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Campus Codes & Locations

BF Brantford Campus
411 Elgin Street
Brantford ON N3S 7P5
519-758-6014
DE Distance Education
No scheduled classes - offered via distance education format
EX Prior Learning Assessment & Recognition
FF Fennell Campus
135 Fennell Avenue West
Hamilton ON L9C 1E9
905-575-1212
FW Field Work
course work done on job location
HD Hamilton & District Labour
Education Centre
1130 Barton Street East
Hamilton ON L8H 7P9
905-928-2944
IH Institute for Applied Health Sciences
1400 Main Street West
Hamilton ON L8S 1C7
905-540-4247
OL OntarioLearn.com
No scheduled classes - offered online
OR Other
see course description for details
SC STARRT Institute
481 Barton Street
Hamilton ON L8G 3Y4
905-575-1212 ext. 5000
OL OntarioLearn.com
No scheduled classes - offered online
OR Other
see course description for details

Please refer to website for maps

We’re changing! What’s new and where to find us...

The Fennell Continuing Education Registration Office has moved! You will find us now in The Square - Student Services, Room C102. Services for CE students in The Square include:

• Registration
• Financial Aid
• Student Records

Staff in the Continuing Education Administrative Office have also moved. Here’s where to find us:

CE - Business Diplomas M Wing
CE - Business Certificates J027
CE - Human Services A226
CE - Engineering Technology J027/E114/STARRT
CE - Creative Arts J027
Distance Education E06A

eLearn@Mohawk has replaced all Learning Management Systems (LMS). Log into eLearn@Mohawk via MoCoMotion. Visit elearn.mohawkcollege.ca or scan the code to read more.

Visit the Continuing Education website at ce.mohawkcollege.ca
Business Diplomas

The listed Business Diplomas are equivalent to the post-secondary two or three year programs and can be completed at night school. To estimate the required length of time for completion, divide the total courses required by the number of courses you plan to take each year (students average 5 courses per year). Post-secondary students taking courses at night and Continuing Education students are regulated by Post-Secondary policies. You must consult the appropriate Associate Dean with questions pertaining to prerequisites, entry to class, graduation requirements, etc.

You cannot register in a course without the appropriate prerequisite(s) or equivalent.

Prior Learning Assessment & Recognition (PLAR)

You may apply for credit in individual courses based on learning acquired through work and other life experiences. For more information, contact the PLAR Office at plar@mohawkcollege.ca. Assessments should begin in the term prior to the start of classes.

Certified General Accountants Association of Ontario (CGA) 1-800-668-1454 / www.cga-ontario.org / ce.mohawkcollege.ca/CGA

Some courses are recognized by the CGA when an appropriate grade level is achieved. A Bachelor’s Degree is required prior to receiving certification as a CGA. Call the CGA or visit their website (above) for more information.

Questions? 905-575-1212 ext. 3333 / mike.bozzo@mohawkcollege.ca

Business Administration Diploma

Ontario College Advanced Diploma

Experience an innovative program that combines a two year specialization with a third year of studies in management practices. Specialize in Accounting, Marketing, General or Entrepreneurship. Learn current business computer applications that enhance marketability in an ever-changing business environment.

For program details visit www.mohawkcollege.ca/calendar/busAdmin or ce.mohawkcollege.ca/busadmin

Course offerings are listed under Business - Marketing.

Business - Accounting Diploma

Ontario College Diploma


For program details visit www.mohawkcollege.ca/calendar/busAcct or ce.mohawkcollege.ca/busaccounting

Course offerings are listed under Business - Marketing.

Business - General Diploma

Ontario College Diploma

Acquire a broad, integrated business education. Study a small business with an entrepreneurial focus relevant to today’s marketplace. Credits can be transferred to the other Business Diplomas to earn a second diploma.

For program details visit www.mohawkcollege.ca/calendar/busGeneral or ce.mohawkcollege.ca/busgeneral

Course offerings are listed under Business - Marketing.

Business - Marketing Diploma

Ontario College Diploma

Explore the theory and practice of marketing. Gain an understanding of the buying and selling process, consumer behaviour, distribution channels, managing the promotion mix, developing marketing strategies and marketing plans.

For program details visit www.mohawkcollege.ca/calendar/busMarketing or ce.mohawkcollege.ca/busmarketing

Refer to the Math/Statistics section for Math courses.

Accounting 1  ACCTCB101

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

31915 FF  TU  Sep 13  6:30-10:00  12  312.28
31916 FF  TH  Sep 15  6:30-10:00  12  312.28

Accounting 2 - Financial  ACCT10014

31917 MO  Sep 12  14  404.82

Accounting 3 - Financial Accounting Applications  ACCT10009

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

31920 FF  TU  Sep 13  6:30-10:00  12  312.28

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.

31921 FF  TH  Sep 15  6:00-9:30  12  312.28

Accounting 4 - Contemporary Accounting Issues  ACCT10010

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

31922 FF  WE  Sep 14  6:00-9:30  12  312.28

Accounting 4 - Financial Reporting  ACCT10011

Demonstrate the applications of GAAP in financial reporting in the areas of leases, income taxes, pensions, and accounting changes and error analysis. Prerequisite: ACCT10008 or ACCT10009. Note: ACCT10010 & ACCT10011 replace ACCT10003.

31923 MO  Sep 12  6:00-9:30  12  312.28

Applied Accounting Systems  ACCTAC410

Learn to use AccPac for accounting functions and preparation of financial statements for an incorporated business. Understand the system of internal controls maintained within AccPac and be able to communicate recommendations for additional controls. Prerequisite: ACCTCB101 (minimum grade 75%).

31924 FF  TU  Sep 13  6:00-9:30  12  312.28

Business Finance 1  ACCTCB340

Focus on the finance function in a profit-seeking firm. Prerequisites: ACCTAC201 or ACCT10005 and ACCT10014 or ACCTAC211 and MATHMA201.

31927 FF  WE  Sep 14  6:30-10:00  12  312.28

Business Finance 2  BUSNBA440

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

31928 FF  WE  Sep 14  6:30-10:00  12  312.28

Business Law  BUSNCB436

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

31930 FF  WE  Sep 14  6:00-9:30  12  312.28

Computer Applications For Business  INFO10048

Develop business communication and documentation skills by learning how to locate, create, edit, manage, and store documents and information in ways that will increase personal and organizational productivity.

31932 FF  TH  Sep 15  6:00-9:30  8  208.19

Contemporary Issues in Economics  ECON10003

A review and discussion of current economic issues affecting Canada at the federal and provincial levels. Among the topics discussed will be energy, environment, social welfare and labour issues.

31933 FF  TH  Sep 15  6:00-9:30  12  312.28

Cost & Managerial Accounting 1  ACCTAC336

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

31934 MO  Sep 12  6:00-9:30  12  312.28

Register online at ce.mohawkcollege.ca (*CRN required)
Business

Cost & Managerial Accounting 2
ACCTAC436
Prerequisite: ACCTAC336.
31933 FF TU Sep13 6:00-9:30 12 312.28

Financial Statement Concepts
ACCT10005
Learn to determine the financial position of a business organized as a corporation, and the
results of its operations and cash flows for a given period in accordance with Generally
Accepted Accounting Principles (GAAP). Prerequisite: ACCTCB101. Equivalent:
ACCTAC201.
31919 FF TU Sep13 6:00-9:30 12 312.28

Information Systems Management INFOBA635
Concentrate on the basics of computer based information systems.
31929 FF TU Sep13 6:00-9:30 12 312.28

Introduction To Organizational Behaviour
BUSNOB371
Develop individual and interpersonal skills. Focus on perception, attitudes, values,
motivation, job design, interpersonal communication and coaching.
31936 FF MO Sep12 6:00-9:30 12 312.28

Macroeconomics
ECONEB222
Analyze the impact of aggregate supply and demand on the determination of employment,
prices, and national income. Prerequisite: ECONEB122.
31938 FF TH Sep15 6:00-9:30 12 312.28

Marketing 1
MRKTCB158
Gain an appreciation of marketing and marketing terminology through broad studies of
various components of the marketing mix.
31939 FF MO Sep12 6:00-9:30 12 312.28

Marketing 2
MRKTMK351
Learn about the marketing mix with particular emphasis on the Place, Promotion, and Pricing
elements. Prerequisite: MRKTCB158.
31940 FF TH Sep15 6:00-9:30 12 312.28

Marketing Management
MRKTMK456
Develop an understanding of the planning, evaluation and control of marketing strategies and
tactics. Prerequisite: MRKTMK351.
31941 FF WE Sep14 6:30-10:00 12 312.28

Microeconomics
ECONEB122
Explore the laws of supply and demand, the costs of production and profit determination in
various market conditions.
31937 FF TU Sep13 6:00-9:30 12 312.28

Taxation
ACCTAC409
Learn to prepare personal income tax returns for self-employed individuals in proprietorships
and partnerships and individuals employed by Corporations. Prerequisite: ACCTAC201 or
ACCT10005 and ACCT10014.
31942 FF TU Sep13 6:30-10:30 14 404.82

Understanding Financial Statements
ACCTAC211
Interpret financial statement components and demonstrate their relevance to managerial
decision making. Prerequisite: ACCTCB101.
31943 FF MO Sep12 6:30-10:00 12 312.28

Business Certificates

Applied Accounting Bookkeeping
Acknowledgement of Completion
Benefit from a self-study format that allows you to work at your own pace and complete more
than one level per term if you choose. You must purchase textbooks and correlated workbooks,
available through the College bookstores.
Questions? 905-575-2064 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/appacct
These courses are also offered in a DISTANCE EDUCATION format.

Applied Accounting-Bookkeeping 1
ACCTCB2018
Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial
statements.
32144 FF TU Sep13 6:30-9:30 12 267.67
32150 FF WE Sep14 6:30-9:30 12 267.67

Applied Accounting-Bookkeeping 2
ACCTCB2019
Develop additional skills including: merchandise business transactions, inventory valuation,
special journals, internal control, payroll, receivables, and bank reconciliations.
Prerequisite: ACCTCB2018.
32146 FF TU Sep13 6:30-9:30 12 267.67
32153 FF WE Sep14 6:30-9:30 12 267.67

Applied Accounting-Bookkeeping 3
ACCTCB2020
Develop advanced bookkeeping skills including: partnerships, corporations, capital assets,
bonds, and financial analysis. Prerequisite: ACCTCB2019.
32147 FF TU Sep13 6:30-9:30 12 267.67
32156 FF WE Sep14 6:30-9:30 12 267.67

Dental Office Administration
Acknowledgement of Completion
Targets the needs of those looking to work effectively in dental health offices. The main objective
is to prepare the student to find work in a dental environment. Students who successfully
complete the full program of study will be eligible for a Dental Office Administration
Acknowledgement.
Questions? 905-575-2064 / cebus@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/dentalofficeadmin

AbelDent: Dental Office Computers
INFO10115
Learn features of this software including: new patient input, insurance and predeterminations,
scheduling, billing, payments, day end procedures and reports. Prerequisite:
MGMDBU153 or 1 year experience in a Dental Office.
32019 FF TU Sep13 6:30-9:30 10 223.06

Marketing and Treatment Coordination
MRKTK10029
Understand marketing plans, ideas and market research and its role in dental and health care
offices. Understand the role of the Treatment Coordinator and their relationship to the
marketing plan. Financial agreements and plans will be explored and developed.
32024 FF WE Oct28 6:30-9:30 6 133.83

Professional Development PERS10014
Learn the art of marketing personal skills through self-assessment, the career
planning process, getting and keeping a job, improvement of self-esteem, and the reduction
of stress. Practical application will be applied to the cover letter, resume and interview
techniques for obtaining a job in a Dental or Health Provider’s Office.
32021 FF MO Sep12 6:30-9:30 6 133.83

Disability Management Certificate
See Health Sciences section - Certificates/ Diplomas - Other than Nursing for more information.

Financial Planning Certificate
See Distance Education section for course offerings.
For program details visit ce.mohawkcollege.ca/financialplanning

Human Resources Certificate
Mohawk College Certificate
Acquire the knowledge and the skills you need to become a successful practitioner of
Human Resources Management. All courses are approved by the Human Resources
Professionals Association of Ontario.
Questions? 905-575-2385 / cebus@mohawkcollege.ca
jane.cooper@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/humanresources

HUMAN RESOURCES NATIONAL CERTIFICATE PROGRAM
In accordance with the Human Resources National Certification Process CHRP candidates
must have a university degree. For detailed information refer to www.hrpa.ca/hrpa or call
1-800-387-1311
Program graduates (with an overall academic average of 70% with no individual grade lower
than 65%) fulfill the academic requirements of HRPA and are eligible to write the National
Knowledge Exam (NKE) and receive the CHRP (Certified Human Resources Professional)
designation. Please be aware each course expires 10 years after completion.

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How to read course details:
CRN* Location Day(s) Start Times #Sessions Fee
31256 FF WE Sep12 6:30-9:30 6 104.20

Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard),
cash and certified cheque accepted.

Scan code for more program information

Scan code for more program information

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

Introduction to Industrial Relations (LABRPIR08) is offered under the Industrial Relations Certificate.
Courses are also offered via Distance Education.
Finance And Accounting ACCTPIR23
Develop an understanding of measurement bases and reporting methodologies used in accounting and the role of accounting in the management of personnel functions.
32923 FF TH Sep15 6:30-9:30 15 334.58

Staff Training and Development BUSNPIR16
Discover the concepts, and techniques involved in staff training and development including needs analysis and design and delivery of training.
31982 FF MO Sep12 6:30-9:30 13 289.97
31983 BF TU Sep13 6:30-9:30 13 289.97

Organizational Behaviour and Administration BUSNPIR22 (E)
Develop interpersonal skills for functioning within an organization, with emphasis on group problem solving, leadership, power and influence, conflict resolution, and group dynamics.
31981 FF TH Sep15 6:30-9:30 14 312.28

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.
31979 FF WE Sep14 6:30-9:30 14 312.28

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.
31985 FF TU Sep13 6:30-9:30 13 289.97
31986 BF WE Sep14 6:30-9:30 13 289.97

Occupational Health & Safety SAFEPIR21
Benefit from a comprehensive introduction to the Occupational Health & Safety Act.
31980 FF WE Sep14 6:30-9:30 13 289.97

Industrial Distribution Leadership Certificate
Mohawk College Certificate
Mohawk College, in partnership with the Industrial Careers Pathway Steering Committee, is pleased to offer specialized sector specific leadership training in the field of industrial distribution.
Intended for individuals working with the industrial distribution and manufacturing sector who have responsibilities for key customer accounts and client relations. Offers programming in key skill sets, including business principles, operational awareness, client service principles, and leadership training/coaching.

Questions? 905-575-2064 / cebus@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/IDL.html

Industrial Relations Certificate
Mohawk College Certificate
Develop a solid foundation in Canadian industrial relations theory and practice.
Questions? 905-575-2064 / cebus@mohawkcollege.ca
905-575-2192 (press 2) / cathie.duncan@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/industrialrelations
Some course offerings are listed under the Human Resources Certificate.
Some courses are offered via Distance Education.

Introduction To Industrial Relations LABRPIR08 (E)
Gain a good grasp of industrial relations concepts, historical development of industrial relations in Canada, contemporary trade unionism and collective bargaining.
32158 FF WE Sep14 6:30-9:30 13 289.97
32159 BF TH Sep15 6:30-9:30 13 289.97

Collective Bargaining LABRPIR14
Develop in-depth understanding of the structure and process of collective bargaining in Canada.
Prerequisite: LABRPIR08.
32157 FF WE Sep14 6:30-9:30 13 289.97

Integrated Accounting Certificate
Mohawk College Certificate
Enhance your understanding of computerized accounting and its effect on accounting practice.
Questions? 905-575-2064 / cebus@mohawkcollege.ca
905-575-2256 (press 2) / peggy.daniel@mohawkcollege.ca

Admission Requirements
If you do not have an adequate level of computer literacy upon entry to the program, you are strongly urged to complete Workshop for Windows (INFOBW001) before beginning any course. Familiarity with basic accounting concepts is also recommended.
For program details visit ce.mohawkcollege.ca/integratedacct

Software Versions:
AccPac 5.6
QuickBooks Premier 2011
Simply Accounting 2010 Pro

Some course offerings are listed under Applied Accounting Bookkeeping, Business Computer Applications and in the Distance Education section.

Simply Accounting INFO10087
GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.
31954 FF TU Sep13 6:30-9:30 12 267.67

Need Help? AskMohawk at ce.mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
# Business

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.  
32426  FF  TU  Sep13  6:30-9:30  10  223.06

NEW!  
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.  
32164  BF  MO  Sep12  6:30-9:30  10  223.06

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.  
32181  BF  TH  Sep15  6:30-9:30  10  223.06

Management Studies Certificate  
Mohawk College Certificate  
Benefit from the broad focus on organizational goals and strategic planning offered in this program to help you transition from your area of specialization to the management role. Develop organizational skills to solve various management challenges and handle the management role.  
Questions?  
905-575-2064 / cebus@mohawkcollege.ca  
905-575-2192 (press 2) / catherine.duncan@mohawkcollege.ca

For program details visit  
ce.mohawkcollege.ca/managementstudies

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

The Legalities of Hiring and Firing  MGMT10016  
Benefit from comprehensive information on many legal issues of hiring & firing to protect your company from time-consuming and costly lawsuits or unnecessary complaints to a government agency.  
32142  FF  SA  Oct29  10:00-5:30  4  223.06

Managerial Analysis  MGMTBPC05  
Develop skills in the four critical functions of management - planning, controlling, organizing and leading to support a strong competitive advantage for your organization.  
32137  FF  TU  Sep13  7:00-10:00  13  289.97

Managing by Due Diligence  MGMTBU471  
Examine “Due Diligence” as the legal standard for successfully managing the areas of greatest risk for a business; and should legal action be taken against a company, this information could be crucial in developing the company’s defence.  
32138  BF  SA  Sep10  10:00-5:30  4  223.06

Employment Standards and Human Rights Law  MGMTBU497  
Gain an understanding of the Ontario Employment Standards Act and the Human Rights Code including employer/employee rights and obligations, legislated standards, discrimination, sexual harassment; and the exemption and compliance process.  
32155  FF  SU  Oct16  11:00-6:30  4  223.06

Ontario Management Development Studies  
This program has been phased out and replaced by a new program entitled Leadership Development Series.  
To obtain an OMDP Record of Completion, you must notify Continuing Education Business in writing.  
If you were unable to complete the OMDP courses prior to the phase out, you have 2 options:  
1) You may take courses from the new LDS program and apply them to the OMDP Record of Completion  
2) A limited selection of OMDP courses are being offered under the Management Studies Program or via OntarioLearn.  
Questions?  
905-575-2064 / cebus@mohawkcollege.ca  
905-575-2192 (press 2) / catherine.duncan@mohawkcollege.ca

For program details visit  
ce.mohawkcollege.ca/omdp

Workplace Leadership Certificate  
Ontario College Certificate  
STAY COMPETITIVE! Here’s your opportunity to develop a personal toolkit to enhance your performance and employment profile. Choose the workshops of most benefit in attaining your professional and personal goals.  
A variety of workshops is offered each term. Complete workshops in single units, or work towards the Workplace Leadership Certificate (15 workshops required).  
Questions?  
905-575-2025 / crearts@mohawkcollege.ca  
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit  
ce.mohawkcollege.ca/workplaceleadership

Assessiveness for Professionals is now part of this program and is offered in the General Interest section.  

Center Stage  PERS10013  
Focus on demonstrating skills, experience and strengths with an emphasis on presentation skills and portfolio development.  
32478  FF  WE  Sep7  6:30-9:30  4  89.22

Change Management  MGMTSSP05  
Learn to understand the changed relationship between job and employee, address negative survivor reactions, and encourage healthy actions for a productive workplace.  
32480  FF  WE  Oct5  6:00-9:00  4  89.22

Ethics In The Workplace  LAWSSSPC6  
Acquire skills to help your organization develop and maintain a code of ethics in the workplace.  
32484  FF  SU  Nov13  9:00-4:00  2  89.22

Interviewing Skills-Workplace Leadership  COMM10022  
Focus on interview fundamentals. Examine interview preparation, resume & cover letter requirements, techniques and stages of the interview.  
32485  FF  TU  Nov15  6:30-9:30  4  89.22

Managing Conflict In The Workplace  CONFSSPA5  
Explore your conflict management style, and develop strategies for handling conflict.  
32486  FF  SA  Oct15  9:00-4:00  2  89.22

Supervision Skills 1  MGMTSSPC7  
Focus on essential supervisory skills including providing constructive feedback, managing time effectively, running effective meetings, and thinking critically.  
32487  FF  MO  Sep12  6:00-9:00  4  89.22

Supervision Skills 2  MGMTSSPD7  
Examine different philosophies and practical ideas regarding supervision and apply your learning in case studies and activities.  
Prerequisite: MGMTSSPC7.  
32488  FF  MO  Nov7  6:00-9:00  4  89.22

Time Management  MGMT10106  
Effective time management is critical to success on both a personal and professional level. Discover the principles of effective time management and the essential skills required for optimal performance.  
32482  FF  WE  Nov2  6:00-9:00  4  89.22

WSIB Workplace Safety & Insurance Board Adjudication  
ACKNOWLEDGEMENT OF COMPLETION  
Acquire a comprehensive overview of the adjudication process relating to Workplace Safety and Insurance Board (WSIB) claims. Learn to effectively administer and manage WSIB claims from both an employer and worker perspective. Ideal for employers or worker advocates.  
Questions?  
905-575-2064 / cebus@mohawkcollege.ca

Courses are offered in the Fall and Winter terms only.

WSIB Eligibility Adjudication  BUSNBU158  
Develop knowledge of the policies and procedures for determining initial entitlement in a Workplace Safety and Insurance Board claim.  
32432  FF  SU  Sep11  8:00-3:00  5  260.23

WSIB Case Management Adjudication  BUSNBU159  
Develop your skills in effective caseload management. Emphasis on Reemployment Obligations, the new Work Reintegration Program, the payment of long-term LOE Benefits and controlling premium costs.  
Prerequisite: BUSNBU158 or permission from instructor.  
32433  FF  SU  Oct23  8:00-3:00  5  260.23

**Need Help?**  
AskMohawk at ce.mohawkcollege.ca

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<table>
<thead>
<tr>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start Times</th>
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For program details, visit ce.mohawkcollege.ca/managementstudies.
Business Computer Applications Certificate

Mohawk College Certificate

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. You can take a variety of courses in a number of software applications or choose to specialize in Word, Excel, Access, or Graphics.

Questions? 905-575-2064 / cebus@mohawkcollege.ca 905-575-2256 / (press 2) peggy.daniel@mohawkcollege.ca

Admission Requirements

Some understanding of the Windows environment is required. You are strongly urged to complete WORKSHOP FOR WINDOWS (INFOB001) before taking other courses. Courses make use of eLearn which will be taught in COMPUTER BASICS WITH WINDOWS, WORD AND EXCEL (INFO10156).

For program details visit ce.mohawkcollege.ca/buscomputer

Subject Specialist Acknowledgements are available for Word, Excel, Access and Graphics. Visit the website above for details.

Some courses are offered under the Webmaster Certificate and/or through Distance Education.

Workshop For Windows  INFOB001

Explore the Windows environment. Learn basic mouse skills, manage the desktop, file management. Textbook required. Non-credit for the novice computer user.

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Computer Basics with Windows 7, Word and Excel  INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10105 or INFO1113.

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Word Core  INFO10077

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

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Word Expert  INFO10080

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

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Excel Core  INFO10078

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

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Excel Expert  INFO10079

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

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Access Core  INFO10081

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

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Photoshop (Adobe)  INFO10149

Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more.

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PowerPoint  INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.

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Webmaster Certificate

Mohawk College Certificate

Creation, organization and maintenance of personal and business web pages requires knowledge of general design principles, image editing, and programming techniques. For more detailed information visit nexus.mohawkcollege.ca.

sign up now!

Registration opens on Tuesday, August 9

Admission Requirements

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

For program details visit ce.mohawkcollege.ca/webmaster

Subject Specialist Acknowledgements are available for Webmaster, Web Scripting and Web Graphics. Visit the website above for details.

Some courses are offered under the Business Computer Applications Certificate and/or through Distance Education.

Web Design Basics  INFO10144

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

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Web Page Design  INFO10110

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

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Dreamweaver  INFO10111

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

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Web Scripting with PHP  INFO10112

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

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XML  INFO10145

Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML. Covers programming with Javascript to modify XML documents. Prerequisite: INFO10110.

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Flash Animation  INFO10150

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

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Fireworks (Adobe)  INFO10152

Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images and publish Flash content.

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Give the Gift of Education!

Gift Certificates available - 905-385-4295

Register online at ce.mohawkcollege.ca (*CRN required)
Labour Studies

Labour Studies Certificate
Ontario College Certificate
Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

Questions?
905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca

Program of Studies
The Program of Study has changed effective Fall 2011.
For program details visit ce.mohawkcollege.ca/labourstudies

Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.
Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

Labour Studies Field Placement
WORKUN199
Apply skills and knowledge learned in the Labour Studies Program in this 60-hour placement. You can be credited for approved projects in the labour movement, community based activity, and environmental projects or other activities. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.
32359 FW MO Sep12 167.56

Stewards Training 1 LABRUN002
Examine the responsibilities of the Union Steward, including grievance handling, understanding collective agreements, and the steward/membership relationship. 10 hours.
32355 HD FR Sep23 6:00-9:30 2 67.45 SA 9:00-5:00

Workplace Referral Person LABRUN009
Learn to assist co-workers with issues such as alcohol & drug addiction, family tension and stress, through referral to social and community services. Manual not required. 30 hours.
32357 HD WE Sep28 6:00-9:30 10 202.36

Introduction To Collective Bargaining LABRUN014
Hone essential negotiation skills. Examine the composition and functions of a bargaining committee, goal setting, and costing items. 10 hours.
32356 HD FR Oct14 6:00-9:30 2 67.45 SA 9:00-5:00

Labour Law LABR10047
Explore: certification and dispute settlement; unfair labour practices; good faith bargaining; strikes, lockouts and picketing; the duty of fair representation; management and union rights; grievance arbitration law. 30 hours.
32358 HD SA/SU Nov5 9:00-5:00 5 202.36

Labour Studies Workshops
Effective Fall 2011 these courses are not part of the Labour Studies Program of Study and cannot be applied to a Certificate.

Questions?
905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca

Microsoft Word XP-Labour Studies- Part 1 INFO10005
Learn to design and format an eye-catching document, using columns, text boxes, graphics, shortcuts and professional ‘tricks’. 32357 HD TU Sep13 6:00-9:30 5 142.01

Microsoft Excel XP-Labour Studies - Part 1 INFO10006
Create and edit formulas, format and print worksheets, link multiple worksheets, create charts, and more.
32359 HD TU Nov1 6:00-9:30 5 142.01

Web Page Design for Workers INFO10017
Create your own web page using Hypertext Mark-up Language (HTML).
32541 HD TH Nov3 6:00-9:30 5 142.01

Introduction to PowerPoint for Labour Studies INFOUN098
Develop skill in creating computer slide shows, overheads and printed handouts.
32538 HD TH Sep15 6:00-9:30 5 142.01

Labour Studies in Occupational Health and Safety Certificate
Mohawk College Certificate
Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

Questions?
905-547-2944 ext. 22 / labourstudies@mohawkcollege.ca

Program of Studies
The Program of Study has changed effective Fall 2011.
For program details visit ce.mohawkcollege.ca/labourstudiesohs

Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.
Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

OCCUPATIONAL HEALTH / SAFETY

Occupational Health & Safety - Level 1 - Training LABREWS01
Focus on the rights and responsibilities of workplace parties, hazard recognition and control, Joint Health and Safety Committees, and more. 30 hours.
32360 HD TU/TH Sep13 6:00-9:30 10 202.36

Occupational Health & Safety - Level 2 - Provincial Law LABREWS02
Study legislation governing labour’s roles and develop understanding of legal orders, enforcement and deficiencies. Prerequisite: LABREWS01. 30 hours.
32361 HD TU/TH Oct18 6:00-9:30 10 202.36

WSIB Level 1-Rights & Obligations LABRUN026
Review the statutory obligations and rights mandated by the Workplace Safety & Insurance Act and examine operation of the WSIB. 12 hours.
32586 HD SA/SU Sep17 9:00-5:00 2 80.94

WSIB Level 2-Benefits & Services LABRUN027
Enhance your knowledge of WSIB benefits & services. Learn to examine claim files & communicate with physicians & Board staff. Prerequisite: LABRUN026.
32587 HD SA/SU Oct1 9:00-5:00 2 80.94

W.S.I.B. Return To Work Becoming a Return to Work Specialist LABRUN023
Become a Return to Work Specialist. Examine accommodation & job restructuring, employers’ obligations, Labour’s role, contract language, Labour Market Re-entry & mediation. Prerequisite: LABRUN026 and LABRUN027. 30 hours.
32588 HD SA/SU Oct22 9:00-5:00 4 202.36

W.S.I.B. Medical Orientation LABRUN024
Learn to analyze medical reports & resolve entitlement issues for injured workers. Consider specific work related injuries, and occupational diseases and how to prove a causal relationship. Prerequisites: LABRUN026 and LABRUN022 or LABRUN023. 30 hours.
32589 HD FR Nov11 6:00-9:30 8 202.36

Workplace Insurance and Disability Prevention Leadership
Mohawk College, in partnership with the Occupational Disability Response Team (CDRT), offers specialized leadership training in the field of Workplace Insurance and Disability Prevention. Intended for individuals interested in working in the field of Workplace Safety & Insurance Advocacy or as a Disability Prevention specialist. Offers programming in fundamental principles, law, advocacy, key skill sets, advanced claim strategies, complex issue analysis, research and leadership training/ coaching.

Questions?
905-547-2944 ext. 22 / nclark@odrt.ca

For program details visit ce.mohawkcollege.ca/labourstudiesWIDPL

Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.
Manual prices are available at www.hamiltonlabour.ca. Choose the Education tab.

WSIB Level 1-Rights and Obligations LABRUN026
Review the statutory obligations and rights mandated by the Workplace Safety & Insurance Act and examine operation of the WSIB. 12 hours.
32586 HD SA/SU Sep17 9:00-5:00 2 80.94

WSIB Level 2-Benefits & Services LABRUN027
Enhance your knowledge of WSIB benefits & services. Learn to examine claim files & communicate with physicians & Board staff. Prerequisite: LABRUN026.
32587 HD SA/SU Oct1 9:00-5:00 2 80.94

W.S.I.B. Return To Work Becoming a Return to Work Specialist LABRUN023
Become a Return to Work Specialist. Examine accommodation & job restructuring, employers’ obligations, Labour’s role, contract language, Labour Market Re-entry & mediation. Prerequisite: LABRUN026 and LABRUN027. 30 hours.
32588 HD SA/SU Oct22 9:00-5:00 4 202.36

W.S.I.B. Medical Orientation LABRUN024
Learn to analyze medical reports & resolve entitlement issues for injured workers. Consider specific work related injuries, and occupational diseases and how to prove a causal relationship. Prerequisites: LABRUN026 and LABRUN022 or LABRUN023. 30 hours.
32589 HD FR Nov11 6:00-9:30 8 202.36
Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council, McMaster University offers a number of scholarships to students taking certificate courses.

Questions?
HDLC 905-547-2494 ext. 22 / labourstudies@mohawkcollege.ca
Sharon Molnar 905-525-9140 ext. 24692 / molnars@mcmaster.ca

For program details visit ce.mohawkcollege.ca/labourstudies/joint or www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates

PLEASE NOTE: INQUIRIES REGARDING REGISTRATION & REFUNDS SHOULD BE DIRECTED TO THE INSTITUTION OFFERING THE COURSE.

McMaster Courses

Each course is $100 with fees payable to McMaster University at the first class (cash or cheque only). Attendance is required on both days (9:30 am to 4:00 pm)

Trade Unions and the Law

Governments play a key role in regulating labour and the workplace. Examine labour relations, employment standards, workplace equity, health and safety legislation, and explore worker goals in the legislative arena. September 17 & 18, 2011 - Instructor: TBA

Contemporary Labour Strategies: Social Unionism

May be used as Part 2 of Challenges. Examines broad based working class political organizations and explores how they can build solidarity between unions, workers, and other social justice groups and impact progressive change. Covers various approaches to social unionism. October 22 & 29, 2011 - Instructor: Herman Rosenfeld

Green Economy: Prospects and Challenges for Labour

Much hope has been placed on the green economy and potential for jobs. There is growing support for a greening of the economy with government, industry, unions, and environmentalists. Explores potential of green shift for workers and communities. November 12 & 19, 2011 - Instructor: Aine Leadbetter

Business

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

Questions?
905-575-2358 / cebus@mohawkcollege.ca
905-575-1212 ext. 3853 / janet.ross@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/officeadmingeneral

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

Internet and Web Page Development

INFO10020
Gain an understanding of the internet and demonstrate an ability to access the web and on-line databases to enhance your research abilities. Introduces the creation of web pages using web authoring tools.

31953 FF TU Sep13 6:30-9:30 14 312.28

Computer Skills Building

KEYB10008
Achieve a minimum speed of 35 net words per minute by using proper keyboarding techniques and computer technology. NOTE: Memory stick required for the first class.

31948 FF WE Sep14 6:00-8:30 12 208.19

Keyboarding - Beginners

KEYBS230
Develop your keyboarding skills with emphasis on speed and accuracy. NOTE: Memory stick required for first class.

31966 FF WE Sep14 6:00-9:00 12 267.67

Administrative Office Procedures

OADM10015
Discover skills fundamental to the pursuit of an office career. Covers filing and record management, note-taking, information distribution and reprographics, and time management.

32341 FF MO Sep12 6:00-9:30 12 312.28

Document Processing 1

OADMOA116
An introduction to basic technical support skills related to computer hardware and software. Use MS Word 2010 to produce professional documents.

31949 FF TH Sep15 6:00-10:00 14 404.82

Document Processing and Simulations

OADM228
Use MS Word 2010 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisite: OADMOA116 and KEYB10008.

31951 FF TH Sep15 6:00-9:30 12 312.28

Microtranscription

OADMOA261
Gain training in the efficient operation of transcribing software and equipment to generate first-time machine transcribable material. Taught on the use of a computer and microtranscription equipment.

Prerequisite: OADMOA116 and KEYB10008.

31956 FF TU Sep13 6:00-9:30 12 312.28

Office Administration

Medical Transcription Certificate

Mohawk College Certificate

Develop the knowledge and skills necessary for success as a Medical Transcriptionist. Learn to complete accurate transcription of complex medical reports and correspondence, within a specified time limit. Demonstrated competence

Register online at ce.mohawkcollege.ca (*CRN required)
Aesthetics/Cosmetics

Aesthetics Certificate

Mohawk College Certificate

Prepare for a career in the growing field of aesthetics. Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations.

Questions?
905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful completion of Senior Secondary School English or equivalent.

For program details visit
ce.mohawkcollege.ca/aesthetics

Aesthetics, Nail Technician and Applied Cosmetics

Daytime Program

The Aesthetics, Nail Technician and Applied Cosmetics Certificates are offered as day time, three semester programs. On successful completion you will receive three Certificates. You require approval from the Program Manager before registering for day time courses.

For information, application or an appointment contact 905-575-1212 ext. 3489/ jakki.polyoka@mohawkcollege.ca

Aesthetics: Skin Care I

ASTHAES02

Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra for evening class.

32543 FF WE Sep21 6:30-9:30 13 289.97
32542 FF WE Sep21 9:30-12:30 13 509.97

Waxing

ASTHWS306

Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.

32547 FF WE Sep21 6:30-9:30 13 459.97
32546 FF WE Sep21 1:00-4:00 13 459.97

Hot Stone Massage

ASTH10000

Enhance your knowledge of the body with a relaxing massage using a variety of heated stones. You must provide models for practical sessions. Stones included. Prerequisite: ASTHAE04 Skin Care 3 or equivalent.

32544 FF TH Sep22 1:00-4:00 12 337.67

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 Certificate Program Manager BEFORE registering in this course.

32548 FF MO-FR Sep19 9:00-5:00 10 223.06

Nail Technician Certificate

Mohawk College Certificate

Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures.

Questions?
905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful completion of Senior Secondary School English or equivalent.

For program details visit
ce.mohawkcollege.ca/nail technician

Manicure, Pedicure - Care And Techniques

ASTHWS305

Learn to recognize healthy nails and understand their growth, diseases and care. Develop manicure and pedicure techniques, using appropriate equipment. You must provide models for practical applications and evaluations. Supplies and textbook included.

32560 FF MO Sep19 6:30-9:30 11 667.38
32561 FF TU Sep20 1:00-4:00 11 667.38

Spa Manicure/Pedicure & Specialized Applications

ASTHWS405

Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Supplies included. Prerequisite:ASTHWS305.

32563 FF TU Sep20 6:30-9:30 11 470.36

Sculpted Nail Enhancements

ASTHWS906

Develop skill in various aspects of nail art and sculpture enhancement. You must provide models for practical sessions. Supplies included.

32562 FF TH Sep22 6:30-9:30 11 525.36

Make Up Artistry Certificate

Mohawk College Certificate

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.

Questions?
905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful completion of Senior Secondary School English or equivalent.

For program details visit
ce.mohawkcollege.ca/makeupartistry

Make-Up - Theatrical & Special Effects

ASTHWS029

Develop your skills in make up artistry, with emphasis on theatrical and special effects make up and prosthetics. Supplies included.

32549 FF TU Sep20 6:30-9:30 12 342.67

Applied Cosmetics Certificate

Mohawk College Certificate

Are you interested in a career in retail cosmetics, or looking for personal development? Develop practical training and knowledge in skin analysis and care, colour theory, make up applications and theory, corrective techniques, merchandising and sales.

Questions?
905-575-1212 ext. 3489 / jakki.polyoka@mohawkcollege.ca

Admission Requirements
Successful Completion of Senior Secondary School English or equivalent.

For program details visit
ce.mohawkcollege.ca/cosmetics

Colour Theory For Fashion And Make-Up Co-Ordination

FASHWS013

Study colour theory, style analysis, figure analysis, and image profile to develop a well-accessorized wardrobe with co-ordinated makeup shades. Supplies included.

32551 FF TU Sep20 9:30-12:30 12 327.67
32550 FF WE Sep21 7:00-10:00 12 327.67

Make-Up Artistry

ASTHWS144

Explore makeup fundamentals for various applications through practical demonstration and applications. Kit included for daytime.

32552 FF TU Sep20 6:30-9:30 13 289.97

Make-Up Artistry II

ASTHWS244

Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTH WS144 or equivalent. Students are responsible for their own models.

32556 FF TH Sep22 6:30-9:30 12 277.67

Professional Selling In Cosmetics

MRKTWS143

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

32558 FF MO Sep19 9:30-12:30 11 245.36
32557 FF MO Sep19 6:30-9:30 11 245.36

Haircare

Hair Cutting

ASTH10002

Learn basic cutting and styling techniques using a mannequin. Supplies included.

32564 FF MO Sep19 7:00-10:00 7 231.14

Hair Colour and Perm

ASTH10003

Enhance your styling techniques with emphasis on hair colouring and perming. You must provide models or mannequins for practical application sessions. Supplies cost approx. $60.00.

32565 FF WE Nov2 7:00-10:00 7 156.14

Winter 2012 catalogue

Available in print on Tuesday, November 22
Dressmaking/Fashion

Dressmaking Certificate
Mohawk College Certificate

Focus on basic sewing skills and dressmaking principles for a professional standard. Develop expertise with different fabrics and textures and construct garments with creative expression. Each course skillfully combines theory and practice.

Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca

Admission Requirements
Secondary School English or equivalent.

For program details visit
ce.mohawkcollege.ca/dressmaking

Cost of materials is your responsibility.

Dressmaking 1-Level 1 FASHDM110
Concentrate on the essentials of dressmaking, including basic sewing skills, pattern and materials selection, layout and cutting. Construction of a simple skirt style will be completed. Materials will be discussed at the first class. For a real beginner, please consider taking “Sewing-Introduction-TEXTHC027”. Refer to the Creative Sewing Section. 32502 FF MO Sep26 7:00-10:00 10 223.06

Dressmaking 1-Level 2 FASHDM115
Make a basic blouse with set in sleeves. Learn professional techniques for simple collars, short sleeve styling, buttonholes and more. Prerequisite: FASHDM110 or equivalent. 32506 FF TU Sep20 7:00-10:00 10 223.06

Dressmaking 2-Level 1 FASHDM120
Discover special techniques to eliminate the "homemade look" in all of your sewing. Complete a detailed blouse/dress. Prerequisite: First 2 courses or equivalent. 32504 FF TH Sep22 7:00-10:00 10 223.06

Tailoring-Level1 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. 32505 FF MO Sep12 7:00-10:00 14 312.28

Dressmaking - Other

NEW!
Fashionable Rainwear CREA10130
Follow these fabric, design, and sewing tips to create chic and functional wet-weather stylish jacket or coat. Sewing skills essential. Patterns suggested. 32642 FF WE Sep21 7:00-10:00 4 89.22

Classic Jean Jacket FASH10005
Make a jean jacket that's edgy, elegant or funky. Learn good fitting, seamng, easy inseam pockets, top notch topstitching, and great applications of hardware and embellishing to complete your look. Patterns suggested. Sewing skills essential. 32612 FF TH Oct27 7:00-10:00 5 111.53

Open Sewing Workshop FASH10020
Here’s your opportunity to set aside some time to tackle those unfinished sewing project(s). Have the assistance of the instructor to lend a hand to get you through the difficult areas for completion of the garment. As tips and techniques are given to others, this is a great way to learn new ones yourself. Course is Oct. 28/29. 32624 FF FR Oct28 7:00-9:30 2 74.35 SA 9:00-4:30

Fashion Design Certificate
Mohawk College Certificate

Intended for experienced dressmakers, fashion teachers and others interested in fashion and design. Develop technical skills in pattern design and drafting, and the creation of individualized designs. Explore other fashion related areas including drawing, colour and figure theory, textile and costume awareness.

Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca

Admission Requirements
Secondary School English or equivalent. A sound knowledge of dressmaking skills is essential.

For program details visit
ce.mohawkcollege.ca/calfashiondesign

In consultation with the Program Manager Creative & Applied Arts, you may choose other Business & Human Services or Creative & Visual Arts courses as an option.

Cost of materials is your responsibility.

Pattern Design And Drafting-Basic FASHFA200
Work with the flat pattern method to develop basic drafting skills used in designing. Concentrate on drafting accuracy, and working with standard and personal measurements. Design a skirt of your choice. Sewing skills essential. 32507 FF TU Sep27 7:00-10:00 12 267.67

Fitting Analysis Workshop FASHFA230
Develop accurate drafting techniques for professional design and fit of pants, coats and other outerwear. Materials Extra. Prerequisites: FASHFA200, FASHFA210, FASHFA220. 32508 FF TH Sep15 7:00-10:00 12 267.67

Garment Embellishment CREA10107
Add creative appeal to various areas of your garment(s), using decorative machine stitchings (trapunto and many others), topstitching, and beadwork ideas. Create "print" or "texture" with hand stitches, beads, bias strips, piping, fringing and cording. Sewing skills essential. 32626 FF TU Oct18 7:00-10:00 4 89.22

Visual Merchandising And Display 1 MRKTF950
Become familiar to this field by focusing on developing and executing creative strategies to define a store’s personality and image in today’s marketplace. Learn how to create dynamic retail display presentations by utilizing the visual merchandising principles. Develop creative proposals featuring a fashion retail window staging, signage and in-store display point visual presentation. 32511 FF WE Sep21 7:00-10:00 10 223.06

Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Creative Sewing Skills

Questions?
905-575-2307 / bonnie.pataran@mohawkcollege.ca

Supplies required for these courses - some are available from the instructor / College. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information, or to receive the materials list by e-mail contact Bonnie Pataran.
Basic Sewing Courses

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<tr>
<th>CRN</th>
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Sewing - Introduction TEXTHC027
Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program. Course is Sept. 16/17 & Dec. 2/3.

Sewing 1 TEXTHC177
Develop your 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. Course is Oct. 14/15.

Sewing 2 TEXTHC203
Continue developing new skills in measuring, easy set in sleeves, facings, interfacing, and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested. Course is Nov. 4/5.

Sewing 3 TEXTHC322
Construct a sleeveless or a semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting and hem and neck finishing. Patterns and fabric suggested. Course is Sept. 23/24 & Nov. 25/26.

Sewing 4 TEXT10023

Sewing 5 TEXT10024
Challenge yourself more with new sewing skills! Enhance your wardrobe with a casual and trendy "Hoodie" jacket with either a zippered or buttoned center front. Patterns will be suggested. Sewing skills needed. Course is May Nov. 11/12.

Casual Dressing Made Easy TEXT10049
Enhance your sewing skills by completing a 2 piece outfit - a slightly flared skirt with elastic waist and a pullover top with a V or boat neckline and choice of sleeve length and finishes. Some sewing skills needed. Pattern & fabric suggested. Course is Nov. 18/19.

Looking for a course? Search the index at the back of this catalogue.
Bra-Making 1 - Full Band Bra  FASH10011
Sew a basic white full band bra (underwires optional) and fine tune the fit to create a personalized pattern. A specialized class for those with strong sewing skills. Kit available at additional cost. Course is Oct.22/23.
32608 FF SA/SU Oct22 9:30-4:30  2 104.09

Sports Bra  TEXT10046
Discover the benefits of this versatile basic for exercise or casual wear. Learn to take measurements for a perfect fit and focus on various construction techniques and styles. Some sewing skills required. Course is Nov. 18/19.
32609 FF FR Nov18 7:00-9:30 2 74.35
SA 9:00-4:30

Costume Work - Leotard Basic  CREA10121
Learn to construct this costume basic for dance, gymnastics or figure skating using a serger or sewing machine. Topics include working with stretch fabrics, applying elastics, creating a shelf bra and finishing edges. Sewing skills required. Course is Oct. 21/22.
32610 FF FR Oct21  7:00-9:30 2 74.35
SA 9:00-4:30

Home Decorating Courses

Sewing Window Treatments - Part 1  CREA10103
Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware. Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.
32646 FF  TU Sep20  7:00-10:00  4 89.22

Sewing Window Treatments - Part 2  CREA10104
Enhance your skills in drapery making, and learn creative ways to dress-up any window, using a wide assortment of valance and tab top styles, and various prints and plain fabrics for a look that can be simple, casual or dramatic. Complete various samples in class. Basic sewing skills required.
32599 FF  TU Oct25  7:00-10:00  4 89.22

Sewing Window Treatments - Part 3  CREA10105
Try your hand at roman shades/balloons and more sophisticated and stylish drapery treatments. Start with the basic design rules, measuring, estimating yardage, hardware, and install correctly. Complete samples in class. Some drapery and sewing skills beneficial.
32600 FF  WE Oct26  7:00-10:00  4 89.22

Sewing for Home Decorators  CREA10102
Get great decorating ideas to complement your window treatments and learn to sew various pillow styles and other soft furnishings for your home. Add personal expression to your home decor with designer touches using fabric, trims, embellishments, decorative welting, bias strips, mitreing and ruching. Sewing skills required.
32601 FF  WE Sep21  7:00-10:00  4 89.22

Creative & Visual Arts

Accessorizing the Home  CREA10031
Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215,CREAHF205.
32003 FF  TU Sep13  6:30-9:30  10 223.06

Basic Drafting  TDRWHF203
Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx.$70). Prerequisites: CREAHF215, CREAHF205.
32004 FF  TH Sep15  7:00-10:00  10 223.06

Colour Principles  CREAHF215
Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies (approx. $80) required.
32005 FF  WE Sep14  6:30-9:30  10 223.06

Creative Design Presentations  CREA10033
The basic elements of design presentation are examined. Practical exercises, lectures and presentation assignments will allow participants to gain knowledge, skills and confidence in visual and verbal presentations. Prerequisites:CREAHF215, CREAHF205.
32006 FF  WE Sep14  6:30-9:30  10 223.06

Creative Paint Techniques  CREA10036
Master the latest faux finishing techniques. Supply costs of $80 must be paid to the instructor at the first class.
32007 FF  TU Sep13  6:30-9:30  10 223.06

Design Principles  CREAHF205
Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.
32008 FF  MO Sep12  6:30-9:30  10 223.06

Estimating  METRHF230
Learn to estimate and measure for flooring, fabrics and finishes used in today’s interiors. Prerequisites: CREAHF215, CREAHF205,TDRWHF203.
32009 FF  TU Sep13  6:30-9:30  10 223.06

Fabric For Interiors  TEXT10029
Explore the fascinating world of decorative textiles, with emphasis on weave, fabric content and appropriate end uses.
32010 FF  TH Sep15  6:30-9:30  10 223.06

Interior Design Studio  CREAHF240
Create a professional, comprehensive client presentation. Prerequisite: 10 mandatory courses and 2 electives.
32011 FF  WE Sep14  6:30-9:30  10 223.06

Home Staging  CREA10077
Curb Appeal - improve your house from the outside in: plants, paint, colour scheme. Discover tones that will enhance your home: colour flow, paint technician, Furniture Arrangement - Learn to make the most of your space: convenience, comfort, openness. Fast fixes - Learn to make your rooms more attractive to buyers: De-clutter, update, accessorize.
32012 FF  SA Sep17  9:00-12:00  5 160.83
32013 FF  SA Oct22  9:00-12:00  5 160.83

Register online at ce.mohawkcollege.ca (*CRN required)
Floral/Horticulture

Floral Techniques Certificate - Basic
Mohawk College Certificate
Explore the principles and practices of floral design including form, technique, composition, colour, plant identification and care and handling. Learn to create floral arrangements for any occasion with creative expression and originality.

Questions? 905-575-2307 / bonnie.pataran@mohawkcollege.ca
Admission Requirements
Secondary School English or equivalent.
For program details visit ce.mohawkcollege.ca/floral

Cost of materials is your responsibility.

Floral Design Workshops - Professional
Techniques for New Trends FLOR10006
Explore a higher level of floral design techniques and advanced styling introducing you to terracing, clustering, grouping, framing, and more. Hands-on projects - Biedermeier, Pave. New Convention & Linear- formal & contemporary. Prerequisite: FLORFC006 or 2 years floral experience. Course is Oct. 1/2.
32605 FF SA/SU Oct1 9:00-3:30 2 89.22

Designs For The Holiday Season FLOR10018
You will be challenged to create designs that are traditional and non - but with an engaging twist! You’ll see new mechanics and materials that will renew your creative spirit as you explore the latest trends and colour combinations in Christmas designing. Course is Dec.3/4.
32606 FF SA/SU Dec3 9:00-3:30 2 89.22

Floral - General Interest Workshops
Questions? 905-575-2307 / bonnie.pataran@mohawkcollege.ca
The courses below require that you purchase supplies - some are available from the instructor or from the college. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information, or to receive the materials list by e-mail, contact Bonnie Pataran.

Centrepiece for Thanksgiving FLOR10000
For your holiday entertaining, create a colourful and stunning table piece using the rich tones of fall. You will use a variety of fresh flowers and finish the arrangement with additional touches of fruits and accessories. Ideas outlined in the materials list. Kit available or purchase your own.
32634 FF TH Oct6 6:30-9:30 1 29.96

Easy Flower Arranging FLORGI601
Learn to attractively arrange a simple vase and a centerpiece arrangement using fresh flowers. See innovative ideas to create arrangements using inexpensive containers, and simple accessories. Get tips on care and handling of fresh, silk flowers and greens. Kit available for purchase or your own choice.
32633 FF SA Oct15 9:00-2:30 1 49.94

Floral Arrangement - Custom FLORGI553
Everlasting arrangements give that special touch to today’s interior decor. Let’s take a basket, vase, urn, or interesting container and create your own innovative arrangement. There’s a wide assortment of floral material (natural materials or silks) that is inexpensive. A selection of ideas will be outlined in the materials list. Kit provided or your own choice.
32635 FF SA Oct29 9:00-12:00 1 29.96

Watch for our Winter 2012 catalogue
Available in print on
Tuesday, November 22

Floral - General Interest - Christmas Highlights
NEW!

Traditional Christmas Urn FLOR10020
Learn to create a stunning effect with this seasonal urn insert that can be used indoors or out. This eye-catching piece will combine greens, branches, berries etc. Put your own twist on it to enhance your decorating for the holiday season. Kit available.
32650 FF FR Dec2 6:30-9:30 1 29.96

Christmas Floral Workshop FLORGI615
Decorate this Christmas with lovely florals that you created yourself! Learn to make a centrepiece with fresh apples, lovely oasis ring, and a unique topiary. Kit available or your own choice.
32636 FF TH Dec8 9:30-4:00 1 59.93

Versatile Garland FLOR10005
For a different decorating appeal, create a lovely garland using safe and seeded eucalyptus as your backdrop. Then you can apply interesting floral materials that can be changed to create various seasonal looks. Kit available for purchase or your own choice.
32638 FF FR Dec9 6:30-9:30 1 29.96

Christmas Centrepiece-Fresh Flowers FLORGI545
Create a very eye-catching arrangement for the holiday celebrations by using a selection of fresh flowers and fragrant evergreens. Add interesting accents for that special touch. Kit available or your own choice.
32637 FF TH Dec15 6:30-9:30 1 29.96

Horticulture Plant Identification Certificate
Mohawk College Certificate
Prepare for a career change, or enhance your interest in plant materials used in the nursery, commercial, and residential landscape. Study the features and cultural requirements of a broad range of plant materials.
Questions? 905-575-2298 / crearts@mohawkcollege.ca 905-318-4295 mailbox 1795

Admission Requirements
Successful completion of senior secondary school English or equivalent.
For program details visit ce.mohawkcollege.ca/horticulture

Basics of Grape-Growing & Winemaking in Ontario
See General Interest

Fundamentals Of Horticulture HORTHOR01
Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature.
32023 FF WE Sep14 7:00-10:00 12 267.67

Broadleaf Evergreens, Climbers And Vines HORTHOR05
Examine a wide range of broadleaf evergreens, deciduous and evergreen vines and ground covers with emphasis on identification and cultural requirements.
32015 FF TH Sep15 6:30-9:30 12 267.67
Creative & Visual Arts

Deciduous Shubs HORTHOR04
Explore and learn about a broad range of deciduous shrubs suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.
32020 FF TH Sep15 6:30-9:30 12 267.67

Deciduous Trees HORTHOR02
Explore and learn about a broad range of deciduous trees suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.
32022 FF TU Sep13 6:30-9:30 12 267.67

Horticulture - General Interest Workshops
Fall Lawn And Garden Care HORTHOR15
Make your landscape a year round winner! Explore lawn and garden maintenance, summer and spring bulbs, container gardening and adding fall and winter interest.
32018 FF WE Oct19 6:30-9:30 1 33.35

Perennial Gardening HORTHOR44
Learn about exciting new varieties of perennials and how to combine them to create shady retreats, deal with drought conditions, and explore container gardening.
32017 FF WE Sep28 6:30-9:30 2 64.33

Landscape Design Certificate
Mohawk College Certificate
Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills. It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.
Questions?
905-575-2298 / crearts@mohawkcollege.ca
905-318-4295 mailbox 1795
Admission Requirements
Successful completion of senior secondary school English or equivalent.
For program details visit ce.mohawkcollege.ca/landscapedesign

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.

HORTHOR01- Fundamentals of Horticulture
Refer to Horticulture Plant Identification Certificate

Landscape Design I HORTLA001
Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.
32014 FF MO Sep12 7:00-10:00 12 267.67

Landscape Design II HORTLA007
Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation.
32025 FF MO Sep12 7:00-10:00 12 267.67

Landscape Design III HORTLA008
Develop a more comprehensive understanding of working drawings and communications skills. Topics include layout, grading, planting and construction drawings.
32026 FF WE Sep14 7:00-10:00 12 267.67

General Plant Identification HORTLA010
Study identification and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses. Field trips included.
NOTE: This course is a requirement of the Landscape Design Cert. but CANNOT be used as a credit in the Horticulture Plant Identification Certificate.
32016 FF TH Sep15 6:30-9:30 12 267.67

Register online ce.mohawkcollege.ca

Music
Music Certificate
Mohawk College Certificate (CREDIT COURSES)
Explore new musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging, composition, computer music, etc. On successful completion of the program, you will have developed your musical ability to the entrance level of the three-year Applied Music Program at Mohawk College.
Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3152 / bill.wright@mohawkcollege.ca
Admission Requirements
The program is open to absolute beginners, or individuals at any stage. You may qualify for credit for previous musical experience. The program is open to absolute beginners, or individuals at any stage. You may qualify for credit for previous musical experience. The program is open to absolute beginners, or individuals at any stage. You may qualify for credit for previous musical experience.
For program details visit ce.mohawkcollege.ca/music

Guitar - Adult Class 1 MUSCPA107
Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship.
32027 FF TU Sep13 8:30-8:00 13 144.99
32028 FF WE Sep14 8:30-8:00 13 144.99

Guitar - Adult Class 2 MUSCPA207
Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.
32029 FF TU Sep13 8:30-10:00 13 144.99

Guitar - Adult Class 3 MUSCPA307
Focus on popular tunes, reading melodies, chords and rhythms. Prerequisite: (PA207) or a knowledge of basic rhythms and notes in the open position.
32030 FF WE Sep14 8:30-10:00 13 144.99

Guitar 4 MUSC10031
A continuation of the ideas developed in Guitar 3.
32031 FF TH Sep15 8:30-10:00 13 144.99

Harmony 1 MUSCMU182
Build skills needed to write music in four part harmony. Course content will closely follow the requirements set for the R.C. M. Grade three Harmony exam. Credit in the Applied Music Program. Prerequisite: (MU223)
32032 FF TH Sep15 6:00-8:00 13 193.32

Piano Adult Class 1 MUSCMU100
Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major scales. Prerequisite: (MU010) or 1 yr. playing experience. Textbook required.
32033 FF TH Sep15 7:00-8:30 13 144.99

Piano Adult Class 2 MUSCMU200
Enhance playing techniques and handling of intervals, minor scales, and minor triads. Some popular tunes and duets may also be played. Prerequisite: (MU020) or 2yrs. playing experience.
32034 FF WE Sep14 8:00-9:30 13 144.99

Piano-Adult Class 3 MUSCMU300
Develop knowledge of major and minor scales, arpeggios, and dominant 7ths used in keyboard harmonizations of traditional and popular tunes. Prerequisite: (MU200) or 2yrs. playing experience.
32035 FF TH Sep15 8:30-10:00 13 144.99

Piano-Adult Class 4 MUSCMU400
Focus on keyboard harmony as applied in classical and popular music. Prerequisite: (MU300) or 2 years playing experience. Credit in the Applied Music Program.
32036 FF TH Sep15 8:30-10:00 13 144.99

Theory - Preliminary MUSCMU020
Focus on the musical aspects of notation, scales, melody, harmony, time and transposition.
32037 FF MO Sep12 7:00-9:00 13 193.32

Vocal-Adult Class 1 MUSCPA160
Improve singing skills with attention to breath control, voice production, stage deportment and intonation.
32038 FF TU Sep13 6:00-7:00 10 74.35
32039 FF TU Sep13 7:00-8:00 10 74.35

Vocal-Advanced Adult MUSCPA360
Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: (PA160), or equivalent experience.
32040 FF TU Sep13 8:00-9:30 10 111.53

Musical Performing Ensembles
Mohawk College Community Choir MUSCMU124
Founded in 1968, this 60 voice semi-professional college/community choral society performs a large variety of choral works in - often with orchestral accompaniment, or in partnership with the McMaster University Choir. New member auditions for the 2010/11 season will be held Wednesday September 1, 2010 (tenors and basses especially welcome). Mohawk students receive credit for participation. For information call 905-526-7938 or visit our website.
32041 FF WE Sep14 7:30-10:00 13
Performing Arts Certificate
Mohawk College Certificate
Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. This certificate will provide you with the fundamentals to pursue a career in theatre arts, and the necessary information and contacts to move forward. Of interest to Media Studies students and those wishing to increase their communication skills, spontaneity and showmanship and apply these skills to your present careers outside of the acting industry.

Questions?
905-575-2025 / 905-575-1212 ext. 3009 / crearts@mohawkcollege.ca
For program details visit
ce.mohawkcollege.ca/performingarts

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

Questions?
905-575-2298 / 905-575-2312 / crearts@mohawkcollege.ca

Admission Requirements
See catalogue index.
ce.mohawkcollege.ca/photography

CAMERAS
- DSLR
- aperture priority mode
- shutter priority mode
- program mode
- manual mode
- minimum 4 megapixels

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

Prior Learning Assessment & Recognition
See catalogue index.

Applied Certificate
For program details visit
ce.mohawkcollege.ca/photography

Art Certificate
For program details visit
ce.mohawkcollege.ca/photography

Advanced Digital Imaging
PHTOPY120
Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110
32281 FF MO Sep26 6:30-9:30 10 223.06

Architectural Photography
PHTO10030
Explore the principles and techniques associated with architectural photography while you learn to effectively capture exteriors and interiors through the use of composition, lighting, various lenses/horizontal/vertical, tripod, flash. Course includes two weekend field trips. Prerequisite: PHTOPY101
32380 FF MO Sep28 7:00-10:00 10 223.06

Commercial Photo Illustration
PHTOPY230
Create images suitable for advertising and editorial venues. Examine commercial photography of small products, architectural/industrial images, fashion. Prerequisite: Photography 2 (PY300) and Studio Lighting (PY225) Course dates are: Nov. 12, 13, 26, 27. Model fee included.
32384 FF SA/SU Nov12 9:00-5:00 4 223.06

Digital Photography 1
PHTOPY101
Achieve better results for your images and a clearer understanding of camera operation. You require a camera and the ability to provide images from CD/DVD or USB drive.
32123 FF MO Sep26 7:00-10:00 10 223.06
32128 BF MO Sep26 7:00-10:00 10 223.06
32124 FF TU Sep27 7:00-10:00 10 223.06
32126 FF WE Sep28 7:00-10:00 10 223.06
32127 FF TH Sep29 7:00-10:00 10 223.06

Digital Photography 2
PHTOPY300
Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101
32129 FF TU Sep27 7:00-10:00 10 223.06

Introduction To Digital Imaging/Photoshop
PHTOPY110
Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.
32130 FF TU Sep27 6:30-9:30 10 223.06

Landscape Photography
PHTOPY800
Through discussion and field work, (2 weekend field trips), you engage in a general examination of landscape photography and specific investigations of your personal viewpoint. Bring favourite landscape image to first class. Prerequisite: PHTOPY101
32131 FF TH Sep29 6:30-9:30 10 223.06

NEW!

Portrait Photography
PHTO10057
‘Hands-on’ course covers all aspects of portrait & outdoor/location shoots, effective use handheld flash/large studio strobe units, lenses, composition, posing, field trip part of course. Model fee included. Dates: Sept. 17, 18, Oct. 1, 2, 15, 16 Prerequisite: PHTOPY225
32591 FF SA/SU Sep17 9:00-4:30 6 459.97

Studio Lighting
PHTOPY225
Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod, flash. Course location: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101
32383 OR TH Sep27 7:00-10:00 10 202.36

Photography - Specialised Courses/Workshops

Digital Cameras-How To Use Yours Effectively
PHTOCR527
Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera.
32567 BF SA Oct1 9:30-4:30 1 78.57
32569 FF SA Oct15 9:30-4:30 1 78.57

HDR Imaging Techniques
PHTO10028
Learn techniques and procedures required to create stunning High Dynamic Range (HDR) colour images using the popular Merge to HDR process in Photoshop and the Photomatic Program. Sound knowledge of camera operation required.
32336 FF SA/SU Oct29 9:00-5:00 2 104.09

Visual Arts

Visual Arts Certificates
These programs provide a solid base of theory and practice which, with additional training and experience, could lead you to occupations, such as advertising, design, textiles, teaching, recreation, gallery work or self-employment.

Questions?
905-575-2298 / 905-575-2312 / crearts@mohawkcollege.ca
Ceramics - Foundation 2 CERAPC202
Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: PC201 Ceramics Foundation 1.
32148 SC MO Sep26 6:30-9:30 10 253.06
32228 BF MO Sep26 6:30-9:30 10 253.06
32170 SC TU Sep27 6:30-9:30 10 253.06
32239 BF TU Sep27 1:00-4:00 10 253.06
32194 SC WE Sep28 1:00-4:00 10 253.06
32208 SC WE Sep28 6:30-9:30 10 253.06
32250 BF WE Sep29 6:30-9:30 10 253.06
32261 BF TH Sep29 1:00-4:00 10 253.06
32218 SC TH Sep29 6:30-9:30 10 253.06
32287 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Foundation 3 CERAPC203
Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: PC202 Ceramics Foundation 2.
32149 SC MO Sep26 6:30-9:30 10 253.06
32229 BF MO Sep26 6:30-9:30 10 253.06
32171 SC TU Sep27 6:30-9:30 10 253.06
32240 BF TU Sep27 1:00-4:00 10 253.06
32187 SC WE Sep28 1:00-4:00 10 253.06
32206 SC WE Sep28 6:30-9:30 10 253.06
32251 BF WE Sep29 6:30-9:30 10 253.06
32262 BF TH Sep29 1:00-4:00 10 253.06
32217 SC TH Sep29 6:30-9:30 10 253.06
32288 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Foundation 4 CERAPC204
Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining hand building and throwing techniques. Prerequisite: PC203 Ceramics Foundation 3.
32151 SC MO Sep26 6:30-9:30 10 253.06
32236 MO Sep26 6:30-9:30 10 253.06
32172 SC TU Sep27 6:30-9:30 10 253.06
32241 BF TU Sep27 1:00-4:00 10 253.06
32195 SC WE Sep28 1:00-4:00 10 253.06
32207 SC WE Sep28 6:30-9:30 10 253.06
32258 BF WE Sep29 6:30-9:30 10 253.06
32263 BF TH Sep29 1:00-4:00 10 253.06
32219 SC TH Sep29 6:30-9:30 10 253.06
32289 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Intermediate 1 CERAPC301
Throw bottle forms in various shapes and use slips, oxides, glazing and textured decoration techniques. Prerequisite: PC204 Ceramics Foundation 4.
32152 SC MO Sep26 6:30-9:30 10 253.06
32237 BF MO Sep26 6:30-9:30 10 253.06
32173 SC TU Sep27 6:30-9:30 10 253.06
32242 BF TU Sep27 1:00-4:00 10 253.06
32197 SC WE Sep28 1:00-4:00 10 253.06
32209 SC WE Sep28 6:30-9:30 10 253.06
32259 BF WE Sep29 6:30-9:30 10 253.06
32264 BF TH Sep29 1:00-4:00 10 253.06
32220 SC TH Sep29 6:30-9:30 10 253.06
32292 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Intermediate 2 CERAPC302
Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: PC201 Ceramics Intermediate 1.
32154 SC MO Sep26 6:30-9:30 10 253.06
32238 BF MO Sep26 6:30-9:30 10 253.06
32174 SC TU Sep27 6:30-9:30 10 253.06
32243 BF TU Sep27 1:00-4:00 10 253.06
32198 SC WE Sep28 1:00-4:00 10 253.06
32210 SC WE Sep28 6:30-9:30 10 253.06
32252 BF WE Sep29 6:30-9:30 10 253.06
32265 BF TH Sep29 1:00-4:00 10 253.06
32221 SC TH Sep29 6:30-9:30 10 253.06
32297 BF TH Sep29 6:30-9:30 10 253.06
Creative & Visual Arts

Ceramics - Intermediate 3 CERAPC303
Create teapots and casseroles in series with careful attention to body forms, handles, lid fit, hand build wall tiles, plaques and murals. Prerequisite: PC302 Ceramics Intermediate 2.
32155 SC MO Sep26 6:30-9:30 10 253.06
32230 BF MO Sep26 6:30-9:30 10 253.06
32175 SC TU Sep27 6:30-9:30 10 253.06
32244 BF TU Sep27 1:00-4:00 10 253.06
32199 SC WE Sep28 1:00-4:00 10 253.06
32211 SC WE Sep28 6:30-9:30 10 253.06
32260 BF WE Sep28 6:30-9:30 10 253.06
32266 BF TH Sep29 1:00-4:00 10 253.06
32222 SC TH Sep29 6:30-9:30 10 253.06
32296 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Intermediate 4 CERAPC304
Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: PC303 Ceramics Intermediate 3.
32161 SC MO Sep26 6:30-9:30 10 253.06
32231 BF MO Sep26 6:30-9:30 10 253.06
32176 SC TU Sep27 6:30-9:30 10 253.06
32245 BF TU Sep27 1:00-4:00 10 253.06
32200 SC WE Sep28 1:00-4:00 10 253.06
32212 SC WE Sep28 6:30-9:30 10 253.06
32253 BF WE Sep28 6:30-9:30 10 253.06
32267 BF TH Sep29 1:00-4:00 10 253.06
32223 SC TH Sep29 6:30-9:30 10 253.06
32295 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Advanced 1 CERAPC401
Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.
32165 SC MO Sep26 6:30-9:30 10 253.06
32232 BF MO Sep26 6:30-9:30 10 253.06
32177 SC TU Sep27 6:30-9:30 10 253.06
32246 BF TU Sep27 1:00-4:00 10 253.06
32202 SC WE Sep28 1:00-4:00 10 253.06
32213 SC WE Sep28 6:30-9:30 10 253.06
32254 BF WE Sep28 6:30-9:30 10 253.06
32268 BF TH Sep29 1:00-4:00 10 253.06
32224 SC TH Sep29 6:30-9:30 10 253.06
32298 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Advanced 2 CERAPC402
Prerequisite: PC401 Ceramics Advanced 1.
32166 SC MO Sep26 6:30-9:30 10 253.06
32233 BF MO Sep26 6:30-9:30 10 253.06
32178 SC TU Sep27 6:30-9:30 10 253.06
32247 BF TU Sep27 1:00-4:00 10 253.06
32203 SC WE Sep28 1:00-4:00 10 253.06
32214 SC WE Sep28 6:30-9:30 10 253.06
32255 BF WE Sep28 6:30-9:30 10 253.06
32269 BF TH Sep29 1:00-4:00 10 253.06
32225 SC TH Sep29 6:30-9:30 10 253.06
32299 BF TH Sep29 6:30-9:30 10 253.06

Ceramics - Advanced 3 CERAPC403
Prerequisite: PC402 Ceramics Advanced 2.
32167 SC MO Sep26 6:30-9:30 10 253.06
32234 BF MO Sep26 6:30-9:30 10 253.06
32179 SC TU Sep27 6:30-9:30 10 253.06
32248 BF TU Sep27 1:00-4:00 10 253.06
32204 SC WE Sep28 1:00-4:00 10 253.06
32215 SC WE Sep28 6:30-9:30 10 253.06
32256 BF WE Sep28 6:30-9:30 10 253.06
32270 BF TH Sep29 1:00-4:00 10 253.06
32226 SC TH Sep29 6:30-9:30 10 253.06
32302 BF TH Sep29 6:30-9:30 10 253.06

Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

How to read course details:
CRN*  Location  Day(s)  Start  Times  #Sessions  Fee
31256  FF  WE  Sep12  6:30-9:30  6  104.20

Painting 5 ARTTPD611
Study various painting styles from the alla prima style of the Group of Seven to the broken colour techniques of the Impressionists to the smooth, brushless quality of trompe l'oeil. Prerequisite: PD511 Painting 4.
32315 FF TU Sep27 6:30-9:30 10 223.06

Painting 6 ARTTPD711
Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: PD611.
32316 FF TU Sep27 6:30-9:30 10 223.06

Watercolour Painting 1 ARTTPD231
Working from sketches of nature or simple objects, produce a finished painting showing movement and perspective. Materials extra.
32388 FF MO Sep26 7:00-10:00 10 233.06

Watercolour Painting 2 ARTTPD331
Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: PD231 Watercolour Painting 1.
32389 FF MO Sep26 7:00-10:00 10 233.06

Watercolour Painting 3 ARTTPD431
Concentrate on technical proficiency in composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: PD331 Watercolour Painting 2.
32390 FF MO Sep26 7:00-10:00 10 233.06

Watercolour Painting 4 ARTTPD531
Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3.
32391 FF MO Sep26 7:00-10:00 10 233.06

Watercolour Painting 5 ARTTPD631
Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: PD531 Watercolour Painting 4.
32392 FF MO Sep26 7:00-10:00 10 233.06

Watercolour Painting 6 ARTTPD731
Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5.
32393 FF MO Sep26 7:00-10:00 10 233.06

Painting - Specialised Courses/Workshops
Encaustic - Introduction ART10032
Using beeswax, pigment, appropriate tools and materials, you explore this ancient technique recently revisited by today's artists that includes heating/colouring wax, incising, embedding and transfer images. Some painting experience beneficial. Material fee $35.00
32461 FF SA/SU Oct22 9:30-4:30 2 89.22

Air Brushing
Airbrushing Techniques - Basic CREADP012
Become familiar with airbrushing equipment, techniques, mediums and grounds. You will be sent list of equipment. Nov 5, 6, 19 and 20.
32394 FF SA/SU Nov5 9:30-4:30 4 223.06
Drawing

FASHION DRAWING - FASHFA201
See Fashion Design Certificate

Drawing 1 ARTTPD201
Enhance your ability to observe and record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, and gesture using charcoal, pencil, and conte crayon.
32320 FF TH Sep29 7:00-10:00 10 223.06

Drawing 2 ARTTPD301
Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: PD201 Drawing 1.
32321 FF TH Sep29 7:00-10:00 10 223.06

Drawing 3 ARTTPD401
Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: PD301 Drawing 2.
32322 FF TH Sep29 7:00-10:00 10 223.06

Life Drawing 1 ARTTPD221
Learn to interpret the mass, proportions and unity of the human body using varied materials and methods. Nude models are used in this course. Previous drawing experience beneficial. Model fees included.
32323 FF WE Sep28 7:00-10:00 10 277.06

Life Drawing 2 ARTTPD321
Capture the essence of different poses and body types, experimenting with various methods. Basic anatomy is introduced and nude models are used. Prerequisite: PD221 Life Drawing 1. Model fees included.
32324 FF WE Sep28 7:00-10:00 10 277.06

Drawing - Specialised Courses/Workshops

Quick Sketching Workshop ARTTCTR530
Lead by Sylvia Simpson, you learn to use quick (1-3 minutes) sketching exercises to enrich your travels and supply valuable information for final finished work.
32498 OR SA Oct1 9:30-4:30 1 80.08

Jewellery & Silversmithing

Jewellery - Construction CREAJP205
Using materials such as: metals, resins, stones and leather, you design and construct dynamic, one-of-a-kind, jewellery. Focus on design principles, surfaces, colour, wirework and finishing techniques. Materials extra. Start-up kit, $10 due first night of course.
32335 BF WE Sep28 6:30-9:30 10 243.06

Jewellery and Silversmithing 1 CREAJP201
Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. $30).
32337 BF TU Sep27 1:30-4:30 10 243.06
32339 BF TH Sep29 6:30-9:30 10 243.06

Jewellery and Silversmithing 2 CREAJP202
Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.
32338 BF TU Sep27 1:30-4:30 10 243.06
32340 BF TH Sep29 6:30-9:30 10 243.06

Jewellery and Silversmithing 3 CREAJP301
Explore different methods of texturing metal. Design your own pieces and complete a brooch or pendant. Materials extra. Prerequisite: PJ202. Recommend Drawing 1 (ARTTPD201) prior to taking this course.
32344 BF MO Sep26 6:30-9:30 10 243.06

Jewellery and Silversmithing 4 CREAJP302
Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.
32345 BF MO Sep26 6:30-9:30 10 243.06

Jewellery and Silversmithing 5 CREAJP401
Develop your own program and projects in consultation with the instructor. Casting not part of this course. Prerequisite: PJ302. Materials extra.
32346 BF MO Sep26 6:30-9:30 10 243.06

Jewellery Repair 1 CREAJP500
An introduction to tools, properties of metal and solders, and techniques for simple repairs such as ring sizing and chain soldering. You supply your own items for repair. Materials extra.
32336 BF TU Sep27 6:30-9:30 10 243.06

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.
32345 FF WE Sep28 6:30-9:30 10 223.06

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. Prerequisite: CREA10080
32346 FF WE Sep28 6:30-9:30 10 223.06

Jewellery - Specialised Courses/Workshops

NEW!

Copper Enamelling-Introduction CREA4541
A brief history of enamelling techniques followed by hands-on work on precut copper pendant, earring forms, will provide you with an introduction to preparation, application, kiln use (safety), wet sanding and cold-connection. You will enamel a total of three pieces, Material fee included.
32395 BF SA Nov5 9:30-4:30 1 118.15

Jewellery-Beginners Wirework CREA10037
Design & complete your own bracelet and earrings using various wire, wirework techniques, beads and tools. Materials $20, payable to instructor.
32347 FF SA Nov26 9:30-4:30 1 78.57

Looking for a course?
Search the index at the back of this catalogue.

Carving & Sculpture

Please note - some manual dexterity is required for the use of sharp tools.

Carving And Sculpture In Wood 1 CREAPS231
Study carving in the round including characteristics of wood, basic tools for carving and principles of three-dimensional design. Materials extra.
32396 FF WE Sep28 7:00-10:00 10 223.06

Carving and Sculpture In Wood 2 CREAPS232
Enhance skill in carving in the round and relief carving. Materials extra. Prerequisite: PS231 Carving and Sculpture In Wood 1.
32397 FF WE Sep29 7:00-10:00 10 223.06

Carving and Sculpture In Wood 3 CREAPS331
Develop techniques for handling more difficult materials including decorative chip and gouge carving. Prerequisite: PS232 Carving and Sculpture In Wood 2.
32398 FF WE Sep29 7:00-10:00 10 223.06

Earn your certificate while you work.
CE makes it happen!

Paper Tole

Paper Tole 1 CREAPC126
Develop basic skills with emphasis on terminology; pattern planning; uses and control of the cutting knife; matting and framing. Materials cost approximately $45.00.
32348 FF WE Sep28 6:30-9:30 10 223.06

Paper Tole 2 CREAPC130
Enhance skills in sculpturing and moulding with emphasis on shape and structures. Select ships, water birds or fish. Prerequisite: PC129 Paper Tole 4. Material Fee: $45.00.
32349 FF WE Sep28 6:30-9:30 10 223.06

Paper Tole 3 CREAPC131
Concentrate on profiles of animals, and the human form with emphasis on perspective. Prerequisite: PC130 Paper Tole 5. You are responsible for material costs.
32350 FF WE Sep28 6:30-9:30 10 223.06

Paper Tole 7 CREAPC132
Demonstrate movement (planes, trains, ships) with special attention to mounting and matting for effect. Prerequisite: PC131 Paper Tole 6. Materials are your responsibility.
32351 FF WE Sep28 6:30-9:30 10 223.06

Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Give the Gift of Education!
Gift Certificates available 905-385-4295

Register online at ce.mohawkcollege.ca (*CRN required)
**Distance Education/Online Learning**

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least a Pentium II 400 MHz / G3 processor is required as is a reasonably up-to-date Operating System such as Windows 2000 (or above) or Mac OS 9.x, and 128 MB of RAM. The campus codes identify delivery through OntarioLearn (OL) or Distance Education (DE). Your start-up information is different depending on delivery methods.

