introduction	●	●	
22	Digital Marketing			
56	Diversity and Intercultural Relations	●		
61	Fundamentals of Correctional Practices	●		
23	Fundraising	●		
86	Health Care Administration	●		
62	Holistic Studies - Introduction		●	
103	Home Renovation For Women (Men Welcome)		●	
132	Instrumentation	●		
41	Language Interpreter Training Program	●	●	●
27	Legal Skills	●		
133	Mechanical Design		●	
29	Medical Terminology		●	
75	MicroStation	●		
29	Mobile Marketing		●	
65	Mourning, Grief and Bereavement	●		
88	Operating Room Attendant		●	
105	Professional Bartending		●	
30	Project Management	●		
94	Registered Nurse/Registered Practical Nurse - Pediatric Nursing	●		
95	Retirement Communities	●		
96	Rural and Remote Nursing	●		
66	School Based Support	●		
117	Sewing (Basic)		●	
96	Skin, Wound and Footcare Management		●	
106	Tea Sommelier		●	
97	Victimology	●		
42	Writing for Publication	●	●	●
33	WSIB Workplace Safety & Insurance Board Adjudication		●	
<b>OTHER CREDENTIALS</b>				
124	Air Brake Training		●	
19	APICS - The Association for Operations Management		●	
22	Canadian Institute of Bookkeeping	●		
125	Certificate of Qualification Examination Preparation		●	
19	Certified in Production and Inventory Management (CPIM)		●	
126	CFC/ODP Training		●	
129	Fuel Certification Challenge Examinations		●	
129	Fuel Technician Certification		●	
26	Institute of Law Clerks of Ontario	●		
87	Medical Laboratory Technician Certificate (047)			●
19	Principles of Operations Management Program		●	
30	Qualified Administrative Assistant			●



# Workshops

[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)

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

3D Photography Made Easy.....	121	Excel Productivity with Macros .....	77	Non-profit Marketing and Communications.....	36
Auto Bone Yard .....	121	Excel Working with Charts.....	77	Non-profit Public Relations .....	36
Basic Sewing 1 .....	117	Excel Working with Formulas .....	77	Outdoor Portraits Made Easy .....	121
Basic Sewing 2 .....	118	Figure Drawing.....	122	Ozone Layer Protection Awareness Program .....	126
Basic Sewing 3 .....	118	Finance for the Non-Financial Manager .....	78	Painting With Light and Night .....	121
Basic Sewing 4 .....	118	From Cell Phone to Print in 90 Seconds .....	121	Photo Booth Setup Made Easy .....	121
Behaviour Management Systems .....	69	Garden Pests - How to Spot Them and How to Deal With Them .....	107	Photobook Creation .....	121
Bread - Bake it at Home .....	107	Introduction to Excel .....	78	Photography of Birds .....	121
C.P.R. 'C'/AED Recertification - Health Care Provider Level .....	99	iPhone Photography Gadgets .....	121	Pottery Workshop .....	122
C.P.R.'C'/AED - Health Care Provider Level .....	99	Learn to Tile Successfully .....	107	Quilting - Basic Introduction.....	121
Choosing Trees for the Future .....	107	Life Casts (hands).....	122	Sculpture: Form, Shape & Scale .....	120
Creative Writing Find Your Inner Character.....	48	Lunch Hour Drawing .....	122	Sewing - Introduction .....	117
Digital Cameras-How To Use Yours Effectively .....	121	Macro Photography on a Budget.....	121	Smart Serve Certification Course .....	105
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# Weekend Courses

[ce.mohawkcollege.ca/weekend](http://ce.mohawkcollege.ca/weekend)

ACHIEVE: Therapeutic Adventure Programming .....	69	Excel Productivity with Macros .....	77	Ozone Layer Protection Awareness Program .....	126
Air Brake Training .....	124	Excel Working with Charts.....	77	Photography of Birds .....	121
Applied IBM Business Intelligence .....	77	Excel Working with Formulas .....	77	Pottery Workshop .....	122
ASIST: Applied Suicide Intervention Skills Training.....	69	Figure Drawing.....	122	Private Investigator-Licensing Requirements.....	71
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AutoDesk REVIT - Advanced .....	125	First Responders Basic American Sign Language .....	47	Quilting - Basic Introduction.....	121
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Basic Electrical.....	103	Garden Pests - How to Spot Them and How to Deal With Them .....	107	Serger Know How .....	106
Basic Plumbing .....	103	Introduction to Excel .....	78	Smart Serve Certification Course .....	105
Basic Welding .....	139	Introduction to Tea - Tea 101 .....	106	Standard First Aid, C.P.R. 'C'/AED.....	99
Behaviour Management Systems .....	69	Jewellery - Constructed .....	122	Steel Art Workshop - Pipe Shelving.....	140
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Design, Build and Launch your Website with WordPress .....	77	Mohawk Paint Night.....	122	Waterfall Photography .....	121
Digital Cameras-How To Use Yours Effectively..	121	Neonatal Resuscitation-Provider Certification.....	93	Welding Advanced .....	139
Drawing Pencils Coloured .....	122	Night Sky Photography .....	121	Welding Intermediate.....	139
Excel Linking Multiple Worksheets & Workbooks .....	77	Nonviolent Crisis Intervention .....	70	Welding Skills Practice Sessions.....	140
Excel Pivottables and Outlines .....	77	Operating Room Attendant.....	88	Woodworking Level 1.....	140
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				Writer's Weekend-Introductory .....	48

# Course Guide

[ce.mohawkcollege.ca/courses](http://ce.mohawkcollege.ca/courses)

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

Page	Course Name	Course Code	Delivery*		
			oL	oL	BLE
BUSINESS					
33	Accounting 1	ACCTCB101			●
33	Accounting 2 - Financial	ACCT10014		●	
33	Accounting 3 - Financial Accounting Concepts	ACCT10008		●	
20	Accounting Introductory I	ACCTMCS01	●		
20	Accounting Introductory II	ACCTMCS02	●		
26	AccPac Sage 300 ERP Accounts Payable	INFO10185	●		
26	AccPac Sage 300 ERP Accounts Receivable and Payroll	INFO10182	●		
26	AccPac Sage 300 ERP General Ledger	INFO10184	●		
33	Advanced Accounting	ACCT10032	●		
31	Animal Husbandry II	HLTH10071	●		
19	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
19	APICS Detailed Scheduling and Planning	BUSN10116		●	
19	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
19	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
19	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
34	Applied Marketing Research	MRKT10030	●		
31	Basic Animal Husbandry	HLTH10062	●		
31	Basic Veterinary Pharmacology	HSCI10135	●		
35	Benefits Administration	BUSN10059	●		
29	Best Practices and Issues in Mobile Marketing	MRKT10069	●		
29	Building a Mobile Marketing Campaign	MRKT10071	●		
31	Building and Maintaining Customer Relationships	BUSN10034	●		
20	Business Analysis Introduction	MGMT10121	●		
20	Business Facilitation and Communication	BUSN10165	●		
33	Business Finance	ACCTCB340		●	
33	Business Finance 2	BUSNBA440		●	
33	Business Finance I	ACCT10028	●		
33	Business Finance II	ACCT10029	●		
21	Business Law Introductory	LAWSMCS05	●		
33	Business Mathematics Of Finance	MATH10037	●		
34	Business Writing Strategies	COMM10325	●		
28	Coaching And Developing People	MGMTCA03	●		
27	Communications (LDS)	COMM10217	●		
24	Compensation and Benefits	HRESPIR11	●		
32	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
35	Comprehensive Knowledge Exam Preparation	BUSN10121	●		
35	Computer Applications in Human Resources	COMP10193	●		
31	Computer Skills for Small Business	COMP10134	●		
22	Condominium Administration & Human Relations	MGMTCDM04	●		
34	Consumer Behaviour	MRKTMK375	●		
28	Continuous Improvement Process	QUALCMA06	●		
27	Corporate Practice and Procedure	LAWS10153	●		
33	Cost and Managerial Accounting I	ACCT10024	●		
33	Cost and Managerial Accounting II	ACCT10025	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
21	Cost Management	ACCT10017	●		
27	Court Clerk Criminal OCJ	LAWS10170	●		
27	Creative and Critical Thinking LDS	COMM10216	●		
27	Criminal Law - Legal Administration	LAWS10136	●		
34	Customer Relationship Management	CUST10005	●		
34	Customer Service and Ethics	CUST10004	●		
25	Customer Service and Sales in Industrial Distribution	MRKT10027	●		
29	Developing a Mobile Marketing Strategy	MRKT10068	●		
34	Developing Client Service Teams	BUSN10163	●		
28	Developing Effective Teams	MGMTCA04	●		
22	Digital Communication (Social Media)	COMM10342	●		
29	Digital Communications	INFO10206		●	
35	Dispute Resolution	HMNS10093	●		
23	Donor Relationships in Fundraising	BUSN10071	●		
36	Effective Advertising for Non-profits	ADVR10077		●	
34	Effective Supervision-Human Relations	MGMTMD221	●		
34	Emotional Intelligence	MGMT10142			●
25	Employment Law	BUSNPIR19	●		
27	Employment Law (LDS)	LAWS10090	●		
34	Entrepreneurship Fundamentals	SBMGBU395	●		
36	Essentials In Health Records Management	MGMT10039	●		
28	Family Law Practice and Procedure	LAWS10149	●		
27	Finance (LDS)	FINC10023	●		
24	Finance And Accounting	ACCTPIR23	●		
23	Financial Environment	FINCFP011	●		
30	Financial Foundations	FINC10032		●	
22	Financial Planning For Condominium Managers	FINCCDM03	●		
22	Fundamentals of Digital Marketing Management	MRKT10026	●		
23	Fundraising as Management Process	BUSN10070	●		
36	Health Office Foundations	BUSN10138	●		
34	How to Start a Small Business	SBMGMD249	●		
27	Human Relations (LDS)	HRES10019	●		
24	Human Resource Management Studies	MGMTBPC01	●	●	
24	Human Resources Planning and Staffing	HRESPIR17	●		
20	Integrated Marketing Communication 1	MRKT10039	●		
33	Intermediate Accounting I	ACCT10021	●		
33	Intermediate Accounting II	ACCT10022	●		
34	Intermediate Accounting III	ACCT10023	●		
31	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
34	Introduction to Business	BUSN10049	●		
22	Introduction To Condominium Law	LAWSCDM01	●		
23	Introduction to Fundraising	BUSN10062	●		
25	Introduction To Industrial Relations	LABRPIR08	●		
28	Introduction To Legal Office Practice And Procedures	OADM10009	●		
21	Introduction To Macroeconomics	ECON10002	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
34	Introduction to Marketing	MRKTCB158			●
30	Introduction to Project Management	HRES10013	●		
34	Introduction to Supply Chain and Operations Management	BUSN10107	●		
36	Investigative Procedures	OADMOA327		●	
23	Investment Planning	FINCFP013	●		
30	Keyboarding	KEYB10008		●	
28	Landlord & Tenant Law	LAWS10064	●		
35	Leadership in a Team Environment	MGMT10096	●		
27	Leading Responsibly (LDS)	MGMT10098	●		
27	Leading Teams (LDS)	MGMT10101	●		
28	Legal Terminology	LAWS10005	●		
23	Life and Death Issues of Financial Planning	FINCFP012	●		
28	Litigation Practice and Procedure 1	LAWS10065	●		
35	Management Information Systems	INFO10160	●		
21	Management Operations	MGMTMCS07	●		
21	Management Principles	MGMTMCS06	●		
35	Management/Leadership Skills	MGMT10136	●		
27	Managing Change (LDS)	MGMT10102	●		
21	Marketing Advanced	MRKT10018	●		
22	Marketing Digitally	MRKT10037	●		
21	Marketing Principles	MRKTMCS08	●		
32	Medical Conditions for Medical Office Professionals	HSCI10002	●		
36	Medical Keyboarding	KEYB10005	●		
36	Medical Office Procedures	OADM10018	●		
36	Medical OHIP Billing	OADM10010	●		
29	Medical Terminology 1	OADMOA323		●	
29	Medical Terminology 2	OADMOA324		●	
32	Medical Terminology II - Pronunciation	HSCI10157	●		
23	Methods of Fundraising	BUSN10069	●		
21	Microeconomics Introductory	ECONMCS03	●		
29	Mobile Analytics	MRKT10070	●		
35	Mobile Applications for Business	INFO10228	●		
34	Mortgage Agent	BUSN10061	●		
36	Non-profit Marketing and Communications	MRKT10058		●	
36	Non-profit Marketing and Communications Series	MRKT10057		●	
36	Non-profit Public Relations	HRES10026		●	
24	Occupational Health and Safety	SAFEPIR21	●		
24	Organizational Behaviour and Administration	BUSNPIR22	●		
35	Organizational Business Communication	COMM10027	●		
21	Payroll Administration	ACCTBU192	●		
27	Performance Management (LDS)	MGMT10100	●		
35	Personal Financial Management	BUSNBE450	●		
22	Personal Success	MGMTMD278	●		
35	Personnel Research Techniques and HRIS	HRES10017	●		
32	Pharmacology for the Medical Office	HSCI10024	●		
22	Physical Building Management	MGMTCDM02	●		
30	PMP/CAPM Project Management Exam Preparation	MGMT10144	●		
30	Professional Administrative Skills	OADM10019		●	
30	Project Communications and Human Resource Management	MGMT10137	●		
30	Project Cost and Risk Management	MGMT10139	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
27	Project Management (LDS)	MGMT10099	●		
30	Project Management Applications and Simulation	MGMT10140	●		
30	Project Management Scheduling Software	INFO10105	●		
21	Quantitative Methods	BUSN10045	●		
26	QuickBooks	INFO10159	●		
28	Real Estate Practice and Procedure I	REAL10001	●		
24	Recruitment And Selection	HRESPIR20	●		
35	Retirement Planning	BUSN10152	●		
23	Retirement Planning And Case Studies	FINCFP014	●		
26	Sage 50 Accounting	INFO10201	●		
35	Sales and Technology	BUSN10162	●		
35	Sales Principles	BUSN10119	●		
31	Small Business Marketing Skills	SBMG10000	●		
31	Small Business-Financial Management	MGMTSB102	●		
28	Small Claims Practice and Procedure	LAWS10154	●		
24	Staff Training and Development	BUSNPIR16	●		
28	Supervisory Skills For Business And Industry	MGMTCA02	●		
36	Targeted Marketing for Non-profits	MRKT10059		●	
21	Taxation I	ACCT10019	●		
29	The Business of Tomorrow	BUSN10047	●		
32	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
32	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
32	Veterinary Anaesthesia	VETR10000	●		
32	Veterinary Lab Procedures	HLTH10098	●		
32	Veterinary Office Skills and Procedures	OADM10013	●		
32	Veterinary Surgical Procedures	HSCI10138	●		
32	Veterinary Terminology	COMM10107	●		
28	Wills and Estates Practice and Procedure	LAWS10169	●		
23	WordPress 1	INFO10202	●		
32	Working And Communicating In A Medical Setting	COMM10021	●		
28	Youth Court Clerk Ontario Court of Justice	LAWS10176	●		
<b>COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES</b>					
48	AC - Communications, Part B	COMMLL044		●	
38	ACE Apprenticeship Math	MATH10047	●		
38	ACE Biology	BIOL10011	●		
38	ACE Business Mathematics	MATH10046	●		
38	ACE Chemistry	GSCI10004	●		
38	ACE Communications	COMM10148	●		
38	ACE Computers	COMP10083	●		
38	ACE Core Math	MATH10045	●		
38	ACE Physics	PHYS10000	●		
38	ACE Self Management and Self Direction	CRED10044	●		
38	ACE Technology Math	MATH10044	●		
39	American Sign Language 2	LANGLL220		●	
39	American Sign Language I	LANGLL120		●	
43	Anger Management	CONF10005	●		
43	Anthropology	PSYC10020	●		
47	Applied Social Media in Business	ADVR10072	●		
43	Art Through the Ages	ARTT10052	●		
43	Astronomy	GSCI10006	●		



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			OL	CL	BLE
48	Business Report Writing	COMM10330	●		
43	Canadian Literature	COMMLL903	●		
43	Canadian Politics	SSCISS105	●		
41	Capstone Course, Skills Integration	LANG10036	●		
43	Censorship and the Media	MCOM10060	●		
40	Communication	COMMLL041		●	
48	Communication	COMMLL041		●	
40	Communication D	COMM11040		●	
48	Communication D	COMM11040		●	
41	Consecutive Interpreting	LANG10032	●		
48	Copyright Introduction	BUSN10137	●		
42	Creative Writing	COMMLL904		●	
48	Creative Writing Find Your Inner Character	COMM10352		●	
43	Culture, Language and Linguistics	COMM10277	●		
47	Developing a Graphic Design Portfolio	GRAP10204	●		
47	Developing a Social Media Strategy	ADVR10074	●		
40	Developmental Psychology	PSYC2271	●		
43	Developmental Psychology	PSYC2271	●		
48	English 1	COMM10256	●		
47	Ensuring Successful Print Results	GRAP10205	●		
43	Environmental Citizenship	ENVR10006	●		
43	Environmental Geology	ENVR10066	●		
43	Essentials of Canadian History	HIST10019	●		
43	First Nations People	INDSPF207	●		
47	First Responders Basic American Sign Language	LANG10088		●	
43	Forensic Psychology	PSYC10001	●		
39	French 1	LANG10061	●		
39	French 2	LANG10062	●		
39	French 3	LANG10063	●		
39	French 4	LANG10064	●		
40	French 5	LANG10065	●		
44	Geography of Planet Earth	ENVR10051	●		
44	Geological Disasters	ENVR10005	●		
44	Global Citizenship: Social Analysis to Social Action	SSCI10065	●		
48	Grammar For Writing Professionals	COMMLLT02	●		
44	Growing Up Digital-Living and Working In Canada	INFO10158	●		
44	History of Aboriginal/Canadian Relations	INDS10017	●		
44	Hockey Hall of Fame Presents	SPRT10007	●		
44	Indigenous Identity & Relationship to the Land	INDS10018	●		
44	Indigenous Peoples: A Global Perspective	INDS10019	●		
44	Introduction to Children's Literature	COMMLLT06	●		
44	Introduction to Geology:An Overview of Planet Earth	ENVR10028	●		
46	Introduction to Japanese	LANG10060	●		
44	Introduction to Philosophy	SSCI10049	●		
44	Introduction to Science	GSCI10002	●		
47	Introduction to Social Media	MCOM10228	●		
41	Introduction to Spoken Language Interpreting	LANG10031	●		
46	Introduction to Spoken Mandarin Chinese	LANG10089	●		
44	Introduction to Sustainable Development	ENVR10026	●		
40	Introductory Psychology	PSYC2156	●		

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			OL	CL	BLE
44	Introductory Psychology	PSYC2156	●		
40	Introductory Sociology	SSCISS108	●		
44	Introductory Sociology	SSCISS108	●		
46	Italian for Beginners	LANG10054	●		
39	La Pratique du Francais 1	LANGFR003		●	
39	La Pratique du Francais 2	LANGFR004		●	
39	La Pratique du Francais 3	LANGFR005		●	
40	La Pratique du Francais 4	LANGFR006		●	
41	Language Interpreter - Pretest 1	LANG10067		●	
41	Language Interpreter Exam	LANG10010		●	
44	Learning, Thinking and Problem Solving	PSYC10027	●		
42	Life-Writing: Telling our Stories	COMM10162		●	
45	Meteorology	GSCI10007	●		
45	Minerals	ENVR10050	●		
45	Myths And Legends	HISTLLT05	●		
45	Nutrition	HLTH10044	●		
45	Oceanography	ENVR10049	●		
45	Paleontology (Fossils)	ENVR10048	●		
42	Parlons Avance 2	LANGFS078		●	
40	Parlons Francais 1	LANGFS032		●	
40	Parlons Francais 2	LANGFS033		●	
45	Personality Psychology: Exploring Individual Differences	PSYC10029	●		
45	Petrology (Rocks)	ENVR10052	●		
45	Philosophy of Art Concepts and Theories	SSCI10054	●		
45	Philosophy of Love and Sex	PERS10024	●		
42	Poetry Writing	COMMLLT13	●		
45	Political Science & Public Administration	SSCISS027	●		
45	Popular Culture and the Media	COMM10276	●		
45	Popular Music and Society	MUSC10114	●		
47	Prep Science (Chemistry)	GSCICE053	●		
47	Prep Science (Physics)	PHYSPE001	●		
47	Preparatory Biology	BIOL10006	●		
45	Quest for Wisdom	SSCI10064	●		
48	Researching and Reporting-Lgs	COMMLLT122	●		
42	Romance Writing	COMMLLT04	●		
45	Science Fiction	COMM10043	●		
41	Setting Specific Interpreting	LANG10035	●		
41	Skills Development - Sight Translation	LANG10033	●		
41	Skills Development - Simultaneous Interpreting	LANG10034	●		
47	Social Media and Society	SSCI10045	●		
47	Social Media Marketing	MRKT10055	●		
48	Social Media Privacy & Security	MCOM10227	●		
45	Social Psychology	PSYC10012	●		
40	Society, Technology And Social Issues	SSCISS299	●		
45	Society, Technology And Social Issues	SSCISS299	●		
41	Sociology: Diversity and Social Change	SSCISS109	●		
45	Sociology: Diversity and Social Change	SSCISS109	●		
46	Sociology-Sport	SSCI10046	●		
47	Spanish For Beginners	LANGLE01		●	
47	Spanish-Conversational 1	LANGLLA04		●	
47	Spanish-Conversational 2	LANGLLB04		●	
46	Sports Psychology	PSYC10009	●		

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			OL	CL	BLE
46	Stress, Wellness and Nutrition	HLTH10111	●		
46	The Olympics: Where Sport and Spectacle Meet	SPRT10023	●		
46	The Ontario Metis	HIST10018	●		
46	The Study of Human Sexuality	SSCI10003	●		
46	The Video Game West	COMP10190	●		
42	Travel Writing	COMM10121	●		
46	Understanding Literature	COMM10095	●		
46	Women in Film: Scandalous Sisters	ARTT10055	●		
46	World Of Abnormal Psychology	PSYC5021	●		
46	World of Work	EDUC10101	●		
48	Writer's Weekend-Introductory	COMM10279		●	
42	Writing For Children	COMMLLP05		●	
42	Writing For Publication - Level 1	COMMLLT03	●		
42	Writing For Publication - Level 2	COMMLLT09	●		
48	Writing Grammatically	COMM10218	●		
42	Writing Poetry	COMMLLP04		●	
42	Writing Short Stories	COMM10259	●		
<b>COMMUNITY SERVICES</b>					
69	Abuse and Family Violence	HMNS10120	●		
69	ACHIEVE: Therapeutic Adventure Programming	HLTH10213		●	
63	Acquisitions	LIBRLT350	●		
66	Active Records Management	OADM101	●		
59	Adaptive and Assistive Technology	COMP10006	●		
66	Adaptive and Assistive Technology	COMP10006	●		
50	Addictions and Mental Health	HMNS10119	●		
57	Administration and Supervision in ECE	EDUC10077	●		
68	Adult Learning	EDUCTAL03	●		
68	Adults With Learning Disabilities	SENSTAL06	●		
66	Archives	LIBRRM103	●		
69	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
68	Assessment And Evaluation	EDUCTAL05	●		
50	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041	●		
51	Autism and Behavioural Science Field Seminar 1	WORK10144	●		
51	Autism and Behavioural Science Field Seminar 2	WORK10145	●		
60	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
67	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
60	Behaviour and Mental Health Exceptionalities	EDUCEDE22	●		
69	Behaviour Management Systems	CONF10007		●	
50	Behavioural Skill Building	EDUC10028	●		
71	By-Law Enforcement	LAWS10139	●		
61	Canadian Criminal Justice System	LAWSPF111	●		
63	Capstone I	LIBR10050	●		
67	Case Management and Documentation	COMM10260			●
55	CD Treatment: Models for Treating Varied Populations	HMNS10052	●		
57	Child Development & Behaviour 1	EDUCEC121	●		
57	Child Development & Behaviour 2	EDUCEC221	●		
57	Children with Special Needs	EDUC10084	●		
60	Classroom Skills	EDUCEDE21	●		
56	Co-dependency as an Addiction	PSYC10008	●		

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53	Cognitive Behaviour Modification In CYW	HMNSCC457	●		
54	Cognitive Development, Trauma and Loss - Child Health Focus	HLTH10218	●		
60	Communication Exceptionalities	EDUCEDE23	●		
70	Communications/Reporting	COMMLL223	●		
55	Concurrent Disorders	HMNS10050	●		
55	Concurrent Disorders Field Seminar	CRED10081	●		
55	Concurrent Disorders, Issues & Ethics	HMNS10094	●		
56	Contemporary Social Problems-Police Foundations	SSCISS288	●		
65	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
61	Correctional Practices	LAWS10151	●		
70	Criminal And Civil Law	LAWSPF301	●		
70	Criminal Code	LAWSPF302	●		
56	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
56	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
61	Criminology	SSCI10056	●		
56	Cults and Terrorism	SSCI10006	●		
69	Curriculum Development	EDUCTAL02	●		
64	Database Design For Information Workers	INFOLT340	●		
65	Death and Dying in Crisis Intervention	PSYC10017	●		
55	Development of Counselling Skills	COUN10003	●		
62	Digital Media in Libraries	LIBR10049	●		
56	Diversity and First Nations	SSCI10017	●		
56	Domestic and Workplace Violence	PSYC10006	●		
58	Early Childhood Education Field Placement 1	WORK10130		●	
58	Early Childhood Education Field Placement 2	WORK10131		●	
58	Early Childhood Education Field Placement 3	WORK10132		●	
57	ECE Curriculum 1	EDUCEC323	●		
57	ECE Curriculum 2	EDUCEC423	●		
58	ECE-Governance and Financial Management	FINC10027			●
58	ECE-Human Resources	HRES10023			●
64	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
50	Ethics and Professionalism	EDUC10034	●		
57	Family Dynamics	EDUCEC129	●		
54	Family Relationships and Impact on Psychiatric Disorders	HLTH10217	●		
51	Field Placement	WORK10596		●	
53	Field Placement 1	WORK10136		●	
68	Field Placement 1	WORK10121		●	
51	Field Placement 2	WORK10020		●	
53	Field Placement 2	WORK10137		●	
68	Field Placement 2	WORK10123		●	
68	Field Placement 3	WORK10125		●	
55	Field Placement Concurrent Disorders	WORK10113	●		
57	Field Placement Prep	EDUC10093	●		
59	Field Practicum 1	WORKRT021		●	
59	Field Practicum 2	WORKRT051		●	
65	Field Work 1	WORKLT290	●		
65	Field Work 2	WORKLT490	●		
55	Fostering Healthy Lifestyles	HLTH10152	●		
60	Foundations of Education	EDUCEDE14	●		
64	Genre Fiction And Readers' Advisory Service	COMMLT225	●		

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51	Group Facilitation Skills	CREDCAR05		●	
53	Health Care & Pharmacology For Child & Youth Care	HSCICC327	●		
64	Human Relations and Supervision	HRESLT150	●		
60	Inclusion and Cultural Diversity	EDUC10002	●		
64	Indexing and Subject Analysis	LIBR10038	●		
55	Individual Counselling	COUNTC104			●
64	Information Technology for Library Technicians	INFO10172	●		
69	Instructional Techniques	EDUCTAL04	●		
69	Instructional Technology In Adult Education	EDUCTAL08	●		
69	Insurance Reimbursement for Massage Therapists	HLTH10219	●		
67	Interviewing Skills	COMMSO226			●
53	Interviewing Skills 1	COUN10011	●		
53	Interviewing Skills 2	COUN10012	●		
53	Introduction to Abuse/Trauma/Resiliency	HMNS10102			●
51	Introduction to Applied Behaviour Analysis	HSCI10042	●		
64	Introduction to Computers 1	COMP10136	●		
50	Introduction to Concurrent Disorders	HMNS10034		●	
59	Introduction to Early Intervention	EDUC10100	●		
53	Introduction To Group Dynamics	HMNSCC143			●
56	Introduction to Intercultural Communication	COMM10073	●		
64	Introduction to Libraries and the Information Industry	LIBRLT110	●		
64	Introduction to Metadata & Metadata Applications	LIBR10035	●		
56	Introduction to Racism and Discrimination	SSCI10026	●		
63	Issues in Digital Resource Management and Technologies	LIBR10048	●		
57	Issues In ECE	EDUCEC428	●		
68	Issues Related to Family	HMNS10096			●
57	Learning Environment 1	EDUCEC115			●
65	Learning from Death and Dying	PSYC10025	●		
60	Learning Strategies	EDUC10004	●		
67	Learning Strategies	EDUC10004	●		
53	Legislation: Policies & Procedures	MGMTCC153	●		
64	Library Classification	LIBR10039	●		
64	Library Financial Management and Budgeting	MGMT10041	●		
64	Library Programming, Marketing and Advocacy	LIBR10040	●		
70	Managing Conflict	CONF10009	●		
60	Math in an Educational Setting	MATH10065	●		
71	Meditation	RECL10041		●	
71	Meditation at Work	HLTH10265		●	
69	Mental Health First Aid	HMNS10123		●	
66	Microsoft Office 2013	COMP10166	●		
65	Mourning, Grief and Bereavement	PSYC10023	●		
66	MS Office 2010	INFO10095	●		
70	Nonviolent Crisis Intervention	CONFMHN08		●	
64	Online Searching	LIBR10041	●		
51	Parent and Staff Training	EDUC10029	●		
58	Parent Teacher Child Relationship 2	EDUCEC228			●
61	Penology	LAWS10152	●		
60	Personal And Interpersonal Dynamics	EDUCEDE17	●		
55	Pharmacology for Concurrent Disorders	HLTH10153	●		
60	Physical and Multiple Exceptionalities	EDUCEDE26	●		

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			OL	CL	BLE
70	Physical Readiness Evaluation for Police	HLTH10261		●	
61	Placement 1	EDUC10085	●		
61	Placement 2	EDUC10086	●		
61	Placement 3	EDUC10087	●		
60	Placement Preparation	EDUC10075	●		
55	Preparation for Field Placement	CRED10088	●		
54	Prevention and Intervention Strategies - Child Mental Health	HLTH10216	●		
70	Principles of Ethical Reasoning	LAWS10174	●		
71	Private Investigator-Licensing Requirements	LAWS10091			●
71	Private Security - Licensing Requirements	LAWS10087			●
53	Professional Development in Child and Youth Work	HMNS10105	●		
70	Provincial Offences	LAWS10175	●		
54	Psychiatric Disorders Common to Infant, Child and Adolescent	HLTH10214	●		
66	Records And Information Management Fundamentals	OADM100	●		
64	Reference Processes	LIBR10044	●		
64	Reference Services and Sources	LIBR10045	●		
55	Relapse Prevention and Harm Reduction	HMNS10054	●		
66	Religious beliefs, traditions and customs of death	PSYC10022	●		
55	Research, Reports and Proposals	COMM10131	●		
64	Resource Description and Access I	LIBR10042	●		
65	Resource Description and Access II	LIBR10043	●		
54	Risk Factors of Common Psychiatric Disorders	HLTH10215	●		
61	Safe and Secure Environments	SAFE10091	●		
60	Safety In An Educational Setting	SAFE10004	●		
68	Seminar 1	WORK10120	●		
53	Seminar 1 - Professionalism in Child and Youth Care	WORK10112		●	
68	Seminar 2	WORK10122	●		
53	Seminar 2 - Trends and Issues in Child and Youth Work	HMNS10104	●		
68	Seminar 3	WORK10124	●		
65	Serials	LIBRLT351	●		
56	Sexual Violence	SSCI10008	●		
61	Special Populations I	PSYC10026	●		
51	Specialized Instructional Strategies	EDUC10030	●		
68	SSW Methods of Interventions	HMNS10097			●
65	Strategies for Instruction for Library Technicians	LIBR10036	●		
62	Stress Response and the Immune System	HLTH10226		●	
55	Supporting Families Living With Concurrent Disorders	HMNS10053	●		
60	Technology in Education	EDUCEDE19	●		
66	Thanatology	PSYC10021	●		
58	Theory to Practice 1	WORK10603	●		
58	Theory to Practice 2	WORK10604	●		
58	Theory To Practice 3	WORK10605	●		
60	Total Communication Part 1	EDUC10040	●		
60	Total Communication Part 2	EDUC10041	●		
70	Traffic Management	LAWSPF309	●		
60	Transition Planning	EDUC10037	●		
51	Transition Planning and Implementation	EDUC10031	●		
53	Trauma Informed Treatment Approach	HMNS10124	●		



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51	Treating Challenging Behaviour	HMNS10006	●		
63	User Experience in Libraries	LIBR10046	●		
69	Volunteer Management 3	MGMTSSP63			●
58	Wellness for Children	HLTH10121	●		
51	Work Search Tools and Techniques	CREDCAR03	●		
51	Working with Families and Teams	HMNS10005	●		
58	Working with Parents	EDUC10076	●		
56	World Religions: Western and Eastern Traditions	EDUC10092	●		
71	Yoga	RECL10042		●	
61	Youth In Conflict With The Law	LAWSPF305	●		
65	Youth Services and Issues	LIBR10034	●		
<b>COMPUTERS</b>					
78	A+ Essentials - Operation System Software	COMP10121	●		
78	A+ Essentials-Hardware	COMP10108	●		
73	Access Core	INFO10081	●		
73	Access-Expert	INFO10214	●		
79	Adobe Illustrator	COMP10119	●		
80	Adobe InDesign Basics	COMP10120	●		
80	Android Application Development	COMP10147	●		
77	Applied IBM Business Intelligence	COMP10192			●
77	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
77	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
77	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
77	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
74	Computer Hardware and Software	ELEC10118		●	
76	Computer Hardware and Software	ELEC10118		●	
78	Computer Skills For College	COMPCO002	●		
78	Computer Skills for Pre-Technology	COMP10181	●		
80	Design Basics	COMP10172	●		
77	Design, Build and Launch your Website with WordPress	INFO10216		●	
80	Dreamweaver (Webpage Authoring)	COMP10138	●		
79	Ethical Hacking and Network Defense	INFO10222	●		
73	Excel Core	INFO10078		●	
73	Excel Expert	INFO10079		●	
77	Excel Linking Multiple Worksheets & Workbooks	INFO10191		●	
77	Excel Pivotables and Outlines	INFO10187		●	
77	Excel Productivity with Macros	INFO10217		●	
77	Excel Working with Charts	INFO10190		●	
77	Excel Working with Formulas	INFO10192		●	
78	Finance for the Non-Financial Manager	FINC10042		●	
78	Fundamentals of UNIX	COMP10024	●		
78	Generic Computer Training	COMPCO001	●		
80	HTML Intermediate	COMP10107	●		
80	HTML Introduction	COMP10106	●		
74	Internet Technologies	ELEC10050		●	
74	Internet Technologies	ELEC10050		●	
76	Internet Technologies	ELEC10050		●	
78	Introduction to C# Programming	COMP10116	●		
73	Introduction to Computers 1	COMP10136	●		

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			OL	CL	BLE
79	Introduction to Computers 2	COMP10195	●		
78	Introduction to Excel	INFO10193		●	
79	IT Security Policies	INFO10223	●		
80	Java - Intermediate	COMP10036	●		
80	Java - Introduction	COMP10035	●		
80	Java Advanced	COMP10180	●		
80	JavaScript	COMP10137	●		
76	JavaScript for the Web	INFO10186			●
79	Legal & Ethical Issues in IT Security	INFO10224	●		
79	Microsoft Office 2013	COMP10166	●		
79	Microsoft Office 2016	COMP10191	●		
75	MicroStation 2D - Level 1	CADMMSN01	●		
75	MicroStation 2D - Level 2	CADMMSN02	●		
75	MicroStation 3D Level 3	CADM10009	●		
79	MS Office 2010	INFO10095	●		
80	MySQL Databases	COMP10149	●		
74	Network Fundamentals	ELEC10034		●	
75	Network Fundamentals	ELEC10034		●	
76	Network Fundamentals	ELEC10034		●	
79	Office Simulation	COMP10196	●		
79	Operating Systems Security-Windows and Linux	INFO10225	●		
73	Outlook Essentials	INFO10175	●		
76	Photoshop Adobe	INFO10149			●
73	PowerPoint 101	COMP10197	●		
79	Principles of Information Security	INFO10226	●		
78	Programming for Absolute Beginners	COMP10189	●		
78	Programming Fundamentals	COMP10001		●	
78	Programming in C	COMP10122	●		
74	Programming in Java	COMP10062		●	
74	Programming in Java	COMP10062		●	
73	Publisher Core	INFO10157	●		
79	QuarkXPress Basic	COMP10207	●		
78	Software Application Integration	COMP10198	●		
78	Software Testing	COMP10173	●		
78	UNIX Administration 1	COMP10018	●		
76	Web Design Basics	INFO10144			●
76	Web Page Design	INFO10110			●
80	Web Usability-Writing & Design	COMP10167	●		
79	Windows 10	INFO10215	●		
79	Wireless and Mobile Device Security	INFO10221	●		
73	Word Core	INFO10077	●	●	
73	Word Expert	INFO10080	●	●	
77	WordPress 1	INFO10202	●		
80	WordPress for Business (Non-Coding)	INFO10219	●		
<b>HEALTH AND NURSING</b>					
97	Aboriginal Peoples: Understanding and Reducing Victimization	INDS10016	●		
96	Advanced Footcare for RNs and RPNs	NRSG10059		●	
93	Advanced Neonatal Nursing 1 Clinical Experience	CLINNSCF2		●	
93	Advanced Neonatal Nursing 2 Clinical Experience	CLINNSCF4		●	
99	Arrhythmia Interpretation	HLTH10229	●		

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85	Assessment And Planning	HSCIGER30	●		
99	Basic Blood Collection	MLSCML123		●	
96	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
83	Basic Laboratory Techniques II	MLSCMLS22	●		
87	Basic Techniques In Hematology	MLSCMLA53	●		
82	Breastfeeding Clinical Experience	CLIN10026		●	
99	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	
99	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
83	Case Studies, Exam Preparation	MLSCMLS20	●		
97	Childhood Victimization	HSCI10203	●		
87	Clinical Experience 2	CLIN10035		●	
86	Clinical Experience Medical Device Reprocessing	CLIN10059		●	
98	Clinical Field Placement With Clients	CLINDEM05		●	
94	Clinical for Mental Health	CLIN10070		●	
89	Communication And Informed Decision Making	COMM10084	●		
84	Communication and the Food Service Worker	CUL10082	●		
88	Communications And Psychosocial Issues In Oncology	HSCINSCC2	●		
85	Community-Based Field Experience	WORKGER71	●		
97	Compassion Fatigue, Self-Care and Professional Practice	HSCI10205	●		
91	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004	●		
90	Critical Care Module 2 - Respiratory	NRSG10001	●		
90	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004			
91	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
90	Critical Care Module 3 Cardiovascular Nursing	NRSG10002	●		
91	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
91	Critical Care Module 5 Neurosciences	NRSG10003	●		
91	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
90	Current Trends In Mental Health	HSCIPSR05	●		
83	Dementia Clinical/Placement	CLINDEM08		●	
83	Diabetes Education: Approaches in Practice	HLTH10233	●		
84	Diabetes Field Placement 1	HLTH10057		●	
83	Diabetes: The Basics	HLTH10236	●		
84	Diabetes: Throughout the Lifespan	HLTH10235	●		
97	Diversity and Victim Assistance	HSCI10204	●		
92	Ergonomics and Disability Management for Occupational Health Nursing	MGMT10020	●		
89	Field Practicum	CLIN10033		●	
95	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
96	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
84	Food Services Fieldwork Requirement	WORKHCF02		●	
96	Footcare Field Practicum	CLIN10058		●	
92	Health and Safety Legislation	HSCIOHN03	●		
88	Health Assessment	HSCI10151	●		
92	Health Assessment	HSCI10151	●		
100	Health Assessment	HSCI10151	●		
86	Health Care Operations	HLTH10238	●		
86	Health Care Planning	HLTH10251	●		
94	Health Challenges	HSCI10148	●		

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92	Health in the Workplace	HLTH10030	●		
100	Health Informatics Impact on Clinical Practices	HLTH10254	●		
96	Healthy Adult Aging	HLTH10220	●		
100	Hospital Procedures	HSCI10211	●		
96	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
100	Human Anatomy and Physiology	HSCI10027	●		
90	Independent Study In Psychosocial Rehabilitation	HSCIPSR06	●		
85	Individual Study	HMNSGER60	●		
84	Institutional Food Service	SAFE10097	●		
85	Institutional-Based Field Experience	WORKGER81	●		
100	Introduction to Health	HSCI10209	●		
84	Introduction to Nutrition	HLTH10232	●		
84	Introduction to Nutrition in Health Care	HLTH10065	●		
87	Introduction To Transfusion Medicine	MLSCMLA61	●		
94	Introspective Practice	HSCI10147	●		
87	Laboratory Basics Workshop	MLSC10003		●	
86	Law and Health Care Administration	HLTH10237	●		
86	Leadership in Health Care Administration	MGMT10145	●		
82	Level 1: Breastfeeding Basics	NRSG10073	●		
82	Level 2: Breastfeeding Management	NRSG10074	●		
82	Level 3: Advanced Breastfeeding Practice	NRSG10075	●		
83	Living with Diabetes	HLTH10234	●		
88	Major Malignancies I	HSCINSCC3	●		
88	Major Malignancies II	HSCINSCC4	●		
86	Management of Human Resources in Health Care	HMNS10138	●		
97	Men as Victims	LAWS10192	●		
85	Mental Health Aspects Of Aging	HSCIGER41	●		
100	Mental Health in Society	HLTH10255	●		
100	Mental Health Introduction	HLTH10016	●		
90	Mental Health Services	HSCIPSR02	●		
87	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
87	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
87	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
93	Neonatal Nursing 1 Advanced	NRSG10045	●		
93	Neonatal Nursing 2 Advanced	NRSG10043		●	
93	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
95	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
94	Nursing Care of Children with Altered Mental Function	NRSG10091	●		
94	Nursing Care of Children with Cardio/Respiratory Disorders	NRSG10066	●		
94	Nursing Care of Children with GI & Metabolic Disorders	NRSG10067	●		
94	Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs	NRSG10069	●		
100	Nutrition for Fitness and Health Promotion	HLTH10252	●		
93	Obstetrical Nursing 1 Advanced	NRSG10049	●		
93	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
93	Obstetrical Nursing 2 (Advanced)	NRSG10051	●		
93	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	
92	Occupational Health and Surveillance	HSCIOHN02	●		
92	Occupational Health Nursing Project	WORKOHN05	●		

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88	Oncology Clinical Experience	CLINNSCC6		●	
88	Operating Room Attendant	NRSGNSCD9		●	
88	Operating Room Attendant Laboratory Experience	HSCI10155		●	
89	Operating Room Lab Experience C	HSCI10184		●	
89	Operating Room Principles and Practices 1 Theory	NRSG10032	●		
89	Operating Room Principles and Practices 2 Theory	NRSG10033	●		
95	Operational Overview in Long-term Care	HLTH10110	●		
89	OR Laboratory Experience B	HSCI10158		●	
83	Palliative Care-Introduction	HSCIHA69	●		
85	Palliative Care-Introduction	HSCIHA69	●		
85	Palliative Care-Introduction	HSCIHA69	●		
98	Palliative Care-Introduction	HSCIHA69	●		
100	Patient Navigator-Fundamentals	HLTH10242	●		
94	Pediatric Nursing Clinical Practicum	CLIN10056		●	
95	Perinatal Newborn And Family Care (RPN)	NRSGNSCA2	●		
93	Perinatal Nursing 1	NRSG10055	●		
95	Perinatal Nursing 1	NRSG10055	●		
93	Perinatal Nursing Part 2	NRSG10056	●		
95	Perinatal Nursing Part 2	NRSG10056	●		
100	Pharmacology Theory Review for Nurses	NRSG10096	●		
87	Preparatory Biology	BIOL10006	●		
100	Preparatory Biology	BIOL10006	●		
98	Preplacement/Clinical Service	HLTH10223	●		
100	Processing of Physicians' Orders	HLTH10243	●		
90	Psychiatric Rehabilitation Process	HSCIPSR03	●		
83	Quality Control And Quality Management	QUALMLS18	●		
84	Quantity Food Preparation	CULI10083	●		
90	R.N. Operating Room Clinical	CLIN10060		●	
95	Resident Centred Care	HLTH10108	●		
100	Restorative Care in a Long Term Care Setting	HSCI10212	●		
91	RNFA Independent Internship	CLIN10046		●	
91	RNFA Laboratory Practice	NRSG10041		●	
91	RNFA Surgeon Mentored Internship	CLIN10042		●	
95	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
96	Rural and Remote Nursing:Health Care for Indigenous People in Canada	NRSG10095	●		
95	Sales and Marketing in Long Term Care Management	BUSN10093	●		
84	Sanitation and Safety	SAFE10096	●		
91	Special Needs Population In Critical Care Module 4	NRSG10035	●		
99	Standard First Aid, C.P.R. 'C'/AED	HSCI10088		●	
88	Symptom Control And Management	HSCINSCC5	●		
96	The Management Of Wounds	HSCIHS127			●
83	The Study Of Aging - Introduction	HSCIGER10	●		
85	The Study Of Aging - Introduction	HSCIGER10	●		
98	The Study Of Aging - Introduction	HSCIGER10	●		
97	Victim Assistance Services	HSCI10207	●		
97	Victimization and the Law	LAWS10189	●		
97	Victimology: Assessment and Intervention	HSCI10206	●		
97	Victimology: Theoretical Perspectives	LAWS10187	●		
98	Victims and the Media	LAWS10191	●		

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97	Victims of Crime	LAWS10188	●		
98	Violence Against Women	LAWS10190	●		
94	Whole Person Assessment	HSCI10149	●		
<b>HOSPITALITY, HOME AND GARDEN</b>					
102	A Dip In The Mediterranean	CULI10080		●	
104	Accessorizing the Home	CREA10031		●	
103	Annuals, Perennials, Bulbs	HORTHOR06		●	
105	Annuals, Perennials, Bulbs	HORTHOR06		●	
106	Balloon Satisfaction: Swell with Pride	RECL10039		●	
103	Basic Electrical	ELEC10123		●	
103	Basic Maintenance	BLDG10073		●	
103	Basic Plumbing	BLDG10072		●	
103	Bathrooms	BLDG10121		●	
106	Becoming a Twister: Long Balloon Tricks	RECL10040		●	
107	Bread - Bake it at Home	CULI10059		●	
107	Brick and Stone Essentials	BLDG10117		●	
101	Cake Decorating 1	CULIGI737		●	
101	Cake Decorating 2	CULIGI738		●	
101	Cake Decorating 3	CULIGI739		●	
102	Cake Decorating 4	CULI10081		●	
107	Chocolate History	CULI10087	●		
107	Choosing Trees for the Future	HORT10052		●	
104	Colour Principles	CREAHF215		●	
102	Cooking Fundamentals	CULI10069		●	
102	Cooking Fundamentals - The Next Step	CULI10070		●	
104	Creative Design Presentations	CREA10033		●	
102	Creole and Cajun Cooking	CULI10073		●	
107	Discovering Tea	HOSP10040		●	
106	Easter Blooms	FLOR10017		●	
104	Estimating	METRHF230		●	
104	Fabric For Interiors	TEXT10029		●	
105	Field to Fork:Introduction to Local and Global Food Systems	HORT10021	●		
103	Flooring And Mouldings	BLDG10086		●	
105	Food Security & Food Justice in Canada	CULI10085	●		
106	From Bush to Cup - Tea 105	HOSP10023		●	
104	Fundamentals Of Horticulture	HORTHOR01		●	
105	Fundamentals Of Horticulture	HORTHOR01		●	
107	Garden Pests - How to Spot Them and How to Deal With Them	HORT10048		●	
105	Holistic Plant Health Care and Integrated Pest Management	HORT10047		●	
106	Introduction to Tea - Tea 101	HOSP10019		●	
107	Introduction to Urban Gardening	HORT10053		●	
103	Kitchens	BLDG10074		●	
107	Landscaping for the Home	HORT10049		●	
107	Learn to Tile Successfully	BLDG10105		●	
107	Making Pizza at Home	CULI10062		●	
102	Materials For Designs	FLORFC004		●	
105	Mixology	HOSPFB107		●	
106	Mother's Day Easy Floral Arrangements	FLOR10023		●	
103	Painting and Decorating	CREA10135		●	
107	Perennials for the Home	HORT10050		●	
106	Preparation, Consumption & Health - Tea 106	HOSP10024		●	

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106	Regions of the World - Tea 102	HOSP10020		●	
105	Smart Serve Certification Course	HOSPF008		●	
104	Soft Furnishings and Window Treatments	CREA10030		●	
107	Steel Art Workshop - Pipe Shelving	WELD10075		●	
107	Steel Art Workshop - Weld a Table	WELD10074		●	
103	Tools and How to Use Them	BLDG10075		●	
106	Urban Agriculture, Community Gardens, Food Secure Cities	HLTH10262	●		
102	Wedding Work and Special Occasion	FLORFC002		●	
105	Wine Appreciation 1	HOSPF004		●	
<b>MATHEMATICS</b>					
109	Business Mathematics Of Finance	MATH10037		●	
108	Differential Calculus	MATHMA383	●		
108	Engineering Mathematics 1	MATHMA179	●		
108	Engineering Mathematics 1	MATHMA179			●
109	Fundamental Mathematics	MATH10031	●		
109	Integral Calculus	MATHMA483			●
108	Math	MATHMA018	●		
109	Math	MATHMA018	●		
108	Mathematics	MATH10020	●		
108	Mathematics	MATH10024	●		
108	Mathematics	MATHMA101	●		
108	Mathematics	MATHMS122	●		
108	Mathematics	MATHMS171	●		
108	Mathematics	MATHMS173	●		
108	Mathematics	MATHMS248	●		
108	Mathematics	MATHMS377	●		
109	Mathematics	MATH10020			●
109	Mathematics	MATH10024			●
109	Mathematics	MATHMA101		●	
109	Mathematics	MATHMS171		●	
109	Mathematics	MATHMS271	●	●	
108	Mathematics 1	MATH10011	●		
108	Mathematics 1	MATH10012	●		
108	Mathematics 1 - General Arts and Science	MATHMA006	●		
109	Mathematics 1 - General Arts And Science	MATHMA006	●		
108	Mathematics 2	MATH10053	●		
108	Mathematics 2 for Construction Technician	MATHMS244	●		
108	Mathematics for Computer Studies	MATH10042	●		
109	Mathematics for Computer Studies	MATH10042			●
108	Mathematics for Construction Technician	MATHMS144	●		
108	Mechanical Basic Algebra	MATHMS165	●		
109	Mechanical Basic Algebra	MATHMS165			●
108	Mechanical Intermediate Algebra	MATH10029	●		
108	NDE Mathematics	MATH10059	●		
109	NDE Mathematics	MATH10059			●
109	Pre-Health Mathematics 1	MATH10008		●	
108	Preparatory Apprenticeship - Math	MATHMA001	●		
108	Preparatory Mathematics (Business)	MATHMA003	●		
108	Preparatory Mathematics (Technology)	MATHMA002**	●		
109	Statistics	MATHMA570	●		
109	Technical Calculus I	MATH10052	●		
109	Technical Calculus II	MATH10054	●		

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MEDIA AND CREATIVE ARTS					
121	3D Photography Made Easy	PHTO10092		●	
122	3DPrinting With Clay	CERA10012		●	
116	Acting for Beginners	CREA10072		●	
111	Aesthetics Body Massage and Treatments	ASTHAES05		●	
111	Aesthetics Skin Care III	ASTHAES04		●	
116	An Actor's Director	CREA10090		●	
121	Auto Bone Yard	PHTO10094		●	
117	Basic Sewing 1	TEXTHC177		●	
118	Basic Sewing 2	TEXTHC203		●	
118	Basic Sewing 3	TEXTHC322		●	
118	Basic Sewing 4	TEXT10023		●	
113	Ceramics - Advanced 1	CERAPC401		●	
113	Ceramics - Advanced 2	CERAPC402		●	
113	Ceramics - Advanced 3	CERAPC403		●	
113	Ceramics - Advanced 4	CERAPC404		●	
112	Ceramics - Foundation 1	CERAPC201		●	
112	Ceramics - Foundation 2	CERAPC202		●	
112	Ceramics - Foundation 3	CERAPC203		●	
112	Ceramics - Foundation 4	CERAPC204		●	
112	Ceramics - Intermediate 1	CERAPC301		●	
112	Ceramics - Intermediate 2	CERAPC302		●	
113	Ceramics - Intermediate 3	CERAPC303		●	
113	Ceramics - Intermediate 4	CERAPC304		●	
118	Chinese Brush Painting	ARTTPD101		●	
118	Chinese Brush Painting 2	ARTTPD102		●	
118	Chinese Brush Painting 3	ARTTPD103		●	
118	Chinese Brush Painting 4	ARTTPD104		●	
119	Chinese Brush Painting 5	ARTTPD105		●	
119	Chinese Brush Painting 6	ARTTPD106		●	
111	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
119	Design and Colour 1	ARTTPG101	●		
119	Design and Colour 2	ARTTPG201	●		
119	Design and Colour 3	ARTTPG301	●		
121	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
117	Digital Photography 1	PHTOPY101		●	
117	Digital Photography 2	PHTOPY300		●	
119	Drawing 1	ARTTPD201		●	
119	Drawing 2	ARTTPD301		●	
119	Drawing 3	ARTTPD401		●	
122	Drawing Pencils Coloured	ARTT10056		●	
119	Drawing Realistic Subjects in Pencil	CREA10094	●		
114	Dress Design Advanced	TEXTFA220		●	
114	Dressmaking 2 Level 1	FASHDM120		●	
114	Dressmaking 2 Level 2	FASHDM125		●	
120	Ear Training Lab 1	MUSCMU141		●	
114	Fashion Drawing	FASHFA201		●	
122	Figure Drawing	ARTT10053		●	
121	From Cell Phone to Print in 90 Seconds	PHTO10098		●	
116	Gel and Acrygel Applications	ASTHWS905		●	
120	Guitar for Beginners	MUSC10123	●		
120	Guitar Song Book	MUSC10078		●	



