

Continuing Education through  
**PART-TIME STUDIES**



**SPRING 2017**

 **CANADORE**  
college.ca



# Ontario College Business Diploma

Available full-time  
in class and online at  
[canadorecollege.ca/business](http://canadorecollege.ca/business)

Or part-time online at  
[canadorecollege.ca](http://canadorecollege.ca) click on  
Programs and then  
Part-Time Studies

## Sign up for a Part-Time Studies course.

Whether you are looking to improve your career, prepare yourself for a career change, or develop new skills - we have something for you. Canadore College offers numerous part-time courses and certificates with flexible delivery options to work around your busy schedule. Study in-class or online through our distance education options.

**Spring 2017 courses and certificates are offered between April and July. Visit us online for more options.**

## Register online today!

Visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs and then Part-Time Studies to view our full course listings and information regarding start dates and fees.



# College Certificates

## Business

- Accounting Foundation
- Applied Management
- Bookkeeping
- Business Fundamentals **NEW!**
- Client and Customer Relations
- Human Resources Management
- Leadership Development Series
- Manufacturing Leadership
- Occupational Health and Safety
- Professional Office Skills

## Hospitality

- Food Service Worker

## Health Sciences

- Medical Transcription
- Nursing Unit Clerk

## Human Services

- Adult Educator

## Information Technology

- Geographic Information Systems
- Microcomputer Applications
- Web Development

## Languages

- Conversational French

## Law and Justice

- Criminal Psychology and Behaviour **NEW!**  
*(Pending Approval)*
- Fundamentals of Correctional Practices
- Fundamentals of Policing
- Intercultural Relations
- Law Clerk

## Trades and Technology

- Commercial Construction Management
- Construction Estimator
- Home Inspection **NEW!** *(Pending Approval)*

# Ontario College Graduate Certificates

## Business

- Aircraft Maintenance Management
- Business Management
- Supply Chain Management - Logistics

## Health Sciences

- Activation Techniques in Gerontology
- Diabetes Education
- Palliative Care - Working with the Terminally ill
- Registered Nurse - Oncology
- Registered Practical Nurse - Oncology

## Human Services

- Autism and Behavioural Science

## Trades and Technology

- Aircraft Maintenance Management

# Ontario College Diplomas

## Business

- Business

## Recreation and Leisure

- Recreation and Leisure Services

**Upgrade your skills!**

Register for the Business Fundamentals College Certificate today.



# Certificates and Diplomas

## Course delivery methods

OL	Online learning
CL	In class, on campus
CR	Correspondence (course material available online)
CN	Distance class using Contact North centres
WP	Work Placement

Course Code	Course Name	Delivery
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## Business

### Accounting Foundation College Certificate

The Accounting certificate program is ideal for individuals who wish to acquire a strong foundation in accounting.

Certificate requirements			
BCL145	Computer Applications for Business	OL	•
CMM125	College Communication I	OL	•
ACC232	Payroll Administration	OL	•
ACC140	Accounting Principles I	OL	•
ACC190	Accounting Principles II	OL	•
ACC216	Corporate Finance I	OL	•
ACC310	Accounting - Intermediate I	OL	•
ACC360	Accounting - Intermediate II	OL	•
ACC215	Management Accounting II	OL	•
ACC295	Management Accounting III	OL	•
ACC154	Computerized Accounting	OL	•
ACC220	Taxation I	OL	•

### Aircraft Maintenance Management Ontario College Graduate Certificate

(See Trades and Technology)

### Applied Management College Certificate

This program gives students knowledge of basic management concepts and principles. To successfully complete this certificate program, students must complete 4 core compulsory courses and 2 electives.

Certificate requirements			
BUS251	Human Resources Administration	OL	•
BUS350	Industrial Relations	OL, CR	•
BUS321	Training and Development	OL	•
BUS195	Organizational Behaviour	OL	•

Electives (Choose 2)

BUS255	Compensation	OL, CR	•
BUS355	Operations Management	OL	•
BUS340	Strategic Planning	OL	•
SBM226	Entrepreneurial Studies	OL	•
BUS260	Managing in the Retail Workplace	OL	•

## Mark your calendar!

- This dot indicates that this course is available in Spring 2017

### Bookkeeping College Certificate

Canadore College, in cooperation with the Canadian Institute of Bookkeeping (CIB), offers a program leading to a career as a professional bookkeeper.