**OL - OntarioLearn.com**

To see if online education fits your learning style, go to OntarioLearn.com and click on Online Learning to participate in a short quiz titled, “Are You Ready for On-line Learning?” OntarioLearn courses are interactive and instructor led with specific assignment due dates and other deadlines. The courses are not self-paced or self-directed.

**Start Date/Registration Deadline**

Most courses start on Friday, September 9, 2011. We must receive your registration no later than Wednesday, September 14, 2011. October, November and December Intakes available for some courses.

**Getting Started**

You can start your course by visiting disted.mohawkcollege.ca. Your course officially begins Friday, September 9, 2011. It is your responsibility to log in to your course(s) prior to the refund deadline.

**Refunds**

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

**DE - Distance Education**

Instructors are available by phone and/or email for all courses.

**Registration Deadline**

You can register up to 6 calendar days after the official start date unless otherwise stated.

**Getting Started**

You will receive your course information by mail. It is your responsibility to log in to your course(s) prior to the refund deadline. Textbooks are not included.

**Refunds**

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

**Textbooks**

Textbooks are not included in course fees. Order texts online at mohawk.bookware3000.ca

**Exams**

Check the exam schedule at disted.mohawkcollege.ca for exam details. You must book your exam here. All work and scheduled exams must be completed by course end date. For information, please contact deexams@mohawkcollege.ca

Questions?

905-575-2703 / disted@mohawkcollege.ca

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**Canadian Institute of Bookkeeping**

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

Questions?

Canadian Institute of Bookkeeping at www.cibcb.com / 416-925-9420 /
fax: 416-929-8815 / info@cibcb.com

Visit www.cibcb.com to view Mohawk College equivalencies to C.I.B. courses. For details visit ce.mohawkcollege.ca/CIB

**Payroll Administration** ACCTBU192

Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I - ACCTMCS01. Grade of 65% or better required to receive CIB credit. 42 hours

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**Institute of Law Clerks of Ontario**

Designed to help you prepare for the annual examinations of The Institute of Law Clerks of Ontario (ILCO). Register for the Provincial Examinations through ILCO. Mohawk College is no longer hosting the examination. For approved exam locations, visit www.ilco.on.ca

**Admission Requirements**

RECOMMENDED: Experience in the legal field.

For program details visit ce.mohawkcollege.ca/lawclerk

**Litigation Procedures** LAWSSELC5

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

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**Real Estate Procedures** LAWSSELC3

All aspects of the basic residential real estate transaction are covered including land division in Ontario, land registration system, surveys, title insurance, ownership, agreement of purchase and sale, statutes, purchasing, selling, financing, and closing the transaction. 57 hours

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**Mechanical Techniques - Metal Casting Certificate**

W A T C H FOR COURSES NEXT TERM.

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**Condominium Management (ACMO) Certificate**

Mohawk College Certificate

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

Questions?

905-575-2703 / disted@mohawkcollege.ca

**Membership/Program Questions?**

Information on ACMO membership and RCM exam available at 905-820-8390, 1-800-265-3263, jschenk@acmo.org or www.acmo.org

For program details visit disted.mohawkcollege.ca/acmo

Upon completion of the four compulsory courses, you can write the comprehensive Registration & 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. In order to receive the certificate one elective course is required.

**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. 42 hours

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**Physical Building Management MGMTCDM02**

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focuses on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to Facilities Management (MGMTTEA631). 42 hours

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**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. 42 hours

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**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. 42 hours

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**Distance Education exam online**

disted.mohawkcollege.ca

**Register online -**

ce.mohawkcollege.ca

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**How to read course details:**

- **CRN**: Course Reference Number
- **Location**: Where the course is offered
- **Day(s)**: Days the course is held
- **Start**: Start date of the course
- **Times**: Time the course is held
- **#Sessions**: Number of sessions required
- **Fee**: Cost of the course
Distance Education/Online Learning

Business

Applied Accounting Bookkeeping

Acknowledgement of Completion

Why not develop your business skills through distance education? You will have 12 weeks to complete any of these courses. Upon completion of all 3 levels, you are eligible for an Applied Accounting Bookkeeping Acknowledgement.

Questions?
905-575-2703 / disted@mohawkcollege.ca
ce.mohawkcollege.ca/appacct

Applied Accounting-Bookkeeping 1

ACCTBZ018

Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements. 36 hours

31150 DE Sep15 240.31
31153 DE Oct20 240.31

Applied Accounting-Bookkeeping 2

ACCTBZ019

Develop additional skills including: merchandising business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018. 36 hours

31151 DE Sep15 240.31
31153 DE Oct20 240.31

Applied Accounting-Bookkeeping 3

ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019. 36 hours

31152 DE Sep15 240.31
31153 DE Oct20 240.31

Business - Other

Advertising & Sales Promotion

ADVR10039

Examine advertising, sales promotion, public relations, direct marketing, internet marketing and ethical and regulatory considerations as components of an integrated marketing communications framework. Equivalent to Advertising (MRKTMK361). 56 hours

31062 OL Sep9 415.03

Applied Marketing Research

MRKT10030

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

31276 OL Sep9 352.38

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 (ACCTCBZ03). Prerequisite: Accounting Introductory 1 (ACCTMCS01). 42 hours

31415 OL Sep9 332.36

Dental Terminology

COMM10168

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

31312 OL Sep9 292.31

Entrepreneurship Fundamentals

SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurship and intrapreneurship, your role and contribution to the changing workplace, global business and the completion of a business plan. 42 hours

31145 OL Sep9 332.36

Entrepreneurship in Today's World

BUSN10095

Examine entrepreneurship and its influence in today's world. Topics include intrapreneurship, social entrepreneurship, virtual businesses and e-commerce. Examine examples of innovation and the role of technology in the evolution of entrepreneurship. 28 hours

31503 DE Sep8 186.91

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

31254 OL Sep9 352.38

Management of Organizational, Strategic and Marketing Plans

MGMT10094

Work in teams to analyze an existing organizational situation, recommend a strategic direction for the organization, and develop a detailed marketing plan to support it. 60 hours

31379 OL Sep9 437.81

Marketing on the World Wide Web

MRKT10026

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

31365 OL Sep9 332.36

Business Studies Certificate

Mohawk College Certificate

Develop or enhance your skills and knowledge for successful entry into the business world. This certificate will provide an introduction to a variety of different business areas.

Questions?
905-575-2703 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca
For program details visit
disted.mohawkcollege.ca/bussinessstudies

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). 45 hours

31218 OL Sep9 352.38
31449 OL Oct3 352.38
31450 OL Nov1 352.38

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). 45 hours

31028 OL Sep9 352.38
31477 OL Nov1 352.38

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 ECONEB222. Prerequisite: ECONMC03. 45 hours

31102 OL Sep9 352.38
31348 OL Nov1 352.38

Management Principles

MGTMCS06

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. 45 hours

31216 OL Sep9 352.38
31349 OL Nov1 352.38

Marketing Principles

MRKTMC08

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). 45 hours

31217 OL Sep9 352.38
31487 OL Nov1 352.38

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). Prerequisite: MRKTMC08. 45 hours

31067 OL Sep9 352.38

Questions?
AskMohawk at ce.mohawkcollege.ca

Monthly starts available in many Distance Education courses 21
Financial Planning Certificate

Mohawk College Certificate
CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This in-house, four-course certificate program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accredited Financial Planner examination after completing the courses for qualification for the FPSC. Prerequisite: ACCP01. 42 hours

For program details visit: www.hrpa.ca

Financial Environment FINCFP011
Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. 45 hours
31099 OL Sep9 562.45
31098 OL Sep9 562.45

Life and Death Issues of Financial Planning FINCFP012
Analyze risk exposures and the strategies used to address them. Consider estate planning and the effects of different courses of action on the funds available to your heirs after death. 45 hours
31138 OL Sep9 562.45
31137 OL Sep9 562.45

Investment Planning FINCFP013
Develop an understanding of capital markets with attention to securities, operation of securities markets, modern portfolio theory, Canadian financial markets, investor objectives and balancing risk and return. 45 hours
31130 OL Sep9 562.45
31129 OL Sep9 562.45

Retirement Planning And Case Studies FINCFP014
Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. THIS COURSE MUST BE TAKEN LAST. Prerequisites: FINCFP011, FP012 and FP013. 45 hours
31100 OL Sep9 562.45

Human Resources Certificate
Mohawk College Certificate
Courses are approved by the Human Resources Professionals Association of Ontario (HRPAO). HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS: In accordance with the Human Resources National Certification Process CHR candidates must have a university degree. For detailed information refer to www.hrpa.ca/hrpa or call 1-800-387-1311.

Students who have successfully completed the 9 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam. For program details visit: ce.mohawkcollege.ca/humanresources

Compensation and Benefits HRESPIR11
Examine the theoretical and applied aspects of the compensation function used in all organizations. Major factors that influence the design of a compensation system receive special emphasis. Prerequisite: MGMTBPC01. 45 hours
31239 OL Sep9 352.38
31447 OL Nov1 352.38

Finance And Accounting ACCTP23
An understanding of accounting concepts is an important asset in human resource management. Explore the relationships between management of performance and basic management functions of planning, coordination and control. Basic knowledge of accounting is recommended. Prerequisite: MGMTBPC01. 42 hours
31035 OL Sep9 332.36
31476 OL Oct3 332.36

Human Resource Management Studies MGMTBPC01
Explore the strategic importance of HR management. Topics include job analysis and design, planning, recruitment and selection, government and legal challenges, orientation and training, management development and career planning. Employee motivation, performance appraisal, compensation management, financial incentives, employee benefits and services, employment relations and the Union-Management framework will also be studied. 60 hours
31029 OL Sep9 437.81
31432 OL Oct3 437.81

Sign up now! Registration opens at 8:30 am on Tuesday, August 9

Monthly starts available in many Distance Education courses
Industrial Distribution
Leadership Certificate
Mohawk College Certificate
For program details visit ce.mohawkcollege.ca/IDL

Customer Service and Sales in Industrial Distribution
MRKT10027
Discuss the importance of customer relationship management, marketing strategies and promotions, and the outside and inside selling processes required for success in industrial distribution. 30 hours
31327 OL Sep9 252.26

Industrial Distribution Integrated Case Study
BUSN10056
Apply learning acquired in coursework to your own work environment. Use case studies and real world examples presented in this capstone course to develop processes that will have a positive impact in your place of work. Benefit from a hands-on approach, analyzing Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. Prerequisites: BUSN10046, MGMT10069, MRKT10027, BUSN10054 and BUSN10055. 30 hours
31393 OL Sep9 252.26

Leadership and Effective Communication in Industrial Distribution
MGMT10069
Develop essential leadership skills. Explore the differences between managing and leading, with emphasis on developing a High Performance Team. Team Dynamics & Problem Solving in today’s workplace. Coaching Skills and Leadership Models are also covered. 30 hours
31359 OL Sep9 252.26

Operational Fundamentals in Industrial Distribution
BUSN10055
Discuss Logistics, Inventory Management and Sourcing & Purchasing as three fundamental activities in the Industrial Distribution industry. Also consider Operations and Supply Chain Management, the Supply Chain, Forecasting, Value-based Management and Inventory Management and Sales and Operations Planning. 30 hours
31412 OL Sep9 252.26

Industrial Relations Certificate
Mohawk College Certificate
For program details visit ce.mohawkcollege.ca/industrialrelations

Legal - Other
Introduction To Legal Office PracticeAnd Procedures
OADM10009
Present fundamental legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended: LAWS10005. 45 hours
31143 OL Sep9 352.38

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 paralegals representing tenants in the Landlord & Tenant Law. 45 hours
31283 OL Sep9 332.36

Law Office Accounting
ACCT10007
Focus on the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. Prerequisites: OADM10009 and LAWS10005. 45 hours
31045 OL Sep9 352.38

Legal Terminology
LAWS10005
Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 45 hours
31203 OL Sep9 352.38

Provincial Offences/Motor Vehicle Offences
LAWS10076
Develop a good understanding of issues, procedures, and the role of tribunal agents/paralegals representing individuals involved in offences under the Provincial Offences Act, and other provincial statutes. 42 hours
31314 OL Sep9 332.36

Long Term Care Management
Due to the aging population and the commitment from the Ministry of Health and Long-Term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators and General Managers. This demanding career is accountable for the administration and management of the facility operations and this program allows students to have an understanding of the long-term care industry. Background in the following subject areas is strongly recommended: Health Science/Community Services Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism (focus in Accommodation or Food and Beverage); Business Administration; and/or have relevant management experience.
Questions? 905-575-2703 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca
disted.mohawkcollege.ca/longtermcaremtg
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. 45 hours
31367 OL Sep9 352.38

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. 45 hours
31375 OL Sep9 352.38

HR and Labour Relations in Retirement Communities Management
HRES10020
Examine the human resources framework with emphasis on obtaining and retaining competent employees. Topics include compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. 45 hours
31492 OL Sep9 352.38

Operational Overview in Long-term Care
HLTH10110
Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours
31378 OL Sep9 352.38

Resident Centred Care
HLTH10108
Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110. 45 hours
31374 OL Sep9 352.38

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. 45 hours
31491 OL Sep9 352.38

Manufacturing Leadership Certificate
Mohawk College Certificate
For program details visit disted.mohawkcollege.ca/manufacturingleadership

Continuous Improvement Process
QUALMA06
Become familiar with the concepts, terms and methods used by todays industry to pursue continuous improvement. Manual included. 30 hours
31104 OL Sep9 500.80

Register online at ce.mohawkcollege.ca (*CRN required)
**Distance Education/Online Learning**

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**Developing Effective Teams**

MGMTMDA04

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

31129 OL Sep9 500.80

**Supervisory Skills For Business And Industry**

MGMTCM02

Supervisors will develop specialized skills such as time management, effective communication, customer relations, an understanding of complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. Manual included.

31252 OL Sep9 500.80

**The Business of Tomorrow**

BUSN10047

Learn to present and answer 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. Manual included.

31083 OL Sep9 500.80

**Ontario Management Development Studies**

The Ontario Management Development Program is being significantly revised. You should only be taking the courses listed below to complete the current OMDP certificate. These courses cannot be used towards the new Leadership Development series.

Courses in the new Leadership Development series are not yet available online, however, they are available through the CE Business department. Visit ce.mohawkcollege.ca/OMDP for details.

Questions?
905-575-2703 / disted@mohawkcollege.ca

cathie.duncan@mohawkcollege.ca

**Critical & Creative Thinking**

BUSN10022

Hone your abilities to think creatively and apply critical thinking and reasoning to personal and work situations. Sound card required, mandatory group work.

31063 OL Sep9 252.26

**Dealing And Working With Difficult People**

CONBU397

Discover how understanding and working with all kinds of personalities contributes to management success. Learn to assess personality styles, establish rapport, read body language, and connect with anyone you choose.

31146 OL Sep9 252.26

31480 OL Nov1 252.26

**Effective Supervision-Human Relations**

MGMTMD221

Enhance your understanding of people, with emphasis on motivation, handling conflict, delegation, building morale and more. Develop practical insights into handling people effectively and improve your overall performance.

31174 OL Sep9 252.26

**How to Start a Small Business**

SBGMGD249

Focus on the fundamentals of business operation with emphasis on creating a business plan. 30 hours

31471 OL Sep9 252.26

**Personal Success**

MGMTMD278

Learn to thrive in the workplace and socially. Enhance your abilities in public speaking, listening, and self-presentation. Topics include techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time and stress management.

31175 OL Sep9 252.26

**Small Business Bookkeeping**

ACCTMD103

Develop an understanding of the basics of bookkeeping and the role of accounting in managing a small business effectively.

31519 OL Sep9 252.26

**Professional Sales**

Ethical Issues in Business

BUSN10010(E)

Using case studies drawn from real business situations and research papers, you will explore business ethics. Reports and presentations are required.

31018 OL Sep9 352.38

**Principles of Sales**

BUSN10021

Learn to develop and penetrate your accounts effectively using profitable selling strategies.

ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED.

Knowledge/experience in marketing recommended. Equivalent to Applied Selling (MRKTMG355). 66 hours

31362 OL Sep9 415.03

**Selling For Success**

MRKTD10025

Prepare for a successful sales career. Explore the selling process, ethics, technology applications, negotiation and customer relations. Hone your communication skills by preparing and delivering a sales presentation.

Prerequisite: MRKTMG308. 48 hours

31301 OL Sep9 369.47

**Strategies for Fostering Client Loyalty**

BUSN10058

Gain insights and ideas for creating lasting and genuine customer relationships that will withstand the competitive overtures of other companies.

45 hours

31361 OL Sep9 352.38

**Project Management**

Introduction to Project Management

HRES10013

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

31075 OL Sep9 369.47

31427 OL Oct3 369.47

31478 OL Nov1 369.47

**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.

Required: MS Project 2007 software. Prerequisite: HRES10013. 48 hours

31094 OL Sep9 369.47

31434 OL Nov1 369.47

**Small Business and Entrepreneurship Certificate**

Ontario College Certificate

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

Questions?
905-575-2703 / disted@mohawkcollege.ca

mike.piczk@mohawkcollege.ca

**Admission Requirements**

OSSD or equivalent

For program details visit disted.mohawkcollege.ca/smallbusentrepreneurship

**Intro To Small Business And Entrepreneurship**

SBMGSB101

Learn success skills important for small business ownership. Develop understanding of the historical and political context of small business in Canada and the major financial areas of business management. 70 hours

31228 OL Sep9 494.76

**Managing The Small Business**

SBMG10013

Study best practices and proven approaches for handling people, data, and systems in the small business. Focus on content and process skills including decision-making, presenting arguments, building teams, introducing change and leadership.

42 hours

32594 OL Sep9 332.36

**Operations And Legal Issues**

SBMGSB202

Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite: SBMGSB101. 56 hours

31048 OL Sep9 415.03

**Computer Skills 1**

SBMG10014

Learn to use Windows 7 and other software to produce business reports, work with existing spreadsheets, communicate via E-mail and browse the Web. Assignments will become components of the student’s written business plan. 42 hours

31255 OL Sep9 332.36

**Visit our website**

disted.mohawkcollege.ca

**Book your DE exam online**

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Distance Education/Online Learning

Computer Skills 2 SBMG10016
Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: SBMG10014. 42 hours 31256 OL Sep9 332.36

Small Business-Financial Management MGMTSB102
Prepare for an entrepreneurial role as a general manager rather than a financial specialist. Develop a broad understanding of accounting and financial management concepts. Prerequisite: SBMGSB101. 56 hours 31229 OL Sep9 415.03

Small Business Marketing Skills SBMG10000
Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: SBMGSB101. 56 hours 31141 OL Sep9 415.03

The Detailed Business Plan SBMG10015
Learn to research, develop and present a comprehensive business plan for a business of your choice. Prerequisites: SBMGSB101, SBMG10014, SBMG10016, INFOSB203, SBMG10000, SBMGSB202 and MGMTSB102. 56 hours 31257 OL Sep9 415.03

Small Business Bookkeeping 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. Prerequisites: ACCTMC001 and ACCTMC002. 45 hours 31456 OL Sep9 352.38

Free Academic Upgrading
905-575-2029

Office Administration

Veterinary Office Skills & Procedures OADM10013
Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered. 42 hours 31116 OL Sep9 332.36

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. 45 hours 31117 OL Sep9 352.38

Basic Animal Husbandry HLTH10062
Develop basic knowledge of anatomy, nutrition and behaviour of dogs, cats, ferrets and rabbits. Consider veterinary diseases, especially zoonotics, and the importance of a clean, well organized hospital. Prerequisite: COMM10107. 36 hours 31073 OL Sep9 292.31

Animal Husbandry II HLTH10071
Develop basic knowledge of the anatomy, nutrition and behaviour of horses, pigs, cows, sheep and goats. Explore veterinary diseases, especially zoonotics, and appropriate restraint and safety procedures around large animals. Prerequisite: HLTH10062. 36 hours 31091 OL Sep9 292.31

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. 36 hours 31021 OL Sep9 292.31

Veterinary Surgical Procedures HSCI10138
Consider basic procedures for common veterinary surgeries. Topics include pre and post-surgery requirements. Intended for those interested in a career in veterinary medicine. 36 hours 31382 OL Sep9 292.31

Basic Veterinary Pharmacology HSCI10135
Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: HLTH10098. 36 hours 31340 OL Sep9 292.31

Veterinary Anaesthesia VETR10000
Focus on the fundamentals of Veterinary Anaesthesia, with emphasis on equipment, preparing animals for anaesthesia, monitoring and the post anesthetic period. Prerequisite: HSCI10135. 36 hours 31457 OL Sep9 292.31

Building and Maintaining Customer Relationships BUSN10034
Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business. 48 hours 31044 OL Sep9 369.47

Ward Clerk Certificate Mohawk College Certificate
Develop essential skills for employment as a hospital ward clerk/secretary. Completion of medical keyboarding is strongly recommended to enhance your employment opportunities. Questions? 905-575-2703 / disted@mohawkcollege.ca shelley.kitchen@mohawkcollege.ca

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

For program details visit disted.mohawkcollege.ca/wardclerk

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSCI10033
Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to OADMOA323 - Medical Terminology. 45 hours 31011 OL Sep9 352.38 31428 OL Oct3 352.38 31354 OL Nov 352.38

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. 36 hours 31000 OL Sep9 292.31

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. This course will interest people currently employed or those aspiring to employment in health related areas. 36 hours 31105 OL Sep9 292.31

Understanding Medical Tests for Medical Office Staff HSCI10025
Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended: HSCI10003. 36 hours 31201 OL Sep9 292.31

Understanding Surgical Procedures for Medical Office Staff HSCI10026
Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: HSCI10003. 36 hours 31202 OL Sep9 292.31

Monthly starts available in many Distance Education courses 25
Distance Education/Online Learning

Working And Communicating In A Medical Setting COMM10021
Develop your communication skills, with emphasis on verbal and nonverbal communication, systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations. 36 hours
31196 OL Sep9 292.31

Office Administration - Other

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
31105 OL Sep9 292.31

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: HSCI10003 and keyboarding skills of 30 net words per minute. 42 hours
31227 OL Sep9 332.36

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: HSCI10003. 42 hours
31064 OL Sep9 332.36

NEW!

Medical Terminology II - Pronunciation HSCI10157
Enhance your understanding of medical terminology studied previously with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required speaker and microphone. Prerequisite: HSCI10003. 36 hours
32451 OL Sep9 292.31

Styles and Practices of Medical Transcription HSCI10152
Learn to apply standards of style, formatting and grammar in transccribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMM10041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 45 hours
31531 OL Sep9 352.38

Watch for our Winter 2012 catalogue Available in print on Tuesday, November 22

Computers

For details on certificate and acknowledgement visit ce.mohawkcollege.ca/buscomputer
What you need...
Access to a computer with appropriate software. Instructors provide assistance with course content but cannot provide any technical support. The Internet Service Provider is responsible for such support.

SOFTWARE VISIONS
Windows XP Operating System
Windows Vista Operating System
Windows 7 Operating System
Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)
Access, Excel, PowerPoint, Word: Office 2010
Outlook 2010
Visio 2010
Photoshop Elements 9
Publisher 2007
Software is your responsibility and is not included in course fees.

Business Computer Applications Certificate

Mohawk College Certificate
Questions?
905-575-2703 / disted@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/buscomputer

Access Core INFO10081
Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31110 DE Sep12 240.31

Access Expert INFOFBW305
Learn to use Access 2010 pivot tables & charts, import and export data to Excel, work with table analyzer and junction tables and use macros. Prerequisite: INFO10081. 18 hours
31148 DE Sep12 120.15

Adobe Photoshop Elements INFO10069
Create slide shows, calendars and more, using Adobe Photoshop Elements 9. Focus on loading, organizing, editing and sharing photos, repairing/retouching, and adding text and effects. Adobe approved course materials. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31346 OL Sep9 292.31

Computer Basics with Windows 7, Word and Excel INFO10156
Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10053 or INFO10113. 36 hours
31440 DE Sep12 240.31
31586 DE Sep26 240.31

Computer Basics with Windows Vista, Word & Excel INFO10113
Gain basic competency in the Windows Vista operating system, Microsoft Word and Microsoft Excel. Equivalent to INFO10053 or INFO10156. 36 hours
31278 DE Sep12 240.31
31279 DE Sep26 240.31

Computer Basics with Windows, Word and Excel INFO10053
Learn the basics for using Windows XP effectively, including creating, editing, formatting, saving and printing Word and Excel documents. Equivalent to INFO10113 or INFO10156. 36 hours
31066 DE Sep12 240.31
31277 DE Sep28 240.31

Excel Core INFO10078
Learn to create and modify Microsoft Excel 2010 worksheets and charts using date and logical functions and formatting. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31111 DE Sep12 240.31

Excel Expert INFO10079
Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078. 36 hours
31112 DE Sep12 240.31

Photoshop (Adobe) INFO10149
Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more. Covers Standard Version of Photoshop CS5.5. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31338 DE Sep12 240.31

PowerPoint INFO10082
Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31113 DE Sep12 240.31

Publisher Core INFO10157
Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10053 or INFO10113 or INFO10156. Version 2007. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31455 DE Sep12 240.31

Visio INFO10045
Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010. Prerequisite: INFO10053 or INFO10113 or INFO10156. 18 hours
31285 OL Sep9 172.15

Word Core INFO10077
Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours
31114 DE Sep12 240.31

Word Expert INFO10080
Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077. 36 hours
31115 DE Sep12 240.31

Book your Distance Education exam online at disted.mohawkcollege.ca
Desktop Publishing With Word
INFOBW410
Create professional flyers, greeting cards, letterheads, business cards, and more. You don’t need to master specialized software. Word 2010 can do it all and more. Prerequisite: INFO10077. 18 hours
31298 DE Sep12 120.15

Cisco Certified Network Associate
Cisco Certified Network Associate 1 - Networking Fundamentals
INFO10057
Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours
31065 OL Sep9 676.96

Cisco Certified Network Associate 2 - Intro to Routing
COMP10055
Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours
31109 OL Sep9 676.96

Cisco Certified Network Associate 3-Routing and Switching
COMP10117
Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours
31458 OL Sep9 676.96

Cisco Certified Network Associate 4 - Wide Area Networking
COMP10118
Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. Prerequisite: COMP10117. 70 hours
31461 OL Sep9 676.96

Computer - Graphics
Software is your responsibility and is not included in course fees.
Adobe Illustrator
COMP10119
Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours
31470 OL Sep9 332.36

Adobe InDesign Basics
COMP120
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 required. 45 hours
31469 OL Sep9 352.38

Introduction To Photoshop
INFO10114
Learn the tools and commands of this popular program. Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Software version CS4 or CS5 required. Equivalent to PHTOPY110. 42 hours
31443 OL Sep9 332.36

Photoshop - Level 2
INFO10047
Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Prerequisite: INFO10114. Software CS4 or CS5: required. Equivalent to PHTOPY120. 40 hours
31444 OL Sep9 332.36

Peer Tutoring Available
905-575-1212 ext 3279 peer.tutor@mohawkcollege.ca

Computer - Other
Software is your responsibility and is not included in course fees.
Adobe Acrobat
COMP10104
Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours
31344 OL Sep9 292.31

Introduction to QuickBooks
INFO10141
Use QuickBooks to set up a chart of accounts, reconcile accounts, and perform record keeping essential for small and mid-sized businesses. QuickBooks 2010 - PC Edition. 42 hours
31417 OL Sep9 332.36

Advanced QuickBooks
INFO10142
Explore various topics including purchasing, inventory, management, units of measure, estimates and progress billing, job castings, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing). Prerequisite: INFO10141. 42 hours
31317 OL Sep9 332.36

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. 40 hours
31371 OL Sep9 319.01

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. Prerequisite: COMP10106. 40 hours
31373 OL Sep9 319.01

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
31464 OL Sep9 332.36

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
31495 OL Sep9 352.36

Introduction To Micro Computers
COMP10165
You will be introduced to various topics including Windows 7, Internet, MS Word, MS Excel as well as MS PowerPoint. 28 hours
31026 DE Sep15 186.91

Java - Introduction
COMP10035
Learn to develop applications and apps using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, joptionPane Class, arrays, and basic Applets. 40 hours
31225 OL Sep9 319.01

Java - Intermediate
COMP10036
Enhance your Java skills to develop Java apps and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: COMP10035. 40 hours
31047 OL Sep9 319.01

Keyboarding for Computers
KEYB10007
Learn to type, with emphasis on speed (30 net words per minute) and accuracy. Enhance skills in proofreading and editing and benefit from the latest research on repetitive stress injury and ergonomics. Software NOT compatible with a MAC computer. 42 hours
31108 OL Sep9 332.36

MS Office Professional: Version XP
INFORM141
Learn the basics of Word, Excel, Access, Outlook and PowerPoint and how these various applications within the Microsoft Office XP Professional suite of programs interact. 45 hours
31036 OL Sep9 352.38

Microsoft Office 2007
INFO10095
Learn the diverse applications available within the Microsoft Office Pro Edition which contains Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. 45 hours
31074 OL Sep9 352.38

Earn a certificate while you work
DE makes it happen!

Integrated Accounting Certificate
Mohawk College Certificate
Enhance your understanding of computerized accounting and its effect on accounting practice.
Software is included with textbook purchase; software is not compatible with a Mac computer. Course numbers differ between Distance Education and in-class courses in this program. Visit our website for a full list of equivalent courses.
For program details visit ce.mohawkcollege.ca/integratedacct

AccPac - General Ledger
INFOBW190
Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports using Sage AccPac 500 ERP. Version 5.6. Prerequisite: Windows course or equivalent experience and familiarity with basic accounting. 18 hours
31296 OL Sep8 172.15

Register online at ce.mohawkcollege.ca (*CRN required)
Distance Education/Online Learning

Webmaster Certificate
Mohawk College Certificate

Questions? 905-575-2703 / disted@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/webmaster

Web Page Design - Level 3 INFO10034
Enhance your skills in creating professional Web pages for personal or business use. Learn to publish a web site on search engines & select a web host. Prerequisite: INFO10110. 18 hours
31220 DE Sep12 120.15

Web Scripting with PHP INFO10112
Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110. 36 hours
31282 DE Sep12 240.31

XML INFO10145
Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML. Covers programming with Javascript to modify XML documents. 36 hours
31319 DE Sep12 240.31

Creative & Visual Arts

Westerns: A Study in the Film Genre GINT10034
Explore the major themes, theories and ideas of the Western and the place of the genre in the contemporary context. Focusing on selected actors, directors and films, examine History and Components, Landscape and Setting, and Indigenous Peoples. 48 hours
31022 OL Sep9 369.47

Drawing

Drawing Realistic Subjects in Coloured Pencil CREA10095
Learn professional tips for creating realistic portraits, flowers, and other drawings using coloured pencils. Benefit from detailed demonstrations, useful critiques and discussions of various techniques. 36 hours
31024 OL Sep9 292.31

Drawing Realistic Subjects in Pencil CREA10094
Learn to use blending and shading and other pencil techniques to create detailed still life, landscapes, portraits and more. Hone your skills with step-by-step instruction and helpful critiques. 36 hours
31023 OL Sep9 292.31

Engineering Technology

Architecture

History Of Architecture BLDGAR173 (E)
Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 45 hours
31559 OL Sep9 352.38

History of Ontario Architecture BLDG10043 (E)
You are introduced to the evolution of Ontario architecture from First Nations to modern day. With readings, assignments and empirical observation, you will study the development of design and construction techniques unique to the development of architecture in Ontario. 45 hours
31558 OL Sep9 352.38

Web Page Design

Web Page Design INFO10110
Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience. 36 hours
31281 DE Sep12 240.31

IDV

Certificate of Qualification Exam Prep Courses

Industrial Electrician Pre-Licence ELEC1400
39068 DE Oct11 385.81
Distance Education/Online Learning

Environment
More environment-related courses are available; refer to the General Education section.

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
31387 OL Sep9 352.38

Generic Computer Training
For details visit disted.mohawkcollege.ca/computerscience

Generic Computer Training COMPC001
An overview of the Windows operating system, Microsoft Word and Excel. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours
31578 DE Sep7 186.91
31331 DE Sep28 186.91

Computer Skills For College COMPC0002
Learn the fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Topics include managing files and folders, formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 42 hours
31576 DE Sep7 280.36
31329 DE Sep28 280.36

Essential Computer Skills COMP10034
Learn the fundamentals of Microsoft Word, Excel and Access. Topics include formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 28 hours
31577 DE Sep7 186.91
31330 DE Sep28 186.91

Geographic Information Systems Certificate
Mohawk College Certificate
GIS, a popular and powerful technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation engineers and individuals in resources management and business.
Questions? 905-575-2703 / disted@mohawkcollege.ca
For program details visit disted.mohawkcollege.ca/gis

Introduction To Geographic Information Systems INFOCVA03
An overview of GIS fundamentals and terminology in business, government surveying and natural resources. You will examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping. 42 hours
31188 OL Sep9 332.36

GIS Software - ArcView INFOCVA36
Learn to create and manipulate data in ArcView, geocode addresses, perform Spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03. 42 hours
3109 OL Sep9 332.36

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. 42 hours
31422 OL Sep9 332.36

GPS - Global Positioning Systems INFOCVA630
Learn to plan a project, carry out data collection, determine the reliability of the data, and transfer the data to GIS Software. Focus on Introduction to GPS, GIS and GPS, using GPS, data collection, project planning and processing data. Prerequisite: INFOCVA03. 42 hours
31423 OL Sep9 332.36

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. Prerequisites: INFOCVA03, INFO10081 and INFOBW305. 42 hours
31153 OL Sep9 332.36

Home Inspection Certificate
Mohawk College Certificate
Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).
Questions? 905-575-2703 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

Admission Requirements
A grade 12 diploma or equivalent, including senior level English. Experience in the construction industry is an asset.
For program details visit disted.mohawkcollege.ca/homeinspection
Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAHI) provided that a 70% average is maintained in each of the subjects being submitted to OAHI for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAHI directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Textbook Information
Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext 251 at a cost of approximately $200.00 per course in addition to the course fees.

Interior/Insulation Inspection 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. 42 hours
31158 OL Sep9 332.36

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. 42 hours
31159 OL Sep9 332.36

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. 42 hours
31160 OL Sep9 332.36

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. 42 hours
31161 OL Sep9 332.36

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. 42 hours
31162 OL Sep9 332.36

Air Conditioning & Heat Pumps Inspection HRAPHI006
Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps. 42 hours
31163 OL Sep9 332.36

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. 42 hours
31164 OL Sep9 332.36

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. 42 hours
31165 OL Sep9 332.36

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. 42 hours
31166 OL Sep9 332.36

Book your Distance Education exam online at disted.mohawkcollege.ca
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: MATH1024 or MATH1273. 60 hours
31527 OL Sep9 437.81

MicroStation
Acknowledgement of Completion
YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at peter.mann@mohawkcollege.ca
For program details visit mohawkcollege.ca/microstation
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, whether working alone or in a classroom. 24 hours
31181 OL Sep9 333.21
MicroStation 2D - Level 2 CADMMSN02
Building on the basic techniques covered in Level 1, you will be introduced to the higher level, but equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: CADMMSN01. 24 hours
31182 OL Sep9 333.21
MicroStation 3D Level 3 CADM1009
Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: CADMMSN01 & CADMMSN02. 24 hours
31194 OL Sep9 333.21

Occupational Health and Safety
Successful completion of BOTH Chemical Hazards (CHEM10005) and Physical Hazards (SAFE10070) online courses is considered equivalent to Intro. to Occupational Hygiene (ENVRH101).

Chemical Hazards CHEM10005
Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSCIP053). 45 hours
31370 OL Sep9 352.38

Fire Protection SAFE10071
Develop an understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation.
Equivalent: Basic Principles of Fire Safety (SAFEFT100). 48 hours
31380 OL Sep9 369.47

Industrial Hygiene SAFE10078
Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to Intro. to Occupational Hygiene (ENVRH101). 45 hours
31494 OL Sep9 352.38

Introduction to Toxicology ENVR10022
Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to Toxicology (ENVRH105). Prerequisite: Prep Science Chemistry (GSCIP053). 30 hours
31168 OL Sep9 252.26
31481 OL Nov1 252.26

Legislation for Health and Safety
SAFE10077
Examine the Health and Safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFEOH309). 45 hours
31493 OL Sep9 352.38

Physical Hazards SAFE10070
Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Prerequisites: Occupational Health and Safety (SAFE1021) and Introduction to Science (GSCI0002). 60 hours
31369 OL Sep9 437.81

Introduction to Ergonomics SAFE10045
An overview of ergonomic principles will highlight basic workplace investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVRH304). 42 hours
31192 OL Sep9 352.38

How to read course details:

CRN* Location Day(s) Start Times #Sessions Fee
31256 FF WE Sep9 104.20
Distance Education/Online Learning

Health Sciences

MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

Contact Health Services at 905-540-4247 ext. 26750 / IAHShalthservices@mohawkcollege.ca

Breastfeeding Program

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The revised program, consisting of three theory courses and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards that are required for eligibility to write the IBCLC examination. Approval for CERP’s recognition of courses is in process.

Note: The clinical course is only offered in spring/summer terms due to placement availability. Applications are to be submitted to Program Manager by Feb of year in which student plans to complete practicum. Exclusion from practicum may be approved via the PLAR process on the basis of the learner’s documented current clinical practice. Preclinical requirements must be completed prior to the clinical practicum as follows: Mohawk College Medical Clearance, current Mask fit test and BCLS, Vulnerable Sector Screening if required by agency.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca

For program details visit
disted.mohawkcollege.ca/breastfeeding

NEW!

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 breast feeding. 36 hours
32448 DE Sep15 240.31

Diabetes Education Certificate

Ontario College Graduate Certificate
Develop a firm foundation in current clinical approaches to diabetes education. The program is an excellent step towards certification as a Certified Diabetes Educator (CDE).

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
To be eligible you must be a RN, RPN, Registered Dietician, Pharmacist, Chiroprist or Physician. Prior approval is necessary. Forward your Certificate of Registration to Amy Boyer, Institute for Applied Health Sciences, 1400 Main St. W., Hamilton, ON L8S 1C7 or fax to 905-529-7706.

For program details visit
disted.mohawkcollege.ca/diabeteseducation

Diabetes Care - Basic

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication. 30 hours
31142 OL Sep9 252.26
32469 OL Oct3 252.26
32473 OL Nov1 252.26
32492 OL Dec1 252.26

Introduction to Patient Education

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator’s role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001. 30 hours
31120 OL Sep9 252.26
32470 OL Oct3 252.26
32475 OL Nov1 252.26
32494 OL Dec1 252.26

Living with Diabetes

HLTH10028
Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSCI10052. 30 hours
31223 OL Sep9 252.26
32471 OL Oct3 252.26
32489 OL Nov1 252.26
32495 OL Dec1 252.26

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. Prerequisites: HSCIDW001, HSCI10052; HLTH10028 and HLTH10046. 60 hours
31119 DE Sep1 298.81

Food Services Certificate

Ontario College Certificate
For certificate details see the Health Sciences section or visit ce.mohawkcollege.ca/foodservices. Some courses in this program are only offered in class.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-521-2100 ext. 77124 / linda.brush@mohawkcollege.ca

Sanitation And Safety
SAFEHCF30
Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. 30 hours
31123 OL Sep9 252.26

Institutional Food Service
HLTH10064
Focus on the food service worker’s role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to Food Service Management (SAFEHCF40). 30 hours
31068 OL Sep9 252.26

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 and minerals and weight control and nutrition throughout the lifecycle. Equivalent to Nutritional Care (HLTHHCF60). 30 hours
31082 OL Sep9 252.26

Working with the Aged - Multidiscipline Certificate

Ontario College Certificate
Explore formal studies in aging.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Completion of an approved certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA)

For program details visit
disted.mohawkcollege.ca/gerontology

Gerontology - Multidiscipline Certificate

Ontario College Certificate
Benefit from formal studies in aging.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

For program details visit
disted.mohawkcollege.ca/gerontology

Courses are integrated with the Gerontology - Multidiscipline Certificate.