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120	Guitar-Adult Class 3	MUSC10074		●	
120	Harmony 2	MUSCMU282		●	
119	History Of Crafts	HISTPD024	●		
117	History of Photography	PHTOPY109		●	
120	I Write The Songs	ARTT10045	●		
117	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
121	iPhone Photography Gadgets	PHTO10090		●	
122	Jewellery - Constructed	CREA10058		●	
121	Knitting-Basic	TEXTHC273		●	
122	Life Casts (hands)	ARTT10063		●	
122	Lunch Hour Drawing	ARTT10061		●	
121	Macro Photography on a Budget	PHTO10100		●	
115	Make Up Paramedical and Camouflage Therapy	ASTHWS031		●	
111	MakeUp Artistry	ASTHWS144		●	
115	MakeUp Bridal Black and White and Creative	ASTH10005		●	
115	MakeUp Portfolio Development	ASTHWS344		●	
122	Mohawk Drawing Night	ARTT10060		●	
122	Mohawk Paint Night	ARTT10058		●	
117	Nature Photography	PHTOPY106		●	
121	Night Sky Photography	PHTO10085		●	
121	Outdoor Portraits Made Easy	PHTO10095		●	
119	Painting 1	ARTTPD211		●	
119	Painting 2	ARTTPD311		●	
119	Painting 3	ARTTPD411		●	
119	Painting 4	ARTTPD511		●	
119	Painting 5	ARTTPD611		●	
119	Painting 6	ARTTPD711		●	
121	Painting With Light and Night	ARTT10059		●	
121	Photo Booth Setup Made Easy	PHTO10097		●	
121	Photobook Creation	PHTO10096		●	
117	Photography - Wedding	PHTO10018		●	
121	Photography of Birds	PHTO10093		●	
115	Piano Beginners Part A	MUSC10075		●	
115	Piano Beginners Part B	MUSC10076		●	
117	Portraiture	PHTOPY402		●	
122	Pottery Workshop	CERA10013		●	
119	Precious Metal Clay 1	CREA10080		●	
119	Precious Metal Clay 2	CREA10128		●	
111	Professional Selling in Cosmetics	MRKT10044		●	
121	Quilting - Basic Introduction	TEXTHC319		●	
116	Sculpted Nail Enhancements	ASTH10008		●	
120	Sculpture: Form, Shape & Scale	RECL10043		●	
121	Serger Know How	CREA10169		●	
117	Sewing - Introduction	TEXTHC027		●	
114	Tailoring Level 1	FASHDM140		●	
117	The Business Of Photography	BUSNPY112		●	
115	Theory 2	MUSCMU223		●	
117	Urban Landscape And Documentary Photo	PHTOPY111		●	
120	Video Editing Introduction	MCOM10226		●	
122	Watercolour En Plein Air	ARTT10054		●	
120	Watercolour Painting 1	ARTTPD231		●	
120	Watercolour Painting 2	ARTTPD331		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
120	Watercolour Painting 3	ARTTPD431		●	
120	Watercolour Painting 4	ARTTPD531		●	
120	Watercolour Painting 5	ARTTPD631		●	
120	Watercolour Painting 6	ARTTPD731		●	
121	Waterfall Photography	PHTO10099		●	
111	Waxing	ASTHWS306		●	
122	Whittling Workshop	ARTT10062		●	
116	Whose laugh is it anyway?	CREA10091		●	
111	Work Experience Option	WORKWS034		●	
<b>TECHNOLOGY AND SKILLS DEVELOPMENT</b>					
133	3D Printing Additive Manufacturing	CADM10050		●	
136	Active Transportation	TRAN10001		●	
138	Advanced Boiler Systems and Pumps	STEN10028	●		
124	Air Brake Training	MOTPSAM70		●	
130	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
125	Air Handling & Preventive Maintenance	BLDGES03		●	
137	Aircraft Maintenance Human Resources Management	AMEM10040	●		
137	Applied Mechanics	PHYSEA201		●	
124	AutoCAD - 3D Modeling	CADMCAD11		●	
124	AutoCAD - Advanced	CADMCAD15	●	●	
124	AutoCAD - Customization	CADMCAD12		●	
125	AutoCAD - Customization	CADMCAD12		●	
125	AutoCAD - Introduction	CADMCAD06	●	●	
125	AutoDESK - REVIT	CADM10028		●	
124	AutoDESK 3D MAX	CADM10051		●	
125	AutoDESK Inventor	INFOCAD29		●	
124	AutoDesk REVIT - Advanced	CADM10040		●	
125	AutoDesk REVIT - Advanced	CADM10040		●	
136	Automotive: Service Advisor I	MOTP10091	●		
136	Automotive: Service Advisor II	MOTP10092	●		
138	Basic Concepts of Reliability	QUAL10021	●		
139	Basic Welding	WELD10073		●	
137	BCIN Preparation - General Legal	BLDG10111		●	
136	Blueprint Reading Welding	TDRWRE154		●	
125	Building Systems-A Practical Overview	BLDG10700		●	
125	C of Q Automotive Service Technician 310S	MOTPSAM66		●	
125	C of Q Instrumentation 447A	INST10006	●		
125	C of Q Prep Machinist 429A	MACHHAQ02		●	
125	C of Q Prep Millwright 433A	MECHHEQ02		●	
126	C of Q Tool and Die 430A	MACHHEQ03		●	
126	C of Q Truck and Coach 310T	MOTPSAM65		●	
126	CAD/CAM (MasterCAM) 2D	CADMRE455		●	
126	Certificate of Qualification Exam Prep Electrical 309A	ELEC10158		●	
126	CNC Programming - Basic	MACHRE810		●	
138	CNC Programming - Basic	COMP10168	●		
137	Commercial Construction Estimating	BLDG10114	●		
137	Commercial Construction Principles	BLDG10115	●		
137	Communication for Aircraft Maintenance Management	COMM10341	●		
131	Communication/Professional Practices	COMMHI010	●		
137	Construction Blueprints and Methods	BLDG10011	●		
137	Construction Contract Bid Management	BLDG10089	●		
137	Construction Contracts and Documents	BLDG10083	●		
137	Construction Job Site Management	BLDG10090	●		

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127	Construction Management A	MGMTCN340		●	
137	Construction Planning and Scheduling	BLDG10101	●		
135	Construction Practice-Basic	BLDGRE027		●	
133	Co-ordinate Measuring Machines	MECH10024		●	
127	DC Electrical/Electronic Theory	ELECER001		●	
131	DC Electrical/Electronic Theory	ELECER001		●	
130	Designing, Managing/Implementing A GIS	INFOCVA14	●		
137	Electrical Fundamentals	ELEC10002	●		
131	Electrical Inspection	ELECHI007	●		
127	Electronics I (Semiconductors)	ELECER003		●	
138	Environment Management, An Introduction	ENVR10024	●		
127	Environment Project Management	ENVR10043		●	
138	Environmental Management Systems and Audits	ENVR10069	●		
127	Estimating 1	BLDGEA202		●	
131	Exterior Inspection	BLDGH1002	●		
128	Fire Protection	SAFE10071	●		
134	Fire Protection	SAFE10071	●		
128	Fire Safety 5-Special Extinguishing Systems	SAFEFT105		●	
128	Fire Safety Inspections	SAFE10050		●	
138	Foundations of Sustainability	ENVR10058	●		
135	Framing Techniques	BLDGRE028		●	
136	Gas Metal Arc Welding	WELDRE237		●	
129	Gas Technician 2 - Part 1	GOPTRE050		●	
129	Gas Technician 2 Review	GOPT10002		●	
133	Geometric Dimensioning & Tolerancing	MECHBDA55		●	
130	GIS Software - ArcView	INFOCVA36	●		
138	Global Warming Concepts	ENVR10004	●		
130	GPS - Global Positioning Systems	INFOCV630	●		
140	Guitar Building	BLDG10120		●	
134	H & S Program Development & Coordination	SAFE0H308	●		
140	Hand Tool Techniques	BLDGTZ030		●	
134	Hazard Assessment and Control	SAFE10072	●		
139	Hazard Identification	SAFE10100	●		
125	Heating	HRAPBES01		●	
131	Heating Inspection I	HRAPHI003	●		
131	Heating Inspection II	HRAPHI004	●		
138	Heritage Law	LAWS10158	●		
128	Hydraulics 2	STENMF354		●	
131	Industrial Drives 1	ASYS10001		●	
134	Industrial Hygiene	SAFE10078	●		
135	Inspection And Testing	QUALQC106		●	
132	Instrumentation 1 For Tradesmen	INSTRE047	●		
131	Interior/Insulation Inspection	BLDGH1001	●		
130	Internet Mapping	INFOCVA08	●		
137	Introduction to Aircraft Maintenance Financial Management	AMEM10039	●		
127	Introduction To Cost Estimating	BLDG10012	●		
134	Introduction to Ergonomics	SAFE10045	●		
130	Introduction To Geographic Information Systems	INFOCVA03	●		
140	Introduction to Metal Fabrication	WELD10079		●	
134	Introduction to Toxicology	ENVR10022	●		
133	Lean Foundations, Green Belt	QUAL10012			●
132	Lubrication Systems, Storage and Handling	MATLLUB04		●	
133	Machine Shop 1	MACHRE165		●	
133	Machine Shop 2	MACHRE265		●	

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133	Machine Shop 3	MACHRE465		●	
138	Material Estimating and Methods	BLDG10085	●		
134	OH&S Fundamentals	LAWSOH301	●		
126	Ozone Layer Protection Awareness Program	ENVR10065		●	
139	Physical Hazards	SAFE10099	●		
132	Plant Layout And Material Handling	IENGIM535		●	
131	PLC Programming 1	ASYSPLC11		●	
134	PLC Programming 1	ASYSPLC11		●	
134	PLC Programming 2	ASYSPLC12		●	
135	PLC Programming 3	ASYSPLC13		●	
135	PLC Programming 4	ASYSPLC14		●	
131	Plumbing Inspection	HRAPHI005	●		
132	Power Transmission Components	MECH10048		●	
126	Pre-Licence Autobody	MOTPSAM67		●	
138	Project Construction Management	BLDG10118	●		
130	Remote Sensing	INFOCVA37	●		
135	Residential Drafting	TDRWRE030		●	
135	Residential Electrical Basics	BLDG10092		●	
136	Residential Plumbing Basics	BLDG10091		●	
138	Restoration Ecology	ENVR10064	●		
131	Roofing Inspection	BLDGH1009	●		
137	Safety for Aircraft Maintenance Management	AMEM10041	●		
136	Shielded Metal Arc Welding 1	WELDRE234		●	
136	Shielded Metal Arc Welding 2	WELDRE235		●	
136	Shielded Metal Arc Welding 3	WELDRE236		●	
133	Six Sigma Foundations	QUAL10016			●
136	Small Engine Repair	MOTP10086		●	
127	Solid And Hazardous Waste Management	WASTOH706		●	
139	SolidWorks - Intermediate	CADM10057	●		
139	SolidWorks - Introduction	CADM10056	●		
124	SolidWorks Advanced	CADM10041		●	
133	SolidWorks Advanced	CADM10041		●	
133	SolidWorks Basic	CADMRE066		●	
138	Statics for Engineering Technology	BLDG10119	●		
135	Statistical Process Control 1	MATHQC102		●	
140	Steel Art Workshop - Pipe Shelving	WELD10075		●	
140	Steel Art Workshop - Weld a Table	WELD10074		●	
131	Structural Inspection	BLDGH1008	●		
128	System Studies	STEN10009		●	
138	Theories and Methods in Sustainability Education	ENVR10060	●		
136	Trim Finishing and Cabinetry	BLDGRE032		●	
137	UAV Operator Compliance	AFTD10032	●		
139	Welding Advanced	WELD10078		●	
139	Welding for Women (Men Welcome)	WELD10076		●	
139	Welding Intermediate	WELD10077		●	
140	Welding Skills Practice Sessions	WELD10071		●	
140	Woodworking for Women (Men Welcome)	BLDG10022		●	
140	Woodworking Level 1	BLDGTZ070		●	
140	Woodworking Level 2	BLDGTZ071		●	
140	Woodworking Level 3	BLDGTZ073		●	
132	Work Measurement 2	IENGIM332		●	
139	Working at Heights Training	BLDG10113		●	
134	Workplace Safety And Insurance Act	SAFE0H309	●		

# Business

ce.mohawkcollege.ca/business

## Programs and Courses

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### Ontario College Certificates

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## CREDENTIALIAED PROGRAMS

## APICS - The Association for Operations Management

[ce.mohawkcollege.ca/apics](http://ce.mohawkcollege.ca/apics)  
[www.apicshamilton.org](http://www.apicshamilton.org)



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.



## PROGRAM OF STUDIES

## Principles of Operations Management Program

BUSN10110	APICS Principles of Inventory Management
BUSN10111	APICS Principles of Operation Planning
BUSN10113	APICS Principles of Manufacturing Management
BUSN10114	APICS Principles of Distribution and Logistics
BUSN10112	APICS Principles of Managing Operations

## Certified in Production and Inventory Management (CPIM)

BUSNSPC15	APICS Basics of Supply Chain Management
BUSNSPC24	APICS Master Planning of Resources
BUSN10116	APICS Detailed Scheduling and Planning
BUSNSPC22	APICS Execution and Control of Operations
BUSN10117	APICS Strategic Management of Resources

The APICS CPIM program is changing and this will be the last opportunity to register for the current legacy version of Basics of Supply Chain Management (BSCM). Visit APICS Hamilton Chapter's website (above) for more details and timeline of the CPIM reconfiguration.

## APICS Basics Of Supply Chain Management BUSNSPC15

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22190	MO	Apr24	Jul10	7:00-10:00	10	Classroom (FF)	\$713.20

## APICS Detailed Scheduling and Planning BUSN10116

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22192	TU	Apr25	Jun27	7:00-10:00	10	Classroom (FF)	\$713.20

## Get Started in eLearn

Information on accessing your eLearn course is available at  
[ce.mohawkcollege.ca/elearn](http://ce.mohawkcollege.ca/elearn)



## Applied Accounting - Bookkeeping

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/appacct](http://ce.mohawkcollege.ca/appacct)

Benefit from a self-study online or in-class format that allows you to work at your own pace or traditional in class learning.



## 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
21645	May11	Aug3				eLearn	\$287.28
21852	TH	May11	Jul27	6:30-9:30	12	Classroom (FF)	\$289.80

## Applied Accounting-Bookkeeping 2 ACCTBZ019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21646	May11	Aug3				eLearn	\$287.28
21853	TH	May11	Jul27	6:30-9:30	12	Classroom (FF)	\$289.80

## Applied Accounting Bookkeeping 3 ACCTBZ020

Further enhance your bookkeeping skills. Topics include partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21647	May11	Aug3				eLearn	\$287.28
21854	TH	May11	Jul27	6:30-9:30	12	Classroom (FF)	\$289.80



## Brand Management Certificate (974)

## MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/brandmanagement](http://ce.mohawkcollege.ca/brandmanagement)



Brand Managers address all elements of a product line, service and/or organization in order to maintain or increase brand equity. Professionals and aspiring brand managers will focus on gaining the skills and knowledge required to develop and execute a successful brand strategy. Topics investigated include consumer insights, brand perception, digital media and measuring return on investment.

## PROGRAM OF STUDIES

Mandatory Courses:	Hours
MRKT10062 Brand Elements	42
MRKT10061 Integrated Brand Communication	42
MRKT10064 Brand Strategy	42
MRKT10063 Digital and Social Media	42
MRKT10066 Brand Strategy II	42
MRKT10067 Brand Metrics	42



**Integrated Marketing Communication 1****MRKT10039**

Discuss key concepts related to the promotions mix in an IMC (Integrated Marketing Communications) framework. Covers communication, creative approaches, media alternatives, advantages, pricing, and measurements of different types of media. Equivalent to: Integrated Marketing Communications (MRKTMK361) or Integrated Brand Communication (MRKT10061).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22094		May9	Aug15			OntarioLearn	\$432.16

**Business Analysis Certificate (334)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 13 courses**[ce.mohawkcollege.ca/businessanalysis](http://ce.mohawkcollege.ca/businessanalysis)

Integrate the world of information technology with business areas such as operations, finance, marketing or human resources. Current professionals and aspiring consultants, analysts and managers will focus on alignment of business processes across functions and enterprises, and how those processes relate to the organization from a strategic, tactical and financial perspective.

**Admission Requirements**

- Prior approval for this certificate is necessary.
- University degree or college diploma (two-year or longer) including most Business programs, Computer Science, or Humanities and Social Sciences; OR an acceptable combination of related work experience and postsecondary education (as determined by the college).
- Mail a copy of your educational qualifications to:  
Mohawk College, Continuing Education Business  
135 Fennell Avenue West  
Hamilton, ON L9C 0E5

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

**Business Analysis Introduction****MGMT10121**

Introduces the fundamental processes, roles and responsibilities of the business analyst. Examine the use of tools and techniques within the broader context of organizations and their projects. Equivalent to: BUSN10140.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22143		May9	Aug15			OntarioLearn	\$432.16

**Business Facilitation and Communication****BUSN10165**

**NEW!** Learn about communication and the critical role it plays in achieving successful business analysis outcomes. Explore principles, techniques, and tools that can be used to facilitate the exchange of ideas, deliver oral presentations, solve problems, prioritize issues, negotiate and reach agreements, make decisions and resolve conflict. Equivalent to: BUSN10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22418		May9	Aug15			OntarioLearn	\$432.16

**Business Studies Certificate (068)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 11 courses**[ce.mohawkcollege.ca/businessstudies](http://ce.mohawkcollege.ca/businessstudies)

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

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ACCTMCS01	Accounting Introductory I	45
BUSN10045	Quantitative Methods	45
COMMLL122	Researching and Reporting-Lgs	42
ECONMCS03	Microeconomics Introductory	45
LAWSMCS05	Business Law Introductory	45
MGMTMCS06	Management Principles	45
MRKTMCS08	Marketing Principles	45
Options - Choose 4:		
ACCTMCS02	Accounting Introductory II	
BUSNPIR16	Staff Training and Development	
ECON10002	Introduction To Macroeconomics	
HRES10025	Employment Training and Development	
LABRPIR08	Introduction To Industrial Relations	
MGMTMCS07	Management Operations	
MRKT10018	Marketing Advanced	
MRKT10025	Selling For Success	
SAFEPIR21	Occupational Health and Safety	

Some 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
21481		May9	Aug15			OntarioLearn	\$456.10
22155		Jun1	Sep7			OntarioLearn	\$456.10
22175		Jul4	Oct10			OntarioLearn	\$456.10

**Accounting Introductory II****ACCTMCS02**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21485		May9	Aug15			OntarioLearn	\$456.10

**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
21483		May9	Aug15			OntarioLearn	\$456.10
22150		Jun1	Sep7			OntarioLearn	\$456.10
22163		Jul4	Oct10			OntarioLearn	\$456.10

**Introduction To Macroeconomics****ECON10002**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21482		May9	Aug15			OntarioLearn	\$456.10

**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
21541		May9	Aug15			OntarioLearn	\$456.10
22166		Jul4	Oct10			OntarioLearn	\$456.10

**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
21484		May9	Aug15			OntarioLearn	\$456.10
22167		Jul4	Oct10			OntarioLearn	\$456.10

**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
21528		May9	Aug15			OntarioLearn	\$456.10

**Marketing Principles****MRKTMCS08**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21527		May9	Aug15			OntarioLearn	\$456.10

**Microeconomics Introductory****ECONMCS03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21544		May9	Aug15			OntarioLearn	\$456.10

**Quantitative Methods****BUSN10045**

Benefit from an introduction to the use of graphs to present information and study basic measures of central tendencies and dispersions for both sample and population. Learn to use math functions to describe business relationships and build models, and linear and quadratic functions and constrained optimization for practical business situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22058		May9	Aug15			OntarioLearn	\$456.10

**Canadian Institute of Bookkeeping**

[www.cibcb.com](http://www.cibcb.com)

[ce.mohawkcollege.ca/cib](http://ce.mohawkcollege.ca/cib)



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page 2 for  
contacts

Prepare for greater financial and job security as a Certified Bookkeeper. Three years practical experience is required before qualifying for certification. Program graduates are governed by a Code of Ethics.

**PROGRAM OF STUDIES**

Refer to our website to view Mohawk equivalencies to C.I.B. courses.  
A minimum grade of 65% is required to obtain C.I.B. credits.

**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
22076		May9	Aug15			OntarioLearn	\$432.16

**Payroll Administration****ACCTBU192**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22151		Jun1	Sep7			OntarioLearn	\$432.16
22169		Jul4	Oct10			OntarioLearn	\$432.16

**Taxation I****ACCT10019**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21535		May9	Aug15			OntarioLearn	\$456.10
22161		Jun1	Sep7			OntarioLearn	\$456.10
22181		Jul4	Oct10			OntarioLearn	\$456.10

**Career Consultant Certificate (076)**

See page 51 for information on this program.



## Condominium Management (ACMO) Certificate (912)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/acmo](http://ce.mohawkcollege.ca/acmo)  
[www.acmo.org](http://www.acmo.org)

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



### ACMO Membership and RCM Exam Questions?

905-826-6890 or 1-800-265-3263  
[jschenk@acmo.org](mailto:jschenk@acmo.org)



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
LAWSCDM01	Introduction To Condominium Law	42
MGMTCDM02	Physical Building Management	42
FINCCDM03	Financial Planning For Condominium Managers	42
MGMTCDM04	Condominium Administration & Human Relations	42
Options - Choose 1:		
BUSN10034	Building and Maintaining Customer Relationships	48
MGMTMD278	Personal Success	30
COMM10216	Creative and Critical Thinking (LDS)	30

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

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

Students must achieve a minimum grade of 60% and pass the final exam in order to pass each of the four mandatory courses.

### 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. ACMO fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22205	May9	Aug15				OntarioLearn	\$589.76
22206	Jul4	Oct10				OntarioLearn	\$589.76

### 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. ACMO fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22207	May9	Aug15				OntarioLearn	\$589.76
22208	Jul4	Oct10				OntarioLearn	\$589.76

### 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. ACMO fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22209	May9	Aug15				OntarioLearn	\$589.76
22211	Jul4	Oct10				OntarioLearn	\$589.76

### Personal Success

### MGMTMD278

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22075		May9	Aug15			OntarioLearn	\$336.40

### Physical Building Management

### MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focus on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. ACMO fee included. Equivalent to: Facilities Management (MGMTFA631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21899		May9	Aug15			OntarioLearn	\$589.76
22197		Jul4	Oct10			OntarioLearn	\$589.76



### Digital Marketing

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/digitalmarketing](http://ce.mohawkcollege.ca/digitalmarketing)

Explore different digital marketing strategies needed to stay competitive in the constantly changing business world. Identify the best digital platforms such as websites, social media sites, and mobile communications to achieve your marketing goals. Learn to build a website and investigate how to enhance your digital communication messaging to your target audience on various sites.



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10342	Digital Communication (Social Media)	45
INFO10202	WordPress 1	36
MRKT10026	Fundamentals of Digital Marketing Management	42
MRKT10037	Marketing Digitally	42

### Digital Communication (Social Media)

### COMM10342

Social media requires a different approach to communication and writing in terms of how you write, who you are communicating with and how your message is received. Use social media tools to practice and assess your social media writing capacity.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22045		May9	Aug15			OntarioLearn	\$456.10

### Fundamentals of Digital Marketing Management

### MRKT10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22144		May9	Aug15			OntarioLearn	\$432.16

### 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) and Digital Marketing (MRKT10047). Prerequisite MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21529		May9	Aug15			OntarioLearn	\$432.16

**WordPress 1****INFO10202**

Learn to build and maintain a self-hosted website using the WordPress hosted service. Includes: layout, themes, plugins and widgets. Gain the ability to expand and edit your own work after completion. Foundational knowledge of coding required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21700	May9	Aug15				OntarioLearn	\$340.28
21864	Jul4	Oct10				OntarioLearn	\$340.28

**Financial Planning Certificate (185)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/financialplanning](http://ce.mohawkcollege.ca/financialplanning)

CERTIFIED FINANCIAL PLANNER® / CFP® certification is an internationally recognized professional designation administered by the Financial Planning Standards Council (FPSC). Qualify for the FPSC CFP exams by successfully completing all course material. In order to qualify for the FPSC Level 1R Examination in Financial Planning you must receive a 50% passing grade or greater in each course. A 60% average or greater is required to attain the Mohawk College Certificate.



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**PROGRAM OF STUDIES**

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

THESE COURSES ARE ONLY FOR STUDENTS WHO PLAN TO WRITE THE FPSC CFP EXAMS.

**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
21497	May9	Aug15				OntarioLearn	\$412.10

**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
21790	May9	Aug15				OntarioLearn	\$412.10

**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
21499	May9	Aug15				OntarioLearn	\$412.10

**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. Prerequisites: FINCFP011 and FINCFP012 and FINCFP013. Not suitable for your own personal financial planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21500	May9	Aug15				OntarioLearn	\$412.10

**Fundraising****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/fundraising](http://ce.mohawkcollege.ca/fundraising)

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

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**PROGRAM OF STUDIES**

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

**Donor Relationships in Fundraising****BUSN10071**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22057	May9	Aug15				OntarioLearn	\$456.10

**Fundraising as Management Process****BUSN10070**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22054	May9	Aug15				OntarioLearn	\$456.10

**Introduction to Fundraising****BUSN10062**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22053	May9	Aug15				OntarioLearn	\$456.10

**Methods of Fundraising****BUSN10069**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22056	May9	Aug15				OntarioLearn	\$456.10

**Get Started in OntarioLearn**

Information on accessing your  
OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)





## Human Resources Certificate (825)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

[ce.mohawkcollege.ca/humanresources](http://ce.mohawkcollege.ca/humanresources)

Acquire the knowledge and the skills you need to become a successful Human Resources Practitioner. All courses are approved by the Human Resources Professionals Association of Ontario.



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### PROGRAM OF STUDIES

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

### HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

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

Please be aware each course expires 10 years after completion.

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

**NEW!** CKE exam prep course available completely online and prior to the CKE exams in June. See page 35.

### 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
21501	May9	Aug15				OntarioLearn	\$432.16



### 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
21779	May9	Aug15				OntarioLearn	\$432.16
22157	Jun1	Sep7				OntarioLearn	\$432.16
22176	Jul4	Oct10				OntarioLearn	\$432.16

### 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
21621	WE	May3	Jul26	6:30-9:30	13	Classroom (FF)	\$313.95
21505	May9	Aug15				OntarioLearn	\$555.25
22153	Jun1	Sep7				OntarioLearn	\$555.25
22170	Jul4	Oct10				OntarioLearn	\$555.25
22368	Aug1	Nov7				OntarioLearn	\$555.25

### 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
21502	May9	Aug15				OntarioLearn	\$432.16
22179	Jul4	Oct10				OntarioLearn	\$432.16

### Occupational Health and Safety

**SAFEPIR21**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21504	May9	Aug15				OntarioLearn	\$432.16

### Organizational Behaviour and Administration

**BUSNPIR22 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22137	May9	Jun27				OntarioLearn	\$432.16
21508	May9	Aug15				OntarioLearn	\$432.16
22158	Jun1	Sep7				OntarioLearn	\$432.16
22177	Jul4	Oct10				OntarioLearn	\$432.16
22369	Aug1	Nov7				OntarioLearn	\$432.16

### Recruitment And Selection

**HRESPIR20**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22139	May9	Jun27				OntarioLearn	\$432.16
21503	May9	Aug15				OntarioLearn	\$432.16
22160	Jun1	Sep7				OntarioLearn	\$432.16
22178	Jul4	Oct10				OntarioLearn	\$432.16
22370	Aug1	Nov7				OntarioLearn	\$432.16

### 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
22100	May9	Aug15				OntarioLearn	\$528.81
22171	Jul4	Oct10				OntarioLearn	\$528.81

## Industrial Distribution Leadership Certificate (924)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/idl](http://ce.mohawkcollege.ca/idl)



In partnership with the Industrial Careers Pathway Steering Committee, this program is intended for individuals working with the industrial distribution and manufacturing sector who have responsibilities for key customer accounts and client relations. Offers programming in key skill sets, including business principles, operational awareness, client service principles, and leadership training/coaching.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
BUSN10046	Business Fundamentals in Industrial Distribution	35
MRKT10027	Customer Service and Sales in Industrial Distribution	35
BUSN10055	Operational Fundamentals in Industrial Distribution	35
BUSN10054	Negotiations in Industrial Distribution	35
MGMT10069	Leadership and Effective Communication in Industrial Distribution	35
BUSN10056	Integrated Case Study	35

#### Customer Service and Sales in Industrial Distribution

MRKT10027

Examine the characteristics and requirements of outside and inside sales, effective customer service, customer relationship management, and marketing strategies and tools.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21791	May9	Aug15				OntarioLearn	\$332.30

## Industrial Relations Certificate (824)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/industrialrelations](http://ce.mohawkcollege.ca/industrialrelations)



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

#### PROGRAM OF STUDIES

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

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

#### 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
21506	May9	Aug15				OntarioLearn	\$456.10

#### Introduction To Industrial Relations

LABRPIR08 (E)

Examine theory and practice with emphasis on union-management relations, industrial relations processes, and bargaining issues. Explore the collective bargaining process, administration of collective agreements, grievances and arbitration. Prerequisite: Human Resource Management Studies (MGMTBPC01). Equivalent to: Union Management Relations (LABR10100).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21507	May9	Aug15				OntarioLearn	\$432.16
22180	Jul4	Oct10				OntarioLearn	\$432.16

## Customized Corporate Training



Maximize your training investment by working with Mohawk College Enterprise (MCE). We offer customized solutions with experienced trainers, relevant to your workplace. All of our training programs can also be delivered on and off-site.

#### LEADERSHIP

Customized training programs include:

- Future Ready Leadership Series:
  - FRL Essential Skills (5 days)
  - FRL Leadership 1 (8 days)
  - FRL Leadership 2 (6 days)
  - FRL for Executives (4 days)
- Creating Amazing Customer Service
- Union Management Relations
- Business Writing Skills
- ...and more

#### CONTACT US

Mohawk College Enterprise (MCE)

905-575-2534

1-877-269-1422

[info@mcecor.com](mailto:info@mcecor.com)

[mcecor.com/leadership](http://mcecor.com/leadership)



## Institute of Law Clerks of Ontario

[ce.mohawcollege.ca/lawclerk](http://ce.mohawcollege.ca/lawclerk)  
[www.ilco.on.ca](http://www.ilco.on.ca)



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

### Admission Requirements

- Experience in the legal field is recommended.

**WATCH FOR COURSES NEXT TERM.**



## Integrated Accounting Certificate (099)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

[ce.mohawcollege.ca/integratedacct](http://ce.mohawcollege.ca/integratedacct)

Enhance your understanding of computerized accounting and its effect on accounting practice. Apply the knowledge gained in this program to effectively manage the finances in your own small business, bookkeeping practice or other ventures.

### Admission Requirements

- If you do not have an adequate level of computer literacy upon entry to the program, you are strongly urged to complete Introduction to Computers (COMP10136) before beginning any course.
- Familiarity with basic accounting concepts is recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ACCTBZ018	Applied Accounting Bookkeeping 1	36
ACCTBZ019	Applied Accounting-Bookkeeping 2	36
ACCTBZ020	Applied Accounting Bookkeeping 3	36
INFO10201	Sage 50 Accounting	36
INFO10184	AccPac Sage 300 ERP General Ledger	18
INFO10185	AccPac Sage 300 ERP Accounts Payable	18
<b>Options - Choose 2:</b>		
INFO10078	Excel Core	36
INFO10079	Excel Expert	36
INFO10081	Access Core	36
INFO10159	QuickBooks	36
INFO10182	AccPac Sage 300 ERP Accounts Receivable and Payroll	36

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

### Software Versions:

- Sage 300 ERP 2014 (formerly AccPac)
- QuickBooks Desktop 2014
- Sage 50 Accounting 2016 (formerly Simply Accounting)

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

### AccPac Sage 300 ERP Accounts Payable INFO10185

Examine ledger set up, adding vendor accounts, daily transactions processing reports and periodic processing. Prerequisite: INFO10184.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21789	May9	Aug15				OntarioLearn	\$196.64

### AccPac Sage 300 ERP Accounts Receivable and Payroll

INFO10182

Focus on ledger setup, adding customer accounts, daily transactions processing, reports and periodic processing. Learn to prepare payroll data and process payroll transactions. Prerequisites: INFO10184 and INFO10185.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21486	May9	Aug15				OntarioLearn	\$340.28

### AccPac Sage 300 ERP General Ledger

INFO10184

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21487	May9	Aug15				OntarioLearn	\$196.64

### 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
21782	May18	Aug10				eLearn	\$287.28

### Sage 50 Accounting

INFO10201

Using Sage 50 Accounting 2016, (formerly Simply Accounting) examine the setup of the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory and Services. Enter a new company's historical information; prepare daily transactions in each module, and adjusting entries, credits, orders, prepayments, discounts and government remittance entries. Prepare bank reconciliations, month-end and year-end entries, along with preparing financial statements and reports.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21651	May18	Aug12				eLearn	\$287.28



## Leadership Development Series Certificate (949)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 10 courses**

[ce.mohawcollege.ca/leadershipdevelopment](http://ce.mohawcollege.ca/leadershipdevelopment)



Develop and enhance your management skills and broad business knowledge in this professional program designed for leaders. Provides current and future leaders with skills to meet both career and organizational objectives. Gain solid theoretical and practical knowledge to improve decision making and problem solving skills.

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
21526		May9	Aug15			OntarioLearn	\$341.40

**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
21510		May9	Aug15			OntarioLearn	\$341.40

**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
21540		May9	Aug15			OntarioLearn	\$341.40

**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
21524		May9	Aug15			OntarioLearn	\$341.40

**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
21522		May9	Aug15			OntarioLearn	\$341.40

**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
21545		May9	Aug15			OntarioLearn	\$341.40

**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
21521		May9	Aug15			OntarioLearn	\$341.40

**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
21509		May9	Aug15			OntarioLearn	\$341.40

**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
21523		May9	Aug15			OntarioLearn	\$341.40

**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
21511		May9	Aug15			OntarioLearn	\$341.40

**Legal Skills****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 5 courses**[ce.mohawkcollege.ca/legalskills](http://ce.mohawkcollege.ca/legalskills)

Complete these introductory courses and learn the basic administrative functions for a law office. Become familiar with legal forms and processes and gain a fundamental understanding of the key practices in a legal environment.

**PROGRAM OF STUDIES**

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

**Corporate Practice and Procedure****LAWS10153**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22112		May9	Aug15			OntarioLearn	\$432.16

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22092		May9	Aug15			OntarioLearn	\$528.81

**Criminal Law - Legal Administration****LAWS10136**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22102		May9	Aug15			OntarioLearn	\$432.16



**Family Law Practice and Procedure****LAWS10149**

Develop a basic knowledge of family law practice and procedures as defined by the Rules of Civil Procedure for Ontario and the Family Law Act as required in the role of a Legal Assistant. Includes knowledge of domestic contracts, divorce procedures and family litigation. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22110	May9	Aug15				OntarioLearn	\$432.16

**Introduction To Legal Office Practice And Procedures****OADM10009**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21531	May9	Aug15				OntarioLearn	\$432.16

**Landlord & Tenant Law****LAWS10064**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21534	May9	Aug15				OntarioLearn	\$432.16

**Legal Terminology****LAWS10005**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21533	May9	Aug15				OntarioLearn	\$432.16

**Litigation Practice and Procedure 1****LAWS10065**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21532	May9	Aug15				OntarioLearn	\$432.16

**Real Estate Practice and Procedure I****REAL10001**

Gain a better understanding of the responsibilities of a Legal Assistant in the area of Real Estate from file opening, reading & preparing Agreements, document preparation through to closing and reporting the transaction to the client. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22113	May9	Aug15				OntarioLearn	\$432.16

**Small Claims Practice and Procedure****LAWS10154**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22114	May9	Aug15				OntarioLearn	\$432.16

**Wills and Estates Practice and Procedure****LAWS10169**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22111	May9	Aug15				OntarioLearn	\$432.16

**Youth Court Clerk Ontario Court of Justice****LAWS10176**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22093	May9	Aug15				OntarioLearn	\$432.16

**Management Studies Certificate (827)**

[ce.mohawkcollege.ca/managementstudies](http://ce.mohawkcollege.ca/managementstudies)

Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.

**Manufacturing Leadership Certificate (055)**

**MOHAWK COLLEGE CERTIFICATE**

**Graduation Requirement: 5 courses**

[ce.mohawkcollege.ca/manufacturingleadership](http://ce.mohawkcollege.ca/manufacturingleadership)



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Global competition, the development of advanced technologies and other economic challenges are rapidly changing the way Canadian business and industry operate. Supervisors have felt the impact of the changes most dramatically. They must demonstrate multi-faceted manufacturing leadership with a high level of technical expertise. This program will support existing and aspiring supervisors and managers.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BUSN10047	The Business of Tomorrow	30
MGMTCA02	Supervisory Skills for Business and Industry	30
MGMTCA03	Coaching and Developing People	30
MGMTCA04	Developing Effective Teams	30
QUALCA06	Continuous Improvement Process	30

**Coaching And Developing People****MGMTCA03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21480	May9	Aug15				OntarioLearn	\$522.00

**Continuous Improvement Process****QUALCA06**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21476	May9	Aug15				OntarioLearn	\$522.00

**Developing Effective Teams****MGMTCA04**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21477	May9	Aug15				OntarioLearn	\$478.00

**Supervisory Skills For Business And Industry****MGMTCA02**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21478	May9	Aug15				OntarioLearn	\$522.00

**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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21479		May9	Aug15			OntarioLearn	\$522.00

**Medical Terminology****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 2 courses**[ce.mohawkcollege.ca/medtranscription](http://ce.mohawkcollege.ca/medtranscription)

Prepares students for employment in health care settings.

**PROGRAM OF STUDIES**

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

**Medical Terminology 1****OADMOA323**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21638	TU	May2	Jul18	6:00-9:30	12	Classroom (FF)	\$338.10

**Medical Terminology 2****OADMOA324**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21639	TH	May4	Jul20	6:00-9:00	12	Classroom (FF)	\$289.80

**Medical Transcription Certificate (172)**

Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.

**Mobile Marketing****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**[ce.mohawkcollege.ca/mobilemarketing](http://ce.mohawkcollege.ca/mobilemarketing)

With the mobile world growing marketing needs to adjust to the needs of the mobile user. Explore how mobile marketing differs from traditional or even digital marketing strategies. Conduct market research and analyze who your mobile target audience is in order to execute a successful mobile campaign and build customer relationships.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
MRKT10068 Developing a Mobile Marketing Strategy	45
MRKT10069 Best Practices and Issues in Mobile Marketing	45
MRKT10070 Mobile Analytics	45
MRKT10071 Building a Mobile Marketing Campaign	45

**Best Practices and Issues in Mobile Marketing****MRKT10069**

**NEW!** Mobile devices offer marketers and consumers increased flexibility in marketing activities. To be effective, the use of mobile devices must be managed to ensure responsible use and practices. Explore legal frameworks, acceptable use policies, privacy and security issues as related to mobile marketing. Through a combination of discussions, debates, case studies and research, investigate social responsibility, ethical use, relevant laws and best practices of mobile marketing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22220		May9	Aug15			OntarioLearn	\$456.10

**Building a Mobile Marketing Campaign****MRKT10071**

**NEW!** Apply the skills and knowledge gained in the program to an applied marketing project. Working individually and in teams, conduct market research and create a mobile marketing campaign of strategic importance to an organization. By developing a mobile marketing campaign from start to finish, students research, strategize, execute and measure, campaign success.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22222		May9	Aug15			OntarioLearn	\$456.10

**Developing a Mobile Marketing Strategy****MRKT10068**

**NEW!** Mobile channels provide new ways for organizations and brands to connect with customers across all sectors. Explore how mobile marketing extends the traditional marketing communication mix. Develop guidelines and standards for developing a mobile strategy and explore the use of social media to enhance its success. Learn to appreciate the first hand user experience required to design a mobile marketing strategy and understand mobile application marketplaces.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22219		May9	Aug15			OntarioLearn	\$456.10

**Mobile Analytics****MRKT10070**

**NEW!** Mobile analytics is used to gain insights into consumer behaviours with data collected from mobile web traffic. Analyze mobile data to gain rich insights into marketing effectiveness and assess potential business opportunities in the mobile space. Explore measurement, collection, analysis and reporting of mobile data to understand and optimize mobile marketing channels.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22221		May9	Aug15			OntarioLearn	\$456.10

**Office Administration - General Certificate (380)****ONTARIO COLLEGE CERTIFICATE****Graduation Requirement: 12 courses**[ce.mohawkcollege.ca/officeadmingeneral](http://ce.mohawkcollege.ca/officeadmingeneral)

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

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

**PROGRAM OF STUDIES****Refer to the website to view the POS.****Some courses are offered under other certificates. Refer to the index.****Digital Communications****INFO10206**

Explore a variety of digital techniques for research and communication. Illustrate communication skills using Outlook software and social media. Equivalent to: INFO10020 and INFO10021 or INFO10175 and SSC10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21701	TU	May2	Jul18	6:00-9:30	12	Classroom (FF)	\$338.10

**Financial Foundations****FINC10032**

Apply basic mathematical concepts relevant in business practice. Demonstrate fundamental bookkeeping and accounting skills using an accounting software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21804	TU	May9	Aug8	6:00-10:00	12	Classroom (FF)	\$434.96

**Keyboarding****KEYB10008**

Achieve a minimum speed of 35 net words per minute by using proper keyboarding techniques and computer technology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21620	TU/TH	May2	Jun15	6:30-8:30	2	Classroom (FF)	\$225.40
21865	TU/TH	May2	May18	6:30-8:30	2	Classroom (FF)	\$225.40

**Professional Administrative Skills****OADM10019**

Identify the skills required of an administrative professional. Apply these administrative skills to a variety of situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21866	TH	May11	Aug10	6:00-10:00	14	Classroom (FF)	\$434.96

**NEW****Project Management****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/projectmanagement](http://ce.mohawkcollege.ca/projectmanagement)

Explore the fundamentals of project management and leading projects while developing greater insight in to various project management career opportunities. Study and review necessary material for the PMP/CAPM exam to help earn your Project Management Professional credential. Quick program completion with only three required courses.



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**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
HRES10013	Introduction to Project Management		45
MGMT10144	PMP/CAPM Project Management Exam Preparation		35
Options - Choose 1:			
INFO10105	Project Management Scheduling Software		48
MGMT10140	Project Management Applications and Simulation		36
MGMT10137	Project Communications and Human Resource Management		36
MGMT10139	Project Cost and Risk Management		36

**Introduction to Project Management****HRES10013**

Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. Equivalent to: Project Management (BUSNBE305).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21536	May9	Aug15				OntarioLearn	\$456.10
22367	Jun1	Sep7				OntarioLearn	\$456.10
22366	Jul4	Oct10				OntarioLearn	\$456.10

**PMP/CAPM Project Management Exam Preparation****MGMT10144**

**NEW!** Align your project management knowledge with the Project Management Institute's PMBOKR Guide and prepare for the PMP/CAMP certification exam.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22189	May9	Jun27				OntarioLearn	\$332.30

**Project Communications and Human Resource Management****MGMT10137**

The most valuable resource in any project is often the people whose talent and efforts will contribute to its success. Explore organizational communications, how it functions and how to overcome communication barriers in groups and with individuals. Emphasizes building the skills and knowledge needed to plan an effective project group, recruiting quality people to staff it, and building them into an effective team.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22061	May9	Aug15				OntarioLearn	\$384.28

**Project Cost and Risk Management****MGMT10139**

Covers the fundamentals of project cost management and control including project estimating at the project definition and approval stage, budgeting, resource costing and allocation, and status reporting. Discover a structured multi-tiered approach that can be used to identify the different types of risks associated with projects such as technical, time, costs, quality and others.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22063	May9	Aug15				OntarioLearn	\$384.28

**Project Management Applications and Simulation****MGMT10140**

Using a case study method, work through a simulated mock project applying various project management tools and techniques. Activities will include project planning, decision-making, problem-solving and presenting project progress.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22064	May9	Aug15				OntarioLearn	\$384.28

**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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21537	May9	Aug15				OntarioLearn	\$475.93
22445	Jun1	Sep7				OntarioLearn	\$475.93
22446	Jul4	Oct10				OntarioLearn	\$475.93

**Qualified Administrative Assistant**

[ce.mohawkcollege.ca/adminassistant](http://ce.mohawkcollege.ca/adminassistant)  
[www.aaa.ca](http://www.aaa.ca)



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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. Seven courses must be completed successfully within six years to qualify for the QAA certificate.

**PROGRAM OF STUDIES**

Refer to the website to view the POS

Contact us for more information!







**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
21512		May9	Aug15			OntarioLearn	\$384.28

**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
21516		May9	Aug15			OntarioLearn	\$384.28

**Veterinary Office Skills and Procedures****OADM10013**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21519		May9	Aug15			OntarioLearn	\$432.16

**Veterinary Surgical Procedures****HSCI10138**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21514		May9	Aug15			OntarioLearn	\$384.28

**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
21518		May9	Aug15			OntarioLearn	\$432.16

**Ward Clerk Certificate (163)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 7 courses**[ce.mohawkcollege.ca/wardclerk](http://ce.mohawkcollege.ca/wardclerk)

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

**Admission Requirements**

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

**PROGRAM OF STUDIES**

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

**Comprehending Medical Terms and Diagnoses****HSCI10003**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21543		May9	Aug15			OntarioLearn	\$432.16
22154		Jun1	Sep7			OntarioLearn	\$432.16
22174		Jul4	Oct10			OntarioLearn	\$432.16

**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
21492		May9	Aug15			OntarioLearn	\$384.28

**Medical Terminology II - Pronunciation****HSCI10157**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21493		May9	Aug15			OntarioLearn	\$384.28

**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
21491		May9	Aug15			OntarioLearn	\$384.28

**Understanding Medical Tests for Medical Office Staff****HSCI10025**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21488		May9	Aug15			OntarioLearn	\$384.28

**Understanding Surgical Procedures for Medical Office Staff****HSCI10026**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21542		May9	Aug15			OntarioLearn	\$384.28

**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
22131		May9	Aug15			OntarioLearn	\$384.28

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

Visit [mohawkcollege.ca/ConvocationPrep](http://mohawkcollege.ca/ConvocationPrep)

## WSIB Workplace Safety & Insurance Board Adjudication

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

[ce.mohawkcollege.ca/wsib](http://ce.mohawkcollege.ca/wsib)

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

WATCH FOR COURSES NEXT TERM.



## OTHER COURSES

### Accounting and Finance

[ce.mohawkcollege.ca/accounting](http://ce.mohawkcollege.ca/accounting)



#### Accounting 1

ACCTCB101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21640 WE	May10	Jun14	6:00-9:30	6	Blended (FF)		\$338.10

#### Accounting 2 - Financial

ACCT10014

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21643 TU	May9	Aug8	6:00-10:00	14	Classroom (FF)		\$434.96

#### Accounting 3 - Financial Accounting Concepts

ACCT10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21777 TU	May16	Aug1	6:00-9:30	12	Classroom (FF)		\$338.10

#### Advanced Accounting

ACCT10032

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22089	May9	Aug15				OntarioLearn	\$475.93

#### 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
21776 TU	May16	Aug1	6:00-9:30	12	Classroom (FF)		\$338.10

#### Business Finance I

ACCT10028

Develop broad understanding of financial management including financial statement analysis, valuation of cash flows, risk and return and capital budgeting. Draw on theory learned in previous study to enhance financial decision-making skills. Prerequisite: ACCT10022. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22087	May9	Aug15				OntarioLearn	\$432.16

#### 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
21708 WE	May10	Jul26	6:00-9:30	12	Classroom (FF)		\$338.10

#### Business Finance II

ACCT10029

Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: ACCT10028. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22090	May9	Aug15				OntarioLearn	\$475.93

#### 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
21658	May16	Aug8				eLearn	\$335.16

#### 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
22059	May9	Aug15				OntarioLearn	\$475.93

#### 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
22060	May9	Aug15				OntarioLearn	\$475.93

#### 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
22080	May9	Aug15				OntarioLearn	\$528.81

#### 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
22082	May9	Aug15				OntarioLearn	\$528.81

**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
22088		May9	Aug15			OntarioLearn	\$432.16

**Mortgage Agent****BUSN10061**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22142		May9	Aug15			OntarioLearn	\$432.16

**Business Skills**
[ce.mohawkcollege.ca/business-skills](http://ce.mohawkcollege.ca/business-skills)


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**Applied Marketing Research****MRKT10030**

Examine the role of marketing research in the competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship while exploring real world research applications. Equivalent to: Market Research (MRKTMK450). Prerequisite: MRKTMCS08. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21530		May9	Aug15			OntarioLearn	\$456.10

**Business Writing Strategies****COMM10325**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22047		May9	Aug15			OntarioLearn	\$456.10

**Consumer Behaviour****MRKTMK375**

Examine the nature and effect of consumer behaviour on the marketability of goods and services. Review techniques for predicting consumer behaviour patterns. Prerequisite: MRKTMCS08. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21787		May9	Aug15			OntarioLearn	\$388.16

**Customer Relationship Management****CUST10005**

As product lifecycles become shorter (i.e. as products become commoditized more quickly) firms – particularly smaller firms that may not be able to achieve the requisite economies – must find ways to differentiate their offerings on non-product attributes and retain their most valuable customers. A well designed Customer Relationship Management (CRM) system is an increasingly critical factor in this process. Prerequisite: Marketing 1 (MRKTMCS08). Course materials included. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23073		May9	Aug15			OntarioLearn	\$484.35

**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
22106		May9	Aug15			OntarioLearn	\$320.44

**Developing Client Service Teams****BUSN10163**

**NEW!** Understand the economics of client value and the importance of building a quality service delivery team to ensure service is provided in a stellar fashion. Explore employee buy-in to corporate culture and strategies that deliver the bottom line stakeholders are hoping to achieve. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22012		May9	Aug15			OntarioLearn	\$456.10

**Effective Supervision-Human Relations****MGMTMD221**

Discover what makes people tick and how to keep them going by improving 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
21525		May9	Aug15			OntarioLearn	\$336.40

**Emotional Intelligence****MGMT10142**

**NEW!** Emotional intelligence (E.I.) is an individual's ability to recognize, understand & manage their feelings & those of others. Learn the power of harnessing your E.I. to enrich your personal and professional life. Linda Marshall, President of Marshall Connects Inc. & author of Giving Back: How to Find Your Personal Joy & Give Back To Others facilitates. Delivered over 6 weeks in two 3 hour in-class sessions & four 60 minute webinars. Visit [ce.mohawkcollege.ca/emotionalintelligence](http://ce.mohawkcollege.ca/emotionalintelligence) for details!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22802	TU	Apr18	May23	6:00-9:00	6	Blended (FF)	\$395.00

**Entrepreneurship Fundamentals****SBMGBU395**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22098		May9	Aug15			OntarioLearn	\$432.16

**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
22109		May9	Aug15			OntarioLearn	\$336.40

**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
21788		May9	Aug15			OntarioLearn	\$388.16

**Introduction to Marketing****MRKTCB158**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21847	WE	May17	Aug9	6:00-9:00	6	Blended (FF)	\$338.10

**Introduction to Supply Chain and Operations Management****BUSN10107**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22066		May9	Aug15			OntarioLearn	\$432.16

**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
22050		May9	Aug15			OntarioLearn	\$456.10

**Management Information Systems****INFO10160**

Examine the use of information systems to support executive decision making. MS Access will be used to provide illustration and practice in database concepts including data storage and retrieval and auditing controls. Equivalent to: Information Systems Management (INFOBA635). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22084		May9	Aug15			OntarioLearn	\$432.16

**Management/Leadership Skills****MGMT10136**

Gain an understanding of management and leadership styles in today's changing economic and political climate. Discover the many practical aspects of a business and learn to provide leadership by motivating, empowering and supporting staff. Equivalent to: MGMTBPC05. 40 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22091		May9	Aug15			OntarioLearn	\$416.20

**Mobile Applications for Business****INFO10228**

**NEW!** Understanding how to assess and build mobile applications is integral to implementing a mobile marketing plan. Examine non-technical design considerations for using mobile devices and applications for marketing purposes. Explore deployment strategies for mobile applications across a variety of platforms and identify best practices for making online and mobile marketing more effective. Take this opportunity to walk through the mobile app development process. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22223		May9	Aug15			OntarioLearn	\$456.10

**Organizational Business Communication****COMM10027**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22107		May9	Aug15			OntarioLearn	\$456.10

**Personal Financial Management****BUSNBE450**

Develop a functional level of competency in managing your personal financial affairs. Identify the critical areas of financial concern and apply various techniques and models to analyze technical and non-technical problems associated with the various areas of financial planning. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21848		May18	Aug10			eLearn	\$335.16

**Retirement Planning****BUSN10152**

With the increase in life expectancy for both men and women retirement planning has become increasingly important in preparing overall financial plans. Gain the basic tools and skills needed to prepare retirement plans for prospective clients by reviewing various sources of income at retirement. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22071		May9	Aug15			OntarioLearn	\$432.16

**Sales and Technology****BUSN10162**

**NEW!** Provides the essential skills, and explores the computer and communication technologies, required to be a sales professional in a B to B environment. Use of CRM and web selling is introduced. Create a detailed sales simulation delivered via YouTube (or other video option) of a product or service using a consultative approach and create a win-win environment for both the prospect and the seller. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22011		May9	Aug15			OntarioLearn	\$432.16

**Sales Principles****BUSN10119**

Learn to develop and penetrate your accounts effectively using profitable selling strategies. Access to a video camera or Webcam required. Knowledge/experience in marketing recommended. Equivalent to: Principles of Sales (BUSN10021). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21546		May9	Aug15			OntarioLearn	\$432.16

**Human Resources**
[ce.mohawkcollege.ca/hrcourses](http://ce.mohawkcollege.ca/hrcourses)
**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
22133		May9	Aug15			OntarioLearn	\$432.16

**Comprehensive Knowledge Exam Preparation****BUSN10121**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21792		May9	Jun6			OntarioLearn	\$388.16

**Computer Applications in Human Resources****COMP10193**

Gain an understanding of the fundamental principles of Microsoft Excel as applied to human resource management related problems. A series of assignments leads you through the critical issues of spreadsheet-based database design, and demonstrates the potential needs which computer users have in this field. Working knowledge of business computer applications recommended. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22096		May9	Aug15			OntarioLearn	\$432.16

**Dispute Resolution****HMNS10093**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22074		May9	Aug15			OntarioLearn	\$432.16

**Personnel Research Techniques and HRIS****HRES10017**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22136		May9	Aug15			OntarioLearn	\$432.16

**Online Course?****Book your exam early!**

For instructions visit

[ce.mohawkcollege.ca/exams](http://ce.mohawkcollege.ca/exams)



## Medical Office Skills

[ce.mohawkcollege.ca/office](http://ce.mohawkcollege.ca/office)



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### Essentials In Health Records Management

**MGMT10039**

Learn professional record keeping practices with emphasis on filing, numbering and retention, qualitative analysis, confidentiality, reimbursements, regulatory and accrediting agencies and alternate health care systems. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22132	May9	Aug15				OntarioLearn	\$384.28

### Health Office Foundations

**BUSN10138**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22135	May9	Aug15				OntarioLearn	\$555.25

### Investigative Procedures

**OADMOA327**

Participate in practical applications performed in the medical office and develop an understanding of their relevance to real-life or on-the-job situations. Expand your knowledge of investigative and diagnostic procedures and the theory relating to each.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21773	TU/TH	May9	Jun22	4:00-7:00	14	Classroom (FF)	\$338.10

### 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
21489	May9	Aug15				OntarioLearn	\$432.16

### Medical Office Procedures

**OADM10018**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22108	May9	Aug15				OntarioLearn	\$456.10

### 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
21490	May9	Aug15				OntarioLearn	\$432.16

## Non-Profit Marketing and Communication Series

[ce.mohawkcollege.ca/nonprofit](http://ce.mohawkcollege.ca/nonprofit)



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### Non-profit Marketing and Communications

**MRKT10058**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22448	WE	May3	May3	6:00-9:00	1	Classroom (FF)	\$88.00

### Targeted Marketing for Non-profits

**MRKT10059**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22450	WE	May10	May10	6:00-9:00	1	Classroom (FF)	\$88.00

### Effective Advertising for Non-profits

**ADVR10077**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22451	WE	May17	May17	6:00-9:00	1	Classroom (FF)	\$88.00

### Non-profit Public Relations

**HRES10026**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22459	WE	May24	May24	6:00-9:00	1	Classroom (FF)	\$88.00

### Non-profit Marketing and Communications Series

**MRKT10057**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22453	WE	May3	May24	6:00-9:00	4	Classroom (FF)	\$264.00

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

Let us know at [ce.mohawkcollege.ca/ideas](http://ce.mohawkcollege.ca/ideas)

# Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

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### English as a Second Language (ESL)

#### Language Instruction for Newcomers to Canada (LINC)

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

##### **LINC (Language Instruction for Newcomers to Canada)**

Free to eligible individuals.

