CONTINUING EDUCATION... Learning for Life

MOHAWK COLLEGE

Quality Teaching, Quality Learning

Watercolour Instructor Dale Kelloway (left) has students returning for more.

Plus... Mohawk rated top college in 22 categories

Fall 2001
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Visit the Mohawk College website at [www.mohawkc.on.ca](http://www.mohawkc.on.ca)

Browse the catalogue on the web at [cecat.mohawkc.on.ca](http://cecat.mohawkc.on.ca)
## BRANTFORD COURSES

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<td>Human Resource Management</td>
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<td>Blueprint Reading Mechanical</td>
<td>Internet Starting Point</td>
<td>MS Word - Levels 1&amp;2</td>
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<td>CAD/CAM(MasterCAM) 2D&amp; Advanced 3D</td>
<td>Introduction to Macintosh- Levels 1&amp;2</td>
<td>Organizational Behaviour and Administration</td>
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<td>Introduction to Microcomputer CAD</td>
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Please see individual sections of this catalogue for details on the above courses.
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NOTE: A two character code is used in the course information line to identify our various College locations.

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<td>4110 Harrison Rd. Binbrook ON 905-692-3228</td>
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<td>200 Terrace Hill St. Brantford ON 519-752-7871</td>
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<td>BY</td>
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<td>40 Queen St Brantford ON 519-752-6568</td>
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<td>91 Haddington St. Caledonia ON 905-765-4466</td>
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<td>CY</td>
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<td>117 Argyle St.N. Caledonia ON 905-765-4524</td>
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<td>45 Ellis Avenue Hamilton ON 905-549-2814</td>
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<td>Highway 20 West Hamilton ON 905-692-4224</td>
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<td>1130 Barton St.E. Hamilton ON 905-547-2944</td>
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<td>HH</td>
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<td>711 Concession St. Hamilton ON 905-527-4322</td>
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<td>HP</td>
<td>St. Joseph's Health Centre</td>
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<td>HY</td>
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<td>1119 Fennell Ave.E Hamilton ON 905-385-4356</td>
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<td>IH</td>
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<td>1400 Main St. W. Hamilton ON 905-540-4247</td>
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<td>MC</td>
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<td>55 York Blvd. Hamilton ON 905-522-3361</td>
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<td>Stoney Creek</td>
<td>481 Barton Street East Stoney Creek ON 905-662-3701</td>
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<td>50 Charlton Ave.E. Hamilton ON 905-522-4941</td>
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<td>SL</td>
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### PARKING INFORMATION

Paid parking is in effect at most College campuses. The academic year for the College is from September 1st to August 31st the following year. Continuing Education semesters are: FALL - September to December WINTER - January to March SPRING - April to June SUMMER - July and August. Some courses extend one or two sessions into the next semester, but parking permits for the previous semester are honoured for those sessions. At present there is no charge for evening parking in July or August or on weekends. For more information, please see page 135.
Touch Tone Telephone

Registration 905-385-HAWK

By using a Touch Tone Telephone, you will be able to access the following information.

After dialing (905)385-HAWK(4295), press ....

1. Registration Options
   - Register, Transfer, Enrolment Status, Webinar

2. Course Information
   - Courses, Availability, Start-Dates, Campus Locations, Course Fees

3. Catalogue Requests

4. General Information
   - Parking, Room Schedules, Registration

When Can You Use HAWK? Day, evening and weekends

How To Register With HAWK (you will need the following information)

- Your Mohawk College Student Identification Number
  You will find your Student ID Number on your student card, any receipts or transcripts you have been issued.
- The Telephone Registration Number (TRN) which is located to the right of each section number.
- Your VISA or MasterCard Number and the Expiry Date of your card.
- Complete the worksheet at the bottom of this page
- Phone (905)385-HAWK(4295)
  (For those students calling long distance, dial 1-888-J185-HAWK(4295).

HELP! 

If you find our telephone lines to be busy during registration peak times, try calling in the late afternoons or evening, or our fax service may be a helpful option for you.
(See "Register by FaxMachine", page 5)

Notes: For courses that do not have a TRN, for registrants without a Mohawk ID or those with a rotary dial telephone, please register by mail, fax or in person.

"HAWK" Worksheet (905)385-HAWK(4295)

Mohawk Student ID. # __________________________

Birth Date  __________________________ (Example ... July 3, 1949 would be entered as 19490703)

1.

2.

3.

CHI CREDIT CARD INFORMATION

VISA  MasterCard

Expiration Date...

Fall 2004 Touch Tone Registration begins 8:30 a.m., Monday, August 13, 2001

Register Early ... Avoid Disappointment
4 Ways To Register....Beginning Monday, August 13, 2001

By Touch Tone Telephone

By calling: (905)385-HAWK(4295)
or long distance 1-888-385-HAWK
(A Mohawk Student Number is required)
* See directions for Touch Tone Registration, page 4.

Available day, evening and weekends for your convenience.
Look for phone symbol. ☎

By Facsimile

PAYMENT: VISA or MasterCard only:
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.

By Mail

PAYMENT: Cheque, Money Order, VISA or MasterCard
Please include a separate cheque or money order (payable to Mohawk College)
for each course in which you are registering.

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.

In Person

HAMILTON
Fennell Campus
Fennell & West 5th, (905)385-HAWK(4295)
Mon. to Thur. 8:30 a.m. to 8:00 p.m.; Fri. 8:30 a.m. to 4:00 p.m. (Until Sept 21, 2001)

Mohawk/McMaster Education Centre
35 York Blvd
Hamilton Public Library Complex
Plaza Level, adjacent to Jackson Square
(905)522-3366
Tues. to Thurs., 9:00 a.m. to 4:00 p.m.

BRANTFORD
Brantford Campus
411 Elgin St, (519)758-6014
Mon. to Thur., 8:30 a.m. to 8:00 p.m.; Fri., 8:30 a.m. to 4:00 p.m. (Until Sept 21, 2001)

STONEY CREEK
Stoney Creek Campus
481 Barton St E., (905)575-1212, ext. 5000
Contact Campus for hours.

Visit the Continuing Education Website at:
www.mohawk.on.ca/cecat
- Fennell Course Classroom Locations
- Program Information
- Registration/General Information
- Continuing Education Catalogue
- Continuing Education Contacts
- Link to your Records via SAM
  to view grades, change address/phone

How To Read Course Details

<table>
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<tr>
<th>Course Number</th>
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No. of Sessions | Session Time | Start Date
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Registration commences at 8:30 a.m. ET on August 13, 2001

Browse the catalogue on the web at cecat.mohawk.on.ca
# Fax or Mail Registration

## AVOID DISAPPOINTMENT .... REGISTER EARLY

### REGISTRATION FORM

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### Mohawk I.D.
- If you obtained a student number in a previous year, please print your number in the space below.

### Social Insurance Number
- (Collected for Income Tax purposes)

### Date of Birth
- Year
- Month
- Day

### Prerequisite(s)
- Have you met the entrance requirements for the course(s) for which you are applying? (Refer to program & course details)

### Please print:
- First Name
- Last Name
- Surname
- Date of Birth
- City
- Province
- Postal Code
- Street Address
- Apt#
- Home Phone No.
- Business Phone No.

### I am paying by:
- [ ] Cheque (Payable to Mohawk College)
- [ ] Money Order
- [ ] Credit Card
  - [ ] VISA
  - [ ] MasterCard

### Payment must accompany Registration Form.

### What to do if a course is full ...
- To add your name to the Wait List, please indicate on the Registration Form and include a cheque or credit card number (VISA or MasterCard). Please be aware that if a spot becomes available, the next person on the Wait List will be automatically accepted and will be informed either by an Acknowledgement/Tax Receipt through the mail or by telephone.
- Cheques and credit card numbers for students not accepted from the Wait List will be destroyed.

### 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.

### College will be closed Monday, September 3 and Monday, October 8, 2001
Registration:
Advance registration is required for the above programs. Registrations must be accompanied by full course fee, or company purchase order, MasterCard, VISA, American Express or debit card. Cheques are payable to “Canadian Institute for NDE”

Please mail your request for enrolment with course payment to:
Registrar, Canadian Institute for NDE
135 Fennell Avenue West;
Hamilton, Ontario L8N 3T2
Direct Line: (905) 387-1655 or
College Ext. 3183 Visit us on the web at www.cinde.ca or
e-mail info@cinde.ca

ASSOCIATION OF MUNICIPAL CLERKS AND TREASURERS

For more information about the AMCT program, correspondence courses, or the AMCT designation, please contact Joanne Nissen, AMCTO Provincial office at (905)602-4294 ext. 29. For more information about these courses, please contact Pat MacDonald at (905)575-2404 or email macdonp@mail.mohawkc.on.ca

MUNICIPAL ADMINISTRATION PROGRAM (MAP)

These courses (Units 1 - 4) upgrade skills of municipal clerks and treasurers for accreditation with the Association of Municipal Clerks and Treasurers of Ontario, (AMCT designation). Students who complete all four units of either the MAP or MLP programs are also eligible for a Mohawk College “Acknowledgement of Completion” certificate.

Program of Studies
AMCT1 INTRODUCTION TO LOCAL GOVERNMENT - UNIT 1
AMCT2 MUNICIPAL ADMINISTRATION STRUCTURE UNIT 2
AMCT3 MUNICIPAL FINANCIAL ADMINISTRATION - UNIT 3
AMCT4 MANAGEMENT IN THE MUNICIPALITY

MANAGEMENT IN THE MUNICIPALITY
This unit examines a number of aspects of municipal administration from the perspective of the operations of small to medium sized rural and urban municipalities. AMCT4
FEE: $193.70
F1 12 TH 7:00-9:00 FF Sep13 702241

Be sure to check our web site - cecat.mohawkc.on.ca

MUNICIPAL LAW PROGRAM (MLP)

Program of Studies
AMCT5 AMCT-MUNICIPAL LAW
AMCT7 MUNICIPAL LAW - PHASE 2
AMCT8 MUNICIPAL LAW - PHASE 3 (CONTRACTS)
AMCT9 MUNICIPAL LAW 4 - LAND RELATED LAW

MUNICIPAL LAW - PHASE 3 (CONTRACTS)
The objectives of this course are to identify situations in which an enforceable contractual relationship may arise, to identify the basic components of a formal contract, and to learn to write a simple, formal contract. The legal principles introduced in the course are reinforced through examination of municipal contracts in such areas as tendering, construction, consulting, computing, and sale of goods.

AMCT8 FEE: $208.70
F1 12 TH 5:00-7:00 FF Sep13 702243

MUNICIPAL ACCOUNTING PROGRAM (MAC)

Program of Studies
AMCTA MUNICIPAL ACCOUNTING PROGRAM 1 - ACCOUNTING
AMCTB MUNICIPAL ACCOUNTING PROGRAM 2 - FINANCE

MUNICIPAL ACCOUNTING PROGRAM 1 - ACCOUNTING
Students will learn the fundamentals of municipal accounting including Fund accounting, Public Service Accounting and Auditing Standards, Revenue and Capital Fund Budgeting plus Revenue Fund Expenditures and Revenues including taxation and local services realignment expenditures and grants. Students will use a Practice Set to learn and hone their municipal accounting knowledge.

AMCTA FEE: $208.70
F1 12 TH 5:00-7:00 FF Sep13 702242
ASSOCIATED PROFESSIONAL PROGRAMS

APICS - THE EDUCATIONAL SOCIETY FOR RESOURCE MANAGEMENT
All registration is through Mohawk College with cheques made payable to Mohawk College. APICS, the Educational Society for Resource Management, is a professional organization with a membership of over 70,000 people worldwide. The Hamilton Chapter, the first international APICS Chapter, is part of Region VIII of APICS (formerly known as CAPIC), which encompasses all of the Canadian chapters. We are part of the APICS network of Chapters that stand behind the Society’s mission statement “…educating our most valuable assets - our people.” The Hamilton Chapter, in cooperation with Mohawk College, offers three programs, each suited to a specific level in professional development. These include: the Enterprise Resource Management program, an educational program in integrated business management, which also can help prepare students to write exams for the Certified in Integrated Resource Management (CIRM) program; the Fundamentals of Material and Operations Management (FMOM) program, our entry-level program in Material and Operations Management; and the Certified in Production and Inventory Management (CPI) review program, for professionals who are looking for accreditation and recognition in the field of Materials Management. The APICS Hamilton Chapter will be hosting an open house information evening at Mohawk College, the evening of August 27, 2001, during the hours of 7-9 p.m. in room A226. Information on APICS activities can be obtained by contacting APICS Hamilton Chapter at (905) 689-9117 (voice) or (905) 689-3374 (fax), or by writing to APICS Hamilton Chapter, 2025 Guelph Line, Suite 230, Burlington, Ont. L7P 4X4.

Information on APICS activities can be obtained by contacting APICS Hamilton Chapter at (905) 689-9117 (voice) or (905) 689-3374 (fax), or by writing to APICS Hamilton Chapter, 2025 Guelph Line, Suite 230, Burlington, Ontario L7P 4X4. Website: www.apicshamilton.org. Email can be sent to info@apicshamilton.org

BASICS OF SUPPLY CHAIN MANAGEMENT
Module was developed to answer the need for fundamental education in manufacturing. It provides basic knowledge of materials management that is valuable to those in the industry. Topics include types of manufacturing systems, forecasting, master planning, Material Requirements Planning, capacity management, Production Activity Control, purchasing, inventory management, physical distribution, Total Quality Management, and Just in Time manufacturing. It is recommended this course be taken first.

FEE: $370.00
F1 10 TU 7:00-10:00 FF Sep18 703313

APICS - ENTERPRISE RESOURCE MANAGEMENT EDUCATION (CIRM)
The long-term success of your career and your organization demands the development of a well-integrated team capable of transforming the organization into a high-performance enterprise that will thrive now and into the 21st century. To achieve this goal, individuals and teams must develop the managerial and leadership skills to integrate organizational resources such as information technologies, materials, human resources, quality, production and support equipment, facilities, and capital to meet organizational goals. This program teaches the integrated business management skills necessary to successfully utilize today’s highly complex, integrated business systems, such as ERP and MRPII. The Hamilton Chapter of APICS can offer you the tools needed to assume greater leadership responsibilities, acquire a complete understanding of the multiple business functions in your organization, and how they interact, and fully understand the implications of every business decision. The Certified in Integrated Resource Management (CIRM) program offers comprehensive, integrated resource management education designed to help individuals and companies develop to their fullest potential and solve a wide range of business problems—encouraging future innovation and discovery.

Please note: All exams are administered by Assessment Systems Inc. (ASI). The cost of the exams is the responsibility of the student. Details will be available in class or through the local APICS Chapter.

Program of Studies
Enterprise Concepts and Fundamentals (EC&F)
SPC19 Integrated Enterprise Management (IEM)
SPC20 Delivering Products and Services (DP&S)
SPC17 Identifying and Creating Demand (I&CD)

ENTERPRISE, CONCEPTS & FUNDAMENTALS
This first module introduces the participant to the strategic fundamentals of the value-driven enterprise, the management concepts of organizational design and structure, the basic business processes that will be covered in this curriculum, and the four basic support functions of quality, human resources, finance and accounting, and information systems. Participants are strongly advised to take this course first.

FEE: $380.00
F1 10 WE 7:00-10:00 FF Sep19 703314

Do you need Grade 12 equivalency?
Upgrade Now! Call the Literacy & Basic Skills Program at (905) 575-2029

APICS - FUNDAMENTALS OF MATERIALS AND OPERATIONS MANAGEMENT (FMOM)
This diploma program is designed for people working in the field of Materials and Operations Management (or in a functional area that interfaces with Materials and Operations Management) who need to learn the basic concepts, techniques, and language of Materials and Operations Management. Upon the successful completion of any four of the five modules (FIC is mandatory) of this program, you may request a diploma through the local chapter of APICS. An honours diploma may be requested through the local chapter of APICS after successful completion of all five modules.

Program of Studies
Fundamentals of Inventory Control
Fundamentals of Planning
Fundamentals of Manufacturing Control
Fundamentals of Operations Management
Principles of Materials Handling and Warehousing

FUNDAMENTALS OF INVENTORY CONTROL
Participants are introduced to the essential vocabulary and skills in identifying and applying the basic principles of Inventory Management. Basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments are covered. The questions of what to stock are addressed through an examination of the current and evolving technologies of inventory management.

SPGVC FEE: $370.00
F1 12 SA 7:00-10:00 FF Sep15 703257

PRINCIPLES OF MATERIALS HANDLING & WAREHOUSING
This course examines the basics of Logistics and Warehousing activities in an organization. Techniques of Material Control, effective Warehousing, and use of appropriate Material Handling Equipment are covered. The impact of Logistics Information Systems, Distribution and Order Processing, Centralized and Warehouse Management Systems are also explored. Basics of Industrial Health and Safety in the workplace, along with the Principles of Transportation, are also introduced to enhance the subject.

SPC18 FEE: $380.00
F1 12 WE 7:00-10:00 FF Sep12 702087

Give the Gift of Learning.
Gift certificates are available in any denomination and can be used for course fees and purchases at the Campus stores. Inquire at any Continuing Education Registration Office.

Register Early ... Avoid Disappointment
APICS - CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT (CPIM)

Today’s dynamic, competitive marketplace demands motivated professionals with proven competence in core business functions. The CPIM program develops in-depth technical skills that help you make valuable contributions to your organization’s success. APICS CPIM certification is designed for the working professional. State-of-the-art computerized exams, convenient scheduling, and comprehensive educational materials are just a few ways that the local Chapter, in cooperation with Mohawk College, can help professionals pursue continuous career growth in the field of Production and Inventory Management. Certification review courses are designed to prepare students to write the CPIM exams and ARE NOT INTENDED TO TEACH BASIC PRINCIPLES AND CONCEPTS. Students interested in fundamental Materials Management education should enroll in the Fundamentals of Material and Operations Management program. Please note that all exams are administered by Assessment Systems Inc. (ASI). The cost of the exam is the responsibility of the student. Details will be available in class, and through the local APICS Chapter.

Program of Studies
Basics of Supply Chain Management
Detailed Scheduling and Planning
Execution & Control of Operations (ECO)
Master Planning of Resources (MPR)
Strategic Management of Resources

STRATEGIC MANAGEMENT OF RESOURCES (SMR)

Students explore the relationship between existing and emerging processes and technologies and manufacturing strategy and supply chain functions. Key topics include aligning resources with the strategic plan, configuring and integrating processes to support the strategic plan, and implementing change.

SPC21 FEE: $370.00
F1 9 MO 7:00-10:00 FF Sep17 703312

CANADIAN INSTITUTE OF BOOKKEEPING

Mohawk College, in cooperation with the Canadian Institute of Bookkeeping now offers a program leading to a career as a professional bookkeeper. CIB is a national, non-profit organization dedicated to preparing men and women for greater financial and job security as a Certified Bookkeeper. The program comprises nine courses that include both theory and computer application. Practical experience is required before qualifying for certification. Upon completion of the program, students will be governed by a Code of Ethics which sets out professional responsibilities and conduct. A grade of 70% is required. Certain courses may be subject to a time limit for registration.

For more information on this program, please call the CIB at 111 Richmond St. W., Suite 420 Toronto, Ontario M5H 2G4 Tel:(416)366-2856 Fax:(416)366-8179.

Admission Requirements
The following courses are recommended prerequisites: BW100 - Using Windows
BW001 - Workshop for Windows

CANADIAN INSTITUTE OF BOOKKEEPING
MOHAWK COLLEGE EQUIVALENT COURSES

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<th>CANADIAN INSTITUTE OF BOOKKEEPING COURSE</th>
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<td>2. Accounting 1 (CB101)</td>
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<td>3. Bookkeeping II (CIB 113)</td>
<td>3. Accounting 2 (AC201)</td>
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<tr>
<td>4. Computer Applications II (CIB 221)</td>
<td>4. Excel Level 1 &amp; 2 (BW120 &amp; BW220) OR QuattroPro - Level 1 and 2 (BW140 &amp; BW240)</td>
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<td>5. Computerized Bookkeeping I (CIB 222)</td>
<td>5. Simply Accounting (Windows) - Level 1 &amp; 2 (BW150 &amp; BW250)</td>
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<td>6. Computerized Bookkeeping II (CIB 223)</td>
<td>6. ACCPAC General Ledger (Windows) (BW190) &amp; ACCPAC Accounts Receivable (BW290) OR ACCPAC Accounts Payable (BW390)</td>
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<td>7. Cost Management (CIB 331)</td>
<td>7. Cost Accounting 1 (AC305 OR AC336)</td>
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<tr>
<td>8. Income Tax (CIB 332)</td>
<td>8. Taxation (AC409 OR BA509)</td>
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PAYROLL ADMINISTRATION

Students explore the complexities of administering a payroll system. Relevant legislation will be analyzed and applied to specific situations. Topics include maintaining payroll records, calculating taxable benefits, statutory and non-statutory deductions, Workers’ Compensation and Employment Standards. Prerequisite: Accounting I, Simply Accounting. CIB credit, students need a mark of 65% or better.

BU192 FEE: $193.05
F1 13 TH 6:00-9:00 FF Sep13 702906

CANADIAN INSTITUTE OF MANAGEMENT

YOU NOW HAVE A CHOICE!

NOTE: “A” courses run Tuesday, September 4 to Tuesday December 4 with the final exam being held on Tuesday December 11, 2001. “B” courses run Tuesday, January 8 to April 16, 2002 with final exam being held on Tuesday, April 23, 2002.

CERTIFICATE IN SUPERVISORY MANAGEMENT (CSM) AND CERTIFICATE AND DESIGNATION IN MANAGEMENT AND ADMINISTRATION (C.I.M.)

The Canadian Institute of Management is a federally and provincially chartered association established in 1942 to increase opportunities for professional development. There are 22 branches located across Canada. The Canadian Institute of Management is committed to leadership in promoting management professionalism, efficiency, effectiveness and excellence in individuals and organizations. The Canadian Institute of Management is therefore designed to expose members-on-course to the major areas of managerial responsibility and to enhance management skills of current supervisors and managers. All candidates seeking admission to the program must meet certain criteria. Contact the Hamilton CIM branch office for details.

ADVANCED CREDIT

Students with credits in equivalent post secondary studies can apply for exemptions from courses in the C.I.M. program. Please contact the Hamilton CIM branch office for details. C.I.M. courses may also be used for exemption from post secondary courses.
For further details contact the Canadian Institute of Management.

**NOTE:**
- a courses run Fall semester
- b courses run Winter semester

**FEES**
Fees include membership in the Canadian Institute of Management, dinner meetings, networking and subscription to the Canadian Manager Magazine. Applications and fees are to be sent directly to the Hamilton Branch Office and must be received before the first class. Students are not considered registered until fees are paid.

For further details contact the Canadian Institute of Management, Hamilton Branch, P.O. Box 36622, Eastgate Postal Outlet, 75 Centennial Parkway North, Stoney Creek, Ontario L8E 2P0. Telephone (905) 561-9889. Fax (905) 561-5995 between 8:30 a.m. and 12:30 p.m., Mondays and Fridays and 8:30 a.m. to 4:00 p.m. Wednesdays.

Website: [www.cim-hamilton.com](http://www.cim-hamilton.com).

A registration night will be held at Mohawk College, August 22, 2001, 6:00 p.m. - 8:00 p.m. Room A110, or you can register through the Hamilton CIM branch office.

**CANADIAN BUSINESS LAW**
Designed to provide the member-on-course with an overview of Canadian Business Law and an understanding of basic legal terminology. The major emphasis is on contract law since contracts are the foundation of all commercial transactions. Topics will include a study of the requirements for creating a legally binding contract as well as some common errors to be avoided. Various types of contracts with special uses will also be examined.

**FINANCIAL MANAGEMENT**
This course has been designed to give the member-on-course a broad familiarity with the field of managerial finance. The main objective is to show (1) what is managerial finance, (2) how it relates to other functions of the business firm and (3) how financial decisions further incorporate objectives, particularly capital management, capital budgeting, and short and long term funding and the cost of capital.

**ASSOCIATED PROFESSIONAL PROGRAMS**

<table>
<thead>
<tr>
<th>Year</th>
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* OPTION OF EITHER HUMAN RESOURCES MANAGEMENT OR MARKETING

For further details contact the Canadian Institute of Management.

**MANAGERIAL ACCOUNTING**
This course focuses on the basic concepts and procedures of financial accounting cost concepts appropriate for product casting and decision making, as well as in the planning and control aspect of the managerial process. Also, procedures of financial accounting are examined with the objective of providing an understanding of the role of accounting in internal and external reporting. The mechanics of bookkeeping are considered necessary in accounting data by management and will be studied within the time constraints of the course.

**THE CANADIAN PAYROLL ASSOCIATION**
Payroll Management Certificate Program The Canadian Payroll Association’s Payroll Management Certificate Program (PMCP) is recognized nationally as the standard of excellence for payroll training and is frequently a prerequisite for employment in many organizations. The CPA awards three levels of certification upon successful completion of compulsory and elective studies. Mohawk College offers the following equivalent courses that can be applied toward this certificate program.

For further information contact the Canadian Payroll Association at (416) 887-3380 ext. 124, 1-800-387-4693, or email [pmcp@payroll.ca](mailto:pmcp@payroll.ca)

**Register Early ... Avoid Disappointment**

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**ORGANIZATIONAL BEHAVIOUR**
Effective management of human resources within organizations requires an understanding of various behaviour, structures and processes. Managers need to know why people behave as they do in organizations. This knowledge of an individual’s perceptions, motivational attitudes and behaviour will enable managers to not only understand themselves better, but also to adopt appropriate managerial policies and leadership styles to increase their effectiveness.

**CIM01**
F1 14  TU 6:30-9:30 FF Sep4

**CIM03**
F1 14  TU 6:30-9:30 FF Sep4

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**CPA Program**

- **Payroll Administrator (PA)**
  - COMPULSORY:
    - Introduction to Payroll (BU216)
    - Accounting 1 (CB101)
    - Introduction to Computer Systems
  - NOT available in a one course format

- **Payroll Supervisor (PS)**
  - COMPULSORY:
    - Intermediate Payroll (BU225)
    - Problem Solving - Decision Making (BPC04)
    - OR Organizational Behaviour 1 (OB371)
    - OR Organizational Behaviour & Admin (PIR22)

- **ELECTIVES - (one of the following):**
  - Accounting II (AC201)
  - Supervisory Skills (BPC03)
  - Organizational Behaviour 2 (BA571)
  - Employment Law (PIR19)
  - Taxation (AC409) or (BA409)

- **Payroll Manager (PM)**
  - COMPULSORY:
    - Advanced Payroll (offered by CPA only) (BPC05)
    - OR Cost Accounting 1 & 2 (AC336) and (AC436)
    - Intro to Management (BA135)
    - OR Business Management (BA534)
    - Compensation and Benefits (PIR11)
    - Introduction to Industrial Relations (PIR08)
ASSOCIATED PROFESSIONAL PROGRAMS

EXEMPTIONS
Course exemptions may be granted for equivalent studies completed at the College or University level within a reasonable time frame. Students are asked to contact the CPA program office for more information on exemptions.

CANADIAN PROFESSIONAL SALES ASSOCIATION
The CPSA recently founded the CPSA Sales Institute, an organization focused on establishing positive image and enhancing the value and credibility of the sales profession. The CPSA Sales Institute in conjunction with Mohawk College will be offering its’ Sales Certification Program to sales professionals and students interested in sales as a career which will lead to the following designation: CERTIFIED PROFESSIONAL SALES REPRESENTATIVE (CPSR).

For registration information call Mohawk College (905) 385-HAWK(4295). For more information on sales certification please contact the CPSA Sales Institute 145 Wellington St. W., Suite 310, Toronto, Ontario, M5J 1B8, 1(800)268-3794 ext. 252 or (416)908-2685, Fax (416)908-2684 or email dthompson@cpsa.com

SKILLS FOR SALES SUCCESS
The Canadian Professional Sales Association course is designed to prepare students for CPSA Certification and success as sales representatives. You will gain insight into the sales role and the challenges of a sales career. You will also learn proven, professional techniques, self-management skills and presentation strategies for winning sales performance.

BU390 FEE: $270.20
F1 15 MO 7:00-10:00 FF Sep17 703034

THE CERTIFIED FINANCIAL PLANNER PROGRAM
Financial planning is the process by which a professional financial planner determines the financial needs and objectives of clients and uses this information to develop a personalized program of savings and investments to help clients realize their goals. The CERTIFIED FINANCIAL PLANNER Program has been developed specifically for individuals who wish to become qualified professional financial planners as well as those individuals who simply want a better understanding of the complex financial world around them, and wish to gain the knowledge that will enable them to structure their financial affairs to best suit their needs and objectives. Achieving financial security for clients is a complex process. Financial markets, taxation laws, investments and investment strategies grow ever more complex. Canadians have recognized a need for financial guidance and are looking to qualified professionals for financial planning expertise. Students who complete the program successfully will be eligible to write the FPSC’s comprehensive professional proficiency examination leading to the acquisition of the Certified Financial Planner or CFP certification mark. According to the Canadian Institute of Financial Planning (CIFP) professional standards, successful completion of the following courses is dependent upon passing the final examination. Please note that all assignments will be completed by the students on line with the Canadian Institute of Financial Planning.

For further information please contact the Continuing Education, Business Department at (905)575-2358 or (519)759-7200 ext. 2358 or email cebus@mail.mohawkcollege.on.ca

Program of Studies
Required Courses:
FP001 Personal Financial Planning Fall, Winter, Spring
FP002 Wealth Accumulation Fall, Spring
FP003 Controlling the Future Fall, Winter, Spring
FP004 Strategic Investment Planning Fall, Winter
FP005 Risk Management and Estate Planning Winter, Spring
FP006 Professional Practice Fall semester only

PLEASE REGISTER 7 WORKING DAYS PRIOR TO THE START DATE TO ENSURE THAT A COURSE STUDY GUIDE IS ORDERED FOR YOU. DELIVERY CAN NOT BE GUARANTEED PRIOR TO THE FIRST CLASS.
*Please refer to the Business Development section of the catalogue for day time offerings of the above courses.

PERSONAL FINANCIAL PLANNING
An Introduction to Personal Financial Planning: Provides students, whether for personal use or as the foundation for the CFP certification mark, with the fundamentals of financial planning. Topics include the financial planning process, financial objectives and money management, tax planning, financing, investment products and planning, estate planning, retirement planning and risk management. (THE STUDENT BINDER MUST BE PURCHASED AT THE MOHAWK COLLEGE BOOKSTORE)

FP001 FEE: $300.00
F1 13 MO 6:30-9:30 FF Sep10 702004

PROFESSIONAL PRACTICE
Comprehensive Financial Practice and Professional Ethics: Gives a synopsis of the material discussed in the previous five courses. It also covers professional liability and the Code of Ethics of the Financial Planners Standards Council. Finally, five case studies help the students prepare for the Professional Proficiency Exam. (THE STUDENT BINDER MUST BE PURCHASED AT THE MOHAWK COLLEGE BOOKSTORE)

FP001, FP002, FP003, FP004, FP005

FP006 FEE: $300.00
F1 13 TU 6:30-9:30 FF Sep11 702006

STRATEGIC INVESTMENT PLANNING
Understanding Investment Products and Investment Strategies: Examines the characteristics of alternative investment products. Topics include fixed income products, equity products, mutual funds, real estate, and tax shelters. (THE STUDENT BINDER MUST BE PURCHASED AT THE MOHAWK COLLEGE BOOKSTORE) Prerequisites: FP001, FP002, FP004

FP007 FEE: $300.00
F1 13 TU 6:30-9:30 FF Sep11 702007

WEALTH ACCUMULATION
Acquiring and preserving financial wealth: Introduces students to the knowledge, judgement and expertise required to help clients manage their business and investment assets. This includes economic issues, business activities, investment products and a thorough discussion of relevant income tax implications. (THE STUDENT BINDER MUST BE PURCHASED AT THE MOHAWK COLLEGE BOOKSTORE)

FP007 FEE: $300.00
F1 13 WE 6:30-9:30 FF Sep12 702008

CERTIFIED GENERAL ACCOUNTANTS ASSOCIATION - C.G.A.
Students in these courses must register directly with the Certified General Accountants Association. Contact the CGA at 1-800-668-1454 for more details and application forms.

Several courses are offered on a correspondence basis at times other than those listed. Course descriptions are available from the sponsoring organization.

PLEASE NOTE: Most courses will be offered Wednesday evenings from 6:30 - 8:30 at the Fennell Campus, please contact the C.G.A. office for confirmation. All courses are subject to cancellation if there is insufficient enrolment.

CREDIT UNION INSTITUTE OF CANADA
The Credit Union Institute of Canada offers programs of study, leading to a professional designation. The General Studies Program (GSP) is a nine-course, university-level program that provides a balanced overview of the key competency areas in business management. GSP graduates are awarded the designation of “Fellow of the Credit Union Institute of Canada”. Course requirements are outlined in the model below. The Management Studies Program (MSP) is a thirteen-course, university-level program offering a mix of general and credit union-specific courses on credit union business management. MSP graduates are awarded the designation, “Associate of the Credit Union Institute of Canada”. Course requirements are outlined in the model below.

For further information, contact CUIC, Suite 400, 275 Bank St., Ottawa ON K2P 2L6, (613)238-4940 or 1-800-267-CUIC

Admission Requirements
Applicants are usually employed by a credit union, an affiliated organization or other financial co-operators.

Program of Studies
REQUIRED COURSES
General (7)
CUIC110 Accounting
CUIC120 Communications
CUIC130 Management/ Business Admin
CUIC140 Marketing
CUIC150 Finance
CUIC160 Organizational Behaviour
CUIC170 Economics

Browse the catalogue on the web at cecat.mohawkcollege.on.ca
**ASSOCIATED PROFESSIONAL PROGRAMS**

**MOHAWK APPROVED COURSE EQUIVALENT**
- Accounting CB101 & AC201
- Communications LL041 & LL122
- Management/Business Admin BA135 & BA534
- Marketing CB158 & MK351
- Finance CB340 & BA440

**Any two of:**
- **REQUIRED COURSES**
  - MOHAWK APPROVED COURSE
  - **ELECTIVE COURSE (1)**
  - CUIC200 The Credit Union System
  - CUIC180 Elective
  - CUIC210 Credit Union Consumer & Residential Planning
  - CUIC220 Credit Union Consumer & Residential Mortgaging
  - CUIC230 Credit Union Marketing & Sales Management
  - CUIC235 Credit Union Financial Management
  - CUIC240 Fundamentals of Personal Financial Planning

**Mandatory courses**
- (Designation: Associate)
- **PROGRAM**
- (General) (6)
- **REQUIRED COURSES**
  - CUIC110 Accounting
  - CUIC130 Management/Bus.
  - CUIC140 Marketing
  - CUIC150 Finance
  - CUIC160 Organizational Behaviour
  - CUIC170 Economics
  - **Credit Union (4)**
  - CUIC200 The Credit Union System
  - CUIC210 Credit Union Consumer & Residential Mortgage Lending
  - CUIC225 Credit Union Financial Management
  - CUIC235 Credit Union Marketing & Sales Management
  - CUIC240 Fundamentals of Personal Financial Planning
  - **CREDIT UNION ELECTIVE COURSES (2 of following)**
  - CUIC315 Cr. Un. Strategic Management
  - CUIC325 Cr. Un. Human Resources Management
  - CUIC340 Cr. Un. Advanced Mortgage Lending
  - CUIC345 Cr. Un. Commercial Lending
  - CUIC346 Cr. Un. Agricultural Lending

**NOTE:** Course requirements CUIC110, CUIC130, CUIC140, CUIC150, CUIC160, CUIC170 and CUIC200 are the same in the General Studies and Management Studies programs.

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**DISKOVORY PROGRAM**

**ONTARIO MARCH OF DIMES**

![Logo](https://example.com/dimes_logo.png)

Independence for Adults with Physical Disabilities
Autonomie pour adultes ayant un handicap physique

Diskovory is a comprehensive computer software and employment training program in Hamilton and Brantford. At Diskovory, we offer a variety of full-time and part-time certificate programs to prepare you for employment using the latest business software packages. Programs include a combination of classroom and on-the-job training. Over 80% of Diskovory students gain employment within 1 year of graduation. Diskovory uses a variety of teaching methods to ensure our students gain essentials with hands-on experience. Employment assistance is built into all our training programs including job search strategies and job searching on the Net. Diskovory programs are open to anyone who meets our entry requirements.

Subsidized seats are available for adults with disabilities who are eligible for Ontario Disability Employment Support services.

Staff are experienced in helping applicants complete necessary paperwork to secure funding from various sources such as Human Resource Development Canada, Workplace Safety and Insurance Board and private insurance companies. Diskovory’s partnership with the Continuing Education Business Department allows graduates to earn college credits that can be applied to other Mohawk College certificates.

At Diskovory you train for jobs in:
- Bookkeeping; Inventory Control;
- Data Management; Customer Service;
- Clerical/Receptionist

For start dates, call the local office closest to you!

**Hamilton:** (905)388-1719
**Brantford:** (519)759-7852

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**INSTITUTE OF HOUSING MANAGEMENT**

**PROPERTY MANAGEMENT CERTIFICATE**

Mohawk College, in co-operation with the Institute of Housing Management, is pleased to offer the following course in Property Management.

For further information, please contact the Institute of Housing Management at (416)493-7382 ext. 240.

**NO REFUNDS AFTER SECOND CLASS**

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**INSURANCE INSTITUTE OF CANADA**

The Associateship program (Chartered Insurance Professional Program “C.I.P.” renamed), leading to the professional designation A.I.I.C.(C.I.P.), consists of a selection of 12 courses from an available menu of 26 technical programs. Six courses are mandatory for all A.I.I.C.s and the other six are left to individual students to choose. Not all courses are available in all semesters but The Insurance Institute of Canada also offers a correspondence course facility. Students should refer to the Associateship Syllabus for recommended course guidelines. Students may access information on the A.I.I.C. course of studies through their web site or via the Mohawk College website (www.mohawkc.on.ca) -> [Business Programs-Insurance].

In addition to course fees, candidates must become members of the Insurance Institute of Ontario in order to access the national examinations for which a separate fee is charged. (Fee is subject to change). Exam fees are payable directly to The Institute of Canada ($98.00 + G.S.T.). Fee for C11 is $124.00 + G.S.T. For complete details contact the Insurance Institute of Ontario at (416)362-8586 or email jbonnay@spectrum.ca

**Program of Studies**
- *C11 Principles and Practice of Insurance*
- *C12 Insurance on Property - Part 1*
- *C13 Insurance Against Liability*
- *C14 Automobile Insurance*
- *C16 The Business of Insurance (was Ins.)*
- *C17 Claims 1*
- *C32 Bodily Injury Claims*
- *C33 Insurance on Property - Part 2*
- *C34 Insurance on the Person*
- *C35 Insurance against Crime*
- *C36 Building Construction, Fire Protection and Basic Hazards*
- *C37 Industrial and Process Hazards*
- *C38 Casually Loss Prevention*
- *C40 Business Interruption Insurance*
- *C42 The Principles and Practice of Marine Insurance*
- *C43 Specialty Lines*
- *C45 Surety Bonds*
- *C46 Claims 2*
- *C47 Reinsurance*
- *C52 Marine Risk Assessment*
- *C53 Marine Law*
- *C54 Marine Underwriting*
- *C55 Marine Claims*
- *C56 Marine Account Management & Reinsurance*
- *C71 Introduction to Personal Lines*
- *C72 Introduction to Risk Management and Commercial Lines Insurance*

**NO REFUNDS AFTER SECOND CLASS**

(For Mohawk College course offerings see Business Studies diploma)

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**Register Early ... Avoid Disappointment**

Find your room before you come on campus! Rooms are listed each day on our web site at [cecat.mohawk.on.ca](http://cecat.mohawk.on.ca)
ASSOCIATED PROFESSIONAL PROGRAMS/BUSINESS

BASIC BROKERS PREPARATION COURSE
The Basic Brokers Preparation course is designed for students preparing for Insurance Broker Registration and other brokerage personnel who desire a basic knowledge of the insurance business. NOTE: In addition, students are responsible to pay R.I.B.O. Examination Fee. For REGISTRATION, COURSE FEES AND OTHER INFORMATION, call Jim Bonnay at (905) 333-1727 or Fax: (905) 333-0683; e-mail jebonnay@spectrum.ca
IAQ03
F1 12 MO/W 7:00-10:00 FF Sep10

INSTITUTE OF LAW CLERKS OF ONTARIO
This program is designed to help students prepare for the annual examinations of The Institute of Law Clerks of Ontario. Law clerks in qualifying employment who have passed the four Associate examinations, taken in any order, may apply for Associate membership in the Institute.
For further information please call (905) 755-5799 or (519) 759-7200 ext. 2358.

ADMISSION REQUIREMENTS
RECOMMENDED: Experience in the legal field.
PLEASE NOTE: The Associate Level program will be offered on-line through OntarioLearn.com for: Litigation, Real Estate, Estates, Corporate.

REAL ESTATE PROCEDURES
EXAM DATE: Tuesday, January 29, 2002
SEL03
F1 19 TH 6:30-9:30 FF Sep6 702931

LITIGATION PROCEDURES
EXAM DATE: Tuesday, March 12, 2002
SEL05
F1 25 WE 6:30-9:00 FF Sep5 702934

PURCHASING MANAGEMENT ASSOCIATION OF CANADA
Purchasing Management Association of Canada (PMAC) is the voice of an exciting and progressive business profession, purchasing and supply management. A national not-for-profit association, PMAC offers a wide range of services to its more than 8,000 members: professional development, training, seminars, certification, accreditation, networking, and university research. PMAC consists of national office and ten provincial and territorial Institutes. PMAC’s Vision The vision of the Purchasing Management Association is to be the recognized leader in the development and advancement of world-class supply management. PMAC’s Mission The Purchasing Management Association of Canada is dedicated to serving the needs of the supply management practitioner and the business community by advancing the strategic value of supply management through continuous learning, standards of practice, advocacy and promotion, research, partnerships, networking. The Purchasing Management Association of Canada (PMAC) is Canada’s leading source of high-quality education and professional development programs in purchasing and supply management. The Certified Professional Purchaser (C.P.P.) designation is Canada’s foremost credential in the purchasing and supply management field and is increasingly sought after by organizations and employers. Courses and seminars in all the essential tools and techniques of purchasing, logistics and supply chain management are taught by leading experts from across the country and abroad. The accreditation program also includes a one-week in-residence course - the only one of its kind in the world. PMAC also offers a Certificate in Purchasing to recognize technical proficiency in purchasing and supply management. For more information on the association, please contact your PMAC Provincial Institute representative. In cooperation with PMAC, Mohawk offers Principles courses and Management courses. NOTE: Refunds and tax receipts are processed and issued by the offering institution - NOT PMAC.

For more details, contact Ontario Institute of PMAC (OIPMAC) at: Phone: (416) 977-7566 Fax: (416) 977-4135, visit our web site at www.pmca.ca or email info@pmca.ca

Program of Studies
PMAC offers the C.P.P. (Certified Professional Purchaser) designation to members who successfully complete all of the association’s educational program requirements including a comprehensive written examination. The association also awards the Certificate in Purchasing to those who complete only a subset of these requirements.

C.P.P. Accreditation Program Requirements
4 PMAC Principles Courses
12 PMAC Seminar Credits (available through Ontario Institute of PMAC and its various Districts)
Ten Management Studies Courses (individuals who have completed some or all of the management courses as part of a degree, diploma or through continuing education may qualify for advanced standing)
Minimum Relevant Work Experience (depends on educational background/microeconomics C122)

Advanced Purchasing Management Course (1 week in-residence)
Comprehensive Written Examination (membership in PMAC is mandatory at this point)

Certificate in Purchasing Requirements
Principles of Buying
Plus select two of:
Principles of Inventory and Operations Control
Principles of Quality
Principles of Transportation and Logistics

Plus four PMAC seminar credits (available through Ontario Institute of PMAC and its various Districts)
NOTE: Courses offered in Fall and Winter semesters only

PMAC’s Principles Courses have been designed and developed in consultation with leading academics and researchers to provide participants with a comprehensive introduction to purchasing and supply management, inventory and operations control, transportation and logistics, and quality principles. They include current theory, information, and practices, which can be applied to a variety of settings. Classroom versions are participatory in nature, using case studies (small and large group discussions), short lectures and examinations.

PRINCIPLES OF BUYING
Many organizations are recognizing the strategic importance of purchasing and supply management and its impact on their overall competitiveness. This course provides new or experienced supply management practitioners, or those considering a career in this field with a comprehensive introduction to purchasing and supply management techniques and practices. NOTE: Completion of this course is recommended prior to taking any of the remaining Principles Courses.

SPP01 FEE: $420.75
F1 15 TH 6:30-9:30 FF Sep11 702094

PRINCIPLES OF INVENTORY AND OPERATIONS CONTROL
This course provides an introduction to concepts and issues in operations management and is designed to give a firm grounding in the basics of managing materials. To support purchasing and supply management’s role in identifying reliable and cost-competitive sources of goods and services, building relationships with suppliers, and ensuring timely delivery, it is important to understand basic operations concepts and terminology. Strongly recommended prerequisite: Principles of Buying

SPP04 FEE: $420.75
F1 15 TH 6:30-9:30 FF Sep13 702095

BUSINESS WORKSHOPS

NOTE: No refunds will be given for workshop withdrawals 2 days prior to the start date. For further information, please call (905) 755-2358 or (519) 759-7200 ext. 2358.

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
If you’ve recently retired, or are planning retirement within the next ten years, learn to maximize your financial resources. Course topics include employer pension plans, lump sum retirement allowances, reducing capital gains tax, and investment alternatives. You will develop your customized retirement plan. Participants may purchase a professional workbook, cassette tape and data form from the instructor on the first night of class. Fee includes spouse or guest. Includes book

BU128 FEE: $149.00
F1 3 MO 7:00-10:00 FF Sep17 702145
F2 3 MO 7:00-10:00 FF Oct15 702146
F3 3 MO 7:00-10:00 FF Nov12 702147

INVESTING FOR SECURE FUTURE
Examine the building blocks of personal financial planning—Estate Planning, Retirement Planning and Investment Planning. The use of RRSP’s, RRIF’s and how to combine various guaranteed investments such as T-Bills, Federal and Provincial Bonds with a Stock, Mutual fund and Corporate Bond portfolio to increase your investment returns. Portfolio Management, Risk/reward strategies and Capital Markets are also introduced.

BU081 FEE: $65.59
F1 7 WE 7:00-9:30 FF Sep19 702215

Browse the catalogue on the web at cecat.mohawkc.on.ca 13
**BUSINESS**

**THE FUNDAMENTALS OF TRADING**

This introduction to the world of Trading is intended for a novice investor & will provide the individual with necessary foundations to understand the financial market place & learn how to analyze various trading products & their financial reports. Discussions include the role of the Exchange, Brokerage Houses, Ont. Securities Commission, market indicators & how they work, products available for trading, trading venues such as day trading, on-line trading, reading the stock page in the paper.

**HUMAN RESOURCE LAW**

In today’s changing work environment, it is unthinkable to operate without due regard for an employer’s legal obligation to employees. This workshop will provide you with a working knowledge of Human Rights and Employment. In Standards legislation which should serve as a valuable foundation for further Human Resource development.

**IMPROVING YOUR LEVEL OF CUSTOMER SERVICE**

In today’s competitive marketplace, the distinguishing feature that separates companies is the level of customer service provided to customers. This may sound simple, but this aspect of sales is usually neglected due to time and staff constraints. During this workshop, you will learn how to maximize your level of customer service without placing additional strain on your workforce. Techniques on monitoring your service level will also be outlined.

**PRIOR LEARNING ASSESSMENT (PLA)**

Students may apply for credit in individual courses based on learning acquired through work and other life experiences. For assessment procedures and fees, contact the PLA office at (905)575-1212 ext. 3298 or (519)759-7200 ext. 3298. Assessments should commence in the term prior to the start of classes. For course or program information contact Continuing Education, Business (905)575-2358 or (519)759-7200 ext. 2358.

**BUSINESS BANK OF CANADA**

(Formerly Federal Business Development Bank)

**PERFORMANCE MANAGEMENT CERTIFICATE**

The Business Development Bank of Canada, in conjunction with Mohawk College, offers the following series of workshops. Any six of the following workshops are mandatory for completing this Certificate. Students will be allowed a maximum of two years to complete this Certificate. You are not required to register for all workshops at one time. Upon completion of any six workshops a certificate will be granted by the Business Development Bank of Canada.

To apply for the Certificate when six courses are complete please call (905)575-2358 or (519)759-7200 Ext. 2358 or email cebus@mail.mohawkc.on.ca

**WORKSHOPS**

BD009 BUILDING YOUR BUSINESS THROUGH YOUR PEOPLE
BD045 IMPROVING YOUR LEVEL OF CUSTOMER SERVICE
BD101 EFFECTIVE COMMUNICATION
BD197 EFFECTIVE NETWORKING
BD102 HOW TO PREPARE A BUSINESS PLAN
BD120 HUMAN RESOURCE LAW
BD007 ISO 9000: UNDERSTANDING THE BASICS
BD098 NEGOTIATING SKILLS
BD014 PROBLEM SOLVING FOR MANAGERS
BD012 PROFESSIONAL INTERPERSONAL SKILLS
BD097 PROFESSIONAL SELLING SKILLS
BD104 CAREER DEVELOPMENT
BD106 MANUFACTURING AND SERVICE

**NOTE:** No refunds will be given for withdrawals 2 days prior to start date. Not all courses offered every semester

**EFFECTIVE NETWORKING**

This session will give you the tools to connect with prospective clients you never would have dreamed possible. You will learn how to begin conversations, approach new people and create relationships for long term benefit. You will also discuss how to turn basic networking into business leads.

**BUSINESS DIPLOMAS**

All Business Diplomas offered through Continuing Education are equivalent to the day-school two- and three-year programs. To estimate the required length of time for completion in night school, students should divide the total credits required by the number of courses they plan to take each year (students average 5 courses per year). One credit represents 39 hours of instruction including examinations. Students are required to show proof that they have completed course prerequisites. They must present a copy of the receipt or a transcript of their grade for the prerequisite course to gain conditional acceptance in the course for which they are registering.

**NOTE:** Day school students taking courses at night and Continuing Education students are regulated by day-school policy and should consult with the day-school Chair on conflicts pertaining to prerequisites, entry to class, etc.

**BUSINESS ADMINISTRATION DIPLOMA**

(Equivalent to 3 yr. Diploma (Day) Program)

This program is designed to prepare students for careers in accounting, marketing, financial services or operations, leading to management positions for organizations such as banks, trust companies, government departments or agencies, international corporations, manufacturing and service industries, small business, professional service agencies and large retailers.

For further information please call (905)575-2358 or (519)759-7200 Ext. 2358 or email cebus@mail.mohawkc.on.ca

**Program of Studies**

The diploma will be awarded to candidates who successfully complete a total of 35 credits. Note: Students will not be permitted to register in a course without the course prerequisite(s) or equivalent.

**SEMESTER 1 (Common)**

CB101 ACCOUNTING 1
LB041 COMMUNICATIONS(LANGS)
CB100 CAREER DEVELOPMENT (equivalent to BA600, CB200)
CB158 MARKETING 1
MA101 MATHEMATICS
CB122 PRINCIPLES OF ECONOMICS 1
CB104 BUSINESS APPLICATIONS

**SEMESTER 2**

*AC201 ACCOUNTING II OR
*AC211 UNDERSTANDING FINANCIAL STATEMENTS
MA201 BUSINESS MATHEMATICS
GENERAL STUDIES ELECTIVE ****
EB222 MACROECONOMICS
MK351 MARKETING 2(formerly BA350)
BE215 DATABASE/SPREADSHEETS FOR BUSINESS

**SEMESTER 3**

CB340 BUSINESS FINANCE
CB436 BUSINESS LAW (formerly BA138)
LL124 LITERATURE: A PRACTICAL APPROACH
CB203 MANAGEMENT ACCOUNTING (formerly BA505) or
AC336 COST/MANAGEMENT ACCOUNTING
MK456 MARKETING MANAGEMENT (formerly BA450)
GB335 OPERATIONS MANAGEMENT (formerly BA444)

Register Early ... Avoid Disappointment
**TWO-YEAR (DAY) PROGRAMS - ACCOUNTING, BUSINESS (GENERAL), INSURANCE, MARKETING**

Program of Studies
Note: Students will not be permitted to register in a course without the course prerequisite(s) or equivalent.

*Semester 1 (Common to all Business Programs)

- **Common**
  - AC101 ACCOUNTING
  - CB101 BUSINESS ACCOUNTING
  - LL122 INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR
- **Semester 2**
  - AC201 ACCOUNTING 2
  - CB202 ACCOUNTING 2 - FINANCIAL
  - LL041 COMMUNICATIONS (LANGS)
  - CB158 MARKETING 1
  - MA101 MATHEMATICS
  - CB122 PRINCIPLES OF ECONOMICS 1
  - CB104 BUSINESS APPLICATIONS
- **Semester 3**
  - AC331 ACCOUNTING 3 - FINANCIAL
  - CB340 BUSINESS FINANCE
  - CB148 COST & MANAGERIAL ACCOUNTING
  - MA201 BUSINESS MATHEMATICS
  - LL124 LITERATURE: A PRACTICAL APPROACH
  - CB222 PRINCIPLES OF MACROECONOMICS
  - General Studies Elective
- **Semester 4**
  - AC441 ACCOUNTING 4 - FINANCIAL
  - CB148 COST & MANAGERIAL ACCOUNTING
  - MA302 BUSINESS STATISTICS
  - LL122 RESEARCHING & REPORTING-LGS
  - CB409 TAXATION (or BA509)
  - General Studies Elective
- **Semester 5**
  - AC541 ACCOUNTING 5 - FINANCIAL
  - CB250 BUSINESS ACCOUNTING
  - MA304 BUSINESS STATISTICS
  - LL122 RESEARCHING & REPORTING-LGS
  - CB509 TAXATION (or BA509)
- **Semester 6**
  - AC641 ACCOUNTING 6 - FINANCIAL
  - CB250 BUSINESS ACCOUNTING
  - MA304 BUSINESS STATISTICS
  - LL122 RESEARCHING & REPORTING-LGS
  - CB509 TAXATION (or BA509)

**BUSINESS ACCOUNTING**

*Semester 1*
- **Common**
  - AC101 ACCOUNTING
  - CB101 BUSINESS ACCOUNTING
  - LL122 INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR
  - CB122 PRINCIPLES OF ECONOMICS 1
  - CB104 BUSINESS APPLICATIONS

*Semester 2*
- AC201 ACCOUNTING 2
- CB202 ACCOUNTING 2 - FINANCIAL
- LL041 COMMUNICATIONS (LANGS)
- CB158 MARKETING 1
- MA101 MATHEMATICS
- CB122 PRINCIPLES OF ECONOMICS 1
- CB104 BUSINESS APPLICATIONS

*Semester 3*
- AC331 ACCOUNTING 3 - FINANCIAL
- CB340 BUSINESS FINANCE
- CB148 COST & MANAGERIAL ACCOUNTING
- MA201 BUSINESS MATHEMATICS
- LL124 LITERATURE: A PRACTICAL APPROACH
- CB222 PRINCIPLES OF MACROECONOMICS
- General Studies Elective

*Semester 4*
- AC441 ACCOUNTING 4 - FINANCIAL
- CB148 COST & MANAGERIAL ACCOUNTING
- MA302 BUSINESS STATISTICS
- LL122 RESEARCHING & REPORTING-LGS
- CB409 TAXATION (or BA509)
- General Studies Elective

*Semester 5*
- AC541 ACCOUNTING 5 - FINANCIAL
- CB250 BUSINESS ACCOUNTING
- MA304 BUSINESS STATISTICS
- LL122 RESEARCHING & REPORTING-LGS
- CB509 TAXATION (or BA509)

*Semester 6*
- AC641 ACCOUNTING 6 - FINANCIAL
- CB250 BUSINESS ACCOUNTING
- MA304 BUSINESS STATISTICS
- LL122 RESEARCHING & REPORTING-LGS
- CB509 TAXATION (or BA509)

**BUSINESS MARKETING**

Program of Studies
Note: Students will not be permitted to register in a course without the course prerequisite(s) or equivalent.

*Semester 1*
- **Common**
  - MK353 *INTERNATIONAL MARKETING OR
  - BE401 E-COMMERCE
- **Semester 2**
  - MK355 APPLIED SELLING
  - MA201 BUSINESS MATHEMATICS
  - MA304 BUSINESS STATISTICS
  - LL122 RESEARCHING & REPORTING-LGS
- **Semester 3**
  - MK361 ADVERTISING (or BA563)
  - MA304 BUSINESS STATISTICS
  - MA302 BUSINESS ACCOUNTING
  - LL122 RESEARCHING & REPORTING-LGS
- **Semester 4**
  - MK355 DIRECT MARKETING
  - MA304 BUSINESS STATISTICS
  - MA302 BUSINESS ACCOUNTING
  - LL122 RESEARCHING & REPORTING-LGS
- **Semester 5**
  - MK355 DIRECT MARKETING
  - MA304 BUSINESS STATISTICS
  - MA302 BUSINESS ACCOUNTING
  - LL122 RESEARCHING & REPORTING-LGS
  - CB509 TAXATION (or BA509)
- **Semester 6**
  - MK355 DIRECT MARKETING
  - MA304 BUSINESS STATISTICS
  - MA302 BUSINESS ACCOUNTING
  - LL122 RESEARCHING & REPORTING-LGS
  - CB509 TAXATION (or BA509)

- **Take one only**
  - AC881 WORK EXPERIENCE 1
  - AC882 WORK EXPERIENCE 2
  - MK881 WORK EXPERIENCE 1
  - MK882 WORK EXPERIENCE 2

**NOTE:** Not all courses are offered every semester.
BUSINESS FINANCE 2
You will continue the study begun in BA340, BA341 or CB340, focusing on capital budgeting, dividend policy, and utilizing sources of long-term financing. PREREQUISITE: Business Finance 1 (BA340 or BA341 or CB340).
BA440 FEE: $193.05
F1 13 TH 6:30-9:30 FF Sep13 702009

BUSINESS LAW
This course uses a combination of text and case studies to cover the basic common and statutory law pertinent to business.
CB436 FEE: $193.05
F1 13 MO 6:30-9:30 FF Sep10 702053

BUSINESS MANAGEMENT
This course considers the management of a total enterprise. Through study of comprehensive cases of general management you will evaluate and formulate corporate strategy, and consider implementation issues. Prerequisite: Finance 1 (CB340 or BA340) and Statistics 1 (MA311) and (CB203 or AC336) and (MK456) and (GB335) Corequisites: AA440 and MA411
BA534 FEE: $193.05
F1 13 TH 6:30-9:30 FF Sep13 702010

COST & MANAGERIAL ACCOUNTING 1
Emphasis is placed on the flow of costs through a business and the systems used to accumulate these costs. This course, combined with AC436 with an average grade of B-, entitles a student the opportunity to obtain full exemption from the CGA course, Cost Accounting 3.
PREREQUISITES: Accounting 1 (CB101) & Accounting 2 (AC201).
AC336 FEE: $193.05
F1 13 WE 7:00-10:00 FF Sep12 702011

COST & MANAGERIAL ACCOUNTING 2
This course continues the study begun in AC336. It can be used as a credit toward an exemption in the CGA program, if an average grade of B- is achieved. See ASSOCIATED PROFESSIONAL PROGRAM section for details. Prerequisite: Cost Accounting 1 (AC305 OR AC336 OR BA509)
AC436 FEE: $193.05
F1 13 MO 6:30-9:30 FF Sep10 702012

INTRODUCTION TO BUSINESS
Students are presented with an introductory survey of business functions covering principles, problems, and practices related to our economic framework. This knowledge should enable students to appreciate specialized study in its proper perspective.
CB131 FEE: $193.05
F1 13 WE 6:30-9:30 FF Sep12 702054

INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR
This first course in Organizational Behaviour emphasizes the development of individual and interpersonal skills and focuses on perception, attitudes, values, motivation, job design, interpersonal communication and coaching. These skills are further developed and enhanced in the Organizational Behaviour 2 and 3 courses.
OB371 FEE: $193.05
F1 13 TU 6:00-9:00 FF Sep11 702013

MACROECONOMICS
An introduction to macroeconomics examines the impact of aggregate supply and demand on the determination of employment, prices, and national income. Prerequisite: CB122, Economics 1
EB222 FEE: $193.05
F1 13 TU 6:00-9:00 FF Sep11 702059

MARKETING 1
Students should gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix.
CB156 FEE: $193.05
F1 13 MO 6:00-9:00 FF Sep10 702055

MARKETING 2
Students will continue the studies begun in Marketing 1. PREREQUISITE: Marketing I
MK351 FEE: $193.05
F1 13 TU 6:00-9:00 FF Sep11 702057

PRINCIPLES OF ECONOMICS 1 (E)
An introduction to microeconomics dealing with the laws of supply and demand, the costs of production and profit determination under various market conditions.
CB122 FEE: $193.05
F1 13 TH 6:00-9:00 FF Sep13 702058

PURCHASING
Students will examine the purchasing function and related techniques. PREREQUISITE: MK351
MK455 FEE: $193.05
F1 13 SA 9:00-12:00 FF Sep15 702060

TAXATION-OPTION
This course considers primarily the income tax system relating to business organizations. PREREQUISITE: Financial Accounting 3 (AC331 or AC301 or BA301)
BA509 FEE: $193.05
F1 13 TU 6:30-9:30 FF Sep11 702014

INSURANCE
NOTE: There is an examination fee of $98.00 + G.S.T. for each course payable directly to the Insurance Institute of Canada. (The fee for C11 (BU180) is $124.00 + G.S.T.)
Program of Studies
For additional information/prerequisites, please refer to the Insurance web site.
BU100 Introduction to Insurance
BU180 Principles of Insurance
BU191 Principles of Life 1
BU291 Principles of Life 2
BU381 Insurance on Property 1
BU382 Insurance Against Liability
BU383 Auto Insurance
BU386 Specialty Lines
BU393 Group Insurance
BU398 Insurance Against Crime
BU487 Claims 1
BU488 Insurance Against Crime
BU281 Introduction to Personal Lines
Research and Reporting
Introduction to Organizational Behaviour
PLUS: One general elective requirement to be taken from a non-business area.
NOTE: Some courses are not offered every semester
PRINCIPLES OF INSURANCE
Insurance Institute of Canada course number C11. NOTE: This is a mandatory course and must be taken first, although other courses may be taken at the same time.

BU180 FEE: $190.58
F1 10 MO 6:00-9:00 FF Sep10 702898

AUTOMOBILE INSURANCE
Insurance Institute of Canada course number C14.

BU383 FEE: $148.50
F1 10 MO 6:00-9:00 FF Sep10 702881

BUSINESS INTERRUPTION
Insurance Institute of Canada course number C40.

BU485 FEE: $148.50
F1 10 MO 6:00-9:00 FF Sep10 702883

BUSINESS OF INSURANCE
(Formerly Insurance Organization, Accounts and Finance) Insurance Institute of Canada course number C16. NOTE: This is the final course required for Associatehip. It must be taken last.

BU389 FEE: $148.50
F1 10 MO 6:00-9:00 FF Sep10 702894

CLAIMS 1
Insurance Institute of Canada course number C17.

BU487 FEE: $148.50
F1 10 TH 6:00-9:00 FF Sep13 702885

CLAIMS 2
Insurance Institute of Canada course number C46.

BU384 FEE: $148.50
F1 10 TH 6:00-9:00 FF Sep13 702886

INSURANCE AGAINST CRIME
Insurance Institute of Canada course number C35.

BU484 FEE: $148.50
F1 10 TH 6:00-9:00 FF Sep13 702887

INSURANCE AGAINST LIABILITY
Insurance Institute of Canada course number C13.

BU382 FEE: $148.50
F1 10 MO 6:00-9:00 FF Sep10 702888

INSURANCE ON PROPERTY 1
Insurance Institute of Canada course number C12.

BU381 FEE: $148.50
F1 10 MO 6:00-9:00 FF Sep10 702889

INTRODUCTION TO PERSONAL LINES
Insurance Institute of Canada course number C71.

BU281 FEE: $148.50
F1 10 TH 6:00-9:00 FF Sep13 702890

Students with disabilities please refer to the College Information Section

BUSINESS CERTIFICATES

PROFESSIONAL SELLING CERTIFICATE
(Proposed) A POST-DIPLOMA/DEGREE CERTIFICATE Career opportunities in sales are growing rapidly as products become more complex and customers become more demanding of knowledge and customer service. “Nothing happens until somebody sells something”. Companies recognize this truth and see the value of a well-trained salesperson. The purpose of this one-year post diploma program is to enable college or university graduates from a variety of disciplines to enter the exciting and lucrative field of professional selling. Utilizing Mohawk’s state of the art sales laboratory, training will be provided in such areas as relationship selling, presentation technology, computer skills (sales force automation) and other areas that would directly relate to the pursuit of a sales career in a particular field.

For further information, please call Mark Valvasori (905)575-2375 ext. 3303.

ALTERNATIVE DISPUTE RESOLUTION CERTIFICATE
REVISED, FALL 1998 Discover the world of Alternative Dispute Resolution through this 5 course program, covering 180 hours of instruction, role plays, case studies and simulations. This is a timely opportunity for people in business to receive practical, effective training to expand skills and knowledge in the field of ADR. It is also for professionals in the fields of law, social work, psychology and education and for those who wish to enhance their life skills and their management of conflict generally.

For further information please call (905)575-2358 or (519)759-7200 ext. 2358.

Program of Studies
Revised Program of Studies

<table>
<thead>
<tr>
<th>Code</th>
<th>Name</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL016</td>
<td>Alternative Dispute Resolution</td>
<td>36 hours</td>
</tr>
<tr>
<td>AL017</td>
<td>Negotiation Skills</td>
<td>30 hours</td>
</tr>
<tr>
<td>AL018</td>
<td>Mediation Skills</td>
<td>42 hours</td>
</tr>
<tr>
<td>AL019</td>
<td>Group Facilitation Skills</td>
<td>36 hours</td>
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<tr>
<td>AL020</td>
<td>Adjudicative Processes (Law, Arbitration, etc.)</td>
<td>36 hours</td>
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</tbody>
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NOTE: Those students previously enrolled in the Alternative Dispute Resolution program may be assured that they can continue to complete their Certificate according to the original course offerings i.e. level one and two courses of 6 weeks duration totalling 18 hours per course.

ALTERNATIVE DISPUTE RESOLUTION
This course introduces the continuum of alternative dispute resolution processes. Through the use of interactive simulations, self-assessments, theory and skills building exercises, students will explore the nature of conflict and practice moving from conflict to collaboration through the use of effective communication skills. This course is a prerequisite for the remaining 4 courses in the program.

AL016 FEE: $178.20
F1 14 TH 6:00-9:00 FF Sep13 702903

ADJUDICATIVE PROCESSES
Here’s an opportunity to gain a working knowledge of civil procedures through examination of Ontario’s civil justice system including the Ontario Court (General Division) structure and the litigation process. You will examine various litigation stages and develop familiarity with legal language, concepts, general legal doctrine and areas of substantive law. Elements of family law will also be discussed. The structure and processes of arbitration will also be explored. No prerequisite required.

AL020 FEE: $178.20
F1 12 WE 6:00-9:00 FF Sep12 702904

GROUP FACILITATION SKILLS
This course introduces the student to facilitation theory, and the practical skills needed to assist groups in problem identification and participatory decision-making. The role of the facilitator, the facilitation process, including basic and developmental facilitation and practical techniques to maximize group effectiveness are examined. Interactive simulation, role playing, co-facilitation and internal facilitation processes will also be explored.

AL019 FEE: $148.50
F1 12 MO 6:00-9:00 FF Sep10 702894

BUSINESS - APPLIED ACCOUNTING

These programs are offered in a self-paced format. Lesson plans and assignments are specially designed to allow students to pause, review and analyze if necessary, or work through quickly. Students are required to purchase textbooks and correlated workbooks, available through the College bookstores. It is possible to complete more than one level per semester in this independent study format. Credit will be given for the last completed level.

For information, please call (905)575-2358 or (519)759-7200 ext. 2358.

Upon completion of level 3, students are eligible for an Applied Accounting-Bookkeeping Acknowledgement.

These courses are also offered in a DISTANCE EDUCATION format. See Distance Education section.

APPLIED ACCOUNTING-BOOKKEEPING

Students are introduced to bookkeeping including debit/credit transactions, journalizing and posting, trial balance/six column worksheet, simple income statements and balance sheets, closing ledger and reconciliation of bank statements. This course is offered in a self-study format. Each student will work through the material at their own pace.

AL016 FEE: $178.20
F1 12 MO 6:30-9:30 BF Sep10 702113
F2 12 TH 6:30-9:30 FF Sep13 703021
F3 12 TU 6:30-9:30 FF Sep11 703026

Browse the catalogue on the web at cecat.mohawkc.on.ca
BUSINESS

APPLIED ACCOUNTING-BOOKKEEPING 2

Students should further develop skills including trial balance on eight-column worksheets with adjustments, financial statements, special journals, and accounts receivable and payable, using controlling accounts. This course is offered in a self-study format. Each student will work through the material at their own pace. PREREQUISITE: Applied Accounting - Bookkeeping 1 (BZ018).

BZ019  FEE: $178.20 ☎
F1  12 MO  6:30-9:30  BF  Sep10  702114
F2  12 TH  6:30-9:30  FF  Sep13  703022
F3  12 TU  6:30-9:30  FF  Sep11  703027

APPLIED ACCOUNTING-BOOKKEEPING 3

Students should develop advanced bookkeeping skills, including petty cash and voucher systems, bad debts, fixed assets and depreciation, payroll, notes and drafts and accrued revenue and expenses. This course is offered in a self-study format. Each student will work through the material at their own pace. PREREQUISITE: Applied Accounting - Bookkeeping 2 (BZ019).

BZ202  FEE: $178.20 ☎
F1  12 MO  6:30-9:30  BF  Sep10  702115
F2  12 TH  6:30-9:30  FF  Sep13  703023
F3  12 TU  6:30-9:30  FF  Sep11  703029

HUMAN RESOURCES CERTIFICATE (825)

The Human Resources Certificate provides students with the necessary general knowledge and specific skills to function effectively in a human resources capacity. The program is designed to meet the needs of practitioners as well as those interested in entering the field. The course offerings consist of two groups. The mandatory courses cover material deemed to be essential to all students of human resources. The optional courses allow the student the flexibility to make selections consistent with his or her own professional needs or interests.

For further information please call (905)775-2358 or (519)759-7200 ext. 2358 or email cebus@mail.mohawkcon.ca

Program of Studies
Mandatory Courses: - All five of the following:
PIR08 Introduction to Industrial Relations*
PIR10 Labour Economics*
BPC01 Human Resource Management*
See Management Studies Certificate
PIR22 Organizational Behaviour and Administration
PIR23 Finance and Accounting*

Optional Courses: - Any three of the following:
PIR11 Compensation and Benefits*
PIR19 Employment Law*
PIR17 Human Resource Planning*
PIR16 Staff Training and Development*
PIR20 Recruitment and Selection*
PIR22 ORGANIZATIONAL BEHAVIOUR AND ADMINISTRATION* also offered through OntarioLearn.com

NOTE: * Approved by the Human Resources Professionals Association of Ontario.

INDUSTRIAL RELATIONS CERTIFICATE (624)

The Industrial Relations Certificate provides students with a broad working knowledge of industrial relations in Canada. Practical skills are developed through a combination of in-class discussion, extensive simulations, group exercises, films and case studies. The program is designed to accommodate practitioners as well as those without general interest in this subject.

For further information please call (905)575-2358 or (519)759-7200 ext. 2358 or email cebus@mail.mohawkcon.ca

Program of Studies
Mandatory Courses:
PIR08 Introduction to Industrial Relations* (Prerequisite for all other mandatory courses)
PIR14 Collective Bargaining
PIR13 Grievances, Arbitration & Contract Administration
PIR19 Employment Law*

Program of Studies
Optional Courses: - Any two of the following:
PIR22 Organizational Behaviour and Administration*
PIR10 Labour Economics*
PIR11 Compensation and Benefits*
PIR21 Occupational Health & Safety*

NOTE: * Approved by the Human Resources Professionals Association of Ontario.

COLLECTIVE BARGAINING

To provide students with an in-depth understanding of the structure and process of collective bargaining in Canada. PREREQUISITE: Introduction to Industrial Relations (PIR08)

PIR14  FEE: $193.05 ☎
F1  13 TU  6:30-9:30  FF  Sep11  702134

COMPENSATION AND BENEFITS

To provide students with a comprehensive introduction to the subject of compensation and benefits.

PIR11  FEE: $193.05 ☎
F1  13 TH  6:30-9:30  FF  Sep13  702133

EMPLOYMENT LAW

This course provides an introduction to the regulatory framework governing the employment relationship in Ontario. Students will develop a working knowledge of the main features of legislation pertaining to labour relations, employment standards, employment equity, workers’ compensation and human rights. Other relevant statutes and regulations are discussed. The impact of this regulation on human resource management is considered in-depth.

PIR19  FEE: $222.75 ☎
F1  15 TH  6:30-9:30  FF  Sep13  702138
F2  15 TU  6:30-9:30  FF  Sep11  702144
F3  15 WE  7:00-10:00  FF  Sep12  702142

FINANCE AND ACCOUNTING

Many human resource management decisions represent important inputs to an organization’s plans and operational results. In order to be able to make well rounded decisions, it is critical for human resource managers to understand measurement bases and reporting methodologies used in accounting and to appreciate the accounting dimension in the management of personnel functions.

PIR24  FEE: $222.75 ☎
F1  13 TH  6:30-9:30  FF  Sep11  702136
F2  15 TH  6:30-9:30  FF  Sep13  702131

HUMAN RESOURCES PLANNING & STAFFING

Students learn the principles and techniques of effective human resource planning. Particular attention is devoted to the assessment of organizational needs, the utilization of HRIS and the design of action plans by which staffing goals will be met.

PIR17  FEE: $193.05 ☎
F1  13 TH  6:30-9:30  FF  Sep11  702136
F2  15 TH  6:30-9:30  FF  Sep13  702131

INTRODUCTION TO INDUSTRIAL RELATIONS

Industrial relations in Canada is a rich and enlightening study. In this introductory course, you will gain a good grasp of industrial relations terminology and concepts, the historical development of the Canadian industrial relations system, contemporary industrialism and the regulatory framework.

PIR08  FEE: $222.75 ☎
F1  15 TU  6:30-9:30  FF  Sep11  702130
F2  15 TH  6:30-9:30  FF  Sep13  702131

LABOUR ECONOMICS

Here’s your opportunity to gain a comprehensive introduction to how Canadian labour market operates. The role of labour relations receives particular emphasis. A knowledge of economics is recommended.

PIR10  FEE: $222.75 ☎
F1  15 TU  7:00-10:00  FF  Sep11  702132

ORGANIZATIONAL BEHAVIOUR AND ADMINISTRATION

Functioning effectively as a member of a team or department within an organization demands understanding of the conceptual framework and the key behavioral skills. In this course, you will develop a range of individual and interpersonal skills, with emphasis on group problem solving; leadership, power and influence; conflict resolution; group dynamics and intergroup functioning.

PIR22  FEE: $222.75 ☎
F1  15 TH  7:00-10:00  FF  Sep11  702140
F2  15 TU  6:30-9:30  BF  Sep11  702141
F3  15 WE  7:00-10:00  FF  Sep12  702142
LABOUR STUDIES PROGRAM

Mohawk College in partnership with the Hamilton & District Labour Council, the Brantford & District Labour Council is offering a 240-hour certificate program in Labour Studies.

This new skills-oriented Labour Studies Program has 2 components:

- The Academic Component is a minimum of 180 hours of courses, seminars and/or research approved by the Labour Advisory Committee with at least 5 courses being a minimum of 20 hours or more in length. The Academic Component Program of Study includes courses on computer training, steward’s training, leadership skills, collective bargaining, union counselling and other courses as developed in conjunction with community partners. This flexible program will allow the participant to specialize in their area of interest and/or expertise.

- The Field Placement is a minimum of 60 hours dedicated to skills and to applying your knowledge for the benefit of the labour movement and the general well being of the community. Participants can be credited for approved projects and/or roles in the labour movement, community based activity, environmental issues or other approved activities/areas of community concern.

For more information please contact Don Fraser at (905)692-5189 or (905)318-4295 mailbox #1086; the Brantford & District Labour Council at (519)753-9142 or Mohawk College, Lynn Cheverie at (905)573-2424 or (905)759-7200 ext. 2242. Please call (905) 575-2424 for all withdrawals or refunds if you are unable to attend your Mohawk College course.

STEWARDS TRAINING 1

This 10 hour course deals with the responsibilities of the Steward. Discussion and class exercises will assist you in handling grievances, knowing your collective agreement and implementing the grievance procedure. The relationship of the Steward to the membership will also be discussed. Fee includes $10.00 for manual.

STEWARDS TRAINING 2

This 10 hour course deals with the grievance procedure, the writing and investigation of grievances and preparations for arbitration. Case studies will be used. Prerequisite for this course is UN002. Fee includes 10.00 for manual.

UNION COUNSELLOR-BASIC

This 30-hour course is designed to train workers to help their co-workers in need of social and community services. Graduate counsellors act as confidential referral agents dealing with problems outside the contract such as alcohol & drugs, family tension and stress. For further information and to register please call Colin Flicker at (519) 753-9142.

UNION COUNSELLOR-ADVANCED

This 25-hour advanced course trains union counsellors in additional skills in helping their co-workers deal with legal issues with various government agencies (W.S.I.B., U.I.C., C.P.P., etc.) and other problems that their co-workers may face in the workplace.

SUBSTANCE USE/ABUSE IN THE WORKPLACE

This 15 hour course is for union counsellors, EAP members, stewards etc. involved in the workplace. Participants will examine the issues of substance use/abuse & the role they play in prevention. They will increase their knowledge & awareness of legal & human rights issues; learn skills in identifying & supporting workers at risk; resources & treatments available & how to implement prevention strategies. Fee includes $20.00 for materials.

VIOLENCE AGAINST WOMEN: AWARENESS & SUPPORT

This 21 hour course will introduce participants to a war co-workers in crisis of violence against women & the principles of an empathetic, non-judgemental model of helping. Participants will gain an awareness of the impact of physical & sexual violence on women, explore community resources for assaulted women & acquire skills to be a more effective support person.
BUSINESS

COMPUTER CONCEPTS FOR WORKERS-WORD-C
This 21-hour course will prepare the participant for the more advanced Word for Windows computer courses offered under the Labour Studies Programs. This course provides hands-on experience in these areas. Manual to be purchased first night of class. Course will be held at 350 Kenilworth Ave. N.

UN102 FEE: $77.99
F1 7 TU 7:00-10:00 O Oct30 900008

COMPUTER CONCEPTS FOR WORKERS-WINDOWS 98-E
This 21 hour course prepares the participants to use Windows '98 for customizing and managing their desktop, using HELP and FIND and providing hands-on experience in these areas. Manual to be purchased first night of class. Course will be held at 350 Kenilworth Ave. N.

UN104 FEE: $77.99
F1 7 TU 7:00-10:00 O Sep11 900009
F2 7 TH 7:00-10:00 O Oct4 900010

COMPUTER CONCEPTS FOR WORKERS-POWERPOINT-BASIC-G
This 21 hour course will introduce the participants to the concepts of using PowerPoint, including the basics of creating slides, objects, charts, graphs, handouts, rearranging slides & creating an effective presentation. Course will be held at 350 Kenilworth Ave. N.

UN106 FEE: $77.99
F1 7 MO 7:00-10:00 O Oct15 900011

LABOUR STUDIES IN OCCUPATIONAL HEALTH AND SAFETY
Mohawk College in partnership with the Hamilton & District Labour Council, the Brantford & District Labour Council and the Workers Health and Safety Centre is offering a 180-Hour Certificate Program in Occupational Health and Safety.

For further information on this program please contact Laurie Andronico or Wayne Galanley at (905)545-5433 at The Workers’ Health & Safety Centre; or Don Fraser at (905)318-4295 mailbox #1086, or (905)692-5189; or Lynn Cheverie at (905)759-7200 or (519)759-7200 ext. 2424 at Mohawk College.

Program of Studies
Participants must complete the following to qualify for the certificate:

Occupational Health & Safety Training Level 1
30 hours
Occupational Health & Safety Law Level 2
(Provincial or Federal)
30 hours
Occupational Health & Safety Committees Level 2
(Provincial or Federal)
30 hours
Stress Awareness
30 hours
A combination of short courses - totaling 60 hours

NOTE: Prerequisite for all level 2 modules is level 1 or WHSC Certification Training.

PLEASE NOTE:
Exemptions to any Worker Health & Safety course must be verified by the Workers Health & Safety Centre. Only courses taken at the Worker Health & Safety Centre will be exempted. Cost of course material is included in most course fees.

Brantford Location:
BD-Brantford & District Labour Council Education Centre, 110 Icomm Drive, Brantford, Ontario. Courses held in Brantford are designated by /SB or /SC.

Hamilton Locations:
HD-Hamilton & District Labour Council Education Centre, 1130 Barton St. E., 2nd Flr, Suite 207, in Hamilton, Ontario (across from Centre Mall-Mohawk College, Wentworth Campus, 196 Wentworth St. N. (between Barton & Cannon)

Please call (905) 575-2424 for all withdrawals or refunds if you are unable to attend your Mohawk College course.

OH & S TRAINING LEVEL 1
Level I embraces a gamut of health & safety issues by focusing on hazard recognition & the rights & responsibilities of the workplace parties. Topics covered in this 30 hour program are: An intro to health & safety legislation (provided); Body in the workplace; Cancer; Toxic substances; Principles of control; Noise & vibration & 3 optional modules. WHSC certificate issued. Course fee includes $13.91 for manual.

EWS01 FEE: $139.61
F1 10 TU 7:00-10:00 HD Sep25 900000
FB 6 FR 7:00-10:00 BD Oct19 900000
SASU 9:00-5:00

COMMITTEES (PROVINCIAL) LEVEL 2
This 30 hour program has been updated to include the changes to the OH&S Act including certified members, the issue of dangerous circumstances and additional gains for Joint Committees in areas of testing & inspections. This will equip members of Joint Committees to carry out their responsibilities. Course fee includes $13.91 for manual.

EWS07 FEE: $139.61
F1 6 FR 7:00-10:00 HD Nov16 900000
SASU 9:00-5:00
F2 10 TH 7:00-10:00 BD Oct4 900004

WHMIS FOR WORKERS
This 6 hour course gives participants an awareness of how WHMIS was developed, what bodies of legislation were adapted to meet its requirements, information workers are entitled to, the body & how the workplace affects it, methods to communicate hazard information, examination of MSDS & product labels, hazards created by workplace processes & safe use instructions. Participants will receive a wallet card (ROT) Record of Training, upon successful completion. Course fee includes $8.56 for manual.

EWS22 FEE: $45.00
F1 1 FR 9:00-4:00 HD Oct26 900001
FB 1 FR 9:00-4:00 BD Nov23 900002

MIPP/APPLYING ERGONOMICS
This 12 hour course is divided into 2 parts. The 1st part consists of 6 hours of Musculoskeletal Injury Prevention (MIPP) which will enable students to understand, identify, control & eliminate the risk factors that can lead to musculoskeletal injuries (MSI’s). The 2nd part is 6 hours of Applying Ergonomics. It discusses relevant legislation with respect to ergonomics, reviews the definition & scope & provides information on recognizing risk factors. Course fee includes $24.61 for manuals.

EWS44 FEE: $74.89
F1 2 SASU 9:00-4:00 HD Nov3 900007

ASBESTOS: ISSUES IN THE WORKPLACE
This 10 hour course will explore all the issues surrounding the use, control and disposal of asbestos in the workplace, the potential health effects from exposure to asbestos and other issues as decided by the participants such as potential asbestos exposure in public buildings. Course fee includes $16.05 for manuals.

EWS51 FEE: $57.95
F1 3 WE 6:40-10:00 HD Oct17 900006

LABOUR STUDIES JOINT CERTIFICATE
McMaster University, Mohawk College, and the Worker Education Centre, in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council are pleased to offer a program of study leading to a Joint Certificate in Labour Studies. McMaster University offers a number of scholarships and bursaries to students taking certificate courses.

For further information on this program contact Don Fraser at (905)692-5189 or (905)318-4295, mailbox #1086; the McMaster Labour Studies Program, (905)525-9140 ext. 24692; Mohawk College, Lynn Cheverie at (905)759-7242 or (519)759-7200 ext. 2424.

Program of Studies
Successful applicants must complete the following (equal to 200 hours) to qualify for the certificate:

1. The program of studies includes four required courses from McMaster (72 hours-approx.), 90 hours from Mohawk and 38 hours from any partner institution. The number of hours per course will vary between each of the institutions but will require at least 162 hours of instruction at the university/college certificate level.

2. McMaster University courses must include History of the Labour Movements - Parts I & II, and Addressing the Challenges Facing the Labour Movement - Parts I & II, plus two electives.

3. An additional credit(s) equivalent to 38 hours from McMaster, Mohawk or a partner institution.

4. Mohawk College courses must include one course from a menu of courses related to Health and Safety (listed below), and 60 hours from a menu of courses related to the Labour Movement.

