

Distance Learning

416-289-5000, ext 2555 or extension indicated, centennialcollege.ca/dl

If shift work, family responsibilities or unpredictable schedules are keeping you from your educational goals, then Distance Learning may be the solution – either online or print-based (correspondence). Distance Learning is a form of instructor-led study for those who cannot attend on-campus classes on a regular basis.

Distance Learning offers you:

- convenience and flexibility
- time efficiency (travel, child/elder care and weather are no longer barriers to learning)
- skills enhancement (hone your communication skills and clarify thinking skills)
- the opportunity to contribute and be heard
- access to an instructor who will be available to answer questions, encourage discussion and provide feedback.

WELCOME TO ONTARIOLEARN

ONLINE EDUCATION AT CENTENNIAL COLLEGE

Centennial College is a member of OntarioLearn, a consortium of 22 Ontario colleges who have partnered to develop and deliver online courses. Today, OntarioLearn offers more than 700 courses to thousands of online college students each semester.

Online learning is a form of instructor-led independent study for those who cannot attend on-campus classes on a regular basis. This flexibility allows you to complete a course or program at a time and place of your own choosing. Learning is facilitated by an instructor who is available to answer questions, encourage discussion on course topics, and provide feedback. If you are interested in a course that does not appear below, call 416-289-5000, ext. 2555 or e-mail us at distancelearning@centennialcollege.ca.



HOW TO REGISTER?

- See inside front cover of this calendar

TEXTBOOKS

In Person: You can purchase your textbooks at the Progress Campus bookstore at 941 Progress Avenue, Toronto

By Phone: You can order your textbook by phone at 416-289-5224 or e-mail: progressbooks@centennialcollege.ca. Shipping fees will apply.

Other: www.textnet.ca, Chapters.ca or amazon.ca

IMPORTANT DATES

Most courses are semester-based. Some monthly intake courses start at the beginning of each month. Checkout centennialcollege.ca/dl for detailed information for monthly intake courses, i.e. start dates, deadlines etc. There is no December 1, 2007 or January 1, 2008 start date.

ONLINE SEMESTER COURSES

FALL 2007	Start Date:	Fri., Sept. 7, 2008
	Last Date to withdraw:	Thurs., Sept. 20, 2008
	End Date:	Fri., Dec. 14, 2008
WINTER 2008	Start Date:	Fri., Jan. 11, 2008
	Last Date to withdraw:	Thurs., Jan. 24, 2008
	End Date:	Fri., April 18, 2008
SPRING/SUMMER 2008	Start Date:	Fri., May 9, 2008
	Last Date to withdraw:	Thurs., May 22, 2008
	End Date:	Fri., Aug. 15, 2008

You must withdraw in writing to the Enrolment Services Office (Fax: 416-289-5279). **No refund will be issued after the deadline date.** All withdrawals are subject to a \$40 (\$25 administration and \$15 technology) fee.

HOW TO GET STARTED!

- Go to centennialcollege.ca/dl, to get started. This site provides textbooks, final exam dates and other important information.
- You will receive a letter (by mail) with the required start-up information 1-2 weeks before your course start date. E-mail info is sent to your myCentennial mailbox (centennialcollege.ca → Click on "Current Student").

IS ONLINE LEARNING FOR YOU?

To be a successful online learner, you need to:

1. have access to a computer and Internet services;
2. have basic computer skills;
3. be a self-disciplined person who can set goals and manage time appropriately; online courses require a significant amount of reading, writing and completion of exercises and assignments (you can expect to spend four to eight hours/week per course. Some courses may require more time);
4. convey your ideas well in English, and in writing; be comfortable with sharing your ideas actively and respectfully in online discussions, and have the ability to work independently

Note: If you plan to complete your online course on your workplace computer, please check with your IT department as some companies have a firewall in place to prevent downloads.

WELCOME TO THE VIRTUAL CLASSROOM!

MINIMUM ONLINE COMPUTER REQUIREMENTS:

- personal computer—minimum requirement is a 486 with 8Mb RAM and Windows 3.1x or Windows '95/'98/2000/ME/XP, OR comparable Macintosh system
- A 56k modem is strongly recommended for the ideal learning experience. However, for the patient learner, a 28.8 modem will work sufficiently. Cable or DSL connections will also work
- Students must access and use their own Internet account to connect to their online courses.
- Graphical browser such as Netscape Communicator (version 4.0 or better) or Internet Explorer ((version 5.0 or better);
- Most courses require word processing software. Individual courses may have additional technical and/or software requirements. For programming and computer courses, you must provide your own software.

Software may be purchased at discount prices through Progress bookstore 416-289-5224.

SEE PAGE LISTED FOR SPECIFIC COURSE REQUIREMENTS

Distance Programs

These programs may be taken **entirely** online (OL) or through print-based (PB) delivery.