Certificate requirements			
CIS130	CIB111 Computer Applications 1	OL	•
ACC140	CIB112 Bookkeeping 1	OL	•
ACC190	CIB113 Bookkeeping 2	OL	•
CIS131	CIB221 Computer Applications 2	OL	•
ACC154	CIB222 Computerized Bookkeeping 1	OL	•
CEA511	CIB223 Computerized Bookkeeping 2	OL	•
ACC235	CIB331 Cost Management	OL	•
ACC220	CIB332 General Taxation	OL	•
ACC232	CIB333 Payroll Administration	OL	•

### Business Management Ontario College Graduate Certificate

Business Management students will develop the skills to research, analyze, and manage many aspects of business.

Certificate requirements			
MGT101	Advanced Business Processes	OL	
MGT102	Finance for Non-Financial Managers	OL	•
MGT103	Employee Training and Development	OL	•
MGT104	International Business	OL	•
MGT105	Financial Analysis	OL	•
MGT106	Economic Policy	OL	
MGT110	Current Issues in Business - Seminar I	OL	•
MGT201	Mathematical Models	OL	
MGT202	Market Research	OL	
MGT203	Entrepreneurship	OL	
MGT204	Statistical Analysis	OL	
MGT206	Marketing for Managers	OL	
MGT208	Small Business Simulation	OL	
MGT210	Current Issues in Business - Seminar II	OL	•

## Get started today!

Your past experience and education may be considered towards credits at Canadore. Visit [canadorecollege.ca/transferguide](http://canadorecollege.ca/transferguide) for more details!

For course pre-requisites, entrance requirements and specific program information, please visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs and then Part-Time Studies

OL Online

CL Class

CR Correspondence

CN Contact North

WP Work Placement

### Certified Financial Planner Study Option

The Certified Financial Planner (CFP) program is designed to help financial planners achieve their goals.

Courses			
CEA433	Retirement Planning	OL	•
CEA547	Risk Management and Estate Planning	OL	•
CEA343	Strategic Investment Planning	OL	•
CEA656	Income Tax Planning	OL	•

### Client and Customer Relations College Certificate

This program provides students with exposure to strategies and techniques that will help them to solidify and enhance their client relations skills and build positive, lasting relationships with clients.

Certificate requirements			
BUS275	Building and Maintaining Customer Relationships	OL	•
BUS210	Creating a Corporate Service Culture	OL	•
BUS285	Strategies for Fostering Client Loyalty	OL	•
BUS335	Developing Client Service Teams	OL	•

Electives (Choose 2)

BUS195	Organizational Behaviour	OL	•
BUS184	Management/Leadership Styles	OL	•
BUS280	Business Management Skills	OL	•

### Human Resources Management College Certificate

The streamlining of many routine functions in human resources has created a growing need for highly trained professionals with the skills to plan, hire, train, manage, retain, and develop tomorrow's workforce.

Certificate requirements			
BUS251	Human Resources Administration	OL	•
BUS195	Organizational Behaviour	OL	•
ACC235	Management Accounting (Note: ACC140 is the prerequisite for ACC235)	OL	•
BUS255	Compensation Management	OL, CR	•
BUS350	Industrial Relations	OL, CR	•
BUS253	Health and Safety	OL	•
BUS321	Training and Development	OL	•
BUS347	Human Resources Planning	OL	•
BUS353	Recruitment and Selection	OL	•

### Leadership Development Series College Certificate

This program will enhance leadership skills and develop new skills to help meet career and organizational objectives.

Certificate requirements			
LDS115	Communications	OL	•
LDS230	Employment Law	OL	•
LDS120	Human Relations	OL	•
LDS245	Performance Management	OL	•
LDS310	Leading Teams	OL	•
LDS460	Managing Change	OL	•
LDS540	Finance	OL	•
LDS510	Project Management	OL	•
LDS385	Leading Responsibly	OL	•
LDS435	Creative and Critical Thinking	OL	•

### Manufacturing Leadership College Certificate

The Manufacturing Leadership Certificate Program (MLCP) has been developed through a training partnership of five Ontario community colleges and the Canadian Manufacturers and Exporters (CME).

Certificate requirements			
OLE101	Supervisory Skills	OL	•
OLE102	Coaching and Developing People	OL	•
OLE103	Developing Effective Teams	OL	•
OLE104	Continuous Improvement Processes	OL	•
OLE105	Business of Tomorrow	OL	•

### Occupational Health and Safety College Certificate

This certificate program provides students with the knowledge, skills and training in the theories and practices of occupational health and safety.

Certificate requirements			
OHS105	Industrial Hygiene	OL	•
BUS253	Health and Safety	OL	•
OHS110	Physical Hazards	OL	•
OHS115	Management Labour Concerns	OL	•
OHS120	Fire Protection	OL	•
OHS125	Ergonomics	OL	•
OHS130	Legislation in the Workplace	OL	•

# Business (continued)

## Ontario College Business Diploma

Prepare yourself for a rewarding career in the business field.

