

MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is committed to providing people with the necessary skills and expertise required for future business success. Scheduled and customized training solutions are available to meet your needs.

For more information visit www.mcecor.com

NEW! ONLINE COMPUTER AND LEADERSHIP COURSES NOW AVAILABLE.

Visit www.mcecor.com or call 905-667-6230 to register today.

Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters. Browse Distance Education/Online Learning section of this catalogue for online offerings.

For on-site, customized course delivery or information on program completion contact

905-667-6230 / 1-877-670-6230

For program details visit www.manufacturingleadership.com

Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?

905-667-6236 / tdifrancesco@mcecor.com

Predictive Maintenance Technologies MECHMMP06

Discover how predictive maintenance dovetails with maintenance. Focus on various predictive maintenance and condition-based maintenance technologies.

21549 FF SA Apr14 9:00-5:00 4 \$595.25

Management Skills & Techniques MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and course materials.

21550 FF SA/SU May12 9:00-5:00 2 \$332.30

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours.

Questions?

905-667-6236 / tdifrancesco@mcecor.com

For program details/registration visit

www.mcecor.com

Gas Technician III & II Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?

905-667-6236 / tdifrancesco@mcecor.com

Welding Training Program

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required. Monday to Friday - 6 hours per day - continuous intake.

Weekly Start Dates. Tuition: \$110.00 per day

Questions?

905-667-6236 / tdifrancesco@mcecor.com

Watch for our
Fall 2012 catalogue
Available in print on
Tuesday, August 14

Associated Professional Programs

APICS - The Association for Operations Management

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

Questions?

APICS Hamilton Chapter

905-689-9117 / info@apicshamilton.org

For program details visit

ce.mohawkcollege.ca/apics

TWO PROGRAMS ARE AVAILABLE:

Fundamentals of Materials and Operations Management (FMOM)

Benefit from entry level study in materials and operations management or in areas that interface with it. Participants who successfully complete all five courses earn an APICS Certificate.

Certified in Production and Inventory Management (CPIM)

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

Principles of Manufacturing Management (FMM)

Learn to use material requirements planning (MRP), capacity management, capacity requirements planning (CRP), production activity control (PAC), and JIT manufacturing. Includes: executing production plans and master production schedules, handling capacity constraints and maintenance order control.

22050 FF WE Apr18 7:00-10:00 12 \$688.73

Basics Of Supply Chain Management BUSNSPC15

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

22049 FF MO Apr16 7:00-10:00 10 \$599.00

Canadian Institute of Bookkeeping

See Distance Education section for course offerings.

More Information?

Canadian Institute of Bookkeeping at www.cibcb.com / 416-925-9420 / info@cibcb.com / ce.mohawkcollege.ca/CIB

Canadian Institute of Management

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

Questions?

Canadian Institute of Management, Hamilton Branch

Tel: 905-561-9889 / www.cim-hamilton.com / admin@cim-hamilton.com

For program details, admission requirements and equivalencies visit ce.mohawkcollege.ca/CIM or www.cim-hamilton.com

CERTIFICATES AVAILABLE:

Certificate in Supervisory Management (CSM)

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

Certificate in Management & Administration Studies (CIMA)

Exposes you to the eight major areas of managerial responsibility and is ideal for those looking to make management their career choice.

Certified in Management (C.I.M.) Designation

Any applicant with a CIMA certificate, or a diploma from an accredited Business program, two years of Canadian management/

Associated Professional Programs / Important Information

administration experience, two professional references, and a current resume may apply for this designation. Candidates must apply within six years of completing the prescribed studies.

EQUIVALENCIES

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

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

Institute of Law Clerks of Ontario

See Distance Education section for course offerings.

More Information?

www.ilco.on.ca / 416-214-6252 / ce.mohawkcollege.ca/lawclerk

Qualified Administrative Assistant

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

Questions?

905-575-1212 ext. 3905 / business.web@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/adminassistant or www.aaa.ca

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

Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in cooperation with its Ontario Chapter. Course fee does include course manual and CINDE membership.