DIPLOMA

- Educational Assistant (OL) NEW (Pending Approval)

CERTIFICATES OF ACHIEVEMENT

- Applied Management Studies (OL)
- Automotive Service Advisor (OL)
- Business Management – Entrepreneurial (OL/PB)
- Business Management – International (PB)
- Business Management – Marketing (OL/PB)
- Business Writing (OL)
- CISCO Systems (OL)
- Criminal Psychology and Behaviour (OL)
- Effective Project Management (OL)
- Food Service Worker (OL)
- General Business Management (OL)
- Geographic Information Systems (OL)
- Home Inspection (OL)
- International Transportation Fundamentals (OL)
- Leadership and Supervision Skills (OMDP) (OL)
- Legal Office Assistant (OL)
- Logistics Management (OL)
- Retirement Communities Management (OL) NEW
- Medical Transcriptionist (OL)
- Microsoft Office Application Support (OL)
- Office Assistant (OL)
- Office Bookkeeping (OL)

- Operations & Transportation Management (OL)
- Ophthalmic Medical Personnel (Phases 1 & 2) (PB/OL)
- Organizational Dynamics & Leadership (OL)
- Professional Writing (OL)
- Quality Control & Standards Maintenance (OL)
- RN – Orthopedic Nursing (OL)
- Software Specialist (OL)
- Translation in the Workplace – English to French (OL)
- Thanatology (Death Studies) – A Practical Approach (OL) **NEW**

CERTIFICATION THROUGH PARTNERSHIPS AND AFFILIATIONS

- Canadian Cosmetics Association (CCCA)
- CCH Canadian Limited and Advocis
- CERC (Canadian Employee Relocation Council)
- CISCO Academy
- Institute of Law Clerks of Ontario (ILCO)
- Ontario Management Development Program (OMDP)
- PMAC

Online Courses & Programs

BUSINESS – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca

- AccPac – General Ledger CEMC-961
- AccPac – Accounts Payable CEMC-963
- AccPac – Accounts Receivable CEMC-962
- Administrative Law Process CEIL-882
- Auditing 1 (Financial) FINA-331
- Auditing 2 (External) FINA-332
- Business Communications CEBS-908
- Business Law BUSN-331
- Business Manual, Writing a CEBW-306
- Business Plan, Writing a CEBW-308
- Business Writing Strategies CEBW-301
- C# Programming, Introduction to CEIL-864
- Civil Litigation – Law Clerk CELC-923
- Compensation & Benefits HRMT-311
- Comprehensive Practices in Risk & Retirement Planning CEFN-803
- Contemporary Practices in Financial Planning CEFN-802
- Contracting & Procurement in Project Management CEMG-945
- Corporate Law – Law Clerk CELC-924
- Critical Thinking CEBW-302
- Directed Studies in Project Management CEMG-946
- Dispute Resolution HRMT-316
- Employee Training & Development HRMT-312
- Employment Law HRMT-306
- Entrepreneurship CEIL-896
- Essentials in Health Records Management CEIL-875
- Estates – Law Clerk CELC-922
- Family Law CELC-914
- Finance & Accounting for Human Resource Management 1 HRMT-304
- Financial Accounting 1 ACCT-112
- Financial Accounting 2 ACCT-221
- Financial Planning Fundamentals CEFN-801
- Forensic Accounting, Introduction to ACCT-361
- Fundamentals of Operations Management CEMG-103
- How to Start a Small Business CEBS-870
- Human Resource Planning HRMT-307
- Human Resources Management HRMT-301
- Intercultural Communication CEIL-862
- Intermediate Accounting 1 ACCT-255
- Intermediate Accounting 2 ACCT-265
- Intermediate Accounting 3 ACCT-355
- Labour Relations HRMT-308
- Law in Society, Introduction to CEIL-883
- Legal Office Procedures CEIL-881
- Legal Terminology CEIL-880
- Management Accounting 1 ACCT-222
- Management Accounting 2 ACCT-322
- Management Leadership Skills CEIL-829
- Management Principles MGMT-222
- Marketing Plan, Writing a CEBW-310
- Marketing, Principles of MKTG-116
- Marketing Research MKTG-224
- Medical Conditions for Medical Office Staff CEIL-893
- Medical Keyboarding CEIL-876



- Medical Office Procedures CEIL-874
- Medical OHIP Billing CEIL-889
- Medical Terminology CEIL-890
- Medical Tests for Medical Office Staff, Understanding CEIL-894
- Medical Transcription, Introduction to CEIL-872
- Medical Transcription, Advanced CEIL-873
- Occupational Health & Safety HRMT-310
- Office Procedures CEIL-870
- Organizational Behaviour BUSN-221
- Organizational Change & Development CEIL-863
- Pharmacology for the Medical Office CEIL-892
- Principles of Macro Economics ECON-103
- Principles of Micro Economics ECON-104
- Project Definition and Planning CEMG-942
- Project Management & the Human Interface CEMG-943
- Project Management, Introduction to CEMG-940
- Project Management Scheduling Software CEMG-941
- Project Risk Control & Quality Management CEMG-944
- Proposal, Writing a CEBW-305
- Quantitative Methods 1 BUSN-225
- Quantitative Methods 2 BUSN-325
- Real Estate – Law Clerk CELC-921
- Recruitment & Selection HRMT-302
- Sales Material, Writing CEBW-308
- Surgical Procedures, Understanding CEIL-895
- Taxation 1 ACCT-226
- Taxation 2 FINA-333
- Technical Communication CEBW-303
- Wealth Management and Estate Planning CEFN-804
- Web Application Development with ASP.NET and C# CEIL-865
- Working and Communicating in a Medical Setting CEIL-891
- Writing Grammatically CEBW-201