See box at beginning of Health Sciences section regarding Medical Clearance, Contact Program Manager for clinical information.

Book your Distance Education exam online at
disted.mohawkcollege.ca

Sign up now!
Registration opens at 8:30 am on Tuesday, August 9

Monthly starts available in many Distance Education courses
Distance Education/Online Learning

An Introduction To The Study Of Aging HSCIGER10
Provides a survey of the biological, psychological, social and spiritual aspects of aging. 30 hours
31538 OL Sep9 252.26

Physiology Of Aging HSCIGER20
You will study the physiology of human growth and development. Aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10, 30 hours
31565 OL Sep9 252.26

Assessment And Planning HSCIGER30
Focus on assessment and planning for the psychosocial and spiritual needs of the aging individual with special attention given to understanding aging in Canada, personality development, self-perception and self-concept, communication skills required for an older clientele, plus cultural variables. Prerequisites: HSCIGER10 and 20, 30 hours
32329 OL Sep9 252.26

Legal And Ethical Issues Related To Aging LAWGER51
Explore current ethical issues in community based and long term care institutions such as euthanasia, living wills, ageism, use of restraints and competence in decision making. Discussions on legal issues focus on advocacy, substitute decision making, power of attorney, guardianship and residents’ rights. 30 hours
31484 OL Sep9 252.26

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. Prerequisites: HSCIGER10, 20 and 30, 30 hours
31211 OL Sep9 154.44

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. Prerequisites: HSCIGER10, 20, 30, 41, LAWGER51 and HMNSGER60, 30 hours
31210 OL Sep9 154.44

Health Sciences - Other

Preparatory Biology BIOL10006
Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care program, this course presents human body anatomy and physiology. No longer acceptable as a Science required to enter Nursing at the B.Sc N. level. 56 hours
31295 OL Sep9 415.03
31435 OL Nov 415.03

Medical Laboratory Assistant/Technician Certificate
Ontario College Certificate
Offered in conjunction with The Michener Institute (Toronto) and approved by OSMT. Complete the theory portion through Distance Education at Mohawk College and the laboratory sessions at The Michener Institute or at Mohawk College. You must satisfy admission requirements of both institutions. Upon completion, you will be eligible to write the OSMT certification exam.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-580-6247 ext. 26706 / mary.golba-bylhower@mohawkcollege.ca

Admission Requirements
Grade 12 English and Math & Grade 11 Chemistry or mature student status.
For current details visit
disted.mohawkcollege.ca/medlabassistant

Michener Institute Contacts (416-596-3101): Clinical: Sarah Newton, ext. 3394 / snnewton@michener.ca
PD807 course: Madeline Ng, ext. 3308 / mng1@michener.ca

The Laboratory Basics Workshop (MLSC10003) is offered this term. See the Health Sciences section for information.

Med Lab Assistant Module 1
Introduction MLSCMLA50
This is an introductory unit which provides an overview of the program. Focuses on ethics, standards of practice, patient rights and safety. Specimen collection, handling, reception, processing and associated clerical duties are also covered. 24 hours
31579 DE Sep9 160.20

MLAR Mod 2 - Laboratory Basics MLSCMLA51
Review laboratory protocols. Topics include basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plascticware. The preparation of simple reagents and solutions using the proper glassware/plasticware is presented. 21 hours
31580 DE Sep9 140.18

Preparatory Biology BIOL10006
You will be provided with a basic introduction to Human Biology by examining cell structure and function as well as examining the body systems. You will also be able to understand the organization of the human body from cell to organism, identify the major components of the 11 body systems and understand the functions of the 11 body systems. For Medlab students only. 56 hours
31011 DE Sep9 363.03

MLAR Mod 4 - Basic Techniques In Haematology MLSCMLA53
Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties. 27 hours
31776 DE Sep8 180.23

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 urineanalysis, blood glucose, and faecal occult blood testing techniques and relevant automatic setup and maintenance, and review clerical duties. 27 hours
31177 DE Sep8 180.23

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. 24 hours
31178 DE Sep8 160.20

MLAR Mod 7 Histology/Cytology MLSCMLA56
Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties. 24 hours
31179 DE Sep8 160.20

Introduction To Transfusion Medicine MLSCMLA61
Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 24 hours
31180 DE Sep8 160.20

Oncology Nursing Certificate
Ontario College Graduate Certificate
Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
You must submit proof of current College of Nurses of Ontario registration to the Program Manager during the first course and annually thereafter. A completed clinical immunization record is required before clinical experiences.

For program details visit
disted.mohawkcollege.ca/oncologynursing

The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrolment in the Oncology Clinical Experience course and within 5 years of beginning the program.

Introduction To Oncology Nursing NRSGNSCC1
Explore Oncology Nursing. Topics include pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN, 30 hours
31183 DE Sep15 200.26
Communications And Psychosocial Issues In Oncology HSCINSCC2 Communication and psychosocial issues faced by patients and families living with cancer is the focus. Topics include communication skills, developmental issues, impact of cancer on patients and families, grief and bereavement and survivorship issues. Prerequisite: NRSNGNSCC1. 39 hours 31184 DE Sep15 240.31

Major Malignancies I HSCINSCC3 You will examine the disease processes of various cancers - gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular. The nurse’s role in treatment, prevention and detection of these cancers will be discussed. Prerequisite: NRSNGNSCC1. 39 hours 31185 DE Sep15 260.33

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: HSCINSCCC3. 39 hours 31186 DE Sep15 260.33

Symptom Control And Management HSCINSC5 You will focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisite: NRSNGNSCC1. 39 hours 31031 DE Sep15 260.33

Oncology Clinical Experience CLINNCC6 An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager. 31222 DE Sep15 317.47

Pharmacy Technician Bridging Pharmacy Technicians who are currently in the profession - either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job" - who wish to pursue OCP registration, must complete the four approved Pharmacy Technician bridging courses. These courses will prepare you to meet the requirements for registration with OCP.

Questions? 905-575-2703 / disted@mohawkcollege.ca 905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements For acceptance into the Bridging courses, you must present evidence of having successfully written the OCP certification exam or the PEBC evaluating exam prior to registration. Registration will be restricted for each course pending proof of certification which must be faxed to Amy Boyer, Program Manager at 905-528-7706. Please include contact information with fax and desired courses. You will be notified of acceptance and given directions for registration.

Prior Learning Assessment & Recognition (PLAR) is available to challenge any course except the mandatory Professional Practice course. The Structured Practical Training component managed by OCP follows completion of the bridging courses. For details visit ce.mohawkcollege.ca/pharmacytech

Professional Practice for Pharmacy Technician Bridging HSC10136 You will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. 45 hours 31364 OL Sep9 352.38

Pharmacology - Pharmacy Technician Bridging HSC10137 Further develop your competence and confidence in contributing to safe patient care, with a practical applied approach to pharmacology. Focus on pharmacological uses of drugs within a variety of common medical conditions. 33 hours 31366 OL Sep9 272.28

Management of Drug Distribution Systems Pharmacy Technician HSC10148 Enhance your skills in drug distribution management and safe product release, in preparation for regulation as a Pharmacy Technician. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings. 39 hours 31408 OL Sep9 312.33

Product Preparation Pharmacy Technician Bridging HSC10139 Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined. 35 hours 31258 OL Sep9 272.28

Psychosocial Rehabilitation Certificate Ontario College Certificate Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people with prolonged mental illness. The program attracts people with experience in the field either as a person working towards their own recovery and/or as a provider of mental health services. Learners develop an understanding of the foundations of PSR, as well as the knowledge and skills related to integrating the approach within practice and programs. Successful completion of the program prepares the student for the Psychiatric Rehabilitation Practitioner certification process.

Questions? 905-575-2703 / disted@mohawkcollege.ca christine.gayler@mohawkcollege.ca

Admission Requirements Experience in and a current connection to the field of mental health either as a person working towards their own recovery and/or a family member and/or a volunteer or mental health worker. Note that an Approval Process has not been established. Please contact Christine McMulkin, Program Manager to discuss your interest and entry into the program.

For program details visit disted.mohawkcollege.ca/psychosocialrehab

Introduction to Mental Health HLTTH10016 Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. Weekly chat sessions will be held on Wednesdays at 9:00 pm EST. 45 hours 31221 OL Sep9 352.38

Psychosocial Rehabilitation Foundations HSCIPSR01 Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and providers and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Mondays at 9:00 pm EST. 45 hours 31007 OL Sep9 352.38

Mental Health Services, Programs and Organizations HSCIPSR02 Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. You will explore how Practitioners can support program change. Weekly chat sessions will be held on Mondays at 8:00 pm EST. Prerequisite: HSCIPSR01. 45 hours 31562 OL Sep9 352.38

Psychiatric Rehabilitation Process HSCIPSR03 You will learn and practice components of the three phases of the psychiatric rehabilitation process: diagnosis, 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 Wednesdays at 9:00 pm EST. Prerequisite: HSCIPSR02. 45 hours 31561 OL Sep9 352.38

Current Trends In Mental Health HSCIPSR05 Study current developments and issues in PSR. Weekly chat sessions will be held on Thursdays at 9:00 pm EST. Prerequisite: HSC10092. 45 hours 31560 OL Sep9 352.38

Independent Study In Psychosocial Rehabilitation HSCIPSR06 Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contractor and the course instructor is required. Three evening chat sessions during the course, day and time to be announced. Prerequisites: HSCIPSR01-HSCIPSR03, HSCI10092 and HSCIPSR05. 60 hours 31008 OL Sep9 437.81

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

CRN*: 31256

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Distance Education/Online Learning

RN - Advanced Cardiac Care Certificate
Ontario College Graduate Certificate
Study cardiovascular nursing in depth and at an advanced level. Useful for RNs as preparation for the CNA certification exam in cardiovascular nursing.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26742 / goran.popovic@mohawkcollege.ca

Admission Requirements
Submit current certificate of registration from the College of Nurses of Ontario to the Program Manager during the first course and annually thereafter. You must complete a clinical immunization record before the clinical experience.

For program details visit disted.mohawkcollege.ca/cardiaccareadvanced

NOTE: This program focuses on advanced content. If you are interested in less complex study, consider the cardiovascular module of the Critical Care program.

ADVANCED CARDIAC CARE CHALLENGE EXAM
The Challenge Exam for Module I Advanced Cardiac Care can be written on the first Friday of each month the academic year. See box at beginning of DE Health Sciences section regarding Medical Clearance.

Module 1 - Introduction to Advanced Cardiac Care NRSG10021
Develop knowledge and skills required to care for cardiac patients at an advanced level. Focus on in depth study of the anatomy and physiology of the cardiovascular system, identification of common cardiac dysrhythmias and related nursing and medical implications, and practical assessment applications. 36 hours

31322 DE Sep12 240.31

Module 2: The Patient with Coronary Artery Disease NRSG10022
Examine the spectrum of cardiac illness from the critically ill to the rehabilitating cardiac program. Consider the pathophysiology of vascular disease and coronary artery disease, diagnostic testing, and surgical management. Prerequisite: NRSG10021 36 hours

31323 DE Sep12 240.31

Module 3: The Patient with Ventricular Dysfunction NRSG10023
Explore specialized care for patients with left ventricular dysfunction. Study different ventricular pathologies, hemodynamic monitoring, mechanical ventilation, pharmacological management of cardiogenic shock and moral and legal issues involved with caring for a cardiac patient. Prerequisite: NRSG10022 36 hours

31324 DE Sep12 240.31

Cardiac Care RN Advanced: Module 4 NRSGNSC49
An opportunity to study a topic in cardiac care at an advanced level. You will be required to complete six assignments in a specific time frame. Prerequisite: NRSG10023 30 hours

31325 DE Sep12 200.26

Module 5: Clinical Experience CLIN10015
In this student-driven experience you will apply your knowledge of advanced cardiac care nursing to a clinical environment of your choice. You will have the opportunity to integrate your knowledge and skills in a cardiac care setting. Prerequisite: NRSG10021 - 10023 & NRSGNSC49.

31326 DE Sep12 454.15

RN - First Assistant Graduate Certificate
Ontario College Graduate Certificate
For certificate details refer to the Health Sciences section.

Questions?
905-540-4247 ext. 26742 / goran.popovic@mohawkcollege.ca
WATCH FOR COURSES NEXT TERM.

RN - Maternal Newborn Nursing Certificate
Ontario College Graduate Certificate
Clinical courses are scheduled only in Spring/Summer semesters. Prior to Clinical experience, the following prerequisites must be met:
Mohawk College medical clearance; Neonatal resuscitation (NRP) course or a course exemption for same; current Mask Fit test & BCLS; Police Check if required by agency. Note: Apply for course exemptions online via MoCoMotion.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca

Admission Requirements
Current registration with the College of Nurses of Ontario as a Registered Practical Nurse.

For program details visit disted.mohawkcollege.ca/maternalnewbornnursing

Introduction to Perinatal Nursing Part 1 NRSG10055
Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis. 32 hours

31581 DE Sep19 361.49

Introduction to Perinatal Nursing Part 2 NRSG10056
Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRSG10055 32 hours

31582 DE Sep19 361.49

Perinatal RPN Maternal Care NRSGNSCA1
Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. You focus on the care of women experiencing healthy and at risk childbirth, with emphasis on the RPN’s role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisites: NRSG10055 and NRSG10056, 32 hours

31584 DE Sep19 213.61

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. Prerequisites: NRSG10055, 10056 & NRSGNSCA1. 32 hours

31583 DE Sep19 213.61

RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal
Ontario College Graduate Certificate
For certificate details see the Health Sciences section.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26709 / donna.dunlop@mohawkcollege.ca

Admission Requirements
Current Registration with College of Nurses of Ontario

Neonatal Nursing 1 (Advanced) NRSG10045
Examine the nursing assessment and care of the moderately ill and/or preterm neonate. Topics include preterm birth from the neonatal perspective, assessment of the “at risk” infant, thermoregulation, nutrition, infection, and respiratory problems. 30 hours

31879 DE Sep19 200.26

RN - Critical Care Nursing Certificate
Ontario College Graduate Certificate
For certificate details see the Health Sciences section.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Please refer to the Health Sciences section for information regarding clinical placement.

Introductory Module 1 NRSG10036
Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules. 30 hours

31139 DE Oct13 200.26

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 pathophysiologic processes. Prerequisite: NRSG10036. 33 hours

31004 DE Dec 220.28

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. 45 hours

31005 DE Sep12 300.38

MoCoMotion.

Note: Apply for course exemptions online via BCLS; Police Check if required by agency. 

exemption for same; current Mask Fit test & resuscitation (NRP) course or a course Mohawk College medical clearance; Neonatal resuscitation (NRP) course or a course exemption for same; current Mask Fit test & BCLS; Police Check if required by agency. Note: Apply for course exemptions online via MoCoMotion.

Please refer to the Health Sciences section for information regarding clinical placement.

Introductory Module 1 NRSG10036
Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules. 30 hours

31139 DE Oct13 200.26

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 pathophysiologic processes. Prerequisite: NRSG10036. 33 hours

31004 DE Dec 220.28

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. 45 hours

31005 DE Sep12 300.38

MoCoMotion.
Distance Education/Online Learning

Special Needs Population In Critical Care Module 4  NRSG10035
Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036. 36 hours
31140 DE  Sep 12  200.26

Critical Care Module 5 Neurosciences  NRSG10003
Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: NRSG10036. 36 hours
31003 DE  Sep 12  240.31

Critical Care 6 Gastrointestinal and Genitourinary  NRSG10004
Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid balance. Prerequisite: NRSG10036. 39 hours
31006 DE  Sep 12  260.33

RN - Occupational Health Nursing Certificate
Ontario College Graduate Certificate
Questions? 905-575-2703 / disted@mohawkcollege.ca
lisa.gilmour@mohawkcollege.ca

Admission Requirements
Certificate of Registration from the College of Nurses of Ontario as an RN or registered in the jurisdiction where you live.
For program details visit disted.mohawkcollege.ca/occupationalhealthnursing

Occupational Health Nursing Module 1 (NRSGOHN01) is a prerequisite for most subsequent courses unless prior approval from the Program Manager is given.

Occupational Health & Surveillance - Module 2  HSCI0HN02
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. 42 hours
31564 OL  Sep 9  332.36

Health & Safety Management - Module 4  HSCI0HN04
Learn to design, implement and evaluate an effective occupational health service and health and safety program incorporating evidence-based practice. Acquire or enhance professional writing skills and obtain and critique a research report. Prerequisite: NRSGOHN01. 42 hours
31563 OL  Sep 9  332.36

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. Equivalent: NRSGHZ215 Assessment Skills for Nurses. 42 hours
31537 OL  Sep 9  332.36

Human Services

Autism and Behavioural Sciences Graduate Certificate
Ontario College Graduate Certificate

Questions? 905-575-2706 / disted@mohawkcollege.ca
shelley.kitchen@mohawkcollege.ca

Admission Requirements
To be eligible for this certificate you must have as a minimum an Ontario College Diploma or a university degree from a recognized institution. Prior approval for this certificate is necessary. Please mail a copy of your educational qualifications to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2 or fax to 905-575-2381.

For program details visit disted.mohawkcollege.ca/autism

Autism Field Placement - Details online.

Autism - Introduction to Autism Spectrum Disorder (ASD)  HSCI10041
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. 42 hours
31230 OL  Sep 9  332.36

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-R). Prerequisites: HSCI10041 & 42. 45 hours
31243 OL  Sep 9  352.38

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. Prerequisite: HSCI10041. 30 hours
31236 OL  Sep 9  252.26

Introduction to Applied Behaviour Analysis  HSCI10042
Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: HSCI10041. 60 hours
31231 OL  Sep 9  437.81

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: HSCI10041 & 42. 30 hours
31059 OL  Sep 9  252.26

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: HSCI10041 & 42. 60 hours
31058 OL  Sep 9  437.81

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. 30 hours
31242 OL  Sep 9  252.26

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: HSCI10042 & EDUC10034. 45 hours
31235 OL  Sep 9  352.38

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: HSCI10041 & 42. 45 hours
31234 OL  Sep 9  352.38

Braille Courses

Acknowledgement of Completion
For details visit disted.mohawkcollege.ca/braille
It is your responsibility to acquire a Perkins Brailor. As supply is limited, please ensure that you have arranged for a Brailor prior to registering.

Braille - Level 1  SENSSSE44
Develop basic skills in reading and writing alphabetic Braille, and using the Perkins Brailor. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Brailor. As supply is limited, please ensure that you have arranged for a Brailor prior to registering. Final exam to be arranged with proctor. 18 hours
31041 OL  Sep 9  172.15

Register online at ce.mohawkcollege.ca (*CRN required)

Book your Distance Education exam online at disted.mohawkcollege.ca
Distance Education/Online Learning

Braille - Level 2 SENSSSE45
Continue your study of Braille to develop skills in reading and writing contracted Braille, and develop using the Perkins Brailler and slate and stylus. Prerequisite: SENSSSE44. NOTE: You must have access to a Perkins Brailler and slate and stylus. Final exam to be arranged with proctor. 27 hours 31042 OL Sep9 232.23

Braille - Level 3 SENSSSE46
Complete your development of basic skills in reading and writing contracted Braille using the Perkins Brailler. Prerequisite: SENSSSE45. NOTE: You must have access to a Perkins Brailler. Final exam to be arranged with proctor. 27 hours 31043 OL Sep9 232.23

Braille - Level 4 SENSSSE47
Learn advanced Braille applications including identification and use of Braille forms which convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: SENSSSE46. NOTE: You must have access to a Perkins Brailler. Final exam to be arranged with proctor. 27 hours 31124 OL Sep9 332.36

Early Childhood Education
If you are interested in obtaining an Early Childhood Education (ECE) diploma, you may take the following courses. Upon successful completion, you will be eligible to receive an exemption for the equivalent diploma courses when you receive ECE program acceptance.

Questions? 905-575-2703 / disted@mohawkcollege.ca shelley.kitchen@mohawkcollege.ca

Admission Requirements
For admission procedures and requirements visit www.mohawkcollege.ca/calendar/ece. The complete ECE program is available through day school and part-time studies, evening classes.

Child Development 1 EDUC10051 Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to Child Development & Behaviour 1 (EDUCEC121). 42 hours 31442 OL Sep9 332.36

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 and Nutrition (HLTHEC101). 28 hours 31490 OL Sep9 238.91

Educational Assistant Diploma
Ontario College Diploma Equivalent to the dayschool program. Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

Questions? 905-575-2703 / disted@mohawkcollege.ca Academic Coordinator linda.jones@mohawkcollege.ca

Field Placement Coordinator kim.laush@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. Refer to the website below for information relevant to entrance requirements and to obtain an application.

Potential students may complete Communications (COMMLOGY1), Introductory Psychology (PSYCSS156), Mathematics (MATH10038), Active Citizenship (COMM10034), Developmental Psychology (PSYCSS271) and two general electives prior to being accepted.

For program details visit www.mohawkcollege.ca/calendar/Educational_Amputee or ce.mohawkcollege.ca/ea

Placement packages will be available to registered students in the course site or email barbara.hamill@mohawkcollege.ca

You may not be permitted to start your placement until packages are completed and approved.

Adaptive Computer Technology in Education COMP10006
Learn to use specialized, adaptive technology to enhance your ability to assist special needs children. Basic computer skills and a USB drive required. Prerequisite: You must have computer skills (e.g., word processing, internet search) to be successful in this course. Prerequisite: EDUC19. 42 hours 31226 OL Sep9 332.36

Autism Spectrum Disorder-Assisting Student Development EDUC10001 Develop essential tools for working with children diagnosed with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioural challenges, family, sensory and educational issues. Prerequisites: SAFE1004, EDUC14, 17, 19, 21-23. 42 hours 31214 OL Sep9 332.36

Childhood Skills EDUCEDE21 Benefit from an overview of the 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: SAFE1004, EDUC14 & 17. 42 hours 31189 OL Sep9 332.36

Computers in Education EDUCEDE19 Learn to use Ministry of Education Software and other available programs to enhance skills in working with exceptional learners. Prior keyboarding and computer skills required. Prerequisites: SAFE1004, EDUC14-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours 31190 OL Sep9 332.36

Cultural Diversity In An Educational Setting EDUC10002
Enhance knowledge, cultural sensitivity, and comfort levels in furthering inclusively in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication. 42 hours 31013 OL Sep9 332.36

Exceptionalities 1 EDUCDE22
Develop understanding of suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: SAFE1004, EDUC14 and 17. 42 hours 31192 OL Sep9 332.36

Exceptionalities 2 EDUCDE23
Discuss the types of communications exceptionalities and their implications for students. Cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. Prerequisites: SAFE1004, EDUC14-22. 42 hours 31027 OL Sep9 332.36

Exceptionalities 3 EDUCDE26
"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUC14-23, SAFE1004. 42 hours 31205 OL Sep9 332.36

Foundations of Education EDUCDE14 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. 42 hours 31154 OL Sep9 332.36

Learning Strategies EDUC10004 (E)
Help your students to master effective learning strategies. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning. 42 hours 31233 OL Sep9 332.36

Lifeskills and Job Coaching EDUC10037 Focus on the job coaching role to assist the exceptional learner with basic life skills and job readiness training. 42 hours 31144 OL Sep9 332.36

Mathematics MATH10038 Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability. 42 hours 31015 OL Sep9 332.36

[Website link to Mohawk College for more information]
Personal And Interpersonal Dynamics EDUCEDE17
Enhance personal and professional skills. Focus on organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: SAFE10004 & EDUCEDE14. 42 hours
31089 OL Sep9 332.36

Practicum 1 EDUCEDE15
Integrate theory, observation and hands-on practice in a real-life educational setting, under supervision of a teacher or educational team. You require police clearance, health screening, and First Aid/CPR before beginning the practicum. Prerequisites: EDUCEDE14, SAFE10004. 31200 OL Sep9 365.67

Practicum 2 EDUCEDE16
Build on introductory field work experiences. 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. Prerequisite: EDUCEDE15. 31010 OL Sep9 365.67

Practicum 3 EDUCEDE24
Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and/or multiple exceptionalities. Prerequisite: EDUCEDE16. Corequisite: EDUCEDE26. 31206 OL Sep9 455.54

Practicum 4 EDUCEDE25
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. Prerequisite: SAFE10004, EDUCEDE14,15,16,17 and 24. 31213 OL Sep9 455.54

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. You must complete this course before registering for a placement. 42 hours
31204 OL Sep9 332.36

Supporting The English Language Learner EDUC10036
Examine the pivotal role of Educational Assistants in assisting ELD students to access the Ontario Curriculum and develop literacy/academic skills for success. 42 hours
31061 OL Sep9 332.36

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. 42 hours
31014 OL Sep9 332.36

Total Communication Part 2 EDUC10041
Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: EDUC10040. 42 hours
31299 OL Sep9 332.36

Student Affairs and Services
Study this professional field in higher education that promotes student learning, success and development. Learn how to provide specific educational services and programs designed to facilitate the achievement of students’ educational, personal and career goals. Of interest to post-secondary graduates, staff in Admissions, Financial Aid, Advisement/Counselling, Housing and Student Leadership. Questions? 905-575-2703 / disted@mohawkcollege.ca shelley.kitchen@mohawkcollege.ca
For more information visit disted.mohawkcollege.ca/studentaffairs

Student Development and Student Experience CRED10051
Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student’s growth and development. 42 hours
31377 OL Sep9 332.36

Function and Organizations in Student Affairs CRED10054
Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution’s mission, vision and objectives. Prerequisite: CRED10051. 42 hours
31416 OL Sep9 332.36

Learning And The Student Learner CRED10057
Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment. Prerequisites: CRED10051, CRED10054. 42 hours
31467 OL Sep9 332.36

Teaching the Adult Learner Certificate
Mohawk College Certificate
Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.
Questions? 905-575-2703 / disted@mohawkcollege.ca 905-575-2307 / bonnie.pataran@mohawkcollege.ca
For program details visit disted.mohawkcollege.ca/teachingadultlearner

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. 42 hours
31125 OL Sep9 332.36
32352 OL Oct3 332.36
32354 OL Nov1 332.36

Distance Education/Online Learning
Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Monthly starts available in many Distance Education courses
Teaching Online

Acknowledgement of Completion

NEW!

Group Learning and Team Development
EDUC10072
Learn and experience, through several interactive processes, the various elements of group dynamics and team development. Through practical experiences and writing exercises, you will build skills as facilitators of the teaching-learning process. 42 hours
32649 OL Sep9 332.38

Assessment of On-Line Learning
EDUC10069
Discuss key issues in planning online assessment and feedback and innovative practices for encouraging collaborative online learning. Topics also include use of electronic marking tools, effective file management and custom email organization. 30 hours
31514 OL Sep9 252.26

Designing and Authoring an On-line Course
EDUC10068
Focus on the challenges of creating effective online curriculum. Explore innovative possibilities for formatting and delivering online material. Learn to integrate web and text resources and post them to the Blackboard system. 45 hours
31513 OL Sep9 352.38

Instructing/Facilitating an On-Line course
EDUC10070
Review the role of an online facilitator and strategies for effective online facilitation within a postsecondary learning environment. Examine specific features of the Blackboard Learning System for online facilitation. 45 hours
31515 OL Sep9 352.38

Introduction to On-Line Delivery
EDUC10067
Develop understanding of the use of online environments and technologies to support and enhance learning. Examine the context and pedagogy for online learning with emphasis on tutor and learner styles, and models of online learning. 30 hours
31510 OL Sep9 252.26

Languages & Communications

Active Citizenship
COMM10034
Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prequisite: COMML041. 28 hours
31098 OL Sep9 238.91
31486 OL Nov1 238.91

Canadian Literature
COMML903
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. 45 hours
31414 OL Sep9 352.38

Communications (Langs) COMML041
Study the basics of communication in the English language from word use to a well-developed essay. This is not a self-paced course, regular weekly class postings are mandatory and strict deadlines apply. 45 hours
31297 OL Sep9 352.38
31474 OL Oct3 352.38
32499 OL Nov1 332.38

Introduction to Intercultural Communication COMM0073 (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. Equivalent to COMML041. 45 hours
31237 OL Sep9 352.38

Introduction to Japanese LANG1060
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. 45 hours
31465 OL Sep9 352.38

NEW!

Introduction to Spoken Mandarin Chinese
LANG10609
Develop a solid foundation in Mandarin Chinese. Focus on pronunciation, conversational skill, recognize Chinese sounds and cultural elements. Note: microphone, Quick Time, Hi Q Recorder, Pinyininput & Skype required. 45 hours
32452 OL Sep9 352.38

Italian for Beginners
LANG10054
Develop the fundamental ability to comprehend the basic Italian vocabulary and structures. Grammar and writing skills are introduced as well as early reading skills. While using the reading passages, you will be introduced to the fundamental aspects of the Italian culture. 42 hours
31318 OL Sep9 332.36

Organizational Business Communication COMM10027
Home essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to COMML041. 45 hours
31209 OL Sep9 352.38

Researching & Reporting-Lgs COMML122
Selecting examples related to your career or sample assignment, you will develop research and reporting skills. Topics include problem definition, print-based and electronic research methodologies, survey strategies, and report writing. Prerequisite: Post-secondary basic level communications course. You must participate in at least one discussion. 39 hours
31188 OL Sep9 312.33
31168 OL Sep9 312.33

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
31487 OL Sep9 369.47

Certificate of Competence in the French Language

For program details see the Languages & Communications section.

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. Equivalent to La Pratique du Francais 1 (LANGFR003). 42 hours
31498 OL Sep9 332.36

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. Equivalent to La Pratique du Francais 2 (LANGFR004). Prerequisite: LANG10061. 42 hours
31499 OL Sep9 332.36

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. Equivalent to La Pratique du Francais 3 (LANGFR005). Prerequisite: LANG10062. 42 hours
31500 OL Sep9 332.36

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. Equivalent to La Pratique du Francais 4 (LANGFR006). Prerequisite: LANG10063. 42 hours
31501 OL Sep9 332.36

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. Equivalent to La Pratique du Francais 5 (LANGFR007). Prerequisite: LANG10064. 42 hours
31502 OL Sep9 332.36

Book your Distance Education exam online at disted.mohawkcollege.ca

Language Interpreter Training Program

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-575-2307 / bonnie.pataran@mohawkcollege.ca

For program details visit
ce.mohawkcollege.ca/languageinterpreter

For information on program requirements and Orientation sessions, refer to the Languages & Communications section.
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.
30 hours
31208 OL Sep 9 252.26

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. Must have access to a microphone.
Prerequisites: LANG10031 and LANG10032.
30 hours
31078 OL Sep 9 252.26

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. Microphone required.
Prerequisites: LANG10031, LANG10032 and LANG10033. 30 hours
31289 OL Sep 9 252.26

Consecutive Interpreting LANG10032
Build skills essential to effective consecutive interpreting. Through various exercises, enhance proficiency in memory and comprehension, note taking, vocabulary, and handling linguistic and ethical challenges assertively. Prerequisite: LANG10031. 30 hours
31311 OL Sep 9 252.26

Setting Specific Interpreting LANG10035
Examine protocols, procedures and techniques for interpreting in various settings: Court interpreting, interpreting with child victims/witnesses; health care interpreting; and interpreting in the violence against women sector.
Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours.
31338 OL Sep 9 252.26

Capstone Course, Skills Integration LANG10036
Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills required for work as an independent contractor.
Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035. Prior to registering for course, you must provide proof of successful completion of CLISAT or ILSAT. 30 hours
31290 OL Sep 9 252.26

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. 45 hours
31170 OL Sep 9 352.38

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. 45 hours
31030 OL Sep 9 352.38

Grammar for Writing Professionals COMMLLT02
Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders!
45 hours
31169 OL Sep 9 352.38

Intro to Creative Non-Fiction COMM10000
Explore strategies for determining marketability and developing an idea into a professional non-fiction work. Focus on research, critical writing issues and preparing a publisher’s proposal.
39 hours
31419 OL Sep 9 312.33

Romance Writing COMMLLT04
Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Discuss preparing work for publication. Previous writing skills recommended. 45 hours
31079 OL Sep 9 352.38

Travel Writing COMM10121
Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Along with the pieces themselves, you’ll study the various publishing markets for this type of work, from traditional to online opportunities.
39 hours
31090 OL Sep 9 312.33

Law & Security / Policing

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

Questions? 905-575-2703 / disted@mohawkcollege.ca 519-759-7200 ext. 7204 / john.belisle@mohawkcollege.ca
For program details visit disted.mohawkcollege.ca/policefoundations

Canadian Criminal Justice System LAWSPF111 (E)
Acquire foundational knowledge of the development and operation of the Canadian Criminal Justice System. Learn to critically analyze individual components and examine the effectiveness of the system.
42 hours
31343 OL Sep 9 332.36
31448 OL Nov 1 332.36

Communications/Reporting- Police Foundations COMMLLT23
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: COMMLLT123. 42 hours
31271 OL Sep 9 332.36

Conflict Management CONFSS426
Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Recommended Prerequisites: LAWSPF301, LAWSPF302, LAWSPF303, LAWSPF401. 48 hours
31121 OL Sep 9 369.47

Contemporary Social Problems-Police Foundations SCISS1200
Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocations in police services. You will explore how individual behaviours collectively create social issues. Topics include crime, violence, abuse, social stratification, ageing, and racism.
Prerequisite: Sociology 1 (SCISS108). 48 hours
31363 OL Sep 9 369.47

Criminal And Civil Law LAWSPF301
Develop legal research and analysis skills. You will learn to analyze and classify offences and identify possible offences 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
31249 OL Sep 9 332.36
31450 OL Nov 1 332.36

Criminal Code LAWSPF302
An introduction to the most common Criminal Code offences as you examine those offences against the person, property, weapons and public order. You will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed.
Prerequisite: LAWSPF301. 42 hours
31071 OL Sep 9 332.36

Criminal Code And Federal Statutes LAWSPF402
You will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. You will analyze Federal Statutes and their relationships with the Criminal Code will also be examined.
Prerequisite: LAWSPF301. 42 hours
31273 OL Sep 9 332.36

Register online at ce.mohawkcollege.ca (*CRN required)
Distance Education/Online Learning

Criminology - Police Foundations
SSCISS281 (E)
Examine various theoretical explanations of criminal and deviant behaviour. You will relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. 30 hours
31070 OL Sep9 252.26
31426 OL Sep9 252.26

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. 42 hours
31122 OL Sep9 332.36

Forensics 9-1-1
LAW10075
Explore forensics, including identification, fingerprinting, crime scene management, DNA evidence and forensic art. Introductory study for students in Police Foundations, Law and Security, but also intended as a resource for other members of the law and enforcement, legal, communications and creative writing communities. 52 hours
31316 OL Sep9 392.25

Interviewing and Investigation
LAWSPF304
Develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. Learn the basics of investigation including the practical development of note taking and observation skills. Access to a video camera required; high speed internet recommended. 48 hours
31080 OL Sep9 369.47

Investigation And Evidence
LAWSPF404
You will examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours
31081 OL Sep9 369.47

Police Powers 1
LAWSPF303
You will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Prerequisite: LAWSPF301. 28 hours
31541 OL Sep9 238.91

Visit our website
disted.mohawkcollege.ca

Political Science & Public Administration
SSCISS207 (E)
You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours
31358 OL Sep9 332.36

Principles Of Ethical Reasoning
LAWSPF106
Intended for law enforcement professionals, this course explores personal and professional ethical issues. You will learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours
31248 OL Sep9 352.38

Provincial Offenses
LAWSPF401
Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offenses, and involvement of non-police agencies. Topics include the Provincial Offences Act, Mental Health Act, Residential Tenancies Act, Trespass to Property Act, Liquor License Act, Coroners Act, Child and Family Services Act, the Family Law Act and the Blind Persons’ Rights Act. 48 hours
31722 OL Sep9 369.47

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. You will also practice interpersonal strategies and procedures for motor vehicle stops. 42 hours
31357 OL Sep9 332.36

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. 45 hours
31072 OL Sep9 352.38

Investigation
Computer/Cyber Crime
LAW10084
Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours
31383 OL Sep9 332.36

Corporate Crime Investigation
LAW10088
Examine white-collar crime, with a focus on corporate offenders, types of corporate crime, the costs of corporate crime and society’s response. Of interest to various law enforcement professionals. 42 hours
31463 OL Sep9 332.36

Investigative Techniques for Motor Vehicle Collisions
LAW10089
Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours
31462 OL Sep9 332.36

Library/Records Management

Library and Information Technician Diploma
Ontario College Diploma
Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-575-2309 / dolores.harmspenner@mohawkcollege.ca

For program details visit
disted.mohawkcollege.ca/library

Admission Requirements
Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent, or mature student status; and a pass standing in grade 12 English at the general level, or equivalent. Library or related experience is strongly recommended.

The student workload for each course is 10-15 hours per week.

