

Continuing Education through  
**PART-TIME STUDIES**



**WINTER 2019**

 **CANADORE**  
college.ca

# Delivery Options

**Classroom:** Traditional instructor-led classes at one of Canadore's four campuses; indicated as **Lecture/Lab** on our website.

**iLearn - D2L:** Canadore's web-based learning platform offers students a virtual, asynchronous classroom facilitated by college instructors; indicated as **Internet Delivery** on our website.

**OntarioLearn:** A collaborative, web-based learning platform with 24/7 technical support that hosts courses from 24 Ontario colleges; indicated as **OntarioLearn** on our website.

**Contact North:** A real-time virtual classroom that allows students to learn live with instructors and peers or review content later from home; indicated as **Contact North** on our website.

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## Is Online Learning Right For You?

Online learning is flexible and convenient but requires learners to be self-motivated and committed! Want to know if online learning is right for you? Take this survey: [ontariolearn.com/are-you-ready-for-online-learning](http://ontariolearn.com/are-you-ready-for-online-learning).

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

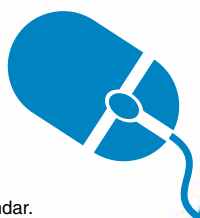
Whether you want to improve or change careers, upgrade or develop new skills, Canadore College offers courses and certificates with flexible delivery options. Study in-class or online. Visit [canadorecollege.ca](http://canadorecollege.ca); click on Programs/Courses; select Part-Time Studies to register online.

## Courses

Register for an individual course and start upgrading your skills today.

## Programs

A program is a group of courses that leads to an academic credential or document of recognition. Not sure if a program is right for you? Sign up for the first course and check it out.



Every attempt is made to ensure the accuracy of information provided in this calendar. The College reserves the right to modify any course, program, curriculum, fee, timetable, or campus location at any time.

# Certificates and Diplomas

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## College Certificates

### Business

- Accounting Foundation
- Applied Management
- Bookkeeping
- Business Fundamentals **NEW!**
- Business Trades - Entrepreneurship **NEW!**
- Business Trades - Leadership **NEW!**
- Business Trades - Management **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

- Fundamentals of Caregiving **NEW!**
- Medical Transcription
- Nursing Unit Clerk

### Human Services

- Adult Educator

### Information Technology

- Computer Applications
- Geographic Information Systems
- Web Development

### Languages

- Conversational French

### Law and Justice

- Criminal Psychology and Behaviour
- Fundamentals of Correctional Practices
- Fundamentals of Policing
- Intercultural Relations
- Law Clerk

### Trades and Technology

- Commercial Construction Management
- Construction Estimator
- Home Inspection

## Ontario College Graduate Certificates

### Business

- Business Management **NEW!**
- Supply Chain Management - Logistics

### Health Sciences

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

### Human Services

- Autism and Behavioural Science

### Trades and Technology

- Aircraft Maintenance Management

## Ontario College Diplomas

### Business

- ■ Business
- Business Trades **NEW!**

■ Indicates that this program is also available on a full-time basis.  
Apply through OCAS at [ontariocolleges.ca](http://ontariocolleges.ca)

# Distance Education Options

## Distance Education Options

Our course calendar highlights our part-time programs and courses. Program and course details and fees can be found at [www.canadorecollege.ca](http://www.canadorecollege.ca) by clicking on Programs/Courses and select Part-Time Studies.

\*This asterisk indicates that a course has multiple start dates; please visit our website for additional offerings.

Course Code	Course Name	Start Date
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## Business

### Accounting Foundation College Certificate

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

Certificate requirements		
BUS117	Computer Applications for Business	Jan 15
CMM125	College Communication I	Jan 15*
ACC232	Payroll Administration	Dec 3*
ACC140	Accounting Principles I	Dec 3*
ACC190	Accounting Principles II	Dec 3*
ACC216	Corporate Finance I	Jan 15
ACC310	Accounting - Intermediate I	Jan 15
ACC360	Accounting - Intermediate II	Jan 15
ACC215	Management Accounting II	Jan 15*
ACC295	Management Accounting III	Jan 15*
ACC220	Taxation 1	Dec 3*