COMPUTERS – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca

- Access – Microsoft CEMS-985
- Access – Advanced, Microsoft CEMS-987
- CCNA courses
- CCNP courses
- Computer Keyboarding CEOA-232
- Database Fundamentals CEIL-866
- Desktop Publishing (For Business) Using Word CEIL-845
- Dreamweaver (Web Authoring) CEIL-920
- Dreamweaver Advanced CEIL-922
- Excel – Advanced Microsoft CEMS-984
- Excel – Formulas CEIL-848
- Excel – Introduction Microsoft CEMS-983
- Flash Introduction CEIL-922
- Flash Intermediate CEIL-923
- HTML Programming – Intermediate CEIL-821
- HTML Programming – Introduction CEIL-820
- JAVA – Intermediate CEIL-823
- JAVA – Introduction CEIL-816
- MS FrontPage – Advanced CEIL-854
- MS FrontPage – Introduction CEIL-834
- MS Office 2003 CEIL-924
- MS Office Professional CEIL-925
- Microsoft Office Integration CEIL-988
- Network+ Certification COMP-511
- Photoshop 1 CEIL-835
- Photoshop 2 CEIL-926
- PowerPoint, Microsoft – Comprehensive CEMS-986
- Publisher CEIL-844
- QuickBooks Advanced CEIL-927 **NEW**
- QuickBooks Introduction CEIL-853
- Simply Accounting CEIL-855
- Visual Basic – Intermediate CEIL-849
- Visual Basic.NET – Introduction CEIL-850
- Visual C++ Introduction CEIL-851
- Visual C++.NET Intermediate CEIL-852
- Windows 2000 CEIL-840
- Windows XP CEIL-857
- Windows Vista Professional CEIL-558 **NEW**
- Word – Advanced, Microsoft CEMS-982
- Word – Microsoft CEMS-981



EDUCATIONAL ASSISTANT DIPLOMA – ONLINE (PENDING APPROVAL)

Ext. 2555, distancelearning@centennialcollege.ca
Working Safely: Safe Care of Self/Others CEED-101
Communication for EA CEED-109
Foundations of Education CEED-103
Personal and Interpersonal Dynamics CEED-104
Development Across the Lifespan CEED-105
Cultural Diversity in an Educational Setting CEED-106
Orientation to Schools and the Assistant Role and Seminars – Level I CEED-107
Orientation to Schools and the Assistant Role and Seminars – Level II CEED-108
Computers in Education CEED-201
Classroom Skills CEED-202
Exceptionalities I CEED-203
Exceptionalities II: Communications CEED-204
Exceptionalities III CEED-205
Communications in Educational Setting I CEED-206
Mathematics for EA CEED-207
Adaptive Technology CEED-301
Learning Strategies – Learning How to Learn CEED-302
EA Role Practicum A and Seminars CEED-303
EA Role Practicum B and Seminars CEED-304
Communications in Educational Setting II CEED-305
Autism Spectrum Disorder CEED-401
Supporting ESL/ELD Learner CEED-402
Lifeskills and Job Coaching CEED-403
Abuse and Family Violence CEED-501
Racism and Discrimination CEED-502
Surveying Society CEED-503
Portfolio Approach to Career & Educational Planning CEED-504



FOOD SERVICE WORKER – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Role of the Food Service Worker FW-101
Communications and Human Relations FW-102
Sanitation and Safety FW-103
Nutrition and Health FW-104
Kitchen Equipment and Food Preparation FW-105



GENERAL EDUCATION – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Principles of Human Behaviour GNED-129
Principles of Sociology GNED-130
Ethics in Business GNED-147
Exploring Customer Service GNED-160
Canadian Politics GNED-185
Criminal Psychology – Psychopathic Minds GNED-186
Myths and Legends GNED-187
Nutrition (previously Body and Nutrition) GNED-188



GEOGRAPHIC INFORMATION SYSTEMS – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Introduction to Geographic Information Systems CEGI-101
GIS Software – ArcView CEGI-102
Remote Sensing CEGI-103
Internet Mapping CEGI-104
Designing, Managing/Implementing a GIS CEGI-105
Global Positioning Systems CEGI-106



* These online courses are offered through Centennial College.

HEALTH – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Preparatory Biology CEGS-101
Ophthalmic Medical Personnel (Phase 1) CEOA-906
Ophthalmic Medical Personnel (Phase 2) CEOA-907
Arrhythmia Interpretation HLTH-900
Operational Overview LTRM-700
Financial Management LTRM-701
Sales & Marketing LTRM-702
Environmental Services LTRM-703
HRM & Labour Relations LTRM-704
Human Aging LTRM-705
Client Administration LTRM-706
Food Nutrition & Hospitality Management LTRM-707
Case Study Portfolio LTRM-708
Senior Management RCMO-801



Ext. 8066, janeKennedy@centennialcollege.ca
RN-CTAS (The Canadian Triage & Acuity Scale) CTAS-401*

Ext. 8072, clapalme@centennialcollege.ca
Informatics for Nursing Telepractice TELE-405*
Assessment and Communication for Nursing Telepractice TELE-406*
Ethics and Legalities for Nursing Telehealth TELE-407*
Nursing Telehealth Theory and Practice TELE-408*
Telepractice Preceptorship TELE-409*

Ext. 8056, abaskwill@centennialcollege.ca
Research Literacy for Complementary and
Alternative Health Care Practitioners THER-705*