##### **LINC for Youth (18 to 25) - Project Based Courses**

Photography or Videography

##### **Part-Time LINC Discrete Skills Courses**

Listening and Writing

##### **Enhanced Workplace Communications**

Free part-time classes

##### **Workplace Preparation for Internationally Trained Professionals (ELT-CLB 7)**

Free full-time classes

**To register contact:** Call: 905-575-1212 ext. 3199

Email: melissa.droughan-rahimian@mohawkcollege.ca

Web: mohawkcollege.ca/learnEnglish

### Programs and Courses for Immigrants

#### Occupation Specific Language Training (OSLT)

Mohawk offers three Occupation Specific Language Training courses to qualified immigrants who already have experience or training in Business, Health Sciences and Technology.

##### **OSLT - Business (946)**

Learn to effectively and clearly communicate in Canadian business workplaces.

##### **OSLT - Health Sciences (944)**

Learn to effectively and clearly communicate in Canadian health care workplaces

##### **OSLT - Technology**

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

**To register contact:** Call: 905-575-1212 ext. 3419

Email: mary-anne.peters@mohawkcollege.ca

Web: mohawkcollege.ca/oslt

## CREDENTIALLED PROGRAMS



## Academic and Career Entrance (ACE)

## ACKNOWLEDGEMENT OF COMPLETION

## Completion Requirement: 4 courses

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

[ce.mohawkcollege.ca/ace](http://ce.mohawkcollege.ca/ace)

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

## Admission Requirements

- Completion of the 20 hour online Learn to Learn course. This will help determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. Register for the Learn to Learn course by filling out an application at [acedistancedelivery.ca](http://acedistancedelivery.ca).

Enrollment is limited and tuition is free.

Academic Upgrading courses and programs are also available in a face-to-face environment. See the ad on page 71 for more information.



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## 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
21828	Apr3	Sep4				OntarioLearn	
21838	Jun1	Nov2				OntarioLearn	

## ACE Biology

## BIOL10011 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21829	Apr3	Sep4				OntarioLearn	
21839	Jun1	Nov2				OntarioLearn	

## ACE Business Mathematics

## MATH10046 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21818	Apr3	Sep4				OntarioLearn	
21831	Jun1	Nov2				OntarioLearn	

## ACE Chemistry

## GSCI10004 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21824	Apr3	Sep4				OntarioLearn	
21834	Jun1	Nov2				OntarioLearn	

## ACE Communications

## COMM10148 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21822		Apr3	Sep4			OntarioLearn	
21832		Jun1	Nov2			OntarioLearn	

## ACE Computers

## COMP10083 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21830		Apr3	Sep4			OntarioLearn	
21840		Jun1	Nov2			OntarioLearn	

## ACE Core Math

## MATH10045 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21823		Apr3	Sep4			OntarioLearn	
21833		Jun1	Nov2			OntarioLearn	

## ACE Physics

## PHYS10000 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21825		Apr3	Sep4			OntarioLearn	
21835		Jun1	Nov2			OntarioLearn	

## ACE Self Management and Self Direction

## CRED10044 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21826		Apr3	Sep4			OntarioLearn	
21836		Jun1	Nov2			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
21827		Apr3	Sep4			OntarioLearn	
21837		Jun1	Nov2			OntarioLearn	

## Get Started in OntarioLearn

Information on accessing your  
OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)

## American Sign Language

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

[ce.mohawkcollege.ca/asl](http://ce.mohawkcollege.ca/asl)



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

### American Sign Language I LANGLL120

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22565	TU	Apr18	Jul11	6:30-9:30	13	Classroom (FF)	\$313.95

### American Sign Language 2 LANGLL220

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22575	TH	Apr20	Jul13	6:30-9:30	13	Classroom (FF)	\$313.95

## Competence in the French Language Certificate (829)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/french](http://ce.mohawkcollege.ca/french)

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



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

### Already Have Experience with the French Language?

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

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

### French 1

### LANG10061

Build confidence using simple structures and vocabulary to express yourself and ask questions in French. Read short articles for insight into French family life and family celebrations in Canada and around the world. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR003. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22690		May9	Aug15			OntarioLearn	\$432.16
22911		Jun1	Sep7			OntarioLearn	\$432.16
22927		Jul4	Oct10			OntarioLearn	\$432.16
22944		Aug1	Nov7			OntarioLearn	\$432.16

### La Pratique du Francais 1

### LANGFR003

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22538	MO	Apr24	Jul31	6:30-9:30	13	Classroom (FF)	\$313.95

### 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
22691		May9	Aug15			OntarioLearn	\$432.16

### La Pratique du Francais 2

### LANGFR004

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22546	TU	Apr18	Jul11	6:30-9:30	13	Classroom (FF)	\$313.95

### 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
22692		May9	Aug15			OntarioLearn	\$432.16

### La Pratique du Francais 3

### LANGFR005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22550	WE	Apr19	Jul12	6:30-9:30	13	Classroom (FF)	\$313.95

### 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
22693		May9	Aug15			OntarioLearn	\$432.16



**La Pratique du Français 4****LANGFR006**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22554	TH	Apr20	Jul13	6:30-9:30	13	Classroom (FF)	\$313.95

**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
22694		May9	Aug15			OntarioLearn	\$432.16

**Parlons Français 1****LANGFS032**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22557	TH	Apr20	Jul13	6:30-9:30	13	Classroom (FF)	\$313.95

**Parlons Français 2****LANGFS033**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22559	TU	Apr18	Jul11	6:30-9:30	13	Classroom (FF)	\$313.95

**General Arts and Science Certificate (230)****ONTARIO COLLEGE CERTIFICATE****Graduation Requirement: 10 courses****[ce.mohawkcollege.ca/gas](http://ce.mohawkcollege.ca/gas)**

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

**Program Highlights:**

- Experience the benefits of a program designed as a bridge to help you choose the right path.
- Choose from a wide selection of course options that can lead to future studies in Business, Health Sciences, Social Sciences, Human Services and other college and university programs.
- Gain a good grounding in academic skills.
- Be exposed to a wide variety of academic disciplines.
- Develop skills in Humanities and Social Sciences.

**Admission Requirements**

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



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contacts

**PROGRAM OF STUDIES**

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

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

**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
22379	WE	Apr19	Jul19	6:00-9:00	14	Classroom (FF)	\$338.10

**Communication D****COMM11040**

An introductory college level English course. Through a variety of assignments, develop the reading, writing, critical and analytical skills essential for communicators in college and upon graduation. Teaches writing through the critical reading of various fiction and non-fiction materials and brings students with basic skills to college level foundational skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22377	SA	May27	Aug12	8:30-1:30	11	Classroom (FF)	\$434.96

**Developmental Psychology****PSYC271 (E)**

Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22702		May9	Aug15			OntarioLearn	\$432.16

**Introductory Psychology****PSYC271 (E)**

Examine the basis of human behavior. Study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22701		May9	Aug15			OntarioLearn	\$432.16
22913		Jun1	Sep7			OntarioLearn	\$432.16
22928		Jul4	Oct10			OntarioLearn	\$432.16
22945		Aug1	Nov7			OntarioLearn	\$432.16

**Introductory Sociology****SSCI108 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23003		May9	Aug15			eLearn	\$335.16

**Society, Technology And Social Issues****SSCI299 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22712		May9	Aug15			OntarioLearn	\$388.16

**Sociology: Diversity and Social Change****SSCISS109 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23004	May9	Aug15				OntarioLearn	\$388.16

## Language Interpreter Training Program

**ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses****[ce.mohawkcollege.ca/languageinterpreter](http://ce.mohawkcollege.ca/languageinterpreter)**

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters in the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. Benefits individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

**Admission Requirements**

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

**PROGRAM OF STUDIES**

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

**Competency Tests (CILISAT or ILSAT):**

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

**Introduction to Spoken Language Interpreting** **LANG10031**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22684	May9	Aug15				OntarioLearn	\$292.40

**Consecutive Interpreting** **LANG10032**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22685	May9	Aug15				OntarioLearn	\$336.40

**Skills Development - Sight Translation** **LANG10033**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22686	May9	Aug15				OntarioLearn	\$336.40

**Skills Development - Simultaneous Interpreting** **LANG10034**

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

Prerequisite: LANG10033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22687	May9	Aug15				OntarioLearn	\$336.40

**Setting Specific Interpreting** **LANG10035**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22688	May9	Aug15				OntarioLearn	\$384.28

**Capstone Course, Skills Integration** **LANG10036**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23017	May9	Aug15				OntarioLearn	\$292.40

**Language Interpreter - Pretest 1** **LANG10067**

Take this opportunity to practice with assistance before taking the final competency test.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22568	SA	Apr1	Apr1	9:00-5:00	1	Classroom (FF)	\$37.88

**Language Interpreter Exam** **LANG10010**

CILISAT or ILSAT testing for interpretation. You must pass provincial administered testing before beginning the 6th mandatory course. Exam fees included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22573	SA	Apr8	Apr8	9:00-5:00	1	Classroom (FF)	\$179.88





## Writing for Publication Certificate (123)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/writingpublication](http://ce.mohawkcollege.ca/writingpublication)

Ideal for beginners and established writers interested in creating or enhancing their portfolio of written work! Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you're a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and, most importantly, get you writing.

#### Admission Requirements

- Successful completion of senior secondary school English or equivalent.

#### PROGRAM OF STUDIES

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

#### ACKNOWLEDGEMENT OF COMPLETION

- Visit the website for details on furthering your studies.

#### Creative Writing

COMMLL904

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22407	TH	Apr20	Jul13	6:30-9:30	13	Classroom (FF)	\$313.95

#### Life-Writing: Telling our Stories

COMM10162

Find inspiration from your life experiences and explore universal themes that connect us to each other. Learn to write life stories using creative non-fiction techniques. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22630	TU	Apr18	Jul18	6:30-9:30	14	Classroom (FF)	\$338.10

#### Poetry Writing

COMMLLT13

Develop the skills needed to create and market publishable poems. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22655		May9	Aug15			OntarioLearn	\$432.16

#### 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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22652		May9	Aug15			OntarioLearn	\$412.10

#### Travel Writing

COMM10121

Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Includes study of the various publishing markets for this type of work, from traditional to online opportunities. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22637		May9	Aug15			OntarioLearn	\$364.22

#### Writing For Children

COMMLLP05

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22387	MO	Apr17	Jul10	6:30-9:30	13	Classroom (FF)	\$313.95

#### Writing For Publication - Level 1

COMMLLT03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22651		May9	Aug15			OntarioLearn	\$432.16

#### 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
22654		May9	Aug15			OntarioLearn	\$432.16

#### Writing Poetry

COMMLLP04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22629	WE	Apr19	Jul12	6:30-9:30	13	Classroom (FF)	\$313.95

#### Writing Short Stories

COMM10259

Examine story writing fundamentals, with emphasis on character development, narrative unity, and plot. Follow a step-by-step approach to producing a story for publication. Consider opportunities for publication and the submission process. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22639		May9	Aug15			OntarioLearn	\$475.93

## OTHER COURSES

### French - Advanced

[ce.mohawkcollege.ca/advancedfrench](http://ce.mohawkcollege.ca/advancedfrench)

Enhance your ability to converse in French!



Turn to page 2 for contacts

#### Admission Requirements

- Certificate of Competence in the French Language or equivalent experience

#### Parlons Avance 2

LANGFS078

Graduates of the Competence in the French Language Certificate will build communication skills and fluency through discussion. Prerequisite: LANGFS077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22562	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

## General Education / Social Sciences

ce.mohawkcollege.ca/generaleducation



The following courses are designed as general interest and/or General Education Electives. Each course is a stand-alone course.

In some programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements. Refer to the index for additional course listings.

### The following restrictions apply:

- The course chosen must NOT be related to (or included in) your program of studies.
- For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity, etc.
- You are advised to seek approval, from your Program Manager or General Education Coordinator, for the course you are considering, before registering.
- When you have successfully completed the course you must apply for an exemption, from your General Education course, through MOCOMotion.

### Anger Management

CONF10005 (E)

Learn about the many types of anger and how to manage and/or modify it. Identify your specific anger triggers and how your anger evolves. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22656	May9	Aug15				OntarioLearn	\$388.16

### Anthropology

PSYC10020 (E)

Develop an appreciation for the mystery of human development and put this development into the perspective of the entire Earth's history. Examine the physical, emotional and technological changes that man has experienced. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22698	May9	Aug15				OntarioLearn	\$456.10

### Art Through the Ages

ARTT10052 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22632	May9	Aug15				OntarioLearn	\$475.93

### 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
22674	May9	Aug15				OntarioLearn	\$456.10

### 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
23036	May9	Aug15				OntarioLearn	\$432.16

### 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
22711	May9	Aug15				OntarioLearn	\$388.16

### Censorship and the Media

MCOM10060 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22857	May9	Aug15				OntarioLearn	\$432.16
22938	Jul4	Oct10				OntarioLearn	\$432.16

### 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
23014	May9	Aug15				OntarioLearn	\$388.16

### Developmental Psychology

PSYC2271 (E)

Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22702	May9	Aug15				OntarioLearn	\$432.16

### Environmental Citizenship

ENVR10006 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22665	May9	Aug15				OntarioLearn	\$456.10

### Environmental Geology

ENVR10066 (E)

**NEW!** Examine the exciting and dramatic interactions between geology and the surrounding environments. Consider geologic events including: volcanoes, tsunamis, earthquakes, landslides and avalanches and their impact on humans and other life. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22990	May9	Aug15				OntarioLearn	\$456.10

### Essentials of Canadian History

HIST10019 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22677	May9	Aug15				OntarioLearn	\$456.10

### First Nations People

INDSPF207 (E)

Increase your knowledge and awareness of important issues in the Aboriginal cultures of Canada. Explore the legal status of Aboriginal people including Aboriginal rights and self-determination. Study issues relating to land claims, justice and social services. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22995	May9	Aug15				OntarioLearn	\$456.10

### Forensic Psychology

PSYC10001 (E)

Interested in understanding or pursuing a career in forensic/correctional psychology? Cover areas related to criminal psychology, police psychology, victimology, victim services, psychology, the courts and correctional psychology. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22874	May9	Aug15				OntarioLearn	\$384.28



**Geography of Planet Earth****ENVR10051 (E)**

Become acquainted with the fundamental aspects of the lands and waters of Earth, particularly the parts and physical regions of the Earth. Lesson topics: lakes, rivers, volcanoes, mountains, glaciers and continental ice sheets, deserts, great plains and grasslands, oceans, islands, lines and countries. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22671		May9	Aug15			OntarioLearn	\$456.10

**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
22664		May9	Aug15			OntarioLearn	\$456.10

**Global Citizenship: Social Analysis to Social Action****SSCI10065 (E)**

**NEW!** Look at global citizenship and develop a sound understanding of what it means to be a global citizen, both personally and professionally, and the ways in which they make a contribution to an equitable society and world. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22974		May9	Aug15			OntarioLearn	\$456.10

**Growing Up Digital-Living and Working in Canada****INFO10158 (E)**

Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22683		May9	Aug15			OntarioLearn	\$432.16

**History of Aboriginal/Canadian Relations****INDS10017 (E)**

Discover the historic stages of the relationship between Aboriginal peoples in Canada from contact to present day. Explore world views, cooperation and negotiations through the fur trade era and the impact of government colonial policy on Aboriginal communities, cultures and people. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22807		May9	Aug15			OntarioLearn	\$456.10

**Hockey Hall of Fame Presents****SPRT10007 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22704		May9	Aug15			OntarioLearn	\$432.16
22934		Jul4	Oct10			OntarioLearn	\$432.16

**Indigenous Identity & Relationship to the Land****INDS10018 (E)**

Explore Indigenous cosmology, knowledge and world view and its relationship to the land. Students will be encouraged to examine and locate their own identity and world view in relation to these concepts. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22809		May9	Aug15			OntarioLearn	\$456.10

**Indigenous Peoples: A Global Perspective****INDS10019 (E)**

Examine contemporary issues relevant to Indigenous people around the globe. Explore patterns and themes of Indigenous histories. Focus on contemporary revitalization, repatriation and preservation methods employed by Indigenous people and governments around the world. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22818		May9	Aug15			OntarioLearn	\$432.16

**Introduction to Children's Literature****COMMLT06 (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
22653		May9	Aug15			OntarioLearn	\$432.16
22936		Jul4	Oct10			OntarioLearn	\$432.16

**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
22667		May9	Aug15			OntarioLearn	\$456.10

**Introduction to Philosophy****SSCI10049 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22708		May9	Aug15			OntarioLearn	\$388.16

**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
22673		May9	Aug15			OntarioLearn	\$456.10
22925		Jul4	Oct10			OntarioLearn	\$456.10

**Introduction to Sustainable Development****ENVR10026 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22666		May9	Aug15			OntarioLearn	\$456.10

**Introductory Psychology****PSYC55156 (E)**

Examine the basis of human behavior. Study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22701		May9	Aug15			OntarioLearn	\$432.16
22913		Jun1	Sep7			OntarioLearn	\$432.16
22928		Jul4	Oct10			OntarioLearn	\$432.16
22945		Aug1	Nov7			OntarioLearn	\$432.16

**Introductory Sociology****SSCI55108 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23003		May9	Aug15			eLearn	\$335.16

**Learning, Thinking and Problem Solving****PSYC10027 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22699		May9	Aug15			OntarioLearn	\$432.16

**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
22675	May9	Aug15				OntarioLearn	\$456.10

**Minerals****ENVR10050 (E)**

Learn about minerals, their composition and classification. The concept of mineral formation is followed by the use of descriptive and identifying properties. 45 hours.

22670	May9	Aug15				OntarioLearn	\$456.10
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**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
22678	May9	Aug15				OntarioLearn	\$432.16
22937	Jul4	Oct10				OntarioLearn	\$432.16

**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
22679	May9	Aug15				OntarioLearn	\$432.16
22918	Jun1	Sep7				OntarioLearn	\$432.16
22939	Jul4	Oct10				OntarioLearn	\$432.16
22941	Aug1	Nov7				OntarioLearn	\$432.16

**Oceanography****ENVR10049 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22669	May9	Aug15				OntarioLearn	\$456.10

**Paleontology (Fossils)****ENVR10048 (E)**

Examine the ways in which fossils were formed, types of fossils, and a selection of fossils found in each of the time periods of the Earth's history. The history of the Earth's formation, the Geological Time Scale and the fossils of each period will also be covered. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22668	May9	Aug15				OntarioLearn	\$456.10

**Personality Psychology: Exploring Individual Differences****PSYC10029 (E)**

**NEW!** Personality psychology is the branch of psychology that defines what personality is and how it influences your behaviour, thoughts and actions. Gain an overview on how people's thoughts, feeling and behaviours make them unique through an examination of current research and theories. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22985	May9	Aug15				OntarioLearn	\$432.16

**Petrology (Rocks)****ENVR10052 (E)**

Examine categories of rocks, specific kinds of rocks, the processes by which rocks are formed and the locations of important outcrop examples. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22672	May9	Aug15				OntarioLearn	\$456.10

**Philosophy of Art Concepts and Theories****SSCI10054 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22709	May9	Aug15				OntarioLearn	\$388.16

**Philosophy of Love and Sex****PERS10024 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22876	May9	Aug15				OntarioLearn	\$456.10

**Political Science & Public Administration****SSCISS027 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22710	May9	Aug15				OntarioLearn	\$388.16

**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
22640	May9	Aug15				OntarioLearn	\$432.16

**Popular Music and Society****MUSC10114 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22714	May9	Aug15				OntarioLearn	\$388.16

**Quest for Wisdom****SSCI10064 (E)**

**NEW!** Study philosophical anthropology by examining what it means to be human and what it means to be wise. Through discussion, reading, writing and viewing of films we will focus on the answers given to us by science, philosophy, spirituality and technology. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22976	May9	Aug15				OntarioLearn	\$432.16

**Science Fiction****COMM10043 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22635	May9	Aug15				OntarioLearn	\$432.16
22935	Jul4	Oct10				OntarioLearn	\$432.16

**Social Psychology****PSYC10012 (E)**

Develop an understanding of how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22697	May9	Aug15				OntarioLearn	\$432.16

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22712	May9	Aug15				OntarioLearn	\$388.16

**Sociology: Diversity and Social Change****SSCISS109 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23004	May9	Aug15				OntarioLearn	\$388.16

**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
23016	May9	Aug15				OntarioLearn	\$388.16

**Sports Psychology****PSYC10009 (E)**

Examining the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. Evaluate what goes into optimal levels of athleticism by examining how players, coaches and even fans of the sports get psyched. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22696	May9	Aug15				OntarioLearn	\$388.16

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

Enhance your understanding of positive and negative stress in personal and professional lives. Using wellness perspectives, gain insights into controlling internal and external stressors to promote long-term health. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22680	May9	Aug15				OntarioLearn	\$432.16
22909	Jun1	Sep7				OntarioLearn	\$432.16
22926	Jul4	Oct10				OntarioLearn	\$432.16
22943	Aug1	Nov7				OntarioLearn	\$432.16

**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
23015	May9	Aug15				OntarioLearn	\$388.16

**The Ontario Metis****HIST10018 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22676	May9	Aug15				OntarioLearn	\$456.10

**The Study of Human Sexuality****SSCI10003 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22705	May9	Aug15				OntarioLearn	\$456.10

**The Video Game West****COMP10190 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22859	May9	Aug15				OntarioLearn	\$432.16

**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
23035	May9	Aug15				OntarioLearn	\$475.93

**Women in Film: Scandalous Sisters****ARTT10055 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22633	May9	Aug15				OntarioLearn	\$432.16

**World Of Abnormal Psychology****PSYC20021 (E)**

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. Discuss eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYC20023). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22700	May9	Aug15				OntarioLearn	\$456.10
23041	Jun1	Sep7				OntarioLearn	\$456.10
22921	Jul4	Oct10				OntarioLearn	\$456.10
22948	Aug1	Nov7				OntarioLearn	\$456.10

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22658	May9	Aug15				OntarioLearn	\$432.16

**Languages**
[ce.mohawkcollege.ca/languages](http://ce.mohawkcollege.ca/languages)
**Introduction to Japanese****LANG10060**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22864	May9	Aug15				OntarioLearn	\$432.16

**Introduction to Spoken Mandarin Chinese****LANG10089**

Designed for beginners of Mandarin Chinese. Uses Roman Alphabet (Pinyin) to teach Mandarin Chinese. Learn to pronounce, recognize Chinese sounds, introduce yourself and conduct basic conversations. Elements of Chinese culture essential to successful communication will be introduced. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22850	May9	Aug15				OntarioLearn	\$456.10

**Italian for Beginners****LANG10054**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22689	May9	Aug15				OntarioLearn	\$388.16

**Tuition Assistance**

A variety of options are available.  
Obtain full details and apply online!

[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)

**Spanish For Beginners**

LANGLE01

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
22953	TU	Apr18	Jul11	6:30-9:30	13	Classroom (FF)	\$313.95
22954	TH	Apr20	Jul13	6:30-9:30	13	Classroom (FF)	\$313.95

**Spanish-Conversational 1**

LANGLLA04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22580	WE	Apr19	Jul12	6:30-9:30	13	Classroom (FF)	\$313.95

**Spanish-Conversational 2**

LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22582	MO	Apr24	Jul31	6:30-9:30	13	Classroom (FF)	\$313.95

**Preparatory Sciences**
[ce.mohawkcollege.ca/sciences](http://ce.mohawkcollege.ca/sciences)
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contacts**Prep Science (Chemistry)**

GSCICE053

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21794		May9	Aug15			OntarioLearn	\$491.42

**Prep Science (Physics)**

PHYSPE001

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21795		May9	Aug15			OntarioLearn	\$491.42

**Preparatory Biology**

BIOL10006

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21985		May9	Aug15			OntarioLearn	\$484.81

**Sign Language**
[ce.mohawkcollege.ca/sign-language](http://ce.mohawkcollege.ca/sign-language)
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contacts**First Responders Basic American Sign Language**

LANG10088

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22956	SA/SU	Apr22	Apr23	9:00-4:00	2	Classroom (FF)	\$96.60
22957	SA/SU	Jun10	Jun11	9:00-4:00	2	Classroom (FF)	\$96.60

**Social Media Essentials**
[ce.mohawkcollege.ca/socialmedia](http://ce.mohawkcollege.ca/socialmedia)
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contacts**Applied Social Media in Business**

ADVR10072

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21538		May9	Aug15			OntarioLearn	\$456.10

**Developing a Graphic Design Portfolio**

GRAP10204

**NEW!** Understand the research, compilation, design philosophy and publication of a Graphic Design Portfolio in print and electronic forms. Focus on the creation and design of a student-specific industry portfolio. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22987		May9	Aug15			OntarioLearn	\$456.10

**Developing a Social Media Strategy**

ADVR10074

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21539		May9	Aug15			OntarioLearn	\$456.10

**Ensuring Successful Print Results**

GRAP10205

**NEW!** Focus on prepress issues, including font, trapping and colour management that can stand in the way of getting the results you need from the printing process. Includes an overview of current printing methods and pre-flight technologies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22988		May9	Aug15			OntarioLearn	\$336.40

**Introduction to Social Media**

MCOM10228

Explore the fundamentals of social media including emerging technologies and tools, current trends and future directions, benefits, values and risks. Analyze case studies to assess how social media impacts and influences fields such as communication and marketing and how it informs future trends and developments. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22846		May9	Jul4			OntarioLearn	\$456.10
22919		Jul4	Aug29			OntarioLearn	\$456.10

**Social Media and Society**

SSCI10045 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22707		May9	Aug15			OntarioLearn	\$432.16

**Social Media Marketing**

MRKT10055

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21547		May9	Aug15			OntarioLearn	\$456.10



**Social Media Privacy & Security****MCOM10227**

Privacy and security of information are major concerns for individuals and organizations alike. Learners explore the importance of evaluating what and how personal and corporate information is stored and what information can readily be found online. By examining the associated Canadian legislation, learners learn to protect intellectual property, adhere to copyright laws, as well as advise others on confidentiality laws and keeping information secure. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22848	May9	Jul4				OntarioLearn	\$336.40
22920	Jul4	Aug29				OntarioLearn	\$336.40

**Writing and Communication**
[ce.mohawkcollege.ca/writing](http://ce.mohawkcollege.ca/writing)
**For ESL (English as a Second Language) Students:**

- COMMLL044 is equivalent to COMM11040 and COMMLL041.

**AC - Communications, Part B****COMMLL044**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22381	TH	Apr20	Jul13	6:00-10:00	13	Classroom (FF)	\$434.96

**Business Report Writing****COMM10330**

Learn to structure written reports from memos to formal presentations in ways that are precise, clear and easy to read. Ideal for anyone who finds the report writing demands of a job outstrip their training. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22646	May9	Aug15				OntarioLearn	\$432.16

**Communication****COMMLL041**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22379	WE	Apr19	Jul19	6:00-9:00	14	Classroom (FF)	\$338.10

**Communication D****COMM11040**

An introductory college level English course. Through a variety of assignments, develop the reading, writing, critical and analytical skills essential for communicators in college and upon graduation. Teaches writing through the critical reading of various fiction and non-fiction materials and brings students with basic skills to college level foundational skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22377	SA	May27	Aug12	8:30-1:30	11	Classroom (FF)	\$434.96

# ONE CARD

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**Copyright Introduction****BUSN10137**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22634	May9	Aug15				OntarioLearn	\$336.40

**Creative Writing Find Your Inner Character****COMM10352**

**NEW!** Learn to create strong characters a reader will feel close to and know them like a best friend. Follow them through every situation to see how they react. Discover what to show, and what to tell, to bring your character to life.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22831	SA	May13	May13	9:00-1:00	1	Classroom (FF)	\$69.04

**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. Equivalent to COMMLL041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22806	May9	Aug15				OntarioLearn	\$456.10
22907	Jun1	Sep7				OntarioLearn	\$456.10
22923	Jul4	Oct10				OntarioLearn	\$456.10
22950	Aug1	Nov7				OntarioLearn	\$456.10

**Grammar For Writing Professionals****COMMLL020**

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! 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22650	May9	Aug15				OntarioLearn	\$432.16

**Researching and Reporting-Lgs****COMMLL122**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22648	May9	Aug15				OntarioLearn	\$388.16

**Writer's Weekend-Introductory****COMM10279**

Are you considering writing? Test the waters with an intensive two-day focus on writing fundamentals. Enhance your skills with stimulating exercises, discussion and workshoping with participants and instructor and consider further developing your writing skills. This credit course is not part of the certificate program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23011	SA/SU	Apr29	Apr30	10:30-4:30	2	Classroom (FF)	\$96.60

**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
22638	May9	Aug15				OntarioLearn	\$475.93
22902	Jun1	Sep7				OntarioLearn	\$475.93
22922	Jul4	Oct10				OntarioLearn	\$475.93
22949	Aug1	Nov7				OntarioLearn	\$475.93

# Community Services and Support

[ce.mohawkcollege.ca/communityservices](http://ce.mohawkcollege.ca/communityservices)

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## CREDENTIALLED PROGRAMS



## Addictions/Concurrent Disorders

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/acd](http://ce.mohawkcollege.ca/acd)

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

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## PROGRAM OF STUDIES

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

## Addictions and Mental Health

HMNS10119

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21720	May9	Aug15				OntarioLearn	\$432.16

## 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
21719	TH	May11	Jul6	6:30-9:30	9	Classroom (FF)	\$217.35


**Autism and Behavioural Sciences  
Certificate (164)**

## ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 14 courses

[ce.mohawkcollege.ca/autism](http://ce.mohawkcollege.ca/autism)Turn to  
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Understand evidence-based treatments and how they are used to teach children with autism, and design, implement and evaluate behavioural strategies. Complete two field placements in community settings, such as hospitals, clinics, classrooms or residential settings, to obtain real work experience.

## Admission Requirements

- Prior approval for this certificate is necessary.
- A minimum of an Ontario College Diploma or a university degree from a recognized institution.
- Apply online at the website above.

## PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSC110041	Autism - Introduction to Autism Spectrum Disorder (ASD)	45
HSC110042	Introduction to Applied Behaviour Analysis	60
EDUC10034	Ethics and Professionalism	30
EDUC10030	Specialized Instructional Strategies	60
HMNS10005	Working with Families and Teams	45
CONF10004	Non Violent Crisis Intervention	14
WORK10144	ABS Field Seminar 1	28
WORK10596	Field Placement	126
EDUC10028	Behavioural Skill Building	60
EDUC10029	Parent and Staff Training	30
EDUC10031	Transition Planning and Implementation	30
HMNS10006	Treating Challenging Behaviour	45
WORK10020	Field Placement 2	196
WORK10145	ABS Field Placement Seminar 2	28

## Autism - Introduction to Autism Spectrum Disorder (ASD)

HSC110041

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
21694	May11	Aug17				eLearn	\$399.15

## Behavioural Skill Building

EDUC10028

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: HSC110041 and HSC110042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21692	May9	Aug15				OntarioLearn	\$555.25

## Ethics and Professionalism

EDUC10034

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
21693	May11	Aug17				eLearn	\$266.10

**Introduction to Applied Behaviour Analysis****HSC10042**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21695	May11	Aug17				eLearn	\$511.65

**Parent and Staff Training****EDUC10029**

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: HSC10041 and HSC10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21703	May11	Aug17				eLearn	\$266.10

**Specialized Instructional Strategies****EDUC10030**

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: HSC10041 and HSC10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21696	May11	Aug17				eLearn	\$511.65

**Transition Planning and Implementation****EDUC10031**

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
21697	May9	Aug15				OntarioLearn	\$336.40

**Treating Challenging Behaviour****HMNS10006**

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSC10042 and EDUC10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21702	May11	Aug17				eLearn	\$399.15

**Working with Families and Teams****HMNS10005**

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: HSC10041 and HSC10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21698	May11	Aug17				eLearn	\$399.15

**Autism and Behavioural Science Field Seminar 1****WORK10144**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22224	May8	Jul3				eLearn	\$248.36
22225	Jul4	Sep1				eLearn	\$248.36

**Field Placement****WORK10596**

Develop technical skills by applying the knowledge gained in prerequisite courses. You MUST register for both WORK10596 and WORK10144.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22234	May8	Jul3				FieldWork	\$347.81
22235	Jul4	Sep1				FieldWork	\$347.81

**Autism and Behavioural Science Field Seminar 2****WORK10145**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22226	May8	Jul3				eLearn	\$248.36
22233	May8	Sep1				eLearn	\$248.36
22230	Jul4	Sep1				eLearn	\$248.36

**Field Placement 2****WORK10020**

Further develop your technical skills and knowledge gained in Field Placement

1. All required theory courses must be completed before you will be approved to register in Field Placement 2 and Seminar 2. You MUST register for WORK10020 and WORK10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22236	May8	Jul3				FieldWork	\$505.04
22238	May8	Sep1				FieldWork	\$505.04
22237	Jul4	Sep1				FieldWork	\$505.04

**Career Consultant Certificate (076)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 8 courses**[ce.mohawkcollege.ca/careerconsultant](http://ce.mohawkcollege.ca/careerconsultant)

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education,



Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

**Admission Requirements**

- A degree or diploma or recognized equivalent.
- Apply online at the website above.

**PROGRAM OF STUDIES**

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

**Group Facilitation Skills****CREDCAR05**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21618	WE	May10	Aug2	6:30-9:30	13	Classroom (FF)	\$313.95

**Work Search Tools and Techniques****CREDCAR03**

Enhance basic job search strategies with new approaches for locating and securing employment in the new economy. Develop expertise in using skill-based resumes, behaviour description interviewing techniques and portfolio development to assist your clients to reach their job search goals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21575	May8	Aug7				eLearn	\$311.22





## Child & Youth Care Diploma (612)

Formerly Child & Youth Worker (610)

### ONTARIO COLLEGE ADVANCED DIPLOMA

**Graduation Requirement: 30 courses**

[ce.mohawkcollege.ca/cyc](http://ce.mohawkcollege.ca/cyc)



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

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

### Admission Requirements

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

### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNSCC142	Introduction to Child and Youth Care Practice	42
HMNSCC143	Introduction to Group Dynamics	42
HMNSCC162	Therapeutic Programming & Life Skills	42
PSYC55156	Introductory Psychology	42
SSCI55108	Introductory Sociology	42
1 Communications Course (COMM11041 or COMM11040)		
COUN10004	Introduction to Counselling and Communication Skills	42
HMNS10102	Introduction to Abuse/Trauma/Resiliency	42
HMNSCC257	Intervention Strategies for CYW	42
MGMTCC153	Legislation: Policies & Procedures	42
PSYC55271	Developmental Psychology	42
WORK10112	Seminar 1 - Professionalism in Child and Youth Worker	84
COUN10008	Advanced Interviewing & Counselling	42
HMNS10103	Working with Exceptionalities	42
HMNS10112	Advanced Therapeutic Programming	42
HMNSCC358	Adolescence: Treatment Approaches & Issues	56
HSCIC327	Health Care & Pharmacology for Child & Youth Worker	42
OPELXXXXX	General Education 1 Option Table	42
HMNS10124	Trauma Informed Treatment Approaches	42
HMNSCC532	Family Work	42
HMNSCC553	Community Interventions & Resources	42
HMNSCC556	Advanced Group Work	56
HMNSCC558	Human Sexuality for Child & Youth Worker	42
OPELXXXXZ	General Education 2 Option Table	42
HMNS10104	Seminar 2 - Trends & Issues in Child & Youth Work	28
HMNSCC457	Cognitive Behaviour Modification in CYW	28
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WORK10136	Field Placement 1	448
HMNS10105	Professional Development in Child & Youth Work	42
WORK10137	Field Placement 2	504

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- MCE can assist clients with COJG applications to help fund their training costs
- MCE's Future Ready Leadership program has been recognized nationally, and has proudly graduated over 600 Future Ready Leaders

### CONTACT US

Mohawk College  
Enterprise (MCE)

A102-481 Barton Street  
Stoney Creek, ON L8E 2L7  
905-575-2534

1-877-269-1422

[info@mcecor.com](mailto:info@mcecor.com)

[www.mcecor.com](http://www.mcecor.com)



**Cognitive Behaviour Modification In CYW****HMNSCC457**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21874		May11	Jul27			eLearn	\$223.44

**Health Care & Pharmacology For Child & Youth Care****HSCICC327**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21875		May11	Aug17			eLearn	\$335.16

**Interviewing Skills 1****COUN10011**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21876		May9	Aug15			OntarioLearn	\$432.16

**Interviewing Skills 2****COUN10012**

Build and expand the counselling skills introduced and practiced in Interviewing Skills 1. Learn to use various higher order skills as measured by the interpersonal influence continuum, including confrontation, interpretation and focusing. Equivalent to: COUN10008. Prerequisite: COUN10011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21877		May9	Aug15			OntarioLearn	\$432.16

**Introduction to Abuse/Trauma/Resiliency****HMNS10102**

Explore the signs and symptoms of family violence including physical, emotional, sexual abuse and neglect, as a traumatic event, in a youth's life. Societal and Institutional Abuse are touched upon and the youth "in care" experience. Within this context of trauma and abuse, resiliencies in children and youth, the role of the CYW and intervention strategies are explored. Prerequisite: HMNSCC142.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21878	TU	May9	Aug1	6:15-9:30	13	Blended (FF)	\$338.10

**Introduction To Group Dynamics****HMNSCC143**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21879	TH	May11	Aug3	6:15-9:30	13	Blended (FF)	\$338.10

**Legislation: Policies & Procedures****MGMTCC153**

Focus on government structures, children's services legislation, agency licensing, policies & procedure, legal rights of children & adolescents, court procedures, logistics & protocol, routes of entry into service system, ethics & legal standards of work practice. Prerequisite: HMNSCC142.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21929		May11	Aug17			eLearn	\$335.16

**Professional Development in Child and Youth Work****HMNS10105**

Process and explore your professional development and working style as you prepare for entry into the Child and Youth Care field. Prerequisite: HMNS10104 and WORK10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21931		May11	Aug17			eLearn	\$335.16

**Trauma Informed Treatment Approach****HMNS10124**

Examination of treatment therapies, concepts and practice utilized in human services work. Comparing and contrasting the various approaches and articulating the differences and usage for the Child and Youth Worker. Prerequisites: HMNS10102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21932		May11	Aug17			eLearn	\$335.16

**Seminar 1 - Professionalism in Child and Youth Care****WORK10112**

Prepare for Field Internship 1. Focus on professionalism in the field and be exposed to community agencies via mandatory volunteerism and community projects. Equivalent to: WORKCC255. Prerequisite: HMNSCC142 and HMNSCC162.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21893		May8	Aug21			FieldWork	\$595.04

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21895		May8	Aug21			eLearn	\$223.44

**Field Placement 1****WORK10136**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21890		May8	Aug21			FieldWork	\$559.87

**Field Placement 2****WORK10137**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21891		May8	Aug21			FieldWork	\$811.05



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## Children's Mental Health

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/cmh](http://ce.mohawkcollege.ca/cmh)

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



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### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HLTH10214	Psychiatric Disorders Common to Infant, Child and Adolescent	45
HLTH10215	Risk Factors of Common Psychiatric Disorders	45
HLTH10216	Prevention and Intervention Strategies - Child Mental Health	45
HLTH10217	Family Relationships and Impact on Psychiatric Disorders	45
HLTH10218	Cognitive Development, Trauma and Loss - Child Health Focus	45
Options - Choose 1:		
EDUCEC121	Child Development and Behaviour 1	42
PSYC2271	Developmental Psychology	45

EDUCEC121 is offered on page 57. PSYC2271 is offered on page 43.

### Cognitive Development, Trauma and Loss - Child Health Focus

HLTH10218

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21742	May9	Aug15				OntarioLearn	\$456.10

### Family Relationships and Impact on Psychiatric Disorders

HLTH10217

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21744	May9	Aug15				OntarioLearn	\$456.10

### Prevention and Intervention Strategies - Child Mental Health

HLTH10216

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21743	May9	Aug15				OntarioLearn	\$456.10

### Psychiatric Disorders Common to Infant, Child and Adolescent

HLTH10214

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21745	May9	Aug15				OntarioLearn	\$456.10

### Risk Factors of Common Psychiatric Disorders

HLTH10215

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21746	May9	Aug15				OntarioLearn	\$456.10



## Concurrent Disorders Certificate (252)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 13 courses

[ce.mohawkcollege.ca/concurrent](http://ce.mohawkcollege.ca/concurrent)

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

#### Admission Requirements

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

### PROGRAM OF STUDIES

It is recommended that you complete 2 - 3 courses per semester to complete your credential in 2 years.

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

**NOTE:** Completion of Nonviolent Crisis Intervention (CONFMHN08) AND ASIST: Applied Suicide Intervention Skills Training (HMNS10038) is equivalent to Critical Incident & Safety Management (SAFE10085).

### CD Treatment: Models for Treating Varied Populations

HMNS10052

Examine the special needs of varied populations who experience concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21855		May9	Aug15			OntarioLearn	\$395.30

### Concurrent Disorders

HMNS10050

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21856		May9	Aug15			OntarioLearn	\$585.61

### Concurrent Disorders, Issues & Ethics

HMNS10094

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21858		May9	Aug15			OntarioLearn	\$463.76

### Development of Counselling Skills

COUN10003

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21859		May9	Aug15			OntarioLearn	\$585.61

### Fostering Healthy Lifestyles

HLTH10152

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21861		May9	Aug15			OntarioLearn	\$326.84

### Pharmacology for Concurrent Disorders

HLTH10153

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21862		May9	Aug15			OntarioLearn	\$463.76

### Preparation for Field Placement

CRED10088

Outline expectations for Field Placement learning outcomes. Prepare for agency interview. Employability skills and ethical practice considerations are established.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21863		May9	Aug15			OntarioLearn	\$189.92

### Relapse Prevention and Harm Reduction

HMNS10054

Analyze harm reduction and relapse prevention models as they apply to supporting people who live within concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21900		May9	Jun27			OntarioLearn	\$258.38

### Research, Reports and Proposals

COMM10131

Research for professional development, helping clients access community and medical resources, accessing funding and grants. Developing proposals for programs, funding and grants. Reporting to meet agency requirements and guidelines.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21901		May9	Jun27			OntarioLearn	\$258.38

### Supporting Families Living With Concurrent Disorders

HMNS10053

Understand the impact on caregivers who support a family member with a concurrent disorder. Apply best-practice strategies to educate and support families in their understanding of their role in the recovery process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21902		May9	Jun27			OntarioLearn	\$189.92

### Concurrent Disorders Field Seminar

CRED10081

An integrative seminar that assists in connecting field placement experience to theory. You MUST register for CRED10081 and WORK10113.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21857		May9	Aug15			OntarioLearn	\$189.92

### Field Placement Concurrent Disorders

WORK10113

Application of theoretical and skill knowledge to field practicum. You MUST register for CRED10081 AND WORK10113.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21860		May9	Aug15			OntarioLearn	\$879.85



### Counselling Techniques Certificate (802)

#### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses



[ce.mohawkcollege.ca/counsellingtechniques](http://ce.mohawkcollege.ca/counsellingtechniques)

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

#### Admission Requirements

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

#### PROGRAM OF STUDIES

Mandatory Courses:			Hours
COMMT101	Interaction And Communications		42
COUNTC103	Interviewing Skills In Counselling		42
COUNTC104	Individual Counselling		42
COUNTC105	Group Counselling		42
COUNTC208	Issues And Ethics In Counselling		42
PSYC156	Introductory Psychology		42
PSYC271	Developmental Psychology		42
PSYC106	Report Writing For The Behavioural Sciences		42

PSYC156 is offered on page 44. PSYC271 is offered on page 43.

#### Individual Counselling

COUNTC104

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21715	TU	May2	Jul25	6:15-9:30	13	Blended (FF)	\$338.10



## Criminal Psychology and Behaviour

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/criminal](http://ce.mohawkcollege.ca/criminal)

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



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### PROGRAM OF STUDIES

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

### Co-dependency as an Addiction PSYC10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21750	May9	Aug15				OntarioLearn	\$456.10

### Criminal Psychology - Psychopathic Minds PSYC10002 (E)

Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21747	May9	Aug15				OntarioLearn	\$456.10

### Criminal Psychology 2 - Criminal Minds PSYC10003 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21751	May9	Aug15				OntarioLearn	\$412.10

### Cults and Terrorism SSCI10006 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21748	May9	Aug15				OntarioLearn	\$456.10

### Domestic and Workplace Violence PSYC10006 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21752	May9	Aug15				OntarioLearn	\$412.10

### Sexual Violence SSCI10008 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21749	May9	Aug15				OntarioLearn	\$456.10

## Diversity and Intercultural Relations

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/diversity](http://ce.mohawkcollege.ca/diversity)

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



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### PROGRAM OF STUDIES

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

SSCISS108 is offered on page 44.

### Contemporary Social Problems-Police Foundations SSCISS288

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21725	May9	Aug15				OntarioLearn	\$475.93

### Diversity and First Nations SSCI10017

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21960	May9	Aug15				OntarioLearn	\$432.16

### Introduction to Intercultural Communication COMM10073 (E)

Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21722	May9	Aug15				OntarioLearn	\$432.16

### Introduction to Racism and Discrimination SSCI10026 (E)

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21723	May9	Aug15				OntarioLearn	\$432.16

### World Religions: Western and Eastern Traditions EDUC10092

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21886	May9	Aug15				OntarioLearn	\$376.30

## Early Childhood Education Diploma (213)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

[ce.mohawkcollege.ca/ece](http://ce.mohawkcollege.ca/ece)



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

#### Admission Requirements

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

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUC10074	Infant and Toddler Learning Environment	42
EDUCEC115	Learning Environment 1	42
EDUCEC121	Child Development & Behaviour 1	42
EDUCEC128	Parent Teacher Child Relationship 1	42
HLTHEC101	Health, Safety & Nutrition	28
EDUC10093	Field Placement Prep	14
1 Communications Course (COMM11041 or COMM11040)		
EDUCEC215	Learning Environment 2	42
EDUCEC221	Child Development & Behaviour 2	42
EDUCEC228	Parent Teacher Child Relationship 2	42
WORK10130	ECE Field Placement 1	200
WORK10603	Theory to Practice 1	28
EDUCEC129	Family Dynamics	42
EDUCEC301	Inclusion in the ECE Classroom	42
EDUCEC323	ECE Curriculum 1	42
EDUCEC420	Parents As Partners	42
WORK10131	ECE Field Placement 2	200
WORK10604	Theory to Practice 2	28
EDUCEC332	Supervision And Administration	35
EDUCEC423	ECE Curriculum 2	42
EDUCEC428	Issues in ECE	35
WORK10132	ECE Field Placement 3	200
WORK10605	Theory to Practice 3	28
OPELXXXXZ	General Education Option	42
OPELXXXXX	General Education Option	42

#### Administration and Supervision in ECE

EDUC10077

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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21881		May9	Aug15			OntarioLearn	\$432.16

#### Child Development & Behaviour 1

EDUCEC121

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21919		May11	Aug17			eLearn	\$335.16

#### Child Development & Behaviour 2

EDUCEC221

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21924		May11	Aug17			eLearn	\$335.16

#### Children with Special Needs

EDUC10084

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21880		May9	Aug15			OntarioLearn	\$475.93

#### ECE Curriculum 1

EDUCEC323

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21920		May11	Aug17			eLearn	\$335.16

#### ECE Curriculum 2

EDUCEC423

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21926		May11	Aug17			eLearn	\$335.16

#### Family Dynamics

EDUCEC129

Explore the relationship between the individual and the family and the meaning of family within a socially diverse context. Examine the dynamics, changes and challenges within families, and enhance self-awareness regarding personal experiences, beliefs and values.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21921		May9	Aug15			OntarioLearn	\$388.16

#### Field Placement Prep

EDUC10093

Prepare and meet the requirements for upcoming field placements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21910		Apr13	May11			eLearn	\$212.72
21911		May18	Jun29			eLearn	\$212.72

#### Issues in ECE

EDUCEC428

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21927		May9	Aug15			OntarioLearn	\$332.30

#### Learning Environment 1

EDUCEC115

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21917	WE	May17	Aug16	6:30-9:30	14	Blended (FF)	\$338.10

**Parent Teacher Child Relationship 2****EDUCEC228**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21925	TU	May16	Aug15	6:30-9:30	14	Blended (FF)	\$338.10

**Wellness for Children****HLTH10121**

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 & Nutrition (HLTHEC101).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21882	May9	Aug15				OntarioLearn	\$320.44
21883	Jul4	Oct10				OntarioLearn	\$320.44

**Working with Parents****EDUC10076**

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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21884	May9	Aug15				OntarioLearn	\$432.16

**Theory to Practice 1****WORK10603**

Examine pedagogy for the early years with focus on the four foundations: belonging, well-being, engagement, and expression. Work within a team to build professional connections and develop authentic relationships with children. You MUST register for WORK10603 AND WORK10130.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22242	May8	Aug21				eLearn	\$223.44

**Early Childhood Education Field Placement 1****WORK10130**

Practice observing children and planning experiences related to their interests and developmental ability. Engage with children, families, staff, and other professionals. Outcomes include expanding your teaching techniques and practical application of program related content. Co-requisite: WORK10603.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22239	May8	Aug21				FieldWork	\$520.38

**Theory to Practice 2****WORK10604**

Build upon the study of the Pedagogy for the Early Years with focus on the four foundations: Belonging, Well-Being, Engagement, and Expression. Working within a team, building professional connections and developing authentic relationships with children will be studied in this course. The importance of professional development will also be examined. You MUST register for WORK10604 AND WORK10131.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22243	May8	Aug21				eLearn	\$223.44



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

**Linda, Early Childhood Education (ECE) Graduate**

**Early Childhood Education Field Placement 2****WORK10131**

Practice teaching experiences and observation of young children will occur in a variety of early learning and care settings. Engage with children, families, staff, and other professionals. Outcomes include expanding your teaching techniques and practical application of program related content. Co-requisite: WORK10604. Prerequisite: WORK10130.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22240	May8	Aug21				FieldWork	\$520.38

**Theory To Practice 3****WORK10605**

Enhance your understanding of Pedagogy for the Early Years with focus on the four foundations: belonging, well-being, engagement, and expression. Work with a team to build professional connections and develop authentic relationships with children. Professional networking will be an integral part of the learning. You MUST register for WORK10605 AND WORK10132.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22244	May8	Aug21				eLearn	\$223.44

**Early Childhood Education Field Placement 3****WORK10132**

Build on the skills from previous placements by pursuing your special interest and passion in an alternative placement experience. Engage with children, families, staff, and other professionals. The Essential Employability Skills outcomes are the focus of this placement. Co-requisite: WORK10605. Prerequisite: WORK 10131.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22241	May8	Aug21				FieldWork	\$520.38



## Early Childhood Education - Leadership and Administration Certificate (932)

**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement 6 courses**

[ce.mohawkcollege.ca/eceleadershipadmin](http://ce.mohawkcollege.ca/eceleadershipadmin)



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

**Next intake is Fall 2017.**

**ECE-Governance and Financial Management****FINC10027**

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. 21 hours in class, 21 hours online. Equivalent to: FINC10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21705	WE	Apr26	Jul26	6:30-9:30	14	Blended (FF)	\$338.10

**ECE-Human Resources****HRES10023**

Discover how Human Resources legislative acts and regulatory standards impact employee recruitment and retention in the field of early learning and care. Apply HR principles to develop position descriptions, implement the selection process, and motivate and engage staff. Utilize effective conflict resolution strategies in managing performance and delivering various work wellness programs. 21 hours in class, 21 hours online. Equivalent to HRES10018.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21704	TU	Apr25	Jul25	6:30-9:30	14	Blended (FF)	\$338.10

## Early Childhood Education Resource Consulting Certificate (956)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/eceresourceteacher](http://ce.mohawkcollege.ca/eceresourceteacher)

Provides ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

#### Admission Requirements

- An ECE Diploma or recognized equivalent.
- Apply online at the website above.



### PROGRAM OF STUDIES

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

#### Introduction to Early Intervention

#### EDUC10100

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21885	May9	Aug15				OntarioLearn	\$432.16

#### Field Practicum 1

#### WORKRT021

Combine theory and practice in an integrated setting for 105 hours of supervised field placement. Observe and analyze the role of the resource teacher and work as a team member with staff to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21897	May8	Aug14				FieldWork	\$568.60

#### Field Practicum 2

#### WORKRT051

Combine theory and practice in individual settings with young children and their families for 105 hours of supervised field placement. Monitor progression and prepare long-term individual developmental plans based on input from staff, clinicians and families through a series of home visits. Prerequisites: HMNSRT041 & WORKRT021.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21898	May8	Aug14				FieldWork	\$568.60

## Educational Support Diploma (747)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

[ce.mohawkcollege.ca/es](http://ce.mohawkcollege.ca/es)



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

#### Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including: Grade 12 English, C or U or equivalent (70% guideline).
- First aid and crisis intervention training are strongly recommended.
- Apply online at the website above.

### PROGRAM OF STUDIES

Your Program of Studies will vary depending on your completion date.