\* New curriculum requirements are being phased in. The recommended sequence of courses is as follows. Current Semester 3 curriculum starts in Fall 2017.

Diploma requirements *			
Semester 1 (current)			
ACC140/ ACC135	Introduction to Financial Accounting	OL	•
BUS108	Introduction to Business	OL	•
BUS117	Computer Apps for Business	OL	•
BUS251	Introduction to Human Resources	OL	•
MKT100	Marketing for Business	OL	•
CMM125	College Communication	OL	•
MTH173	Business Math I	OL	•
Semester 2 (current)			
ACC142	Financial Accounting II	OL	•
BUS120	Spreadsheet Management	OL	•
ECN100	Microeconomics	OL	•
MKT130	Marketing II	OL	•
CMM230	Business Communication	OL	•
MTH176	Business Math II	OL	•
GENED	General Education Elective		
Semester 3 (for student enrolled prior to Fall 2016)			
BUS155	Personal Effectiveness in Business	OL	•
BUS251	Introduction to Human Resources	OL	•
BUS275	Customer Service Management	OL	•
LAW230	Business Law	OL	•
MKT311	International Marketing	OL	•
GENED	General Education Elective		•
Semester 4 (for student enrolled prior to Fall 2016)			
BUS244	Social Responsibility	OL	•
BUS290	Career Planning	OL	•
BUS340	Strategic Planning	OL	•
BUS355	Operations Management	OL	•
ECN100	Microeconomics	OL	•
SBM226	Entrepreneurial Studies	OL	•
Elective (Choose 3)			
GED125	Government Relations	OL	•
PSY240	Abnormal Psychology	OL	•
MAS130	Critical Thinking	OL	•
APP326	Racism and Discrimination	OL	•
GED 130	Social Psychology	OL	•

**NEW! Complete the first two semesters of the Business Diploma and earn the Business Fundamentals College Certificate.**



## Professional Office Skills College Certificate

Skilled administrative support is vital for success in today's office environment.

Certificate requirements			
LDS435	Creative and Critical Thinking	OL	•
MDP538	Personal Success	OL	•
CIS130	MS Word	OL	•
CIS131	MS Excel	OL	•
CEA338	Records and Information Management Fundamentals	OL	•
MAS220	Project Management - Introduction	OL	•
OAD123	Office Technology and Procedures	OL	•
CMM125	College Communication I	OL	•
OAD105	Keyboarding	OL	•

## Supply Chain Management – Logistics – Ontario College Graduate Certificate

Customers are demanding flexibility, options, rapid delivery and just-in-time support. Effective management of your supply chain can give you a competitive advantage in this sophisticated environment.

Certificate requirements			
SCM105	Strategic Leadership	OL	•
SCM110	Supply Chain Administration	OL	•
SCM210	Transportation and Warehousing	OL	•
SCM215	Global Logistics	OL	•
SCM120	Project Leadership	OL	•
SCM225	Placement	WP	•
SCM100	Information Systems	OL	•
SCM200	Organizational Business Communications	OL	•
SCM115	Purchasing	OL	•
SCM220	Marketing, Sales, and Customer Service	CR	•
ACC235	Management Accounting	OL	•

For course pre-requisites, entrance requirements and specific program information, please visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs and then Part-Time Studies

OL Online

CL Class

CR Correspondence

CN Contact North

WP Work Placement

## General Education Elective Options

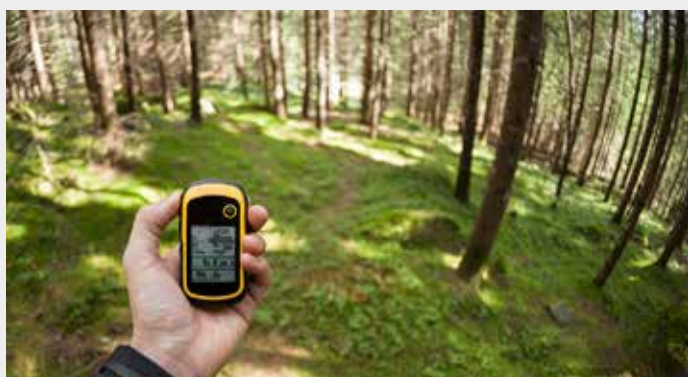
Courses			
MAS130	Critical Thinking	OL	•
PSY100	Foundations of Psychology	OL	•
PSY240	Foundations of Psychology II	OL	•
SOC100	Foundations of Sociology	OL	•
GED125	Government Relations	OL	•
FIN100	Intro to Personal Finance	OL	•
APP326	Racism and Discrimination	OL	•
GED130	Social Psychology	OL	•

## Geographic Information Systems

### Geographic Information Systems College Certificate

A geographic information system (GIS) is a system for capturing, storing, analyzing, and managing data and associated attributes that are spatially referenced to the earth.