HOME INSPECTION – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Air Conditioning and Heat Pumps Inspection CEHI-101
Communication/Professional Practices CEHI-102
Electrical Inspection CEHI-103
Exterior Inspection CEHI-104
Heating Inspection I CEHI-105
Heating Inspection II CEHI-106
Interior/Insulation Inspection CEHI-107
Plumbing Inspection CEHI-108
Roofing Inspection CEHI-109
Structural Inspection CEHI-110



LANGUAGE – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Braille CEBR-101-CEBR104
French LANG-401-LANG-405



POLICE EDUCATION – ONLINE

Ext. 2555, distancelearning@centennialcollege.ca
Forensic Accounting, Introduction to ACCT-361
Principles of Human Behaviour GNED-129
Canadian Criminal Justice System PFPR-101
Community & Social Services PFPR-102
Principles of Ethical Reasoning PFPR-104
Sociology and Canadian Society PFPR-105
Criminal & Civil Law PFPR-121
Interpersonal and Group Dynamics PFPR-123
Public Administration PFPR-124
Criminology for Policing PFPR-125
Issues in Diversity PFPR-127
First Nations PFPR-128
Criminal Code PFPR-203
Interviewing & Investigation PFPR-204
Youth in Conflict With The Law PFPR-205
Provincial Offences PFPR-206
Police Communications 1 PFPR-208
Police Communications 2 PFPR-209
Police Powers I PFPR-210
Police Powers 2 PFPR-211
Investigation and Evidence PFPR-221
Criminal Code & Federal Statutes PFPR-222
Traffic Management PFPR-224
Lifestyle Management PFPR-225
Community Policing 1 PFPR-226
Community Policing 2 PFPR-227



EXAM PREPARATION

PREP – Police Examination Preparation PFPR 901 NEW

PROFESSIONAL WRITING PROGRAM – ONLINEExt. 2555, distancelearning@centennialcollege.ca

Writing for Publications I CEWR-101

Writing for Publications II CEWR-102

Grammar for Writing Professionals CEWR-103

Poetry Writing CEWR-201

Science Fiction CEWR-202

Writing Short Stories CEWR-203

Romance Writing CEWR-204

Writing Children's Literature CEWR-205

**SPECIAL INTEREST – ONLINE**Ext. 2555, distancelearning@centennialcollege.ca

Creative Writing – Beginners CESI-997

Creative Writing – Intermediate CESI-998

Drawing Realistic Subjects in Pencil CESI-721

Getting Organized for Small Business Owners CESI-700

Healthy Garden, The CESI-991

**THANATOLOGY (DEATH STUDIES) – A PRACTICAL APPROACH – ONLINE**Ext. 2555, distancelearning@centennialcollege.ca

Introduction to Thanatology CETH-101

Religious Beliefs/Traditions and Customs of Death CETH-102

Mourning, Grief, & Bereavement: Reactions and Responses to Death CETH-103

Coping with Death: Counselling/Support Groups

and Alternative Therapies CETH-104

Communication Strategies and Support of the Terminally Ill CETH-105

**TEACHER/TRAINER OF ADULTS – ONLINE**Ext. 2555, distancelearning@centennialcollege.ca

Foundations of Teaching & Learning CEID-001*

Instructional Methodologies & Assessment CEID-002*

Pedagogy of Online Learning, The CEID-005*

Adults With Learning Disabilities CEID-043

Assessment and Evaluation CEID-052

Teaching and Training Online with Blackboard CEID-059*

**TRANSPORTATION – ONLINE**Ext. 2555, distancelearning@centennialcollege.ca

Automotive Damage Appraisal CEAB-900

Automotive Service Advisor 1 CEAM-919

Automotive Service Advisor 2 CEAM-963

**TRANSPORTATION – ONLINE***Ext. 2555, distancelearning@centennialcollege.ca

Quality Assurance CETR-101

Customs Procedures INTL-230

Traffic and Transportation INTL-231

Introduction to Logistics Management TRAN-901

Integrated Logistics Management TRAN-903

Transportation Management Information Systems (MIS) TRAN-905

Leadership and Ethics TRAN-911

Transportation Management TRAN-912

Transportation Law TRAN-916

*These online courses are offered through Centennial College.

Print-based Correspondence Courses**WHAT YOU NEED TO KNOW**

Print-based distance learning allows you to work from printed study materials which will be mailed to you. Print-based courses will start at the beginning of each month (other than January). Please see inside front cover on how to register.

For information on print-based courses, go to www.centennialcollege.ca/dl or call 416-289-5000, ext. 2555, or e-mail distancelearning@centennialcollege.ca.

1. Study material: will be sent to your home either by courier /mail by the first of the month following your registration
Textbook info: Most distance learning courses require a textbook. Textbook info can be found at www.centennialcollege.ca/dl
2. Facilitator: A facilitator (tutor) will be assigned to assist with your assignments
3. Course Duration: Students have a maximum of six-months to complete each course (please refer to the start and end dates for each course). Course may be completed earlier than six-months (if needed)
4. Assignments: can be mailed or brought into the Progress Campus, Continuing Education, second floor. Assignments are forwarded to the corresponding facilitators on a weekly basis.
5. Tests and examinations: Final exam must be done after completing all the assignments. All exams are written at the Progress Campus. To successfully complete a course, students are required to pass all examinations. Exam registration can be done at centennialcollege.ca/dl → Book Exam or contact the Distance Learning Office, 416-289-5000, ext. 2555. Students living outside a radius of 100 km from the campus should call ext. 2555 for details on how to arrange for a proctor. You are responsible for any proctoring fees.
6. Refund/Transfer: CE student-initiated refunds may be processed if you withdraw within one month of registration. Refunds are subject to a \$25 administrative fee and \$15 distribution fee. To withdraw from a course without academic penalty (e.g., without a "F" grade) you must withdraw officially by midpoint of the course (within three months).