Health and Safety (Minimum of 30 hours)

EWS01 OH & S Training Level 1
EWS02 OH & S Level 2 Law (Provincial or Federal)
EWS07 OH & S Level 2 Committees (Provincial or Federal)
EWS38 OH & S Patient Handling (Health Care Sector)
EWS08 Stress Awareness

Labour Movement (Minimum of 60 hours)

UN001 Assertiveness Training for Workers
UN002 Stewards - Level 1
UN003 Stewards - Level 2
UN004 Steward as an Educator
UN005 Body Mapping/Hazards Mapping
UN007 Employment Insurance Act
UN008 Political Action in Civic Politics
UN009 Union Counsellor Course

Register Early ... Avoid Disappointment
NEW MILLENNIUM BROCHURE

13th Annual
Mohawk College
Christmas Craft Sale
FRIDAY, NOVEMBER 16
6:00 pm to 9:00 pm
SATURDAY, NOVEMBER 17
9:00 am to 2:00 pm
Fennell Gymnasium
135 Fennell Ave. W
$2.00 Admission
Doors Prizes
Plenty of Parking
Penny Sale
For more information, call
905 575-2072
leek@mail.mohawk.on.ca

13th Annual Mohawk College Christmas Craft Sale

UN010 Instructor Training
UN030 W.H.M.I.S, The Law & How to Comply
UN100 Computer Concepts for Workers-A
UN101 Computer Concepts for Workers-B
UN102 Computer Concepts for Workers-Word-C
UN103 Computer Concepts for Workers-Excel-D
UN104 Computer Concepts for Workers-Windows 98-E

PLEASE NOTE:
Enquiries regarding registration & refunds should be directed to the institution offering the course.

Brantford Location:
BD-Brantford & District Labour Council Education Centre, 110 Icom Dr., Brantford, Ontario. Courses held in Brantford are designated by /SB or /SC.

2 Hamilton Locations:
HD-Hamilton & District Labour Council Education Centre, 1130 Barton St. E., 2nd Flr., Suite 207, (across from Centre Mall)
W-Mohawk College, Wentworth Campus, 196 Wentworth St. N. (between Barton & Cannon)

MCMASTER COURSES
Too Much, Too Little, or Too Risky Work & Workplaces in Canada in the New Millennium
Instructor: B.A. This 12 hour course explores various issues involving overtime, short-term and part-time employment and the difficulties faced by youth and certain other groups in finding good jobs. This course will also look at some evidence of the growing risk & injury of workers in contemporary workplaces.
Fee: $80.00 (12 hours of instruction)
Date: Oct. 13, 14/01 from 9:00 a.m. - 4:00 p.m.

Women, Work and Unions
Instructor: T.B.A. This 12 hour course deals with women and their increased membership, involvement and activism within the union movement and the impact that women have had on the labour movement. Other issues relevant to women in the workplace may be discussed.
Fee: $80.00 (12 hours of instruction)
Date: Nov. 7, 14, 21, 28, 30/01 from 7:00 p.m. - 10:00 p.m.
The above courses will be held at 1130 Barton St. East, Suite 207. Please register through McMaster University by calling 519-685-8510 ext. 24692.

MANAGEMENT STUDIES CERTIFICATE (827)
(formerly Post-Diploma Management Studies Certificate) If you currently handle management responsibilities, or if you expect to assume a management role in the near future, you will find this program beneficial. It has been specially designed to help you as a professional make the transition from your area of specialization to the management role with its broader focus on organizational goals and strategic planning. As a program participant, you’ll gain organizational skills to solve various management challenges. As a program graduate, you’ll be well equipped to manage now and in the future. WHO SHOULD ATTEND: This unique new program has been specially designed for:
• engineering technicians/technologists
• health care professionals
• operations management personnel
• office administrators
• sales professionals
• educators and Human Resources Professionals
• managers and supervisors
*OMDP graduates who want to continue their management training are encouraged to enroll in this excellent program. (Because you have received an Ontario Management Development Certificate, you will be exempted from the optional courses section of this certificate.)
For information please call (905)575-2358 or (519)759-7200 ext. 2358 or email cebus@mail.mohawk.on.ca

Program of Studies
To be eligible for the Certificate, you must have completed six core courses and optional courses comprising of 351 hours of instruction. The core component of the program includes:
BPC01 Human Resource Management
BPC02 Managerial Communications
BPC03 Understanding Managerial Skills
BPC04 Problem Solving - Decision Making
BPC05 Managerial Analysis
BPC06 Financial Interpretation and Analysis

OPTIONAL CREDITS - Choose three
CO810 Intro to Microcomputer or any two Business computer courses
CB158 Marketing
CB436 Business Law
MK355 Applied Selling
PIR08 Intro to Industrial Relations
PIR19 Employment Law
PIR21 Occupational Health & Safety
SI516 Introductory Psychology
Si08 Sociology
PIR13 Grievances, Arbitration and Contract Admin
CB122 Principles of Economics
PIR20 Recruitment and Selection
EB222 Principles of Macroeconomics
BPC16 Effective Project Management
Other courses may be applied at the discretion of the Chair, Continuing Education, Business
NOTE: Any combination of two BAW courses constitutes one option credit.

EFFECTIVE PROJECT MANAGEMENT
In today’s changing business world, job security depends on effectively managing projects. This course combines practical application of estimating, monitoring & reporting tools with team building, leadership & communication skills. A full self-complete behavioural profile is included to help students better understand their natural behavioural tendencies & develop a Personal Action Plan to adapt their style & enhance their effectiveness. Student notes to be purchased at Bookstore prior to 1st class
BPC16 F1 13 WE 6:00-9:00 FF Sep12 702110

HUMAN RESOURCE MANAGEMENT STUDIES
For the new millennium, look for new proactive approaches to developing your organization’s human resources. In this course, you will explore methods for ensuring that the personnel function is responsive to the needs of the business, employees and society in an integrated, strategic way. Special management challenges related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits receive emphasis.
BPC01 FEE: $193.05
F1 13 TU 6:30-9:30 FF Sep11 702104
F2 13 MO 6:30-9:30 BF Sep10 702105
F3 13 TH 6:30-9:30 FF Sep13 702270

MANAGERIAL COMMUNICATIONS
Your management role imposes new communication challenges - lengthy reports, communicating to persuade, writing for publication, conducting seminars. High impact, high-powered communication, either oral or written, demands careful attention at various stages - pre-writing, drafting, revising and polishing. This course offers you the opportunity to further refine your written and oral presentation skills to enhance your credibility as manager.
BPC02 FEE: $193.05
F1 13 WE 6:30-9:30 FF Sep12 702106

PROBLEM SOLVING - DECISION MAKING
Every day, encounters in operating and strategic situations challenge your creative and critical thinking skills. This course is intended to help you perfect your problem solving skills, using diagnosis, analysis and evaluation as well as reasoning and verification techniques. You will also learn methods to encourage better thinking skills in others and to effectively lead groups in consensus problem solving.
BPC04 FEE: $193.05
F1 13 TU 6:30-9:30 FF Sep11 702108

UNDERSTANDING MANAGERIAL SKILLS
Coach, leader, delegator, group facilitator...your skills as you assume these roles directly influence the skill level in your organization interact. This course is designed to assist you to enhance your awareness of self and others and develop specific skills and strategies for managing people effectively in various organizational situations - individually and in groups.
BPC03 FEE: $193.05
F1 13 MO 6:30-9:30 FF Sep10 702107

Browse the catalogue on the web at cecat.mohawk.on.ca

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ONTARIO MANAGEMENT DEVELOPMENT STUDIES

This program offers education in a wide variety of business, management and supervisory skills for anyone interested in improving skills in communication, presentation, starting and managing a small business, management and supervision. To achieve course credits, participants must attend a minimum of 80% of the course hours. Attendance only will be assigned a grade of 'C'. Attendance and one project or presentation will be assigned a grade of 'B'. Attendance and two projects or presentations will be assigned a grade of 'A'. All program requirements must be COMPLETED AND APPLIED for within 10 years of enrolment in OMDP. Students who are eligible for an OMDP Certificate may notify the Chair, Continuing Education, Business and Community Studies, IN WRITING when qualification has been attained (after completion of the sixth course). It usually takes several months for the Certificate to arrive from the Ministry. Course credit may not be applied to more than one OMDP certificate.

For more information call (905) 757-2358 or (519) 759-7200 ext. 2358 or email ceubs@mail.mohawkcollege.ca

COURSE ELIGIBILITY

Mandatory courses for OMDP certificates must be completed at an Ontario College of Applied Arts and Technology.

PLEASE NOTE: Books for weekend courses should be purchased at the appropriate Campus Bookstore. Please see the College Information section of the catalogue for Bookstore hours. Textbooks for OMDP courses are the same titles as the course names.

The following requirements for the Business Management Skills and Leadership Skills Certificates are effective as of September 1, 2000.

OMDP CERTIFICATE - BUSINESS MANAGEMENT SKILLS

Program of Studies
Satisfactory completion of six (6) courses is required. Two mandatory courses are required, plus 4 electives. Two of the electives must be chosen from the following list of electives. Two additional electives may be any OMDP courses, or any 2 business related courses containing a minimum of 30 hours of study. Non-OMDP electives include Workplace Legislation, Dental Office Receptionist, WSIB Benefits Adjudication, WEIB Entitlement Adjudication, any 'business' course, computer applications courses (two 18 hour courses from the Business Applications for Windows or Business Internet Skills certificate programs constitute one elective).

Mandatory Requirements:
- MD221 Effective Supervision-Human Relations
- MD227 Effective Supervision-Communications

Electives:
- MD103 Small Business Bookkeeping
- MD241 Business Law
- MD111 Implementing a Customer Service Plan
- MD280 Finance and Budgeting Basics
- MD249 How to Start a Small Business
- MD271 Marketing Strategies

Note: Up to 2 electives may be any OMDP elective or non-OMDP elective (30 hours minimum) evaluated by the college OMDP coordinator as appropriate. Any individual course can be applied to one certificate only.

PRIOR LEARNING ASSESSMENT FOR NON-OMDP ELECTIVES

Students may apply for credit in individual courses based on learning acquired through work and other life experiences.

For assessment procedures and fees, contact the PLA office at (905) 757-1212 ext. 3298. Assessments should commence in the term prior to the start of classes. For course or program information, contact Continuing Education, Business at (905) 757-2358 or email ceubs@mail.mohawkcollege.ca

DENTAL OFFICE RECEPTIONIST

If you’ve been considering a career as a receptionist in a dental office/clinic, this course is for you. Practical exercises focus on appointment scheduling, dental insurance, and accounts receivable and payable. You will also gain “must-know” information about dental anatomy, tooth identification systems, dental terminology, ODA fee guides, dental specialties and the dental health team. Workbook “Dental Office Receptionist” must be purchased through the Bookstore prior to the first class.

BU153 FEE: $178.20
F1 12 MO 6:30-9:30 FF Sep16 702016
F2 12 TH 6:30-9:30 FF Sep13 702018

GROWING A SMALL BUSINESS

Attention owners and small business managers. Discover the benefits of combining personal growth with other operational aspects for business success. This course examines the business success triangle with emphasis on conceptual self-image, personal outlook, self esteem, goal setting, role behaviour modification and management style. You will also investigate successful interpersonal strategies and the concept of pay time versus no pay time.

BU493 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep12 702111

FINANCE AND BUDGETING BASICS

This course is ideal for the recently appointed non-financial manager or business owner who wants to gain a better understanding of the role of finance in order to apply it to his or her own area of responsibility. Your increased understanding will also aid communication with financial colleagues and/or professional advisors. This will be an interactive presentation utilizing case study material in small group settings. Required manual to be purchased in Bookstore.

MD290 FEE: $148.50
F1 10 WE 6:30-9:30 FF Sep5 702119
F2 5 SA 10:00-4:00 FF Sep3 702124
F3 10 TH 6:30-9:30 FF Sep13 703017
F4 10 TU 6:30-9:30 FF Sep11 703245

EFFECTIVE SUPERVISION - ADMINISTRATION

This course should assist supervisors/managers in various fields to improve management skills and use systems, equipment and personnel more effectively.

MD222 FEE: $148.50
F1 10 WE 6:30-9:30 FF Sep12 702123
F2 5 SA 10:00-4:00 FF Nov3 702124
F1 10 TH 6:30-9:30 FF Sep13 703017
F4 10 TU 6:30-9:30 FF Sep11 703245

EFFECTIVE SUPERVISION - PRODUCTION

This course offers strategies for helping supervisors improve productivity by applying principles of sound management, including principles of supervision, employee motivation, setting objectives and goals, planning, evaluating efficiency, etc. REQUIRED: Effective Supervision-Production manual to be purchased in the Bookstore.

MD225 FEE: $148.50
F1 10 TH 6:30-9:30 FF Sep13 702196

EFFECTIVE SUPERVISION - COMMUNICATIONS

This course should develop effective written and oral communication skills including listening skills in supervisory/management personnel. REQUIRED: Effective Supervision-Communications manual to be purchased in the Bookstore.

MD227 FEE: $148.50
F1 10 WE 6:30-9:30 BF Sep12 702123
F2 5 SA 10:00-4:00 FF Nov3 702124
F3 10 TH 6:30-9:30 FF Sep13 703017
F4 10 TU 6:30-9:30 FF Sep11 703245

EFFECTIVE SUPERVISION - HUMAN RELATIONS

This course covers various aspects of effectively managing personnel including employee selection, training, discipline performance appraisal, motivation, human rights, employment standards and wrongful dismissal. REQUIRED: Effective Supervision-Human Relations manual to be purchased in the Bookstore.

MD221 FEE: $148.50
F1 10 WE 6:30-9:30 FF Sep5 702119
F2 5 SA 10:00-4:00 FF Sep15 702121

Register Early ... Avoid Disappointment
HOW TO START A SMALL BUSINESS

This course focuses on the fundamentals of business operation by putting together a business plan for individuals contemplating starting their own business. REQUIRED: How to Start a Small Business Manual may be purchased in the Bookstore.

FEE: $148.50

MD249  F1 10 TH  7:00-10:00  FF Sep20  702125

MANAGEMENT FOR RESULTS

Effective management demands an in-depth understanding of human and organizational factors. Skillfully combines theory and practice to help you become a better manager. Relevant case studies and in-class exercises help you to develop your skill in solving management problems and to relate theory to your own work experience.

FEE: $148.50

MD233  F1 13 TU  6:30-9:30  FF Sep11  702127

MANAGING WORKPLACE LAW

More and more prudent employers, owners, managers, supervisors and Human Resource professionals are making sure they thoroughly understand and effectively manage their legal obligations to their employees so as to avoid costly and time-consuming legal problems. Major government statutes and other important legal issues affecting many aspects of employment will be covered in this course. Guest speakers will provide a practical perspective on several issues.

FEE: $148.50

BU491  F1 10 MO  6:30-9:30  FF Sep10  702112

PERSONAL SUCCESS

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in a social setting. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation, techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time management and stress management. REQUIRED: Personal Success-Participants Guide to be purchased at Bookstore.

FEE: $148.50

MD278  F1 10 TH  6:30-9:30  FF Sep13  702128

SMALL BUSINESS BOOKKEEPING

This course provides a basic knowledge of bookkeeping and identifies activities important to any small business. Intended participants are owner/managers of a small business, bookkeepers and anyone wishing to understand bookkeeping.

FEE: $148.50

MD103  F1 10 WE  6:30-9:30  FF Sep12  702116

TEAM BUILDING AND LEADERSHIP

This course has been designed to explore the driving forces behind successful team-based organizations. Areas examined include: building and developing employees to achieve the BEST team, the shift in expectations towards a self-directed approach, and the change in leadership roles and skills. REQUIRED: Team Building & Leadership manual to be purchased at Bookstore.

FEE: $148.50

MD110  F1 10 TU  6:30-9:30  FF Sep11  702117

W.S.I.B. WORKPLACE SAFETY & INSURANCE BOARD CLAIMS ADJUDICATION

These two courses will provide you with a comprehensive overview of the adjudication process relating to Workplace Safety and Insurance Board (WSIB) claim. They are of particular interest to those wishing or already working as an employer or worker advocate. You will obtain sufficient knowledge to effectively administer and manage WSIB claims from both an employer and worker perspective. The interactive classroom setting will include extensive use of group discussions and case studies. Each course can be used as an elective for the Ontario Management Development Certificate Program. An “Acknowledgement of Completion” is available to students who successfully complete both courses.

For more information please call (905)575-2358 or (519)759-7200 ext. 2358 or email cebus@mail.mohawk.on.ca

Note: Courses offered in Fall and Winter semesters only.

WSIB BENEFITS ADJUDICATION

Develop your skills in effective caseload management. Caseload management and the responsibilities of the workplace parties will be emphasized. Self-reliance in promoting an Early and Safe Return to Work or determining the suitability of a Labour Market Re-Entry Plan will be covered as well as the obligations and costs resulting from current legislation. You will gain insight on how employers can monitor their claims to control premium cost. Prerequisite: WSIB Entitlement Adjudication or permission from instructor.

FEE: $148.50

BU159  F1 5 SU  8:00-3:00  FF Oct28  702514

WSIB ENTITLEMENT ADJUDICATION

Here’s your opportunity to develop extensive knowledge of the policies and procedures governing the determination initial entitlement in a Workplace Safety and Insurance Board (WSIB) claim. Topics include the rights and obligations of workers under the Act, loss of earnings benefits paid to workers and effective approaches for accident investigation. When/how to object to a decision and requesting the application of SIEF is discussed.

FEE: $148.50

BU158  F1 5 SU  8:00-3:00  FF Sep9  702519

OFFICE ADMINISTRATION

OFFICE ADMINISTRATION

Prior Learning Assessment

You may obtain credit for skills and knowledge you have acquired in your life/work experiences through the Office Administration - General Certificate or the Executive, Legal and Medical Diplomas. Depending on the course, credit may be gained through the preparation of a portfolio, through an interview or through a challenge exam. Students who successfully challenge the following courses will be granted advanced standing status into year two of the Office Administration Executive, Legal or Medical Diplomas.

OA224 - Document Preparation 2
OA225 - Keyboarding for Speed and Accuracy
OA240 - Word Processing
OA262 - Windows Software

Anyone interested in pursuing credit for prior learning, or who requires information on a course not listed, should contact the Prior Learning Assessment office at (905)757-1212 or (905)757-1200 ext. 3298 or (519)759-7200 ext. 3298. Exam guidelines are available in the Fennell Campus Library Resource Centre or copies can be purchased through the Prior Learning Assessment Office. These guidelines list all appropriate textbooks and give details about the content of each exam. All assessments are done on computer. The fee for each exam is $96.00. Challenge exams will take place in MAY and OCTOBER 2002. See the Winter and Spring calendars for dates, times, course descriptions and offerings.

OFFICE ADMINISTRATION - GENERAL

(Automated Office Skills) This certificate program is for you if you: a) have never worked in an automated office; b) are currently working in an office and want to upgrade your skills; c) are re-entering the workforce and want to ensure that you have the skills for today’s offices. This program has been designed to be flexible to meet the needs of today’s student and, therefore, will be offered full time in the daytime or part time in the evening.

For further information please call Heather Armstrong, Program Manager at (905)575-2127 or (519)759-7200 ext. 2127 or email armstrongh@mail.mohawk.on.ca

OA116 Auto. Office Skills 1*  (equiv. BW120 + BW110)
OA151 Administrative Procedures 1 (equiv. OA150 + BW199)
OA152 Administrative Procedures 2 (equiv. OA250)
OA189 Work Experience

Plus one General Studies elective to be taken from a non-Office Administration area.

*B.C.E. students feel that their skills are at the appropriate level may take a Challenge Exam in these courses. For information on Prior Learning Assessment and recognition please call (905)575-1212 ext. 3298.
ADMINISTRATIVE PROCEDURES 1
This course is designed to give the student skills fundamental to the pursuit of an office career. Specific topics covered include filing, career planning, Windows 98 and telephone/reception skills. PREREQUISITE: ability to keyboard and basic Word (BW110) or WordPerfect (BW100).

OA151 FEE: $213.05
F 13 TU 6:00-9:00 FF Sep11 702161

ADMINISTRATIVE PROCEDURES 2
Building on the learning activities of Administrative Procedures 1, students will apply research, time management, planning, critical thinking, word processing and basic math skills to a variety of simulated office situations. PREREQUISITE: OA151, ability to keyboard and BW100 or BW110.

OA251 FEE: $213.05
F 13 TU 6:00-9:00 FF Sep11 702162

DOCUMENT PROCESSING 1
Using WordPerfect software, students will have demonstrated an ability to produce a mailable, career-related documents from handwritten and/or rough draft copy within an allotted time using all of the basic features of the word processing software program. PREREQUISITE: Corel WordPerfect - Level 1 (BW100) or ability to produce work at same level.

OA116 FEE: $213.05
F 13 WE 6:00-9:00 FF Sep12 702148

DOCUMENT PROCESSING 2
This course emphasizes modern business correspondence, including letters, interoffice memos, tables, financial statements, and business reports. PREREQUISITE: Document Processing (OA116) plus Corel WordPerfect 7 - Level 1 (BW100) or ability to produce work at same level.

OA224 FEE: $213.05
F 13 WE 6:00-9:00 FF Sep12 702086

KEYBOARDING - BEGINNERS
This course, for students with no/limited keyboarding skills, focuses on mastery of the keyboard with emphasis on speed and accuracy development. NOTE: 9-pin serial mouse, 3.5” High Density disk, and “College Keyboarding” (1-30) by Van Huss required.

SEZ30 FEE: $198.20
F 12 TU 6:00-9:00 FF Sep11 702150
F 12 TH 6:00-9:00 FF Sep13 702158

KEYBOARDING FOR COMPUTERS
Students will learn proper keyboarding technique, achieving a speed of approximately 30 net words per minute on 5 minute timings. Accuracy will be stressed and measured. NOTE: 9-pin serial mouse, 3.5” High Density disk, and “College Keyboarding” (1-30) by Van Huss required.

OA155 FEE: $198.20
F 12 TU 6:00-9:00 FF Sep11 702152
F 12 TH 6:00-9:00 FF Sep13 702159

KEYBOARDING FOR SPEED/ACCURACY
This course is designed for students with keyboarding skills who want to improve their proficiency. A Speed Certificate is issued on completion.

OA225 FEE: $168.50
F 12 TU 6:00-8:30 FF Sep11 702160

MICROTYPING
Students will be trained in the efficient operation of transcribing equipment and use of a computer to acquire the skills necessary to produce first-time marketable transcription of business-related material. In addition, specialized vocabulary will be introduced throughout the course.

OA261 FEE: $213.05
F 13 WE 6:00-9:00 FF Sep12 702149

NOTETAKING SKILLS
This course uses “SuperWrite” designed to assist students to increase their speed in taking legible notes, to teach notetaking and study skills, and to improve spelling, vocabulary, and punctuation skills. “SuperWrite” is an abbreviated writing system based primarily on longhand and secondarily on phonetics. It is a quick, easy-to-learn writing system that is easy to write and read.

SEZ77 FEE: $213.05
F 13 WE 6:00-9:00 FF Sep12 702160

PROPOSED MEDICAL TRANScription CERTIFICATE
If you wish to seek employment as a medical transcriptionist, you must have successfully completed the prerequisite courses* and/or Challenge exams and the four levels of Medical Transcription. All medical courses must be taken in the appropriate sequence as each level builds on the previous level.

OA225 KEYBOARDING FOR SPEED/ACCURACY
F 13 WE 6:00-9:00 FF Sep12 702149

**NEW**

MEDICAL TERMINOLOGY 1
This course is part of a two-part course. Upon completion of the course, the student will demonstrate an understanding of terms and concepts related to the essentials of disease and diagnosis, and be able to build medical terms by defining word roots, combining forms, suffixes and prefixes. The student will correctly spell, pronounce and define medical terms related to the anatomy, physiology and pathology of the body. The student will analyze case studies pertaining to each body system and submit a research report. NOTE: TEXT, DICTIONARY AND COURSE MANUAL ARE REQUIRED FOR FIRST NIGHT OF CLASS.

OA323 FEE: $193.05
F 13 WE 6:30-9:30 FF Sep12 702080

MEDICAL TERMINOLOGY 2
This course is a continuation of Medical Terminology 1. Upon completion of the course, the student will be able to build medical terms by defining word roots, combining forms, suffixes and prefixes. The student will correctly spell, pronounce and define medical terms related to the anatomy, physiology and pathology of the body as well as terms related to oncology and psychiatry. The student will analyze case studies pertaining to each body system and submit a research report.

OA324 FEE: $193.05
F 13 TU 6:30-9:30 FF Sep11 702081
F 13 TH 6:30-9:30 FF Sep13 702082

Admission Requirements
It is expected that students will have successfully completed the appropriate Challenge Exam through the Prior Learning Assessment office before pursuing the necessary four levels of transcription. Students in Office Administration - Medical diploma program will have completed all courses except Medical Transcribing 3 and 4 and are encouraged to complete these in order to obtain this additional credential.

Program of Studies
To obtain the Medical Transcription Certificate, students must have successfully completed the prerequisite courses* and/or Challenge exams and the four levels of Medical Transcription. All medical courses must be taken in the appropriate sequence as each level builds on the previous level.

OA225 KEYBOARDING FOR SPEED/ACCURACY
F 13 WE 6:00-9:00 FF Sep12 702149

**NEW**

REGISTER EARLY ... AVOID DISAPPOINTMENT

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BUSINESS APPLICATIONS FOR WINDOWS

Windows is a revolutionary software platform which delivers improved productivity and high-performance applications for today’s business environments. Windows simplifies the process of acquiring sophisticated computing skills by sharing common commands and data between software packages.

For further information please call (905)575-2226 or (519)759-7200 ext. 2226 or email duncanm@mohawk.on.ca

Admission Requirements

Courses are open to ALL students. It is assumed that participants in each course will have some understanding of the Windows environment. You are strongly urged to complete (BW001) WORKSHOP FOR WINDOWS, before taking other courses, since all Windows-based courses share common commands and data.

Program of Studies

All courses are offered in 15-hour modules with a test at the end for students seeking credit. Non-credit students may take any course for interest without writing the final exam, but cannot later seek credit in a higher level course without writing the challenge test. Students should be prepared to spend two hours of independent study for each hour of instruction in a micro lab. To qualify for an “Acknowledgement of Completion” students must complete the FOUR (4) mandatory courses.

Mandatory Courses:

BW199 Using Windows - Level 1
BW120 MS Excel - Level 1 OR
BW140 Quattro Pro - Level 1
BW130 MS Access - Level 1
BW110 MS Word - Level 1 OR
BW100 WordPerfect Windows - Level 1

To obtain the Business Applications for Windows Certificate, students must complete an optional SEVEN (7) courses chosen from the list below:

ACCPAC-GL, AR, AP, Payroll
CA Simply Accounting-Level 1,2
Corel Draw-Level 1, 2
MYOB Level 1,2
Managing Your PC
MS Access-Level 1,2,3
MS Excel-Level 1,2,3,4
MS Office Integration - Level 1
MS PowerPoint-Level 1,2
MS Project-Level 1,2
MS Publisher - Level 1
MS Word-Level 1,2,3,3,4
MS Outlook (BIN56)
Pagemaker 1.2 - (Distance)
PC Configuration for Windows/Internet (BIN40)
Quattro Pro for Windows-Level 1,2,3, Distance)
Quickbooks for Small Business-Level 1,2
Quicken
Using Windows Level 1,2
Windows NT (Fall 2001-Last time offered)
WordPerfect for Windows-Level 1,2,3,4, Distance)

NOTE: Only the two Internet course credits (BIN course codes) listed can be applied towards the BAW certificate, and only (1) MAC application credit may be applied. Also only one Windows Application (e.g. Using Windows, Windows 3.1, Windows 95 or Windows 98) may be applied towards the BAW certificate.

CHALLENGE EXAMS

If you would like to arrange a challenge exam for any of the BAW courses, please call the Prior Learning Assessment Office at (905) 575-1212 ext. 3298 or (519) 759-7200 ext. 3298. A minimum of two weeks notice is required.

Challenge exam fee: $47.00 per course.

SUBJECT SPECIALISTS

Students achieving a B+ average are eligible for a specialist recognition in the following areas:

Windows Word Processing Specialist

Completion of four course credits from any Windows word processing software application, of which a minimum of three course credits must be from the same application (e.g. 3 Word, plus 1 WordPerfect, or 4 Word etc.)

Windows Spreadsheet Specialist

Completion of four course credits from any Windows spreadsheet software application of which a minimum of three course credits must be from the same application (e.g. 3 Excel, plus 1 QuattroPro or 4 levels of Excel)

Windows Specialist

Completion of one Windows Level 1 course (BW199 or BW095 or BW198 or BC031) and three of the following courses: Windows Level 2 (BW299 or BW295) Managing Your PC (BW004) Configuration for Windows/Internete (BIN40) Windows NT (BW098) WWW Server (BIN90)

Excel Spreadsheet Specialist

Completion of three levels of MS Excel for Windows

Access Database Specialist

Completion of three levels of Access for Windows

Accounting Specialist

Completion of five course credits of which three must be AccPac/Windows GL, AR, AP and two levels of either CA Simply Accounting, M.Y.O.B. or Quickbooks.

PowerPoint/Graphics Specialist

Completion of four course credits of which two must be PowerPoint Level 1 and Level 2. The remaining two credits to consist of either CorelDraw, PageMaker or Publisher.

IMPORTANT NOTICE TO ALL BUSINESS APPLICATIONS FOR WINDOWS STUDENTS:

Students must provide their own mouse for any Windows course. The mouse must be a 9-pin MS compatible 2-button mouse. NO PS2 mice are allowed. (6-pin). Students will be able to rent a mouse from Fennell Open Access. Instructors will not have spare mice, disk or manuals available in the labs! 3.5” HIGH DENSITY DISKS AND TEXT REQUIRED UNLESS STATED OTHERWISE.
NOTE: Printing costs will be charged to all printers. Printer access cards are available in Open Access.

WORKSHOP FOR WINDOWS
This "hands-on" course is ideal for the novice computer user! Students will be introduced to the Windows environment, MS Word and MS Excel. Topics will include basic mouse skills, managing the desktop, saving and deleting files, Paint, WordPad and other Windows accessories. NOTE: 9-pin mouse, 3.5" High Density disk and TEXT "Tutorial Lessons for Workshop for Windows" by J. Munn and S. Scollard required.

ACCPAC - GENERAL LEDGER
This course introduces students to version 4.2 for windows (AccPac Advantage Series-Corporate Edition-formerly Small Business series) and focuses on the creation of a company and a chart of accounts, entering transactions, and producing financial reports. PREREQUISITE: BW199 Windows Level 1, plus familiarity with basic accounting. NOTE: 9-pin mouse, 3.5" disk and TEXT "AccPac for Windows Small Business Series", Version 4.1, by C. Heaney, Pearson Education Canada required.

ACCPAC - ACCOUNTS PAYABLE
This course covers the ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing using Version 4.2. PREREQUISITE: BW190 (AccPac General Ledger) or equivalent experience plus familiarity with basic accounting concepts. NOTE: 9-pin mouse, 3.5" disk and TEXT "AccPac for Windows Small Business Series", Version 4.1, by C. Heaney, Pearson Education required.

ACCPAC - ACCOUNTS RECEIVABLE
This course covers the ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing using version 4.2 for windows. PREREQUISITE: BW190 (AccPac General Ledger) or equivalent experience plus familiarity with basic accounting concepts. NOTE: 9-pin mouse, 3.5" disk and TEXT "AccPac for Windows Small Business Series", Version 4.1, by C. Heaney, Pearson Education required.

COREL DRAW FOR WINDOWS - LEVEL 2
Build on the basics covered in Level 1 to create design intensive documents suitable for business use. You will learn to work with styles, tracing bitmaps, creating vector-based animations with Corel Trace plus work with Corel Rave. Working with interactive fills & distortions, special bitmap effects & logos with clipping holes will also be covered. PREREQUISITE: CorelDraw Level 1 NOTE:9-pin serial mouse, 3.5" HD disk, and TEXT "CorelDraw 10 Advanced" by Element K is required. NOT IN OPEN ACCESS

MANAGING YOUR PC
Learn file and disk management, the ability to perform general and preventative maintenance using DOS and WIN 98. Perform DOS Commands as Directory, Copy, Format, etc.; use of Microsoft System Tools; gain knowledge of PC Configuration by examining device manager and files such as Config.sys., Autoexec.bat., etc. and Windows initialization files. PREREQUISITE: Windows Level 1 NOTE: 9-pin serial mouse, 3.5" disk and TEXT "Managing Your PC" by L. Restivo required.

NEED HELP FINDING A JOB?
Call Return to Work Services at (905) 575-2024
Here’s your opportunity to transform a plain spreadsheet into an effective presentation document. Topics in this “hands-on” course (version 2000) include creating and embedding customized charts and graphs, drawing features, adding clipart, MS Maps, MS Organizational Charts and Object Linking and Embedding. PREREQUISITE: BW210 - Excel Level 1. NOTE: 9-pin mouse, 3.5” disk and TEXT “Learning Excel 2000 for Windows-Presentation Charts and Drawing” by S. Scollard required.

Participants in this “hands-on” course (version 2000) will learn a variety of techniques for managing, querying a list. Topics include dates, auto filter, advanced filter, advanced sorting, adding, consolidation and lookup tables. PREREQUISITE: BW220 - Excel Level 2. NOTE: 9-pin mouse, 3.5” disk and TEXT “Learning Excel 2000 for Windows-Lists and Pivot Tables”, by S. Scollard required.

Participants in this “hands-on” course (version 2000) will learn a variety of advanced techniques for working with multiple worksheets and multiple workbooks. Other topics include macros, creating macro buttons, scenarios, goal seek, auditor, solver, customizing toolbars and menus and an introduction to forms. PREREQUISITE: BW320 Excel Level 3. NOTE: 9-pin mouse, 3.5” disk and TEXT “Learning Excel 2000 for Windows-Macros and Advanced Techniques” by J. Munn & S. Scollard required.

Learn how to integrate Office 2000 applications by customizing environments to suit your needs. Use Word’s mail merge feature with Access & Excel data files, use OLE between multiple applications, use cross-references, bookmarks & hyperlinks to navigate through documents, along with covering MS Binder & Office online. PREREQUISITES: BW199 Windows, BW110 Word, BW120 Excel, BW130 Access and BW003 PowerPoint. NOTE: 9-pin mouse, 3.5” disk and TEXT “Office Integration 2000” by D. Carey required.

Building on PowerPoint Lev 1 Ver 2000 students will advance their knowledge of working with masters & templates, customizing the slide presentation, creating data & organizational charts, adding multimedia effects & working with interactive presentations. You will also learn to create & edit macros, customize toolbar & menus, work with slide finder & create summary or agenda slides. PREREQUISITE: BW003-PowerPoint Lev 1. NOTE: 9-pin mouse, 3.5” disk & TEXT “PowerPoint 2000-Level 2” by CCI required.

Using MS Project ‘98 students will be able to identify steps involved in project planning, build breakdown structures, create task outlines & duration, link & attach task constraints. Also students will create a company calendar, work with resource sheets, assign tasks, enter resource costs & filter & sort data effectively. Working with different view tables & the Gantt Chart will be covered. PREREQUISITE: Windows Lev 1. REQUIRED:9-pin mouse, 3.5” disk & TEXT “Creating a Project” by Element K.

Using MS Project ‘98 students will be able to identify steps involved in project planning, build breakdown structures, create task outlines & duration, link & attach task constraints. Also students will create a company calendar, work with resource sheets, assign tasks, enter resource costs & filter & sort data effectively. Working with different view tables & the Gantt Chart will be covered. PREREQUISITE: Windows Lev 1. REQUIRED:9-pin mouse, 3.5” disk & TEXT “Creating a Project” by Element K.
BUSINESS COMPUTERS

MS PUBLISHER - LEVEL 1
Discover Microsoft Publisher 2000—an easy-to-use, but powerful desktop program. Various options and creative freedom in document design. Learn to design and create eye-catching and effective newsletters, booklets, flyers, brochures, using Page Wizards, Templates, borders, imported graphics, etc. PREREQUISITE: BW110 Word Level 1 or BW100 WordPerfect Level 1. NOTE: 9-pin mouse, 3.5" disk and TEXT “Microsoft Publisher 2000” #6215 by CCI required. Available only in MCACES Lab.

BW115 FEE: $107.10
F1 6 TH 6:00-9:00 FF Oct25 702429

MS WORD FOR WINDOWS - LEVEL 1
Here’s your opportunity to learn basic word processing concepts while becoming familiar with the popular Word 2000. This “hands-on” course will introduce the basic features required in creating, editing, formatting and saving documents. Various proofing tools and file management will also be covered. PREREQUISITE: Windows Level 1. NOTE: 9-pin mouse, 3.5" disk and TEXT “Word 2000-Level 1” by L. D’Angelo required.

BW110 FEE: $107.10
F1 6 MO 6:00-9:00 FF Sep10 702433
F2 6 TH 6:00-9:00 FF Sep13 702437
F3 6 SA 9:00-12:30 FF Sep15 702439
F4 6 TU 6:00-9:00 FF Oct23 702441
F5 6 WE 6:30-9:30 SF Sep12 702624
F6 6 WE 7:00-10:00 SC Sep12 702726

MS WORD FOR WINDOWS - LEVEL 2
This course examines more advanced capabilities of Word 2000 such as creating headers and footers, endnotes and footnotes, working with columns and tables, creating and working with columns and tables, and performing simple math calculations, mail merge, envelopes and labels, sorting and wizards. PREREQUISITE: BW110 - Word Level 1. NOTE: 9-pin mouse, 3.5" disk and TEXT “Word 2000-Level 2” by L. D’Angelo required.

BW210 FEE: $107.10
F1 6 TU 6:00-9:00 FF Sep11 702450
F2 5 SA 9:00-12:30 FF Oct27 702456
F3 6 TH 6:00-9:00 FF Oct25 702457
F4 6 WE 6:00-9:00 BF Oct24 702626
F5 6 WE 7:00-10:00 SC Oct24 702728

MS WORD FOR WINDOWS - LEVEL 3
This course will introduce more experienced Word users to the advanced features of Word 2000. Advanced merge features with respect to filtering will be covered, along with styles, templates, working with the outline feature and master documents. Students will learn how to create indexes, table of contents, cross-references, bookmarks and track changes, working with columns and tables, creating and working with columns and tables, and performing simple math calculations, mail merge, envelopes and labels, sorting and wizards. PREREQUISITE: BW210 - Word Level 2. NOTE: 9-pin mouse, 3.5" disk and TEXT “Word 2000-Level 3” by L. D’Angelo required.

BW310 FEE: $107.10
F1 6 WE 6:00-9:00 FF Oct24 702459

MS WORD FOR WINDOWS - LEVEL 4
This advanced course is designed for students already competent with the use of Word 2000. The focus on this course will cover all aspects of desktop publishing which include working with the drawing tool, graphics and WordArt. Students will learn how to create forms and use document protection. The equation editor and working with the Microsoft Graph will also be covered. PREREQUISITE: BW310 Word Level 3. NOTE: 9-pin mouse, 3.5" disk and TEXT “Word 2000-Level 4” by L. D’Angelo required.

BW410 FEE: $107.10
F1 6 WE 6:00-9:00 FF Sep12 702461

QUICKBOOKS FOR SMALL BUSINESS - LEVEL 1
QuickBooks is an integrated accounting package designed to meet the needs of small business. This computerized accounting system (version 2001) is easy to learn and is all-inclusive through to the financial statements. It is recommended that students have a basic understanding of accounting principle and concepts. PREREQUISITE: Windows Level 1 & a basic understanding of accounting. NOTE: 9-pin mouse, 3.5" disk and TEXT “Quickbooks 2001” by CCI required. NOT AVAILABLE IN OPEN ACCESS

BW007 FEE: $107.10
F1 6 MO 7:00-10:30 FF Sep10 702356
F2 5 SA 1:00-4:30 FF Oct27 702362

QUICKBOOKS FOR SMALL BUSINESS - LEVEL 2 (BW207)
To be offered in Winter 2002

QUICKEN
Using Quicken 2001 this course combines basic accounting practices with software instruction to help you better manage your personal or small business finances. You will become familiar with the Quicken working environment, learn to set up & maintain accounts, create graphs & reports, set up & track loans & mortgages, create & maintain budgets. PREREQUISITE: Windows Lev 1 & a basic understanding of accounting. NOTE: 9-pin mouse, disk & TEXT “Quickens 2001” by CCI required. NOT AVAILABLE IN OPEN ACCESS

BW008 FEE: $107.10
F1 5 SA 9:00-12:30 FF Sep15 702364

USING WINDOWS - LEVEL 1
This credit course provides the fundamentals of customizing and managing your desktop. Other topics include: file management using Windows Explorer and My Computer, moving and copying information, using Help, understanding the control panel, and using the System Tools. This course is suitable for both Windows 95, 98, NT and ME users. RECOMMENDED: BW001-(Workshop for Windows). NOTE: 9-pin mouse, 3.5" HD disk and TEXT “Using Windows Level 1” by S. Hernden required.

BW199 FEE: $107.10
F1 6 MO 6:00-9:00 FF Sep10 702512
F2 6 TU 6:00-9:00 FF Sep11 702525
F3 6 WE 7:00-10:00 FF Sep12 702529
F4 6 TH 6:00-9:00 FF Sep13 702532
F5 6 SA 9:00-12:30 FF Oct15 702534
F6 6 FR 6:00-9:30 FF Oct26 702536
F7 5 SU 9:00-12:30 FF Oct28 702536
F8 6 MO 7:00-10:00 FF Oct29 702537
F9 6 WE 6:00-9:00 FF Oct24 702539
F10 6 TH 7:00-10:00 FF Oct25 702540
F11 6 WE 6:30-9:30 SF Sep11 702627
F12 6 SA 9:00-12:30 CF Oct27 702628
F13 6 MO 6:30-9:30 BF Oct29 702629
F14 6 TU 7:00-10:00 SC Sep11 702721

USING WINDOWS - LEVEL 2
This credit course, intended for users of Windows 95, 98, NT and ME, presents more advanced Windows features. Topics include the use of desktop shortcuts, installing hardware and software, OLE, file management, the Briefcase, and networking basics. PREREQUISITE: BW199 (Using Windows-Level 1) or equivalent course. NOTE: 9-pin mouse, 3.5" disk and TEXT “Using Windows Level 2” by S. Hernden required.

BW299 FEE: $107.10
F1 6 MO 7:00-10:00 FF Sep10 702542
F2 5 SA 9:00-12:30 FF Oct27 702545
F3 6 WE 7:00-10:00 FF Oct24 702548
F4 6 TU 6:30-9:30 BF Oct23 702630
F5 6 TU 7:00-10:00 SC Oct23 702723

BUSINESS APPLICATIONS FOR MACINTOSH
WELCOME TO MACINTOSH. Brantford Campus is offering computer training using the Macintosh operating environment. These Macintosh courses offer the basics, to use other High Performance programs that will prepare you to meet the demands for today’s graphic opportunities. All courses are offered in 15- or 33-hour modules with an exam on the last evening of class. NOTE: only one (1) MAC application credit may be applied towards the Business Application for Windows Certificate.

If you qualify for credit based on learning outside the classroom, see the Prior Learning Assessment section on Page 135

BUSINESS APPLICATIONS FOR MACINTOSH

28 Register Early ... Avoid Disappointment
INTRODUCTION TO MACINTOSH-
LEVEL 1
This hands-on credit course is designed to introduce the Macintosh operating environment with its many features and Desk Accessories in the Apple Menu. Students will learn to identify the common elements shared by all Macintosh applications; learn procedures for disk & file management; how to open & work with two or more applications simultaneously; to use the control panel & to customize the desktop. REQUIRED TEXT: “Macintosh OS9 Introduction” by Element K Press
MAC10 FEE: $107.10
F1 6 TU 6:30-9:30  BF Sep11 703218
F2 6 MO 6:30-9:30  BF Oct29 703219

INTRODUCTION TO MACINTOSH-
LEVEL 2
This course, the second of two, introduces advanced features of the Macintosh OS9 environment, including finder techniques, system control & extension features, memory & storage & creating multiple users. Course topics also include networking, setting up user groups, the print environment, maintenance & troubleshooting. Students will be introduced to apple scripting, a powerful Macintosh tool. PREREQUISITE: (MAC10)-Level 1 or equivalent MAC OS9 experience. TEXT: “Macintosh OS9 Advanced Skills”
MAC20 FEE: $107.10
F1 6 TU 6:30-9:30  BF Oct23 703220

PHOTOSHOP FOR MACINTOSH
LEVEL 1
Using PhotoShop 6 learn the use of several tools for selecting, moving, duplicating & resizing images. Topics include: layers, apply layer effects & filters to create special effects, painting & blending tools to create shading effects & perform adjustments to contrast & colour balance. Investigate various file formats & image resolutions used in both the Graphic Arts Web Industries. PREREQUISITE: Intro to Mac-Lev 1 or familiar basic Mac operating concepts. TEXT: PhotoShop 6 Basic Skills1 for Mac
MAC30 FEE: $198.20
F1 12 TH 6:30-9:30  BF Sep13 703221

BUSINESS INTERNET SKILLS CERTIFICATE
The Internet is the global communication tool and information resource with extensive applications for business and personal use. Communication uses range from email to audio and video telecommunication applications. The World Wide Web and other Internet resources facilitate gathering and distribution of a diverse range of business, educational and recreational information. The Internet is an important component in business communication and marketing and using it effectively is an essential business skill.

Admission Requirements
Courses are open to ALL students. It is assumed that the participants in each course will have some understanding of the Windows environment, since Windows applications are used to access the resources of the Internet. If you are unfamiliar with computers or the Windows environment, it is recommended that you complete (BW001) WORKSHOP FOR WINDOWS as your first course. It is assumed that participants in the Internet courses have some understanding of the Internet, thus you are strongly urged to complete (BIN01) INTERNET STARTING POINT as your first Internet course.

Program of Studies
All courses are offered in 18-hour modules including a test at the end for students seeking credit. Non-credit students may take any course for interest without writing the final exam, but cannot later seek credit in a higher level course without writing a challenge test. Students should be prepared to spend two hours of independent study for each hour of instruction in a micro lab. To qualify for an “Acknowledgement of Completion” students must complete the FIVE (5) mandatory courses.

Mandatory Courses:
BIN01 Internet Starting Point
BIN30 Web Page Design - Level 1
BIN40 Configuration Windows/Internet
BIN50 Netscape Communicator
BW199 Using Windows - Level 1

NOTE: Only one Windows Application (eg.) Using Windows, Windows 3.1, Windows 95 or Windows 98 may be applied towards the Business Internet Skills Certificate

To obtain the Business Internet Skills Certificate, students must complete an additional SIX (6) courses chosen from the following list:

BIN31 Web Page Design Level 2
BIN33 Web Graphics Level 1
BIN36 JavaScript Programming Level 1
BIN39 Intro to Web Scripting
BIN50 Netscape
BIN56 MS Outlook
BIN60 WWW Server
BIN61 MS FrontPage
BIN82 CGI/PERL
BIN64 Active Server Pages Level1
BW004 Managing Your PC

NOTE: ALL INTERNET COURSES COMPLETED PRIOR TO THIS SEMESTER THAT ARE NO LONGER OFFERED, ARE STILL HONOURED AS OPTIONS

CHALLENGE EXAMS
If you would like to arrange a challenge exam for any of the Internet courses, please call the Prior Learning Assessment Office at (905)575-1212 ext.3298 or (519)759-7200 ext.3298. A minimum of two weeks notice is required. Challenge exam fee: $47.00 per course.

Subject Specialists
Students achieving a B+ or higher grade point average are eligible for specialist recognition in the following:

WEB PAGE DESIGN
Completion of WEB PAGE DESIGN LEVEL 1 and three of the following:
Active Server Pages Level 1
Javascript Level 1
Web Page Design Level 2
Web Graphics Level 1

WEBMASTER SPECIALIST
Completion of WEB PAGE DESIGN LEVEL 2 and four of the following:
Javascript Level 1
Intro to Web Scripting
CGI/PERL
WWW Server
MS Frontpage

Internet Access
Free access to the Internet is available in all Mohawk College microcomputer labs.

IMPORTANT NOTICE TO ALL INTERNET SKILLS STUDENTS:
Students must provide their own mouse for use in the computer labs. The mouse must be a 9-pin MS compatible 2-button mouse. No PS2 mice (6-pin). Mice can also be rented at Fennell Campus, Open Access. Instructors will not be able to provide mice, disks, manuals and headphones. Students who wish to hear audio output must also provide their own standard headphones with miniature plug. 3.5” HIGH DENSITY DISKS AND TEXT REQUIRED UNLESS STATED OTHERWISE.

For detailed information on the Business Internet Skills Certificate and the Webmaster Certificate please be sure to visit our web site at nexus.mohawkc.on.ca

WEBMASTER CERTIFICATE
The responsibilities of a Webmaster have evolved to include creation, organization and maintenance of Web pages including up to date knowledge of server technology and client-side and server-side scripting technologies.

For further information on the Webmaster Certificate please call (905)575-2226 or (519)759-7200 ext. 2226 or email duncanc@mail.mohawkc.on.ca

Admission Requirements
Courses are open to ALL students. It is assumed that the participants in each course will have some understanding of the Windows environment, and a working knowledge of the resources of the Internet. If you are unfamiliar with computers or the Internet it is recommended you complete some or all of the following courses, depending on your level of computing comfort: (BW001) WORKSHOP FOR WINDOWS, (BW199) USING WINDOWS (Level 1), (BIN01) INTERNET STARTING POINT.

Browse the catalogue on the web at cecat.mohawkc.on.ca
**INTRODUCTION TO WEB SCRIPTING**

Students with little or no programming experience learn fundamental programming & scripting concepts, beginning with an overview of the tools currently used including JavaScript, Perl & Active Server Pages. Topics include client/server architecture, fundamental & generic programming concepts eg. Data types, logical operators, comparison operators, control structures & planning the program using pseudo code & demonstrated using real examples. PREREQUISITE: (BIN31) 9-pin mouse, disk & TEXT “JavaScripting” by S. Hernden required.

**BUSINESS COMPUTERS**

**Program of Studies**

All courses are offered in 18-hour modules including a test at the end for students seeking credit. Non-credit students may take any course for interest without writing the final exam, but cannot later seek credit in a higher level course without writing a challenge test. Students should be prepared to spend two hours of independent study for each hour of instruction in a micro lab. To qualify for an “Acknowledgement of Challenge test. Students should be prepared

**Mandatory Courses:**

BIN30 Web Page Design - Level 1  
BIN35 Web Graphics - Level 1  
BIN36 JavaScript - Level 1  
BIN62 CGI/PERL Scripting  
BIN64 Active Server Pages - Level 1

To obtain the Webmaster Certificate, students must complete an additional SIX (6) courses chosen from the following list:

BIN31 Web Page Design - Level 2  
BIN39 Intro to Web Scripting  
BIN40 Configuration Windows/Internet  
BIN53 Web Graphics - Level 2  
BIN60 WWW Server  
BIN61 MS FrontPage - Level 1

**CHALLENGE EXAMS**

If you would like to arrange a challenge exam for any of the Webmaster courses, please call the Prior Learning Assessment Office at (905)575-1212 ext. 3298 or (519)759-7200 ext. 3298. A minimum of two weeks notice is required.

Challenge exam fee: $47.00 per course.

**INTERNET ACCESS**

Free access to the Internet is available in all Mohawk College microcomputer labs.

**IMPORTANT NOTICE TO ALL INTERNET SKILLS STUDENTS:**

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For detailed information about courses in the Business Internet Skills Certificate and the Webmaster Certificate, please visit our web site at nexus.mohawk.on.ca

**NEW**

**INTRODUCTION TO WEB SCRIPTING**

Students with little or no programming experience learn fundamental programming & scripting concepts, beginning with an overview of the tools currently used including JavaScript, Perl & Active Server Pages. Topics include client/server architecture, fundamental & generic programming concepts eg. Data types, logical operators, comparison operators, control structures & planning the program using pseudo code & demonstrated using real examples. PREREQUISITE: (BIN31) 9-pin mouse, disk & TEXT “JavaScripting” by S. Hernden required.

**BUSINESS COMPUTERS**

**Program of Studies**

All courses are offered in 18-hour modules including a test at the end for students seeking credit. Non-credit students may take any course for interest without writing the final exam, but cannot later seek credit in a higher level course without writing a challenge test. Students should be prepared to spend two hours of independent study for each hour of instruction in a micro lab. To qualify for an “Acknowledgement of Challenge test. Students should be prepared

**Mandatory Courses:**

BIN30 Web Page Design - Level 1  
BIN35 Web Graphics - Level 1  
BIN36 JavaScript - Level 1  
BIN62 CGI/PERL Scripting  
BIN64 Active Server Pages - Level 1

To obtain the Webmaster Certificate, students must complete an additional SIX (6) courses chosen from the following list:

BIN31 Web Page Design - Level 2  
BIN39 Intro to Web Scripting  
BIN40 Configuration Windows/Internet  
BIN53 Web Graphics - Level 2  
BIN60 WWW Server  
BIN61 MS FrontPage - Level 1

**CHALLENGE EXAMS**

If you would like to arrange a challenge exam for any of the Webmaster courses, please call the Prior Learning Assessment Office at (905)575-1212 ext. 3298 or (519)759-7200 ext. 3298. A minimum of two weeks notice is required.

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For detailed information about courses in the Business Internet Skills Certificate and the Webmaster Certificate, please visit our web site at nexus.mohawk.on.ca

**MS FRONTPAGE - LEVEL 1**

Discover FrontPage, an exciting new program for designing and managing your Internet Web site. You will explore the features of FrontPage for web page design, and the software’s capability for managing a personal or corporate web site. PREREQUISITE: (BIN 31) Web Page Level 2, NOTE: 9-pin mouse, 3.5” disk and TEXT “MS FrontPage” by S. Hernden required.

**MS OUTLOOK**

MS Outlook is an exciting program to help you manage your e-mail, organize contacts & priorities, schedule appointments & manage personal computer files. In this course you will explore how to use Outlook & the Internet as an effective personal information manager & organizational tool. This course is NOT Outlook Express. Can be used as a credit in the BAW Certificate. PREREQUISITE: Internet Starting Point. NOTE: 9-pin mouse, 3.5” disk and TEXT “Using Microsoft Outlook” by S. Hernden required.

**Call the Literacy and Basic Skills Program at (905)575-2029**

**Register Early ... Avoid Disappointment**
WEB PAGE DESIGN - LEVEL 2
Build on the basics learned in Level 1 to create web pages suitable for personal or business use. You will explore & use a number of more advanced HTML features such as forms used to collect data from visitors, tables used to align page information in columns & rows, multi-frame web pages, & cascading style-sheets used to control page style in an efficient & consistent manner. NOTE: 9-pin mouse, disk & TEXT “Web Page Design-Level 2” by S. Herendeen required. PREREQUISITE: BIN 30 Web Page Design Level 1.

BIN 31  FEE: $107.10
F1  6  TH  7:00-10:00  FF  Sep 13  702895
F2  5  SA  9:00-12:30  FF  Oct 27  702899
F3  6  MO  7:00-10:00  FF  Oct 29  702900
F4  6  TH  7:00-10:00  FF  Oct 25  702901
F5  6  WE  7:00-10:00  BF  Oct 24  702906

COMPUTER WORKSHOPS
INVESTING USING THE WORLD WIDE WEB
Here’s an opportunity for investors to discover the advantages of using World Wide Web resources for investing. This workshop focuses on trading stocks, with a brief discussion of mutual funds. Topics include setting up an on-line trading account, viewing various web sites supporting fundamental and technical analysis on selected stocks, stock-screening filters, and personal portfolio monitoring.

BIN 92  FEE: $54.45
F1  1  SA  9:00-12:00  FF  Nov 10  703040

DISTANCE EDUCATION COURSES
See DISTANCE EDUCATION section for additional offerings or call (905)757-2703 for more information about Distance Education.

CREATIVE & VISUAL ARTS
For general information about programs offered by the Creative & Applied Arts Department, please contact the office at (905)757-2298 or (905)757-2025. For detailed information about the programs or courses contact the program manager listed in each program description. To register with credit card identification call (905)385-HAWK (4295).
It is the responsibility of the student to monitor progress through the prescribed program and to apply in writing to the Creative & Applied Arts Department, Continuing Education to receive the Certificate. (PLA) PRIOR LEARNING ASSESSMENT Students may apply for credit in individual courses based on learning acquired through work and other life experiences. For assessment procedures and fees, contact the PLA office at (905)757-1212 ext. 3298 or (519)759-7200 ext. 3298. Assessments should commence 2 weeks prior to the start of classes.

AESTHETICS/COSMETICS
AESTHETICS/COSMETICS CERTIFICATE (026)
This certificate is designed for the individual who wishes to pursue a career within the growing field of aesthetics. This is an intense program of study, utilizing both theory and practical application with emphasis on student involvement for experience and training. Some areas of study will include skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations.

For further information please contact Myrna Kelly, Program Manager at (905)757-1212 ext. 3489 or (519)759-7200 ext. 3489 or email kellym@mail.mohawk.on.ca.

Program of Studies
To be awarded the Certificate, participants must successfully complete thirteen courses; ten compulsory courses plus three electives.

Code Course Name Semester Offered

COMPULSORY:
AE 02 Aesthetics: Skin Care I  F
AE 03 Aesthetics: Skin Care II  F
AE 04 Aesthetics: Skin Care III  F
WS 01 Colour Theme for Make-up & Fashion  F, S, W
WS 136 Business & Marketing-For the Cosmetics Industry  S
WS 143 Professional Selling  F, S
WS 144 Make-up Artistry I  F, W, S
WS 305 Manicure, Pedicure; Care and Techniques  F, W, S
WS 306 Waxing - Introduction to Hair Removal  F, S
HZA 34 Preparatory Biology  F, W
ELECTIVES - CHOOSE THREE:
WS 244 Make-up Artistry II  F, W, S
WS 031 Make-up; Paramedical & Camouflage Therapy  F
WS 034 Work Experience Option  F, W, S
WS 405 Manicure, Pedicure; Specialized Applications  F, W
WS 406 Waxing Level II - Advanced Procedures  W
WS 444 Make-up; Bridal, Glamour, Runway  S
WS 905 Manicure; Fibreglass & Acrylic Applications  W

Not all courses are offered each semester. COMPULSORY: PREPARATORY BIOLOGY and AROMATHERAPY courses refer to the HEALTH SCIENCES section.

WORK EXPERIENCE OPTION refer to Cosmetics - Other
WS 013 - Colour Theory for Make-up and Fashion Co-ordination WS 144 - Make-up Artistry I
WS 143 - Professional Selling in Cosmetics refer to Applied Cosmetics Certificate
WS 305 - Manicure, Pedicure; Care and Techniques refer to Nail Technician Certificate
ELECTIVES WS 244 - Make-Up Artistry II refer to Applied Cosmetics Certificate
WS 031 - Make-up; Paramedical & Camouflage Therapy WS 444 - Make-up; Bridal, Glamour Runway refer to Make-up Artistry Certificate

Browse the catalogue on the web at cecat.mohawk.on.ca
CREATIVE AND VISUAL ARTS

AESTHETICS: SKIN CARE I
This credit course is designed for those who have an interest in, or are pursuing a career in the field of Aesthetics. Through lecture and demonstration, the student will advance their knowledge of the skin, its structure, the skin types and disorders. They will continue to study product formulation and determine product choices based on in-depth skin analysis. Students will be responsible for models to work with on practical application sessions. Supplies will cost approx. $50.00

FEE: $193.05

AESTHETICS: SKIN CARE II
Through lecture and demonstration this continuation of Aesthetics: Skin Care I will further advance the students understanding of product knowledge, bacteriology, sanitation and hygiene. Utilizing practical application the student will start to develop skills in skin cleansing massage and mask treatments. Students will be responsible for models to work with on practical application sessions. Supplies will cost approx. $100.00. PREREQUISITE: AES02/Aesthetics: Skin Care I

FEE: $193.05

AESTHETICS: SKIN CARE III
This advanced level course will focus on skin and beauty treatments with extensive demonstration and practical application. Working with models the student will refine and familiarize themselves with salon procedures and equipment. Students will be responsible for models to work with on all practical application sessions. Supplies will cost approx. $60.00. PREREQUISITE: AES03- Aesthetics: Skin Care II

FEE: $193.05

WAXING - INTRODUCTION TO HAIR REMOVAL
Waxing and Sugaring are popular forms of hair removal. This course covers application types and procedures including hair growth, disorders, sanitation and business requirements. Both theory and practical demonstration is utilized. Students are responsible for models to work with at practical application sessions. Supply costs: approx. $90.00.

FEE: $148.50

AESTHETICS - ELECTIVES

AESTHETICS: BODY MASSAGE & TREATMENTS
A continuation of Skin Care III with focus on body massage and care. Topics to be discussed or demonstrated include lymphatic and hot stone massage, body wraps, exfoliation and hydrotherapy treatments. This course will allow you to take your clients towards the full Spa treatments currently used in the industry today. Prerequisite: AES04 - Skin Care III or equivalent.

FEE: $193.05

NAIL TECHNICIAN CERTIFICATE
This program is designed for those individuals wishing to work in one of the fastest growing areas of the Beauty Industry. Through theory and practical application the student will advance their knowledge and experience, preparing them to seek employment or start their own business. Some areas of study will include sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures.

For further information please contact
Myrna Kelly, Program Manager at (905) 575-1212 ext. 3489 or (519) 759-7200 ext. 3489 or email kellym@mail.mohawk.on.ca

Program of Studies
To be awarded the Certificate, participants must successfully complete nine courses: seven compulsory courses plus two electives.

CODE COURSE NAME SEMESTER

CODE COURSE NAME SEMESTER

WS101 Cosmetology - Introduction to Skin Care
F.W.S

WS136 Business & Marketing - For the Cosmetics Industry
F.W.S

WS305 Manicure, Pedicure; Care and Techniques
F.W.S

WS405 Make-up: Specialized Applications
F.W

WS906 Manicure; Fiberglass & Acrylic Applications
W

WS908 Manicure; Nail Art
S

Not all courses are offered each semester. Please refer to Applied Cosmetics Certificate W3136 - Business & Marketing - For the Cosmetics Industry or to Aesthetics Certificate MANICURE, PEDICURE-CARE AND TECHNIQUES

Through lecture and demonstration learn to recognize healthy nails; understanding their growth, diseases and care. Both manicure and pedicure techniques will be covered and demonstrated. Equipment and its uses will be covered. Students will be responsible for models to work with on practical application sessions. Textbook and Workbook needed. Supply costs will be approx. $130.00

FEE: $148.50

MANICURE, PEDICURE - SPECIALIZED APPLICATIONS
Continue the study of practical application and procedures begun in Manicure-Pedicure Care and Techniques (WS305) with emphasis on nail extensions using silk or fiberglass tips, nail wraps, mending as well as nail art. Topics also will include massage techniques and business procedures. Students will be responsible for models to work with on practical application sessions. Supply costs: approx. $125.00. PREREQUISITE: WS305 or equivalent.

FEE: $148.50

MAKE-UP ARTISTRY CERTIFICATE
This program offers professional training for individuals currently working or those seeking to work within the field of make-up artistry or other related service areas. Aestheticians, hairdressers, cosmetic retailers will enhance their services to customers with training from this program. Graduates will gain knowledge in a variety of areas involving make-up techniques for theatre, photography, paramedical, film, television and fashion applications. Theory and practical experience are integrated and delivered by instructors chosen for their workplace expertise.

For further information please contact
Myrna Kelly, Program Manager at (905) 575-1212 ext. 3489 or (519) 759-7200 ext. 3489 or email kellym@mail.mohawk.on.ca

Program of Studies
To be eligible for the Make Up Artistry Certificate, participants must successfully complete nine courses: seven compulsory courses plus two electives.

CODE COURSE NAME SEMESTER

WS101 Cosmetology - Introduction to Skin Care
F.W.S

WS144 Make-up Artistry I
F.W.S

WS244 Make-up Artistry II
F.W.S

WS329 Make-up: Theatrical and Special Effects I
F.W.S

WS331 Make-up: Paramedical and Camouflage Therapy
F

WS136 Business & Marketing-For the Cosmetics Industry
S

WS013 Colour Theory for Make-up and Fashion Design

Co-ordination OR PG101 Basic Design and Colour I

F.W.S

Register Early... Avoid Disappointment
ELECTIVES - CHOOSE TWO:

- WS033 Make-up: Theatrical and Special Effects II F,W,S
- WS034 Work Experience Option F,W,S
- WS344 Make-up: Portfolio Development F,W,S
- PD221 Life Drawing I F,W,S
- WS444 Make-up: Bridal, Glamour, Runway S

Not all courses are offered each semester.

COMPELLUSRY

- WS101 - Cosmetology - Introduction to Skin Care F,W,S
- WS244 - Make-Up Artistry I F,W,S
- WS032 - Colour Theory for Make-Up & Fashion Co-ordination

refer to Applied Cosmetics Certificate

WS136 - Business & Marketing - For the Cosmetics Industry

refer to Aesthetics Certificate

PG101 - Basic Design and Colour I

refer to Visual Arts Certificate - Design

ELECTIVES

- PD221 - Life Drawing I refer to Visual Arts Certificate - Drawing
- WS032 - Theatrical and Special Effects II

This course will be scheduled for Fall only due to the availability of the instructor.

WS034 - Work Experience Option refer to Cosmetics - Other

MAKE-UP - THEATRICAL & SPECIAL EFFECTS

Develop your skills in make up artistry through lecture and practical application in the field of theatrical and special effects make up, including basic stage make up techniques, product knowledge, wounds, burns, fantasy creation and an introduction to prosthetics. Supply costs: $80.00.

WS029 FEE: $148.50

F1 70 MO 6:30-9:30 FF Oct17 703224

MAKE-UP PARAMEDICAL & CAMOUFLAGE THERAPY

Learn corrective makeup techniques to conceal skin disorders or scarring resulting from accidents, burns, surgery etc. Through theory and practical application, the student will cover makeup formulation and suitable application, psychological aspects and communication skills as well as patient documentation needed to be able to work effectively in a clinical setting. Previous makeup or medical experience is necessary. Materials fee: approx. $75.00.

WS031 FEE: $193.05

F1 13 T 7:00-10:00 FF Sep18 703226

MAKE-UP ARTISTRY - ELECTIVES

MAKE-UP THEATRICAL & SPECIAL EFFECTS II

A continuation of Theatrical & Special Effects I using a “hands-on” approach to take the student through the specialized techniques involved with prosthetic creation. The student will work throughout the class on character creation, character worksheets and the moulds needed to produce a specific prosthetic piece. This will be utilized in the final make-up demonstration by the student. Supplies will cost approx. $125.00. PREREQUISITE: WS029 Theatrical & Special Effects I.

WS032 FEE: $148.50

F1 10 WE 7:00-10:00 FF Oct3 703230

MAKEUP PORTFOLIO DEVELOPMENT

Specialize in applications of makeup for photography; involving lighting, camera techniques and intensity levels. The differences between colour and black and white film will be discussed and how to achieve a proper look for each. At the conclusion of the course the student will have gained experience and knowledge of this medium. The photography sessions will be held off campus at a Hamilton studio location. Material fee: approx. $125.00. PREREQUISITE: WS244 Make-Up Artistry II or equivalent.

WS344 FEE: $148.50

F1 10 TH 7:00-10:00 FF Oct4 703230

APPLIED COSMETICS CERTIFICATE

This program offers professional training for those in and/or seeking employment in the retail field of cosmetics as well as those interested in individual development. Participants gain concentrated knowledge with emphasis on practical training and experience. Topics include skin analysis and care, colour theory, makeup applications and theory, including the corrective techniques, merchandising and sales.

For further information please contact Myrna Kelly, Program Manager at (905)755-1212 ext. 3489 or (519)759-7200 ext. 3489 or email kellym@mail.mohawkc.on.ca

Program of Studies

To be awarded the Certificate, participants must successfully complete six courses; five compulsory courses plus one elective.

CODE COURSE NAME SEMESTER

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<th>COMPULSORY</th>
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<th>ELECTIVES - CHOOSE ONE:</th>
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<tr>
<td>WS444 Make-up: Bridal, Glamour, Runway</td>
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or any business elective subject to approval by the Program Manager.

Not all courses are offered each semester

COLOUR THEORY FOR FASHION MAKE-UP CO-ORDINATION

Participants will study colour, colour theory, colour combinations, style analysis, figure analysis, image profile for use in developing a well accessorized wardrobe with co-ordinated makeup shades. At the conclusion of the course, students should be able to identify their own colour choices. Colour swatches are available for purchase.

WS013 FEE: $163.35

F1 11 WE 7:00-10:00 FF Sep28 703229

COSMETOLOGY 1

Through lectures and demonstrations, participants will study skin structure, analysis of skin types, skin care product knowledge, properties and uses of facial and masques, hygiene, nutrition, hand and foot care, perfume, scent and personal care.

WS101 FEE: $163.35

F1 11 MO 7:00-10:00 FF Sep29 703222

PROF SELLING IN COSMETICS

This course is designed to assist students in developing selling skills. As well as techniques for sales improvement, topics include professional appearance, the role of the cosmetics salesperson, and salesmanship in the field of cosmetics.

WS143 FEE: $163.35

F1 11 WE 7:00-10:00 FF Sep26 703231

MAKE-UP ARTISTRY

This course covers the history and psychology of cosmetics, the fundamentals and theory of makeup application in a variety of methods, cosmetics, hair, and makeup trends. Emphasis is on practical demonstration and experience. Supply costs: approx. $60.00. PREREQUISITE: WS144 or equivalent.

WS244 FEE: $163.35

F1 11 TH 7:00-10:00 FF Sep27 703234

MAKE-UP ARTISTRY II

A continuation of Make-Up Artistry I with emphasis on practical make-up applications for Black and White and Colour photography, television, video, fantasy, bridal and specialized looks for daytime and evening. Supply costs: approx. $60.00. PREREQUISITE: WS144 or equivalent.

WS444 FEE: $163.35

F1 11 TH 7:00-10:00 FF Sep25 703225

COSMETICS OTHER

WORK EXPERIENCE OPTION

This program involves students, supervisors and Mohawk College in a unique opportunity that integrates classroom theory and learning with pertinent practical hands-on experience in a work place. You are responsible for arranging your own work place location and supervisor. You MUST receive approval from the Program Manager of the Certificate you plan to use this within BEFORE registering in this course.

WS034 FEE: $148.50

F1 10 MO/FR 9:00-10:00 FF Nov24 703247

HOW TO GET INTO THE BUSINESS OF MAKE-UP

Is this the career for me? What does it involve? Can I sell myself and my work? If you want answers to those questions and want to learn how to prepare yourself for entry into this field of work this workshop is for you. Guided by a make-up artist and guest speakers who currently work in the field, learn the way to put a portfolio, make-up kit, resume and business cards together. Search out contacts and understand the requirements of union participation and much more.

WS038 FEE: $53.48

F1 2 TH 7:00-10:00 FF Nov20 703247
HAIR CUTTING TECHNIQUES

For the individual that would like to learn to cut, style and maintain hair. This is a hands-on course that will cover the basic techniques of hair cutting and styling. Students will be working on a mannequin. Supply cost will be approximately $75.00.

W5035 FEE: $171.68
F1 7TU 7:00-10:00 FF Oct2 703228

DRESSMAKING/FASHION

DRESSMAKING 1-LEVEL 1

You will learn to make a basic blouse with set-in sleeves. Professional techniques for constructing simple collars, short sleeve styling plus making buttonholes and more will be covered. PREREQUISITE: DM110 or equivalent.

DM110 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 702804

DRESSMAKING 2-LEVEL 1

Discover how special techniques and careful workmanship can eliminate the “homemade” look in all of your sewing projects. The handling of different fabrics is given special attention. You will demonstrate your new level of skill by completing a detailed blouse/dress. PREREQUISITE: DM115 or equivalent.

DM115 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 702804

DM120 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 702806
F2 10 TH 7:00-10:00 FF Sep20 702807

DRESSMAKING 2-LEVEL 2

Workmanship is again emphasized in this course. You will pay particular attention to achieving professional fit and finishing details for pants. Course projects include pants fitted in muslin and your choice of pant styling. PREREQUISITE: DM120 or equivalent.

DM125 FEE: $148.50
F1 12 TU 7:00-10:00 FF Sep18 702811

TAILORING-LEVEL 1

This course emphasizes details of cutting, fitting and sewing a tailored garment, working with wool or another natural fibre. You will learn about padstitching, taping, interlinings, interfacings, and linings. A ladies tailored suit or coat will be completed. PREREQUISITE: DM135 or equivalent.

DM140 FEE: $178.20
F1 12 TU 7:00-10:00 FF Sep18 702811

FASHION DESIGN CERTIFICATE (804)

This program is intended for experienced dressmakers, dressmaking teachers and others interested in fashion and design, either as a challenging career opportunity or for personal enrichment. The program skillfully combines two separate but complementary components - technical skills in pattern design and drafting, allowing you the ability to move beyond dependence on commercial patterns and to create individualized designs, coupled with other fashion related areas including drawing, colour and figure theory, textile and costume awareness. This broad-based knowledge encourages participants to appreciate the potential for creative expression and individuality inherent in fashion

For further information please contact Bonnie Pataran, Program Manager at (905)757-2307 or (519)759-7200 ext. 2307 or email patarab@mail.mohawk.on.ca

DM140 TAILORING 1 LEVEL 1
DM145 TAILORING 1 LEVEL 2

ALL COURSES ARE NOT OFFERED EACH SEMESTER.

HAIR CUTTING TECHNIQUES 1

For the individual that would like to learn to style their own hair or friends and family. This is a hands-on class that will cover the basic techniques of hair cutting and styling. Students will be working on a mannequin. Supply cost will be approximately $75.00.

WS035 FEE: $171.68
F1 7TU 7:00-10:00 FF Oct2 703228

DRESSMAKING 2-LEVEL 1

You will learn to make a basic blouse with set-in sleeves. Professional techniques for constructing simple collars, short sleeve styling plus making buttonholes and more will be covered. PREREQUISITE: DM110 or equivalent.

DM110 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 702799
F2 10 WE 7:00-10:00 FF Sep19 702800
F3 6FR 9:30-3:00 FF Sep21 702802

DRESSMAKING 2-LEVEL 1

Discover how special techniques and careful workmanship can eliminate the “homemade” look in all of your sewing projects. The handling of different fabrics is given special attention. You will demonstrate your new level of skill by completing a detailed blouse/dress. PREREQUISITE: DM115 or equivalent.

DM115 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 702804

DM120 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 702806
F2 10 TH 7:00-10:00 FF Sep20 702807

DRESSMAKING 2-LEVEL 2

Workmanship is again emphasized in this course. You will pay particular attention to achieving professional fit and finishing details for pants. Course projects include pants fitted in muslin and your choice of pant styling. PREREQUISITE: DM120 or equivalent.

DM125 FEE: $148.50
F1 12 TU 7:00-10:00 FF Sep18 702811

TAILORING-LEVEL 1

This course emphasizes details of cutting, fitting and sewing a tailored garment, working with wool or another natural fibre. You will learn about padstitching, taping, interlinings, interfacings, and linings. A ladies tailored suit or coat will be completed. PREREQUISITE: DM135 or equivalent.

DM140 FEE: $178.20
F1 12 TU 7:00-10:00 FF Sep18 702811

FA200 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA201 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817

FITTING ANALYSIS WORKSHOP

Pants, jackets, coats, capes, and hoods are wardrobe essentials that require accurate drafting techniques. In this course, emphasis will be on these basics and further development of good designing and fitting skills. You will use these techniques to design two outfits of your choice. Materials Extra. PREREQUISITES: FA200, FA210, FA220.

FA230 FEE: $163.35
F1 11 TU 7:00-10:00 FF Sep18 702815
F2 11 WE 7:00-10:00 FF Sep19 702816

OPTION - CHOOSE ONE:

FA240 Costume Influencing

FA910 Fabric Awareness

MD249 How to Start a Small Business - refer to the Business Section

PATTERN DESIGN & DRAFTING BASIC

An introduction to the flat pattern method which provides the basic drafting skills used in designing. Emphasis is placed on drafting accuracy, development of various skirt designs, and working with standard and personal measurements. Students will design a skirt in fabric and colour of their choice. Sewing skills are essential.

FA200 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA201 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817

FA230 FEE: $163.35
F1 11 TU 7:00-10:00 FF Sep18 702815
F2 11 WE 7:00-10:00 FF Sep19 702816

FA240 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA241 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817

FA242 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA243 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817

FA244 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA245 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817

FA246 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA247 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817

FA248 FEE: $163.35
F1 11 MO 7:00-10:00 FF Sep17 702813

FA249 FEE: $148.50
F1 11 MO 7:00-10:00 FF Sep17 702817
PROGRAM OF STUDIES

FA075 Work Experience - NEW

Program of Studies

For further information please contact Bonnie Pataran, Program Manager at (905) 575-2307 or (519)759-7200 ext. 2307 or email patarab@mail.mohawk.on.ca

Admission Requirements

Individuals who have participated or graduated from the Fashion Design Certificate Program (804) OR an individual who has a sound background of sewing and pattern making skills.

Program of Studies

Participants must complete 6 mandatory courses plus 2 additional courses from elective lists. The first 4 courses must be taken:

MANDATORY COURSES

FA044 Pattern Drafting - Advanced
FA045 Designing Workshop
FA240 Costume Influencing refer to Fashion Design Certificate
FA910 Fabric Awareness refer to Fashion Design Certificate

The other two mandatory courses can be selected from:

FA041 Pattern Drafting - Children’s
FA043 Pattern Drafting - Menswear
FA048 Draping Basics

The electives may be chosen from the following:

PX211 Fabric Design (Textile Art)1 refer to the Visual Arts Certificate - Fibre Art
MD104 How to Develop Your Business - refer to the Business Section of the Catalogue
FA075 Work Experience - NEW
FA076 Garment Technology - NEW

Applicants may also choose other Business & Community Studies or Creative & Applied Arts courses as an elective in consultation with the Program Manager.

NOTE: ALL COURSES ARE NOT OFFERED EACH SEMESTER.

COST OF MATERIALS FOR CLASS PROJECTS IS THE RESPONSIBILITY OF THE STUDENT.

CREATIVE AND VISUAL ARTS

PATTERN DRAFTING - CHILDREN

Learn the basic drafting skills used in designing for children. To design for children, you must become aware of the changing shape and proportions of the child as it grows. Develop basic blocks using standard sizing and personal measurements, various garment designs and drafting accuracy will be covered. You will be required to design custom or marketable garment(s) of your choice as a course project. Previous pattern making skills are a prerequisite.

FA041 FEE: $118.80 ☎
F1 8 TH 7:00-10:00 FF Sep20 703316

FASHION DESIGN - OTHER

PATTERNMAKING SOFTWARE - IS IT FOR YOU?

The latest trend for home sewers is the use of computers to create customized clothing patterns. Several good choices on the market are Dress Shop 2.5, Fittingly Sew, Personal Patterns, Garment Styler, Pattern Master Boutique to name a few. Come to this informative demonstration class to explore the pros and cons of several. No computer required.

FA0301 FEE: $26.49 ☎
F1 1 SA 10:00-12:30FF Oct20 703359

CREATING YOUR OWN MEASUREMENT PORTFOLIO

Have you ever tried the frustrating process of measuring yourself? During this hands-on course, you will go through the steps of how to take proper measurements correctly. Then develop your own measurement portfolio which can be then used for any of the computer software available on the market today or to make manual adjustments to commercial patterns. Please note this course does not teach you pattern adjustment techniques. No computer required. Prerequisite for FA0304.

FA0303 FEE: $30.98 ☎
F1 1 SA 10:00-1:00 FF Nov3 703317

COMPUTERIZED PANT PATTERN

Undertake this class, if you are curious to try computer software patterns but are hesitant to invest a large sum of money. You will be taken through the process of using a computerized pants pattern from custom measurements all the way to sewing up a test pair of pants in muslin. See how easy this can be and what a satisfying fit you can achieve. Prerequisite - FA0303 MUST BE TAKEN. Basic sewing skills are needed.

FA0304 FEE: $58.28 ☎
F1 1 SA 10:00-4:30 FF Nov24 703316

INDUSTRIAL SEWING MACHINE TRAINING PROGRAM

Participants will be provided with hands-on training on industrial sewing machines. The program has been developed in consultation with the manufacturing sector, which has identified the need for sewing machine operators. With industry input, the 160-hour program has been designed to provide the necessary required skills and to prepare individuals to enter into the work force with some experience. A qualified instructor with years of industry experience will provide the training. Financial assistance may be available based on eligibility.

For more information about the program, how to register, and start up dates and times, please contact Bonnie Pataran, program Manager at (905) 575-2307 or (519)759-7200 ext. 2307 or email patarab@mail.mohawk.on.ca

Admission Requirements

No prior experience is necessary.

Program of Studies

Upon successful completion of 160 hours of training, an ACKNOWLEDGMENT OF COMPLETION will be awarded.

A maximum of 7 students will be accepted. Classes will be scheduled as follows: Times: 8:30 – 5:00 p.m. A. 5 days a week for 4 weeks OR B. 4 days a week for 5 weeks (dependent on students request)

Scheduled Start-Up Dates: Monday, September 10 Monday, October 22

COST: $1120.60 (160 hour course)

FASHION SEMINARS

MARSHA GETTAS

has taught at Ryerson University for the past 12 years and at the Haliburton School of Fine Arts. She continues to do commission work for Toronto theatres, movie productions and private collections. Her wealth of fashion and sewing expertise will inspire you and increase your fashion knowledge.

PROPORTION, COLOUR AND DESIGN FOR YOU

Sharpen your visual skills and learn to use the elements of design, colour and proportion to create a “look” that is truly “YOU”. In this highly interactive class Marsha will talk about necklines, shaping, proportion and length, colour, adapting patterns and more! Find out when, how to use and combine fabric textures, stripes, prints and colours to make garments you will enjoy to wear. Bring for discussion and advice patterns, pictures, ideas or a fabric piece. The possibilities are endless.

FA0300 FEE: $58.69 ☎
F1 1 SA 9:30-4:30 FF Sep29 703260

Need help entering the workforce?

Call the Mohawk College Employment Assessment Centre at (519)770-4765.

Browse the catalogue on the web at cecat.mohawk.on.ca
DIGITIZING WITH EMBROIDERY DESIGNED SOFTWARE

You’ve got your new embroidery software. You’re reading the manual, followed all the instructions, and you’re stuck. What’s the next step? Let Lindsey help to take the mystery out. It takes only a few questions answered and you’re on the way to creating beautifully embroidered designs. Information to be covered: recognize a good design, create a bitmap (outline) image, apply sewing attributes, edit and combine designs and where and how to save the files. Bring a notebook, pen and owners manual.

FA320  FEE: $62.77  ☎
F1 1  SA  9:30-4:30  FF  Sep29  703319

HOME BASED FASHION BUSINESS

If you are planning to form a business from your fashion craft, then this course is for you. In this structured workshop, Joanne will show the strategies to create a business environment, setting up your workspace, creating an image, business planning and concept, advertising techniques, web site marketing. Many other useful strategies to help make your home based business unique and successful will be highlighted. This is a start in developing the confidence to take that first initial step.

FA330  FEE: $53.80  ☎
F1 1  SA  9:30-3:30  FF  Oct13  703227

SEWING TOUR

SEWING AND FASHION TOUR

Here’s your opportunity to attend the CREATIVE SEWING AND NEEDLEWORK FESTIVAL in Toronto. Under one roof, is a one stop marketplace featuring the latest products from manufacturers, and retailers, hands on demos, fashion shows, seminars conducted by celebrity lecturers from across Canada and United States. Admission is included in the fee, but meals are your responsibility. Please register by OCTOBER 15. Bus will depart Fennell Campus, J-Wing Parking Lot P8.

DT012  FEE: $26.75  ☎
F1 1  FR  9:00-5:00  O  Oct19  703261
F2 1  SU  9:00-5:00  O  Oct21  703262

SPECIAL GUEST INSTRUCTOR SEMINAR

CLOTILDE

Nationally recognized sewing authority has returned to Mohawk College to share the many ways to achieve a professional look to sewing. She is the author of “New Smart” and President of a mail order sewing notion company. Since 1977, Clotilde has shared her sewing knowledge around the world through her books, cable TV program, guest appearances on sewing shows and her numerous lectures she gives throughout the year.

SC009  FEE: $39.23  ☎
F1 1  WE  6:30-10:00  FF  Sep19  703263

TIME SAVING SEWING TIPS

Clotilde keeps your brain spinning with new techniques that are designer solutions to common sewing problems and very time saving. She will share “must know” tips on buying, cutting fabrics, underlining and pressing. Create a new look with simple changes to pockets, sleeve vents, waistbands, how to eliminate facings and how to get the flattest collar notch. Plus much more! Clotilde demonstrates over 30 notions that will make your sewing faster, easier and more professional looking.

CREATIVE AND VISUAL ARTS

Look in the Fashion & Creative Sewing Areas or your Visual Instructor are: ANGELA ANASTAKIS - Guest Instructor - JO-AIMEE COLEMAN - Fashion Seminar & Guest Instructor - MARSHA GETTAS - Fashion Seminar - DAWN IZZO - Specialty Courses - BEVERLY JOHNSON - Specialty Courses - MARSHA JORGENSEN - Outerwear - LINDSEY LICHITY - Sewing Techniques & Fashion Seminar - JUDITH MARQUIS - Doll Related & Heirloom Sewing

CREATIVE SEWING SKILLS

Students may register, apply for a refund or transfer in the Creative Sewing weekend courses up to three days before the start date. After that date permission of the Program Manager is required. Call (905)755-2307 or (519)759-7200 ext. 2307.

UPON ADEQUATE REGISTRATION, A LIST OF SUPPLIES WILL BE MAILED TO REGISTERED STUDENTS ONE WEEK BEFORE THE START OF CLASS. IF YOU HAVE REGISTERED AND HAVE NOT RECEIVED THE LIST ONE WEEK BEFORE YOUR COURSE STARTS OR FOR MORE DETAILED INFORMATION PLEASE CALL:

Bonnie Pataran, Program Manager at (905)755-2307 or (519)759-7200 ext. 2307 or email patarab@mail.mohawk.on.ca

GUEST INSTRUCTOR SEMINARS

ANGELA ANASTAKIS is a well respected designer and dressmaker in Toronto. Her specialty is creating unique wedding gowns and one-of-a-kind garments working with an array of fabrics. Trained in Europe, for the past 20 years she has honed her skills in enhancing garments with unique touches of trims, edgings and beautiful beadwork from very simple to elaborate designs. Angela is a member of CSP9 and has taught workshops at Seneca College.