Certificate requirements			
GIS127	Geographic Information Systems - Introduction	OL	•
GIS150	GIS Software - ArcView	OL	•
GIS210	Internet Mapping	OL	•
GIS245	Designing/Implementing/Managing a GIS	OL	•
GIS132	Access Core	OL	•
GIS232	Access Expert	OL	•
GIS278	Remote Sensing	OL	•
GIS355	Global Positioning Systems	OL	•



## Health Sciences

### Activation Techniques in Gerontology – Ontario College Graduate Certificate

This certificate has been designed for Personal Support Workers and Registered Practical Nurses who wish to expand their skills in the area of activation techniques for the elderly.

Certificate requirements			
ATG400	Gerontology - Introduction	CR	•
ATG405	Life Enrichment - Introduction	CR	•
ATG410	Anatomy of Aging	CR	•
ATG415	Pathological Conditions and Interventions	CR	•
ATG420	Dimensions of Communication	CR	•
ATG425	Promotion of Physical Abilities	CR	•
ATG430	Promotion of Cognitive and Social Abilities	CR	•
ATG435	Gerontology - Field Experience	WP	•



### Diabetes Education Ontario College Graduate Certificate

The Diabetes Education graduate program offers a firm foundation in current clinical approaches to diabetes education.

Certificate requirements			
DEC105	Diabetes: The Basics	OL	•
DEC210	Diabetes Education	OL	•
DEC315	Living with Diabetes	OL	•
DEC420	Diabetes Through the Lifespan	OL	•

**Interested in a full-time program?**  
Some of our courses can be applied to postsecondary diplomas.



## Health Sciences (continued)



### Medical Transcription College Certificate

Using simulated case studies, this program provides students with theoretical and practical knowledge required to meet the needs of the medical community for skilled medical transcriptionists.

Certificate requirements			
OAD214	Medical Terminology	OL	•
MED115	Medical Transcription Styles and Practices	OL	•
CMM125	College Communication I	OL	•
MED130	Medical Transcription Fundamentals	OL	•
MED220	Medical Keyboarding	OL	•
MED350	Medical Transcription - Introduction	OL	•
MED431	Medical Office Procedures	OL	•
MED480	Medical Transcription - Advanced	OL	•
Electives (Choose Two)			
MED240	Health Records Management - Essentials	OL	•
OAD267	Medical OHIP Billing	OL	•
MED263	Dental Terminology	OL	•

### Nursing Unit Clerk College Certificate

This program prepares students for the challenging and rewarding career of providing clerical and administrative support for a hospital unit or health care institution.

Certificate requirements			
OAD214	Medical Terminology	OL	•
NUC105	Pharmacology for the Medical Office Professional	OL	•
NUC110	Medical Conditions for the Medical Office Professional	OL	•
NUC115	Working and Communicating in a Medical Setting	OL	•
NUC120	Understanding Medical Tests for Medical Office Staff	OL	•
NUC125	Understanding Surgical Procedures for Medical Office Staff	OL	•

### Palliative Care – Working with the Terminally ill Ontario College Graduate Certificate

This certificate program has been designed to enhance the knowledge and skills of people involved in a helping capacity with the terminally ill and their families.

Certificate requirements			
PLC100	Palliative Care - Orientation	OL	•
PLC140	Pain and Symptom Control	OL	•
PLC190	Exploring Dementia Care	OL	
PLC210	Interpersonal Communication Skills in Palliative Care	OL	•
PLC220	Psychological and Social Implications in Palliative Care	OL	•
PLC230	Ethical, Legal and Spiritual Concerns in Palliative Care	OL	•
PLC260	Palliative Care - Field Placement	WP	•

### Registered Nurse – Oncology – Ontario College Graduate Certificate

This certificate program prepares the Registered Nurse to write the national CAN certification exam in Oncology Nursing.

Certificate requirements			
RNO101	RN Oncology Nursing 1	OL	•
RNO215	RN Oncology Nursing 2	OL	•
RNO340	RN Oncology Nursing 3	OL	•
RNO425	RN Oncology Nursing 4	OL	•
RNO510	RN Oncology Nursing 5	OL	•
RNO600	RN Oncology Nursing Practicum	WP	

### Registered Practical Nurse – Oncology – Ontario College Graduate Certificate

This certificate program consists of four theory courses designed to provide the RPN with a theoretical knowledge base in Oncology Nursing.