Full-time students have the same deadlines as their day school for each semester.

Print-Based Courses**BUSINESS – PRINT-BASED**Ext. 2555, distancelearning@centennialcollege.ca

Business Communications CEBS-908

Business Law BUSN-331

Corporate Finance 1 ACCT-224

Financial Accounting 1 ACCT-112

Financial Accounting 2 ACCT-221

Fundamentals of Operations Management CEMG-103

Human Resources Management HRMT-301

International Business Concepts INTL-220

International Economics ECON-201

Introduction to Canadian Business GNED-119

Management Accounting 1 ACCT-222

Management Principles MGMT-222

Marketing Research MKTG-224

Mathematics of Finance MATH-106

Organizational Behaviour BUSN-221

Professional Selling 1 MKTG-223

Principles of Macro Economics ECON-103

Principles of Micro Economics ECON-104

Principles of Marketing MKTG-116

Quantitative Methods 1 BUSN-225

Developing a Business Plan SMAL-331

HEALTH – PRINT-BASEDExt. 2555, distancelearning@centennialcollege.ca

Ophthalmic Medical Personnel (Phase 1) CEOA-906

Ophthalmic Medical Personnel (Phase 2) CEOA-907

HOSPITALITY – PRINT-BASEDExt. 2555, distancelearning@centennialcollege.ca

Smart Serve HTAP-162

SPECIAL INTEREST – PRINT-BASEDExt. 2555, distancelearning@centennialcollege.ca

Cosmetics by Correspondence MAKE-005

LEARNING PARTNER

CANADIAN EMPLOYEE RELOCATION COUNCIL

CERTIFIED EMPLOYEE RELOCATION SPECIALIST

CERC is Canada's only organization devoted to advancing the interests and issues for workforce mobility. Founded in 1982, CERC is the leading provider of information and professional education to the relocation industry. Our unique membership brings together representatives from organizations that relocate their employees and companies that provide relocation services. Through our services we support and strengthen Canada's relocation industry, contributing to the nation's economic growth.



CERC RELOCATION SPECIALIST

It is the first of three levels of the professional designation program. It provides participants with a certificate upon successful completion of the course and examination enabling them to use the title CERC Relocation Specialist™. Introduction to Relocation is the prerequisite to Levels II and III for those who wish to go on to obtain the CERP™ designation. This course is intended to broadly cover every aspect of the relocation process as an introduction to the relocation profession. It is intended for those wishing to enhance their current knowledge and for those who are deciding upon or just beginning a career in the relocation profession. This course provides a solid foundation for anyone wishing to pursue the CERC professional designation—CERP™. Many of the subjects that are introduced in this course will be expanded upon in the second and third levels, which constitute the balance of the professional designation program. Level I can be pursued both by CERC members and non-members who, upon successful completion, will be granted the right to use the title CERC Relocation Specialist™.

Note: Levels II and III, needed to complete the CERP™ program, are open to CERC members only.

For more information about membership go to cerc.ca

Introduction to Relocation CERW-101/CERC-101

Domestic Relocation Policy Development and Program Delivery CERC-102

International Relocation Policy Development and Program Delivery CERC-103

\$450 Members Fee

\$495 Non-members Fee

CERTIFICATE OF ACHIEVEMENT IN

OFFICE BOOKKEEPING – PROGRAM CODE 7032

EARN THIS CERTIFICATE ONLINE. This Bookkeeping Certificate program is designed for individuals working in small offices as bookkeepers or, accounting clerks. It is also ideal for people who need some assistance in running their own business. The program offers students the opportunity to obtain a thorough understanding of bookkeeping techniques and practices.

For further information, please call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

All nine courses are required:

Financial Accounting 1 ACCT-112

Financial Accounting 2 ACCT-221

Microsoft Excel CEMS-983

Business Law BUSN-331

Exploring Customer Service GNED-160

Simply Accounting CEIL-855

Principles of Micro Economics ECON-104

Microsoft Word CEMS-981

Microsoft PowerPoint – Comprehensive CEMS-986

CERTIFICATE OF ACHIEVEMENT IN

APPLIED MANAGEMENT STUDIES – PROGRAM CODE 7035

EARN THIS CERTIFICATE ONLINE. If you are currently in a management position or expect to assume a managerial role in the future, this certificate program will assist or prepare you to function in this capacity. For further information, please call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

Eight courses are required.

Mandatory courses:

Organizational Behaviour BUSN-221

Human Resource Management HRMT-301

Business Communications CEBS-908

Plus choose five of the following:

Management Principles MGMT-222

Organizational Change and Development CEIL-863

Labour Relations HRMT-308

Dispute Resolution HRMT-316

Introduction to Intercultural Communication CEIL-862

Introduction to Project Management CEMG-940

CERTIFICATE OF ACHIEVEMENT IN

BUSINESS WRITING – PROGRAM CODE 7364

EARN THIS CERTIFICATE ONLINE. This certificate concentrates on teaching students to become productive, confident, and effective communicators in today's computerized business world. It would be ideal for anyone thinking of starting a small business or launching a career within an established company. The program of study builds from a solid foundation in English writing skills and introduces students to the major styles of business writing. The latter part of the program allows students to choose areas of interest, such as web development, business manuals, and sales material. By the end of the program participants will have become more efficient producers of professional business documents using sound project management skills, and insightful, and resourceful communication strategies.