Catalogue listings for English, computer and general education courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

Intro To Libraries And The Information Industry
LIBRLT110
Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements. 39 hours
31052 OL Sep9 312.33

Personal Computer Support For Library Technicians
INFOLT390
Develop your computer hardware skills, with attention to the computer system, upgrading components, troubleshooting, viruses, selecting hardware and basic networking. Access to a working computer that can be disassembled is recommended. This computer should be Pentium II or higher, and should not be a laptop. 39 hours
31086 OL Sep9 312.33

Electronic Publishing and Emerging Library Technologies
INFOLT402
Focus on electronic publishing, including using basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. PowerPoint software needed. Prerequisite: Computer Basics with Windows, Word and Excel. 36 hours
31395 OL Sep9 292.31

Library Technologies
INFOLT303
Computer and library software skills are developed, including the use of word processors, database software, and electronic reference tools. 39 hours
31085 OL Sep9 332.36

Visit our website
disted.mohawkcollege.ca

Book your Distance Education exam online at disted.mohawkcollege.ca

Peer Tutoring Available
905-575-1212 ext 3279
peer.tutor@mohawkcollege.ca
Information Work I LIBRLT220
Explore the basics of information work and effective use of print and online reference sources such as library catalogues, bibliographies, dictionaries, and encyclopedias. Prerequisite: LIBRLT110. 39 hours 31054 OL Sep9 312.33

Information Work II LIBRLT420
Continue to develop reference skills with attention to the use of biographical sources, manuals, almanacs, statistical sources, Ontario government statutes and regulations. Develop your reference interview and internet searching skills. Prerequisite: LIBRLT220. 39 hours 31131 OL Sep9 312.33

Information Work III LIBRLT425
Continue study of reference tools, with focus on electronic subscription and pay-per-use databases, and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. Prerequisite: LIBRLT420. 39 hours 31057 OL Sep9 312.33

Client Services LIBRLT435
Examine various services available in different library settings and explore interlibrary and document supply. Investigate the basics of user orientation and training, programming, local and oral history and practice customer service skills. Examine the vital roles of promotion and public relations, marketing and library advocacy. Prerequisite: LIBRLT220. 36 hours 31394 OL Sep9 292.31

Descriptive And Access Cataloguing I LIBRLT302
Develop understanding of library cataloguing, including the Anglo-American Cataloguing Rules for creating descriptive item records. Learn to use MARC coding for cataloguing bibliographic records in an automated environment. Prerequisite: LIBRLT110. 36 hours 31055 OL Sep9 292.31

Descriptive And Access Cataloguing II LIBRLT305
Examine form and choice of entry, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Prerequisite: LIBRLT302. 36 hours 31056 OL Sep9 292.31

Subject Analysis And Classification LIBRLT320
Study the principles of classification and subject analysis and learn to use the Dewey Decimal Classification scheme and Library of Congress subject headings. Access to print Dewey Decimal Classification schedules is recommended. Prerequisite: LIBRLT305. 39 hours 31421 OL Sep9 332.33

Indexing And Abstracting LIBRLT325
Study different kinds of indexes and indexing principles and assign indexing terms to various materials. Work with electronic information retrieval systems and indexing software and practice writing abstracts. Learn to use and create a thesaurus. Prerequisite: LIBRLT320. 36 hours 31570 OL Sep9 292.31

Database Design For Information Workers INFOLT340
Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2010 required. Not open to students with INFO10081 Access Core. Prerequisite: Computer Basics with Windows, Word and Excel. 21 hours 31270 OL Sep9 192.18

Serials LIBRLT351
Explore the technical services aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302. 18 hours 31107 OL Sep9 172.15

Acquisitions LIBRLT350
Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. Prerequisite: LIBRLT302. 36 hours 31087 OL Sep9 292.31

Collection Management & Inventory Control LIBRLT215
Learn the basics of circulation, maintenance of library materials, and inventory and weeding. Also explore effective use of standard audiovisual equipment. Prerequisite: LIBRLT110. 36 hours 31571 OL Sep9 292.31

Human Relations & 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. 36 hours 31566 OL Sep9 292.31

Library Financial Management & Budgeting MGMT10041
Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Only for students taking Computer Basics with Windows, Word and Excel in place of separate courses in Windows, Word and Excel. Prerequisite: LIBRLT110, INFO10113, INFO10053 or INFO10156. 18 hours 31088 OL Sep9 172.15

Classifying with LCC (Library of Congress Classification) LIBR10001
Benefit from an in-depth study of the application of the Library of Congress Classification scheme, including assignment of author numbers. Develop skills in using the web version of the LCC schedules and in assigning complete LCC call numbers. Prerequisite:LIBRLT320. 36 hours. 31372 OL Sep9 312.31

Children’s Services And Issues LIBRLT385
An issues-oriented introduction to the wide range of responsibilities in a public library setting associated with children’s library services. Investigate the basics of planning and administration, collections development and management, information and readers’ advisory services, and programming and program promotion. 36 hours 31568 OL Sep9 292.31

Genre Fiction And Readers’ Advisory Service COMMLT225
Explore readers’ advisory service and the components of readers’ advisory work from patron interview to service promotion. You will examine the principal genres of fiction, and determine their specific characteristics and appeal for readers. 36 hours 31544 OL Sep9 292.31

Special Libraries LIBRLT403
Address collection development, technical services, client services, marketing, budgeting, and management for special libraries. Consider the concerns of the special library and skills needed in this environment. Prerequisite: LIBRLT110. 39 hours 31567 OL Sep9 312.33

School Libraries LIBRLT375
Focus on the unique features and issues of elementary and secondary school libraries. Examine the roles of schools, management, programming and reference services, funding and budgeting, volunteer management and the impact of online resources in a school library setting. Option course. Prerequisite: None. 39 hours 31569 OL Sep9 312.33

Field Work 1 WORKLT290
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit http://disted.mohawkcollege.ca/library. Prerequisites: INFO10590, LIBRLT420, LIBRLT320 and LIBRLT215. 105 hours 31291 OL Sep9 152.00 31554 OL Oct3 152.00 31550 OL Nov1 152.00 31292 OL Dec1 152.00

Field Work 2 WORKLT490
The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit http://disted.mohawkcollege.ca/library. Prerequisites: WORKLT290, INFO10420, LIBRLT435, INFO10340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325. 105 hours 31323 OL Sep9 152.00 31551 OL Oct3 152.00 31552 OL Nov1 152.00 31294 OL Dec1 152.00

Records and Information Management Certificate Ontario College Certificate
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 disposal. Learn to operate a records management program in any organizational setting.

Register online at ce.mohawkcollege.ca (*CRN required)
Distance Education/Online Learning

Questions?
905-575-2703 / disted@mohawkcollege.ca
905-575-2309 / dolores.harmspenner@mohawkcollege.ca

Admission Requirements
A pass standing in grade 12 English at the general level, or equivalent.
For program details visit disted.mohawkcollege.ca/recordsmanagement

Catalogue listings for English and computer courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

Records And Information Management Fundamentals OADM100
Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records. 39 hours
31547 OL Sep9 312.33

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. 39 hours
31548 OL Sep9 312.33

Social Sciences
The following courses are designed as general interest and/or General Education electives for various post-secondary programs. Each course is a stand-alone course. There is not a Social Sciences certificate attached to these courses.

Criminal Psychology - Psychopathic Minds PSYC10002 (E)
Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning. 45 hours
31224 OL Sep9 332.36
31436 OL Nov1 332.36

Criminal Psychology 2 - Criminal Minds PSYC10003 (E)
Enhance your understanding of the criminal mind. Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to criminology. 45 hours
31060 OL Sep9 332.36

Developmental Psychology PSYCSS271 (E)
Covering topics across the human lifespan, from infancy through to old age, you will examine theories of child development and the research that bears on these theories. Development across the physical, social, emotional, and cognitive domain will also be covered including the nature-nurture issue; the effects of early experience; and continuity - discontinuity in developmental change. 45 hours
31040 OL Sep9 332.36
31433 OL Oct3 332.36
31350 OL Nov1 332.36

Domestic and Workplace Violence PSYC10006 (E)
Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours
31069 OL Sep9 332.36

Forensic Psychology PSYC10001 (E)
Designed for those interested in understanding or pursuing a career in forensic/ correctional psychology, you will cover areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology. 36 hours
31208 OL Sep9 329.31

Geography and Tourism ENVR10031
Examine world landscapes and associated cultural and historical phenomena. Contemporary theories in the earth sciences such as geological time, plate tectonics, erosion, climatic factors receive emphasis. 45 hours
31472 OL Sep9 332.36

Introductory Psychology PSYCSS158 (E)
Examine the basis of behaviour and why people think and act as they do. You will study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours
31039 OL Sep9 332.36
31431 OL Oct3 332.36
31352 OL Nov1 332.36

Personality Psychology PSYC10007 (E)
Learn to define personality and its influence on behaviour and actions. Examine patterns of thoughts, feelings and behaviour that make a person unique. Explore personality assessment and intelligence testing. 45 hours
31077 OL Sep9 332.36

Social Psychology PSYC10012 (E)
Develop an understanding about how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 45 hours
31286 OL Sep9 332.36

Sociology 1 SSCISS108 (E)
The discipline of sociology deals with the study of people's lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours
31038 OL Sep9 332.36
31430 OL Oct3 332.36
31353 OL Nov1 332.36

Sociology 2 SSCISS109 (E)
Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, “race”, and ethnicity, the family, population, social movements and change. Prerequisite: SSCISS108. 42 hours
31017 OL Sep9 332.36

Sports Psychology PSYC10009 (E)
Examine the individual components of how one's mind works to develop a valuable tool for performance in sport and in day to day living. Concepts of psychology are discussed and applied in present, past and future contexts. You will evaluate what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. 42 hours
31093 OL Sep9 332.36

World Of Abnormal Psychology PSYC10021 (E)
Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. 45 hours
31037 OL Sep9 332.36
31425 OL Oct3 332.36
31347 OL Nov1 332.36

General Education Courses
For additional General Education courses, refer to the index at the back of the catalogue for those courses indicated with an (E).
disted.mohawkcollege.ca/education

NEW!
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
32453 OL Sep9 332.36

Anger Management CONF10005 (E)
Learn about the many types of anger and how to manage and/or modify it. You will identify your specific anger triggers and how your anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 39 hours
31245 OL Sep9 332.36

Art History and Theory ARTT10014 (E)
Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, contemporary, Asian, First Nations, Islamic). 48 hours
31076 OL Sep9 369.47

Canadian Politics SSCISS105 (E)
Develop insight into Canadian politics. Topics include the structure of government in Canada, the practice of politics, and discussion of major political issues. 42 hours
31187 OL Sep9 332.36

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 levels of altruism in examining how players, coaches and even fans of the sports get psyched. 42 hours
32326 OL Sep9 332.36

Monthly starts available in many Distance Education courses
Distance Education/Online Learning

Cults and Terrorism  SSC10006 (E)
Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons why people join, and why they may have difficulty leaving. Society’s role in supporting cultic groups and strategies for protecting individuals and vulnerable populations. 45 hours
31437 OL  Oct3  352.38

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. 45 hours
31342 OL  Sep9  352.38

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
31313 OL  Sep9  352.38

Global Warming Concepts  ENVR10004 (E)
Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours
31438 OL  Oct3  252.26

Growing Up Digital-Living and Working In Canada  INFO10158 (E)
Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours
31466 OL  Sep9  352.38

Harry Potter To Aslan: Children’s Literature  COMMLT11 (E)
Explore the magical worlds of Harry Potter and other amazing characters in children’s fantasy literature. Discover their creators and the underlying mythologies upon which they draw. Learn to assist children and adults in appreciating the genre. 45 hours
31420 OL  Sep9  352.38

History of Aboriginal/Canadian Relations  INDS10009 (E)
Examine the unique position of Aboriginals in Canadian society. Focus on historical and political issues and development of the legal relationship between colonial powers and Aboriginal peoples. 45 hours
31460 OL  Sep9  352.38

History of Photography  PHTOPY109 (E)
Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.
31573 OL  Sep9  252.26

Humansities  HMNS10077 (E)
Focus on some fundamental questions that you ask of yourself while proceeding through life. Discusses issues concerning nature of the individual and various social, cultural, and physical contexts. 45 hours
31468 OL  Sep9  352.38

Introduction To Children’s Literature  COMMLT076 (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
31172 OL  Sep9  332.36

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
31389 OL  Sep9  352.38

Introduction to Racism and Discrimination  SSC110026 (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. 45 hours
31025 OL  Sep9  352.38

Introduction to Science  GSCI110002 (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
31240 OL  Sep9  352.38

Introduction to Sustainable Development  ENVR10026 (E)
Discuss environmental, economic and social impacts that affect the sustainability of our communities. Examine the effects of human populations on ecosystems and consider individual responsibility to promote sustainability through lifestyle change. 45 hours
31388 OL  Sep9  352.38

Meteorology  GSCI110007 (E)
Focus on the nature and causes of weather-related phenomena. Develop a basic working knowledge of all aspects of meteorology. 45 hours
32454 OL  Sep9  352.38

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
31171 OL  Sep9  332.36
31429 OL  Oct3  332.36

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
31241 OL  Sep9  332.36
31356 OL  Nov1  332.36

Rock On - Pop Music Introduction  MUSC10001 (E)
Explore the social history of popular music from its roots in the Mississippi Delta to musical developments since the 1980’s. Examine musical phenomena including Presleymania, the Beatles, Motown and soul, and grunge, industrial music and rap. 28 hours
32450 OL  Sep9  238.91

Science Fiction  COMMLT043 (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
31212 OL  Sep9  332.36

Sexual Violence  SSC110008 (E)
Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours
32325 OL  Sep9  352.38

Soccer and its Impact on Society  SSC110031 (E)
Examine the impact of soccer on socio-economic, religious, political, and cultural views world-wide. Explore cultural trends and human behaviors influenced by soccer ideology and its effects on “pop culture”. 42 hours
31366 OL  Sep8  332.36

Social, Legal and Ethical Issues for Internet Use  INFO10131 (E)
Learn to identify and address ethical issues associated with Internet use. Areas of discussion include restricting access, copyright, ethical issues, protecting oneself, buying online, keeping up with the issues and personal responsibility. 30 hours
31016 OL  Sep9  252.26

Stress, Wellness and Nutrition  HLTH10111 (E)
Enhance your understanding of positive and negative stress in our personal and professional lives. Using wellness perspectives, gain insights into controlling internal and external stressors to promote long-term health. 42 hours
31390 OL  Sep9  332.36

Success Matters  COMMLT180 (E)
Master proven strategies as the foundation for success in the postsecondary classroom and the workplace. Focus on reading, writing and test taking skills, time management, and planning and decision-making. 42 hours
31341 OL  Sep9  332.36

Register online at ce.mohawkcollege.ca (*CRN required)

Book your DE exam online disted.mohawkcollege.ca
## Distance Education/Online Learning / Engineering Technology

### The Study of Human Sexuality

**ACE**

**SSCI10003 (E)**

Examine historical, theoretical, cross cultural, and life cycle perspectives on human sexuality. Discuss power 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

31479 OL Nov 905-575-2507 / ceengty@mohawkcollege.ca

### 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

3128 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Biology

**BIOL10011**

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, a current and crucial issue. Prerequisite: MATH10045. 120 hours

31266 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Business Mathematics

**MATH10046**

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

31267 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACESelf Management and Self Direction

**CRED10044**

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

31264 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Technology Math

**MATH10044**

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

31265 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

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### Engineering Technology

**Questions?**

905-575-2203 / 905-575-2507 / 905-575-2139 / ceengty@mohawkcollege.ca

See each certificate description or refer to the website at ce.mohawkcollege.ca/engineeringtechnology

### Engineering Technology Admission Requirements

Unless stated otherwise, the admission requirements for all Engineering Technology programs include Ontario Grade 12 Diploma or equivalent or Mature Student status.

**NOTE:** You must ensure you have the required course prerequisites listed in the course descriptions and on our website

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### Upgrading

**Academic and Career Entrance (ACE)**

Academic and Career Entrance (ACE) courses are non-post-secondary courses designed to prepare students 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.

To receive an ACE Acknowledgment of Completion, students must successfully complete the Communications (English or French) course, a Mathematics course and any 2 courses from the list below.

**Questions?**

905-575-2706 / disted@mohawkcollege.ca

**Admission Requirements**

All students wishing to enroll in an ACE online course must first complete the Learn to Learn course. This 20 hour online course will help to determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. To register for the Learn to Learn course, please visit www.acedistanceeducation.ca to fill out an application.

**How to read course details:**

<table>
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<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
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<td>WE</td>
<td>Sep 12</td>
<td>6:30-9:30</td>
<td>6</td>
<td>104.20</td>
</tr>
</tbody>
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**NEW!**

### Wellness for Life

**HLTH10147 (E)**

Consider the physical, emotional, social, intellectual, and spiritual dimensions of health. You will be provided with current factual information about various health-related issues including stress, substance abuse, sexuality, fitness, weight management, environmental concerns and death and dying. 45 hours

32455 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### What In The World Is Going On

**GINT10170 (E)**

Learn to critically analyze global events and crises, and develop understanding of their education. Prerequisite: MATH10045. 120 hours

31267 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Computers

**COMP10083**

Become comfortable using computer hardware and software (2 types) and online communication software. Learn to generate documents, using popular application software. Ethical and safety issues associated with computer use are also discussed. 48 hours

31268 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Core Math

**MATH10045**

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

31261 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Physics

**PHYS10000**

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

31263 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Apprenticeship Math

**MATH10047**

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

31266 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Self Management and Self Direction

**CRED10044**

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

31264 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

### ACE Technology Math

**MATH10044**

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

31265 OL Sep 905-575-2507 / ceengty@mohawkcollege.ca

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### Engineering Technology Admission Requirements

Unless stated otherwise, the admission requirements for all Engineering Technology programs include Ontario Grade 12 Diploma or equivalent or Mature Student status.

**NOTE:** You must ensure you have the required course prerequisites listed in the course descriptions and on our website

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### Engineering Technology Program Admissions

Visit ce.mohawkcollege.ca

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### Apprenticeship/Skills

**Certificate of Qualification Examination Preparatory Courses**

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act, by reviewing various relevant theory for a specific trade.

**Questions?**

905-575-2507 / ceengty@mohawkcollege.ca

ce.mohawkcollege.ca/cofq

**Admission Requirements**

Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam and determine your eligibility to write the exam. Branch numbers: 1-800-668-4479

Hamilton 905-521-7764 & Brantford 519-756-5197.

**Pre-License Electrical**

**ELECHEQ12**

Review theory and electrical code for the Construction & Maintenance 309A exam. Text requirements will be discussed in the first class.

32429 SC MO/WE Sep 19 6:00-9:00 20 430.36
Engineering Technology

Certificate Of Qualification Prep
Mechanist  MACHQA02
Review the theory of the Mechanist trade area for the exam Industrial Mechanist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act. 31882 SC TU/TH Sep13 6:00-9:00 24 500.30

Certificate of Qualification Prep - Tool & Die  MACHHEQ03
Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act. 31884 SC TU/TH Sep13 6:00-9:00 24 500.30

Cert Of Qualification Prep Mechanic  MECHHEQ02
Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen’s Qualification Act. 31959 BF MO/WE Sep12 6:00-9:00 24 500.30

Pre-Licence Truck - Coach Technician-Class 310T MOPTSAM65
Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen’s Qualification Act. 32319 SC WE Sep14 6:30-9:30 12 267.67

Pre-Licence Auto Service Technician-Class 310S MOPTSAM66
Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen’s Qualification Act. 32318 FF WE Sep14 6:30-9:30 12 267.67

Automotive - Other
Questions? 905-575-2507 / cceengty@mohawkcollege.ca 905-575-2746 / russell.krick@mohawkcollege.ca

Body Communication Systems MOP10065
Focus on automotive body electronics and communication systems. You will take a strategic approach to repairing communication systems and programming modules using state of the art diagnostic equipment. Prerequisite: Class ‘S’ Automotive technician or apprentice. 32331 FF T/TH Oct21 6:30-9:30 2 44.61 32332 FF T/TH Dec6 6:30-9:30 2 44.61

Air Conditioning and Climate Controls MOP10066
Learn the latest automotive air conditioning equipment updates and diagnostic tips. Diagnose domestic and import climate control systems. Prerequisite: Ozone Depletion Card 32332 FF T/TH Oct21 6:30-9:30 2 44.61 32334 FF T/TH Dec13 6:30-9:30 2 44.61

CNC Programming Certificate (Including CAD/ CAM)
Mohawk College Certificate
Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

Questions? 905-575-2507 / cceengty@mohawkcollege.ca 519-758-6027 / 905-575-1212 ext. 6027 / godfrey.nicholson@mohawkcollege.ca

Admission Requirements
For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings. Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended. (See Machine Tool Operator Certificate for basic skills).

For program details visit ce.mohawkcollege.ca/cncprogramming

Some components of this program require approved safety glasses and footwear.

CNC Programming - Basic MACHRE810
Study applicable mathematics, standard code and machine tool set-up for 2 1/2 axes milling and 2 axes turning. 31911 SC TU/TH Sep13 7:00-10:00 20 430.36

CAD/CAM (MasterCAM) 2D CADMRE455
Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811. 31887 SC TU Sep13 6:00-10:00 15 430.36

Electrical Fundamentals Certificate
Mohawk College Certificate
Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

Questions? 905-575-2507 / cceengty@mohawkcollege.ca 905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

Admission Requirements
A minimum of Grade 11 mathematics and physics, or equivalent.

For program details visit ce.mohawkcollege.ca/electricalfundamentals

MATHMA02 - Preparatory Mathematics (Technology)
Refer to Math Learning Centre courses in the Math/Statistics section.

ELECHV20 - Electricity 2 & ELECHV107 - Electricity 1
Refer to Heating, Refrigeration, Air-Conditioning (HRAC) Certificate.

Fluid Power Certificate
Mohawk College Certificate
Benefit from practical ‘hands-on’ training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/ electrical control for fluid power. For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Questions? 905-575-2507 / cceengty@mohawkcollege.ca 905-575-2531 / doug.daniels@mohawkcollege.ca

Admission Requirements
You require basic knowledge of or experience with fluid power systems.

For program details visit ce.mohawkcollege.ca/fluidpower

Some components of this program require approved safety glasses and footwear.

Basic Hydraulics STENMF100
Study physical aspects of Fluid Power Systems with emphasis on requirements and practical knowledge. 31588 SC WE Sep14 6:00-9:15 12 289.97

Basic Pneumatics & Troubleshooting STENMF103
Focus on use and distribution of compressed air, symbols and schematics, construction, function and application of components and control and troubleshooting applications for pneumatic circuits. Prerequisite: STENMF100. 31569 SC TU Sep13 6:00-9:15 12 289.97

Fluid Power Society Hydraulic Specialists Certification Program
Prepare to write the Hydraulic Specialist Certification examination with this review course offered in cooperation with the Fluid Power Society. Testing facilities for the Hydraulic Specialist Certificate will be available at Mohawk College. You must register directly with the Fluid Power Society to write the exam.

Questions? Contact the Society at www.ifps.org / 1-800-303-8520.

Exam Night: Monday, December 5, 2011, 6:00 p.m. - 9:00 p.m. at the STARTT Institute. Hydraulic Specialists wishing to write the examination only, should contact doug.daniels@mohawkcollege.ca

Hydraulics Specialist STEN10000
Review hydraulics, and mechanical and electrical fundamentals. Manual included. 31587 SC MO Sep19 6:00-9:00 10 383.86

Industrial Lubrication Certificate
Mohawk College Certificate
Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE). Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions? 905-575-2507 / cceengty@mohawkcollege.ca 905-575-2531 / doug.daniels@mohawkcollege.ca

Admission Requirements
You should have employment responsibilities involving lubrication and several years related experience. Secondary school background with chemistry, physics and mathematics is an asset.

For program details visit ce.mohawkcollege.ca/industriallubrication

Lubrication Fundamentals MATLLUB00
Focus on tribology/lubrication principles, systems, classification, environmental considerations, installation layout and system operation and troubleshooting. 31590 SC MO Sep12 6:00-9:45 12 334.58

Register online at ce.mohawkcollege.ca (*CRN required)
Engineering Technology

Industrial Mechanic (Millwright) Certificate
Mohawk College Certificate
Prepare for skilled employment in manufacturing and industrial settings. Learn to install, maintain and repair industrial equipment, operate hoisting devices and fabricate parts. NOTE: Advanced standing is available for those with credits in similar CE courses. This program may meet in-school requirements of the IMM Apprenticeship Program. Candidates will be evaluated individually by the Apprenticeship branch.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
doug.daniels@mohawkcollege.ca

Admission Requirements
Work experience in some aspect of the trade is an asset.

For program details visit
ce.mohawkcollege.ca/immm

Register by Web, Mail, Fax or In person
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Machine Tool Operator Certificate
Mohawk College Certificate
Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
519-758-6027 / 905-575-1212 ext. 6027

godfrey.nicholson@mohawkcollege.ca

Admission Requirements
You require Grade 12 Mathematics, and a strong mechanical aptitude.

For program details visit
ce.mohawkcollege.ca/machinetooloperator

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, facing, reaming, and external thread cutting. Miscellaneous fee included.
31878 SC SA Sep17 8:00-12:00 10 337.41

Machine Shop 2 MACHRE265
Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, facing, drilling, milling, surface grinding operations. Prerequisite: MACHRE165. Miscellaneous fee included.
31880 SC SA Sep17 8:00-12:00 10 337.41

Machine Shop 3 MACHRE465
Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.
31881 SC SA Sep17 8:00-12:00 10 337.41

Blueprint Reading Mechanical TDRWRE152
Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.
31886 SC TU Sep13 7:00-10:00 12 267.67

Maintenance Mechanic Fundamentals Certificate
Mohawk College Certificate
Intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-2531 / doug.daniels@mohawkcollege.ca

Admission Requirements
Grade 12 mathematics, physics and chemistry. A good mechanical aptitude required.

For program details visit
ce.mohawkcollege.ca/maintenance mechanic
MATLLUB00 - Lubrication Fundamentals
Refer to the Industrial Lubrication Certificate.

Pumps (Industrial) MECHRE041
Cover operating fundamentals and applications for centrifugal, positive displacement, rotary pumps and compressors.
31991 SC TH Sep15 6:00-9:15 12 289.97

Welder Operator Certificate
Mohawk College Certificate
Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Questions?
905-575-2507 / ceengty@mohawkcollege.ca
905-575-1212 ext. 5058 /
jeff.gill@mohawkcollege.ca

Admission Requirements
Good mechanical aptitude required. You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate. Everyone must register in Shielded Metal Arc Welding 1.

For program details visit
ce.mohawkcollege.ca/welderoperator

Shielded Metal Arc Welding 1 WELDRE234
Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included.
31998 SC MO/WE Sep12 8:30-9:30 26 670.98

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.
31599 SC MO/WE Sep12 6:30-9:30 26 670.98

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.
31600 SC MO/WE Sep12 6:30-9:30 26 670.98

Gas Metal Arc Welding WELDRE237
Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduction to basic PULSE-MIG transfer and the GTAW (TIG) process. Prerequisite: WELDRE234 or WELD10052 or equivalent.
Material fee included.
31601 SC MO/WE Sep12 6:30-9:30 26 670.98

Blueprint Reading Welding TDRWRE154
Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.
31592 SC TU Sep13 7:00-10:00 13 267.67

Welding - Other

Welding I WELDRE125
Focus on arc welding with arc, GMAW (MIG) spray, and the GTAW (TIG) process. Prerequisite: WELDRE234 or equivalent.
Material fee included.
31875 BF SA Sep17 8:00-12:00 9 330.67

Welding II WELDRE126
Further develop welding skills in the vertical and horizontal positions. Prerequisite: WELDRE125. Material fee included.
31876 BF SA Sep17 8:00-12:00 9 330.67

Welding III WELDRE129
Continue developing welding skills in all positions. Prerequisite: WELDRE126. Material fee included.
31877 BF SA Sep17 8:00-12:00 9 330.67

Completion of WELDRE125, WELDRE126, & WELDRE129 may qualify you for C.W.B. equivalent certification in the flat position only.

Welding Pipe & T I G WELDRE215
Develop skills in pipe welding, Shielded Metal Arc Welding with the uphand technique. Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding, and SMAW with the downhand technique for Gas and Oil Transmission Lines. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.
31593 SC SA Sep17 8:00-12:00 12 437.74
Engineering Technology

Welding  WELDRE226
Cover basic Shielded Metal Arc Welding;
SWAO to C.W.B. Standards; SWAO to TSSA Standards; Gas Metal Arc Welding including Spray Arc, Short Arc and Flux-Core techniques. Material fee included.
3194 SC SA Sep 17 8:00-12:00 12 437.74

Admission Requirements
Grade 12 Mathematics or equivalent.
For program details visit
ce.mohawkcollege.ca/electronicfundamentals

DC Electrical/Electronic Theory ELECER001
Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.
31908 FF WE Sep 14 6:00-10:00 14 404.82

AC Electrical/Electronic Theory ELECER002
Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.
31909 SC TU Sep 20 6:00-10:00 12 353.74

Woodworking
Questions? 905-575-2507 / ceengty@mohawkcollege.ca 905-575-1212 ext. 5027 / ken.mercer@mohawkcollege.ca
For details visit ce.mohawkcollege.ca/woodworking

Some components of this program require approved safety glasses and footwear.

Cabinet Making for Women BLDG10022
Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.
31872 SC MO Sep 12 6:30-9:30 12 267.67

Hand Tool Techniques BLDGTZ030
31874 SC MO Sep 12 6:30-9:30 12 267.67

Cabinet Making - Level 1 BLDGTZ070
Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.
31870 SC TH Sep 15 6:30-9:30 12 267.67

Cabinet Making - Level 2 BLDGTZ071
Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDGTZ070 or BLDG10022 completed within one year. (Project may or may not be completed within the 12 weeks.)
31871 SC TU Sep 13 6:30-9:30 12 267.67

Furniture/Cabinetmaking BLDGTZ073
Build a piece of furniture or cabinet with the guidance of a cabinet maker. Use techniques from Levels 1 and 2 to build your own custom project (size limitations). Supply own plan and materials. Prerequisite BLDGTZ071.
31873 SC WE Sep 14 6:30-9:30 12 267.67

Electrotechnology

Electronic Fundamentals Certificate
Mohawk College Certificate
Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.
Questions? 905-575-2139 / ceengty@mohawkcollege.ca 905-575-1212 ext. 3988 / ahmed.arkoub@mohawkcollege.ca

Registration:
For program details visit
ce.mohawkcollege.ca/industrialdrives
ELECER001/ER002 - DC Elec/Electronic Theory & AC Elec/Electronic Theory
Refer to the Electronic Fundamentals Certificate.

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: ELEC ER002
32654 FF WE Sep 14 6:00-10:00 13 379.28

Programmable Logic Controller Certificate
Mohawk College Certificate
For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on “hands-on” exercises.
Questions? 905-575-2139 / ceengty@mohawkcollege.ca 905-575-2139 / ceengty@mohawkcollege.ca

Admission Requirements
A basic understanding of electrical circuitry, particularly control circuits is required. Applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeymen Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.
For program details visit
ce.mohawkcollege.ca/plc

PLC Programming 1 ASYSPLC11
Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the PLC S software.
31900 FF TU Sep 13 6:00-10:00 13 379.28
31901 FF TH Sep 15 6:00-10:00 13 379.28

PLC Programming 4 ASYSPLC14
Implement a project of your choice, individually or in a small group, using PLCs and desired peripherals. Prerequisite: ASYSPLC13
31902 FF MO Sep 12 6:00-10:00 13 379.28

Legislative Compliance

Air Brake Training
Questions? 905-575-2507 / ceengty@mohawkcollege.ca 905-575-2507 / ceengty@mohawkcollege.ca

Admission Requirements
Minimum requirement is full class “G” license.

Air Brake Training MOTPSAM70
Earn your ‘Z’ Air Brake Endorsement on your license, as required by The Ontario Ministry of Transportation.
31903 SC SA/SU Sep 24 8:30-5:30 2 241.54
31904 SC SA/SU Oct 29 8:30-5:30 2 241.54
31905 SC SA/SU Nov 26 8:30-5:30 2 241.54

Register online at ce.mohawkcollege.ca (*CRN required)
Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of your 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 Technician. Focus on electrical, mechanical 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:
1. A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
2. Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc.
   Documented proof of related work experience would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

For further information, contact Charles Honey at 905-575-2507 / charles.honey@mohawkcollege.ca

Questions? 905-575-2507 / ceeengty@mohawkcollege.ca

Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. The modular curriculum devotes approximately equal time to theory and practical instruction. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

Upon completion of all four parts of the Gas Technician 2, the student will be permitted to book for their final TSSA examination. NOTE: Participants are also required to pay an Examination Fee of $150.00 for each level (GT-3, GT-2, GT-1) of certification.
For more information, access the TSSA link via ce.mohawkcollege.ca/fueltechnician

Questions? 905-575-2507 / ceeengty@mohawkcollege.ca

Admission Requirements
Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum. Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN
You must successfully complete Modules 1 - 13 for certification as a Oil Burner Technician 2 (OBT-2). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through dayschool training at this time.

GAS TECHNICIAN
You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to be certified as a Gas Technician 2 (GT-2). Each GT-2 part includes four 120-hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

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.

31864 SC MO/WE Sep7 6:00-10:00 30 773.67

Gas Technician 2 - Part 2 GOPTRE051
Train for certification as a Gas Technician 2 (GT-2) in Ontario. Topics include natural/ propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: Gas Technician 3. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must have successfully completed parts 1 and 2 before enrolling in parts 3 and 4.

31865 SC MO/WE Sep7 6:00-10:00 30 773.67

Gas Technician 2 - Part 3 GOPTRE052
Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

31866 SC MO/WE Sep7 6:00-10:00 30 773.67

Gas Technician 2 - Part 4 GOPTRE053
Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combo systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3. Examination/ certification fee of $150.00 is extra after all 4 parts are completed.

31867 SC TU/TH Sep6 6:00-10:00 30 773.67

Gas Technician 3 GOPTRE244
Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of $150.00 will be charged for TSSA certification.

31869 SC TU/TH Sep6 6:00-10:00 36 910.36
31868 SC MO/WE Sep7 6:00-10:00 36 910.36

The purchase of books will be required; instructors will advise.

Heating, Refrigeration, Air-Conditioning (HRAC) Certificate
Ontario College Certificate

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions? 905-575-2507 / ceeengty@mohawkcollege.ca
905-575-2522 / charles.honey@mohawkcollege.ca

Admission Requirements
You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

For details visit ce.mohawkcollege.ca/hrac

In addition, upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

BLDGB053 - Air Handling And Refrigeration
Refer to Building Environmental Systems Certificate.

ENVRRE904 - CFC/HCFC/HFC Control
Refer to CFC/ODP Training Courses.

GOPTRE243/RE244 - Gas & Oil Burner Technician 3
Refer to Fuel Technician Certification.

Electricity 1 - Residential ELECHV107
Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electronic test meters, with emphasis on residential HVAC systems.

31906 SC TU/TH Sep13 6:00-9:00 24 500.30

Electricity 2-Commercial/Light Industrial ELECHV200
Focus on thermostats and electric control devices, 3-phase motors and starters, complex control system circuitry and schematic wiring diagrams. Field experience and prior knowledge of electricity required. Prerequisite: ELECHV107.

31910 SC MO/WE Sep12 6:00-9:00 24 500.30

Need Help? AskMohawk at ce.mohawkcollege.ca
Building Environmental Systems Certificate
Mohawk College Certificate

Questions?
905-575-2507 / ceenqty@mohawkcollege.ca
905-575-2522 / charles.honey@mohawkcollege.ca

Admission Requirements
Practical work experience or equivalent.

For program details visit
ce.mohawkcollege.ca/buildevironsystems

Building & Construction Sciences - Other
Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3994 / kevin.haluik@mohawkcollege.ca

Environmental Technology ENVREA204
Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management.

31989 FF TU Sep6 6:00-9:00 14 312.28

Computer Sciences

NOTE:
Printing costs will be charged at all printers.

Generic Computer Training
Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3321 / teresa.piastun@mohawkcollege.ca

COMPCC001, COMP10098, COMP10099 AND COMP1034 are offered based upon the assumption that many students already have a working knowledge of the Microsoft Office products listed in each course description. Courses are offered through an independent study lab, with individual assistance.

WATCh FOR COURSES NEXT TERM

Computer Science Certificate - Level 1
Mohawk College Certificate
Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3310 / dennis.angle@mohawkcollege.ca

FOR program details visit
ce.mohawkcollege.ca/computerscience

WATCh FOR COURSES NEXT TERM

Computer Science & Information Technology - Other
Questions?
905-575-2203 / ceenqty@mohawkcollege.ca
905-575-1212 ext. 3310 / dennis.angle@mohawkcollege.ca

Programming in Java

COMP10062
Building upon the logic and object oriented programming concepts developed by the Programming Fundamentals course (COMP10001). The course concentrates on the creation and use of classes as an object type, but still covers the basic elements that many traditional languages use, i.e. control structures, arrays, and file I/O. Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language.

31597 FF TH Sep15 6:00-10:00 14 404.82

Register online at ce.mohawkcollege.ca (*CRN required)
**Engineering Technology**

**Introduction To Micro Computers**  
COMPCO165  
Focus on computer essentials including the Windows 7 operating system and use of MS Word, Excel and PowerPoint.  
31585 FF Tu Sep13 6:00-10:00 7 208.19

**Applied Computer Systems**  
COMPCO210  
Examine typical business information system components and technologies issues, Complete realistic information systems solutions, using MS Access and database management software.  
31596 FF Tu Sep13 6:00-10:00 11 312.28

**AutoCAD Design Certificate**  
Mohawk College Certificate  
Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.  
**Questions?**  
905-575-2203 / ceengty@mohawkcollege.ca  
denise.serafin@mohawkcollege.ca

**AutoCAD - Advanced**  
CADMCA15  
Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCA06.  
31895 FF Tu Sep13 6:00-9:30 13 334.58  
31899 SC TH Sep15 6:00-9:30 13 334.58  
31894 FF SA/SU Nov5 9:00-5:00 6 334.58

**AutoCAD - Mechanical**  
CADMCD25  
Create 2-dimensional mechanical drawings, and assembly drawings. Prerequisite:CADMCA15.  
31897 FF TH Sep 13:00-9:30 13 334.58

**AutoDESQ Inventor**  
INFOCAD29  
Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers.  
31893 FF SA/SU Oct 15:00-5:00 6 334.58

**Computer Science - Software Engineering**  
Specialist Certificate  
Mohawk College Certificate  
Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.  
**Questions?**  
905-575-2203 / ceengty@mohawkcollege.ca  
dennis.angie@mohawkcollege.ca

**Microcomputer Engineering Hardware Certificate**  
Mohawk College Certificate  
Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.  
**Questions?**  
905-575-2203 / ceengty@mohawkcollege.ca  
sabu.joseph@mohawkcollege.ca

**UNIX/Linux**  
COMP10052  
Learn to install, maintain, and troubleshoot a Linux system. Focus on a technical overview of the UNIX/Linux operating system, including hands-on experience with commands, files, and tools. Topics include graphical user interfaces (GUI), UNIX/Linux commands, user and group management, configuring peripheral devices, file system maintenance, software management, system monitoring, shell environments and scripting. Prerequisite: COMP1001  
31611 FF MO Nov 6:00-10:00 14 404.82

For program details visit  
ce.mohawkcollege.ca/microcomputersoftware

WATCH FOR COURSES NEXT TERM
Network Specialist Certificate
Mohawk College Certificate
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 multi-protocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions? 905-575-2203 / ceen@mhohawkcollege.ca 905-575-1212 ext. 3172 / sabu.joseph@mhohawkcollege.ca

Admission Requirements
Server and Network Support Certificate or completion of the following courses: COMPNET01 and COMPNET20.

For program details visit ce.mhohawkcollege.ca/networkspecialist

Routing (CCNA2) COMPNET353
Develop skills in configuring a router, managing Cisco IOS, configuring routing protocol on routers, and setting access lists to control the access to routers. 22 hours of online education required. MANDATORY Prerequisite: COMPNET20
31612 FF WE Sep14 6:00-10:00 14 404.82

Wireless & VoIP Technologies
COMPNET50
Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20
31613 FF MO Sep12 6:00-10:00 14 404.82

Network Security & Management
COMPNET55
Develop extensive knowledge of security policy design, technologies, firewall and secure router design, installation, configuration & maintenance and AAA and VPN implementation using routers and firewalls. 22 hours of online education required. MANDATORY Prerequisite: COMPNET40 - CCNA3
31616 FF TH Sep15 6:00-10:00 14 404.82

Prep Sciences
For Mathematics courses refer to the Math/Statistics section of the catalogue.

Prep Sciences
Questions? 905-575-2203 / ceen@mhohawkcollege.ca 905-575-1212 ext. 3481 / friosina.stojanova-pocuca@mhohawkcollege.ca

Preparatory Chemistry (Gas)
CHEMP106
Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. Thursday class is every second Thursday.
31914 FF TU/TH Sep13 6:00-9:00 19 404.82

Prep Sciences
For program details visit ce.mhohawkcollege.ca/environmentalengineering

Physical & Environmental Sciences
Fire Safety Certificate
Mohawk College Certificate
Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.
Questions? 905-575-2139 / ceen@mhohawkcollege.ca 905-575-2225 / geoff.white@mhohawkcollege.ca
For program details visit ce.mhohawkcollege.ca/firesafety

Fire Safety 3-Fire Alarms SAFEFT103
Examine initiating and indicating devices with attention to circuitry, code requirements, design and installation. MANDATORY Prerequisite: SAFEFT100
32425 FF WE Sep14 6:30-9:30 13 289.97

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.
32422 FF MO Sep12 6:30-9:30 13 289.97

Environmental Engineering Certificate
Mohawk College Certificate
Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.
Questions? 905-575-2203 / ceen@mhohawkcollege.ca 905-318-4295 mailbox 1501 / margaret.thomson@mhohawkcollege.ca
For program details visit ce.mhohawkcollege.ca/ohs

Admission Requirements
Prep Chemistry (GSCIP105) or equivalent. Refer to Prep Science section for GSCIP105.