COUTURE IDEAS

This seminar is guaranteed to inspire you with many creative ideas for garment accenting. Applying trims, braids and beadwork with a combination of unusual fabric usage in unexpected places will personalize your sweaters, blouses, suits, even coats and jackets. Angela’s innovative tips will touch the imagination for a one-of-a-kind look to your wardrobe.

HC351  FEE: $13.95  ☎
F1 1  SA  9:00-5:00  FF  Nov7  703265

COUTURE TECHNIQUES 101

Find out the importance of boning and underlining is to ensure the look, style and shape in evening and bridal wear. In this workshop, Angela will share Couture tips on when and how to use underlining, this important hidden element to give the garment the correct shape. See the proper way to use boning over or together with underlining to keep a bodice form fitting and in place. Samples will be completed for future reference. Sewing skills essential.

HC352  FEE: $26.90  ☎
F1 1  SA  1:00-4:00  FF  Nov17  703266

JO-ANNE COLEMAN

has had a passion for sewing since childhood. Her love of sewing, working and experimenting with every kind of fabric and creating designs with expression. Her career accomplishments include a Fashion and Business Diplomas, fabric store owner and a custom designing and dressmaking business that has led to being sol owner of “Creative Styling”. She teaches both sewing and business related courses a local stores, Durham and Algonquin Colleges and the Sewing Festival in Toronto. Recently, she authored two books “Creative Business” and “Creativity”. Her belief: “We are all creative people and have the ability to craft new and exciting ideas - each one unique.” Refer to sections Fashion Seminars and Guest Lecturer for her course offerings.

CREATIVE TECHNIQUES FOR FASHION FABRICS

Polar Fleece, Boiled Wool and Ultra Suede are the easiest fabrics to sew. Learn more about these fabrics by experimenting with decorative edges, twin needles, appliques and sculpting techniques. Samples will be done and Jo-Anne has a project lined up for you to complete. Kit available from the instructor. Basic sewing skills required.

HC344  FEE: $58.28  ☎
F1 1  SA  9:30-4:00  FF  Nov10  703303

BEADWORK BY HAND

Master various beading techniques to turn a simple garment into a unique item. Angela will show how three different types of beadworking techniques using a variety of beads and fabrics - on lace, printed tapestry fabric, and create freehand-embroidered motifs on a plain silk fabric. Many ideas on how to embellish, plus creating interesting borders and edgings will be covered. Sewing skills essential. Kit available at an additional cost.

HC285  FEE: $62.77  ☎
F1 1  SA  9:30-4:30  FF  Oct27  703264
CREATIVE AND VISUAL ARTS

SEWING TECHNIQUE/INFORMATION COURSES

LINDSEY LICHTY has an extensive background in the areas of textile, sewing, business, home interiors, and technical expertise in digitizing for computer software. She is an accomplished sewer earning her Tailors license in 1972. Since 1993, she has operated her own business recently expanding to include digitizing and production of custom logos. Lindsey is a protégé of SHARON MIDDLEHURST who recently decided to retire. With Sharon’s guidance, Lindsey will be teaching her courses bringing all the tips, tricks and techniques that increase your sewing abilities.

INDUSTRIAL SHORTCUTS

Here’s another great opportunity to gather terrific tips and tricks. A tailored shirt (or blouse) has more techniques than any other garment. You will construct your own shirt or blouse in class. NO PINS! NO BASTING! Lindsey will show you perfect pockets, yokes, collars, stands, plackets, sleeves, cuffs, button placement, no trim flat felled seams and flawless topstitching. Sewing knowledge is required.

F1 1 FR 6:30-9:30 FF Nov 8 703320

INDUSTRIAL SHORTCUTS 2

The construction and sewing methods covered will enable you to sew in half the time; elevate your sewing skills to new heights and is full of great tips and tricks. Understanding how your machine works, using novelty notions and how to throw away the pins! Techniques for perfect darts, lapped zippers, sewing curves, one thread sewing, topstitching, importance of understitching and easy mitering will be covered. Pre-cut fabric kit available from instructor. Sewing knowledge required.

HC299 FEE: $62.77
F1 1 SA 9:30-4:30 FF Oct 25 703267

FITTING COURSES

PATTERNS ALTERATIONS - SOLUTION TO FIT

Altering a commercial pattern can be a nightmare! In class, there will be demonstrations on proper measuring, comparing patterns to body measurements, pattern alteration principles, knowing the correct ease allowances, and understanding alteration techniques for the most common trouble spots in skirts, bodices and dresses without sewing a trial garment. You will complete 1/2 scale patterns for future reference. Sewing skills essential. Take course HC314 as a follow up.

HC281 FEE: $62.77
F1 2 TH 6:30-10:00 FF Sep 20 703272

FITTING WORKSHOP-PANT 2

You will learn to make basic pattern adjustments to the basic starting pattern. Pattern drafting supplies. Additional classes will be created to expand your knowledge on this subject.

HC338 FEE: $62.77
F1 1 TH 9:30-4:30 FF Oct 25 703270

FITTING WORKSHOP-PANTS

Learn to make basic pattern adjustments to achieve a more personalized fit for pants. You will have assistance on taking accurate measurements. A muslin shell will be fitted, then transfer the pattern adjustments to the tissue pattern pieces. Knowing these alterations it will enable you to resolve fit and eliminate altering while sewing future garments from a commercial pattern. Basic sewing skills essential. Taking course HC281 would be beneficial.

HC514 FEE: $81.11
F1 3 TH 7:00-10:00 FF Oct 4 703273

FITTING WORKSHOP-PANTS

The focus here is pattern adjustments for skirts, blouses and dresses for a more personalized fitting garment. Have your muslin shells fitted, then transfer the pattern adjustments to the tissue pattern pieces. Knowing these alterations it will enable you to resolve fit and eliminate altering while sewing future garments from a commercial pattern. Basic sewing skills essential. Taking course HC281 would be beneficial.

HC504 FEE: $81.11
F1 3 TH 7:00-10:00 FF Nov 1 703274

DOLL RELATED COURSES

PATTERN DRAFTING FOR DOLLS

This class is for ideal for dollmakers who want the opportunity to sew original clothing for your dolls. Learn how to make a set of basic blocks for your porcelain or composite body dolls, which includes front and back bodice, sleeves and pant block. Please bring the doll for practicing the blocks to class. Some drafting skills would be beneficial. Students need to bring basic pattern drafting supplies. Additional classes will be created to expand your knowledge on this subject.

HC325 FEE: $53.80
F1 1 TU 9:30-3:30 FF Nov 6 703275

BASIC HEIRLOOM SEWING FOR DOLLS

In this class, learn the basics of heirloom sewing techniques while dressing your favourite doll. Judith Marquis will show you how to use fine French laces and batiste to create a lovely pinafore. This is a garment with few fitting points so it should fit most dolls - a good place to start. This knowledge can then be transferred to a larger scale pinafore. Instructor will supply kit at an additional cost. Please bring your doll.

HC326 FEE: $58.28
F1 1 TU 9:30-4:00 FF Nov 20 703276

BASIC SEWING COURSES

SEWING - INTRODUCTION

This workshop is ideal for the person with little or no experience. The instructor will cover the basic sewing skills and how to operate a sewing machine. A simple project will be tackled. This course is a good stepping stone if you are considering participating in the dressmaking/creative sewing areas. Additional classes will be offered in future. Course takes place Sept. 28/29.

HC027 FEE: $85.18
F1 2 FR 7:00-9:30 FF Sep 28 70327

BASIC SEWING 1

Build on the basic sewing skills learned from “Sewing Introduction” or from your own experience by making a pair of easy styled elasticized shorts or pants. You will further build your sewing know-how - reading the pattern, preparing the fabric, measuring, marking, pressing, stitch choices and machine sewing.

HC177 FEE: $67.25
F1 1 SA 9:00-4:30 FF Oct 27 703278

BASIC SEWING 2

Further develop your sewing skills learned previously by constructing a simple collarless shirt or top. New skills that will be covered include measuring, sleeves, facings and finishing details. Patterns will be suggested.

HC203 FEE: $67.25
F1 1 SA 9:00-4:30 FF Oct 13 703279
CREATIVE AND VISUAL ARTS

HEIRLOOM SEWING COURSES

JUDITH MARQUIS is considered one of Canada’s eminent heirloom sewing instructors. Her designs have been featured in leading Canadian magazines and sewing publications over the past 15 years and are distributed by Grace L. Knott. Her training in Fashion from Ryerson and a love for creating beautiful things has led to the publishing of book “Interlace in Lace” and patterns for silk ribbon embroidery, smocking, heirloom, and branching into the doll making area. She has taught classes for fabric shops, sewing seminars and conferences all over Ontario. Be inspired with her enthusiasm and leave with the confidence to create. Refer to sessions Doll Related & Heirloom Courses.

SMOCKING - REFRESHER!
Attention all smockers! Here’s a great opportunity to spend a day with Judith Marquis to update and review your smocking and construction techniques. Learn a new stitch or two and find answers to your problems. Bring some smocking projects with you for discussion or just practice on a sampler for future use. Instructor will supply a kit of the day’s sampler at an additional cost. Smocking knowledge is required.

HOME DECORATING COURSES

INTRODUCTION TO DRAPERY MAKING
Here’s your chance to learn the basics of drapery making, which can dress an ordinary window. Instructor, Jane Webster will discuss proper measuring, estimating yardage for prints and plains, hardware and fabric selection. You will learn how to make a basic rod pocket café curtain by completing a sample of this method. Basic sewing skills. Other drapery methods will be covered in future courses.

ROMAN SHADES AND VARIATIONS
Transform your room décor with stylish drapery treatments. Instructor, Jane Webster will demonstrate how to make roman and balloon shades and some variations. Proper hardware and installing will be covered. Projects will be made of these methods. Some drapery knowledge or taking the introductory drapery course HC124 is recommended. Basic sewing skills are required.

BEVERLY JOHNSON is conducting a course “Recovering Nicely”. Please refer to the “SPECIALTY COURSES” section for complete details.

QUILTING COURSES

QUILTING - RAIL FENCE
This is a great beginner’s quilt top to practice on. Instructor Jane Webster will demonstrate quick rotary cutting and fast piecing techniques. Variations of the pattern will be discussed in class. Basic sewing knowledge required. Course takes place Oct. 26/27.

QUILTING - BASIC INTRODUCTION
Quilting can be easy! Instructor, Jane Webster, will give expert assistance to the novice or anyone wanting to brush up on their machine quilting skills. In this information-packed session, learn fabric and colour selection, rotary cutting basics, battings and finishing tips. To assist in completing samples, a kit will be available at a nominal fee($6.00). Basic sewing knowledge required.

SAMPLE NIGHT CREATIVE SEWING AREA WEDNESDAY, SEPTEMBER 12 6:30 - 8:00 p.m. - ROOM J116 Park in Lot P8.
A great chance to drop in and see actual samples of the course projects that are offered in the Fall semester. Come meet the Mohawk College Instructors plus some of our “Guest Instructors”. It’s a good time to ask specific questions about the courses we are offering.

SERGER COURSES

ALL ABOUT SERGERS
Want to gain a better understanding of your serger? Get hands-on practice while learning threading, tension adjustments, changing stitch length and width, trouble shooting, flatlocking basics, and rolled edges. Leslie Morse will show you some basic decorative serging techniques and show how to achieve a professional look. You must supply the serger.

SERGER-HEIRLOOM SEWING
Enjoy the timeless beauty and ease of creating heirloom pieces on the serger. Master rolled edges, flatlocking, gathering and lace application on the serger when you create a piece of heirloom fabric that will be sewn into a lovely nightgown or other garment. Leslie Morse will suggest pattern for project. Basic serger knowledge is required. You must supply the serger.

Look for our Winter 2002 catalogue! Available in print on November 19, 2001
CREATIVE AND VISUAL ARTS

ULTIMATE ANORAK

The ultimate anorak is taking the country by storm. This sturdy two-toned jacket (for kid’s or adults) is packed full of many great features for all-weather wear and comfort. Two-way full front zipper, double storm flap, adjustable velcro waist, and a closed back hem, internal drawstrings, and snap-off peaked hood are just a few of the high-tech details you’ll learn to make just like the pros do. Also learn how to install an internal zipper for inserting cozy linings. Sewing knowledge required.

F1 3 SA/SU 9:00-3:30 FF Sep22 703292

SAVING $5.11

FINDING CLOSURE

Zippers and snaps are two of the most feared words in the sewing world! Learn to conquer these closures in a jam-packed workshop of zipping and snapping. Marsha will guide you through 10 sample projects designed to triumph over closure anxiety. Learn how to identify what zipper or snap is best suited for the fabric and design from tailored suits to rugged outerwear. After this class, you’ll be able to tackle these closures confidently. Sewing knowledge required. Kit available from instructor.

F1 1 SA 9:30-3:30 FF Oct20 703293

SPECIALTY COURSES

BEVERLY JOHNSON

is a whirlwind of sewing inspiration. Her classes offer a rich mix of techniques gleaned from the fashion industry as well as creative combinations of thread and machine. Canadian sewing enthusiasts across the country have enjoyed the wide selection of informative classes. With a degree in Home Economics Education and a Fashion Design Certificate she has a varied and interesting career path. Her expertise in sewing spans 25 years as an instructor, designer, and author. Beverly currently owns Bra-mastery and is developing her own bra pattern line. In addition, she is the National Educator for Sulky Threads in Canada. Beverly’s techniques have been featured in Sewing, Threads, Today’s Parent, Canadian Living and Sandra Betzina’s Fabric Savvy.

HC347 FEE: $58.28

F1 1 SA 9:30-3:30 FF Nov17 703296

SECRETS TO BRA FITTING

A properly fitting bra... the secret to looking your best. Are you one of the 7 out of 10 women wearing the wrong size bra? Beverly Johnson will give you the ins and outs of proper bra fitting, how to measure properly, different styles available and learn how ready-to-wear differs from pattern sizing. This is a great opportunity for your questions to be answered by an expert and insight on how to make your own bras! Perfect Bra Making will be offered Nov. 26, Dec. 3.

HC229 FEE: $26.90

F1 1 TH 6:30-9:30 FF Sep29 703301

MACHINE APPLIQUE MADE EASY

Applique, the easiest and most versatile of all the machine arts is a must if planning to try wearable art. This class will expose you to many more applique stitches, easily done on the sewing machine. Beverly will show you how to do a perfect stain stitch with block or tapered corners, satin overlays, making thread fringe, corded and fancy edge applique and many more. Class project is an Oriental scene that can grace the back of a jacket or used as a wall hanging. Sewing skills needed.

HC357 FEE: $62.77

F1 1 FR 9:30-4:00 FF Sep21 703322

The ultimate anorak is taking the country by storm. This sturdy two-toned jacket(for kid’s or adults) is packed full of many great features for all-weather wear and comfort. Two-way full front zipper, double storm flap, adjustable velcro waist, and a closed back hem, internal drawstrings, and snap-off peaked hood are just a few of the high-tech details you’ll learn to make just like the pros do. Also learn how to install an internal zipper for inserting cozy linings. Sewing knowledge required.

HC29 FEE: $148.11

F1 3 SA/SU 9:00-3:30 FF Sep22 703292

SAVING $12.11

OUTERWEAR SEWING COURSES

QUILT SERGING

Why not use your serger for quilting? Here’s your opportunity working with Leslie to make a log cabin quilt top or wallhanging totally on the serger. Following Eleanor Burns method of strip quilting, you can put together this wonderful quilt top in ONE DAY. You must supply the serger.

HC219 FEE: $67.25

F1 1 SA 9:00-4:30 FF Nov3 703295

ZIPPED INTO THE ULTIMATE ANORAK, THIS SAMPLES FROM CUFFS TO ZIPPERS. LEAVE WITH A MULTITUDE OF FABRICS INCLUDING - Lycra edging, full front zipper, two-zippered outerwear - Suited for the fabric and design from tailored outerwear to use for future reference. Kit FEE: $45. Beverly will supply a kit at an additional cost. Sewing skills recommended.

HC237 FEE: $53.80

F1 1 SA 9:30-3:30 FF Oct20 703293

NEW MACHINE APPLIQUE MADE EASY

Applique, the easiest and most versatile of all the machine arts is a must if planning to try wearable art. This class will expose you to many more applique stitches, easily done on the sewing machine. Beverly will show you how to do a perfect stain stitch with block or tapered corners, satin overlays, making thread fringe, corded and fancy edge applique and many more. Class project is an Oriental scene that can grace the back of a jacket or used as a wall hanging. Sewing skills needed.

HC357 FEE: $62.77

F1 1 FR 9:30-4:00 FF Sep21 703322

NEW TAPESTRY IN THREAD

Tapestry in thread also known , as flammelitching is a form of hand needlework. Today, we can do it easily on the sewing machine. Virtually any machine is capable of this technique if you know the right tricks to use. This class will increase the control of your machine and enable you to create projects for your home, holiday decor, jackets, vests and even men’s ties. To practice a scissors case will be the project. Beverly will supply a kit at an additional cost. Sewing skills needed.

HC356 FEE: $26.90

F1 1 TH 1:30-4:30 FF Sep29 703321

Beverly Johnson will give you the ins and outs of proper bra fitting, how to measure properly, different styles available and learn how ready-to-wear differs from pattern sizing. This is a great opportunity for your questions to be answered by an expert and insight on how to make your own bras! Perfect Bra Making will be offered Nov. 26, Dec. 3.

ULTIMATE FLEECE JACKET

This jacket probably should be called the “perfect fleece jacket”. Great on its own or zipped into the Ultimate Anorak, this unlined fleece jacket will add warmth on those chilly days. Features nylon accents, Lycra edging, full front zipper, two-zippered hand-warmed pockets and extended collar. Every pattern taken this course is thrilled with the professional, no fusing finishes (no zipper tape edges to be seen anywhere). Sewing knowledge required.

HC200 FEE: $62.77

F1 1 SA 9:30-4:00 FF Nov3 703299

F1 1 SA 9:00-4:30 FF Nov3 703295

LOUISIANA - "EASY OUTERWEAR"

Look to your serger for speedy results by making a wonderful polar fleece jacket. This easy serged jacket features a shawl collar that becomes a pocket at the lower edge with a cuffed sleeve at the sleeve hem. Leslie will show you how to construct the jacket using serging techniques with the lapels accented with decorative thread. Serger knowledge needed. You must supply the serger.

HC237 FEE: $53.80

F1 1 SA 9:30-3:30 FF Oct20 703293

OUTERWEAR - EXPOSE YOURSELF

Get a head start on your Fall sewing by familiarizing yourself with the various types of outerwear fabrics on the market. Discover the methods and trade secrets of working with a multitude of fabrics including - ultrex, nylon, ribbing, commander, polar fleece and insulation as you sew a variety of samples from cuffs to zippers. Leave with a comprehensive package of information about these fabrics plus 10 sample projects to use for future reference. Kit FEE: $45. Sewing knowledge beneficial.

HC196 FEE: $53.80

F1 1 SA 9:30-3:30 FF Sep8 703296

TAPESTRY IN THREAD

Tapestry in thread also known, as flammelitching is a form of hand needlework. Today, we can do it easily on the sewing machine. Virtually any machine is capable of this technique if you know the right tricks to use. This class will increase the control of your machine and enable you to create projects for your home, holiday decor, jackets, vests and even men’s ties. To practice a scissors case will be the project. Beverly will supply a kit at an additional cost. Sewing skills needed.

HC356 FEE: $26.90

F1 1 TH 1:30-4:30 FF Sep29 703321

NEW MACHINE APPLIQUE MADE EASY

Applique, the easiest and most versatile of all the machine arts is a must if planning to try wearable art. This class will expose you to many more applique stitches, easily done on the sewing machine. Beverly will show how to do a perfect stain stitch with block or tapered corners, satin overlays, making thread fringe, corded and fancy edge applique and many more. Class project is an Oriental scene that can grace the back of a jacket or used as a wall hanging. Sewing skills needed.

HC357 FEE: $62.77
CREATIVE AND VISUAL ARTS

DAWN IZARD
is an accomplished sewer with many years of sewing experience. Her specialty is giving a very simple garment a distinctive look by adding unusual touches. If you have seen her sample projects you can see her wonderful flare for using colour and texture effectively. Over the years, Dawn has taken many courses in the United States and Canada and is keen on sharing all the expertise she has learned. Dawn will be conducting two classes - “Reversible Jacket” and Woven Tone On Tone Vest.

NEW!

REVERSIBLE JACKET
This reversible cardigan jacket with shawl collar will become a staple in your fall wardrobe. The rose of Channel quilting create a good design line to flatter the figure with no extra bulk or stiffness. The lovely vintage effect that the stitching creates becomes visible after the tending. Learn easy methods for construction, applying the collar and finishing all the edges with a reverse Hong Kong binding technique. Sewing skills essential.

HC354  FEE: $90.70
F1  3  WE  7:00-10:00  FF  Oct3  703323

NEW!

WOVEN TONE ON TONE VEST
Using fabric in different tones of one colour, create this lovely vest while learning about the built-in stitches on your machine. Dawn will show fast and easy technique for precision tube making, then see how easily your machine can embellish them. Learn about the many colours, stabilizers and stitches that go well together. The finished strips are then woven together with additional decorative yarns, threads, ribbons and braids to make the project a personal masterpiece. Sewing skills needed.

HC355  FEE: $90.70
F1  3  WE  7:00-10:00  FF  Nov7  703324

FLORAL/HORTICULTURE

FLORAL TECHNIQUES CERTIFICATE - BASIC (805)
This program, provides the learning opportunities for individuals interested in developing the necessary practical and theoretical training to work successfully in the retail floral industry. By illustrated lectures and hands-on training, the student will become familiar with the principles and practices of floral design including form, technique, composition, colour, plant identification and care and handling. Participants will develop the ability to create floral arrangements for any occasion with creativity, expression and originality using a variety of materials.

For further information contact Bonnie Pataran, Program Manager at (905)575-2307 or (519)759-7200 ext. 2307 or email patarab@mail.mohawk.on.ca

Program of Studies
To receive the Basic Certificate, students must complete the following six courses. It is strongly recommended that students complete the courses in the sequence listed.

FC001 Basic Techniques and Colour Harmonies
FC004 Materials for Design
FC005 Designing with Exotics
FC002 Wedding Work and Special Occasions
FC003 Special Floral Tributes
FC006 Special Design Workshop

ALL COURSES ARE NOT OFFERED EACH SEMESTER.

NEW!

COST OF SUPPLIES FOR CLASS PROJECTS IS THE RESPONSIBILITY OF THE STUDENT.

FC001  FEE: $148.50
F1  10  WE  6:30-9:30  FF  Sep19  702819
F2  5  TH  9:30-4:00  FF  Sep20  702820
F3  10  TU  7:00-10:00  BF  Sep18  702822
F4  5  MO  9:30-4:00  BF  Sep17  702823
F5  5  MO  9:30-4:00  BF  Nov5  702825

FC004  FEE: $148.50
F1  10  TU  6:30-9:30  FF  Sep18  702826
F2  5  TH  9:30-4:00  FF  Nov1  702827
F3  5  MO  9:30-4:00  BF  Nov5  702829

FC005  FEE: $148.50
F1  10  TU  6:30-9:30  FF  Sep18  702830
F2  5  WE  9:30-4:00  FF  Sep19  702831

FC002  FEE: $148.50
F1  5  WE  9:30-4:00  FF  Oct31  702832

SPECIAL DESIGN WORKSHOPS
This workshop allows students to use knowledge from previous courses to create various “theme” presentations, arrangements, individual and group displays using a variety of floral material. Working to speed, costing and acquiring a higher level of proficiency will be emphasized. Materials and supplies extra. PREREQUISITES: FC001, FC002, FC003, FC004, FC005.

FC006  FEE: $148.50
F1  5  MO  9:30-4:00  FF  Nov5  702838

FLORAL TECHNIQUES CERTIFICATE - INTERMEDIATE (815)
This intermediate level program, is intended to provide a higher level of professionalism, proficiency and practical experience for individuals already familiar with the basic floral design techniques. By illustrated lectures and hands-on training, the student will further explore design principles, elements and techniques including terracing, grouping, parallelism, waterfall and vegetative, and new convention. The student will gain a higher level of creative expression and originality using a variety of materials in creating ‘high style’ and contemporary arrangements for any type of occasion. Participants will also study visual merchandising and display work to allow the individual, a broad-based knowledge to work successfully in the floral industry.

For further information contact Bonnie Pataran, Program Manager at (905)575-2307 or (519)759-7200 ext. 2307 or email patarab@mail.mohawk.on.ca

Admission Requirements
Participants must have successfully completed the Floral Techniques Certificate - Basic (805) or be able to provide documentation of one year employment in the florist industry.

Program of Studies
To receive the Intermediate Certificate, participants must successfully complete 4 mandatory courses plus 2 additional courses from the elective list.

FC201 Modern Flair for Wedding Designs
FC203 New Trends in Floral Design
FC202 Contemporary Trends
FC205 Specialized Floral Workshop

The electives may be chosen from the following courses
MD249 How to Start A Small Business - NEW
FC210 Work Experience - NEW
HOR01 Fundamentals of Horticulture - NEW
HOR06 Annuals, Perennials, Bulbs - NEW
LA010 General Plant Identification - NEW

ALL COURSES ARE NOT OFFERED EACH SEMESTER.

Register Early ... Avoid Disappointment
COST OF SUPPLIES FOR CLASS PROJECTS IS THE RESPONSIBILITY OF THE STUDENT.

MODERN FLAIR FOR WEDDING DESIGNS
Contemporary techniques and high style wedding design for bridal bouquets, corsages, boutonnieres, church and reception pieces will be covered. Introduction to the European design influence, plus working more with seasonal theme and the proper usage of the principles of design will be emphasized. PREREQUISITE: FC006.

DESIGN YOUR OWN WREATH
Learn how to apply a variety of dried materials and ribbon accents using a grapevine wreath as a base. A great project to create using co-ordinating colours that will highlight a door or wall anywhere in your home. The wreaths materials required for 3 different styles of wreaths as suggested samples will be outlined or choose your own. Premade kit available to purchase.

TOPIARY TREE
Intrigued by the art of topiary? Then create your own. Grown and trimmed with a pleasurable array of twigs or unbranched branches to create your own tree. The instructor will give you tips and tricks in care and handling of your new DIY tree.

FLORAL - GENERAL INTEREST - CHRISTMAS CORNER

WREATH - A NEW DIRECTION
Perfect for the Christmas Season to hang on the door or use as a table center and accent with a 3 Wick candle. Use touches of natural materials such as fruits or vegetables combined with silk foliage, berries and a variety of mixed mosses. When skillfully combined, it will produce an eye-catching texture and exceptional beauty. You will receive the opportunity to ask specific questions and have not received the materials list one week before the start of class.

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FLORAL - GENERAL INTEREST - CHRISTMAS CORNER

WREATH - A NEW DIRECTION
Perfect for the Christmas Season to hang on the door or use as a table center and accent with a 3 Wick candle. Use touches of natural materials such as fruits or vegetables combined with silk foliage, berries and a variety of mixed mosses. When skillfully combined, it will produce an eye-catching texture and exceptional beauty. You will receive the opportunity to ask specific questions and have not received the materials list one week before the start of class.

FLORAL - GENERAL INTEREST - CHRISTMAS CORNER

DESIGN YOUR OWN WREATH
Learn how to apply a variety of dried materials and ribbon accents using a grapevine wreath as a base. A great project to create using co-ordinating colours that will highlight a door or wall anywhere in your home. The wreaths materials required for 3 different styles of wreaths as suggested samples will be outlined or choose your own. Premade kit available to purchase.

TOPIARY TREE
Intrigued by the art of topiary? Then create your own. Grown and trimmed with a pleasurable array of twigs or unbranched branches to create your own tree. The instructor will give you tips and tricks in care and handling of your new DIY tree.

FLORAL - GENERAL INTEREST - CHRISTMAS CORNER

WREATH - A NEW DIRECTION
Perfect for the Christmas Season to hang on the door or use as a table center and accent with a 3 Wick candle. Use touches of natural materials such as fruits or vegetables combined with silk foliage, berries and a variety of mixed mosses. When skillfully combined, it will produce an eye-catching texture and exceptional beauty. You will receive the opportunity to ask specific questions and have not received the materials list one week before the start of class.
CREATIVE AND VISUAL ARTS

HOME INTERIORS CERTIFICATE
This program is intended for those with an interest in or those currently associated with the residential interior design field. Courses, which are taught by professional consultants, cover various practical aspects of decorating. Students who have taken courses previously to Fall 1997 will get credit for courses taken to date. They must complete each of the compulsory courses plus receive instruction in the optional courses totalling 240 hours to complete a program of study.

For information, please call (905)575-2025 or (519)759-7200 ext. 2025.

Program of Studies
All courses are credit courses. Courses may be taken in any order but prerequisite courses must be completed first.

MANDATORY COURSES (these do not need to taken first)
HF015 Colour Principles (30 hrs.) F W S
HF020 Design Principles (30 hrs.) F W S
HF230 Estimating (30 hrs.) F W
HF240 Interior Design Studio (30 hrs.)
HF215 Colour Principles (30 hrs.) F W S

All of the requirements for the Certificate must be completed before taking these courses (i.e. this must be the last course taken) S

OPTIONAL COURSES - CHOOSE 8 WITH A MINIMUM OF 2 FROM EACH GROUP:

GROUP A - Skills (15 hrs. ea.)
HF001 Drafting for Home Interiors F
HF002 Drawing 1 - Point Perspectives W
(Prerequisite HF001)
HF003 Drawing 2 - Point Perspectives S
(Prerequisite HF002)
HF004 Drafting/Computer S
(Prerequisite HF001)
HF005 Creative Presentations F S

GROUP B - Enhancements (15 hrs. ea.)
HF006 Lighting for Interiors F
HF007 Antiques and Collectables F W S
HF008 Draping & Dressings W F
HF010 FEE: $74.25
HF012 FEE: $74.25

GROUP C - Basics (15 hrs. ea.)
HF012 Furniture from the Past B (French) F
HF013 Furniture from the Past A (English/American) W
HF014 Furniture the Inside Story S
HF015 Fabric Fundamentals W
HF016 Floors with Style S
HF017 Decorative Paints & Papers W S F

ACCESSORIES FOR THE HOME
A highly visual course covering a wide variety of styles and methods of accessorizing residential interiors. Picture hanging, placement of objects d’art, special occasion, and personal expression through accessories are examined.

HF009 FEE: $74.25
F1 5 MO 7:00-10:00 FF Oct22 701923

ANTIQiUES AND COLLECTABLES
An introduction to collecting and decorating with antiques for the novice. Included in the course are aspects of identification and secrets of finding and buying collectibles.

HF007 FEE: $74.25
F1 5 WE 7:00-10:00 FF Sep12 701924

BATHROOMS AND KITCHENS
A look at efficient layouts, practical surfaces, and decorative styles for kitchens and bathrooms. This course is a must for the home handyman, the decorator and anyone interested in what’s new.

HF010 FEE: $74.25
F1 5 WE 7:00-10:00 FF Oct17 701927

COLOUR PRINCIPLES
This course provides an introduction to colour and its application to interiors. Through various projects, students work at developing skill in colour co-ordination and application in room settings.

HF215 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep10 701926

CREATIVE PRESENTATIONS
Discover how to skillfully develop written, spoken and pictorial design presentations to a professional level. Included will be exercises in writing design specifications, assembling sample boards and explaining design concepts.

HF005 FEE: $74.25
F1 5 WE 7:00-10:00 FF Oct17 701933

DECORATIVE PAINTS AND PAPERS
Explore the countless effects possible with paint and wallpaper. Learn about different types of wallcoverings and fabulous faux finishes, such as ragging, sponging, sueding, and striping. Painting supply costs of $20 to be paid to the instructor during the first class.

HF017 FEE: $74.25
F1 5 MO 7:00-10:00 FF Sep10 701934
F2 5 MO 7:00-10:00 FF Oct22 701935

DESIGN PRINCIPLES
Participants will study the basic elements of interior design. Space planning design composition, use of interior accessories, and lighting will be covered in detail.

HF205 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep11 701936

DRAFTING FOR HOME INTERIORS
An introduction to interior floor plans, wall elevations, and furniture symbols. Practical exercises include basic architectural drafting techniques and lettering styles. Required supplies total approximately $75.

HF001 FEE: $74.25
F1 5 TH 7:00-10:00 FF Sep13 701937

DRAPINGS AND DRESSINGS
From cushions to canopies, this course examines all the soft furnishings that transform a house into a home. Learn about window treatments and bed dressings, tablecloths and slipcovers to achieve specific decorative effects.

HF008 FEE: $74.25
F1 5 WE 7:00-10:00 FF Sep12 701938

ESTIMATING
This course introduces students to the basic procedures of estimating, and budget control.

HF230 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep11 701939

LIGHTING FOR INTERIORS
Students concentrate on the utility and aesthetics of residential lighting while discovering the different decorative effects of incandescent, fluorescent, and halogen bulbs. Attention is directed toward proper placement of recessed pot-lights, decorative hanging fixtures, and accent lights.

HF006 FEE: $74.25
F1 5 TH 7:00-10:00 FF Oct18 701941

HORTICULTURE PLANT IDENTIFICATION CERTIFICATE (846)
The Horticulture Plant Identification Certificate is intended to meet the needs of the Horticulture Industry and individuals who may be seeking a career change, or are interested in obtaining knowledge in plant materials used in the nursery, commercial, and residential landscape field. Through the use of lectures, slides, field trips, and the study of specimens, students are introduced to the morphological features (eg. leaf, bud, needle) and cultural requirements of a broad range of plant materials.

For further information please call the Program Manager at (905)575-2375 (voice mailbox *1795) or (519)759-7200 ext. 1795. For general information call (905)575-2298 or (905)575-2025; Brantford call (519)759-7200 ext. 2298 or 2025.

Program of Studies
Courses may be taken on an individual basis. To receive the certificate, students must successfully complete all six courses. The six courses may be completed in any order; however, it is recommended that Fundamentals of Horticulture (HOR01) be completed first.

HOR01 Fundamentals of Horticulture
HOR02 Deciduous Trees
HOR03 Conifers (Evergreens)
HOR04 Deciduous Shrubs
HOR05 Broadleaf Evergreens, Climbers, Vines
HOR06 Annuals, Perennials, Bulbs

ALL COURSES ARE NOT OFFERED EACH SEMESTER.
**FUNDAMENTALS OF HORTICULTURE**

Horticulture is a complex field which encompasses the cultivation of flowers and ornamental shrubs and trees, plus fruits and vegetables. This course will provide individuals working in horticulture, those interested in pursuing a career, or anyone with a keen interest in the subject with a practical overview tying together the various horticulture fields by illustrating common background, principles and nomenclature. Career opportunities and directions are also discussed.

HOR01  **FEE: $178.20**  
**F1 12 WE 7:00-10:00 FF Sep12 702022**

**DECIDUOUS TREES**

Today’s landscapes rely on ‘tried and true’ species and new varieties of deciduous trees. In this course, you will focus on correct identification and cultural requirements of deciduous trees. Field trips may be incorporated to enhance classroom sessions and assist in the study of identifying features. Field trips may be used to assist in classroom study.

HOR02  **FEE: $178.20**  
**F1 12 TH 6:30-9:30 FF Sep20 702882**

**DECIDUOUS SHRUBS**

This course will introduce students to a wide range of deciduous shrubs for use in modern landscapes. Instruction will focus on the identification, cultural requirements and ornamental value of these plants. Field trips may be used to assist in classroom study.

HOR04  **FEE: $178.20**  
**F1 12 WE 6:30-9:30 FF Sep12 702021**

**BROADLEAF EVERGREENS, CLIMBERS AND VINES**

This credit course covers the study of a wide range of broadleaf evergreens (such as euonymus, boxwood, rhododendrons, etc.) as well as deciduous and evergreen vines and groundcovers. Proper identification features and cultural requirements of these plants will be studied. Field trips may be included.

HOR05  **FEE: $178.20**  
**F1 12 TH 7:00-10:00 FF Sep13 702020**

**HORTICULTURE - NON-CREDIT WORKSHOPS**

**FALL LAWN AND GARDEN CARE**

This workshop provides lawn care information, geared to the novice and the advanced gardener. Topics include: soils, fertilizers and applications, lawns and seeding, lawn equipment, maintenance and winter preparation.

HOR15  **FEE: $26.90**  
**F1 1 WE 6:30-9:00 FF Oct3 702029**

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**LANDSCAPE DESIGN CERTIFICATE (080)**

If you are currently working in the Landscape/Horticultural trade and wish to upgrade your knowledge and enhance your career potential, or if you are interested in a career in this field, you should find this program valuable. It will also appeal to home owners interested in enhancing their residential property with carefully planned landscaping. The program offers an excellent opportunity for combining creative flair with scientific study and drafting and design skills. Theory and practice are skillfully combined, and interesting field trips and site visits supplement classroom activity. Instructors are skilled professionals channelling their practical experience. The convenient part-time schedule allows you to upgrade your knowledge without interrupting your current employment.

For further information please call the Program Manager at (905)757-2375 or until further notice.

**LA001 Landscape Design I**

**FEE: $178.20**  
**F1 12 MO 7:00-10:00 FF Sep10 702024**

**LANDSCAPE DESIGN II**

Continue your study of professional landscape design in this course. You will gain a more comprehensive understanding of the basic principles of design, including grading techniques and principles. Paving materials, retaining wall systems, the use of walls, fences, screens, natural rockery, water features and wood structures in landscaping are also discussed. PREREQUISITE: LA001 Landscape Design I or equivalent.

**LA007 FEE: $178.20**  
**F1 12 MO 7:00-10:00 FF Sep10 702025**

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**GENERAL PLANT IDENTIFICATION**

Professional landscapers/horticulturalists incorporate a wide range of plant materials in their designs. Here is your opportunity to study the basic identification features and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses, both lawn and ornamental. Two to three field trips will be used to enhance your classroom study.

NOTE: This course is a requirement of the Landscape Design Certificate but CANNOT be used as a credit in the Horticulture Plant Identification Certificate.

LA010  **FEE: $178.20**  
**F1 12 TU 7:00-10:00 FF Sep11 702026**

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**ARBORICULTURE I - AN INTRODUCTION TO TREE CARE**

Arboriculture is the cultivation and care of trees and shrubs for use and ornament. This introductory credit course for the experienced professional or the new arborist covers outdoor/indoor basic from tree biology to tree care techniques for pruning, fertilizing, cabling, bracing, insect and disease diagnosis. An understanding and evaluation of hazard trees is included. NOTE: Upon successful completion of this course, registrants are invited to apply to the International Society of Arboriculture for 10 CEUs (Continuing Education Units).

HOR07  **FEE: $148.50**  
**F1 15 TH 7:00-10:00 FF Sep13 702027**

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**PEST CONTROL TECHNOLOGY**

This course is for persons who may wish to obtain the Landscape class exterminators license; (previously Land class I and III) and those planning or developing a career in Horticulture. The proper use of pesticides and regulations for application, safety, storage, transportation and alternative methods of pest control are discussed. There will be a $150 Ministry certification fee, which includes study materials and exam fee. Information will be provided at night.

G159  **FEE: $222.75**  
**F1 15 TH 7:00-10:00 FF Sep13 702027**

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**OUTSTANDING ACHIEVEMENT AWARD FOR CERTIFICATE GRADUATES**

The Outstanding Achievement Award for Certificate Program Graduates is awarded by Mohawk College, when merited, to graduates of certificate programs who achieve distinction in every segment of College life and demonstrate traits which set an example for fellow students. Such students will have maintained a high academic standing and will have contributed to the enhancement of College and community life.

Recipients would normally be Honours Graduates, but this Award may be presented if other criteria are sufficiently strong.

The Selection Committee will receive nominations from staff and students through the Chairs of the certificate programs. For more information, please contact the Office of the Vice President, Continuing Education and Business Development at (905) 575-2025.

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**CREATIVE AND VISUAL ARTS**

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**NEED HELP RE-ENTERING THE WORKFORCE?**

Call the Mohawk College Employment Assessment Centre at (519)770-4765.
BASIC EAR TRAINING LAB 2
PREREQUISITE: (MU014), MU014 & MU024 is equivalent to MU141.
MU024 FEE: $128.70
F1  13 MO  6:00-8:00  FF Sep10  701947

EAR TRAINING LAB 2
PREREQUISITE: (MU141) or (MU014 & MU024).
MU241 FEE: $128.70
F1  13 MO  6:00-8:00  FF Sep10  701949

EAR TRAINING LAB 3
PREREQUISITE: (MU241)
MU341 FEE: $128.70
F1  13 MO  6:00-8:00  FF Sep10  701950

EAR TRAINING LAB 4
PREREQUISITE: (MU341)
F1  13 MO  6:00-8:00  FF Sep10  701951

FUN WITH OPERA - GI579
refer to General Interest section

GUITAR - ADULT CLASS 1
This course is designed for adult beginners who will progress quickly using finger style techniques. Participants will study the basics of music including basic rhythms; elementary chords and strumming, the use and understanding of guitar tablature; and left and right hand development on the instrument. Students will apply their new skills to a variety of traditional melodies.
PA107 FEE: $74.25
F1  10 TU  6:30-8:00  FF Sep11  701956
F2  10 WE  6:30-8:00  FF Sep12  701957

GUITAR - ADULT CLASS 2
In this course the student concentrates on learning to read music as related to guitar, incorporating popular tunes and melodies. The student should have some proficiency with chords. PREREQUISITE: (PA107) or equivalent.
PA207 FEE: $74.25
F1  10 WE  8:30-10:00  FF Sep12  701958

GUITAR - ADULT CLASS 3
This session covers popular tunes, reading melodies, chords and rhythms. PREREQUISITE: (PA207) or a knowledge of rhythms and notes in the open position.
PA307 FEE: $74.25
F1  10 TU  8:30-10:00  FF Sep11  701959

HARMONY 1
This course builds from previous rudiment knowledge to obtaining skills needed to write music in four part harmonic structure. The harmonization of melodies and basses will be studied in detail. Some basic melody writing and applied analysis will be introduced. Completion of this course will have followed closely the requirements set for the Royal Conservatory grade three Harmony exam. Course runs over Fall and Winter semester. PREREQUISITE: (MU223)
MU182 FEE: $193.05
F1  26 TH  8:00-9:30  FF Sep13  701960

MU014 FEE: $128.70
F1  13 MO  6:00-8:00  FF Sep10  701946

F1  13 MO  6:00-8:00  FF Sep10  701947

This credit course will focus on the construction and aural recognition of intervals, chords and modes. Other material will include diatonic chord progressions in major and minor keys, as well as chordal functions and substitutions. Credit in the Applied Music Program. PREREQUISITE: (MU123)
MU181 FEE: $128.70
F1  13 MO  8:00-10:00  FF Sep10  701961

MUSIC HISTORY 1-CONSERVATORY PREPARATION
Develop an appreciation for the beautiful music of the Romantic, period, with a general style, form and major composers of the Romantic era. This course provides preparation for the requirements of the Royal Conservatory Grade 3 history exam. Required text: The Enjoyment of Music, 7th edition, J. Machlis.
PA106 FEE: $64.35
F1  13 TH  7:00-8:00  FF Sep13  701966

PIANO ADULT CLASS 1
This course covers elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major scales. Access to practice piano required.
MU100 FEE: $74.25
F1  10 TU  7:00-8:30  FF Sep11  701969

PIANO ADULT CLASS 2
Students will be introduced to additional playing techniques as well as intervals, minor scales, and minor triads. Some popular tunes and duets may also be played. PREREQUISITE: (MU100) or MU010 OR 1 yr. playing experience.
MU200 FEE: $74.25
F1  10 MO  8:30-10:00  FF Sep10  701973

PIANO-ADULT CLASS 3
This course introduces major and minor scales, arpeggios, and dominant 7ths. This material will be used in keyboard harmonizations of old folk and popular tunes. Participants may also study piano duets. PREREQUISITE: (MU200) or 2yrs. playing experience.
MU300 FEE: $74.25
F1  10 TU  8:30-10:00  FF Sep11  701977

PIANO-ADULT CLASS 4
Emphasis is placed on keyboard harmony as applied in classical and popular music. PREREQUISITE: (MU300) or 2 yrs. playing experience. Credit in the Music Certificate Program.
MU400 FEE: $74.25
F1  10 MO  8:30-10:00  FF Sep10  701979

THEORY 1
Notations, scales, intervals, chords — if you’re looking for an understanding of these and other rudiments of Music, this credit course should interest you. The emphasis is on writing skills with weekly assignments. This course coincides with the Royal Conservatory Theory examination, written May or December. Theory 1 and 2 are prerequisite courses for the Applied Music Program.
MU123 FEE: $128.70
F1  13 MO  6:00-8:00  FF Sep10  701982
PHOTOGRAPHY

Photography Certificates - Applied (031) & ART (032)

These certificate programs provide serious part-time learning opportunities for beginning and more experienced photographers who are interested in developing professional skills. Through the use of illustrated lectures, field trips and hands-on work, you should become familiar with equipment, darkroom procedures, business practices and studio situations that are specific to the study of photography. Prerequisites for each course must be met.

For further information about photography programs contact Anne King, Program Manager at (905) 575-2312 or (519) 759-7200 ext. 2312 or email kinga@mail.mohawkc.on.ca

Admission Requirements
OSSD, Maturity Status or equivalent.

Program of Studies
It is the responsibility of the student to monitor progress through the program and to apply in writing to the Chair, Creative and Applied Arts, Continuing Education, to receive the Certificate. The five core courses are required for both Certificates. An additional three courses from the appropriate Certificate area are required to complete that certificate.

(PLA) Prior Learning Assessment
You may apply for credit in individual courses based on learning acquired through work and other life experiences. For assessment procedures contact the PLA office at (905) 575-1212 ext. 3298 or (519) 759-7200 ext. 3298.

Core Courses (Required for Both Certificates):
PY200 Photography 1
PY210 Darkroom Techniques 1
PY300 Photography 2
PY109 150 Years of Photography
PY225 Studio Lighting

Applied Photography Certificate (031) - Choose 3:
PY402 Portraiture
PY502 Advance Portraiture
PY211 Darkroom Techniques 2
PY105 Media Photography
PY104 Video - Introduction
PY110 Intro to Digital Imaging/Photo
PY120 Advanced Digital Imaging
PY230 Photo Illustration
PW900 Work Experience
PY112 The Business of Photography

Art Photography Certificate (032) - Choose 3:
PY211 Darkroom Techniques 2
PY106 Nature Photography
PY500 Innovative Images
PY600 Landscape Photography
PY107 60 Years of Style & Form
PY110 Intro Digital Imaging/Photo
PY111 Doc.Photo/Urban Landscape
PY120 Advanced Digital Imaging
PW900 Work Experience Option

Work Experience Option - PW900 refer to Visual Arts Certificate

Photography 1
Welcome to the exciting world of photography. This course introduces you to your camera, picture taking and basic darkroom procedures. You provide 35mm SLR camera (with manual operation), electronic flash (approx. 4), paper and set of multigrade filters (available in photo supply stores). Required text: Photography by Upton and Upton, available in the bookstore after the first class. Bring ONLY your camera to the first class.

PY200 FEE: $167.50
F1 10 TH 7:00-10:00 FF Sep20 702788
F2 10 SU 9:30-12:30 FF Sep23 702789

150 Years of Photography: A Reflection of the World
Explore the history of photography by focusing on the technical development of the medium, its recognition as an art form, its communication role in the modern world. Work of important photographers is highlighted. Field trip to Toronto is part of this course.

PY109 FEE: $148.50
F1 10 TH 7:00-10:00 FF Sep20 702788

Darkroom Techniques 1
Recognizing and achieving excellence in design and quality in finished prints is emphasized through hands-on projects in the darkroom. You provide film, paper, set of Multigrade filters (available in photo supply stores). PREREQUISITE: PY200 Photography 1.

PY210 FEE: $171.75
F1 10 SA 9:00-1:00 FF Oct13 702782

Darkroom Techniques 2
You will focus on improving technical and critical skills, while mastering advanced darkroom methods, to produce quality photographs. You must bring to first class bl. & wh. negatives, pkg. of 8"x10", resin-coated, multigrade paper (bl & w.) and a set of 1f ord multigrade filters (available at photo supply store). PREREQUISITE: PY210 Darkroom Tech 1.

PY211 FEE: $171.75
F1 8 SA 9:00-1:00 FF Oct13 703253

Introduction to Digital Imaging/Photoshop
Using Macintosh computers, Adobe Photoshop and your own photographs, you will be introduced to fundamentals of digital imagery. You supply photographs and floppy disk or other computer storage media.

PY110 FEE: $372.80
F1 10 TH 7:00-10:00 FF Sep20 702754
CREATIVE AND VISUAL ARTS

LANDSCAPE PHOTOGRAPHY
Effective landscape photos in colour and black and white are the result of careful attention to light, exposure, composition. Two Sunday field trips are included in this course. You supply film (approx. 4), camera and photographic paper. PREREQUISITE: PY300 Photography 2
PY800 FEE: $162.50  
F1 10 TH 7:00-10:00 FF Sep20 702755

PHOTO ILLUSTRATION
You use photo processes in a studio environment to produce works that could be used for various commercial applications such as album covers, posters, ads, fashion layouts, etc. You require camera, film (processed between classes), tripod, flash, light meter (either in-camera or hand-held). Prerequisite: PY225 (Studio Lighting) and PY300 (Photography 2). (over 2 weekends) Oct 20, 21 Nov 3, 4.
PY230 FEE: $156.50  
F1 4 SA/SU 9:00-5:00 FF Oct20 702762

PORTRAITURE
Develop skill in portraiture by using effective light control, creative composition and posing techniques in various locations and studio situations. You supply camera, tripod, film (approx. 4) and have film processed between classes. PREREQUISITE: PY200 Photography 1.
PY402 FEE: $154.50  
F1 10 TU 7:00-10:00 FF Sep18 702785

STUDIO LIGHTING
Exciting results are possible with portraits and still life when you know how to manipulate natural and artificial light, flash, reflectors, posing and backgrounds. You require camera, tripod, flash, film (approx. 3) and to have film processed between classes. PREREQUISITE: PY200 Photography 1.
PY225 FEE: $154.50  
F1 10 MO 7:00-10:00 FF Sep17 702786

VIDEOGRAPHY: INTRODUCTION
A comprehensive introduction to videography with special attention to the operation of your camera, controls, lighting, sound and editing. You supply video camera and tape.
PY104 FEE: $148.50  
F1 10 WE 7:00-10:00 FF Sep19 703252

PHOTOGRAPHY (NON-CREDIT)

DIGITAL PHOTOGRAPHY - INTRODUCTION
If you are taking digital pictures for business or pleasure, this course will help you to achieve better results and develop a better understanding of camera operation. Features specific to your camera (regardless of make or model), basic concepts of photography, introduction to digital darkroom (image resizing for printing or web publishing) will be covered. You must have your own digital camera and the ability to provide images from floppy, ZIP or CD-ROM.
PY101 FEE: $372.80  
F1 10 FR 6:30-9:30 FF Sep21 702751

35MM CAMERAS - HOW TO CHOOSE ONE
If you are not sure what 35mm camera to buy, for your photo course or your own personal use, then this seminar on purchasing the correct equipment is for you. We will discuss camera selections that fit you and your budget, and pertinent accessories. Also covered will be an introduction to Photography 1 (offered through Mohawk College, Continuing Education).
CR532  FEE: $30.26  
F1 1 SA 1:30-4:30 FF Nov17 702239

ALTERNATIVE PHOTOGRAPHIC PROCESSES
Through creation of enlarged negatives and production of salt prints and Kalilotypes, you discover practical skills that can be applied to other alternative/historical processes such as platinum, VanDyke and gum prints. You provide negatives and/or slides for enlarging. Darkroom experience is necessary. Material fee $25. Payable at time of workshop.
CR526 FEE: $143.51  
F1 2 SA/SU 9:30-4:30 FF Sep29 702746

DIGITAL CAMERAS - HOW TO USE YOURS EFFECTIVELY
This workshop introduces you to the basics of digital photography. Through hands-on experimentation, discussion, demonstration you will cover camera controls, resolution, exposure, automatic flash, creativity and composition. File types and image sizes, preparing and optimizing your images for printing/the web/email will also be covered. You supply your own digital camera.
CR527 FEE: $39.63  
F1 1 SA 9:00-1:00 FF Nov17 702749

WEDDING PHOTOGRAPHY WORKSHOP
Are you interested in photographing weddings occasionally or professionally? Through discussion, demonstration and hands-on practice, you will be introduced to such topics as: planning, posing, locations, lighting, special effects, important customs, working with groups and more. You require a camera and flash.
CR478 FEE: $151.00  
F1 2 SA/SU 9:30-4:30 FF Oct13 702707

VISUAL ARTS

VISUAL ARTS CERTIFICATES (041) (042) (043)
The practical value of an arts education can be found in such positions as advertising, commercial and industrial design, textiles, teaching, recreation, gallery work or self-employment as a painter, potter, jeweller. With additional training and experience these programmes could lead you to such occupations.
For more information contact Anne King, Program Manager at (905)757-2312 or (519)759-7200 ext. 2312 or e-mail kinga@mail.mohawk.on.ca
Admission Requirements
OSSD, Mature Student or equivalent
Program of Studies
It is the responsibility of the student to monitor progress through the programme and to apply in writing to the Chair, Creative & Applied Arts, Continuing Education, to receive the Certificate. 

(PLA) PRIOR LEARNING ASSESSMENT
You may apply for credit in individual courses based on learning acquired through work and other life experiences. For assessment procedures contact the PLA office at (905)575-1212 ext. 3298 or (519)759-7200 ext. 3298.

FOUNDATION CERTIFICATE (041)
Program of Studies
7 courses plus 1 seminar
MANDATORY:
PG101 Design and Colour 1
PD201 Drawing 1
PD204 History of Crafts
CR442 Seminar: Safety in the Arts
Plus any other 4 introductory or basic level studio/hands-on courses from Visual Arts Certificate courses or Photography Certificate courses.

INTERMEDIATE CERTIFICATE (042)
Admission Requirements
Foundation Certificate
Program of Studies
7 courses
MANDATORY:
PG201 Design and Colour 2
PD301 Drawing 2
CHOOSE ONE OF:
LL700 Art of the Western World (see Distance Education)
LL910 History of Art
PY109 150 Years of Photography
PTG01 Philosophy of Art
Plus 4 other studio/hands-on courses, prerequisites must be met, from Visual Arts Certificate courses or Photography Certificate courses.

ADVANCED CERTIFICATE (043)
Admission Requirements
Intermediate Certificate
Program of Studies
7 courses
MANDATORY:
PG301 Design and Colour - Advanced
CHOOSE TWO OF:
P7100 Introduction to Art Therapy
MD249 How to Start a Small Business
PD101 Teaching Arts/Crafts
SS156 Introductory Psychology
PY200 Photography 1 *  
(If not used in Foundation Certificate)
PW900 Work Experience or equivalent courses as approved by Program Manager
Plus 4 other studio/hands-on courses from Visual Arts Certificate courses or Photography Certificate courses (prerequisites must be met).

ABOUT PLASTIC AND FINE ARTS CERTIFICATES
To all students who are currently working on certificates in the area of Plastic and Fine Arts: Please contact Anne King, Program Manager at (905)575-2312, if you have any questions or require information.

46  Register Early ... Avoid Disappointment
# Fine Arts - Other

## History of Crafts
Handcrafted items reveal much about the customs, beliefs and lifestyle of ancient and contemporary societies. By examining the evolution of diverse approaches to crafts in wood, metal, clay and other materials, you will understand the enduring connection between mankind and Arts and Crafts. Guest lecturers, field trips and slides.

<table>
<thead>
<tr>
<th>Code</th>
<th>FEE</th>
<th>Days</th>
<th>Time</th>
<th>Start Date</th>
<th>Course Name</th>
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<td>10-TH</td>
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</table>

## Introduction to Art Therapy
This course will introduce participants to the principles of Art Therapy, and its applications to diverse populations and settings. Topics such as application of art therapy to different theoretical frameworks, creativity development, artistic expression in relation to human developmental stages, therapeutic properties and applications of art material will be explored. An experiential component will be included as a means for participants to gain a greater understanding of Art Therapy.

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<td>07:00-10:00</td>
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## Philosophy of Art (E)
Through lectures and demonstrations you will be introduced to different areas of philosophy of art using historical and analytical approaches. This course is designed as an introduction to some main theories of the nature of art, criticism and the place of art in life and society.

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<tr>
<th>Code</th>
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## Work Experience Option
This program involves students, supervisors and Mohawk College in a unique opportunity that integrates classroom theory and learning with pertinent practical hands-on experience in a work place. You are responsible for arranging your own work place location and supervisor. You MUST receive approval from the Program Manager Visual Arts/Photography for your chosen work place BEFORE registering in this course.

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<tr>
<th>Code</th>
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## Design

### Basic Design & Colour 1
Through slides, lectures, projects you are introduced to the elements and principles of design including line, colour, texture and space.

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<tr>
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<th>Course Name</th>
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</table>

### Basic Design & Colour 2
Through self-directed learning, in consultation with instructor, you continue to experiment with the principles and elements of design. PREREQUISITE: PG101 Basic Design and Colour 1.

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### Advanced Design & Colour III
Through self-directed learning, with guidance from instructor, you experiment with principles and elements of design and colour with emphasis on personal expression. PREREQUISITE: PG201 Basic Design and Colour 2.

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## Pottery

### Ceramics - Foundation 1
An introduction to practical work which includes preparing clay; forming coil, pinch and slab pots; throwing cylinder forms on the wheel; glazing finished work. Materials and supplies extra.

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<tr>
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### Ceramics - Foundation 2
Course covers the construction of hand- edged slab pots; throwing bowl forms on the wheel and slab decoration techniques. PREREQUISITE: PC201 Ceramics Foundation 1.

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### Ceramics - Foundation 3
Combine slab and coil methods; throw cylinder and bowl forms with ease and texturing techniques will be covered. PREREQUISITE: PC203 Ceramics Foundation 2.

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### Ceramics - Foundation 4
Refine your technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining handbuilding and throwing techniques. PREREQUISITE: PC203 Ceramics Foundation 3.

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## Ceramics - Intermediate 1
Bottle forms in a variety of shapes will be thrown and the use of slips, oxides, glazing and texturing techniques will be covered. PREREQUISITE: PC204 Ceramics Foundation 4.

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### Ceramics - Intermediate 2
Design and construct covered jars with variations in shapes, types of lids. Design and throw a canister set with consistency in lids and lid fittings. PREREQUISITE: PC301 Ceramics Intermediate 1.

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<tr>
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## Handicapped Students
Students with disabilities please refer to the College Information Section

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**Creative and Visual Arts**

Browse the catalogue on the web at cecat.mohawkc.on.ca

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CERAMICS - INTERMEDIATE 3
Developing designs and technical skills to create teapots and casserole in series with careful attention to body forms, handles, lid fit. Handbuild wall tiles, plaques and murals. PREREQUISITE: PC303 Ceramics Intermediate 2.

CERAMICS - ADVANCED 2
PREREQUISITE: PC401 Ceramics Advanced 1.
PC402 FEE: $175.50
F1 10 MO 7:00-10:00 SC Sep17 702590
F2 10 TU 7:00-10:00 SC Sep18 702602
F3 10 WE 1:00-4:00 SC Sep19 702614
F4 10 TH 7:00-10:00 SC Sep19 702867
F5 10 TU 1:00-4:00 SC Sep20 702913
F6 10 WE 1:00-4:00 BF Sep18 702927
F7 10 TH 7:00-10:00 BF Sep18 702940
F8 10 WE 1:00-4:00 BF Sep19 702952
F9 10 TH 7:00-10:00 BF Sep19 702964
FA 10 TH 7:00-10:00 BF Sep20 702976
FB 10 MO 7:00-10:00 BF Sep17 702989
FC 10 TH 7:00-10:00 SC Sep20 703000

CERAMICS - ADVANCED 3
PREREQUISITE: PC402 Ceramics Advanced 2.
PC403 FEE: $175.50
F1 10 MO 7:00-10:00 SC Sep17 702591
F2 10 TU 7:00-10:00 SC Sep18 702603
F3 10 WE 1:00-4:00 SC Sep19 702616
F4 10 WE 1:00-4:00 SC Sep19 702868
F5 10 TH 1:00-4:00 SC Sep20 702914
F6 10 TU 1:00-4:00 BF Sep18 702928
F7 10 TH 1:00-4:00 BF Sep18 702941
F8 10 WE 1:00-4:00 BF Sep19 702953
F9 10 WE 1:00-4:00 BF Sep19 702965
FA 10 TH 1:00-4:00 BF Sep20 702977
FB 10 MO 7:00-10:00 BF Sep17 702989
FC 10 TH 7:00-10:00 SC Sep20 703001

CERAMICS - ADVANCED 4
PREREQUISITE: PC403 Ceramics Advanced 3.
PC404 FEE: $175.50
F1 10 MO 7:00-10:00 SC Sep17 702592
F2 10 TU 7:00-10:00 SC Sep18 702604
F3 10 WE 1:00-4:00 SC Sep19 702616
F4 10 WE 1:00-4:00 SC Sep19 702869
F5 10 TH 1:00-4:00 SC Sep20 702915
F6 10 TU 1:00-4:00 BF Sep18 702929
F7 10 TH 1:00-4:00 BF Sep18 702942
F8 10 WE 1:00-4:00 BF Sep19 702954
F9 10 WE 1:00-4:00 BF Sep19 702966
FA 10 TH 1:00-4:00 BF Sep20 702978
FB 10 MO 7:00-10:00 BF Sep17 702990
FC 10 TH 7:00-10:00 SC Sep20 703002

POTTERY - ADVANCED
CERAMICS - ADVANCED 1
PREREQUISITE: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.
PC401 FEE: $175.50
F1 10 MO 7:00-10:00 SC Sep17 702589
F2 10 TU 7:00-10:00 SC Sep18 702601
F3 10 WE 1:00-4:00 SC Sep19 702613
F4 10 WE 7:00-10:00 SC Sep19 702666
F5 10 TH 1:00-4:00 SC Sep20 702912
F6 10 TU 1:00-4:00 BF Sep18 702926
F7 10 TU 7:00-10:00 BF Sep18 702939
F8 10 WE 1:00-4:00 BF Sep19 702951
F9 10 WE 7:00-10:00 BF Sep19 702963
FA 10 TH 7:00-10:00 BF Sep20 702975
FB 10 MO 7:00-10:00 BF Sep20 702987
FC 10 TH 7:00-10:00 SC Sep20 702999

Glasbake material workshop-introduction
This workshop serves as a prerequisite for the Glaze Theory Course (PC311) which is offered in spring semesters. You will study the basics of glaze formulation and become familiar with glaze materials and terminology. Through hands-on experience and experimentation you weigh, mix and test glazes and examine the results. Glaze composition, faults, causes and cures and Limit formulas will be discussed.

Need help entering the workforce?
Call the Mohawk College Employment Assessment Centre at (519)770-4765.
CHINESE BRUSH PAINTING-
FOUNDATION 4
This credit course will demonstrate basic techniques in painting animals from classical to contemporary. Students are encouraged to develop personal style. Materials extra. PREREQUISITE: PD103 Chinese Brush Painting - Foundation III.
PD104 FEE: $148.50
F1 10 SA 9:00-12:00 FF Sep22 703149

CHINESE BRUSH PAINTING-
FOUNDATION 5
This credit course will demonstrate the techniques of painting human figures on non-absorbent and absorbent rice paper including methods used from 960 A.D. -1279 A.D. as well as contemporary. Materials extra PREREQUISITE: PD104 Chinese Brush Painting IV.
PD105 FEE: $148.50
F1 10 SA 9:00-12:00 FF Sep22 703150

CHINESE BRUSH PAINTING-
FOUNDATION VI
This credit course will analyze paintings from the Song Dynasty to famous contemporary works, applying the principles of composition, each student will paint a favourite subject applying relevant analysis on semi-absorbent rice paper. Students will be introduced to painting with malachite green and azurite blue - two very important opaque colours in Chinese painting. Materials extra. PREREQUISITE: PD105 Chinese Brush Painting V.
PD106 FEE: $148.50
F1 10 SA 9:00-12:00 FF Sep22 703151

PAINTING I
For the beginner
• painting basics, use of materials, oil and acrylic paints, composition, colour. Lectures, demonstrations and films enhance the programme. Materials extra.
PD211 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 703152

PAINTING II
You are encouraged to experiment with a variety of media and techniques and are introduced to historical developments in art and painting styles. PREREQUISITE: PD211 Painting I.
PD311 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 703153

PAINTING III
You have the opportunity to develop a personal style using techniques and approaches from previous courses. PREREQUISITE: PD311 Painting 2.
PD411 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 703154

PAINTING IV
You become aware of, and incorporate, the colour temperature of a painting...from warm and friendly to exciting or even jarring. PREREQUISITE: PD411 Painting 3.
PD511 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 703155

PAINTING V
Study styles of painting techniques from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l’oeil. PREREQUISITE: PD511 Painting 4.
PD611 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 703156

PAINTING VI
In consultation with your instructor you experiment with special effects using the colour concepts of lustre and iridescence. PREREQUISITE: PD611 Painting 5.
PD711 FEE: $148.50
F1 10 TU 7:00-10:00 FF Sep18 703157

WATERCOLOUR PAINTING 1
Watercolour for beginners. You will work from sketches done of nature or simple objects to produce a finished painting that shows movement and perspective. Materials extra.
PD231 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 703158
F2 10 WE 7:00-10:00 BF Sep19 703164
F3 10 TH 7:00-10:00 FF Sep20 703170
F4 10 TH 7:00-10:00 SC Sep20 703179

WATERCOLOUR PAINTING 2
Using a variety of techniques you work to complete pieces that show landscapes or a subject of your choice. PREREQUISITE: PD231 Watercolour Painting 1.
PD331 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 703159
F2 10 WE 7:00-10:00 BF Sep19 703165
F3 10 TH 7:00-10:00 FF Sep20 703172
F4 10 TH 7:00-10:00 SC Sep20 703181

WATERCOLOUR PAINTING 3
You develop your own objectives in consultation with your instructor. Technical proficiency and composition will be emphasized. PREREQUISITE: PD331 Watercolour Painting 2.
PD431 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 703160
F2 10 WE 7:00-10:00 BF Sep19 703166
F3 10 TH 7:00-10:00 FF Sep20 703173
F4 10 TH 7:00-10:00 SC Sep20 703182

WATERCOLOUR PAINTING IV
Strengthen your understanding of composition: unity, dominance, repetition and balance...while working from still life. PREREQUISITE: PD431 Watercolour Painting 3.
PD531 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 703161
F2 10 WE 7:00-10:00 BF Sep19 703167
F3 10 TH 7:00-10:00 FF Sep20 703174
F4 10 TH 7:00-10:00 SC Sep20 703183

WATERCOLOUR PAINTING V
Experiment with colour and colour temperature to produce four finished pieces that demonstrate a knowledge of complimentary colour and triads. PREREQUISITE: PD531 Watercolour Painting 4.
PD631 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 703162
F2 10 WE 7:00-10:00 BF Sep19 703168
F3 10 TH 7:00-10:00 FF Sep20 703175
F4 10 TH 7:00-10:00 SC Sep20 703184

WATERCOLOUR PAINTING VI
You study a Master watercolourist of your choice and replicate their style of painting. PREREQUISITE: PD631 Watercolour Painting 5.
PD731 FEE: $148.50
F1 10 MO 7:00-10:00 FF Sep17 703163
F2 10 WE 7:00-10:00 BF Sep19 703169
F3 10 TH 7:00-10:00 FF Sep20 703178
F4 10 TH 7:00-10:00 SC Sep20 703185

PRINTMAKING WITH WATERCOLOURS
You experiment with unique techniques, materials and equipment needed to create exciting, one-of-a-kind prints using watercolour paints. To embellish and enhance your “pulled” prints you can add other mediums such as inks, watercolour crayons or pencil.
CR506 FEE: $57.84
F1 10 TH 7:00-10:00 FF Sep20 703057

DRAWING

DRAWING 1
This credit course introduces the fundamental approaches and techniques of drawing. Students will make detailed studies and quick sketches to increase their abilities to observe and record. Form, space, line, texture, composition, and gesture are explored through a variety of media (charcoal, pencil, conte crayon). Realistic rendering is based on observation of actual objects.
P201 FEE: $148.50
F1 10 TH 7:00-10:00 FF Sep20 703058

DRAWING 2
This credit course continues Drawing I with emphasis on accuracy and the relationship of drawing skills to painting and printmaking (silkscreen, etching, watercolour, oils, etc.) for individual expression. Materials extra. PREREQUISITE: PD201 Drawing I.
P301 FEE: $148.50
F1 10 TH 7:00-10:00 FF Sep20 703059

DRAWING 3
This credit course aims to free students from conventional approaches to drawing and encourage exploration using a variety of styles, techniques and materials. Consideration will be given to those interested in mixed media and related art fields. PREREQUISITE: PD301 Drawing II.
P401 FEE: $148.50
F1 10 TH 7:00-10:00 FF Sep20 703060

DRAWING ON THE RIGHT SIDE OF
THE BRAIN
This innovative approach to drawing aims to release artistic potential through the techniques of right brain drawing and is ideally suited to those who feel that they are beginners or cannot draw at all. Materials extra.
P501 FEE: $148.50
F1 10 TU 6:30-9:30 FF Sep18 702682

LIFE DRAWING 1
In this credit course, students will develop an awareness of the masses, proportions, and unity of the human body and learn to interpret these aspects on paper using varied materials and methods. Emphasis is on the recognition of the “quality of life” indicated by the human body in various poses. Nude models are used in this course.
P221 FEE: $172.50
F1 10 WE 7:00-10:00 FF Sep19 703049

Browse the catalogue on the web at cecat.mohawkc.on.ca
LIFE DRAWING 2
Students concentrate on developing the ability to capture the general feeling of a pose, to differentiate various body types, to handle structuring of various parts and to use foreshortening and treat form through light and shade. “Seeing” is emphasized and more difficult poses introduced. In addition to traditional techniques, use of dry and wet washes, pen line, charcoal smudging, memory drawing and some basic anatomy are introduced to increase student competence with with materials. Nude models are used in this course. PREREQUISITE: PD221 Life Drawing I.

P2D321 FEE: $172.50
F1 10 WE 7:00-10:00 FF Sep19 703050

LIFE DRAWING - ADVANCED
This advanced credit course continues the approaches of Life Drawing II. Nude models are used. PREREQUISITE: PD321 Life Drawing II

P2D421 FEE: $172.50
F1 10 WE 7:00-10:00 FF Sep19 702880

PORTRAITS - DRAWING
This course will pursue the techniques of portrait drawing using a variety of models, poses etc. Students will practice techniques using different mediums. PREREQUISITE: PD201 Drawing I

P2D023 FEE: $172.50
F1 10 TU 7:00-10:00 FF Sep18 702683

CARVING AND VISUAL ARTS

CARVING & SCULPTURE IN WOOD - BASIC/1
An introduction to carving in the round including characteristics of wood, basic tools for carving and principles of three-dimensional design. Materials extra.

PS231 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 703055

CARVING AND SCULPTURE IN WOOD - BASIC/2
Further explore and practice carving in the round and relief carving. Materials extra.

PS232 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 703099

CARVING AND SCULPTURE IN WOOD - INTER/1
You will study the techniques used for handling more difficult materials including decorative chip and gouge carving as it applies to decorative and functional objects. PREREQUISITE: PS232 Carving and Sculpture in Wood 2

PS331 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 703100

CARVING AND SCULPTURE IN WOOD - INTER/2
Explore large sculptures, pierced carving (open or relief sculpture). PREREQUISITE: PS331 Carving and Sculpture in Wood Intermediate 1.

PS332 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 703101

CARVING AND SCULPTURE IN WOOD - ADVANCED/1
Design and construct relief sculpture with the use of power tools. Finishing techniques will be explored. PREREQUISITE: Carving and Sculpture in Wood Intermediate 2

PS431 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 703053

CARVING AND SCULPTURE IN WOOD - ADVANCED/2
You explore laminating techniques while working on large pieces. PREREQUISITE: PS431 Carving and Sculpture in Wood Advanced 1.

PS432 FEE: $148.50
F1 10 WE 7:00-10:00 FF Sep19 703054

GLASS ARTS

STAINED GLASS FOUNDATION 1
You will be introduced to design and techniques applied to leaded glass, including glass cutting, pattern development and lead construction. Materials extra..list provided in first class.

PF101 FEE: $148.50
F1 10 MO 7:00-10:00 SC Sep17 703103
STAINED GLASS FOUNDATION 2  
You consider aesthetic and structural demands of glass with emphasis on quality design and craftsmanship. Materials extra.  
PF102  FEE: $148.50  ☎  
F1  10 MO  7:00-10:00  SC Sep17  703104

CALLIGRAPHY  
CALLIGRAPHY-FOUNDATION 1  
This is a credit course with emphasis on advertising and personal use. The quality and control of handwriting for printing and design of leaflets, folders, posters, labels, etc. includes the study of design, pen made borders, decoration & presentation of work for commercial use.  
PC125  FEE: $148.50  ☎  
F1  10 MO  7:00-10:00  FF Sep17  703051

CALLIGRAPHY-FOUNDATION 2  
Students gain further skills in versatile beautiful forms of writing. The course includes layouts, writing and decoration in colour and creative variations for the design of invitations, cards and advertisements. PREREQUISITE: PC125 Calligraphy - Foundation I Materials extra.  
PC225  FEE: $148.50  ☎  
F1  10 MO  7:00-10:00  FF Sep17  703052

AIR BRUSHING  
AIRBRUSHING TECHNIQUES - BASIC  
You will become familiar with equipment, techniques and mediums and grounds, particular to the art of airbrushing. You supply airbrush, air supply, materials as required. Instructor will advise at first class.  
PD012  FEE: $148.50  ☎  
F1  10 TU  7:00-10:00  SC Sep18  703105

AIRBRUSHING TECHNIQUES 2  
You expand on knowledge gained in level 1 and work on a variety of complex designs. Materials extra. PREREQUISITE: PD012 Airbrush Techniques - Basic.  
PD013  FEE: $148.50  ☎  
F1  10 TU  7:00-10:00  SC Sep18  703106

PAPER TOLE  
PAPER TOLE-BASIC I  
In this credit course, students will cover terminology; the concept of pattern planning; the basic skills in use and control of the cutting knife; edging, sizing, wiring, shaping and building; matting and framing. Materials will cost approximately $45.00.  
PC126  FEE: $148.50  ☎  
F1  10 MO  6:30-9:30  BF Sep17  703189  
F2  10 TU  1:00-4:00  BF Sep18  703195  
F3  10 WE  6:30-9:30  FF Sep19  703203

PAPER TOLE-BASIC II  
Gaining additional practice in cutting, the student is introduced to bark, and several types of feathers. Sculptural techniques for fine detail is introduced. PREREQUISITE: PC126 - Paper Tole - Basic I Materials are the students responsibility. Students will be advised of required materials the first night of class by the instructor.  
PC127  FEE: $148.50  ☎  
F1  10 MO  6:30-9:30  BF Sep17  703190  
F2  10 TU  1:00-4:00  BF Sep18  703196  
F3  10 WE  6:30-9:30  FF Sep19  703204

PAPER TOLE-INTERMEDIATE I  
This credit course continues the development of cutting for feathers or fur. Also, bark sculpturing and an introduction to ice and snow. PREREQUISITE: PC127 - Paper Tole-Basic III. Students are responsible for materials. The instructor will advise of materials required the first night of class.  
PC128  FEE: $148.50  ☎  
F1  10 MO  6:30-9:30  BF Sep17  703191  
F2  10 TU  1:00-4:00  BF Sep18  703197  
F3  10 WE  6:30-9:30  FF Sep19  703206

PAPER TOLE-INTERMEDIATE II  
A continuation of Intermediate I, sculpturing for larger and more open pieces. Students will select buildings or people as subjects. PREREQUISITE: PC128 - Paper Tole-Intermediate I. Material costs are the students responsibility. The instructor will advise of required materials the first night of classes.  
PC129  FEE: $148.50  ☎  
F1  10 MO  6:30-9:30  BF Sep17  703192  
F2  10 TU  1:00-4:00  BF Sep18  703198  
F3  10 WE  6:30-9:30  FF Sep19  703206

PAPER TOLE-ADVANCED I  
This course focuses on the sculpturing and moulding with emphasis on shape and structures. Subject choices will be from ships, waterfowl or fish. PREREQUISITE: PC129 Paper Tole - Intermediate II Material FEE: $45.00. Check with instructor first night for material requirements.  
PC130  FEE: $148.50  ☎  
F1  10 MO  6:30-9:30  BF Sep17  703186  
F2  10 TU  1:00-4:00  BF Sep18  703193  
F3  10 WE  6:30-9:30  FF Sep19  703200

PAPER TOLE-ADVANCED II  
At this level, students are introduced to profiles of animals, as well as, the human form with emphasis on the concept of planning to create perspective. PREREQUISITE: PC130 Paper Tole - Advanced I. Students are responsible for material costs. Check with instructor first night of classes for required materials.  
PC131  FEE: $148.50  ☎  
F1  10 MO  6:30-9:30  BF Sep17  703187  
F2  10 TU  1:00-4:00  BF Sep18  703199  
F3  10 WE  6:30-9:30  FF Sep19  703201

ARTS WORKSHOPS  
NON-CREDIT  
...AVOID DISAPPOINTMENT...REGISTER EARLY!

Enrolment limited. Fees do not include the cost of supplies/equipment. A list of supplies required for your workshop will be forwarded to you by mail.  
For more information contact Anne King, Program Manager at (905)575-2312 or (519)759-7200 and e-mail kinga@mail.mohawk.on.ca

Digital Cameras - How to (CRS27)  
Historical Photographic Processes (CRS26)  
35mm Cameras - How to (CRS32)  
refer to Photography section

CRAFTS AS A BUSINESS  
Find out how to turn your craft hobby into a paying business. Learn about government agencies to contact, pricing your crafts, keeping track of your income and expenses and lots more.  
PC019  FEE: $50.77  ☎  
F1  1  SA  9:00-3:00  FF Sep29  702750

DIRECT PHOTO EMULSION  
SILKSCREEN STENCIL METHOD  
You will be introduced to this fast, flexible method of silkscreening which can reproduce other stencil methods and duplicate effects of brushstroke, lettering, textures, photographic images, photograms and computer-generated images with a minimum of equipment and expense. This workshop should be of interest to photographers, textile artists, potters, printmakers. Some supplies provided.  
CR070  FEE: $142.44  ☎  
F1  2  SA/SU 9:30-4:30  W Nov3  702738

GREETING CARDS  
A hands-on workshop exploring the many techniques that can be used to create your own one-of-a-kind greeting cards suitable for any occasion...birthdays, Christmas, anniversaries and more. You experiment with collage, origami folds, rubber stamps and markers on various papers. No previous experience necessary. Materials extra (approx. $15).  
CR520  FEE: $57.64  ☎  
F1  1  SA  9:30-4:30  BF Sep17  702739

LANDSCAPE SKETCHING  
You will be introduced to sketching out-of-doors at two locations along the Niagara Escarpment. Information on the natural history of each location will be provided. You will be required to bring your own drawing and/or painting supplies.  
CR523  FEE: $143.40  ☎  
F1  3  FR  7:00-8:30  BF Sep29  70274  
F1  3  FR  7:00-8:30  SU Nov9  70274

PAINTING-TROMPE L’OEIL  
Trompe l’oeil is a multicultural ancient decorative technique which is experiencing resurgence of interest from decorators and artists. This workshop, taught by Elizabeth Poynter, is for you if you have some artistic experience in painting and/or drawing and a sense of humour.  
CR493  FEE: $140.60  ☎  
F1  3  FR  7:00-10:00  SU Nov9  70274

Browse the web catalog on the web at cecat.mohawk.on.ca
## DISTANCE EDUCATION

### SOME IMPORTANT NOTES ABOUT DISTANCE EDUCATION

Distance education allows you the opportunity to earn college credits by studying independently.

### How Do I Register?

See page 5 to read about the various ways you can register.

### Instructors

Instructors are available by phone and/or by e-mail for all courses to provide individual attention when needed.

### Textbooks

If your course requires a textbook that is not included in the course fee and you are unable to come in to purchase it at a Campus Store, call the Distance Education Office to make arrangements to purchase your text by phone.

### Registration Deadline

You can register for a Distance Education course up to two weeks after the official start or orientation date.

### Refunds

Student-initiated refund requests will only be accepted within 2 weeks of the course start date.

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### DISTANCE EDUCATION Phone Number!

(905) 575-2703

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### NOTE: When you see this symbol

you will require the following:

- Pentium-class computer with Windows 95 or better, and a modem with internet connection.

### BUSINESS/COMPUTERS - DISTANCE EDUCATION

### BUSINESS APPLICATIONS FOR WINDOWS CERTIFICATE (082)

#### General Information

For information on certificate requirements please refer to the Business Computer section. An instructor will work with you to offer guidance and grade your assignments. He/she will also be available by phone and/or by e-mail for problem solving.

#### What you need...

Access to a computer with appropriate software or you may also use the College’s Open Access Microcomputer labs available at most campuses during specified hours.

#### For further information, please contact

Valerie Pickny at (905) 575-2025 or email picknyv@mail.mohawk.on.ca

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### PLEASE NOTE:

Texts are included in the course fees and will be sent with course material by start date. If you do not require a text, please notify registration staff at the time of registration.

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### ACCPAC - GENERAL LEDGER


**BW150**  
**FEE:** $113.70  
**FY DE Sep26 702156**

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### ACCPAC - ACCOUNTS RECEIVABLE


**BW290**  
**FEE:** $89.10  
**FY DE Sep26 702232**

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### ACCPAC - ACCOUNTS PAYABLE

See the Business section for a description of this 18 hour course. Version 4.2 for Windows (ACCPAC Advantage Series - Corporate Edition - formerly Small Business). PREREQUISITE: BW290 and familiarity with basic accounting concepts. Final Exam: Tuesday, November 27, 2001 7 - 10 p.m. Fennell Campus. Text extra. (Same text as used in BW190) Software not included. Instructor: D BAKER

**BW390**  
**FEE:** $89.10  
**FY DE Sep26 702230**

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### CA SIMPLY ACCOUNTING - LEVEL 1

See the Business section for a description of this 18 hour course. Version 8.5. PREREQUISITE: Using Windows - Level 1 plus familiarity with basic accounting. Final Exam: Tuesday, November 27, 2001 7 - 10 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: R IMOLA

**BW150**  
**FEE:** $113.70  
**FY DE Sep26 702156**

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### CA SIMPLY ACCOUNTING - LEVEL 2

See the Business section for a description of this 18 hour course. Version 8.5. PREREQUISITE: BW150. Final Exam: Tuesday, November 27, 2001 7 - 10 p.m. Text included in course fee. Software not included. Instructor: R IMOLA

**BW250**  
**FEE:** $118.70  
**FY DE Sep26 702157**

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### M.Y.O.B. - LEVEL 1

See the Business section for a description of this 18 hour course. Version 10 Plus. PREREQUISITE: It is recommended students have a basic understanding of accounting principles and concepts. Final Exam: Thursday, November 29, 2001 7 - 10 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: R IMOLA

**BW155**  
**FEE:** $151.11  
**FY DE Sep26 702226**

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### M.Y.O.B. - LEVEL 2

See the Business section for a description of this 18 hour course. Version 10 Plus. PREREQUISITE: BW155. Final Exam: Thursday, November 29, 2001 7 - 10 p.m. Fennell Campus. Software not included. Text extra. Instructor: R IMOLA

**BW255**  
**FEE:** $89.10  
**FY DE Sep26 702230**

### MANAGING YOUR PC

See the Business section for a description of this 18 hour course. PREREQUISITE: Using Windows - Level 1. Final Exam: Monday, December 3, 2001 6-9 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: R IMOLA

**BW004**  
**FEE:** $117.05  
**FY DE Sep26 702191**

### INTERNET

### MS ACCESS - LEVEL 1

See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: Using Windows - Level 1. Final Exam: Thursday, November 29, 2001 7 - 10 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: B POTTS

**BW130**  
**FEE:** $109.94  
**FY DE Sep26 702184**

### MS ACCESS - LEVEL 2

See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW130. Final Exam: Thursday, November 29, 2001 7 - 10 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: B POTTS

**BW230**  
**FEE:** $109.94  
**FY DE Sep26 702185**

### MS EXCEL - LEVEL 1

See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW001. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: S SCOLLARD

**BW120**  
**FEE:** $111.56  
**FY DE Sep26 702179**

### MS EXCEL - LEVEL 2

See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW120. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: S SCOLLARD

**BW220**  
**FEE:** $111.56  
**FY DE Sep26 702180**

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Register Early ... Avoid Disappointment
MS EXCEL - LEVEL 3
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW220. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: SCOLLARD
BW320 FEE: $111.56  
FY DE Sep26 702181

MS EXCEL - LEVEL 4
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW220. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: S SCOLLARD
BW420 FEE: $111.56  
FY DE Sep26 702182

MS OFFICE INTEGRATION - LEVEL 1
See the Business section for a description of this 18 hour course. PREREQUISITES: BW199; BW003, BW110, BW120 & BW130. Ver. 2000. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: P DANIEL
BW135 FEE: $118.17  
FY DE Sep26 702167

MS POWERPOINT - LEVEL 1
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: Using Windows - Level 1. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: P PERRAULT
BW003 FEE: $112.63  
FY DE Sep26 702234

MS POWERPOINT - LEVEL 2
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW003. Final Exam: Monday, December 3, 2001 6 - 9 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: P PERRAULT
BW203 FEE: $112.63  
FY DE Sep26 702235

MS PROJECT FOR WINDOWS - LEVEL 1
See the Business section for a description of this 18 hour course. Version `98. PREREQUISITE: Using Windows - Level 1. Final Exam: Monday, December 3, 2001 6 - 9 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: P PERRAULT
BW170 FEE: $108.35  
FY DE Sep26 702236

MS WORD FOR WINDOWS - LEVEL 1
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: Using Windows - Level 1. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW110 FEE: $111.56  
FY DE Sep26 702173

MS WORD FOR WINDOWS - LEVEL 2
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW110. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW210 FEE: $111.56  
FY DE Sep26 702174

MS WORD FOR WINDOWS - LEVEL 3
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW210. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW310 FEE: $111.56  
FY DE Sep26 702175

MS WORD FOR WINDOWS - LEVEL 4
See the Business section for a description of this 18 hour course. Version 2000. PREREQUISITE: BW310. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW410 FEE: $111.56  
FY DE Sep26 702177

PAGEMAKER - LEVEL 1
Desktop publishing is increasingly popular, using the IBM compatible PC & Adobe PageMaker 6.5. This 18-hour course will cover topics related to text features, graphic tools, menu commands, basic elements of design, including page make-up. Learn to create a simple flyer, two-page newsletter and brochure, incorporating text and graphics. PREREQUISITE: Windows Level 1. Not available in open access. Exam: Tues., Nov. 27, 2001 7-10 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: R IMOLA
BC032 FEE: $109.07  
FY DE Sep26 702151

PAGEMAKER - LEVEL 2
Using Adobe PageMaker (version 6.5) students will focus on text editing features of this 18 hour course and examine the more advanced capabilities of this software package. Students will create a custom-sized publication, create and assemble a template, use multiple master pages, styles and add special effects with text and graphics. PREREQUISITE: BC032. Note: Not available in open access. Exam: Tues., Nov. 27, 2001 7 - 10 p.m. Text included in course fee. Software not included. Instructor: R IMOLA
BC132 FEE: $113.35  
FY DE Sep26 702155

QUATTRO PRO FOR WINDOWS
Enhance your spreadsheets and presentations with graphs and charts using Quattro Pro. Participants in this course will learn how to build a graph from basics; modify, format, and enhance the graph for a professional look. Use of clipart, and drawing tools for customization. Creating and using a slide show presentation of graphs created. Version 7.0. PREREQUISITE: BW140. Final Exam: Monday, December 3, 2001 6 - 9 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: L RESTIVO
BW140 FEE: $108.35  
FY DE Sep26 702187

QUICKBOOKS FOR SMALL BUSINESS - LEVEL 1
See the Business section for a description of this 18 hour course. Version 2001 RECOMMENDED: Working knowledge of the Windows environment and students should have a basic understanding of accounting principles and concepts. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Fennell Campus. Text included in course fee. Software not included. Instructor: D BAKER
BW007 FEE: $113.70  
FY DE Sep26 702238

QUICKEN
See the Business section for a description of this 18 hour course. Version 2001. PREREQUISITE: Using Windows - Level 1. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Fennell Campus. Text included in course fee. Software not included. Instructor: D BAKER
BW008 FEE: $108.35  
FY DE Sep26 702237

Need help finding a job?  
Call Return to Work Services at (905) 575-2024

Browse the catalogue on the web at cecat.mohawkc.on.ca 53
USING WINDOWS - LEVEL 1
See the Business section for a description of this 18-hour course. Ver. 95 and 98. Recommended: BW001 Workshop for Windows. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: P DANIEL
BW199 FEE: $115.49
FY DE Sep26 702163

USING WINDOWS - LEVEL 2
See the Business section for a description of this 18-hour course. Ver. 95 and 98. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: P DANIEL
BW209 FEE: $110.49
FY DE Sep26 702166

WORDPERFECT FOR WINDOWS - LEVEL 1
This 18 hour course will introduce new users to the basic operation of WordPerfect 7 for Windows. Students will learn to create and enhance text, perform basic editing tasks, save and print documents. PREREQUISITE: Using Windows - Level 1. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW100 FEE: $112.64
FY DE Sep26 702169

WORDPERFECT FOR WINDOWS - LEVEL 2
The objectives of this 18 hour course will be to introduce more experienced users to the intermediate features of WordPerfect 7. 0. The topics will include use of the styles and templates, the master document feature, creating tables of contents and indexes, macros and merge applications. PREREQUISITE: BW100. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW200 FEE: $112.75
FY DE Sep26 702170

WORDPERFECT FOR WINDOWS - LEVEL 3
This advanced level 18 hour course of WordPerfect 7.0 introduces students to working with tables and text columns, making mathematical calculations, sorting databases, using borders, graphic lines and watermarks. This will enhance the student’s ability to create and edit complicated word processing documents. PREREQUISITE: BW200. Final Exam: Thursday, December 6, 2001 6:30 - 9:30 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: J MCCARTNEY
BW300 FEE: $112.75
FY DE Sep26 702171

WEBMASTER CERTIFICATE
For information on certificate requirements please refer to the Business Computer section.