Certificate requirements			
ONC100	RPN Oncology Nursing 1	OL	•
ONC250	RPN Oncology Nursing 2	OL	•
ONC300	RPN Oncology Nursing 3	OL	•
ONC425	RPN Oncology Nursing 4	OL	•

**We offer flexible delivery  
and have courses beginning every month!**



# Human Services

## Adult Educator College Certificate

As more and more people return to the academic world to upgrade their skills, there is an increasing demand for well-qualified adult educators.

Certificate requirements			
CEA121	Adult Learning	OL	•
CEA122	Curriculum Development	OL	•
CEA129	Assessment and Evaluation	OL	•
CEA130	Adults with Learning Disabilities	OL	•
CEA132	Instructional Techniques	OL	•

## Autism and Behavioural Science Ontario College Graduate Certificate

In this program, students will be introduced to a variety of procedures used to assess and treat children who have autism or behavioural challenges.

Certificate requirements			
AUT100	Applied Behaviour Analysis (ABA) - Introduction	OL	•
AUT105	Autism/ASD - Introduction	OL	•
AUT110	Treating Challenging Behaviours	OL	•
AUT115	Working with Families and Teams	OL	•
AUT120	Ethics and Professionalism	OL	•
OLE125	Autism - Field Placement 1 (unpaid - 140 hours)	WP	•

Non-Violent Crisis Prevention and Intervention Training (NVCPIT)

AUT130	Behavioural Skill Building	OL	•
AUT135	Parent and Staff Training	OL	•
AUT140	Specialized Instructional Strategies	OL	•
AUT145	Transition Planning and Implementation	OL	•
OLE150	Autism - Field Placement 2 (unpaid - 210 hours)	WP	•

## Child Development Practitioner Apprenticeship Program

Training takes place predominantly on the job and apprentices earn while they learn. In-school instruction is the primary means for delivering the theoretical component of apprenticeship training. Students must be enrolled through the Ministry of Advanced Education and Skills Development.

More information is available on the Ministry website at [www.ontario.ca/page/employment-ontario](http://www.ontario.ca/page/employment-ontario) or by calling Employment Ontario 1.800.387.5656.



# Hospitality

## Food Service Worker College Certificate

This certificate has been designed to upgrade and enhance the skills of employed food service workers.

Certificate requirements			
FWS100	Role of the Food Service Worker	OL, CR	•
FWS115	Sanitation and Safety	OL, CR	•
FWS120	Food Preparation and Production	OL, CR	•
FWS125	Communication and Customer Service	OL, CR	•
FWS130	Introduction to Nutrition	OL, CR	•
FWS135	Nutrition and Health Care	OL, CR	•



# Information Technologies

## Microcomputer Applications College Certificate

This certificate program is designed to develop proficiency in various areas of computer application.

Certificate requirements			
ITT116	Operating Systems	OL	•
CIS130	MS Word	OL	•
CIS131	MS Excel	OL	•
GIS132	MS Access	OL	•
APP176	MS PowerPoint	OL	•
Elective (Choose 1)			
OAD218	MS Excel - Advanced	OL	•
OAD216	MS Word - Advanced	OL	•
ACC154	Computerized Accounting	OL	•
GIS232	MS Access - Expert	OL	•

## Web Development College Certificate

This certificate program provides students with the opportunity to create dynamic, interactive websites.

Certificate requirements			
CEA242	HTML - Level I	OL	•
CEA243	HTML - Level II	OL	•
CEA371	Dreamweaver - Introduction	OL	•
CEA372	Dreamweaver - Advanced	OL	•
CEA340	JavaScript	OL	•
CEA927	Dynamic Websites	OL	•
CEA523	Flash - Introduction	OL	•



# Languages and Communication

## Conversational French College Certificate

This certificate program engages students to develop and enhance their communication in the French language.

Certificate requirements			
FRE101	French 1	OL	•
FRE102	French 2	OL	•
FRE103	French 3	OL	•
FRE104	French 4	OL	•

## Conversational Spanish

Participants will practice speaking Spanish and will progress through various stages from basic to more advance.

*Registration for Fall 2017 courses will open in July 2017.*

Spanish courses available			
CEA141	Conversational Spanish - Basic	CL	
CEA267	Conversational Spanish - Intermediate	CL	
CEA369	Conversational Spanish - Advanced	CL	

# Law and Justice

## NEW! Criminal Psychology and Behaviour College Certificate *(Pending Approval)*

This program will enhance the knowledge and skills of individuals who work or volunteer in corrections, law enforcement, security, women's shelters, human services and youth at risk.