### 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	Dec 3*
BUS350	Industrial Relations	Jan 15*
BUS321	Training and Development	Dec 3*
BUS195	Organizational Behaviour	Dec 3*
Electives (Choose 2)		
BUS255	Compensation	Jan 15*
BUS355	Operations Management	Jan 15*
BUS340	Strategic Planning	Jan 15
SBM226	Entrepreneurial Studies	Jan 15*
BUS260	Managing in the Retail Workplace	Jan 15

### 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	Dec 3*
ACC140	CIB112 Bookkeeping 1	Dec 3*
ACC190	CIB113 Bookkeeping 2	Dec 3*
CIS131	CIB221 Computer Applications 2	Dec 3*
ACC154	CIB222 Computerized Bookkeeping 1	Jan 15
CEA511	CIB223 Computerized Bookkeeping 2	Jan 15
ACC215	Management Accounting II	Jan 15
ACC220	CIB332 General Taxation	Dec 3*
ACC232	CIB333 Payroll Administration	Dec 3*

### NEW! 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	Jan 15
MGT102	Finance for Non-Financial Managers	Jan 15
MGT103	Employee Training and Development	Jan 15
MGT104	International Business	Jan 15
MGT105	Financial Analysis	Jan 15
MGT106	Economic Policy	Jan 15
MGT110	Current Issues in Business - Seminar I	Jan 15
MGT201	Mathematical Models	Jan 15
MGT202	Market Research	Jan 15
MGT203	Entrepreneurship	Jan 15
MGT204	Statistical Analysis	
MGT206	Marketing for Managers	Jan 15
MGT208	Business Case Analysis	Jan 15
MGT210	Current Issues in Business - Seminar II	Jan 15

## 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!





### **NEW! Business Trades Ontario College Diploma**

This innovative and provincially-collaborative program is a fully online two-year Ontario College Diploma, providing tradespersons who possess their Certificate of Qualification within their trade with the opportunity to develop business-related skills necessary to plan and manage a business. Laddering opportunities exist for those possessing College Certificates in Trades Management, Trades Leadership or Trades Entrepreneurship.

Diploma requirements		
Semester 1		
CMM115	Communication Fundamentals	Jan 15
BUS253	Occupational Health and Safety	Jan 15
BTR115	Trade Math Calculations I	Jan 15
BTR120	Success Strategies	Jan 15
GENED	General Education Elective	Jan 15
Semester 2		
BTR150	Trade Math Calculations II	Jan 15
BTR155	Inter-Professional Trades Communications	Jan 15
BTR160	Communications II for Technicians	Jan 15
BTR165	Standard Work Practices	Jan 15
BTR170	Productivity Systems	Jan 15
BTR175	Business Trades Placement	Jan 15
Semester 3		
BTR205	Marketing a Trades Business	
BTR210	Finance for the Trades	
BTR215	Human Resources Management	Jan 15
BTR220	Operating a Trades Business	Jan 15
BTR225	Ethical and Legal Issues in the Trades	Jan 15
GENED	General Education Elective	
Semester 4		
BTR250	Introduction to Project Management	Jan 15*
BTR255	Leadership	Jan 15*
BTR260	Change Management	Jan 15
BTR265	Business Planning for Tradespersons	Jan 15
BTR270	Emerging Trends and Innovation in the Trades	Jan 15
GENED	General Education Elective	Jan 15

### **NEW! Business Trades Entrepreneurship College Certificate**

This fully online college certificate program, designed specifically for tradespersons, provides individuals the opportunity to develop entrepreneurial competencies and skills. Focus is on key functional areas of business related to entrepreneurship including business planning, operations, innovation, marketing and finance as well as legal and ethical considerations. Through experiential learning, students develop essential practical skills needed to develop new and improve existing small businesses.