BUSINESS INTERNET SKILLS CERTIFICATE
For information on certificate requirements, please see the Business Computer section of the catalogue. For further information, please call Valerie Pickny at (905) 575-2025 or email pickeyn@ mail.mohawkc.on.ca

Students enrolled in any Internet courses will require an Internet connection with an Internet service provider. The instructor will assist the students regarding course content, but cannot provide technical support for other Internet areas including communications software, connection and configuration. It is the responsibility of the Internet Service Provider to provide such support. Students enrolled in the Web Page Design courses will be provided with a Web account to enable them to upload pages to a Mohawk College Web Server. It is the student's responsibility to have the correct software. Students enrolled in any Internet course have the option of submitting assignments and questions to their instructor via Internet email, in addition to conventional means. Course material for some courses also includes a resource Web page. Students will be provided with the instructor's email address and appropriate Web page addresses, if applicable, in their course package.

Please note:
Texts are included in the course fees and will be sent with course material by start date. If you do not require a text, please notify registration staff at the time of registration.

INTERNSHIP
CGI/PERL SCRIPTING
See the Business section for a description of this 18 hour course. PREREQUISITES: BIN37. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Text included in fee. Software not included. Instructor: S HERNDEN
BIN62 FEE: $110.49
FY DE Sep26 702855

INTERNET CONFIGURATION WINDOWS/INTERNET
See the Business section for a description of this 18 hour course. PREREQUISITE: BW199 Using Windows - Lv. 1. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Text included in fee. Software not included. Instructor: S HERNDEN
BIN40 FEE: $110.49
FY DE Sep26 702852

INTERNET
INTERACTIVE WEB PAGE
See the Business section for a description of this 18 hour course. PREREQUISITIES: BIN37 and BIN62. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Text included in fee. Software not included. Last offering. Instructor: S REDDY
BIN63 FEE: $110.49
FY DE Sep26 702856

INTERNET
INTERNET STARTING POINT
See the Business section for a description of this 18 hour course. PREREQUISITES: BW001 or familiarity with Windows. Final Exam: Saturday, November 24, 2001 1 - 4 p.m. Fennell Campus. Text included in course fee. Software not included. Instructor: S SCOLLARD
BIN01 FEE: $111.56
FY DE Sep26 702908

INTERNET
JAVASCRIPT - LEVEL 1
See the Business section for a description of this 18 hour course. PREREQUISITE: BIN36. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Text included in fee. Software not included. Instructor: S HERNDEN
BIN36 FEE: $110.49
FY DE Sep26 702850

INTERNET
JAVASCRIPT - LEVEL 2
See the Business section for a description of this 18 hour course. PREREQUISITE: BIN36. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Text included in fee. Software not included. Last offering. Instructor: S HERNDEN
BIN37 FEE: $110.49
FY DE Sep26 702851

INTERNET
MS FRONT PAGE - LEVEL 1
See the Business section for a description of this 18 hour course. PREREQUISITE: BIN31. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Text included in fee. Software not included. Instructor: S HERNDEN
BIN61 FEE: $110.49
FY DE Sep26 702854
BUSINESS - APPLIED ACCOUNTING

- Print Why not develop your business skills through distance education! You can purchase the textbook and workbook for BZ018 and/or the workbook for BZ020 at the College bookstore or by calling the Distance Education Office and ordering by VISA or MasterCard. You will have 12 weeks to complete any of these courses. Remember that help from your instructor is only a phone call away!

For more information, call (905)575-2703.

There is no orientation for these courses. Materials will be sent to registered students by Thursday, September 13, 2001.

APPLIED ACCOUNTING-
BOOKKEEPING

See the Business Section for a description of this 36 hour course. Note: Textbook (Chapters 1-20) will need to be purchased from the College bookstore or by calling the Distance Education Office with a credit card. Instructor: J. COLLINS

BZ018 FEE: $178.20

APPLIED ACCOUNTING-
BOOKKEEPING 2

See the Business Section for a description of this 36 hour course. PREREQUISITE: BZ018. Instructor: J. COLLINS

BZ019 FEE: $178.20

APPLIED ACCOUNTING-
BOOKKEEPING 3

See the Business Section for a description of this 36 hour course. Note: Workbook (Chapters 20-30) will need to be purchased from the College bookstore or by calling with a credit card to the Distance Education Office. PREREQUISITE: BZ019. Instructor: J. COLLINS

BZ020 FEE: $178.20

BUSINESS CERTIFICATE - DISTANCE EDUCATION

(068)

This program is designed to offer students the opportunity to study introductory business subjects in a distance learning format. Upon successful completion of eight core courses, the student will receive a Business Certificate.

Program of Studies

The following courses are required:

CB101 ACCOUNTING 1

BU195 BUSINESS ENVIRONMENT

CB158 MARKETING 1 (or BU196)

BU224 INTRODUCTION TO ECONOMICS

BW199 USING WINDOWS - LEVEL 1 (or BW095)

BW110 BW110 WORD - LEVEL 1 (or BW100)

BW120 MS EXCEL - LEVEL 1

BW130 MS ACCESS - LEVEL 1

Exam information will be included in your package. Packages will be sent to registered students by course start date of September 12, 2001.

ACCOUNTING

Students examine the role of accounting as an information system for planning and controlling business operation. NOTE: For CGA credit, students require both CB101 and AC201 with a minimum grade of B- and a grade of C+ in both courses. This is a 39 hour course. Text included in course fee.

Final Exam: Wednesday, December 12, 2001 9:00 - 11:00 a.m. Fennell Campus. Instructor: H. BEST

AC201 FEE: $257.20

BUSINESS ENVIRONMENT

This 39 hour course provides students with a perspective of business firms as integrated organizations composed of a number of specialized functions. Topics include marketing, production, finance, human relations and labour relations. Concepts studied include forms of organization, management, small business, international business, the banking system, and other important issues related to business. Fee includes text costs.

Instructor: H. BEST

BU195 FEE: $207.49

INTRODUCTION TO ECONOMICS

This 39 hr. course familiarizes students with introductory micro-economic principles. The student will spend time taking micro-economic theory including the laws of supply and demand, the costs of production and profit determination under various market conditions. The course material will demonstrate how these principles apply to current Cdn. economic conditions and economic analysis. The final result will be to give the student a better understanding of how the Cdn. economy operates. Text included. Instructor: H. BEST

BU224 FEE: $294.59

MARKETING 1

This course evaluates the field of marketing and its dynamic environment, the market segmentation and the selection of target markets, influences on buyer behaviour, market research and the product mix. This is a 39 hour course. Fee includes text. Mid-term: Nov 1/01 Final Exam: Dec. 12/01 Fennell Campus. Instructor: P. KOLODZIEJSKI

CB158 FEE: $313.91
DISTANCE EDUCATION

HEALTH SCIENCES - DISTANCE EDUCATION

MENTAL HEALTH NURSING CERTIFICATE FOR REGISTERED NURSES AND REGISTERED PRACTICAL NURSES (044) & (045)

With the increased demands for Mental Health services and the shrinking financial resources, the role of the Registered Nurse and Registered Practical Nurse working in the Mental Health settings has been expanded. This program is offered in a distance education format. It will provide the learner with the opportunity to develop a knowledge base and clinical skills in the area of Mental Health nursing. The first level of the program is designed to provide the RN and RPN with an understanding of the basic concepts of Mental Health nursing. Theory and clinical practice will be used to provide students with the skills required to function as a member of the Mental Health team within an institution or community setting. The second level of the program will provide an opportunity for Registered Nurses to develop research skills in participation in a research project related to Mental Health. The final clinical experience facilitates actual participation in a research project as well as providing the opportunity to develop clinical skills required to provide leadership in the Mental Health team.

For further information please contact Kathy Radcliffe, Program Manager at (905)540-4247 ext. 26704 or email radelk@mail.mohawk.on.ca

Admission Requirements

Current certificate of competence from the College of Nurses of Ontario. Completion of an Immunization Record prior to beginning clinical courses.

Program of Studies

<table>
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Sign up now!
Registration commences at 8:30 a.m. on August 13. First come...first served.

INTERNET

CONCEPTS BASIC TO MENTAL HEALTH NURSING

A basic understanding of the development of the Mental Health system in Ontario, the impact of current legislation on Mental Health Nursing, and the helping role of the nurse will be introduced in this module. The student will also have an opportunity to become familiar with the accepted diagnostic criteria in mental health as well as to begin to develop interviewing Skills. This is a 45 hour course. Fee includes text costs and videotape deposit of $50.00. Students need access to internet. Instructor: P NASHEF

MHN26 FEE: $241.80

NURSING INTERVENTIONS IN MENTAL HEALTH

The focus of this module is the role of the nurse in working with individuals, families, and other groups in promoting mental health. A variety of skills and therapies will be introduced along with criteria to assess their effectiveness. This is a 45 hour course. Fee includes text costs. Instructor: L PHEIFFER

MHN21 FEE: $421.10

MHN22 FEE: $329.75

INTERVENTIONS SUPPORTING CHANGE

This module will introduce students to change theory as a basis for promoting client adaptation. Principles of teaching/learning with the opportunity to identify issues affecting the practice of nursing in mental health and to utilize a research based practice model to assist clients to achieve an optimum level of functioning. PREREQUISITE: MHN21. This is a 45 hour course. Fee includes text costs. Instructor: L PHEIFFER

MHN23 FEE: $299.74

NURSING INTERVENTIONS IN SEVERE MENTAL ILLNESS

The focus of this module is to assist the most severely mentally ill to function at his/her optimum level. The assessment of client behaviours and the use of appropriate support services both within institutions and the community will be investigated. The role of families and consumer/survivor groups will be an integral component of the content. This is a 45 hour course. Fee includes text costs. Instructor: M GARNER

MHN24 FEE: $280.42

INTERVENTIONS WITH SPECIAL POPULATIONS

In this 45 hr module, the unique interventions used to assist those with specialized mental health concerns will be studied. The special needs of children, adolescents, the elderly and other cognitively impaired individuals are included. Interventions for individuals experiencing the problems of substance abuse along with a variety of anxiety disorders are presented. The unique needs of survivors of abuse and violence are studied in this module. Fee includes text costs. Instructor: M GARNER

MHN25 FEE: $326.49

INTEGRATION OF MENTAL HEALTH PRINCIPLES

This clinical module will provide students with an opportunity to integrate the principles of mental health nursing in a clinical setting. Placements will be arranged in both institutional and community settings to allow students to gain an appreciation of the interventions used in mental health. This is a 140 hour course. Fee includes text costs. Instructor: P NASHEF

MHN26 FEE: $241.80

RESEARCH METHODS AND MENTAL HEALTH NURSING

The role of a research base for nursing practice will be introduced in this module. Students will design a research project to facilitate the in-depth study of a contemporary issue in mental health nursing. The findings of each student’s research will be presented, using a variety of presentation styles, as part of this course. This is a 45 hour course. Fee includes text costs. Instructor: P. NASHEF

MHN30 FEE: $148.70

ONCOLOGY NURSING CERTIFICATE (883)

For information on certificate requirements please refer to the Health Sciences section.

INTRODUCTION TO ONCOLOGY NURSING

This 30 hour course is designed to introduce the student to Oncology Nursing. Topics to be discussed include: pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. An introduction to Oncology nursing will also be presented. Text included in course fee. Instructor: S HAPKE

NSCC1 FEE: $283.85

MAJOR MALIGNANCIES I

In this module, students will examine the disease processes of breast cancer, gynecological cancers, ovarian, vulvar, cervical, uterine and endometrial, stomach, liver, and pancreatic cancers, colorectal cancers, cancers of the bladder and prostate and testicular cancer. The role of the nurse will be discussed in relation to treatment, prevention and detection of these cancers. Module extra. Instructor: S HAPKE

NSCC3 FEE: $193.05

Register Early ... Avoid Disappointment
MAJOR MALIGNANCIES II
In this module, students will examine the disease processes of cancers of the head & neck, the brain & the central nervous system. Skin cancer and Melanomas, multiple myelomas, adult leukemia and Hodgkin and non-Hodgkin lymphomas will also be discussed. The role of the nurse in relation to treatment, prevention and detection of these cancers will be reviewed. Module extra. Instructor: R. BLAND

NSCC4 FEE: $193.05
FY DE Sep11 703246

OPERATING ROOM NURSING CERTIFICATE (873)
For information on certificate requirements please refer to the Health Sciences section.
NOTE: Not all courses are offered via distance for this certificate.
For information, please call the Program Manager, Kathy Radcliffe at (905) 540-4247 ext. 26704 or via email radclk@mail.mohawk.on.ca

INTRO - OPERATING ROOM NURSING
This 62.5 hour course provides the learner with an introduction to Operating Room nursing concepts, terminology and skills. The course combines distance learning for the theory component and supervised onsite lab sessions where the learner will be introduced to the nursing skills required in the Operating Room. Saturday classes are 8:00 a.m. - 4:00 p.m. (including 1 hour for lunch). Attendance at lab sessions is mandatory. Dates for Sat. classes are Oct. 20, 27 and Nov. 3. Texts included. Instructor: K RADCLIFFE

NSC84 FEE: $477.17
FY DE Sep10 702931

REGISTERED NURSE ADVANCED CARDIAC CARE CERTIFICATE (870)
For information on certificate requirements please refer to the Health Sciences section.

CARDIAC CARE RN ADVANCED: MODULE 1
This 60-hour module should increase the nurse’s understanding of the normal cardiovascular anatomy and physiology at an advanced level. It should improve the nurse’s skill in assessing the cardiac patient, including the identification of basic cardiac dysrhythmias. This module has 24 hours of clinical practice. PREREQUISITE: Current Registration from the College of Nurses of Ontario as a Registered Nurse. Fee includes manual cost. Instructor: D BEDIN/N WEBER

NSC46 FEE: $312.35
FY DE Sep17 703071

CRITICAL CARE CERTIFICATE MODULE III C.V.
The student will have the opportunity to learn specialized knowledge and skill as the basis for implementing the nursing process for patients with cardiovascular problems in a critical care setting. This module has 69 hours with 26 clinical. There is a six hour lab that will be mutually arranged with the instructor. Prerequisite/Corequisite: Introductory Module I. Fee includes manual costs. Students will receive their materials by the orientation date. Instructor: J APPLETON

NSC17 FEE: $338.29
FW DE Sep18 702847

CRITICAL CARE CERTIFICATE MODULE IV PSYCHO-SOCIAL
This 30 hour module deals with implementing the nursing process for critical care patients who have psychosocial problems. Topics discussed will include drug dependency, abuse/suicide, and acute psychos. There is no clinical requirement for this module. Prerequisite/Corequisite: Module I. Fee includes manual costs. Students will receive their materials by the orientation date. Instructor: A COPLAND

NSC19 FEE: $155.12
FW DE Sep18 702853

CRITICAL CARE CERTIFICATE MODULE V NEURO
By proceeding from normal to abnormal, the major neuromuscular problems resulting in admission to a critical care setting will be studied, together with implementation of the nursing process for them. This module has 60 hours with 24 clinical. Prerequisite/Corequisite: Introductory Module. Fee includes manual costs. Students will receive their materials by the start date. Midterm:Oct.22nd; Final: Dec. 3rd. Instructor: W BLACKBURN/S NICOSIA

NSC14 FEE: $300.58
FY DE Sep17 702870

CRITICAL CARE MODULE VI GI/GU
This 47 hour module focuses on patients with gastrointestinal and urinary problems requiring critical care nursing including fluid and electrolyte balance and includes 8 hours clinical. Prerequisite/Corequisite: Module 1 - NSC15. Fee includes manual costs. Students will receive their materials by the start date. Instructor: D WONNACOTT

NSC13 FEE: $246.11
FY DE Sep18 703009

20th Annual Mohawk College
United Way Garage Sale
Shoppers Wanted!
Saturday, Sept. 8, 2001
9:00 am - 2:00 pm - Fennell Campus
Rain date: Sunday, Sept. 9, 2001
Admission: $2.00

Browse the catalogue on the web at cecat.mohawk.on.ca
**DISTANCE EDUCATION**

**REGISTERED NURSE NEWSTART NURSING/RN REFRESHER CERTIFICATE (874)**

For information on certificate requirements please refer to the Health Sciences section.

For further information please contact Lynn Gwilliam, Program Manager at (905)540-4247 ext. 26705 or email gwillil@mail.mohawk.c.on.ca

**MOD. A-STANDARDS OF NURSING PRACTICE**

The content covered includes information related to concepts of adult education and self directed learning; use of nursing process; the role of the College of Nurses; and the health care delivery system. This is a 27 hour course. Text costs included in fee. Instructor: E Wonnacott

**NS001**  
FEE: $173.77  
FY DE Sep14 703073

**MOD. B-NURSING SKILLS**

This course reviews in theory and laboratory sessions selected skills as identified in the “Standards of Nursing Practice for Registered Nurses and Registered Practical Nurses”. This is a 36 hour course. Fee included text costs and $100 refundable videotape deposit. Instructor: K Kikis

**NS002**  
FEE: $418.09  
FY DE Sep14 703074

**MOD. C-HUMAN PHYSIOLOGY**

This course is designed to increase the professional nurse’s understanding of anatomy and physiology and related microbiology. This course is a prerequisite to Modules D, E, F, K and L. This is a 45 hour course. Fee includes text costs. Instructor: D Wonnacott

**NS003**  
FEE: $380.85  
FY DE Sep7 703076

**MOD E1-NURSING IN HEALTH THEORY**

This course focuses on the nurse’s role in the promotion and maintenance of health by examining the role of the professional nurse in developing an understanding of growth and development with emphasis on prenatal and maternity care and the developing family. This is a 45 hour course. Fee includes text costs. Instructor: K Kizlan

**NS005**  
FEE: $396.09  
FY DE Sep7 703113

**MOD F1 NURSING IN MENTAL HEALTH-THEORY**

This course focuses on providing care to individuals experiencing behavioural disorders. This is a 45 hour course. Fee includes text costs. Instructor: A Copland

**NS007**  
FEE: $366.49  
FY DE Sep7 703330

**MODULE K1 - ADULT NURSING**

This course provides a theoretical base for nursing care to adults experiencing maladaptation requiring medical and/or surgical intervention. An understanding of the developmental tasks of adults is pre-requisite to this course. This is a 54 hour course. Fee includes text costs. Instructor: D Wonnacott

**NS032**  
FEE: $398.58  
FY DE Sep10 703207

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**NEURO ASSESSMENT & DIAGNOSIS**

Students will feel confident in performing a complete neurological assessment on patients at the completion of this 30 hour course. Normal & abnormal findings will be discussed. Assessment of reflexes, cranial nerves, cerebellar and cortical sensory functioning and basal status will be discussed with an emphasis placed on the utilization and documentation of findings using the Glasgow Coma Scale and Spinal Cord Testing Form. Fee includes manual cost. Prerequisite: HS105. Final exam: Dec.3rd. Instructor: W Blackburn

**HS106**  
FEE: $218.48  
FY DE Sep4 702792

**TRAUMATIC, VASCULAR & NEOPLASTIC DISORDERS**

This 44 hour course covers traumatic neurological insults such as head and spinal cord injuries. Mechanisms of injury and the concept of increased intracranial pressure will be covered in great detail. Cerebral and spinal vascular disorders, as well as neoplasms affecting the nervous system will also be discussed. Common complications and possible treatment modalities will also be covered. Fee includes manual cost. Prerequisite: HS105 and HS106. Midterm: Oct. 25th; Final: Dec. 13th. Instructor: W Blackburn

**HS107**  
FEE: $287.78  
FY DE Sep4 702793

**HEREDITARY, DEVELOPMENTAL & INFECTIOUS DISORDERS**

This 36 hour course discusses an array of hereditary and developmental neurological disorders such as muscular dystrophy, spina bifida and cerebral palsy. Also discussed are epilepsy and a variety of infectious processes which can affect the nervous system. Clinical presentation, complications and treatment modalities will also be covered. Fee includes manual cost. Prerequisite: HS105 & HS106. Midterm: Oct. 25th; Final: Dec. 13th. Instructor: W Blackburn

**HS108**  
FEE: $248.18  
FY DE Sep4 702794

**DEGENERATIVE AND MISCELLANEOUS DISORDERS**

This 36 hour course highlights demyelinating and degenerative neurological disorders such as Multiple Sclerosis, Alzheimer’s Disease, Parkinson’s Disease and Amyotrophic Lateral Sclerosis. New research findings related to etiology and treatment modalities will be discussed. An array of other neurological disorders including Trigeminal Neuralgia, Migraines, and Bell’s Palsy will also be covered. Fee includes manual cost. Prerequisite: HS105 & HS106. Midterm: Oct. 25th; Final: Dec. 13th. Instructor: W Blackburg

**HS109**  
FEE: $248.18  
FY DE Sep4 702795

**CLINICAL PRACTICUM**

The clinical component of the program involves 150 hours. Those students with experience in the neuroscience field may apply for exemption of 60 hours. This course is student directed and student driven. The clinical hours can be completed in the student’s place of employment or other agencies as agreed upon by the instructor and as attainable. Instructor: W Blackburg

**HS110**  
FEE: $233.70  
FY DE Sep4 702797

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**NEUROSCIENCE NURSING CERTIFICATE (614)**

This certificate program provides R.N.s with advanced theoretical knowledge and assessment skills for caring for patients and their significant others afflicted with neurological dysfunctions. All phases of care including acute, rehabilitative and palliative will be addressed. The program is designed for R.N.s presently employed in neuroscience or related settings. The main purpose of the program is to build on pre-existing knowledge and skills of the neuroscience nurse. This program will also prepare the registered nurse to successfully write C.N.A.’s neuroscience nursing certification exam.

**Program of Studies**

The program consists of 5 theoretical courses and 1 clinical practicum course as indicated below:

**HS105 NEUROANATOMY & PHYSIOLOGY**  
54 hours

**HS106 NEURO ASSESSMENT & DIAGNOSIS**  
30 hours

**HS107 TRAUMATIC, VASCULAR & NEOPLASTIC DISORDERS**  
44 hours

**HS108 HEREDITARY, DEVELOPMENTAL & INFECTIOUS DISORDERS**  
36 hours

**HS109 DEGENERATIVE AND MISCELLANEOUS DISORDERS**  
36 hours

**HS110 CLINICAL PRACTICUM**

THERE IS NO ORIENTATION FOR THESE COURSES. ALL COURSES START FRIDAY, SEPT. 14TH, 2001 AND STUDENTS WILL RECEIVE COURSE MATERIALS BY THIS DATE.

Please Note: HS110 - Clinical Practicum:

The focus of clinical can take a variety of views, from general such as neurosurgical or neurological, to very specialized and focused such as epilepsy, pain, and Multiple Sclerosis. Prerequisite: HS105 & HS106. Students will develop a clinical practicum contract reflecting their own interests and learning needs. The learning contract, developed in collaboration with the clinical instructor, will outline criteria for evaluation along the timelines.

**NEUROANATOMY & PHYSIOLOGY**

This 54 hour course extensively covers the normal anatomy and physiology of the central and peripheral nervous systems. Normal, as well as abnormal findings are related to clinical experiences allowing all material learned to be clinically relevant for the student. Fee includes manual cost. Prerequisite: HS105. Midterm-Oct. 25th; Final-Dec. 13th. Instructor: W Blackburg

**HS105**  
FEE: $330.44  
FY DE Sep7 703075

**NEUROLOGICAL ASSESSMENT & DIAGNOSIS**

This 30 hour course reviews in theory and laboratory sessions selected skills as identified in the “Standards of Nursing Practice for Registered Nurses and Registered Practical Nurses”. This is a 36 hour course. Fee included text costs and $100 refundable videotape deposit. Instructor: K Kikis

**NS002**  
FEE: $418.09  
FY DE Sep14 703074

**NEUROLOGICAL ASSESSMENT & DIAGNOSIS**

This 30 hour course reviews in theory and laboratory sessions selected skills as identified in the “Standards of Nursing Practice for Registered Nurses and Registered Practical Nurses”. This is a 36 hour course. Fee included text costs and $100 refundable videotape deposit. Instructor: K Kikis

**NS002**  
FEE: $418.09  
FY DE Sep14 703074

Please Note: HS110 - Clinical Practicum:

The focus of clinical can take a variety of views, from general such as neurosurgical or neurological, to very specialized and focused such as epilepsy, pain, and Multiple Sclerosis. Prerequisite: HS105 & HS106. Students will develop a clinical practicum contract reflecting their own interests and learning needs. The learning contract, developed in collaboration with the clinical instructor, will outline criteria for evaluation along the timelines.

**NEUROANATOMY & PHYSIOLOGY**

This 54 hour course extensively covers the normal anatomy and physiology of the central and peripheral nervous systems. Normal, as well as abnormal findings are related to clinical experiences allowing all material learned to be clinically relevant for the student. Fee includes manual cost. Prerequisite: HS105. Midterm-Oct. 25th; Final-Dec. 13th. Instructor: W Blackburg

**HS105**  
FEE: $330.44  
FY DE Sep7 703075

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**CALL THE MOHAWK COLLEGE EMPLOYMENT ASSESSMENT CENTRE (519)770-4765.**

Register Early ... Avoid Disappointment
GERONTOLOGY
MULTIDISCIPLINE: POST-DIPLOMA CERTIFICATE
(806)
For information on certificate requirements please refer to the Health Sciences section.
For further information please contact
Lynn Gwilliam, Program Manager at
(905)540-4247 ext. 26705 or email
gwillim@mail.mohawkc.on.ca

AN INTRODUCTION TO THE STUDY OF AGING
This 30-hour course is an introduction to the study of aging and provides a survey of the biological, psychological, social and spiritual aspects of aging. Fee includes textbook costs and $50. refundable deposit for CD. Instructor: E STONE
GER10 FEE: $257.88  ☎
FY  DE Sep24  703015

PHYSIOLOGY OF AGING
This 30-hour course studies the physiology of human growth, development and aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Fee includes manual cost and $50; refundable deposit for CD. Instructor: E STONE
GER20 FEE: $214.89  ☎
FY  DE Sep24  703067

NEW
ASSESSMENT AND PLANNING
This 30-hour course provides further development of skills of Assessment and Planning for the aging adult. Topics include interviewing skills, communication with the aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, recording and introduction to planning, intervention and evaluation. Fee includes manual cost and $50. Refundable deposit for CD. Instructor: E STONE
GER30 FEE: $214.55  ☎
FY  DE Sep24  703068

COURSES IN NURSING
THE MANAGEMENT OF WOUNDS
This 30 hour course with 6 hours of clinical (on campus) enhances the knowledge and skills of the RN and RPN. The program topics will include: anatomy and physiology, risk assessment and early intervention, wound classification and assessment, phases of wound healing, factors influencing wound healing, management of leg ulcers including doppler ultrasound diagnosis and practical wound management. A demonstration and practical component will be included. Course fee includes module and textbook. Instructor: S BOLLAERTS
HS127 FEE: $272.31  ☎
FY  DE Sep24  703013

DYSPHAGIA ASSESSMENT AND MANAGEMENT
This 15-hour course (including a 6 hour clinical skills lab) is intended for RNs and RPNs who wish to deal more effectively with swallowing and feeding disorders. It will address the identification, nursing assessment, and management of dysphagia. Recommended management will be of a preventative and restorative nature and will include such topics as evidence-based feeding techniques, food modification and emergency procedures. Fee includes text. No orientation; materials sent by start date. Instructor: J PLATT
HZ133 FEE: $129.62  ☎
FY  DE Sep24  703116

ARRHYTHMIA INTERPRETATION
This 24-hour course focuses on the systematic analysis and interpretation of cardiac arrhythmias. Topics include cardiac electrophysiology, basic principles of cardiac monitoring, calculation of rates and intervals; and interpretation of sinus, atrial, and ventricular arrhythmias’ heart blocks and pacemaker rhythms. Implications for monitoring and management will be discussed. Fee incl. manual costs only. Choice of CD or text - call DE. Office. Materials received by start date. No orientation. Instructor: D WONNACOTT
HZ143 FEE: $118.80  ☎
FY  DE Sep24  703069

BIOLOGY PREPARATORY
This 39-hour course is intended for mature students wishing to enter Nursing or other Health Sciences/Health Care programs. The student will become familiar with the scientific knowledge of the human body necessary to recognize, accept and use the important principles in all phases of study in the Health Sciences. Fee includes textbook costs. Mid-term & final exams. There is no orientation. Materials will be received by start date. Instructor: J. FAWCETT
HZ134 FEE: $344.19  ☎
FY  DE Sep12  702699

MEDICAL LABORATORY ASSISTANT/TECHNICIAN CERTIFICATE
This program is run in conjunction with the Michener Institute in Toronto. The theory will be given by distance education through Mohawk College. The clinical skills laboratory sessions will be offered at either Michener Institute or Mohawk College. The next clinical skills session will begin October 26th. Clinical experience will be provided by affiliated hospitals, private laboratories and clinics. Upon completion of this program of studies, students will be eligible to write the Ontario Society of Medical Technologists certification exam.
NOTE: There is no orientation for this program. Exam dates will be noted in course materials. All course materials will be sent to registered students by start date - Monday, Sept. 10, 2001.

MOHAWK COLLEGE
OF APPLIED ARTS AND TECHNOLOGY
CONTINUING EDUCATION
INSTITUTE FOR APPLIED HEALTH SCIENCES
I wish to apply for the Part-time Medical Laboratory Assistant/Technician Certificate.
☒ I have grade 12 English, Math & Science & Chemistry at Grade 11 level
☒ I am applying as a mature student
Please send this application to:
Mary Golba-Blyhouwer,
MLT Program Manager,
Continuing Education
Institute of Applied Health Sciences
Mohawk College of Applied Arts
and Technology
P.O. Box 2034,
Hamilton, Ontario L8N 3T2
Name __________________________
Address __________________________
City _____________________________
Postal Code ________________________
Home Tel _________________________
Work Tel _________________________

MED LAB ASSISTANT MODULE 1
INTRODUCTION
This is an introductory unit which provides an overview for the other program modules in the series focused on ethics, standards of practice, patient rights and safety. Specimen collection, handling, reception, processing and associated clerical duties are also covered. 24 hour course. Fee includes text costs. Instructor: A MILLER
MLA50 FEE: $215.05  ☎
FY  DE Sep10  703120

MLAR MOD 2 - LABORATORY BASICS
Basic medical laboratory mathematics, chemistry, applicable physics and laboratory terminology will be reviewed. The care and use of basic laboratory instruments, as well as the care, use, standards and properties of glass and plasticware will be studied. How to prepare simple reagents and solutions using the proper glassware/plasticware will be presented. 21 hour course. Fee includes text costs. Instructor: A MILLER
MLA51 FEE: $114.65  ☎
FY  DE Sep10  703122

MLAR MOD 3 - HUMAN BIOLOGY
Upon successful completion of this module, the student will have demonstrated knowledge of the various systems, organs, tissues and cells that make up the human body. In addition, diseases and disorders that affect humans as well as the body’s response to these states will be studied. Wherever possible, appropriate laboratory tests that are used in the diagnosis, treatment, assessment and prognosis for these illnesses will be reviewed. 39 hour course. Fee includes text costs. Instructor: P GRODECKI
MLA52 FEE: $288.76  ☎
FY  DE Sep10  703124

Browse the catalogue on the web at cecat.mohawkc.on.ca

DISTANCE EDUCATION
MEDICAL LABORATORY - OTHER

HEMOSTASIS

Hemostasis for the crosstrainer. A review of coagulation using a unique approach, intrinsic, extrinsic and fibrinolytic pathways. A look at the various thrombolytic therapies, platelets and their role, quality assurance, commonly used technologies and case studies. This 18 hour course will consist of 5 assignments and a final exam. Course materials will be sent to registered students by the start date. Final Exam arranged with instructor. Text included in fee. Instructor: V SALONEN

MLC5
FEE: $121.20
FY
DE Oct1
703133

ORIENTATION FOR EMBRYOLOGY & HISTOLOGY

Monday, Sept. 17, 2001
7:00 - 8:00 p.m.
I A H S

EMBRYOLOGY & HISTOLOGY

This 42-hour course will focus on the changes that occur during embryological development, which in turn helps to differentiate the general anatomical structure of the adult body. The ultrastructure of skeletal muscle, the heart, the stomach, pancreas, liver and the intestines will also be examined. PREREQUISITE: HMP13 or by permission of the Program Manager. CD-Rom included. Students must have access to computer with CD-Rom. Instructor: O ORIGENAS

HMP60
FEE: $272.10
FZ
DE Sep17
703134

BREASTFEEDING PROGRAM

This two module program is intended for health professionals and other individuals who educate and support breastfeeding mothers. Participants gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The program will provide continuing education credits (CERP'S) from the IBLC and help prepare students for the IBCLC certification exam.

For further information please contact
Petra Brown, Program Manager at (905)540-4247 ext. 26703 or email brownp@mail.mohawk.on.ca

Program of Studies

To obtain the “Acknowledgement of Completion”, students must complete two modules:

NSC93 BREASTFEEDING I

NSC94 BREASTFEEDING II

Challenge Exam

Students with educational background and clinical experience may write a challenge exam in lieu of taking the first module. Successful completion of the challenge exam provides the equivalent credit to completion of the module.

Challenge exam FEE: $96.00.

Please contact (905)540-4247 ext. 26715.

There is no orientation. All packages will be sent to registered students by the start date.

BREASTFEEDING II

The 44 hour course discusses breast milk composition, failure to thrive, maternal and newborn medical problems, preterm infants, multiple births, cultural differences and other topics of interest to the students. Fee includes module. There is no orientation. Course materials will be sent to registered students by the start date. Note: Student will need Breastfeeding & Human Lactation text - not included. (Used in NSC95). Fee includes $50 refundable videotape deposit. Instructor: J COWAN

NSC95
FEE: $386.33
FY
DE Sep19
703083

REGISTERED NURSE PERINATAL NURSING CERTIFICATE - HIGH-RISK OBSTETRICS (877) or NEONATAL (876)

The Perinatal Certificate is intended for nurses who wish to enhance their knowledge and skills in the field of perinatal care. Courses provide a rigorous review of relevant material from conception to six weeks postpartum for mother, fetus/newborn, and the family. The content is relevant to RNs and RPNs in childbirth education, hospital, community, and ambulatory care settings. Each course consists of theory and clinical components. For information on certificate requirements please refer to the Health Sciences section.

For further information please contact
Petra Brown, Program Manager at (905)540-4247 ext. 26703 or email brownp@mail.mohawk.on.ca

There is no orientation for these courses. All course materials will be sent to registered students by the course start date.

PERINATAL EDUCATION 1

This course is intended to enhance the knowledge and skills of nurses related to care of healthy antepartum, intrapartum, and postpartum women. Course content includes: physiological & psychological adaptations to pregnancy, prenatal education & health education principles, pregnancy risk assessment, labour & birth, normal postpartum. This 44 hour course includes 12 hours of clinical. Fee includes printed materials. Instructor: K KIZLAN

NSC87
FEE: $241.08
FY
DE Sep19
703065
PERINATAL EDUCATION 2
This course is intended to enhance the knowledge and skills of nurses related to care of the health fetus and newborn. Course includes: fertilization & fetal development, thermoregulation, newborn transition, newborn assessment, common newborn problems, newborn care & feeding options, health teaching for new parents. This 44 hour course includes 12 hours of clinical. Fee includes materials and refundable $100 deposit for videotape. Instructor: S COULAS
NSCA9
FEE: $341.08
FY
DE Sep19
703066

PERINATAL RPN MATERNAL CARE
This course builds on the knowledge and skills of Perinatal Education 1 & 2, focusing on the care of women experiencing healthy and at risk childbearing. Course content includes: RPN role & scope of practice in obstetrics, fetal assessment, antepartum women with concerns, birth process, perinatal bereavement, postpartum assessment & postpartum complications. This 60 hour course includes 28 hours of clinical. Prerequisites: NSCA8, NSCA9. Materials included in course fee. Instructor: K KIZLAN
NSCA1
FEE: $305.60
FY
DE Sep19
703070

PERINATAL NEWBORN AND FAMILY CARE (RPN)
This module explores newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. This 64 hour course includes 30 hours of clinical. Course fee includes printed materials. PREREQUISITES: Perinatal Education 1, Perinatal Education 2 and Perinatal Maternal Care (RPN). Instructor: S COULAS
NSCA2
FEE: $323.76
FY
DE Sep19
703072

INTERNET

LA PRATIQUE DU FRANCAIS 1
See the Languages section for a description of this 39 hour course. Fee includes textbook costs and $20 refundable tape deposit. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: E DAUTREME
FR003
FEE: $303.95
FY
DE Sep13
702257

LA PRATIQUE DU FRANCAIS 2
See the Languages section for a description of this 39 hour course. Fee includes $20 refundable tape deposit. PREREQUISITE: FR003. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: E DAUTREME
FR004
FEE: $213.05
FY
DE Sep13
702690

LA PRATIQUE DU FRANCAIS 3
See the Languages section for a description of this 39 hour course. Fee includes $20 refundable tape deposit. PREREQUISITE: FR004. Final Exam: Wednesday, December 12, 2001 6:30-9:30 p.m. Fennell Campus. Instructor: E DAUTREME
FR005
FEE: $213.05
FY
DE Sep13
702691

LA PRATIQUE DU FRANCAIS 4
See the Languages section for a description of this 39 hour course. Fee includes $20 refundable tape deposit. PREREQUISITE: FR005. Final Exam: Wednesday, December 12, 2001 6:30-9:30 p.m. Fennell Campus. Instructor: E DAUTREME
FR006
FEE: $213.05
FY
DE Sep13
702692

LA PRATIQUE DU FRANCAIS 5
See the Languages section for a description of this 39 hour course. Fee includes $20 refundable tape deposit. PREREQUISITE: FR006. Final Exam: Wednesday, December 12, 2001 6:30-9:30 p.m. Fennell Campus. Instructor: E DAUTREME
FR007
FEE: $213.05
FY
DE Sep13
702693

CERTIFICATE OF COMPETENCE IN THE FRENCH LANGUAGE (829)
Print & Audio Tape For information on certificate requirements please refer to the Languages & Communications section.

Give the Gift of Learning. Gift certificates are available in any denomination and can be used for course fees and purchases at the Campus stores. Inquire at any Continuing Education Registration Office.
DISTANCE EDUCATION

LIBRARY AND INFORMATION TECHNICIAN DIPLOMA (800)
The Library and Information Technician program is designed to prepare participants to become skilled workers 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.

For more information please visit www.mohawkc.on.ca/cecat/library.html or contact Dolores Harms Penner, Program Manager at (905)575-2309 or (519)759-7200 ext. 2309 or email harmspd@mail.mohawkc.on.ca

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, the general level, or equivalent. Library or related experience is strongly recommended.

Program of Studies

Required courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT110</td>
<td>Intro to Libraries &amp; the Information Industry</td>
<td>39</td>
</tr>
<tr>
<td>LT390</td>
<td>Personal Computer Support for Library Technicians</td>
<td>39</td>
</tr>
<tr>
<td>LT402</td>
<td>Electronic Publishing</td>
<td>39</td>
</tr>
<tr>
<td>LT220</td>
<td>Information Work I</td>
<td>39</td>
</tr>
<tr>
<td>LT420</td>
<td>Information Work II</td>
<td>39</td>
</tr>
<tr>
<td>LT425</td>
<td>Information Work III</td>
<td>39</td>
</tr>
<tr>
<td>LT435</td>
<td>Client Services</td>
<td>36</td>
</tr>
<tr>
<td>LT302</td>
<td>Descriptive and Access Cataloguing I</td>
<td>36</td>
</tr>
<tr>
<td>LT305</td>
<td>Descriptive and Access Cataloguing II</td>
<td>36</td>
</tr>
<tr>
<td>LT320</td>
<td>Subject Analysis and Classification</td>
<td>36</td>
</tr>
<tr>
<td>LT325</td>
<td>Indexing and Abstracting</td>
<td>36</td>
</tr>
<tr>
<td>LT340</td>
<td>Database Design for Information</td>
<td>36</td>
</tr>
<tr>
<td>LT351</td>
<td>Serials</td>
<td>18</td>
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<tr>
<td>LT350</td>
<td>Acquisitions</td>
<td>36</td>
</tr>
<tr>
<td>LT215</td>
<td>Collection Maintenance &amp; Inventory Control</td>
<td>36</td>
</tr>
<tr>
<td>LT150</td>
<td>Human Relations &amp; Supervision</td>
<td>36</td>
</tr>
<tr>
<td>LT290</td>
<td>Field Work 1</td>
<td></td>
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<tr>
<td>LT490</td>
<td>Field Work 2</td>
<td></td>
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<tr>
<td>LT160</td>
<td>Keyboarding Skills</td>
<td></td>
</tr>
<tr>
<td>LT341</td>
<td>Communications/Languages</td>
<td>28</td>
</tr>
<tr>
<td>LT324</td>
<td>Literate, A Practical Approach</td>
<td>28</td>
</tr>
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</table>

Optional courses - Require four full credit courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT385</td>
<td>Children's Services and Issues</td>
<td>36</td>
</tr>
<tr>
<td>RM100</td>
<td>Records and Information Management Fundamentals</td>
<td>39</td>
</tr>
<tr>
<td>LT415</td>
<td>Desktop Publishing (1/2 credit)</td>
<td>18</td>
</tr>
<tr>
<td>RM103</td>
<td>Archives</td>
<td>39</td>
</tr>
<tr>
<td>LT225</td>
<td>Genre Fiction and Readers' Advisory Service</td>
<td>36</td>
</tr>
<tr>
<td>LT361</td>
<td>Government Publications (1/2 credit)</td>
<td>18</td>
</tr>
<tr>
<td>LT306</td>
<td>Cataloguing Electronic Resources (1/2 credit)</td>
<td>18</td>
</tr>
<tr>
<td>LT403</td>
<td>Special Libraries</td>
<td>39</td>
</tr>
<tr>
<td>LT505</td>
<td>Information Brokering - An Introduction (1/2 credit)</td>
<td>18</td>
</tr>
<tr>
<td>LT356</td>
<td>Multimedia</td>
<td>36</td>
</tr>
</tbody>
</table>

More optional courses will be added to the curriculum. Twelve courses of this Diploma program are offered in a Distance Education format this semester.

PLEASE NOTE:
There are no orientations for these courses. To participate in any of the courses, you must access to a Pentium-class computer with Windows 95 or better on which you can install a copy of SoftArc’s FirstClass(r) software. You also will need access to the Internet and a current World Wide Web browser (version 4 or better) on this same computer. All courses begin Sept.10th, 2001, except Cataloguing Electronic Resources, which begins Sept. 17th. All courses end Nov. 30th except Cataloguing Electronic Resources, Oct. 20th; Information Brokerage: An Introduction, Nov. 2nd; Serials, Nov. 9th; Introduction to Libraries, Dec. 6th; and Information Work III, Dec. 7th. Instructors are available for assistance by telephone and e-mail. Course fees include the course manual and FirstClass software. Enrolments are limited. There are no exams in these courses except in Introduction to Libraries, Dec. 6th. For Descriptive and Access Cataloguing II the fee does not include the text. That can be ordered using VISA or MasterCard from the Distance Education Office (905)575-2704. Note: The text is a new revised consolidation of the Anglo-American Cataloguing Rules, 2nd Edition, 1988 Revision. It was published in December 1998. The ISBN for the paperback is 0-88802-282-4.

NEW

INTERNET

INTRO TO LIBRARIES & THE INFORMATION INDUSTRY
This 39-hr. course introduces the role of libraries in an information society. Students will learn the services libraries provide access to information and examines the organization and services of different types of libraries. Students also will learn about the components involved in the library environment. Required book: K. DEITER / Instructor: D. THOMSON

<table>
<thead>
<tr>
<th>Course Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LT110</td>
<td>Intro to Libraries &amp; the Information Industry</td>
<td>$231.05</td>
</tr>
</tbody>
</table>

INTERNET

DESCRIPTIVE AND ACCESS CATALOGUING

This 36-hour online course introduces the library catalogue, provides instruction in using MARC and MARC 21 coding for the cataloguing of the bibliographic record in an automated environment and describes the roles and principles for creating a descriptive record of an item as dictated by the current edition of the Anglo-American Cataloguing Rules. Required course. NOTE: This course replaces Cataloguing I-Descriptive Cataloguing (LT300) PREREQUISITE: Intro. to Libraries (LT110) or permission. Instructor: R. MOORE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>LT302</td>
<td>Descriptive and Access Cataloguing</td>
<td>$241.00</td>
</tr>
</tbody>
</table>

INTERNET

INDEXING AND ABSTRACTING

This 36-hour online course focuses on: indexing, abstracting, and thersaurus construction. Students examine different kinds of indexes, learn principles of indexing, and assign indexing terms to a variety of material types. Electronic information retrieval systems and indexing software are discussed and students practice writing different kinds of abstracts. This course provides an overview of using and creating a thersaurus. Required course. PREREQUISITE: Subject Analysis & Classification (LT320). Instructor: H. MERRIAM

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>LT325</td>
<td>Descriptive and Access Cataloguing</td>
<td>$241.00</td>
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</tbody>
</table>

INTERNET

ACQUISITIONS

This 36-hour online course covers the acquisition of monographs. Students develop skills in searching, ordering, receiving and accounting. Collection development, the book trade and automating acquisitions functions are also explored. Required course. PREREQUISITE: Cataloguing I (LT300) or Descriptive and Access Cataloguing I (LT302). Instructor: A. POTIER

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>LT352</td>
<td>Acquisitions</td>
<td>$241.00</td>
</tr>
</tbody>
</table>

INTERNET

CATALOGUING ELECTRONIC RESOURCES

In this 18-hour online course, students will apply traditional methods of cataloguing using AACR 2 and MARC 21 coding, to E-resources. They will also examine and evaluate alternative methods such as the Dublin Core. This course is an option in the Library and Information Technician Diploma Program. PREREQUISITE: Descriptive and Access Cataloguing II (LT305) and Serials (LT351). Instructor: D. THOMSON

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LT305</td>
<td>Cataloguing Electronic Resources</td>
<td>$130.50</td>
</tr>
</tbody>
</table>

Register Early ... Avoid Disappointment

62
COLLECTION MAINTENANCE & INVENTORY CONTROL
This 36-hour on-line course introduces collection maintenance with an emphasis on circulation of library materials. Participants will learn the basics of circulation, care and maintenance of library materials, and inventory and weeding. Students also explore effective use of standard audiovisual equipment. Required course. Course replaces Circulation & Interlibrary Loan (LT400) PREREQUISITE: Introduction to Libraries (LT110) or permission. Instructor: D HARMS PENNER
LT215  FEE: $241.00
FY  DE Sep10  702314

INTERNET MULTIMEDIA
This 36-hour online course focuses on materials in formats such as video, DVD, films, CD-ROMs, compact discs, records, cassettes, software, talking books, pictures and maps. Students explore the acquisition, processing, cataloguing, storage, and circulation of these materials. Issues such as copyright and public performance, equipment needs and maintenance, as well as other trends, are discussed. Optional course. PREREQUISITE: Descriptive & Access Cataloguing II (LT305). Instructor: S MILLARD
LT335  FEE: $241.00
FY  DE Sep10  702438

CLIENT SERVICES
This 36-hour on-line course introduces the variety of services available to client groups in different library settings. Students will explore interlending and document supply, investigate the basics of user orientation and training, programming, and local and oral history, and practise the skills required for successful customer service. Participants also examine the vital roles of public relations, marketing and library advocacy. Required course. PREREQUISITE: Information Work I (LT220). Instructor: E KEMP
LT435  FEE: $241.00
FY  DE Sep10  702318

INFORMATION WORK III
This 39-hour online course explores reference work with online, World Wide Web and CD-ROM information sources. Students learn how to use and evaluate a variety of electronic information resources. Required course. PREREQUISITE: Information Work II (LT420). Instructor: D MILLARD
LT425  FEE: $255.85
FY  DE Sep10  702563

SERIALS
This 18-hour online half-credit course explores technical service aspects of serials with emphasis on tracking and cataloguing. Required course. PREREQUISITE: Cataloguing I (LT300) or Descriptive and Access Cataloguing I (LT302) or permission. Instructor: S MILLARD
LT351  FEE: $151.90
FY  DE Sep10  702222

CHILDREN’S SERVICES AND ISSUES
This 36-hour online course provides an issues-oriented introduction to the wide range of responsibilities associated with the provision of children’s library services. Participants investigate, from a children’s services perspective, the basics of planning and administration, collections development and management, information and reader’s advisory services, and programming and program promotion. Optional course. PREREQUISITE: None. Not for students with Services for Children & Young Adults (LT380).
LT385  Cancelled for Fall 2001 - Watch for it in Winter 2002

INTERNET INFORMATION BROKERING - AN INTRODUCTION
In today’s knowledge-based economy, career opportunities are developing for information specialists who do research on a fee for service basis. This 18-hour online course looks at the qualities and skills that information brokers need, explores the range of research and document delivery skills used by successful information brokers, examines legal and ethical issues and introduces business startup and related entrepreneurial activities. Optional course. PREREQUISITE: None. Instructor: K DEITER
LT505  FEE: $130.50
FY  DE Sep10  702342

RECORDS AND INFORMATION MANAGEMENT CERTIFICATE (810)
Currently five courses in this program are available through distance education. This program is designed to prepare participants to operate a records management program in any organizational setting. 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 their information assets in an effective and efficient way. Records and information management programs contribute to the efficiency of an organization’s operations by providing systematic control of information resources, from creation through use, storage and final disposition.
For more information please contact Dolores Harms Penner, Program Manager at (905)575-2309 or (519)759-2200 ext. 2309 or email harmspd@mail.mohawk.on.ca

Program of Studies
Required courses
RM100 RECORDS AND INFORMATION MANAGEMENT FUNDAMENTALS 39 hours
RM101 ACTIVE RECORDS MANAGEMENT 39 hours
RM102 MICROGRAPHICS & IMAGE MANAGEMENT 39 hours
RM103 ARCHIVES 39 hours
LL122 RESEARCHING & REPORTING-LGS 39 hours
CO810 INFORMATION SYSTEMS 1 56 hours

INTERNET ACTIVE RECORDS MANAGEMENT
This 39-hour on-line course introduces the skills and techniques needed to effectively manage and control active records in various formats. Participants examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. PREREQUISITE: Records and Information Management Fundamentals (RM100). Instructor: R KEIRSTEAD
RM101  FEE: $255.85
FY  DE Sep10  702620

MATHEMATICS/PHYSICAL SCIENCES - DISTANCE EDUCATION

Video & Print
Mohawk College is offering twenty-three math courses in a Distance Education format. Students may register at any time for these courses. Upon registering for one of the courses listed, students will be couriered a package which includes the procedure to follow, module booklets with accompanying videotapes and the necessary information for completion of the course.

Students can obtain more information by phoning (905)575-1212 ext. 3086 or (519)759-7200 ext. 3086.

Help in math problems is also available on a drop-in basis in the Mathematics Learning Centre located in J-Wing J137 at the Fennell Campus. The course fee includes costs of the module books and a deposit of $100 that will be refunded upon return of the videotapes. A specific instructor will be assigned to assist you with problem areas by telephone (905)575-2292 or (519)759-7200 ext.2292. Your instructor will be responsible for grading your tests and assignments. The final exam will be written at the Math Learning Centre at Fennell Campus.

For information on the delivery of the program call (905)575-2703.
NOTE: THESE COURSES ARE ALSO AVAILABLE ON AN INDIVIDUAL SELF-PACED BASIS THROUGH THE MATH LEARNING CENTRE, REFER TO ENGINEERING TECHNOLOGY - MATHEMATICS.
MA570 - Statistics MA012 - Trade Calculations
refer to OntarioLearn.com section

Browse the catalogue on the web at cecat.mohawkc.on.ca
MATHEMATICS/PHYSICAL SCIENCES

PREPARATORY MATHEMATICS (TECHNOLOGY)
Prepares students for College mathematics beyond Grade 12. Topics include Operations with Numbers, Basic Algebra, Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry. Students should complete this 72 hour course within 6 months. Fee includes textbook costs and $100 refundable video deposit. Instructor: K CHOW/G DAVIS/G HELMER

MA001 FEE: $437.12
FY DE 702264

PREPARATORY MATHEMATICS (BUSINESS)
Prepares students for College mathematics beyond Grade 12. Topics include Operations with Numbers, Basic Algebra, Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. Students should complete this 48 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. Instructor: K CHOW/G DAVIS/G HELMER

MA002 FEE: $516.95
FY DE 702264

MATHEMATICS 1 - GENERAL ARTS AND SCIENCE
This course is intended to develop basic mathematical skills and problem solving abilities. Modules covered are: Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. Instructor: K CHOW/G DAVIS/G HELMER

MA003 FEE: $386.47
FY DE 702265

MATHEMATICS 2 - GENERAL ARTS AND SCIENCE
This course is a continuation of MA006. Modules covered are: Graphing and Systems of Equations, Trigonometry, Unit Conversions, Geometry and Mensuration. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. Instructor: K CHOW/G DAVIS/G HELMER

MA004 FEE: $437.12
FY DE 702266

MATHEMATICS 1 (MOTIVE POWER TECHOS)
This 42 hour course is intended to develop basic mathematical skills and problem solving abilities. Modules covered are: Equations, Graphing and Systems of Equations, Trigonometry and Geometry and Mensuration. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MA008 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA008 FEE: $342.95
FY DE 702518

MATHEMATICS 2 (MOTIVE POWER TECHOS)
This 42 hour course is intended to develop basic mathematical skills and problem solving abilities. Modules covered are: Equations, Graphing and Systems of Equations, Trigonometry and Geometry and Mensuration. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MA008 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA009 FEE: $346.12
FY DE 702521

MATHEMATICS
This first semester Business Mathematics course covers Percents, Equations, Trade and Cash Discounts, Markup/Markdown, and Break-Even Analysis. Students should complete this 42 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Grade 12 Math or Preparatory Math or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA101 FEE: $355.92
FY DE 702268

MATHEMATICS
A mathematics course for Computer Science students which covers the following: Algebra, Equations, Graphing and Systems of Equations, Number Systems and Boolean Algebra. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Grade 12 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA107 FEE: $277.61
FY DE 702267

MATHEMATICS
A mathematics course which covers: Computations and Unit Conversions, Algebra, Trigonometry, Linear Equations, Graphing and Systems of Equations, Quadratics and Equations. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Grade 12 MTT, MA002 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA179 FEE: $453.51
FY DE 702271

MATHEMATICS
This 56 hour course covers the following: Complex Numbers, Analytic Geometry, Geometry & Mensuration, Logarithms and Empirical Equations. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MS165 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA252 FEE: $435.13
FY DE 702282

MATHEMATICS
This 56 hour course covers the following: Quadratics, Analytic Geometry, Boolean Algebra, Empirical Equations, Analytic Trigonometry and Sine Wave Analysis. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MA179 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA253 FEE: $444.14
FY DE 702285

MATHEMATICS
This 56 hour course covers the following: Quadratics, Analytic Geometry, Empirical Equations, Analytic Trigonometry, Sine Wave Analysis and Introduction to Differential Calculus. Students should complete this course within 4 months. Fee includes textbooks costs and $100 refundable video deposit. PREREQUISITE: MA179 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA279 FEE: $438.25
FY DE 702287

MATHEMATICS
This 24 hour course covers rules of differentiation with application to maxima and minima, linear motion, tangents and normals, curve sketching and related rates. Students should complete this course within 2 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Second semester College Math course or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA115 FEE: $257.82
FY DE 702291

MATHEMATICS
A mathematics course which covers: Computations and Unit Conversions, Algebra, Trigonometry, Linear Equations, Graphing and Systems of Equations, Quadratics and Equations. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Grade 12 MTT, MA002 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA165 FEE: $433.70
FY DE 702295

MATHEMATICS
A mathematics course which covers: Computations and Unit Conversions, Algebra, Trigonometry, Linear Equations, Graphing and Systems of Equations, Quadratics and Equations. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Grade 12 MTT, MA002 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MA171 FEE: $426.22
FY DE 702297

Register Early ... Avoid Disappointment
MATHEMATICS
A mathematics course which covers: Computation and Unit Conversions, Algebra, Systems of Equations, Trigonometry, and Geometry and Mensuration. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: Grade 12 MTT, MA002 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MS173 FEE: $431.56
FY DE 702299

MATHEMATICS
This 56 hour course covers the following: Quadratics, Analytic Geometry, Logarithms, Empirical Equations and Differential Calculus. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MS173 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MS173 FEE: $436.20
FY DE 702301

MATHEMATICS
This 56 hour course covers the following: Graphing and Systems of Equations, Quadratics, Logarithms, Analytic Geometry and Empirical Equations. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MS164 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MS164 FEE: $431.92
FY DE 702302

MATHEMATICS
This 56 hour course covers the following: Logarithms, Complex Numbers, Trigonometry, Sine Wave Analysis and Analytic Geometry. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MS165 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MS165 FEE: $440.93
FY DE 702309

MATHEMATICS
This course covers the following: Quadratics, Analytic Geometry, Logarithms and Differential Calculus. Students should complete this 56 hour course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MS173 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MS173 FEE: $443.68
FY DE 702313

Be sure to check our web site - cecat.mohawkc.on.ca

INTERNET
MINTAB
This 14 hour on-line course covers the basics of using the statistical computer package Minitab, to deal with one and two variable data sets. Topics include: describing data, graphing, confidence intervals, hypothesis testing and regression. This course requires that the student has covered the above topics. PREREQUISITE: MA302. Students will have a maximum of 2 months to complete this course. Registration is continuous intake. Minitab software is available in open access. Instructor: T SUTTON/G LEEK

MS300 FEE: $79.30
FY DE 702436

MATHEMATICS 3
This 42 hour course covers the following: Number Systems, Boolean Algebra and Word Problems. Students should complete this course within 4 months. Fee includes textbook costs and $100 refundable video deposit. PREREQUISITE: MA250 or equivalent. Instructor: K CHOW/G DAVIS/G HELMER

MS354 FEE: $347.61
FY DE 702316

PORTFOLIO DEVELOPMENT
Portfolio Assessment and Educational Planning (E)
A portfolio is a living document that describes one’s experience and accomplishments in relation to career or educational goals. Prior learning may have been acquired in the workplace, through hobbies, or independent study, workshops or formal education. The development of a professional portfolio is a reflective process requiring skills in research, analysis and organization. Learners will articulate their learning in relationship to the requirements of professional bodies, workplace standards; and/or academic institutions in an attempt to gain recognition for their prior learning and/or set goals for further professional development. Instructor: R BURKE

SS019 FEE: $210.15
FY DE 702319

LIBERAL STUDIES (808)
The Art of the Western World - (E) Video Correspondence
Mohawk College’s Faculty of Continuing Education will offer “Art of the Western World” in a video correspondence format. The course fee includes textbook costs and $75 refundable deposit for the use of videotapes. Deposit will be refunded when the videotapes are returned. There is also a mid-term and final exam. This is a 36 hour course. This course is an elective credit and can be used toward the Visual Arts program. Registered students will receive their material by the start date.

FINAL EXAM
Wednesday, December 12, 2001 6:30 - 9:30 p.m.

THE ART OF THE WESTERN WORLD (E)
The Art of the Western World offers a guided introduction to the great artistic achievements of Western Civilization. These vividly photographed programs touch on a wide range of paintings, architecture and sculpture. Each program includes an in-depth study of a few seminal works that serve as paradigms for the art of their time and provide an historical perspective for viewers. Topics include: The Classical Period; Romanesque and Gothic; The Early Renaissance; The High Renaissance; Images of Authority in Seventeenth Century Art; The Age of Revolution, Realism, Impressionism and Post-Impressionism; Twentieth Century Art. Instructor: P NORMAN

LL700 FEE: $335.31
FY DE Sep11 702695

Browse the catalogue on the web at cecat.mohawkc.on.ca 65
CREATIVE ARTS

INTERNET
PHILOSOPHY OF ART (E)
In this 30 hour on-line course you will be introduced to different areas of philosophy of art using historical and analytical approaches. This course is designed as an introduction to some main theories of the nature of art, criticism and the place of art in life and society. Instructor: Z MATEJKAP1001 FEE: $168.50

FY DE Sep17 703144

SOCIAL SCIENCES - DISTANCE EDUCATION

SOCIAL SCIENCES
World of Abnormal Psychology and Psychology I Video Correspondence
These 39 hour courses will comprise thirteen shows on videotape, a textbook and a study guide to supplement your independent learning. There is a mid-term and a final exam. Dr. Jeffers Toby, the instructor, is available to offer assistance by telephone. Note: There is a $100 deposit for the videotapes which will be refunded when tapes are returned. For information call (905)575-2703. Course fee includes textbook costs.

There is no orientation for these courses.
Registered students will be couriered their course materials by the course start date of Wednesday, September 12, 2001.
Mid-Term Exam:
Wednesday, October 17, 2001 5:00 - 8:00 p.m.
Final Exam:
Wednesday, December 12, 2001 6:30 - 9:30 p.m.

INTRODUCTORY PSYCHOLOGY (E)
This 39 hour course is designed to acquaint the student with an understanding of the basic principles of human behaviour and by doing so, contribute to a better understanding of his/her own and others behaviour and interpersonal relationships. Instructor: J TOBY

SS156 FEE: $452.37

FY DE Sep12 702696

WORLD OF ABNORMAL PSYCHOLOGY (E)
This engaging series provides viewers with a unique opportunity to see how real people with particular disorders actually behave. You will learn to differentiate typical psychological behaviours from the abnormal and the functional from the dysfunctional. These programs also demonstrate the psychological, biological and social approaches to treatment and discuss current research. This is a 39 hour course. Not equivalent to SS330. Instructor: J TOBY

SS201 FEE: $420.33

FY DE Sep12 702698

TEACHING THE ADULT LEARNER CERTIFICATE (129)
This print-based course is a credit course in the Teaching the Adult Learner Certificate. For information on certificate requirements please refer to the OntarioLearn.com section.

ADULT LEARNING
Enhance your career by learning how to apply the principles of adult learning and how to develop the basic skills essential to successful instruction. This 36 hour print-based course is specifically designed for teachers and trainers who present information to adults. Fee included text cost. Instructor: D WONNACOTT

TAL03 FEE: $257.58

FY DE Sep17 703007

ASSOCIATION OF CONDOMINIUM MANAGERS (ACMO)
This program has been developed specifically for both individuals who are new and who are currently working in the condominium field. Condominium management is a growth industry throughout the province. Participants will learn how to deal with people, buildings and record-keeping. A combination of theory and practical problems are incorporated into all courses providing opportunities for participants to develop their knowledge, skills and abilities in managing effective condominiums.

For further information on ACMO membership and the RCM exam, please call the ACMO office at (905)826-6890 or 1-800-265-3263.

Program of Studies
In order to receive an Acknowledgement of Completion, you must complete the four compulsory courses. Also, completion of these courses is a prerequisite to writing the Registered Condominium Manager (RCM) examination set by the Association of Condominium Managers of Ontario.

Compulsory courses:
CDM01 Introduction to Condominium Law
CDM02 Physical Building Management
CDM03 Financial Planning for Condominium Managers
CDM04 Condominium Administration and Human Relations

INTERNET
INTRODUCTION TO CONDOMINIUM LAW
All aspects of the law and documents that govern condominiums are addressed in this 42 hr.on-line course. Emphasis is placed on the New Condominium Act to be passed in Ontario Legislature in 2000. In addition, related governance which includes Declarations, By-laws and Rules will be covered. You will learn how to discuss and explain documentation and find information; for example, how to pass by-laws and rules. Other legislation affecting condominiums will also be discussed. Final exam. Instructor: D WILSON

CDM01 FEE: $553.39

FY DE Sep17 702227

INTERNET
CONDOMINIUM ADMINISTRATION & HUMAN RELATIONS
This 42-hour online course is designed to provide the information, knowledge and skills required for effective day-to-day condominium management. Topics include: staff management, communication, conducting board meetings, contract management, organizing paper and time, and professionalism. Also included is the application of the Condominium Act and other legislation in day-to-day operations. Materials included. Final exam: Dec. 19th. Instructor: B JONES

CDM04 FEE: $553.39

FY DE Sep17 702651

ON-LINE COURSES THROUGH ONTARIOLEARN.COM

OntarioLearn.com is a consortium of 22 Ontario Colleges which are partnering in the development/delivery of e-mail/Internet/web, using the following platforms: FirstClass, WebCT, UnitLearn and Blackboard. New courses are added every semester. Many certificate courses are available.

IS ON-LINE LEARNING FOR YOU?

BENEFITS
• Flexible
• Classrooms open 24/7
• Work within YOUR schedule
• Work from your office, home or even while travelling.
• Update skills or learn new ones.

SKILLS REQUIRED FOR COURSES AT A DISTANCE
Learning at a distance requires
• self-discipline
• persistence
• work independently
• good time management and organizational skills.

Distance Education courses require a significant amount of reading, writing, and completion of exercises and assignments.

Where Do I Attend These Courses?
OntarioLearn.com is available in your own home through the power of the Internet. Instructors post lectures and assignments to your desktop. Students will interact with the instructor and fellow students through on-line conferencing based chats (optional for most courses) and via email messaging.

What Do I Need?
When you see this symbol

INTERNET
you will require the following: Pentium-class computer with Windows 95 or better, and a modem with internet connection. Familiarity with computers is an asset.

Register Early ... Avoid Disappointment
For more information contact Dale o
ACCPAC - ACCOUNTS RECEIVABLE

INTERNET

ACCPAC - ACCOUNTS PAYABLE
This 18 hour on-line course covers the ledger setup, adding vendor accounts, daily transaction processing, reports and periodic processing using version 4.2 for Windows (ACCPAC Advantage Series - Corporate Edition - formerly Small Business Series). PREREQUISITES: BW190 and familiarity with basic accounting concepts. Final Exam: Saturday, December 1, 2001 9 a.m. - noon. Fennell Campus. Software and text are not included. Instructor: D BAKER

BW390 FEE: $124.10
FX DE Sep12 703081

INTERNET

M.Y.O.B. - LEVEL 1
Designed for students who understand the general concepts involved in accounting. Using MYOB (version 10), the course covers the full implementation & integration of accounting concepts. This 18 hour on-line introductory course covers the creation of a company, entering inventory items, AR, and AP ledgers, daily transactions & printing reports. PREREQUISITE: Basic understanding of accounting. Text included. Software not included. Final Exam: Thursday, November 29, 2001 7 - 10 p.m. Instructor: R IMOLA

BW155 FEE: $186.11
FX DE Sep12 703114

INTERNET

M.Y.O.B. - LEVEL 2
This 18 hour on-line course covers inventory including the auto-build feature, financial reporting, using the chequebook module to write cheques and make deposits, customizing M.Y.O.B. (Version 10) features and forms, and working with the payroll module. PREREQUISITE: BW155. Software not included. Text not included. (Same text as in BW155). Exam: Thurs., November 29, 2001 7 - 10 p.m. Fennell Campus. Instructor: R IMOLA

BW255 FEE: $124.10
FX DE Sep12 703119

INTERNET

MS OFFICE INTEGRATION - LEVEL 1
This 18 hour on-line course will show you how to integrate Office 2000 (or Office ‘97) applications. Create customized environments to suit your needs, use Word’s mail merge feature with Excel and Access data files, use OLE between multiple applications, use cross-references, bookmarks & hyperlinks to navigate through documents, along with covering MS Binder & Office online. PREREQUISITES: BW190. Final Exam: Wednesday, December 5, 2001 9 a.m. - noon. Fennell Campus. Software and text are not included. Instructor: D BAKER

BW135 FEE: $148.17
FX DE Sep12 703030

WEBMASTER CERTIFICATE
For information on certificate requirements please refer to the Business Computers section.

BUSINESS INTERNET SKILLS CERTIFICATE
For information on certificate requirements please refer to the Business Computers section.

INTERNET

NETSCAPE
Using Netscape Communicator, students in this on-line 18 hour course are well beyond surfing the Web. They will build and manage bookmark listings, use the Message Center to filter and organize incoming email messages, and subscribe and post to discussion groups. Students will also learn to configure the software to take advantage of plug-ins. Text included. Software not included. Final Exam: Saturday, November 24, 2001 9 a.m. - noon. Fennell Campus. Instructor: D CAREY

BIN50 FEE: $152.98
FX DE Sep12 703032

E-COMMERCE

ENTREPRENEURSHIP FUNDAMENTALS
This 42 hour on-line course will be a careful examination of the principles of entrepreneurship. You will concentrate on what you “need to know” as well as examine various sources of collective wisdom and experience of many successful small business owners. We will have a review of your potential characteristics and attitudes necessary to succeed in your own business. Text included. Mid-Term Exam: On-line Final Exam: Dec. 12, 2001 at the Fennell Campus Instructor: R HERRINGTON

BU395 FEE: $329.52
FX DE Sep12 702760

NEW

INTRODUCTION TO E-BUSINESS
This 48 hour on-line course provides an understanding of technology, business concepts and issues that surround electronic business on the Internet. Includes understanding current practices & opportunities in electronic shopping, distribution and collaboration. Problems such as security, authentication, privacy, encryption, safeguarding of intellectual property rights, acceptable use policies and legal liabilities will be covered. REQUIRED: MS FrontPage & FTP software. Exam: Dec 12/01 Instructor: W MCINTYRE

BU396 FEE: $374.06
FX DE Sep12 702790

Looking for a new career direction? Call Return to Work Services at (905)575-2024

DISTANCE EDUCATION-ONTARIOLEARN.COM
HUMAN RESOURCES CERTIFICATE (525)
For information on certificate requirements please refer to the Business section. These courses are approved by the Human Resources Professionals Association of Ontario (HRPAO).

INTERNET
FINANCE AND ACCOUNTING
In this on-line course students will learn financial and management accounting concepts and techniques, focusing on the relationships between management of performance and basic management functions of planning, coordination and control. It is recommended that students have a basic knowledge of accounting. Text included. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: I. APPLÉBAUM
PIR23 FEE: $359.35
FX DE Sep12 703003

INTERNET
ORGANIZATIONAL BEHAVIOUR AND ADMINISTRATION
An examination of the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Text included in course fee. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: D HEMING
PIR22 FEE: $354.00
FX DE Sep12 703171

ONTARIO MANAGEMENT DEVELOPMENT STUDIES
This course can be used as an elective in the OMDP program. Please see the Business section for further information.

INTERNET
DEALING AND WORKING WITH DIFFICULT PEOPLE
Understanding people and being able to work with them, no matter what type of people they are, is one of the major keys to management and life success. Through this 30 hour on-line course, you should be able to identify and cope with some of the most difficult behaviour you will encounter. Other topics include personality styles, establishing rapport, body language, matching and mirroring techniques, and the skills necessary to feel totally connected with anyone you choose. Instructor: O ZELAYĄ
BU397 FEE: $183.50
FX DE Sep12 703129

GEOGRAPHIC INFORMATION SYSTEMS - ONLINE (079)
This Geographic Information Systems (GIS) program is designed to provide an introduction to GIS to people who are or will be end users of GIS and to those who wish to augment their knowledge in this emerging technology. The program will provide you with a background in GIS fundamental principles, Computer-aided Drafting (CAD), Database concepts, and GIS applications in your field of interest. This program is designed to appeal to people from various disciplines such as Urban Planning, Civil Engineering, Transportation Engineering, Resources and Business.

Please contact Jack Gibb, Program Manager for more information at (905)575-2144 or (519)759-7200 ext. 2144 or email gibbon@mail.mohawk.on.ca

Program of Studies
To receive the certificate, applicants must successfully complete all of the required courses and apply in writing to the Continuing Education, Engineering Technology Department.

Required Courses
CVA03 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 42 hours
CVA36 GIS SOFTWARE - ARCVIEW 42 hours
CVA37 REMOTE SENSING 42 hours
CV360 GPS - GLOBAL POSITIONING SYSTEMS 42 hours

MSN01 MICROSTATION 2D - LEVEL 1 24 hours
MSN02 MICROSTATION 2D - LEVEL 2 24 hours

(CAD/06 can be used to replace MSN01 & MSN02 - 45 hours)
BW130 MS ACCESS - LEVEL 1 18 hours
BW230 MS ACCESS - LEVEL 2 18 hours
BW330 MS ACCESS - LEVEL 3 18 hours

For distance education Access course information please refer to the Distance Education - Business Computer section.

INTERNET
INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS
This 42 hour online theory course provides an overview of the fundamental concepts and terminology and the role of GIS in business, government, surveying and natural resources. The course will cover the collection, management, analysis and presentation of spatial data. Additional topics will include concepts of database systems, data modelling and digital mapping. Text included. Instructor: J WALLACE
CVA03 FEE: $268.04
FX DE Sep12 702650

INTERNET
GIS SOFTWARE - ARCVIEW
At the end of this 42 hour online course, the student should be able to create data in ArcView, to Query and manipulate data, geocode addresses, perform Spatial Analyses, produce map outputs and charts. A "light" version of ArcView 3.2 on CD-ROM accompanies the textbook. Students will be able to install this software on their home/work computers. PREREQUISITE: Introduction to Geographic Information Systems. Text Included. Instructor: J WALLACE
CVA36 FEE: $342.94
FX DE Sep12 702654

INTERNET
REMOTE SENSING
This 42-hour online course is designed to teach principles and applications of remote sensing at the introductory level. This science which looks at the Earth from "above" has made strides into common place use in recent times and the applications are useful to many professions including planners, environmental scientists, real estate, agriculture and many others. PREREQUISITE: CVA03. Instructor: J WALLACE
CVA37 FEE: $242.90
FX DE Sep12 702653

INTERNET
GPS - GLOBAL POSITIONING SYSTEMS
This 42 hour on-line course will start with an overview of GPS, history of GPS and GPS Applications. The course will cover GPS Fundamentals of Satellite Link (How GPS Works, GPS Signal Structure, GPS and Time, Pseudo-ranging, Carrier Phase Ranging, Error Budget, Differentiating). Also covered will be types of Receivers, Geoid Modeling, Vertical Positioning, Mission Planning, Glonass System, and GPS Markets and Applications. The course will finish with future trends in GPS. Instructor: J GIBB
CV630 FEE: $242.90
FX DE Sep12 702660

INTERNET
MICROSTATION 2D - LEVEL 1
This 24 hour on-line course teaches new users a selection of basic MicroStation commands & tools for the creation & editing of design files. Major topics include: basic concepts, view controls, 2D drafting tools, snaps, precision input, element attributes, editing tools, annotation, and dimensioning. STUDENTS MUST HAVE ACCESS TO MICROSTATION 95, SE OR J SOFTWARE. Participants can purchase the Academic Edition of the software from resellers. Textbook extra. Available from instructor. Instructor: P MANN
MSN01 FEE: $257.24
FX DE Sep12 702663

INTERNET
MICROSTATION 2D - LEVEL 2
This 24 hour on-line course builds on the basic techniques covered in the Level 1 course. Users are introduced to the higher level functions of MicroStation in clear, step-by-step instructions and exercises. Topics included are Reference Files, Cells, Complex Elements, Multi-Lines, Patternng, Tags, Custom Line Styles and Advanced AccuDraw. STUDENTS MUST HAVE ACCESS TO MICROSTATION 95, SE OR J SOFTWARE. PREREQUISITE: MSN01. Textbook available from instructor at additional cost. Instructor: P MANN
MSN02 FEE: $257.24
FX DE Sep12 703012

Register Early ... Avoid Disappointment
APPLICATION DEVELOPMENT - AVENUE

On completion of this 42 hour on-line course, the student should be able to develop applications in ArcView using the object oriented Language Avenue. There will also be a brief introduction to MapObjects and Internet Map Server. Students need access to ArcView 3.x. PREREQUISITE: A sound knowledge of ArcView. Text included in course fee. Instructor: J GIBB

CVA30 FEE: $331.66
FX DE Sep12 702656

MAPOBJECTS AND INTERNET MAP SERVER

This 21 hour on-line course offers a conceptual overview of the MapObjects ActivX Control. Students build Visual Basic applications that incorporate MapObjects components to create maps and perform attribute and geographic (spatial) queries, address matching and database editing. Students can download a 90 day demo version from ESRI at www.esri.com. Students will need a copy of Visual Basic 5.0 or later. Instructor: J GIBB

CVA12 FEE: $138.95
FX DE Sep12 702659

INTERNET

INTERNET

ADMINISTRATION OF MEDICATION - RPN

This 45 hour on-line course follows Ministry guidelines and should enable RPNs to meet the standards outlined in the revised Standards of Nursing Practice. Includes an additional 7 hours of laboratory and clinical practice. Prerequisites: Current RPN Certificate of Competence or proof of eligibility for current registration through the College of Nurses of Ont. Fee includes text costs. Midterm & Final. Contact Dale Carey 905-575-2706. Preceptor will be accepted by permission of Program Mgr. Instructor: D CAREY

HZA14 FEE: $418.98
FX DE Sep12 702635

INTERNET

BIOLOGY PREPARATORY

This 39-hour on-line course is intended for mature students wishing to enter Nursing or other Health Sciences/Health Care programs. The student will become familiar with the scientific knowledge of the human body necessary to recognize, accept and use the important principles in all phases of study in the Health Sciences. Fee includes text and manual costs. Midterm: Nov. 7, 2001; Final exam: Dec. 12, 2001. Instructor: R BRODERICK

HZA34 FEE: $379.19
FX DE Sep12 702625

INTERNET

RPN MEDICATION REFRESHER

This 24-hour on-line course provides a review of the theory related to the pharmacology of major drug groups and a laboratory experience in the preparation and administration of topical, oral, and subcutaneous medications. Applicants must possess a Certificate in Adm. of Medications. Fee includes manual costs. Midterm and Final. Contact Dale Carey 905-575-2706. Preceptor will be accepted by permission of Program Manager. Instructor: D CAREY

HZAC8 FEE: $169.41
FX DE Sep12 702637

INTERNET

PSYCHOSOCIAL REHABILITATION CERTIFICATE (016)

For information on certificate requirements please refer to the Health Sciences section.

For information on admission or the program, please contact Kathy Radcliffe, Program Manager at 905-540-4247 ext. 26704 or email radclik@mail.mohawkc.on.ca

Assignment Requirements

Eligible applicants should have a degree, diploma or certificate, and/or related experience, in a relevant field. Please contact the Program Manager to discuss admission requirements.

CREDIT FOR PRIOR LEARNING

Students may qualify for prior learning assessment based on skills and knowledge acquired in other courses or in work experience. If interested in pursuing prior learning assessment, contact Kathy Radcliffe.

Fee for assessment is $96.