For further information, please call 416-289-5000 ext. 2555 or e-mail distancelearning@centennialcollege.ca

COMPLETION REQUIREMENTS

Eight courses required.

Mandatory courses:

Writing Grammatically CEBW-201

Desktop Publishing for Business using Word CEIL-845

Electives (choose two courses from the following):

Business Writing Strategies CEBW-301

Critical Thinking CEBW-302

Technical Communication CEBW-303

Electives (choose four courses from the following):

Writing a Proposal CEBW-305

Writing a Business Manual CEBW-306

Writing for the Web CEBW-307

Writing Sales Material CEBW-308

Writing a Business Plan CEBW-309

Writing a Marketing Plan CEBW-310

CERTIFICATE OF ACHIEVEMENT IN

GENERAL BUSINESS MANAGEMENT – PROGRAM CODE 7036

EARN THIS CERTIFICATE ONLINE. This program provides you with the basic knowledge needed to build your business management career. Gain an understanding of management functions and general managerial skills. For further information, please call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

Eight courses are required.

Mandatory courses:

Organizational Behaviour BUSN-221
Business Communication CEBS-908
Financial Accounting 1 ACCT-112
Human Resource Management HRMT-301

Plus four courses from the following:

Management Leadership Skills CEIL-829
Dispute Resolution HRMT-316
Management Principles MGMT-222
Intercultural Communications CEIL-862
Recruitment and Selection HRMT-302

CERTIFICATE OF ACHIEVEMENT IN

OFFICE ASSISTANT

CHOICE OF THREE CERTIFICATES

- Software Specialist (7361)
- Legal Office Assistant (7362)
- Medical Office Assistant (7363)

This program is offered entirely online and is designed primarily for the person with little or no previous experience. The focus is on the development of strong office support skills with emphasis on interpersonal, organizational and communication skills. Graduates of this program will be prepared for standard operational procedures that are required for the smooth operation of a business office. For further information call 416-289-5000, ext. 2555.

COMPLETION REQUIREMENTS FOR EACH CERTIFICATE

Four mandatory courses:

Business Communications CEBS-908
Microsoft Word CEMS-981
Microsoft Excel CEMS-983
Exploring Customer Service GNED-160

Additional courses required for each specialty:

SOFTWARE SPECIALIST – PROGRAM CODE 7361

Office Procedures CEIL-870
FrontPage CEIL-834
Microsoft Word Advanced CEMS-982
Microsoft Excel Advanced CEMS-984
Desktop Publishing Using Word CEIL-845
Simply Accounting CEIL-855 OR
Quickbooks CEIL-853

LEGAL OFFICE ASSISTANT – PROGRAM CODE 7362

Legal Terminology CEIL-880
Legal Office Procedures CEIL-881
Introduction to Administrative Law Process CEIL-882
Introduction to Law in Society CEIL-883
Family Law CELC-914
Business Law BUSN-331

MEDICAL OFFICE ASSISTANT – PROGRAM CODE 7363

Medical Office Procedures CEIL-874
Medical Terminology 1 CEIL-890
Working and Communicating in a Medical Setting CEIL-891
Pharmacology for the Medical Office CEIL-892
Medical Conditions for Medical Office Staff CEIL-893
Medical OHIP Billing CEIL-889
Understanding Medical Tests for Medical Office Staff CEIL-894

CERTIFICATE OF ACHIEVEMENT IN

MEDICAL TRANSCRIPTIONIST – PROGRAM CODE 7166



This program will provide you with theoretical and practical knowledge using simulated case studies to prepare you for a future in Medical Transcription. For further information call 416-289-5000, ext. 2555

COMPLETION REQUIREMENTS

Mandatory courses:

Medical Terminology CEIL-890
Microsoft Word CEMS-981
Medical Keyboarding CEIL-871
Business Communication CEBS-908
Medical Transcription – Intro. CEIL-872
Medical Transcription – Adv. CEIL-873
Medical Office Procedures CEIL-874

Electives (choose two from the following):

Medical OHIP Billing CEIL-889
Essentials in Health Records Management CEIL-875
How to Start a Small Business

CERTIFICATE OF ACHIEVEMENT IN

BUSINESS MANAGEMENT – ENTREPRENEURIAL – PROGRAM CODE 7284

EARN THIS CERTIFICATE ONLINE OR PRINT-BASED. This program has been designed to meet the needs of students seeking a broad knowledge of business administration and specializing in the area of Entrepreneurial studies.

For further information please contact 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

Seven courses are required.

Mandatory courses:

Human Resources Management HRMT-301
Organizational Behaviour BUSN-221
Financial Accounting 1 ACCT-112

Plus four of the following:

Business Communications CEBS-908
Business Law BUSN-331
Management Principles MGMT-222
Operations Management CEMG-103
Entrepreneurship CEIL-896

CERTIFICATE OF ACHIEVEMENT IN

BUSINESS MANAGEMENT – MARKETING – PROGRAM CODE 7278

EARN THIS CERTIFICATE ONLINE OR PRINT-BASED. This program has been designed to meet the needs of students seeking a broad knowledge of business administration and specializing in the area of marketing.