For program details visit ce.mhohawkcollege.ca/environmentalengineering

Air Pollution And Monitoring ENVROH704
Study principles and techniques of air pollution monitoring and control. Prerequisites: CHEM101 and ENVROH702
31883 FF MO Sep12 6:30-9:30 14 312.28

Environmental Project And Report ENVROH707
Concentrate on process waste audits, engineering economics, project management, report writing and oral presentation skills. A combination of distance and in class learning. Prerequisites: ALL other courses in the program.
31885 FF TH Sep15 6:00-9:00 14 312.28

Occupational Health & Safety Management Certificate
Mohawk College Certificate
Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-coordinators, Occupational Health Nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.
Questions? 905-575-2139 / ceen@mhohawkcollege.ca 905-575-2225 / geoff.white@mhohawkcollege.ca

Admission Requirements
Knowledge of chemistry, physics and mathematics is an asset.
For program details visit ce.mhohawkcollege.ca/ohs
How to read course details: CRN 31256

Mask Fit Testing HSCI10057

Complete fitting for a mask for clinical assignments. Compulsory for all first year RPN students, BSN, Pharmacy, PSW, OTA/P TA. You must bring completed “HEALTH QUESTIONNAIRE” to class. NO TRANSFERS WITHOUT A DOCTOR’S NOTE.

35000 IH WE Sep7 4:30-5:30 1 40.00
35001 IH WE Sep7 6:00-7:00 1 40.00
35002 IH MO Sep12 4:30-5:30 1 40.00
35003 IH MO Sep12 6:00-7:00 1 40.00
35004 IH WE Sep14 4:30-5:30 1 40.00
35005 IH WE Sep14 6:00-7:00 1 40.00
35006 IH MO Sep19 4:30-5:30 1 40.00
35007 IH MO Sep19 6:00-7:00 1 40.00
35008 IH WE Sep21 4:30-5:30 1 40.00
35009 IH WE Sep21 6:00-7:00 1 40.00
35010 IH MO Sep26 4:30-5:30 1 40.00
35011 IH MO Sep26 6:00-7:00 1 40.00
35012 IH WE Sep28 4:30-5:30 1 40.00
35013 IH WE Sep28 6:00-7:00 1 40.00

Questions? 905-525-9140 ext. 24232

*** see additional offerings below ***

Preparatory Biology HSCI10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. This course is not a credit for BScN Nursing. 45 hours in-class and 11 hours self study.

35010 IH WE Sep1 6:30-9:30 15 366.18
35110 IH WE Sep7 6:30-9:30 15 366.18
35111 BF WE Sep7 6:30-9:30 15 404.82

CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

Questions? 905-540-4247 ext. 26736

C.P.R. ‘C’/AED Recertification - Health Care Provider Level HSCI10087

Skills and assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level C certification, within the last 12 -13 months.

35014 IH WE Sep7 1:00-4:00 1 43.70
35015 IH MO Sep12 4:30-7:30 1 43.70
35016 IH SA Sep17 9:00-12:00 1 43.70
35017 IH MO Sep19 4:30-7:30 1 43.70
35018 IH MO Oct3 4:30-7:30 1 43.70
35019 IH MO Oct17 4:30-7:30 1 43.70
35020 IH MO Nov7 4:30-7:30 1 43.70
35035 IH TH Sep1 1:00-4:00 1 43.70
35036 IH TH Sep1 4:00-7:00 1 43.70

C.P.R.’C’/AED - Health Care Provider Level HSCI10086

Designed for Health Professionals, you will learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. This course is a prerequisite for PN, BScN, programs. Heart and Stroke Foundation certification.

35021 IH SA Sep10 9:00-2:30 1 76.31
35022 IH TU Sep13 5:30-10:00 1 76.31
35023 IH SA Oct4 9:00-2:30 1 76.31
35024 IH TU Oct11 5:30-10:00 1 76.31
35025 IH SA Nov12 9:00-2:30 1 76.31
35026 IH TU Nov15 5:30-10:00 1 76.31
35036 IH TH Sep1 1:00-4:00 1 76.31
35037 IH WE Nov2 1:00-6:00 1 76.31
35044 IH WE Nov28 1:00-6:00 1 76.31

Questions? 905-540-4247 ext. 26736

Registration by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Technical Drawing: CADMRE066

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

35113 FF TH Sep15 6:00-9:30 13 334.58

SolidWorks Basic CADMRE066

Examine statistical methods and applications required by industry including presentation and description of data, probability, sampling distribution, statistical inference, and objectives.

35111 BF WE Sep7 6:30-9:30 15 404.82
Medical Laboratory Technology

Questions? 905-540-4247 ext. 26258 / mary.golba-bylhouwer@mohawkcollege.ca

The College offers many courses suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for cross-training and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

SEE THE DISTANCE EDUCATION SECTION FOR OTHER COURSES FOR TECHNOLIGISTS

ATTENTION MEDICAL LABORATORY TECHNOLOGISTS

You may be eligible for up to $1500.00 tuition reimbursement through the Allied Health Professional Development Fund. For more information visit www.osmt.org

Basic Blood Collection  MLSCL123

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. 35120 IH TH Sep15 6:30-9:30  6  132.41

Medical Laboratory Technology

Bridging Program for Medical Laboratory Technology

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

Questions? 905-540-4247 ext 26706 / mary.golba-bylhouwer@mohawkcollege.ca

NEW - The Bridging Program is ALSO offering a new format that provides distance education and hands-on learning opportunities.

NEW - ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM

Information Session for all Bridging program offerings: Tuesday November 8/11 at 6:30pm, Mohawk McMaster Institute for Applied Health Sciences, Room TBA.

Standards Of Practice  MLSCL02

This course will focus on the requirements for the safe and ethical practice of medical laboratory technology in Ontario. The scope of practice of a Medical Technologist will also be examined while discussing the Regulated Health Professions Act.

35116 IH TU Sep6 9:00-12:00 5 101.18
35117 OR TU Sep6 9:00-12:00 5 101.18

Safe Work Practices  SAFEMLS03

This course will focus on all aspects of safety in relation to work in a laboratory. The use of protective equipment and the issues around universal precautions will be examined.

35131 IH TH Sep9 9:00-12:00 4 80.94
39126 OR TH Oct27 5:00-7:00  7  80.94

Specimen Procurement  MLSCL04

This course will discuss the protocols and proper techniques involved in obtaining blood and other specimens for laboratory analysis. Students will learn how to perform venipuncture and how to collect capillary blood samples.

35134 IH TH Oct8 9:00-12:00 6 121.41

Basic Laboratory Techniques  MLSCL05

This course will focus on some of the techniques that are utilized in many areas of the laboratory. The theory and practical aspects of microscopy will be examined.

35114 IH WE Sep7 12:00-3:00 13 263.06
35115 OR WE Sep7 5:30-8:30 13 263.06
35130 IH WE Oct5 5:30-8:00 12 161.88
39127 OR TH Oct27 7:00-10:00 8 164.88

Instrumentation Theory  INSTML06

This course will look at the principles and applications of spectrophotometry. Other measurement principles utilized in the laboratory will also be studied. The importance of proper instrument maintenance will also be examined.

35127 OR WE Oct5 3:00-5:00 12 161.88
35130 IH WE Oct5 3:00-5:00 12 161.88
39127 OR TH Oct27 7:00-10:00 8 164.88

Instrumentation Lab  INSTML07

This lab course will allow the student to utilize some of the instrumentation introduced in MLS06, in a practical setting.

35126 IH SA Oct29 9:30-12:30 6 171.41

Analytical Techniques 1 Theory  MLSCL09

Students will have an opportunity to review many aspects of Qualitative and Quantitative Biochemical Techniques, including such topics as electrophoresis and chromatography.

35123 IH WE Oct26 12:00-3:00 15 303.53
35124 OR WE Oct26 3:00-5:00 15 303.53
35121 IH SA Oct19 9:30-12:30 6 171.41

Analytical Techniques 1 Lab  MLSCL10

This course allows practice of chemistry techniques studied in MLS09.

35118 IH SA Nov19 9:30-12:30 5 176.18

Analytical Techniques 2 Theory  MLSCL11

The student will review areas of study in Hematology such as Principles of Particle Counting Systems, Morphology of Cellular and Non-Cellular elements and Hemostasis.

35137 IH TH Sep15 5:30-8:30 12 242.83
35138 OR TU Sep20 2:30-5:30 12 242.83

Analytical Techniques 2 Lab  MLSCL12

This course allows practice of hematology techniques studied in MLS11.

35125 IH SA Sep17 9:30-12:30 4 159.43
Analytical Techniques 3 & T
MLSCMLS13
The student will review topics such as Immunology, Blood Group Systems and the handling of Blood Products. A laboratory session to practice some blood banking techniques is also part of this course.

Laboratory Basics Workshop
MLSC10003
Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operating of the centrifuge and Kohler illumination. Friday session at IH. Saturday & Sunday sessions at Pennell Campus.

Medical Laboratory Assistant Refresher
MLSCMLA40
Review laboratory basics and examine discipline-specific knowledge in chemistry, hematology, microbiology, and histology/cytology. Purchase Manual at McMaster Health Sciences Bookstore prior to first class.

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.

Nursing Courses/Workshops

Medical Laboratory Assistant/Technician Certificate

You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund! For more information and application forms visit the RNAO or RNPAO websites at [www.rnao.org](http://www.rnao.org) or [www.rnpano.org](http://www.rnpano.org).

Nursing
For information regarding Enhanced RN/ RPN Exam Preparation Courses designed for those who have made at least one attempt on the registration exam call 905-540-4247 ext. 26737.

Administration of Medication for Nurses NRSG10027
Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Note: for CRN 35159, an additional class Monday Dec 5. CRN 35167 held in St. Catharines for location refer to program information. See Distance Education section of this catalogue for program information.

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. Dates: Nov 2, 5, 19 and December 3.

Feetcare Field Practicum
CLIN10058
Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7.5 hour clinical setting.

Intravenous Therapy - RN/RPN NRSGNSC90
Gain knowledge and skills in caring for patients receiving IV therapy. No class on October 8.

Breastfeeding Program
See Distance Education section of this catalogue for program information. Prior to clinical experience, the following prerequisites must be completed: Mohawk College Medical Clearance & depending on placement agency, Mask Fit testing, BCLS, Police Check may also be required.
RN and RPN Certificates

NOTE: MEDICAL CLEARANCE is required for all clinical/placement courses and courses with a clinical component.

The Communicable Disease Screening form, available at ce.mohawkcollege.ca/cehsc.html, must be submitted to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one time processing fee of $115.00. Make cheques payable to Mohawk College Health Services with your student I.D. number clearly written on the front of the cheque (cash will be accepted if dropped off in person to Room 303).

Questions?
Health Services 905-540-4247 ext. 26750/IAHShealthservices@mohawkcollege.ca

ATTENTION RNs and RPNs
You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund! For more information and application forms visit the RNAO or RNPAO websites at www.rnao.ca or www.rnpono.org

Prerequisite for all RN and RPN courses:
Current registration from the College of Nurses of Ontario (CNO) or a Registered Practical Nurse (RPN).

To obtain a certificate, you must fill out a “Request for Certificate” form, available at ce.mohawkcollege.ca/faq or by calling 905-540-4247 ext. 62588.

Bridging for Internationally Educated Nurses (BIEN)
Ontario College Certificate
Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the regulatory requirements of the College of Nurses of Ontario (CNO). Based upon your Letter of Direction from the CNO, you will be given an individualized program of study designed to meet your learning needs.

Upon successful completion of all required elements, you will be issued a certificate.

Questions?
905-540-4247 ext. 26737/BIEN@mohawkcollege.ca

NEW! Ontario Bridging Participants Assistance Program. Accepted BIEN students may be eligible to receive up to $5000 in bursary funding towards tuition, books or equipment. OBAPAP application forms are available from the Registration Office, IAHS Campus.

Admission Requirements
1. Letter of Direction from the College of Nurses of Ontario AND
2. You must have practised as a nurse within the last 10 years AND
3. All applicants for whom English is a second language must pass a Canadian English Language Benchmark Assessment for Nurses (I-CELBAN) and achieve a benchmark of 7, and I-CELBAN must be completed within 3 months post admission.
4. Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).

NOTE: You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMP2096, or INF0GBW001 in this catalogue.

How do I apply?
Forward a cover letter along with:
1) Letter of Direction from CNO
2) Resume outlining your nursing practice
3) Provide Canadian Language Benchmarks Assessment for Nurses (I-CELBAN) or CLB result.

Contact Applied Communication Centre for details at 905-575-1212 ext. 3569 and
4) Proof of Citizenship or immigration status.

Forward your documents to:
BIEN Program
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main St. West, Hamilton, ON L8S 1C7
FAX: (905) 528-7706
Program Manager: Nancy Brown-Fellows
For program details visit ce.mohawkcollege.ca/bien.

Your program of study, based upon your Letter of Direction from the CNO, will be sent to you before the start of the semester. Refer to your program of study for prerequisites and co-requisites. You MUST complete courses in your program before attending clinical experience. Clinical experiences are scheduled taking into consideration your individual learning needs and the availability of clinical sites. You require medical clearance, mask fit testing and BCLS before your clinical experience.

Administration of Medications and Assessment Skills
See Nursing Courses/Workshops

Clinical Skills Review
NRSG10028
Demonstrate proficiency in nursing skills following CNO’s standards of practice in a simulated laboratory setting. Prerequisite: NRSG1018 or a CNO equivalent of NRSG10042 & NRSG10046 is equivalent to NRSG10028 Nursing Theory 2.

Maternal-Child Theory 2
NRSG10046
Explores nursing theory as applied to maternal-child and pediatric populations. There are 6 in class sessions Sept 21, Oct 5, 26, Nov 9, 30 and Dec 14; remainder online. NOTE: Combined NRSG10042 & NRSG10046 is equivalent to NRSG10020 Nursing Theory 2.

Mental Health Nursing
NRSG10042
Explores nursing theory as applied to mental health. Three in class session are Saturday Oct 15, Nov 12 and Dec 3rd.

Nursing Informatics
NRSG10016
Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources such as Telehealth. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment, group and individual projects, presentations and reports. Lab dates are Oct 1, 29 and Nov 26.

Register online at ce.mohawkcollege.ca (*CRN required)
Health Sciences

You MUST complete all courses in your program of studies prior to attending clinical experience. Clinical experiences are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask testing and BCLS are required prior to experience.

NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.

RPN Refresher Certificate

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years? Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario(CNO).

Upon completion of all required courses you will receive a certificate.

Questions? 905-540-4247 ext. 26737 / bien@mohawkcollege.ca

Admission Requirements
1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario AND
2. Have practised as a nurse within the last 10 years.

How do I apply?
Forward a cover letter with:
1) A copy of CNO Certificate of Registration or Letter of Direction.
2) Resume outlining your nursing practice to:
Registered Practical Nurse Diploma Completion Program
Mohawk College
Institute for Applied Health Sciences
Room 185
1400 Main Street West
Hamilton, ON L8S 1C7

Further program details can be found at:
ce.mohawkcollege.ca/rpn-diplomacompletion

See course offerings, be BIEN, Human Services or Languages & Communications sections of the catalogue.

RN - Critical Care Nursing Certificate

Ontario College Graduate Certificate

Obtain knowledge and skills necessary to work in Critical Care areas. Part-time certificate, intended for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

Questions? 905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Evidence of registration with the College of Nurses, fax to the Program Manager before the first class. FAX: 905-528-7706

For program details visit
ce.mohawkcollege.ca/criticalcarenursing

To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext. 26708.

See Distance Education for additional Critical Care offerings.

Critical Care Module 2 (Respiratory) - Clinical
CLIN10004
Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

Critical Care Module 3 (Cardiovascular) - Clinical
CLIN10005
Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

Critical Care Module 5 (Neurosciences) - Clinical
CLIN10006
Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

Critical Care Module 6 (GI/GU) - Clinical
CLIN10007
Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

RN - Advanced Cardiac Care Certificate

See Distance Education for course offerings.

RPN - Maternal Newborn Nursing Certificate

Ontario College Graduate Certificate

Prerequisites: NRSG10055 and NRSG10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate.

Mental Health Nursing Certificate

Ontario College Graduate Certificate

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team. Upon completion of the program of study, students are eligible for the program certificate.

There are 5 theory courses (see website) plus 1 field experience included in this program of study.

Courses are offered in a blended format, classroom/distance education, with an occasional classroom component, using the learning management system eLearn. Each semester another theory course will be offered.

HSCI10145 & HSCI10147 are prerequisites for the remaining theory courses.

Questions? 905-540-4247 ext 26708
amy.boyer@mohawkcollege.ca

See box at beginning of Health Sciences section regarding Medical Clearance.
Admission Requirements
You are to submit proof of current College of Nurses of Ontario registration to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.

Advancements in the Mental Health System
HSCI10145
Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal aspects of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. First class mandatory, balance completed by Distance Education format.

35088 IH WE Sep21 6:30-9:30 12 242.83

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.

35090 IH TH Sep22 6:00-9:00 12 242.83

RN - Occupational Health Nursing Certificate
Oncology Nursing Certificate
See Distance Education for course offerings.

RN - Nephrology Nursing Certificate
Ontario College Graduate Certificate
Enhance your knowledge and skills in caring for patients with renal disease and their families. Complete 3 theory courses and 1 clinical experience. You must successfully complete a nursing assessment skills course before you enrol in the clinical experience module.

Questions?
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements
Current certificate of registration as an RN from the College of Nurses of Ontario. Fax proof of registration to Amy Boyer at 905-528-7706.

For program details visit ce.mohawkcollege.ca/nephrology nursin

THE NEPHROLOGY PROGRAM HAS BEEN TEMPORARILY SUSPENDED.

Please contact Program Manager for clinical information.

RN - Operating Room Certificate
Ontario College Graduate Certificate
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. Offered in new blended format combining in classroom and on line formats.

Application/Questions
905-540-4247 ext. 26258 / peer.tutor@mohawkcollege.ca

Admission Requirements
Current registration as a RN with the College of Nurses of Ontario and medical clearance. You must apply and be accepted into the RN/ RPN Perioperative Program. For program details visit ce.mohawkcollege.ca/ rn-operatingroom

RN/RPN Introduction to Operating Room Nursing
NRSG10058
Students are introduced to perioperative nursing principals and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

35065 IH TU Sep13 6:00-10:00 12 320.62

OR Laboratory Experience A HSCI10156
In an operating room environment, the student will practise skills for the scrub nurse and circulating nurse role.

35152 OR SA Oct1 7:30-3:30 5 303.53

Anaesthesia, Assessment & Critical Care
HSCINSC87
Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

35066 IH TH Oct20 6:00-10:00 10 283.30

Operating Room Principles & Practices 1 Theory
NRSG10032
This course addresses surgical terminology, related anatomy and specially equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

35067 IH TU Nov15 6:00-10:00 9 296.32

OR Laboratory Experience C HSCI10159
Student will continue to practise skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment.

35166 OR SA Nov12 8:00-4:00 1 369.94

RN/RPN Clinical 1A
CLIN10051
Apply perioperative nursing theory and laboratory experience in an Operating Room Suite.

35068 FW Sep12 474.39

RN/RPN Clinical 1B
CLIN10052
Use perioperative theory and skills in a full-time preceptored Operating Room Suite.

35069 FW Sep13 553.53

Other Perioperative Courses
Ambulatory Care Nursing NRSGNCB6
Focus on Ambulatory Care Nursing for RNs/ RPNs. Develop perioperative skills for work in Surgery Ambulatory Centre, Clinics and offices where surgical procedures are performed. Combined classroom and distance education delivery.

35084 IH WE Sep28 6:00-10:00 11 296.79

Operating Room Attendant NRSGNCD9
Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety.

35072 IH TU Oct4 6:00-10:00 8 215.85

Operating Room Attendant Laboratory Experience
HSCI10155
Utilize OR Attendant theory and skills in a hospital laboratory experience.

35157 OR SA Oct8 8:00-3:00 5 202.36

Perioperative Nursing Role For Cesarean Section NRSGNCC8
Provides a rigorous review of the scrub nurse & circulating nurse roles during cesarean section. Learn principles of asepsis, anesthesia, complications & surgical emergencies. Current CNO RN registration required.

35086 IH SA Oct1 8:00-4:00 3 161.88

Perioperative Nursing Skills Update for RNs NRSGNCB9
Review scrubbing, gowning, gloving, handling surgical instruments, maintaining a sterile field and positioning the patient. Intended for RNs and RPNs who have completed a Post RN/RPN Operating Room Program. Requires Program Manager's Approval. Saturday dates Oct.15 and 22.

35085 OR TH Oct6 6:00-9:30 4 141.65

SA 8:00-3:00

RN - First Assistant Graduate Certificate
Ontario College Graduate Certificate
Program is comprised of independent study part time on line, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Application/Questions?
905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca

Admission Requirements
Student Application Form and interview with the Program Manager. For program details visit ce.mohawkcollege.ca/rnfa

RNFA Independent Internship CLIN10046
Course involves 50 hours of clinical time in areas of clinics, pathology, radiology, infection control, and patient hospital and office visits.

35059 FW Sep12 342.01

RNFA Surgeon Mentored Internship CLIN10042
Course involves 175 surgical assisting hours with a surgeon mentored practice for perioperative nurses in the first assistant role. Students will be required to keep a log of surgeries that they have assisted with and clinical opportunities they have experienced. Progress will be monitored.

35060 FW Sep13 554.91

Peer Tutoring Available
905-575-1212 ext 3279 peer.tutor@mohawkcollege.ca

RPN - Operating Room Certificate
Ontario College Graduate Certificate
Develop the specialized perioperative nursing skills you need to function effectively in the operating room suite in accordance with Standards of PeriOperative Room Nursing Association of Canada.

Offered in new blended format combining in classroom and Distance Education formats.

Application/Questions?
905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
Health Sciences

Admission Requirements
Current Registration as a RPN with the College of Nurses of Ontario and medical clearance. You must apply and be accepted into the RN/RPN OR Program. For program details visit ce.mohawkcollege.ca/rpn-operatingroom For course offerings see RN Operating Room Certificate

Medical Device Reprocessing (MDR) Certificate
Mohawk College Certificate
Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department/Central Supply & Sterilization Department
Application/Questions? 905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca

Admission Requirements
You must apply and be accepted into the MDR program. For program details visit ce.mohawkcollege.ca/mdr

Introduction to (MDR) Medical Device Reprocessing HSCI10121
Students are introduced to the roles and environment of sterile processing.
35061 IH WE Sep14 6:00-10:00 7 202.36

MDR Laboratory Experience HSCI10122
Offered over 6 Saturdays involves 36 hours of interactive learning activities with skills labs. Led by instructors who are experienced in the MDR environment to prepare the student for MDR clinical.
35062 OR SA Oct15 8:00-2:00 6 242.83

MDR Principles and Practices 1 HSCI10123
Understand the knowledge and technique necessary to assume responsibilities for decontamination and disinfection. Microbiology and Infection Control is the basis for this course. Involves 24 hours of in class theory.
35063 IH WE Nov2 6:00-10:00 7 202.36

Medical Device Reprocessing Clinical CLIN10047
Apply MDR Theory in a full-time preceptored clinical environment to prepare the student for the MDR environment to prepare the student for MDR clinical.
35156 FW Sep6 557.67

Paediatric Assessment: Infant to Young Adult NRSG10057
Explore normal paediatric growth and development. Using case studies, simulations, and skills labs, complete head-to-toe assessments and examine atypical symptoms of prevalent illnesses. Community clinical setting. Open to RNs and RPNs. NOTE: Course runs on alternate Saturdays. Dates: Sep 17, Oct 1, 15, 29, Nov 12, 26. You are required to log on to eLearn one week prior to first class. Course manual is available online on specific course page in eLearn.
35049 IH SA Sep17 9:00-4:00 6 242.83

NEW!
Nursing Care of Children with Cardio/Respiratory Disorders NRSG10066
Focus on pediatric cardio respiratory disorders in a community context with emphasis on pathology, medical management, ongoing assessment, medication administration, and other factors influencing patient well- being. Prerequisite NRSG 10057
35073 IH TU Sep20 6:30-9:30 12 242.83

RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal
Ontario College Graduate Certificate
Enhance your knowledge and skills in perinatal nursing care with a rigorous review of relevant material from conception to six weeks post partum for mother, fetus/newborn and family. There will be a strong emphasis on physiology, evidence-based practice and nursing management. The Perinatal High Risk Obstetrical Certificate program prepares RNs for the Canadian Nurses Association Perinatal Certification exam.
Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption. All clinicians will take place Spring/Summer term. Some course manuals are on line and others available for purchase at Titles, McMaster Hospital Centre Bookstore. Please bring to class of NRC completed WITHIN PAST 3 YRS.
35057 IH SA Oct15 9:00-1:00 1 66.56
35058 IH SA Oct15 9:00-1:00 1 66.56

NEW!
Neonatal Resuscitation Recertification NRSGNSCB1
UPDATE your Neonatal Resuscitation Certification. This 7 hr. workshop involves 3 hrs. of self study and a 4 hr. class. PRIOR to class, you must review all chapters of a current NRR course manual based on guidelines of American Heart Association/American Academy of Paediatrics. Class will consist of content review, test and a mock code. NOTE: You MUST bring proof to class of NRC completed WITHIN PAST 3 YRS.
35037 IH MO Oct24 9:00-5:00 1 101.18
35038 IH SA Nov26 9:00-5:00 1 101.18
35039 IH SA Nov26 9:00-5:00 1 101.18

Obstetric Nursing 1 (Advanced) NRSG10049
Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring and delivery, and perinatal bereavement. Class dates are Sept 30, Oct 28 and Nov 25. You are required to log on to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. There will also be 18 hours independent learning. Prerequisites: NRSG10055 & 10056
35070 IH FR Sep30 9:00-3:00 3 428.74

Looking for a course? Search the index at the back of this catalogue.
Certificates/Diplomas - Other than Nursing

To obtain a certificate, you must fill out a "Request for Certificate" form.

Disability Management Certificate (Return to Work Coordinator)

Ontario College Certificate

Develop your practical skills in disability management for the Canadian workplace, with this Certificate program developed in 1995 by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation. 

PRIOR LEARNING ASSESSMENT/EXCEPTIONS

You may be eligible for credit for skills and knowledge you have acquired in your work experience or exemption for course taken at another educational organization. For further information including NIDMAR guidelines contact Patti Boucher.

Questions? 905-540-4247 ext 26736 / pboucher@pssha.ca

Admission Requirements

Contact Patti Boucher, Program Manager, before registering for the first module.

- Computer skills to prepare a basic WORD document, use email and the Internet.
- All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.

For program details visit ce.mohawkcollege.ca/disabilitymgmt

NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.

A Certificate will be awarded upon successful completion of the entire program.

NOTE: No refunds or course transfers two days prior to the scheduled course date.

Effective Disability Management Programs

HRESRTC01

Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within an organization, and setting up a new program or evaluating an existing one.

35075 IH SA Sep17 8:30-6:00 1 309.12

Introduction to Return-to-Work Coordination

CREDRTC02

Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

35074 IH FR Sep16 12:00-6:30 1 242.53

Physical Impairments, Rehabilitation Services and Return-To-Work

HRESRTC03

Develop a basic understanding of the body systems (respiratory, pulmonary, etc.), treatment providers, and the type of information that they are likely to provide; and the impact of physical impairments on individuals and their work.

35081 IH FR Nov18 12:00-6:30 1 242.53

Mental Health Issues, Rehabilitation Services & Return-To-Work HRESRTC04

Consider symptoms, treatments and disability aspects of stress and depression and strategies for assisting individuals with stress and depression related illnesses to return to work.

35083 IH SA Dec17 8:30-6:00 1 309.12

Job Analysis

HRESRTC05

Develop an understanding of different approaches to job analysis, especially from the perspective of disability management.

35082 IH FR Dec16 12:00-6:30 1 242.53

Injury Prevention And Health Promotion

HLTHRTC21

Benefit from an overview of safety programs, approaches to ergonomics, the implementation of wellness programs, and their interaction with disability management programs (Not a substitute for a safety course.)

35076 IH FR Sep23 12:00-6:30 1 242.53

Marketing and Education in Disability Management and Return-to-Work

MRKRTC22

Consider the planning and development of internal communication programs for creating support within the organization for disability management and external communication targeted to medical and other service providers.

35079 IH SA Oct22 8:30-3:30 1 242.53

Information Management

INFORTC23

Explore collection of program and client information, the applicability of Human Resource Information Systems (HRIS), and the role of the Return to Work Coordinator in information management.

35078 IH FR Oct21 12:00-6:30 1 242.53

Professional Conduct

LAWRTC24

Analyze ethical issues in disability management and the development and application of codes of ethics.

35077 IH SA Sep24 8:30-3:30 1 242.53

Managing The Return-To-Work Process

CREDRTC25

Examine the case management process. Focus on assessment, return-to-work planning, implementation, monitoring and adaptation, and evaluation. Prerequisite: RTC01, RTC02, RTC05, RTC06, RTC07, RTC08.

35080 IH SA Nov19 8:30-6:00 1 309.12

Health Sciences

You must apply and be accepted into the Food Services program.

CULIHCF10 - Introduction to Institutional Food Service

CULIHCF10

Study the role of the food service employee in a Health Care institution and techniques and quality assurance strategies for institutional food service. Parking included at Brantford Campus course.

35055 IH TU Sep13 6:30-9:30 10 202.36

35100 BF TU Sep13 6:30-9:30 10 223.06

35056 IH TH Sep15 6:30-9:30 10 202.36

Sanitation And Safety

SAFEHCF30

Focus on legislative applicable to Health Care institutions, with emphasis on dealing with emergencies, identifying and correcting safety hazards, reducing injury, etc. Parking included at Brantford Campus course.

35101 IH TU Sep13 6:30-9:30 10 214.36

35102 IH TH Sep15 6:30-9:30 10 214.36

35103 BF TH Sep15 6:30-9:30 10 235.06

Food Services Fieldwork Requirement

WORKHCF02

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

35153 FW Sep6 388.96

Palliative Care Certificate

Ontario College Certificate

Palliative care aims to relieve the suffering and improve the quality of living and dying for those with terminal illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for health care professionals, the curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Questions? 905-540-4247 ext. 26258

Admission Requirements

You must be a regulated health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician.)

NOTE: Individual courses may be taken by persons interested in working in palliative care; however a Certificate will only be granted to regulated health professionals upon completion of all course work.

For program details visit ce.mohawkcollege.ca/palliativecare. To register for the field placement, you require

Register online at ce.mohawkcollege.ca (*CRN required)
Health Sciences

permission from the Program Manager, medical clearance, and between October and April, a mandatory flu shot.

NOTE: Fundamentals of Hospice Palliative Care course from Hospice Palliative Care Network is equivalent to HSCIHZA69 - Introduction to Palliative Care. Students must apply for an exemption for course HSCIHZA69 providing proof of course completion of Fundamentals course.

Symptom Management HSCI10083 Learn to assess and manage symptoms experienced by the palliative patient. Benefit from discussion of communication, education and collaborative practice. Students are required to log on to eLearn at least one week prior to first class. Course Manual is available online on specific course page in eLearn.

Personal Support Worker Certificate

Develop critical knowledge and skills to provide personal care and support to people living at home and in long-term care facilities. This program, approved by the Ministry of Health and the Ministry of Training, Colleges and Universities, replaces the Health Care Aide and Home Support programs.

Questions? 905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements

Ontario Secondary School Diploma (GED, College and Career Preparation) including: . Grade 11 English general, advanced C or U. . Grade 10 Mathematics, general or advanced, applied or academic.

Mature applicants (over 19 and not meeting the admission requirements) will be required to do the mature applicant testing. You must submit a current immunization clearance may also be required by some clinical sites.

For program details visit ce.mohawkcollege.ca/psw

The September intake for the part time Personal Support Worker Program has been TEMPORARILY SUSPENDED. The program, when next available, will be announced in the catalogue and on the Mohawk website.

PSW Bridging to PN Program

Your skills as a Personal Support Worker are acknowledged in this part time program. Building on this knowledge, an individualized program of study prepares you for entry into semester 2 of the Practical Nursing program at Mohawk College.

Questions? 905-540-4247 ext. 26736

For program details visit ce.mohawkcollege.ca/psw2pn

NOTE: CPR “C/AED, current immunization record and a police check are required prior to admission to the Practical Nursing Program.

Role of the PSW Workshop HSCI10134

Care of the Client with Neurological Conditions HSCI10097

PSW - Care of the Client with Diabetes HSCI10084

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession (either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job") who wish to pursue OCP registration must complete the 4 approved Pharmacy Technician Bridging courses. These courses will prepare the Pharmacy Technician to meet the education requirements for registration with OCP. The Bridging courses may be taken in any order, as offered. You may use the PLAR process to challenge any of the courses except for the Professional Practice course which is mandatory. The Structured Practical Training component managed by OCP follows the completion of the bridging courses.

Questions? 905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements

OCP certification or PEBC letter of completion to be faxed to the Program Manager at 905-528-7706. Include contact information with your fax. Registration restricted to applicants who have OCP or PEBC credentials.

Pharmacology - Pharmacy Technician Bridging HSCI11037

This course provides a practical, applied approach to pharmacology. Through a variety of learning tools such as assignments, quizzes, case studies and group work, the student will enhance his/her ability to practice competently and contribute to a safe patient care setting. Participants will gain basic knowledge related to the pharmacology of drugs within a variety of commonly encountered medical conditions. No classes for 2 wks. Dates TBA first class; final class Dec 7/11

Product Preparation Pharmacy Technician Bridging HSCI11039

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined.

Psychosocial Rehabilitation Certificate

See Distance Education for course offerings.

Pharmacy Technician Bridging

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Psychosocial Rehabilitation Certificate

See Distance Education for course offerings.

Sign up now! Registration opens at 8:30 am on Tuesday, August 9

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Looking for a course? Search the index at the back of this catalogue.

Palliative Care for Personal Support Workers Certificate

Ontario College Certificate

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

Questions? 905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements

Personal Support Worker Certificate. Proof of certification must be faxed to Program Manager at 905-528-7707.

For program details visit ce.mohawkcollege.ca/palliativecarepsw

Clinical Field Placement CLIN10041 Integrate knowledge and skills acquired from the theoretical components of the program in a practical application under the guidance of experienced and knowledgeable personnel. Dates, times and clinical sites must be arranged with the Program Manager.

Overview of Palliative Care for Personal Support Workers HSCI10095 The student will understand the role that Palliative Care plays in promoting health - physical, psychological, social and spiritual well-being of individuals affected with illness and bereavement.

Need Help?

AskMohawk at ce.mohawkcollege.ca

Location Day(s) Start Times #Sessions Fee

Sign up now! Registration opens at 8:30 am on Tuesday, August 9

Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.
Gerontology Programs

To obtain a certificate, you must fill out a "Request for Certificate" form.

Working with Dementia Clients - Multidisciplinary Certificate

Ontario College Certificate

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?

905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

Admission Requirements

Completion of an approved certificate program in health or human services or approval from Program Manager. Proof of certification must be faxed to Program Manager: 905-528-7706.

For program details visit

ce.mohawkcollege.ca/dementiastudies

See box at beginning of Health Sciences section regarding Medical Clearance.

Contact the Program Manager for Clinical information.

Overview Of Dementia Care HSCIDEM01

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

35093 IH WE Sep21 6:30-9:30 8 171.88

Caregiving Skills HNMNSDEM03

Provides theories which enhance the care given to clients with dementia by assessing the needs of each client and developing a plan of care. Topics included are: involving clients in meaningful activities, ADL, dealing with the stress of the care-giver and also embedded in the course is "The A.R.T. of Towel Bathing".

35091 IH WE Nov16 6:30-9:30 8 171.88

Dementia Studies - Multidisciplinary Certificate

Ontario College Certificate

Admission Requirements

Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

Courses are integrated with the Working With Dementia Clients - Multidisciplinary Certificate program.

Contact the Program Manager for Clinical information.

Dementia Clinical/Placement CLINDEM08

Gain clinical experience

35094 FW Sep12 475.00

Working with the Aged - Multidisciplinary Certificate / Gerontology - Multidisciplinary Certificate

See Distance Education section for program information and course offerings.

Gerontology - Other

Leading Your Team in Long Term Care

MGMT10054

Does your LTC position involve supervision? Do you make decisions that must be communicated to others? This course will help you develop skills in critical thinking and decision-making in an LTC environment. Learn to manage change and communicate clearly with staff, family and volunteers. Open to LTC managers and aspiring managers in nursing, dietary, recreation, and other areas. Class Location TBA.

35104 OR WE Sep21 6:30-9:30 11 70.00

Restorative Care

HSCIGER05

Learn to improve the functioning of residents in long-term care facilities, with emphasis on the principles of restorative care, assessment tools, mobility and ambulation dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a certificate program in Health Sciences or Human Services.

35095 IH WE Sep21 6:30-9:30 10 212.36

Health Sciences / Hospitality & Travel

Professional Bartending Certificate

Mohawk College Certificate

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Questions?

905-575-2025 / 905-575-1212 ext. 3009 / crearts@mohawkcollege.ca

Admission Requirements

YOU MUST BE 19 YEARS OF AGE OR OLDER.

For program details visit

ce.mohawkcollege.ca/bartending

In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an ACKNOWLEDGEMENT OF COMPLETION for successful completion of the following courses:

Mixology 1 - 21 hrs.
Mixology 2 - 21 hrs.
Be a Professional Server - 18 hrs.
Wine Appreciation 1 - 21 hrs.
Smart Serve - 3 hrs.

The Smart Serve Certificate is mandatory to work in an establishment that serves alcohol in Ontario.

IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding GI, M1 and M2 licenses, and all drivers twenty-one years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol of these courses OR must sign a waiver indicating that they will not drive after these classes.

Be A Professional Server HOSP10010

Learn the skills of a Professional Bartender/Wait Person. Acquire proper tableside techniques for bar and dining room service. Customer Relations, ‘Point of Sale’ Systems, menu presentation, proper meal service, banquet service and bartending etiquette will also be addressed.

32409 FF TU Sep27 7:00-10:00 6 141.83

Mixology 1 HOSPFB001

Learn the art and science of mixing cocktails for restaurant and bar facilities in compliance with standards for Hospitality Beverage Operations. Tasting and practice session included. Liquor/ product costs $45.00 included in fee.

32399 FF MO Sep19 6:30-10:00 6 201.14

Mixology 2 HOSPFB002

Enhance your skills with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, shooter varieties and domestic and imported beers. Liquor/ product costs of $45.00 included in the course fee. Prerequisite: Mixology 1 - FB001

32400 FF MO Nov7 6:30-10:00 10 201.14

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. Fee includes a manual $17.30

32403 FF TU Sep20 6:00-9:00 1 50.00

32404 BF TU Oct4 6:00-9:00 1 50.00

32406 FF SA Oct22 10:00-1:00 1 50.00

32407 FF TU Nov22 6:00-9:00 1 50.00

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. Included in fee is $50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class.