Certificate requirements			
CPB100	Criminal Psychology - Psychopathic Minds	OL	•
CPB110	Domestic and Workplace Violence	OL	•
CPB120	Cults and Terrorism	OL	•
CPB130	Criminal Psychology II - Criminal Minds	OL	•
CPB140	Sexual Violence	OL	•
CPB150	Co-dependency as an Addiction	OL	•

## Did you know?

**Some certificates and diplomas can be completed entirely online!**

**If you are a mature student or over 18, there are NO entry requirements for many of our courses.**

# Law and Justice (continued)



## Fundamentals of Correctional Practices College Certificate

This program gives students knowledge of the law and theory relating to corrections, inmates and young offenders.

Certificate requirements			
SLJ101	Canadian Criminal Justice	OL	•
SLJ102	Criminology	OL	•
CJS155	Correctional Administration I	OL	•
Electives (Choose 2)			
PSY240	Foundations in Psychology II	OL	•
CJS205	Correctional Administration II	OL	•
CJS201	Special Topics: Diverse Client Groups	OL	•
SLJ305	Youth in Conflict	OL	•

## Fundamentals of Policing College Certificate

The Fundamentals of Policing program may be of interest if you are aspiring to a career as a police constable.

Certificate requirements			
PFP301	Criminal and Civil Law	OL	•
SLJ101	Introduction to Canadian Criminal Justice System	OL	•
PFP306	Community Policing I	OL	•
Electives (Choose 5)			
SLJ102	Criminology I	OL	•
PFP303	Police Powers I	OL	•
SOC100	Introduction to Sociology	OL	•
PFP302	Criminal Code I	OL	•
PFP307	Traffic Management I	OL	•
PFP401	Provincial Offences	OL	•
PFP106	Ethics in Law Enforcement	OL	•
HUM200	Group Dynamics	OL	•
PFP405	Conflict Management	OL	•

## Intercultural Relations College Certificate

Globalization brings the people of the world closer together; however, discrimination and other forms of intolerance continue to cause problems.

Certificate requirements			
PFP207	First Nations Peoples	OL	•
SLJ304	Diversity and First Nations	OL	•
APP326	Racism & Discrimination	OL	•
APP327	Introduction to Intercultural Communication	OL	•
PFP203	Contemporary Canadian Social Problems	OL	•

## Law Clerk College Certificate

The part-time Law Clerk program is offered in co-operation with the Institute of Law Clerks of Ontario.

Registration for Fall 2017 courses will open in July 2017.

ILCO requirements			
CEA259	Litigation	OL	
CEA319	Corporate	OL	
CEA435	Real Estate	OL	
CEA318	Estates	OL	

# Preparatory Studies

## Academic and Career Entrance (ACE) Study Option

Missing a prerequisite for college? ACE is the Academic and Career Entrance program, delivered by all 24 Ontario community colleges.

ACE courses available			
ACP401	ACE Communications	OL	•
ACP402	ACE Core Mathematics	OL	•
ACP403	ACE Chemistry	OL	•
ACP404	ACE Biology	OL	•
ACP405	ACE Physics	OL	•
ACP406	ACE Self-Management/Self-Direction	OL	•
ACP407	ACE Computer Applications	OL	•
ACP412	ACE Apprenticeship Mathematics	OL	•
ACP422	ACE Business Mathematics	OL	•
ACP432	ACE Technical Mathematics	OL	•

\*Note: Each semester, there are a limited number of tuition-free seats available in ACE online courses for eligible students. Eligible students must be residents of Ontario who are taking the course for the first time. All other students must register with Durham College and pay applicable fees. Please visit [acedistancedelivery.ca](http://acedistancedelivery.ca) for more detailed information regarding eligibility and registration in these courses.



# Recreation and Leisure Services

## Recreation and Leisure Services Ontario College Diploma

If you enjoy working with people in a leadership or organizing role, then recreation is the perfect career choice for you.

Courses towards Recreation credentials			
REC105	Leadership and Program Planning	OL	•
REC108	Recreation and Leisure Services - Introduction	OL	•
REC128	Sports and Special Events	OL	



# Trades and Technology

Please go to [canadorecollege.ca](http://canadorecollege.ca) click on Programs and then Part-Time Studies for additional trades courses under Engineering, Safety Training and Small Engine.

## Aircraft Maintenance Management Ontario Graduate Certificate

The Aircraft Maintenance Management (AMM) program will provide students with general management skills necessary to effectively lead and manage an aircraft maintenance department or organization.