Mandatory Courses:		Hours
EDUCEDE14	Foundations of Education	42
EDUCEDE17	Personal And Interpersonal Dynamics	42
EDUCEDE19	Technology in Education	42
MATH10065	Math in an Educational Setting	42
PSYCSS156	Introductory Psychology	42
SAFE10004	Safety In An Educational Setting	42
1 Communications course (COMMLL041 or COMM11040)		
EDUC10075	Placement Preparation	42
EDUC10002	Inclusion and Cultural Diversity	42
EDUC10040	Total Communication Part 1	42
PSYCSS271	Developmental Psychology	42
EDUCEDE22	Behaviour and Mental Health Exceptionalities	42
EDUC10085	Placement 1	132
COMP10006	Adaptive and Assistive Technology	42
EDUC10041	Total Communication Part 2	42
EDUCEDE21	Classroom Skills	42
EDUCEDE23	Communication Exceptionalities	42
EDUC10086	Placement 2	132
EDUC10001	Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004	Learning Strategies	42
EDUC10037	Transition Planning	42
EDUCEDE26	Physical and Multiple Exceptionalities	42
EDUC10087	Placement 3	132
OPELXXXXX	General Education Option	42
OPELXXXXZ	General Education Option	42

#### Adaptive and Assistive Technology

#### COMP10006

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
21592	May9	Aug15				OntarioLearn	\$388.16



**Autism Spectrum Disorder- Assisting Student Development****EDUC10001**

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisite: EDUCUDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21593	May9	Aug15				OntarioLearn	\$388.16

**Behaviour and Mental Health Exceptionalities****EDUCUDE22**

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: EDUCUDE14 and EDUCUDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21594	May9	Aug15				OntarioLearn	\$388.16

**Classroom Skills****EDUCUDE21**

Examine Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: EDUCUDE14, EDUCUDE17 and EDUCUDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21595	May9	Aug15				OntarioLearn	\$388.16

**Communication Exceptionalities****EDUCUDE23**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21596	May9	Aug15				OntarioLearn	\$388.16

**Foundations of Education****EDUCUDE14**

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
21597	May9	Aug15				OntarioLearn	\$388.16

**Inclusion and Cultural Diversity****EDUC10002**

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
21598	May9	Aug15				OntarioLearn	\$388.16

**Learning Strategies****EDUC10004 (E)**

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. Prerequisite: EDUCUDE17 and EDUCUDE21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21599	May9	Aug15				OntarioLearn	\$388.16

**Math in an Educational Setting****MATH10065**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21600	May9	Aug15				OntarioLearn	\$388.16

**Personal And Interpersonal Dynamics****EDUCUDE17**

Enhance personal and professional skills in organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21601	May9	Aug15				OntarioLearn	\$388.16

**Physical and Multiple Exceptionalities****EDUCUDE26**

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisite: EDUCUDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21602	May9	Aug15				OntarioLearn	\$388.16

**Placement Preparation****EDUC10075**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21603	May9	Aug15				OntarioLearn	\$388.16

**Safety In An Educational Setting****SAFE10004**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21605	May9	Aug15				OntarioLearn	\$388.16

**Technology in Education****EDUCUDE19**

Learn to use Ministry of Education Software and other programs to enhance skills in working with exceptional learners. Keyboarding and computer skills required. Access to Ministry software is recommended. Advised to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21606	May9	Aug15				OntarioLearn	\$388.16

**Total Communication Part 1****EDUC10040**

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
21607	May9	Aug15				OntarioLearn	\$388.16

**Total Communication Part 2****EDUC10041**

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
21608	May9	Aug15				OntarioLearn	\$388.16

**Transition Planning****EDUC10037**

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
21609	May9	Aug15				OntarioLearn	\$388.16

**Placement 1****EDUC10085**

Formerly Practicum 2. Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUC10085. Prerequisite: EDUC10075, EDUC10085, EDUC10086 and SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21805		May9	Aug15			OntarioLearn	\$525.91

**Placement 2****EDUC10086**

Formerly Practicum 3. Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUC10086. Prerequisite: EDUC10085.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21806		May9	Aug15			OntarioLearn	\$525.91

**Placement 3****EDUC10087**

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. Prerequisite: EDUC10086. Equivalent to: EDUC10087.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21807		May9	Aug15			OntarioLearn	\$525.91

## Fundamentals of Correctional Practices

**ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/correctional](http://ce.mohawkcollege.ca/correctional)

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

**PROGRAM OF STUDIES**

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

PSYCSS021 is offered on page 46.

**Canadian Criminal Justice System****LAWSPF111 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21753		May9	Aug15			OntarioLearn	\$432.16

**Correctional Practices****LAWS10151**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21757		May9	Aug15			OntarioLearn	\$336.40

**Criminology****SSCI10056**

Examine various theoretical explanations of criminal and deviant behaviour. Relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21754		May9	Aug15			OntarioLearn	\$336.40

**Penology****LAWS10152**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21755		May9	Aug15			OntarioLearn	\$336.40

**Safe and Secure Environments****SAFE10091**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21756		May9	Aug15			OntarioLearn	\$336.40

**Special Populations I****PSYC10026**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21758		May9	Aug15			OntarioLearn	\$336.40

**Youth In Conflict With The Law****LAWSPF305**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21759		May9	Aug15			OntarioLearn	\$432.16

## Get Started in OntarioLearn

Information on accessing your  
OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)

## Holistic Studies - Introduction

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/holistic](http://ce.mohawkcollege.ca/holistic)

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



### PROGRAM OF STUDIES

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

### Stress Response and the Immune System

HLTH10226

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21721	SA	May6	Jun17	9:00-4:00	6	Classroom (FF)	\$338.10



## Student Success Advisors (SSA)

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

### Academic and Program Advising

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

### Student Support Services

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

### Multiple Advising Formats

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

Learn more at [mohawkcollege.ca/ssa](http://mohawkcollege.ca/ssa)



## Libraries and Digital Technologies Certificate (965)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 12 courses

[ce.mohawkcollege.ca/libdigitech](http://ce.mohawkcollege.ca/libdigitech)  
[celibrary@mohawkcollege.ca](mailto:celibrary@mohawkcollege.ca)



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

### Admission Requirements

- Library and Information Technician Diploma (college level) OR
- Master of Library Sciences (MLS), Master of Library & Information Sciences (MLIS), Master of Information Science (MIS), Master of Information (MI) OR
- Bachelor's degree with significant library experience.
- Applicants who have completed Southern Ontario Library Service EXCEL, Advanced EXCEL or Advancing Public Library Leadership programs will be assessed on an individual basis by the Program Manager.
- Apply online at the website above.

### PROGRAM OF STUDIES

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

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

### Digital Media in Libraries

LIBR10049

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21844		May9	Aug15			OntarioLearn	\$412.58

## Issues in Digital Resource Management and Technologies

LIBR10048

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21845	May9	Aug15				OntarioLearn	\$412.58

## User Experience in Libraries

LIBR10046

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21846	May9	Aug15				OntarioLearn	\$412.58

## Capstone I

LIBR10050

Develop the practice of lifelong learning through reflective inquiry and a range of professional development skills evaluating learning processes and progress. Create an e-portfolio demonstrating a deepened awareness of student learning throughout the program while archiving the integration and application of learning to the student's work environment. Refer to website above for prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22245	May9	Aug15				OntarioLearn	\$899.65

## Library and Information Technician Diploma (800)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 28 courses

[ce.mohawkcollege.ca/library](http://ce.mohawkcollege.ca/library)

[celibrary@mohawkcollege.ca](mailto:celibrary@mohawkcollege.ca)

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

### Admission Requirements

- Applications must be submitted online through the Ontario College Application Service (OCAS) [www.ontariocolleges.ca](http://www.ontariocolleges.ca)
- Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent (Mohawk Academic Upgrading, GED), or mature student status.
- A pass standing in grade 12 English at the general level, or equivalent.



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

**Beth, 2013 Graduate  
Library And Information  
Technician Diploma**

## PROGRAM OF STUDIES

Mandatory Courses:		Hours
LIBRLT110	Introduction to Libraries and the Information Industry	39
INFO10172	Information Technology for Library Technicians	39
INFOLT402	Electronic Publishing and Emerging Library Technologies	36
LIBR10041	Online Searching	39
LIBR10044	Reference Processes	39
LIBR10045	Reference Services and Sources	39
LIBR10040	Library Programming, Marketing and Advocacy	36
LIBR10042	Resource Description and Access I	36
LIBR10043	Resource Description and Access II	36
LIBR10039	Library Classification	39
LIBR10038	Indexing and Subject Analysis	36
INFOLT340	Database Design For Information Workers	21
LIBRLT351	Serials	18
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter Library Loan	36
HRESLT150	Human Relations and Supervision	36
MGMT10041	Library Financial Management and Budgeting	18
COMP10136	Introduction to Computers 1	42
WORKLT290	Field Work 1	105
WORKLT490	Field Work 2	105

1 Communications course

1 Literature course

2 General Education courses

### Options - Choose 4:

LIBRLT385	Children's Services and Issues	36
OADMRL100	Records And Information Management Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction And Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39
LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries And Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata & Metadata Applications	36
LIBR10036	Strategies for Instruction for Library Technicians	36

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

### Acquisitions

LIBRLT350

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, collection development, the book trade and automated acquisitions functions. Prerequisite: LIBRLT302 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21610	May9	Aug15				OntarioLearn	\$340.28



**Database Design For Information Workers****INFOLT340**

**ACCELERATED!** Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2013 required. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21612	May9	Jun27				OntarioLearn	\$220.58

**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
21613	May9	Aug15				OntarioLearn	\$340.28

**Genre Fiction And Readers' Advisory Service****COMMLT225**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21614	May9	Aug15				OntarioLearn	\$340.28

**Human Relations and Supervision****HRESLT150**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21615	May9	Aug15				OntarioLearn	\$340.28

**Indexing and Subject Analysis****LIBR10038**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21676	May9	Aug15				OntarioLearn	\$350.28

**Information Technology for Library Technicians****INFO10172**

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, iPads and tablets, digital media and various software and applications. Access to a current mobile device with wireless Internet capability is required. Equivalent to: INFOLT390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21677	May9	Aug15				OntarioLearn	\$364.22

**Introduction to Computers 1****COMP10136**

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Equivalent to: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22125	May9	Aug15				OntarioLearn	\$432.16
22173	Jul4	Oct10				OntarioLearn	\$432.16

**Introduction to Libraries and the Information Industry****LIBRLT110 (SA)**

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisites: meet the program admission requirements and apply through [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21678	May9	Aug15				OntarioLearn	\$364.22

**Introduction to Metadata & Metadata Applications****LIBR10035**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21679	May9	Aug15				OntarioLearn	\$340.28

**Library Classification****LIBR10039**

Study the principles of classification. Learn to use the Dewey Decimal and Library of Congress Classification schemes. Explore issues related to the process of classifying library materials. Fee includes access to proprietary databases. Equivalent to: LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21680	May9	Aug15				OntarioLearn	\$374.22

**Library Financial Management and Budgeting****MGMT10041**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21681	May9	Jun27				OntarioLearn	\$196.64

**Library Programming, Marketing and Advocacy****LIBR10040**

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to: LIBRLT435. Prerequisite: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21682	May9	Aug15				OntarioLearn	\$340.28

**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
21683	May9	Aug15				OntarioLearn	\$364.22

**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
21684	May9	Aug15				OntarioLearn	\$364.22

**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
21685	May9	Aug15				OntarioLearn	\$364.22

**Resource Description and Access I****LIBR10042**

Focus on RDA guidelines for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Fee includes access to proprietary databases. Equivalent to: LIBRLT302. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21686	May9	Aug15				OntarioLearn	\$350.28

**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
21688		May9	Aug15			OntarioLearn	\$340.28

**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
21687		May9	Aug15			OntarioLearn	\$196.64

**Strategies for Instruction for Library Technicians****LIBR10036**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21689		May9	Aug15			OntarioLearn	\$340.28

**Youth Services and Issues****LIBR10034**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21690		May9	Aug15			OntarioLearn	\$340.28

**Field Work 1****WORKLT290**

Broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit [ce.mohawkcollege.ca/library](http://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
21811		Apr3	Jul10			OntarioLearn	\$193.49
21808		May9	Aug15			OntarioLearn	\$193.49
21809		Jun1	Sep7			OntarioLearn	\$193.49
21810		Jul4	Oct10			OntarioLearn	\$193.49
21816		Aug1	Nov7			OntarioLearn	\$193.49

**Field Work 2****WORKLT490**

Broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit [ce.mohawkcollege.ca/library](http://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
21815		Apr3	Jul10			OntarioLearn	\$193.49
21812		May9	Aug15			OntarioLearn	\$193.49
21813		Jun1	Sep7			OntarioLearn	\$193.49
21814		Jul4	Oct10			OntarioLearn	\$193.49
21817		Aug1	Nov7			OntarioLearn	\$193.49

**Mourning, Grief and Bereavement****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**[ce.mohawkcollege.ca/mourning](http://ce.mohawkcollege.ca/mourning)Turn to  
page 2 for  
contacts

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

**PROGRAM OF STUDIES**

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

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21737		May9	Aug15			OntarioLearn	\$384.28

**Death and Dying in Crisis Intervention****PSYC10017**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21739		May9	Aug15			OntarioLearn	\$336.40

**Learning from Death and Dying****PSYC10025**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21738		May9	Aug15			OntarioLearn	\$384.28

**Mourning, Grief and Bereavement****PSYC10023**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21736		May9	Aug15			OntarioLearn	\$384.28

**Religious beliefs, traditions and customs of death PSYC10022**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21741		May9	Aug15			OntarioLearn	\$384.28

**Thanatology PSYC10021**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21740		May9	Aug15			OntarioLearn	\$384.28

**Psychosocial Rehabilitation Certificate (016)**

See page 90 for information on this program.

**Records and Information Management Certificate (810)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/recordsmanagement](http://ce.mohawkcollege.ca/recordsmanagement)

With the increasing production of, and demand for, complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively. Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate in a records management program in any organizational setting.

**Admission Requirements**

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



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**PROGRAM OF STUDIES**

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

COMMLL122 is offered on page 48. COMM10027 is offered on page 35.

**Active Records Management OADMRM101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21717		May9	Aug15			OntarioLearn	\$364.22

**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
21611		May9	Aug15			OntarioLearn	\$364.22

**Microsoft Office 2013****COMP10166**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22127		May9	Aug15			OntarioLearn	\$432.16

**MS Office 2010****INFO10095**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22123		May9	Aug15			OntarioLearn	\$432.16

**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
21718		May9	Aug15			OntarioLearn	\$364.22

**Retirement Communities**

See page 95 for information on this program.

**School Based Support****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/sbs](http://ce.mohawkcollege.ca/sbs)

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

**Admission Requirements**

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



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**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
EDUC10001	Autism Spectrum Disorder - Assisting Student Development	42
EDUC10004	Learning Strategies	42
COMP10006	Adaptive and Assistive Technology	42

**Adaptive and Assistive Technology****COMP10006**

Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUC10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21592		May9	Aug15			OntarioLearn	\$388.16

## Autism Spectrum Disorder- Assisting Student Development

EDUC10001

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisite: EDUCDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21593	May9	Aug15				OntarioLearn	\$388.16

## Learning Strategies

EDUC10004 (E)

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. Prerequisite: EDUCDE17 and EDUCDE21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21599	May9	Aug15				OntarioLearn	\$388.16

## Social Service Worker Diploma (215)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 29 courses

[ce.mohawkcollege.ca/socialserviceworker](http://ce.mohawkcollege.ca/socialserviceworker)



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

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

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

### Admission Requirements

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



## PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNS10100	Intro to Social Service Worker	42
HIST10015	The History & Ethics of Social Work	28
COMMSO226	Interviewing Skills	42
HMNSO127	Introduction To Group Dynamics	42
SSCI10047	Sociology for Social Service Workers	42
1 Communications Course (COMMLL041 or COMM11040)		
HMNS10101	Community Awareness and Field Placement Preparation	42
COMM10260	Case Management and Documentation	42
CREDSO123	Professional Development	28
HMNSO230	SSW Advanced Interviewing Skills	28
HMNSO232	Privilege & Oppression in SSW	28
PSYCSS156	Introductory Psychology	42
WORK10120	Seminar 1	14
WORK10121	Field Placement 1	200
OPELXXXXX	General Education Option 1	42
HMNS10097	SSW Methods of Intervention	42
HMNS10098	Advocacy for SSW	28
HMNS10099	Working with Children & Adolescents	28
PSYCAS407	Abnormal Psychology	42
WORK10122	Seminar 2	14
WORK10123	Field Placement 2	200
OPELXXXXZ	General Education Option 2	42
HMNS10095	SSW Community Change	28
HMNS10096	Issues Related to Family	28
HMNSO231	Crisis Intervention	28
HMNSO434	Practice in Organizations	28
LAWS10112	Social Policy & Law	28
WORK10124	Seminar 3	14
WORK10125	Field Placement 3	200

### Case Management and Documentation

COMM10260

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21867	TH	May11	Aug3	6:15-9:30	13	Blended (FF)	\$338.10

### Interviewing Skills

COMMSO226

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21868	TU	May9	Aug1	6:15-9:30	13	Blended (FF)	\$338.10



**Issues Related to Family****HMNS10096**

Understand the needs of families with infants, children and adolescent members. Develop intervention strategies with a particular focus on disadvantaged families, parenting and child welfare concerns and reporting guidelines. Identify the challenges and changes of adolescence and develop comprehensive intervention strategies to assist teenagers. Equivalent to: HMNSO432. The final in class session will be 1 hour long.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21869	MO	May8	Jul10	6:30-9:30	10	Blended (FF)	\$225.40

**SSW Methods of Interventions****HMNS10097**

Apply a strengths based approach to examine various populations in a generalist practice setting. Use different methods of intervention to develop an intervention strategy to promote change in a client's situation. Equivalent to: HMNSO431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21873	WE	May10	Aug2	6:15-9:30	13	Blended (FF)	\$338.10

**Seminar 1****WORK10120**

Seminar to support the application of knowledge and skills for Field Placement 1. You MUST register for WORK10120 AND WORK10121. Equivalent to: WORK10005. Visit the website to view required prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21870		May8	Aug14			eLearn	\$111.72

**Field Placement 1****WORK10121**

Apply knowledge and skills gained in academic studies to demonstrate beginning skills in working directly with clients. Professional use of self in relation to direct work with the client will be the major area of emphasis. Demonstrate attitudes and behaviours consistent with professional expectations. You MUST register for WORK10120 AND WORK10121. Equivalent to: WORK10005. Visit the website to view required prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21887		May8	Aug14			FieldWork	\$752.83

**Seminar 2****WORK10122**

Seminar to support the application of knowledge and skills for Field Placement 2. You MUST register for WORK10123 AND WORK10122. Equivalent to: WORK10006. Visit the website to view required prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21871		May8	Aug14			eLearn	\$111.72

**Field Placement 2****WORK10123**

Participate in real world learning experiences! Continue to apply knowledge and skills gained in academic studies to demonstrate an increased level of vocational knowledge, professionalism and interpersonal skills through interactions with clients and other human service workers. Demonstrate attitudes and behaviours consistent with professional expectations. You MUST register for WORK10122 AND WORK10123. Equivalent to: WORK10006. Visit the website to view required prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21888		May8	Aug14			FieldWork	\$752.83

**Seminar 3****WORK10124**

Seminar to support the application of knowledge and skills for Field Placement 3. You MUST register for WORK10125 AND WORK10124. Equivalent to: WORK10007. Visit the website to view required prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21872		May8	Aug14			eLearn	\$111.72

**Field Placement 3****WORK10125**

Participate in real world learning experiences! Continue to apply knowledge and skills gained in academic studies to demonstrate an increased level of vocational knowledge, professionalism and interpersonal skills through interactions with clients and other human service workers. Demonstrate attitudes and behaviours consistent with professional expectations. You MUST register for WORK10125 AND WORK10124. Equivalent to: WORK10007. Visit the website to view required prerequisites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21889		May8	Aug14			FieldWork	\$752.83

**Teaching the Adult Learner Certificate (129)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/teachingadultlearner](http://ce.mohawkcollege.ca/teachingadultlearner)



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Intended for individuals wishing to teach adults in a variety of environments including education and the workplace, or those who are currently teaching. Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
EDUCTAL03	Adult Learning	42
EDUCTAL02	Curriculum Development	42
EDUCTAL04	Instructional Techniques	42
EDUCTAL05	Assessment And Evaluation	42
EDUCTAL08	Instructional Technology In Adult Education	30
SENSTAL06	Adults With Learning Disabilities	42

**Adult Learning****EDUCTAL03**

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22660		May9	Aug15			OntarioLearn	\$432.16
22916		Jun1	Sep7			OntarioLearn	\$432.16
22930		Jul4	Oct10			OntarioLearn	\$432.16
22947		Aug1	Nov7			OntarioLearn	\$432.16

**Adults With Learning Disabilities****SENSTAL06**

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success for all learners. Prerequisite: EDUCTAL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22703		May9	Aug15			OntarioLearn	\$432.16

**Assessment And Evaluation****EDUCTAL05**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22662		May9	Aug15			OntarioLearn	\$432.16
22933		Jul4	Oct10			OntarioLearn	\$432.16

**Curriculum Development****EDUCTAL02**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22659	May9	Aug15				OntarioLearn	\$432.16
22917	Jun1	Sep7				OntarioLearn	\$432.16
22931	Jul4	Oct10				OntarioLearn	\$432.16

**Instructional Techniques****EDUCTAL04**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22661	May9	Aug15				OntarioLearn	\$432.16
22932	Jul4	Oct10				OntarioLearn	\$432.16
22940	Aug1	Nov7				OntarioLearn	\$432.16

**Instructional Technology In Adult Education****EDUCTAL08**

Examine effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners. Considerable research and reading are required. Excellent computer and internet skills essential. Use multiple technologies including Turnitin. Prerequisite: EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22663	May9	Aug15				OntarioLearn	\$292.40

**Volunteer Management Certificate (095)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 3 courses**

[ce.mohawkcollege.ca/volunteermgt](http://ce.mohawkcollege.ca/volunteermgt)

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

**Admission Requirements**

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

**PROGRAM OF STUDIES**

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

**Volunteer Management 3****MGMTSSP63**

Learn to integrate data collection, problem solving, research methodology, data analysis and effective decision making to respond to volunteer management issues. 2 Saturdays in class (May 6, June 24), remainder online. Prerequisite: MGMTSSP43.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21771	SA	Apr29	Jun24	9:00-4:00	6	Blended (FF)	\$461.40

**Online Course?**

**Book your exam early!**

For instructions visit

[ce.mohawkcollege.ca/exams](http://ce.mohawkcollege.ca/exams)

**OTHER COURSES****Human Services**

[ce.mohawkcollege.ca/human-services-courses](http://ce.mohawkcollege.ca/human-services-courses)

**Abuse and Family Violence****HMNS10120**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21766	May9	Aug15				OntarioLearn	\$475.93

**ACHIEVE: Therapeutic Adventure Programming HLTH10213 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21907	FR-SU	Apr28	Apr30	10:00-10:00	3	Other	\$497.07
21843	FR-SU	Aug11	Aug13	10:00-10:00	3	Other	\$497.07

**ASIST: Applied Suicide Intervention Skills Training HMNS10038**

Learn to recognize risk and how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Training material included. Visit [ce.mohawkcollege.ca/asist](http://ce.mohawkcollege.ca/asist) for more information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21760	SA/SU	May6	May7	8:30-4:30	2	Classroom (FF)	\$174.49

**Behaviour Management Systems****CONF10007**

Learn to intervene in non-physical ways to calm and de-escalate student behaviour before violence occurs. Ontario-based curriculum to understand, prevent, and change negative behaviours. Preferred by many school boards and appropriate for all who work with children. Participants receive a BMS practitioner certificate. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21842	SA	May27	May27	9:00-4:00	1	Classroom (FF)	\$144.93

**Insurance Reimbursement for Massage Therapists HLTH10219**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21770	Jun1	Sep7				OntarioLearn	\$186.72

**Mental Health First Aid****HMNS10123**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21764	SA/SU	Jun10	Jun11	9:00-4:00	2	Classroom (FF)	\$143.99

**Nonviolent Crisis Intervention****CONFMHN08**

Crisis Prevention Institute NVCI Certification valid for 1 year upon successful completion. Participants must wear comfortable clothing and closed-toe, rubber soled, flat shoes. Physical exertion is required. Registrations will only be accepted from current Mohawk College Diploma or Certificate students. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21761	SA/SU	Apr29	Apr30	9:00-4:00	2	Classroom (FF)	\$119.60

**Police Foundations**
[ce.mohawkcollege.ca/policefoundations](http://ce.mohawkcollege.ca/policefoundations)

 Turn to  
page 2 for  
contacts

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

**Communications/Reporting****COMMLL223**

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. Access to a video camera is required. Prerequisite: COMMLL123. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21727		May9	Aug15			OntarioLearn	\$432.16

**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
21732		May9	Aug15			OntarioLearn	\$432.16

**Criminal Code****LAWSPF302**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21733		May9	Aug15			OntarioLearn	\$432.16

**Managing Conflict****CONF10009**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21726		May9	Aug15			OntarioLearn	\$475.93

**Principles of Ethical Reasoning****LAWS10174**

Intended for law enforcement professionals, this course explores personal and professional ethical issues. Learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. Equivalent to: LAWSPF106. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21730		May9	Aug15			OntarioLearn	\$456.10

**Provincial Offences****LAWS10175**

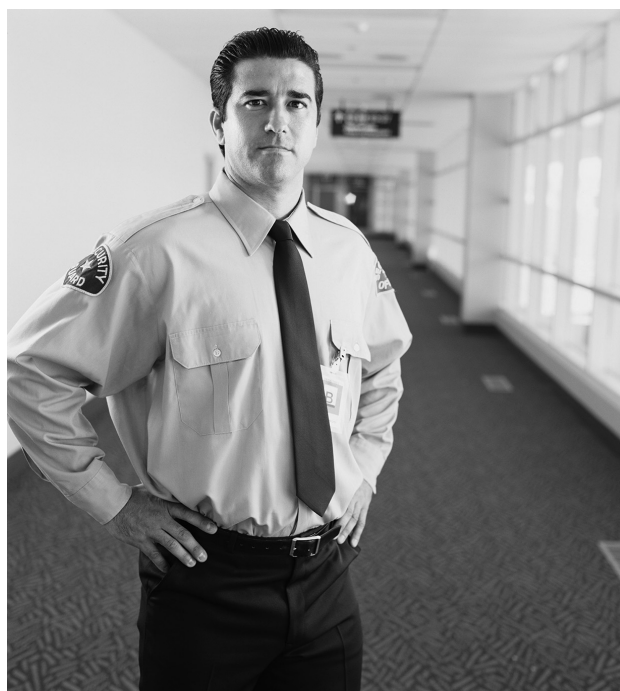
Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offences, and involvement of non-police agencies. Equivalent to: Provincial & Federal Offences (LAWSLS413) and LAWSPF401. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21731		May9	Aug15			OntarioLearn	\$475.93

**Traffic Management****LAWSPF309**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21735		May9	Aug15			OntarioLearn	\$432.16

**Physical Readiness Evaluation for Police (PREP) Training****HLTH10261 - 1 hour session - \$40****HLTH10260 - 5 x 1 hour session - \$160**

Receive written technical feedback and acquire the skills necessary to successfully complete the Pursuit Restraint Circuit.

Gain tips for obtaining Level "7" on the 20 Meter Shuttle run. Includes the use of a "Shuttle Fit Training" App with training scenarios for all emergency services fitness assessments.

Taught by an expert in the field!

Visit [ce.mohawkcollege.ca/courses](http://ce.mohawkcollege.ca/courses) for dates and to register.

## Security and Investigation

[ce.mohawkcollege.ca/investigation](http://ce.mohawkcollege.ca/investigation)



### By-Law Enforcement

**LAWS10139**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21769	May9	Aug15				OntarioLearn	\$320.44

### Private Investigator-Licensing Requirements

**LAWS10091**

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services. 40 hours in class (Apr 22, 29, 30, May 6), 10 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21763	SA/SU	Apr22	May6	8:00-6:00	4	Blended (FF)	\$395.30

### Private Security - Licensing Requirements

**LAWS10087**

Complete the training for security guard testing as mandated by the Ministry of Community Safety and Correctional Services. Ministry required Emergency Level First Aid certification training is included. Training manual may be purchased from the instructor (approx. \$45.00). 25 hours in class (Apr 22, 29, 30), 15 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21762	SA/SU	Apr22	Apr30	8:00-6:00	3	Blended (FF)	\$322.00

Private Investigator and Private Security licensing and testing are outlined at [ce.mohawkcollege.ca/investigation](http://ce.mohawkcollege.ca/investigation)

## Wellness Workshops

[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)



### Meditation

**RECL10041**

Meditation can remove stress and replace it with a sense of calm, relaxation and inner stillness. Open to all levels of experience, this workshop will guide you in your journey to discover stillness and relaxation through awakened, mindful meditation. Bring a yoga mat or meditation cushion to each class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22543	TH	Apr20	May25	6:00-7:00	6	Classroom (FF)	\$110.34
22545	TH	Jun1	Jul6	6:00-7:00	6	Classroom (FF)	\$110.34

### Meditation at Work

**HLTH10265**

**NEW!** Take an hour to relax! Discover meditating in a chair and learn tips and tricks you can use at your desk.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22828	TH	Apr20	Apr20	12:00-1:00	1	Classroom (FF)	\$24.04
22829	TH	Apr20	Apr20	1:00-2:00	1	Classroom (FF)	\$24.04

### Yoga

**RECL10042**

Explore yoga postures, deep breathing and mindfulness to learn how these tools can improve your daily life and keep you focused on what is truly important to you. Discover the importance and health benefits of creating balance in all areas of your life. Bring a yoga mat to each class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22549	TU	Apr18	May23	6:00-7:30	6	Classroom (FF)	\$135.82
22560	TU	May30	Jul4	6:00-7:30	6	Classroom (FF)	\$135.82

## Academic Upgrading Programs

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

### Program includes

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

### Preparing adult learners for

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

### Start date - Continuous intake:

Flexible full-time or part-time hours, day or evening classes

### Location - Fennell Campus, Hamilton

### Contact - Call: 905-575-2029 or

email: [upgrading@mohawkcollege.ca](mailto:upgrading@mohawkcollege.ca)

**Read more at** [mohawkcollege.ca/AU](http://mohawkcollege.ca/AU)



This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement



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



# Computers

ce.mohawkcollege.ca/computers



## Programs and Courses

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#### Course Notes

- Printing costs will be charged at all printers.
- All courses require a textbook.
- You must bring a USB memory stick to each class.
- If you wish audio output, you must bring your own standard headphones with miniature plug.
- Most courses include assignments and a test during the final class.
- Prepare to spend 2 hours of independent study for each hour of classroom instruction.

#### Online Learning Information

- You need access to a computer with appropriate software.
- Instructors provide assistance with course content but cannot provide any technical support.

#### Prior Learning Assessment and Recognition (PLAR)

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

All Challenge Exams are completed in the Office 2013 environment and all theory-based questions must be answered using this version. You will not be given a refund or retest if you encounter difficulty with specific features.

#### Software Versions

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

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

## CREDENTIALLED PROGRAMS

## Business Computer Applications Certificate (915)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/buscomputer](http://ce.mohawkcollege.ca/buscomputer)

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

#### Admission Requirements

- We strongly recommend that you have a basic understanding of Windows before taking these courses.

#### PROGRAM OF STUDIES

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

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

INFO10156 has been replaced by COMP10136.

#### Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2013 database table. Discover ways to design, create and use forms, queries, and reports.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21781	May16	Aug8				eLearn	\$287.28

#### Access-Expert INFO10214

Discover the advanced features of MSAccess for Windows. Gain skills in enhancing tables to create lookups, creating advanced queries and forms, creating relationships between tables to ensure data accuracy, working with form controls. Create, run and test macros and switchboard forms, set defaults and apply start up options. Equivalent to: INFO10177.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22119	May9	Aug15				OntarioLearn	\$336.40

#### Excel Core INFO10078

**ACCELERATED CRN!** Learn to create and modify Microsoft Excel 2013 worksheets and charts using basic, date and logical functions and formatting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21624	WE	May3	Jul19	6:30-9:30	12	Classroom (FF)	\$289.80
21784	May17	Jun14				eLearn	\$287.28

#### Excel Expert INFO10079

**ACCELERATED CRN!** Learn to manage your Microsoft Excel 2013 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21625	WE	May3	Jul19	6:30-9:30	12	Classroom (FF)	\$289.80
21850	May17	Jun14				eLearn	\$287.28

#### Introduction to Computers 1

COMP10136

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Equivalent to: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22125		May9	Aug15			OntarioLearn	\$432.16
22173		Jul4	Oct10			OntarioLearn	\$432.16

#### Outlook Essentials

INFO10175

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21780		May16	Aug8			eLearn	\$287.28

#### PowerPoint 101

COMP10197

Learn to use MS PowerPoint for Windows including pull-down menus, toolbars and dialogue boxes. Create colourful graphics and text slides, along with reports, for your projects and presentations. Equivalent to: INFO10082.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22118		May9	Aug15			OntarioLearn	\$336.40

#### 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
21849		May15	Aug7			eLearn	\$287.28

#### Word Core

INFO10077

**ACCELERATED CRN!** Learn basic features of Microsoft Word 2013 including: creating, editing, formatting, printing and saving letters, memos and long documents.

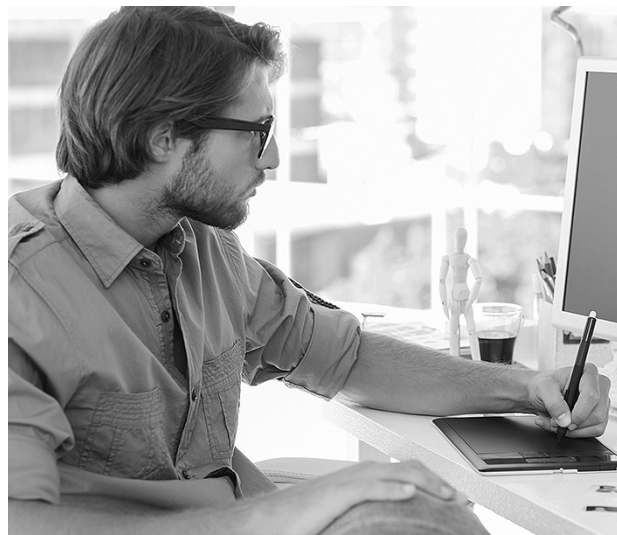
CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21623	TH	May4	Jul20	6:30-9:30	12	Classroom (FF)	\$289.80
21783		May17	Jun14			eLearn	\$287.28

#### Word Expert

INFO10080

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21626	TU	May2	Jul18	6:30-9:30	12	Classroom (FF)	\$289.80
21851		May17	Jun14			eLearn	\$287.28



**Computer Science - Level 1 Certificate (892)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/computerscience](http://ce.mohawkcollege.ca/computerscience)Turn to  
page 2 for  
contacts

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
MATH10042	Mathematics for Computer Studies	56
ELEC10118	Computer Hardware and Software	56
ELEC10050	Internet Technologies	56
ELEC10034	Network Fundamentals	70

**MATH10042 is offered on page 109. COMP10001 is offered on page 78.**

**Computer Hardware and Software****ELEC10118**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23034	MO/WE	Apr24	Jun28	6:00-9:00	19	Classroom (FF)	\$434.96

**Internet Technologies****ELEC10050**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22963	MO/WE	Apr24	Jun28	6:00-9:00	19	Classroom (FF)	\$434.96

**Network Fundamentals****ELEC10034**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22791	MO/WE	Apr24	Jul19	6:00-9:00	24	Classroom (FF)	\$527.50

**Programming in Java****COMP10062**

Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). The principle programming language taught is Java but the knowledge and basics learned are transferable to any similar OOP computer language. Prerequisite: COMP10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22514	TU/TH	May30	Aug17	6:00-9:00	24	Classroom (FF)	\$527.50

**Computer Science - Software Engineering Specialist Certificate (893)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/computersciencesoftware](http://ce.mohawkcollege.ca/computersciencesoftware)Turn to  
page 2 for  
contacts

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

**Admission Requirements**

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

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
COMPCO826	Introduction To Systems Analysis And Design	56
COMP10039	Programming in .NET	70
COMPCO859	Database Theory	56
ELEC10050	Internet Technologies	56

**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
22963	MO/WE	Apr24	Jun28	6:00-9:00	19	Classroom (FF)	\$434.96

**Programming in Java****COMP10062**

Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). The principle programming language taught is Java but the knowledge and basics learned are transferable to any similar OOP computer language. Prerequisite: COMP10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22514	TU/TH	May30	Aug17	6:00-9:00	24	Classroom (FF)	\$527.50

**Microcomputer Engineering Hardware Certificate (899)**

This program has been suspended.

Students who are currently in progress should email [cetechnology@mohawkcollege.ca](mailto:cetechnology@mohawkcollege.ca) for information.

**Ready to Graduate?**

Visit [www.mohawkcollege.ca/ConvocationPrep](http://www.mohawkcollege.ca/ConvocationPrep) for information and instructions.

## Microcomputer Engineering Software Certificate (898)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/microcomputersoftware](http://ce.mohawkcollege.ca/microcomputersoftware)

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

#### Admission Requirements

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



#### PROGRAM OF STUDIES

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

WATCH FOR COURSES NEXT TERM.

## MicroStation

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/microstation](http://ce.mohawkcollege.ca/microstation)

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



#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMMSN01	MicroStation 2D - Level 1	24
CADMMSN02	MicroStation 2D - Level 2	24
CADM10009	MicroStation 3D Level 3	24

#### MicroStation 2D - Level 1

CADMMSN01

MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator. Purchase the textbook from [peter.mann@mohawkcollege.ca](mailto:peter.mann@mohawkcollege.ca).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22216		May9	Aug15			OntarioLearn	\$385.29

#### MicroStation 2D - Level 2

CADMMSN02

Build on the basic techniques covered in Level 1 while learning the higher level, more complex, but equally important functions of MicroStation. Prerequisite: CADMMSN01. Purchase the textbook from [peter.mann@mohawkcollege.ca](mailto:peter.mann@mohawkcollege.ca).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22217		May9	Aug15			OntarioLearn	\$385.29

#### MicroStation 3D Level 3

CADM10009

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22215		May9	Aug15			OntarioLearn	\$385.29

## Network Specialist Certificate (184)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/networkspecialist](http://ce.mohawkcollege.ca/networkspecialist)



Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. Prepares you for CompTIA N+ and Cisco CCNA Certifications.

#### Admission Requirements

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

#### PROGRAM OF STUDIES

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

#### Network Fundamentals

ELEC10034

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22791	MO/WE	Apr24	Jul19	6:00-9:00	24	Classroom (FF)	\$527.50



## Student Success Advisors (SSA)

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

#### Academic and Program Advising

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

#### Student Support Services

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

#### Multiple Advising Formats

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

Learn more at [mohawkcollege.ca/ssa](http://mohawkcollege.ca/ssa)





## Server & Network Support Certificate (183)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/servernetworksupport](http://ce.mohawkcollege.ca/servernetworksupport)



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

#### Admission Requirements

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

#### PROGRAM OF STUDIES

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

#### Computer Hardware and Software

#### ELEC10118

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23034	MO/WE	Apr24	Jun28	6:00-9:00	19	Classroom (FF)	\$434.96

#### Internet Technologies

#### ELEC10050

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22963	MO/WE	Apr24	Jun28	6:00-9:00	19	Classroom (FF)	\$434.96

#### Network Fundamentals

#### ELEC10034

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22791	MO/WE	Apr24	Jul19	6:00-9:00	24	Classroom (FF)	\$527.50

## Tuition Assistance

A variety of options are available.  
Obtain full details and apply online!

[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)



## Web Design and Development Certificate (971)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/webdesign](http://ce.mohawkcollege.ca/webdesign)



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

#### Admission Requirements

- Understanding of Windows.
- Working knowledge of Internet resources.
- If you are unfamiliar with computers or the internet, completion of Introduction to Computers 1 (INFO10136) is recommended.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
INFO10110	Web Page Design	36
Options - Choose 5:		
INFO10144	Web Design Basics	36
INFO10149	Photoshop Adobe	36
INFO10112	Web Scripting with PHP	36
INFO10186	JavaScript for the Web	36
INFO10202	WordPress 1	36
COMP10150	Web Design for Mobile Apps	36
More option courses are available. Visit the website for a full list.		

Web Scripting with PHP will be offered in the Fall term.

#### JavaScript for the Web

#### INFO10186

**ACCELERATED!** Learn to use JavaScript to write simple programs then progress to writing programs that interact with the elements in a webpage. eLearn course opens April 24, in class dates Apr 29, May 6, 13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21699	MO/SA	Apr24	May13	8:00-4:30	3	Blended (FF)	\$289.80

#### Web Design Basics

#### INFO10144

**ACCELERATED!** Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web. eLearn course opens May 15, in class dates: May 20, 27, June 3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21706	MO/SA	May15	Jun3	8:00-4:30	3	Blended (FF)	\$289.80

#### Web Page Design

#### INFO10110

**ACCELERATED!** Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience. eLearn course opens June 5, in class dates: June 10, 17, 24.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21707	MO/SA	Jun5	Jun24	8:00-4:30	3	Blended (FF)	\$289.80

#### Photoshop Adobe

#### INFO10149

**ACCELERATED!** Learn to edit and enhance images. Focus on selection tools, layers, masks and channels, text, vector drawing, colour adjustments, compositing, preparing files for the web. eLearn course opens July 3, in class dates: July 8, 15, 22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22017	MO/SA	Jul3	Jul22	8:00-4:30	3	Blended (FF)	\$289.80

**WordPress 1****INFO10202**

Learn to build and maintain a self-hosted website using the WordPress hosted service. Includes: layout, themes, plugins and widgets. Gain the ability to expand and edit your own work after completion. Foundational knowledge of coding required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21700		May9	Aug15			OntarioLearn	\$340.28
21864		Jul4	Oct10			OntarioLearn	\$340.28

**OTHER COURSES****Analytics**[ce.mohawkcollege.ca/computerskills](http://ce.mohawkcollege.ca/computerskills)**Applied IBM Business Intelligence****COMP10192**

**NEW!** Designed to enhance your analytics skills! Explore the latest IBM Cognos Analytics (11.0.5) suite of products and underlying architecture. Build drill-through reports, animated infographics, geospatial visualizations, and executive style dashboards through hands-on demos and labs and gain the knowledge to become a report designer. Network with guest speakers, IBM partners, BI developers and administrators. 27 hours in class, 15 hours self-paced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22910	WE	May3	Jun28	6:00-9:00	9	Blended (FF)	\$338.10
22912	FR-SU	May12	May14	8:30-6:30	3	Blended (FF)	\$338.10

**Cisco Certified Network Associate**[ce.mohawkcollege.ca/computerskills](http://ce.mohawkcollege.ca/computerskills)**Cisco Certified Network Associate 1 - Networking Fundamentals****INFO10057**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22021		May9	Aug15			OntarioLearn	\$621.35

**Cisco Certified Network Associate 2 - Intro to Routing****COMP10055**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22024		May9	Aug15			OntarioLearn	\$621.35

**Cisco Certified Network Associate 3-Routing and Switching****COMP10117**

Focus on Advanced IP address techniques, Variable Length Subnet masking, intermediate routing protocols, command line interface configuration of switches, Ethernet switching, Virtual Local Area Network, Spanning Tree Protocol and VLAN Trunking Protocol. Learn to design and configure networks using switches and VLANs, plus more advanced filtering skills will be taught. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22034		May9	Aug15			OntarioLearn	\$621.35

**Cisco Certified Network Associate 4 - Wide Area Networking****COMP10118**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22036		May9	Aug15			OntarioLearn	\$621.35

**Computer and Finance Workshops**[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)

Want some quick computer training? Look here for some hands-on, half day, full day, and two day workshops to learn the skills you need now!

Vist the website for a full list of workshops.

**Design, Build and Launch your Website with WordPress****INFO10216**

**NEW!** Enables non-experts with the necessary skills required to run a simple website for their small business needs. Includes setting up a shared hosting account, installing WordPress, and building a fully featured website using various plugins and themes. NOTE: You must register for a domain and shared hosting account. The approximate cost is \$10-\$20. You will be walked through the process in class. Please bring a valid credit card.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22049	SA	May6	May13	9:00-3:00	2	Classroom (FF)	\$140.00
22051	SA	Jun3	Jun10	9:00-3:00	2	Classroom (FF)	\$140.00

**Excel Linking Multiple Worksheets & Workbooks****INFO10191**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22083	SA	May20	May20	1:00-4:00	1	Classroom (FF)	\$48.00

**Excel Pivottables and Outlines****INFO10187**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22037	SA	May6	May6	1:00-4:00	1	Classroom (FF)	\$48.00

**Excel Productivity with Macros****INFO10217**

**NEW!** Learn to automate repetitive tasks using Microsoft Excel macros feature. Reduce the number of keystrokes by using macros to speed up your production and reduce time spent on spreadsheets.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22038	SA	Jun3	Jun3	1:00-4:00	1	Classroom (FF)	\$48.00

**Excel Working with Charts****INFO10190**

Learn to create a graphical view of worksheet data using Excel's Chart feature. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22085	SA	May27	May27	1:00-4:00	1	Classroom (FF)	\$48.00

**Excel Working with Formulas****INFO10192**

Automate your worksheets through the use of absolute referencing, formulas, and built in functions: such as average, minimum, maximum, count date, if scenarios. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22081	SA	May13	May13	1:00-4:00	1	Classroom (FF)	\$48.00

**Finance for the Non-Financial Manager****FINC10042**

**NEW!** Take the mystery out of financial statements and the tools that finance professionals use to measure, analyze, evaluate and make decisions. Better understand profit and loss statements. Increase your comfort level with terms and tools and gain the confidence to take more control of, and accountability for, your budget.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22039	SA	May13	May13	9:00-5:00	1	Classroom (FF)	\$150.00
22044	SA	Jun17	Jun17	9:00-5:00	1	Classroom (FF)	\$150.00

**Introduction to Excel****INFO10193**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22078	SA	Apr29	Apr29	1:00-4:00	1	Classroom (FF)	\$48.00

**Computer Sciences**
[ce.mohawkcollege.ca/computerskills](http://ce.mohawkcollege.ca/computerskills)

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**A+ Essentials - Operation System Software****COMP10121**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22019		May9	Aug15			OntarioLearn	\$502.37

**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
22015		May9	Aug15			OntarioLearn	\$528.81

**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
22814		May17	Aug9			eLearn	\$335.16

**Computer Skills for Pre-Technology****COMP10181**

Use Microsoft Excel to create spreadsheets for business applications including manipulating data, formulas and charts. Use Microsoft PowerPoint to create presentation slide decks including slides with a variety of layouts, transitions, animations and embedded content. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22849		May18	Aug10			eLearn	\$335.16

**Fundamentals of UNIX****COMP10024**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21793		May9	Aug15			OntarioLearn	\$484.81

**Generic Computer Training****COMPCO001**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21786		May17	Aug9			eLearn	\$223.44

**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
22040		May9	Aug15			OntarioLearn	\$432.16

**Programming for Absolute Beginners****COMP10189**

Gain a general understanding of computer programming. Learn to store information in the computer, how to determine what the computer does next and how to get information in and out of the computer. Access to C compiler is required. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22041		May9	Aug15			OntarioLearn	\$336.40

**Programming Fundamentals****COMP10001**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22781	TU/TH	Apr25	Jun27	6:00-9:00	19	Classroom (FF)	\$527.50

**Programming in C****COMP10122**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22042		May9	Aug15			OntarioLearn	\$456.10

**Software Application Integration****COMP10198**

**NEW!** Create the valuable and advanced level business documents that are in high demand in the business world. Learn how to effectively create documents that incorporate data from several Microsoft Office Applications. Working knowledge of Excel, Word, Access and PowerPoint. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22444		May9	Aug15			OntarioLearn	\$336.40

**Software Testing****COMP10173**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22001		May9	Jun20			OntarioLearn	\$242.58

**UNIX Administration 1****COMP10018**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21778		May9	Aug15			OntarioLearn	\$484.81

## Cyber Security

[ce.mohawkcollege.ca/cybersecurity](http://ce.mohawkcollege.ca/cybersecurity)



### Ethical Hacking and Network Defense

INFO10222

**NEW!** Learn to assess and correct vulnerabilities in information systems. Discover the tools and penetration testing methodologies used by ethical hackers, discuss what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Investigate methods and tools used in attacks, countermeasures, available security resources and attack types. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23024	May9	Aug15				OntarioLearn	\$432.16

### IT Security Policies

INFO10223

**NEW!** Study key structure elements and terms of written information protection policy and review typical policy contents. Develop the related standards, procedures, and guidelines for implementing the policy. Evaluate the tools needed to select, develop, and apply a security program that meets business goals. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23026	May9	Aug15				OntarioLearn	\$432.16

### Legal & Ethical Issues in IT Security

INFO10224

**NEW!** Explore legal and ethical issues in information technology as they relate to internal organizational relationships, customers, partners, and society. Discover the requirements of information systems security and legal compliance to protect critical governmental and corporate infrastructure, intellectual property created by individuals and organizations, and any information which should be protected from unreasonable intrusion. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23027	May9	Aug15				OntarioLearn	\$432.16

### Operating Systems Security-Windows and Linux

INFO10225

**NEW!** Recognize and understand the inherent vulnerabilities of Windows systems by using and understanding tools and techniques to decrease the risks arising from vulnerabilities in Microsoft Operating Systems and applications. Discover defense strategies through system and file permissions, password and account security, the Windows Registry, Malware prevention, encryption, and Directory Service management via policies. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23028	May9	Aug15				OntarioLearn	\$432.16

### Principles of Information Security

INFO10226

**NEW!** Provides a background in information security, security management, and the technical components of security. Includes the entire field of information security: history, terminology, and the management aspects of information security programs with sufficient detail to facilitate an understanding of information security systems and their management. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23007	May9	Aug15				OntarioLearn	\$432.16

### Wireless and Mobile Device Security

INFO10221

**NEW!** Explore the evolution of wired networks to wireless networking and its impact on the corporate world. Using case studies and real-world events, discuss risk assessments, threats, and vulnerabilities of wireless networks, as well as the security measures that should be put in place to mitigate breaches. Look at the policies and procedures in place and a glimpse ahead at the future of wireless and mobile device security. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23029	May9	Aug15				OntarioLearn	\$432.16

## Desktop Applications

[ce.mohawkcollege.ca/computerskills](http://ce.mohawkcollege.ca/computerskills)



### Adobe Illustrator

COMP10119

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22095	May9	Aug15				OntarioLearn	\$432.16

### Introduction to Computers 2

COMP10195

Learn more advanced and related skills in constructing spreadsheets using Microsoft Excel, developing presentations using Microsoft PowerPoint and creating, maintaining and publishing a database using Microsoft Access. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22126	May9	Aug15				OntarioLearn	\$432.16

### Microsoft Office 2013

COMP10166

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22127	May9	Aug15				OntarioLearn	\$432.16

### Microsoft Office 2016

COMP10191

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22130	May9	Aug15				OntarioLearn	\$432.16

### MS Office 2010

INFO10095

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22123	May9	Aug15				OntarioLearn	\$432.16

### Office Simulation

COMP10196

Learn to integrate word processing and spreadsheet skills by completing a variety of office tasks and prioritize work in order to complete tasks within time constraints. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22134	May9	Aug15				OntarioLearn	\$555.25

### QuarkXPress Basic

COMP10207

**NEW!** Discover fundamental aspects of this traditional industry standard in desktop publishing and design. Topics: creating master pages; single and multiple page documents, single and multiple columns of text; importing text and flowing it into linked columns of various shapes and sizes; proper kerning/leading; spacing of text; combining text with imported photos and graphics; changing font or photo sizes and rearranging elements. Basic computer knowledge required. Software: QuarkXPress 9. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22501	May9	Aug15				OntarioLearn	\$432.16

### Windows 10

INFO10215

Learn to use Microsoft Windows 10 to properly operate, secure and customize your computer, manage files, and more. Windows 10 uses a graphical/visual approach to performing operating system tasks. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22129	May9	Aug15				OntarioLearn	\$432.16



## Graphic and Web Design

[ce.mohawkcollege.ca/computerskills](http://ce.mohawkcollege.ca/computerskills)



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### Adobe InDesign Basics

**COMP10120**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22121	May9	Aug15				OntarioLearn	\$432.16

### Android Application Development

**COMP10147**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22068	May9	Aug15				OntarioLearn	\$384.28

### Design Basics

**COMP10172**

Have you ever needed to design your own business card or flyer? Learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design. Adobe InDesign CS4-6, Word processor and Scanner required. Can support MAC users. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22122	May9	Aug15				OntarioLearn	\$432.16

### 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. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22117	May9	Aug15				OntarioLearn	\$336.40

### 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
22103	May9	Aug15				OntarioLearn	\$432.16

### HTML Intermediate

**COMP10107**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22105	May9	Aug15				OntarioLearn	\$432.16

## Get Started in OntarioLearn

Information on accessing your  
OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)

### Java - Introduction

**COMP10035**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22115	May9	Aug15				OntarioLearn	\$416.20

### 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
22116	May9	Aug15				OntarioLearn	\$416.20

### Java Advanced

**COMP10180**

Deal with advanced programming concepts and learn how to build Java programs that can access and manipulate data from database tables. Prerequisite: COMP10036. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22073	May9	Aug15				OntarioLearn	\$432.16

### JavaScript

**COMP10137**

Learn the essentials which comprise most modern programming languages using JavaScript. Move from writing simple programs that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106). 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22104	May9	Aug15				OntarioLearn	\$528.81

### 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 (INFO10214). Recommended prerequisite: HTML Introduction (COMP10106). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22128	May9	Aug15				OntarioLearn	\$432.16

### Web Usability-Writing & Design

**COMP10167**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22120	May9	Aug15				OntarioLearn	\$336.40

### WordPress for Business (Non-Coding)

**INFO10219**

**NEW!** Content management systems (CMS) provide structured content management features such as the ability to store news documents, images, video and any other online content type imaginable. WordPress is an industry-leading CMS and is used by businesses of all sizes. Learn to build and maintain a self-hosted website using the WordPress hosted service. Topics: layout, themes, plugins and widgets. You will be able to expand and edit your own work after completion. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22188	May9	Aug15				OntarioLearn	\$388.16

# Health and Nursing

ce.mohawkcollege.ca/health



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## CREDENTIALLED PROGRAMS



## Breastfeeding Program

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses



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## LETTER OF RECOGNITION

- Outlining courses, course hours and LEAARC approval.

[ce.mohawkcollege.ca/breastfeeding](http://ce.mohawkcollege.ca/breastfeeding)



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

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

## Admission Requirements

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

## PROGRAM OF STUDIES

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

## Level 1: Breastfeeding Basics

NRSG10073

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
21556	May10	Aug9				eLearn	\$287.28

## Level 2: Breastfeeding Management

NRSG10074

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21557	May10	Aug9				eLearn	\$287.28

## Level 3: Advanced Breastfeeding Practice

NRSG10075

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21559	May10	Aug9				eLearn	\$287.28

## Breastfeeding Clinical Experience

CLIN10026

Integrate breastfeeding knowledge and skills in a hospital or community based setting in this 24 hour clinical placement. Prerequisite: NRSG10075. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21567	Apr3	Aug11				FieldWork	\$193.20



## Bridging for Medical Laboratory Technology Diploma (170)

## ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 24 courses

[ce.mohawkcollege.ca/bridgingmedlab](http://ce.mohawkcollege.ca/bridgingmedlab)



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

## Admission Requirements

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

## PROGRAM OF STUDIES

Mandatory Courses:		Hours
SAFEMLS03	Safe Work Practices	12
MLSCMLS04	Specimen Procurement	18
MLSCMLS05	Basic Laboratory Techniques	33
INSTMLS06	Instrumentation Theory	24
INSTMLS07	Instrumentation Lab	18
MLSCMLS02	Standards of Practice	15
MLSCMLS09	Analytical Techniques 1 Theory	42
MLSCMLS10	Analytical Techniques 1 Lab	15
MLSCMLS11	Analytical Techniques 2 Theory	36
MLSCMLS12	Analytical Techniques 2 Lab	14
MLSCMLS13	Analytical Techniques 3 L and T	27
MLSCMLS14	Analytical Techniques 4 L and T	33
MLSCMLS15	Analytical Techniques 5 L and T	27
MLSCMLS17	Assessment and Interpretation of Results	60
MLSCMLS21	Sector and Specific Language and Health Culture	54
MLSCMLS22	Basic Laboratory Techniques II	30
QUALMLS18	Quality Control and Quality Management	54
MLSCMLS23	Sector and Specific Language and Health Culture II	30
MLSCMLS24	Sector and Specific Language and Health Culture III	30
MLSC10007	Introduction to Molecular Techniques	44
MLSCMLS20	Case Studies, Exam Preparation	30
CLINMLS08	Clinical Experience 1	225
CLINMLS16	Clinical Experience 2	225
CLINMLS19	Clinical Experience 3	225

Visit the website for application details, registration processes and additional information.