For program details visit ce.mohawkcollege.ca/nde

Courses Offered:

Liquid Penetrant/ Magnetic Particle/ Eddy Current/ Ultrasonics/ Radiography/ Film Interpretation/ Radiation Safety/ PdM Techniques/ Weld Inspection & Quality Control/ Principles & Applications of NDT/ Engineering, Materials and Components (EMC)/ Level 3 Preparatory Courses/ Phased Array-Basic

EVENING PROGRAMS IN NDT

**Certification Courses run 14 weeks
Cost \$990.00 each**

Liquid Penetrant Levels 1 & 2

Thursdays, starting September 13, 2012

Magnetic Particle Levels 1 & 2

Thursdays, starting September 11, 2012

Radiography Level 1

Wednesdays, starting September 12, 2012

Engineering, Materials and Components (EMC)

Mondays, starting September 10, 2012

Class Hours: 7:00 - 10:00 p.m.

Location: Fennell Campus, Room E027

Note: Safety shoes are mandatory for all laboratory work.

Register online at: [www.cinde.ca / registrations@cinde.ca](http://www.cinde.ca/registrations@cinde.ca) / 905-387-1655

Important Information

Registration Information

Acknowledgement Form and Student Card

You will receive an Acknowledgement form and student card immediately when registering in person. Acknowledgements for registrations done online or sent by mail, fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MoCoMotion, the College's information portal. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration. A fee of \$6.00 per term applies for duplicate forms.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrolment for most general education and non-credit continuing education courses to those 19 years of age and over. International students who are not permanent residents of Canada require permission to register from Citizenship and Immigration Canada. Only under special circumstances can a credit course be audited. The audit application form must be approved by the Associate Dean at the time of registration. You will not receive a credit for an audited course; an AU designation is used for the transcript. Regular fees apply.

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 www.mohawkcollege.ca/legal.html

Transferring Courses

You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut off date has not passed and space is available in the course into which you are transferring. Fees will be re-assessed accordingly. You may transfer on the web at ce.mohawkcollege.ca, by fax, or at any designated C.E. Registration Office.

Waitlists

If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

Withdrawals

If you withdraw from a course, you must officially notify the Continuing Education Registration Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

Informing the instructor only is not sufficient.

See the Refunds section for details regarding withdrawals.

Financial Information

Fees

Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and CanCopy Fees:

Fees are calculated based on the number of hours per course. Tuition-\$5.64, CanCopy-\$0.052, The Academic Service Fee-\$0.55, Student Activity Fee-\$0.43, Student IT Enhancement Fee-\$0.07, Capital Campaign Fee-\$0.05 are calculated per hour to a maximum of 45 hours. Transportation Fee-\$0.69 per hour is charged on courses offered at Fennell (FF), Brantford (BF), and STARRT (SC) locations only, to a maximum of \$43.00.

FINANCIAL INFORMATION

1. Course fees do not include textbooks, and/or learning materials required by many courses. (Some exceptions may apply.) These are often available in the Campus stores.
2. Payment may be made by cash, certified cheque, money order, VISA, MasterCard, or debit.

INTERNATIONAL STUDENTS

All international students require approval from International Education (The Square Room C102 Fennell Campus) before registering for Continuing Education courses. International fees for CE courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate.

REPLACEMENT CERTIFICATE/DIPLOMA FEE

A fee of \$30 applies for replacement of a College certificate or diploma. Visit The Square at Fennell Campus to make your request and payment.

Financial Aid

If you are a part-time student or upgrading and are considered low income, you may apply for an Ontario Special Bursary or a Mohawk College Continuing Education Help Fund Bursary to assist with fees and books for financially-approved programs. Application deadlines apply. For more information, call 905-575-2133 or 519-759-7200 ext. 2133, or visit the Dept. of Financial Aid at The Square, Fennell Campus. Applications for financial assistance are also available in room F114, Fennell Campus and the front desks at the Brantford and STARRT Institute locations. Completed applications must be returned to The Square at Fennell Campus, or the Student Services area at Brantford, STARRT, or IAHS campus.