32401 FF WE Sep21 6:30-10:00 6 206.14

Wine Appreciation 2 HOSPFB005

Explore the major wine regions of the OLD WORLD, including France, Italy, Spain, Portugal, Germany, Austria, Hungary and Greece. Focus is given to France and Italy since they share the largest part of the wine market today. Also study non-appellation wines such as "Super" Tuscan and Vin de Pays wines.

32402 FF WE Nov2 6:30-10:00 6 206.14

Register online at ce.mohawkcollege.ca (*CRN required)

ATTENTION RNs and RPNs

You could be eligible for up to $1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO / RPNAO websites at www.rnao.org / www.rpnao.org
Hospitality & Travel

Job-related Skills for the Hospitality Industry

Culinary Artistry

Upon successful completion of Cake Decorating - Levels 1, 2, and 3, you will receive an Acknowledgement of Completion.

Cake Decorating 1

Learn the basics of cake decorating; piping, icing, modeling and decorating skills. Create beautiful cakes that everyone will admire. Supply costs (approx. $40) are the responsibility of the participant. 32410 FF TH Sep27 6:30-9:30 5 114.88

Cake Decorating 2

Learn ice cream cakes, fondant, rolled fondant, embroidery and more. Supply costs (approx. $40) are the responsibility of the participant. Prerequisite: Level 1. 32411 FF TH Nov3 8:30-9:30 5 114.88

Cake Decorating 3

Learn gum paste roses, lily flower arrangements, string work, embroidery and more. Design and produce 3-tier wedding cake. Supply costs (approx. $50) are the responsibility of the participant. Prerequisite: Level 2. 32412 FF SA Nov19 9:00-2:00 3 114.88

Food...Food...Food

You may register in food courses anytime up to 3 days before the start date. Phone the Program Manager at 905-575-1212 ext. 3009/519-759-7200 ext. 3009 for permission after this time period. You may apply for a refund or transfer up to three days prior to start date. Food costs are not included in the course fee for courses with several sessions. Food costs must be paid to the instructor on the first night of class.

**Please bring a sharp knife, hand towel and an apron to all FOOD courses**

Gourmet Dining

With 20 years in the hospitality industry, join Chef Peter Janacek for a culinary adventure. Prepare six signature menus with international influences. Food costs of $50 to be paid to the instructor at the first class. 32430 FF WE Sep21 7:00-10:00 6 188.00

Soup’s On!

Explore the limitless possibilities of soup with Chef Gord Phillips. Beginning with fresh stock, you will create a variety of soups, purees, and unusual soups from around the world. Food cost of $25 to be paid to the instructor on the first night. Bring containers. 32431 FF TU Sep27 7:00-10:00 3 88.00

Baking The Perfect Pie

Join Pastry Chef Lisa Zwahlen and discover the simple art of baking the perfect pie! Please bring a sharp knife, rolling pin, and containers to bring your creations home. Food costs of $18 are included in the fee. 32584 FF SA Dec10 10:00-4:00 1 77.00

Christmas Cookies

Join Pastry Chef Lisa Zwahlen. Create traditional and modern Christmas cookies. Learn how to master six signature menu items and international influences of baking. Bring containers. $18 food costs included in the fee. 32583 FF SA Nov12 10:00-4:00 1 77.00

Holiday Hors D’oeuvres

Entertaining this Christmas season? Join Chef Ken Lefebour of Chef and Wife and learn how to make the most beautiful hors d’oeuvres, perfect for that holiday party. Food costs of $20 to be paid to the instructor at the class. 32435 FF SU Nov20 10:00-4:00 1 72.00

Soup’s On!

Explore the limitless possibilities of soup with Chef Gord Phillips. Beginning with fresh stock, you will create a variety of soups, purees, and unusual soups from around the world. Food cost of $25 to be paid to the instructor on the first night. Bring containers. 32431 FF TU Sep27 7:00-10:00 3 88.00

Vinegar Fermentation Process

With 13 international awards to his credit “Hamilton’s Own” Mr. Vinegar teaches the fundamental traditional skills of fermentation using the “static” process with fruits, wines, malt, and more. Material fee of $20 included in course fee. Calculator required. 32563 FF SA Nov5 9:00-1:00 1 67.00

Travel Education

Jacques Pauwels, PhD, historian, author, lecturer. Born and raised in Belgium, Jack also completed his second doctorate in political science at the University of Trier. Today, Dr. Pauwels lives in Brantford and is busy organizing educational tours around the world. In most cases, Jack has designed his own travel itinerary, and often offers his own tours. Please let SHIP’S SCHOOL know that you saw our tour in our Mohawk College Continuing Education Catalogue.

Questions? susan.bowinkelmann@mohawkcollege.ca

Fall 2011

The “Stan Lands”

The Sep 7-25; $4,895. Discover Samarkand, Bokhara, and other fabulous sights along the ancient Silk Road in Central Asia’s trends “Stans”, Uzbekistan, Turkmenistan & Kazakhstan. With Jacques Pauwels.

The German of Bach & Luther

September 7-20; $5,295. A tour of Leipzig, Dresden, Berlin, Weimar, Eisenach, et al., focusing on the life of this great German, but with plenty of the truly dominant figures in an emergent modern age. Classical music, beautiful scenery, exciting cities, superb architecture and renowned art, all entwined in a history from the Middle Ages to the German reunification.

A Music Lovers Tour to London & Paris

Sep 19-Oct 2; $3,585. A tour of classical music sites you won’t want to miss this leisurely tour of London and Paris. A combination of sightseeing and free time will fill your days and evenings with concerts and other cultural activities.

Poland

Sept 23-Oct 7; $3,550. A leisurely tour of Poland and Gdansk to Masuria, Warsaw, and Krakow including all the highlights of this fascinating jewel of Eastern Europe, featuring all the country’s highlights and excellent hotels.

Corsica and Sardinia

Oct 13-28; $3,875. Two fascinating Mediterranean islands - one French with a lot of Italian influence, the other Italian, but with plenty of Spanish influence! Magnificent coastal as well as mountain scenery and historical sites associated with Phoenicians, Greeks, Romans, Carthaginians, Saracens, and of course, Napoleon, a native Corsican.

The Grand Tour of Portugal

Oct 4-20; $2,995. This tour covers all the major sites including great cities such as the capital, Lisbon, the wine city of Porto, and the old university town of Coimbra and superb coastal and mountain scenery in the Alentejo and Algarve regions.

Maple Leaf Route

Nov 5-16; $2,895. Experience Remembrance Day in Flanders Fields on our annual comprehensive tour of the Canadian battlefields of WWI and II in Normandy, Northern France, Belgium and the Netherlands. With Jacques Pauwels and Michael Quinn.

Indochina: Vietnam, Cambodia and Laos


Senegal & Gambia

Nov 17-Dec 1; $3,695. An exploration of two tropical West African countries, featuring the two capitals, Dakar and Banjul, Lake Retba, The French colonial town of St. Louise, Djoudj National park, the sacred city of Touba, the ancestral village of Alex Haley, author of the bestseller Roots, and the island of Goree, the infamous centre of the slave trade until the abolition of slavery in 1848. With Jacques Pauwels.

Winter 2012

Peru & Bolivia

Late January/early February; tour cost TBA. Macchu Picchu, Cuzco, the Nazca Lines, Lake Titicaca - “the works!” With Jacques Pauwels.
Hospitability & Travel / Human Services

Florence in Depth  
Feb 15-24; $2,450. Leisurely walking tours plus visits to the Uffizi, Accademia, Medici Chappel, Santa Croce, Ponte Vecchio, the Duomo, etc. Also side trips to Siena, San Gimignano, Fiesole and Pisa.

Canary Islands  
February 16-27; tour cost TBA. Our tour of the balmy, subtropical “Fortunate Isles” will include all the attractions of Tenerife plus side trips to Lanzarote and Gran Canaria. With Jacques Pauwels.

Paris in Depth  
Feb 24-Mar 4; $2,550. A unique opportunity to get to thoroughly know and enjoy the history, architecture, art and food of the French capital. Our low price also includes a subway pass, a museum pass, four dinners in typical restaurants, a Seine cruise, and even a classical music concert!

Valencia & Surroundings  
Mar 16-25; $2,395. Valencia, one of Spain’s truly great cities, plus the attractions of the Costa Blanca. The Mediterranean resort of Benifur, the amazing oasis of Elche with 100,000 palm trees, and the seaport of Alicante.

Madrid & Barcelona  
Mar 18-29; $3,495. A leisurely immersion into the art and architecture of Spain and with visits to all the great museums and buildings of Madrid and Barcelona, featuring the best works of El Greco, Velasquez, Goya, Picasso, Miro, Dali, Chilida and many others. The tour host is Alan Toff, lecturer in the history of art at U of T’s School of Continuing Studies.

Vienna in Depth  
Mar 24-Apr 2; tour cost TBA. Enjoy the music, history, architecture and fine food of Austria’s wonderful metropolis. With Jacques Pauwels.

Planned for SPRING 2012  
Normandy & Brittany  
Berlin in Depth  
Primavera 2012 – Switzerland  
Prague and Vienna  
Aspler Wine Tour  
North to Alaska

Planned for SUMMER & FALL 2012  
Balkan Heartlands: Macedonia, Bulgaria, and Northern Greece  
Brazil & Argentina  
The Wonders of Southern India  
Munich in Depth  
Sicily & Malta  
Maple Leaf Tour  
Hawaii

Human Services

Diploma Programs

Child & Youth Worker Diploma
Ontario College Advanced Diploma
Learn your role as part of the treatment team facilitating change in children and youth who are experiencing a range of social, emotional, family, or behavioural challenges in their lives. Develop therapeutic relationships with children and youth in a variety of diverse settings that include, residential and day treatment centres, mental health clinics, community settings, child protection, custody, schools, group homes, and more.

Questions?  
905-575-2226 / cehumserv@mohawkcollege.ca  
905-575-1212 ext. 3590 / marco.felvus@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. Please visit our website, or contact us, to obtain an application form.
You require Grade 12 (or equivalent) including English, or mature student status with admission tests.
For program details visit
www.mohawkcollege.ca/calendar/childyouthworker or ce.mohawkcollege.ca/cyw

Introduction To Child And Youth Care Practice
HMNSCC142
Year 1 & 2. Construct a global perspective on Child and Youth Work by applying terminology used in the profession and by comparing and contrasting the development of the profession as related to current trends.
32275 FF TH Sep15 6:30-9:30 14 312.28

Therapeutic Programming & Life Skills
HMNSCC162
Year 1 & 2. Focus on the therapeutic use of programming in the care and treatment of children and adolescents. Demonstrate the ability to plan, implement and evaluate activities to meet the developmental needs and treatment goals of the individual and client group. Learn to teach instrumental life skills and social skills to children and adolescents. For the Fall Semester the course will use a blended delivery using e-learn.
32277 FF MO Sep12 6:30-9:30 14 312.28

Family Work
HMNSCC532
Year 3 and 4. Examines the concept of family, its stages of development and associated tasks. Understand a variety of theories that will be useful in understanding and working with families. Prerequisites: HMNSCC457, HMNSCC458, WORKCC455.
32273 FF TU Sep13 6:30-9:30 14 312.28

Human Sexuality For Child & Youth Worker
HMNSCC558
Year 3 & 4. Focus on the techniques and formulation skills required to employ effective intervention strategies which meet the needs and goals of youth in treatment, and in the community.
32274 FF WE Sep14 6:30-9:30 14 312.28

Field Work Practicum 1  
WORKCC255  
Contingent on completion of required course work.
32573 FW 610.12

Field Work Practicum 2  
WORKCC455  
Contingent on completion of required course work.
32574 FW 685.74

Field Work Practicum 3  
WORKCC655  
Contingent on completion of required course work.
32575 FW 740.35

Early Childhood Education Diploma
Ontario College Diploma
Prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca  
905-575-2709 / jacqueline-p.adams@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants.
You require Grade 12 (or equivalent) including English, or mature student status with admission tests. You must complete a program questionnaire and participate in a visit to a preschool setting.

For program details visit
www.mohawkcollege.ca/calendar/earlychildhood or ce.mohawkcollege.ca/early

Communications (COMMLL041), Ethics and Active Citizenship (COMM10034), or an elective, may be taken at any time. See the index for course offerings.
Communicable Disease Screening may be required before you begin your placement.
Contact the Program Manager for details.

Learning Environment 1  
EDUCEC115
Introduces the practical aspects of planning, organizing, implementing and evaluating program ideas and activities. With the importance of play as a means for learning in mind, gain skills in, and develop a repertoire of resources by setting up an engaging and stimulating learning environment, while learning how to present activities to young children.
32446 FF WE Sep14 7:00-10:00 14 312.28

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.
32445 FF TU Sep13 7:00-10:00 14 312.28

ECE Curriculum 1  
EDUCEC323
Prepares students to co-plan curriculum to support the interests and intelligences of children, based on documentation, in a respectful environment. The impact of philosophy on curriculum design will be explored, as will the impact of reflection on practice.
32444 FF TH Sep15 7:00-10:00 14 312.28

Field Placement 3 & Seminar  
WORKCC398  
69106 FW Sep12 504.38

Register online at ce.mohawkcollege.ca (*CRN required)
Human Services

Educational Assistant Diploma
Ontario College Diploma
Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

General Questions?
905-575-2226 / cehumserv@mohawkcollege.ca

Academic Coordinator
linda.jones@mohawkcollege.ca

Field Placement Coordinator
kim.laush@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. Visit the website for information on how to apply.

For program details visit www.mohawkcollege.ca/calendar/educational_assistant or ce.mohawkcollege.ca/ea

Courses are offered online through OntarioLearn and under other Certificates. Refer to index.

Sign up now!
Registration opens on Tuesday, August 9

Social Service Worker Diploma
Ontario College Diploma
Learn all the skills necessary to practice social service work in the province of Ontario. Study interviewing skills, documentation, case management, individual assessment, and experience 600 hours of supervised field placement.

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca 905-575-1212 ext. 3668 / janica.duda-kozar@mohawkcollege.ca

Admission Requirements
Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants. Application forms can be downloaded from our website. You require Grade 12 (or equivalent) including 70% in English, or mature student status with admission tests. You must complete a program questionnaire. Related volunteer experience is strongly recommended.

For program details visit www.mohawkcollege.ca/calendar/socialServWorker.html or ce.mohawkcollege.ca/socialservworker

Social Work Documentation
COMMS0233
Year 1 and 2. Learn the principles and technical writing in the field of social work including the required documentation and the legal implications surrounding the maintenance of the consumer case record.

Crisis Intervention
HMNSSO231
Year 3 and 4. Provide key concepts, theories, strategies and techniques for intervention in crisis situations. Learn a model of crisis intervention for day to day use in social service work practice as well as apply techniques and strategies to specific practice situations.

Techniques Of Family Intervention II
HMNSSO432
Year 3 & 4. Investigate concepts of family functioning & develop a framework for understanding the challenges to family interaction at various stages of the family life cycle. Devise approaches & strategies to assist family members to deal with problems in family relationships & stressors from the family environment.

Social Services In Ontario
SSCISO122
Year 1 & 2. Examine various delivery systems, structures & community resources available to assist residents of Ontario. Resource information is presented within the context of the decline of Canada’s welfare state & highlights contemporary challenges to social service provision.

Human Services - Other
Questions?
905-575-2226 / cehumserv@mohawkcollege.ca

Nonviolent Crisis Intervention
CONFMBNO8
Full Crisis Prevention Institute NVCI certification valid for 2 calendar years upon successful completion. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). Physical exertion is required in this workshop. The workbook must be purchased from the Campus Store PRIOR to the class. Registrations will only be accepted from current Mohawk College Human Services Diploma or Certificate students.

ASIST: Applied Suicide Intervention Skills Training
HMNSS10038
Caregivers will learn to recognize risk, and discover 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. Lunch and training materials are included in the course fee.

Contact marco.felvus@mohawkcollege.ca for additional details.

Watch for our Winter 2012 catalogue Available in print on Tuesday, November 22

Human Services Certificate Programs

Addictions/Concurrent Disorders
Acknowledgement of Completion
Completion of all three courses in this post-diploma series will earn you an Addictions/Concurrent Disorders Acknowledgement.

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca 905-575-1212 ext. 3668 / janica.duda-kozar@mohawkcollege.ca

Admission Requirements
Completion of a Human Services Diploma. For program details visit ce.mohawkcollege.ca/acd

Introduction to Mental Health
HMNSS10037
Learn about mental health disorders including prevalence, assessment and treatment options. Explore recent trends in mental health service delivery.

Bereavement Counselling Certificate
Ontario College Graduate Certificate
Develop skills in bereavement assessment, theoretical models of grief and specific intervention and therapeutic techniques when traditional support models are insufficient. You will also receive additional training specific to children, families, disenfranchised grief, and crisis management.

Questions?
905-575-2025 / crearts@mohawkcollege.ca 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/bereavementcounselling

Contact the Program Manager regarding future offerings.

Career Consultant Certificate
Ontario College Graduate Certificate
Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Questions?
905-575-2025 / crearts@mohawkcollege.ca 905-575-1212 ext. 3576 / lidia.siino@mohawkcollege.ca

Admission Requirements
A degree or diploma in a related area. Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.

Human Services Certificate Programs

Addictions/Concurrent Disorders
Acknowledgement of Completion
Completion of all three courses in this post-diploma series will earn you an Addictions/Concurrent Disorders Acknowledgement.

Questions?
905-575-2226 / cehumserv@mohawkcollege.ca 905-575-1212 ext. 3668 / janice.duda-kozar@mohawkcollege.ca

Admission Requirements
Completion of a Human Services Diploma. For program details visit ce.mohawkcollege.ca/acd

Introduction to Mental Health
HMNSS10037
Learn about mental health disorders including prevalence, assessment and treatment options. Explore recent trends in mental health service delivery.

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905-575-2025 / crearts@mohawkcollege.ca 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/bereavementcounselling

Contact the Program Manager regarding future offerings.

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Ontario College Graduate Certificate
Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Questions?
905-575-2025 / crearts@mohawkcollege.ca 905-575-1212 ext. 3576 / lidia.siino@mohawkcollege.ca

Admission Requirements
A degree or diploma in a related area. Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.

You must be accepted into the program before taking any courses. Contact the Program Manager as above for more information. You
will be required to submit an updated resume. You must apply at least one week prior to start-up.

For program details visit ce.mohawkcollege.ca/careerconsultant

Work Search: Tools & 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.
32365 FF TH Sep15 6:00-9:00 13 289.97

Individual Helping Relationships CREDCAR04
One-to-one helping relationships with clients demand expertise in skills such as: active listening, establishing rapport, attending to non-verbal cues, open and closed questioning and goal setting. Examine the practitioner’s experience during the helping relationship, ethical issues, standards of practice and making appropriate referrals.
32364 FF MO Sep12 6:00-9:00 13 289.97

Concepts in Bereavement Support Certificate
Ontario College Certificate
Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.
Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/bereavementsupport

Contact the Program Manager regarding future offerings.

Give the Gift of Education!
Gift Certificates available
905-385-4295

Counselling Techniques Certificate
Mohawk College Certificate
Develop counselling skills. Most program participants are employed in agencies or offices where skills in interviewing or information giving are required.
Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/counsellingtechniques

Interaction And Communications COMMTC101
Examine the personal dynamics of communication in various settings, including the interview, small groups, and organizations.
32491 FF TH Sep15 6:30-9:30 14 312.28

Interviewing Skills In Counselling COUNTC103
Examine basic interviewing methods, procedures and behaviours, and their application in the counselling work situation.
32493 FF WE Sep14 6:30-9:30 14 312.28

Early Childhood Education - Leadership and Administration Certificate
Mohawk College Certificate
Participate in courses designed through a collaborative effort between Early Childhood Educators from community centres and staff from Affiliated Services for Children and Youth. Benefit from the guidance of these community leaders and their extensive professional experience in Early Learning and Care by gaining training and skills needed when working within Early Childhood Education communities. Competencies from the Occupational Standards for Child Care Administrators will be incorporated.

Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

Admission Requirements
An ECE Diploma or equivalent.
For program details visit ce.mohawkcollege.ca/eceleadershipadmin

Communications and Relationships in Early Learning and Care COMM10174
Gain essential written and verbal communication skills. Explore conflict resolution, decision making, group strategies, team work, time management and more.
32366 FF TH Sep29 6:30-9:30 10 223.06

ECE - Leadership Development EDUC10053
Current, and aspiring, ECE supervisors will explore self-reflection styles of leadership. Learn to apply strategies to become an effective leader and improve performance of a team.
32367 FF TU Sep27 6:30-9:30 10 223.06

Human Resources in Early Learning and Care HRES10018
Explore recruitment, interviewing, orientation, retention, supervision, motivating staff, and record keeping. Discuss employment standards, working conditions, conducting meetings and professional development.
32368 FF MO Sep28 6:30-9:30 10 223.06

Early Childhood Education Resource Teacher Certificate
Ontario College Graduate Certificate
A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.
Questions?
905-575-2226 / cehumserv@mohawkcollege.ca
905-575-2256 (press 1) / karen.pavo@mohawkcollege.ca

Admission Requirements
An Early Childhood Education Diploma. Applications accepted every other year. You must apply in the Spring of that year. Next admission - Fall 2012.

For program details visit ce.mohawkcollege.ca/eceresourceteacher

Working With Families HMNSRT031
Focus on working with preschool children and their families. Learn different methods of providing support to families in an effort to meet their diverse needs, gain skills to assist parents in setting goals and priorities, and become advocates for their children. Prerequisite: HMNSRT011.
32272 FF MO Sep12 6:30-9:30 12 267.67

Field Practicum 1 WORKRT021
Combine theory and practice through work 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 to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT031.
32571 FW 397.45

Field Practicum 2 WORKRT051
Work with young children and their families, staff and other professionals to prepare and implement long-term individual developmental plans. Help their families meet their special needs and demonstrate through home visits and professional consultations the ability to integrate individual developmental plans, 105 hours and a minimum of 12 weeks. Prerequisites: HMNSRT061 and WORKRT021.
32572 FW 397.45

Therapeutic Recreation Certificate
Mohawk College Certificate
Designed for practitioners currently working in the field of Recreation. Participants will be provided with updated knowledge and skills in the Therapeutic Recreation field.
Questions?
905-575-2226 / cehumserv@mohawkcollege.ca
905-575-2158 / sue.vattay@mohawkcollege.ca

Admission Requirements
You must be a Recreation Therapist with 5 - 7 years work experience OR have a degree/diploma in Recreation and Leisure Services. For program details and application form visit ce.mohawkcollege.ca/therapeuticrec

Therapeutic Recreation - Foundations RECL1001
Gain an understanding of the philosophical and theoretical foundations of therapeutic recreation, including concepts and models of service delivery. Explore definitions and goals of TR service, client groups served and the process of service delivery. Developed in consideration of external standards of practice in Ontario. Not equivalent to the current offerings in the Recreation & Leisure Services Diploma.
32136 FF TH Sep15 6:00-9:00 14 312.28

Free Academic Upgrading
905-575-2029

Human Services

Register online at ce.mohawkcollege.ca (*CRN required)
Human Services / Languages & Communications

Community Leadership Studies

Event Planning Techniques Certificate
Ontario College Graduate Certificate
A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors. Courses taught by experienced, professional event organizers.

Questions?
905-575-2226 / cehumser@mohawkcollege.ca
905-575-2158 / sue.vattay@mohawkcollege.ca

Admission Requirements
Graduate of Recreation and Leisure Services, Business, Marketing, Hospitality or Tourism programs or other college or university program OR event organizer with event planning experience.

For program details visit ce.mohawkcollege.ca/eventplanning

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

Introduction To Special Events
HSCIRLA09
Explore industry issues, careers, tourism impact and business administration skills.

human resource management, legal issues
and business administration skills.

Acquire practical skills in budget development,
Event Administration
RECLRLA04
Acquire practical skills in budget development, human resource management, legal issues and business administration skills. Prerequisite: RECLRLA01 or RECLRLA02.

32447 FF TU Sep20 6:00-9:00 12 267.67

Fundraising/Development Associate Certificate
Mohawk College Certificate
Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and interpersonal skills.

Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/fundraising

Volunteer Management 1 (MGMTSSP24)
Examine the fundamentals of volunteer management, including philosophy, recruitment, orientation, training & recognition. Dates for 3 Saturday classes will be determined at the first class.

32421 FF WE Sat 6:30-9:30 17 430.36
9:00-4:00

Private Security / Investigators

Mohawk College Certificate
Not-for-Profit Leadership Development Certificate
Mohawk College Certificate
Intended for managers or supervisors in social service agencies, community service, charitable or not for profit organizations. Benefit from the guidance of community leaders with extensive professional experience.

Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/notforprofit

Strategic And Long-Range Planning MGMTSSP3
Explore various models of strategic planning. Based on outcome, evaluation and accountability, learn to select the appropriate organizational model. Learn to conduct an environmental analysis in order to strategically plan and manage an organization.

32370 FF MO Sat 8:00-9:00 10 223.06

Operational Planning For Not For Profit PLANSSNPK
Learn to implement and manage an annual operating plan for not-for-profit organizations with emphasis on setting priorities, action planning, assigning responsibilities, setting out costs and generated funds.

32369 FF TU Sep27 6:30-9:30 10 223.06

Volunteer Management Certificate
Mohawk College Certificate
Gain the knowledge and skills needed for effective management of volunteer programs.

Questions?
905-575-2025 / crearts@mohawkcollege.ca
905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

For program details visit ce.mohawkcollege.ca/volunteermgmt

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.

32119 FF SA/SU Oct26 9:00-4:00 2 104.09

Security License Requirements
LAWS10085
Complete the training and study the curriculum for the security guard’s test as mandated by the Ministry of Community Safety and Correctional Services. Training manual/supplies are required for the security guard’s test as mandated by the Ministry of Community Safety and Correctional Services.

32104 WE Sep12 6:00-9:00 4 468.75
32105 FW Sep12 6:00-9:00 4 468.75

Crime & Society
SSCI10020 (E)
Explore the political, legal, social and cultural dimensions of criminal acts, including organized crime, acts of violence and white-collar crime. Examine the Young Offenders Act, the insanity defense, extradition and minimum sentencing. and consider how class, race, ethnicity, gender and age shape perceptions, behaviour and policy, 45 hours

32104 BF WE 905-575-1212 ext. 3345 / lynn.james@mohawkcollege.ca

Languages & Communications

For Academic Upgrading information refer to College and Career Preparation in the Community Training section of this catalogue.

Languages - English

Questions?
905-575-2025 / crearts@mohawkcollege.ca

In more than 30 Mohawk College programs, COMM10092: College Communications is now a prerequisite for COMM10041: Communications. All students enrolled in a full-time program, including those taking COMM10041 through Continuing Education, are required to have their skills assessed to ensure they are placed in the appropriate communications course. You are strongly encouraged to complete the assessment before the first night of class. If you are unable to complete the assessment before classes begin, you will be offered an assessment during your first scheduled class.

To book your Assessments for Success appointment, call or visit us during business hours at 905-575-2042, Room A122 at the Fennell Campus.

ESL (English as a Second Language) students have the option of completing a language-based assessment. Please call 905-575-1212 ext. 3569 to arrange an ESL Language Assessment.

Questions?
assessment@mohawkcollege.ca

For sample questions and more information visit www.mohawkcollege.ca and click on "Student Assessment."
Languages & Communications

Students taking Communications (Langs) COMMLL041 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMML043 or COMMLL044) would be more suitable. Students wishing to register for COMMLL044 beginning Tuesday September 20, 2011 must have one of the following prerequisites: COMM10092, COMML043, or Canadian Language Benchmark Level 7 in each of reading, writing, listening and speaking. To verify your eligibility and obtain clearance to register in this course contact Caroline Neufeld, Program Manager, at caroline.neufeld@mohawkcollege.ca / 905 575-1212 ext. 3284 or 3800

AC - Communications, Part B

COMML044

Improve reading, writing, listening and speaking necessary in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM10092, COMML043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

32371 FF T/TH Sep20 6:30-8:30 28 379.28

Active Citizenship

COMM10034

Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prerequisite: LL041 or LL044.

32374 FF SA Sep10 10:00-12:00 20 208.19
32372 FF MO Sep12 7:00-9:00 20 208.19
32373 FF TH Sep15 7:00-9:00 20 208.19

College Communication

COMM10092

Develop the skills in reading and writing necessary to succeed in college. The teaching and assessment of reading skills and of writing skills will be balanced, accounting for approximately 50% each of the overall course and course grades. Vocabulary development will be applied in both reading and writing contexts. No single assignment or test will be worth more than 15% of the final grade.

32375 FF WE Sep14 6:30-9:30 14 312.28

Communications (Langs) COMML041

Develop thinking, writing, reading, speaking and listening with emphasis on effective communication.

32376 FF MO Sep12 6:30-9:30 14 312.28
32377 FF TU Sep13 6:30-9:30 14 312.28
32378 FF WE Sep14 6:30-9:30 14 312.28
32340 FF TH Sep15 6:30-9:30 14 312.28

English as a Second Language

Language Instruction for Newcomers to Canada (LINC)

LINC classes are offered during the day from 9:00 a.m. to 3:00 p.m. Monday to Friday. Mohawk College offers LINC Language Instruction for Newcomers to Canada) free of charge to eligible individuals. New students are accepted on a continuous intake basis in most LINC classes. For students at LINC Level 6, there is a 15-week course, the equivalent to GAS-ACP 400.

LINC YOUTH (for students 18 to 25) two project-based classes: Videography and Photography. LINC 7 offers advanced English including TOEFL preparation.

Part-time LINC Classes

LINC Writing (CLB 5) Tuesday & Thursday - 3 p.m. to 5:30 p.m. Start Date: Sep 6, 2011 LINC Listening (CLB 5) Monday & Wednesday - 3 p.m. to 5:30 p.m. Start Date: Sep 7, 2011 Enhanced Language Training (ELT) Mohawk College offers ELT (Enhanced Language Training) for internationally educated professionals. Workplace mentorships are a component of ELT. Start Date: Sep. 6, 2011 ELT 10-week Part-time Classes for individuals who need to upgrade their communication skills for the workplace. Start: Sept. 28, 2011. ELT is led by Citizenship and Immigration Canada. All dates are subject to change.

Questions? 905-575-2421 / mary.franco@mohawkcollege.ca

ESL for International Visa Students

ESL Essentials

Prerequisite: Language assessment. You are expected to purchase class texts. 25-hour daytime program comprises of 4 courses: Listening, Speaking, Reading, Writing. Success in all 4 courses leads to promotion to the GAS-English for Academic Purposes program.

Questions? 905-575-2421 / mary.franco@mohawkcollege.ca

ESL Essentials - Listening COMM10150

Practice listening for specific sounds, key words and mastering larger messages in brief everyday and academic conversations. Develop listening comprehension skills at the Canadian Language Benchmark 4 level.

32465 FF WE Sep7 1145.00

ESL Essentials - Reading COMM10152

Build skill in understanding factual information, finding the main idea and reading for specific information in various short texts. Develop vocabulary and reading fluency at the Canadian Language Benchmark 4 level.

32467 FF WE Sep7 1145.00

ESL Essentials - Speaking COMM10151

Enhance your ability to carry on conversation and improve your pronunciation skills in everyday social settings. You will also learn to make a brief presentation. Develop speaking skills at the Canadian Language Benchmark 4 level.

32466 FF WE Sep7 1145.00

ESL Essentials - Writing COMM10153

Learn to produce accurate simple and compound sentences, with a focus on basic grammar, sentence structure and sentence patterns, punctuation and spelling rules, paragraphing, text organization and coherence. Canadian Language Benchmark 4 skill development.

32468 FF WE Sep7 1145.00

GAS-English for Academic Purposes

PREREQUISITE FOR THE EAP & ACP COURSES: Language assessment. You are expected to purchase class texts. An Ontario Special Bursary is available for citizens and residents who qualify.

Questions? 905-575-2421 / mary.franco@mohawkcollege.ca

Basic Academic Listening Practices

COMM10204

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.

32101 FF WE Sep7 219.00

Basic Academic Reading Practices

COMM10202

Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.

32102 FF WE Sep7 219.00

Basic Academic Speaking Practices

COMM10203

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.

32106 FF WE Sep7 219.00

Basic Academic Writing Practices

COMM10201

Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use conjunctions and transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at Canadian Language Benchmark 5.

32108 FF WE Sep7 219.00
32109 FF WE Sep7 219.00

GAS-Applied Communications Program

Listening 300 LANG10025

Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, notetaking, and abbreviating information. Skills development at Canadian Language Benchmark 6.

32054 FF WE Sep7 219.00
32055 FF WE Sep7 219.00

Reading 300 LANG10027

Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.

32056 FF WE Sep7 219.00
32057 FF WE Sep7 219.00

Register online at ce.mohawkcollege.ca (*CRN required)

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Languages & Communications

Speaking 300 LANG10026
Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6.
CRN 32058 FF WE Sep7 219.00
CRN 32059 FF WE Sep7 219.00

Writing 300 LANG10024
Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.
CRN 32060 FF WE Sep7 219.00
CRN 32061 FF WE Sep7 219.00

Listening 400 LANG10029
Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interviews and lectures. Develop pre-listening and note-taking strategies necessary for academic success.
CRN 32062 FF WE Sep7 219.00
CRN 32063 FF WE Sep7 219.00

Reading 400 LANG10030
Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and research and citations also receive emphasis.
CRN 32064 FF WE Sep7 219.00
CRN 32065 FF WE Sep7 219.00

Speaking 400 COMM10136
Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments.
CRN 32071 FF WE Sep7 219.00
CRN 32072 FF WE Sep7 219.00

Writing 400 COMM10137
Develop writing skills at Canadian Language Benchmark 7 with emphasis on pre-writing, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.
CRN 32076 FF WE Sep7 219.00
CRN 32077 FF WE Sep7 219.00
CRN 32078 FF WE Sep7 219.00

Conversational Mandarin Chinese LANGL16
Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.
CRN 32047 FF TU Sep13 7:00-10:00 13 289.97

German-Conversational 1 LANG11A
Develop basic language skills for travel and everyday conversation, with emphasis on pronunciation.
CRN 32048 FF MO Sep12 7:00-10:00 13 289.97

Italian 1 LANGL03
Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.
CRN 32049 FF MO Sep12 7:00-10:00 13 289.97
CRN 32052 FF WE Sep14 7:00-10:00 13 289.97

Italian 2 LANGL0B3
Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.
CRN 32050 FF TU Sep13 7:00-10:00 13 289.97

Japanese-Conversational 1 LANGL17
Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.
CRN 32053 FF MO Sep12 6:30-9:30 13 289.97

Polish for Beginners LANG10003
Begin to communicate with Polish speakers. Learn simple language for everyday conversation.
CRN 32066 FF TU Sep13 7:00-10:00 13 289.97

Sign Language I - Part A LANGL359
Designed to provide you with knowledge of the ear, various levels of hearing loss and practical use of Sign Language. Emphasis is placed on American Sign Language as a component of Total Communication. Practice receptive and expressive skills, body language, facial expression and classifiers. Basic issues are covered such as deaf and hard of hearing populations and cochlear implants. CRN 32462 - Sept 10, 11 24, 25 and Oct 1, CRN 32464 - Nov 12, 13, 26, 27 and Dec 3.
CRN 32462 FF SA/SU Sep10 9:00-5:00 5 289.97
CRN 32464 FF SA/SU Nov12 9:00-5:00 5 289.97

Sign Language I - Part B LANGL459
A continuation of LANGL359. New vocabulary is introduced. Emphasis is placed on increasing Sign Language fluency in both the receptive and expressive modes of communication. Course dates: Oct 15, 16, 29, 30 and Nov 5.
CRN 32463 FF SA/SU Oct15 9:00-5:00 13 289.97

Spanish For Beginners LANGLLEO1
Develop your conversational skills for everyday communication, Good for travelers.
CRN 32067 FF MO Sep12 7:00-10:00 13 289.97
CRN 32068 FF TU Sep13 7:00-10:00 13 289.97
CRN 32069 FF WE Sep14 7:00-10:00 13 289.97

Spanish-Conversational 1 LANGL04
Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent.
CRN 32073 FF MO Sep12 7:00-10:00 13 289.97
CRN 32441 FF SA Sep17 9:30-12:30 13 289.97

Spanish-Conversational 2 LANGL0B4
Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.
CRN 32075 FF WE Sep14 7:00-10:00 13 289.97

Spanish-Conversational 3 LANGL0C4
Continue the study of Spanish at the advanced level. Prerequisite: Spanish Conversation II or equivalent level of skill.
CRN 32074 FF TH Sep15 7:00-10:00 13 289.97

Certificate of Competence in the French Language
Mohawk College Certificate (CREDIT COURSES)
Discover the French Language. Develop practical written and conversation skills for work and personal enjoyment.
Questions? 905-575-2025 / crearts@mohawkcollege.ca
For program details visit ce.mohawkcollege.ca/french
Prerequisites must be met.

CHALLENGE EXAMS
If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. You may challenge up to 75% of the required credits.
For beginners, no placement test is required; register directly in La Pratique 1.
Written test (FR003, FR004, FR005, FR006) You may obtain up to 2 credits with these tests which measure competence in grammar. Oral test (FS032, FS033) You may obtain up to 2 credits with these tests which measure conversational competence.
A Non-Refundable fee will be charged.
Exam Date: Wednesday, Sept 7, 2011 from 6:00 p.m. to 9:00 p.m. in Room J237 Fennell Campus
Contact Prior Learning Assessment & Recognition (PLAR) at plan@mohawkcollege.ca
For placement in the appropriate French course, please contact Val LeBlanc at 905-561-6093.

La Pratique du Francais 1 LANGFR003
Learn the basics of grammatical structures and vocabulary for conversational applications. REQUIRED TEXT: "En bons termes" by Prentice Hall.
CRN 32081 FF MO Sep12 6:30-9:30 13 289.97
CRN 32082 FF TU Sep13 6:30-9:30 13 289.97
CRN 32084 FF WE Sep14 6:30-9:30 13 289.97
CRN 32085 FF SA Sep17 9:00-12:00 13 289.97

La Pratique du Francais 2 LANGFR004
Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.
CRN 32086 FF MO Sep12 6:30-9:30 13 289.97
CRN 32087 FF TU Sep13 6:30-9:30 13 289.97
CRN 32088 FF WE Sep14 6:30-9:30 13 289.97
CRN 32089 FF SA Sep17 9:00-12:00 13 289.97
La Pratique du Francais 3  LANGFR005
Exprimez-vous sans probleme dans une discussion se rapportant a une situation quotidienne. Le texte est une description des points grammaticaux les plus importants enseignes dans ce niveau.
32090 FF WE Sep 14 6:30-9:30 13 289.97
32091 FF SA Sep 17 9:00-12:00 13 289.97

La Pratique du Francais 4  LANGFR006
Etudiez les elements grammaticaux dans un contexte a la fois personnel et culturel:conditionnel present, revision des temps etudies dans les niveaux precedents.
32092 FF TH Sep 15 6:30-9:30 13 289.97

La Pratique du Francais 5  LANGFR007
Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.
32093 FF MO Sep 12 6:30-9:30 13 289.97

Parlons Avance 4  LANGFS080
A continuation of Parlons Avance 3.
32094 FF TU Sep 13 6:30-9:00 12 223.06
32095 FF FR Sep 23 9:30-12:00 12 223.06

Parlons Francais 1  LANGFS032
Develop vocabulaire et grammatical structures for everyday situations, with emphasis on oral communication. Prerequisite: FR005 La pratique du francais 3.
32096 FF WE Sep 14 6:30-9:30 13 289.97

Parlons Francais 2  LANGFS033
Developpez votre vocabulaire et differentes structures orales en etudiant les themes suivants: "Le passe un voyage!", "Passons la douane!", "Arrive a l'hôtel!", "Sejour a l'hôtel", "Depart de l'hôtel". Prerequisite: Parlons Francais 1 FS032, La Pratique du Francais 3 FR005.
32097 FF TU Sep 13 6:30-9:30 13 289.97

Parlons Francais 3  LANGFS071
32098 FF TH Sep 15 6:30-9:30 13 289.97

Advanced French
Broaden your knowledge in the areas of grammar and conversation. A selection of 30 hour courses has been developed to intensify your grammatical knowledge previously learned through a series of exercises, compositions, office practices and more. Other courses will expand your oral knowledge by doing listening and reading exercises. Further enhanced by spontaneous dialogue through presentations and debates dealing with past and current events.
Val LeBlanc 905-561-6093
Admission Requirements
Prerequisite: Certificate of Competence in the French Language.