## Ontario Bridging Participant Assistance Program

Funding may be available to students in the Bridging for Medical Laboratory Technology Diploma!

[www.mohawkcollege.ca/obpap](http://www.mohawkcollege.ca/obpap)

**Basic Laboratory Techniques II****MLSCMLS22**

Continues the studies started in basic laboratory techniques. Discipline specific information will be introduced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21553		Apr10	Jun9			eLearn	\$241.50

**Case Studies, Exam Preparation****MLSCMLS20**

Prepare yourself for the CSMLS examinations through case studies and specific exam writing workshops.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21554		Aug1	Oct3			eLearn	\$239.40

**Quality Control And Quality Management****QUALMLS18**

Go beyond routine quality control. Explore the role of the laboratory, in the total quality management framework, for the hospital organization. Learn the role the bench tech plays in this important process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21555		May22	Jul28			eLearn	\$421.74

## Dementia Studies - Multidiscipline Certificate (142)

**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 8 courses**[ce.mohawkcollege.ca/dementiastudies](http://ce.mohawkcollege.ca/dementiastudies)

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

**Admission Requirements**

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

**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
COMM10336	Exploring Dementia Care		24
COMM10335	Communications and Interpersonal Skills		24
HMNSDEM03	Caregiving Skills		24
LAWSDM04	Ethics And Legalities 1		24
HSCIDEM06	Evaluation & Program Planning In Dementia Care		45
HSCIDEM07	Research And Development In Dementia Care		24
CLINDEM08	Dementia Clinical/Placement		90
Options - Choose 1:			
HSCIGER10	The Study of Aging - Introduction		30
HSCIGER20	Physiology of Aging		30
HSCIGER30	Assessment and Planning		30
HSCIGER41	Mental Health Aspects of Aging		30
HSCIHZA69	Palliative Care - Introduction		40

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate. See page number 98.

**Palliative Care-Introduction****HSCIHZA69**

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21616		May10	Aug9			eLearn	\$319.20

**The Study Of Aging - Introduction****HSCIGER10**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21989		May9	Aug15			OntarioLearn	\$292.40

**Dementia Clinical/Placement****CLINDEM08**

Gain clinical experience in Dementia Care. All theory courses must be completed prior to placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21574		Apr3	Aug11			FieldWork	\$659.70

## Diabetes Education Certificate (928)

**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/diabeteseducation](http://ce.mohawkcollege.ca/diabeteseducation)

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

**Admission Requirements**

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

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HSCIDW001	Diabetes Care - Basic	30
HSC10052	Introduction to Patient Education	30
HLTH10234	Living with Diabetes	45
HLTH10235	Diabetes: Throughout the Lifespan	45
HLTH10057	Diabetes Field Placement 1	60

**Diabetes: The Basics****HLTH10236 (SA)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21970		May9	Aug15			OntarioLearn	\$456.10

**Diabetes Education: Approaches in Practice****HLTH10233**

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Equivalent to: HSC10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21971		May9	Aug15			OntarioLearn	\$456.10

**Living with Diabetes****HLTH10234**

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSC10052 or HLTH10233. Equivalent to: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21972		May9	Aug15			OntarioLearn	\$456.10



**Diabetes: Throughout the Lifespan****HLTH10235**

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028 or HLTH10234. Equivalent: HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21973	May9	Aug15				OntarioLearn	\$456.10

**Diabetes Field Placement 1****HLTH10057**

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. All theory courses must be completed prior to placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21573	Apr3	Aug11				FieldWork	\$461.40

**Food Services Certificate (816)****ONTARIO COLLEGE CERTIFICATE****Graduation Requirement: 7 courses**[ce.mohawckollege.ca/foodservices](http://ce.mohawckollege.ca/foodservices)

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

**Admission Requirements**

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

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
CULIHC10	Introduction To Institutional Food Service	30
CULIHC20	Food Preparation 1	30
SAFE10096	Sanitation And Safety	42
SAFEHCF40	Food Service Management Functions	30
CULIHC50	Food Preparation - 2	30
HLTH10232	Introduction to Nutrition	42
WORKHCF02	Food Services Fieldwork Requirement	60

**Communication and the Food Service Worker****CULI0082**

Focus on the communication skills required by the Food Service Worker in health care. General principles of human communication such as verbal communication and listening are explored. Learn effective communication skills with patients, residents, co-workers and supervisors and develop writing and presentation skills. Equivalent to: CULI10076 and CULIHC10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21964	May9	Aug15				OntarioLearn	\$432.16

**Quantity Food Preparation****CULI0083**

Focus on cooking principles and methods for preparing food in large quantities. Review the nutritional components and values of various foods and methods for maintaining nutrition throughout food preparation and service. Food types will be examined and major cooking equipment will be discussed. Equivalent to: CULI10075 and CULIHC20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21965	May9	Aug15				OntarioLearn	\$432.16

**Sanitation and Safety****SAFE10096**

Focus on preventing food-borne illness in health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. Prerequisite: CULIHC10 or CULI10076. Equivalent to: SAFEHCF30 or HSCI10183.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21966	May9	Aug15				OntarioLearn	\$432.16

**Institutional Food Service****SAFE10097**

Focus on menu planning for an institutional kitchen. Learn to interpret menus, decide if menu items are within the capability of the institution, and identify appropriate cooking methods. Covers adapting recipes to specific quantities and portioning food according to the specifications of the institution. Learn to maintain appropriate inventories of foods and calculating food costs. Prerequisite: CULIHC10 or CULI10076. Equivalent to: SAFEHCF40 or HSCI10064.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21967	May9	Aug15				OntarioLearn	\$432.16

**Introduction to Nutrition in Health Care****HLTH10065**

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins, minerals and weight control throughout the life cycle. Prerequisite: CULIHC20 or CULI10075. Equivalent to: CULIHC50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21968	May9	Aug15				OntarioLearn	\$336.40

**Introduction to Nutrition****HLTH10232**

Introduces the basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins, minerals and weight control will be discussed. Explore special considerations for nutrition throughout the life cycle. Prerequisite: CULIHC10 or CULI10076. Equivalent to: HLTHHCF60 or HLTH10224.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21969	May9	Aug15				OntarioLearn	\$432.16

**Food Services Fieldwork Requirement****WORKHCF02**

Required for students who are not currently working in a Health Care Facility. All theory courses must be completed prior to fieldwork. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21576	Apr3	Aug11				FieldWork	\$461.40

**Allied Health Professionals**

May be eligible for up to \$1500 in  
tuition reimbursements!

[www.ahpdf.ca](http://www.ahpdf.ca)

## Gerontology - Multidiscipline Certificate (037)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

[ce.mohawkcollege.ca/gerontology](http://ce.mohawkcollege.ca/gerontology)

The Gerontology Certificate Program offers in depth formal studies on the complexities of aging today in Canada. Participants will enhance their work and life experience with older adults and their families with advanced knowledge specific to the biological, physiological, social, psychological, spiritual, legal, ethical, mental health and communication aspects of aging from an evidenced based best practice approach.

#### Admission Requirements

- Diploma or Degree in Health Sciences or Human Services within Canada



#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIGER10	The Study of Aging - Introduction	30
HSCIGER20	Physiology Of Aging	30
HSCIGER30	Assessment And Planning	30
HSCIGER41	Mental Health Aspects Of Aging	30
LAWSGER51	Legal And Ethical Issues Related To Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 2:		
COMM10335	Communication and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
HSCIHA69	Palliative Care-Introduction	40

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. See page 99.

#### The Study Of Aging - Introduction HSCIGER10

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21989	May9	Aug15				OntarioLearn	\$292.40

#### Assessment And Planning HSCIGER30

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21990	May9	Aug15				OntarioLearn	\$292.40

#### Mental Health Aspects Of Aging HSCIGER41

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21991	May9	Aug15				OntarioLearn	\$292.40

#### 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
21996	May9	Aug15				OntarioLearn	\$412.10

#### Palliative Care-Introduction HSCIHA69

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
21616	May10	Aug9				eLearn	\$319.20

#### Community-Based Field Experience WORKGER71

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. All theory courses must be completed prior to placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22193	May10	Aug9				eLearn	\$239.40

#### Institutional-Based Field Experience WORKGER81

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. All theory courses must be completed prior to placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22194	May10	Aug9				eLearn	\$239.40

## Customized Corporate Training



Maximize your training investment by working with Mohawk College Enterprise (MCE). We offer customized solutions with experienced trainers, relevant to your workplace. All of our training programs can also be delivered on and off-site.

#### HEALTH AND COMMUNITY SERVICES

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

#### CONTACT US

Mohawk College Enterprise (MCE)

905-575-2534

1-877-269-1422

[info@mcecor.com](mailto:info@mcecor.com)

[mcecor.com/health-community-services](http://mcecor.com/health-community-services)





## Health Care Administration

### ACKNOWLEDGMENT OF COMPLETION

Completion Requirement: 8 courses

[ce.mohawkcollege.ca/healthcare](http://ce.mohawkcollege.ca/healthcare)

Health Care Administration will help provide an individual with knowledge and confidence in managing Health Care Professionals. Obtain skills in planning, ethics, policies, operations and more.



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### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MGMT10145	Leadership in Health Care Administration	45
HLTH10241	Financial Practices for Health Care Organizations	42
HLTH10238	Health Care Operations	45
HLTH10239	Health Care Policy	45
HLTH10237	Law and Health Care Administration	45
HLTH10240	Statistics for Health Care Professionals	42
HLTH10251	Health Care Planning	45
HMNS10138	Management of Human Resources in Health Care	45

### Health Care Operations

HLTH10238

Explore the impact of managerial decision-making on operational effectiveness. Learn typical challenges faced by line managers including operational planning, quality management and process redesign. Become familiar with the environmental factors that affect health care operations and determine the impact on organizational resources. Critical thinking and decision making processes are examined and applied to management and leadership problems in health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21975	May9	Aug15				OntarioLearn	\$456.10

### Health Care Planning

HLTH10251

Understand the process of critical thinking and decision making and apply these skills to solve management and leadership problems in health care. Use quantitative and qualitative data to support decision making. Practice managerial and leadership skills that support effective problem solving.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21976	May9	Aug15				OntarioLearn	\$456.10

# ONE CARD

Your complete access  
to the Mohawk Community

Do you have yours yet?

Visit [mohawkcollege.ca/one-card](http://mohawkcollege.ca/one-card)

### Law and Health Care Administration

HLTH10237

Introduces the current legal landscape in Canadian Health Care with emphasis on Ontario. Explore the impact of legal decisions on the provision of service delivery, labour relations, policy, and other managerial functions. Understand the role of institutional governance, accreditation, and risk management in health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21977	May9	Aug15				OntarioLearn	\$456.10

### Leadership in Health Care Administration

MGMT10145

Learn the fundamental skills required for effective leadership in health care. Covers resolution, leadership and negotiation skills, strategic planning, leadership culture and accountability, and advanced coaching practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22198	May9	Aug15				OntarioLearn	\$456.10

### Management of Human Resources in Health Care

HMNS10138

Develop the necessary skills to manage staff, create a positive organizational culture and lead within a unionized workplace. Provides an overview of the Human Resources areas that most significantly impact a health care administrator, such as health and safety, training and development, and labour relations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21978	May9	Aug15				OntarioLearn	\$456.10



## Holistic Studies - Introduction

See page 62 for information on this program.



## Medical Device Reprocessing Certificate (MDR) (927)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/mdr](http://ce.mohawkcollege.ca/mdr)



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Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department.

### Admission Requirements

- Ontario Secondary School Diploma or equivalent.

### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10121	Medical Device Reprocessing - Introductory	30
HSCI10123	MDR Principles and Practices 1	30
HSCI10124	MDR Principles and Practices 2	30
HSCI10122	MDR Laboratory Experience	42
HSCI10125	MDR Principles and Practices 3	30
CLIN10059	Clinical Experience MDR	150

### Clinical Experience Medical Device Reprocessing

CLIN10059

Apply MDR theory in a full-time preceptored experience in a hospital setting. Lab fee included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21577	Apr3	Aug11				FieldWork	\$800.80

## Medical Laboratory Technician Certificate (047)

### SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

Graduation Requirement: 13 courses

[ce.mohawkcollege.ca/medlabassistant](http://ce.mohawkcollege.ca/medlabassistant)



Offered in conjunction with the Michener Institute and approved by the National Certification Body CSMLS and the Provincial Body OSMT. Complete the 8 online courses and Lab Basics Workshop at Mohawk College. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams.

#### Admission Requirements

- Grade 12 English and Math AND
- Grade 11 Chemistry
- Submit application online by June 30, 2017 on the Program webpage for September 2017 intake.

#### PROGRAM OF STUDIES

Mandatory Courses:	Hours
MLSCMLA50 Med Lab Assistant Module 1	30
MLSCMLA51 MLAR Mod 2 - Laboratory Basics	21
BIOL10006 Preparatory Biology	56
MLSCMLA53 MLAR Mod 4 - Basic Techniques In Hematology	27
CHEMMLA54 MLAR Mod 5 - Basic Techniques In Chemistry	27
MLSCMLA55 MLAR Mod 6 - Basic Techniques In Microbiology	24
MLSCMLA56 MLAR Mod 7 Histology/Cytology	24
MLSCMLA61 Introduction To Transfusion Medicine	24
MLSC10003 Laboratory Basics Workshop	19
MLSCMLA42 Clinical Behavioural Science	36
MLSCMLA58 Clinical Skills	56
CLIN10034 Clinical Experience 1	96
CLIN10035 Clinical Experience 2	160

#### Preparatory Biology

#### BIOL10006

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21566	May10	Aug9			eLearn		\$431.81

#### Basic Techniques In Hematology

#### MLSCMLA53

Learn appropriate protocols at the lab assistant level for collecting and handling routine hematological specimens, preparing and staining blood films, setting up for processing of hemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21561	May10	Aug9			eLearn		\$215.46

#### 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
21562	May10	Aug9			eLearn		\$215.46

#### 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
21563	May10	Aug9			eLearn		\$191.52

#### 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
21565	May10	Aug9			eLearn		\$191.52

#### 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
21560	May10	Aug9			eLearn		\$191.52

#### Laboratory Basics Workshop

#### MLSC10003

Gain practical skills in basic laboratory techniques and the use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22033	FR	Apr21	Apr23	5:00-9:00	3	Classroom (FF)	\$152.95
	SA/SU			9:00-5:00			
22872	FR	May26	May28	5:00-9:00	3	Classroom (FF)	\$152.95
	SA/SU			9:00-5:00			

#### Clinical Experience 2

#### CLIN10035

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed. Clinical fees included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21581	Apr3	Aug11			FieldWork		\$1365.80



#### Medical Terminology

See page 29 for information on this program.



222 St. Patrick Street  
Toronto, ON M5T1V4  
416-596-3117 or 1-800-387-9066  
[ce@michener.ca](mailto:ce@michener.ca)

- Completion of MLA50-56, BIOL10006, MLSC10003, and MLA61 are required prior to registering at Michener.
- MLSCMLA42 (PD807) Clinical Behavioural Science is an online Michener course.
- MLSCMLA58 (CLLT140) Clinical Skills, and CLIN10034 (CLLT151) Clinical Experience 1 are offered onsite at the Michener Institute. CLLT140 and CLLT151 will be offered on 4 weekends at least once per year. Enrollment in these courses is limited.
- Visit [michener.ca/continuing-education/ce-courses](http://michener.ca/continuing-education/ce-courses) to register for the Michener courses associated with this certificate.



## Oncology Nursing Certificate (883)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/oncologynursing](http://ce.mohawkcollege.ca/oncologynursing)

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

#### Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSGNSCC1	Oncology Nursing - Introductory	30
HSCINSCC2	Communications And Psychosocial Issues	36
HSCINSCC3	Major Malignancies I	39
HSCINSCC4	Major Malignancies II	39
HSCINSCC5	Symptom Control And Management	39
HSCI10151	Health Assessment	42
CLINNSCC6	Oncology Clinical Experience	48

#### 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
21568	May10	Aug9				eLearn	\$287.28

#### Major Malignancies I

HSCINSCC3

Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Includes: gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: NRSGNSCC2.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21570	May10	Aug9				eLearn	\$311.22

#### 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
21571	May10	Aug9				eLearn	\$311.22

## Get Started in eLearn

Information on accessing your eLearn course is available at [ce.mohawkcollege.ca/elearn](http://ce.mohawkcollege.ca/elearn)

#### 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/complementary techniques will be discussed. Prerequisite: NRSGNSCC4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21572	May10	Aug9				eLearn	\$311.22

#### 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. Online resource fee included. Equivalent to: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21961	May9	Aug15				OntarioLearn	\$469.16

#### Oncology Clinical Experience

CLINNSCC6

Integrate the knowledge and skills learned in the theory modules in a clinical setting. Hospital and/or community settings may be selected. All theory courses must be completed prior to placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21652	Apr3	Aug11				FieldWork	\$382.08

**NEW**



## Operating Room Attendant

#### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

[ce.mohawkcollege.ca/orattendant](http://ce.mohawkcollege.ca/orattendant)

Expand your knowledge and skills in the operating room environment. The Operating Room Attendant is an integral part of the O.R. team who is responsible for ensuring a safe, clean environment for patients, staff and visitors.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSGNSCD9	Operating Room Attendant	32
HSCI10155	Operating Room Attendant Laboratory Experience	30

#### Operating Room Attendant

NRSGNSCD9

Introduces the operating room environment and the role of the OR attendant. Includes: the OR team, communication skills, infection control, basic microbiology concepts, asepsis, positioning of patients and environmental cleaning practices. No class July 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21649	SA	Jun10	Jul15	9:00-5:00	5	Classroom (IH)	\$257.60

#### Operating Room Attendant Laboratory Experience

HSCI10155

Utilize OR Attendant theory and skills in a hospital laboratory experience. Prerequisite: NRSGNSCD9. Blended delivery: in class dates Jul 28, 29, Aug 4, 5, remainder online. Lab fee included. **YOU MUST register for HLTH10223 to complete health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22022	FR/SA	Jul28	Aug5	9:00-5:00	4	FieldWork	\$291.50

## Palliative Care - Multidiscipline Certificate (017)

### ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/palliativecare](http://ce.mohawkcollege.ca/palliativecare)

Hospice Palliative Care seeks to improve the quality of living and dying for patients, and their families, who are diagnosed with progressive, life threatening illness. Learn how early identification of physical, psychological, social, spiritual and practical issues can affect the illness and bereavement experience. Outcomes of care depend on prevention and relief of suffering, high quality symptom assessment, evidence informed interventions, team collaboration, and compassion. This program will assist the health professional with their understanding of values, communication, decision-making, and responsibilities within practice situations. The curriculum is based on standards of Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

#### Admission Requirements

- Must be a regulated/certified health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.).

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIHA69	Palliative Care-Introduction	40
COMM10084	Communication And Informed Decision Making	40
HMNS10016	Loss, Grief & End Of Life Issues	40
HMNS10017	Professional Issues and Advocacy	40
HSCI10082	Pain Management	40
HSCI10083	Symptom Management	40
CLIN10033	Field Practicum	30

#### Palliative Care-Introduction

HSCIHA69

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
21616	May10	Aug9				eLearn	\$319.20

#### Communication And Informed Decision Making

COMM10084

Examine the dynamics of palliative and end of life care. Focus on the health care professional's relationship with patient and family and communication and counselling skills necessary for facilitating informed decision-making. Prerequisite: HSCIHA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21588	May10	Aug9				eLearn	\$319.20

#### Field Practicum

CLIN10033

Benefit from the opportunity to practice in a hospice palliative care setting tailored to your identified learning needs. All theory courses must be completed prior to placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21653	Apr3	Aug11				FieldWork	\$241.50

## Perioperative Nursing Certificate (943)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/perioperative](http://ce.mohawkcollege.ca/perioperative)

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada. Please visit the website to view suggested program/course progression.

#### Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10058	Operating Room Nursing - Introductory	48
HSCINSC87	Anaesthesia, Assessment & Critical Care	42
HSCI10156	O.R. Laboratory Experience A	45
NRSG10032	Operating Room Principles and Practices 1 Theory	38
NRSG10033	Operating Room Principles and Practices 2 Theory	40
HSCI10158	OR Laboratory Experience B	40
HSCI10184	Operating Room Lab Experience C	12
CLIN10060	R.N. Operating Room Clinical	150

#### Operating Room Principles and Practices 1 Theory NRSG10032

Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary. Prerequisite: NRSG10058.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21632	May10	Jun7				eLearn	\$303.24

#### Operating Room Principles and Practices 2 Theory NRSG10033

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac. Prerequisite: NRSG10032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21633	Jul5	Aug2				eLearn	\$319.20

#### OR Laboratory Experience B

HSCI10158

In an operating room environment, continue to practice skills for scrub and circulating nurse roles. CRN 21659 and 21660 will be held at Hamilton Health Sciences. CRN 21661 will be held at Niagara Health. Classes will not be held on the May long weekend. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.** Prerequisite: HSCI10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21659	SA	Apr22	May27	7:30-3:00	1	FieldWork	\$322.00
21661	SA	Apr22	May27	7:30-3:00	1	FieldWork	\$322.00
21660	SU	Apr23	May28	7:30-3:00	1	FieldWork	\$322.00

#### Operating Room Lab Experience C

HSCI10184

Continue to practice skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment. CRN 21662 and 21663 will be held at Hamilton Health Sciences. CRN 21664 will be held at Niagara Health. Lab fee included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.** Prerequisite: HSCI10158.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21662	SA	Jun10	Jun17	7:30-3:00	1	FieldWork	\$246.60
21664	SA	Jun10	Jun17	7:30-3:00	1	FieldWork	\$246.60
21663	SU	Jun11	Jun18	7:30-3:00	1	FieldWork	\$246.60

**R.N. Operating Room Clinical****CLIN10060**

Apply perioperative nursing theory and skills in this 150 hour full-time preceptored Operating Room Suite. All theory and lab courses must be taken prior to placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21657		Apr3	Aug11			FieldWork	\$726.40

**Psychosocial Rehabilitation Certificate (016)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/psychosocialrehab](http://ce.mohawkcollege.ca/psychosocialrehab)

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. Gain an understanding of the foundations of the approach as well as core knowledge of, and experience with, skills related to incorporating the approach within mental health practices and programs. Many graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through [www.uspra.org](http://www.uspra.org).

**Admission Requirements**

- Degree, diploma or certificate in a relevant field.
- If you do not have related knowledge and experience in mental health HLTH10016 (Mental Health Introduction) is a recommended starting point.



Turn to page 2 for contacts

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HSCIPSR01	Psychosocial Rehabilitation Foundations	45
HSCIPSR02	Mental Health Services	45
HSCIPSR03	Psychiatric Rehabilitation Process	45
HSC10092	Mental Health Practitioner Competencies	45
HSCIPSR05	Current Trends In Mental Health	45
HSCIPSR06	Independent Study In Psychosocial Rehabilitation	60

**Mental Health Services****HSCIPSR02**

Focus on applying the PSR framework in programs. Describes the measurement of PSR outcomes and illustrated a range of PSR programs. Explore how practitioners can support program change. Chat sessions will be held every second Tuesday at 8:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22006		May9	Aug15			OntarioLearn	\$412.10

**Psychiatric Rehabilitation Process****HSCIPSR03**

Learn and practice components of the three phases of the psychiatric rehabilitation process: diagnosing, planning, and implementation. Developing strategies for engaging individuals in, and supporting them through, the process will be emphasized. Weekly chat sessions will be held on Tuesdays at 7:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22007		May9	Aug15			OntarioLearn	\$412.10

**Current Trends In Mental Health****HSCIPSR05**

Study current developments and issues in PSR. Weekly chat sessions will be held on Thursdays at 8:30 pm EST. Prerequisite: HSC10092.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22008		May9	Aug15			OntarioLearn	\$412.10

**Independent Study In Psychosocial Rehabilitation HSCIPSR06**

Consolidate your understanding and application of the PSR approach by designing and implementing a strategy intended to enhance mental health recovery. Involvement of people recovering their mental health and well-being in the student's project is emphasized. Liaison with a site contact as well as the course instructor is expected. Three chats will be held during the semester on Wednesdays at 8:30 pm EST. All theory courses must be completed prior to your independent study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22010		May9	Aug15			OntarioLearn	\$511.25

**Registered Nurse - Critical Care Nursing Certificate (871)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 10 courses

[ce.mohawkcollege.ca/criticalcarenursing](http://ce.mohawkcollege.ca/criticalcarenursing)

Obtain knowledge and skills necessary to work in Critical Care areas. Designed for nurses currently working in a critical care setting or those who want to prepare for critical care nursing.

**Admission Requirements**

- Proof of current RN registration with the College of Nurses of Ontario.



Turn to page 2 for contacts

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
NRSG10036	Critical Care Module 1 - Introductory	30
NRSG10001	Critical Care Module 2 - Respiratory	33
NRSG10002	Critical Care Module 3 - Cardiovascular Nursing	45
NRSG10035	Special Needs Population In Critical Care Module 4	30
NRSG10003	Critical Care Module 5 - Neurosciences	36
NRSG10004	Critical Care Module 6 - Gastrointestinal and Genitourinary	39
CLIN10004	Critical Care Module 2 (Respiratory) - Clinical	24
CLIN10005	Critical Care Module 3 (Cardiovascular) - Clinical	24
CLIN10006	Critical Care Module 5 (Neurosciences) - Clinical	24
CLIN10007	Critical Care Module 6 (GI/GU) - Clinical	8

**Critical Care Module 2 - Respiratory****NRSG10001**

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21579		May10	Aug9			eLearn	\$263.34

**Critical Care Module 2 (Respiratory) - Clinical****CLIN10004**

Use the knowledge and skills learned in the respiratory module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn.

Prerequisite: NRSG10001. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21665		Apr3	Aug11			FieldWork	\$193.20

**Critical Care Module 3 Cardiovascular Nursing****NRSG10002**

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21580		May10	Aug9			eLearn	\$359.10

**Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005**

Integrate knowledge and skills learned in the cardiovascular module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10002. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21666	Apr3	Aug11				FieldWork	\$193.20

**Special Needs Population In Critical Care Module 4 NRSG10035**

Learn how to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21584	May10	Aug9				eLearn	\$239.40

**Critical Care Module 5 Neurosciences NRSG10003**

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21582	May10	Aug9				eLearn	\$287.28

**Critical Care Module 5 (Neurosciences) - Clinical CLIN10006**

Apply knowledge and skills learned in the neurosciences module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10003. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21667	Apr3	Aug11				FieldWork	\$193.20

**Critical Care 6 Gastrointestinal and Genitourinary NRSG10004**

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21583	May10	Aug9				eLearn	\$311.22

**Critical Care Module 6 (GI/GU) - Clinical CLIN10007**

Use knowledge and skills learned in the GI/GU module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10004. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21668	Apr3	Aug11				FieldWork	\$64.40

## Nursing Education Initiative

Continuing Education tuition grants may be available for RNs and RPNs!

[www.rpnao.org](http://www.rpnao.org)

## Registered Nurse - First Assistant Certificate (921)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/rnfa](http://ce.mohawkcollege.ca/rnfa)

Program is comprised of independent study, part-time online, a full-time didactic component and a clinical internship. The didactic/laboratory practice component will be held in Hamilton. Accommodations will be your responsibility.

#### Admission Requirements

- Visit the website for admission requirements.



### PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRSG10039 RNFA Theory 1	39
NRSG10040 RNFA Theory 2	39
NRSG10041 RNFA Laboratory Practice	60
CLIN10046 RNFA Independent Internship	50
CLIN10042 RNFA Surgeon Mentored Internship	175

#### RNFA Laboratory Practice

#### NRSG10041 (SA)

Online coursework begins Apr 13 - you must register prior to this date. Participate in 4 days of interactive learning activities and skills labs (May 4-7). Stresses the expanded functions of the perioperative nurse preparing to assume RNFA intraoperative responsibilities for assisting at surgery. CMAS fees included. Dates subject to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21670	TH/FR SA/SU	Apr13	May7	4:00-10:00 7:00-5:00	4	FieldWork	\$911.40

#### RNFA Independent Internship

#### CLIN10046

Participate in 50 hours of clinical time in areas of clinics, pathology, radiology, infection control, and patient hospital/office visits. Prerequisite: NRSG10039 and NRSG10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21669	May8	Sep30				FieldWork	\$395.30

#### RNFA Surgeon Mentored Internship

#### CLIN10042

175 hours of surgical assisting in a surgeon mentored practice for perioperative nurses in the first assistant role. You must keep a log of surgeries you have assisted with and the clinical opportunities you have experienced. Progress will be monitored. Prerequisite: NRSG10039, NRSG10040 and NRSG10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21671	May8	Sep30				FieldWork	\$725.80



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

**Brittany - Perinatal Neonatal Nursing Student 2016**



## Registered Nurse - Occupational Health Nursing Certificate (875)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/occupationalhealthnursing](http://ce.mohawkcollege.ca/occupationalhealthnursing)

Prepare for practice as an Occupational Health Nurse in various employment settings. The courses will enhance the knowledge and skills of experienced Occupational Health Nurses and will assist with meeting the application qualifications for the Canadian Nurses Association Specialty Certificate Examination (COHN-C).

#### Admission Requirements

- Proof of current RN registration with the College of Nurses of Ontario.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSGOHN01	Occupational Health Nursing Intro	42
HSCIOHN02	Occupational Health and Surveillance	42
HSCIOHN03	Health and Safety Legislation	42
HSCIOHN04	Health and Safety Management	42
MGMT10020	Ergonomics and Disability Management for Occupational Health Nursing	42
HSCI10151	Health Assessment	42
HLTH10030	Health in the Workplace	42
WORKOHN05	Occupational Health Nursing Project	42

#### Occupational Health and Surveillance

HSCIOHN02

Understand the health effects of common hazardous chemical and physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions and medical surveillance. Develop an understanding of principles of occupational hygiene and exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22004	May9	Aug15				OntarioLearn	\$388.16

#### Health and Safety Legislation

HSCIOHN03

Introduces various health and safety legislation to assist you in the design and implementation of a health and safety program. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22005	May9	Aug15				OntarioLearn	\$388.16

#### 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
22002	May9	Aug15				OntarioLearn	\$388.16

#### 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. Online resource fee included. Equivalent to: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21961	May9	Aug15				OntarioLearn	\$469.16

#### Health in the Workplace

HLTH10030

Learn to develop, implement and evaluate health promotion and disease prevention programs and strategies in the workplace.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22003	May9	Aug15				OntarioLearn	\$388.16

#### Occupational Health Nursing Project

WORKOHN05

Apply the content of prior occupational health nursing courses in the development of a relevant project. Submit a written report on an activity or function which requires research, development, training education, revision or improvement in the field of occupational health nursing. All theory courses must be completed prior to the nursing project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22000	May9	Aug15				OntarioLearn	\$388.16

## Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses for Obstetrics

Graduation Requirement: 7 courses for Neonatal

[ce.mohawkcollege.ca/perinatalnursing](http://ce.mohawkcollege.ca/perinatalnursing)

On successful completion of each program you must apply for the Certificate in Perinatal Nursing and the Acknowledgement of Completion for the specific specialty.

Expand your knowledge and skills in Perinatal Nursing with an in-depth study of obstetrical/neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. Emphasis is on physiology, evidenced-based practice, research and nursing management. The Perinatal Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

#### Admission Requirements

- Proof of current RN registration with the College of Nurses of Ontario.

#### PROGRAM OF STUDIES

##### High Risk Obstetrics

Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation - Provider Certification	10
NRSG10049	Obstetrical Nursing 1 Advanced	35
NRSG10051	Obstetrical Nursing 2 Advanced	40
CLIN10002	Obstetrical Nursing 1 Clinical Experience	72
CLIN10003	Obstetrical Nursing 2 Clinical Experience	72

##### Neonatal

Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation	10
NRSG10045	Neonatal Nursing 1 Advanced	35
NRSG10043	Neonatal Nursing 2 Advanced	40
CLINNSCF2	Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4	Advanced Neonatal Nursing 2 Clinical Experience	72

**Perinatal Nursing 1****NRSG10055**

**ACCELERATED CRN!** Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Covers fertilization, embryological and fetal development, psychological & physiological adaptations to pregnancy, pregnancy risk assessment, prenatal education applying health teaching principles & the process of labour & delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21630	May10	Aug9				eLearn	\$279.30
22374	May10	Jun21				eLearn	\$279.30

**Perinatal Nursing Part 2****NRSG10056**

**ACCELERATED CRN!** Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21631	May10	Aug9				eLearn	\$279.30
22375	Jun28	Aug16				eLearn	\$279.30

**Neonatal Resuscitation-Provider Certification****HSCI10163**

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit [www.cps.ca/nrp/OnlineExam](http://www.cps.ca/nrp/OnlineExam) for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22035	SA	Apr1	Apr1	9:00-5:00	1	Classroom (IH)	\$217.49
22031	TU	Apr18	Apr18	9:00-5:00	1	Classroom (IH)	\$217.49
22032	FR	Jun30	Jun30	9:00-5:00	1	Classroom (IH)	\$217.49

**Obstetrical Nursing 1 Advanced****NRSG10049**

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring, abnormal labour, and perinatal bereavement. You are required to login to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual available on eLearn course home page. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21628	May10	Aug9				eLearn	\$279.30

**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: NRSG10049.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21629	May10	Aug9				eLearn	\$319.20

**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.). Prerequisites: HSCI10163 and NRSG10049. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21672	Apr3	Aug11				FieldWork	\$540.72

**Obstetrical Nursing 2 Clinical Experience****CLIN10003**

Integrate knowledge and skills learned in the Advanced Obstetrical Nursing 1 & 2 courses in a Level 3 (or Level 2+/equivalent) perinatal clinical setting. Prerequisites: NRSG10051 and HSCI10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21673	Apr3	Aug11				FieldWork	\$540.72

**Neonatal Nursing 1 Advanced****NRSG10045**

Examine nursing assessment and care of the moderately ill and/or preterm neonate. Includes preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21634	May10	Aug9				eLearn	\$279.30

**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. Class Dates June 1, 12, 22, July 7, 17. Prerequisite: NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22191	MO/TH/FR	Jun1	Jul17	9:00-4:00	5	Classroom (IH)	\$319.20

**Advanced Neonatal Nursing 1 Clinical Experience****CLINNSCF2**

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Clinical experience takes place in Level 2 perinatal nursing setting. Prerequisites: NRSG10045 and HSCI10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21674	Apr3	Aug11				FieldWork	\$540.72

**Advanced Neonatal Nursing 2 Clinical Experience****CLINNSCF4**

Integrate the knowledge and skills learned in Neonatal Nursing 2 Advanced in a Level 2+ or 3 neonatal intensive care setting. Prerequisites: NRSG10043 and CLINNSCF2 and HSCI10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21675	Apr3	Aug11				FieldWork	\$540.72

## Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/mentalhealthnursing](http://ce.mohawkcollege.ca/mentalhealthnursing)

Expertly designed for RNs and RPNs by Mental Health Nurses working in hospitals, education and communities, in alignment with the CFMHN Standards of Practice in Mental Health Nursing and based on Best Practices. Explore concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Healthcare Team

**Admission Requirements**

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HSCI10145	Advancements in the Mental Health System	40
HSCI10147	Introspective Practice	36
HSCI10148	Health Challenges	36
HSCI10149	Whole Person Assessment	36
HSCI10150	Interventions Supporting Recovery	36
CLIN10070	Clinical for Mental Health	40

**Introspective Practice****HSCI10147**

Use reflective practices to explore the impact of your values and beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Prerequisite: HSCI10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21586		May10	Aug9			eLearn	\$287.28

**Health Challenges****HSCI10148**

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health. Prerequisite: HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21585		May10	Aug9			eLearn	\$287.28

**Whole Person Assessment****HSCI10149**

Integrate refined interviewing skills with assessment tools to construct an understanding of your clients' health journey. Identify clients' ability based on data collected, using the multidisciplinary team approach. Compose a narrative of clients' personal, family, social and vocational life in partnership with clients. Prerequisite: HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21587		May10	Aug9			eLearn	\$287.28

**Clinical for Mental Health****CLIN10070**

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing in various community or hospital environments. A preceptored clinical experience. Clinical paperwork, information and assessments are housed on eLearn. All theory courses must be completed prior to clinical placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21656		Apr3	Aug11			FieldWork	\$322.00



## Registered Nurse/Registered Practical Nurse - Pediatric Nursing

**ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 7 courses**[ce.mohawkcollege.ca/pediatric-nursing](http://ce.mohawkcollege.ca/pediatric-nursing)

Expand your knowledge and skills in Pediatric Nursing. Provides an in-depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

**Admission Requirements**

- Proof of current RN/RPN registration with the College of Nurses of Ontario.



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**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
NRSG10057 Pediatric Nursing - Introductory	40
NRSG10066 Nursing Care of Children with Cardio/Respiratory Disorders	40
NRSG10067 Nursing Care of Children with GI & Metabolic Disorders	40
NRSG10068 Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	40
NRSG10069 Nursing Care of Children with Hematological, Oncological & Palliative Care Needs	40
NRSG10091 Nursing Care of Children with Altered Mental Function	40
CLIN10056 Nursing Clinical Practicum	30

**Nursing Care of Children with Cardio/Respiratory Disorders****NRSG10066**

Focus on care of pediatric patients with cardiorespiratory disorders, particularly in a community setting. Emphasis on pathology, medical and nursing management, medication administration and ongoing assessment. You must login to eLearn one week prior to the start date. Prerequisite: NRSG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21590		May10	Aug9			eLearn	\$319.20

**Nursing Care of Children with GI & Metabolic Disorders****NRSG10067**

Examine the pediatric population with gastrointestinal and metabolic disorders in a community context. Focus will be on pathophysiology, assessment, medical and nursing management. Factors to be considered are client and family communications, education, cultural and spiritual influences. Prerequisite: NRSG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21591		May10	Aug9			eLearn	\$319.20

**Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs****NRSG10069**

Examine the pediatric population with hematological, oncological problems and palliative care needs. Focus on pathophysiology, assessment, medical & nursing management. Consider client and family communication, education, cultural and spiritual influences. The community as a clinical setting is a major focus. Prerequisite: NRSG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21604		May10	Aug9			eLearn	\$319.20

**Nursing Care of Children with Altered Mental Function****NRSG10091**

Examine the pediatric population with alterations in mental health and developmental or learning disorders. Focus on pathophysiology, assessment, medical and nursing management in both acute and community settings. Factors considered are client and family communication, education, cultural and spiritual influences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21589		May10	Aug9			eLearn	\$319.20

**Pediatric Nursing Clinical Practicum****CLIN10056**

Apply knowledge and skills of pediatric nursing acquired from prior paediatric nursing modules in a preceptored clinical placement. Focus will be on provision of care to pediatric patients and their families in a community setting. All theory courses must be completed prior to clinical placement. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21569		Apr3	Aug11			FieldWork	\$241.50



## Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/maternalnewbornnursing](http://ce.mohawkcollege.ca/maternalnewbornnursing)

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women, newborns, and their families. Develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

**Admission Requirements**

- Proof of current RPN registration with College of Nurses of Ontario.



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## PROGRAM OF STUDIES

Mandatory Courses:			Hours
NRSG10055	Perinatal Nursing 1		35
NRSG10056	Perinatal Nursing 2		35
HSCI10163	Neonatal Resuscitation-Provider Certification		10
NRSGNSCA1	Perinatal RPN Maternal Care		35
NRSGNSCA2	Perinatal Newborn And Family Care (RPN)		35
CLIN10073	RPN Perinatal Nursing Clinical		84

## Perinatal Nursing 1

## NRSG10055

**ACCELERATED CRN!** Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Covers fertilization, embryological and fetal development, psychological & physiological adaptations to pregnancy, pregnancy risk assessment, prenatal education applying health teaching principles & the process of labour & delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21630	May10	Aug9				eLearn	\$279.30
22374	May10	Jun21				eLearn	\$279.30

## Perinatal Nursing Part 2

## NRSG10056

**ACCELERATED CRN!** Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21631	May10	Aug9				eLearn	\$279.30
22375	Jun28	Aug16				eLearn	\$279.30

## Neonatal Resuscitation-Provider Certification

## HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit [www.cps.ca/nrp/OnlineExam](http://www.cps.ca/nrp/OnlineExam) for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22035	SA	Apr1	Apr1	9:00-5:00	1	Classroom (IH)	\$217.49
22031	TU	Apr18	Apr18	9:00-5:00	1	Classroom (IH)	\$217.49
22032	FR	Jun30	Jun30	9:00-5:00	1	Classroom (IH)	\$217.49

## Perinatal Newborn And Family Care (RPN)

## NRSGNSCA2

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisite: NRSGNSCA1 and NRSG10055 and NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21617	May10	Aug9				eLearn	\$279.30

RPN Maternal, Newborn and Family Care  
Clinical Experience

## CLIN10073

Integrate knowledge and skills learned in RPN Maternal, Newborn and Family Care Theory courses in a Level 1 or 2 perinatal clinical setting (antenatal clinic, maternal child unit, nursery, L&D-observation only). Prerequisites: NRSGNSCA2 and HSCI10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21655	Apr3	Aug11				FieldWork	\$620.04



## Retirement Communities

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 7 courses

[ce.mohawkcollege.ca/retirement](http://ce.mohawkcollege.ca/retirement)



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

## Admission Requirements

- A degree, diploma or certificate in a relevant field.

## PROGRAM OF STUDIES

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

## Operational Overview in Long-term Care

## HLTH10110

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21992	May9	Aug15				OntarioLearn	\$432.16

Sales and Marketing in Long Term Care  
Management

## BUSN10093

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21994	May9	Aug15				OntarioLearn	\$432.16

Financial Management (Retirement Communities/Long  
Term Care)

## FINC10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21993	May9	Aug15				OntarioLearn	\$432.16

## Resident Centred Care

## HLTH10108

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21998	May9	Aug15				OntarioLearn	\$432.16



### Food Nutrition & Hospitality Management for Retirement

HLTH10109

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21999	May9	Aug15				OntarioLearn	\$432.16

### HR and Labour Relations in Retirement Communities Management

HRES10020

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21995	May9	Aug15				OntarioLearn	\$432.16

### Healthy Adult Aging

HLTH10220

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21997	May9	Aug15				OntarioLearn	\$432.16



### Rural and Remote Nursing

#### ACKNOWLEDGMENT OF COMPLETION

Completion Requirement: 5 courses

[ce.mohawkcollege.ca/ruralnursing](http://ce.mohawkcollege.ca/ruralnursing)

Learn how to practice health care tailored for rural and remote settings.

#### Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.



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#### PROGRAM OF STUDIES

Mandatory Courses:						Hours
NRSG10098	Rural and Remote Nursing: Provision of Chronic Disease Management					45
NRSG10097	Rural and Remote Nursing: Professional Conduct					45
NRSG10093	Rural and Remote Nursing: Primary Health Care					45
NRSG10095	Rural and Remote Nursing: Health Care for Indigenous People in Canada					45
NRSG10094	Rural and Remote Nursing: Foundations					45

### Rural and Remote Nursing: Health Care for Indigenous People in Canada

NRSG10095

Explore the meaning of culture and health as it relates to First Nations populations in rural and remote settings. Examine literature articulating the relationship between healthcare providers and First Nations peoples such as the effects of colonialism and residential schools. Includes issues of mental health, environmental effects, domestic violence and poverty.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21963	May9	Aug15				OntarioLearn	\$456.10



### Skin, Wound and Footcare Management

#### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 3 courses

[ce.mohawkcollege.ca/foot-care-program](http://ce.mohawkcollege.ca/foot-care-program)

Update and expand knowledge and skills related to footcare within scope of practice. Specialization increases potential to find employment working as footcare nurse or independently in a footcare business.

#### Admission Requirements

- Proof of current RN/RPN registration with College of Nurses of Ontario.

#### PROGRAM OF STUDIES

Footcare Completion Letter		Hours
NRSGHZPAE	Basic Footcare for RNs and RPNs	13
NRSG10059	Advanced Footcare for RNs and RPNs	18
Footcare Acknowledgement		
Completion of the 2 courses above plus:		
CLIN10058	Footcare Field Practicum	7
Skin and Wound Care Completion Letter		
Completion of the 3 courses above plus:		
HSCIHS127	The Management of Wounds	30

### Basic Footcare for RNs and RPNs

NRSGHZPAE

Focus on basic principles and skills in footcare. Purchase and complete the independent learning module at least 4 weeks before workshop date. Text & course manual available from Titles Bookstore at McMaster Hospital. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. Bring a towel and basin to class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21644	TH SA	May11	May13	6:30-9:30 9:00-4:00	2	Classroom (IH)	\$104.65

### Advanced Footcare for RNs and RPNs

NRSG10059

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21772	TH SA	Jun1	Jun10	6:30-9:30 9:00-4:00	4	Classroom (IH)	\$144.90

### Footcare Field Practicum

CLIN10058

Observe and implement footcare within scope of practice supervised by an experienced footcare nurse in a 7 hour clinical experience. Held at Idlwyld Manor in Hamilton. All footcare materials included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21648	TH	Jun29	Jun29	8:30-5:00	1	FieldWork	\$189.85

### The Management Of Wounds

HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to L1-Canadian Assoc. of Wound Care series. Bring text (available in McMaster Hospital, Room 1G) to first class. In class dates May 27, Jun 24, Jul 22, balance eLearn. Course manual available on specific course page in eLearn. Must bring proof of CNO registration to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21650	SA	May27	Jul22	9:00-5:00	5	Blended (IH)	\$241.50

## Victimology

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

[ce.mohawkcollege.ca/victimology](http://ce.mohawkcollege.ca/victimology)

Gain an understanding of victim rights, the roles of victim services, and the history of victimization from a victim centred focus.

#### Admission Requirements

- A degree, diploma or certificate in a relevant field.



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
LAWS10187	Victimology: Theoretical Perspectives	45
LAWS10188	Victims of Crime	45
LAWS10189	Victimization and The Law	45
<b>Option Group 1 - Choose 1:</b>		
LAWS10190	Violence Against Women	45
INDS10016	Aboriginal Peoples: Understanding and Reducing Victimization	30
LAWS10191	Victims and the Media	30
LAWS10192	Men as Victims	30
HSCI10203	Childhood Victimization	45
<b>Option Group 2 - Choose 1:</b>		
HSCI10204	Diversity and Victim Assistance	30
HSCI10205	Compassion Fatigue, Self-Care and Professional Practice	30
HSCI10206	Victimology: Assessment and Intervention	45
HSCI10207	Victim Assistance Services	45

#### Victimology: Theoretical Perspectives

LAWS10187

The majority of Canadians experience criminal victimization at some point in their lifetime. Explore the meaning of the concept "victim" through theoretical perspectives and case studies. Conduct critical analyses and examine research methods in the field of victimology. Examine victim classifications, communities as victims, the link between victimization and offending, and violence prevention strategies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22013	May9	Aug15				OntarioLearn	\$456.10

#### Victims of Crime

LAWS10188

Discover ways of ensuring that victims of crime are not further traumatized by the interventions designed to assist them. Examine the impact of various types of victimization including cybercrime, homicide, sexual assault, elder abuse, drunk driving, assault, intimate partner violence, globalization, human trafficking and fraud. Explore issues of grief, loss, trauma response and the costs associated with victimization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22014	May9	Aug15				OntarioLearn	\$456.10

#### Victimization and the Law

LAWS10189

Being a victim of crime thrusts a person into a number of legal systems. Critically examine legal systems from a victims' perspective. Focus on the criminal and family law systems and how they intersect. Relevant legislation and recommendations from inquests and inquiries are examined. Restorative justice and victim rights are explored through discussion and case studies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22016	May9	Aug15				OntarioLearn	\$456.10

#### Aboriginal Peoples: Understanding and Reducing Victimization

INDS10016

Aboriginal people are overrepresented both as victims and offenders. Explore the impact of the residential schools, effects of colonialism on traditional values and culture, and structural victimization. Critically examine and assess Canada's principal approaches to addressing victimization and offending by and against Aboriginal peoples.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22020	May9	Aug15				OntarioLearn	\$336.40

#### Childhood Victimization

HSCI10203

**NEW!** Childhood victimization can have long-term negative impacts and shape the way a person views the world and those surrounding them. Examine short and long-term effects of childhood victimization and gender related issues. Common myths are explored regarding children's symptoms and the effects of childhood victimization. Gain an understanding of criminal and child welfare investigations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22196	May9	Aug15				OntarioLearn	\$456.10

#### Compassion Fatigue, Self-Care and Professional Practice

HSCI10205

Working with victims of crime is a demanding profession. Learn the principles of debriefing, self-care and stress management. Reflective activities and in-class discussions enable an understanding of personal strengths and limitations and develop and critique personal strategies for managing occupational stress. Special attention is given to working within professional guidelines and to the creation of individual plans for professional development.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22027	May9	Aug15				OntarioLearn	\$336.40

#### Diversity and Victim Assistance

HSCI10204

Develop the knowledge and skills required to provide culturally competent services to victims. Explore the dynamics of difference from a personal and professional perspective. Emphasis is given to marginalized and minoritized populations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22026	May9	Aug15				OntarioLearn	\$336.40

#### Men as Victims

LAWS10192

Men are more likely to be victims of stranger assaults. Explore the unique issues of men's experiences when victimized by crime. Masculinity theory is discussed and the victim offender continuum is examined. Response to and reporting of crimes is analyzed. Through discussions, examination of case studies and lectures, demonstrate an understanding of the victimization of men.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22025	May9	Aug15				OntarioLearn	\$336.40

#### Victim Assistance Services

HSCI10207

**NEW!** Victim service professionals are required to collaborate with service agencies to plan, deliver and evaluate victim service programs and initiatives. Research and identify the vast array of community, provincial and national services, including financial remedies, counselling, mental health, medical and addiction services. Learn to facilitate interagency communication and multidisciplinary case management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22195	May9	Aug15				OntarioLearn	\$456.10

#### Victimology: Assessment and Intervention

HSCI10206

Victim assistance workers must be able to plan and implement skills and techniques aimed at the prevention of crime and healing of victims. Understand the theoretical basis and practice of victim service interventions. Through lectures, class discussions and role play, learn to conduct threat assessments, triage, facilitation, mediation, negotiation, and non-violent crisis intervention.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22028	May9	Aug15				OntarioLearn	\$456.10

**Victims and the Media****LAWS10191**

Crime is frequently reported and sensationalized in the media. Through a review of current events, evaluate the role, and become sensitized to the impact, of the media in the lives of victims, paying particular attention to privacy issues. Develop media research, communication and public relations skills to effectively advocate for victims' issues in the media.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22023	May9	Aug15				OntarioLearn	\$336.40

**Violence Against Women****LAWS10190**

Learn theory and practical skills essential to assist women who are victims of violence. Examine historical and social perspectives of violence against women; issues of power and authority within a feminist theoretical framework; different forms of violence against women, such as sexual violence and femicide; and women's varied experiences of violence (as impacted by race, class, sexual orientation, ability and age).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22018	May9	Aug15				OntarioLearn	\$456.10

**Ward Clerk Certificate (163)**

See page 32 for information on this program.

**Working with Dementia Clients - Multidiscipline Certificate (138)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/dementiastudies](http://ce.mohawkcollege.ca/dementiastudies)

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

**Admission Requirements**

- Approved certificate in Health Science or Human Services within Canada.



Turn to  
page 2 for  
contacts

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
COMM10335	Communication and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities 1	24
CLINDEM05	Clinical Field Placement With Clients	60
Options - Choose 1:		
HSCIGER10	The Study of Aging - Introduction	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
HSCIHA69	Palliative Care-Introduction	40

**Palliative Care-Introduction****HSCIHA69**

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
21616	May10	Aug9				eLearn	\$319.20

**The Study Of Aging - Introduction****HSCIGER10**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21989	May9	Aug15				OntarioLearn	\$292.40

**Clinical Field Placement With Clients****CLINDEM05**

Apply the skills learned in Dementia theory courses in a clinical setting.

Prerequisites: COMM10335, COMM10336, HMNSDEM03 and LAWSDEM04.

**YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 98.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21654	Apr3	Aug11				FieldWork	\$461.40

**Preclinical and Clinical Information for Health and Nursing Students****Preclinical Requirements**

Continuing Education Health and Nursing students wishing to complete clinical courses must successfully complete a number of preclinical requirements in the term prior to registering for a clinical course. You will register for the appropriate preclinical course and then login to Elearn to access PrePlacement clearance. There you will find all the information needed to complete the Preclinical requirements.

**Preplacement/Clinical Service****HLTH10223**

To meet all the requirements for placement and clinical.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22029	Apr 1	Aug31				eLearn	\$101.00
22030	Jul1	Nov30				eLearn	\$101.00

**Clinical Requirements**

Each clinical placement will have a variety of requirements that must be met prior to the student attending the clinical site. These will include:

- successful completion of all theory courses
- completion of Preplacement/Clinical Service course (HLTH10223)

**NOTES:**

- You must complete and submit your clinical application prior to the term in which you plan on completing the clinical
- At times, due to excessive placement demands on agencies, placements may not be achievable in the term requested
- Failure to attend clinical placement after confirmation will result in a fee of \$150**
- Exclusion from clinical may be approved via the PLAR process. Contact the PLAR Office at 905-575-2395 or [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca)

**Visit your program webpage for more information!**

or contact us by email

[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)

## Working with the Aged - Multidiscipline Certificate (019)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawcollege.ca/gerontology](http://ce.mohawcollege.ca/gerontology)

Designed for those who wish to pursue formal studies in aging. Gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process.

#### Admission Requirements

- Completion of a certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA).



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIGER10	The Study Of Aging - Introduction	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects Of Aging	30
LAWSGER51	Legal And Ethical Issues Related To Aging	30
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 1:		
COMM10336	Exploring Dementia Care	24
COMM10035	Communication and Interpersonal Skills	24
HMNSDEM03	Caregiving Skills	24
HSCIHZA69	Palliative Care-Introduction	40

Courses are integrated with the Gerontology - Multidiscipline (037) Certificate. See page number 85.

### OTHER COURSES

## CPR and First Aid Certification

[ce.mohawcollege.ca/cpr-first-aid](http://ce.mohawcollege.ca/cpr-first-aid)

Additional courses requested by special interest groups can be accommodated.