INTERNET

PRINCIPLES AND PRACTICES OF PSR - PART 1

This 45-hour on-line foundation course will introduce the key concepts and principles of Psychosocial Rehabilitation (PSR). Learners will explore how using a PSR framework influences the roles of consumers and practitioners as well as the relationships between them. Several PSR approaches to working with individuals will be described. No prerequisite. Manual included. Chat sessions will be held on Tuesdays at 9:00 pm EST starting Sept. 25th. Final exam will be written at home. Instructor: TAWLI

PSR01 FEE: $295.20
FX DE Sep12 702767

INTERNET

PSYCHIATRIC REHABILITATION PROCESS

Students will learn and practice components of the three phases of the psychiatric rehabilitation process from this 45-hour online course. These three phases are diagnosing/assessing, planning and implementing. While in the course, learners will be on supporting individuals, using the rehabilitation process with groups will also be explored. Prerequisite: PSR01. Manual included. Chat sessions will be held on Mondays at 9:00 pm starting Sept. 24th. Exams will be written at home. Instructor: C GAYLER

PSR03 FEE: $295.20
FX DE Sep12 702772

INTERNET

TOPICAL SEMINAR

This 45-hour online course provides students with the opportunity to study current developments and issues in PSR. Prerequisite: PSR01. Manual included. Weekly chat sessions will be held Wednesdays at 9 PM EST starting Sept. 26th. Exams will be written at home. Instructor: J TRYSENNAAR

PSR05 FEE: $295.20
FX DE Sep12 702787

INTERNET

HISTORY

HISTORY OF CANADA (E)

This 36 hour on-line course examines the social, economic, cultural and political aspects of Canada’s history from 1867 to the present. How the past influences present-day concerns, and the nature of history as an academic discipline, are also studied. Fee includes text costs. Final exam: December 12, 2001 Fennell Campus. Instructor: S VILLENEUVE

MCS10 FEE: $282.70
FX DE Sep12 702761

INTERNET

LANGUAGES AND COMMUNICATIONS

INTERNET

GRAMMAR FOR WRITING PROFESSIONALS

Grammar for Writing Professionals aims to provide students with a thorough knowledge of the editing and proofreading process. Potential editors, writers and proofreaders will find this course particularly helpful. They will gain experience recognizing and correcting errors in accordance with accepted Canadian standards. This 45 hour on-line course also emphasizes the importance of working as part of an editing team to help produce acceptable full-length manuscripts. Fee includes text costs. Instructor: T TORRANCE

LLT02 FEE: $278.03
FX DE Sep12 703004

INTERNET

HARRY POTTER TO ASLAN: CHILDREN’S LITERATURE

Students in this 45 hour on-line course will examine a series of fantastic worlds, the creation of these worlds and the underlying mythologies upon which they are based. Participants will also explore ways to assist children and adults in appreciating the intricate nature of good children’s fantasy and understand the history and writing and how those fantastic worlds have contributed and enriched children. Novels are not included in course fee. All are available through local bookstores. Instructor: S OLSEN

LLT11 FEE: $257.75
FX DE Sep12 702443

Registration for all courses commences at 8:30 a.m. on August 13
INTRODUCTION TO CHILDREN’S LITERATURE
This 42 hour on-line course will explore and evaluate the fiction, poetry, and non-fiction genres of children’s literature with their historical contexts as they apply. Text included. Final Exam: Wednesday, December 12th, 6:30-9:30 p.m. Fennell Campus. Instructor: H TANNER
LLT06 FEE: $305.98
FX DE Sep 12 702623

INTRODUCTION TO LITERATURE: A PRACTICAL APPROACH
This 39 hour course is presented in interactive CD-ROM multimedia format with on-line internet communication. Participants will encounter authors from all over Ontario, with particular emphasis on Golden Horseshoe stories and selected poems of award-winning poet, James Streeker. The course aims at the improvement of communications skills, and the expansion of personal and social development, aesthetic appreciation, and cultural understanding. Fee includes CD-ROM. Instructor: H KAYS
LL1124 FEE: $296.48
FX DE Sep 12 702662

MYTHS AND LEGENDS (E)
This 42 hour on-line course examines the similarities and differences of world mythology and legends. By discussing stories from different cultures, students will see the common threads of the human experience. Fee includes text costs. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: B MEGENS
LLT05 FEE: $265.37
FX DE Sep 12 702759

RESEARCHING & REPORTING-LGS
This 39 hour online course uses the Internet and “real-time chat” capabilities. Communication skills are developed through hands-on application. Students can choose examples related to their careers or from sample assignments. Participants define a problem, collect research using print sources, the Internet, interviews and questionnaires, and present their findings in reports. PREREQUISITE: Post-secondary basic level communications course. Students must participate in at least one chat. Instructor: B MEGENS
LL112 FEE: $270.85
FX DE Sep 12 702661

ROMANCE WRITING
This 45 hour on-line course explores the art and craft of writing for the romance fiction market. Through examples and exercises, participants will develop their skills for creating intriguing plots, wonderful settings, real characters and satisfying romances. Students will be encouraged to prepare their work for publication in this unique and exciting field. Fee includes text cost. Novel extra. Instructor: T TORRANCE
LLT04 FEE: $278.03
FX DE Sep 12 703075

TRAGIC HEROES OF TWENTIETH CENTURY LITERATURE
In this 48 hour on-line course students will learn the basic elements of tragedy as outlined by Aristotle and consider these characteristics in relation to twentieth century literature. Students will be expected to participate in discussion on-line. We will study the novels “The Great Gatsby” and “The Trespasser”. Novels not included in course fee. Final Exam: Wednesday December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: P STADDEN
LLT0 FEE: $270.32
FX DE Sep 12 702674

WHAT IN THE WORLD IS GOING ON
Everyday, the TV or newspaper’s front page confronts us with people, places, and issues from around the world. Every story has a background: cultural, religious, political or economic. Without this background, it is hard to make informed judgements. This subject focuses on the main international news stories. This is a 42 hour on-line course. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: H TANNER
LLT07 FEE: $242.90
FX DE Sep 12 702473

WRITING FOR PUBLICATION - LEVEL 1
The general objective of this 45 hour on-line course is to introduce students to creative writing and the publishing process. Students will follow the various steps of manuscript preparation, including conferencing, editing and proofreading. Students will examine the writer’s craft using a wide range of professional works as models. Instructor: A WASSENBERG
LLT03 FEE: $257.75
FX DE Sep 12 703077

WRITING FOR PUBLICATION - LEVEL 2
This 45 on-line course focuses on the publishing process with emphasis on the Canadian magazine trade. Students will be encouraged to develop their ideas into acceptable compositions and to approach suitable publishers for their work. Instructor: S TELENKO
LLT09 FEE: $257.75
FX DE Sep 12 703078

MATHEMATICS/PHYSICAL SCIENCES

PREP SCIENCE (CHEMISTRY)
This 50 hour on-line course provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. Fee includes text costs. Materials will be sent by registered students by start date. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: D TERRY
PE053 FEE: $335.40
FX DE Sep 12 703024

PREP SCIENCE (PHYSICS)
The purpose of this 50 hour on-line course is to prepare the students with the necessary background in Physics to allow them to enter the first year of the College Technician or Technology Program. Fee includes textbook costs. Materials will be sent to registered students by start date. Final Exam: Wednesday, December 12, 2001 6:30 - 9:30 p.m. Fennell Campus. Instructor: D TERRY
PE001 FEE: $336.61
FX DE Sep 12 703136

STATISTICS
This on-line 56 hour course covers: introduction to statistics; organization & graphing of data; measures of location and variation; probability & sampling distributions; confidence intervals; hypothesis testing; statistical process control; Chi-square distribution; regression and correlation. Mid-term: Oct. 2001 Final Exam: Dec. 19, 2001 Fennell Campus. Students need CD-ROM drive. Text and CD are extra. PREREQUISITE: First semester math. Students wishing MA451 may take MA570. Instructor: T SUTTON/NO LEEK
MA570 FEE: $303.84
FX DE Sep 12 703019

TRADE CALCULATIONS
This 64 hour on-line course consists of a basic and intermediate level (32 hours each). Basic: Whole Numbers, Fractions, Decimal Numbers, Ratio & Proportion; Percent, Scientific Calculator, & Power; Symbols; Order of Operations; & Formulas. Intermediate: Algebra, Geometry (Introduction to measurement; Perimeter; Area; Volume; Points, lines, angles, and polygons; Triangles & quadrilaterals; similar Triangles); & Trigonometry. PREREQUISITE: Gr. 10 math & Basic Level pass for Intermediate level. Instructor: B SHAUGHNESSY
MA012 FEE: $437.36
FX DE Sep 12 703035

MANUFACTURING LEADERSHIP CERTIFICATE
For information on certificate requirements please refer to the Business Development section.

CONTINUOUS IMPROVEMENT PROCESS
This is a 30 hour on-line credit course which offers participants an opportunity to become familiar with the concepts, terms and methods used by today’s industry to pursue continuous improvement. ISO 9000 receives particular attention. Course fee includes manual. There is no orientation or final exam for this course. Instructor: R SMALL
CMA06 FEE: $445.00
FX DE Sep 12 702756
### DISTANCE EDUCATION-ONTARIOLEARN.COM/ENGINEERING TECHNOLOGY

#### TEACHING THE ADULT LEARNER (129)

Mohawk College, through its partnership in the OntarioLearn.com Consortium with other community colleges, is pleased to offer the following certificate program. It will be delivered by a partner community college via e-mail/Internet/Web using FirstClass or WebCT platforms. Participants will require Internet access.

**Program of Studies**
Upon successful completion of the program of studies listed below, a Certificate will be granted by Mohawk College.

**REQUIRED COURSES**
- TAL03 Adult Learning 36 hours
- TAL02 Curriculum Development 36 hours
- TAL04 Instructional Techniques 48 hours
- TAL05 Assessment & Evaluation 36 hours
- TAL06 Adults with Learning Disabilities 36 hours

**ELECTIVE (min. 30 hours)**
- TAL07 Subject Expertise and Integration 48 hours
- TAL08 Instructional Technology in Adult Education 30 hours

Adult Learning - TAL03 Instructional Techniques - TAL04
See also Human Services section for in-class courses.

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#### INTERNET

**ADULT LEARNING**

Enhance your career by learning how to apply the principles of adult learning and how to develop the basic skills essential to successful instruction. This 36 hour on-line course is specifically designed for teachers and trainers who present information to adults. Fee includes text costs. Instructor: J PARVIJÄÄNEN

**TAL03** FEE: $242.92

**INTERNET CURRICULUM DEVELOPMENT**

This 36 hour on-line course focuses on a systematic approach to curriculum development from "needs identification" through to course outline preparation, content planning and research, lesson design and delivery issues. Attention is given to integration with instructional techniques and course assessment/evaluation methodologies. PREREQUISITE: TAL03. Instructor: M NICHOLS

**TAL02** FEE: $213.20

**INTERNET INSTRUCTIONAL TECHNIQUES**

Are you interested in adding variety to your instructional style? What is the difference between an instructional skill and an instructional strategy? In this 48 hour on-line course you will learn teaching skills such as questioning styles and strategies such as co-operative learning. Learn to distinguish between teacher-directed, student-directed and self-directed instructional styles. PREREQUISITE: TAL02. Instructor: D VERITY

**TAL04** FEE: $270.32

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#### ASSESSMENT AND EVALUATION

Have you ever struggled with the difference between assessment and evaluation? Assessment is the gathering of information; Evaluation is the judgement of performance; Grading is attaching a value to performance. These are essential to continued success in teaching or training. Learn about using and designing meaningful assessment and evaluation tools to use in the classroom or workplace in this 36 hour on-line course.

**PREREQUISITE: TAL03. Instructor: C NIKODEN**

**TAL05** FEE: $213.20

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#### ADULTS WITH LEARNING DISABILITIES

This 36 hour on-line course provides insight into the needs and issues of Adults with Learning Disabilities in the educational setting and in society as a whole. Awareness of and familiarization with disabilities characteristics, strategies and skills are explored so that educators can provide the appropriate modifications to course content and evaluation for adults with learning disabilities. PREREQUISITE: TAL03. Instructor: S TAYLOR

**TAL06** FEE: $213.20

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#### INSTRUCTIONAL TECHNOLOGY IN ADULT EDUCATION

This 30 hour on-line course is intended to equip teachers of adults with strategies for successful use of technology in teaching. The course will examine curriculum design, teaching techniques, and assessment when instructional technology is employed. Moderate computer and Internet skills are essential. This course entails considerable research and reading. Instructor: T THORPE

**TAL08** FEE: $183.50

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#### ENGINEERING TECHNOLOGY

For general information about Engineering Technology programs please contact the office at (905)575-2203 or (905)575-2287. For detailed information about the courses in these programs, please contact the Program Manager listed under each program description. For registration information, please call (905)385-HAWK (4295).

**CREDIT FOR PRIOR LEARNING:**

Students may apply for credit in individual courses based on learning acquired through work and other life experiences. For assessment procedures and fees, contact the PLU office at (905)575-1212 ext. 3298 or (519)759-7200 ext. 3298. Students may qualify for exemptions in individual courses using courses previously taken at a university or other community college. Please call the CE Engineering Technology Department for an exemption application form.

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#### Engineering Technology Admission Requirements

Unless stated otherwise, admission requirements for all Engineering Technology programs are:

- a) Ontario Grade 12 Diploma (OSSD or equivalent) or Mature Student Status, and
- b) One year of related business or industrial experience.

**NOTE:** It is the student’s responsibility to ensure they have the required prerequisites for courses. These prerequisites are listed in the course descriptions and in the Programs of Studies. Some courses require the purchase of textbooks and/or manuals.

**COURSES REQUIRING THE USE OF A MOUSE**

Students will be responsible for providing their own mouse. The operation of a mouse used MUST be a Microsoft compatible serial mouse with a nine pin connector. Mice are available for sale at the College Bookstore.

**PS2 mice are not permitted.**

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#### APPRENTICESHIP/SKILLS DEVELOPMENT

**ADVANCED AUTOMOTIVE ELECTRONICS CERTIFICATE (850)**

Today’s automakers equip motor vehicles with complex electronic control systems to meet government-mandated exhaust emission levels and to satisfy consumer demand for fuel economy and high performance. Because of the sophisticated integration of fuel and emission controls, Automotive Service Technicians must overview the complete system to diagnose problems. This program focuses on an integrated approach to systems diagnosis and repair. It has been designed for licensed Automotive Service Technicians and Registered Apprentices to provide the skills needed to service modern automobiles efficiently.

For further information call Paul Kachuck, Program Manager at (905)575-2124 or (519)759-7200 ext. 2124.

**Admission Requirements**

Admission is restricted to licensed Automotive Service Technicians and Registered Apprentices. Please note that Automotive Electronic Fundamentals (SAM42) is a prerequisite for all courses in the program.

**Program of Studies**

To obtain the Mohawk College Certificate in Advanced Automotive Electronics, participants must successfully complete the following courses:

- SAM42 Automotive Electronic Fundamentals 39 hours
- SAM43 Engine Electronic Control Systems 72 hours
- SAM46 Automatic Temperature Control Systems 36 hours
- SAM47 Automatic Transmission 36 hours
- SAM48 Steering & Suspension Control Systems 36 hours
- SAM49 Body Electrical/Electronic Control Systems 36 hours
- SAM46 and Body Electrical/Electronic Control Systems 36 hours
- APPROVED SAFETY GLASSES AND FOOTWEAR ARE REQUIRED FOR ALL COURSES.

**NOTE:** It is the student’s responsibility to meet the prerequisite requirements.

**AUTOMOTIVE SERVICE TECHNICIAN Prep. Course SAM66**

See Certificate of Qualification courses

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Browse the catalog on the web at cecat.mohawk.on.ca
ENGINEERING TECHNOLOGY

AUTOMOTIVE ELECTRONIC FUNDAMENTALS

This course familiarizes students with basic concepts of electricity and enables students to identify resistor colour codes, digital multimeter operation, assembly and test series, parallel and series parallel circuits. Students should become familiar with semiconductor devices. Prerequisite: Automotive Service Technician C of Q. or C of A.

SAM42 FEE: $193.05  
F1 13 TH 7:00-10:00 FF Sep13 702220

ENGINE ELECTRONIC CONTROL SYSTEMS

This course will give the student the ability to understand automotive electronic systems operation, with regards to domestic fuel injection, electronic injection and emission controls. The student will be able to realize the merits of these systems and be able to diagnose and repair them. Prerequisite: SAM42

SAM43 FEE: $335.88  
F2 24 TU 7:00-10:00 FF Sep11 702221

AUTOMATIC TRANSMISSION

Upon successful completion of this course the student will have demonstrated an ability to inspect, diagnose, and repair electronic transmission control systems. Prerequisite: SAM42

SAM47 FEE: $178.20  
F1 12 TH 7:00-10:00 FF Sep13 702216

AUTOMOTIVE - ADDITIONAL COURSES

For further information call Paul Kachuki, Program Manager at (905)575-2124 or (519)759-7200 ext. 2124.

NEW

LIGHT DUTY DIESEL ENGINE CONTROL SYSTEMS

This course will provide the general light duty automotive repair technician with the skills required to troubleshoot engine control light duty GM & Ford diesel powered trucks. Prerequisite: Recommended Automotive Service Technician C of Q. or C of A.

SAM15 FEE: $178.20  
F1 12 WE 6:30-9:30 SC Sep12 702671

NEW

BODY ELECTRICAL FOR STREET RODS & ANTIQUES

This course is for anyone building an old car, a rod or classic vehicle, or modifying or improving your present dream machine to something more electrically reliable. Topics will include changing your 6 volt system to a 12 volt system, wiring, diagrams, symbols, fuses, power accessories, gauges, directional signals, lighting, heating, air conditioning and more.

SAM16 FEE: $178.20  
F1 12 TU 6:30-9:30 SC Sep11 702672

NEW

KNOW YOUR CAR & CAR CARE

Do you know what you felt was talking about when you need car repairs; what to look for when purchasing a used vehicle or perhaps how to do your own tune-up. Now’s your chance. Join a licensed mechanic one night a week and gain the information you need to know your car and how to care for it.

SAM17 FEE: $133.65  
F1 9 WE 7:00-10:00 FF Sep12 702674

NEW

HEAVY DUTY CHARGING & STARTING SYSTEMS

This course is designed to instruct technicians in the description, operation, diagnosing and servicing of medium and heavy duty charging and starting systems. Topics include, multimeter training, electrical components, batteries, alternators and starters. Emphasis is put on practical testing that technicians can use for proper diagnosis.

SAM18 FEE: $178.20  
F1 12 TU 7:00-10:00 SC Sep18 702673

BLUEPRINT READING

For more information call (905)575-2203 or (519)759-7200 ext. 2203.

BLUE PRINT READING MECHANICAL

Emphasis on basic Blueprint Reading and Sketching will help students to develop the ability to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, terminology, etc. Students must purchase a manual (available from the College Bookstore) for the course. Note: Course includes an introduction to Drafting.

RE152 FEE: $178.20  
F1 12 WE 7:00-10:00 SC Sep12 702332
F2 12 WE 7:00-10:00 BF Sep12 702646

BLUE PRINT READING WELDING

The course covers welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology. Students must purchase a manual (available from the bookstore).

RE154 FEE: $193.05  
F1 13 TU 7:00-10:00 SC Sep11 702335

CERTIFICATE OF QUALIFICATION PREP COURSES

These courses are designed to assist trainees or industrial apprentices in preparing for the Certificate of Qualification Examination as stipulated by the Ontario Apprenticeship Tradesmen’s Qualification Act. Each course will consist of a theoretical review appropriate to the specific trade area.

For more information call (905)575-2203 or (519)759-7200 ext. 2203. Prior to enrolling in any course, interested persons may wish to contact their local Ministry of Training, Colleges & Universities, Apprenticeship Branch office to discuss their eligibility to write the examination. Hamilton (905)521-7764 or 1-800-668-4479/Brantford (519)756-5197.

SAM66 FEE: $178.20  
F1 12 MO 7:00-10:00 FF Sep10 702223

WELDER OPERATOR (860)

This program provides skill development for individuals currently employed in the welding field or for those interested in welding occupations.

For further information contact Fred Nichols, Program Manager at (905)664-0273 or email nicholf@mail.mohawk.on.ca
Admission Requirements
Applicants require Grade 10 (or equivalent) and good mechanical aptitude. Participants with previous welding experience will be assessed during the first course, Shielded Metal Arc Welding I, to determine which level for short course is appropriate. All individuals interested in the program must register in SMAW 1.

Program of Studies
To receive the certificate, participants must complete the following courses and apply in writing to the Continuing Education Engineering Technology office. To receive a credit in each course, students must successfully complete both the theory and practical components. Much of the theory is covered at home in self-study units. On completion of the program, students should be able to take an all-position test in Shielded Metal Arc Welding.

WELDING - ADDITIONAL COURSES
For further information on these courses contact Fred Nichols, Program Manager at (905) 664-0273 or email nicholf@mail.mohawk.on.ca
Participants must supply their own Safety Glasses, Safety Boots and Welding Gloves.

WELDING I
Instruction will be given in Basic Arc Welding with the most widely accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4" plate metal. Depending on interest, oxyacetylene welding and cutting will be included. Limited enrolment. Materials fee of $36.00 included.

RE125 FEE: $124.20
F1 9 SA 8:00-12:00 BF Sep15 702656

WELDING II
This is a continuation of Welding I with training in vertical and horizontal positions. Prerequisite: RE125. Materials fee of $36.00 included.

RE126 FEE: $124.20
F1 9 SA 8:00-12:00 BF Sep15 702656

WELDING III
This is a continuation of Welding II including all positions. Upon completion of all three welding courses, the students may be qualified for C.W.B. equivalent certification in the flat position only. Prerequisite: RE126. Materials fee of $36.00 included.

RE129 FEE: $124.20
F1 9 SA 8:00-12:00 BF Sep15 702656

WELDING BASIC
This course is designed for individuals interested in a welding career who have little or no previous experience. The following courses will be covered: Oxy-acetylene Welding, Shielded Metal Arc Welding (stick) and Gas Metal Arc Welding (Mig). Oxy-acetylene Cutting will also be introduced. The participant will acquire the necessary knowledge and skill to perform basic repairs and simple steel fabrication. This course DOES NOT lead to a Welding Ticket. Materials fee of $60.00 included.

RE164 FEE: $345.60
F1 20 TU/TH/Sa 9:30-12:30 FF Sep25 702343

WELDING PIPE & T I G
This course offers individualized instruction in Pipe Welding, Shielded Metal Arc Welding with the uphand technique for Industrial and Construction operations. Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding, and SMAW with the downhand technique for Gas and Oil Transmission Lines. Note: prospective students should be able to weld in all positions (stick electrode) to receive maximum benefit from this course. Prerequisites: RE129 and RE236. Materials fee of $48.00 included.

RE215 FEE: $283.32
F1 12 SA 8:00-12:00 SC Sep15 702345

WELDING
RE157 FEE: $407.88
F1 24 TU/TH 6:30-9:30 SC Sep18 703351

WELDING II
RE164 FEE: $345.60
F1 20 TU/TH/Sa 9:30-12:30 FF Sep25 702343

GAS METAL ARC WELDING
This course emphasizes various topics including welding basic joints in flat and horizontal positions using the flux cored arc welding process, operating G.M.A.W. equipment for shielded arc, spray arc and flux cored wires with self-shielding and gas-shielding characteristics and fillet welds using the G.M.A.W. process. Prerequisite: RE236 or equivalent. Materials fee of $78.00 included.

RE237 FEE: $439.02
F1 26 MO/WED 7:00-10:00 SC Sep10 702399

SHIELDED METAL ARC WELDING 1
This course provides instruction on the four basic joints in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Participants must complete all theory objectives to receive credit for the course. Materials fee of $78.00 included.

RE234 FEE: $439.02
F1 26 MO/WED 7:00-10:00 SC Sep10 702399

SHIELDED METAL ARC WELDING 2
This course focuses on various topics including welding in overhead positions, terminology, identification of basic joint design, selection of electrodes, and use of equipment. Prerequisite: RE234 or equivalent. Materials fee of $78.00 included.

RE235 FEE: $439.02
F1 26 MO/WED 7:00-10:00 SC Sep10 702400

SHIELDED METAL ARC WELDING 3
Students cover various topics including welding in overhead positions, terminology, identification of basic joint design, selection of electrodes, and use of equipment. Prerequisite: RE235 or equivalent. Materials fee of $78.00 included.

RE236 FEE: $439.02
F1 26 MO/WED 7:00-10:00 SC Sep10 702399

BUILDING AND CONSTRUCTION SCIENCES
Please note that graduates of the Construction Estimating, Municipal Services, Plane Surveying, and Road Design Certificate programs will have completed several of the courses necessary to graduate from the Civil Engineering Technician Diploma program. Those who have completed these three programs and are interested in proceeding to the diploma level should contact the Chair of the Building & Construction Sciences Department to determine the additional requirements.

ARCHITECTURAL DRAFTING CERTIFICATE (087)
This program is intended for individuals employed or seeking employment in the architecture, engineering and construction disciplines of the building industry. Participants will be provided with an opportunity to develop basic architectural drafting and technological construction methodology skills necessary to enter the building industry. On completion of this program, graduates may pursue careers as architectural draftsperson, job captains, building inspectors, building appraisers or site supervisors.

For further information please contact Gene Stodolak, Program Manager at (905) 875-2157 or (519) 759-7200 ext. 2157 or email stodolag@mail.mohawk.on.ca
Program of Studies
To receive the certificate, applicants must successfully complete 4 mandatory courses and 1 optional course and apply in writing to the Continuing Education Engineering Technology Department.

Mandatory Courses
AR031 Blueprint Reading 1 56 hrs
AR348 Methods & Materials 1 56 hrs
EA103 Drafting & Design 1 56 hrs
EA206 Drafting & Design 2 56 hrs

Optional Courses
AR201 Introduction to Building Code - Part 3 56 hrs
AR202 Introduction to Building Code - Part 9 56 hrs

NOTE: EA103 and EA206 are creditable into the full-time Architectural Technician Diploma.

INTRODUCTION TO THE ONTARIO BUILDING CODE-PART 3
This course will introduce the students to Part 3 of the OBC (Ontario Building Code) which applies to all buildings occupying an area greater than 10,000 m² used for assembly, institutional, high hazard industrial occupations; and for buildings greater than 600 m² or exceeding three stories used for major residential, business, and personal services, mercantile or low hazard industrial occupations. Application of the regulations to building designs will be reviewed during the course.

AR201 FEE: $268.84
F1 14 TH 6:00-10:00 FF Sep13 701988
BLUEPRINT READING 1
This credit course will provide the student with the basic knowledge and skills necessary to interpret various residential commercial and industrial drawings, symbols and notations standard to the building industry.

AR301  FEE: $268.84
F1  14 WE  6:00-10:00  FF  Sep12  701971

DRAFTING 1
Basic principles and standards of manual drafting are taught in the production of drawings relating to the Architectural, Civil, Construction and Transportation Engineering fields.

EA103  FEE: $268.84
F1  14 TU  6:00-10:00  FF  Sep11  701972

DRAFTING 2
This course is a continuation of Drafting 1. Students make drawings in relation to architectural, civil and transportation structures and projects. Prerequisite: EA103 and AR301.

EA206  FEE: $268.84
F1  14 WE  6:00-10:00  FF  Sep12  701986

BUILDING ENVIRONMENTAL SYSTEMS CERTIFICATE (090)
This program provides training for individuals employed or seeking employment in the maintenance and operation of today’s complex institutional and commercial buildings. Graduates will become proficient in Heating Systems, Air Conditioning and Refrigeration Systems, Electrical Systems, Air Handling and Preventative Maintenance Programs, Water Treatment Programs and Energy Efficiency in Large Buildings.

For further information please contact
Gene Stodolak, Program Manager at (905)575-2157 or (519)759-7200 ext. 1257 or email stodol@mohawk.on.ca

Admission Requirements
Practical work experience or equivalent.

Program of Studies
To receive the certificate, applicants must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Department.

RESIDENTIAL ELECTRICAL & PLUMBING
CONTACT: Mr. Kevin Smith, Program Coordinator at (905)575-2375 or email kevin.smith@mohawk.on.ca

WATER TREATMENT
The intent of this credit course is make maintenance personal aware of why water treatment is so important to the life of equipment. Students study the importance of knowing what water treatment is, its effect on equipment and the terminology of water treatment.

BES06  FEE: $222.75
F1  13 MO  6:00-9:30  FF  Sep10  702089

CONSTRUCTION ESTIMATING CERTIFICATE (067)
Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential components of ensuring a profit. If you are currently employed in the construction industry, or seeking employment, and wish to upgrade your estimating skills, this program should interest you. On successful completion, you should be able to cost one type of job, using computer software.

For further information please contact Dan Havercroft, Program Manager at (905)575-2143 or (519)759-7200 ext. 2143 or email havercroft@mohawk.on.ca

Program of Studies
To receive the certificate, applicants must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Department.

Camos Entrance Computer course

EA202 Estimating 1 42 hrs.
CVV42 Estimating 2 56 hrs.
CVV44 Estimating 3 56 hrs.

Course - ELECTIVE COMPUTER COURSE (must be at least 30 hours of study) - COS10 INFORMATION SYSTEMS 1 is recommended. Refer to the Computer Science - Level 1 Certificate.

ESTIMATING 1
This course provides training in reading drawings and measuring quantities of building projects, concrete, earthwork, structural steel, reinforcing steel and masonry.

EA202  FEE: $207.90
F1  14 WE  6:30-9:30  FF  Sep12  702324

GEOGRAPHIC INFORMATION SYSTEMS (GIS) CERTIFICATE (079)
Refer to Distance Education section.

RESIDENTIAL DESIGN & CONSTRUCTION CERTIFICATE (849)
This program is designed to provide detailed information on the design and construction of residential buildings, and is intended for members of the general public and for tradespersons wishing to increase their construction knowledge. All courses are very practical and focus on current building, framing, drafting, and energy efficient construction methods. Please note that not all courses are offered each semester. At the start of each semester, instructors will advise participants of materials and supplies required. Note: Employment in some trades requires licenses, and this program is not intended to provide such licenses.

For further information please contact
Peter Mann, Program Manager at (905)575-2375 ext. 3134 or (519)759-7200 ext. 3134 or email mannp@mail.mohawk.on.ca

Admission Requirements
There are no prerequisites for the program or any of the courses. Registrants may take the courses in any order.

Program of Studies
To obtain the certificate participants must complete five courses in the program, including four mandatory courses. Please note: RE029 is now a mandatory course and RE031 is optional.

Mandatory Courses:
RE027 Construction Practice - 36 hrs
RE028 Framing Techniques - 36 hrs
RE029 Residential Electrical & Plumbing Practice - 36 hrs
RE030 Residential Drafting - 36 hrs

Optional Courses - Choose one:
RE031 Building for Energy Efficiency - 36 hrs
RE032 Trim Finishing & Cabinetry - 36 hrs

CONSTRUCTION PRACTICE-BASIC
Students will study the basic structural elements of residential buildings in this course. Topics covered include codes, the construction process, and structural systems in wood, concrete and masonry. Required textbook available from Instructor.

RE027  FEE: $178.20
F1  12 WE  7:00-10:00  SC  Sep12  701993

RESIDENTIAL ELECTRICAL & PLUMBING
This course will guide participants through installation and safety practices of common electrical wiring and plumbing systems. Participants will study the installation of typical electric circuits and associated equipment, and typical plumbing lines and fixtures. Some practical work will be included and students should bring basic tools (pliers, utility knife & screwdrivers) to the first night. Course offered every semester.

RE028  FEE: $178.20
F1  12 WE  7:00-10:00  SC  Sep12  701997

RESIDENTIAL DRAFTING
This course introduces the student to the drafting systems used for residential construction. It includes framing types, foundations, floors, walls and roofs. Also included are window and door installation, stair details, and cabinet installation. Students will be taught safe usage of hand and power tools and will participate in typical layout procedures. Course offered every semester.

RE029  FEE: $178.20
F1  12 WE  7:00-10:00  SC  Sep12  701997

Register Early ... Avoid Disappointment
WOODWORKING
For further information on Woodworking courses contact Ken Mercer, Program Manager at (905) 575-2375 ext. 5027 or (519) 759-7200 ext. 5027 or email mercerk@mail.mohawk.on.ca

CABINETMAKING - LEVEL 1
Through the production of small projects, registrants should develop basic skills with portable electric tools, radial arm saw, jointer, planer, bandsaw and sanding machines. Safety practices are stressed through theory of materials and machines applicable to the woodworking industry. Theory included. Project: Hall table. Material costs extra.

TZ070 FEE: $178.20
F1 12 TU 6:30-9:30 SC Sep18 703213
F2 12 TH 6:30-9:30 SC Sep20 703214
F3 12 SA 9-12:00 SC Sep22 703215

CABINETMAKING - LEVEL 2
All students will produce a predetermined project utilizing skills of Basic Level 1 Cabinetmaking and advanced skills of basic machines. New skills will be taught on the overhead router, shaper and panel saw. Theory included. Material costs extra. STUDENTS MUST HAVE TAKEN TZ070 “Cabinetmaking Level 1” as a prerequisite. Project: Blanket Box/Hope chest.

TZ071 FEE: $178.20
F1 12 MO 6:30-9:30 SC Sep17 703216

FURNITURE/CABINETMAKING
Build a piece of furniture or cabinet with the guidance of a cabinet maker. Work in a modern factory like shop with radial arm saw, jointers, planers, table saws, overhead router, shaper, horizontal boring machine, and sanding equipment. You must supply your own plan and materials. Note: Size restrictions apply. STUDENTS MUST HAVE TAKEN TZ071 “Cabinetmaking level 2” as a prerequisite.

TZ073 FEE: $178.20
F1 12 WE 6:30-9:30 SC Sep19 703217

BUILDING & CONSTRUCTION SCIENCES - Additional Courses

TOTAL STATIONS SURVEYS
This course will give the student the necessary skills to perform traverse surveys, topographic surveys and building layout with a Total Station. The course will show the student how to download, edit, process the fieldwork files generated by the Total Station and how to import this data into SoftDesk COGO and Survey modules. The student will then generate Digital Terrain Models and plot plans of the survey. NOTE: Saturday Classes Sept.29, Oct.27, and Nov.17, 2001.

CVA38 FEE: $401.92
F1 12 TU 6:30-9:30 FF Sep11 70237
SA 8:30-2:30

APPLIED MECHANICS
Students will cover the study of forces, vectors and scalars. Addition and resolution of vectors, resultants and equilibrants, equilibrium conditions, analysis of trusses, shear and bending moment diagrams for simple conditions and section properties will also be covered.

EA201 FEE: $268.84
F1 14 MO 6:00-10:00 FF Sep10 702310

CONSTRUCTION MANAGEMENT 1
This course covers interpretation of contract documents during construction. Topics include: substantial performance; psychology of supervision; planning and scheduling; leadership; staffing; coordination; management by objectives; subtrade management; job meetings and job administration.

EA541 FEE: $268.84
F1 14 TU 6:00-10:00 FF Sep11 701970

APPRENTICESHIP PROGRAM INFORMATION
EMPLOYERS - ARE YOU LOOKING FOR A WAY TO UPGRADE YOUR EXISTING EMPLOYEES?
ARE YOU AN INDIVIDUAL WHO IS LOOKING FOR A CHALLENGING CAREER - OR - EXPAND YOUR CAREER CHOICES?

If you have answered yes to either of the above questions, you may be interested in the exciting training opportunities in APPRENTICESHIP!

Skilled workers - called journeypersons - are in high demand in a wide variety of occupations, and the opportunities and rewards available are getting more exciting all the time. To become a journeyperson in a particular occupation requires a combination of on-the-job experience and in-school training, called apprenticeship. Apprenticeship is an agreement between a person who wants to learn a skill, and an employer who needs a skilled worker.

The following apprenticeship programs are offered at Mohawk College in partnership with the Ministry of Education & Training:

* Modified Apprenticeship Programs (MAP)
* Automotive Service Technician
* General Motors, Automotive Service Technician Program (A.S.E.P.)

All apprenticeship training programs are subject to change.

Tradition Apprenticeship
Alignment & Brake Technician
Auto Body & Collision Damage Repairer
Automotive Service Technician
Carpenter
Drywall and Acoustic Mechanic
Electrician (Construction & Maintenance)

Facilities Maintenance Mechanic
Fitter - Structural Steel
Floor Coverer
General Machinist
Industrial Mechanic Millwright

Plumber
Refrigeration & Air Conditioning
Roofers
Sheet Metal Worker
Tool & Die Maker

Educational Programs
Apprenticeship (see above)

ElectroTechnology
The following programs in the Electrical and Electronic areas are offered to provide an opportunity for you to improve your skills and work towards certification in specific areas.

ELECTRONIC FUNDAMENTALS CERTIFICATE (886)
Electronics are a key element of modern industrial equipment and consumer projects. This program will provide a thorough introduction to all areas of modern electronics. Participants will study passive components, circuits, semiconductor components, and digital logic.

For further information on this program contact John Anger, Program Manager at (905) 575-2232 or (519) 759-7200 ext. 2232 or email angerj@mail.mohawk.on.ca

Admission Requirements
Applicants must have a minimum of Grade 12 Mathematics or equivalent.

Program of Studies
To receive the Certificate, participants must successfully complete the following courses and apply to the Continuing Education Engineering Technology Office.

- ER001 DC Electronic Theory 60 hrs
- ER002 AC Electronic Theory 48 hrs
- ER003 Electronics 1 48 hrs
- ER005 Electronics 2 48 hrs
- ER009 Electronic Circuit Operations 60 hrs
- ER011 Digital Electronics I 60 hrs

DC ELECTRICAL/ELECTRONIC THEORY
Participants study DC electrical/electronic terminology, concepts and characteristics, and safe procedures for working with DC electrical/electronic circuits. Prerequisite: Grade 12 Math or equivalent.

ER001 FEE: $285.60
F1 15 WE 6:00-10:00 BF Sep12 702554

Browse the catalogue on the web at cecat.mohawk.on.ca
ENGINEERING TECHNOLOGY

AC ELECTRICAL/ELECTRONIC THEORY
Participants study AC electrical/electronic terms, concepts, and characteristics, and safe procedures for working with AC electrical/electronic circuits. Prerequisite: ER001.
ER002 FEE: $235.32
F1 12 WE 6:00-10:00 SC Sep12 702281

ELECTRONICS I (SEMICONDUCTORS)
Participants study concepts and testing procedures associated with semiconductor diodes, zener diodes, light emitting diodes, rectifications, filtering, bipolar transistors, transistor configurations and characteristics. Prerequisite: ER002.
ER003 FEE: $235.32 F1 12 TU 6:00-10:00 BF Sep11 702284

ELECTRONICS II (SEMICONDUCTORS)
Participants study the operation and testing of solid state devices such as field effect and unjunction transistors, thyristor diodes such as DIAC TRIAC and SCR, and gate triggering and switching circuits.
Prerequisite: ER003.
ER005 FEE: $235.32 F1 12 TU 6:00-10:00 SC Sep11 702286

ELECTROTECHNOLOGY FUNDAMENTALS CERTIFICATE (089)
This program is currently under review.

FIBRE OPTICS CERTIFICATE (098)
Fibre Optics is a method of carrying information from one point to another in which an optical fibre (glass or plastic) serves as the transmission medium over which the information passes. Because the fibre carries light rather than electricity, it offers many advantages in applications ranging from telephony to computers to automated factories. This program is intended to assist tradespersons to upgrade their knowledge of Basic Electronics and Fibre Optics.
For further information on this program call (905)318-4295.

PROGRAMMABLE LOGIC CONTROLLER CERTIFICATE (092)
This course is offered to individuals employed or seeking employment in the manufacturing sector as a Programmable Logic Controller (PLC) programmer. The PLC has evolved to become the fundamental component of all automation systems today. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. Personnel with the skills developed in this program will be needed to design, program and maintain PLC-based automation installations. This program is intended for those who need training to work in this field. The 4 courses in this program will provide training in all aspects of PLC systems. Significant time will be spent on “hands-on” exercises. As well, several projects will be undertaken of a larger scale than traditional lab exercises.
For further information on this program call (905)318-4295.

FIRE ALARM TECHNOLOGY
The Canadian Fire Alarm Association (CFAA), supporting an education program for personnel performing maintenance and repair work of fire alarm systems, created the Fire Alarm Technology Program. This program will supply the required knowledge components; practical skills must be obtained in the workplace through daily on-the-job training. Successful completion of this program, in addition to at least one or two years of working experience with trained technicians, will qualify the student as a competent fire alarm technician.

IEF35 Introduction to Fire Detection and Alarm Industry 36 hrs
ER038 Fire Alarm Systems 36 hrs
ER001 DC Electronics Theory 60 hrs
ER002 AC Electronics Theory 48 hrs
LL041 Communications 39 hrs

Please note: Upon successful completion, you should contact the CFAA Office, P.O. Box 262, Markham ON L3P 3J7 for registration as a Fire Alarm Technician.

ER001 DC ELECTRONICS THEORY & ER002 AC ELECTRONICS THEORY
Refer to Electrotechnology Fundamentals Certificate LL041 COMMUNICATIONS
Refer to Languages & Communications section

INTRODUCTION TO FIRE DETECTION & ALARM INDUSTRY
This course is designed to provide you with an introduction to the fire alarm industry and applicable codes and standards. You will learn about the basics of fire alarm systems and their operation and have the opportunity to review drawings and specifications.
Re035 FEE: $178.20 F1 12 WE 7:00-10:00 FF Sep12 703056

PLC PROGRAMMING 1
This course introduces the student to the nature of a PLC system. Topics discussed include PLC system components, ladder logic fundamentals and basic programming instructions. Participants will work on an Allen-Bradley PLC-5 via a personal computer using Rockwell’s RSLogix5 programming software. Extensive lab work will ensure that as much “hands-on” experience as possible is gained.

PLC11 FEE: $252.08 F1 13 WE 6:00-10:00 FF Sep12 702769
PLC12 FEE: $252.08 F2 13 TH 6:00-10:00 FF Sep13 702773
PLC13 FEE: $252.08 F3 13 SA 8:30-12:30 FF Sep15 702777
PLC14 FEE: $252.08 F4 13 SA 1:00-5:00 FF Sep15 702779

INFORMATION MANAGEMENT APPLICATION
This course provides training in the generation and logging of alarms in process control applications. Trending in both live and historical modes are also covered. Participants will work on an Allen-Bradley PLC-5 and a personal computer using Rockwell Software’s RSView. Extensive lab work will ensure that “hands-on” experience is gained. Prerequisite: PLC64 or equivalent.

PLC65 FEE: $218.24 F1 6 MO 6:00-10:00 FF Sep10 702780
PLC66 FEE: $218.24 F2 6 TU 6:00-10:00 FF Sep11 702781

PLC NETWORKS
This course provides training in networking of PLCs. Networking of PLCs can be used to provide interlocking, data transfer, as well as supervisory control. In addition, the networking of PCs provides an additional level of communication and data transfer capabilities. Participants work on an Allen-Bradley PLC-5 and a personal computer using Wonderware’s Intouch. Extensive lab work will ensure “hands-on” experience is gained. Prerequisite: PLC65 or equivalent.

PLC66 FEE: $218.24 F1 6 MO 6:00-10:00 FF Oct29 702782
PLC66 FEE: $218.24 F2 6 TU 6:00-10:00 FF Oct30 702783

Admission Requirements
A basic understanding of electrical circuitry, particularly control circuits is required. To meet this requirement, applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman License, Technical Diploma, or Degree. Those with equivalent hands-on technical experience are also welcome.

Program of Studies
To receive the certificate, applicants must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Department.

PLC11 PLC Programming 1 52 hrs
PLC12 PLC Programming 2 52 hrs
PLC13 PLC Programming 3 52 hrs
PLC14 PLC Programming 4 52 hrs

Register Early ... Avoid Disappointment
This course teaches a structured approach to MICROCONTROLLER M68HC11 development or upgrading their skills in this field.

This credit course will involve the selection, implementation, upgrading and troubleshooting of micro computer systems and their subcomponents. Students will be involved in "hands-on" setup of hardware and software for disk drives, printers, monitors, mice, CD-ROMs and Fax/Modems for the IBM-compatible family of microcomputers.

NOTE:
1. Printing costs will be charged to all printers. Printer access cards may be purchased in the Open Access area.
2. A technology enhancement fee has been approved for all computer courses and this fee has been added to all computer courses.
3. Students will require a 9 pin Microsoft compatible 2-button mouse for all courses with a lab component.

This introductory lecture/laboratory course on the Motorola 68HC11 microcontroller. The course will include hands-on programming of a 68HC11 to control I/O devices from simple LEDs and switches to controlling interrupt driven devices. Students will study the 68HC11 architecture, the instruction set and hardware interfacing details. Prior knowledge of basic digital and analog electronics and use of a PC are necessary.

Program Manager at (905) 575-2232 or email angerj@mail.mohawk.on.ca

This introductory course covers theoretical and practical applications pertaining to control and measurement for pressure, temperature, level and flow devices used in industry. Registrants must have a basic knowledge of electricity and some industrial experience.

For more information please contact Steve Bremer Program Manager at (905) 575-2375 ext. 3408 or (519) 759-7200 ext. 3408 or email bremers@mail.mohawk.on.ca

To receive the certificate students must complete all of the courses in the program of studies. It is recommended that students begin their studies with COB81, Students who started the program prior to the Fall of 2001 must complete COB81, COB01, COB02, COB03 and MA170.

This course introduces students to the concepts of microcomputers and several major application areas: word processing, electronic spreadsheets, database management, personal software, software integration and Internet and electronic mail. Students will gain this knowledge through directed reading, lectures and extensive hands-on experience in labs equipped with microcomputers.

Please note that graduates of the Computer Science Certificates will have completed several of the courses necessary to graduate from the Computer Science Diploma programs. Those who have completed certificates and are interested in proceeding to the diploma level should contact the Chair of the Computer Science and Information Technology Department to determine the additional requirements. The curriculum for the Computer Science certificates are in the process of being revised and changes will be implemented over the next several years. The Program of Studies that will be used to determine certificate requirements will be the one in effect the year that you started taking your courses.

Students should contact the Prior Learning Office at (905) 575-1212 ext. 3298 or (519) 759-7200 ext. 3298 to make arrangements to write the exam(s).

Assessment Fee: $96.00

This program will introduce students to: the concepts of microcomputers and several major application areas; microcomputer operating systems and microcomputer hardware; the discipline of Software Engineering; the application of tools and methods to produce and maintain quality software systems; the role of information technology in our personal lives; information systems careers; issues relating to the use and development of information technology. The computer math course will introduce students to: number systems, Boolean algebra, computer arithmetic, algebra and graphing.

For more information please contact Steve Bremer Program Manager at (905) 575-2375 ext. 3408 or (519) 759-7200 ext. 3408 or email bremers@mail.mohawk.on.ca
ENGINEERING TECHNOLOGY

COMPUTER SCIENCE - SOFTWARE ENGINEERING SPECIALIST CERTIFICATE (893)

The objective of this Level 2 program is to provide the student with a background in computer programming, systems analysis and design and an opportunity to develop performance skills tailored to the current needs of industry. Topics may include:

- operating systems concepts (OS/400 and UNIX); multi-tasking operating system environments; the design, development and implementation of interactive software;
- the principle design concerns of Graphical User Interfaces (GUI); data file processing in an object-oriented programming environment;
- event-driven programming logic. Graduates will have been prepared to join systems, programming and/or database groups. They will be knowledgeable in several types of programming languages, systems analysis and design. The graduate will be knowledgeable with the systematic approach to software development.

For further information please contact Steve Bremer, Program Manager at (905)575-2375 ext. 3408 or (519)759-7200 ext.3408 or email bremers@mail.mohawk.on.ca

Admission Requirements

The participant must have completed the Computer Science Level 1 Certificate or have the necessary course prerequisites to work on this certificate.

Program of Studies

To receive the certificate, students must successfully complete the 2 mandatory courses and a minimum of 3 optional courses, then apply in writing to the Continuing Education Engineering Technology Department.

Mandatory Courses:

**CO822 Software Engineering 2** 56 hrs
**CO823 Computer Environment 2** 56 hrs

Optional Courses:

**CO830 Information Systems 2** 56 hrs
**CO835 Object Oriented Systems** 56 hrs
**CO836 3GL Programming - COBOL** 56 hrs
**CO837 AS400 Programming** 56 hrs
**CO846 Functional Programming in C** 70 hrs
**CO856 Object Oriented Programming** 56 hrs
**CO857 Advanced Visual Programming** 56 hrs

SOFTWARE ENGINEERING 2

The student who successfully completes this course will have worked in a team environment to support the Software Engineering process along with the major principles and practices of software specifications, design, validation, management, programming techniques and tools. Prerequisite: CO810, CO812 and CO813.

**CO823** FEE: $288.84
F1 14 TH 6:00-10:00 FF Sep13 703127

COMPUTER ENVIRONMENT 2

The student who successfully completes this course will develop knowledge in Computer operating systems along with the role of operational documentation and automation.

The important aspects of the systems analysts case studies and an overview of the System Development Cycle is given for more detailed reviews which will follow in other courses. A variety of software tools, including CASE software, will be used to produce quality assignment submissions. Prerequisite: CO813.

**CO823** FEE: $286.84
F1 14 TH 6:00-10:00 FF Sep13 703127

3GL PROGRAMMING - COBOL

The student will be taught problem solving techniques used in commercial programming applications. The problems encountered will include; simple report with final totals; single and multi-level control breaks; array manipulation. The student will also be introduced to the syntax of the COBOL-85 programming language which will be used to program and test problem solutions. Prerequisite: CO822.

**CO836** FEE: $288.84
F1 14 WE 6:00-10:00 FF Sep12 703126

FUNCTIONAL PROGRAMMING IN C

This course extends the logic and modular programming concepts developed in preceding programming courses. It is also intended to reinforce modular programming concepts. Students will write programs in the C programming language which will demonstrate the variety of actions possible. Prerequisite: CO822. NO TE: Saturday classes Oct. 13, 20 and Dec. 1, 8, 2001.

**CO846** FEE: $347.50
F1 18 TH 6:00-10:00 FF Sep11 70324
SA 8:00-12:00

INFORMATION SYSTEMS SPECIALIST CERTIFICATE (058)

This Level 2 Certificate is designed to allow the participants to specialize in the development of their information system skills in an IBM AS/400 environment. Students may use the AS400 to develop theoretical and practical techniques required to develop database systems used in a multi-user environment; develop techniques for managing a multi-user environment; apply various utility programs to analyze and enhance the performance of an operating system; develop structured programs using a procedural language available on an AS400; study intercompany activity and the technique used in connecting various networks to the AS400. Graduates will have been prepared for integration into a wide variety of organizations. Using the AS400 as a foundation, graduates will have studied operating systems and database management. Graduates will understand the concepts of implementation and operation of information systems across a variety of platforms.

For further information please contact Steve Bremer, Program Manager at (905) 575-2375 ext. 3408 or (519)759-7200 ext.3408 or email bremers@mail.mohawk.on.ca

Admission Requirements

The participant must have completed the Computer Science Level 1 Certificate or have the necessary course prerequisites to work on this certificate.

Program of Studies

To receive the certificate students must successfully complete the 2 mandatory courses and at least 3 of the optional courses, then apply in writing to the Continuing Education, Engineering Technology Department.

Mandatory Courses:

**CO820 Information Systems 2** 56 hrs
**CO822 Software Engineering 2** 56 hrs

Optional Courses:

**CO830 Database Systems** 56 hrs
**CO831 Systems Management** 56 hrs
**CO837 AS400 Programming** 56 hrs
**CO841 System Connectivity** 56 hrs
**CO842 AS400 Applications 2** 56 hrs

INFORMATION SYSTEMS 2

The student who successfully completes this course will learn operating systems concepts. The focus of this course is on multi-tasking operating system environments and the underlying principles which are part of their design and implementation. Topics include system access and security, system backup and restore, command language and system resource management. This course includes hands-on lab exercises in OS/400 and UNIX. Prerequisite: CO810

**CO820** FEE: $288.84
F1 14 WE 6:00-10:00 FF Sep12 703209

AS400 APPLICATIONS 2

This course focuses on Client Server Application Systems Development on IBM AS/400 mini computers attached to a LAN (Ethernet, TCP/IP) and accessed through PC workstations running SNA Client. Structured programming methodologies will be employed. Applications will be developed primarily using RPG/400 along with associated utility operations and functions. Prerequisite: CO832

**CO842** FEE: $288.84
F1 14 TU 6:00-10:00 FF Sep11 703208

COMPUTER SCIENCE & INFORMATION TECHNOLOGY - OTHER COURSES

For further information please contact Steve Bremer, Program Manager at (905) 575-2375, ext. 3408 or (519)759-7200, ext. 3408 or email bremers@mail.mohawk.on.ca

APPLIED COMPUTER SYSTEMS

This course intends to acquaint the student with the concepts, tools and techniques of systems analysis and design in a business environment. Students will gain an appreciation of the components of a typical business information system as well as some information technology issues. MS Access and data base management software, will be used to work through lab exercises and complete realistic information systems solutions. This is a required course in the Business Accounting Diploma program.

**CO210** FEE: $227.90
F1 12 TH 6:00-10:00 FF Sep13 703143

Register Early ... Avoid Disappointment
ADVANCED TECHNOLOGY CERTIFICATE (900)

This program has been designed for people who want to keep up to date with state-of-the-art information on computer technology. It consists of an evolving series of courses in emerging areas which are innovative and usually in very high demand. Consequently, specific courses do not normally stay in the program of studies for very long. You can enhance your competitive edge with this certificate.

For further information on this program call (905)318-4295 or send a message to Ishwar Singh, Program Manager or email singhi@mail.mohawk.on.ca

Admission Requirements
OSSD and MA170 or equivalent experience of Windows 95/98.

Program of Studies
To receive the certificate, applicants must successfully complete 180 hours of study from the following courses and apply in writing to the Continuing Education Engineering Technology Department.

UNIX SYSTEM V/386
This lecture/laboratory course introduces the functions, features and applications of UNIX Operating System. The topics covered are: work station technology, UNIX basics, installation, UNIX commands, file systems & management, system utilities, shell programming and real-time UNIX. Prerequisite: PEN13 or equivalent.

MACROMEDIA DREAMWEAVER 4
We’ve had a lot of requests for Dreamweaver. Create a web page with links and interactive buttons. Import photos, buttons, logos, and Flash movies. Create hot spots or links on photos for viewers to click on for more information. It can be integrated with Microsoft Office and other e-commerce applications. You can customize web pages using HTML, JavaScript, and XML. Manual included.

MACROMEDIA FLASH 5
Learn to produce animations and interactive buttons for web pages and presentations. Draw pictures using Flash’s vector drawing tools. Mask type and photos. Similar to the multimedia application Macromedia Director, Flash uses a timeline with frames and layers to create movement. Check out www.sterlinged.com to see six samples of Flash. Manual included.

ADOBE ILLUSTRATOR
Master special skills to alter type for display heads and create colourful designs. Mask objects, trap, create custom colours, use special filters, create graphs, illustrations and colour separations.

ADOBE PHOTOSHOP
Learn to scan and retouch photos, create special effects, duotones, composites, feather photos, channels, close crop photos, alter artwork, page layout and shadows. Learn to use CD-ROMs, scanning, file formats, drawing tablets and video captures.

PREPARE TO PRINT
How should you check electronic files to be printed? This hand-on computer course includes Adobe Photoshop, Illustrator, and QuarkXpress. Spot and process colours, trapping, overprint, knockout, saving colour modes, file formats, resolution, reducing file size, separations, GCR, UCR, colour proofs, font usage, picture usage, and printers.

DESKTOP PUBLISHING
Sterling Education Centre is providing computer training in desktop publishing for Mohawk College at 460 Main Street East, Suite 102 (between Victoria and Wentworth) in Hamilton. Students must register and pay Mohawk College, but go to Sterling Education Centre for the class. These are non-credit courses.

For further information please call Sterling Education Centre at (905)385-6363. For registration information please call (905)385-HAWK (4295)

Introduction to Computer Aided Design (CAD)

MICROCOMPUTER AIDED DESIGN CERTIFICATE (890)

Career opportunities in Computer- Aided-Design (CAD) are expanding for graduates of this program. Using AutoCad Release 2000, this program teaches you to create two-dimensional drawings and three-dimensional models, Lisp routines and customized CAD environments. Many graduates assume leadership roles in the introduction of CAD within their place of employment.

For technical information only on this program, call Denise Serafin, Program Manager at (905)318-4295 mailbox 1357. All other inquiries should be directed to (905)757-2203 or (519)759-7200 ext. 2203.

Admission Requirements
Students with no previous computer knowledge or knowledge of Windows 95 should take BW001-Workshop for Windows or CO810-Information Systems 1 prior to taking courses within this program. Knowledge of drafting is strongly recommended.

Program of Studies
To receive the certificate, applicants must successfully complete the 4 mandatory courses, plus 2 optional courses and apply in writing to the Continuing Education Engineering Technology Department.

Mandatory Courses:
CAD6 Advanced Applications 45 hrs

Optional Courses:
CAD13 Microcomputer CAD Programming 1 45 hrs
CAD14 Microcomputer CAD Programming 2 45 hrs
CAD20 CAD Applications 1 - Architectural 45 hrs
CAD25 CAD Applications 2 - Mechanical 45 hrs
CAD27 Mechanical Desktop 45 hrs

Note: 2 Microstation courses are equivalent to 1 Microcomputer Aided Design course.

CHALLENGE EXAMS
Students should contact the Prior Learning Office at (905)575-1212 ext. 3298 or (519)759-7200 ext. 3298 for assessment fee and to make arrangements to write the exams.

INTRODUCTION TO MICROCOMPUTER CAD

In this required course, students are introduced to the Computer Aided Design software known as AutoCAD. Some of the topics covered are entity creation, dimensioning, layers and linetypes and text creation. (STUDENTS REQUIRED TO SUPPLY THEIR OWN MOUSE)

FEE: $242.75

Download the catalogue on the web at cecat.mohawk.on.ca
ENGINEERING TECHNOLOGY

3D MICROCOMPUTER CAD & INTERFACING
In this required course students will produce 3D models in AutoCAD in Architectural/Mechanical/Civil or other disciplines. Both wire frame and solids will be covered. Prerequisite: CAD06 and CAD15. (STUDENTS REQUIRED TO SUPPLY THEIR OWN MOUSE).

MICROCOMPUTER CAD (MENUS & MANAGEMENT)
In this required course students will study advanced AutoCAD topics including the creation of drawing template files, customizing AutoCAD using preferences, external references, grouping, custom linetypes and hatch patterns, blocks and block attributes, automating AutoCAD using script files, and the creation of custom menus and toolbars. Prerequisite: CAD06 and CAD15. (STUDENTS REQUIRED TO SUPPLY THEIR OWN MOUSE)

ADVANCED APPLICATIONS
In this required course students will study advanced AutoCAD topics including isometric drawing techniques, external references, model space applications, advanced dimensioning, implied polar snaps, and internet applications pertaining to AutoCAD. Prerequisite: CAD06 (STUDENTS REQUIRED TO SUPPLY THEIR OWN MOUSE)

MICROSTATION
MicroStation (Release 95 & SE) is a powerful general purpose CAD software program that runs on PC, Mac, Unix, and most other operating systems. MicroStation, from Bentley Systems offers a full complement of software applications for the Architectural, Engineering, Construction (AEC), Mapping/GIS, Civil Engineering, and many other disciplines. Users of MicroStation include the Region of Hamilton-Wentworth, Ontario Hydro, Dofasco, Stelco, area PUCs and many others who use MicroStation as their primary CAD design tool. There is also a demand for “lingual” CAD operators that know both AutoCAD and MicroStation. All courses in this program are very much “hands-on”, but students will benefit from drawing practice outside class times and Lab open-access time is available for this purpose. To reach a reasonable level of competency, students are strongly advised to complete the following courses over the regular fifteen-week semester. Your instructor will provide information on the textbook required for each course.

For more MicroStation information please contact Peter Mann, Program Manager at (905)575-2375 ext. 3134 or (519)759-7200 ext. 3134 or fax (905)575-2441 or email mannmp@mail.mohawk.on.ca

Students will require a 9-pin Microsoft compatible 2 button mouse for all courses with a lab component.

MICROCOMPUTER ENGINEERING HARDWARE CERTIFICATE (899)
Utilize a knowledge of computer hardware to improve your career opportunities by learning to interface microcomputers with equipment. From an engineering environment. Provide leadership in the interfacing of microcomputer equipment with other peripheral devices, often through the assumption of a new position(s) of responsibilities within the manufacturing/engineering field. You will study microcomputer engineering concepts, operating systems, interfacing, communications, and programming which facilitate the development and implementation of engineering oriented microcomputer applications.

For further information on this program call (905)318-4295 mailbox 1669 to leave a message for Ishwar Singh, Program Manager or email singhi@mail.mohawk.on.ca

Admission Requirements
Basic Electricity course. OSSD and MA170 or equivalent experience of Windows 95/98.

Program of Studies
To receive the certificate, applicants must successfully complete 180 hours of study from the following courses and apply in writing to the Continuing Education Engineering Technology Department.

PEN13 Micro. Concepts for Engineering 45 hrs
PEN16 Principles of Micro. Interfacing 45 hrs
PEN17 Principles of Micro. Communication 45 hrs
PEN18 Micro. Hardware, Periph. & Interconnections 45 hrs
PEN19 C Language Programming 45 hrs

Students will require a 9-pin Microsoft compatible 2 button mouse for all courses with a lab component.

MICROCOMPUTER CONCEPTS FOR ENGINEERING
This occupationally-oriented course introduces microcomputer concepts, DOS, data file handling, and programming concepts using an IBM compatible PC and the BASIC Language. Prerequisite: OSSD or equivalent

C LANGUAGE PROGRAMMING
This course provides an introduction to the ‘C’ programming language. Upon completion the student should be able to create and understand programs written in ‘C’ that make use of functions, file input/output, the structured data types, pointers and arrays. Prerequisite: PEN78 or equivalent.
ENGINEERING TECHNOLOGY

MICROCOMPUTER ENGINEERING SOFTWARE CERTIFICATE (898)

Apply state-of-the-art microcomputer software to enhance your career opportunities, personal efficiency, effectiveness, and creativity within your chosen manufacturing or engineering profession. Provide leadership in the introduction of microcomputer technology to an engineering environment by learning new knowledge which will allow you to assume a new position(s) of responsibilities. You will study generic computer concepts, and features and functions of popular microcomputer engineering software for performing engineering computations and processing information.

For further information on this program call (905)318-4295 mailbox 1669 to leave a message for Ishwar Singh, Program Manager or email singhi@mail.mohawkc.on.ca

Admission Requirements

OSSD and MA170 or equivalent experience of Windows 95/98.

Program of Studies

To receive the certificate, applicants must successfully complete 180 hours of study from the following courses and apply in writing to the Continuing Education Engineering Technology Department.

PEN02 Visual Basic 1 for Windows 45 hrs
PEN05 C Language Applications 45 hrs
PEN13 Micro. Concepts for Engineering 45 hrs
PEN19 C Language Programming 45 hrs
PEN77 Web Authoring with JavaScript 45 hrs
PEN78 Programming Principles Using C++ 45 hrs
PEN80 Databases for PCs; The SQL 45 hrs

PEN13 MICROCOMPUTER CONCEPTS FOR ENGINEERING

PEN19 C LANGUAGE PROGRAMMING

Refer to Microcomputer Engineering Hardware Certificate

Students will require a 9-pin Microsoft compatible 2 button mouse for all courses with a lab component.

VISUAL BASIC 1 FOR WINDOWS

This course provides an introduction to VISUAL BASIC programming techniques in Microsoft Windows 95 environment. Topics covered are Visual Basic and Windows user interface, programming language, and applications. Prerequisite: PEN78.

F1 15 WE 6:00-9:00 FF Sep12 702806
PEN02 FEE: $242.75

PROGRAMMING PRINCIPLES USING C++

This course teaches the students the theory and practice of structured programming using C++. Upon completion of the course the student should be able to understand the concepts of: constants and variables and their types; standard input/output (keyboard/screen); operators (arithmetic, logical, assignment); control structures (if, for, while); functions. Prerequisite: PEN13.

F1 15 TH 6:00-9:00 FF Sep13 702803
PEN78 FEE: $242.75

DATABASES FOR PCs: THE SQL

This introductory course provides an understanding of SQL (Structured Query Language) and its implementation in SYBASE/ WATCOM SQL. Participants will construct simple & complex queries, create tables, views & indexes using the relational data base package on PCs. An overview of the SQL servers for multi-user application development will be covered. Prerequisite: PEN13 or equivalent.

F1 15 TU 6:30-9:30 FF Sep11 702801
PEN80 FEE: $242.75

PC NETWORKING LEVEL 1 (065)

The PC Network Certificate - Level 1 (Introductory) is intended to provide the necessary background and introduction to microcomputer networking. This program will be of interest to those who work in an environment that fosters a Local Area Network and wish to understand the concepts of how a network handles data, and shares hardware and software resources. The introductory program familiarizes students with data communications and networking essentials. TCP/IP and networking, Windows NT Workstation and Server operating system for network applications, and the UNIX operating system in a networking environment. For persons who wish to pursue careers as a Network Supervisor, or Network Manager, the program provides the preparatory studies for the Level 2 program. The software resources used in this program are Windows NT Workstation and Server Version 4, Windows 95/98, SCO UNIX, and NetWare 5.

For further information on this program call (905)318-4295 mailbox 1669 to leave a message for Dr. Ishtwar Singh, Program Manager, or email singhi@mail.mohawkc.on.ca

Admission Requirements

OSSD and MA170 or equivalent. Experience with Windows 95/98.

Program of Studies

To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

PEN06 Windows NT Workstation & Server 45 hours
PEN12 Netware Operating System 45 hours
PEN13** Microcomputer Concepts for Engineering 45 hours
PEN18*** Microcomputer Hardware, Periph and Interconnections 45 hours
PEN27 CCNA 1 60 hours
PEN74 UNIX System V/386 45 hours

*refer to Advanced Technology Certificate
** refer to Microcomputer Engineering Hardware Certificate

Students will require a 9-pin Microsoft compatible 2 button mouse for all courses with a lab component.

ADVANCED UNIX/LINUX

This lecture/laboratory course continues where PEN74 left off. The topics covered are: Bourne, Korn and C shell scripts, awk, and sed using SCO UNIX. The Linux operating system will be introduced giving the students an opportunity to compare SCO UNIX to Linux. Some TCP/IP administration commands will be covered. Prerequisite: PEN25.

F1 6 SA 9:00-5:00 FF Nov10 702876
PEN25 FEE: $242.75

WINDOWS NT WORKSTATION & SERVER

This course provides an introduction to the Microsoft Windows NT Workstation and Server operating system concepts for networking applications with more emphasis on server. The topics covered include: overview, LAN configurations and protocols, server hardware, server clients, domains, user accounts and rights, directories and permissions, and printers. Prerequisite: PEN17.

F1 15 TH 6:00-9:00 FF Sep13 702807
PEN06 FEE: $242.75

CCNA 1

The topics covered in this course are: networking & OSI reference model, physical & data link layers, networking devices, LANs & WANs, IP addressing, ARP & RARP, topologies, cabling, four upper layers of OSI model, and introduction to TCP/IP.

F1 15 WE 6:00-10:00 FF Sep12 702817
PEN27 FEE: $305.60

PC NETWORKING - LEVEL 2 (066)

The PC Network Certificate Program - Level 2 (Advanced) builds on the Level 1 program by featuring a series of second level networking application courses and special topics not covered in the previous courses. The software resources used in this program are Windows NT Server, Web Servers, Systems Management Server, Proxy Server, Windows 95/98, SCO UNIX, LINUX and NetWare 5. In addition, the following hardware resources would be used either for demonstration or for hands-on use by the students; print server, switches, bridges, and routers. The CISCO and NORTTEL Internetworking switches and routers would be used in different courses.

For further information on this program call (905)318-4295 mailbox 1669 to leave a message for Dr. Ishtwar Singh, Program Manager, or email singhi@mail.mohawkc.on.ca

Admission Requirements

OSSD and MA170 or equivalent. Experience with Windows 95/98.

Program of Studies

To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

PEN23 TCP/IP and Advanced Networking 45 hours
PEN24 Bridges, Switches and Routers 45 hours
PEN25 Advanced UNIX/LINUX 45 hours
PEN26 Internetworking and Project 45 hours

Students will require a 9-pin Microsoft compatible 2 button mouse for all courses with a lab component.

Browse the catalogue on the web at cecat.mohawkc.on.ca
ENGINEERING TECHNOLOGY

FIRE SERVICES

FIRE SAFETY CERTIFICATE (853)

This program, offered in co-operation with the Canadian Fire Safety Association (CFSAs), is open to anyone interested in fire prevention and safety. It should especially interest individuals involved in building construction, building maintenance, inspectors, fire prevention officers, insurance adjusters, and anyone with responsibility for fire safety in commercial or industrial institutions.

For further information on this program contact Gary Sachs, Program Manager at (905)575-2225 or (519)759-7200 ext. 2225 or email sachsg@mail.mohawk.on.ca

Admission Requirements
There are no specific academic requirements for this program.

Program of Studies
To obtain a certificate in each course, students must attend a minimum of 10 of the 13 sessions and pass the examination administered on the final night of class. To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office. Note: FT100 is a prerequisite for the other courses.

- FT100 Basic Principles of Fire Safety 45 hours
- FT103 Fire Safety 3 - Fire Alarms 39 hours
- FT104 Fire Safety 4 - Water Extinguishing Systems 39 hours
- FT105 Fire Safety 5 - Special Extinguishing Systems 39 hours
- FT106 Fire Safety 6 - Process and Protection 39 hours

BASIC PRINCIPLES OF FIRE SAFETY

This course starts with the basics of fire in terms of chemistry and physics. The behaviour of fire is examined and the methods of extinguishment are also looked at. Fire protection and life safety are examined in all types of structures through the interpretation and use of relevant codes such as the Ontario Building Code and the Ontario Fire Code.

FT100 FEE: $222.75
F1 15 TH 7:00-10:00 FF Sep13 703082

FIRE SAFETY 3-FIRE ALARMS

Participants study basic principles of initiating and indicating devices including circuitry and the application of these principles relating to codes, design and installation. Prerequisite: FT100.

FT103 FEE: $193.05
F1 13 WE 7:00-10:00 FF Sep12 703084

INDUSTRIAL MANAGEMENT, MECHANICAL & MATERIALS ENGINEERING

BACHELOR OF TECHNOLOGY (BTech) IN MANUFACTURING TECHNOLOGY

A joint McMaster University - Mohawk College Program McMaster University and Mohawk College have developed this unique program to offer College graduates the opportunity to earn a Bachelor Degree in Manufacturing Technology. The program is designed for individuals who have completed a diploma in Mechanical Engineering Technology or related disciplines, as well as for those who have a number of years of work experience and wish to upgrade their education for current positions or for changing career paths.

To receive an application package or additional information please contact Mrs. Shirley Verhage, McMaster University, (905)525-9140 ext. 27009 or email verhage@mcmail.cis.mcmaster.ca

Admission Requirements
To enter this program, you should have a minimum of a three-year Mechanical Engineering Technology Diploma, or its equivalent. Applicants may be interviewed by an admissions selection committee, where appropriate. Enrolment is limited.

Program of Studies
To graduate from the program, a total of seventeen courses must be completed. All courses will run in late afternoon or early evening.

- Eng Tech 1M43 - Mathematics (Parts 1 and 2)
- Eng Tech 1M33 - Strength of Materials
- Eng Tech 1P33 - Programming
- Eng Tech 2C33 - System Analysis and Controls
- Eng Tech 2F33 - Finite Element Analysis
- Eng Tech 2M33 - Modeling and Numerical Solutions
- Man Tech 1C33 - Advanced ADD
- Man Tech 1D33 - Industrial Engineering
- Man Tech 1T33 - Thermo Fluids 1
- Man Tech 2M33 - Machine Dynamics
- Man Tech 2T33 - Machining Technology
- Man Tech 1T33 - Thermo Fluids 2
- Man Tech 3F33 - Fabrication Technology
- Man Tech 3M33 - GIM and Flexible Manufacturing
- Man Tech 3F33 - Forming Technology
- Man Tech 3M33 - Mechatronics
- Man Tech 3S33 - Statistical Process and Quality Control

Do you need Grade 12 equivalency?
Upgrade Now! Call the Literacy & Basic Skills Program at (905) 575-2029

CNC PROGRAMMING (INCLUDING CAD/CAM) (070)

This program is designed for individuals with employment experience in machining. Courses in this program develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming. These concepts will be taught using PC based SmartCAM (from SDRC). The basic CNC programming course will also review mathematical topics such as geometry and trigonometry.

For further information on this program contact Bob Gillan, Program Manager at (905)575-2375 ext. 5048 or for Branford courses contact Godfrey Nicholson, Program Manager at (519)759-7200 ext. 6027 or email gillanb@mail.mohawk.on.ca or nicholy@mail.mohawk.on.ca

Admission Requirements
Applicants for the CNC courses must be able to function at a Grade 12 level in Mathematics and have the ability to interpret engineering drawings. Since basic machining parameters are not covered in these courses, it is recommended that applicants also have industrial experience in operating conventional machine tools such as turning or milling machines. (See Machine Tool Operator Certificate for basic skills).

Program of Studies
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

- RE810 CNC Programming - Basic 60 hrs
- RE811 CNC Programming - Intermediate 60 hrs
- RE455 CAD/CAM Mastercam 2D 60 hrs
- RE456 CAD/CAM Mastercam 3D 60 hrs

APPROVED SAFETY FOOTWEAR AND EYEWEAR IS REQUIRED FOR ALL INDUSTRIAL PROGRAMS.

Students will require a 9-pin Microsoft compatible 2 button mouse for all courses with a lab component.

CAD/CAM (MASTERCAM) 2D

This is an introductory level course that utilizes MasterCAM software. Participants will be introduced to MasterCAM null and lathe. The course is designed to provide students with the fundamental knowledge necessary to use MasterCAM efficiently. This course will be delivered in a structured learning environment at a self-paced rate. Knowledge of DOS and Windows helpful. Prerequisite: RE811.

- RE455 FEE: $305.60
F1 15 TU 6:00-10:00 FF Sep11 702638
F2 20 MO/WE 7:00-10:00 SC Sep10 701974

CAD/CAM ADVANCED 3D

This hands on PC based course is designed to enhance your programming abilities to generate 3 Dimensional wireframe models and multi surface tool path generation. This course is designed for those involved in pattern making, mould making, or die sinking, with requirements for 3 dimensional CNC programming. STUDENTS MUST PROVIDE THEIR OWN MOUSE AND 3.5 (2HD) DISK. Prerequisite: RE455.

- RE456 FEE: $305.60
F1 15 SA 8:00-12:00 BF Sep8 702639

Register Early ... Avoid Disappointment
CNC PROGRAMMING - BASIC
The course covers an introduction to CNC programming, including related mathematics, standard code, and machine tool set-up for 2 1/2 axes milling and 2 axes turning. Students must currently or recently employed in the metal working trades, and focus on die design principles, processes and methods.

For further information on this program contact Henry Brink, Program Manager at (905) 664-0255 or email brinkh@mail.mohawk.on.ca

Admission Requirements
Applicants require Grade 12 and several years experience as tool makers, machinists, die makers, tool designers, or mechanical designers working in the special machinery field. They should also have completed a minimum of an Introduction to CAD program.

Program of Studies
The courses are to be taken in sequence. To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

RE253 Introduction to Die Design 30 hrs
RE254 Piercing and Progressive Dies 30 hrs
RE255 Deep Drawing Dies 30 hrs
RE256 CAM Operated Dies 30 hrs
RE257 Deep Draw Dies 30 hrs
RE258 Blank, Draw and Trim Dies 30 hrs

INTRODUCTION TO DIE DESIGN
This is an introductory course to Die Design covering Press and Die terminology, Pressure Safety, Die Design Hazards, Selection of Die Steels and Calculating Piercing, Blank and Stripping Tonnage. Prerequisite Grade 12 or permission of Department.

RE253 FEE: $168.50
F1 10 WE 7:00-10:00 SC Sep 12 702385

PIERCING AND PROGRESSIVE DIES
This course continues the study begun in the introductory course (RE253) with emphasis on Progressive Strip Layout, Nesting of Parts, Shear and its Effects, Progressive Cut-off dies, and Cost Estimating. Prerequisite: RE253.

RE254 FEE: $168.50
F1 10 WE 7:00-10:00 SC Sep 19 702390

BENDING DIES
This course focuses on Design Considerations for Bending Dies. Topics include Metal Flow, Bending Moments, Bending Allowances, Gauging for Bending Dies and Brake Dies. Prerequisite: RE254.

RE255 FEE: $168.50
F1 10 WE 7:00-10:00 SC Sep 19 702392

CAM OPERATED DIES
This course covers the design aspects of Cam Operated Dies. Topics covered include Types of Cam Action Dies, Forces Involved, Cam Piercing Action and the Action on Cam Dies. Prerequisite: RE255.

RE256 FEE: $168.50
F1 10 WE 7:00-10:00 SC Sep 19 702393

DEEP DRAW DIES
Students will consider the design aspects of Deep Draw Dies. Topics include Metal Flow, Types of Drawing Dies, Stripping Action of Draw Dies, Drawing of Metal and Redrawing Steps. Prerequisite: RE256.

RE257 FEE: $168.50
F1 10 WE 7:00-10:00 SC Sep 19 702394

BLANK, DRAW & TRIM DIES
This course covers design considerations for Blank, Draw and Trim Dies. Topics covered include Deep Draw Steels, Deep Draw Problems and Solutions, Blank and Draw Dies, Calculation of Blank Development and Graphic Method of Blank Development. Prerequisite: RE257.

RE258 FEE: $168.50
F1 10 WE 7:00-10:00 SC Sep 19 702395

FLUID POWER CERTIFICATE (847)
This program is intended for individuals employed in fluid power related occupations who must work with systems from a practical standpoint, but who have little or no formal training in fluid power. The program emphasizes practical “hands-on” applications.

Program of Studies
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

MF100 Basic Hydraulics 39 hrs
MF101 Hydraulic Component Troubleshooting and Rebuild 39 hrs
MF102 Hydraulic System Troubleshooting 39 hrs
MF103 Basic Pneumatics and Troubleshooting 39 hrs
MF104 Electrical/Electronic Applications for Fluid Power 52 hrs
MF105 Pneumatic System Troubleshooting 39 hrs

BASICS OF HYDRAULICS
This course will be involved with the physical aspects of Fluid Power Systems. An emphasis on the practical requirements of Hydraulics will be covered in detail to give students a “hands on”, thorough grounding in Basic Hydraulics.

MF100 FEE: $193.05
F1 12 TH 6:00-9:15 SC Sep 13 702392

BASIC PNEUMATICS & TROUBLESHOOTING
This course covers the use and distribution of compressed air, pneumatic symbols and schematics, construction, function and application of pneumatic components and basic control and troubleshooting applications for pneumatic circuits. Prerequisite: MF100.

MF103 FEE: $193.05
F1 12 Tu 6:00-9:15 SC Sep 11 702303

INDUSTRIAL ENGINEERING TECHNICIAN DIPLOMA
Please note that graduates of the Industrial Engineering Level I and Level II, and the Quality Assurance Level I Certificate programs will have completed several of the courses necessary to graduate from the Industrial Engineering Technician Diploma program. Those who have completed these three programs and are interested in proceeding to the diploma level should contact the Chair of the Industrial Engineering and Mechanical Engineering Technology Department to determine the additional requirements.

INDUSTRIAL ENGINEERING CERTIFICATE - LEVEL 1
This program is specially designed for individuals working in Industrial Engineering who wish to obtain a Certificate in the field. Typically individuals employed in first level Industrial Engineering positions conduct time-and-motion studies to evaluate and suggest changes to reduce physical effort and increase safety; they draw plans of efficient plant layout to scale; they assist in developing quality control testing for finished products and components; they also make recommendations involving time-study and participate in various manufacturing problem solving applications. For further information on this program contact Reuben Hauser, Program Manager at (905) 575-2375 ext. 3096 or (519) 759-7200 ext. 3096 or email hauserr@mail.mohawk.on.ca

Admission Requirements
Applicants require a minimum of grade 12 or have equivalent qualifications.

Program of Studies
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

IM132 Work Measurement 56 hrs
IM153 Manufacturing Management 56 hrs
IM252 Problem Solving 56 hrs
IM322 Work Measurement 2 56 hrs
IM337 Management of Human Resources 56 hrs
IM355 Plant Layout and Materials Handling 56 hrs

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ENGINEERING TECHNOLOGY

WORK MEASUREMENT 1

This course introduces the student to the general field of work study, and to factors affecting productivity. The student then receives a comprehensive training in the use of stopwatch time study, including performance rating and determination of allowances. Various efficiency plans are compared, and techniques of line balancing are applied. NOTE: Some Saturday sessions may be required.

IM132  FEE: $268.84  ☎
F1  14 TU 6:00-10:00 FF Sep11  702323

PROBLEM SOLVING

The intention of this course is to train the student in the application of systematic problem solving methods. Both analytical and creative problem solving techniques are presented. NOTE: Some Saturday sessions may be required.

IM252  FEE: $268.84  ☎
F1  14 TH 6:00-10:00 FF Sep13  702312

INDUSTRIAL ENGINEERING CERTIFICATE - LEVEL 2 (081)

This program offers advanced study for engineering professionals. The unique program design combines a solid core foundation in production scheduling, inventory control, production costs and methods analysis with the opportunity to specialize in areas of particular interest. Currently, specialized program options includes production simulation, maintenance, MRP, and computer applications to quality assurance. Additional courses will be added as program options to keep pace with the development of new technologies.

For further information on this program contact Reuben Hauser, Program Manager at (905)575-2375 ext. 3096 or (519)759-7200 ext. 3096 or email hauserr@mail.mohawk.on.ca

Admission Requirements

Applicants should have completed the Industrial Engineering Certificate - Level 1, or its equivalent or have secured permission to enroll from the Program Manager.

Program of Studies

To receive the Level 2 certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

Required Courses

IM323 Production Cost Analysis  42 hrs
IM334 Methods Analysis  56 hrs
IM450 Production Control  56 hrs

Optional Courses

IM330 Computerized MRP  45 hrs
IM357 Operations Management  56 hrs
IM611 Project Management  42 hrs
IM660 Production Simulation  42 hrs
IM700 Computer Applications in Quality Assurance  56 hrs
IM715 Maint/Enhanc.Ind.Prod - Prevent. Main.  45 hrs

XXXX Optional Course - TBA

FLUID POWER FUNDAMENTALS

This course will be involved with the physical aspects of Fluid Power Systems. An emphasis on the practical requirements of fluid power will be covered in detail to give students a thorough grounding in both hydraulics and pneumatics.

LUB05  FEE: $222.75  ☎
F1  13 WE 6:00-9:30 SC Sep12  702214

INDUSTRIAL MECHANIC (MILLWRIGHT) CERTIFICATE (061)

Construction Millwrights and Industrial Mechanics install, maintain and repair stationary industrial machinery and mechanical equipment. Therefore, their duties involve the operation of hoisting and lifting devices, troubleshoot machinery and equipment, and adjustments or replacing defective parts. They are also required to operate machine tools to fabricate parts, and lubricate and perform routine maintenance on machinery. Construction Millwrights are employed by millwrighting contractors; Industrial Mechanics are generally employed in manufacturing plants, utilities, and other industrial establishments. NOTE: Many courses in the program are credits in existing Continuing Education programs. As a result, it is anticipated that a number of applicants will be eligible for advanced standing in this new program. This program may be considered equivalent to the in-school requirements of the Industrial Mechanic (Millwright) Apprenticeship Program by the Apprenticeship branch. Each candidate will be evaluated by the Apprenticeship branch on a case-by-case basis.

For further information on this program call (905)318-4295 or (519)759-7200 ext. 3096 or email hauserr@mail.mohawk.on.ca

Admission Requirements

A minimum of grade 12 is the required educational level for an Industrial Mechanic. Work experience in some aspects of the trade is an asset for any applicant.

Program of Studies

To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

FUNDAMENTALS OF LUBRICATION/SYSTEMS

This course introduces the student to the principles of tribology/lubrication and different types of systems as applied to industrial machinery. The basics of lubrication's classification, application and environmental considerations will be covered. In addition, the basic theory of lubrication system design along with components and installation layout will be presented. System operation and troubleshooting will also be covered.

LUB00  FEE: $222.75  ☎
F1  13 TU 6:00-9:30 SC Sep11  702217

SEE INDIVIDUAL PROGRAM LISTINGS FOR COURSES OFFERED IN THESE PROGRAMS.

Find your room before you come on campus!
Rooms are listed each day on our web site at cecat.mohawk.on.ca

Register Early ... Avoid Disappointment
ELECTRICAL FUNDAMENTALS CERTIFICATE (063)

Program is designed to provide a thorough grounding in electrical fundamentals as required in a variety of maintenance occupations.

For further information on this program contact John Anger, Program Manager at (905)575-2375 ext. 2232 or (519)759-7200 ext. 2232 or email angerj@mail.mohawkc.on.ca

Admission Requirements
Applicants require Grade 10 with mathematics and physics, or equivalent.

Program of Studies
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

HV107 Electricity 1 (2 credit hours) 72 hrs
HV200 Electricity 2 (4 credit hours) 72 hrs
MA002 Preparatory Mathematics (Technology) 72 hrs

MA002 - Preparatory Mathematics (Technology)
Refer to Mathematics section
HV107 Electricity 1 & HV200 Electricity 2
Refer to HRAC Certificate

MAINTENANCE MECHANIC FUNDAMENTALS CERTIFICATE (062)

Program is intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.

For further information on this program call (905)318-4295 mailbox 1458 to leave a message for Dale Linton, Program Manager.

Admission Requirements
Applicants require grade 12 or equivalent with mathematics, physics and chemistry. A good mechanical aptitude is also recommended.

Program of Studies
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

RE041 Pumps (Industrial) 39 hrs
RE042 Pipelining for Industrial Mechanics 39 hrs
RE043 Power Transmission 39 hrs
RE044 Material Handling, Preventive and Predictive Maintenance 42 hrs
LUB00 Fundamentals of Lubrication/Systems 45 hrs

LUB00 - FUNDAMENTALS OF LUBRICATION/SYSTEMS
Refer to Industrial Lubrication Certificate

PUMPS (INDUSTRIAL)
This course combines theory and practice to cover operating fundamentals for centrifugal, positive displacement, and rotary pumps and compressors. Specific topics include operating principles and applications of both pumps and compressors. Maintenance techniques are covered in laboratory sessions.

RE041 FEE: $193.05
F1 12 MO 6:00-9:15 SC Sep10 702219

RIGGING AND HOISTING
Students will be introduced to the basic principles of rigging and hoisting. The course topics include, suspended loads, hazards of selection of lifting media, determining load weights, finding centre of gravity, and reading sling and chain charts.

RE043 FEE: $193.05
F1 12 TH 6:00-9:15 SC Sep13 702224

MECHANICAL DRAFTING/CAD CERTIFICATE (013)

This program is intended for individuals employed or seeking employment as a Cad Draftsperson in a variety of industrial settings or consulting engineering offices. The focus of this program will be on the production of precise Mechanical drawings using AutoCAD. Applicants require an introductory course in AutoCAD before entering the program. As students will be expected to produce a number of sketches and drawings, it is expected that three hours of out of class work will be required each week.

For further information on this program contact Henry Brink, Program Manager at (905)664-0255 or email brinkh@mail.mohawkc.on.ca

Browse the catalogue on the web at cecat.mohawkc.on.ca
Admission Requirements
It is recommended that applicants have a general level Grade 12 High School Diploma which includes senior level math and science. In addition, an introductory course in AutoCAD (see CAD06 - Microcomputer Aided Design Certificate Program) or equivalent is required.

Program of Studies
To receive the certificate, students must successfully complete the 5 required courses and 1 optional course and apply in writing to the Continuing Education Engineering Technology Office.

Required Courses:
- DR050 Mechanical 1 36 hrs
- DR051 Mechanical 2 36 hrs
- DR052 Common Drive Components 36 hrs
- DR053 Mechanical Assembly 36 hrs
- DR054 Weldments and Structural 36 hrs

Optional Courses:
- DR055 Project in Mechanical Design 36 hrs
- RE253 Introduction to Die Design 30 hrs
- CAD27 Mechanical Desktop 45 hrs

MECHANICAL 1
In this course the student will sketch and produce drawings of geometric constructions and castings, utilizing orthographic projection, sectional and auxiliary views, dimensions, threads and thread symbols.

MECHANICAL 2
The student should acquire the skill to sketch and draw mechanical components, fully dimensioned and tolerated including geometric tolerancing. Prerequisite: DR050.

COMMON DRIVE COMPONENTS
This course deals with sketching, producing calculations and drawing common drive components such as gears, cams, pulleys, couplings, etc. Prerequisite: DR051.

MECHANICAL ASSEMBLY
The student will sketch and produce mechanical assembly and detail drawings complete with parts list. These drawings are to be plotted. Prerequisite: DR052.