Certificate requirements		
BTR215	Human Resources Management	Jan 15
BTR225	Ethical and Legal Issues in the Trades	Jan 15
BTR250	Introduction to Project Management	Jan 15
BTR255	Leadership	Jan 15
BTR260	Change Management	Jan 15
BTR270	Emerging Trends and Innovation in the Trades	Jan 15

### **NEW! Business Trades Leadership College Certificate**

Certificate requirements		
BTR205	Marketing a Trades Business	Jan 15
BTR210	Finance for the Trades	Jan 15
BTR220	Operating a Trades Business	Jan 15
BTR225	Ethical and Legal Issues in the Trades	Jan 15
BTR265	Business Planning for Tradespersons	Jan 15
BTR270	Emerging Trends and Innovation in the Trades	Jan 15

### **NEW! Business Trades Management College Certificate**

Certificate requirements		
BTR205	Marketing a Trades Business	
BTR210	Finance for the Trades	
BTR215	Human Resources Management	Jan 15
BTR220	Operating a Trades Business	Jan 15
BTR225	Ethical and Legal Issues in the Trades	Jan 15
BTR265	Business Planning for Tradespersons	Jan 15

## **Fee Schedule**

**Visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs/Courses and then Part-Time Studies to view fees.**

## Business (continued)

### Certified Financial Planner Study Option

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

Courses		
CEA433	Retirement Planning	Jan 15
CEA547	Risk Management and Estate Planning	Jan 15
CEA343	Strategic Investment Planning	Jan 15
CEA656	Income Tax Planning	Jan 15

### 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	Jan 15
BUS210	Creating a Corporate Service Culture	Jan 15
BUS285	Strategies for Fostering Client Loyalty	Jan 15
BUS335	Developing Client Service Teams	Jan 15
Electives (Choose 2)		
BUS195	Organizational Behaviour	Dec 3*
BUS184	Management/Leadership Styles	Jan 15
BUS280	Business Management Skills	Jan 15*

### 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	Dec 3*
BUS195	Organizational Behaviour	Dec 3*
ACC235	Management Accounting (Note: ACC140 is the prerequisite for ACC235)	Jan 15
BUS255	Compensation Management	Jan 15*
BUS350	Industrial Relations	Jan 15*
BUS253	Health and Safety	Jan 15*
BUS321	Training and Development	Dec 3*
BUS347	Human Resources Planning	Jan 15
BUS353	Recruitment and Selection	Dec 3*

### Leadership Development Series College Certificate

The program will provide a solid foundation for those looking to enter leadership positions, and for those currently in front line or mid-level management positions.

Certificate requirements		
LDS115	Communications	Jan 15
LDS230	Employment Law	Jan 15
LDS120	Human Relations	Jan 15
LDS245	Performance Management	Jan 15
LDS310	Leading Teams	Jan 15
LDS460	Managing Change	Jan 15
LDS540	Finance	Jan 15
LDS510	Project Management	Jan 15
LDS385	Leading Responsibly	Jan 15
LDS435	Creative and Critical Thinking	Jan 15

### 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	Jan 15
OLE102	Coaching and Developing People	Jan 15
OLE103	Developing Effective Teams	Jan 15
OLE104	Continuous Improvement Processes	Jan 15
OLE105	Business of Tomorrow	Jan 15

### 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	Jan 15
BUS253	Health and Safety	Jan 15*
OHS110	Physical Hazards	Jan 15*
OHS115	Management Labour Concerns	Jan 15
OHS120	Fire Protection	Jan 15
OHS125	Ergonomics	Jan 15
OHS130	Legislation in the Workplace	Jan 15*

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

### Ontario College Business Diploma

Prepare yourself for a rewarding career in the business field.

Diploma requirements		
Semester 1		
ACC140	Accounting Principles I	Dec 3*
BUS108	Introduction to Business	Jan 15
BUS117	Computer Applications for Business	Jan 15
BUS251	Human Resources Administration	Dec 3*
MKT100	Marketing I	Jan 15*
CMM125	College Communication I	Jan 15
MTH173	Business Math I	Jan 15
Semester 2		
ACC142	Financial Accounting II	Jan 15
BUS120	Spreadsheet Management	Jan 15*
ECN100	Microeconomics	Jan 15*
MKT130	Marketing II	Jan 15
CMM230	Business Communication	Jan 15*
MTH176	Business Math II	Jan 15
	Gen Ed Elective	Jan 15
Semester 3		
ACC209	Managerial Accounting	Jan 15
ECN101	Macroeconomics	Jan 15*
BUS195	Organizational Behaviour	Dec 3*
BUS202	Professional Selling	Jan 15
BUS212	Operations Management	Jan 15
	Gen Ed Elective	Jan 15
Semester 4		
SBM226	Entrepreneurship	Jan 15*
LAW230	Business Law	Jan 15*
BUS245	Corporate Social Responsibility	Jan 15
BUS207	Statistics	Jan 15
BUS209	Business Simulation	Jan 15
BUS214	Project Management	Jan 15
	Gen Ed Elective	Jan 15

A full list of general education electives can be found on page 8.