### C.P.R. 'C'/AED Recertification - Health Care Provider Level

HSC10087

Skills needed to recognize and respond to cardiovascular emergencies. This Red Cross training includes using an automated external defibrillator. Designed for Health Professionals who have a previous CPR Level 'C' certification, within the last 12 months. No refunds or transfers after course end date. CPR book & pocket mask included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21948	TU	Apr4	Apr4	5:00-9:00	1	Classroom (IH)	\$60.74
21934	TH	Apr20	Apr20	5:00-9:00	1	Classroom (FF)	\$60.74
21949	TU	May2	May2	5:00-9:00	1	Classroom (IH)	\$60.74
21935	TH	May18	May18	5:00-9:00	1	Classroom (FF)	\$60.74
21950	TU	May30	May30	5:00-9:00	1	Classroom (IH)	\$60.74
21937	TH	Jun15	Jun15	5:00-9:00	1	Classroom (FF)	\$60.74
21951	TU	Jun27	Jun27	5:00-9:00	1	Classroom (IH)	\$60.74
21938	TH	Jul13	Jul13	5:00-9:00	1	Classroom (FF)	\$60.74
21952	TU	Jul25	Jul25	5:00-9:00	1	Classroom (IH)	\$60.74
21939	TH	Aug10	Aug10	5:00-9:00	1	Classroom (FF)	\$60.74
21953	TU	Aug22	Aug22	5:00-9:00	1	Classroom (IH)	\$60.74

### C.P.R. 'C'/AED - Health Care Provider Level

HSC10086

Skills needed to recognize and respond to cardiovascular emergencies. This Red Cross training includes using an automated external defibrillator. No refunds or transfers after course end date. CPR book & pocket mask included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21954	TH	Apr13	Apr13	5:00-10:30	1	Classroom (IH)	\$96.62
21916	TU	Apr25	Apr25	5:00-10:30	1	Classroom (FF)	\$96.62
21922	TH	May11	May11	5:00-10:30	1	Classroom (IH)	\$96.62
21918	TU	May23	May23	5:00-10:30	1	Classroom (FF)	\$96.62
21933	TH	Jun8	Jun8	5:00-10:30	1	Classroom (IH)	\$96.62
21923	TU	Jun20	Jun20	5:00-10:30	1	Classroom (FF)	\$96.62
21936	TH	Jul6	Jul6	5:00-10:30	1	Classroom (IH)	\$96.62
21928	TU	Jul18	Jul18	5:00-10:30	1	Classroom (FF)	\$96.62
21940	TH	Aug3	Aug3	5:00-10:30	1	Classroom (IH)	\$96.62
21930	TU	Aug15	Aug15	5:00-10:30	1	Classroom (FF)	\$96.62
21946	TH	Aug31	Aug31	5:00-10:30	1	Classroom (IH)	\$96.62

### Standard First Aid, C.P.R. 'C'/AED

HSC10088

Health Care Provider Level. Complete intensive training, according to Red Cross Standards, WSIB (ON) approved. Designed to meet training requirements of community or industry personnel. A prerequisite for many college entry programs (e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, CYC, ES, Fire Fighters, etc.). First Aid Valid for 3 years. CPR valid for 1 year. Note: No refunds or transfers after course start date. Book & pocket mask included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21955	SA/SU	Apr8	Apr9	9:00-5:00	2	Classroom (IH)	\$115.00
21941	SA/SU	Apr22	Apr23	9:00-5:00	2	Classroom (FF)	\$115.00
21956	SA/SU	May6	May7	9:00-5:00	2	Classroom (IH)	\$115.00
21942	SA/SU	May27	May28	9:00-5:00	2	Classroom (FF)	\$115.00
21957	SA/SU	Jun10	Jun11	9:00-5:00	2	Classroom (IH)	\$115.00
21943	SA/SU	Jun24	Jun25	9:00-5:00	2	Classroom (FF)	\$115.00
21944	WE/TH	Jun28	Jun29	9:00-5:00	2	Classroom (FF)	\$115.00
21958	SA/SU	Jul8	Jul9	9:00-5:00	2	Classroom (IH)	\$115.00
21945	SA/SU	Jul22	Jul23	9:00-5:00	2	Classroom (FF)	\$115.00
21959	SA/SU	Aug12	Aug13	9:00-5:00	2	Classroom (IH)	\$115.00
21947	SA/SU	Aug26	Aug27	9:00-5:00	2	Classroom (FF)	\$115.00

## Health

[ce.mohawcollege.ca/health-nursing](http://ce.mohawcollege.ca/health-nursing)



### Arrhythmia Interpretation

HLTH10229

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management. Prerequisite: Must be a Health Care Professional (RN, RPN, Paramedic, Pharmacy Tech, nursing student, etc.). Equivalent to: NRS10060. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21979		May9	Aug15			OntarioLearn	\$336.40

### Basic Blood Collection

MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21841	SA	Apr29	May13	9:00-5:00	3	Classroom (IH)	\$169.05



**Health Informatics Impact on Clinical Practices** **HLTH10254**

Focus on the impact, and gain an appreciation, of health informatics and clinical technologies on the quality of life of patients and their caregivers. Analyze the lives of individuals living with significant disabilities and how HI and clinical technologies impact their lives. Identify ethical issues that arise through the use of various clinical technologies. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21983	May9	Aug15				OntarioLearn	\$432.16

**Hospital Procedures** **HSCI10211**

**NEW!** Gain a fundamental understanding of the hospital environment and the health care system. Theory and practice of the "nursing unit clerk" responsibilities and duties concerning the patient's chart and transcription of physician's orders. Personal and professional skills, confidentiality in the workplace and the "Protection of Personal Health Information Act" are also examined. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22199	May9	Aug15				OntarioLearn	\$456.10

**Human Anatomy and Physiology** **HSCI10027**

Study the human body and apply your knowledge during online discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to: Health Sciences I (HSCIPNB11). 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21988	May9	Aug15				OntarioLearn	\$511.25

**Introduction to Health** **HSCI10209**

Designed to introduce health care concepts by examining the interrelationships between individual, community and international health care, the role stress plays in health, the impact of lifestyle and the environment on health, and alternative and complementary health care. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21982	May9	Aug15				OntarioLearn	\$456.10

**Mental Health in Society** **HLTH10255**

Focuses on a multi-disciplinary examination of the ways in which mental health and addiction is viewed by society and how these perceptions influence society's response to the practical and socio-political aspects of mental illness. Examine personal attitudes, societal myths, and stereotypes related to mental illness and addiction. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21987	May9	Aug15				OntarioLearn	\$432.16

**Mental Health Introduction** **HLTH10016**

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21986	May9	Aug15				OntarioLearn	\$412.10

**Nutrition for Fitness and Health Promotion** **HLTH10252**

Introduces human nutrition. Review basic dietary recommendations and needs. Includes the impact of age, illness, physical activity and social attitudes on food and eating behaviours. Issues including food supply, safety and counselling are discussed. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21974	May9	Aug15				OntarioLearn	\$432.16

**Patient Navigator-Fundamentals** **HLTH10242**

Investigate the fundamental principles of patient navigation, role, responsibilities and historical context. Focus on supporting patients with information and resources for basic needs to assist them in identifying their healing goals and moving positively toward them. Theoretical models are highlighted to enhance understanding of the comprehensive needs of patients and their adjustment to their personal health situation. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21962	May9	Aug15				OntarioLearn	\$456.10

**Preparatory Biology** **BIOL10006**

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21985	May9	Aug15				OntarioLearn	\$484.81

**Processing of Physicians' Orders** **HLTH10243**

Learn to demonstrate appropriate processing skills for the completion of physicians' orders. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21984	May9	Jul11				OntarioLearn	\$336.40

**Restorative Care in a Long Term Care Setting** **HSCI10212**

**NEW!** Understand the fundamentals of restorative care in a long-term setting, including its design, implementation and evaluation. Examine approaches to aid in the development, implementation and/or supervision of a restorative care program. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22200	May9	Aug15				OntarioLearn	\$432.16

**Nursing**

[ce.mohawkcollege.ca/health-nursing](http://ce.mohawkcollege.ca/health-nursing)

**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. Online resource fee included. Equivalent to: NRSRG10084 or NRSRGH2215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21961	May9	Aug15				OntarioLearn	\$469.16

**Pharmacology Theory Review for Nurses** **NRSRG10096**

Review and update the skills and knowledge of the RN/RPN in the area of pharmacology and medication administration. Emphasis is placed on the knowledge of drug groups, both traditional and non-traditional such as natural herbs, in terms of actions, uses, adverse reactions, special considerations, and application of the nursing process. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21981	May9	Aug15				OntarioLearn	\$384.28

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

Let us know at [ce.mohawkcollege.ca/ideas](http://ce.mohawkcollege.ca/ideas)

# Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

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### CREDENTIALLED PROGRAMS

#### Cake Decorating

##### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/cake-decorating](http://ce.mohawkcollege.ca/cake-decorating)



##### Admission Requirements

- Some manual dexterity is required for the use of sharp tools.

##### PROGRAM OF STUDIES

Mandatory Courses:		Hours
CULIGI737	Cake Decorating 1	15
CULIGI738	Cake Decorating 2	15
CULIGI739	Cake Decorating 3	15
CULI10081	Cake Decorating 4	15

#### Cake Decorating 1

CULIGI737

Learn the fundamentals of decorating cakes and cupcakes. Receive hands-on instruction in levelling, filling, smoothing and combing cakes. Learn and practice the essential skills for decorating - piping techniques, flowers and much more. List of supplies will be covered in the first class. Supply costs of approx. \$95 are the responsibility of the participant. Some supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22447	TH	Apr20	May18	6:30-9:30	5	Classroom (FF)	\$135.75

#### Cake Decorating 2

CULIGI738

Create beautiful royal icing flowers, lily nail flowers, flood work, basket weave design and more. Supply costs of approx. \$40 are the responsibility of the participant. Some supplies included. Prerequisite: CULIGI737.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22452	TH	May25	Jun27	6:30-9:30	5	Classroom (FF)	\$135.75

#### Cake Decorating 3

CULIGI739

Introduces the wonderful world of decorating with fondant. Use fondant for covering cakes as well as modelling flowers, bows and other adornments to be used on cakes, cupcakes and cookies. Stacking and tiering of cakes will also be covered. Supply costs of approx. \$50 are the responsibility of the participant. Some supplies included. Prerequisite: CULIGI738.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22455	TH	Jun29	Jul27	6:30-9:30	5	Classroom (FF)	\$135.75

**Cake Decorating 4****CULI10081**

Discover the versatility of using ready-made gum paste to create figures and realistic to nature flowers quite often seen on designer wedding cakes. Create an assortment of wired flowers including roses, lilies, hydrangea, orchids, leaves, etc. and learn to apply the flowers to cakes. Supply costs of approx. \$65 are the responsibility of the participant. Some supplies included. Prerequisite: CULIG1739.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22456	TH	Aug3	Aug31	6:30-9:30	5	Classroom (FF)	\$135.75

**Culinary Skills - Introduction****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirements: 4 courses**[ce.mohawkcollege.ca/culinary](http://ce.mohawkcollege.ca/culinary)

Every great chef has a repertoire of knowledge from which to draw - this is your chance to learn from a pro! Whether you're just beginning to cook, or looking for a thorough refresher of the basics, these hands-on courses will have you cooking comfortably in no time and have been designed to build up your kitchen repertoire so you become a great home chef. Your journey starts with the fundamentals and continues to more advanced techniques which lead to creating spectacular dishes with a gourmet touch. Topics include knife skills, a wide range of cooking techniques, food safety and handling, plating and presentation techniques.

**Admission Requirements**

- Some manual dexterity is required for the use of sharp tools.

Turn to  
page 2 for  
contacts**PROGRAM OF STUDIES****Option Group 1 - Choose 3:****Hours**

CULI10069	Cooking Fundamentals	24
CULI10070	Cooking Fundamentals - The Next Step	24
CULI10079	Fast Family Food at Home	24
CULI10071	Fundamentals of Gourmet Dining	24
CULI10078	Weekend Cooking Family Favourites	24
CULI10080	A Dip In The Mediterranean	24

**Option Group 2 - Choose 1:**

CULI10072	Fish and Seafood	12
CULI10074	French Farm House Cookery	12
CULI10073	Creole and Cajun Cooking	12
CULI10077	Pub Favourites At Home	12

Bring a sharp "chef's" knife, hand towel, containers and apron to all courses.

**Cooking Fundamentals****CULI10069**

Join an expert chef and start your culinary journey by learning basic cooking skills. Instruction will be given on proper knife skills and handling, various cooking techniques and food presentation. Gain a new perspective on how to look at recipes to create savoury dishes that will impress family and friends. Food costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22431	TU	Apr18	May23	6:00-10:00	6	Classroom (FF)	\$248.20

**Cooking Fundamentals - The Next Step****CULI10070**

Learn from a professional chef! Discover advanced methods (classic and modern) of food preparation & presentation. Covers simple to complicated dishes & creative plating methods. Become a food enthusiast and confidently make existing recipes into your own "signature dish" without relying on written recipes. Food costs included. Prerequisite: CULI10069 or equivalent. Food costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22436	TU	May30	Jul4	6:00-10:00	6	Classroom (FF)	\$248.20

**Creole and Cajun Cooking****CULI10073**

Spice up your culinary repertoire with an expert chef! Learn secrets of creating delicious Creole and Cajun inspired dishes in this hands-on course. Discover many national influences that are part of this cuisine. Using the essential ingredients; soups, vegetables, main dishes and desserts will be visited. Bring a sharp knife, apron and containers. Food costs included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22438	WE	May31	Jun21	6:30-9:30	4	Classroom (FF)	\$151.60

**A Dip In The Mediterranean****CULI10080**

Join our expert chef for a culinary exploration of the great food cultures of southern Europe. We will be visiting France, Spain, Italy, Turkey and Greece to experience a hands-on introduction and taste some of the world's best cuisines. Food costs included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22440	WE	Apr19	May24	6:00-10:00	6	Classroom (FF)	\$248.20

**Floral Techniques - Basic Certificate (805)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 7 courses**[ce.mohawkcollege.ca/floral](http://ce.mohawkcollege.ca/floral)Turn to  
page 2 for  
contacts

Explore the principles and practices of floral design including form, technique, composition, colour, plant identification and care and handling. Learn to create floral arrangements for any occasion with creative expression and originality.

**Admission Requirements**

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

**PROGRAM OF STUDIES****Mandatory Courses:****Hours**

FLORFC001	Techniques And Color Harmonies Basic	30
FLORFC004	Materials For Designs	30
FLORFC005	Designing With Exotics	30
FLORFC002	Wedding Work And Special Occasion	36
FLORFC003	Special Floral Tributes	30
FLORFC205	Style Trends In Design	30
FLORFC006	Special Design Workshop	30

Cost of materials is your responsibility.

**Materials For Designs****FLORFC004**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22509	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

**Wedding Work and Special Occasion****FLORFC002**

Focus on bridal bouquets, corsages, boutonnières, church and reception pieces. Fresh and artificial floral materials will be used. Kit available. Prerequisite: FLORFC004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23064	WE	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	\$289.80





## Home Renovation For Women (Men Welcome)

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

[ce.mohawkcollege.ca/homerenow](http://ce.mohawkcollege.ca/homerenow)



Join us in these courses which are of interest to home renovators, apartment superintendents and townhouse maintenance committees. Emphasis on what you can do and when to call in the experts.

PROGRAM OF STUDIES		
Options - 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
CREA10135	Painting and Decorating	12
BLDG10121	Bathrooms	12
BLDG10088	Build a Bench	12
BLDG10087	Furniture Refinishing	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion.

### Basic Electrical

ELEC10123

Join an expert electrician to learn how to plan a rewiring, upgrading, and add-ons, according to code. Learn when an electrician and an inspection is a MUST. Material costs included in fee. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22525	SA/SU	May27	May28	8:30-2:30	2	Classroom (SC)	\$126.60

### Basic Maintenance

BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let us show you step by step how to get the job done. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22866	WE	Jun7	Jun28	6:30-9:30	4	Classroom (SC)	\$126.60

### Basic Plumbing

BLDG10072

Learn how to maintain and improve all your basic plumbing! We will show you how to save \$\$\$ by knowing what to look for. Step-by-step instructions from fixing a leaky faucet to installing a toilet and everything in between. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22863	SA/SU	Jun24	Jun25	8:30-2:30	2	Classroom (SC)	\$126.60

### Bathrooms

BLDG10121

**NEW!** Explore ideas and concepts for refinishing and/or renewing your bathroom. Includes design, assembling and hanging cabinets, hardware and tiling. Material costs included in fee. NOTE: does not cover plumbing see BLDG10072.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23031	TU	Jun27	Jul18	6:00-9:00	4	Classroom (SC)	\$126.60

### Flooring And Mouldings

BLDG10086

Practical hands-on instruction for installing flooring, from hardwood to ceramic tile. Learn about styles, colours, patterns and textures and get tips on measuring, layout and installation. Includes mouldings from baseboards, crown, rail and wainscoting. Material costs included in fee. Safety glasses required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22715	SA	Jun3	Jun10	8:30-2:30	2	Classroom (SC)	\$126.60

### Kitchens

BLDG10074

Discover the "ins and outs" of refinishing and/or renewing your kitchen. Includes design, assembling and hanging cabinets, hardware and tiling a backsplash. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22880	TU	May30	Jun20	6:30-9:30	4	Classroom (SC)	\$126.60

### Painting and Decorating

CREA10135

Hands-on instruction on painting like a professional! Learn a variety of finishes and techniques. Discover wallpapering, staining wood and the tools that will make your project faster and easier. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22519	TU	May2	May23	6:30-9:30	4	Classroom (SC)	\$126.60

### Tools and How to Use Them

BLDG10075

Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Covers tool maintenance and safety. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22881	WE	May3	May24	6:30-9:30	4	Classroom (SC)	\$126.60

## Horticulture - Plant Identification Certificate (846)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/horticulture](http://ce.mohawkcollege.ca/horticulture)



Prepare for a career change, or enhance your interest in plant materials used in the nursery, commercial, and residential landscape. Study the features and cultural requirements of a broad range of plant materials.

### Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HORTHOR01	Fundamentals Of Horticulture	36
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers And Vines	36
HORTHOR06	Annuals, Perennials, Bulbs	36

Extra costs for field trips may be incurred depending on their location.

### 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
23032	WE	Apr26	Jul12	6:30-9:30	12	Classroom (SC)	\$289.80



**Fundamentals Of Horticulture****HORTHOR01**

Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature. Supply fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22973	TH	Apr27	Jul13	6:30-9:30	12	Classroom (FF)	\$289.80

**Interior Decorating Certificate (178)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 13 courses

[ce.mohawkcollege.ca/interiordecorating](http://ce.mohawkcollege.ca/interiordecorating)


Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge. Courses are recognized by the Canadian Decorators' Association (CDECA).



Turn to page 2 for contacts

**Admission Requirements**

- Successful completion of Senior Secondary School English or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
CREAHF215	Colour Principles	30
CREAHF205	Design Principles	30
TDRWHF203	Basic Drafting	30
METRHF230	Estimating	30
TEXT10029	Fabric For Interiors	30
CREA10029	Residential Lighting	30
CREA10034	Understanding Floors and Furniture	30
CREA10030	Soft Furnishings and Window Treatments	30
CREA10031	Accessorizing the Home	30
CREA10033	Creative Design Presentations	30
CREAHF240	Interior Design Studio	30
Options - Choose 2:		
CREA10036	Creative Paint Techniques	30
CADM10014	3D Computer Drafting	30
CREA10035	Kitchen and Bathroom Concepts	30
SBMG10001	Business Strategies for Interior Decorators	30
CREA10179	Hand Rendering Interior Design	30

**Accessorizing the Home****CREA10031**

Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215 and CREAHF205 and TDRWHF203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22427	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$241.50

**Colour Principles****CREAHF215**

Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies will be discussed on the first night.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22421	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$241.50

**Creative Design Presentations****CREA10033**

Learn professional techniques for creating sample boards, retail window displays and effective written presentations to promote your design concepts. Gain knowledge, skills and confidence by completing practical exercises, lectures, presentations and assignments. Completion of this course near the beginning of the program is strongly recommended. Prerequisite: CREAHF215 and CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22420	MO	Apr17	Jun26	6:30-9:30	10	Classroom (FF)	\$241.50

**Estimating****METRHF230**

Learn to estimate and measure for flooring, fabrics and finishes used in today's interiors. Prerequisite: CREAHF215 and CREAHF205 and TDRWHF203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22430	MO	Apr17	Jun26	6:30-9:30	10	Classroom (FF)	\$241.50

**Fabric For Interiors****TEXT10029**

Explore the fascinating world of decorative textiles, with emphasis on weave, fabric content and appropriate end uses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22425	WE	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	\$241.50

**Soft Furnishings and Window Treatments****CREA10030**

Discover how different drapery treatments, accessories and accents add the perfect finishing touches to a well-designed interior. Prerequisite: METRHF230.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22417	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

**Landscape Design Certificate (080)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/landscapedesign](http://ce.mohawkcollege.ca/landscapedesign)


Turn to page 2 for contacts

Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills.

**Admission Requirements**

- Successful completion of senior secondary school English or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HORTHOR01	Fundamentals Of Horticulture	36
HORTLA010	General Plant Identification	36
HORTLA009	Botany For Horticulture	36
HORTLA001	Landscape Design 1	36
HORTLA007	Landscape Design II	36
HORTLA008	Landscape Design III	36
Options - Choose 1:		
CADMCAD06	AutoCAD - Introduction	45
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers And Vines	30
HORTHOR06	Annuals, Perennials, Bulbs	30
HORT10047	Holistic Plant Health Care and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

**NOTES:**

- It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.
- If you are planning to use the Horticulture Certificate instead of taking HORTLA010 (General Plant ID), you must apply for an exemption for HORTLA010 before applying for the Landscape Design Certificate.

CADMCAD06 is offered on page 125.

**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
23032	WE	Apr26	Jul12	6:30-9:30	12	Classroom (SC)	\$289.80

**Fundamentals Of Horticulture****HORTHOR01**

Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature. Supply fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22973	TH	Apr27	Jul13	6:30-9:30	12	Classroom (FF)	\$289.80

**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
22969	TU	Apr25	Jul11	6:30-9:30	12	Classroom (SC)	\$289.80

**Professional Bartending****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses

[ce.mohawkcollege.ca/bartending](http://ce.mohawkcollege.ca/bartending)



Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

**Admission Requirements**

- You must be 19 years of age or older.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HOSPFB107	Mixology	36
HOSP10010	Be A Professional Server	18
HOSPFB008	Smart Serve Certification Course	4
HOSPFB004	Wine Appreciation 1	30
HOSPFB005	Wine Appreciation 2	30

Smart Serve Certification is mandatory for alcohol servers in Ontario.

**Important information regarding in-class alcohol consumption**

Under a regulation of the Highway Traffic Act, there is a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under. Students registered in courses that include alcohol, who hold a novice license or are 21 years or under must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

**Mixology****HOSPFB107**

Master the art and science of mixing cocktails for restaurant, bar, catering and banquet facilities in compliance with standards found in Hospitality Beverage Operations. Tasting and practice sessions are included. Liquor/product costs are included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22534	MO	Apr24	Jul24	6:30-9:30	12	Classroom (FF)	\$364.80

**Smart Serve Certification Course****HOSPFB008**

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Manual cost included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22578	SA	Apr22	Apr22	9:30-1:30	1	Classroom (FF)	\$62.93
22583	TU	May9	May9	6:00-10:00	1	Classroom (FF)	\$62.93
22586	SA	May27	May27	9:30-1:30	1	Classroom (FF)	\$62.93
22602	SA	Jun3	Jun3	9:30-1:30	1	Classroom (FF)	\$62.93

**Wine Appreciation 1****HOSPFB004**

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Bring 6 wine glasses to each class. Included in the fee are the WCO Manual, wine costs and, upon successful completion, the Wine Council of Ontario Certificate of Merit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22515	TU	Apr25	Jul11	6:30-9:30	10	Classroom (FF)	\$391.50

**Sustainable Local Foods Certificate (937)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/sustainable](http://ce.mohawkcollege.ca/sustainable)



Learn about the need for sustainable local foods in this online program. Understand the production, processing, preparation, procurement and distribution of sustainable local foods.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
CUL10085	Food Sector & Food Justice in Canada	45
CUL10086	Between Farm and Table	45
HLTH10262	Urban Agriculture, Community Gardens, Food Secure Cities	45
HLTH10263	Sustainable Farming: Principles & Practices	45
HLTH10264	Food Systems Trends & Policy in Canada Today	45
HORT10021	Field to Fork: Introduction to Local and Global Food Systems	45

**Field to Fork: Introduction to Local and Global Food Systems****HORT10021 (E)**

Consider opportunities and challenges for making food system changes at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22852		May9	Aug15			OntarioLearn	\$456.10

**Food Security & Food Justice in Canada****CUL10085**

Study causes and consequences of urban and rural food insecurity across Canada. Struggle with the tensions between short-term stop gaps and long-term food justice solutions. Bring these realities to life by doing research or field work for a food security organization in your region.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22851		May9	Aug15			OntarioLearn	\$456.10

## Urban Agriculture, Community Gardens, Food Secure Cities

HLTH10262

Study the exciting urban agriculture projects and policies that are currently transforming the landscape, building community, and creating food security in Canadian cities. From schoolyard and rooftop gardens to urban CSA (community supported agriculture) farms and greenhouse.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23042	May9	Aug15				OntarioLearn	\$456.10



## Tea Sommelier

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

[ce.mohawkcollege.ca/tea](http://ce.mohawkcollege.ca/tea)

In collaboration with the Tea Association of Canada, these courses have been designed for individuals wishing to enter the distinguished world of a Tea Sommelier or for those who simply want to enhance their enjoyment of tea. Students become familiar with a variety of different teas and regions and begin to identify their distinct aroma and flavour. Cupping procedures, tasting methodology, grading standards, industry terminology are introduced through the hands-on tasting component of the courses. Developing tea menus for retail and food service settings, from retail to service industries will be covered.



Tea Association of Canada  
Association du Thé du Canada

Upon completion of the courses, students will have the opportunity to write the competency exam through the Tea Association of Canada for certification as a Tea Sommelier.



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contacts

### PROGRAM OF STUDIES

Mandatory Courses:	Hours
HOSP10019 Introduction to Tea - Tea 101	12
HOSP10020 Regions of the World - Tea 102	18
HOSP10021 Tea Sensory Development - Tea 103	18
HOSP10022 Tea Types - Tea 104	18
HOSP10023 From Bush to Cup - Tea 105	18
HOSP10024 Preparation, Consumption & Health - Tea 106	18
HOSP10025 Menu Design and Food Pairing - Tea 107	18
HOSP10026 The Business of Tea - Tea 108	18

### Introduction to Tea - Tea 101

HOSP10019

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards used in the industry. Designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance your enjoyment of tea. The basics of tea terminology and proper cupping techniques will be covered. Product costs included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22500	FR	Apr21	May12	6:30-9:30	4	Classroom (FF)	\$124.10

### Regions of the World - Tea 102

HOSP10020

In the world, millions of people enjoy drinking tea. Examine in detail the principal tea-growing regions of the world. Develop a fundamental understanding of tea - its evolution and its influence on culture and world events. Students will taste and evaluate teas that are representative of each region. Prerequisite: HOSP10019. Product costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22505	FR	May26	Jun30	6:30-9:30	6	Classroom (FF)	\$177.40

### From Bush to Cup - Tea 105

HOSP10023

Introduces the advanced cultivation and processing practices used in the production of tea. Emphasis given to the importance and impact of various processing decisions and practices on the produced tea. This provides an essential perspective on modern tea garden management practices which are utilized in various regions currently used in world production. Product costs included in the course fee. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22507	TH	Apr20	May25	6:30-9:30	6	Classroom (FF)	\$177.40

### Preparation, Consumption & Health - Tea 106

HOSP10024

Many nations are expanding their tea producing acreage to meet the rising world demand for tea - the world's most consumed beverage next to water. Discuss the health benefits of tea - myths and facts. Taste and evaluate teas that are representative of each region and utilize the skills gained to prepare the perfect cup of tea. Product costs included in the course fee. Prerequisite: HOSP10023.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22511	TU	Apr18	May23	6:30-9:30	6	Classroom (FF)	\$177.40

## OTHER COURSES

### Balloon Artistry

[ce.mohawkcollege.ca/balloons](http://ce.mohawkcollege.ca/balloons)



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contacts

### Balloon Satisfaction: Swell with Pride

RECL10039

Introduces the basics of balloon artistry. Learn fast tying techniques, safety regulations and the application of colour theory. Create duplets, quads, expressions and a centerpiece. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22627	MO	Apr17	May15	6:30-9:30	5	Classroom (FF)	\$160.75

### Becoming a Twister: Long Balloon Tricks

RECL10040

Learn to entertain with balloon art. Make a balloon flower, two minute characters, and a bear. Discover balloon weaving techniques that will enable you to make balloon bodies and baskets. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22628	MO	May29	Jun26	6:30-9:30	5	Classroom (FF)	\$160.75

### Floral Workshops

[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)



Turn to  
page 2 for  
contacts

### Easter Blooms

FLOR10017

**NEW!** Create a colourful table arrangement(s) in spring colours for your Easter entertaining. Follow easy instructions using a variety of fresh flowers and greens. Floral supplies included. Bring your own tools. Registration deadline 1 week before workshop date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22533	TH	Apr13	Apr13	6:30-9:30	1	Classroom (FF)	\$105.17

### Mother's Day Easy Floral Arrangements

FLOR10023

**NEW!** Enjoy making your own Mother's day floral arrangements. Using fresh flowers and greens, create at least 3 simple projects using budget wise containers and accessories. Get tips on care and handling. Flowers and greens included in course fee, tools available for sharing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22536	TH	May11	May11	6:30-9:30	1	Classroom (FF)	\$105.17

## Food and Drink

[ce.mohawkcollege.ca/fooddrink](http://ce.mohawkcollege.ca/fooddrink)



### Bread - Bake it at Home

CULI10059

Learn to bake wheat based yeast breads at home using a variety of grains and seeds without additives or preservatives. Taste the difference! Food and materials included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22610	SA	Apr22	Apr22	10:00-4:00	1	Classroom (FF)	\$145.34

### Chocolate History

CULI10087

Survey the 4000 year old history of chocolate: from its ancient Mesoamerican origins, as a bitter drink of ritual and medicine, to the growth of a modern "chocolate culture" and its place as a mass-produced globalized product of the twentieth century. Investigate how chocolate became imported to Europe by the Spanish during the sixteenth century and transformed into a sugary drink of the nobility, as well as its later importance to colonization, the slave trade and the Industrial Revolution.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22854		May9	Aug15			OntarioLearn	\$432.16

### Discovering Tea

HOSP10040

Here's a perfect introduction for all - from the casually curious to the prospective tea taster. Sip a few healthy and tasty varieties of tea and discover the diversity of aromas and flavours. You may wish to further your studies by exploring the Tea Sommelier Program. Product costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22604	TH	Apr6	Apr6	6:30-9:00	1	Classroom (FF)	\$53.77

### Making Pizza at Home

CULI10062

Learn to prepare a "from scratch" crust, using organic flours, discover a variety of toppings and THEN bake it. Taste, share and consider. Yes, we eat what we make! Food costs included in course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22614	SA	May6	May6	10:00-2:00	1	Classroom (FF)	\$100.48

## Gardening

[ce.mohawkcollege.ca/gardening](http://ce.mohawkcollege.ca/gardening)



### Choosing Trees for the Future

HORT10052

Considering trees for the future? Answer the questions, where, what, why and how! Includes selection factors, trees to avoid and how to plant trees for a sustainable environment. Bring a lunch.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22449	SA	May6	May6	10:00-4:00	1	Classroom (SC)	\$93.39

### Garden Pests - How to Spot Them and How to Deal With Them

HORT10048

Introduces common garden pests in Ontario and includes tips for identifying and managing them.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22433	SA	Apr22	Apr22	10:00-4:00	1	Classroom (SC)	\$93.39

### Introduction to Urban Gardening

HORT10053

**NEW!** Ever wanted to do something with your urban space but didn't know what or where to start? Learn to design, maintain and work with the nature in your urban landscape. Explore vegetable gardening, urban farming, native plants, pollinator plants, urban composting, storm water management, urban trees and more. Come away with ideas and knowledge to transform your space. Saturday classes are May 20, Jun 3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22547	WE SA	May3	Jun7	6:00-9:00 9:00-12:00	8	Classroom (SC)	\$193.20

## Landscaping for the Home

HORT10049

Learn to navigate the horticultural world as it applies to your home and garden. A great way to get geared up for the spring season!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22970	TH	Jun15	Jul20	6:30-9:00	6	Classroom (SC)	\$120.75

## Perennials for the Home

HORT10050

A guide to popular and underused perennials that can add impact and presence to your home garden. Introduces bulbs, wildflowers, hostas, ferns and grasses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22971	TH	May4	Jun8	6:30-9:00	6	Classroom (SC)	\$120.75

## Home Renovation

[ce.mohawkcollege.ca/renovation](http://ce.mohawkcollege.ca/renovation)



### Brick and Stone Essentials

BLDG10117

Introduces the do-it-yourselfer to the essential theory and skills involved in working with brick and stone. You must bring safety glasses, safety gloves and CSA certified steel toe workboots. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22893	TU	Jun6	Aug22	6:00-9:00	12	Classroom (SC)	\$489.80

### Learn to Tile Successfully

BLDG10105

Learn the basic steps of tiling by starting with a simple project. Hands-on instruction will be given from selecting tiles to the actual installation and completion of a project. A good stepping stone to have the confidence to undertake a backsplash or similar project. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22371	SA	Apr29	May6	9:00-2:00	2	Classroom (SC)	\$100.50
22373	SA	Jun17	Jun24	9:00-2:00	2	Classroom (SC)	\$100.50

### Steel Art Workshop - Pipe Shelving

WELD10075

Learn to turn a basic design into a functional work of art made of steel and wood and create your own pipe shelving unit. Gain basic skills including reading plans, measurement, pipe threading techniques, basic working, assembly and proper mounting. Bring safety glasses and safety boots. No class May 20. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23000	SA	May6	Jun3	12:00-4:00	4	Classroom (SC)	\$198.80

### Steel Art Workshop - Weld a Table

WELD10074

Learn to use welding skills to transform a basic design into a functional side table made of steel and wood. Introduces 45 and 90 degree angle joints, using angle iron as well as square tubing. Focus on metal distortion, notching of joints and down hand welds. Basic welding skills required. Bring your own tape measure, speed square, safety glasses and safety boots. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22999	SA	Jun3	Jun24	12:00-4:00	4	Classroom (SC)	\$228.80





# Mathematics

## MATH LEARNING CENTRE - INDEPENDENT STUDY

### Steps for completing a course through the Math Learning Centre (MLC) at Fennell Campus



#### Register

- Select the date you wish to begin your studies. Make sure you can attend the in-person orientation session on the date you've chosen.
- Follow the appropriate column down to the course you require.
- Make note of the corresponding CRN.
- Use this CRN on your in-person registration form or when registering online.

#### Get Started

- Attend the mandatory orientation session on the start date you selected. You cannot begin your studies without attending the orientation.
- The orientation runs from 6:00-7:00 pm. at the Fennell Campus. You must arrive on time.

#### Complete your course

- Math Learning Centre courses are delivered through eLearn in a windows based environment.
- You will work through modules independently, however, personal one on one support is available in the Math Learning Centre from 8:30 am to 9:00 pm Monday to Thursday and Friday until 4:00 pm.
- Testing takes place in-person at the Fennell Campus in Hamilton.
- You must complete your course by the end date.

Full details are available on our website [ce.mohawkcollege.ca/math](http://ce.mohawkcollege.ca/math)

		Start/ Orientation Date	May 4	May 15	May 30	Jun 21	Jul 20		
		End Date	Sep 1	Sep 15	Sep 29	Oct 20	Nov 17		
COURSE NAME	COURSE NUMBER	CRN	CRN	CRN	CRN	CRN	FEE	PREREQUISITE	
Mathematics 1	MATH10011	22508	22561	22597	22735	22765	\$338.10	Grade 12 (C or U) or MATHMA002 or equivalent	
Mathematics 1	MATH10012	22513	22563	22598	22736	22767	\$338.10	Grade 12 Math (C or U)	
Mathematics	MATH10020	22516	22564	22599	22737	22768	\$338.10	MATH10012	
Mathematics	MATH10024	22517	22566	22600	22738	22769	\$338.10	MATHMS173	
Mechanical Intermediate Algebra	MATH10029	22518	22567	22601	22740	22770	\$338.10	MATHMS165 or equivalent	
Mathematics for Computer Studies	MATH10042	22544	22587	22724	22754	22783	\$434.96	Grade 12 Math (C or U)	
Mathematics 2	MATH10053	22520	22569	22603	22741	22771	\$338.10	MATH10011 or equivalent	
NDE Mathematics	MATH10059	22521	22570	22605	22742	22772	\$338.10	Grade 12 Math (C or U)	
Preparatory Apprenticeship - Math	MATHMA001	22540	22584	22722	22750	22780	\$382.08	Grade 10 Math (applied or academic)	
Preparatory Mathematics (Technology)	MATHMA002**	22558	22595	22733	22763	22790	\$540.72	Grade 11 Math (C or U)	
Preparatory Mathematics (Business)	MATHMA003	22542	22585	22723	22752	22782	\$382.08	Grade 11 Math (C or U)	
Mathematics 1 - General Arts and Science	MATHMA006	22522	22571	22606	22743	22773	\$338.10	Grade 10 Math (applied or academic)	
Math	MATHMA018	22523	22572	22607	22744	22774	\$338.10	MATHMA006	
Mathematics	MATHMA101	22524	22574	22608	22745	22775	\$338.10	Grade 11 (C or U) Math or Grade 12 Math (C)	
Engineering Mathematics 1	MATHMA179	22548	22589	22725	22756	22784	\$434.96	Grade 12 Math (C or U)	
Differential Calculus	MATHMA383	22527	22576	22609	22746	22776	\$338.10	MATH10029	
Mathematics	MATHMS122	22551	22590	22726	22757	22785	\$434.96	Grade 10 Math (applied or academic)	
Mathematics for Construction Technician	MATHMS144	22528	22577	22611	22747	22777	\$338.10	Grade 12 Math (C or U)	
Mechanical Basic Algebra	MATHMS165	22552	22591	22727	22758	22786	\$434.96	Grade 12 Math (C or U)	
Mathematics	MATHMS171	22553	22592	22728	22759	22787	\$434.96	Grade 12 Math (C or U)	
Mathematics	MATHMS173	22555	22593	22729	22760	22788	\$434.96	Grade 12 Math (C or U)	
Mathematics 2 for Construction Technician	MATHMS244	22529	22579	22612	22748	22778	\$338.10	MATHMS144	
Mathematics	MATHMS248	22556	22594	22730	22762	22789	\$434.96	MATHMS171	
Mathematics	MATHMS377	22532	22581	22613	22749	22779	\$338.10	MATHMS271	

\*\* CRN End Dates for MATHMA002 are Nov 10, Nov 17, Dec 8, Dec 29, and Jan 27/18.

## MATHEMATICS COURSES

ce.mohawkcollege.ca/math

### Business Mathematics Of Finance MATH10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22470	TH	May4	Aug3	6:00-9:00	14	Classroom (FF)	\$338.10

### Engineering Mathematics 1 MATHMA179

Concentrate on Algebra, Right and Oblique Triangle Trigonometry, Complex Numbers, Sine Wave Analysis, Systems of Equations and Logarithms. 42 hours in class, 14 online. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22480	TH	May4	Aug3	6:00-9:00	14	Blended (FF)	\$434.96

### Fundamental Mathematics MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with Percents and solving applied problems involving Percents. Know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to: MATHMA001. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22212		May9	Aug15			OntarioLearn	\$456.10

### Integral Calculus MATHMA483

Explore calculus concepts including integration concepts and rules with applications including surface of revolution, centroids and moments of inertia. 28 hours in class, 14 online. Prerequisite: MATHMA383 or MATHMS377.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22487	WE	May3	Aug2	6:30-8:30	14	Blended (FF)	\$338.10

### Math MATHMA018

Understand Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Prerequisite: MATHMA006. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22478		May10	Aug9			eLearn	\$335.16

### Mathematics MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 28 hours in class, 14 online. Prerequisite: MATH10012.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22468	WE	May3	Aug2	6:30-8:30	14	Blended (FF)	\$338.10

### Mathematics MATH10024

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 28 hours in class, 14 online. Prerequisite: MATHMS173.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22469	TU	May2	Aug1	6:30-8:30	14	Blended (FF)	\$338.10

### Mathematics MATHMA101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22796	TH	May4	Aug3	6:00-9:00	14	Classroom (FF)	\$338.10

### Mathematics MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22499	MO/WE	May8	Aug2	6:00-9:00	19	Classroom (FF)	\$434.96

### Mathematics

### MATHMS271

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. Prerequisite: MATHMS171.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22502	MO/WE	May8	Aug2	6:00-9:00	19	Classroom (FF)	\$434.96
22503		May10	Aug9			eLearn	\$431.81

### 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
22473		May10	Aug9			eLearn	\$335.16

### Mathematics for Computer Studies MATH10042

Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 42 hours in class, 14 online. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22471	WE	May3	Aug2	6:00-9:00	14	Blended (FF)	\$434.96

### Mechanical Basic Algebra MATHMS165

Learn about, Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 42 hours in class, 14 online. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22491	TU	May2	Aug1	6:00-9:00	14	Blended (FF)	\$434.96

### NDE Mathematics MATH10059

Unit Conversions, Equations, Algebra, Right Triangle and Oblique Triangle Trigonometry, Logarithms, Geometry & Mensuration. 28 hours in class, 14 hours online. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22472	TH	May4	Aug3	6:30-8:30	14	Blended (FF)	\$338.10

### Pre-Health Mathematics 1 MATH10008

Develop basic mathematics and algebraic skills as preparation for solving problems in the Health Science Nursing Degree Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22467	WE	May3	Aug2	6:00-9:00	14	Classroom (FF)	\$338.10

### Statistics MATHMA570

Covers organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software will not operate on a MAC computer. Prerequisite: Introductory College level math course. Students wishing MATHMS474 or MATH10060 may take MATHMA570. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21820		May9	Aug15			OntarioLearn	\$484.81

### 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
22213		May9	Aug15			OntarioLearn	\$555.25

### 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
22214		May9	Aug15			OntarioLearn	\$456.10

# Media and Creative Arts

ce.mohawkcollege.ca/creative



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### Aesthetics, Nail Technician and Applied Cosmetics Certificates

These certificates are offered as day-time, three term programs.

On successful completion you will receive three certificates.

You require approval from the Program Manager before registering.

For information, application or appointment  
email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca)



## CREDENTIALLED PROGRAMS



## Aesthetics Certificate (026)

## MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/aesthetics



Prepare for a career in the growing field of aesthetics. Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations.

## Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

## PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTHAES02	Aesthetics Skin Care I	39
ASTHAES03	Aesthetics Skin Care II	39
ASTHAES04	Aesthetics Skin Care III	39
ASTHAES05	Aesthetics Body Massage and Treatments	39
ASTHWS144	MakeUp Artistry	39
ASTH10006	Manicure Pedicure care and Techniques	39
ASTHWS306	Waxing	39
BIOLHZA34	Biology Preparatory	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
MRKT10044	Professional Selling in Cosmetics	39
WORKWS034	Work Experience Option	30
Options - Choose 1:		
ASTH10000	Hot Stone Massage	36
ASTHWS031	Make Up Paramedical and Camouflage Therapy	39
ASTHWS244	MakeUp Artistry II	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10005	MakeUp Bridal Black and White and Creative	39

## Aesthetics Body Massage and Treatments

ASTHAES05

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22484	WE	Apr19	Jul12	1:00-4:00	13	Classroom (FF)	\$368.95

## Aesthetics Skin Care III

ASTHAES04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22482	WE	Apr19	Jul12	9:30-12:30	13	Classroom (FF)	\$594.15

## Waxing

ASTHWS306

Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22492	WE	Apr19	Jul12	6:30-9:30	13	Classroom (FF)	\$488.95

## Work Experience Option

WORKWS034

Integrate classroom theory and practical experience in the work place. You must arrange your own work place location and supervisor and receive approval from the Program Manager BEFORE registering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22498	MO-FR	Apr3	Aug31	9:00-10:00	10	Classroom (FF)	\$241.50



## Applied Cosmetics Certificate (830)

## MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/cosmetics



Are you interested in a career in retail cosmetics, or looking for personal development? Develop practical training and knowledge in skin analysis and care, colour theory, make up applications and theory, corrective techniques, merchandising and sales.

## Admission Requirements

- Successful Completion of Senior Secondary School English or equivalent.

## PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTHWS144	MakeUp Artistry	39
ASTHWS244	MakeUp Artistry II	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MARKT10044	Professional Selling in Cosmetics	39
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39
Option Group 2 - Choose 1:		
ASTH10006	Manicure Pedicure care and Techniques	39
ASTHWS306	Waxing	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTHWS344	MakeUp Portfolio Development	39
ASTH10005	MakeUp Bridal Black and White and Creative	39
WORKWS034	Work Experience Option	30

## Colour Theory For Fashion And MakeUp CoOrdination

FASHWS013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22496	MO	Apr24	Jul31	6:30-9:30	13	Classroom (FF)	\$388.95

## MakeUp Artistry

ASTHWS144

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22486	TH	Apr20	Jul13	6:30-9:30	13	Classroom (FF)	\$623.95

## Professional Selling in Cosmetics

MRKT10044

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22497	TU	Apr18	Jul11	6:30-9:30	13	Classroom (FF)	\$313.95





## Ceramics Certificate (936)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

[ce.mohawkcollege.ca/ceramics](http://ce.mohawkcollege.ca/ceramics)

Discover the art of making ceramics! This hands on program is intended for all levels of students to create and explore the art of ceramics.



Turn to  
page 2 for  
contacts

### PROGRAM OF STUDIES

Mandatory Courses:			Hours
CERAPC201	Ceramics - Foundation 1		30
CERAPC202	Ceramics - Foundation 2		30
CERAPC203	Ceramics - Foundation 3		30
CERAPC204	Ceramics - Foundation 4		30
CERAPC301	Ceramics - Intermediate 1		30
CERAPC302	Ceramics - Intermediate 2		30
CERAPC303	Ceramics - Intermediate 3		30
CERAPC304	Ceramics - Intermediate 4		30
CERAPC311	Ceramics Glaze Theory		30
CERA10005	Ceramics Master Class		30

Some ceramics courses have field trips.

### Ceramics - Foundation 1

### CERAPC201

Explore practical work, including preparing clay; forming coil, pinch and slab pots; throwing cylinder forms on the wheel; glazing finished work. Glaze fees included. Materials and supplies extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22258	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22270	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22282	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22294	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22306	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22246	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22330	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22318	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22342	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22354	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

### Ceramics - Foundation 2

### CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Glaze fees included. Prerequisite: CERAPC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22259	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22271	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22283	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22295	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22307	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22247	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22331	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22319	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22343	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22355	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

### Ceramics - Foundation 3

### CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Glaze fees included. Prerequisite: CERAPC202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22260	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22272	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22284	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22296	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22308	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22248	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22332	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22320	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22344	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22356	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

### Ceramics - Foundation 4

### CERAPC204

Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining hand building and throwing techniques. Glaze fees included. Prerequisite: CERAPC203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22261	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22273	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22285	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22297	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22309	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22249	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22333	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22321	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22345	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22357	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

### Ceramics - Intermediate 1

### CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Glaze fees included. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22262	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22274	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22286	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22298	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22310	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22250	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22334	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22322	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22346	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22358	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

### Ceramics - Intermediate 2

### CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Glaze fees included. Prerequisite: CERAPC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22263	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22275	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22287	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22299	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22311	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22251	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22335	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22323	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22347	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22359	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

## Creative & Visual Arts Gallery

View projects completed by our students at [ce.mohawkcollege.ca/artgallery](http://ce.mohawkcollege.ca/artgallery)

**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. Glaze fees included. Prerequisite: CERAPC302.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22264	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22277	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22288	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22300	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22312	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22252	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22336	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22324	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22348	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22360	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

**Ceramics - Intermediate 4****CERAPC304**

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Glaze fees included. Prerequisite: CERAPC303.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22265	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22276	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22289	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22301	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22313	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22253	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22337	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22325	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22349	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22361	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

NEW

A

Ceramics - Advanced

**ACKNOWLEDGMENT OF COMPLETION**

Completion Requirements: 4 courses

[ce.mohawkcollege.ca/ceramics-advanced](http://ce.mohawkcollege.ca/ceramics-advanced)

Refine your skills as a ceramic artist with more advanced techniques and practices.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
CERAPC401	Ceramics - Advanced 1	30
CERAPC402	Ceramics - Advanced 2	30
CERAPC403	Ceramics - Advanced 3	30
CERAPC404	Ceramics - Advanced 4	30

**Ceramics - Advanced 1****CERAPC401**

Prerequisite: CERAPC304 and CERAPC311. Glaze fees included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22266	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22278	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22290	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22302	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22314	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22254	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22338	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22326	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22350	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22362	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

**Ceramics - Advanced 2****CERAPC402**

Glaze fees included. Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22267	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22279	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22291	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22303	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22315	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22255	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22339	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22327	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22351	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22363	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

**Ceramics - Advanced 3****CERAPC403**

Glaze fees included. Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22268	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22280	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22292	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22304	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22316	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22256	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22340	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22328	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22352	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22364	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50

**Ceramics - Advanced 4****CERAPC404**

Glaze fees included. Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22269	TU	Apr18	Jun20	1:00-4:00	10	Classroom (SC)	\$276.50
22281	TU	Apr18	Jun20	6:30-9:30	10	Classroom (SC)	\$276.50
22293	WE	Apr19	Jun21	1:00-4:00	10	Classroom (SC)	\$276.50
22305	WE	Apr19	Jun21	6:30-9:30	10	Classroom (SC)	\$276.50
22317	TH	Apr20	Jun22	6:30-9:30	10	Classroom (SC)	\$276.50
22257	MO	Apr24	Jul10	6:30-9:30	10	Classroom (SC)	\$276.50
22341	TU	Jun27	Aug29	1:00-4:00	10	Classroom (SC)	\$276.50
22329	WE	Jun28	Aug30	1:00-4:00	10	Classroom (SC)	\$276.50
22353	WE	Jun28	Aug30	6:30-9:30	10	Classroom (SC)	\$276.50
22365	TH	Jun29	Aug31	6:30-9:30	10	Classroom (SC)	\$276.50



"I have been a maker since I could first hold mud. My hands seem to know and feel its possibilities. The medium of clay offers many avenues, but ceramics is my craft.

Following my ceramics major in college, I began a six year apprenticeship with Dundas potter Scott Barnim. This grounding in thrown ceramics led me to open my own studio in 2003.

Over the years my work has been displayed at local, national and international exhibitions. This success also provided me with the opportunity to share my talents through teaching and, since 2007, I have been an instructor and ceramics technician at Mohawk College.

This past year I received a President's Award of Excellence from Mohawk College, a nomination for a Hamilton Arts Award, and participated in several gallery exhibitions.

These accomplishments would not have been possible without my college education and ongoing work educating students about the craft. Along with the other faculty, I hope to continue educating, encouraging, and mentoring our students as they grow as makers."

**Duncan Aird - Continuing Education Faculty**



## Dressmaking Certificate (819)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/dressmaking](http://ce.mohawkcollege.ca/dressmaking)

Focus on basic sewing skills and dressmaking principles for a professional standard. Develop expertise with different fabrics and textures and construct garments with creative expression. Each course skillfully combines theory and practice.

#### Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.



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#### 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 2 Level 1

FASHDM120

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22463	WE	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	\$241.50

#### 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
22474	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

#### Tailoring Level 1

FASHDM140

Examine details of cutting, fitting and sewing a tailored garment, in wool or another natural fibre. Complete a ladies tailored jacket. Prerequisite: FASHDM135 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22475	TH	Apr20	Jul20	6:30-9:30	14	Classroom (FF)	\$338.10



## Fashion Design Certificate (804)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 8 courses

[ce.mohawkcollege.ca/fashiondesign](http://ce.mohawkcollege.ca/fashiondesign)

Intended for experienced dressmakers, fashion teachers, and others interested in fashion and design. Develop technical skills in pattern design and drafting, and the creation of individualized designs. Explore drawing, colour and figure theory, textile and costume awareness.

#### Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.
- A sound knowledge of dressmaking skills is required for the pattern making courses.



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#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
FASHFA200	Pattern Design And Drafting Basic	36
FASHFA210	Pattern Design And Drafting Intermediate	36
TEXTFA220	Dress Design Advanced	36
FASH10029	Specialized Pattern Drafting	36
FASHFA235	Designing Workshop	36
FASHFA201	Fashion Drawing	30
FASH10028	Colour Theory for Fashion	36
Options - Choose 1:		
FASHFA240	Costume Influencing	36
TEXTFA910	Fabric Awareness	30
SBMGMD249	How to Start a Small Business	30

Cost of materials is your responsibility.

#### Dress Design Advanced

TEXTFA220

Enhance your skills in sleeve drafting working with standard and personal measurements. Explore various sleeve styles and use your new drafting skills by designing 2 outfits. Prerequisite: FASHFA200 & FASHFA210.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22461	WE	Apr19	Jul5	6:30-9:30	12	Classroom (FF)	\$289.80

#### Fashion Drawing

FASHFA201

Learn to transfer fashion ideas to paper. Focus on drawing details, fabrics and textures to be interpreted for pattern drafting and explore drawing materials and ways to illustrate designs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23008	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$241.50



## Enjoy a specialized beauty treatment!

Students from the Aesthetics and Nail Technician programs will be taking appointments.

Day and evening appointments are available from March to June.

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

## Make-Up Artistry Certificate (056)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

[ce.mohawkcollege.ca/makeupartistry](http://ce.mohawkcollege.ca/makeupartistry)

Benefit from professional training in make-up artistry and related service areas, including make-up techniques for theatre, photography, paramedical, film, television and fashion applications. Ideal skills enhancer for aestheticians, hairdressers, cosmetic retailers.

#### Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.



#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTHWS029	MakeUp Theatrical and Special Effects	39
ASTHWS031	Make Up Paramedical and Camouflage Therapy	39
ASTHWS144	MakeUp Artistry	39
ASTHWS244	MakeUp Artistry II	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTH10005	MakeUp Bridal Black and White and Creative	39
HRSY10010	Hairstyling for the Makeup Artist	24
<b>Option Group 1 - Choose 1:</b>		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39
<b>Option Group 2 - Choose 2:</b>		
ASTHWS032	MakeUp Theatrical and Special Effects II	33
ASTHWS344	MakeUp Portfolio Development	39
WORKWS034	Work Experience Option	30

#### MakeUp Bridal Black and White and Creative ASTH10005

Enhance your knowledge of makeup, colour choices and applications for special occasions. You must supply your own models. Some supplies included. Prerequisite: ASTHWS244.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22476	TU	Apr18	Jul11	1:00-4:00	13	Classroom (FF)	\$328.95

#### Make Up Paramedical and Camouflage Therapy ASTHWS031

Learn corrective makeup techniques to conceal skin disorders or scarring. Examine makeup formulation and suitability, application, psychological aspects, communication and patient documentation needed to work effectively in a clinical setting. Previous makeup or medical experience is necessary. You MUST supply your own models. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22485	TU	Apr18	Jul11	9:30-12:30	13	Classroom (FF)	\$388.95

#### 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). You MUST supply your own models. Material fees included. Prerequisite: ASTHWS244.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22493	MO	Jun12	Aug28	1:00-5:00	10	Classroom (FF)	\$458.95

## Music Certificate (809)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/music](http://ce.mohawkcollege.ca/music)

Explore new musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging and composition. On successful completion of the program you will have developed your theoretical musical ability to the entrance level of the Mohawk College Applied Music Diploma.