For further information, please call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

Seven courses are required:

Mandatory courses:

Introduction to Canadian Business GNED-119
(print-based correspondence only)
Principles of Marketing MKTG-116
Organizational Behaviour BUSN-221
Financial Accounting 1 ACCT-112

Plus three of the following:

Operations Management CEMG-103
Management Principles MGMT-222
Marketing Research MKTG-224
Advertising Management MKTG-331 (print-based correspondence only)
Management Accounting ACCT-222

CERTIFICATE OF ACHIEVEMENT IN**BUSINESS MANAGEMENT – INTERNATIONAL
PROGRAM CODE 7298**

EARN THIS CERTIFICATE PRINT-BASED. This Certificate Program has been designed to meet the needs of students seeking a broad knowledge of business administration and specializing in the area of international studies.

For further information, please call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

Eight courses are required:

Mandatory courses:

Principles of Marketing MKTG-116
Introduction to Canadian Business GNED-119 (PB only)

Plus six courses from the following:

International Economics ECON-201
International Business Concepts INTL-220
Marketing Research MKTG-224
Human Resources Management HRMT-301
Organizational Behaviour BUSN-221
Operations Management CEMG-103
Mathematics of Finance MATH-106

CERTIFICATE OF ACHIEVEMENT IN**EFFECTIVE PROJECT MANAGEMENT –
PROGRAM CODE 7034**

EARN THIS CERTIFICATE ONLINE. This program will be of interest to anyone who has to implement projects of any size, either as a manager or as a member of a project team. It focuses on the application of current approaches, techniques, and systems for managing projects. Concepts and principles form the basis of course content, with an emphasis on practical application. Upon completion, graduates will be able to use current project management techniques to increase effectiveness and efficiency of their organization. This certificate is awarded upon successful completion of seven courses. Each course explores a critical component of managing projects. Students will then complete a major project as a capstone course.

For further information please call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

All seven courses are required.

To be taken first:

Introduction to Project Management CEMG-940

Followed by:

Project Management Scheduling Software CEMG-941
Project Definition and Planning CEMG-942
Project Management and the Human Interface CEMG-943
Project Risk Control and Quality Management CEMG-944
Contracting and Procurement in Project Management CEMG-945

To be taken last:

Directed Studies in Project Management CEMG-946

For our in-class program, see p. 19

DIPLOMA IN**EDUCATIONAL ASSISTANT –
PROGRAM CODE TBA (PENDING APPROVAL)**

EARN THIS DIPLOMA ONLINE. In conjunction with Mohawk College, Centennial is offering the online Educational Assistant diploma program, which is provincially recognized training via the Ministry of Training, Colleges and Universities (MTCU) approved curriculum. This is a very intensive program offering the attitudes, knowledge and skills needed to work effectively as Educational Assistants primarily with children and youth with exceptionalities. This prepares graduates to work as non-teaching team members who work with teachers and other professionals to help meet student needs. For further information, please e-mail distancelearning@centennialcollege.ca.

ADMISSION REQUIREMENTS:

- Grade 12 equivalency certificate achieved through College academic upgrading including Grade 12 English general (70%) or advanced, C or U.
- Prior elementary and/or secondary school classroom experience (volunteer or paid).
- Please provide letters of reference from teachers/principles, on school letterhead with number of hours.
- Current First Aid certificate and current CPR Level C and a Criminal Record Check are required prior to registering for the Orientation and Practicum courses and will be the responsibility of the student to obtain and submit to the college.
- Excellent oral and written communication skills.
- Satisfactory Mathematics Skills Assessment. An application must be submitted prior to the math assessment. Then we will advise you about the test. A formal written math skills assessment to be arranged at Centennial. Students must obtain a minimum of 70%.
- Excellent interpersonal skills.
- Basic computer skills (e.g. word processing, data management, internet) or an introductory computer course.
- A Criminal Record Check is required prior to registering for the Orientation and Practicum courses and it will be the responsibility of the student to submit it to the Distance Learning Continuing Education office at Centennial College.

NOTE: The application and all required documents must be completed and returned to the college for approval prior to registering for your first course. To obtain an information package that includes the EA Program Application, please e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS:**Mandatory Lecture Courses:**

Working Safely: Safe Care of Self/Others CEED-101
Communication for EA CEED-109
Foundations of Education CEED-103
Principles of Human Behaviour GNED-129
Personal and Interpersonal Dynamics CEED-104
Development Across the Lifespan CEED-105
Cultural Diversity in an Educational Setting CEED-106
Computers in Education CEED-201
Classroom Skills CEED-202
Exceptionalities I CEED-203
Exceptionalities II: Communications CEED-204
Exceptionalities III CEED-205
Mathematics for EA CEED-207
Communications in Educational Setting I CEED-206
Adaptive Technology CEED-301
Learning Strategies – Learning How to Learn CEED-302
Communications in Educational Setting II CEED-305
Autism Spectrum Disorder CEED-401
Supporting ESL/ELD Learner CEED-402
Lifeskills and Job Coaching CEED-403
Intercultural Communication CEIL-862
First Aid & CPR

Mandatory Practicum courses:

Orientation to Schools and the Assistant Role and Seminars – Level I CEED-107
Orientation to Schools and the Assistant Role and Seminars – Level II CEED-108
EA Role Practicum A and Seminars CEED-303
EA Role Practicum B and Seminars CEED-304

General Education Electives (choose two):

Abuse and Family Violence CEED-501
Racism and Discrimination CEED-502
Surveying Society CEED-503
Portfolio Approach to Career & Educational Planning CEED-504
Principles of Sociology GNED-130
Entrepreneurship CEIL-896

Note: A minimum of 60% is required to pass a course.