## Fee Schedule

**Visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs/Courses and then Part-Time Studies to view fees.**

### Professional Office Skills College Certificate

This core program will prepare students with fundamental computer and service skills for any office environment.

Certificate requirements		
LDS435	Creative and Critical Thinking	Jan 15
MDP538	Personal Success	Jan 15
CIS130	MS Word	Dec 3*
CIS131	MS Excel	Dec 3*
CEA338	Records and Information Management Fundamentals	Jan 15
MAS220	Project Management - Introduction	Jan 15*
OAD123	Office Technology and Procedures	Jan 15
CMM125	College Communication I	Jan 15*
OAD105	Keyboarding	Jan 15



### 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		
SCM100	Information Systems	Jan 15
SCM110	Supply Chain Administration	Jan 15
SCM115	Purchasing	Jan 15
SCM120	Project Leadership	Jan 15
SCM140	Leadership for SCM	Jan 15
SCM210	Transportation and Warehousing	Jan 15
SCM215	Global Logistics	Jan 15
SCM220	Marketing for SCM	Jan 15
SCM225	Placement	
SCM240	Risk Mitigation	Jan 15
SCM135	Supply Chain Accounting	Jan 15
SCM245	Business Continuity	Jan 15

# General Education Elective Options

General education electives vary from program to program; be sure to confirm program requirements with your Program Coordinator. Also see In-Class Options.

Courses		
GED110	Introduction to Personal Finance	Jan 15
GED125	Government Relations	Jan 15
GED130	Social Psychology	
GED135	Personal Success	Jan 15
GED140	Environmental Geology	
GED150	Introduction to Astronomy	Jan 15
MAS130	Critical Thinking	Jan 15*
PSY100	Foundations of Psychology	Dec 3*
PSY240	Psychology II	Dec 3*
SOC100	Foundations in Sociology	Jan 15*

## 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.

For students enrolled in this program please consult your Program Development Officer.

### Diabetes Education Ontario College Graduate Certificate

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

Certificate requirements		
DEC105	Diabetes: The Basics	Jan 15
DEC210	Diabetes Education	Jan 15
DEC315	Living with Diabetes	Jan 15
DEC420	Diabetes Through the Lifespan	Jan 15

## Fee Schedule

Visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs/Courses and then Part-Time Studies to view fees.



### NEW! Fundamentals of Caregiving

The goal of this course is to equip current and future caregivers with the knowledge and skills to provide high quality care in a community setting. The course will explore the traits of a successful caregiver and will focus on foundational knowledge, including health and wellness, boundaries and caregiver burnout.

Certificate requirements		
SPK100	Fundamentals of Caregiving	Jan 15

### 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	Dec 3
MED115	Medical Transcription Styles and Practices	Jan 15
CMM125	College Communication I	Jan 15*
MED130	Medical Transcription Fundamentals	Jan 15
MED220	Medical Keyboarding	Jan 15
MED350	Medical Transcription - Introduction	Jan 15
MED431	Medical Office Procedures	Jan 15
MED480	Medical Transcription - Advanced	Jan 15
Electives (Choose 2)		
MED240	Health Records Management - Essentials	Jan 15
OAD267	Medical OHIP Billing	Jan 15
MED263	Dental Terminology	Jan 15



## 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	Dec 3*
NUC105	Pharmacology for the Medical Office Professional	Jan 15
NUC110	Medical Conditions for the Medical Office Professional	Jan 15
NUC115	Working and Communicating in a Medical Setting	Jan 15
NUC120	Understanding Medical Tests for Medical Office Staff	Jan 15
NUC125	Understanding Surgical Procedures for Medical Office Staff	Jan 15

## 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	Jan 15
PLC140	Pain and Symptom Control	Jan 15
PLC190	Exploring Dementia Care	Jan 15
PLC210	Interpersonal Communication Skills in Palliative Care	Jan 15
PLC220	Psychological and Social Implications in Palliative Care	Jan 15
PLC230	Ethical, Legal and Spiritual Concerns in Palliative Care	Jan 15
PLC260	Palliative Care - Placement	Jan 15