#### Admission Requirements

- Open to absolute beginners or individuals at any stage.
- You may qualify for credit for previous musical experience.
- Level 1 instruments and vocals require no previous experience.
- You must supply your own instruments where applicable and pay for texts.
- Successful completion of senior secondary school English or equivalent.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MUSC10075	Piano Beginners Part A	22
MUSC10076	Piano Beginners Part B	22
MUSCMU020	Theory - Preliminary	28
MUSCMU123	Theory 1	28
MUSCMU140	Ear Training 1 Solfege	28
MUSCMU223	Theory 2	28
MUSCPA160	Vocal 1	12
<b>Options - Choose 1:</b>		
MUSC10071	Vocal Advanced	22
MUSC10072	Guitar 1	22
MUSC10103	Piano Continued Explorations	28
MUSCMU182	Harmony 1	28

#### Piano Beginners Part A

Fulfill your dream to learn to play the piano. Learn to read music, develop good rhythm, strong technique and basic theory knowledge as we apply these learned skills to Folk, Classical and Popular styles. Access to a piano required. The same textbook will be used for Beginner's Piano A & B.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22622	TH	Apr20	Jun29	6:30-8:00	11	Classroom (FF)	\$177.10

#### Piano Beginners Part B

Enhance playing and sight reading techniques by exploring intervals, major scales and basic chording. Classical, popular tunes and duets may also be played. Recommended prerequisite: MUSC10075 or 1 year playing and sight reading experience. NOTE: 1 hour independent study is required. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22624	TH	Apr20	Jun29	8:30-10:00	11	Classroom (FF)	\$177.10

#### Theory 2

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22626	MO	Apr17	Jul31	6:30-8:30	14	Classroom (FF)	\$225.40





## Nail Technician Certificate (027)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/nailtechnician](http://ce.mohawkcollege.ca/nailtechnician)

Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures.

#### Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.



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#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTH10006	Manicure Pedicure care and Techniques	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10008	Sculpted Nail Enhancements	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
Options - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39

#### Gel and Acrygel Applications

#### ASTHWS905

Develop skill with Acrygel bind gel applications for artificial nails. You MUST supply your own models. Supplies included. Prerequisite: ASTH10007.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22479	MO	Apr24	Jun12	9:30-4:00	7	Classroom (FF)	\$618.95

#### Sculpted Nail Enhancements

#### ASTH10008

Develop skill in various aspects of nail art and sculpture enhancement. You MUST supply your own models. Supplies included. Prerequisite: ASTHWS905.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22481	MO	Jun12	Jul31	9:30-4:00	7	Classroom (FF)	\$598.95



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

"I took Mohawk's Performing Arts Program starting with Acting For Beginners mainly to build my confidence in front of people. I soon came to realize that learning the craft of acting was much more than just performing. It develops many skills such as organization,

listening, observation, memory, commitment, spontaneity, physicality, teamwork, social interaction, voice projection and more as well learning about the acting industry. I know that the skills I refined and learned in the Performing Arts Program will help in advancing my career in whatever profession I choose. These skills can be applied to more than just acting."

**Jayme - First graduate of the Performing Arts Certificate**



## Performing Arts Certificate (929)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/performingarts](http://ce.mohawkcollege.ca/performingarts)

Develop the fundamentals needed to pursue a career in theatre arts and gain the skills to go forward in the acting industry with a hands-on perspective of the various roles in performing arts. Of interest to Media Studies students, and those wishing to increase their communication skills, spontaneity and showmanship, with a view to applying these skills to your present/future careers inside/outside of the acting industry.



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#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
CREA10072	Acting for Beginners	30
CREA10071	Acting Two	30
CREA10079	Acting Three The Feedback Show	30
CREA10085	The Career Class	30
Options - Choose 4:		
CREA10087	Acting for Film and TV	36
CREA10136	The Master Class	30
CREA10090	An Actor's Director	30
CREA10091	Whose laugh is it anyway?	30
ASTHWS029	MakeUp Theatrical and Special Effects	39
CREA10092	The Monologue Class	30
COMM10268	Writing for Stage	30
WORK10114	Work Experience	30

#### Acting for Beginners

#### CREA10072

Start your acting/artistic journey for stage/on camera work. Through stimulating monologue/scene analysis exercises/improvisation, you develop/prepare for a career in the arts, auditions, agents, building your resume.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22411	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

#### An Actor's Director

#### CREA10090

Explore basics of directing for stage. Through exercises in movement, scene study, creative thinking and blocking, the first time director will gain confidence/experience in bringing a production from script to performance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22415	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$241.50

#### Whose laugh is it anyway?

#### CREA10091

Learn all forms of improvisation. Exercise creative muscles to build confidence and be ready for an audition or the boardroom. For all actors/working professionals with desire to strengthen their craft/presentation skills with a laugh.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22414	WE	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	\$241.50



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

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/appliedphotography](http://ce.mohawkcollege.ca/appliedphotography)  
[ce.mohawkcollege.ca/artphotography](http://ce.mohawkcollege.ca/artphotography)

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



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
PHTOPY109	History of Photography	30
PHTOPY225	Studio Lighting	30
PHTOPY101	Digital Photography 1	30
PHTOPY300	Digital Photography 2	30
Option Group 1 - Choose 1:		
PHTOPY110	Introduction To Digital Imaging/Photoshop	30
PHTO10054	Lightroom	30
Option Group 2 - Choose 3 per certificate:		
Refer to the website for a complete list of courses.		

### Camera Requirements:

- DSLR with aperture priority mode, shutter priority mode, program mode and manual mode.

### Digital Photography 1 PHTOPY101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22615	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$241.50

### Digital Photography 2 PHTOPY300

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22619	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

### History of Photography PHTOPY109

Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22617	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$241.50

### Introduction To Digital Imaging/Photoshop PHTOPY110

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22618	WE	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	\$241.50

### Nature Photography PHTOPY106

Learn to photograph various subjects in their natural habitat: flowers, wildlife, insects, geological formations, etc. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22616	WE	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	\$241.50

### Photography - Wedding PHTO10018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22588	TH	May4	May25	6:30-10:00	4	Classroom (FF)	\$162.70

### Portraiture PHTOPY402

Hands-on course covers studio techniques, location shoots, hand-held flash, lenses, composition, posing. Model fee included. Recommended prerequisite: PHTOPY225.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23013	WE	Apr19	Jun21	6:30-9:30	10	Classroom (FF)	\$362.50

### The Business Of Photography BUSNPY112

Augment your Applied and/or Art Photography Certificate and gain the practical and in-depth information you need to operate your own business or sell your photography/artwork.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22620	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$241.50

### Urban Landscape And Documentary Photo PHTOPY111

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22621	TU	Apr25	Jul11	6:30-9:30	10	Classroom (FF)	\$241.50



### Sewing (Basic)

#### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/sewing](http://ce.mohawkcollege.ca/sewing)



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
TEXTHC027	Sewing - Introduction	10
TEXTHC177	Basic Sewing 1	10
TEXTHC203	Basic Sewing 2	10
TEXTHC322	Basic Sewing 3	10
TEXT10023	Basic Sewing 4	10
TEXT10024	Basic Sewing 5	10

The purchase of supplies is required. A materials list will be provided before the course starts. Please contact us for more information or to receive the materials list by email.

### Sewing - Introduction TEXTHC027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22477	WE	Jun28	Jul5	9:00-1:30	2	Classroom (FF)	\$80.50

### Basic Sewing 1 TEXTHC177

Develop skills in pattern reading, preparing the fabric, measuring, marking, pressing and machine sewing as you make a pair of elasticized shorts or pants. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22483	WE	Jul12	Jul19	9:00-1:30	2	Classroom (FF)	\$80.50

**Basic Sewing 2****TEXTHC203**

Develop new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22488	WE	Jul26	Aug2	9:00-1:30	2	Classroom (FF)	\$80.50

**Basic Sewing 3****TEXTHC322**

Continue to develop sewing skills by constructing a sleeveless or semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting, hem and neck finishing. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22490	WE	Aug9	Aug16	9:00-1:30	2	Classroom (FF)	\$80.50

**Basic Sewing 4****TEXT10023**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22494	WE	Aug23	Aug30	9:00-1:30	2	Classroom (FF)	\$80.50

**Visual Arts Certificates**

[ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

**VISUAL ARTS - FOUNDATION CERTIFICATE (041)****MOHAWK COLLEGE CERTIFICATE**

**Graduation Requirement: 7 courses**

**VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)****MOHAWK COLLEGE CERTIFICATE**

**Graduation Requirement: 7 courses**

- Admission Requirement: Visual Arts - Foundation Certificate

**VISUAL ARTS - ADVANCED CERTIFICATE (043)****MOHAWK COLLEGE CERTIFICATE**

**Graduation Requirement: 7 courses**

- Admission Requirement: Visual Arts - Intermediate Certificate

**ACKNOWLEDGEMENT OF COMPLETION**

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

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

**PROGRAM OF STUDIES****VISUAL ARTS - FOUNDATION**

Mandatory Courses:		Hours
ARTTPG101	Design and Colour 1	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30

**Options - Choose 4:**

Studio/hands-on courses from Visual Arts Certificates. Refer to website.

**VISUAL ARTS - INTERMEDIATE**

Mandatory Courses:		Hours
ARTTPG201	Design and Colour 2	30
ARTTPD301	Drawing 2	30
<b>Option Group 1 - Choose 1:</b>		
PHTOPY109	History of Photography	30
SSCI10054	Philosophy Of Art Concepts and Theories	42
INFO10144	Web Design Basics	36

**Option Group 2 - Choose 4:**

Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

**VISUAL ARTS - ADVANCED**

Mandatory Courses:		Hours
ARTTPG301	Design and Colour 3	30
<b>Option Group 1 - Choose 2:</b>		
EDUCTAL03	Adult Learning	36
PSYC55156	Introductory Psychology	42
WORKPW900	Work Experience Option	30
ARTT10052	Art Through the Ages	48

**Option Group 2 - Choose 4:**

Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

**Option courses may be listed under other Programs. Refer to the index.**

**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
22384	SA	Apr22	Jun24	9:00-12:00	10	Classroom (FF)	\$241.50

**Chinese Brush Painting 2****ARTTPD102**

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: ARTTPD101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22385	SA	Apr22	Jun24	9:00-12:00	10	Classroom (FF)	\$241.50

**Chinese Brush Painting 3****ARTTPD103**

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22386	SA	Apr22	Jun24	9:00-12:00	10	Classroom (FF)	\$241.50

**Chinese Brush Painting 4****ARTTPD104**

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: ARTTPD103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22388	SA	Apr22	Jun24	9:00-12:00	10	Classroom (FF)	\$241.50

**Chinese Brush Painting 5****ARTTPD105**

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: ARTTPD104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22389	SA	Apr22	Jun24	9:00-12:00	10	Classroom (FF)	\$241.50

**Chinese Brush Painting 6****ARTTPD106**

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: ARTTPD105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22390	SA	Apr22	Jun24	9:00-12:00	10	Classroom (FF)	\$241.50

**Design and Colour 1****ARTTPG101**

Through independent/self-directed learning/projects using textbook, online and faculty resources, you examine elements and principles of design that include colour, line, texture, space. You are expected to scan and send assignments electronically. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22408		Apr24	Jul10			Other	\$241.50

**Design and Colour 2****ARTTPG201**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22410		Apr24	Jul10			Other	\$241.50

**Design and Colour 3****ARTTPG301**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22409		Apr24	Jul10			Other	\$241.50

**Drawing 1****ARTTPD201**

Enhance your ability to observe/record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, gesture using charcoal and pencil. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22391	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$241.50

**Drawing 2****ARTTPD301**

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: ARTTPD201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22392	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$241.50

**Drawing 3****ARTTPD401**

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: ARTTPD301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22393	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$241.50

**Drawing Realistic Subjects in Pencil****CREA10094**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22657		May9	Aug15			OntarioLearn	\$384.28

**History Of Crafts****HISTPD024**

Through independent/self-directed learning/projects with textbook, online and faculty resources, you examine the evolution of diverse approaches to craft in metal, wood, clay to understand the connection between mankind and Arts/Crafts. Instructor contact information provided prior to course start.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22434		Apr24	Jul10			Other	\$241.50

**Painting 1****ARTTPD211**

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Model fee included. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22394	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$248.50

**Painting 2****ARTTPD311**

Examine historical developments in art and painting and experiment with various media and techniques. Model fee included. Prerequisite: ARTTPD211.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22395	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$248.50

**Painting 3****ARTTPD411**

Develop a personal style, incorporating techniques and approaches from previous courses. Model fee included. Prerequisite: ARTTPD311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22396	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$248.50

**Painting 4****ARTTPD511**

Recognize and use the nuances of colour to create various effects. Model fee included. Prerequisite: ARTTPD411.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22397	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$248.50

**Painting 5****ARTTPD611**

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. Model fee included. Prerequisite: ARTTPD511.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22398	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$248.50

**Painting 6****ARTTPD711**

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Model fee included. Prerequisite: ARTTPD611.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22399	TU	Apr18	Jun20	6:30-9:30	10	Classroom (FF)	\$248.50

**Precious Metal Clay 1****CREA10080**

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra. Firing fees included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22412	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$271.50

**Precious Metal Clay 2****CREA10128**

Jewellery making using PMC (Precious Metal Clay). Topics include principles of design, properties of PMC, basic tools and tool creation, PMC carving, dry construction, advanced torch firing, finishing and polishing. Materials extra. Firing fees included. Prerequisite: CREA10080.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22413	TH	Apr20	Jun22	6:30-9:30	10	Classroom (FF)	\$271.50



**Watercolour Painting 1****ARTTPD231**

Work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Model fee included. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22400	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$248.50

**Watercolour Painting 2****ARTTPD331**

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Model fee included. Prerequisite: ARTTPD231.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22401	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$248.50

**Watercolour Painting 3****ARTTPD431**

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Model fee included. Prerequisite: ARTTPD331.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22402	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$248.50

**Watercolour Painting 4****ARTTPD531**

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Model fee included. Prerequisite: ARTTPD431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22404	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$248.50

**Watercolour Painting 5****ARTTPD631**

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Model fee included. Prerequisite: ARTTPD531.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22405	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$248.50

**Watercolour Painting 6****ARTTPD731**

Study a Master watercolourist of your choice and learn to replicate their style. Model fee included. Prerequisite: ARTTPD631.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22406	MO	Apr24	Jul10	6:30-9:30	10	Classroom (FF)	\$248.50

**OTHER COURSES****Media**[ce.mohawkcollege.ca/media](http://ce.mohawkcollege.ca/media)**Sculpture: Form, Shape & Scale****RECL10043**

Explore sculpture via form, shape and scale using simple materials - which can sometimes result in monumental work! Experiment with both the additive and subtractive ways of sculpting. Work with different materials, methods and tools and discover the complexity of working in three dimensions. Materials list will be emailed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22437	MO	Apr17	May15	6:30-8:30	5	Classroom (FF)	\$80.50

**Video Editing Introduction****MCOM10226**

Video editing is the ability to turn video into a compelling story. Learn to edit video with video editing software and how to use these skills for your professional and/or personal videos.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23018	TH	May4	Jun1	6:30-9:30	5	Classroom (FF)	\$120.75

**Music**[ce.mohawkcollege.ca/music-courses](http://ce.mohawkcollege.ca/music-courses)**Admission Requirements**

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

**Ear Training Lab 1****MUSCMU141**

Transcribe intervals, triads, inversions, four note chords, tensions, four-part chorales, two-part counterpoint, diatonic and non-diatonic melodies, rhythms and twelve tone rows. Credit in the Applied Music Program. Prerequisite: Basic Theory including a good knowledge of all major key signatures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23012	TU	Apr18	Jul18	6:30-8:30	14	Classroom (FF)	\$225.40

**Guitar for Beginners****MUSC10123**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22713		May9	Aug15			OntarioLearn	\$456.10
22908		Jun1	Sep7			OntarioLearn	\$456.10
22924		Jul4	Oct10			OntarioLearn	\$456.10
22942		Aug1	Nov7			OntarioLearn	\$456.10

**Guitar Song Book****MUSC10078**

Learn to play a variety of popular and contemporary songs just like they sound on the recordings. Students are encouraged to submit their favourite songs to be learned in the group lesson. Prerequisite: Guitar 3 or an ability to alternate standard open position chords with some bar chords. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22951	TH	Apr20	Jul20	8:30-10:00	14	Classroom (FF)	\$177.10

**Guitar-Adult Class 3****MUSC10074**

Focus on popular tunes, reading melodies, chords and rhythms. Recommended prerequisite: MUSC10073 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
22623	WE	Apr19	Jul19	6:30-8:00	14	Classroom (FF)	\$177.10

**Harmony 2****MUSCMU282**

Extend your harmonic vocabulary to include second inversion triads and chords of the seventh, ninth and thirteenth. Students who wish will be prepared to write the R.C.M.T. Grade 3 Harmony exam in May. Prerequisite: Harmony 1(MUSCMU182) or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22952	TH	Apr20	Jul20	6:30-8:30	14	Classroom (FF)	\$225.40

**I Write The Songs****ARTT10045 (E)**

Create poetic lyrics suitable for the profession of song writing and learn a variety of genres to direct your talents. Special consideration for the purpose of presentation to music producers and agents will be discussed. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22631		May9	Aug15			OntarioLearn	\$432.16

## Needlework

[ce.mohawkcollege.ca/needlework](http://ce.mohawkcollege.ca/needlework)



### Knitting-Basic

TEXTHC273

Concentrate on the basics of this popular fashion craft and learn new techniques and stitches while completing a project of your choice. Supplies are the responsibility of the participant.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22495	WE	May10	Jun28	6:30-9:30	8	Classroom (FF)	\$260.56

### Quilting - Basic Introduction

TEXTHC319

Discover how easy machine quilting is! Learn fabric and colour selection, rotary cutting, battings and finishing tips. Excellent for the novice or as a refresher before tackling a project. Complete samples. Basic sewing knowledge required. Kit included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22539	SA/SU	Apr22	Apr23	12:30-4:00	2	Classroom (FF)	\$138.08

## Photography Workshops

[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)



Enhance your photography skills!

### 3D Photography Made Easy

PHTO10092

**NEW!** Ever wondered about 3D photos? Gain skills in taking 3D images for print or the web.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22797	TH	May11	May11	6:00-10:00	1	Classroom (FF)	\$69.04

### Auto Bone Yard

PHTO10094

**NEW!** Photograph acres of old cars / buses from past eras in an outdoor setting near Rockton.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22810	SA	May27	May27	9:00-1:00	1	Classroom (FF)	\$69.04

### Digital Cameras-How To Use Yours Effectively

PHTOCR527

Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22792	SA	Apr22	Apr22	9:30-4:30	1	Classroom (FF)	\$110.34

### From Cell Phone to Print in 90 Seconds

PHTO10098

**NEW!** Discover how easy it is to produce fabulous images in just seconds using your iPhone and any WiFi printer.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22815	TH	Jun1	Jun1	6:00-10:00	1	Classroom (FF)	\$69.04

### iPhone Photography Gadgets

PHTO10090

**NEW!** Use an iPhone to take great photos! Uncover the hidden functions of the iPhone camera, apps and accessories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22794	TH	Apr27	Apr27	6:00-10:00	1	Classroom (FF)	\$69.04

### Macro Photography on a Budget

PHTO10100

**NEW!** Learn easy ways of taking close-up and macro photographs. Learn how to light your subjects with ease. Discover accessories that can help you take stunning photographs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22817	TH	Jun8	Jun8	6:00-10:00	1	Classroom (FF)	\$69.04

### Night Sky Photography

PHTO10085

Photograph the stars and night sky using a camera/tripod/internet. Learn tips, techniques and theories to achieve the best results. A sound knowledge of camera operation is required. First class scheduled Saturday 9 am to 5 pm. Following classes Saturday and Sunday 10 pm to 2 am.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23009	SA	Jun10	Jun25	9:00-5:00 10:00-2:00	3	Classroom (FF)	\$128.80

### Outdoor Portraits Made Easy

PHTO10095

**NEW!** Learn to use available outdoor light and simple light modifiers to take professional looking portraits.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22811	SA	Jun17	Jun17	9:00-1:00	1	Classroom (FF)	\$69.04

### Painting With Light and Night

ARTT10059

**NEW!** Use a variety of portable light sources - from flashlights to sparklers - and create amazing night time images.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22799	TH	May4	May4	6:00-9:00	1	Classroom (FF)	\$55.17

### Photo Booth Setup Made Easy

PHTO10097

**NEW!** Having a party? Make it more fun with your own photo booth set up using an iPad and a Selphy printer.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22813	TH	May25	May25	6:00-10:00	1	Classroom (FF)	\$69.04

### Photobook Creation

PHTO10096

**NEW!** Discover the creation of hardcover or softcover photo books using free software. Add text for an even richer presentation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22812	TH	May18	May18	6:00-10:00	1	Classroom (FF)	\$69.04

### Photography of Birds

PHTO10093

**NEW!** Begin with one hour in class and then travel to Hamilton nature trails for 2.5 hours of bird photography amongst fairly tame birds. Parking fees on location may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22808	SA	Jun3	Jun3	9:00-1:00	1	Classroom (FF)	\$69.04

### Waterfall Photography

PHTO10099

**NEW!** Discover techniques for photographing waterfalls. Begin with one hour in class and then travel to some beautiful Hamilton waterfalls for 2.5 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22816	SA	Jun10	Jun10	9:00-1:00	1	Classroom (FF)	\$69.04

## Sewing

[ce.mohawkcollege.ca/sewing-courses](http://ce.mohawkcollege.ca/sewing-courses)



The purchase of supplies is required. A materials list will be provided before the course starts. Please contact us for more information or to receive materials list by email.

### Serger Know How

CREA10169

Discover how to use your serger to its fullest potential with proficiency! Master various techniques, use decorative threads, and a variety of fabrics including knits. Practice these skills by completing project(s) during the course. You must supply your own serger.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22955	SA/SU	May6	May7	9:30-4:00	2	Classroom (FF)	\$96.60

## Visual Arts

[ce.mohawkcollege.ca/visualarts-courses](http://ce.mohawkcollege.ca/visualarts-courses)



### 3DPrinting With Clay

CERA10012

**NEW!** Experience a glimpse of the possibilities of 3D printing using clay. You will be lead through simple exercises using computer design software which will be printed. Glaze fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23010	MO	Jul31	Aug28	6:30-9:30	4	Classroom (SC)	\$108.60

### Drawing Pencils Coloured

ARTT10056

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22432	SA/SU	Apr22	Apr23	9:00-5:00	2	Classroom (FF)	\$96.60

### Figure Drawing

ARTT10053

Emphasis on individual instruction, gesture, contour drawing, form, value, basic anatomy and proportion. Suitable for beginners and the developing artist interested in the act of seeing and the process of drawing from the nude model. Model fee included. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22526	SA	Jul8	Jul8	9:00-2:00	1	Classroom (FF)	\$106.95

### Jewellery - Constructed

CREA10058

**NEW!** Explore the design and construction of dynamic jewellery. Focus on design principles, wire-work and finishing techniques, surfaces and colour. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22439	SA	May27	Jun3	10:00-4:00	2	Classroom (FF)	\$126.60

### Life Casts (hands)

ARTT10063

**NEW!** Learn how to use alginate (a skin-safe seaweed based casting material) to cast your hands. Materials included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22827	FR	May12	May12	6:00-9:00	1	Classroom (FF)	\$75.17

### Lunch Hour Drawing

ARTT10061

**NEW!** Spend an hour in a casual environment learning how to quickly capture the form of objects in a series of fun gesture drawing exercises. No experience or supplies necessary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22822	WE	May31	May31	12:00-1:00	1	Classroom (FF)	\$24.04
22823	WE	May31	May31	1:00-2:00	1	Classroom (FF)	\$24.04



### Mohawk Drawing Night

ARTT10060

**NEW!** Spend an evening learning how to quickly capture the form and movement of a figure in a series of fun gesture drawing exercises. No experience or supplies necessary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22821	FR	Jun16	Jun16	6:30-9:30	1	Classroom (FF)	\$55.17

### Mohawk Paint Night

ARTT10058

**NEW!** Spend an evening painting in a fun and casual atmosphere. A local artist will guide you through painting a masterpiece you can take home. No experience or supplies necessary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22819	FR	May5	May5	6:30-10:30	1	Classroom (FF)	\$55.17
22820	FR	Jun2	Jun2	6:30-9:30	1	Classroom (FF)	\$55.17

### Pottery Workshop

CERA10013

**NEW!** Introduces creating pottery including throwing clay and using the pottery wheel. Glaze fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22824	FR	Apr7	Apr7	6:30-9:30	1	Classroom (SC)	\$58.17
22825	FR	Jun16	Jun16	6:30-9:30	1	Classroom (SC)	\$58.17

### Watercolour En Plein Air

ARTT10054

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22530	SA	Jul15	Jul15	9:00-3:00	1	Other	\$110.34

### Whittling Workshop

ARTT10062

**NEW!** Use a carving knife to create a sculptural form out of basswood. Discover a variety of techniques and create a small sculpture to take home. Carving knife included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22826	WE	May31	May31	6:00-10:00	1	Classroom (FF)	\$94.04

**Already a graduate of Mohawk?**

Take a moment to see discounts and offers available to alumni.

Visit [mohawkcollege.ca/alumni](http://mohawkcollege.ca/alumni)

**MOHAWK**  
ALUMNI



# Technology and Skills Development

ce.mohawkcollege.ca/tech

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## CREDENTIALLED PROGRAMS



## Advanced AutoCAD

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/advanced-autocad](http://ce.mohawkcollege.ca/advanced-autocad)

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

## Admission Requirements

- Completion of some basic AutoCAD courses or previous AutoCAD experience is recommended.



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## PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADM10040	AutoDESK REVIT - Advanced	45
CADM10041	SolidWorks Advanced	45
CADM10051	AutoDESK 3D MAX	45
CADMCAD12	AutoCAD - Customization	45

## AutoCAD - Customization

## CADMCAD12

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21892	TU/TH	Apr25	Jun13	6:00-9:00	15	Classroom (FF)	\$362.25

## AutoDESK 3D MAX

## CADM10051

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22751	TU	Apr25	Aug1	6:00-9:00	15	Classroom (FF)	\$362.25

## AutoDesk REVIT - Advanced

## CADM10040

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22960	SA	Apr29	Jun17	8:30-2:30	8	Classroom (FF)	\$362.25

## SolidWorks Advanced

## CADM10041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22739	WE	Apr26	Aug2	6:00-9:00	15	Classroom (FF)	\$362.25



"Through Mohawk College, I've learned the technological skills to compliment my 20+ years of trade experience. I feel the skills I've learned at Mohawk will enable me to stay competitive in a dynamic industry."

**Dan, AutoCAD Design Certificate and Geographic Information Systems Certificate Graduate**

## Air Brake Training

[ce.mohawkcollege.ca/airbrake](http://ce.mohawkcollege.ca/airbrake)


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## Admission Requirements

- Minimum requirement is full class "G" license (Ontario).

## Air Brake Training

## MOTPSAM70

Learn the airbrake system and components. Earn your 'Z' Air Brake Endorsement on your Ontario License, as required by The Ontario Ministry of Transportation. Test & Booklet included. When you have successfully completed the endorsement course, you need to report to a DriveTest Centre within 6 months to add the Z endorsement to your licence.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22454	SA/SU	Apr22	Apr23	8:00-2:00	2	Classroom (SC)	\$329.28
22457	SA/SU	May27	May28	8:00-2:00	2	Classroom (SC)	\$329.28
22460	SA/SU	Jun24	Jun25	8:00-2:00	2	Classroom (SC)	\$329.28
22462	SA/SU	Jul22	Jul23	8:00-2:00	2	Classroom (SC)	\$329.28
22464	SA/SU	Aug26	Aug27	8:00-2:00	2	Classroom (SC)	\$329.28



## AutoCAD Design Certificate (191)

## MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/autocad](http://ce.mohawkcollege.ca/autocad)


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

## Admission Requirements

- Drafting knowledge is strongly recommended.
- If you have no previous computer knowledge or knowledge of Windows you should take Generic Computer Training (COMPC0001) before starting this program.

## PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMCAD06	AutoCAD - Introduction	45
CADMCAD15	AutoCAD - Advanced	45
CADMCAD11	AutoCAD - 3D Modeling	45
CADMCAD12	AutoCAD - Customization	45
Options - Choose 2:		
CADM10028	AutoDESK - REVIT	45
CADM10040	AutoDESK REVIT - Advanced	45
INFOCAD29	AutoDESK Inventor	45
CADMRE066	SolidWorks Basic	45

CADMRE066 is offered on page 133.

## AutoCAD - 3D Modeling

## CADMCAD11

Introduces concepts and methods of 3D modeling. Gain a thorough grounding in the fundamentals of 3D and explore the main features of the advanced 3D Modeling workspace within the AutoCAD Software. Prerequisite: CADMCAD15. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22805	WE	Apr26	Aug2	6:00-9:00	15	Classroom (FF)	\$362.25

## AutoCAD - Advanced

## CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22716		Apr10	Jun17			eLearn	\$359.10
22961	TU	Apr25	Aug1	6:00-9:00	15	Classroom (FF)	\$362.25

**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
21892	TU/TH	Apr25	Jun13	6:00-9:00	15	Classroom (FF)	\$362.25

**AutoCAD - Introduction****CADMCAD06**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21894		Apr10	Jun17			eLearn	\$359.10
22753	TH	Apr27	Aug3	6:00-9:00	15	Classroom (FF)	\$362.25

**AutoDESK - REVIT****CADM10028**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22504	TU/TH	Jul4	Aug22	6:00-9:00	15	Classroom (FF)	\$362.25

**AutoDESK Inventor****INFOCAD29**

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22975	MO/WE	Apr24	Jun14	6:00-9:00	15	Classroom (FF)	\$362.25

**AutoDesk REVIT - Advanced****CADM10040**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22960	SA	Apr29	Jun17	8:30-2:30	8	Classroom (FF)	\$362.25

## Building Environmental Systems Certificate (090)

**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/buildenvironsystems](http://ce.mohawkcollege.ca/buildenvironsystems)

Become proficient in heating systems, air conditioning and refrigeration systems, electrical systems, air handling and preventative maintenance programs, water treatment programs and energy efficiency in large buildings.

NOTE: This certificate is being expanded to BES Operator Class II & BES Operator Class I and will have new program numbers in Fall 2017.

**Admission Requirements**

- Practical work experience or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
HRAPBES01	Heating		45
HRAPBES02	Air Conditioning And Refrigeration		45
BLDGBES03	Air Handling & Preventive Maintenance		45
BLDGBES04	Electrical		45
STENBES05	Controls		45
STENBES06	Water Treatment		45



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**Air Handling & Preventive Maintenance****BLDGBES03**

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21903	TU	Apr25	Aug1	6:00-9:00	15	Classroom (SC)	\$362.25

**Building Systems-A Practical Overview****BLDG10700**

**NEW!** Explore building systems in a holistic way that recognizes the interactions between the various mechanical systems and encourages building operators to be conscious of overall operations including system, safety, environmental considerations and energy efficiency. Key concepts include considering buildings as a system and the components of the building envelope.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23005	TH	Apr27	Aug3	6:00-9:00	15	Classroom (SC)	\$362.25

**Heating****HRAPBES01**

Review operation and maintenance of hot water and steam boilers and accessories, oil and gas burners, heating controls, plumbing, fire protection and alarm systems. Intended for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23002	WE	Apr26	Aug2	6:00-9:00	15	Classroom (SC)	\$362.25

## Certificate of Qualification Examination Preparation

[ce.mohawkcollege.ca/cofq](http://ce.mohawkcollege.ca/cofq)



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Prepare for the Certificate of Qualification exam, stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

**Admission Requirements**

- Before registering in a Certificate of Qualification course, please contact the Apprenticeship Branch Office at 1-800-668-4479. Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam. Ask your Apprenticeship contact if any Ministry-funded deliveries are available prior to registering.

**C of Q Automotive Service Technician 310S****MOTPSAM66**

Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22798	TU	Apr25	Jul11	6:00-9:00	12	Classroom (SC)	\$289.80

**C of Q Instrumentation 447A****INST10006**

Designed to help prepare experienced trades persons who have, or will soon have, permission to write the C of Q exam in the Instrumentation 447A trade area. Special emphasis will be placed on theory review and practice answering sample questions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21896		Apr12	Aug9			eLearn	\$239.40

**C of Q Prep Machinist 429A****MACHHAQ02**

Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22800	TU/TH	Apr25	Jul13	6:00-9:00	24	Classroom (SC)	\$540.72

**C of Q Prep Millwright 433A****MECHHEQ02**

Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21904	TU/TH	Apr25	Jul13	6:00-9:00	24	Classroom (SC)	\$540.72

**C of Q Tool and Die 430A****MACHHEQ03**

Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22801	TU/TH	Apr25	Jul13	6:00-9:00	24	Classroom (SC)	\$540.72

**C of Q Truck and Coach 310T****MOTPSAM65**

Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22983	TU/WE	May2	Jun7	6:00-9:00	12	Classroom (SC)	\$289.80

**Certificate of Qualification Exam Prep****Electrical 309A****ELEC10158**

Review theory and electrical code for the Construction & Maintenance 309A exam. Current code book required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22510	TU	Apr25	Jul11	6:00-9:00	12	Classroom (SC)	\$289.80

**Pre-Licence Autobody****MOTPSAM67**

A theory review designed to assist trainees (apprentices) to write the C of Q exam for Autobody Repair and Collision damage under the Ontario Apprenticeship Tradesman's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22803	TU	Apr25	Jul11	6:00-9:00	12	Classroom (SC)	\$289.80

**CFC/ODP Training**

[ce.mohawkcollege.ca/cfc-odp](http://ce.mohawkcollege.ca/cfc-odp)

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.

**Ozone Layer Protection Awareness Program****ENVR10065**

Formerly known as CFC/HCFC/HFC Control Training Program (ENVR RE904). Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to maintain an ODP card or whose card has expired. Course manual provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22403	SA	Apr22	Apr22	8:30-2:30	1	Classroom (SC)	\$195.00
22416	SA	May27	May27	8:30-2:30	1	Classroom (SC)	\$195.00
22423	SA	Jun24	Jun24	8:30-2:30	1	Classroom (SC)	\$195.00
22424	SA	Jul22	Jul22	8:30-2:30	1	Classroom (SC)	\$195.00
22429	SA	Aug19	Aug19	8:30-2:30	1	Classroom (SC)	\$195.00

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

Visit [mohawkcollege.ca/ConvocationPrep](http://mohawkcollege.ca/ConvocationPrep)

**CNC Programming Certificate (070)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/cncprogramming](http://ce.mohawkcollege.ca/cncprogramming)

Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

**Admission Requirements**

- CNC courses require you to function at a Grade 12 level in Mathematics and interpret engineering drawings.
- Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended.
- See Machine Tool Operator Certificate for basic skills.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
MACHRE810	CNC Programming - Basic	60
MACHRE811	CNC Programming - Intermediate	60
CADMRE455	CAD/CAM (MasterCAM) 2D	60
CADMRE456	CAD/CAM (MasterCAM) 3D	52

Some components of this program require approved safety glasses and footwear.

**CAD/CAM (MasterCAM) 2D****CADMRE455**

Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22962	MO/WE	Apr24	Jul5	6:00-9:00	15	Classroom (SC)	\$461.40

**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
21905	TU/TH	Apr25	Jun29	6:00-9:00	20	Classroom (SC)	\$461.40

**Construction Estimating Certificate (867)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/constructionestimating](http://ce.mohawkcollege.ca/constructionestimating)

Accurate estimating and careful monitoring of costs are essential for ensuring a profit in any construction firm. Upgrade your estimating skills using computer software.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
INFO10105	Project Management Scheduling Software	42
MGMTCN340	Construction Management A	56
MGMTCN440	Construction Management B	56

INFO10105 is offered on page 30.



**Construction Management A****MGMTCN340**

Examine the principles of critical-path scheduling, as well as relevant provincial and municipal acts, regulations, and permit processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21908	TH	Apr27	Jul27	6:00-10:00	14	Classroom (FF)	\$434.96

**Estimating 1****BLDGEA202**

Read drawings and measure quantities of building projects, concrete, earthwork, structural steel, reinforcing steel and masonry.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21906	TU	Apr25	Jul25	6:30-9:30	14	Classroom (FF)	\$338.10

**Introduction To Cost Estimating****BLDG10012**

Examine the construction estimating process used in general contracting and the role of the estimator in construction management. Complete simple residential and commercial exercises to develop skills with 'Taking-Off' methods. Students should have blueprint reading skills. Equivalent to: BLDGEA202. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22187		May9	Aug15			OntarioLearn	\$408.22

**Electrical Fundamentals Certificate (063)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 3 courses****[ce.mohawkcollege.ca/electricalfundamentals](http://ce.mohawkcollege.ca/electricalfundamentals)**

Benefit from a thorough grounding in the electrical fundamentals required in various maintenance occupations.

**Admission Requirements**

- A minimum of Grade 11 mathematics and physics, or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
ELECHV107	Electricity 1 - Residential		72
ELECHV200	Electricity 2-Commercial/Light Industrial		72
MATHMA002	Preparatory Mathematics(Technology)		72

MATHMA002 is offered on page 108.

WATCH FOR COURSES NEXT TERM.

**Electronic Fundamentals Certificate (886)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses****[ce.mohawkcollege.ca/electronicfundamentals](http://ce.mohawkcollege.ca/electronicfundamentals)**

Electronics are a key element of modern industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

**Admission Requirements**

- Grade 12 Mathematics or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
ELECER001	DC Electrical/Electronic Theory		56
ELECER002	AC Electrical/Electronic Theory		56
ELECER003	Electronics I (Semiconductors)		56
ELECER011	Digital Electronics 1		60

CSA approved safety glasses/eyewear with side shields are mandatory for admittance to all classes.

**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
22964	TU/TH	May2	Jul4	6:00-9:00	19	Classroom (FF)	\$434.96

**Electronics I (Semiconductors)****ELECER003**

Concepts and testing procedures associated with semiconductor diodes, zener diodes, light emitting diodes, rectifications, filtering, bipolar transistors, transistor configurations and characteristics, field effect and unijunction transistors, thyristor diodes, gate triggering and switching circuits. Prerequisite: ELECER002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22804	MO/WE	May1	Jul10	6:00-9:00	19	Classroom (FF)	\$434.96

**Environmental Engineering Certificate (083)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 7 courses****[ce.mohawkcollege.ca/environmentalengineering](http://ce.mohawkcollege.ca/environmentalengineering)**

Learn to evaluate and implement programs to control environmental stresses. Examine environmental and waste audits, compliance assessment, program implementation, solid and liquid waste, air quality assessment, best management practices, and emergency planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

**Admission Requirements**

- Prep Chemistry (GSCIE053) or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
CHEMOH701	Principles Of Environmental Chemistry		42
ENVROH702	Environmental Science		42
ENVROH704	Air Pollution And Monitoring		42
ENVR10043	Environment Project Management		42
LAWSOH703	Environmental Legislation And Audit		42
WASTOH705	Water And Wastewater Treatment		42
WASTOH706	Solid And Hazardous Waste Management		42

**Environment Project Management****ENVR10043**

Concentrate on process waste audits, engineering economics, project management, report writing and oral presentation skills. Blended delivery. Must be taken last. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22966	WE	Apr26	Jul26	6:00-9:00	14	Classroom (FF)	\$338.10

**Solid And Hazardous Waste Management****WASTOH706**

Focus on tools, techniques and solid and hazardous technology with emphasis on pollution prevention and regulatory compliance. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22993	TH	Apr27	Jul27	6:00-9:00	14	Classroom (FF)	\$338.10

**Tuition Assistance**

A variety of options are available.  
Obtain full details and apply online!

**[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)**



## Fire Safety Certificate (853)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/firesafety](http://ce.mohawkcollege.ca/firesafety)

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.



#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Principles Of Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	Fire Safety 4-Water Extinguishing Systems	39
SAFEFT105	Fire Safety 5-Special Extinguishing Systems	39
SAFEFT106	Fire Safety 6 Processes and Protection	39

#### 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
22182	May9	Aug15				OntarioLearn	\$475.93

#### 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
22989	TH	Apr27	Jul20	6:00-9:00	13	Classroom (FF)	\$313.95

#### 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
22986	WE	Apr26	Jul19	6:00-9:00	13	Classroom (FF)	\$313.95

## Fluid Power Certificate (847)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/fluidpower](http://ce.mohawkcollege.ca/fluidpower)



Benefit from hands-on training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power. Designed for individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

#### Admission Requirements

- Basic knowledge of, or experience with, fluid power systems.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
STENMF201	Introductory Hydraulics	56
STENMF254	Hydraulics 1	70
STEN10009	System Studies	28
STENMF202	Introductory Pneumatics	42
STENMF354	Hydraulics 2	56
STENMF352	Pneumatics 2	49

Some components of this program require approved safety glasses and footwear.

#### Hydraulics 2

#### STENMF354

Covers the basics of proportional/servo control for a hydraulic system including operation, design considerations and applications for both proportional and servo hydraulics with the main emphasis on proportional control. Includes lab time to allow application of the physical operation of these controls, where available. Prerequisite: STENMF254 or STENMF202. Equivalent to: ELECMF104 or STENMF105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22720	TU/TH	Apr25	Jun27	6:00-9:00	19	Classroom (SC)	\$434.96

#### System Studies

#### STEN10009

Study applications of fluid power, automation and motion control technology across a myriad of industries. Topics for project development in various sectors will be selected for development for the senior project. Prerequisite: STENMF254. Equivalent to: STENMF102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22719	WE	Apr26	Jun28	6:00-9:00	10	Classroom (SC)	\$225.40

## Customized Corporate Training



Maximize your training investment by working with Mohawk College Enterprise (MCE). We offer customized solutions with experienced trainers, relevant to your workplace. All of our training programs can also be delivered on and off-site.

OTJ hours and CEU credits apply to some programs.

### TECHNOLOGY

Customized training programs include:

- Backflow Prevention/Cross Connection Control
- Future Ready Leadership for Water Operators
- Welding
  - Quick Start (24 weeks) – continuous intake program
  - Corporate upskilling

### CONTACT US

Mohawk College Enterprise (MCE)

905-575-2534

1-877-269-1422

[info@mcecor.com](mailto:info@mcecor.com)

[mcecor.com/technology](http://mcecor.com/technology)



## 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](http://www.tssa.org). After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The TSSA will conduct the practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

- A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
- Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc.
- 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).



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## Fuel Technician Certification

[ce.mohawcollege.ca/fueltechnician](http://ce.mohawcollege.ca/fueltechnician)

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

All Fuel Certification courses/programs are endorsed and supported by Ontario Regulation 215. You must write an examination within one year of accredited course/program completion. Failure to meet the requirements within one year of completion will necessitate retraining.

### Rewrites & Re-examination:

Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. A candidate who is unsuccessful in their third attempt must attend a full training program again. As per OREG 215, a candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt. One is able to rewrite after thirty days of an unsuccessful attempt.

Mohawk College will advertise a rewrite schedule in the Continuing Education catalogue and on our website.

No one should fill out an application for a higher certification level until successfully completing a lower level certification.

Upon completion of all four parts of Gas Technician 2, the student will be permitted to book the final TSSA examination.

NOTE: Participants are required to pay an Examination Fee of \$230.00 for each level (GT-3, GT-2, GT-1) of certification and each attempt.

For Fuel Technician information, access the TSSA link via [ce.mohawcollege.ca/fueltechnician](http://ce.mohawcollege.ca/fueltechnician)

### Admission Requirements

- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

### OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through day school training at this time.

### GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT- part includes four 120-hour courses which must be taken. You must successfully complete modules 25-31 to obtain the GT-1. (GT-2 is a prerequisite.)

**The purchase of books will be required; instructors will advise.**

**Payment for Gas Technician 3/2 Rewrite Exams will be required the first night of the reviews.**

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

### Gas Technician 2 - Part 1

**GOPTRE050**

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22755	TU/TH	Jun20	Nov2	6:00-9:00	40	Classroom (SC)	\$858.00

### Gas Technician 2 Review

**GOPT10002**

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON June 7 at 6:00 PM.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22968	WE	May10	May31	6:00-9:00	4	Classroom (SC)	\$96.60



## Geographic Information Systems Certificate (079)

### MOHAWK COLLEGE CERTIFICATE

**Graduation Requirement: 8 courses**

[ce.mohawcollege.ca/gis](http://ce.mohawcollege.ca/gis)



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GIS, a popular and affordable technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation engineers and individuals in resources management and business.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
INFOCVA03	Introduction To Geographic Information Systems	42
INFOCVA36	GIS Software - ArcView	42
INFOCVA37	Remote Sensing	42
INFOCV630	GPS - Global Positioning Systems	42
INFOCVA08	Internet Mapping	42
INFOCVA14	Designing, Managing/Implementing A GIS	42
INFO10081	Access Core	36
INFO10177	Access Expert	36

**Access Core and Access Expert are offered on page 73.**

**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
21799	May9	Aug15				OntarioLearn	\$388.16

**GIS Software - ArcView****INFOCVA36**

Learn to create and manipulate data in ArcView, geocode addresses, perform spatial analyses, and produce map outputs and charts. Included with the book is a fully functioning 180-day trial version of ArcView software that can be downloaded from the internet, along with data for the book's exercises. A Windows OS is required to install the software. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21800	May9	Aug15				OntarioLearn	\$388.16

**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
21796	May9	Aug15				OntarioLearn	\$388.16

**Internet Mapping****INFOCVA08**

Explore internet mapping foundations, principles, and design. Integrate data into consumable web maps that empower end users to make better decisions and manipulate code to benefit their internet map product. Discover implementation of systems from developing web services, handling data, and producing visually interesting map products. Includes web servers, web map services, hosting data, etc. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21798	May9	Aug15				OntarioLearn	\$388.16

**Introduction To Geographic Information Systems****INFOCVA03**

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping. Computer software required: Open Source Software Quantum QGIS (works on Windows, Macs and Linux).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21797	May9	Aug15				OntarioLearn	\$388.16



905-387-1655  
registrations@cinde.ca  
or www.cinde.ca

The Canadian Institute for Non-destructive Evaluation (CINDE) offers intensive day school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB-48.9712-2014/ISO 9712:2012 requirements to Levels 1, 2 and 3.

CINDE offers the following courses and course fees include course manual and CINDE membership.

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Digital Radiography
- Film Interpretation
- Radiation Safety
- PdM Techniques
- Weld Inspection & Quality Control
- Principles and Applications of NDT
- Engineering Materials and Components (EMC)
- Level 3 Preparatory Courses
- Phased Array UT Inspection

For a complete list of prerequisites  
visit [cinde.ca/courses/prerequisites.phtml](http://cinde.ca/courses/prerequisites.phtml)

**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
21801	May9	Aug15				OntarioLearn	\$388.16

**Home Inspection Certificate (171)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 10 courses

[ce.mohawcollege.ca/homeinspection](http://ce.mohawcollege.ca/homeinspection)



Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

**Admission Requirements**

- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including Mathematics including senior level English.
- Experience in the construction industry is an asset.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BLDGH1001	Interior/Insulation Inspection	42
BLDGH1002	Exterior Inspection	42
HRAPH1003	Heating Inspection I	42
HRAPH1004	Heating Inspection II	42
HRAPH1005	Plumbing Inspection	42
HRAPH1006	Air Conditioning and Heat Pumps Inspection	42
ELECH1007	Electrical Inspection	42
BLDGH1008	Structural Inspection	42
BLDGH1009	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 (OAH) provided that 70% or higher is maintained in each of the subjects being submitted to OAH for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAH directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAH regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAH or [www.oahi.com](http://www.oahi.com).

**Textbook Information**

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext. 251 at a cost of approximately \$250 per course in addition to the course fees.

**Air Conditioning and Heat Pumps Inspection****HRAPH1006**

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
22101	May9	Aug15				OntarioLearn	\$432.16

**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
22145	May9	Aug15				OntarioLearn	\$432.16

**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
22086	May9	Aug15				OntarioLearn	\$432.16

**Exterior Inspection****BLDGH1002**

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
22140	May9	Aug15				OntarioLearn	\$432.16

**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
22097	May9	Aug15				OntarioLearn	\$432.16

**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
22099	May9	Aug15				OntarioLearn	\$432.16

**Interior/Insulation Inspection****BLDGH1001**

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
22141	May9	Aug15				OntarioLearn	\$432.16

**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
22138	May9	Aug15				OntarioLearn	\$432.16

**Roofing Inspection****BLDGH1009**

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
22077	May9	Aug15				OntarioLearn	\$432.16

**Structural Inspection****BLDGH1008**

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
22079	May9	Aug15				OntarioLearn	\$432.16

**Human Machine Interfacing Certificate (182)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses**[ce.mohawkcollege.ca/hmi](http://ce.mohawkcollege.ca/hmi)

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills to implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware InTouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

**Admission Requirements**

- For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
ASYSPLC11 PLC Programming 1	56
ASYS10004 HMI Programming 1	52
ASYS10005 HMI Programming 2	52
ASYS10006 HMI Programming 3	52

**PLC Programming 1****ASYSPLC11**

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22853	TU	Apr18	Aug15	6:00-9:00	18	Classroom (FF)	\$408.52

**Industrial Drives Certificate (202)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/industrialdrives](http://ce.mohawkcollege.ca/industrialdrives)

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
ASYS10001 Industrial Drives 1	52
ASYS10002 Industrial Drives 2	52
ASYS10003 Industrial Drives 3	52
ELECER001 DC Electrical/Electronic Theory	56
ELECER002 AC Electrical/Electronic Theory	56

**DC Electrical/Electronic Theory****ELECER001**

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22964	TU/TH	May2	Jul4	6:00-9:00	19	Classroom (FF)	\$434.96

**Industrial Drives 1****ASYS10001**

Focus on AC and DC motor theory, single phase and three phase motors, and motor control and protection systems for various applications. Prerequisite: ELECER002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22832	TH	Apr20	Aug17	6:00-9:00	18	Classroom (FF)	\$408.52





## Industrial Engineering - Level 1 Certificate (868)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/industrialengineering](http://ce.mohawkcollege.ca/industrialengineering)

For individuals in first level Industrial Engineering positions. Covers: conducting studies, drawing plant layout plans, quality control concepts, lean manufacturing concepts, and manufacturing problem solving.



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#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HRESIM337	Management Of Human Resources	42
IENGIM132	Work Measurement 1	56
IENGIM252	Problem Solving	42
IENGIM332	Work Measurement 2	56
IENGIM535	Plant Layout And Material Handling	56
MGMTIM153	Manufacturing Management	42

### 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
22732	WE	Apr26	Aug30	6:00-9:00	19	Classroom (FF)	\$434.96

### Work Measurement 2

IENGIM332

Focus on the development of standard data and time formulae, fixed interval sampling and random sampling techniques applied to the measurement of appropriate activities. Prerequisite: IENGIM132.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22717	TU	Apr25	Aug29	6:00-9:00	19	Classroom (FF)	\$434.96



## Industrial Lubrication Certificate (064)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/industriallubrication](http://ce.mohawkcollege.ca/industriallubrication)

Enhance your knowledge of industrial lubrication practices. Offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

#### Admission Requirements

- Employment responsibilities involving lubrication.
- Several years related experience.
- Secondary school background with chemistry, physics and mathematics is an asset.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MATLLUB00	Lubrication Fundamentals	45
MATLLUB04	Lubrication Systems, Storage and Handling	45
STENMF201	Introductory Hydraulics	56
MATLLUB06	Lubrication T.A.P. (Transportation/Application/Programs)	45
MECH10048	Power Transmission Components	56



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### Lubrication Systems, Storage and Handling

MATLLUB04

Develop an understanding of general equipment terminology, guidelines and applications, manual and automatic lubrication systems, operating procedures and trouble-shooting. Prerequisite: MATLLUB00.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22978	TU	Apr25	Aug1	6:00-9:00	15	Classroom (SC)	\$362.25

### Power Transmission Components

MECH10048

Focus on power transmission systems, trade calculations, lubrication and troubleshooting, belts, pulleys, chains, gear drives, coupling systems, bearings and alignment systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22721	WE	Apr26	Aug30	6:00-9:00	19	Classroom (SC)	\$434.96



## Instrumentation

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/instrumentation](http://ce.mohawkcollege.ca/instrumentation)



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#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
INSTRE047	Instrumentation 1 For Tradesmen	72
INSTRE155	Instrumentation 2 For Tradesmen	72
INSTRE131	Instrumentation 3 For Tradesmen	56

### Instrumentation 1 For Tradesmen

INSTRE047

Examine control and measurement for pressure, temperature, level and flow devices used in industry. You require a basic knowledge of electricity and some industrial experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21802		May9	Aug15			OntarioLearn	\$590.57



## Lean Six Sigma Green Belt Certificate (966)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/leansixsigma](http://ce.mohawkcollege.ca/leansixsigma)

Lean Six Sigma tools and business-improvement methodologies are optimizing the way companies do business in manufacturing, healthcare, finance, IT and many other industries. Green Belt certification at Mohawk is the introductory level for Lean Six Sigma. Focus on a step-by-step process of improvement using statistical tools and Lean and Six Sigma project management strategies. This program aligns with the American Society for Quality (ASQ) Lean Body of Knowledge (BOK).



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#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
QUAL10012	Lean Foundations, Green Belt	56
QUAL10016	Six Sigma Foundations	56
QUAL10017	Statistics for Green Belt	56
QUAL10019	Project Coaching	28
MGMT10102	Managing Change (LDS)	30

**Lean Foundations, Green Belt****QUAL10012**

Examine the history and fundamentals of Lean as a process improvement methodology focusing on waster, value and value stream mapping. Apply Lean tools to case studies and problems of moderate complexity using Total Productive Maintenance (TPM) and Theory of Constraints (TOC). 16 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22465	TU	Apr18	Jun20	6:00-10:00	10	Blended (FF)	\$975.00

**Six Sigma Foundations****QUAL10016**

Examine the history and fundamentals of Six Sigma as a quality improvement methodology focusing on reducing variation within a process. Apply Six Sigma project methodologies (DMAIC) data collection, and Measurement Systems Analysis (MSA) to case studies and problems of moderate complexity. 16 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22466	TU	Jun27	Aug29	6:00-10:00	10	Blended (FF)	\$975.00

**Machine Tool Operator Certificate (848)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses**[ce.mohawkcollege.ca/machinetooloperator](http://ce.mohawkcollege.ca/machinetooloperator)

Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

**Admission Requirements**

- Grade 12 Mathematics.
- Strong mechanical aptitude.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
MACHRE165	Machine Shop 1	40
MACHRE265	Machine Shop 2	40
MACHRE465	Machine Shop 3	40
MACHRE543	Machine Shop Theory	76

Some components of this program require approved safety glasses and footwear.