WELDMENTS AND STRUCTURAL
This course will teach the fundamentals of producing welding drawings utilizing standard plate, structural shapes and welding symbols. You will also draw a simple structural steel erection drawing and several details. Prerequisite: DR053.

PROJECT IN MECHANICAL DESIGN
You will design a project utilizing previously acquired skills involving selection of components from industrial catalogues and calculations resulting in a full set of mechanical assembly and detail drawings. The final drawing will be plotted and ready for production. Prerequisite: DR054.

MECHANICAL TECHNIQUES - METAL CASTING CERTIFICATE (121)
There is virtually nothing that turns, rolls, or flies without the benefit of cast metal products so the metal casting industry plays a key role in all the major sectors of the economy. There are castings in cars, trucks, locomotives, aircraft, factories, offices, schools, and homes. Mohawk College and the Canadian Foundry Association (CFA) have designed this Certificate for those who are currently employed in the foundry, metal casting, and related industries to upgrade their skills, providing both theoretical and practical knowledge. It will also provide an opportunity for people employed in other fields to explore metal casting.

For further information on this program visit the CFA’s web page at home.istar.ca/~metassin/mohawkintro.htm or contact Adrian Tumber, Program Manager at (905)304-7316 or email tumber@primus.ca

Program of Studies
MA002 Preparatory Mathematics (Technology) 72 hrs
MTB70 Introduction to Metal Casting 42 hrs
MTB71 Introduction to Metallurgy 70 hrs
MTB72 Sand and Molding Technology 84 hrs
MTB73 Melting and Heat Treating of Castings 70 hrs
QC101 Quality Concepts, Techniques, and Motivation 39 hrs

INTRODUCTION TO METAL CASTING
This course is an introduction to the major concepts associated with metal casting. Upon successful completion of this course, students will have a basic understanding of foundry practices and processes, terminology, and may be required to complete the various materials on suitability for use in a product or a given application.

MTB70 FEE: $207.90
F1 12 WE 6:30-9:30 FF Sep12 703326

METALLURGY CERTIFICATE (852)
Commencing Fall 1994 the Ferrous Metallurgy program has been revised to include Non Ferrous Metallurgy. A participant in the former program should contact the Continuing Education Technology Office for information on courses he/she requires to complete the Ferrous Metallurgy program. This program is designed for individuals currently employed in the iron/steel-making industries, foundries, welding-fabricating industries, metal-turning, boiler-making and other trades who wish to enhance their knowledge of ferrous metallurgical and processes.

For further information on this program contact Reuben Hauser, Program Manager at (905)575-2375 ext. 3096 or (519)759-7200 ext. 3096 or email hauser@re.mohawk.on.ca

Program of Studies
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

MTB18 Welding Metallurgy 39 hrs
MTB19 Forming Practice (Finishing) 48 hrs
MTB46 Production of Metals 1 48 hrs
MTB47 Materials Properties 1 42 hrs
MTB56 Foundry Processes 48 hrs
MTB57 Materials Properties 2 42 hrs
MTB67 Production of Metals 2 48 hrs

FORMING PRACTICE (FINISHING)
In this credit course students should gain a basic understanding of manufacturing processes from an ingot to a final product in the shape structural parts, tubes, wires, rod, etc. Also included are principles of corrosion and corrosion protection such as coating, plating, galvanizing, etc.

MTB19 FEE: $235.32
F1 12 MO 6:00-10:00 FF Sep10 702326

MATERIALS PROPERTIES 1
The student will be able to relate the structures which characterize the three families of materials; metals, polymers and ceramics to the physical properties of these materials. The student will develop an understanding of the physical properties of materials and be better able to select from the various materials on suitability for use in a product or a given application.

MTB47 FEE: $207.90
F1 12 WE 6:30-9:30 FF Sep12 702328
QUALITY ASSURANCE CERTIFICATE - LEVEL 1 (859)

Offered in co-operation with the Hamilton Chapter of the American Society for Quality Control, this program is designed for individuals currently employed in the Quality Field in business and industry as inspectors, supervisors, or middle management. C.Q.T. & A.S.Q.C. Graduates should have the required Quality-related experience to write the Certified Quality Technician (C.Q.T.) Examination given by the American Society for Quality Control. Applicants must pass the C.Q.T examination to be registered with the A.S.Q.C. as a Certified Quality Technician.

For further information on this program contact Reuben Hauser, Program Manager at (905)575-2375 ext. 3096 or email hauserr@mail.mohawk.on.ca.

FEE: $481.15

QUALITY ASSURANCE CERTIFICATE - LEVEL 2 (859)

This advanced program, offered in cooperation with the Hamilton Chapter of the American Society for Quality Control, is designed for individuals who have responsibility for the development and operation of quality control systems, the administration of quality information systems and the supervision of quality control personnel. R.E.E.Q.E.E & A.S.Q.C graduates with the required quality-related experience can write the Reliability Engineer Examination and/or the Quality Engineer Examination given by the American Society for Quality Control. Passing these examinations entitles applicants to registration with the A.S.Q.C. as a Certified Reliability Engineer or Certified Quality Engineer.

For further information on this program contact Reuben Hauser, Program Manager at (905)575-2375 ext. 3096 or email hauserr@mail.mohawk.on.ca.

Admission Requirements

Applicants should have successfully completed the Quality Assurance Certificate - Level 1 (or its equivalent).

Program of Studies

To receive the Level 2 certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

applicant should have successfully completed the following courses and apply in writing to the Continuing Education Engineering Technology Office.

QC101 Quality Concepts, Techniques and Motivation 39 hrs
QC102 Statistical Process Control 1 39 hrs
QC103 Statistical Process Control 2 39 hrs
QC104 Availability, Reliability/Maintainability 42 hrs
QC105 Principles of Metrology 39 hrs
QC106 Inspection and Testing 42 hrs

QUALITY CONCEPTS, TECHNIQUES & MOTIVATION

Using a Total Quality Management (TQM) framework, students will be exposed to the basic principles and methods associated with TQM and how these principles can be applied across a spectrum of both manufacturing and service organizations. The relationship between TQM and various theories and models studied in management is illustrated and industry best practices are covered. Students will complete a course project.

QC101 FEE: $193.05
F1 11 WE 6:30-10:00 FF Sep12 702336

STATISTICAL PROCESS CONTROL 1

The course provides a comprehensive practical understanding of the statistical methods and their application as required in the industrial environment of the Quality Practitioner including Presentation and Description of Data, Principles of Probability, Sampling Distribution, Statistical Inference, and Objectives of Statistical Quality Control. NOTE: Some Saturdays may be required.

QC102 FEE: $193.05
F1 11 TU 6:00-9:30 FF Sep11 702338

STATISTICAL PROCESS CONTROL 2

Students continue the study of fundamental concepts of Probability and Statistical Quality Control and conclude the fundamental requirements in statistical methods. Topics include Control Charts and Acceptance Sampling. Note: Text - Quality Control 6th Edition Besterfield (Cost Extra). NOTE: Some Saturdays may be required. Prerequisite: QC102

QC103 FEE: $193.05
F1 11 MO 6:30-9:30 FF Sep13 702340

AVAILABILITY, RELIABILITY & MAINTAINABILITY

This course provides the fundamentals of reliability, terminology, failure-mode analysis, design reviews, methodology for determining design reliability, optimization and trade-offs. Availability, maintainability and life cycle costs are also covered. Prerequisite: QC102 or equivalent.

QC104 FEE: $207.90
F1 11 MO 6:30-10:00 FF Sep10 702344

PRINCIPLES OF METROLOGY

This course covers metrology from the viewpoint and application of the Quality Practitioner with emphasis on understanding basic principles of metrology. Topics include Historical Background Standards and Traceability, Metrology Control Systems and Requirements, and Measurement Techniques. Note: Metrology Workbook is required at extra cost.

QC105 FEE: $193.05
F1 11 MO 6:30-10:00 FF Sep10 702346

INSPECTION & TESTING

The course covers inspection and testing as they apply to the Quality practitioner with emphasis on understanding the basic principles of inspection and testing. Topics include the Purpose of Inspection and Testing, Inspection and Test Plan, Reference Standards, Methods of Measurement, Sampling vs 100%, Documentation and Data Processing Implications plus NDE. Prerequisite: QC105 or equivalent.

QC106 FEE: $207.90
F1 12 TU 6:30-10:00 FF Sep11 702347

PHYSICAL SCIENCES

ENGINEERING TECHNOLOGY
ENGINEERING TECHNOLOGY

TEXTILE TECHNOLOGY

The Ontario Textile Technology Committee (OTECT), will provide, on a part-time basis, training in Textile Technology to persons employed in or connected with the apparel and related industries. This introductory course will consist of ten 3-hour classes covering fibre properties, spinning (2 classes), weaving, knitting, dyeing (2 classes), finishing and testing. In addition, one class will be taught by experts on non-wovens, carpets and yarn texturing. Teachers are drawn from industry and from the Mohawk staff. The classes are scheduled for Friday afternoons, 2:00 to 5:00 pm, at the Fennell Campus in Hamilton, Ontario.

To register or for further information on this program contact Mr. Alan Athey, OTEC Coordinator, at 2167 Jenner Court, Mississauga, Ontario, L5K 1N3. Telephone and fax: (905)822-0645.

LEGISLATIVE COMPLIANCE COURSES/TESTING

AIR BRAKE TRAINING

AIR BRAKE TRAINING

Effective Fall 2001, the Ministry of Transportation of Ontario requires all drivers of air brake equipped vehicles to have the 'Z' Air Brake Endorsement on their licence. Course recommended to all drivers of Truck and/or recreational vehicles. Mohawk College is authorized to conduct Air Brake courses which will be recognized by the Ministry of Transportation in lieu of any required tests. For more information, call (905) 875-2287. Minimum requirement: A full class "G" licence.

SAM70 FEE: $124.12
F1 2 SA/SU 8:30-3:00 FF Sep22 702037
F2 2 SA/SU 8:30-3:00 FF Oct20 702038
F3 2 SA/SU 8:30-3:00 FF Nov17 702039
F4 2 SA/SU 8:30-3:00 FF Dec8 702040

CFC/HCF/HFC CONTROL IN THE REFRIGERATION & AIR CONDITIONING INDUSTRY

Individuals who handle refrigerants must attend a training course and successfully complete the examination on conclusion of the course, under regulations of the Province of Ontario, as part of the Ozone Depleting Substances Awareness Program. This training course has been developed by the Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI), based on Environment Canada’s ‘Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems’. Training provided in the course deals with the environmentally correct equipment design and handling procedures for CFC/HCF/HFC refrigerants. The content will enable individuals responsible for residential, commercial, domestic and mobile applications to comply with new regulations being developed to cover refrigerant products. Topics include CFCs and the Ozone layer; isolation valving; recommended components; leak detection methods, etc. Prerequisite: RE050 and RE051.

FUEL TECHNICIAN CERTIFICATION

Gas Technician and Oil Burner Technician courses are accredited by the Technical Standards and Safety Authority, and are designed to train participants for certification in Ontario. The curriculum is in a modular format with approximately equal time devoted to theory and practical instruction. Successful completion for certification requires at least 80% attendance and a grade of 75% or greater in both the theory and practical portion of each module. An Examination Fee of $110.00 will be charged for TSSA Certification.

GAS TECHNICIAN

Modules 1 – 9 must be successfully completed to be awarded a certificate as Gas Technician 3 (GT-3). The GT-3 certificate is a mandatory prerequisite to taking GT-2 courses. Successful completion of modules 10 - 24 qualifies the participant as a certified Gas Technician 2 (GT-2). The GT-2 modules will be covered in four parts. Each part is a 120 hour course and all 4 parts must be taken. Modules 26 - 31 must be successfully completed to obtain the GT-1, GT-2 is a prerequisite.

OIL BURNER TECHNICIAN

Modules 1 – 13 must be successfully completed to become certified as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a mandatory prerequisite to taking OBT-2 courses. The OBT-2 training is presently being delivered in three parts. Note: The Oil Burner Technician curriculum is currently under review.

GAS TECHNICIAN 2 - PART 1

This course is part 1 of a 4 part course curriculum designed to train participants for certification as a Gas Technician 2 (GT-2) in Ontario. Some of the topics covered are 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.

RE050 FEE: $537.00
F1 30 TU/TH 6:00-10:00 SC Sep11 702445
F2 30 TU/TH 6:00-10:00 BF Sep11 702447

GAS TECHNICIAN 2 - PART 2

This course is part 2 of a 4 part course curriculum designed to train participants for certification as a Gas Technician 2 (GT-2) in Ontario. Some of the topics covered are natural/propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: 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.

RE051 FEE: $537.00
F1 30 MO/WE 6:00-10:00 SC Sep5 702451

GAS TECHNICIAN 2 - PART 3

This course is part 3 of a 4 part course curriculum designed to train participants for certification as a Gas Technician 2 (GT-2) in Ontario. Some of the topics covered are air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: RE050 and RE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

RE052 FEE: $537.00
F1 30 TU/TH 6:00-10:00 SC Sep11 702453
F2 30 TU/TH 6:00-10:00 BF Sep11 702460
GAS TECHNICIAN 3
This is a required course for individuals wishing to obtain Gas Technician 3 certificate (GT-3). The first 9 modules of required training for a Gas Technician 3 are covered, plus other topics covered include: Properties and characteristics of propane and natural gas; utilization codes, acts and regulations; introduction to electricity; piping and delivery systems and an introduction to gas appliances. An additional examination fee of $110.00 will be charged for TSSA certification.

FEE: $637.56
RE244 C 36 TU/TH/3:00-10:00 SC Sep11 702321
RE245 C 36 MO/WE 6:00-10:00 SC Sep10 702469
RE246 C 36 MO/WE 6:00-10:00 BF Sep10 702866

HEATING, REFRIGERATION, AIR-CONDITIONING (HRAC) CERTIFICATE (855)
This program is intended primarily for individuals already employed in the H.R.A.C. industry. However, individuals interested in entering the occupation can enroll in the program, but no practical, on-the-job experience is provided.
For further information on this program contact Charles Honey, Program Manager, at (905)664-0272 or email honeye@mil.mohawkc.on.ca

Admission Requirements
Applicants require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and a high mechanical aptitude.

Program of Studies
Upon successful completion of the program, students will receive a Mohawk College Certificate. In addition, upon successful completion of a T.S.S.A. Exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority. To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

HV107 Electricity 1 72 hrs
HV112 Sheet Metal for HRAC 105 hrs
HV200 Electricity 2 72 hrs
RE243 Oil Burner Technician 3 120 hrs
RE244 Gas Technician 3 144 hrs
RE905 Air-Conditioning for HRAC 60 hrs
T7011 Heat Loss, Heat Gain, Duct Design 45 hrs

NOTE: Changes in Fuel certification categories and classifications took effect as of September 1, 1996.

RE244 - GAS TECHNICIAN 3RE243 - OIL BURNER TECHNICIAN 3
Refer to Fuel Technician Certification

ELECTRICITY 1 - RESIDENTIAL
This is a hands-on practical course where a prior knowledge of electricity is not required. The course begins with basic theory, and progresses to wiring diagrams, controls, electric motors, and trouble-shooting. Extensive use is made of electric test meters. The entire course is directed toward heating and air conditioning equipment in the residential market; however, the knowledge gained can be used in any electrical application. Note: Textbooks & handouts are extra.

FEE: $335.88
RE107 C 24 MO/WE 6:30-9:30 SC Sep10 702280

AIR CONDITIONING FOR HRAC
This course provides theoretical training for individuals employed or seeking employment in the air conditioning industry. Topics covered will include the basic mechanical air conditioning cycle, individual system components and accessories, refrigerant piping, control systems, troubleshooting, installation practices and service procedures.

FEE: $285.60
RE905 F 20 TU/TH/30-9:30 SC Sep11 702475

TRANSPORTATION OF DANGEROUS GOODS
TRANSPORTATION OF DANGEROUS GOODS SEMINAR
This course includes the classification, packaging, safety marks, documentation and special precaution for the transportation of dangerous goods. The course should be taken by those involved in handling, receiving, shipping or transportation of dangerous goods. Upon successful completion of this course a Certificate of Acknowledgement will be given. For further information, please call Gary Sachs, Program Manager, at (905)575-2225.

OH505 FEE: $99.45
F 1 SA 8:00-5:00 FF Oct27 703107

WHIMS
Canada’s right-to-know legislation, the Workplace Hazardous Materials Information System (WHIMS), has been in effect since 1988. Compliance with WHIMS is mandatory for all employers. The training must also be updated on an annual basis. Employers are also required to ensure that their employees have received performance-oriented training that is tailored to address the hazards in their workplace. The minimum requirement is usually the modularized program offered by Mohawk College and produced by the Occupational Health and Safety Education Authority of the Workers’ Compensation Board of Ontario in co-operation with Employers’ Safety Associations and the Workers’ Health and Safety Centre.
For further information on this program contact Gary Sachs, Program Manager, at (905)575-2225 or (519)759-7200 ext. 2225 or email sachsp@mail.mohawkc.on.ca

WHIMS 1
This session will consist of legislation, information delivery, basic occupational health, and control and emergency procedures. Upon successful completion of this course a WHIMS card will be issued.

FEE: $88.40
OH501 F 1 SA 9:00-5:00 FF Oct13 703102

Looking for a new career direction?
Call Return to Work Services at (905)575-2024
MATHEMATICS - LECTURE COURSES

BUSINESS MATHEMATICS
A continuation of Business Mathematics MA101, this course concentrates on simple and compound interest, annuities, perpetuities, amortization mortgage loans and bonds. PREREQUISITE: MA101 or equivalent.

MA201 FEE: $268.84
F1 19 MO/TH 6:30-9:30 FF Sep10 702137

MATHEMATICS
This course covers the following: determinants and matrices, systems of linear equations, linear programming, exponential and logarithmic functions, and empirical equations. PREREQUISITE: MA170 or equivalent.

MA270 FEE: $268.84
F1 19 MO/TH 6:30-9:30 FF Sep10 702165

BUSINESS STATISTICS 1
This course covers preparing and describing statistical data, probability, discrete and continuous probability distributions, sampling and sampling distributions. Students will also learn the use of a computer software package “Minitab”. PREREQUISITE: First Semester College Math.

MA311 FEE: $268.84
F1 19 MO/TH 6:00-9:00 FF Sep10 703249

MATHEMATICS OF FINANCE
Topics include: simple and compound interest, simple and general annuities, applications of annuities, amortization, and capital budgeting. PREREQUISITE: MS165 or equivalent.

MA381 FEE: $207.90
F1 14 WE 6:30-9:30 FF Sep12 702176

MATHEMATICS
This course covers empirical equations, conics, algebraic differentiation with applications, differentiation of Transcendental functions and basic integration. PREREQUISITE: MS265 or equivalent.

MA383 FEE: $207.90
F1 14 TU/TH6:30-9:30 FF Sep11 702190

BUSINESS STATISTICS 2
This course, a continuation of MA311, covers estimating population parameters, hypothesis testing, statistical inferences from two samples, chi-square analysis, linear regression and multiple regression analysis. PREREQUISITE: MA311 or equivalent. A Saturday class will be required for students who have no mini-tab experience.

MA411 FEE: $268.84
F1 19 MO 7:00-10:30 FF Sep10 702195

STATISTICS
This course covers: confidence limits, hypothesis testing, analysis of variance, regression and correlation, analysis of variance. The statistical package Minitab is used. PREREQUISITE: MA474 or equivalent.

MS574 FEE: $207.90
F1 14 MO 6:30-9:30 FF Sep10 702759

DESIGN OF EXPERIMENTS
This course covers the design of experiments methodology, analysis of variance, multiple regression, factorial experiments, two-level factorial and fractional factorial designs, response surface designs, EVOP and Taguchi designs. Minitab and Design Expert software will be used. In the revised Body of Knowledge for the CQE exam the quantitative methods component, which includes DOE, makes up one third of the 160 questions on the exam.

MS600 FEE: $268.84
F1 14 TU 6:00-10:00 FF Sep11 702211

MATHEMATICS - INDIVIDUALIZED COURSES
All preparatory courses and most first and second semester Mathematics courses for all Technician and Technology Programs are available to students on an individualized, self-paced basis. Price varies according to course length.

For registration information call (905)385-HAWK (4295).

MA001 - PREPARATORY APPRENTICESHIP (48 hrs)
Topics include operations with numbers, percents, unit conversion, Geometry and mensuration. You should complete the course within 4 months. PREREQUISITE: Grade 10 Math.

MA002 - PREPARATORY TECHNOLOGY (72 hrs)
These courses will prepare you for College mathematics beyond Grade 12. Topics include operations with numbers, basic and intermediate algebra, equations, percents, and graphing. MA002 students also do unit conversion, geometry and mensuration, and trigonometry. You should complete MA002 within 6 months and MA003 within 4 months.

MA003 - PREPARATORY BUSINESS (48 hrs)
These courses are also offered as Distance Learning courses. See Distance Education section.

MA14 - BOOLEAN ALGEBRA (24 hrs)
Introduces the electronics and computer student to the basic laws of Boolean Algebra, simplification of logic circuits, truth tables, and Karnaugh maps. You should complete the course within 2 months. PREREQUISITE: MS165 or equivalent.

MA15 - MATHEMATICS (24 hrs)
Introduction to differential calculus with application to maxima and minima, linear motion, tangents and normals, curve sketching and related rates. You should complete the course within 2 months. PREREQUISITE: MA270 or equivalent.

MA001 - NURSING PREPARATORY MATH (24 hrs)
Prepares you for College Nursing. Topics include prime numbers, mixed numbers and working with fractions. Participants should complete the course within 2 months. PREREQUISITE: Grade 10 or equivalent.

MA101 - BUSINESS MATH (42 hrs)
This first semester Business Mathematics course covers Equations, Percents, Trade and Cash Discounts, Markup/Markdowns, and Break even Analysis. PREREQUISITE: Grade 12 Math or Preparatory Math or equivalent.

NOTE: Some of these courses are offered through Distance Learning. Refer to the Distance Education section. PREREQUISITE: Grade 12 Math or Preparatory Math or equivalent.

The following ‘tailor-made’ mathematics courses are also offered on an individualized, start any time basis:

MA005 (TRN 701942) MA006 (TRN 701943)
MA007 (TRN 701944) MA008 (TRN 701945)
MA009 (TRN 701946) MA010 (TRN 701947)
MA011 (TRN 701948) MA012 (TRN 701949)
MA013 (TRN 701950) MA014 (TRN 701951)
MA015 (TRN 701952) MA016 (TRN 701953)
MA017 (TRN 701954) MA018 (TRN 701955)
MA019 (TRN 701956) MA020 (TRN 701957)
MA021 (TRN 701958) MA022 (TRN 701959)
MA023 (TRN 701960) MA024 (TRN 701961)
MA025 (TRN 701962) MA026 (TRN 701963)
MA027 (TRN 701964) MA028 (TRN 701965)
MA029 (TRN 701966) MA030 (TRN 701967)
MA031 (TRN 701968) MA032 (TRN 701969)
MA033 (TRN 701970) MA034 (TRN 701971)
MA035 (TRN 701972) MA036 (TRN 701973)
MA037 (TRN 701974) MA038 (TRN 701975)
MA039 (TRN 701976) MA040 (TRN 701977)
MA041 (TRN 701978) MA042 (TRN 701979)
MA043 (TRN 701980) MA044 (TRN 701981)
MA045 (TRN 701982) MA046 (TRN 701983)
MA047 (TRN 701984) MA048 (TRN 701985)
MA049 (TRN 701986) MA050 (TRN 701987)
MA051 (TRN 701988) MA052 (TRN 701989)
MA053 (TRN 701990) MA054 (TRN 701991)
MA055 (TRN 701992) MA056 (TRN 701993)
MA057 (TRN 701994) MA058 (TRN 701995)
MA059 (TRN 701996) MA060 (TRN 701997)
MA061 (TRN 701998) MA062 (TRN 701999)
MA063 (TRN 702000) MA064 (TRN 702001)
MA065 (TRN 702002) MA066 (TRN 702003)

Register Early ... Avoid Disappointment
PRINCIPLES OF ENVIRONMENTAL CHEMISTRY
This credit course covers basic information about chemistry as it applies to environmental technology. Topics covered are: elements, radicals and compounds, stoichiometry, solutions, chemical water analysis, pH, chemical kinetics and equilibria, gas laws and gas solubility alkalinity, colloids and coagulation, organic compounds, oxidation-reduction, and chemistry of the atmosphere. Prerequisite: PE053 or equivalent.

ENVIRONMENTAL LEGISLATION AND AUDIT
This credit course provides a working knowledge of environmental legislation, and its applications. The topics covered are: toxic substances federal and provincial legislation, and its applications to air emissions, water discharges, waste disposal, noise and vibration, transportation, and audits. Prerequisites: OH701 & OH702.

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT CERTIFICATE (060)
Under the Occupational Health and Safety Act, workplaces are required to prepare and review at least annually a written occupational health and safety policy; and develop and maintain a program to implement that policy. This certificate program is designed to assist participants in fulfilling this legal requirement by providing guidelines and direction that will help individuals define health and safety objectives and assist in the development of policies and procedures. Therefore, the program will be of particular interest to individuals with responsibility for health and safety, (ie. Supervisors, Safety Co-ordinators, Occupational Health Nurses, Joint Health and Safety Committees members, etc.) who need to develop a comprehensive, practical and effective program for their workplace.

Admission Requirements:
Ontario Secondary School diploma, or equivalent, that includes chemistry, physics and mathematics. For those lacking any of these subjects, preparatory courses are available through Continuing Education.

Program of Studies:
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

Program Courses:
- OH701: Principles of Environmental Chemistry, 42 hrs
- OH702: Environmental Science, 42 hrs
- OH703: Environmental Legislation/Audit, 42 hrs
- OH704: Air Pollution and Monitoring, 42 hrs
- OH705: Water and Wastewater Treatment, 42 hrs
- OH706: Solid and Hazardous Waste Management, 42 hrs
- OH707: Environmental Project and Report, 42 hrs

NOTE:
Students with first year college or University Chemistry credits can apply for an exemption from OH701 Principles of Environmental Chemistry. Before taking the Environmental Project and Report course (OH707), all other required courses (OH701 to OH706) in the program of studies must be successfully completed.

ENGINEERING TECHNOLOGY

To start any of these ‘tailor-made’ courses please do the following:
1) Register in the course, then
2) Attend an introductory session on one of the following nights and bring your receipt. Introductory sessions for these courses start at 6:00 pm in the Math Centre which is located in J-Wing at the Fennell Campus. You must attend one of these sessions within 3 months of registering for a course.

INTRODUCTORY SESSIONS will be held at 6:00 pm on the following dates:
September 13, September 17, September 26, October 11, October 23, November 5, November 21, and December 4, 2001

Most of these ‘tailor-made’ Mathematics courses are also offered as Distance Education courses. See Distance Education section.

MS300 - MINI TAB
See Distance Education section

PHYSICAL SCIENCES

ENVIRONMENTAL ENGINEERING CERTIFICATE (083)
The Environmental Engineering Certificate has been designed for all individuals with an interest in environmental issues, especially those working in the industrial or municipal sectors requiring a broader knowledge of the legal and technical aspects of the environment. Graduates from this program should be able to evaluate and implement programs to control environmental stressors. Topics include Environmental Audit, Waste Audit, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. For further information on this program call (905)314-4295, or visit the Mohawk College website.

Admission Requirements:
OSSD and Prep Chemistry (PE053) or equivalent.

Program of Studies:
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

Program Courses:
- OH701: Principles of Environmental Chemistry, 42 hrs
- OH702: Environmental Science, 42 hrs
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NOTE:
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Hazard Controls
This course will emphasize the practical aspects of controlling occupational hazards. Classroom instruction (includes case studies and hands-on demonstrations) will be supplemented with field trips to industries. Topics covered will include selection of control methods, ventilation and personal protective, as well as methods with respect to ergonomics, noise, heat stress, indoor air quality and asbestos.

Admission Requirements:
Ontario Secondary School diploma, or equivalent, that includes chemistry, physics and mathematics. For those lacking any of these subjects, preparatory courses are available through Continuing Education.

Program of Studies:
To receive the certificate, students must successfully complete the following courses and apply in writing to the Continuing Education Engineering Technology Office.

Program Courses:
- OH701: Principles of Environmental Chemistry, 42 hrs
- OH702: Environmental Science, 42 hrs
- OH703: Environmental Legislation/Audit, 42 hrs
- OH704: Air Pollution and Monitoring, 42 hrs
- OH705: Water and Wastewater Treatment, 42 hrs
- OH706: Solid and Hazardous Waste Management, 42 hrs
- OH707: Environmental Project and Report, 42 hrs

NOTE:
Students with first year college or University Chemistry credits can apply for an exemption from OH701 Principles of Environmental Chemistry. Before taking the Environmental Project and Report course (OH707), all other required courses (OH701 to OH706) in the program of studies must be successfully completed.

PHYSICS

For more information contact Stephen Belcowski, Program Manager at (905)575-2375 ext. 3403 or (519)759-7200 ext. 2225 or email belcos@mill.mohawk.on.ca

PHYSICS

For more information contact Stephen Belcowski, Program Manager at (905)575-2375 ext. 3403 or (519)759-7200 ext. 3403 or email belcos@mill.mohawk.on.ca

NOTE: Some of these courses are offered through Distance Learning. Refer to the Distance Education section.

PREP SCIENCE (CHEMISTRY)
The course provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. NOTE: 2 Monday classes are required on October 1 and October 22, 2001.
HEALTH SCIENCES

HEALTH SCIENCES

To reach our department by email contact kempk@mail.mohawk.on.ca

There is no longer a bookstore located in the IAHS. The new location of the Health Sciences Bookstore is in McMaster University Medical Centre, 1200 Main Street West, Room 1G, P home (905) 525-9140 ext. 22288 or 1-800-407-9507 ext. 570-0743 or email medishop@bookstore.mcmaster.ca

Parking - Evening rates in effect

FOR THE GENERAL PUBLIC

GI778 Reflexology Certificate Course refer to Certificate/Diplomas-Other than Nursing section

CHALLENGE EXAM HZA34/FC Preparatory Biology
Individuals with comparable prior learning are permitted to challenge this course for academic credit. Please contact the Program Manager at (905)540-4247 ext. 26711

ASSESSMENT FEE: $96.00 Dates for the challenge exams are: 1st exam, September 17, 2001, 2nd exam, October 24, 2001 or both can be combined together at one sitting. October 24, 2001.

Distance Education Preparatory Biology - HZA34/FY refer to Distance Education section.

OntarioLearn.com Preparatory Biology - HZA34/FX refer to Distance Education-OntarioLearn.com section

AT HOME TESTING

This course is designed for patients who are currently doing testing at home. There is increasing availability of kits and equipment for self testing by the patient at home. What should every patient know about performing their own lab tests? Understand the factors that can contribute to quality test results. Learn what you can do to recognize problems and how to avoid them.

GI459 FEE: $15.00
F1 1 Tu 7:00-8:30 IH Oct23 504375

BIOLOGY PREPARATORY

This course is intended for mature students wishing to enter Nursing or other Health Sciences/Health Care programs. The student will become familiar with the scientific knowledge of the human body necessary to recognize, accept and use the important principles in all phases of study in the Health Sciences. NEW - F1, F2 & F3 - Web CT audigrams with site mediators.

HZA34 FEE: $193.05
F1 13 WE 7:00-10:00 IH Sep19 504289
F2 13 WE 7:00-10:00 IH Sep19 504270
F3 13 WE 7:00-10:00 BF Sep19 504271

CREATE A SIMPLER, MORE BALANCED LIFE - FAST!
Is your life so busy and exhausting that you have no time to enjoy it? In this workshop, you will measure the current state of your life balance, (do you really want to know?). Then you’ll develop a clear picture of what you want your life to look and feel like, and become aware of what is currently blocking you from having it. You’ll leave armed with 10 tools to begin creating the life you really want. Taught by a professional Life Coach.
HZ036 FEE: $22.00
F1 1 SA 9:00-11:30 BF Sep15 504398
F2 1 SA 9:00-11:30 IH Oct13 504399

DENTISTRY AND ORAL HEALTH
A primer course in dentistry, giving the student an understanding of all aspects of the profession, basic anatomy, disease conditions and oral hygiene. When completed the student will have the ability to recognize and assess dental health and care for the oral hygiene of the patient. Note: There is a lab/clinical component.
HZD01 FEE: $59.40
F1 4 WE 6:00-9:00 IH Nov7 504386

FACIAL ANALYSIS - KEY TO MINERAL DEFICIENCIES
This Sat./Sun. workshop will teach you how to read mineral deficiencies through facial analysis. Whenever there is a deficiency in the body, the cells are looking for a supply of minerals for the body to use. If the body does not have enough vitamins and minerals, the effects can be felt externally. Facial analysis is a useful tool in detecting mineral deficiencies.
GI662 FEE: $69.10
F1 2 SASU 9:00-4:30 IH Sep29 504373

FOOT REFLLEXOLOGY WORKSHOP
This one day workshop is a good opportunity for students to explore reflexology. After the workshop students will have an understanding of what foot reflexology is. As well the practical applications of reflexology will be examined. This is not a certificate course but there will be credit given for this course, if students choose to enroll in the certificate program at a later date.
GI430 FEE: $95.00
F1 1 SA 9:00-5:30 IH Sep22 504360

HEALING THROUGH THE HUMAN - ANIMAL BOND
This course will look at the psychology behind the Human-Animal Bond and how it can be used to promote healing in situations of conflict and illness. It will examine how the Human-Animal Bond can teach us to become more self-aware, gain self-esteem, and understand the role of the individual in society
HZ035 FEE: $32.10
F1 1 SA 9:30-4:00 IH Nov3 504339

HIGH TOUCH JIN SHIN ACUPRESSURE
High Touch Jin Shin Acupressure is highly developed form of acupressure based on the ancient principles of Oriental energy therapies. It is being used by many individuals to reduce stress, ease pain and to accent other healing techniques. This workshop is designed to teach simple holding patterns to those people who want to enhance their health through the knowledge of this technique.
GI667 FEE: $90.00
F1 1 SA 9:00-4:00 IH Oct13 504374

HORTICULTURAL AS THERAPY

This unique course specializes in using horticulture as a treatment modality for patients with mental, physical and behavioural health issues. Horticultural Therapy provides an opportunity for patients to develop positive leisure skills and heightened self esteem. With holistic health issues at the forefront of today’s health care, this therapy promotes a natural sense of wellness through a non invasive form of treatment. Students will learn how to set up a horticultural therapy program.
GI669 FEE: $95.00
F1 1 SA 9:00-4:30 IH Nov10 504382

HOW TO DETECT MINERAL DEFICIENCIES
By analyzing the skin on the face, one can see deficiencies. These deficiencies are shown directly and unmistakably in the face through coloration, different hues and other signs.

“Changes in the skin are an indication of the inner condition.” This two hour lecture will change how you view your facial complexion.
GI661 FEE: $15.00
F1 1 Tu 7:00-9:00 IH Sep11 504383
F2 1 TH 7:00-9:00 IH Sep20 504384

SCIENCE OF POSITIVE LIVING
Students will learn both Eastern and Western methods to understand the integration of body, mind and spirit in daily life. Latest scientific research and other important concepts, are synthesized together to give the course a holistic look and wide-ranging applicability. It provides a scientific-based know-how of living a balanced, healthy, integrated and productive life. The practical section of the course is designed to provide the students with “take-home” tips and wisdom.
HZ146 FEE: $195.05
F1 13 Tu 6:30-9:30 IH Sep11 504338

SURFING THE NET FOR HEALTH INFORMATION
As a health care provider, you must have the knowledge and skills to access traditional and Internet sources of information, in order to provide quality care for clients and to research your own educational requirements. In this workshop, learn hands on, how to maximize use of portals and search engines; how to access journal indexes and even journal articles on line; how to join professional listservs, organize your personal bookmarked sites and much more. Lunch 12-1. Bring a formatted disk.
HZB11 FEE: $60.00
F1 1 SA 9:00-4:00 IH Nov3 504397

Register Early ... Avoid Disappointment
THE INNER JOURNEY
We all go through two journeys on earth: one is our outer life - our family roles, professional life and so on. The other is our inner, private, emotional life. This lecture is presented by Barbara Grund, a holistic health professional, who believes taking an “inner journey” can be an aid to good health.

GI463  FEE: $15.00
F1  1  WE  7:00-9:00  IH  Oct17

THERAPEUTIC TOUCH - LEVEL 1
This one day Workshop examines the assessment and practice of Therapeutic Touch performed simultaneously by two practitioners. It includes the application of creative imagery and visualization, the influences of the colour spectrum on the healing process, and the conscious and subliminal effects of music. Supervised practical experience using these additional modalities completes this level. NOTE: A $10.00 fee will be collected for course materials. Lunch is on your own.

HZAA7  FEE: $100.00
F1  1  TU  9:00-5:00  IH  Oct16  504333

THERAPEUTIC TOUCH - LEVEL II
This one day workshop examines the assessment and practice of Therapeutic Touch performed simultaneously by two practitioners. It includes the application of creative imagery and visualization, the influences of the colour spectrum on the healing process, and the conscious and subliminal effects of music. Supervised practical experiences using these additional modalities completes this level. NOTE: A $10.00 fee will be collected for course materials. Lunch is on your own.

HZAB4  FEE: $100.00
F1  1  WE  9:00-5:00  IH  Oct17  504334

THERAPEUTIC TOUCH - LEVEL III
This 1 day workshop explores the Emotional Aspects of Therapeutic Touch and the major energy centres and their implications for health. Groupwork will assist the individual in developing enhanced sensitivity and understanding of the role of intuition. Supervised practical experiences will be provided.

HZA07  FEE: $100.00
F1  1  WE  9:00-5:00  IH  Sep26  504335

INTERPERSONAL CRISIS MANAGEMENT
This program, which is based on the principles and techniques of the internationally known Crisis Prevention Institute of Brookfield, Wisconsin, will give students a detailed examination of the various forms of interpersonal crisis which arise in the workplace or in an institutional setting. The course, which uses role playing as well as lectures, will give the participants the skills necessary to effectively deal with a broad range of crisis situations.

Program of Studies
Students must take at least one of the options in PART I to obtain the Crisis Prevention Institute Certificate. In order to obtain the Interpersonal Crisis Management Certificate of Acknowledgement from Mohawk College, students must also take PART II.

COURSES/WORKSHOPS IN MEDICAL LABORATORY TECHNOLOGY
The Faculty of Continuing Education, Health Sciences offers a number of courses in Medical Laboratory Technology 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 crossregistration and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

For information on the following Continuing Education courses, please call
Mary Golba-Bylhouwer, Manager at (905)540-2427 ext. 26706 or e-mail golbam@mail.mohawk.on.ca

PLEASE SEE THE DISTANCE EDUCATION SECTION OF THIS CATALOGUE FOR OTHER COURSES FOR TECHNOLGISTS

BASIC BLOOD COLLECTION
This course will involve all aspects of the safe collection of capillary and venous blood samples. Along with the theoretical aspects, skills practice will involve the use of artificial arms and voluntary student participation. This course is appropriate for people working in clinical settings such as Doctor’s offices, blood collection centres, and hospital laboratories. Course fee also includes printed material and lab supplies.

ML123  FEE: $94.00
F1  6  TH  6:30-9:30  IH  Sep20  504341

IMMUNOLOGY I
This course will serve as a rigorous introduction to the basics of immunology, including the cells and organs of the immune system. Additional topics will include the B cell receptor, the T cell receptor and major histocompatibility complex. It will be helpful for students to have basic knowledge of cell biology and biochemistry.

ML003  FEE: $105.00
F1  7  WE  6:30-9:30  IH  Oct10  504376

INTERPRETATION OF LAB DATA
This course will be of interest to technologists in core lab and cross training situations, and nurses or other health care professionals who encounter lab results. This course will review the interpretation and significance of lab results in Clinical Chemistry, Hematology, and Immunohematology. Terminology used and commonly seen lab data will be reviewed. The interpretation of lab results will be examined through case studies.

MLA36  FEE: $91.10
F1  6  TH  6:30-9:30  IH  Oct18  504340

INTRODUCTORY HUMAN GENETICS
This course will serve as an introduction to the world of genetics, as it pertains to humans. Numerous topics will be explored starting with the basics of cellular mechanisms and heredity in order to work for more in-depth topics such as gene therapy and the genetics of cancer. A basic knowledge of biology and biochemistry is helpful.

MLA17  FEE: $178.20
F1  12  TU  6:30-9:30  IH  Sep11  504361

BROWSE THE CATALOGUE ON THE WEB AT CECAT.MOHAWK.CA
**HEALTH SCIENCES**

**NEW**

**POINT OF CARE TESTING: THE TECHNOLOGIST’S ROLE**

This course is designed for Laboratory professionals involved in POCT and will examine the current environmental factors driving this increasing need. Participants will understand the role of the MLT in implementing and managing a Quality Assurance program that meets regulatory requirements. Selection and validation of equipment, calibration, quality control, result reporting, proficiency testing, data management and documentation will be discussed.

**MEDICAL LABORATORY ASSISTANT/TECHNICIAN CERTIFICATE**

This program is given in conjunction with The Michener Institute, (located in Toronto). The theory portion will be given by distance education through Mohawk College. The laboratory sessions will be given at the Michener Institute and at Mohawk College. Clinical experience will be provided by affiliated hospitals, private laboratories, and clinics. Students will be required to satisfy Mohawk College’s and The Michener Institute’s admission requirements. Upon completion of the program students will receive a certificate from both institutions. This program has OSMT approval.

For information please call Mary Golba-Blyhouwer, Program Manager at (905)540-4247 ext. 26706 or e-mail golbam@mail.mohawkc.on.ca

For more information about this program please see the Distance Education section of the catalogue.

**COURSES/WORKSHOPS IN NURSING**

Some courses for Nurses are offered in Distance Education. Please see the Distance Education - Health Sciences section.

**CHALLENGE EXAM**

HZA14/FC - Administration of Medications for RPNs

This challenge exam and skill test is available on the third Friday of every month of the academic year. Individuals who successfully complete this exam and the administration of Medications skill test will be given credit for the RPN Medication Certificate. Please contact Lynn Gwilliam at (905)540-4247 ext. 26705 for further information or to set up an appointment.

ASSESSMENT FEE: $96.00

**ADDED SKILLS FOR RPN’S - PART A**

This course is designed for RPNs. The course will include the application of the knowledge and principles of Asepsis in the performance of skills such as urethral catheterization, regulation & discontinuation of intravenous therapy, administration of enteral feeding, etc. The course will include actual practice of each added nursing skills. NOTE: No class Oct. 8/01.

**ADMINISTRATION OF MEDICATION - RPN**

This course follows Ministry guidelines and should enable RPNs to meet the standards for Administration of Medicines. Included in this program, there are an additional seven hours of laboratory and clinical practice. PREREQUISITE: Current RPN Certificate of Competence or proof of eligibility for current registration through the College of Nurses of Ontario.

**ASSOCIATE/TECHNICIAN**

Michener Institute and at Mohawk College.

For more information about this program receive a certificate from both institutions.

**SOME COURSES FOR NURSES**

Mohawk College’s and The Michener Institute, (located in Toronto). Some courses for Nurses are offered in Health Sciences.

For more information please contact Mary Gobla-Blyhouwer, Program Manager at (905)540-4247 ext. 26706 or e-mail golbam@mail.mohawkc.on.ca

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For more information about this program please see the Distance Education section of the catalogue.

**COURSES/WORKSHOPS IN NURSING**

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ASSESSMENT FEE: $96.00

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For more information please contact Mary Gobla-Blyhouwer, Program Manager at (905)540-4247 ext. 26706 or e-mail golbam@mail.mohawkc.on.ca

For more information about this program please see the Distance Education section of the catalogue.

**COURSES/WORKSHOPS IN NURSING**

Some courses for Nurses are offered in Distance Education. Please see the Distance Education - Health Sciences section.
THE MANAGEMENT OF WOUNDS
30 hour course enhances the knowledge and skills of the RN and RPN. Topics will include: anatomy and physiology, risk assessment and early intervention, wound classification and assessment, phases of wound healing, factors influencing wound healing, management of leg ulcers including Doppler ultrasound diagnosis and practical wound management. A demonstration and practical component will be included. NOTE: F3 - No class on Oct/8/01.

HS127  FEE: $148.50
F1  10 MO  6:30-9:30  BF Sep24  504286
F2  10 TU  6:30-9:30  HM Sep18  504287
F3  5 FR  9:00-4:00  Oct5  504409

FOOTCARE PRACTICES-RN’S & RPN’S
This course is at a more advanced level than the Basic course. Topics include assessment of the client, risk factors, history, documentation including signed consent to treat, pathology of certain foot and nail conditions, sterilization of instruments and legal implications related to nursing practice. PREREQUISITES: Current CNO Certificate of Competence and Basic Footcare course #HZPAE.

HZ152  FEE: $89.10
F1  6 MO  7:00-10:00  IH Nov5  504304

12 LEAD ECG INTERPRETATION
This 24-hour course is intended for individuals who have some experience in arrhythmia interpretation. Participants will learn to systematically analyze and interpret electrocardiograph recordings for a number of common cardiac disorders; ischemic heart disease, pericarditis, hypertrophy and intraventricular conduction defects. The course will review the basic principles of electrocardiography, E.C.G. recording and cardiac axis determination. Note: No class Oct 29 or Nov 8/01.

HZ013  FEE: $118.80
F1  6 MO  6:30-9:30  IH Oct15  504355

NEW

12 LEAD ECG SKILL
This 5 hour course will focus on the practical skill of performing a 12 lead ECG. The workshop content will include indications for the ECG, skin preparation, obtaining a quality tracing and practice sessions. Does not include interpretation of ECG.

HS130  FEE: $60.00
F1  1 SA  9:00-3:00  IH Oct20  504301

BREASTFEEDING PROGRAM
This two module program is intended for health professionals and other individuals who educate and support breastfeeding families. Participants gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The program will provide continuing education recognition points (CERP) from the IBLCE and help prepare students for the IBCLC certification exam. Both modules are available in a self-study distance education format as well as a classroom setting. Refer to the Distance Education section for more information.

For further information on the courses, challenge exams or locations please call Alma Janke at 905-540-4247 ext. 26715. For detailed program information call Petra Brown, Program Manager at 905-540-4247 ext. 26703 or email brownp@mail.mohawkco.on.ca

Program of Studies
To obtain the “Acknowledgement of Completion”, students must complete both modules.

NSC93 BREASTFEEDING I  44 hours
NSC94 BREASTFEEDING II  44 hours

CHALLENGE EXAM NSC93/FC - Breastfeeding I
The challenge exam is available to individuals with appropriate knowledge, skills and clinical experience who believe they are able to proceed more quickly through the program. PREREQUISITES: For the challenge exam include: current/recent experience in the care/education of the breastfeeding family. The exam will take approximately 3 hours to complete. Please call (905)540-4247 ext. 26715 for an information package if you wish to take the test. Please call (905)540-4247 ext. 26703 for prerequisite assessment and to make arrangements to write the exam.

NOTE: CERP’s are not awarded for course credit obtained via the challenge exam process.

ASSESSMENT FEE: $96.00

BREASTFEEDING I
This course introduces the basic principles of breastfeeding. It is designed to enhance the student’s knowledge regarding lactation and to develop skills in promoting and supporting successful breastfeeding. The course consists of 24 hrs. in class, 12 hrs. clinical & 8 hrs. self study. Content includes anatomy and physiology, nutrition, latch, infant growth and development, common problems and their solutions. Dates: Sept. 12 & 26, Oct. 10 & 24.

NSC93  FEE: $222.80
F1  4 WE  9:00-4:00  IH Sep12  504312

BREASTFEEDING II
Examines problematic and more complex breastfeeding issues including: failure to thrive, maternal and newborn medical problems, preterm infants, multiple births, and cultural differences. Breastfeeding research utilization also included. The course consists of 24 hrs. in class, 12 hrs. clinical, 8 hrs. self study. PREREQUISITE: Breastfeeding Module I. DATES: Oct. 31, Nov. 14, 28 & Dec. 12/01.

NSC94  FEE: $222.80
F1  4 WE  9:00-4:00  Oct31  504317
F2  4 TH  9:00-4:00  Nov8  504447

CERTIFICATES FOR REGISTERED NURSES AND REGISTERED PRACTICAL NURSES
Please note that the full-time program for Registered Nurses and Registered Practical Nurses is not offered on a part-time basis through Continuing Education.

For all R.N. and R.P.N. courses: Current registration from the College of Nurses of Ontario, as a Registered Nurse (RN) or a Registered Practical Nurse (RPN).

REGISTERED NURSE - ADVANCED CARDIAC CARE CERTIFICATE (870)
This advanced program is intended for registered nurses with a current Certificate of Competence who are currently employed in a Cardiovascular setting, or those who are interested in a transfer to Cardiovascular.

For information please call Kathy Radcliffe, Program Manager at (905)540-4247 ext. 26704 or email radclik@mail.mohawkco.on.ca

Program of Studies
To receive the certificate, participants must successfully complete both the theory and practical components of the following four modules:

NSC46 CARDIAC CARE RN ADVANCED: MODULE 1  60 hours
NSC47 CARDIAC CARE RN ADVANCED: MODULE 2  60 hours
NSC48 CARDIAC CARE RN ADVANCED: MODULE 3  60 hours
NSC49 CARDIAC CARE RN ADVANCED: MODULE 3  60 hours

NOTE: This program focuses on advanced content. Nurses interested in advancing their knowledge in a less complex manner should 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 Tuesday of each month during the academic year.

FEE: $96.00

NOTE: Module of the Advanced Cardiac Care Certificate Program is available in a Distance Education format. See the Distance Education section of this catalogue. Module III Critical Care is equivalent to Module I of Advanced Cardiac Care.

CARDIAC CARE RN ADVANCED: MODULE 3
This module will provide the student with advanced theory and skill to care for the patients with congestive heart failure, shock and/or hypertensive crises. NOTE: This offering of Module III is geared towards those nurses with no or minimal experience in hemodynamic monitoring. PREREQUISITE: Module I and Module II. NOTE: No class on October 8/01.

NSC48  FEE: $285.60
F1  12 MO  7:00-10:00  IH Sep17  504342

For further information please phone 905-525-9140, ext. 2432.

Parking for Continuing Education
Health Sciences students
McMaster University provides parking services for the Institute for Applied Health Science.

Permits may be purchased and picked up in person from the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit card, Mastercard and Visa. You will require your student number to pick up your permit.

Single evening permits can be purchased at the kiosks for $2.50. For further information please phone 905-525-9140, ext. 2432.
Find your room before you come on campus!
Rooms are listed each day on our web site at cecat.mohawk.on.ca
Program of Studies
The RN Refresher portion of the Newstart Nursing Program is comprised of Developmental Psychology and the first six nursing courses listed with nursing theory, laboratory and clinical components. An additional 3 nursing theory and 3 clinical courses complete the Total Upgrading Program. Each student progresses at their own rate depending on the number of courses taken simultaneously. A current CPR certificate and updated immunization record are required prior to any clinical experience.

*Module A is a prerequisite to all other courses in the program. Registration in Module A then allows you to register in other courses in the program in the same or future semesters.**Developmental Psychology (SS271) is a required part of the Newstart Program. Please see Social Sciences course offerings.

BRIDGE-THE-GAP-SESSION for NEWSTART NURSING, RPN REFRESHER, RN REFRESHER and TOTAL UPGRADING PROGRAMS
Attendance prior to each semester is strongly recommended. This session will assist applicants to understand the basic approach to teaching/learning in the Newstart Nursing & RPN Refresher Program. Time will be spent discussing the unique concerns of adults returning to a formal learning situation.

The Program Manager will address individual concerns and assist students with course selection at that time. No Fee will be charged.

Wednesday, September 5, 2001 at 4:00 p.m. Institute for Applied Health Sciences.


REGISTERED PRACTICAL NURSE - REFRESHER CERTIFICATE (884)
The purpose of the Registered Practical Nurse Refresher program is to prepare individuals with previous preparation as Practical Nurses or Registered Nurses; to return to active nursing; and to prepare to write the Registration Exams by meeting the educational requirements following an individual assessment by the College of Nurses, or to meet the requirements as directed by the College of Nurses to apply for reinstatement of a license.

For more information please call Lynn Gwilliam, Program Manager, at (905)540-4247 ext. 26705 or email gwillil@mail.mohawk.on.ca

Admission Requirements
REGISTRATION A student who meets all of the requirements for entry into the program may register for two of the first four modules while completing the application process. For those who have been employed as a Registered Practical Nurse or a Registered Nurse for at least 450 hours in the past five years: A copy of your Certificate of Competence must accompany your application to our program. Individual student needs and experience will determine how many courses will need to be completed. For those who have not been employed as a Registered Practical Nurse or a Registered Nurse (a) in Ontario, or (b) for at least 450 hours in the past five years: A letter of Direction from the College of Nurses of Ontario indicating your educational requirements must accompany your application. An application for Registration by the College of Nurses of Ontario can be obtained by calling 1-800-387-5526. While your are waiting for the results of your assessment by the College of Nurses, entry into the program will be permitted on verbal direction to us by the College of Nurses of Ontario. Applicants must demonstrate fluency in English prior to admission to the program. Various options are available to meet this requirement, which can be discussed with a Mohawk College counsellor. An appointment with a counsellor can be made by calling (905)575-2211 or (519)759-7200 ext. 2211.

Program of Studies
The program is comprised of six nursing courses with theory, laboratory and clinical components. Each student progresses at their own rate depending on the number of courses taken simultaneously. In accordance with the revised provincial standards for Practical Nurse Refresher Programs, participants must successfully complete the following modules to obtain the Certificate. A current CPR certificate and updated immunization record are required prior to any clinical experience.

*Module A is a prerequisite to all other courses in the program. Registration in Module A then allows you to register in other courses in the program in the same or future semesters. **RPN Refresher students are strongly encouraged to take Developmental Psychology as part of their Program. Please see SOCIAL SCIENCES area of the catalogue for course offerings.

Modules A,B,C and D and K1 Refer to Newstart Nursing Certificate for dates, times and fees.


CHALLENGE EXAMS NEWSTART NURSING

**NS003 Module C - Physiology
FEE: $222.75

**NS004 Module D - Pharmacology
FEE: $178.20

**NS032 Module K1 - Adult Nursing Theory
FEE: $133.65

**NS005 Module E1 - Nursing in Health Theory
FEE: $222.75

**NS007 Module E1 - Nursing in Mental Health
FEE: $222.75

These exams in the Newstart Nursing Program will be available for challenge on Thursday, September 6, 2001, at 10:00 a.m. Successful completion of these courses will give students credit in the Program. Individuals are only permitted one writing of each challenge exam. Please contact Lynn Gwilliam at (905)540-4247 ext. 26705 for further information or to set up an appointment.

These exams cannot be used to clear a failing grade.

ASSESSMENT FEE: $96.00

MOD. A-STANDARDS OF NURSING PRACTICE
The content covered includes information related to concepts of adult education and self directed learning; use of nursing process; the role of the College of Nurses; and the health care delivery system.

**NS001 FEE: $133.65
F1 9 WE 6:30-9:30 IH Sep19 504305
F2 10 WE 2:00-5:00 IH Sep19 504424

MOD. B - NURSING SKILLS
This course reviews in theory and laboratory sessions selected skills as identified in the “Standards of Nursing Practice for Registered Nurses and Registered Practical Nurses”.

**NS002 FEE: $178.20
F1 12 TU 6:30-9:30 IH Sep11 504306

MOD. C-HUMAN PHYSIOLOGY
This course is designed to increase the professional nurse’s understanding of anatomy and physiology and related microbiology. This course is a prerequisite to Modules D, E, F, K and L. NOTE: No class Oct. 30/01.

**NS003 FEE: $222.75
F1 9 TU 9:00-3:00 IH Sep18 504356

Browse the catalogue on the web at cecat.mohawk.on.ca
EVIDENCE-BASED PRACTICE MANAGEMENT BACK PAIN

The first portion of the workshop will introduce the concepts and process of evidence-based practice. The second half of the workshop will illustrate these principles by incorporating research findings of the “Peterborough Back Rules” as the ‘evidence’ for the management of low back pain.

OHN11  FEE: $65.00  ☎️
F1 1 SA 9:00-3:00 IH Nov3 504351

REGISTERED NURSE - ONCOCCLNG NURSING CERTIFICATE (883)

The Oncology Nursing Certificate is designed to meet the educational needs of the Registered Nurse and the Registered Practical Nurse, who wish to upgrade their knowledge and nursing skills required to provide safe and effective nursing care to patients and families living with cancer. This program will also assist the Registered Nurse in preparing for the Canadian Nurses Association Oncology Certification exam.

For more information please call Kathy Radcliffe, Program Manager at (905)540-4247 ext. 26704 or email kradcl@molohawc.on.ca

Admission Requirements
Current Certificate of Competence from the College of Nurses of Ontario and completion of an Immunization Record prior to beginning clinical experience.

Program of Studies
NSCC1 Introduction to Oncology Nursing 30 hours
NSCC2 Communication and Psychosocial Issues in Oncology Nursing 36 hours
NSCC3 Major Malignancies I 39 hours
NSCC4 Major Malignancies II 39 hours
NSCC5 Symptom Control and Management 30 hours
NSCC6 Oncology Clinical Experience 48 hours
HZZ15 Nursing Assessment Skills 36 hours

Note: The assessment skills course may be taken concurrently with the Oncology courses but must be completed prior to enrollment in the Oncology Clinical Experience course and completed within 2 years prior to beginning program.

See Distance Education section for additional oncology course offerings.

ONCOLOGY CLINICAL EXPERIENCE

This clinical experience module will provide the learner with the opportunity to integrate the knowledge and skills learned in 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.

NSCC6  FEE: $235.32  ☎️
F1 1 FW Sep10 504003

Program of Studies
To receive the certificate, participants must successfully complete both the theory and practical components of the following:

OHN01 Module 1 - Occupational Health Nursing 45 hours
OHN02 Module 2 - Occupational Health & Health Surveillance 45 hours
OHN03 Module 3 - Health and Safety Legislation 45 hours
OHN04 Module 4 - Health and Safety Management 45 hours
OHN05 Module 5 - Occupational Health Nursing Practicum 33 hours
HZZ15 Assessment Skills for Registered Nurses 36 hours

NOTE: This Certificate program starts every September.

OCCUPATIONAL HEALTH NURSING - MODULE 1
This module will introduce students to ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Students will acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and disability management. Includes 3 hours of practicum. PREREQUISITE: Current Registration from the College of Nurses of Ontario, as a Registered Nurse.

OHN01  FEE: $222.75  ☎️
F1 15 MO 6:30-9:30 IH Sep10 504346

HEALTH & SAFETY LEGISLATION - MODULE 3
Occupational health nurses must understand relevant health and safety legislation in order to assist workplaces to comply with legislated requirements. This course will introduce students to various health and safety legislation and thus assist the student to design and implement a health and safety program in compliance with legislation. Includes 3 hours of practicum. Prerequisite/corequisite: OHN01.

OHN02  FEE: $222.75  ☎️
F1 15 TU 6:30-9:30 IH Sep11 504348

OCCUPATIONAL HEALTH NURSING PRACTICUM - MODULE 5
The student will consolidate and utilize the content of prior Occupational Health Nursing courses in the development and implementation of a workplace project. In collaboration with an experienced Occupational Health Nurse mentor, the student will select and perform a project related to occupational health nursing practice. PREREQUISITE: OHN01, OHN02, OHN03, HZZA75, OHN04 (or concurrent registration OHN04). NOTE: One hour orientation class, attendance is compulsory.

OHN05  FEE: $155.43  ☎️
F1 6 TH 6:30-7:30 IH Sep13 504350

WORKSHOP
NOTE: Anyone with an interest in health and safety issues is welcome to attend.

REGISTERED NURSE - OCCUPATIONAL HEALTH NURSING CERTIFICATE (875)

This is a part-time program offered by the Faculty of Continuing Education, Health Sciences. The program is available only in a traditional classroom format. It is designed to prepare students to practice as an occupational health nurse in various employment settings. The course may also be of interest for occupational health nurses to improve their knowledge and skills.

For more information please call Jane Lemke, Program Manager at (905)639-5127 or email klemke@attcanada.ca

Admission Requirements
Current Registration from the College of Nurses of Ontario, as a Registered Nurse.

Program of Studies
This course will review the classification of drugs as well as current legislation related to the administration of medications. This course is prerequisite to Modules E, F, K and L.

NS004  FEE: $133.65  ☎️
F1 9 WE 9:00-12:00 IH Sep12 504307

MOD U1 - ADULT SURGICAL NURSING
This course provides a theoretical base for nursing care to adults experiencing maladaptation requiring medical and/or surgical intervention. An understanding of the developmental tasks of adults is prerequisite to this course. NOTE: Includes 1 hour lunch break. NOTE: Not on Oct 31/01.

NS032  FEE: $260.46  ☎️
F1 10 WE 9:00-4:00 IH Sep12 504357

MOD F1 NURSING IN MENTAL HEALTH-THEORY
This course focuses on providing care to individuals experiencing behavioural disorders.

NS007  FEE: $222.75  ☎️
F1 15 TU 6:30-9:30 IH Sep11 504308

ADULT CLINICAL (NURSING) MODULE K2
This 120 hour clinical experience is intended to provide students with the opportunity to implement theoretical nursing concepts when caring for adults requiring medical and/or surgical intervention in a hospital and/or community setting. It is expected that students will attend the three scheduled orientation dates, November 20, 21 & 22/01, from 9 a.m. to 3 p.m.

NS035  FEE: $526.20  ☎️
F1 12 SA-MO JB Nov24 504309
F2 6:30-9:30 IH Sep10 504418

REVIEW FOR RN EXAMS
This 21 hour course is intended for nurses who are preparing to write the College of Nurses of Ontario Registration Exams. The course will review specific content, discuss strategies for answering multiple choice questions and provide the participants with the opportunity to answer some practice tests.

HZ161  FEE: $200.00  ☎️
F1 7 TH 6:00-9:00 IH Oct4 504310
REGISTERED NURSE - OPERATING ROOM CERTIFICATE (873)

This program, designed in accordance with the Standards of Practice of Operating Room Nurses Association of Canada, is intended to prepare Registered Nurses to function effectively in the operating room. The need for specialized peri-operative nursing education reflects the increasing complexity of operating room nursing knowledge and skills. NOTE: This program runs from September to June.

For more information please call Kathy Radcliffe, Program Manager at (905) 540-4247 ext. 26704 or email radcliff@cecat.mohawkc.on.ca

Admission Requirements

Current Certificate of Competence with the College of Nurses of Ontario as a Registered Nurse and completion of an Immunization Record prior to beginning clinical dates.

Program of Studies

To receive the Certificate, you must successfully complete the following courses:

- NSC85* Introduction to Operating Room Nursing
  34 hours theory/21 hour lab/7.5 hours clinical

- NSC85 Operating Room Principles & Practice I & II
  38 hours theory/14 hours lab/30 hours clinical

- NSC86 Operating Room Principles & Practice III & IV
  48 hours theory/30 hours clinical

- NSC88 Operating Room Nursing Clinical I
  50 hours clinical

Choose one of:

- NSC87 Operating Room Nursing Anaesthesia and Assessment
  48 hours of theory/3 hours lab

- NSCB5** Operating Room: Anaesthesia and Critical Care
  22 hours theory/3 hour lab

**NOTE: This course will be offered in combined distance education and in class lab sessions.**

This course introduces the student to the sequence of the surgical intervention nursing care during the pre-operative, intra-operative and immediate post-operative phases. Operating Room principles and practices of general surgery, gynecology and genitourinary surgery will be presented. This course consists of 10 Wednesdays, 2 Saturdays, and 30 clinical hours. PREREQUISITE: NSC84, NOTE: Saturday times include one hour for lunch. Saturday dates are: Nov. 24 & Dec. 1/01.

O.R. PRINCIPLES I & II

This course introduces the student to the sequence of the surgical intervention nursing care during the pre-operative, intra-operative and immediate post-operative phases. Operating Room principles and practices of general surgery, gynecology and genitourinary surgery will be presented. This course consists of 10 Wednesdays, 2 Saturdays, and 30 clinical hours. PREREQUISITE: NSC84, NOTE: Saturday times include one hour for lunch. Saturday dates are: Nov. 24 & Dec. 1/01.

O.R. CLINICAL

This module is a clinical consolidation. Date, time, and clinical site(s) must be arranged with the Program Manager. This module consists of 150 hours of clinical placement. This must be completed on a full-time basis. PREREQUISITES: NSC84, NSC85, NSC87 or NSC85.

O.R. CLINICAL

This module is a clinical consolidation. Date, time, and clinical site(s) must be arranged with the Program Manager. This module consists of 150 hours of clinical placement. This must be completed on a full-time basis. PREREQUISITES: NSC84, NSC85, NSC87 or NSC85.

REGISTRERED NURSE - PERINATAL NURSING CERTIFICATE HIGH RISK OBSTETRICS (877) or NEONATAL (876)

The Obstetrical or Neonatal Certificates are intended for nurses who wish to enhance their knowledge and skills in perinatal nursing care. Courses provide a rigorous review of relevant material from conception to six weeks postpartum for mother, fetus/newborn, and family. Each course consists of classroom course, 3 study and clinical learning. An exemption from clinical components may be available for individuals with current relevant experience. Nurses who have current certification in neonatal resuscitation are not required to take the NRP course. They can apply for an exemption. The Perinatal High Risk Obstetrical Certificate program will prepare RNs to write the Canadian Nurses Association Perinatal Certification exam.

For further information call Petra Brown, Program Manager at (905) 540-4247 ext. 26703 or email brownp@cecat.mohawkc.on.ca

Admission Requirements

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

Program of Studies

To obtain the High Risk Obstetrical Certificate you must successfully complete the following courses in the order listed:

- NSC88 Perinatal Education 1
  44 hours

- NSC89 Perinatal Education 2
  44 hours

- NSC81 Neonatal Resuscitation Program
  15 hours

To obtain the Neonatal Certificate you must successfully complete the following courses in the order listed:

- NSC85 Perinatal Advanced Neonatal Care 1
  85 hours

- NSC85 Perinatal Advanced Neonatal Care 2
  91 hours

Distance Education

Perinatal Education 1 and Perinatal Education 2 are both available in a distance education format. Refer to the Distance Education section of the catalogue for further information.

PERINATAL EDUCATION 1

This course examines the nursing assessment and care of healthy antepartum, intrapartum, and postpartum women. Content includes: physiologic and psychological adaptations to pregnancy, perinatal education, labour and birth and the postpartum period. The course consists of 30 hrs. in class, 12 hrs. clinical, 2 hrs. self study. Dates: Sept. 13, 20, Oct. 4, 11 & 25.

NSC85 FEE: $234.80

FA 5 TH 9:00-4:00 IH Nov13 504328

PERINATAL EDUCATION 2

This course focuses on the assessment and care of the healthy neonate. Topics include fetal development, newborn care at birth, transition, physical assessment, common problems, feeding, and family adaptations. The course consists of 30 hours in class, 12 hours clinical and 2 hrs. self study. Dates: Nov. 1, 15, 22, Dec. 6 & 13/01.

NSC86 FEE: $238.80

FA 5 TH 9:00-4:00 IH Nov8 504329

PERINATAL ADVANCED NEONATAL CARE 1

This module is designed to prepare registered nurses to care for moderately ill neonates in a nursery setting. Content includes an introduction to critical appraisal of research data. The course consists of 30 hours of theory, 45 clinical hours, and 10 self directed study hours. PREREQUISITE: Successful completion of Perinatal Education 1 & 2, NRP. Dates: Sept. 13, 20, Oct. 4, 18 and Nov. 1/01.

NSC87 FEE: $405.35

FA 5 TH 9:00-4:00 IH Sep13 504369

 Browse the catalogue on the web at cecat.mohawkc.on.ca
PERINATAL - ADVANCED NEONATAL 2
This course deals with more severely ill newborns, including those requiring ventilation. There are 36 hours of classroom, 45 hours of clinical, and 10 hours of self-study. PREREQUISITE: Credit from Perinatal Education 1 and 2, and Perinatal Advanced Neonatal Care 1. Dates: Sept. 20, 27, Oct. 11, 25, Nov. 8, & 22/01.
FEE: $432.49

NEONATAL RESUSCITATION-INITIAL CERTIFICATION
This 15 course, offered as 7.5 hours of self-study and 7.5 hours direct class is based on the American Heart Association/American Academy of Pediatrics guidelines for Neonatal Resuscitation. Manuals available at McMaster Hospital bookstore. A limited number of manuals available at the IAHS campus library. Students “MUST” review the manual prior to attending the classroom day. Class will consist of written tests, demonstrations and return demonstrations using resuscitation dolls.

NEONATAL RESUSCITATION RECERTIFICATION
This 4 hour recertification course is based on the American Academy of Pediatrics/American Heart Association guidelines for Neonatal Resuscitation. Students must review the NRP Manual prior to classroom attendance. Class will consist of written tests, demonstrations and return demonstrations using resuscitation dolls.

REGISTERED PRACTICAL NURSE - MATERNAL NEWBORN NURSING CERTIFICATE (040)
For more information please call
Patti Coates, Program Manager at
(905)540-4247 ext. 26709 or email
coatesp@mail.mohawk.on.ca

ADMISSION REQUIREMENTS
Students apply to the program by providing the following:
• A completed application for admission.
• One copy of your most recent educational transcript.
• A typewritten or word-processed letter of intent which is specific in nature regarding your goals, interests and program expectations (what you hope to learn and achieve). Evaluation of Applicants: Applicants will be evaluated for acceptance into the program, based on the following criteria:
  • Proficiency in English with evidence of adequate reading and writing skills.
  • An intention on the part of the applicant or the applicant’s employer to implement or modify a disability management program (as indicated by the letter of intent and by a letter of support from an employer).
  • Joint labour-management support for a disability management program in the applicant’s workplace.

DISABILITY MANAGEMENT CERTIFICATE
Injuries or illness can strike anyone, anytime. In the past, we simply trusted that the “system” would look after workers who become temporarily or permanently disabled. Little thought was given to reducing the human, social, and financial costs of disability while maintaining and developing the employability of the worker. Economic and social changes in Canada have prompted a reassessment of traditional approaches. Recent experience shows that the most effective way to help people with disabilities return to productive, meaningful employment is to implement jointly managed, workplace-based disability management programs. In 1995, the National Institute of Disability Management and Research, in joint labour/management initiative in British Columbia, developed a curriculum to provide practical disability management skills in Canadian workplaces. Now, with a special emphasis on Ontario legislation, this 180 hour Certificate Program is available through Mohawk College.

For more information please contact
Patti Coates, Program Manager at
(905)540-4247 ext. 26709 or ext. 26737, or email
coatesp@mail.mohawk.on.ca

DISABILITY MANAGEMENT, THEORY AND PRACTICE
This module provides the student with an understanding of effective disability management programs, with insight into the scope of the disability management coordinator’s work, and with knowledge of the relevant health care and rehabilitation services.

PROFESSIONAL EFFECTIVENESS
This module focuses on required communication skills both oral and written, supporting the worker and significant others, cross cultural communication, and organizational skills.
HEALTH SCIENCES

HEALTH CARE PRODUCTS COURSES

ATTENTION: HEALTH CARE PROFESSIONALS INTERESTED IN A CAREER CHANGE, OR ANYONE SEEKING A REWARDING CAREER IN COMMUNITY HEALTH CARE. WITH TODAY’S INCREASED FOCUS ON HOME HEALTH CARE, NEW CAREER OPPORTUNITIES ARE OPENING UP FOR INDIVIDUALS TO ASSIST CLIENTS IN THE COMMUNITY WITH THE SELECTION AND USE OF A RAPIDLY EXPANDING RANGE OF HEALTH CARE PRODUCTS. THESE COURSES HAVE BEEN DESIGNED WITH INPUT FROM COMMUNITY EMPLOYERS TO PREPARE INDIVIDUALS TO WORK IN A COMMUNITY PHARMACY SETTING. THE HEALTH CARE PRODUCT SPECIALIST WILL PROVIDE CLIENTS WITH KNOWLEDGEABLE ADVICE ON A DIVERSE ARRAY OF PRODUCTS INCLUDING HERBAL MEDICINES, ASSISTIVE DEVICES TO AID MOBILITY, OSTOMY CARE, ORTHOTICS, AND PRE-AND POST-NATAL CARE. AFTER COMPLETION OF THE COURSES INDIVIDUALS WILL ALSO BE FULLY PREPARED TO PROVIDE ADVICE ON THE SELECTION AND USE OF PRODUCTS FOR RESPIRATORY CARE, ENTERAL FEEDING, NUTRITION, DIABETES CARE AND OTHER NEEDS OF BOTH THE ELDERLY AND INFANTS. THE COURSE OF STUDY ALSO PROVIDES A THOROUGH UNDERSTANDING OF PRIVATE AND PUBLIC FUNDING PROGRAMS, AND KNOWLEDGE OF EFFECTIVE RETAIL PRACTICES FOR MARKETING AND PURCHASING HEALTH CARE PRODUCTS AND PROVIDING A HIGH LEVEL OF CUSTOMER SERVICE. AS A FINAL COMPONENT OF THE PROGRAM OF STUDY, PARTICIPANTS WILL HAVE THE OPPORTUNITY TO GAIN PRACTICAL EXPERIENCE IN A RETAIL SETTING THROUGH A FIELD PLACEMENT.

For more information please contact
Mary Golba-Bylhouwer, Program Manager at (905)540-4247 ext. 26706 or email golbam@mail.mohawk.on.ca

Admission Requirements
These courses are open to any mature individual with a strong interest in community Health Care. A certificate or diploma in a Health Profession or Health Care Provider program would be a definite asset.

Courses
HCP01 The Role of the Health Care Products Specialist 36 hours
HCP02 Managing and Marketing Health Care Inventory 30 hours
HCP03 Herbal Products and Health Care Products 30 hours
HCP04 Maintaining Health with External Care Products 30 hours
HCP05 Maintaining Health with Internal Care Products 30 hours
HCP06 Health Care Products Specialist Field Placement 30 hours

An acknowledgement of completion will be given upon successful completion of the six Health Care Products courses.

NEW

THE ROLE OF THE HEALTH CARE PRODUCT SPECIALIST

This introductory course provides a sound foundation for the study of Health Care products, and the product specialist’s role. Participants focus on consumer service concepts, and assessment tools to interpret prescribed products and/or identify products to meet customer needs. Generic product knowledge, strategies for advocating for client needs, and identification of community support groups are also covered.

HCP01 FEE: $180.20
F.1 12 WE 6:30-9:30 IH Sep26 504362

Browse the catalogue on the web at cecat.mohawk.on.ca

LEGISLATION, BENEFITS, JOB ACCOMMODATIONS

A through analysis of relevant legislation and benefits will be achieved in this module. Exploring implementation of work modifications both enabling the affected worker to return to work and preventing future injuries will be facilitated. Last class will finish at 12:30 P.M.

DMR03 FEE: $646.10
F.3 6 MO-FR 8:30-4:30 IH Sep27 504388
F.4 6 MO-FR 8:30-4:30 IH Oct11 504394

RESEARCH AND FACILITATION SKILLS

This module will enable the students to implement basic research skills, to track costs and budget of disability management programs, to access funding programs, to provide leadership to return-to-work teams, and to promote positive attitudes to persons with disabling conditions. NOTE: Last class will finish at 5 P.M.

DMR04 FEE: $590.66
F.3 5 MO-FR 9:00-3:00 IH Oct19 504398
F.4 5 MO-FR 9:00-3:00 IH Nov2 504395

PROGRAM EVALUATION, PROMOTION AND MARKETING

Ability to evaluate worker/supervisor satisfaction with the program, to carry out quantitative and qualitative evaluations, to develop and refine a model of disability management, to promote disability management to corporation and broader communities will be achieved. Last class will finish at 4:00 P.M.

DMR05 FEE: $549.08
F.3 5 MO-FR 9:00-12:00 IH Oct26 504390
F.4 5 MO-FR 9:00-12:00 IH Nov9 504396

MANAGING REHABILITATION/RETURN TO WORK PLAN

Skill in defining genuine job requirements and assessing the functional capacity of the individual and identifying systemic barriers to return to work or employment will be developed. Note: Times are 8:30 a.m. to 10:30 P.M.

DMR06 FEE: $646.10
F.3 3 MO-FR 8:30-10:30 IH Nov16 504391
F.4 3 MO-FR 8:30-10:30 IH Nov30 504397

FOOD SERVICES CERTIFICATE (816)

This Certificate is designed to upgrade & enhance the skills of Food Service Workers currently employed by Health Care Facilities. The curriculum focuses on the role of the Food Service Worker and the importance of issues such as safety sanitation and nutrition. For more information call Alma Janke at (905)540-4247 ext. 26715.

Admission Requirements
Applicants should have good communication skills (must be able to read and write English). Priority will be given to those currently employed in the food service department of a health care facility for a minimum of one year, and provide a letter of recommendation from their supervisor. Applicants who do not currently work in a Health Care Facility in the kitchen will have a field work requirement. Space is limited for those applicants who are not currently employed.

Program of Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
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<tbody>
<tr>
<td>HCF10</td>
<td>Introduction to Institutional Food Service</td>
<td>30 hrs.</td>
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<tr>
<td>HCF20</td>
<td>Food Preparation I</td>
<td>30 hrs.</td>
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<tr>
<td>HCF30</td>
<td>Sanitation and Safety</td>
<td>30 hrs.</td>
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<tr>
<td>HCF40</td>
<td>Food Service Management Functions</td>
<td>30 hrs.</td>
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<tr>
<td>HCF50</td>
<td>Food Preparation II</td>
<td>30 hrs.</td>
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<tr>
<td>HCF60</td>
<td>Nutritional Care</td>
<td>30 hrs.</td>
</tr>
<tr>
<td>HCF01</td>
<td>Field Placement Component</td>
<td>180 hrs.</td>
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</tbody>
</table>

To receive an application for the FOOD SERVICES CERTIFICATE
Please clip out this coupon and mail to:
Alma Janke
Continuing Education Health Sciences
Mohawk College of Applied Arts
and Technology
Institute for Applied Health Sciences
1400 Main Street West
Hamilton, ON L8S 1C7

Name ____________________________
Address ____________________________
Phone No ____________________________

For further information please call(905)540-4247 ext. 26715

INTRODUCTION TO INSTITUTIONAL FOOD SERVICE

In this introductory credit course, you will study the role of the food service employee in a Health Care institution and explore quality assurance as it applies to your role. Special emphasis is placed on sanitation, safety practices, and first aid. You will also be introduced to some nutritional theory, cooking in quantity, menu planning and processing, table service and communication, diet therapy and food service production systems.

HCF10 FEE: $148.50
F.1 10 TU 7:00-10:00 IH Sep11

FOOD PREPARATION 1

*YR. 1 - Restricted to those who have previously applied & been accepted. Cooking is the special focus in the course. You will learn to prepare basic sauces and a variety of soups (broth, consomme, puree, veloute and cream) as well as different methods of preparing seafood. Basic preparation and various cooking methods for meat and poultry are also covered.

HCF20 FEE: $158.50
F.1 10 WE 7:00-10:00 FF Sep12 504265

SANITATION AND SAFETY

Second year students will concentrate on a working environment that will enable you and your co-workers to do your job safely. Regulations and acts which apply to Health Care Institutions, how to deal with fire emergencies, how to identify and deal with safety hazards, special lifting techniques and other precautions to minimize injuries, personal hygiene, sanitation practices are covered in this credit course.

HCF30 FEE: $148.50
F.1 10 TH 7:00-10:00 IH Sep13 504266
HEALTH SCIENCES

MULTIDISCIPLINE REHABILITATION CERTIFICATE (882)

Following an accident, illness or injury, individuals may experience disturbances in function which affect the way they perceive themselves, their ability to meet needs, and fulfill various roles within the family and in society. The process of rehabilitation assists these individuals to achieve maximum independence in the performance of premorbid tasks, work duties, and social roles. This Certificate is intended for Rehabilitation Consultants, Case Managers, Health Care Professionals, Occupational Health Professionals, Disability Claims/Benefits Professionals, and other members of the rehabilitation team who deal with individuals with disabilities. The program of study is designed to enhance the student’s knowledge of the rehabilitation process, attitudes and skills, to enable them to promote rehabilitation as an end goal.

For more information please contact
Lynn Gwilliam, Program Manager at
(905)540-4247 ext. 26709 or email
lynn.gwilliam@mail.mohawk.on.ca

Admission Requirements
Students may be exempted from the Field Placement component of this program by completing Clinical Behavioural Sciences — BSI Level 1, at McMaster University.

THERE WILL BE NO FALL 2001 INTAKE.

PALLIATIVE CARE CERTIFICATE (017)

Caring for the terminally ill and their families requires a special range of skills. This program is intended for RNs, RPNs, Personal Support Workers, Home Support Workers, Social Workers, Funeral Home Personnel and volunteers who work with the terminally ill and their loved ones in a variety of settings. The program is designed to enhance the knowledge, skills and attitudes of those providing palliative care.

For more information please contact
Lynn Gwilliam, Program Manager at
(905)540-4247 ext. 26709 or email
lynn.gwilliam@mail.mohawk.on.ca

Admission Requirements
There are no admission requirements for this program.

Program of Studies
HZA69 Introduction to Palliative Care** This course is a prerequisite for all others in the program.
HZT02 Loss and Grief through the Life Span 30 hrs.
HZT03 Communication/Multicultural Issues 30 hrs.
HZT04 Symptom Control 30 hrs.
HZT05 Focus on Caregivers 30 hrs.
HZT06 Ethical/Legal 30 hrs.
Elective 30 hrs.

INTRODUCTION TO PALLIATIVE CARE
This course is a prerequisite to all courses/modules in the Palliative Care Certificate Program. Course equivalents would include: Palliative Care For The Allied Health Care Workers, Palliative Care For The Professional. Exemptions and prerequisites can be discussed with the Program Manager Lynn Gwilliam at
(905)540-4247 ext. 26705.

HZA69 FEE: $148.50 T
F1 12 WE 6:30-9:30 IH Sep 19 504276

LOSS & GRIEF - LIFE SPAN
This module will allow the student to increase their knowledge of the physical process of dying, the developmental process in understanding the meaning of death, the preparation for death required of the individuals, significant others, and the care providers. NOTE: No class on October 8/01.

HZT02 FEE: $148.50 T
F1 10 MO 6:30-9:30 BF Sep 17 504277

COMMUNICATION/MULTICULTURAL
This module will provide the student with increased understanding of family relationships, psychosocial considerations, multicultural concepts, multifaith/spirituality issues, and sexuality/intimacy for the terminally ill individual.

HZT03 FEE: $148.50 T
F1 10 TH 6:30-9:30 IH Sep 27 504277

PALLIATIVE CARE FOR ALLIED CARE PROVIDERS
This course will enhance the knowledge and skills of allied care providers caring for the palliative care client and his/her “family”. Particular emphasis will be placed on the geriatric client and the chronically ill adult. Comfort measures will be a thread drawn through the course, and will include attention to the environment.

HZPDS FEE: $148.50 T
F1 10 TH 6:30-9:30 BF Sep 27 504278

PALLIATIVE CARE FOR HEALTH PROFESSIONALS
This course is based upon the Palliative Care Core Skills for Health Care Professionals (RNs, RPNs, Social Workers, OTs PTs etc.) It will enhance the knowledge and skills of those who care for Palliative Care clients and their families. Topics of study will include Pain, End of Life, Assessment, Pharmacological and Non Pharmacological Management and Critical thinking to develop best practice guidelines.

HZPD2 FEE: $148.50 T
F1 10 TH 6:30-9:30 BF Sep 27 504279

PERSONAL SUPPORT WORKER CERTIFICATE (304)

The Personal Support Worker program has been approved by the Ministry of Health and the Ministry of Education and Training for the training of workers who provide personal care and support to people living at home and in long-term care facilities. This program consolidates and replaces the Health Care Aide and Home Support Programs. This program will provide the learner with the opportunity to develop the attitude, approach to clients and skills that are critical to the well-being, comfort, safety and health of the people they support.

For more information call
(905)540-4247 ext. 26737

Admission Requirements
1. Age 19 or older at time of application. If under 19, an OSSD at the General Level
2. Pre-admission testing
3. Ability to read, write and verbally communicate in English
4. Accepted applicants will be required to provide an up-to-date immunization record
5. Fitness to complete the practicum components
6. Successful completion of CPR Basic Rescuer C and Standard First Aid training prior to commencing practical component.

NOTE: Please call 905 540-4247 ext. 26737 arrange for pre-admission testing.

Program of Studies
To obtain the Personal Support Worker Certificate, participants must complete the following modules:

PSW10 Role of Worker/Uniqueness of the Individual 27 hours
PSW11 Interpersonal Skills 18 hours
PSW28 Abuse 10 hours
PSW48 Safety and Household Management 13 hours
PSW49 Meal Preparation 15 hours
PSW25 Assisting a Person with Mobility 33 hours
PSW28 PSW: Personal Hygiene 21 hours
PSW20 Optimal Support and Care Planning 13 hours
PSW41 Cognitive Impairment/Mental Health Issues 21 hours
PSW43 PSW Clinical A 109 hours
PSW44 PSW Clinical B 36 hours
PSW31 PSW: Assisting the Family 13 hours
PSW33 PSW: Ongoing Conditions 36 hours
PSW36 Assisting a Person who is Dying 13 hours
PSW37 PSW: Assisting with Medication 12 hours
PSW45 PSW Clinical C 72 hours
PSW46 PSW Clinical D 48 hours

ROLE OF WORKER/UNIQUENESS OF INDIVIDUAL
The first module will be for ALL students who wish to pursue PSW certification and have been admitted to the Program. This module introduces the student to the concept of individuality of all persons, their experiences, rights, interests and needs, as well as the role and scope of practice of the worker. The variety of settings, level of supervision and related legislation, time and stress management will be discussed. PREREQUISITE: Admission to the program. Fee includes printed material.