## 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	Jan 15
ONC250	RPN Oncology Nursing 2	Jan 15
ONC300	RPN Oncology Nursing 3	Jan 15
ONC425	RPN Oncology Nursing 4	Jan 15

# 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	Jan 15
FWS115	Sanitation and Safety	Jan 15
FWS120	Food Preparation and Production	Jan 15
FWS125	Communication and Customer Service	Jan 15
FWS130	Introduction to Nutrition	Jan 15
FWS135	Nutrition and Health Care	Jan 15

# 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	Dec 3*
CEA122	Curriculum Development	Jan 15*
CEA129	Assessment and Evaluation	Jan 15*
CEA130	Adults with Learning Disabilities	Jan 15
CEA132	Instructional Techniques	Dec 3*

## 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	Jan 15
AUT105	Autism/ASD - Introduction	Jan 15
AUT110	Treating Challenging Behaviours	Jan 15
AUT115	Working with Families and Teams	Jan 15
AUT120	Ethics and Professionalism	Jan 15
OLE125	Autism - Placement 1 - 140 hours	
Non-Violent Crisis Prevention and Intervention Training (NVCPI)		
AUT130	Behavioural Skill Building	Jan 15
AUT135	Parent and Staff Training	Jan 15
AUT140	Specialized Instructional Strategies	Jan 15
AUT145	Transition Planning & Implementation	Jan 15
OLE150	Autism - Placement 2 - 210 hours	

# Human Services (continued)

## 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.

# Information Technologies

## Computer Applications College Certificate

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

Certificate requirements		
ITT117	Operating Systems	Jan 15
CIS130	MS Word	Dec 3*
CIS131	MS Excel	Dec 3*
GIS132	MS Access	Jan 15*
APP176	MS PowerPoint	Jan 15*
Elective (Choose 1)		
OAD218	MS Excel - Advanced	Jan 15*
OAD216	MS Word - Advanced	Jan 15*
ACC154	Computerized Accounting	Jan 15
GIS232	MS Access - Expert	Jan 15*

## 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	Jan 15
GIS150	GIS Software - ArcView	Jan 15
GIS210	Internet Mapping	Jan 15
GIS245	Designing/Implementing/Managing a GIS	Jan 15
GIS132	Access Core	Jan 15*
GIS232	Access Expert	Jan 15*
GIS278	Remote Sensing	Jan 15
GIS355	Global Positioning Systems	Jan 15

## Web Development College Certificate

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

Certificate requirements		
CEA242	HTML - Level I	Jan 15
CEA243	HTML - Level II	Jan 15
CEA371	Dreamweaver - Introduction	Jan 15
CEA372	Dreamweaver - Advanced	Jan 15
CEA340	JavaScript	Jan 15
CEA927	Dynamic Websites	Jan 15
CEA523	Flash - Introduction	Jan 15

# 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	Jan 15
FRE102	French 2	Jan 15
FRE103	French 3	Jan 15
FRE104	French 4	Jan 15

# Law and Justice

## Criminal Psychology and Behaviour College Certificate

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	Jan 15
CPB110	Domestic and Workplace Violence	Jan 15
CPB120	Cults and Terrorism	Jan 15
CPB130	Criminal Psychology II - Criminal Minds	Jan 15
CPB140	Sexual Violence	Jan 15
CPB150	Co-dependency as an Addiction	Jan 15

## 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	Jan 15
SLJ102	Criminology	Jan 15*
CJS155	Correctional Administration I	Jan 15
Electives (Choose 2)		
PSY240	Foundations in Psychology II	Dec 3*
CJS205	Correctional Administration II	Jan 15
CJS201	Special Topics: Diverse Client Groups	Jan 15
SLJ305	Youth in Conflict	Jan 15

## 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	Jan 15
SLJ101	Introduction to Canadian Criminal Justice System	Jan 15
PFP306	Community Policing I	Jan 15
Electives (Choose 5)		
SLJ102	Criminology I	Jan 15*
PFP303	Police Powers I	Jan 15
SOC100	Introduction to Sociology	Jan 15*
PFP302	Criminal Code I	Jan 15
PFP307	Traffic Management I	Jan 15
PFP401	Provincial Offences	Jan 15
PFP106	Ethics in Law Enforcement	Jan 15
HUM200	Group Dynamics	Jan 15
PFP405	Conflict Management	Jan 15