Certificate requirements			
AMM100	Leadership for AMM	OL	
AMM105	Communication for AMM	OL	•
AMM110	Aircraft Maintenance Human Resource Management	OL	•
AMM115	Training and Development Processes AMM	OL	
AMM120	Introduction to Aircraft Maintenance Financial Management	OL	•
AMM125	Applied Aircraft Maintenance Financial Management	OL	
AMM200	Business Processes for AMM	OL	
AMM205	Marketing for AMM	OL	
AMM210	Regulatory Compliance for AMM	OL	
AMM215	Aircraft Fleet Maintenance Management	OL	
AMM220	Aircraft Maintenance Safety Management System (SMS)	OL	•
AMM225	Quality Assurance for AMM	OL	
AMM230	AMM Practicum	OL	

## Commercial Construction Management College Certificate

This certificate program provides practical training leading to the application of principles and practices in the Commercial Construction Management field.

Certificate requirements			
CCM110	The Construction Industry	OL	•
CCM115	Commercial Construction Principles	OL	•
CCM120	Commercial Construction Estimating	OL	•
CCM125	Project Construction Management	OL	•
CCM130	Construction Contracts and Documents	OL	•
CCM135	Construction Planning and Scheduling	OL	•

## Construction Estimator College Certificate

The Construction Estimator program is designed to improve the knowledge and skill levels of persons working or wishing to work as estimators in the Commercial Construction Industry.

Certificate requirements			
CEC110	Introduction to Cost Estimating	OL	•
CEC115	Material Estimating and Methods	OL	•
CEC120	Construction Contracts Bid Management	OL	•
CEC125	Construction Job Site Management	OL	•
CEC130	Basic Construction Methods and Technology	OL	•

For course pre-requisites, entrance requirements and specific program information, please visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs and then Part-Time Studies

OL Online

CL Class

CR Correspondence

CN Contact North

WP Work Placement

## Design and Modeling Software Training

Registration for Fall 2017 courses will open in July 2017.

### AutoCAD

Students will learn the fundamentals of computer-aided drafting and design.

CAD100	Computer Aided Design I	CL	
CAD150	Computer Aided Design II	CL	

### SolidWorks

Students will learn to utilize SolidWorks software.

SLD100	Introduction to Solidworks	CL	
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## Gas Technician Training Centre

(In association with Technical Standards and Safety Authority). Located at the Commerce Court campus, this fully-equipped training lab provides students with the opportunity to gain hands-on experience in programs developed to meet the licensing requirements of the Technical Standards and Safety Authority (TSSA) for gas technicians.

Registration for Fall 2017 courses will open in August 2017.

### Gas Technician 3

The following courses are required for your GT3 Ticket

GAS300	Gas Tech 3 - Theory Part 1	CN	
GAS305	Gas Tech 3 - Theory Part 2	CN	
GAS310	Gas Tech 3 - Practical	CL	

### Gas Technician 2

The following courses are required for your GT2 Ticket

GAS195	Gas Pipe Fitter	CL	
GAS200	Gas Tech 2 - Domestic Appliance Theory Part 1 and 2	CN	
GAS205	Gas Tech 2 - Domestic Appliance Practical	CL	
GAS210	Gas Tech 2 - Theory Part 3 and 4	CN	
GAS215	Gas Tech 2 - Practical	CL	•

## Heating and Cooling Technology

CFC/HCFC/HFC Certification (Ozone Depletion)

This course deals with environmentally correct equipment design and proper handling of CFC/HCFC/HFCs, and will prepare students for complying with provincial regulations covering refrigeration and air conditioning systems.

VOC818	CFC/HCFC/HFC Certification	CL	•
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## NEW! Home Inspection College Certificate

(Pending Approval)

The Home Inspection College Certificate program provides students with the communications skills and knowledge of professional practice required to be successful in this growing industry.

Certificate Requirements			
HOM101	Roofing Inspection	OL	•
HOM102	Structure Inspection	OL	•
HOM103	Electrical Inspection	OL	•
HOM104	Heating Inspection	OL	•
HOM105	Heating Inspection II	OL	•
HOM106	Air and Heat Inspection	OL	•
HOM107	Plumbing Inspection	OL	•
HOM108	Exterior Inspection	OL	•
HOM109	Interior Insulation Inspection	OL	•
HOM110	Communication - Professional Practices	OL	•

## Water Treatment and Wastewater Management

Students taking these courses will gain an understanding of water treatment processes and basic practices in wastewater management.