PSW10 FEE: $139.65 T
F1 9 TU 9:30-12:30 IH Sep 19 504290

MEAL PREPARATION
PSW49 FEE: $74.25
F4 5 TH 6:30-9:30 IH Nov 15 504727

INTRODUCTION TO THE ROLE OF PSW
PSWB1 FEE: $89.10
F4 6 TU 6:30-9:30 IH Nov 13 504726

PHYSIOTHERAPY ASSISTANT

CLINICAL FIELDWORK - PTA
PO321 FEE: $330.60
F1 4 MO- FR 6:30-9:30 FW Sep 3 504300
INTERPERSONAL SKILLS-PERSONAL SUPPORT WORKER

This module introduces students to the importance of communication and interpersonal skills essential to establishing and maintaining effective relationships with consumer/clients. The components of messages, the ways in which they are given, and fair and effective communication are discussed. Problem solving and conflict resolution skills will be presented and practiced. Use of written materials, including documentation will be covered. PREREQUISITE: Admission to program.
PSW11  FEE: $89.10  ☎
F1  6  TH  6:30-9:30  IH  Sep20  504291

ABUSE

This module introduces students to the concepts of family violence and abuse, including its possible signs, as well as appropriate actions to be taken if abuse is suspected. Abuse of the worker is also discussed. PREREQUISITE: PSW10.
PSW38  FEE: $49.50  ☎
F1  4  TU  6:30-9:30  IH  Nov20  504295

SAFETY AND HOUSEHOLD MANAGEMENT

This module deals with aspects of household management and safety as they relate to both the consumer/clients and the worker. It is essential that the PSW provide assistance in a manner which is effective, safe and provides for the consumer/clients comfort. As part of this, the PSW must be aware of potential risks posed by unsafe equipment or settings and the appropriate actions to take if unsafe situations are identified. Infection control methods will be taught. PREREQUISITE: PSW10, 11
PSW48  FEE: $64.35  ☎
F1  5  TH  6:30-9:30  IH  Nov20  504288

PSW: ASSISTING THE FAMILY

This module assists students to understand the characteristics of today’s families in terms of structure, functions, roles, lifestyles and relationships. Understanding of the influence of cultural values, practices, religious beliefs as well as the effects of illness, stress, disability on family relationships will be emphasized as central to the PSW’s ability to provide effective support. PREREQUISITE: PSW28, PSW20.
PSW31  FEE: $64.35  ☎
F1  5  MO  6:30-9:30  IH  Sep17  504293

PSW: ONGOING CONDITIONS

This module assists the student in understanding the effects of disability, disease or condition on functioning in order to provide appropriate assistance. The student is introduced to basic concepts of assistance, focussing on the importance of providing support safely, effectively and comfortably. Course fee includes printed materials.
PREREQUISITE: PSW20, PSW28.
PSW33  FEE: $183.20  ☎
F1  12  WE  6:30-9:30  IH  Sep19  504297

PSW BRIDGING PROGRAM FOR HOME SUPPORT LEVEL 2

(270 HOURS) This program is designed for individuals currently working in the community for a recognized agency who have successfully completed a Home Support Level 2 Course from a MET approved program. The learner will have the opportunity to become aware of the role and responsibilities of the Personal Support Worker in various settings and to increase his/her knowledge and skills to support individuals in maintaining to the degree possible, their independence, social, emotional and spiritual well-being, safety, mobility, personal hygiene and comfort.

Program of Studies
PSW10 Role of the Worker/Uniqueness of Individual *27 hours
PSW28 Personal Hygiene *21 hours
PSW20 Optimal Support and Care Planning *13 hours
PSW83 Safety and Assisting a Person with Mobility *18 hours
PSW41 Cognitive Impairment and Mental Health Issues *21 hours
PSW33 Assisting A Person to Manage Ongoing Conditions *36 hours
PSW36 Assisting the Person who is Dying *13 hours
PSW37 Assisting a Person with Medication *12 hours
Total Theory Hours 161 hours
Clinical A Facility Placement (Supervised)*109 hours
Total Program Hours 270 hours
Note: An * indicates that the course hours, learning outcomes and learning objectives are the same as for existing courses in the full Personal Support Worker Program.

PSW BRIDGING PROGRAM FOR HEALTH CARE AIDES (COMMUNITY)

This program is designed for individuals currently working in the community for a recognized agency who have successfully completed a Health Care Aide Program from a MET approved program. The learner will have the opportunity to become aware of the role and responsibilities of the Personal Support Worker in various settings and to increase his/her knowledge and skills to support individuals in maintaining to the degree possible, their independence, social, emotional and spiritual well-being, safety, mobility, personal hygiene and comfort.

Program of Studies
PSW81 Introduction to the Role of the PSW *18 hours
PSW48 Safety and Household Management *13 hours
PSW49 Meal Preparation *15 hours
PSW31 Assisting the Family *13 hours
PSW84 Mental Health Issues for PSW Bridging *10 hours
PSWB4 Mental Health Issues for PSW Bridging *12 hours
PSWB5 Ongoing Conditions for PSW Bridging *12 hours
PSWB3 Assisting a Person with Medication *17 hours
Total Theory Hours 94 hours
Clinical Course based on individual experience.
Note: An * indicates that the course hours, learning outcomes and learning objectives are the same as for existing courses in the full Personal Support Worker Program.

DATES FOR PSW BRIDGING TO BE ARRANGED

kcl.on.ca 103
HEALTH SCIENCES

PHARMACY TECHNICIAN DIPLOMA (407)

This program, offered through Continuing Education on a part-time basis, prepares individuals to assist pharmacists in the delivery of pharmaceutical services, in hospital settings and in community pharmacies.

For more information please contact Mary Golba-Blyhouwer, Program Manager at (905)540-4247 ext. 26706 or email golbam@mail.mohawkc.on.ca

Admission Requirements

Applicants require Ontario Secondary School Diploma (OSSD) or equivalent with the following specific requirements: English, year 4, general; Mathematics, year 4 general, Chemistry, senior, general; and one additional senior science, general. Applicants should also possess a Standard First Aid Certificate. Keyboarding skills of 30 words per minute are also required before enrolling in the Community Pharmacy Lab Courses. Applicants who are 19 years of age or older who do not meet all the stated academic requirements above may apply as Mature Applicants. Each application is reviewed on an individual basis. Mature applicants must participate in admission tests and may be required to complete preparatory courses. NEXT INTAKE OF STUDENTS - SEPTEMBER, 2002

Program of Studies

NEW PROGRAM OF STUDIES

Level I

PM101 Orientation to Pharmacy 28 hours
PM103 Pharmaceutical Fundamentals 56 hours
PM102 Pharmaceutical Calculations I 28 hours
HD001 Anatomy & Physiology for Health Care 56 hours
CO212 Computers For Pharmacy Technicians 42 hours
PM104 Pharmaceutical Fundamental Lab 42 hours
PM107 Community Pharmacy Practice I 28 hours
LL041 Communications 42 hours
PM201 Pharmacology I 56 hours
PM202 Pharmaceutical Calculations II 28 hours
PM203 Legislation For Pharmacy 28 hours
PM206 Community Pharmacy Theory 42 hours
PM207 Community Pharmacy Practice II 56 hours
PM204 Institutional Pharmacy Practice 56 hours

Level II

PM304 Institutional Pharmacy Theory 42 hours
PM302 Sterile Products Theory 42 hours
PM303 Sterile Products Practice 56 hours
SS170 Human Relations 42 hours
LL124 Literature 42 hours
PM301 Pharmacology II 56 hours
PM307 Community Pharmacy Practice III 56 hours
PM306 Field Placement Orientation (1 day/week) 49 hours
PM391 Community Pharmacy Experience I 140 hours
PM992 Institutional Pharmacy Experience II 140 hours
PM401 Non-Prescription Drug Products 28 hours
PM402 Assistive Devices 28 hours
PM403 Herbal and Complimentary Care Medicine 28 hours
PM404 Pharmacy Retailing 21 hours
PM405 Community Pharmacy Practice Review 21 hours
PM406 Institutional Pharmacy Practice Review 21 hours

PHARMACOLOGY 1

This course takes the student through the general concepts of Pharmacology and defines classifications of drugs as related to their actions on the various body systems. The student will become familiar with the classifications as defined in the Ontario Drug Benefit Formulary. The student studies the characteristics of typical drugs, purpose, side effects, cautions and interactions.

PM107 FEE: $143.60
F1 9 WE 6:30-9:30 IH Sep26 504363

COMMUNITY PHARMACY PRACTICE I

The student receives training in the first of three retail pharmacy computer systems. The student practices data entry, retrieval of information, and generating prescription labels.

PM201 FEE: $271.00
F1 16 TU 6:30-9:30 IH Sep4 504364

COMMUNITY PHARMACY EXPERIENCE

Field experience in a community pharmacy placement provides a real life situation in which the student practices and integrates classroom theory under the supervision of a Pharmacist. Dates, times and clinical site must be arranged with the Program Manager. NOTE: Most hours can only be arranged for days, Monday to Friday. PREREQUISITE: All pharmacy courses Level I and Level II.

PM991 FEE: $283.80
F1 20 FW 504369

HOSPITAL PHARMACY EXPERIENCE

Field experience in a hospital pharmacy placement provides the student with a real life situation to practice and integrate classroom theory under the supervision of a Pharmacist. Dates, times and clinical site must be arranged with the Program Manager. Most hours can only be arranged for days, Mondays to Friday. PREREQUISITE: All pharmacy courses level 1 and 2.

PM992 FEE: $283.80
F1 20 FW 504366

PHYTOTHERAPY (HERBAL MEDICINE)

The Phytotherapy program is currently offered in part-time format through Continuing Education, Health Sciences. Courses are designed to prepare participants to eventually practice as a Herbalist or to respond to the growing herbal industry by providing background information and to enhance the knowledge of health care providers concerning this complementary mode of therapy.

For more information please contact Mary Golba-Blyhouwer, Program Manager at (905)540-4247 ext. 26706 or email golbam@mail.mohawkc.on.ca

Admission Requirements

Registrants should possess an Ontario Secondary School Graduation Diploma or equivalent and it is suggested that registrants have taken chemistry of 30 words per minute are also required before enrolling in the Community Pharmacy Lab Courses. Applicants who are 19 years of age or older who do not meet all the stated academic requirements above may apply as Mature Applicants. Each application is reviewed on an individual basis. Mature applicants must participate in admission tests and may be required to complete preparatory courses. NEXT INTAKE OF STUDENTS - SEPTEMBER, 2002

Program of Studies

There will be opportunity to complete a shorter “Herbal Technician Certificate Program” for those interested in working in the Herbal Industry.

SEE DISTANCE EDUCATION SECTION FOR MORE PHYTOTHERAPY COURSES.

BOTANY I

The aim of this course is to give the student the knowledge of basic plant anatomy, reproduction, response to the environment as well as the tools required to correctly identify the family, genus and species of a variety of plants. Special emphasis on plants used in Phytotherapy and presentation of powdered herbs will be covered in Botany II.

HMP05 FEE: $159.00
F1 10 TU 6:30-9:30 IH Sep18 504371

HERBAL THERAPEUTICS

This course will deal with the application of different herbs in the different conditions that may be encountered in a clinical setting. It will allow students to use their knowledge of materia medica to offer advice on the proper use of herbs. PREREQUISITE: HMP36.

HMP30 FEE: $159.00
F1 10 WE 6:30-9:30 IH Sep19 504380

MICROBIOLOGY - B

This course will continue the studies from Microbiology A. Agents of infection, specimens used to isolate these agents, methods of transporting specimens and identification of these organisms will be discussed. The structure, modes of action and pharmacokinetics of antimicrobial agents will also be examined. PREREQUISITES: HMP23.

HMP28 FEE: $271.70
F1 15 TH 6:30-9:30 IH Sep13 504379
PHARMACOGNOSY - PART 1 - MODULE A
This course examines the processes needed to transform a living plant into a commercial medicine. Topics include the history and development of Pharmacognosy as a science, growing, harvesting, drying and storing of herbs. Effects of light, moisture, temperature, oxygen, development of organisms and natural variations in the nature and quantity of active constituents of plants are considered. Botany I should be taken along with this course.

PRIOR LEARNING ASSESSMENT (PLA)
You may qualify for credit for skills and knowledge you may have acquired in other courses or in your work experience. If interested in pursuing prior learning assessment, please contact
Kathy Radcliffe, Program Manager at (905)794-4247 ext. 26704 or email radclik@mail.mohawk.on.ca

ASSOCIATION FEE: $96.00

BUSINESS OF AROMATHERAPY
Topics for discussion will include the ways for an Aromatherapist to work in the community, starting one’s own practice, networking with health care practitioners, and ethical standards for Aromatherapists. The student will be shown how to set up a practice including layout, start-up cost, marketing, computer software for client assessment and record keeping.

PREREQUISITES: ARP50, ARP51. ARP52. ARPS3

FEE: $268.00

PSYCHOSOCIAL REHABILITATION CERTIFICATE (016)
Psycho-social rehabilitation (PSR) is an approach to working with adults with a prolonged mental illness. The aim of this program is to provide knowledge and skills related to PSR principles and practices to frontline staff and service users of mental health agencies.

For more information please contact
Kathy Radcliffe, Program Manager at (905)794-4247 or email radclik@mail.mohawk.on.ca

PRIOR LEARNING ASSESSMENT FEE: $96.00

GERONTOLOGY
PREREQUISITES: ARP50, ARP51. ARP52. ARPS3

FEE: $268.00

ADJ02 Clinical Experience
25 hrs.

ADJ03 Home Study (including 30 hours classroom)
85 hrs.

The approximate cost of this program is $940.00 plus text.

ADJ01 ORIENTATION
90 hrs.

ADJ01 ORIENTATION
FEE: $411.30

F1 15 MO-TH 2:00-8:00 IH Oct1 504343
F2 15 MO-TH 2:00-8:00 FR Oct1 504344

ADJ02 ORIENTATION
FEE: $117.75

F1 5 FW Nov5 504344
FN 5 FW Nov7 504346

ADJ03 HOME STUDY
FEE: $390.35

F1 20 MO-FR 2:00-8:00 BF Sep3 504404
FN 15 MO 9:00-3:00 O Nov6 504406

ADJ04 ORIENTATION
FEE: $117.75

Parking for Continuing Education Health Sciences students
McMaster University provides parking services for the Institute for Applied Health Science. Permits may be purchased and picked up in person from the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit card, Mastercard and Visa. You will require your student number to pick up your permit. Single evening permits can be purchased at the kiosks for $2.50. For further information please phone 905-525-9140, ext. 2432.

Browse the catalogue on the web at cecat.mohawk.on.ca
AN INTRODUCTION TO THE STUDY OF AGING
This course is an introduction to the study of aging and provides a survey of the biological, psychological, social and spiritual aspects of aging. NOTE: No class October 8/01.
GER10 FEE: $148.50 T
F 1 MO 6:30-9:30 IH Sep29 504289

GERONTOLOGY MULTIDISCIPLINE: POST-DIPLOMA CERTIFICATE (806)
This program is designed for those who wish to pursue formal studies in aging. It is intended for individuals involved with the elderly through work or volunteer experience.
For further information on program electives and PLA please call Lynn Gwilliam, Program Manager at (905) 540-4247 ext. 26705 or email gwillill@mail.mohawkc.on.ca

Admission Requirements
Applicants must be graduates of a diploma or certificate program in Health Sciences or Human Services (i.e. R.N., R.P.N., Health Care Aide, Recreation, Social Work etc.). Applicants without an approved certificate may apply if they have been working with older adults for at least two years and can submit a written recommendation from their employer.

Program of Studies
Courses are integrated with the Gerontology Multidiscipline: Post Certificate (019).
GER10 An introduction to the Study of Aging 30 hours
GER20 Physiology of Aging 30 hours
**("GER10 and GER20 are prerequisites for all other courses in the program")**
GER30 Assessment and Planning 30 hours
GER41 Mental Health Aspects of Aging 30 hours
GER51 Legal and Ethical Issues related to Aging 30 hours
GER71 Field Experience I 30 hours
GER81 Field Experience II 30 hours
GER91 Elective 30 hours
GER92 Individual Study 45 hours

GERONTOLOGY MULTIDISCIPLINE: POST-DIPLOMA CERTIFICATE (019)
(Working with the Aged)

Program of Studies
Courses are integrated with the Gerontology Multidiscipline: Post Diploma Certificate (806)
GER10 An introduction to the Study of Aging 30 hours
GER20 Physiology of Aging 30 hours
**("GER10 and GER20 are prerequisites for all other courses in the program")**
GER30 Assessment and Planning 30 hours
GER41 Mental Health Aspects of Aging 30 hours
GER51 Legal and Ethical Issues related to Aging 30 hours
GER71 Field Experience I 30 hours
GER81 Field Experience II 30 hours
GER91 Elective 30 hours

MENTAL HEALTH ASPECTS OF AGING
What processes and supports change as adults age? How to maximize functioning with age related changes. The course deals with psychological processes such as memory, perception and intelligence. The social aspects discussed would include relationships and community involvement.
GER41 FEE: $148.50 T
F 1 10 WE 6:30-9:30 IH Sep26 504292

COMMUNITY-BASED FIELD EXPERIENCE
Field experience in a community based Gerontology program provides the student with the opportunity to learn through experience: and receive the guidance, knowledge and skills of experienced personnel working in Gerontology. This 30 hour experience will enable the student to integrate the theoretical components of the Gerontology courses with the practical application. Dates, times and clinical site must be arranged with the Program Manager. Orientation: Wed. Sept. 19/01, 6:30 to 7:30 p.m.
GER71 FEE: $71.40 T
F 1 FW Sep19 504299

INSTITUTIONAL-BASED FIELD EXPERIENCE
Field experience in an Institution based Gerontology program provides the student with the opportunity to learn through experience: and receive guidance, knowledge and skills of experienced personnel working in Gerontology. This 30 hour experience will enable the student to integrate the theoretical components of the Gerontology courses with the practical application. Dates, times and clinical site must be arranged with the Program Manager. Orientation: Sept. 19/01 from 6:30 to 7:30 p.m.
GER81 FEE: $148.50 T
F 1 FW Sep19 504288

OTHER GERONTOLOGY COURSES
NonViolent Crisis Intervention for Long Term Care Providers (MHN18)
Refer to Health Sciences - For The General Public

RESTORATIVE CARE
This course is designed to educate workers on how to improve functioning of residents in long-term care facilities. The course will focus on an understanding of the principles of restorative care, assessment tools, mobility and ambulation, dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a diploma or certificate program in Health Sciences or Human Services. (i.e. R.N., R.P.N., Health Care Aide, PSWs, Adjuvant, Recreation, Social Work).
GER95 FEE: $148.50 T
F 1 10 TH 6:30-9:30 IH Sep20 504383

HOSPITALITY & TRAVEL
BARTENDING CERTIFICATE (085)
This 180 hour Certificate is designed to provide the knowledge and skills needed by those seeking employment as, or already employed as professional bartenders in a variety of establishments, including bars, restaurants, clubs, resorts and convention centres. With experience, graduates may advance to positions as bar supervisors and managers.
For more information please call (905) 575-1212 ext. 3009 or (519)759-7200 ext. 3009 or email bowinks@mail.mohawkc.on.ca

Admission Requirements
Participants MUST BE 19 YEARS OF AGE OR OLDER.

Program of Studies
To be awarded the Certificate candidates must successfully complete the following courses:
FB001 MIXOLOGY 1
FB002 MIXOLOGY 2
FB009 MIXOLOGY 3 - BEVERAGE CONTROL
FB010 MIXOLOGY 4 - COST CONTROL
FB004 WINE APPRECIATION 1
FB005 WINE APPRECIATION 2
FB008 SMART SERVE CERTIFICATION COURSE
MD227 EFFECTIVE SUPERVISION-COMMUNICATIONS
MD221 EFFECTIVE SUPERVISION-HUMAN RELATIONS
MD227 Effective Supervision: Communications MD221 Effective Supervision - Human Relations
Refer to Business section for course offerings.

*M Note: SMART SERVE CERTIFICATION COURSE - This training course will give alcohol servers the information they need to understand and implement the skills of responsible service. BENEFITS: Educates about the dangers of over-service, encourages responsible serving and drinking practices. Enhances the professionalism of Ontario’s hospitality industry, reduces liability risks, contributes to reduced incidents of drinking and driving. Please Note: The Smart Serve course is mandatory for alcohol servers in Ontario.

MIXOLOGY 1 - FB001 - CHALLENGE EXAM
Individuals who feel that they are eligible to receive credit in mixology based on work experience and completion of the general interest “Professional Bartending” course, and/or significant work experience, may enroll for a prior learning assessment. The assessment will include a written exam to test knowledge of drink recipes and a performance test to demonstrate knowledge and competency. For more information, contact the Prior Learning Assessment Office (905) 575-1212 ext. 3298 or (519)759-7200 ext. 3298.

ASSESSMENT FEE: $96.00

Register Early ... Avoid Disappointment
HOSPITALITY & TRAVEL

MIXOLOGY 1
Learn the art and science of mixing cocktails for restaurant and bar facilities. This credit course provides the student with the necessary product knowledge and preparation techniques to comply with minimum standards for Hospitality Beverage Operations. Building, stirring, shaking and blending of basic bar liquors will be demonstrated and followed by tasting and practice sessions. Additional liquor and product costs of $25.00 per person included in the course fee.
PREREQUISITE: Mixology 1 (FB001)
FB001 FEE: $182.74
F1 6 MO 6:30-10:00 SC Sep17 702103

MIXOLOGY 2
This credit course is a continuation of Mixology 1 with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, shooter varieties as well as domestic and imported beers. Additional liquor and product costs of $25.00 per person included in the course fee.
PREREQUISITE: Mixology 1 (FB001)
FB002 FEE: $182.74
F1 6 MO 6:30-10:00 SC Nov5 702108

MIXOLOGY 3 & 4 - FB009/FB010 - Could Make The Difference!
These two courses are specific to the hospitality/bar profession, but could be applied to any business. These principals are the keys to making YOU a success in any business situation.
After completing both levels of Beverage Control you will have a full understanding of the management’s needs in the bar. This knowledge could make the difference, giving you an advantage when opening your own business or when being considered for a supervisory (HEAD BAR) position in any place of work.

MIXOLOGY 3 - BEVERAGE CONTROL
Interested in making a profit? This course focuses on beverage purchasing, receiving, storing, issuing and production control. Learn to monitor daily beverage cost and development of beverage menus. Management of employee work habits in beverage production will also be reviewed.
FB009 FEE: $116.40
F1 5 TU 7:00-10:00 FF Sep18 702118

MIXOLOGY 4 - COST CONTROL
Interested in increasing your profit? This course focuses on monitoring beverage operations, calculating monthly and yearly beverage costs and the relation between beverage and other operating costs. You will learn control of sales through management techniques and employee work habits. Budgeting and forecasting in relation to beverage control & sales will also be reviewed.
PREREQUISITE: Mixology 3 - Beverage Control.
FB010 FEE: $116.40
F1 5 TU 7:00-10:00 FF Oct23 702120

SMART SERVE CERTIFICATION COURSE
Looking for employment in the service sector? Gain a competitive edge with this course, a further development of the Server Intervention Program which will eventually become mandatory for anyone serving alcohol. In Ontario completion of a written exam, you will receive a wallet-sized card verifying your certification. Fee includes a manual ($16.05).

FB008 FEE: $42.91
F1 1 TU 6:00-9:00 MO Sep25 702154
F2 1 TU 6:00-9:00 MO Oct23 703255
F3 1 SA 12:00-3:00 FF Nov24 702164
F4 1 MO 6:30-9:30 SC Dec17 703256

FOR THE CONNOISSEUR

KING OF ALL THE WHISKIES
For many people, there is no finer drink than Single Malt Scotch Whiskey. Spectator writer Dan Kilenko offers a two-part seminar which examines how single malt differs from blended Scotch and explores distinctive regional styles in Scotland. Tasting of ten malts is included. Part two discusses the work and proutry serving and storage. ALL NEW WHISKIES TO BE TASTED. A $25.00 tasting charge is included in the course fee.
G1276 FEE: $99.92
F1 2 TU 7:00-9:00 FF Oct30 702702

COOKING - FOOD...FOOD
Students may register in food courses anytime up to 3 days prior to the start date. Please phone the Program Manager at (905)575-1212 ext. 3009 or (519)759-7200 for permission after this time period. Students may apply for a refund or transfer up to three days prior to start date. In order to lower the cost of courses that are more than one session, food costs are not included in the course fee. The food costs must be paid to the instructor at the beginning of the first night of class.

COOKING - BASIC
Learn the essential techniques of cooking! Red Seal Chef, Hans Sell has 16 years of experience in fine dining. You will amaze your family and friends with your new culinary talents. Bring along, a positive attitude, sharp knife, tonges, apron and a towel. Participants are responsible for food cost of $30 to be paid to the instructor at the beginning of the FIRST class.
G1318 FEE: $73.06
F1 4 MO 7:00-10:00 FF Sep17 702273

COOKING - BEYOND BASIC
GO THE STEP BEYOND with Chef Hans Sell who brings creativity and passion to his love of great food! Increase your technical skill and learn classical and modern methods of food preparation. Bring a sharp knife, tonges, apron and a towel. Participants are responsible for food costs of $45 to be paid to the instructor at the beginning of the FIRST class.
G1472 FEE: $109.59
F1 6 MO 7:00-10:00 FF Oct22 702276

EDIBLE WORKS OF ART
Create delicious works of edible art that will delight and impress your holiday guests! Make a variety of both hot and cold hors d’oeuvres as well as exquisite dips and condiments to please every palate (vegetarian included). Time-saving and organizational tips will be revealed which will allow you to enjoy your party rather than spend all night in the kitchen. Presented by Mark Furukawa. Please bring a sharp knife. Food costs of $25 to be paid to instructor at the beginning of the first class.
G1691 FEE: $107.60
F1 4 TU 7:00-10:00 FF Nov6 702634

GREAT FOOD! GREAT SPIRIT!
Enter a world beyond the day-to-day and reach new levels of culinary expertise. Each week a new menu is guaranteed to excite your palate. This hands-on course covers all aspects of cooking from appetizers to desserts in a relaxed yet exciting atmosphere. Veteran and sometimes radical Chef, Hans Sell will expand your food repertoire. Bring a sharp knife and an open mind. Food and wine costs of $55 to be paid to instructor at the beginning of the first class.
G1688 FEE: $158.90
F1 6 WE 7:00-10:00 FF Sep26 702250

THE ART OF GARNISHING
Plate up your culinary creations in style! Study the art of garnishing: Vegetable and fruit carving, choosing the proper garnish for a specific dish or occasion, and professional tips that will not fail to impress. Fine tune, finish and present each course in a meal so that every dining event becomes a feast for all of the senses. Presented by Mark Furukawa. You will need a sharp paring knife and lots of creativity! Food cost: $20, to be paid to the instructor at the first class.
G1692 FEE: $80.70
F1 3 TU 7:00-10:00 FF Oct16 702636

WEEKEND FOOD

ANDALUSIA: THE SPANISH SUNBELT
The Andalusian a region in the extreme south of Spain is the home of bullfighters, flamenco dancing and Spanish guitar. Andalusia was also the last remnant of Arab rule in Europe. The Searing hot climate and Islamic influences produce a distinctive cooking that includes familiar dishes such as a white gazpacho and paella with many unfamiliar ones such as grape soup. Andalusion lamb with garlic and cheese and sesame pulfu. Presented by Glenn Brunetti. Food costs included: $7.
G1693 FEE: $42.54
F1 1 SU 1:00-4:00 FF Nov4 702664

BEYOND TACOS: MEXICAN VEGETARIAN COOKING
The richness of Mexican cuisine is often lost with fast food Mexican-style restaurants. True Mexican cooking uses the wealth of fruits, vegetables and grains including avocados, jicama, chayote, epazote, chipotle chili, nopal, masa harina and pumpkin seeds. Familiarize yourself with Mexican ingredients and new Mexican style recipes like a black Oaxaca mole, jicama salsa, stuffed yuca squash and chocolate chili cookies. Presented by Glenn Brunetti. Food costs of $6.50 included in fee.
G1240 FEE: $42.01
F1 1 SU 1:00-4:00 FF Sep30 702348

Browse the catalogue on the web at cecat.mohawkc.on.ca

20th Annual Mohawk College United Way Garage Sale
Shoppers Wanted!
Saturday, Sept. 8, 2001
9:00 am - 2:00 pm - Fennell Campus
Rain date: Sunday, Sept. 9, 2001
Admission: $2.00

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HOSPITALITY & TRAVEL

CHRISTMAS FUN WORKSHOP

This fun filled workshop will include some wonderful projects for the season. Chocolate
and Gingerbread treats are the fair. Complete
a gingerbread house and wreath for your Holiday
table. Next, chocolate molds and
spoons are being created for stocking
stuffers. Kits of $25 are included in the
course fee. Some supplies (approx. $20) will
be needed and are the responsibility of the
student. A list will be mailed out before the
class. Everyone is welcome.

DOZEN EASY PASTA SAUCES

Perhaps the easiest and one of the most healthy
dishes is pasta. No longer will you have to toil
over creating a sauce after this program. Learn
and sample twelve sauces created in less than
three hours. Sauces include a roasted red pepper
sauce, a cilantro-mint pesto sauce, gorgonzola
fennel sauce and a gingered red pepper and mushroom sauce. Presented by Glenn Brunco. Food costs of
$8.00 included in course fee

CRUISE SHIP TRAINING

This course is being offered for individuals
who wish to pursue a career within the Cruise
Industry. In co-operation with Cruise Training
Centre and Royal Caribbean International, the
course is designed to train individuals in
all the duties and responsibilities of various
positions on board a cruise ship. This
multi-billion dollar cruise line industry continues to be the fastest growing segment of the travel
business. There is an average of over 1,000
crew members per ship working 365 days a
year and in every time zone around the world.
To meet the continuous employment/hiring
demand while meeting the quality demands of
its clients, it is important that new crew be
the best prepared before arriving on board a
cruise ship. As this industry continues to
expand, the need for more and better prepared
employees is now. We offer insight, training
and opportunity into one of the most exciting
careers in the world.

ADMISSION REQUIREMENTS

Students must be approved prior to registering
by submitting a resume before Oct. 9, 2001*Applicant must be 21 years of age.
*Must have an Ontario Secondary School
Diploma. Fingers will be required in the hospitality industry is strongly recommended. Mail to:
Susan Bowinkelmann Rm.F129 Mohawk
College P.O. Box 2034 Hamilton ON L8N 3T2

CRUISE SHIP TRAINING

In co-operation with Cruise Training Centre
and Royal Caribbean International, this 60-hour
course will provide the skills needed for an
exciting career on-board a cruise ship anywhere
around the world. Increase your employment
opportunities by learning the skills which are
required in this unique and expanding industry.
The successful student will receive an
acknowledgement of completion. All course
materials are included in the course fee.

BARTENDING-PROFESSIONAL

This general interest course is designed as an
introduction to bartending. A good starter
course for individuals seeking employment as
bartenders, it will also be of interest to the
“home bartender” who wishes to impress while
serving “responsible drinks.” Topics include an
overview of bar supplies and materials,
selection of beverages, preparation of cocktails,
as well as brief discussion of selection and
handling of wine and beer, purchasing, and bar
inventory management. NOTE: A certificate of
achievement will be issued on the satisfactory
completion of the course.

BED AND BREAKFAST FOR FUN

Have you ever considered welcoming
travelers to your home? The need for well-
run, people-oriented bed and breakfast
establishments is stronger than ever. Gerrie
and Vivian Smith, professionally qualified
Home Hospitality hosts, will discuss
requirements and recommended procedures
for converting your home into a profitable
small business in the tourism industry.
Gerrie is founder and President of Bed and
Breakfast Ontario.

CAKE DECORATING 1

Everyone loves a beautifully decorated cake!
In this course you will learn the Wilton Method
of cake decorating! You will cover the
how to’s of basic techniques using butter
cream icing. Course fee INCLUDES a
Beginner’s Level 1 Supply Kit and Workbook of $21.03. Cost of supplies is
responsibility of student. (approx. $25.00).
No materials required first night.

CAKE DECORATING 2

Welcome to Wilton Level Two. Building
from Level One, students will be learning to
work with royal and colourflow ics. We
will be exploring the world of flowers and
creating a beautiful array of flowers.
Course fee INCLUDES a Level 2 Supply
Kit and Workbook of $29.16. Cost of supplies
are the responsibility of student. (approx.
$15) A supply list will be sent out before the
first night of class.

CAKE DECORATING 3

Continuing to build on techniques learned in
Courses 1 and 2. This final installment of the
Wilton Method of Cake Decorating will you
create a beautiful two-tiered wedding cake.
String work and lily nail flowers are covered.
Course fee INCLUDES a Level 3 Supply
Kit and Workbook of $27.55. Cost of supplies are the responsibility of the
student (approx. $15). A supply list will be
sent out before the first night of class.

CHOOSE CRAFTS FOR DISAPPEARANCE

List of paper supplies will be sent out before
the first night of class. Pre-requisite: Cake Dec 2-CAKE73

CAKE DECORATING ADVANCE TECHNIQUES

In this next level, Debbie Burke will include
many new techniques in string work,
embroidery and fondant cakes. Complete a
wonderful display cake. There is also a basic
introduction to chocolate, sugar molding,
truffles, filled and basic chocolates. Material
costs of $5.20, are included in the course
fee. However, other supplies are the
responsibility of the student. (approx. $35).
A supply list will be sent out before the
first class. Pre-requisite: Cake Dec 3-CAKE79

CHRISTMAS FUN WORKSHOP

see Hospitality Weekend Food

Now is the time to start developing your
skills and be part of something unique

FOOD SAFETY TRAINING

The food industry is a growing competitive
market. If you own, work or are interested in
the food industry and want to maintain a
professional competitive edge, then this
course will be of interest to you. People who
attend the course will become knowledgeable
in current legislation, food born illness
causes, effects and prevention, basic
sanitation and HACCP: After a successful
completion of the 12 hour course, you will be
issued a food handler certificate endorsed by
the Ministry of Health of Ontario.

HOSPITALITY & TRAVEL

TOURISM & TRAVEL DIPLOMA

The overall objective of the Tourism and
Travel program is to provide competent
personnel for employment in the travel
industry. This program provides the student
with a solid grounding in the principles of
cruise/counselling and tourism, as well as
general business skills. Career Opportunities
Graduates of the Tourism and Travel
diploma program can expect to occupy
responsible positions in the travel industry.
These positions may include: travel
consultant, hotel, airlines, cruise lines
representatives, tour wholesalers and
positions in governmental tourist offices.

For more information please call (905)785-2358 or (519)759-7200 ext. 2358 or
ecebuss@oha.mohawkc.on.ca

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TOURISM & TRAVEL

CREDIT EXAMS

Anyone interested in pursuing credit for prior learning, should contact the Prior Learning Assessment office at (905) 575-1212 ext. 3298 or (519) 759-7200 ext. 3298.

Exam guidelines are available in the Fennell Library Resource Centre or copies can be purchased through the Prior Learning Assessment Office. These guidelines list appropriate textbooks and give details about the content of each exam.

The fee for each exam is $96. Challenge Exams will take place in May and October, 2002. See the Winter and Spring Catalogues for dates, times, course descriptions and offerings.

TRAVEL EDUCATION

FALL 2001

ANCIENT PERSIA, MODERN IRAN
15 days, October 8 to 22. $3,295 from Toronto.
Sorry, still no McDonald’s or Coca-Cola here, and women participants will have to wear a chador, but...the country is opening up, and you can enjoy the marvels of ancient Persia before the hordes of tourists descend on the ruins of Persepolis, the Zoroastrian fire temple in Yazd, the tombs of the poets in Shiraz, and the gardens of wonderful Isfahan! With Jacques Pauwels

1212 ext. 3298 or (519) 759-7200 ext. 3298.

For more information please call (905) 575-1212 ext. 3009 or (519) 759-7200 ext. 3009

Please use the form below to let us know which tour(s) would be of interest to you.

Mail to: Susan Bowinkelmann, Program Manager
Meadow College, Fennell Campus
Continuing Education, General Interest
PO. Box 2034
Hamilton, Ontario, L8N 3T2
Phone: (905) 575-1212 ext. 3009 or (519) 759-7200 ext. 3009

MAIL YOUR COUPON NOW!

Turkish Passage, Pamukkale, Troy, Istanbul... With Sandra Pauwels

TRAVEL AUTOMATION SYSTEMS

Students will continue to utilize the College’s airline computer system to create and quote passenger name records, and to issue automated tickets, itineraries and invoices. Hotel and car reservations will be added to the passenger name records. Prerequisite: TL213

F1 13 MO 6:00-9:00 FF Sep10 702519
CHRISTMAS MARKETS OF GERMANY
November 29 - December 8. Price TBA
The ambience in Germany’s quaint old towns is wonderful during the Advent Season, as they prepare for Christmas and feature their famous “Christkindl” markets... Our tour includes Munich, Nuremberg, and Wuerzburg, and is escorted by Dianne Globe.

Planned for Winter/Spring 2002

SOUTH AMERICA’S LANDS OF THE INCAS
Two weeks in late January/early February. Price TBA.
Travel with Jacques Pauwels from Lima to the Nazca Plain, Cuzco, Macchu Picchu, Lake Titicaca, Bolivia...

PARIS IN DEPTH
10 days, February 7 to 16. Approximately $1,700 from Toronto, $2,100 Vancouver!
Visit includes Musee d’Orsay, Eiffel Tower, Notre Dame, and home of Pablo Picasso.

SEVILLE AND THE BEST OF ANDALUSIA
10 days, February 14-23. Approximately $1,900 from Toronto.
Enjoy an early spring in Europe’s warmest region at almond blossom time. From your base in Seville, explore Cordoba, the Sherry wine and horse country, fabulous Granada, and other treasures of Andalucia.

LONDON AND SURROUNDINGS
10 days, February 15-24. Price TBA.
A week of theatre, art galleries, pubs etc., in the ever-popular English capital, plus sidetrips to Windsor, Oxford, Canterbury... With our representative Dianne Globe.

VIENNA AND SALZBURG
12 days, April 2-13
Our Austria expert, Dianne Globe, will again take a small group on an exploration of these two great music centres. Excellent accommodation and food!

SPAIN
April-May 2002
A tour of the great art cities, with Professor Alan Toff.

PRAGUE IN DEPTH
May 2002
Sandra Pauwels annual ‘in-depth’ look at the magnificent Czech capital.

GREECE

Some tours tentatively planned for Summer/Fall 2002
• July: Tibet and the Silk Road.
• August: the Pilgrims’ Road to Compostela
• September: A Wine Tour of South Africa
• October: Islands of the Tyrrhenian Sea: Sicily - Sardinia - Elba
• November: Thailand and/or Vietnam

HUMAN SERVICES

To reach our department by email contact kempk@mail.mohawkc.on.ca

DIPLOMA PROGRAMS

CHILD & YOUTH WORKER DIPLOMA (610)
(CREDIT COURSES) First time applicants apply through the Spring Continuing Education Catalogue each year. The program begins in the Fall for successful applicants. This program is designed to train individuals to function as members of a treatment team to work with emotionally disturbed children, adolescents and their families.
For more information call Betty Repa (905)575-1212 ext. 3373 or (519)759-7200 ext. 3373.

Admission Requirements
Applicants require Grade 12 (or equivalent) including English, or mature student status with admission tests. Applicants must also complete a program questionnaire and a compulsory interview session. A significant related volunteer experience is strongly recommended. The Program of Studies is available on request. Courses restricted to those who have previously applied and been accepted. To All Students: Please see Policy re: requirements for participation in course work and field practicum. Policy and procedures on the Child and Youth web site.

SOCIOLOGY 1 SS108
refer to Social Sciences section.

THERAPEUTIC PROGRAMMING&LIFE SKILLS

ABNORMAL PSYCHOLOGY

YR. 3 & 4.
SS330 FEE: $193.05
F1 13 MO 6:30-9:30 FF Sep10 702714

ADVANCED THERAPEUTIC PROGRAMMING

YR. 3 & 4
CC362 FEE: $207.90
F1 13 WE 6:30-10:00 FF Sep12 702225

PROFESSIONAL DEVELOPMENT SEMINAR
YR. 4 ONLY Course dates: Sat Oct 13, Oct. 27, Nov. 17 and Dec. 1
CC654 FEE: $118.80
F1 4 SA 9:00-3:00 FF Oct13 702222

FIELD WORK PRACTICUM 1
Contingent on all required course work being completed.
CC255 FEE: $395.40
F1 1 FW Sep10 702269

FIELD WORK PRACTICUM 2
Contingent on completion of all required course work.
CC455 FEE: $395.40
F1 1 FW Sep10 702272

FIELD WORK PRACTICUM 3
Contingent on completion of all required course work.
CC655 FEE: $395.40
F1 1 FW Sep10 702274

INTERPRETIVE ROLE PLAYING
This course will introduce students to techniques of improvisational theatre and their application to Group Cognitive Therapy. The course will cover Young Offenders (Secure and Open custody, wards of the court.) as well as Victims of Domestic Violence. As a final exam, students will develop and present drama therapy workshops of their own in a Young Offenders facility.
CC601 FEE: $148.50
F1 10 WE 6:30-9:30 FF Sep12 702212

EARLY CHILDHOOD EDUCATION DIPLOMA (213)
(CREDIT COURSES) First time applicants apply through the Spring Continuing Education Catalogue each year. The program begins in the Fall for successful applicants. This program is designed to prepare students to work in municipal or private institutions offering educational care for preschool children. The program meets certification requirements of the Association for Early Childhood Education.
For information call Jackie Gazzola, Program Manager at (905)575-2709 or (519)759-7200 ext. 2709 or e-mail gazzolj@mail.mohawkc.on.ca

Admission Requirements
Applicants require Grade 12 (or equivalent) including English, or mature student status with admission tests. Applicants must complete a program questionnaire and participate in a visit to a preschool setting and a group interview. The program of study is available on request. Courses restricted to those who have previously applied and been accepted.

COMMUNICATIONS LL041
refer to Languages & Communications section.

INTRODUCTION TO PROGRAMMING

YR. 1 & 2
EC115 FEE: $193.05
F1 13 WE 7:00-10:00 FF Sep5 702719

CHILD IN THE FAMILY
YR. 3 & 4
EC129 FEE: $193.05
F1 13 TU 7:00-10:00 FF Sep11 702716
ECE CURRICULUM 1  
YR. 3 & 4  
EC323  FEE: $193.05  
F1 13 TH 7:00-10:00 FF Sep13 702717  

PRESECHOOL PRACTICE 1  
YR. 1 & 2  
EC125  FEE: $218.70  
F1 1  
FW Sep10 702722  

PRESECHOOL PRACTICE 2  
YR. 1 & 2  
EC225  FEE: $218.70  
F1 1  
FW Sep10 702724  

PRESECHOOL PRACTICE 3  
YR. 3 & 4  
EC325  FEE: $218.70  
F1 1  
FW Sep10 702725  

PRESECHOOL PRACTICE 4  
YR. 3 & 4  
EC425  FEE: $218.70  
F1 1  
FW Sep10 702727  

SOCIAL SERVICE WORKER DIPLOMA (215)  
First time applicants apply through the Spring Continuing Education Catalogue each year. The program begins in the Fall for successful applicants. This program is designed to prepare participants to perform various functions for social welfare agencies, including counselling, interviewing to determine eligibility for agency benefits, and working as a team with professional counsellors. For more information call Maria Reitmeier (905)757-1212 ext. 3373 or (519)759-7200 ext. 3373.

Admission Requirements  
Applicants require Grade 12 (or equivalent) including English, or mature student status with admission tests. Applicants must also complete a program questionnaire, orientation and interview. A related volunteer experience is also strongly recommended. Program of Study is available on request. Courses restricted to those who have previously applied and have been accepted. NOTE: Students who have completed the Social Service Worker program and wish to continue their education may consider the Bereavement Certificate programs.

PROFESSIONAL DEVELOPMENT SEMINAR  
YR. 1 & 2  
SO123  FEE: $148.50  
F1 10 WE 6:30-9:30 FF Sep12 702522  

SOCIAL WORK DOCUMENTATION  
YR. 1 & 2  
SO233  FEE: $148.50  
F1 10 TH 6:30-9:30 FF Sep13 702516  

ADOLESCENCE AND PARENTING  
YR. 3 & 4  
SO331  FEE: $148.50  
F1 10 MO 6:30-9:30 FF Sep10 702520  

PSYCHOLOGY OF ADJUSTMENT 1  
YR. 3 & 4  
NOTE: The SSW program of study has changed, therefore, this is the last time this course will be offered.  
SS323  FEE: $193.05  
F1 13 WE 6:30-9:30 FF Sep12 702713  

CERTIFICATE PROGRAMS  

BEREAVEMENT EDUCATION & SUPPORT CERTIFICATE  
The purpose of this program is to prepare individuals to assess the bereavement needs of an individual, organization, agency, or community and to implement bereavement support programs. These may be peer support groups, formal seminars and workshops and community activities. Foundations of Bereavement (GT101) is open to all students. Non-certificate students may enroll in specific courses with permission of the program manager. For information please call Jack Leon, Program Manager at (905) 575-2106 or email leonj@mail.mohawk.c.on.ca

HOSPICE AND PALLIATIVE CARE  
A study of ‘hospice’ as a philosophy of care and its delivery including home care, day care, and institutional models. The traditional medical model is compared to the concept of ‘hospice and palliative care’. The psychological, social and spiritual needs of patients and families, and their care givers are examined.

BEREAVEMENT COUNSELLING CERTIFICATE (073)  
This is a post-professional program (social work, psychology, medicine, counselling, clergy, nursing, etc.) Graduates acquire skills in bereavement assessment, theoretical models of grief (medical, psychodynamic, psychoanalytic, phase, stage, development, and cognitive models) and the specific intervention and therapeutic techniques required when traditional support efforts are insufficient resulting in complicated mourning. Counselling graduates receive additional training specific to children, families, disenfranchised grief, and crisis management. Graduates may meet the Bereavement Studies requirement for ADEC (Association for Death Education and Counselling) certification as a Certified Grief Councillor (CGC). For information please call Jack Leon, Program Manager at (905)575-2106 or (519)759-7200 ext. 2106 or email leonj@mail.mohawk.on.ca

SS156 and SS271 refer to Social Sciences section.  
TC101, TC103, TC104, TC105 refer to Counselling Techniques Certificate.  
GT802 Understanding Bereaved Children and Adolescents refer to Bereavement Education for course offering.  
ADVANCED BEREAVEMENT THEORY AND INTERVENTIONS  
Medical, stage/phase, cognitive-behavioural, psychoanalytic, psycho-dynamic and task theories of bereavement are studied with an emphasis on current theories and interventions in complicated mourning.

GT801  FEE: $193.05  
F1 13 MO 6:00-9:00 IH Sep10 702277  

Browse the catalogue on the web at cecat.mohawk.on.ca
HUMAN SERVICES

BEREAVEMENT CERTIFICATES

PROGRAM OF STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT101</td>
<td>Foundations available for everyone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Admission Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Grade 12 general level or higher English or take college preparatory English course or take mature student test.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Grade B- or higher in GT101</td>
<td></td>
</tr>
</tbody>
</table>

Bereavement Support Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GT201</td>
<td>Hospice and Palliative Care 39 hrs</td>
<td></td>
</tr>
<tr>
<td>GT301</td>
<td>Ethical, Spiritual, Pastoral Issues</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT401</td>
<td>Bereavement and Changing Relationships</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT501</td>
<td>Complicating Factors in Bereavement</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC101</td>
<td>Interaction and Communication</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

Admission Process for Education and Counselling Certificates

<table>
<thead>
<tr>
<th>Process</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview process</td>
<td>- standardized same scoring process for everyone</td>
</tr>
<tr>
<td>Letter of clearance</td>
<td></td>
</tr>
</tbody>
</table>

Required Common Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS156</td>
<td>Introduction to Psychology</td>
<td>39 hrs</td>
</tr>
<tr>
<td>SS271</td>
<td>Development Psychology</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT802</td>
<td>Understanding Bereaved Children &amp; Adolescents</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT804</td>
<td>Bereavement and Special Populations</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

Bereavement Education Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS156</td>
<td>Same as SS271 are prerequisites for the rest of this certificate</td>
<td></td>
</tr>
<tr>
<td>GT601</td>
<td>Bereavement Education</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT701</td>
<td>The Arts in Bereavement Education</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT901</td>
<td>Practicum in Bereavement Education</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

Bereavement Counselling Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS156</td>
<td>Same as SS271 are prerequisites for the rest of this certificate</td>
<td></td>
</tr>
<tr>
<td>GT801</td>
<td>Advanced Bereavement Theory and Intervention</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT803</td>
<td>Crisis Intervention and Management</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC103</td>
<td>Interviewing Skills</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC104</td>
<td>Individual Counselling</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC105</td>
<td>Group Counselling</td>
<td>39 hrs</td>
</tr>
<tr>
<td>GT902</td>
<td>Practicum in Bereavement Counselling</td>
<td>80 hrs</td>
</tr>
</tbody>
</table>

CAREER CONSULTANT ADVANCED CERTIFICATE (076)

The field of career development has become a unique specialization evolving in focus and content as our current economy and labour market changes. Consequently career practitioners work in many different settings and have a wide variety of backgrounds. Who Might Be Interested In Taking This Program?

Individuals with some experience in the Career Development field who wish to enhance their theoretical knowledge and practical skills. This program may also appeal to individuals in Human Service areas who wish to add these competencies to their existing ones. Individuals who would find this program relevant may currently be working in the following areas: Education, Human Resources, Social Services, and Career Information Centres, Recruitment Firms, Employment Agencies, Rehabilitation and Multicultural Settings.

For information call Fernie Black, Program Manager, at (905)318-4295 mailbox #1011, or email blackf@mail.mohawkc.on.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. How To Apply Please call or email the program manager (see above) for an interview by phone or in person.

Program of Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR01</td>
<td>Theories of Career Development</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR02</td>
<td>Career Development Resources</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR03</td>
<td>Work Search: Tools and Techniques</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR04</td>
<td>Individual Helping Relationships</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR05</td>
<td>Group Facilitation Skills</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR06</td>
<td>Career Development - Measurement &amp; Assessment</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR07</td>
<td>Socio-economic Change and Response</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR08</td>
<td>Diversity in the Workplace</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

WORK SEARCH: TOOLS AND TECHNIQUES

In today's economy, finding a job that’s the right fit demands more than basic employment search techniques. Participants in this course will focus on tools and approaches to assist clients in developing finely tuned employment search skills appropriate for a work world that is constantly changing. Strategies include behaviour description interviewing techniques and portfolio development.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR03</td>
<td>$193.05</td>
<td>39 hrs</td>
</tr>
<tr>
<td>CAR07</td>
<td>$193.05</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

SOCIO-ECONOMIC CHANGE AND RESPONSE

This course examines various social, economic and technological trends affecting the world of work with reference to the increasing rate of change caused by the “information revolution”, micro-chip technology and increasingly competitive economies which create new pressures on clients entering/re-entering the job market. Information includes the structure of the labour force (where are jobs?) the changing organization and nature of work, and employer/employee expectation, vocational and personal.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAR07</td>
<td>$193.05</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

COUNSELLING TECHNIQUES CERTIFICATE (802)

The Counselling Techniques program is designed for individuals who need to develop counselling skills. Most participants in the program are employed in agencies or offices where skills in interviewing or information giving are required.

For information call Jack Leon, Program Manager at (905)575-2106 or (519)759-7200 ext. 2106 or email leoni@mail.mohawkc.on.ca

Admission Requirements

All applicants should call (905)575-2106 or (519)759-7200 ext. 2106 to arrange for an application form and an appointment with Jack Leon, Program Manager, to discuss their needs. Applicants will be accepted until one week prior to start up.

Program of Studies

To be awarded the certificate, candidates must successfully complete the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS156</td>
<td>Introductory Psychology</td>
<td>39 hrs</td>
</tr>
<tr>
<td>SS271</td>
<td>Developmental Psychology</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC101</td>
<td>Interaction and Communication</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC103</td>
<td>Interviewing Skills in Counselling</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC104</td>
<td>Individual Counselling</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC105</td>
<td>Group Counselling</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC106</td>
<td>Report Writing for the Behavioural Science</td>
<td>39 hrs</td>
</tr>
<tr>
<td>TC208</td>
<td>Issues and Ethics in Counselling</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

SS156 and SS271 refer to Social Sciences section.

Some students may enroll in specific courses only instead of completing the entire program.

INDIVIDUAL COUNSELING

This course focuses on the practice of individual counselling. Students will examine the philosophy, methodology and practices of major counselling theories.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC104</td>
<td>$193.05</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

GROUP COUNSELING

This course covers the theory and practice of group procedures in counselling. Students will develop comprehension skills and attitudes conducive to successful group leadership and participation.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Fee</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC105</td>
<td>$193.05</td>
<td>39 hrs</td>
</tr>
</tbody>
</table>

EDUCATIONAL ASSISTANT

EARLY CHILDHOOD EDUCATION RESOURCE TEACHER POST-DIPLOMA CERTIFICATE (813)

This program provides E.C.E. graduates with training to work with children with special needs. The curriculum focuses on integration and programming for individuals and groups. Graduates should be qualified to become Resource Teachers as defined by the Day Nurseries Act.

For more information please call (905)575-2039 or (519)759-7200 ext. 2039
**HUMAN SERVICES**

**EDUCATIONAL ASSISTANT CERTIFICATE (BASIC LEVEL) (803)**

This certificate program is an intense program of study where the theory and practice of working with exceptional clients will be explored. Students will be prepared to work as non-teaching team members with teachers, counselors, and other professionals in meeting the needs of special children and youth. Graduates might be employed by a Board of Education as a Teacher's Aide, Student's Assistant, or in a community facility program which includes a special education component.

**Admission Requirements**

Applicants require:

- an Ontario Secondary School Graduation Diploma or equivalent or mature student status* with admission tests;
- considerable experience (volunteer or paid) in a classroom setting;
- a minimum of two letters of reference based on experience in a classroom setting, written on school letterhead;
- excellent oral and written communication skills.

Any additional experience with children, other letters of reference, or transcripts verifying academic achievements may be included.

**Program of Studies**

Students are encouraged to complete the Computer Electives in preparation for Fall 2002.

**Required Courses (6 Mandatory Courses)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
<th>Credits</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>S150</td>
<td>Introductory Psychology</td>
<td>75h</td>
<td>3.00</td>
<td>$193.05</td>
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<tr>
<td>S271</td>
<td>Developmental Psychology</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
<tr>
<td>S182</td>
<td>Social Psychology</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
</tbody>
</table>

**Elective Courses**

*Students may choose any 6 credits from the following:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>S250</td>
<td>Educational Foundations</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
<tr>
<td>S251</td>
<td>Educational Assistants Skills</td>
<td>45h</td>
<td>3.00</td>
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</tr>
<tr>
<td>S252</td>
<td>Field Placement A</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
<tr>
<td>S253</td>
<td>Field Placement B</td>
<td>45h</td>
<td>3.00</td>
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</tr>
<tr>
<td>S254</td>
<td>Computers in the Classroom</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
<tr>
<td>S255</td>
<td>Exceptionalities</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
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</tbody>
</table>

**Field Practicum 1**

This course will integrate theory and practice through work in an integrated or segregated setting for at least one semester. Students will observe and analyze the role of resource teacher and work as a teacher, parent or social service worker. Prerequisite: RT011

**Field Practicum 2**

This 105 hours supervised placement will integrate theory and practice through work with young children and their families. Minimum placement time will be 6 weeks. Students will prepare long-term individual development plans using input from families, staff and other professionals. Students will help identify children's special needs, and demonstrate through home visits and professional consultations, the ability to integrate individual developmental plans. Prerequisite: RT01 and RT02

**Students with disabilities please refer to the College Information Section**

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**EDUCATIONAL ASSISTANT I: EDUCATIONAL FOUNDATIONS**

This course explores the fundamentals of special educational settings. Topics include the philosophy, aims and structure of education including special education, legislative requirements, the Educational Assistant's role, and introduction to exceptionalities, child development, observation skills, learning and presentation styles, communication skills and behaviour management. You must have previously accepted into the Educational Assistant Certificate Program to enroll in this course.

<table>
<thead>
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**Field Practicum 2**

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**COMMUNICATIONS A: SPEECH/LANGUAGE**

This credit course reviews the role of the E.A. in supporting communications pupils and factors relating to the development of speech and language. It studies topics such as articulation, voice, fluency, language and central auditory processing problems. The communication problems of the learning disabled, hearing impaired, autistic, and those using augmentative communication systems are also discussed.

<table>
<thead>
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<tr>
<td>S182</td>
<td>Social Psychology</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
</tbody>
</table>

**COMMUNICATIONS C: SIGNED ENGLISH**

This credit course is open to all interested individuals and is designed to provide a practical knowledge of Signed English in both receptive and expressive modes. Vocabulary covered is pertinent to the needs of the non-speaking school aged child. Emphasis will be placed on the role of Signed English in the Total Communication process and its integration into regular teaching programs.

<table>
<thead>
<tr>
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<td>S182</td>
<td>Social Psychology</td>
<td>45h</td>
<td>3.00</td>
<td>$193.05</td>
</tr>
</tbody>
</table>
TEACHING THE ADULT LEARNER CERTIFICATE (129)

These courses are credit courses in the Teaching the Adult Learner Certificate. For information on certificate requirements please refer to the OntarioLearn.com section.

ADULT LEARNING

Enhance your career by learning how to apply the principles of adult learning and how to develop the basic skills essential to successful instruction. This 36 hour course is specifically designed for teachers and trainers who present information to adults.

No class Wednesday, October 31, 2001.
Instructor: D DONNACOTT

F1 12 WE 6:30-9:30 FF Sep12 703006
F1 12 TU 6:30-10:00 FF Sep18 703008

ADDRESS TECHNIQUES

This is a 48 hour course providing the adult educator with an opportunity to develop instructional skills and techniques, through “hands-on” practical activities, using a variety of resources. The goal is to demonstrate and experience a range of traditional and non-traditional methods of teaching, with application to a range of teaching environments.

No class Wednesday, October 31, 2001.
Instructor: D DONNACOTT

F1 12 WE 6:30-9:30 FF Sep12 703006
F1 12 TU 6:30-10:00 FF Sep18 703008

(new) - Required (E) - Elective

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE NUMBER</th>
<th>Management in the Non-Profit Sector (Choose 6)</th>
<th>Fundraising/Development Associate</th>
<th>Special Events</th>
<th>Volunteer Management</th>
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<td>SSNP1</td>
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<tr>
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<td>Marketing &amp; Communications</td>
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<td>X (E)</td>
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<td>Financial Management</td>
<td>SSNP4</td>
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<tr>
<td>Public Relations</td>
<td>SSNPA</td>
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<td>Program Planning &amp; Evaluation</td>
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<tr>
<td>Developing Effective Consulting Skills</td>
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<td>X (E)</td>
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<td>Annual Giving</td>
<td>SSFR2</td>
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<tr>
<td>Strategic Planning</td>
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<tr>
<td>Major Gifts &amp; Planned Giving</td>
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<td></td>
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<tr>
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<tr>
<td>Volunteer Management 3</td>
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<td>Logistics 1</td>
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<tr>
<td>Program Applications</td>
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<td>Field Work</td>
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<tr>
<td>Event Marketing 1</td>
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<td>RLA08</td>
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<td>X</td>
<td>(R)</td>
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MANAGEMENT IN THE NON-PROFIT SECTOR CERTIFICATE (818)

(CREDIT COURSES) This program is intended for managers, supervisors, aspiring managers and professionals with new responsibilities. The courses in the program are designed to develop "real world" information and competence for the effective management of social service agencies, community service organizations and charitable organizations in the non-profit sector. Professional leaders in the community who have extensive and relevant knowledge, skills and experience facilitate the courses.

For more information please contact Pat MacDonald, Program Manager at (905)575-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

Admission Requirements
There are no admission requirements.

Program of Studies
To receive the certificate, students will complete 8 of the following courses.

SSNP1 Board and Staff Responsibilities 30 hours
SSNP3 Strategic Planning 30 hours
SSNP4 Managing for Resourceful Employees 30 hours
SSNP5 Marketing and Communications 30 hours
SSNP4 Financial Management 30 hours
SSNP2 Public Relations 30 hours
SSNP5 Developing Effective Consulting Skills 30 hours
SSNP Program Planning and Evaluation 30 hours
SSFR1 Fundraising/Development 30 hours
SSFR2 Annual Giving 30 hours
SSFR3 Major Gifts and Planned Giving 30 hours
SSP24 Volunteer Management 1 (counts as 2 credits) 60 hours
SSP43 Volunteer Management 2 (counts as 2 credits) 60 hours
SSP26 Volunteer Management 3 (counts as 2 credits) 60 hours

MARKETING AND COMMUNICATIONS
This course will assist in the analysis of the organization's marketing and communications needs and priorities, including the preparation and implementation of a marketing and communications plan.

SSNP5 FEE: $148.50
F1 10 TUS 6:30-9:30 FF Sep11 702402

PUBLIC RELATIONS FOR THE NON-PROFIT SECTOR
Explore the opportunities and challenges involved in communications in the not-for-profit sector. Public relations, media and communications practitioners will highlight techniques, strategies and new technologies for communicating with clients, the media, special interest groups and the public, while dealing with limited funding, re-structuring etc.

SSNP4 FEE: $148.50
F1 10 WE 6:30-9:30 FF Sep12 702405

STRATEGIC AND LONG-RANGE PLANNING
Change is the only thing that is permanent these days in the social service sector. What determines how well an agency is managed, is not whether it changes, but how. This course will assist students to understand the strengths and opportunities of an organization. Students will be expected to develop a strategic plan for an organization with which they are well familiar.

SSNP3 FEE: $148.50
F1 10 MO 6:00-9:00 FF Sep10 702406

FUNDRAISING/DEVELOPMENT ASSOCIATE CERTIFICATE (Credit Courses)
The role of the Fundraising/Development Associate is a multi-faceted, professional position. The diverse skills required include a solid foundation in the following areas: fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and outstanding organizational and people skills.

For more information please contact Pat MacDonald, Program Manager at (905)575-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

Program of Studies
SSFR1 Fundraising/Development 30 hours
SSFR2 Annual Giving 30 hours
SSFR3 Major Gifts and Planned Giving 30 hours
SSNP5 Marketing and Communications 30 hours
SSP24 Volunteer Management 1 60 hours

MAJOR GIFTS AND PLANNED GIVING
Major gifts and planned giving programs often involve extensive networking in the community. This includes developing partnerships with institutions, corporations, foundations and building relationships with individuals who have an interest in your organization. In this course you will learn about capital campaigns, donor stewardship, recognition and the importance of major gift and planned giving solicitations.

PREREQUISITE: SSFR2

SSFR3 FEE: $148.50
F1 10 WE 6:00-9:00 FF Sep12 702408

VOLUNTEER MANAGEMENT CERTIFICATE (095)
(CREDIT COURSES) This program is designed to promote knowledge and skills training and development for the effective management of volunteer programs. The certificate consists of three levels, with each level offering 60 credit hours for a total of 180 credit hours.

For more information contact Pat MacDonald, Program Manager at (905)575-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

Program of Studies
SSP24 Volunteer Management 1 60 hours
SSP43 Volunteer Management 2 60 hours
SSP63 Volunteer Management 3 60 hours

HUMAN SERVICES

VOLUNTEER MANAGEMENT 1
This credit course offers the student an introduction to the basic, fundamental aspects of Volunteer Management. Topics of discussion will include recruitment, orientation, training, recognition and philosophy and mission statements. Includes 3 Saturdays.

SSP24 FEE: $285.60
F1 17 MO 6:30-9:30 FF Sep10 702409

VOLUNTEER MANAGEMENT 2
This credit course offers further opportunities to enhance your management skills. You will focus on: leadership, legal issues, team building, communications plans, quality assurance and resource development. Includes 3 Saturdays.

SSP43 FEE: $285.60
FA 17 MO 6:30-9:30 FF Sep10 702414

VOLUNTEER MANAGEMENT 3
In this final credit course, the following topics will be presented: police checks, high risk volunteers, Community Service Order volunteers, Freedom of Information Act, Corporate and Teen Volunteerism, Handling Change in your volunteer program, Insurance/ Legal/Financial Risks in Volunteerism and presentation skills.

PREREQUISITE: Volunteer Management 2 (SSP43). This course will run for 16 consecutive Wednesdays and 2 Saturdays.

SSP63 FEE: $285.60
F1 17 WE 6:30-9:30 FF Sep12 702416

RECREATION AND LEISURE SERVICES

RECREATION AND LEISURE SERVICE DIPLOMA (214)

Admission Requirements
Applicants require Grade 12 (or equivalent) including English, or mature student status with admission tests. Applicants must also complete a program questionnaire. The Program of Study is available on request. This course is part of the diploma program for Recreation and Leisure Services. Future courses on a part time basis will be offered based on demand and interest.

RECREATION PROGRAMMING
This credit course is designed for individuals interested in recreation programming for a variety of client groups. Students will apply the concepts and instruments to plan, organize, conduct and evaluate recreation programs. Topics will include specific areas and issues of recreation programming.

RL230 FEE: $193.05
F1 14 MO 6:30-9:30 FF Sep10 702311
PHYSICAL FITNESS IN GERIATRIC SETTINGS
This general interest workshop will provide recreational professionals and volunteers without a fitness background, the practical knowledge and skills recommended to facilitate a seniors exercise class for active older adults, frail elderly and dementia specialities. Topics of discussion include: new trends in fitness, creative equipment, modifying programs to meet participant needs and valuable fitness resources. Dress to participate!

RLB06   FEE: $54.59  ☎
F1 2 TH/FR 12:00-5:00  FF  Sep27  702705

SPECIAL EVENTS PROGRAM (EVENT PLANNING TECHNIQUES CERTIFICATE) (122)
This certificate is intended for event organizers who want to enhance their knowledge of the skills required within the festival and event industry. Students will acquire practical training to plan, promote and execute festivals and events in both the private and public sectors. Event organizers and professionals who have extensive and relevant knowledge, skills and experience will facilitate the courses.

For information and/or registration contact Sue Vattay, Program Manager at (905)757-2158 or (519)759-7200 ext. 2158 or email vattays@mail.mohawk.on.ca

Admission Requirements
Have general knowledge of special event industry as an event organizer or volunteer. OR Be a graduate of Recreation and Leisure Services, Business Marketing, Hospitality or Tourism Programs or have relevant college or university training.

Program of Studies
RLA09 Introduction to Special Events 10 hours
RLA01 “Logistics I” 30 hours
RLA02 “Program Applications” 30 hours
RLA07 “Event Marketing I” 30 hours
RLA08 “Event Marketing II” 30 hours
SSP24 Volunteer Management I 60 hours
RA04 “Event Administration” 42 hours
RA06 Special Events Field Work 70 hours
FB008 Smart Serve Training 3 hours
RLA0 Display Fireworks and Indoor Pyrotechnics Workshop 4 hours

Elective - must choose one of the following:
RLA05 “Logistics II” - 30 hours
SSNPS Marketing and Communications - 30 hours
SSNPA Public Relations - 30 hours
SSFR1 Fundraising/Development - 30 hours

* These courses have prerequisites or require permission of the program manager.

INTRODUCTION TO SPECIAL EVENTS
This 10 hour course provides individuals interested in the special event industry with an opportunity to learn about the many facets of the field. Topics will include: issues and growth within the industry, careers in special events, event terminology, tourism impact and professional bodies and certification. This is a prerequisite for the Event Planning Techniques Certificate but is open to all students. Student may be concurrently taking RLA01, RLA02, SSP24, SSNPS, SSNPA, or SSFR1.

RLA09   FEE: $49.50  ☎
F1 2 SA 9:00-2:00  FF  Sep28  702218

LOGISTICS I-MAKING SPECIAL EVENTS WORK FOR YOU
Prerequisite - RLA09. Event Organizers will acquire practical training necessary for effective operation of a special event. Understand the logistical details and governmental guidelines beside site preparation, food services, security, licensing, accessibility, traffic, and communication.

RLA01   FEE: $153.50
F1 10 TU 6:30-9:30  FF  Sep18 702212

EVENT MARKETING I
Prerequisite: RLA02 or permission of Program Manager. Event organizers will acquire fundamental skills in marketing and promotions strategies. Student will learn how to identify target markets, develop event goals and objectives, establish pricing practices and develop promotional tools. The course will focus on how to develop a marketing plan for an event or festival.

RLA07   FEE: $148.50
F1 10 TU 6:30-9:30  FF  Sep11 702212

VOLUNTEER MANAGEMENT I
This credit course offers the student an introduction to the basic, fundamental aspects of Volunteer Management. Topics of discussion will include recruitment, orientation, training, recognition and philosophy and mission statements. Instructor: Maria Fortunato

SSP24   FEE: $285.60  ☎
F2 20 MOWE 6:30-9:30  FF  Sep19  702102

YWCA OF/DU CANADA FITNESS LEADERSHIP CERTIFICATION PROGRAM
For more information about these courses please call Marg Heaslip, Y.W.C.A. at (905)522-9922 ext. 103.

FITNESS THEORY
Fitness Theory is the 1st step toward obtaining a professional certification in a fitness specialty. This course introduces basic anatomy, movement mechanics, physiology of exercise, principles of training, and nutrition/weight management. THIS IS A PRE-REQUISITE FOR ALL MODULES.

F1001   FEE: $211.65  ☎
F1 10 WE 6:30-9:30  FF  Sep12  702200

STRENGTH TRAINING LEADER MODULE
Pre-requisite: FITNESS THEORY This module will take you into the weight room to apply your theory. Course content includes program design, use of free weights and machines, strength training principles, myths of training and gender considerations. For YWCA of Canada certification: Pass 80% on final exam; current CPR and First Aid; 20 hour practicum; successful practical exam.

FI002   FEE: $211.65  ☎
F1 10 TU 6:30-9:30  FF  Sep11  702201

GROUP FITNESS LEADER MODULE
Pre-requisite: FITNESS THEORY In this course, you will begin to apply your theoretical background in the development of a safe, effective, enjoyable fitness class. Content includes an introduction to music and phrasing, class design, cueing, program planning, and teaching/leading. For Certification: YWCA/QFC: Pass 80% on final exam; current CPR and First Aid; 20 hour practicum; successful practical assessment; OPC membership.

FI003   FEE: $211.65  ☎
F1 10 WE 6:30-9:30  FF  Sep12  702202

SECURITY & PRIVATE INVESTIGATION

PRIVATE INVESTIGATION CERTIFICATE
(Credit courses) This certificate provides training for individuals interested in pursuing a career in Private Investigation. The courses will provide a comprehensive overview of the skills needed to work in this field, however, actual Private Investigation licenses are obtained through an application to the Ministry of Correctional Services. Licences are granted after an applicant has three years experience in the field, and with the support of a Private Investigation firm or company.

For more information please contact Pat MacDonald, Program Manager at (905)757-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

Program of Studies
LS123 Investigative Skills 30 hours
LS202 Introduction to Surveillance 30 hours
LS203 Investigations Law 30 hours
LS204 Insurance Investigations 30 hours
LS205 Advanced Surveillance 30 hours
LS2A3 Information Access 18 hours
BIN01 Internet Starting Point 18 hours

ADVANCED SURVEILLANCE
In this hands-on credit course, you will be involved in “staged” surveillance operations, including foot and vehicle surveillance. Emphasis will be placed on the issues of “Safety First”, the Highway Traffic Act, and the essentials of conducting surveillance. PREREQUISITE: LS202 COURSE DATES: October 13, 14, 20, 21. There is a $35.00 fee per person which is included in the course cost which covers special educational surveillance equipment rentals.

LS205 FEE: $183.50
F1 4 SA/SU 9:00-4:00  FF  Oct13 702423

Sign up now!
Registration commences at 8:30 a.m. on August 13. First come...first served.

Register Early ... Avoid Disappointment
HUMAN SERVICES

SIGHT ENHANCEMENT AND SUBSTITUTION PERIPHERAL

Students will be exposed to peripheral technologies to the computer for sight enhancement and sight substitution environments. The terminology, function of the peripheral devices such as scanners, notetakers, translation programs with Braille printers and off the shelf technology to run with these systems are covered. Students have an opportunity to integrate assessment strategies covered in previous courses. Course dates: October 13, 14, 27 28 LOCATION: CNIB, 1929 Bayview St. Toronto

ADT50 FEE: $222.75
F1 4 SA/SU 9:00-5:00 O Oct13 702448

SIGHT SUBSTITUTION SERVICES

Students will be exposed to speech technology, incorporating sight substitution strategies for use with the computer. The terminology, function of the computer and commercially available adaptations for these systems will be covered. Students will have an opportunity to integrate assessment strategies covered in previous courses with the technology. Classes are held at CNIB 1929 Bayview St. Toronto. NOVEMBER 10, 11 24, 25

ADT40 FEE: $222.75
F1 4 SA/SU 9:00-5:00 O Nov11 702452

WORKPLACE LEADERSHIP PROGRAM

STAY COMPETITIVE! Enhance your resume with these workplace skills. Supervisors from all sectors of the employment community have indicated a need for employees with “people skills” training. Develop a personal toolkit for performance enhancement. This new and unique program puts you in charge of your training needs. Every semester, a variety of twelve (12) hour credit courses will be offered. Based on your educational needs, you will choose the workshops that will most benefit you in attaining your professional and personal goals. Workshops can be completed in single units, or if you choose to work towards the Workplace Leadership Program, you will complete fifteen (15) workshops.

For more information please contact Pat MacDonald, Program Manager at (905)575-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

COMMUNICATION SKILLS

The ultimate effectiveness of personal and workplace relationships is based on how individuals relate to each other. Enhancing communication skills is the focus of this workshop, with particular attention to problem-solving, listening skills, and honest expression of feelings and ideas.

For more information please contact Pat MacDonald, Program Manager at (905)575-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

Browse the catalogue on the web at cecat.mohawk.on.ca
COMMUNICATION SKILLS 2
Using educational concepts discussed in Level 1, participants will have the opportunity for skill practice in listening, providing feedback, giving and receiving criticism, using body language effectively and resolving conflict with role-plays, exercises and student presentations.

SSC46  FEE: $59.40  ☎
F1 4  TU 5:30-8:30  FF Oct16  702487

WORKPLACE LEADERSHIP SKILLS
The dynamics of the re-engineered workplace require that every employee develop leadership abilities. Learn about the process of leading others to achieve workplace goals in this practical skills oriented course. Using two case studies of leadership, the course will allow participants to develop core leadership competencies through self assessments and learning forums.

SSE77  FEE: $59.40  ☎
F1 4  WE 5:30-8:30  FF Sep12  702455

SUPERVISION SKILLS
The most effective Supervisors in the year 2000 will be those who can problem-solve, delegate, have critical thinking skills and know how to coach their people. Some of the topics that will be covered in these interactive sessions will be: providing constructive feedback, managing time effectively, running effective meetings, and a model for critical thinking.

SSPC7  FEE: $59.40  ☎
F1 4  TH 5:30-8:30  FF Sep20  702484

ENGLISH (POST-SECONDARY)

For more information, please call (905)575-2025, (905)575-2298 or (519)759-7200 ext. 2025 or 2298.

Literature: A Practical Approach
please also see Distance Education section.

COMMUNICATIONS(LANGS)
Formerly Language Studies I. This course will encourage the development of thinking, writing, reading, speaking and listening with emphasis on effective communication using critical examination of particular writing styles, strategies and formats. No prerequisite.

LL011  FEE: $193.05  ☎
F1 13  TU 7:00-10:00  BF Sep11  702044
F2 13  MO 6:30-9:30  FF Sep10  702046
F3 13  TU 6:00-9:00  FF Sep11  702047
F4 13  WE 7:00-10:00  FF Sep12  702048
F5 13  TH 7:00-10:00  FF Sep13  702049

IDEAS IN FILM & TV
Our culture deals in visual images more than any other mode of communication. Using popular, current films and television shows, learn how these “entertainments” shape our perception of society.

LL652  FEE: $193.05  ☎
F1 13  WE 6:30-9:30  FF Sep12  702073

LITERATURE: A PRACTICAL APPROACH
Literature A Practical Approach reinforces work from Communications in that students continue to develop their reading, writing, speaking and listening skills, and to recognize effective communication. This course, employs a variety of literary, cinematic and non-fiction works for its raw material. Students are encouraged to develop aesthetic judgement by defining and explaining their insights in a personal and historical context, and to reflect upon the implications of their views.

LL24  FEE: $193.05  ☎
F1 13  TU 6:30-9:30  BF Sep11  702061
F2 13  MO 6:30-9:30  FF Sep12  702062
F3 13  WE 6:30-9:30  FF Sep12  702063

PREP READING
This NON-CREDIT course evaluates student’s reading ability and provides techniques and strategies for upgrading existing skills. Specific skill materials and study approaches are used to complement the practice of basic reading mechanics. For further information please call (905)575-2025 or (905)575-2298.

LL69N  FEE: $148.50  ☎
F1 10  TH 6:30-9:30  FF Sep27  702035

PREP WRITING
This non-credit course is designed to improve students’ facility with language and writing to enable them to cope with college programs. Topics include sentence structure, punctuation, grammar, and paragraph writing. For further information please call (905)575-2025 or (905)575-2298.

LL10N  FEE: $148.50  ☎
F1 10  WE 6:30-9:30  FF Sep26  702042

RESEARCHING & REPORTING-LGS
With most classes structured as workshops, this course covers techniques for effective writing and provides additional practice with varied writing formats. Some review of grammar, spelling and punctuation is provided. Each student must prepare a formal research report. This course is equivalent to Report Writing. PREREQUISITe: Communications I or equivalent.

LL122  FEE: $193.05  ☎
F1 13  MO 6:30-9:30  FF Sep10  702043

ENGLISH AS A SECOND LANGUAGE

English Language Classes-Hamilton
English as a Second Language classes are offered during the day and there are specific evening classes offered subject to enrollment at the J-Wing of the Fennell Campus at all levels. DAYTIME CLASSES are scheduled from 9:00 a.m. to 2:30 p.m. Monday to Friday. Note: Registrations are accepted in person at the school office(Room 211). Classes operate on a continuous intake basis. Students are required to take a pre-test before being admitted to a course. Mohawk College offers Language Instruction for Newcomers to Canada (LINC). The Federal Government may sponsor newcomers to take these courses. No fee is charged to eligible clients.

Please contact Mohawk College (905)575-2421 or (519)759-7200 ext. 2421 for more details.

GENERAL DAYTIME COURSES - ESL

ACADEMIC PREPARATION - E.S.L.

This course is for students who want to improve their academic skills or take the College Entrance English course. The course includes: grammar, listening, reading practice, writing practice, vocabulary development, spelling, note-taking and development of oral skills. Special options such as Business English, TOEFL Preparation and Windows 98 are included as part of this course. This course is offered at different levels. An Ontario Special Bursary is available for students who qualify. PLEASE NOTE: Enrollment to class is very limited. Please check with Mary Franco for available places.

For additional information please contact Mary Franco at (905)575-2421 or (919)759-7200 ext. 2421 or email francom@mail.mohawk.on.ca

ACADEMIC PREPARATION - E.S.L.

This course is for students who want to improve their academic skills or take the College Entrance English course. The course includes: grammar, listening, reading practice, writing practice, vocabulary development, spelling, note-taking and development of oral skills. Special options such as Business English, TOEFL Preparation and Windows 98 are included as part of this course. This course is offered at different levels. An Ontario Special Bursary is available for students who qualify.

REA27  ☎
F1 80  MO-FR 9:00-2:30  FF Sep4  702466

Register Early ... Avoid Disappointment
### SPECIAL DAYTIME COURSES - ESL

**Pre-test Dates for College Entrance English**

- **Tuesday, August 14, 2001 - 9:00 a.m.**
- **Thursday, August 16, 2001 - 9:00 a.m.**

**For more information please call:** Mary Franco at (905)759-7200 or (519)759-7200 ext. 2421 or email francom@mail.mohawk.on.ca

**VISA STUDENTS wishing additional information please call:** (905)757-2136 or (519)759-7200 Ext.2136

### COLLEGE ENTRANCE ENGLISH

This course prepares students in English language skills for post-secondary entry to the college. It may replace Grade 12 English or a TOEFL score. The course offers intensive practice in listening and notetaking, academic reading and writing skills, and study skills. A pre-test is necessary. An Ontario Special Bursary is available for immigrant and Canadian students who qualify. **INTERNATIONAL STUDENTS PLEASE REFER TO (REA18/F2). IMMIGRANTS AND CANADIAN CITIZENS PLEASE REFER TO (REA18/F1).**

**REA18**  **FEE: $735.00**

<table>
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<tr>
<th>F1</th>
<th>M - FR 9:00-2:30</th>
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### SPECIAL WEEKEND COURSE - ESL

**HOW TO REGISTER:**

The following course requires a minimum of 12 students:

**ENGLISH GRAMMAR FOR NON-NATIVE SPEAKERS OF ENGL**

- **For additional information or to register for the course please contact:** Mary Franco at (905)757-2421 or (519)759-7200 ext. 2421 or email francom@mail.mohawk.on.ca

**REA06**  **FEE: $195.66**

| F1  | 12 SA  | 9:00-1:00 | FF  | Sep 15 |

### SPECIAL EVENING COURSES - ESL

**HOW TO REGISTER:**

**PREPARE FOR ACADEMIC SKILLS**

This course will prepare students for different sections of the TOEFL and Michigan tests. Enrolment in the course does not ensure success in the test, or in post-secondary institutions. Class size is limited. 

**PREREQUISITE:** Students must achieve a PASS on the test. An Ontario Special Bursary is available for students who qualify.

**REA98**  **FEE: $203.40**

| F1  | 20 MO/WE 7:00-9:30 | FF  | Sep 10 |

**PRONUNCIATION, STRESS & INTONATION FOR NON-NATIVE ENGLISH SPEAKERS**

This course centers on difficulties with pronunciation, stress and intonation. The student will become aware of his/her problems with pronunciation and will be provided methods of correction through classroom instruction and laboratory practice. Participants must be beyond the beginning or basic level. Class size will be limited. A pre-test is NOT necessary. An Ontario Special Bursary is available for students who qualify. Students will be expected to purchase class texts.

**REA10**  **FEE: $203.40**

| F1  | 20 TU/TH 7:00-9:30 | FF  | Sep 11 |

**PRONUNCIATION LEVEL 2**

Students will practise repetition and reinforcement of pronunciation, stress and intonation patterns through use of a language laboratory. The student will also deal with reading materials in the same manner. Students may be expected to purchase class texts. **PREREQUISITE: Completion of Pronunciation (REA10 is recommended.) or must be at the high intermediate level of English. A pre-test is NOT necessary. An Ontario Special Bursary is available for students who qualify.**

**REA20**  **FEE: $203.40**

| F1  | 20 MO/WE 7:00-9:30 | FF  | Sep 10 |

**OTHER LANGUAGES**

(CREDIT COURSES)

**AMERICAN SIGN LANGUAGE I**

American Sign Language is the communication system used by most deaf people. In this course, you will learn the basics of A.S.L., Lessons 1 — 12, including signs, visual, and gestural receptive. You will study the grammar of Sign Language and develop the ability to translate into English grammar. Please purchase the text — A Basic Course in American Sign Language before the first class.

**LL120**  **FEE: $193.05**

| F1  | 13 TU  | 6:00-9:00 | FF  | Sep 18 |

**GERMAN-CONVERSATIONAL 1**

This introductory course provides basic language instruction for travel and everyday communication. Pronunciation receives particular emphasis.

**LLA11**  **FEE: $193.05**

| F1  | 13 MO  | 7:00-10:00 | FF  | Sep 10 |

**ITALIAN 1**

This course is designed for individuals with little or no knowledge of Italian. Grammar is emphasized along with idiomatic expressions and conversation for everyday use. The text CIAO! should be purchased before first class.

**LLA03**  **FEE: $193.05**

| F1  | 13 TU  | 7:00-10:00 | FF  | Sep 11 |

**ITALIAN 2**

This intermediate course provides students with additional practice in grammar and conversation in everyday use.

**LLB03**  **FEE: $193.05**

| F1  | 13 MO  | 7:00-10:00 | FF  | Sep 10 |

**ITALIAN 3**

This course provides students with more opportunity to perfect their abilities with the Italian language.

**LLC03**  **FEE: $193.05**

| F1  | 13 WE  | 7:00-10:00 | FF  | Sep 12 |

Browse the catalogue on the web at cecat.mohawk.on.ca
This course is designed to provide individuals with a practical knowledge of Signed English in receptive and expressive modes. Vocabulary selected is pertinent to the needs of young children. Instruction includes use of learning strategies used in school-based programs with the hearing but non-speaking/hard-of-hearing/learning disabled populations. Emphasis is placed on the role of Signed English in the Total Communication process and its integration into regular classroom programs.

Spanish for Beginners or equivalent.

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**CERTIFICATE OF COMPETENCE IN THE FRENCH LANGUAGE (829)**

This course offers exposure to the French Language for individuals who are a) working in a bilingual milieu, b) seeking a career involving the French language, or c) for those who wish to develop their French conversation skills. Practical skills are developed through a combination if in class discussions group work, language lab exercises and grammar theory.

For more information please contact Pat MacDonald, Program Manager at (905)575-2404 or (519)759-7200 ext. 2404 or email macdonp@mail.mohawk.on.ca

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**CHALLENGE EXAMS**

If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. Candidates are permitted to challenge up to 75% of the required credits through this method. For beginners, no placement test is required. Register directly in La Pratique 1, Written test (FR003, FR004, FR005, FR006/FC). These tests will measure your competence in grammar. Candidates may obtain up to 4 credits with these tests. Oral test (FS032, FS033/FC) - These tests will measure your competence in conversational skills. Candidates may obtain up to 2 credits with these tests.

Fee: $96.00 per course challenged.