## 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	Jan 15
SLJ304	Diversity and First Nations	Jan 15
APP326	Racism & Discrimination	Jan 15
APP327	Introduction to Intercultural Communication	Jan 15
PFP203	Contemporary Canadian Social Problems	Jan 15

## Law Clerk College Certificate

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

ILCO requirements		
CEA259	Litigation	Jan 15
CEA319	Corporate	Jan 15
CEA435	Real Estate	Jan 15
CEA318	Estates	Jan 15

## 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	Jan 15
ACP402	ACE Core Mathematics	Jan 15
ACP403	ACE Chemistry	Jan 15
ACP404	ACE Biology	Jan 15
ACP405	ACE Physics	Jan 15
ACP406	ACE Self-Management/Self-Direction	Jan 15
ACP407	ACE Computer Applications	Jan 15
ACP412	ACE Apprenticeship Mathematics	Jan 15
ACP422	ACE Business Mathematics	Jan 15
ACP432	ACE Technical Mathematics	Jan 15

\*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

Part-Time Studies offers some courses toward the Recreation and Leisure Services Diploma. Please consult your Program Development Officer.

Courses towards Recreation credentials		
REC105	Inclusive Leadership and Program Planning	
REC108	Recreation and Leisure Services - Introduction	
REC128	Sports and Special Events	Jan 15

# Trades and Technology

## NEW Ontario Certificate Programs!

- Business Trades - Entrepreneurship
- Business Trades - Leadership
- Business Trades - Management

## NEW Ontario College Diploma Program!

- Business Trades

For more info see page 5 or visit us online at [canadorecollege.ca](http://canadorecollege.ca); click on Programs/Courses; select Part-Time Studies.

## 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	
AMM105	Communication for AMM	
AMM110	Aircraft Maintenance Human Resource Management	
AMM115	Training and Development Processes AMM	
AMM120	Introduction to Aircraft Maintenance Financial Management	
AMM125	Applied Aircraft Maintenance Financial Management	
AMM200	Business Processes for AMM	Jan 15
AMM205	Marketing for AMM	
AMM210	Regulatory Compliance for AMM	
AMM215	Aircraft Fleet Maintenance Mgmt	
AMM220	Aircraft Maintenance Safety Management System (SMS)	
AMM225	Quality Assurance for AMM	
AMM230	AMM Practicum	

## 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	Jan 15
CCM115	Commercial Construction Principles	Jan 15
CCM120	Commercial Construction Estimating	Jan 15
CCM125	Project Construction Management	Jan 15
CCM130	Construction Contracts and Documents	Jan 15
CCM135	Construction Planning and Scheduling	Jan 15

## 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	Jan 15
CEC115	Material Estimating and Methods	Jan 15
CEC120	Construction Contracts Bid Management	Jan 15
CEC125	Construction Job Site Management	Jan 15
CEC130	Basic Construction Methods and Technology	Jan 15

## Home Inspection College Certificate

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	Jan 15
HOM102	Structure Inspection	Jan 15
HOM103	Electrical Inspection	Jan 15
HOM104	Heating Inspection	Jan 15
HOM105	Heating Inspection II	Jan 15
HOM106	Air and Heat Inspection	Jan 15
HOM107	Plumbing Inspection	Jan 15
HOM108	Exterior Inspection	Jan 15
HOM109	Interior Insulation Inspection	Jan 15
HOM110	Communication - Professional Practices	Jan 15

## 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	Jan 15
WAT120	Wastewater Certification Prep	Jan 15
WAT130	Water Treatment Certification Level 1 & 2	Jan 15
WAT135	Wastewater Treatment Certification Level 1 & 2	Jan 15
WAT140	Water Treatment Certification Level 3 & 4	Jan 15
WAT145	Wastewater Treatment Certification Level 3 & 4	Jan 15
WAT150	Applied Math for Water & Wastewater	Jan 15
WAT160	Applied Hydraulics for Water & Wastewater	Jan 15

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



# In-Class Options - North Bay



## Business

### Canadian Payroll Association Certification

Canadore College is pleased to host the following Payroll Compliance Practitioner (PCP) courses in association with the Canadian Payroll Association. All courses will take place at our Commerce Court Campus.