Courses			
WAT110	Drinking Water Certification Prep	OL	•
WAT120	Wastewater Certification Prep	OL	•
WAT130	Water Treatment Certification Level 1 & 2	OL	•
WAT135	Wastewater Treatment Certification Level 1 & 2	OL	•
WAT140	Water Treatment Certification Level 3 & 4	OL	•
WAT145	Wastewater Treatment Certification Level 3 & 4	OL	•
WAT150	Applied Math for Water & Wastewater	OL	•
WAT160	Applied Hydraulics for Water & Wastewater	OL	•

## Transportation

Courses			
GIC598	Motorcycle Rider Training - M1	CL	•
VOC386	Airbrake Endorsement	CL	•
VOC001	Forklift	CL	•

Visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs and then Part-Time Studies, Motorcycle Rider Training for dates and times of our Spring 2017 motorcycle courses.

# Parry Sound Offerings



## Arts and Crafts

GIC182	Comic Drawing Workshop	CL	•
CEA855	Digital Photography	CL	•
GIC187	Flash Photography Workshop	CL	•
APP321	Painting with Acrylics	CL	•

## General Interest

GIC093	Beekeeping Introduction	CL	•
GIC102	Beekeeping Intermediate	CL	•
GIC074	Bird Watching	CL	•
GIC188	Intro to Chainsaw Operation	CL	•

## Health Sciences

VOC111	First Aid and CPR	CL	•
VOC108	Footcare for PSW's	CL	•
APP364	Mental Health First Aid	CL	•
VOC104	Restorative Therapy Training	CL	•
VOC114	Restorative Therapy Programs	CL	•

## Hospitality

GIC191	Spring Reset	CL	•
GIC192	Vegan Alternatives	CL	•
GIC193	Vegan Baking	CL	•

## Information Technology

GIC082	Desktop Basics	CL	•
GIC080	Understanding Social Media	CL	•

## Languages

APP600	American Sign Language - 1	CL	•
APP358	American Sign Language - 2	CL	•



**Full-time programs at the West Parry Sound Campus: Apply Now!**

**Ecotourism** starts September 2017.

**Personal Support Worker** starts September 2017.

*\*Be sure to complete all program prerequisites*

**Practical Nursing** starts September 2017.

*\*Be sure to complete all program prerequisites*

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**705.746.9222**

**[canadorecollege.ca/wps](http://canadorecollege.ca/wps)**



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**For more information contact:**

Don Kerr

705.474.7600 ext. 5671

[don.kerr@canadorecollege.ca](mailto:don.kerr@canadorecollege.ca)

## Registration Options

### Online

[canadorecollege.ca](http://canadorecollege.ca)

Click on Programs and then Part-Time Studies

### In Person

8:30 a.m. - 4:30 p.m. Monday to Friday

100 College Drive, North Bay or

1 College Drive, Parry Sound

### By Phone

8:30 a.m. - 4:30 p.m. Monday to Friday

Part-Time Registration

705.474.7600 ext. 5123

or toll-free 800.519.3534 ext. 1

### By Mail

Part-Time Registration

Canadore College

P.O. Box 5001, 100 College Drive

North Bay, ON P1B 8K9

**Office Hours: 8:30 a.m. to 4:30 p.m.**



# Part-Time Studies Contact Information

## **Patti McCulley**

Part-Time Studies  
patti.mcculley@canadorecollege.ca  
705.474.7600 ext. 5601

## **Catherine Priddle**

OntarioLearn/Contact North Coordinator  
catherine.priddle@canadorecollege.ca  
705.474.7600 ext. 5687

## **Chris Donaldson**

Program Development Officer  
christopher.donaldson@canadorecollege.ca  
705.474.7600 ext. 5604

## **Alyssa Dean**

Program Development Officer  
alyssa.dean@canadorecollege.ca  
705.474.7600 ext. 5603

## **Linda Topolie**

Academic Officer  
linda.topolie@canadorecollege.ca  
705.474.7600 ext. 5619

## **Mark Lamontagne**

Dean of Part-Time Studies  
mark.lamontagne@canadorecollege.ca  
705.474.7600 ext. 5680

## **Laura Peddie**

West Parry Sound Campus  
laura.peddie@canadorecollege.ca  
705.746.9222

**GREAT THINGS HAPPEN HERE**

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**canadorecollege.ca**

Click on Programs and then Part-Time Studies

**admissions@canadorecollege.ca**

705.474.7600 ext. 5123

800.519.3534 ext. 1



Part-Time Studies  
Canadore College  
P. O. Box 5001  
North Bay, ON P1B 8K9  
Tel: 705.474.7600 ext. 5123  
Fax: 705.494.7462



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