Exam date:

Wednesday, September 5, 2001
Time: 6:00 p.m. - 9:00 p.m.,
Room F154, Fennell Campus

For further information about the tests, or for more information regarding your placement in the appropriate French course, please contact Val LeBlanc at (905) 561-6093.
PARLONS AVANCEE 5
This credit course enhances the student’s ability to converse in French in more complex issues in everyday situations. Newspapers, magazines and other sources will be used to allow the student to delve into more complicated matters, using their French language skills.
FS081 FEE: $148.50  ☎
F1  10 MO  6:30-9:30  FF  Sep10  702369
F2  12 TH  9:00-11:30  FF  Sep13  702382

PARLONS FRANCAIS 1
This course introduces French for everyday situations, with emphasis on oral communication. You will be given the opportunity to develop your vocabulary and different structures applicable to the following themes: “Faisons connaissance”, “Telephone”, “Voyageons!” “Demandons les directions!” “Allons a la poste!”, PREREQUISITE: FR003 La pratique du francais 3.
FS032 FEE: $193.05  ☎
F1  13 WE  6:30-9:30  FF  Sep12  703334

FINESSES ON FRANCAIS
FS033 FEE: $193.05  ☎
F1  13 WE  6:30-9:30  FF  Sep12  703334

LIBERAL STUDIES CERTIFICATE (808)
Through a varied and challenging curriculum, this program allows participants to enrich their living and learning experiences and to assess their role as members of the human community.
For further information please call (905) 575-2025, (905)575-2298 or (519)759-7200 ext. 2025 or 2298.
Admission Requirements
Participation in any of the courses is open to individuals who can relate to questions about men, women and society and who wish to give direction to their learning.
How To Read Course Details
Course Number...  88976  
Section Number...  62290  
Grade...  Pass  
Term...  Fall  
Date...  Sep10  2005  
Type...  4D5C01  
FEE...  $148.50  
PREREQUISITE: FS081

Program of Studies
To be awarded the Certificate, participants must successfully complete the following four courses:

Communications (formerly Language Studies 1)

Literature: A Practical Approach
(formerly Language Studies 2)

Sociology I

SS165 Introductory Psychology
and 4 additional credit courses chosen from the Liberal Studies and Languages area, or from a related area.

Participants should consult with the Program Manager for information on option course eligibility and secure the approval of the Program Manager to apply option choices to the Liberal Studies Certificate. The four required courses should be completed first, since they are designed to provide guidance in selecting additional courses in the program.

LIBERAL STUDIES CREDIT available for IDEAS IN TV & FILM - LL652 see English - Post Secondary section.

BEGINNING NOVEL WRITING
Feel you have a novel in you? Having trouble getting it onto paper? This step-by-step approach will help you get started. Topics include setting and meeting goals, research, structure, plotting, characterization, dialogue, tone, point-of-view, opening and key scenes, outlining, editing and marketing. Time will be set aside each week for students to read their work aloud and receive peer and instructor feedback.
LL936 FEE: $193.05  ☎
F1  13 WE  7:00-10:00  FF  Sep12  702064

CREATIVE WRITING II
This workshop course introduces students to the genres of fiction and non-fiction writing. Topics include planning, making notes, outlining, editing, drafting, and revising stories, and conducting basic research. Students will be encouraged to rewrite, edit and approach suitable markets.
LL945 FEE: $193.05  ☎
F1  13 MO  7:00-10:00  FF  Sep10  702229

SUSPENSE AND MYSTERY WRITING
Suspense and Mystery Writing assists students in writing for this dynamic fiction market, and in preparing their work for publication. Highlights of the course include the disciplines of plotting red herrings and clues, building suspense, and exposing villains and hidden stories. Assignments and exercises help students use writing opportunities to develop their skills, and to set in motion the process of the business side of being a writer. Instructor: T TORRANCE
LLP10 FEE: $193.05  ☎
F1  13 WE  6:30-9:30  FF  Sep12  702684
**LEISURE EDUCATION**

**LEISURE EDUCATION... SOMETHING FOR EVERYONE**

Why not add something new to your life? The following pages offer various leisure opportunities. Many are introductory sessions which allow you to sample a new activity. Look for Tai Chi, Yoga, Rock Climbing, Fencing. Try it, you may like it.

For information call (905)575-2039 or (519)759-7200 Ext. 2039 or email harrins@mail.mohawkcc.on.ca

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### ADVENTURE

**INTRODUCTION TO PARAGLIDING**

Preparation class Fri. eve. deals with basic aspect of the sport, aerodynamics, weather factors & safety) watching an instructional video and be introduced to paragliding equipment. After learning basic ground handling and canopy inflation techniques you will do your first solo flight, then progress to higher launch sites and longer flights, qualifying you towards certification.

For info & course location call Canadian Paragliding (905) 547-9807. Registration closes 1 week prior to class start.

**NEW!**

**INTRODUCTION TO CANOE TRIPPING-GRAND RIVER**

This introductory canoe course will travel down the Grand River from Glen Morris to Brantford. The trip will focus on the essentials of canoeing skill and canoe camping, including: equipment selection, basic paddle strokes, reading the river, map navigation, and canoeing safety. The instructor will also point out interesting flora and fauna and historical points of interest. For more information call 905-525-9140 ext 2287.

**ROCK CLIMBING LEVEL II**

Participants who take Level 1 and 2 will qualify as a Level 1 climber by provincial standards. **PREREQUISITE:** ROCK CLIMBING-LEVEL 1 (LE139). LOCATION: Rattlesnake Point Conservation Area-North end of Appleby Line.

**COACHING**

For information please call (905)575-2039 or (519)759-7200 Ext. 2039 or email harrins@mail.mohawkcc.on.ca

**NATIONAL COACHING CERTIFICATION PGM-LEVEL 1 THEORY**

Topics for this course include the Role of the Coach, Sport Psychology, Skill Analysis, Exercise, Sports and Practice Planning. You must be 16 years of age to take this course. A manual is included in the cost of the course. P.E. Degree holders are exempt from Level 1.

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### ROCK CLIMBING INTRODUCTORY SESSION

Rock climbing classes are held at Rattlesnake Point Conservation Area at the northern end of Appleby Line. This class introduces you to the sport of climbing. All ropes & equipment are supplied. Wear running shoes. LOCATION: Rattlesnake Point Conservation Area-North end of Appleby Line.

**NATIONAL COACHING CERTIFICATION PROGRAM 2-THEORY**

**PREREQUISITE:** The National Coaching Certification-Level One Theory. Participants must bring either the letter of completion for Level One or the N.C.C.P. passport card. A manual is included in the cost of the course. Course dates Nov. 1, 2, 3, and 4.

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### ROCK CLIMBING LEVEL 1

Level 1 class offers additional practice and instruction. **PREREQUISITE:** ROCK CLIMBING-INTRODUCTORY-LE039. LOCATION: Wed. & Thurs. are at Fennell Campus. Saturday and Sunday are at Rattlesnake Point, north end of Appleby Line.

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### NATIONAL COACHING CERTIFICATION PROGRAM 3-THEORY

**PREREQUISITE:** Permission of the instructor and Level Two Theory, practical and technical. Participants must bring letter of completion for Level Two or the N.C.C.P. passport card. Course dates: Nov. 11, 18, 25 and Dec. 2.

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### SPORTS INJURY PREVENTION AND CARE (SIPAC)

This practical workshop for coaches, recreationists, teachers and sports leaders promotes the latest techniques in sports safety. Learn how to set up an Emergency Action Plan and how to respond to specific injuries: muscle, bone, head, neck and back. Experience mock emergency situations and leave the course with a handy reference manual.

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### EXERCISE, SPORTS AND WILDERNESS COURSES

**FENCING INTRODUCTORY**

Fencing is an ideal sport for the novice interested in fun and exercise. Participants will study the basic defensive and offensive skills, and learn to understand this challenging form of exercise. Foils, masks, and protective jackets are supplied.

**NATIONAL COACHING CERTIFICATION PROGRAM 2-THEORY**

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### IN-LINE SKATING

This introductory session offers novice skaters the opportunity to learn the basics of getting started in this popular sport, including stopping, turning and balancing. LOCATION: At Harbour Front Park, on the West side of Bay St. North of Stuart St. on Harbour Front Drive. For information please call Gloria at In-Line Skating School (905)333-8865.

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### TAI CHI INTRODUCTORY

This introductory class is for anyone who has never tried this graceful and relaxing form of exercise. Find out if Tai Chi is for you.

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Register Early ... Avoid Disappointment
LEISURE EDUCATION

TAI CHI LEVEL 1
Continuation of the introductory session.
LE111  FEE: $33.62
F1 8  WE 7:30-8:30  FF Sep19 702360

CYCLE REPAIR CLINIC & BASIC MAINTENANCE & TUNING
Regular maintenance is the key factor in prolonging the life of your bicycle's components and avoiding costly repairs. In this clinic you will learn to do basic repairs (i.e. flat tire repair, fixing a broken chain) as well as maintenance and lubrication of the entire drive train. Bring your bike. For further information call 905-525-9140 ext. 23879. Session held in Dundas, you will be contacted by telephone as to the exact location.

NEW

CYCLE REPAIR CLINIC - ADVANCED
This clinic is a continuation of the basic clinic. Topics covered include brakes and gears, repacking bearings, spoke replacement and wheel truing. At the clinics conclusion, participants will not only know their bikes inside and out, but will also have performed a complete overhaul in the process. Note: Basic maintenance is not a prerequisite. For more information contact 905-525-9140 ext. 23879. This course is held in Dundas, you will be contacted by telephone as to the exact location.

F1 4  WE 7:00-10:00  O  Oct23  702875

INTRO TO WILDNESS SURVIVAL SKILLS & SAFETY
The aim of this course is to introduce the vital components of preventative survival i.e. proper planning, notification of authorities, survival kits, equipment and all-weather clothing. We will review case studies and focus on the psychology of wilderness ordeals. Specific skills covered include: shelter construction, fire-building, signaling, foraging for food, etc. The course will conclude with a weekend out-trip for survival exercises. For information call 525-9140 ext. 23879.
LE633  FEE: $90.00
F1 4  TU 7:00-10:00  O  Nov6  702877

USEFUL AND EDIBLE PLANTS
Participants will learn to identify, utilize and prepare 50-100 species of wild plants, ferns, trees, etc. Also basic ecology and environmental impacts, dangers of poisonous plants and places to avoid when harvesting will be covered. After a brief lecture the group will hike through Cootes Paradise to identify edibles. Fields, shoreline, mixed woodlands, floodplains and marshland, etc. will be explored. A slide show/review will concluded the event. For more info call 905-525-9140 ext 23879.
LE041  FEE: $45.00
F1 1  SA 9:00-5:00  O  Sep29  702880

FISHING
INTRODUCTION TO FLY FISHING
Here’s your opportunity to discover the art of fly-fishing. You will learn the basics of rod and line selection, presentation tactics, and casting. Insect identification, fly tying and fly selection are also covered. One of the 4 evenings will be held on a local river. A materials fee of $10 is to be paid to the instructor the first night.
LE018  FEE: $50.16
F1 4  WE 7:00-10:00  FF Sep12  702523

GOLF
GOLF 1 - INDOOR
This indoor program is designed to prepare novice and recreational golfers to enjoy golf. All equipment is supplied. If these courses are filled then you may wish to register for the Golf-Outdoor which will cover the same topics in an outdoor setting.
LE240  FEE: $48.11
F1 4  WE 7:30-8:30  FF Sep19 702561
F2 4  WE 8:30-9:30  FF Sep19 702568
F3 4  WE 7:30-8:30  FF Oct17 702569
F4 4  WE 8:30-9:30  FF Oct17 702571

RELAXATION
For Massage and Reflexology courses please refer to Health Sciences section.

LUNAR PATH
Build your own intuitive toolbox to learn to deal with what life throws at you and how to make effective, well chosen decisions about your life. Explore stress relieving meditations, breathing techniques, use of colours, creative play, imagery and how to connect with your intuitive self, your guides and deeper levels of the subconscious. This course does not make you an expert in dealing with life, but gives you some tools to cope in this hectic world. For information call Micheline at (905)659-2806
LE049  FEE: $56.71
F1 2  SASSU 10:00-4:00  FF Sep8  702576

SHIATSU WORKSHOP - THERAPEUTIC
Here are some quick easy and effective ways to help you help yourself and friends in relieving the pain, stress, disorders and dysfunctions caused by living and working in today’s world. Bring a pillow, blanket or mat and tennis ball and learn this ancient art of self healing. For information call Micheline at (905)659-2806.
LE052  FEE: $48.39
F1 1  SA 10:00-4:00  FF Oct6  702675

YOGA EASY - NOVICE
This special yoga course will help you develop mobility and flexibility in an easy non-intrusive manner. You will combine yoga movements with other energizing and relaxing sources to balance your body’s systems and improve mental and physical health. Health problems (i.e. bad back) will be considered and accommodated on an individual basis. Bring a blanket or mat to work on.
LE729  FEE: $58.85
F1 8  TU 7:00-8:30  FF Sep18 702677
F2 8  WE 7:00-8:30  FF Sep19 702678

SAILING AND POWERBOATING
Harbour-West Hamilton offers a comprehensive range of boating courses both in the classroom and on the water.
If you would like more information on any of these programs or a course outline please call (905)525-4330 or outside the Hamilton area 1-800-263-2131, Director: Glenn Lethbridge. Co-ordinator: Leslie Makins

Payment Schedule
1. Fees payable to Mohawk College.
2. Full payment required with application.
3. Refunds not issued after one week prior to start date. (non-live aboard)
4. Refunds not issued for any live aboard program.
5. All cancellations subject to $50.00 charge.
6. Transfers between courses subject to $20.00 charge.
7. Additional cost for textbooks for some courses. (available at Harbour-West) ALL PRICES INCLUDE G.S.T.

PLEASE REGISTER DIRECTLY WITH HARBOUR-WEST HAMILTON.

ADVANCED CRUISING
In this very challenging course you will sail day and night in all weather conditions. The program includes a CYA instructor, cruising equipment and food for a crew of 4 students. Learn to fly a spinnaker, plan an extended cruise and handle emergencies. Transportation to and from the boat is not included. Program taught in 2 forms: 700nm multi-lake course or a 200-300nm Georgian Bay course. Pre-requisites: Inter Cruising; Coast Nav; VHF; excellent health. Times: Sat 10:00 am-Fri 1:00 pm
LE187  FEE: $1,034.00
F1 7  SA/SU 10:00-5:30  HB Sep
MO-FR 8:00-1:00
F2 7  SA/SU 10:00-5:30  HB Sep
MO-FR 8:00-1:00

ALL ABOUT WEATHER
This course is beneficial to the boater, camper or anyone who is curious about reading the skies. Covering weather basics, you will learn to identify how weather can affect your boating plan. Topics covered include: weather maps and satellite pictures; weather and weather systems; clouds; terminology; hazards; coastal winds; waves, swells, winds and tides.
LE992  FEE: $99.00
F1 2  SA/SU 9:00-4:00  HB Nov10

Browse the catalogue on the web at cecat.mohawk.on.ca
COASTAL NAVIGATION
Do your plans include cruising the lakes or chartering in Georgian Bay or down south? As a prudent boater, when you decide to venture out from home port, you will benefit from this in depth and complete study of navigation. CYA instructors are there to teach you how to plot your position, take fixes, read a chart, and understand chart symbols. The CYA Coastal Navigation exam can be challenged at the conclusion of this program.
LE999  FEE: $246.00
F1  12 WE  6:30-9:30  HB  Sep26
F2  4  SA/SU  9:00-4:00  HB  Nov17

CRUISE GEORGIAN BAY!
Spend 5.5 days aboard one of our 36 foot sailing vessels on the waters of Georgian Bay. The program includes a CYA instructor, cruising equipment and food for a crew of four students. Most courses begin and end Midland, ON and follow a set course. Pre-requisites: Basic Coastal Navigation an asset.
LE165  FEE: $902.00
F1  6  SU  6:00-7:00  HB  Sep  MO-FR  6:00-1:00

GPS TRAINING
The US government operates a system of satellites called the “Global Positioning System”, which orbit the earth and allows extremely accurate navigational fixes aboard, even the smallest boat. Learn how this system works and how to use it in route planning, electronic fix taking, anchor watch system, etc. We will use hand held GPS units on land to help back-up the materials learned in the classroom. Pre-requisites: Coastal Navigation an asset.
LE891  FEE: $70.00
F1  1  SA  9:00-4:00  HB  Oct13
F2  1  SA  9:00-4:00  HB  Dec8

HANDS-ON NAVIGATIONAL WEEKEND
This weekend introduces Coastal Navigation navigation using GPS, LORAN and RADAR. Our advanced CYA instructor will give you plenty of time to learn, practice and master the art of electronic and advanced navigational skills. The weekend will be spent aboard our CS 40 “Great Habit” and CS 36 “Bad Habit”. Provisions, boat supplies and student notes are included, Max size 4 per boat. Times: Fri 6:00 p.m.-Sun 4:00 p.m. Pre-requisites: Coastal Navigation, Basic Cruising.
LE890  FEE: $314.00
F1  2  SA/SU  9:00-5:00  HB  Sep22

HEAD START TO CRUISING (THEORY) SEMINAR
This one-day seminar is helpful to those intending to take Intermediate or Advanced Cruising, or for anyone who is planning and extended cruise. Topics include such items as hull maintenance, sail theory, boat systems (electrical, water), cruise planning, boat maintenance, emergencies and steering systems.
LE080  FEE: $70.00
F1  1  SA  9:00-4:00  HB  Oct6

KEELBOAT (BASIC)
Our keelboat courses take place on 23 - 40’ vessels with a minimum of 2 students and a maximum of 4 students per instructor, per boat. Approximately 70% of the course is taught on the water in a hands-on environment. This course is beneficial for the new boater or the experienced sailor. Develop skills and increase your knowledge in all areas of sailing. Instructors are CYA trained and certified. Standards challenged: CYA Basic Cruising. Ask about the Pleasure Craft Operator Card.
LE999  FEE: $438.00
F1  4  SA/SU  9:00-5:00  HB  Sep8
F2  4  SA/SU  9:00-5:00  HB  Sep22
F3  5  MO-FR  9:30-4:30  HB  Sep17

MARINE MECHANICAL
This 2-day seminar is for those that have taken the 1-day Mechanical Overview course and would like more information on diesel engines; ship and safety systems; and dealing with minor emergencies that pertain to your vessel. This will include classroom and hands-on information for engines up to 40 hp. The required text, “Boat Engines” is at the end of the course is available at Harbour-West.
LE505  FEE: $140.00
F1  2  SA/SU  9:00-3:00  HB  Oct13

MECHANICAL REVIEW
This course gives you a better understanding of your vessel’s diesel engine; covering topics such as maintenance and troubleshooting. This course is a pre-requisite for those wishing to use Harbour-West vessels for lake sails or Practical Cruise-Solo.
LE065  FEE: $70.00
F1  1  SA  9:00-3:00  HB  Oct20
F2  1  SA  9:00-3:00  HB  Dec15

OCEAN PASSAGE MAKING
Dreaming of bigger waters? Taught by a Royal Yachting Association Yachtmaster and CYA Advanced Instructor who has logged thousands of ocean miles, this course will supply you with valuable information regarding Ocean Passage Making.
LE085  FEE: $99.00
F1  2  SA/SU  9:00-4:00  HB  Sep15

POWERBOATING
Basic Power is taught aboard our 14 to 28 foot powerboats with outboard, I/O and twin inboard engines. The CYA Basic Powerboat Standard (written and on-water) is challenged at the end of our 20 hour course. Material covered includes terminology, safety, chart work, docking, hull characteristics, and handling skills. There are no pre-requisites for this course. Ask about writing the Pleasure Craft Operator Card test at the conclusion of the course.
LE167  FEE: $288.00
F1  3  FR  6:00-10:00  HB  Sep2
SA/SU  9:00-5:00
F2  3  FR  6:00-10:00  HB  Sep2
SA/SU  9:00-5:00

SAIL TECHNOLOGY SEMINAR
As a response to student inquiries regarding sails, we have designed this one-day seminar. Guest speaker will include a local sail maker. Gain knowledge on how sails work, CE, CLR, sail design, choosing and caring for your sails. Sail trim and visit a local sail loft! Seating is limited so register early.
LE078  FEE: $70.00
F1  1  SA  9:00-4:00  HB  Nov3

SPARK START ADULT
In compliance with the Canadian Coast Guard, the Spark Start course addresses the critical components of safe boating practices such as: equipment required, PFDs, vessel regulations, pre-departure planning, trailer safety, fueling procedures, buoyage systems, rules of the road and emergency situation. Pleasure Craft Operator Card test is written at the end of the course and is included in the cost.
LE098  FEE: $55.00
F1  2  SA/SU  9:00-1:00  HB  Sep8
F2  2  SA/SU  9:00-1:00  HB  Oct13
F3  2  SA/SU  9:00-1:00  HB  Dec1

VHF RESTRICTED RADIO OPERATOR’S LICENSE
Learn to communicate with other boats, receive up to date marine weather forecasts, and be able to send out a distress call if ever required. The Industry Canada VHF Radio License is written at the conclusion of this program.
LE175  FEE: $59.00
F1  1  SA  9:00-4:00  HB  Sep15
F2  1  SA  9:00-4:00  HB  Oct27
F3  1  SA  9:00-4:00  HB  Dec1

SOCIAL SCIENCES
THE WORLD OF ABNORMAL PSYCHOLOGY
refer to Distance Education section

ASSERTION SKILLS 1 (E)
This credit course is designed to help people in all walks of life. Its primary focus is to help you deal more openly with others, with a corresponding increase in self-esteem. It will also help you recognize and avoid manipulative situations and people. New and creative ways will be explored to handle difficult situations both at the professional and personal level.
SS995  FEE: $193.05
F1  13 WE  6:30-9:30  FF  Sep12  702567

DEVELOPMENTAL PSYCHOLOGY (E)
This course considers human behaviour and thought from the developmental or maturational perspective. You will examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on the development of human personality. PREREQUISITE: Introductory Psychology (SS156)
SS271  FEE: $193.05
F1  13 TU  6:30-9:30  FF  Sep11  702511
F2  13 WE  6:30-9:30  FF  Sep12  702524
HUMAN RELATIONS (E)
This course seeks to develop your self-awareness and self-confidence in personal and professional human relations. It includes the study of motivation; interview techniques; conformity, propaganda and persuasion; supervision and employee relations and personality formation.

INTRODUCTORY PSYCHOLOGY (E)
Psychologists consider human behaviour and thought from a scientific viewpoint. This course provides an in-depth study of learning, motivation, perception and the dynamics of personality. Participants should gain a fuller understanding of human experiences through lectures, films and discussion.

SOCIOLOGY 1 (E)
This course presents the basic concepts and theories of sociology necessary in understanding human behaviour, individual biases, various roles in society and social groupings. Participants will study the interrelationship between the individual and society, and between different social groups.

SOCIOLOGY 2 (E)
This course presents the basic concepts and theories of sociology necessary in understanding human behaviour, individual biases, various roles in society and social groupings. Participants will study the interrelationship between the individual and society, and between different social groups. PREREQUISITE: Sociology 1 (SS108)

WEEKEND FACTS TO REMEMBER
Parking
There is no charge for parking Friday evening, Saturdays and Sundays. The main entrance is the only entrance available on weekends after 5:00 p.m. Friday.

Cancellations
On all Mohawk College course cancellations there will be a full refund by mail. There will be no REFUND of course fees AFTER Weekend College Seminars if student was unable to attend.

Cafeteria
The cafeteria closes at 2:30 p.m., Fridays, for the weekend. TIM HORTON DONUTS located in F-Wing is open each Saturday from 8:30 a.m. - 1:30 p.m. Vending machines are available for sandwiches and snacks at all times or bring a lunch.

Register Early
Any course not having an adequate registration will be cancelled in advance.

ELDERHOSTEL
If you would like to be placed on our waiting list for the U.S. Canada Program Catalogues, please send a request and cheque or money order for $24 payable in U.S. dollars to:

ELDERHOSTEL CATALOGUE
75 FEDERAL ST. SUITE 300 BOSTON MA 02110-1941 USA

They will send you the current catalogue and keep you on the mailing list for one year. This fee covers the postage and handling charges associated with mailing the seasonal catalogue via air mail for one year. Or visit the Elderhostel website to get information about Elderhostel or view the current catalogue www.elderhostel.org

There will be no Elderhostel Program at Mohawk College in 2002.

COOKING, FOOD, FOOD, FOOD
For information please contact Susan Bowinkelman, Program Manager at (905)575-1212 ext. 3009 or (519)759-7200 ext. 3009 or email bowinks@mail.mohawkcon.ca

See the HOSPITALITY SECTION for all related credit and non-credit courses.

DANCING
Mohawk Ballroom Dancing Club - “Strictly Ballroom”
Every Friday dance to Strict Tempo Ballroom Music, with the Mohawk Dance Club. Every Friday professional dance instruction by Ann Mullen-Selley at 8:00 p.m. to 9:00 p.m. followed by dance at 9:00 p.m. to 12:00 a.m. There is a cash bar and entrance is only $7 per person.

For information call (905) 578-6914. SCHEDULE FOR FALL DANCE

WEEKEND WORKSHOPS & GENERAL INTEREST
COMPUTER & BUSINESS WORKSHOPS
Please see the BUSINESS SECTION of the catalogue. For more information please call (905)575-2226 or (519)759-7200 ext. 2226.

For additional information on Weekend College and General Interest courses, please call Susan Bowinkelman, Program Manager at (905)575-1212 ext. 3009 or (519)759-7200 ext. 3009 or email bowinks@mail.mohawkcon.ca

Give the Gift of Learning.
Gift certificates are available in any denomination and can be used for course fees and purchases at the Campus stores. Inquire at any Continuing Education Registration Office.

LENSS
Wouldn’t it be nice to be able to get up onto the dance floor and know that no matter what music is played, you can dance it. These courses are designed to give you confidence on the dance floor, come on out and give it a try.

BALLROOM DANCING-BEGINNERS
Everything old is new again...Do you have a wedding coming up? Come and join us for an exciting evening of dancing. You will learn three steps in each of these six dances; Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. All the basics you need as a beginner. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St. E., Hamilton

BALLROOM DANCING-INTERMEDIATE
For the slightly more knowledgeable, we offer the intermediate course. We will still do the above six dances, plus Merengue and Samba. We will also add a bit more technique and three more steps in each dance. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St. E., Hamilton

BALLROOM DANCING-ADVANCED
After completing the first two levels, you are now ready for the advanced course. Here we add the Mambo, Quickstep & Viennese Waltz, along with enhancing the eight dances we already have. There will also be more technique and style. Singles Welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St. E., Hamilton

GOOD HEAVENS!
ASTRONOMY - DISCOVER THE UNIVERSE
Explore the Milky Way Galaxy and the universe. Study the architecture of stellar systems. The current theory on the nature of exotic objects such as pulsars will be presented. The realms of cosmology and the invisible universe will be explored and anomalies of the Solar System reviewed. The tools of modern astronomy will be described and participants will learn how to read the night sky. A trip to an observatory is planned. Travel to the observatory will be the responsibility of the participants.

Looking for a new career direction?
Call Return to Work Services at (905)575-2024

Browse the catalogue on the web at cecat.mohawkc.on.ca 125
HOME

“INTERIOR DECORATING MADE EASY”

Fabulous interiors begin with colour! Grasp the basics of planning a great colour scheme with this “hands-on” program that takes the mystery out of decorating. Learn how to mix and match colours and patterns! See how colour can change the shape and feel of a room! Discover creative solutions for walls, windows & floors. We’ll give you easy-to-use guidelines, and helpful hints as you create your own home workbook. Supply costs of $10 paid to instructor during first class.

GI695 FEE: $132.09 ☎
F1 5 TH 6:30-9:30 FF Sep20 702665

PET CARE

DOG GROOMING BASICS

Here’s a fun-filled “how-to” seminar designed to help you keep your dog looking great in-between grooming appointments. Find out the proper way to brush your dog’s coat, clean their ears, trim their nails and, yes, brush their teeth! You’ll discover which sprays, powders and special grooming treatments to use, as well as how and when to use them. Bring your dog and brush to class with you. The instructor will provide the rest.

GI16 FEE: $34.64 ☎
F1 1 SA 9:00-12:00 FF Sep15 703041

PUPPY KINDERGARTEN

Calling all puppies up to eight months old - and their owners of course. This course will introduce the owner and new puppy to basic obedience commands which will help make your life easier, and help keep your puppy safe. The management of behaviour problems in a non-aggressive manner will be discussed. Please bring your puppy to class with you, and bring proof of your puppy’s vaccination (certificate) to the first class only.

GI649 FEE: $71.78 ☎
F1 4 SA 10:00-12:00 FF Sep22 703042

DEVELOPING NEW INTERESTS

AURA AND CHAKRAS - THE KEY TO WELLNESS

Quantum physics tells us that life is a universe of energy. See, feel and experience the non-physical energetic energy that makes up the human body. Find and correct imbalances in your aura and chakras. Learn how to see auras. Techniques to increase your vitality and restore health. Dowsing rod and pendulum are included. Materials cost of $10.70 included in course fee. Bring 2 pillows.

GI452 FEE: $70.65 ☎
F1 2 FR 7:00-10:00 FF Nov2 702444

CANADIANA

This course offers a glimpse into Canada’s past. Topics include early Canadian history, art, literature, Canada’s historical native people and Inuit, costumes and antiques. Participants will enjoy lectures, guest speakers, and field trips to historical sites and historic homes, museums, and galleries. Transportation on field trips is the responsibility of participants. This course is continuous with a different presentation each semester. G.S.T.

LG001 FEE: $90.34 ☎
F1 10 TH 9:30-11:30 CY Sep27 702472

EAR CONING

This hands-on workshop, taught by Sandra Yemm, takes one beyond the physical process of ear candling. Explore the role of the human energy field and how Coning integrates the physical, emotional and spiritual levels. This old home remedy reduces stress, is non-invasive, may help ADD, improves balance, hearing, sinus, head noises and removes toxins. Bring 2 pillows and a light blanket. A $7 materials fee is included.

GI502 FEE: $82.79 ☎
F1 1 SU 10:00-4:00 FF Nov4 702462

FENG SHUI: WHAT IS IT?

Feng Shui is the Chinese “Art of Placement” which balances life energies of “chi” in a living space to increase the flow of positive “chi” and subdue negative flow. Discover the ‘power spots’ in your home and where to activate wealth, career success and relationships. Donald Trump uses feng shui for success — you too can learn to transform your environment and change your life for the better.

GI155 FEE: $61.64 ☎
F1 2 FR 7:00-10:00 FF Sep28 702467

FUN WITH OPERA “CURTAINS UP”

Opera is both an art and a business, as well as being a colourful reflection of society. From these points of view, join Chris Hunt and discuss the three presentations to be given by Opera Hamilton this season: The Elixir of Love (Gaetano Donizetti), The Marriage of Figaro (W. A. Mozart) and the Pearl Fishers (Georges Bizet). Join us on these three Friday evenings, and increase your understanding and enjoyment of what you see and hear on the stage! Dates: September 28, October 19, November 2.

GI579 FEE: $53.80 ☎
F1 3 FR 7:00-9:00 FF Sep28 702410

MAGIC CAN BE FUN-LEVEL 1

Card tricks, rope tricks, money magic... come learn the secrets of professionals. Here’s your opportunity to gain a working knowledge of magic. Taught by a professional magician, this course covers the Effect, the Secret, the Preparation and the Presentation. Many phases of magic are explained and demonstrated. Please bring a deck of playing cards.

GI53 FEE: $134.50 ☎
F1 5 MO 7:00-10:00 FF Sep24 702458

PALMISTRY

Did you know that those lines and marks in your hands have a story to tell? Learn the basics about what your hands can tell about how you respond to love, your longevity, thinking patterns, career and business directions, stress management. Then have fun doing basic palm readings for family and friends.

GI29 FEE: $58.13 ☎
F1 1 SA 9:00-5:00 FF Oct13 702446

PALMISTRY PART 2

This course is for those who have completed Palmistry 1. Learn to identify the different hand shapes and sizes, mounts, fingerprints and what these traits tell you about a person. Learn how to read a palm from the main lines to all of the fingers. You will be surprised at what can be revealed.

GI484 FEE: $58.13 ☎
F1 1 SA 9:00-5:00 FF Oct27 702449

REINCARNATION AND PAST LIFE REGRESSIONS

Have we lived before and will we live again? Investigate the science of regression and explore the exhilarating realm of past lives. Your journey into the past can reveal new solutions to old conflicts, explain certain phobias, and help you to discover a deep and abiding peace. Bring a curious, open mind and a pillow for comfort.

GI37 FEE: $62.86 ☎
F1 1 SA 10:00-4:00 FF Oct20 702454

RUMOURS, HOAXES & URBAN LEGENDS

Learn about the greatest rumors, hoaxes, and urban legends of our times. This course will take you step by step to show you how to quickly evaluate and interpret information you get from the press and other sources by asking a few simple questions. Learn to ask the right questions, spot urban myths, hoaxes, fraudulent stories, information, and sources. Learn to become an active consumer in a short period of time. INSTRUCTOR: ALEXANDRA KITTY

LLM32 FEE: $54.61 ☎
F1 2 SA/SU 9:00-12:30 FF Nov3 702226

SPIRITUAL HEALING WITH CRYSTALS AND COLOURS

An introduction and experiential class using crystals and colours as aids for healing the aboriginal chakras. Learn about the chakras and how to choose, clean program and meditate with crystals. Bring your own crystals or purchase kit from the instructor ($10.35). Materials cost $7.49 included in course fee. Take-home colours and pendulum are included. Bring 2 pillows.

GI451 FEE: $37.74 ☎
F1 1 MO 7:00-10:00 FF Nov5 702413

TAROT-MADE EASY

Presented in an easy to understand one day intensive. In this class you will learn the meanings and symbolism of the tarot and how to let the tarot “speak” to you. No confusing, hard to understand language. The perfect program for those wishing to read the tarot for themselves or for others. This class will help you get the most from your tarot card deck. Bring your own tarot deck.

GI708 FEE: $33.80 ☎
F1 1 SA 10:00-4:00 FF Oct20 702879
LIFE AND CAREER SKILLS

Please see HOSPITALITY SECTION for courses in the PROFESSIONAL BARTENDING CERTIFICATE.

ACTING - SCENE STUDY

Polish your technique! Designed for actors at all levels. Over six sessions, you will work towards an in-class presentation with emphasis on method, improv, ensemble work, voice, stage movement, text analysis and character creation. The instructor is Kenneth P. Lefebvre, a professional director and acting coach who has vast experience and character creation. The instructor is Kenneth P. Lefebvre, a professional director and acting coach who has vast experience throughout Canada.

Gi448  FEE: $162.30  ☎  
F1  7  TH  7:00-10:00  FF  Oct11  702509

ASSERT YOURSELF!

Are you reluctant to say "no"? worried about hurting others' feelings? defensive when criticized? This intensive two-part workshop, intended for first time participants or as a refresher for students, explores these and other issues to build and strengthen personal assertiveness. Develop a stronger sense of personal rights, use assertiveness tools, and increase self-esteem. Bring examples of "real life" situations to work on, you will receive coaching and feedback. Bring your lunch.

Gi118  FEE: $93.10  ☎  
F1  2  SA  9:30-1:30  FF  Nov10  702498

BODY LANGUAGE WORKSHOP

An interactive workshop exploring the use of body language to, manage first impressions, express authority, and communicate between the genders. The student will learn a simple tool of analysis with looks at the way that people use space and gesture to express their needs for status, intimacy, security and conflict resolution. Taught by a professional stage director with extensive experience in the practical application of body language. Be prepared to work with others.

Gi448  FEE: $48.54  ☎  
F1  1  SA  9:00-3:00  FF  Oct27  702494

COMMUNICATING NONDEFENSIVELY

When we become defensive, we put up walls, focus on protecting ourselves and stop listening. Defensiveness tends to encourage more criticism. In this fun, interactive workshop, Prof. Lil Blume teaches you to let the criticism belong to the critic (until or unless you are willing to accept it). Please bring your lunch.

Gi110  FEE: $43.40  ☎  
F1  1  SA  9:00-1:30  FF  Sep29  702502

INTERVIEW SURVIVAL

Oops! Getting voted off the island? Can you survive a job interview? Prepare to succeed. Discover what today's employers expect from their prospective employees. Experience five different interview styles and how to handle each one. Prove your worth, and control the direction of an interview. See how to wrap up your interview, the questions you should ask, and ways to follow up. Even if you don't expect your tribal council tomorrow, be better prepared for your next break.

Gi697  FEE: $29.19  ☎  
F1  1  SA  9:00-12:00  FF  Oct13  702667

LISTENING WITH EMPATHY

We generally want to make helpful remarks to troubled or grieving people - responses that will open up communication. Yet, well-intentioned comments often have the opposite effect. In this workshop, Prof. Lil Blume examines techniques for active empathic listening and explores what to say, when you don't know what to say. Bring your lunch.

Gi331  FEE: $40.96  ☎  
F1  1  SA  9:00-1:30  FF  Nov10  702510

LIVING OUTSIDE THE BOX

In this time of perpetual change, our ability to be effective, present and authentic to both ourselves and other's has added stress and a distinct lack of really living fully. This workshop offers you an opportunity to think outside the box, using various methods of art and philosophy with a focus on you as the change maker within your own life.

Gi698  FEE: $40.70  ☎  
F1  1  SA  9:30-1:30  FF  Sep29  702666

LOVE YOURSELF/HEAL YOUR LIFE

Anger, Guilt, Self-Esteem, Well-Being, Success... Come learn about tools and techniques developed by world-famous author, Louise Hay, to gently help you impact every area of your life! You are safe in this supportive group led by Christine Sawyer, B.A., B.Ed. A certified Louise L. Hay teacher.

Gi401  FEE: $70.92  ☎  
F1  1  SA  9:00-5:00  FF  Nov3  702701

SHALL WE TRANCE

Within you there is a stillness and a sanctuary to which you can retreat at any time and be yourself. Herman Hesse. Explore trance/ECS (Enhanced State of Consciousness) & meditation in a realized & tranquil atmosphere. Learn to "en-trance" yourself to empower personal development and desired changes in behaviour. Try our down-to-earth techniques to harmonize mind, body & breath to access the relaxation response A self-directed/self-controlled experience with some interactivity.

Gi706  FEE: $55.80  ☎  
F1  2  SU  1:00-4:00  FF  Oct21  702874

SUPERBOOST YOUR MEMORY

You never again need forget a name, face, number or fact. Good memory is not a gift, it's proven enjoyable to learn, tremendously effective and easy to apply. Anyone who wants to develop a more powerful memory will benefit from attending this fun and fast-paced workshop that will lead to immediate and noticeable memory improvement. Your fee includes a comprehensive manual.

Gi713  FEE: $70.30  ☎  
F1  1  SA  9:00-4:30  FF  Oct20  702506

WRITING FAMILY STORIES

Stories passed from one generation to the next carry the values, culture, and unique mythology of that family. Knowing our family's stories solidifies our sense of belonging. Collect family stories into a book for your children and grandchildren. Writer and editor, Lil Blume, will give ideas for reviving memories and writing and organizing your family story project. Come prepared to do some writing and story telling. Bring a second family member for $20.93.

Gi696  FEE: $53.80  ☎  
F1  1  SA  9:00-3:00  FF  Dec8  702666

Browse the catalogue on the web at cecat.mohawkc.on.ca 127
Return to Work Services also offers “how to” seminars on:
• Understanding Your Own Personal And Job Strengths
• Preparing For An Interview
• Customizing Resumes That Work
• Utilizing The Internet For Job Leads
• Performing Employer Research
• Networking For Results
For further information please call (905)575-2024 or (519)759-7200 ext. 2024 or fax (905)575-2194.

In Brantford: EMPLOYMENT ASSESSMENT CENTRE
The Mohawk College-Employment Assessment Centre assists unemployed clients in entering or re-entering the workforce. The centre provides clients with:
• a Service Needs Determination Interview session to assist them in identifying realistic and achievable employment goals,
• a personalized Return to Work Action Plan
• referrals to appropriate community resources
• on-going support and coaching
Located at 38 Darling Street, Suite 110 Brantford, ON
To book an appointment or for more information please call (519) 770-4765.

LITERACY AND BASIC SKILLS (LBS)
The Literacy and Basic Skills program is an academic upgrading program funded by the Ministry of Training, Colleges and Universities. It offers adults the opportunity to upgrade their academic skills in order to prepare for further education training, or to pursue employment. It is designed to meet the needs of unemployed, underemployed or undereducated adults by offering a flexible, learner-centered approach to raise math, reading and writing skills up to college entry level. Individualized learning plans include basic computer and employability skills. Ontario residents, eligible to work in Ontario, may attend at no cost full or part-time. Programs are available in Hamilton, Brantford and Hagersville.
For more information please call (905)575-2029 or (519)758-6083.

DEAF EMPOWERMENT PROGRAM
The Deaf Empowerment program is a Literacy and Basic Skills program for deaf adults, including math, reading, writing, basic computer and employability skills. Learners may attend the full-time day program, Monday to Friday, at the Fennell Campus, or night school classes at the Fennell or Brantford campus. Offering continuous intake, DEP is a Learning Outcomes based literacy program taught in ASL by deaf instructors in a learner-centered environment.
For more information please call (905)575-2029 or (519)759-7200 ext. 2029 or TTY (905)575-7645.
BUSINESS DEVELOPMENT

BUSINESS AND INDUSTRY DEVELOPMENT

Business and Industry Development is dedicated to serving private and public sector client organizations, which require custom designed assistance with the development of their human resources. Our training and consulting services range from facilitating strategic planning sessions to assisting organizations in creating an effective team environment. We can provide custom training programs to meet virtually any organizational need, including:
1. Management and Supervisory Development
2. Manufacturing Leadership
3. Communication Skills
4. Managing Team Development
5. Facilitating Problem Solving Groups
6. Creativity and Innovation
7. Managing Organizational Change
8. Technical Skills

For more information on these custom programs and our other services, please contact Business and Industry Development: (905)575-1212 ext. 6010 or (519)758-6010.

MANPOWER SERVICES

Manpower Services, in partnership with Mohawk College, is pleased to offer day and evening training sessions for independent learners or groups. Hands-on training through Manpower’s proprietary, computer-delivered Skillware(r) training modules covering word processing, communications, database management, desktop publishing, and graphics applications is offered. Training in customer service, information technology, manufacturing practices, and business skills is also available. Pre-training assessments and post-training support is a service available to clients taking advantage of these courses. Course manuals available for purchase.

For more information and start dates, please call Manpower at (519)752-8522.

CUSTOMIZED TRAINING SERVICE

Mohawk College, through Business Development, offers various services and programs to individuals, employers and organizations on a client-centered basis. Training can be offered on- the-job, at the College, or at any suitable location to assist individual employers or employee groups. On a fee-for-service basis, Business Development will customize training delivery including course content, location, hours, methods of instruction, etc. to meet client needs.

Please visit our web site at www.mohawk.on.ca/dept/bdev.

For more information please call (905)575-1212 ext. 6010 or (519)758-6010.

PROCOR DECISION CENTRE

“Accelerating the Group Decision Making Process”

Traditional meeting planning techniques have been used successfully for many years... and now there is a better way. Mohawk College in partnership with PROCOR Limited has opened an “electronic meeting” and brainstorming facility to support organizations in the process of meeting today’s challenges.

Facilitated Sessions

If your group is looking at new ways of doing business and would like to address issues of restructuring, strategic planning and organizational development we have a process that can meet your needs. Our job is to tap the expertise of your group to find strategic and tactical solutions to your issues.

Computer Assisted Thinking

Special meeting software enables participants to express their ideas and react to others without having to reveal their identity, enhancing their ability to resolve complex issues through a free and candid exchange of ideas. The process is fun, easy and educational.

Call Kym McCready-Stewart at (905)575-1212 ext. 2442 or (519)759-7200 ext. 2442 to book a session or arrange for a demonstration.

MANUFACTURING LEADERSHIP CERTIFICATE

This program has been developed through a training partnership of five Ontario Community Colleges and the Alliance of Manufacturers and Exporters Canada. Global competition, the development of advanced technologies and other economic challenges are rapidly changing the way Canadian business and industry operate. Supervisors have felt the impact of the changes most dramatically. They must demonstrate multi-faceted manufacturing leadership with a high level of technical expertise. This program is exactly what you need if you are a supervisor, manager or have goals targeted in that direction.

Here’s How You Can Benefit:

- Program offers flexible times and location (at your location or ours). Course delivery can be tailored to the individual needs of each business.
- Current case studies and projects are used to address “real life” business challenges.
- You may qualify for credits based on work, education and life experience.
- Members of the Alliance of Manufacturers and Exporters Canada (AMEC) receive a 20% discount.

What’s Involved in the Training?

To qualify for the Manufacturing Leadership Certificate, participants must complete a total of six 30-hour courses, including five mandatory courses and one elective.

Mandatory Courses

- Supervisory Skills for Business and Industry
- Coaching and Developing People
- Developing Effective Teams
- Continuous Improvement Processes
- Computer Fundamentals and Applications

Approved Elective

An appropriate 30-hour credit elective completes the MLCP program. The elective must be work-related and offer professional development appropriate for the supervisory role. It is recommended that participants contact the MLCP Coordinator to determine whether courses they have previously taken or which they are contemplating taking satisfy the elective requirement.

The fee includes course material and supplies. For further information regarding on-site, customized course information, call (905)575-2442 or (519)759-7200 ext. 2442. NOTE: IN ORDER TO RECEIVE THE 20% AMEC-MEMBER DISCOUNT, PARTICIPANTS ARE ASKED TO CALL ONE OF THE ABOVE TELEPHONE NUMBERS BEFORE REGISTERING IN THEIR COURSE.

SUPERVISORY SKILLS FOR BUSINESS AND INDUSTRY

This course will help supervisors develop specialized skills such as management, effective communication, customer relations, an understanding of complex government legislation, and an awareness of the multi-faceted approach to leadership needed today.

Call Kym McCready-Stewart at (905)575-1212 ext. 2442 or (519)759-7200 ext. 2442 to book a session or arrange for a demonstration.

MLCP - DISTANCE EDUCATION DELIVERY

“Continuous Improvement Processes” is being delivered by e-mail and electronic conferencing. For registration information, please refer to the “Distance Education - OntarioLearn.com” section of the catalogue.

quickstart PROGRAMS

Courses that provide the fastest track between you and a career! Quickstart courses are accelerated, short term programs that are comprehensive in nature. Courses offer training in high demand employment areas. Quickstart courses provide job related skills in a specific field and are driven by an immediate need in the job market. At this time, we are offering the following:

- Certified Financial Planner (CFP)
- CAD/CAM
- CNC Setter Operator
- CNC Programming (Computerized Numerical Control)
- Industrial Maintenance Mechanic (IMM)
- Tool & Die
- Motive Power Enhanced Common Core
- Welding
- Gas Technician III and Oil Burner Technician III
- Level II Licencing Course for Life Insurance Agents
- Preparation for Police Testing
- Public Safety Communications Certificate Program
- Microcomputer Workshops

For more information about any of the quickstart programs listed, please contact Christine Myke at (905)575-1212 ext. 6071 or (519)758-6071, visit our website at www.mohawk.on.ca/dept/bdev or email mykec@mail.mohawk.on.ca
BUSINESS DEVELOPMENT

CERTIFIED FINANCIAL PLANNER™ PROGRAM

(Accelerated Full-time Day program)

This program has been developed specifically for individuals who wish to become qualified professional Financial Planners. This program is also suited to those who want to gain knowledge that will enable them to structure their financial affairs to best suit their needs and objectives. Students who complete the program successfully will be eligible to write the FPSCC’s comprehensive professional proficiency examination leading to the acquisition of the Certified Financial Planner or CFP certification mark. *Please refer to the Associated Professional Programs section of this catalogue for full course information and evening offerings of the above program.

Prerequisite: (Minimum)

• Ontario Secondary School Diploma (or equivalent) with most courses at an Advanced Level.

(Preferred)

• College or University diploma or certificate in business or related areas.

• Previous experience in the financial services industry or a related sector would be an asset

• Selection interview

Cost: $6,500

Start Date: September 10, 2001

CAD/CAM

This full-time 24-week course is designed to graduate CAD/CAM programmers capable of applying an integrated approach to the use of computer in the total production process, encompassing both the design and the manufacturing phases. Studies emphasize the computer-aided production of engineering data such as drawings, geometric models, finite element analysis, parts list work schedules and NC Control information. CAM encompasses all the application of computers to a wide variety of manufacturing functions such as process planning production scheduling NC, CNC, quality control and assembly.

Prerequisite:

• Ontario Secondary School Diploma (or equivalent), most importantly Grade 12 Technical Mathematics and English Comprehension

• Selection interview

• Experience in conventional machine tools would be an asset

Cost: $6,500

Start Date: September 10, 2001

CNC OPERATOR

This 14 week, full-time program provides a thorough introduction to CNC operation, machine set-up and preventative maintenance for 2.5 axis-machining centers and 2 axis lathes. Graduates of this program will be able to seek employment as programmers/operators in any manufacturing company using the employment of these machines. This program offers a two-week work placement.

Prerequisite:

• Ontario Secondary School Diploma (or equivalent), most importantly Grade 12 Technical Mathematics and English Comprehension.

• Selection interview

• Experience in conventional machine tools would be an asset

Cost: $6,500

Start Date: September 17, 2001

CNC PROGRAMMING (COMPUTERIZED NUMERICAL CONTROL)

This 24-week, full-time program provides a thorough introduction to CNC programming, machine set-up and operation, and preventive maintenance for 2.5 axis-machining centers and 2 axis lathes. Graduates from this program will be able to seek employment as programmers/operators in any manufacturing company using the employment of these machines. This program offers a two-week work placement.

Prerequisite:

• Ontario Secondary School Diploma (or equivalent), most importantly Grade 12 Technical Mathematics and English Comprehension.

• Selection interview

• Experience in conventional machine tools would be an asset

Cost: $6,500

Start Date: January 7, 2002

INDUSTRIAL MAINTENANCE MECHANIC (IMM)

This full-time, 24 week Millwright program covers topics such as blueprint reading, welding, programmable logic controllers, pneumatic systems, and other topics within the area of repair and maintenance of industrial equipment. A graduate of this program may go to work in industrial plants, on industrial or construction sites, in commercial or institutional buildings. This program offers a two-week work placement.

Prerequisite:

• Ontario Secondary School Diploma (or equivalent), most importantly Grade 12 Technical Mathematics and English Comprehension.

• Selection interview

• Experience in conventional machine tools would be an asset

Cost: $6,500

Start Date: September 17, 2001

TOOL & DIE plus CNC PROGRAMMING

This program is designed to prepare you to enter an Industrial career in the Machining field. You will learn die design theory, how to set up and operate conventional machine tools and how to operate CNC Machines. You will be able to read and work from engineering drawings.

Prerequisite:

• Ontario Secondary School Diploma (or equivalent), most importantly Grade 12 Technical Mathematics and English Comprehension.

• Selection interview

• Experience in conventional machine tools would be an asset

Cost: $6,500

Start Date: September 24, 2001

MOTIVE POWER ENHANCED COMMON CORE

Work full-time & study part-time! This 33 week program provides you with the opportunity to enter the well-paid automotive technician trade. Accelerate your apprenticeship training-receive 2.5 axis-machining centers and 2 axis lathes. Graduates from this program will be able to seek employment as programmers/operators in any manufacturing company using the employment of these machines. This program offers a two-week work placement.

Prerequisite:

• Ontario Secondary School Diploma (or equivalent), most importantly Grade 12 Technical Math and English Comprehension - Selection Interview

Cost: $7,500

Start Date: October 1, 2001

PREPARATION FOR POLICE TESTING

Mohawk College is offering 2 preparatory sessions for people interested in becoming a Police Officer or who are planning to attend the recruit testing with their local police services.

PREP Practice

This session will provide up to two hours of practice time for the person who is registered to take the PREP testing. This will be an opportunity for the individual to practice the skills necessary to pass the PREP test and to highlight those areas which need more intense work. These sessions are offered regularly during the day or evening.

Cost: $75

PREP Practice and Police Requirements Workshop

This three hour session will provide practice in the shuttle run and the circuit course, as well as information on the written communications test, the academic tests, hiring trends and requirements as well as information on the Police Foundations and Law and Security programs at Mohawk College.

Cost: $100

WELDING

This program runs during the day on a 30 hour per week basis. Intakes are done on a weekly basis, so start times are flexible. Learners design their own course of study, choosing to master a wide variety of welding skills and practices, utilizing many different materials. Learning is self-paced, and class sizes are small to allow for a maximum amount of individualized attention. This offering will appeal to beginners seeking basic welding skills, or to those with significant experience who wish to successfully meet Canadian Welding Bureau or Technical Standards and Safety Authority standards.

Cost: $400/week

Start Date: Flexible

For full course information contact: Fred Nichols (905) 664-0273.

GAS TECHNICIAN III AND OIL BURNER TECHNICIAN

These part-time day programs provide learners with qualifications for obtaining entry level employment as Gas Technicians or Oil Burner Technicians. Topics of study include: properties and characteristics of natural gas, propane or fuel oils, the theory of combustion, introductory electricity, relevant government acts and legislative regulations controlling the use of gas and oil as fuels. Students are prepared to meet Technical Standards and Safety Authority criteria for certification, which is required for employment with heating and cooling contractors, gas utilities, propane distribution centres, oil marketers, building maintenance companies, appliance, furnace or boiler manufacturers.

Gas Technician III classes

will be offered on Tuesdays and Wednesdays, for approximately 6 hours per day.

Oil Burner Technician III classes

will be offered on Mondays and Thursdays, for approximately 6 hours per day.

Cost for each program is $1500 and includes textbooks and lab fees.

For full course information contact please contact Charles Honey at (905) 664-0272 or (519) 759-7200 ext. 5024
LEVEL II LICENSING COURSE FOR LIFE INSURANCE AGENTS
Attention Level I Life Insurance Agents! LEVEL II Licensing Course Required by the Financial Services Commission of Ontario (FSICO)
This program:
• prepares Level I licensed agents to write the current Level II Licensing exam through the Financial Services Commission of Ontario;
• is a refresher course for seasoned, licensed agents;
• meets the 30 hours of continuing education (professional development) credit required to maintain your license;
• provides 10 hours of RIBO technical credits. Participants are required to undertake a suitable period of pre-study. This is followed by a focused 30 hours of in-class study. The program is designed to prepare students to write the Level II Licensing exam.

Admission Requirements:
Level I - license (in order to write the Level II licensing exam, FSICO requires the Level I License to have been held for two years).
For more information contact (905) 575-1212 Ext. 6071 or (519) 758-6071.

TRAIN TO BECOME A POLICE, FIRE OR AMBULANCE DISPATCHER
Interested in training for a career instead of a job? Looking for something that allows you to give back to your community? Has your desire always been to help people?
96% of last year's Grads were employed within one month of graduation!
Mohawk College, in partnership with The Canadian Centre for Emergency Preparedness, is pleased to offer the PUBLIC SAFETY COMMUNICATIONS CERTIFICATE PROGRAM. The role of the Emergency Service Communicator is that of the vital link between the public and the emergency response. Communicators are trained to process emergency calls - from the initial ringing of the emergency line through to the dispatch and conclusion of the emergency. Our priorities are public safety, responder safety and the preservation of property. In order to do this quickly and effectively, specific knowledge and skills are required. This full-time, eight-month program provides training in all aspects of emergency call-taking and dispatching. Acquired skills may also be applied to any environment that involves call-taking and dispatching (call-centres, transportation, ministries, etc.)

To be accepted into the program, you must:
Demonstrate 35wpm keyboarding
Provide proof of Grade 12 or equivalent
Have current CPR/First Aid certification
Pass standard aptitude/multi-tasking tests
Provide a Police Clearance & Hearing Test
Written essay/oral interview
Have transportation. Co-Op placements and field trips are often outside the Hamilton area.
The cost of the Public Safety Program is $7,295
Student loans are available through all local banks.
For those receiving social assistance/benefits, check with your caseworker to ascertain your eligibility for funding. Funding may also be available for those with disabilities - providing the disability would not impede your ability to work in this field.

Program information can be viewed at www.cecp.ca (under Emergency Management Courses), or call (905)546-3911 to have the information mailed to you.
To register for testing for the OCTOBER 2001 program, please call: Terry Hubbard, Program Coordinator at (905)524-0983. (You must read the program information prior to calling to schedule testing.)

MICROCOMPUTER WORKSHOPS
Mohawk’s Microcomputer Training Centre offers intensive “hands-on” ONE-DAY workshops in Microsoft Office 2000 for:
• Internet Search Techniques
• Introduction to Microcomputers
• Windows 98
• Office 2000 Integration
• Keyboarding Essentials
• Introduction to FrontPage Let our experienced instructors help you to gain the knowledge, confidence and skills that you can use immediately. Our quickstart format provides you with a convenient time and cost-effective way to increase your computer skills or those of your employees.
These one-day workshops are held at the Microcomputer Training Centre, which is located in the Hamilton Public Library Complex at 55 York Blvd. Plaza Level. All courses run from 9:00 a.m. to 4:00 p.m.
COST: $124.99. (Fee includes your training manual, disk, & GST.)

REGISTER TODAY!
For optimal learning our workshops are limited to 10 students each. For more information and course locations please call Christine Myke at (905)575-1212 ext. 6071 or (519)758-6071, fax (519)758-6081 or email mykec@mail.mohawkco.on.ca
NOTE: If you are being sponsored by your employer, please fax your registration form on company letterhead and indicate where your invoice can be sent for an authorizing signature. Fax: (519)758-6081.

INTRO TO MICROCOMPUTERS - WINDOWS
What can a computer do for you? This introductory course is designed if you have little or no computer experience. You will become familiar with computer concepts, terminology and with the Windows 98 Operating System. Also, learn how to create and save documents in word processing and spreadsheet applications.

INTRO TO MICROCOMPUTERS - BUSINESS DEVELOPMENT
Learn how to use Windows 98 operating system effectively. You will learn how to use Windows Explorer and My Computer for disk and file management. You will also learn how to move and copy information, organize files, use the Help and the Find utility. You will learn about the control panel and how to customize and manage your desktop and discover the many shortcut features in Windows.

HP031 FEE: $124.99
F1 1 TU 9:00-4:00 MO Sep11 900021
F2 1 TU 9:00-4:00 MO Oct9 900022
F3 1 TU 9:00-4:00 MO Nov27 900023

OFFICE 2000 INTEGRATION
This one-day workshop will show the participant how to link their files between different Microsoft 2000 software packages. It will provide the participant with the ability to move seamlessly through their Microsoft software files, such as Excel, Outlook and Word. Prerequisite: Word 2000, or Excel 2000, or Outlook 2000.

HP019 FEE: $124.99
F1 1 TH 9:00-4:00 MO Oct18 900052

KEYBOARDING ESSENTIALS
You will learn the proper keyboarding techniques using a computer. Mastery of the keyboard and accuracy is the goal, while the emphasis on speed is minimized. Previous keyboarding skills are not required for this workshop.

HP021 FEE: $124.99
F1 1 WE 9:00-4:00 MO Oct10 900053
F2 1 WE 9:00-4:00 MO Oct27 900054
F3 1 WE 9:00-4:00 MO Nov6 900057
F4 2 TU 1:00-4:00 MO Nov14 900058

INTRO TO FRONTPAGE
If you are new to developing and creating web pages, this workshop is for you! Using FrontPage, you will learn to create a new FrontPage web, create links between and within web pages and perform basic web page management techniques. You must have a basic understanding of the Windows 98 operating system and have taken the Introduction to Word workshop or have the equivalent education and/or experience.

HP021 FEE: $124.99
F1 1 WE 9:00-4:00 MO Sep19 900034
F2 1 WE 9:00-4:00 MO Oct17 900035
F3 1 WE 9:00-4:00 MO Dec5 900036

ACCESS INTRODUCTION
How can this powerful database software help organize you or your company? You will learn how to design and create data tables and manipulate the data in tables. Explore the power of queries and wizards! Create data forms and reports and finally perform database maintenance procedures.

HP026 FEE: $124.99
F1 1 WE 9:00-4:00 MO Sep3 900024
F2 1 WE 9:00-4:00 MO Oct8 900025
F3 1 WE 9:00-4:00 MO Nov16 900026

Browse the catalogue on the web at cecat.mohawk.co.on.ca
Do you have a database design problem? Then this course is for you! Identify design problems and learn how to establish relationships between tables and customize table designs. Learn how to design select queries that will help you calculate, summarize, and average values. Customize forms and reports design.

Excel Advanced

Further investigate the power of Excel! Customize toolbars, create styles and templates specific to your needs! Compare and contrast workbook files and file links. Understand the protect and display options. Record and modify macros using the Visual Basic Editor.

PowerPoint Introduction

Become a PowerPoint Pro! You will be introduced to “Wizards” that help you create slides, speakers’ notes, outlines, and audience handouts. Work with drawing tools, text and drawn objects, Clip Art and WordArt features.

Word Introduction

Let Microsoft Word 2000 work for you! Learn to create, save, copy and paste, edit and enhance your documents. You will learn how to apply and remove character and paragraph formatting. You will use tabs, indents and create and modify a table. You will also learn how to create simple envelopes and labels, headers and footers.

Word Advanced

Further investigate how Word 2000 can work for you! Advanced table features, columns with graphics, advanced headers and footers will be covered. Also, you will learn how to create macros, styles and templates, and use the mail merge effectively.

Excel Advanced

Unleash the spreadsheet power of Microsoft Excel 2000. You will learn how to enter and edit data, prepare graphs, understand formulas, format and print your spreadsheets. Also learn the three-dimensional aspect of the Excel workbook environment by creating formulas that refer to cells on multiple worksheets.

Excel Charting

This new workshop will demonstrate how to enhance worksheets with charting and formatting options. Learn how to make worksheet data accessible in charts and graphs and provide meaningful data by locating and filtering information.

Outlook - Introduction

Explore how to use Outlook to manage your e-mail, organize contacts and priorities, schedule appointments and manage personal computer files.

E-mail and Internet Search

This hands-on workshop will provide you with an introduction to sending and receiving e-mail, working with attachments and organizing e-mail discussion groups. You will learn how to effectively search the Internet easily and quickly and use various options, such as bookmarks. Basic Internet language will also be discussed.
AUDIT STUDENTS

Students may choose to audit a course by identifying in person at the time of registration. Audit students will not be assigned a grade on tests, examinations and assignments and will receive an “AU” on their transcript. Full course fees will apply. Note: Some courses are not available for audit. A student may write to the instructor to change from audit to credit status up to the second class.

BOOKS, SUPPLIES

Mohawk College has three bookstore locations - Fennell Campus (main store); 135 Fennell Ave. W., Hamilton, Ontario Brantford Campus; 411 Elgin Street, Brantford, Ontario Stoney Creek Campus; 481 Barton St. E., Stoney Creek, Ontario

What are the hours?
The main campus (Fennell) store is open: Monday - Thursday 8:00 a.m. - 7:30 p.m. Friday 8:00 a.m. - 4:30 p.m. Saturday 9:00 a.m. - 1:00 p.m. Closed Sunday and holidays and the Saturday preceding holidays and the Saturday preceding holidays. Store hours from May 15 (approx.) - August 28 (approx.): Monday - Friday 8:30 a.m. - 4:00 p.m. Hours may be extended at certain times of the year (eg. semester start-up and convocation). Hours at satellite stores may vary - please call the individual stores for information on their hours. Fennell (905)575-2070, Brantford (519)758-6026 Stoney Creek (905)664-0264

Payment methods

The bookstore accepts cash, MasterCard, Visa and direct payment (debit).

Booklists

Booklists will be posted in the bookstore just prior to each semester start-up.

Textbooks

Merchandise must be in resalable condition. Do not write in, mark or read your textbook until your are certain about your courses.

Bookstore Refund Policy

Sales receipts must be provided with all items.

Refund Period

Refunds are available 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, a copy of your withdrawal form is required.

Custom Courseware

Custom courseware is non-returnable.

ALL REFUNDS AT THE DISCRETION OF STORE PERSONNEL

Students in Creative Arts and some special interest courses may have to purchase their own supplies and materials. In most cases, these will be available for sale at the College. Please check with your instructor before you purchase your supplies.

Other Merchandise

The bookstores also sell computer mice, diskettes, diskette holders, knapsacks, clothing, pens, book supplies, magazines and student-priced software.

Fennell Campus

Room C117 (Counselling and Disability Services) Phone (905) 575-2389; from Brantford (519) 759-7200, ext. 2389; TDD (905)575-2284

Institute for Applied Health Sciences

Room 305, phone (905)540-4247 ext. 26751 (Mondays); (905)575-2389 (Tuesday to Friday); from Brantford (519)759-7200 ext. 2389.

Brantford Campus

Room A102 (Student Services) Phone (519)758-6014 (Wednesdays); from Hamilton (905)575-1212 ext. 6014; (905)575-2389 (Monday Tuesday, Thursday, Friday); from Brantford (519)759-7200 ext. 2389.

Stoney Creek

Service provided upon request. Phone Fennell Campus at (905)575-2389 or (519)759-7200 ext. 2389 for appointment. For a comprehensive overview of Disability Services information, visit our website at www.mohawk.on.ca - site index - College Services and Facilities - Disability Services. Phone (905)575-2389 or (519)759-7200 ext. 2389. For financial assistance, i.e. OSBP, Help Fund Bursary, please see the FINANCIAL AID section. Please note that most, but not all, areas of the College are physically accessible. If you are a student who utilizes a wheelchair or other mobility impairments are required to identify to call Disability Services to ensure access.

Mohawk College Parking for Students with Disabilities

Students with disabilities will need to purchase a Mohawk College parking permit (see Parking Information, page 130). A Ministry of Transportation Drivers and Vehicle Licence Issuance permit is required. Please contact Trish Anderson at (905)575-2428 or (519)759-7200 ext. 2428.

DISPUTE RESOLUTION SERVICES

If you have an unresolved dispute within the College or need support to manage conflict assistance is available from a full-time professional mediator through the Dispute Resolution Office. Dispute Resolution Services such as mediation and conciliation (shuttle mediation) are available to all Mohawk College Continuing Education students, at all campuses. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues (interpersonal/personal harassment). Appointments may be made by calling Martha Fox at (905)575-1212 ext. 3499 or (519)759-7200 ext. 3499. Students may also make appointments in person through Counselling and Disability Services, Room C117, at Fennell Campus. Evening appointments must be arranged in advance.

These services are completely voluntary and strictly confidential.

FEES

ACADEMIC SERVICE and STUDENT ACTIVITY FEES

These two fees will be prorated and calculated based on the number of hours per course. Academic Service Fee - $0.52 and Student Activity Fee - $0.24 per course hour to a maximum of 45 hours.

TECHNOLOGY FEE

Students who register into courses which include the use of microcomputers will be charged a Technology Fee of $1.00 per course hour to a maximum of $20.00

Browse the catalogue on the web at cecat.mohawkc.on.ca

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FINANCIAL AID

Students who are part-time or upgrading and have a low income 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. Please note that there are deadlines associated with applying for financial assistance. Further information may be obtained by calling the Dept. of Financial Aid at (905)575-2133 or (519)759-7200 ext. 2133, or by visiting the Dept. of Financial Aid, Room C09, Fennell Campus. Office hours are Monday to Thursday, 10:30 a.m. to 4:30 p.m. Outside of regular business hours, applications for financial assistance are available from the Continuing Education Student Activities Office located in F114, Fennell Campus (until 8 p.m.). Completed applications may be left in the “Drop Off Box” located outside of the Financial Aid Office.

INCOME TAX RECEIPTS

Registered students for 2001 will be issued a T2202A form for income tax purposes in March, 2002. A $6.00 fee per semester applies for duplicate tax receipts. Note: Some courses may not qualify for a tuition and/or education tax deduction, student activity, miscellaneous and book fees (exception Distance Education Books) do not qualify as a tax deduction.

LIBRARY RESOURCE CENTRE

Through four campus libraries and a virtual “library without walls”, the Library Resource Centre (LRC) aims to provide efficient, effective and user-friendly access to information resources for all Mohawk College Continuing Education students and faculty.

Library Resource Centres (LRC)

Library Resource Centres can be found at four campuses: Brantford, Fennell, The Institute for Applied Health Sciences Learning Commons, and Stoney Creek. Here, students and faculty have access to books, videos, print and electronic magazines and newspapers, CDs, software, etc. for consultation or borrowing. All LRCs are open in the evenings and some on weekends, in addition to their daytime hours. The hours change at various times of the school year. For the hours and general information at any location check the LRC website at www.mohawk.on.ca/dept/library/index.htm, or call: Brantford - (519)758-6019; Fennell - (905)575-2077; IAH$ - Learning Commons - (905)540-4247 ext. 26835; Stoney Creek - (519)575-1212 ext. 5001. To borrow materials from any Library Resource Centre borrowers must carry Mohawk ID; CE students will find this ID printed on their course receipts. Friendly staff is available at all locations to help you find any information you need.

Library Resource Centre Website

The LRC is creating a virtual “library without walls” to provide timely, college relevant information to anyone, at anytime, anywhere. The Library Resource Centre website can be accessed from any computer with Internet access at: www.mohawk.on.ca/dept/library/index.htm. Here’s what the website offers:

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. If you are applying for more than one course, Mohawk College requires a separate cheque/money order for each course in which you wish to register.

3. The college reserves the right to adjust course fees if circumstances warrant an adjustment.

4. For any cheques returned as “non-sufficient funds” (NSF), the registrant will be charged a $20 administrative fee for each NSF cheque.

FREEDOM OF INFORMATION AND PROTECTION OF INDIVIDUAL PRIVACY

The College operates under this Act. For further information, please contact the College Registrar.

GENERAL EDUCATION BAND SELECTION COURSES

Students registered in some Continuing Education certificate/diploma programs may be required to complete General Education Band Selection courses during their program of studies. Courses designated in the catalogue with an (E) indicates General Education Band Selection for our Post Secondary Program. For information concerning exemptions, course descriptions, etc., please contact Mohawk College’s Humanities and Social Sciences department, Rick Holmes at (905)575-1212 ext. 3283 or (519)759-7200 ext. 3283.

GRADUATION

When you become eligible for a diploma or certificate according to regulations for that particular program, and/or you expect to graduate from a Continuing Education certificate/diploma program in the Fall of any given year, you are responsible for notifying the Continuing Education Chair, in writing. “Request for Certificate” forms are available from the Continuing Education Registration Office or at the Information Desk. Carefully indicate the correct spelling of the names to appear on the document. Diplomas are normally awarded at the Spring, Fall and Winter Convocations, whereas Continuing Education Certificates are generally presented at the Fall Continuing Education Graduation. The deadline to apply for graduation is August 3.

MINIMUM ENROLMENTS

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses/programs of instruction without notice, if necessary. Note - Classes will be cancelled if they do not meet minimum enrolment levels before the start date. The College will make diligent effort to contact you in advance if a class must be cancelled. However, the College cannot assume responsibility for any expenses (babysitting, travel, etc.) Incurred if you arrive for a class which has been cancelled or rescheduled.

THE BRAIN

The BRAIN is new for 2000/2001. Through the LRC BRAIN, you can access 1.000s of evaluated, subject-specific, Mohawk-related Internet sites. Why search the entire World Wide Web for course resources when our subject specialty searchers have already done it for you? When you feel confused, overwhelmed and frustrated with the depth and breadth of information out there, just click on “Ask the Library” and through e-mail, qualified staff can help steer you to the most appropriate sources of information.

The Library Catalogue

The catalogue provides access to all materials housed in each campus library. You can search for materials in “your” campus library, at any Mohawk College library, or even at any community college library in Ontario.

Internet Databases

Mohan students who live outside commuting distance to campuses still have access to a wealth of information resources. The LRC website is an invaluable information tool. Mohawk College LRCs have an agreement with seventeen other Ontario College libraries to allow students direct borrowing privileges at each library. Students can show Mohawk ID at any of the colleges in the cities shown below and they may have access to most of that college’s resources and services:

Algonquin - Ottawa Humber - Toronto
Boreal - Sudbury Lambton - Sarnia
Cambrian - Sudbury Loyalist - Belleville
Canadore - North Bay Niagara - Welland
Conestoga - Kitchener St. Lawrence - Kingston
Confederation - Thunder Bay Sault - Sault Ste. Marie
Fanshawe - London Sheridan - Oakville
George Brown - Toronto Sir Sanford Fleming - Peterborough
Georgian - Barrie

The catalogue provides access to all materials housed in each campus library. You can search for materials in “your” campus library, at any Mohawk College library, or even at any community college library in Ontario.
PARKING INFORMATION

Paid parking is in effect at most College campuses. The academic year for the College is from September 1st to August 31st the following year. The price for Evening Parking is $3.20 per semester, $6.50 per night, or $63.00 for Annual.

Continuing Education semesters are:
Fall Semester 1 - September 1 - December 31
Winter Semester 2 - January 1 - March 31
Spring Semester 3 - April 1 - June 30
Annual - September 1 - June 30
July and August (free parking - nights only)

If your course extends into the next semester, your permit will be valid for the 2 weeks following the last published date of the previous semester. Daily, Weekly, and Evening permits are sold from the Parking Booths. The location of these booths are: Main Entrance (P4 Visitors) and West side (P14 Visitors) across from the Student Centre. The following are other locations in which to purchase Evening Semesters or Evening Annuals:

Fennell Campus
Room C103 (8:30 a.m. - 3:00 p.m.) Room F14B (8:30 a.m. - 8:00 p.m.) Room F124 Continuing Education (8:30 a.m. - 4:00 p.m.)

If your course extends into the next semester, your permit will be valid for the 2 weeks following the last published date of the previous semester. Daily, Weekly, and Evening permits are sold from the Parking Booths. The location of these booths are: Main Entrance (P4 Visitors) and West side (P14 Visitors) across from the Student Centre. The following are other locations in which to purchase Evening Semesters or Evening Annuals:

Stoney Creek Campus
Security Office Room #80 Daytime Annual, Stoney Creek Campus

IAHS (Health Sciences students at Institute for Applied Health Sciences)
Room 101 (8:30 a.m. - 5:00 p.m.) Room C103 (8:30 a.m. - 3:00 p.m.) Room F114B (8:30 a.m. - 3:00 p.m.)

IAHS (Health Sciences students at Institute for Applied Health Sciences)
Room 102 at McMaster

The Hamilton Street Railway provides bus service to most College locations. Please consult the HSR Company at (905)527-4441 for specific details about routes, schedules, etc.

REFUNDS

1. To obtain a refund your request must be submitted to the Continuing Education Registration Office prior to the second scheduled class.

2. If you wish to withdraw from General Interest Seminars or any courses that require food planning, equipment rental or the purchase of special materials, you must submit your request three days before the start of the course. Refunds will be disallowed after this time.

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

BOARD OF GOVERNORS

September 1, 2001 to August 31, 2002

LINDA BROWN Chair
TOM ATTERTON Vice Chair

Tom Behroozi
Gary Beveridge
Shawn Chamberlin
Cal Haddad, President
(ex officio)
Rebecca Jamieson
Bronko Jazvac
Rick Knowles
Jim Koyanagi
Ken Krakar
Linda Rogers

MOHAWK COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Browse the catalogue on the web at cecat.mohawkc.on.ca
REFUND AMOUNTS
A $20.00 administrative fee per course is withheld, with the exception of courses cancelled by the College. If you request a refund before classes begin, all fees will be refunded, minus the administrative fee. If you request a refund after the first scheduled class, whether or not you actually attended, you will receive 75% of the seat fee minus the administrative fee. No refund will be issued for requests received after the second scheduled class whether or not you actually attended.

Note
1. For students enrolled in individualized learning courses (eg. Math Learning Centre and Distance Education) refund amounts will be calculated on the basis of one class per week beginning from the orientation session attended or the delivery date of materials to the date the refund is requested.
2. Please allow a minimum of four (4) weeks processing time for refund cheques.
3. The refund cheque is forwarded to the registered student. (Exception - tuition paid directly by employer or sponsoring agency to the College).
4. If you paid fees by credit card, your Visa/MasterCard account will be credited (if a refund is applicable). Please allow 4 weeks processing time. Refund cheques will not be issued for credit card transactions.
5. The Standard Refund Policy may not apply to Seminars, Workshops, Travel/Education, Business Development and Credit for Prior Learning courses. Refer to individual section for further details.

RELEASE and WAIVER
Students registered or participating in a Continuing Education course or program are bound by College Regulation. 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, etc. results from the negligence of the College. This also applies to disabled registrants/students receiving voluntary assistance from a member of the College faculty, staff or another registrant/student.

RESIDENCY & TIME REQUIREMENTS for CERTIFICATE and DIPLOMA PROGRAMS
In order 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 of a program are expected to demonstrate competencies as outlined in the program of study applicable at the time of graduation. Where study has been interrupted for a period of time, 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 College Continuing Education courses for 50% of the seat fee, plus laboratory and/or materials fees, if applicable. The GST (Goods & Services Tax) will be assessed where required. Proof of age is required at time of registration.

ELDERHOSTEL
For information about Elderhostel call: (905)575-1212 ext.3009 or (519)759-7200 ext.3009.

TRANSFER POLICY
IF SPACE IS AVAILABLE: You may transfer from one class/course to another before the third regularly scheduled session. Please drop into a designated Continuing Education Registration location to complete the “Student Change Form, Section B - Transfer Request” or call a designated registration office to make your request by telephone. You will be invoiced/refunded if there is a difference of fees.

WITHDRAWALS
If you withdraw from a course, you must notify the Continuing Education Registration Office by mail, fax, telephone or in person. (It is not sufficient to only inform your instructor.) To avoid academic penalty, you must notify the Continuing Education Registration Office at least 10 days before the end of the course. Please refer to the Refunds section for information on refunds associated with withdrawals.
13th Annual Mohawk College Christmas Craft Sale

FRIDAY, NOVEMBER 16
6:00 pm to 9:00 pm
SATURDAY, NOVEMBER 17
9:00 am to 2:00 pm
Fennell Campus Gymnasium
135 Fennell Ave. West
$2.00 Admission
Door Prizes
Plenty of Parking
Penny Sale
For more information, call 905 575-2072
leek@mail.mohawkc.on.ca

United Way Garage Sale

Shoppers Wanted!
Saturday, Sept. 8, 2001
9:00 am - 2:00 pm - Fennell Campus
Rain date: Sunday, Sept. 9, 2001
Admission: $2.00
2000 - Over 200 Vendors

Browse the catalogue on the web at cecat.mohawkc.on.ca
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<td>BP020</td>
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Elevate your skills and potential with Mohawk’s wide range of certificates. Choose from Program Name (MAC) or Certificate Name (CPIM) and discover courses in subjects like Accounting, Business Leadership, Computer Skills, and more. Whether you’re looking to enhance your current role or pivot into a new field, Mohawk’s certificates offer the flexibility and depth you need to achieve your goals.

**For instance:**
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- **Notetaking Skills**
- **Occupational Health & Safety Management**
- **Microsoft Access**
- **Microsoft Excel**
- **Microsoft FrontPage**
- **Microsoft Office Integration**
- **Microsoft PowerPoint**
- **Microsoft Project**
- **Microsoft Publisher**
- **Microsoft Word**
- **Microsoft Word 2D**
- **Microtranscription**
- **Mineral Detection**
- **Minimum Enrolments**
- **Minitab**
- **MIPP/ Applying Ergonomics**
- **Mixology**
- **MLCP - Distance Education Delivery**
- **Modern Flair for Wedding Designs**
- **Mohawk Singers**
- **MS Access**
- **MS Excel**
- **MS FrontPage**
- **MS Office Integration**
- **MS Outlook**
- **MS PowerPoint**
- **MS Publisher**
- **MS Word**
- **Multidiscipline Rehabilitation Certificates**
- **Multimedia**
- **Municipal Accounting Program (MAC)**
- **Municipal Administration Program (MAP)**
- **Municipal Clerks and Treasurers - Association of**
- **Municipal Law Program (MLP)**
- **Municipality - Management in the**
- **Music Certificate**
- **Music History 1 - Conservatory Preparation**
- **Musical Performing Ensembles**
- **Myths and Legends**
- **Nail Technician Certificate**
- **National Coaching Certification Program...**
- **Navigation - Coastal**
- **NDE - Canadian Institute for**
- **Negotiating Skills Program (MAS)**
- **Nephrology Certificate for Registered Nurses**
- **Netscape**
- **Networking - Effective**
- **Networking and Hardware**
- **Neuro Assessment & Diagnosis**
- **Neuroanatomy & Physiology**
- **Neuroscience Nursing Certificate**
- **Newstart Nursing/RN Refresher Certificate**
- **Nonviolent Crisis Intervention**
- **Notetaking Skills**
- **Not-For-Profit Sector Studies**
- **NT**
- **Nursing Courses/Workshops**
- **Nursing Interventions in Mental Health**
- **Nursing Interventions in Severe Mental Illness**
- **Nursing Preparatory Math**
- **O & R Productive Design**
- **Occupational Health & Safety Management Certificate**
- **Occupational Health & Safety Training**
- **Occupational Health Nursing Certificate**
- **Ocean Passage Making**
- **Office 2000 Integration**
- **Office Administration**
- **Office Integration**
- **Office Software**
- **OH&S Training**
- **Oil Burner Technician Update**
- **OMDP Certificates**
- **Onco Nursing Certificate**
- **Online - Putting your Business**
- **Ontario Mailing Code - Part 3**
- **Ontario Building Code - Part 3**
- **Ontario Management Development Studies**
- **Ontario Management Development Studies**
- **OntarioLearn.com**
- **Operations and Inventory Control - Principles of**
- **Organizational Behaviour**
- **Organizational Behaviour and Administration**
- **Other**
- **Other**
- **Outwear Sewing Courses**
- **Outlook**
- **PageMaker**
- **Pain - Evidence-based Practice Management Back**
- **Painting**
- **Painting - Trompe L’oeil**
- **Palliative Care - Hospice and**
- **Palliative Care Certificate**
- **Palmistry**
- **Paper Toe**
- **Paragliding/Parachuting**
- **Parenting and Adolescence**
- **Pari in Depth**
- **Parking Building Management**
- **Parlons Avance**
- **Parlons Francais**
- **Pattern Design & Drafting**
- **Payment**
- **Payroll Administration**
- **Payroll Association - Canadian**
- **PC Networking Certificates**
- **Pedicure**
- **Peeing In The Pool with Difficulty**
- **Perfect Bra Fitting**
- **Perfect Pockets**
- **Performance Management Certificate**
- **Peri Anesthesia Nursing**
- **Perinatal Nursing Certificate**
- **Perioperative Nursing Skills Update for RNs**
- **Persian/Iranian**
- **Personal Financial Planning**
- **Personal Lines - Introduction to**
- **Personal Success**
- **Personal Support Worker Programs**
- **Pest Control Technology**
- **Pet Care**
- **Pharmacy Fixtures**
- **Pharmacology**
- **Pharmacy Technician Diploma**
- **Philosophy of Art**
- **Photo Illustration**
- **Photography (Non-Credit)**
- **Photography Certificates - Applied & Art**
- **PhotoShop - Adobe**
- **PhotoShop for Macintosh**
- **Physical Fitness in Geriatric Settings**
- **Physical Sciences**
- **Physical Sciences - Distance Education**
- **Physical Sciences - OntarioLearn.com**
- **Physically Challenged A**
- **Visual & Multilevel Disabilities**
- **Physics**
- **Physiology of Aging**
- **Phytherapy (Herbal Medicine)**
- **Pizza**
- **Piercing and Progressive Dies**
- **Plant Identification - General**
- **PLC Networks**
- **PLC Programming**
- **Point of Care Testing - Basic**
- **Police, Fire or Ambulance Dispatcher - Train to Become A**
- **Portfolio Development**
- **PortfOil Drawing**
- **Portraiture**
- **Pottery**
- **Powerboating**
- **PowerPoint**
- **Praque in Depth**
- **Pre-Licence Auto Service Technician-Class 310s**
- **Pre-Licence Electrical**
- **Preparation for Academic Skills**
- **Preparatory Mathematics**
- **Preparatory Science (Physics/Chemistry)**
- **Prepare to Print**
- **Prerequisites**
- **Preschool Practice**
- **Principal Practices of PSG**
- **Principles of Buying**
- **Principles of Economics**
- **Principles of Environmental Chemistry**
- **Principles of Insurance**
- **Principles of Inventory and Operations Control**
- **Principles of Materials Handling & Warehousing**
- **Principles of Metrology**
- **Principles with a Difference**
- **Prior Learning Assessment (PLA)**
- **Prior Learning Assessment and Educational Planning**
- **Private Investigation Certificate**
- **Problem Solving - General**
- **Problem Solving - Decision Making**
- **Procurement Decision Centre**
- **Production and Inventory Management - Certified in (CPIM)**
- **Production of Metals**
- **Prof Selling in Cosmetics**
- **Professional Development Seminar**
- **Professional Effectiveness**
- **Professional Practice - Non-Psi**
- **Professional Sales Association - Canadian**
- **Professional Selling Certificate**
- **Professional Selling Skills**
- **Program Evaluation, Promotion and Marketing**
- **Programmable Logic Controller Certificate**
- **Programming Principles using C++**
- **Project Management**
- **Project in Mechanical Design**
- **Project Management - Effective**
- **Pronunciation, Stress & Intonation**
- **Non-Native English Speakers**
- **Property Management Certificate**
- **Property, Colour and Design for You**
- **PSW Bridging Programs**
- **Psychiatric Rehabilitation Process**
- **Psychology**
- **Psychology of Adjustment**
- **Psychosocial Rehabilitation Certificate**
- **Public Relations for the Non-Profit Sector**
- **Public Transportation**
- **Publisher**
- **Pumps (Industrial)**
- **Puppy Kindergarten**
- **Purchasing**
- **Purchasing Management Association of Canada**
- **Putting your Business Online**
- **Quality Assurance Certificate**
- **Quality Concepts, Techniques & Motivation**
- **QuarkXpress**
- **Quatro Pro for Windows**
- **QuickBooks for Small Business**
- **QuickStart Programs**
- **Quilt Serging**
- **Quilting Courses**
- **Reading Level I**
- **Reading Preparatory**
- **Real Estate Procedures**
- **Records and Information Management Certificate**
- **Recreational Fishing**
- **Recreational and Leisure Service Diploma**

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