PCP Courses		
PCP100	Payroll Compliance Legislation	Winter 2019
PCP110	Payroll Fundamentals 1	
PCP120	Introduction to Accounting (online)	
PCP130	Payroll Fundamentals 2	

## Languages

CEA141	Basic Spanish	Jan 8
CEA267	Intermediate Spanish	Jan 8
CEA369	Advanced Spanish	Jan 8
FRE101	French 1	Jan 8



## Transportation

VOC386	Airbrake Endorsement	
VOC386	Airbrake Endorsement	
GIC598	Motorcycle Rider Training M1	Spring 2019

## Trades and Technology

VOC818	Ozone Protection Certification	TBA
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### Gas Technician Training Centre

Canadore features a fully-equipped training lab providing 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. Theory courses can be completed at a distance via Contact North.

#### Gas Technician 3

The following courses are required for your GT3 Ticket		
GAS300	Theory Part 1	Nov 5, 2018
GAS305	Theory Part 2	Jan 7
GAS310	Practical	Mar 18

#### Gas Technician 2

The following courses are required for your GT2 Ticket		
GAS195	Gas Pipe Fitter	Feb 11
GAS200	Domestic Appliance Theory 1 & 2	
GAS205	Domestic Appliance Practical	
GAS210	Theory 3 & 4	Feb 26
GAS215	Practical	May 6

# In-Class Options - Parry Sound



## Art

CEA855	Digital Photography
GIC048	Stained Glass - Beginners
GIC148	Stained Glass - Beginners Part Two

## General

VOC119	Leadership Competence
VOC121	Leadership Culture
VOC122	Leading Effective Teams

## Health Sciences

VOC111	First Aid & CPR
VOC104	Restorative Therapy Training

## Hospitality

GIC206	Fun with Fermentation
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## Transportation

VOC107	Small Domestic Vessel Basic Safety
VOC100	SVOP
VOC115	Restricted Operators Certificate (ROC)



## Fee Schedule

Visit [canadorecollege.ca](http://canadorecollege.ca) click on Programs/Courses and then Part-Time Studies to view fees.



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

**Practical Nursing** starts September 2019.  
*\*Be sure to complete all program prerequisites*

**Personal Support Worker** starts September 2019.  
*\*Be sure to complete all program prerequisites*

**Academic Upgrading and Career Preparation**  
**Free Tuition.** Continuous intake, call today.

For more information, call us or visit us online  
**705.746.9222**  
[canadorecollege.ca/wps](http://canadorecollege.ca/wps)

# Important Dates and Deadlines

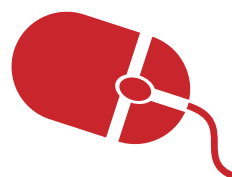
## Semester and Monthly Intake Schedule for 14 Week Courses

Intake	Registration Begins	Registration Ends	Course Starts	Course Ends	Withdrawal with Refund*
Winter Semester	Early Nov	Jan 22	Jan 15	Apr 23	Jan 29
December	Early Nov	Dec 10	Dec 3	Mar 11	Dec 10
February	Early Nov	Feb 8	Feb 1	May 10	Feb 15
March	Early Nov	Mar 8	Mar 1	Jun 7	Mar 15

\*A \$15 administration fee applies.

**The demand for online education has increased; we recommend registering in advance of the course start date to help ensure your seat.**

## Registration Options



### Online

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

Click on Programs/Courses and then select Part-Time Studies

### In Person

8:30 a.m. - 4:00 p.m. Monday to Friday  
100 College Drive, North Bay or  
1 College Drive, Parry Sound

### By Phone

8:30 a.m. - 4:00 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 4:00 p.m.**



# Part-Time Studies Contact Information

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**canadorecollege.ca**

**GREAT THINGS HAPPEN HERE**

## **Register Online**

**canadorecollege.ca**

Click on Programs/Courses and then select  
Part-Time Studies

**admissions@canadorecollege.ca**

705.474.7600 ext. 5123  
800.519.3534 ext. 1



Part-Time Studies  
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P. O. Box 5001  
North Bay, ON P1B 8K9  
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