**Machine Shop 1****MACHRE165**

Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22833	TH	Apr27	Jul27	6:00-9:00	14	Classroom (SC)	\$352.00

**Machine Shop 2****MACHRE265**

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22834	TH	Apr27	Jul27	6:00-9:00	14	Classroom (SC)	\$352.00

**Machine Shop 3****MACHRE465**

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22835	TH	Apr27	Jul27	6:00-9:00	14	Classroom (SC)	\$352.00

**Mechanical Design****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 5 courses**[ce.mohawkcollege.ca/mechanical](http://ce.mohawkcollege.ca/mechanical)**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
CADMRE066	SolidWorks Basic	45
CADM10041	SolidWorks Advanced	45
MECH10024	Co-ordinate Measuring Machines	35
MECHBDA55	Geometric Dimensioning & Tolerancing	36
CADM10050	3D Printing Additive Manufacturing	39

**3D Printing Additive Manufacturing****CADM10050**

Enhance your SolidWorks-Basic knowledge to produce 3D parts in plastic. Theory and Practical. Materials are included in the course fee. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22761	MO	Apr24	Aug14	6:00-9:00	14	Classroom (FF)	\$338.10

**Co-ordinate Measuring Machines****MECH10024**

Learn the fundamentals of the operation of a CMM (Coordinate Measuring Machine) to develop measuring routines for dimensional elements on a Mitutoyo CMM. Introductory hands-on course and includes an introduction to CMM programming. Prerequisites: TDRW RE152 and MECH BDA55

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22980	TU	Apr25	Jul11	6:00-9:00	12	Classroom (FF)	\$281.75

**Geometric Dimensioning & Tolerancing****MECHBDA55**

Learn the language of symbols used on drawings to communicate design intent and geometry requirements for features on parts and assemblies. Learn to communicate specific datums, to use round tolerance zones and the use of a Co-ordinate Measuring machine (CMM) to measure GD&T toleranced features. Based on ASME Y14.5M. Equivalent to: MECH10045. Prerequisite: TDRWRE152.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22982	TH	Apr27	Jul13	6:00-9:00	12	Classroom (FF)	\$289.80

**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
21909	WE	Apr26	Aug2	6:00-9:00	15	Classroom (FF)	\$362.25

**SolidWorks Advanced****CADM10041**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22739	WE	Apr26	Aug2	6:00-9:00	15	Classroom (FF)	\$362.25



## Occupational Health and Safety Management Certificate (060)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/ohs](http://ce.mohawkcollege.ca/ohs)



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Under the Occupational Health and Safety Act workplaces must prepare and review, at least annually, a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For supervisors, safety coordinators, occupational health nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

#### Admission Requirements

- Knowledge of chemistry, physics and mathematics is an asset.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
ENVROH101	Occupational Hygiene-Introduction	39
ENVROH105	Occupational Toxicology and Disease	36
ENVROH304	Ergonomics	36
LAWSOH301	OH&S Fundamentals	39
SAFE10072	Hazard Assessment and Control	39
SAFEFT100	Basic Principles Of Fire Safety	45
SAFEOH308	H & S Program Development & Coordination	45
SAFEOH309	Workplace Safety And Insurance Act	39

#### 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
22182	May9	Aug15				OntarioLearn	\$475.93

#### H & S Program Development & Coordination

#### SAFEOH308

Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of the safety professional.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23038	May10	Aug9				eLearn	\$359.10

#### Hazard Assessment and Control

#### SAFE10072

Study practical aspects of recognizing, assessing and controlling workplace hazards. Includes: legal responsibilities, inspection techniques, control strategies and training programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23037	May10	Aug9				eLearn	\$311.22

#### Industrial Hygiene

#### SAFE10078

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. Emphasis on WHMIS and other relevant legislation. Equivalent to: ENVROH101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22184	May9	Aug15				OntarioLearn	\$456.10

#### Introduction to Ergonomics

#### SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to: ENVROH304 and Changing the Workplace Through Hands-On Ergonomics (LABR10000).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22183	May9	Aug15				OntarioLearn	\$432.16

#### 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: ENVR0H105. Prerequisite: Prep Science Chemistry (GSC1PE053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22152	May9	Aug15				OntarioLearn	\$336.40

#### OH&S Fundamentals

#### LAWSOH301

Examine the OHS Act with attention to administration, joint committees, enforcement, safety policy, WHMIS, certification, and regulations concerning biological and chemical agents and designated substances.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21819	May9	Aug15				OntarioLearn	\$364.22

#### Workplace Safety And Insurance Act

#### SAFEOH309

Explore effective strategies to address work related disability management claims, return to work, and WSIB premiums and incentive issues related to the WS&IA.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21821	May9	Aug15				OntarioLearn	\$364.22

## Programmable Logic Controllers Certificate (092)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/plc](http://ce.mohawkcollege.ca/plc)



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For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. Develop the skills needed to design, program and maintain PLC-based automation installations. Significant time will be spent on "hands-on" exercises via RSLogix 5000 platform.

#### Admission Requirements

- Basic understanding of computer programming, electrical circuitry, particularly control circuits.
- One of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASYSPLC11	PLC Programming 1	52
ASYSPLC12	PLC Programming 2	52
ASYSPLC13	PLC Programming 3	52
ASYSPLC14	PLC Programming 4	52

#### PLC Programming 1

#### ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22853	TU	Apr18	Aug15	6:00-9:00	18	Classroom (FF)	\$408.52

#### PLC Programming 2

#### ASYSPLC12

Introduces the concepts of Sequencers, Data Files, Shift Registers, DHRI/O Communications, Routines and Tasks, Work on the Allen-Bradley RS Logix 5000 programming software. Extensive lab work will ensure that as much "hands-on" experience as possible is gained. Prerequisite: ASYSPLC11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22855	MO	May8	Sep18	6:00-9:00	18	Classroom (FF)	\$408.52

**PLC Programming 3****ASYSPLC13**

Introduces Communications Logic instructions. Includes Tag Databases, multiple programs. EtherNet, ControlNet, DeviceNet and Function Block Programming. Work on an Allen-Bradley ControlLogix 5000 processor via a personal computer using Rockwell's RSLogix5000 programming software. Extensive lab work will ensure that as much "hands-on" experience as possible is gained. Prerequisite: ASYSPLC12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22856	WE	Apr19	Aug16	6:00-9:00	18	Classroom (FF)	\$408.52

**PLC Programming 4****ASYSPLC14**

Introduces advanced instruction in Analog I/O, PID, Drives and Structure Text programming techniques. Become involved in development projects including implementation, testing and demonstration using PLC's software. Prerequisite: ASYSPLC13.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22858	TU	Apr18	Aug15	6:00-9:00	18	Classroom (FF)	\$408.52

**Quality Assurance - Level 1 Certificate (858)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/qualityassurance](http://ce.mohawkcollege.ca/qualityassurance)

Targeted towards ASQ Certified Quality Technician (CQT) Certification. Useful to individuals in business, service industries, and manufacturing who are interested in quality. Offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Certification Exams in March and October each year. See details on ASQ website [www.asq.org](http://www.asq.org).

**PROGRAM OF STUDIES**

Mandatory Courses:			Hours
QUALQC101	Quality Concepts, Techniques and Motivation		39
MATHQC102	Statistical Process Control 1		39
MATHQC103	Statistical Process Control 2		39
QUALQC104	Availability, Reliability & Maintainability		42
METRQC105	Principles of Metrology		39
QUALQC106	Inspection And Testing		42

**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
22531	WE	Apr26	Jul26	6:00-9:00	14	Classroom (FF)	\$338.10

## Ministry of Advanced Education and Skills Development Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Check out our Pre-Apprenticeship Training Programs at [mohawkcollege.ca/pre-apprenticeship](http://mohawkcollege.ca/pre-apprenticeship). (This website is updated as information becomes available.)

Trade offerings are based on labour market demand and industry support. Program offerings are funded by and subject to MAESD approval. In addition to Basic Level 1 in-school trades training, these full time day programs traditionally start in May/June each year. Programs include pre-trades training, trade specific safety training and a work experience component.

Contact Debbie DeDauw

Email: [debbie.dedauw@mohawkcollege.ca](mailto:debbie.dedauw@mohawkcollege.ca) Call: 905-575-2301



This program is funded by the Government of Ontario.

**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
22731	TU	Apr25	Jul18	6:00-9:00	13	Classroom (FF)	\$313.95

## Residential Design & Construction Certificate (849)

**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/residentialdesign](http://ce.mohawkcollege.ca/residentialdesign)



Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BLDGRE027	Construction Practice-Basic	39
BLDGRE028	Framing Techniques	36
TDRWRE030	Residential Drafting	36
BLDG10091	Residential Plumbing Basics	24
BLDG10092	Residential Electrical Basics	24
Options - Choose 1:		
BLDGRE032	Trim Finishing and Cabinetry	36
BLDGRE031	Energy Efficient Home Design	36
BLDG10106	Construction Practice-Advanced	36

**Construction Practice-Basic****BLDGRE027**

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21912	TH	Apr27	Jul20	6:30-9:30	13	Classroom (SC)	\$313.95

**Framing Techniques****BLDGRE028**

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Safety footwear, CSA approved glasses are required. Offered in all terms. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22535	MO	Apr24	Jul24	6:30-9:30	12	Classroom (SC)	\$319.80

**Residential Drafting****TDRWRE030**

Focus on basic visualization techniques, dimensions and scales, symbols, and detailing methods. T-square and basic drawing instruments required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22537	TU	Apr25	Jul11	6:00-9:00	12	Classroom (SC)	\$289.80

**Residential Electrical Basics****BLDG10092**

Guides participants through the installation and safety practices of common electrical wiring systems. Study the installation of typical electrical circuits, protective devices, the Ontario Electrical Code, Building Permits, maintenance of electrical systems and associated electrical equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22766	WE	Apr26	Jun14	6:30-9:30	8	Classroom (SC)	\$193.20



**Residential Plumbing Basics****BLDG10091**

Learn installation of common plumbing systems, lines and fixtures. Study safety practices. Learn to interpret codes, regulations and legislation, select tools equipment and machinery appropriately for projects. Some practical work will be included. Bring basic tools (pliers, utility knife & screwdrivers) to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22885	WE	Apr26	Jun14	6:30-9:30	8	Classroom (SC)	\$193.20

**Trim Finishing and Cabinetry****BLDGRE032**

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22764	TU	Apr25	Jul11	6:30-9:30	12	Classroom (SC)	\$289.80

**Welder Operator Certificate (860)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/welderoperator](http://ce.mohawkcollege.ca/welderoperator)

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

**Admission Requirements**

- Average mechanical aptitude required.
- Assessment takes place during the first course (WELDRE234) to determine which level is appropriate for each student.
- Everyone must register in Shielded Metal Arc Welding 1.



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**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply safety glasses, safety boots and welding gloves.

**Blueprint Reading Welding****TDRWRE154**

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22992	TU	Apr25	Jul18	6:30-9:30	13	Classroom (SC)	\$313.95

**Gas Metal Arc Welding****WELDRE237**

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduces the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22842	MO/WE	Apr24	Jul26	6:30-9:30	26	Classroom (SC)	\$658.38

**Shielded Metal Arc Welding 1****WELDRE234**

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22843	MO/WE	Apr24	Jul26	6:30-9:30	26	Classroom (SC)	\$658.38

**Shielded Metal Arc Welding 2****WELDRE235**

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22844	MO/WE	Apr24	Jul26	6:30-9:30	26	Classroom (SC)	\$658.38

**Shielded Metal Arc Welding 3****WELDRE236**

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included.

Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22845	MO/WE	Apr24	Jul26	6:30-9:30	26	Classroom (SC)	\$658.38

**OTHER COURSES****Automotive**[ce.mohawkcollege.ca/automotive](http://ce.mohawkcollege.ca/automotive)

Turn to page 2 for contacts

**Automotive: Service Advisor I****MOTP10091**

Learn basic management techniques, delegating, team building, measuring performance, planning for safety, and work related legal aspects of the service industry. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22227		Jun1	Sep7			OntarioLearn	\$336.40

**Automotive: Service Advisor II****MOTP10092**

Gain an overview of the role of an automotive service advisor. Learn to identify and maintain high standards of customer relations as well as study sales techniques, interpersonal skills, effective communication, provincial legislation governing auto repair, and the effective use of labour rate guides. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22218		Jun1	Sep7			OntarioLearn	\$336.40

**Small Engine Repair****MOTP10086**

Learn how to maintain and troubleshoot small engines such as motorcycles, snowmobiles, lawn tractors, chainsaws and lawnmowers. Two and four stroke cycle operations will be discussed along with topics surrounding fuel, spark, compression, lubrication, storage and maintenance. Students will apply what they have learned in class to their own small engine project or one may be provided upon request.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22506	MO	Apr24	Aug14	6:30-9:30	14	Classroom (FF)	\$338.10

**Aviation and Transportation**[ce.mohawkcollege.ca/aviation](http://ce.mohawkcollege.ca/aviation)

Turn to page 2 for contacts

Aircraft Maintenance Management courses are for graduates from aircraft maintenance diploma or degree programs; successful completion of an Aircraft Maintenance Engineer (AME) licence or equivalent is required. Five years of experience with technical responsibilities within the industry is recommended.

**Active Transportation****TRAN10001**

Become acquainted with the needs of non-motorized traffic and gain experience in analyzing and optimizing the design of pedestrian facilities. Analyze and optimize the design of bicycle facilities and joint-use facilities. Builds on concepts introduced in Traffic Engineering 1 and 2. 1 hour per week will be online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22795	TU	May2	Aug29	6:00-9:00	18	Classroom (FF)	\$434.96

## Aircraft Maintenance Human Resources Management

AMEM10040

Identify strategies to mentor and motivate employees, deal with difficult people, and improve decision-making and leadership skills to create a superior aircraft maintenance work environment. Addresses hiring practices, performance expectations, employee counselling and codes of conduct. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22159	May9	Aug15				OntarioLearn	\$456.10

## Communication for Aircraft Maintenance Management

COMM10341

Study technical writing, speaking, and presentation skills necessary to produce informal and formal reports, proposals and presentation for aircraft maintenance management. Learn elements of style, audience awareness, presentation professionalism, and chairing of effective meetings. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22156	May9	Aug15				OntarioLearn	\$456.10

## Introduction to Aircraft Maintenance Financial Management

AMEM10039

Learn basic accounting principles for aircraft maintenance management. Includes: financial statement interpretation, decision making via financial statement analysis, profit setting and planning, budgeting establishment and control, time value allotment, and finance sourcing. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22162	May9	Aug15				OntarioLearn	\$456.10

## Safety for Aircraft Maintenance Management

AMEM10041

**NEW!** Study and practice the knowledge, skills, and attitudes needed to plan, implement, manage, and maintain an effective Aviation Safety Management System. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22442	May9	Aug15				OntarioLearn	\$456.10

## UAV Operator Compliance

AFTD10032

Introduces the Transport Canada regulatory requirements of unmanned aerial vehicles, remotely piloted aerial systems, their safe operation and management. Study UAV operation and flight theory and engage and master comprehensive simulated, and hands-on, practical operation standards. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22146	May9	Aug15				OntarioLearn	\$456.10
22229	Jun1	Sep7				OntarioLearn	\$456.10
22231	Jul4	Oct10				OntarioLearn	\$456.10
22232	Aug1	Nov7				OntarioLearn	\$456.10

## Building and Construction Sciences

[ce.mohawkcollege.ca/building](http://ce.mohawkcollege.ca/building)



## 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 Jul 7.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22965	TU	May2	Aug1	6:00-9:00	14	Classroom (FF)	\$434.96

## BCIN Preparation - General Legal

BLDG10111

Gain basic knowledge of the Ontario Building Code and prepare to write the legal qualification exam offered by the Ministry of Municipal Affairs and Housing. Specifically legal processes for building officials and designers. Course manual is included. You MUST purchase the Ontario Building Code 2012 (2 volume set) and bring it to every class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22888	TH	May4	Aug3	6:30-9:30	14	Classroom (FF)	\$657.35

## Commercial Construction Estimating

BLDG10114

Introduces measuring techniques for items in a commercial construction project. Use Excel spreadsheets to interpret construction working drawings and specifications to measure items such as excavation, concrete, steel, etc. Emphasis is placed on accuracy of measurement, standard descriptions, logical sequence of take-off, and estimating principles. The parts of a detailed estimate will be identified. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22052	May9	Aug15				OntarioLearn	\$475.93

## Commercial Construction Principles

BLDG10115

Explore various building materials and construction methodologies used in commercial construction, including durability, availability, ease of construction, and aesthetic perspective. Includes a review of commercial construction drawings and specifications. Discover a variety of learning tools including standard building practices, commercial working drawings, and trade publication websites. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22048	May9	Aug15				OntarioLearn	\$384.28

## Construction Blueprints and Methods

BLDG10011

Focus on building/planning codes and statutes, blueprint reading, and residential/commercial construction practices. Prerequisite: Sound math and English. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22204	May9	Aug15				OntarioLearn	\$408.22

## Construction Contract Bid Management

BLDG10089

Gain an understanding of Tender Documents for all project types and knowledge of computerized estimating and unit price control. Your role in the estimating team and importance of bid management is also covered. Prerequisite: BLDG10085. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22202	May9	Aug15				OntarioLearn	\$408.22

## Construction Contracts and Documents

BLDG10083

Understand the principles of contract law as they relate to the construction industry. Builds upon the principles of contract law and introduces standard forms used in the construction industry issued by the Canadian Construction Documents Committee and the Canadian Construction Association. 32 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22165	May9	Aug15				OntarioLearn	\$352.36

## Construction Job Site Management

BLDG10090

Develop skills in jobsite administration and documentation, layout, set up, surveying, supervision, and safety. Contract types and the Construction Lien Act will be discussed along with a review of the programs that are available to help in managing the jobsite. Prerequisite: BLDG10085. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22203	May9	Aug15				OntarioLearn	\$408.22

## Construction Planning and Scheduling

BLDG10101

Learn the concept of construction scheduling and planning by exploring applications of effective project planning and analysis. Topics include Gantt schedule, CPM, Critic Path Planning, Resource allocation, Cash Flow Planning, Schedule Monitoring and Productivity Factors. Complete a detailed schedule for a small commercial project. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22062	May9	Aug15				OntarioLearn	\$384.28

## Electrical Fundamentals

ELEC10002

Learn to describe procedures for solving problems involving current flow in a DC circuit, the application of electrical measuring instruments used to start-up, troubleshoot or service refrigeration and air conditioning systems. 72 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22210	May9	Aug15				OntarioLearn	\$634.57

**Heritage Law****LAWS10158**

**NEW!** Evaluate the ways in which the Ontario Heritage Act, Municipal Heritage Committees and areas of archaeological potential can impact building restoration plans and processes. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23033		May10	Aug9			eLearn	\$431.81

**Material Estimating and Methods****BLDG10085**

Discover a proven method of cost estimating. Learn to determine material quantities and unit cost for a complete project in a commercial environment. The build-up and calculations of unit costs for materials, labour and equipment will be the fundamental focus. Prerequisite: BLDG10012. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22201		May9	Aug15			OntarioLearn	\$408.22

**Project Construction Management****BLDG10118**

Gain basic knowledge of the principles of planning, organizing, and controlling administrative aspects of a project in the commercial construction industry. Prepare for the day to-day administration, planning and monitoring of a small to mid-sized commercial project. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22055		May9	Aug15			OntarioLearn	\$384.28

**Restoration Ecology****ENVR10064**

Analyze the biological and physical aspects of restoration ecology with an emphasis on the role played by society in a successful restoration project. Provides guidance for the design of a natural ecosystem restoration project. Presents multiple case studies and introduces practical tools and techniques tested in the field of restoration ecology projects. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22147		May9	Aug15			OntarioLearn	\$456.10

**Statics for Engineering Technology****BLDG10119**

Apply vector algebra and trigonometry to the analysis of statically determinate structures. Utilize Newtonian physics and mechanics of rigid bodies to apply the concepts of static equilibrium and free body diagram. Analyze two-dimensional structural elements and the loads applied on them. The structural elements are idealized as simple beams, frames, cantilevered beams and trusses carrying point, uniformly distributed and linearly varying loads. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22186		May9	Aug15			OntarioLearn	\$555.25

**Environmental**

[ce.mohawkcollege.ca/environmental](http://ce.mohawkcollege.ca/environmental)

**Environment Management, An Introduction****ENVR10024**

Enhance your abilities to understand and analyze complex environmental policies, legislative procedures, and the implications and effects of environmental management strategies. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22185		May9	Aug15			OntarioLearn	\$456.10

**Environmental Management Systems and Audits****ENVR10069**

Examine environmental management systems in compliance with the environmental laws and regulations. Introduces the concept of environmental management systems in reducing overall environmental impacts within industry and business operations. Provides an overview of the purpose of an EMS model, how companies adopt/implement them and overall framework of EMS models. Also focus on specific EMS models, including the ISO 14001 systems and the Auditing process. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22443		May9	Aug15			OntarioLearn	\$456.10

**Foundations of Sustainability****ENVR10058**

Explore the general principles of sustainability, reflect on the implications it has in your life, and learn the importance of its inclusion within the curriculum. Hone your active critical-thinking, problem-solving and reflective skills and practices as you explore a variety of topics. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22168		May9	Aug15			OntarioLearn	\$456.10

**Global Warming Concepts****ENVR10004**

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
22149		May9	Aug15			OntarioLearn	\$336.40

**Theories and Methods in Sustainability Education****ENVR10060**

Explore a variety of ways to include natural and cultural resources in your curricula. By examining environmental issues across a variety of subjects and delving into the psychology of teaching difficult topics, you learn to shape your curricula to include important underlying themes, such as sustainability education, without sacrificing content. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22172		May9	Aug15			OntarioLearn	\$456.10

**Power Engineering**

[ce.mohawkcollege.ca/tech-skills](http://ce.mohawkcollege.ca/tech-skills)

**Advanced Boiler Systems and Pumps****STEN10028**

Study steam generator design, applications, installation, and components. Advanced operations including water treatment and maintenance procedures are emphasized. Includes a detailed investigation of pumps covering theory and control methodology. Utilizes the college advanced pump and boiler simulation models through an online operating interface to reinforce the advanced operations component. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22148		May9	Aug15			OntarioLearn	\$555.25

**Technology and Skills**

[ce.mohawkcollege.ca/tech-skills](http://ce.mohawkcollege.ca/tech-skills)

**Basic Concepts of Reliability****QUAL10021**

**NEW!** Understand the concepts of reliability integrated with statistical techniques used in quality assurance. Summarizes methods and procedures of reliability statistics for professional designers and test and reliability personnel. Includes a review of distributions, tests of hypotheses, logic diagrams, mathematical models, predictions of component reliability, apportionment, reliability growth, assessment methods and reliability demonstration. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22435		May9	Aug15			OntarioLearn	\$408.22

**CNC Programming - Basic****COMP10168**

Designed for general machinists, machine operators, designers and engineers, production planners, CAD/CAM and other professionals, including quality technicians who want to understand the complexities of this modern manufacturing process. Covers all general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22043		May9	Aug15			OntarioLearn	\$432.16



**Hazard Identification****SAFE10100**

**NEW!** Identify safety hazards which may be a source of injury to workers and discuss the elimination of these hazards. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22428	May9	Aug15				OntarioLearn	\$384.28

**Physical Hazards****SAFE10099**

Study physical hazards in the workplace including: noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Focus on injuries and diseases experienced by employees who have been exposed to physical hazards. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23030	May9	Aug15				OntarioLearn	\$555.25

**SolidWorks - Introduction****CADM10056**

**NEW!** Introduces SolidWorks mechanical design automation software for building parametric models of parts and assemblies and making drawings of those parts and assemblies. Gain training in the process and procedures used to complete a particular task. Utilize case studies to illustrate these processes and learn the necessary commands, options, and menus in the context of completing a design task. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22422	May9	Aug15				OntarioLearn	\$475.93

**SolidWorks - Intermediate****CADM10057**

**NEW!** Study part modeling, assembly Sheetmetal, and Weldment generation as they relate to mechanical design. Focus on the processes and procedures used to complete a particular task and participate in hands-on practice. Emphasis is on the efficient use of SolidWorks software when generating design models and builds on the SolidWorks - Introduction course. 44 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22426	May9	Aug15				OntarioLearn	\$448.12

**Working at Heights Training****BLDG10113**

**NEW!** Employers in Ontario must ensure that workers on construction projects who may use certain methods of fall protection successfully complete 'working at heights' training that meets training program and provider standards established by the CPO. This mandatory training is for anyone on a construction site who works at heights (10 feet/3 m and above). This session provides the required theoretical and practical training to meet Ministry training requirements. Course manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22376	SA	Apr15	Apr15	8:00-3:00	1	Classroom (SC)	\$203.40
22378	SA	May27	May27	8:00-3:00	1	Classroom (SC)	\$203.40
22382	SA	Jun10	Jun10	8:00-3:00	1	Classroom (SC)	\$203.40
22380	SA	Jul8	Jul8	8:00-3:00	1	Classroom (SC)	\$203.40
22383	SA	Aug12	Aug12	8:00-3:00	1	Classroom (SC)	\$203.40

**Welding**[ce.mohawkcollege.ca/welding](http://ce.mohawkcollege.ca/welding)

You must supply safety glasses, safety boots and welding gloves.

**Basic Welding****WELD10073**

Develop skills as a hobbyist or explore a new career with this introductory course for the beginner welder. Provides instruction on basic welding theory and hand-on practical welding skills. Helmets will be provided. Material fee included. Students must supply their own safety glasses with side shields, safety boots and welding gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22996	WE	May10	Jun28	6:30-9:30	8	Classroom (SC)	\$278.40
22836	SA	May13	Jun24	8:00-12:00	7	Classroom (SC)	\$278.40
22997	WE	Jul5	Aug23	6:30-9:30	8	Classroom (SC)	\$278.40
22839	SA	Jul8	Aug19	8:00-12:00	7	Classroom (SC)	\$278.40

**Welding for Women (Men Welcome)****WELD10076**

Designed for the welder with minimal or no experience seeking to develop skills as a hobbyist or for those exploring a new career. Provides instruction in basic welding theory and hands on practical welding skills. Helmets will be provided. You must supply safety glasses with side shields, safety boots and welding gloves. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23001	TH	Apr27	Jun15	6:30-9:30	8	Classroom (SC)	\$243.20

**Welding Intermediate****WELD10077**

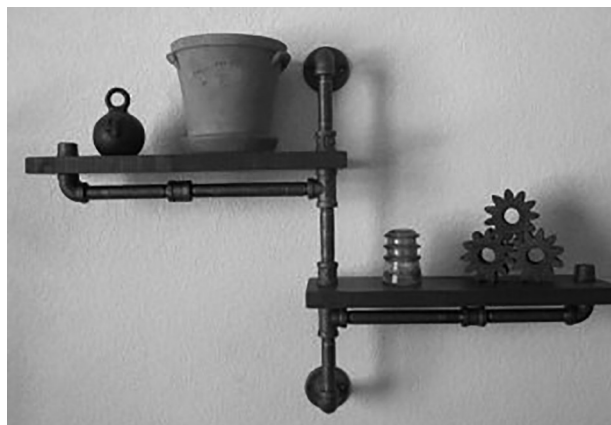
Oxy-Acetylene safety & setup, cutting, brazing and braze welding will be demonstrated. SMAW with the up hand and down hand technique for Gas & Oil Transmission lines. Arc Welding with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4 plate metal. Materials & helmets provided. You must supply safety glasses with side shields, safety boots & welding gloves. Prerequisite: WELD10073 or WELD10076.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23061	SA	May13	Jun24	8:00-12:00	7	Classroom (SC)	\$278.40
23060	SA	Jul8	Aug19	8:00-12:00	7	Classroom (SC)	\$278.40

**Welding Advanced****WELD10078**

Cover advanced Shielded Metal Arc Welding to C.W.B. standards; SMAW to TSSA standards; Gas Metal Arc Welding including Spray Arc; Short Arc and Flux-Core techniques. Develop skills in pipe welding. Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding. Materials & helmets provided. You must supply safety glasses with side shields, safety boots & welding gloves. Prerequisite: WELD10066 or WELD10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23063	SA	May13	Jun24	8:00-12:00	7	Classroom (SC)	\$278.40
23062	SA	Jul8	Aug19	8:00-12:00	7	Classroom (SC)	\$278.40





**Introduction to Metal Fabrication****WELD10079**

**NEW!** Designed for the hobbyist or for those considering a career in metal fabrication. Gain welding skills and learn to apply them in the fabrication of small metal projects. Students must supply safety glasses, safety boots and welding gloves. Helmets will be provided. Material fee included. Prerequisite skills recommended: Minimum WELD10073, WELD10076 or demonstrated ability to perform basic welding skills as determined by the instructor.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23039	TH	Jun29	Aug17	6:00-9:00	8	Classroom (SC)	\$293.20

**Steel Art Workshop - Pipe Shelving****WELD10075**

Learn to turn a basic design into a functional work of art made of steel and wood and create your own pipe shelving unit. Gain basic skills including reading plans, measurement, pipe threading techniques, basic working, assembly and proper mounting. Bring safety glasses and safety boots. No class May 20. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
23000	SA	May6	Jun3	12:00-4:00	4	Classroom (SC)	\$198.80

**Steel Art Workshop - Weld a Table****WELD10074**

Learn to use welding skills to transform a basic design into a functional side table made of steel and wood. Introduces 45 and 90 degree angle joints, using angle iron as well as square tubing. Focus on metal distortion, notching of joints and down hand welds. Basic welding skills required. Bring your own tape measure, speed square, safety glasses and safety boots. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22999	SA	Jun3	Jun24	12:00-4:00	4	Classroom (SC)	\$228.80

## Welding Skills Practice Sessions

**WELD10071**

\$83.42 per session.

Practice your welding in these 3-hour sessions. From stick welding to advanced pipe welding. Instructor is on-site, however, these are non-instructional practice sessions for experienced welders only. Students are responsible for all PPE, including safety boots, safety glasses, and welding gloves.

Visit [ce.mohawkcollege.ca/welding](http://ce.mohawkcollege.ca/welding) for more information.

**Wednesdays:**

Date:	CRN:	Date:	CRN:	Date:	CRN:	Date:	CRN:
May 3	22847	May 31	22868	June 28	22877	July 26	22884
May 10	22861	June 7	22870	July 5	22878	Aug. 2	22886
May 17	22862	June 14	22873	July 12	22879	Aug. 9	22887
May 24	22865	June 21	22875	July 19	22882	Aug. 16	22889

**Saturdays:**

Date:	CRN:	Date:	CRN:	Date:	CRN:	Date:	CRN:
May 6	22890	June 3	22895	July 8	22900	Aug. 5	22905
May 13	22891	June 10	22897	July 15	22901	Aug 12	22906
May 20	22892	June 17	22898	July 22	22903		
May 27	22894	June 24	22899	July 29	22904		

**Woodworking**[ce.mohawkcollege.ca/woodworking](http://ce.mohawkcollege.ca/woodworking)

**CSA approved safety shoes/boots and safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.**

**Guitar Building****BLDG10120**

**NEW!** Start to build your own electric guitar or continue with an existing project under the guidance of an experienced guitar builder. Techniques, jigs, tools and equipment are provided. Bring your own materials or choose from a selection of designs and materials (additional costs apply, approximately \$300 - \$800). 36 hours of shop time included; no guarantee of project completion. Safety glasses and CSA approved safety shoes are mandatory and are the responsibility of the student.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22541	WE	Apr26	Jul12	6:00-9:00	12	Classroom (SC)	\$289.80

**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
23040	MO	Apr24	Jul17	6:30-9:30	12	Classroom (SC)	\$289.80

**Woodworking for Women (Men Welcome)****BLDG10022**

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials included. Theory and practical tests included. Equivalent: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22860	MO	Apr24	Jul17	6:30-9:30	12	Classroom (SC)	\$349.80

**Woodworking Level 1****BLDGTZ070**

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials included. Theory and practical tests included. Equivalent to: BLDG10022.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21914	TH	Apr27	Jul13	6:30-9:30	12	Classroom (SC)	\$349.80
21913	SA	Apr29	Jul15	9:00-12:00	12	Classroom (SC)	\$349.80

**Woodworking Level 2****BLDGTZ071**

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Project may or may not be completed within the 12 weeks. Prerequisite: BLDGTZ070 or BLDG10022 completed within one year. Must supply your own materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
21915	TU	Apr25	Jul11	6:30-9:30	12	Classroom (SC)	\$289.80

**Woodworking Level 3****BLDGTZ073**

Build a piece of furniture or cabinet with the guidance of a cabinet maker. Use techniques from Levels 1 and 2 to build your own custom project (size limitations). Supply own plan and materials. Prerequisite: BLDGTZ071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
22734	WE	Apr26	Jul12	6:30-9:30	12	Classroom (SC)	\$289.80

# Important Information

## Credentials

### MOHAWK COLLEGE CERTIFICATE

Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

### ONTARIO COLLEGE CERTIFICATE

Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

### ONTARIO COLLEGE DIPLOMA

Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

### ONTARIO COLLEGE ADVANCED DIPLOMA

Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

### ACKNOWLEDGEMENT OF COMPLETION

Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

## Acknowledgement Form / Receipt / Student Card

You will receive an Acknowledgement form and student card immediately upon registering in person. Acknowledgements for registrations done online or sent by mail or fax will be mailed to you. This form includes your user ID and password for MOCOmotion. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

## Corporate Policies & Procedures

[www.mohawkcollege.ca/policies](http://www.mohawkcollege.ca/policies)

## Course Cancellations

[ce.mohawkcollege.ca/cancellations](http://ce.mohawkcollege.ca/cancellations)

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice

## Fees

Fees are calculated based on the number of hours per course.

- Tuition @ \$6.61
- Academic Service Fee @ \$0.65 (max 45 hours)
- Capital Campaign Fee @ \$0.05 (max 45 hours)
- Copyright Fee @ \$0.02 (max 45 hours)
- Recreation Fee @ \$0.05 (max 45 hours)
- Student Activity Fee @ \$0.55 (max 45 hours)
- Student Bursary Fee @ \$0.05 (max 45 hours)
- Technology Enhancement Fee @ \$0.07 (max 45 hours)
- OntarioLearn Fees will be charged where applicable.
- PrePlacement Screening Fees will be charged where applicable. For details visit [www.mohawkcollege.ca/fees](http://www.mohawkcollege.ca/fees).
- Fees for International students are \$910 per credit course. Some non-credit courses can be taken at a reduced rate. Read more at [www.mohawkcollege.ca/international](http://www.mohawkcollege.ca/international).

Course Fees do not include textbooks, and/or required learning materials. Some exceptions may apply.

Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.

HST is included where applicable. A full breakdown is available through your MOCOmotion student account.

## General Education Courses

[ce.mohawkcollege.ca/generaleducation](http://ce.mohawkcollege.ca/generaleducation)

An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

## Grading and Evaluation

[www.mohawkcollege.ca/grading](http://www.mohawkcollege.ca/grading)

## Graduation / Convocation

[www.mohawkcollege.ca/ConvocationPrep](http://www.mohawkcollege.ca/ConvocationPrep)

Continuing Education Convocation takes place in October of each year. Eligible students are responsible for applying to graduate by August 15.

Residency requirements and course/program currency requirements must be met.

## MOCOmotion

[moco.mohawkcollege.ca](http://moco.mohawkcollege.ca)

Our online portal, MOCOmotion, and your [@mohawkcollege.ca](mailto:@mohawkcollege.ca) email address are the official avenues of communication used by Mohawk College.

Examples of information found in, or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Login on a regular basis to keep your account active. Your username and password are on your Acknowledgement of Registration form.

## Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

## Refunds

[ce.mohawkcollege.ca/refunds](http://ce.mohawkcollege.ca/refunds)

## Transfers

[ce.mohawkcollege.ca/transfer](http://ce.mohawkcollege.ca/transfer)

## Waitlists

[ce.mohawkcollege.ca/waitlist](http://ce.mohawkcollege.ca/waitlist)

## Withdrawals

[ce.mohawkcollege.ca/withdraw](http://ce.mohawkcollege.ca/withdraw)

## Parking

[www.mohawkcollege.ca/parking](http://www.mohawkcollege.ca/parking)  
[parking.mcmaster.ca](http://parking.mcmaster.ca)

Paid parking is in effect at all campus locations. Continuing Education students taking courses at Fennell Campus or Stoney Creek Campus will be required to purchase an evening CE Parking Pass online at [parking.mohawkcollege.ca](http://parking.mohawkcollege.ca), the Stoney Creek Campus Store, or the Parking Office.

Single day/evening parking is available at payment machines in designated lots.

Parking at IAHS is provided by McMaster University Security and Parking Services. Visit Parking Services at the E.T. Clarke Centre (Room 102) or [parking.mcmaster.ca](http://parking.mcmaster.ca) for more information.

### Accessible Parking

Individuals requiring long-term accessible parking arrangements can contact the Parking Office at Fennell Campus. Please provide a copy of a valid government issued accessible permit. For temporary accessible parking or for more information, please contact Accessible Learning Services at 905-575-2211.

Staff members who require accessible parking arrangements must contact the Parking Office and provide HR/Staffing Services with the appropriate documentation.

## Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these courses cannot be placed online. Refer to the inside of the back cover for information on other ways to register.

## Student Policies

[www.mohawkcollege.ca/studentpolicy](http://www.mohawkcollege.ca/studentpolicy)

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices.

# Services

Some contacts to get you started. For a full list of services at Mohawk visit [www.mohawkcollege.ca/services](http://www.mohawkcollege.ca/services)

## The Square

[www.mohawkcollege.ca/thesquare](http://www.mohawkcollege.ca/thesquare)

The Square provides a full range of services to all students.

[ask@mohawkcollege.ca](mailto:ask@mohawkcollege.ca)

Fennell: Room C102 | 1-844-767-6871

IAHS at McMaster: Room 121 | 905-575-1212 ext. 6352

Stoney Creek: Room A111 | 905-575-1212 ext. 5000

## Financial Assistance

[www.mohawkcollege.ca/cefinancialassistance](http://www.mohawkcollege.ca/cefinancialassistance)

There are a variety of financial assistance options available for Continuing Education students.

Visit our website for full details and to apply!

[financialassistance@mohawkcollege.ca](mailto:financialassistance@mohawkcollege.ca)

1-844-767-6871

## Aboriginal Education & Student Services (AESS)

[www.mohawkcollege.ca/aboriginal](http://www.mohawkcollege.ca/aboriginal)

[aess@mohawkcollege.ca](mailto:aess@mohawkcollege.ca)

Fennell: Room A114 | 905-575-1212 ext. 3428

## Accessible Learning Services

[www.mohawkcollege.ca/als](http://www.mohawkcollege.ca/als)

A full range of services is available for CE students who have, or suspect they have, a disability.

[accessiblelearningservices@mohawkcollege.ca](mailto:accessiblelearningservices@mohawkcollege.ca)

For more information call: 905-575-2211

## Books @ IAHS

[campusstore.mcmaster.ca](http://campusstore.mcmaster.ca)

Books for courses offered at the Institute of Applied Health Sciences at McMaster campus may be purchased at the Health Sciences Bookstore in the McMaster University Medical Centre.

## Campus Stores

[mohawk.bookware3000.ca](http://mohawk.bookware3000.ca)

Stores are located at the Fennell (books in room C068, supplies and general merchandise in room C104) and Stoney Creek campuses with books, supplies, clothing, gifts, parking services and more. Load your ONE Card at either of our locations for your convenience. Visit the website for hours of operation, and to order your books online.

## Counselling Services

[www.mohawkcollege.ca/counselling](http://www.mohawkcollege.ca/counselling)

Mohawk's professional counsellors offer a broad range of support services to all CE students.

[counselling@mohawkcollege.ca](mailto:counselling@mohawkcollege.ca)

Fennell: Room C102 | 905-575-2211

## David Braley Athletic and Recreation Centre

[www.mohawkcollege.ca/dbarc](http://www.mohawkcollege.ca/dbarc)

CE Student Memberships are available for \$60 per semester!

Visit our website for detailed information on our facilities, programming, hours and more.

[dbarc@mohawkcollege.ca](mailto:dbarc@mohawkcollege.ca) | 905-575-2744

## Dispute Resolution Services - Student Rights & Responsibilities Office (SRRO)

[www.mohawkcollege.ca/dispute-resolution](http://www.mohawkcollege.ca/dispute-resolution)

A full range of resolution services is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

[studentissues@mohawkcollege.ca](mailto:studentissues@mohawkcollege.ca)

Inquiries: 905-575-2181

## The Health Centre

[www.mohawkcollege.ca/health-centre](http://www.mohawkcollege.ca/health-centre)

The Health Centre provides confidential Health and Wellness for all students. Services include General Medicine, Physiotherapy, Registered Massage Therapy, Osteopathy, Acupuncture, Dental Hygiene, and Athletic Therapy.

[healthcentre@mohawkcollege.ca](mailto:healthcentre@mohawkcollege.ca)

Fennell: Room C109 | 289-237-6358

## Library

[library.mohawkcollege.ca](http://library.mohawkcollege.ca)

Your campus library is the starting point for help with assignment resources, eLearn, MOCOmotion and more! Visit the library website for more information about services, campus locations and hours.

## ONE Card

[www.mohawkcollege.ca/one-card](http://www.mohawkcollege.ca/one-card)

Though not mandatory for Continuing Education students, a Continuing Education ONE Card may be purchased for \$10.00. To be eligible for a CE ONE Card you must be registered for a course in the current semester.

Visit the website to discover all the features and benefits of a CE ONE Card!

[onecard@mohawkcollege.ca](mailto:onecard@mohawkcollege.ca)

Fennell: Room F101 | 905-575-2121

IAHS at McMaster: The Square

Stoney Creek: Campus Store

## Student Success Advisor

[www.mohawkcollege.ca/ssa](http://www.mohawkcollege.ca/ssa)

As part of our commitment to academic and career success, CE students have access to a Student Success Advisor. Your SSA can help you with academic and program advising, career coaching, student support services, and more!

For more information see page 62 or visit the website.

## Wellness4U@Mohawk

[www.mohawkcollege.ca/wellness4u](http://www.mohawkcollege.ca/wellness4u)

Wellness4U promotes health and wellness for all Mohawk Students. We are committed to achieving our vision for a healthy campus by raising awareness through prevention strategies and promoting ways to improve health.

# Frequently Asked Questions

## What are the Admission Requirements?

For credit courses leading to a certificate or diploma, you require a secondary school diploma or equivalent (Mohawk Academic Upgrading, GED), or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. Some programs have specific admission requirements which are listed in the program description.

## How do I access MOCOmotion?

Your username and password can be found on your Acknowledgement of Registration form. You need to login to MOCOmotion on a regular basis to keep your account active. Visit the MOCOmotion FAQ at [www.mohawkcollege.ca/mocohelp](http://www.mohawkcollege.ca/mocohelp) for details.

## How do I update my address and phone number?

Login to your MOCOmotion account and on the My Student Account tab choose Access Self Service. For assistance, drop in to the Student Services office at any campus or call 1-844-767-6871.

## How does online learning work?

Visit [ce.mohawkcollege.ca/online](http://ce.mohawkcollege.ca/online) for all the details. Information is also available on page 2 of this catalogue.

## Can I complete my course early?

Unfortunately you cannot. All courses have a start and end date and you cannot start late or finish early. However, we offer a variety of courses with late start dates and/or in an accelerated format. Check the course listings for details.

## How do I access my eLearn course?

Visit [ce.mohawkcollege.ca/elearn](http://ce.mohawkcollege.ca/elearn) for step-by-step instructions.

## How do I access my OntarioLearn course?

Visit [ce.mohawkcollege.ca/get-started](http://ce.mohawkcollege.ca/get-started) for step-by-step instructions.

## Can I audit a course?

Only under special circumstances. You must have approval from the Dean of Continuing Education prior to registering. You will not receive a grade/credit and regular fees will apply. Email [ce@mohawkcollege.ca](mailto:ce@mohawkcollege.ca) to seek approval.

## Where do I park?

Paid parking is in effect at most locations. More information is available at [www.mohawkcollege.ca/parking](http://www.mohawkcollege.ca/parking)

## I'm an International Student. How do I register for a Continuing Education course?

If you are not a permanent resident of Canada you may require permission from Citizenship and Immigration Canada to study at Mohawk College. Visit International Student Services (The Square, Room C102, Fennell Campus) for more information prior to registering for Continuing Education courses. Students living outside of Canada, who are registering for online courses, do not need approval but must register by fax or mail. International fees will apply in all cases. Visit [www.mohawkcollege.ca/international](http://www.mohawkcollege.ca/international) for more information.

## I'm a Senior Citizen. Is there a discount available?

Senior Citizens, 65 years of age or older, may register for most Continuing Education funded, credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

## How do I view my final grades?

Login to your MOCOmotion account, My Student Account tab, scroll down to My Grades and click on My Final Grades. It may take two to six weeks after the end date of your course for grades to be entered.

## I lost my Certificate/Diploma - can I get a replacement?

Visit [www.mohawkcollege.ca/convocationprep](http://www.mohawkcollege.ca/convocationprep) to obtain a request form. A fee will apply.

## How do I get my Income Tax Receipt (T2202A)?

In March of each year you will be able to access your T2202A Tuition and Education Amounts Certificate for the previous calendar year. In MOCOmotion, My Student Account tab, scroll down to My Account. Some courses may not qualify for a tuition or education tax deduction. Student Activity, CanCopy, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to the Student Services office at any campus, the MCACES office or call 1-844-767-6871.

## The weather is bad - is Mohawk College open?

Visit [www.mohawkcollege.ca/closure](http://www.mohawkcollege.ca/closure) or call 905-575-2444. You can sign up for weather and security related text message alerts by visiting [www.mohawkcollege.ca/sam](http://www.mohawkcollege.ca/sam)

## I took a similar course at another educational institution. Will Mohawk College recognize that learning?

You can apply for an exemption for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. Login to MOCOmotion, choose the My Student Account tab, and click on Apply for a Course Exemption. For assistance, contact The Square at 1-844-767-6871 or [ask@mohawkcollege.ca](mailto:ask@mohawkcollege.ca).

## I have life/work experience relating to a specific course. Can I have that learning recognized?

You may be able to earn course credits through the Prior Learning Assessment and Recognition process. Your life/work experience will be assessed relative to specific course outcomes. The academic area will determine the appropriate method for assessing your experience. Visit [www.mohawkcollege.ca/plar](http://www.mohawkcollege.ca/plar) for more information.

## How do I register with Accessible Learning Services?

A full range of services is available for CE students who have, or suspect they have, a disability. Email [accessiblelearningservices@mohawkcollege.ca](mailto:accessiblelearningservices@mohawkcollege.ca) or visit The Square (Fennell), The Square (IAHS), Room A118 (Stoney Creek). We can be reached by phone at 905-575-2211 (Fennell), 905-575-1212 ext. 6107 (IAHS) or 905-575-1212 ext. 5401 (Stoney Creek).

Mohawk College, at its sole discretion, reserves the right to alter information, including but not limited to, modifying program availability, program length, campus locations, or curriculum, or to adjust fees, admission requirements, policies or procedures at any time. The College may make such changes to meet competencies in the job market and/or as prescribed by its governing Ministry, or for budgetary reasons or for other reasons it deems necessary. The College reserves the right to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. Prompt notice will be given to all affected applicants and students. The College shall not accept any liability for the consequences of these changes.



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If you know your Mohawk College ID, enter it here:

Have you been a previous student at Mohawk? ☐ Yes ☐ No

Did you have a previous last name? If so, include it here so we can match your student record. Previous Last Name \_\_\_\_\_

Date of Birth<sup>1</sup>: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ontario Education Number (OEN)<sup>2</sup>: \_\_\_\_\_  
(Eg. 01 / Jan / 1968) Day Month Year

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? ☐ Yes ☐ No Gender<sup>3</sup>: ☐ Male ☐ Female ☐ Other/Prefer not to disclose

Do you possess a high school Diploma? ☐ Yes ☐ No

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Last Name

First Name

Middle Name (full - not initial)

Unit/Apt

Street Address

City

Province

Postal Code

Home Phone

Business Phone

Ext.

Personal Email Address

**Course Information** – Use this to register for up to 3 courses. Courses with insufficient enrollment will be cancelled before the course starts. It is recommended that you register at least one week prior to the course start date.

CRN	Course Code	Course Name	Campus	Start Date	\$ FEE
CRN	Course Code	Course Name	Campus	Start Date	\$ FEE
CRN	Course Code	Course Name	Campus	Start Date	\$ FEE

Should requested CRN's be full, please add my name to the Wait List: ☐ Yes ☐ No

\$ TOTAL FEE

Are you working towards a Certificate or Diploma? ☐ Yes ☐ No

If yes, Program Name

Program Number

**Payment Information<sup>4</sup>** – Course fees must be paid in full at the time of registration

☐ Cash ☐ Debit ☐ Certified Cheque\* ☐ Money Order\* ☐ Bank Draft\* ☐ Sponsored ☐  Visa ☐  Mastercard (\*Payable to Mohawk College)

Complete below if paying by Visa or Mastercard:

Cardholder Name as appears on card

Cardholder Signature

Date

Card Number: \_\_\_\_\_ CVA Number:    Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

1-3 Date of Birth, Ontario Education Number (if known) and Gender are required on the Mohawk College Student Record System to assist in the retrieval of your academic grades; to issue income tax receipts; and, to confirm your Ontario Education Number (OEN).

4 International Students - Unless Mohawk has proof of your valid health insurance, you will be billed health insurance fees after you register for your course(s).

PRIVACY AND CONFIDENTIALITY: Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.



**Striving to enrich the lifelong learning of Continuing Education students. Visit us at [mcaces.ca](http://mcaces.ca)**

### **Take advantage of our services and programs**

- Career Coaching and Career Development Workshops
- Student Success Coaching and Academic Success Workshops
- Social and Family Programming
- Student Leadership and Volunteer Opportunities
- MCACES Resource and Study Space

### **Find help at our Resource Centres**

Fennell Campus, Room F114  
McMaster Campus, Room 144  
Stoney Creek Campus, Room A125  
Phone: 905-575-2176  
Web: [mcaces.ca](http://mcaces.ca)  
Email: [mcaces@mohawkcollege.ca](mailto:mcaces@mohawkcollege.ca)

### **Get social with MCACES!**

**f** [facebook.com/mcaces](https://facebook.com/mcaces)

**t** [@mcaces](https://twitter.com/mcaces)

MCACES Resource Centre is supported by an  
Advisory Council of Continuing Education Students

### **Are you on campus after dark?**

Walk Smart is a free service provided by MCACES at Fennell Campus for students, faculty and staff. Read more at [mcaces.ca/walksmart](http://mcaces.ca/walksmart)



# Student Services

Please keep this quick reference bookmark

The Square at each campus provides a full range of services and supports to new and returning students.



## Our Locations

### Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton  
Call: 1-844-767-6871

Monday to Thursday 8:30 am to 6 pm  
Friday 8:30 am to 4:30 pm

#### Summer hours:

May 23 to August 11  
Monday to Friday 8:30 am to 4:30 pm



### Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek  
Call: 905-575-1212, ext. 5000

Monday to Friday 8:45 am to 4:30 pm



### Institute for Applied Health Sciences at McMaster (IH)

1400 Main Street W., Hamilton  
Call: 905-575-1212, ext. 6352

Monday to Friday 8:30 am to 4 pm



## Quick and Helpful Links

### Financial Assistance

Visit [ce.mohawkcollege.ca/financial](https://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](https://ce.mohawkcollege.ca/online-learning)

### Room Listings

Accessible online after 3 pm on the day the course starts.  
Locations are also posted at the main campus entrances.  
Visit [ce.mohawkcollege.ca/roomlistings](https://ce.mohawkcollege.ca/roomlistings)

# 4 ways to register

[ce.mohawkcollege.ca/register](http://ce.mohawkcollege.ca/register)

## Registration now open!

### 1. Online at [ce.mohawkcollege.ca](http://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 141.*

#### Payment options



VISA OR MASTERCARD

### 2. Fax

#### Payment options



VISA OR MASTERCARD

Fax the completed Registration Form to:  
905-575-2348

### 3. Mail

#### Payment options



VISA, MASTERCARD, CERTIFIED  
CHEQUE, MONEY ORDER OR  
BANK DRAFT

Mail the completed Registration Form to:  
Mohawk College  
The Square  
135 Fennell Avenue West  
Hamilton Ontario  
L9C 0E5

### 4. In person

#### Payment options



VISA, MASTERCARD, DEBIT,  
CERTIFIED CHEQUE,  
MONEY ORDER,  
BANK DRAFT OR CASH

*NOTE: Registration by **fax** or **mail** does not guarantee a place in the course.  
Acknowledgement will be mailed to you within 10 days of processing.*

### How to read course details

Course Name →	<b>Integrated Brand Communication</b>					MRKT10061 (SA*)	← Required		
	Evaluate effective communication between marketers and consumers. Explain the strategies and benefits of real marketing campaigns that are delivered through various forms of media and the avenues. Recognize the Canadian regulatory environment and ethical issues in consumer communications.								
	<b>EXAMPLE ONLY</b>								
Course Registration Number →	22222	TU	Apr25	Jul25	6:30-9:30	14	Classroom (FF)	\$338.10	← Fee
			↑ Start Date			↑ Number of Sessions		↑ Campus	

T10061 does not require SA - special approval. Shown as an example only.

\*MRKT10061 does not require SA - special approval. Shown as an example only.

Alternative formats available upon request  
Visit [mohawkcollege.ca/accessibility](http://mohawkcollege.ca/accessibility)



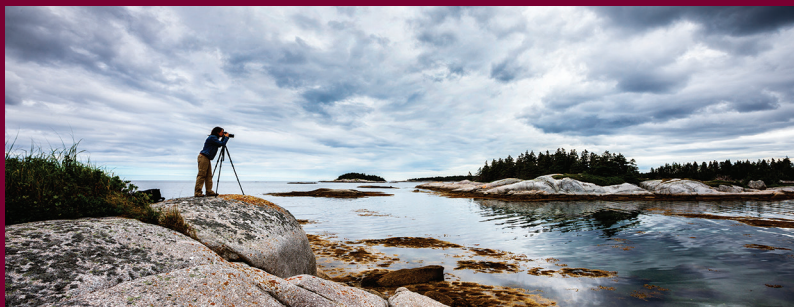


## Featured programs



### Human Resources Certificate

[ce.mohawkcollege.ca/humanresources](http://ce.mohawkcollege.ca/humanresources) | Page 24



### Photography Certificates

[ce.mohawkcollege.ca/appliedphotography](http://ce.mohawkcollege.ca/appliedphotography) | Page 117

[ce.mohawkcollege.ca/artphotography](http://ce.mohawkcollege.ca/artphotography) | Page 117



### Home Renovation

[ce.mohawkcollege.ca/homereno](http://ce.mohawkcollege.ca/homereno) | Page 103

## Spring registration now open!

Don't wait to register – courses can fill quickly. You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue. Browse online at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)



## SHARE YOUR MOHAWK MEMORIES

Mohawk has an amazing story to tell for our 50<sup>th</sup> anniversary. Share your memories at [mohawkcollege.ca/50th](http://mohawkcollege.ca/50th)

ONTARIO COLLEGES



at  
**THE START  
OF SOMETHING  
AMAZING**