La Grammaire Avancee 1  LANG10046
La maitrise des regles grammaticales et la formation des temps des verbes 'reguliers et irreguliers' et leurs emploies dans des exercises ecrits et oraux. Ainsi que l'emploi et le placement des pronoms.
32100 FF WE Sep 14 6:30-9:30 10 223.06

La Grammaire Avancee 2  LANG10052
A continuation of La Grammaire Avancee 1.
32099 FF TH Sep 15 6:30-9:30 10 223.06

Need Grade 12 equivalency? 905-575-2029

Language Interpreter Training Program
Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters within the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development in practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. The program will benefit individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.
Questions? 905-575-2307 / bonnie.pataran@mohawkcollege.ca

Admission Requirements
1. Minimum Ontario Secondary School Diploma or equivalent
2. Fluency (reading, writing, speaking) in English as well as a second language. Note: Intended for individuals with excellent proficiency in English and a second language.
For program details visit ce.mohawkcollege.ca/languageinterpreter

You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency. This mandatory testing is recommended to be taken after the Fourth Course LANG10034 and must be completed prior to the registration of the Sixth Course LANG 10036. Any associated expenses are your responsibility.
Testing can be arranged through Mohawk College. Contact Bonnie Pataran for details.

ORIENTATION SESSION
Thursday, September 8th
6:30 p.m. - 8:00 p.m.
FENNELL CAMPUS - J-WING - ROOM J119
Park in Lot P8
Contact 905-575-2307 / bonnie.pataran@mohawkcollege.ca to reserve a spot

INTENSIVE LANGUAGE INTERPRETER TRAINING PROGRAM
BECOME A QUALIFIED INTERPRETER IN 3 MONTHS
Classes will be held on Mondays/Wednesdays/Fridays
Time: 9:30 a.m. - 4:00 p.m.
Dates: September 19 to December 9
Tuition Cost: $1338.36 for 6 courses (does not include competency testing cost)
Attend the orientation session or contact Bonnie Pataran
Prior to registering for the Capstone Course, you must provide proof of successful completion of the CILISAT or ILSAT test.

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. Saturday course runs Sept. 17, 24, Oct. 1, 15, 22. Revision of dates if necessary.
32513 FF SA Sep 17 9:00-3:30 5 223.06
32512 FF TU/TH Sep 20 6:30-9:30 10 223.06

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. Saturday course runs Nov. 5, 12, 19, 26, Dec. 3. Revision of dates if necessary.
32536 FF TU/TH Nov 1 6:30-9:30 10 223.06
32515 FF SA Nov 5 9:00-3:30 5 223.06

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: LANG10031, LANG10032, LANG10033, LANG10034.
32516 FF MO/WE Nov 19 6:30-9:30 11 245.36

Capstone Course, Skills Integration  LANG10036
Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional and financial management skills required for work as an independent contractor. Prerequisites: First 5 courses. Revision of dates if necessary.
32525 FF MO/WE Nov 7 6:30-9:30 10 223.06

Writing for Publication Certificate
Mohawk College Certificate
With a new focus and new courses, this certificate program is ideal for beginner and established writers alike who are interested in creating or enhancing their portfolio of written work. Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you’re a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and most importantly, get you writing.
Questions? 905-575-2025 / crearts@mohawkcollege.ca

The Dynamics of Prose  COMM10119
Great writing hinges on establishing a unique voice and writing style. Learn how to create or refresh yours with this intensive survey and workshops of the techniques necessary for memorable prose. Study the masters of distinctive prose and workshop your own experiments with writing styles in search of your authentic writing voice. Develop editing strategies for avoiding clunky or purple prose.
32518 FF WE Jul 14 7:00-10:00 13 289.97
Register online at ce.mohawkcollege.ca (*CRN required)
The Dynamics of Plot COMM10120
Focuses on the unseung hero of great storytelling: plot. Study and use various plot mechanisms and devices through in-class workshop. Learn how to refresh classic storytelling arcs and incorporate backstory and thematic content. Avoid plot cliches. Study great plots from the movies, short stories and novels.

32520 FF TU Sep13 7:00-10:00 13 289.97

Grammar For Writers COMMLLP01
Learn to recognize and correct errors in punctuation, word choice, structure, and tone, and write and edit with confidence. Suitable for the beginning writer who wants to be grounded in the basics or established writers who would like to hone their skills.

32523 FF TU Sep13 7:00-10:00 13 289.97

Creative Writing II: Short Fiction COMML945
Continue to hone your fiction writing skills. Create vibrant characters, settings and dialogue, then weave them together into cohesive short stories. Workshops and revisions follow your work from first to final draft.

32517 FF MO Sep12 7:00-10:00 13 289.97

Writing the Novel 1 LANGLL936
Master the essentials of the novel form - plot, structure and character arc. Discipline your prose and process as you tackle the first or next draft. Get feedback on your work-in-progress.

32521 FF WE Sep14 7:00-10:00 13 289.97

Writing Workshop 1 COMM10215
This interactive class lets you develop and polish your creative skills in an active workshop environment. Many of the popular writing styles will be covered - poetry, short fiction, script, non-fiction etc. Choose any of the styles to concentrate on with ongoing feedback and support.

32522 FF MO Sep12 7:00-10:00 13 289.97

Writing Family History and Memoirs COMM10111
Do you have a family story worth telling? Draw on your own experiences or family background to create memorable and compelling non-fiction. Learn creative non-fiction technique and receive helpful feedback.

32519 FF TH Sep15 7:00-10:00 13 289.97

Coaching: Introduction to Competition - Part A SPRT10000
Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

32474 FF FR Sep23 6:30-10:00 2 130.00 SA 9:00-5:00
32476 FF FR Nov18 6:30-10:00 2 130.00 SA 9:00-5:00

Coaching: Introduction to Competition - Part B SPRT10001
Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included in course fee.

32477 FF FR Oct21 6:30-10:00 2 130.00 SA 9:00-5:00

Conflict Management SPRT10013
Coaches learn how to identify where conflict is likely to occur and how to manage the situation. Coaches learn five approaches to managing conflict and when it is appropriate to use each of them.

32481 FF FR Dec9 6:00-10:30 1 70.00

Coaching and Leading Effectively SPRT10014
Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters.

32478 FF FR Dec16 6:30-10:00 2 115.00 SA 9:00-3:00

Psychology of Performance SPRT10015
Guide athletes in the development of psychological skills they need to maximize their performance. Coaches develop individualized competition focus plans for their athletes or teams and the ability to critically reflect on psychological skills to decide which are most relevant for their athletes and teams.

32483 FF SA Dec10 9:00-5:00 1 90.00

Leisure - Wilderness Identifying Edible and Medicinal Plants & Trees HORT10001
Identify 50 edible and medicinal wild plants and trees during this day of hiking and foraging. Course manual available in class for $10.00. Come dressed and prepared for hiking.

32310 FF SA Oct1 10:00-4:00 1 85.00

Wilderness Survival Skills RECL10001
Explore essential survival skills including prevention and avoidance skills, emergency trip planning, clothing and footwear selection, basic map and compass skills, and more. Course manual available in class for $25.00.

32317 FF SA Nov5 9:00-5:00 1 130.00

Rock Climbing Introductory Session RECLLE039
Discover the sport of rock climbing. All ropes & equipment supplied. Wear running shoes. LOCATION: Rattlesnake Point Conservation Area-North end of Appleby Line. For information call Equinox at 1-800-785-8855.

32578 OR SA Sep17 8:30-12:00 1 40.00
32579 OR SA Oct1 8:30-12:00 1 40.00

Rattlesnake Point, north end of Appleby Line. For information call Equinox at 1-800-785-8855.

32580 OR SA/SU Sep24 8:00-6:00 2 160.00
32581 OR SA/SU Oct8 8:00-6:00 2 160.00

Exercise & Sports Courses
Fencing Introductory RECLLE013
Develop the basic defensive and offensive skills of this challenging form of exercise. Foils, masks, and protective jackets supplied.

Location: Hillfield Strathallan school

32417 OR WE Sep14 7:30-9:30 1 28.00

Fencing Level 1 SPRTLE213
Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013.

Location: Hillfield Strathallan School

32418 OR WE Sep21 7:30-8:00 8 79.84

Pilates Mat Work-Beginner/Intermediate HLTHLE215
Enhance your Pilates skills, with increased duration and a broader repertoire of exercises. Bring your own mat, and be able to get up and down to the floor unassisted. Dress comfortably.

CLASSES TAKE PLACE AT THE STUDENT RESIDENCE

32419 FF WE Sep14 7:00-8:00 8 105.36

Fitness Leadership Certification Program
Questions? 905-575-2298 / katya.garon@mohawkcollege.ca
Emilie Cote 905-522-9922 ext. 138

A DIFFERENT MANUAL IS REQUIRED FOR EACH COURSE - $56.50 each payable by CHEQUE on first night of course

Group Fitness Leader Module HLTHF003
Apply fitness theory in the development of a safe, effective, fitness class, with emphasis on music and phrasing, class design, cueing, program planning, and teaching/ leading. Location: YWCA 75 MacNab St. S. Prerequisite: Fitness Theory NOTE: No class on Thanksgiving Sunday.

32300 OR SU Oct2 12:00-4:30 6 232.86

Personal Trainer Module HLTHF004
Prepare for a Certified Professional Trainer Network designation. Study advanced anatomy, exercise physiology, and biomechanics in program design, as well as consulting skills and the business aspects of personal training.

CPTN Prerequisite: Personal Training F1001.

32304 FF MO Sep12 7:00-10:30 13 457.29

Looking for a course? Search the index at the back of this catalogue.
**Math/Statistics**

campus.mohawkcollege.ca/mathematics-statistics

**Business Diploma Math Courses**

Questions?
905-575-2203 / ceengty@mohawkcollege.ca
905-575-1212 ext. 3481 / frosina.stojanovska-pocuca@mohawkcollege.ca

**Prerequisite:** MATHMA101.

Courses

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>MATHMA101</td>
<td>Mathematics 1</td>
<td>4.00</td>
<td>Sep 13</td>
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**Mathematics 1** MATH10011

Focus on Equations, Right Triangle Trigonometry, Quadratics and Complex Numbers. 4 month (28 hour). Prerequisite: Grade 12 Math (C or U), or MATHMA002, or equivalent.

**Mathematics 2** MATH10012

Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

**Mathematics 3** MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.

**Mathematics 4** MATH10022

Focus on and Graphing of Systems of Equations, Sine Wave Analysis, and Logarithms. 4 month (28 hour). Prerequisite: MATH10011 or equivalent.

**Mathematics 5** MATH10024


**Mechanical Intermediate Algebra** MATH10029

Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry: 4 month (42 hour). Prerequisite: MATHMS165 or equivalent.

**Mathematics for Computer Studies** MATH10042

Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

**Preparatory Apprenticeship - Math** MATHMA001

Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration. 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).

**Preparatory Mathematics(Business)** MATHMA003

Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. 4 month (48 hour). Prerequisite: Grade 11 Math (U or C).

**Preparatory Mathematics(Science)** MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

**Preparatory Mathematics(Engineering)** MATHMA008

Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math applied or academic.

**Preparatory Mathematics(Technology)** MATHMA009

Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

Register online at ce.mohawkcollege.ca (*CRN required*).
Mathematics

Mathematics for Construction

Mechanical Basic Algebra

Math/Statistics / Social Sciences

Mechanical Basic Algebra

Mathematics

Mathematics

Mathematics

Mathematics

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Mathematics

Mechanical Basic Algebra

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Social Sciences

General Education Band Selection Courses

The following restrictions apply:

The course chosen must NOT be related to (or included in) your program of studies.

For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity; Recreation and Leisure Services students cannot use Sociology, etc.

You are advised to seek approval for the course you are considering, before registering.

When you have successfully completed the course you must apply for an exemption from your General Education course. Submit applications to the Registration Centre at your campus.

Courses and times are subject to change. See the catalogue and the index for details.

CRN* Location Day(s) Start Times #Sessions Fee
31256 FF WE Sep12 6:30-9:30 6 104.20

Give the Gift of Education!
Gift Certificates available - 905-385-4295
General Interest / Bridging Programs / Community Training Solutions

Sociology 2  SCS1109 (E)
Further develop your understanding of the interrelationship between the individual and society, and between different social groups.  32118 FF WE Sep14 6:30-9:30 14 312.28

General Interest

ZOOMERS & BOOMERS
The following courses and workshops may be of interest to you:
• OutSmart Your Smartphone
• Computers DeMystified
• Travel Education
• Acting for Beginners
• Home Reno for Women
• Home Staging
• Food, Food, Food
• Sewing - Introduction
• Easy Flower Arranging
• Perennial Gardening
• Digital Photography
• Selected Themes, Art History & Appreciation
• Pottery 1
• Jewellery - Construction

Refer to index for page numbers

Questions?
905-575-1212 ext. 3009 / ce.mohawkcollege.ca/generalinterest

Dancing
Ballroom Dancing-Beginners
DANC1901
Learn the basics of Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., E.
32576 OR TH Sep15 7:00-8:30 8 138.00

Ballroom Dancing-Intermediate
DANC1902
Enhance your skills with the six dances covered in the basic course, plus Merengue, Samba and Salsa. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., East
32577 OR TH Sep15 8:30-10:00 8 138.00

Home
Home Reno for Women - Basic
Plumbing
GINT10037
Learn the basics of plumbing from CHCH-TV Reno expert Pamela Stiles as she demonstrates the ins and outs of home improvement for women. From toilets to taps to pipes...Pam will show you step-by-step how to get the job done!
32501 FF SA Sep24 9:00-5:00 1 70.40

Home Reno for Women
GINT10042
Learn how professionals paint from CHCH-TV Reno expert Pamela Stiles as she demonstrates the ins and outs of home improvement for women. Including Faux finishing, Venetian Plaster and painting kitchen cabinets. Pam will show you step-by-step how to get the job done.
32500 FF SA Oct1 9:00-5:00 1 82.08

NEW!
Home Reno for Women - Tools & How to Use Them
GINT10041
Learn the basics of Power Tools from CHCH-tv Reno Expert Pamela Stiles as she demonstrates tools every woman should know how to use. From tape measure to a jigsaw. Pam will show you step-by-step how to get the job done. Material fee of $8 included in course fee.
32434 FF SA Oct22 10:00-1:00 1 50.97

NEW!
Home Reno for Women - Build a Bookshelf
GINT10045
Learn the basics of building a bookshelf from CHCH-TV Reno Expert Pamela Stiles as she shows you how to calculate measurements, choose materials and complete the project. Material fee of $10 included in the fee.
32436 FF SA Oct29 9:00-5:30 1 80.29

Sign up now! Registration opens at 8:30 am on Tuesday, August 9

Life and Career Skills

Upon successful completion of Assertiveness Training for Professionals 1, 2, and 3, you will receive an Acknowledgement of Completion.

Assertiveness For Professionals
PERS1050
Develop enhanced personal management skills for career productivity. Focus on stress and anger management, dealing with difficult people, and peer relations. Students can receive an Acknowledgment of Completion.
32456 FF WE Sep21 6:30-9:30 4 89.22

Assertiveness for Professionals 2
PERS10008
A review of skills taught in Level 1 and an introduction to and practice of problem solving skills and dealing with difficult people in work situations. How to deal with assertiveness in group situations, be an effective group leader and team member.
32458 FF WE Oct19 6:30-9:30 4 89.22

Assertiveness for Professionals 3
PERS10011
Building on the skills developed in Level 1 & 2, participants will receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.
32457 FF WE Nov16 6:30-9:30 4 89.22

Computers DeMystified
COMP10130
Demystify the terms and acronyms used to describe the components and features of today's computers. Learn what to look for and what each component means and does for you as a consumer. Topics include: RAM, HDD, SSD, Motherboard, CPU, Video Cards (VGA/dvi/ hdmi)
32392 FF SA Oct1 9:00-11:30 1 27.09
32393 FF SA Nov5 9:00-11:30 1 27.09

Need Help?
AskMohawk at ce.mohawkcollege.ca

Register online at ce.mohawkcollege.ca (*CRN required)
How to read course details:

<table>
<thead>
<tr>
<th>CRN*</th>
<th>Location</th>
<th>Day(s)</th>
<th>Start</th>
<th>Times</th>
<th>#Sessions</th>
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<td>31256</td>
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Looking for a course? Search the index at the back of this catalogue.
#### MCE / Associated Professional Programs

**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

**Accounting And Finance** ACCTMMP04
Examine basic accounting and finance for the maintenance professional. Focus on accounting principles, cost accounting, budgeting, inventory management, forecasting, ROI, and cost benefit analysis. Fee includes text and materials.
931925 FF SA Sep10 9:00-5:00  4 679.25

**Management Skills & Techniques** MGMMMP01
Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and course materials.
931925 FF SAVSU Oct22 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.
For program details/registration visit www.mcecor.com
Questions? 905-667-6236 / tdifrancesco@mcecor.com

**Cross Connection Control Tester’s Recertification** HRAP10060
Recertify as a backflow tester. Effective January 1, 2012 recertification every 5 years is required by the Ontario Water Works Association. Individuals certified before Jan. 1, 2007 must attend a 16-hour seminar and pass an examination to retain certification.
31991 SC TH/FR Sep8 8:00-4:30 2
31992 SC MO/TU Sep19 8:00-4:30 2
31994 SC MO/TU Oct3 8:00-4:30 2
31993 SC TH/FR Oct13 8:00-4:30 2
31995 SC TH/FR Nov3 8:00-4:30 2
31998 SC MO/TU Dec12 8:00-4:30 2

**Cross Connector Ctrl Tester** HRAPEW268
Prepare for the Ontario Water Works Association “Cross Connection Control Specialist” certification exam. Examine backflow, hazards, maintenance and testing. Open to licensed plumbers, steam fitters or engineers or water distribution employees.
31728 SC MO/FR Sep26 8:00-4:30 5
31733 SC MO/FR Oct24 8:00-4:30 5
31743 SC MO/FR Nov14 8:00-4:30 5
31747 SC MO/FR Dec5 8:00-4:30 5

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**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

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### 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.
Exposes you to the major areas of managerial responsibility and enhances management skills. Candidates require two years of management/administration experience prior to applying for the C.I.M. designation. Candidates must apply within six years of completing the prescribed studies.

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**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.
32042 FF TU Sep27 7:00-10:00 10 599.00

**Principles of Inventory Control** BUSNPGVC
FMOM Course. Should be taken first. Master the essentials of Inventory Management with emphasis on methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments and current and evolving technologies.
32043 FF TU Sep13 7:00-10:00 12 688.73

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**Canadian Institute of Bookkeeping**
See Distance Education section for course offerings.

**More Information?**
Canadian Institute of Bookkeeping
www.cibcb.com / 416-925-9420 / info@cibcb.com / ce.mohawkcollege.ca/CIB

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**Canadian Institute of Management**
CIM, a federally and provincially chartered association, is committed to leadership in promoting management professionalism, efficiency, effectiveness and excellence in individuals and organizations.
Fees include: CIM membership, dinner meetings, networking and a subscription to the Canadian Manager Magazine. Applications and fees are collected by CIM.
Visit www.cim-hamilton.com for details.
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

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**TWO CERTIFICATES 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.

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Need upgrading in Math or English? 905-575-2029

Register online at ce.mohawkcollege.ca (*CRN required*)
Associated Professional Programs / Important Information

CIM Information Night
Find out more about the CIM and our programs by attending our Information Night! This will be held Wednesday, August 24, 2011 from 6:30 to 8:30 p.m. at Mohawk College Fennell Campus (room 1109).

Introduction to Management MGMT10019
Explore the roles and functions of managers in the Canadian business environment, with emphasis on planning, leadership, decision-making, communication and organizational behaviour.
32183 FF MO Sep19 6:30-9:45 14

Managerial Accounting ACCTCIM03
Examine the basics of financial accounting appropriate for product casting & decision making, & the planning & control aspect of the managerial process.
32184 FF TU Sep13 6:30-9:30 14

Project Management Fundamentals MGMTCIM11
Explore project management essentials and examine critical people skills needed to lead and implement projects. Open to CIM & non-CIM members.
32186 FF TU Sep13 6:30-9:30 14

Institute of Law Clerks of Ontario
See Distance Education section for course offerings.

Qualifed 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 AAA 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/CSGB 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

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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 $770.00 each

- Liquid Penetrant Levels 1 & 2
  Thursdays, starting September 15, 2011

- Magnetic Particle Levels 1 & 2
  Tuesdays, starting September 13, 2011

- Ultrasonics Level 1 (runs 5 weeks)
  Saturdays, starting September 17, 2011

PROFESSIONAL DEVELOPMENT
Runs 14 weeks Cost: $770.00
- Engineering, Materials and Components.
  Mondays, September 12, 2011

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 / 905-387-1655

Important 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.

Admission Requirements
For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict 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 CE 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

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-$0.0052. 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 STARTRT (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 or MasterCard, or Debit.

INTERNATIONAL STUDENTS
All international students require approval from International Education, Room J107, at Fennell Campus before registering for continuing education courses. International fees for C.E. courses will apply - $910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Visit the staff in Room J107 or call 905-575-2254 for more details.
Important Information

Academic Information

Academic Appeal Form
You may obtain the Student Academic Appeal Form at Fennell Campus, Room C112, or F124, Student Services at the Institute for Applied Health Sciences, STARRT Institute or from your Assoc. Dean’s office.

Academic Policies and Procedures
All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at www.mohawkcollege.ca/Discover/Help.html.

Campus Closing (Emergency situations)
Call 905-575-2444 or 519-758-6000 or visit www.mohawkcollege.ca
In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit www.mohawkcollege.ca for campus closure announcements. These are the only methods of providing advance notice.

Classroom Locations
Room numbers for courses at all campuses are available at ce.mohawkcollege.ca after 3:00 pm on the day the course begins. Classroom locations are also posted at the main campus entrances.

Course Cancellations
Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note - Classes will be cancelled if they do not meet minimum enrolment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College.

Exemptions
Gain recognition for course work completed at another educational institution that is equivalent to learning required in a specific Mohawk course. Find information on how to apply and get the results of your exemption request on the Student Services tab of www.mohawkcollege.ca. To apply for an exemption, login to MoCoMotion and select “Self Service” on the Main Menu of the Welcome tab. Please check with your instructor.

Exemptions

Prior Learning Assessment & Recognition (PLAR)
Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, by one of the following methods:

Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.
Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

Questions?
www.mohawkcollege.ca/PLAR / PLAR@mohawkcollege.ca

Exemptions:
Refer to Exemptions

Release and Waiver
Students registered or participating in a Continuing Education course or program are bound by College Regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to disabled registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

Grades
Effective Fall 2009, a minimum passing grade of 50% applies for all graded courses offered at the College. A 60% weighted GPA is required for academic calculated graduation.
Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at www.mohawkcollege.ca-Mohawk Students-Academic Records and Registration-Grading and Evaluation System. To access your grades and review your progress, use MoCoMotion and select “View Grades” on the Main Menu of the Welcome tab.

Graduation
When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Assoc. Dean in writing. “Request for Certificate” forms for certificate graduates and “Application for Admission to Convocation” (graduation) forms for diploma graduates are available from the Continuing Education Registration Office, the Continuing Education Student Activities (MCACES) Office or at the Information Desk. Carefully indicate the correct spelling of the names to appear on the document. Continuing Education certificates and diplomas are generally presented at the Fall Continuing Education graduation ceremony. The deadline to apply for graduation is August 15.

Prerequisites
It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Important Information

Financial Aid
If you are a part-time student or upgrading and are considering 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 519-758-2700 ext. 2133, or visit the Dept. of Financial Aid, room C066, Fennell Campus, Monday to Friday, 8:30 a.m. to 4:30 p.m. Applications for financial assistance are also available in Rooms F114 and F124, Fennell Campus and the Front Desks at the Brantford and STARRT Institute Campuses. Completed applications must be returned to room F124 at Fennell or the Front Desk at the Brantford Campus or STARRT Institute.

Income Tax Receipts
In March 2012, students registered in 2011 will be able to access their T2202A Tuition and Education Amounts Certificate via Self Service in MoCoMotion.

Refunds
To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math, Learning Centre and Distance Education) you must withdraw within 6 days of the published start date of the course to receive a refund. If you wish to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

REFUND AMOUNTS
A $20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Note:
1. If you have an outstanding balance with the college all refunds will be applied to that balance.
2. Allow a minimum of 4 weeks processing time for refunds.
3. Refunds are issued by cheque and sent to the registered student. (Exception - tuition paid directly by employer or sponsoring agency to the College).
4. The Standard Refund Policy may not apply to seminars, workshops, Travel Education, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

Register online at ce.mohawkcollege.ca (*CRN required)
NOTICE OF WAIVER:
Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, program description, option, course, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Courses offered this term are published in this catalogue.

Repeating Failed Courses
A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

Residency & Time Requirements for Certificate and Diploma Programs
To qualify for a Mohawk College certificate or diploma, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. Graduates are expected to demonstrate competencies outlined in the program of studies applicable at the time of graduation. Where study has been interrupted, the College may require a student to repeat a subject area.

Senior Citizens
Senior Citizens, 65 years of age or older, may register for most Mohawk C.E. funded credit and/or credit for prior experiential learning. Proof of age is required at registration.

Books, Supplies
Three locations: Fennell Campus (main store) 135 Fennell Ave. W., Hamilton 905-575-2070; Brantford Campus 411 Elgin Street, Brantford 519-758-6026; STARRT Institute, 481 Barton St. E. 905-575-2514.
Visit mohawk.bookware3000.ca for hours of operation. Check out our NEW ON-LINE ORDERING feature - choose to either reserve your order for pick-up at the Bookstore or have your books delivered to your door for a nominal fee.

Payment methods - Cash, MasterCard, VISA and direct payment (debit).

Booklists - Posted in the bookstore just before term start-up.

Textbook Returns - Returned merchandise must be in resalable condition. Do not write in, mark or read your textbook until you are certain about your courses.

Refund Policy - Sales receipts must be provided with all items.

Refund Period - two weeks from date of purchase with receipt. NO refunds just prior to, during or just after exam weeks. A restocking charge may apply at the discretion of the bookstore staff. If you are withdrawing from a course after the two week period, you must provide a copy of your withdrawal form.

Custom Courseware - non-refundable.

ALL REFUNDS ARE MADE AT THE DISCRETION OF STORE PERSONNEL

Accessible Learning Services
Accessible Learning Services are available at all campuses for confirmed applicants and registered students who suspect they have a disability or who have a documented disability such as:
• Physical or mental health condition
• Learning disability
• Deafness, deafened and hard of hearing
• Blindness or partial sight
• Acquired brain injury

Contact Information:
Fennell Campus: Room C102 / 905-575-2211
Brantford Campus: Room A102 / 519-758-6014
Institute for Applied Health Sciences (IAHS): Room 303 / 905-540-4247 ext. 26751
STARRT: Room A118 / 905-575-1212 ext 5000
accessiblelearningservices@mohawkcollege.ca

Early identification is recommended. Attendance at a Group Information and Registration Session (GI&RS) is required as a first step to access support for individual needs.

A comprehensive overview of Accessible Learning Services and Session information/schedule is available at www.mohawkcollege.ca/StudentServices/AccessibleLearningServices.

Accessible Parking
You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Parking Permit. Those who do not have an MOT Permit will be required to buy a parking pass.

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• Learning disability
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• Blindness or partial sight
• Acquired brain injury

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Fennell Campus: Room C102 / 905-575-2211
Brantford Campus: Room A102 / 519-758-6014
Institute for Applied Health Sciences (IAHS): Room 303 / 905-540-4247 ext. 26751
STARRT: Room A118 / 905-575-1212 ext 5000
accessiblelearningservices@mohawkcollege.ca

Early identification is recommended. Attendance at a Group Information and Registration Session (GI&RS) is required as a first step to access support for individual needs.

A comprehensive overview of Accessible Learning Services and Session information/schedule is available at www.mohawkcollege.ca/StudentServices/AccessibleLearningServices.

Accessible Parking
You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Services Available:
• Educational Planning
• Career Counselling
• Academic Problem Solving

In addition, prospective and registered CE students may access counselling services in the MCACES Centre - room F114, Fennell Campus during specified hours. Call 905-575-2176/519-759-7200 ext. 2176 for more information.

Dispute Resolution Services
You may access the services of a professional mediator on a confidential, voluntary basis, free of charge. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues such as interpersonal conflict/personal harassment. For an appointment, contact the Student Issues Coordinator at 905-575-2318 or from Brantford 905-579-7200 ext. 2318, via email at dawn.harrison@mohawkcollege.ca or in person at Fennell A129.

Our Library
The Library is here to help you! Contact us at any of Mohawk’s campuses:
• Brantford (519-758-6019)
• Fennell - 2 locations: The Cummings Library & Collaboratory (905-575-2077) in the Learning Exchange and the eLibrary in iWing (905-575-2244)
• IAHS (905-540-4247 ext. 26835)
• STARRT (905-575-2504)

Can’t visit us in person? Access the library website, TheBRAIN at brain.mohawkcollege.ca, for a full range of resources - from anywhere at any time!

The library is an integral part of your learning experience and we’re committed to helping you succeed!

• Get expert, friendly assistance from professional staff accessible by phone, email (brain@mohawkcollege.ca), in person or chat.

• Access resources in a variety of formats - print, audiovisual and online;

• Connect 24x7 to a huge array of online materials (e-books, e-journals, online videos and more) from TheBRAIN.

• Collaborate in group spaces that can be booked ahead (at select locations) or study in quiet areas.

• Discover online guides and tutorials to get you started with your research.

We look forward to helping you connect, learn and succeed at Mohawk!

Parking Information
Fennell, Brantford & STARTT
Continuing Education evening and weekend students at Fennell, Brantford and STARTT campuses will automatically receive a parking pass with your Acknowledgement of Registration. A transportation fee of 70 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a course during the day or a course where there are no fees, you will be required to buy a parking pass.

Visit the Parking, CE Registration or Student Services office at your campus for information. If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit www.mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.
**Important Information / Index**

IAHS (Institute for Applied Health Sciences)  
McMaster University parking guidelines apply. Purchase permits at the E.T. Clarke Centre, Room 102. Student I.D. card required. For further information, call McMaster University at 905-525-9140 ext. 24232.

**Disability Parking**  
See Accessible Learning Services section for more information.

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

**Smoke Free Policy**  
Smoking is not allowed in any Mohawk College facility, and is prohibited at the main entrances of the College and other selected entrances. Non Smoking Areas are clearly identified by signs. Note: Entrances are patrolled and smoking fines will be issued to those who do not comply with this policy.

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Register online at ce.mohawkcollege.ca (*CRN required)

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Register as of **Tuesday, August 9, 2011**...

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**By Web:**

PAYMENT: o **VISA** o  
VISIT: ce.mohawkcollege.ca

Available to existing and new students. Day, evening and weekends for your convenience.

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**By Facsimile:**

PAYMENT: o **VISA** o  
FAX completed Registration Form to:  
Fennell Campus 905-575-2348  
Brantford Campus 519-758-6043

**NOTE:** Registration by fax does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.

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**By Mail:**

PAYMENT:  
- Certified Cheque  
- Money Order  
- **VISA**  
-  
Complete Registration Form and mail to:  
Mohawk College: Continuing Education Registration  
P.O. Box 2034, Hamilton, Ontario L8N 3T2

**NOTE:** Registration by mail does not guarantee a place in the course. Acknowledgement will be mailed to you within 10 days of processing.

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**In Person:**

**HAMILTON**  
Fennell Campus  
135 Fennell Avenue West, 905-385-4295  
Regular Business Hours:  
Monday to Thursday, 8:30 a.m. to 7:00 p.m.  
Friday, 8:30 a.m. to 4:30 p.m.  
Extended Business Hours:  
August 29, 2011 to September 16, 2011:  
Monday to Thursday, 8:00 a.m. to 8:00 p.m.  
Friday, 8:00 a.m. to 5:00 p.m.

**Brantford Campus**  
411 Elgin Street, 519-758-6014 | Contact Campus for hours.

**INSTITUTE**  
Stoney Creek – Room A111  
481 Barton Street, 905-575-1212 ext. 5000  
Contact Campus for hours.

---

**HAVE A QUESTION?**

Scan to view Mohawk’s Continuing Education AskMohawk Instant Answer Service on your smartphone

1. Download a QR code reader Mobile App to your smartphone.  
2. Launch the App and scan the code – you’ll be taken right to the AskMohawk page.  

Points to: [http://mohawk.intelliresponse.com/m/ce](http://mohawk.intelliresponse.com/m/ce)
Continuing Education Registration Form: Avoid Disappointment... Register Early


Cash            Debit            Visa            MasterCard            Certified Cheque*            Money Order*            Bank Draft*      (*payable to Mohawk College)

Please provide your student identification number: [maximum of 9 characters]

Date of Birth: [ ] [ ] [ ] / [ ] [ ] [ ] / [ ] [ ] [ ]

Example: Day 01, Month Jan, Year 1952

Social Insurance Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

* Note: Date of Birth/S.I.N. is required on the Mohawk College Student Record System to assist our office in the renewal of your academic grades from the computerized/documented student files and to issue income tax receipts.

Please check:

- Do you possess a high school Diploma? [ ] Yes  [ ] No
- Are you a Canadian Citizen, Aboriginal or Landed Immigrant? [ ] Yes  [ ] No

Please print:

- [ ] Dr
- [ ] Mr
- [ ] Miss
- [ ] Mrs
- [ ] Ms

Surname
First Name
Second Name

Unit/Apt
Street Address

City
Province
Postal Code

(   )
Area Code
Home Telephone

(   )
Area Code
Business Telephone
Ext

Course Information - Use this section to register for up to four courses.

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<th>CRN</th>
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Should requested CRN's be full, please add my name to the Wait List: [ ] Yes  [ ] No

Signature of Student
Date

Total Fee:

Courses with insufficient enrollment will be cancelled before the course starts.
Therefore, it is recommended that you register AT LEAST ONE WEEK PRIOR TO COURSE START DATE.

Payment Information - Course fees must be paid in full at the time of registration.

- [ ] Cash  [ ] Debit  [ ] Visa  [ ] MasterCard  [ ] Certified Cheque*  [ ] Money Order*  [ ] Bank Draft*  (*payable to Mohawk College)

Method of Payment:  [ ] MasterCard  [ ] VISA

Cardholder Name as Appears on Card

Credit Card Expiry Date
Month  [ ]  Year

Credit Card Signature
Date

Card Holder Signature
Date
The past meets the present

Hamilton’s favourite morning show hosts have strong ties to Mohawk

Fans of 102.9 K-lite FM’s morning show hosts Sunni Genesco and Matt Hayes tune in every weekday morning to listen to the comedic banter that has been the winning formula for the popular morning show for the last 17 years.

What those might not know is that the dynamic duo of radio has strong ties to Mohawk College. Matt, who is also well-known for his daily weather reports on CHCH TV, is a graduate of Mohawk’s Broadcasting program and an Alumni of Distinction winner. Sunni, and her husband Bob, are big fans of the College’s Continuing Education program.

Q. Can you tell us about your connection to Mohawk, and what role the College has played in your life, and the influence it has had on your careers?

Matt: “It certainly influenced my career. That’s where I got all my training. There’s a strong Hamilton connection to Mohawk, a lot of the people that I went to school with I still work with to this day. People either went into local radio like Peter Jaycock (host of Peter Jaycock Show) who I work with at the radio station, or into television. There’s a ton of people at CH that went to Mohawk.

“I also had the opportunity to teach there for a few years in the 1980s and have stayed connected by emceeing the annual Alumni of Distinction awards.”

Sunni: “For me it’s been about people. This radio station has given many Mohawk grads jobs in their field, and not just in the broadcasting end of it. There are Mohawk grads in sales and promotions too. They all come to us with a great work ethic and a deep understanding of what their roles are and what the radio broadcasting field is all about.

“I’ve also taken computer and communication courses at Mohawk. And my husband, Bob, has taken cooking and language courses. It’s worked great for me, and Bob loves the courses he’s taken and plans to take more. That’s the great thing about Mohawk, whether you’re taking courses during the day or at night, is that there are courses for everybody. I don’t think people realize what a gem we have there”

Q. Do you have any memorable moments from Mohawk, or a teacher there that made a difference to you as a student?

Matt: “Here’s a bit of irony. We did a show called Good Morning Mohawk and I wound up doing the weather long before I ever envisioned doing the weather or being a weather person. It wasn’t something I personally dreamed of doing. It was a very looney-goosey show. They (students) used to throw snowballs at me as I was doing the report. We’d be in the studio to the wee hours of the morning working on it. I think most of the show was broadcast before any students were even up to watch it, but we had a good time, and it really prepared me for what would come.

“There was this teacher, Russell Elman, who was there for a million years. He taught media ethics and he was determined that before you left his course you knew what he wanted you to know.

“When you wrote a test if there was anything you didn’t get right he’d call you at home and tell you he was going to call you back in 15 minutes and in that time you had to do the research and figure out the answers. You had to give him the answers over the phone. It didn’t change your grade; he just wanted to make sure you knew the answers to the questions because to him it was important that you knew the right answers. That was the kind of teacher he was.”

Sunni: “The gal who taught me computers knew I had a specific way of looking at things and she showed me how to adapt. The instructors there are great. It’s a great atmosphere. Like so many things in Hamilton, Mohawk is a tool – in a city that’s challenged with unemployment – that you can use to diversify your resume. And it’s never too late to try something new.”

Q. You’re both very active in the community and have seen the impact that various companies and organizations have in this city. In your opinion, what kind of impact has Mohawk had on Hamilton?

Sunni: “In most workplaces in the city there are Mohawk grads. The courses that are offered at Mohawk are perfect for this area. You are able to take something and use it to get something in the community. That’s the great thing about Mohawk. We have that kind of facility at our fingertips.”

Matt: “Mohawk over the years has built a really good reputation as an institution that succeeds in preparing people for the working world. That’s the best thing that Mohawk does for the community. It’s another educational institution that puts Hamilton on the map. It also employs a lot of people. A lot of people that I went to school with are now teachers and I had the opportunity to do teaching there myself.”

Q. What do you think of the changes that are taking place at Mohawk?

Sunni: Phenomenal. The observations I’ve made based on the students coming out of the college is that now more than ever it’s more interactive. It’s relevant and current. When you go to Mohawk you’re going to come out of there with enough information to get into a line of work at a time when employment is difficult to access.”

Matt: “It’s come a long way since I’ve been there, but I’ll tell you whenever I walk into F Wing there’s still a real familiarity to being in the studio and the newsroom. There are aspects that have changed, but physically the studio is still there so when I walk in there I totally go back many years to my days at Mohawk.”

It was such a great time. We were all young and all aspiring to get into the business. We used to work on different productions and we’d spend our nights and weekends there concocting all these different crazy shows and assignments. We just had a great time.”