CERTIFICATE OF ACHIEVEMENT IN

GEOGRAPHIC INFORMATION SYSTEMS – PROGRAM CODE 7167

COMPLETE THIS CERTIFICATE ONLINE. The Geographic Information Systems (GIS) is designed for individuals who plan to use the technology or better their knowledge. This program is designed for individuals who work in fields such as urban planning, civil engineering, transportation engineering, natural resources or business. Individuals gain a background in fundamental GIS principles, computer-aided design (CAD), database concepts, and GIS applications in their field of interest.

COMPLETION REQUIREMENTS

Access – Microsoft CEMS-985
Access – Advanced, Microsoft CEMS-987
Introduction to Geographic Information Systems CEGI-101
GIS Software – ArcView CEGI-102
Remote Sensing CEGI-103
Internet Mapping CEGI-104
Designing, Managing/Implementing a GIS CEGI-105
Global Positioning Systems CEGI-106

CERTIFICATE OF ACHIEVEMENT IN

OPHTHALMIC MEDICAL PERSONNEL – PROGRAM CODE 7934

This distance learning program enables you to develop the knowledge and skills necessary to function as an ophthalmic assistant, providing quality care under the supervision of a registered eye care practitioner. We are Canada's first Ophthalmic Medical Personnel program – endorsed by the Canadian Ophthalmological Society. This program is accredited by the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) as a training program at the assistant's level. You will be eligible to write appropriate JCAHPO examinations. This program offers valuable basic knowledge of ophthalmology and provides useful information for ophthalmic nurses, receptionists, ophthalmic photographers and all ophthalmic medical personnel working in the field.

For further information or to apply, please call 416-289-5000, ext. 2555, or e-mail distancelearning@centennialcollege.ca.

ADMISSION REQUIREMENT

Concurrent employment in the field under the supervision of a registered eye care practitioner. Application must be completed and submitted by fax to 416-289-2646. For a copy of the application, go to centennialcollege.ca/dl or call 416-289-5000, ext. 2555.

COMPLETION REQUIREMENTS

Ophthalmic Medical Personnel (Phase 1) CEOA-906
Ophthalmic Medical Personnel (Phase 2) CEOA-907

Note: Minimum 60% required to pass.

Free information nights

Free coffee, free parking, free answers! Our faculty and staff will help you choose the right course.

All sessions are held at Progress Campus – drop in anytime from 5-7 pm.

- Thurs., Aug. 30, 2007
- Thurs., Jan. 3, 2008
- Wed., April 30, 2008

CERTIFICATE OF ACHIEVEMENT IN

HOME INSPECTION – PROGRAM CODE 7359

COMPLETE THIS CERTIFICATE ONLINE. In conjunction with Seneca College and Carson Dunlop and Associates, and in co-operation with the Ontario Association of Home Inspectors (OAH), Centennial offers a 10-course Home Inspection program that incorporates the standards of practice of the American Society of Home Inspectors/Canadian Association of Home and Property Inspectors. Standards of practice are the minimum and uniform standards for private, fee-paid home inspectors. This certificate was created to help you acquire the knowledge and professional communication skills you need to succeed in this growing industry. Throughout the program you will focus on obtaining a very practical knowledge of the performance of the systems and components of a house. Once you successfully complete this program, you will have met the requirements for the Registered Home Inspector designation, offered by the Ontario Association of Home Inspectors (OAH). To attain this designation you must:

1. apply for membership with the OAH;
2. complete a number of fee-paid inspections (per OAH bylaws and regulations); and
3. attend home inspection-related practical seminars or complete CAHI or ASHI exams to receive baseline accreditation.

For full details, please contact the OAH at 1-888-744-6244 or visit the OAH website at (www.oahi.com). Course material is approx. \$200 per course. Purchase from Matt Joice, Carson Dunlop and Associates, 1-800-268-7070, ext. 251.

COMPLETION REQUIREMENTS

Mandatory:

Air Conditioning and Heat Pumps Inspection CEHI-101
Communication/Professional Practices CEHI-102
Electrical Inspection CEHI-103
Exterior Inspection CEHI-104
Heating Inspection I CEHI-105
Heating Inspection II CEHI-106
Interior/Insulation Inspection CEHI-107
Plumbing Inspection CEHI-108
Roofing Inspection CEHI-109
Structural Inspection CEHI-110

CERTIFICATE OF ACHIEVEMENT IN

PROFESSIONAL WRITING – PROGRAM CODE 7360

COMPLETE THIS CERTIFICATE ONLINE. This five course program will help you gain the skills and confidence to succeed as a writer. With an overall focus on getting work published, the program introduces the learner to a variety of writing opportunities and markets, and explores the business side of being a writer. The required courses provide an introduction to the creative writing and publishing process, and the elective courses give you the opportunity to enhance your writing skills in your own area of interest.

COMPLETION REQUIREMENTS:

Mandatory Courses:

Writing for Publications I CEWR-101
Writing for Publications II CEWR-102
Grammar for Writing Professionals CEWR-103

Plus any two of the following:

Poetry Writing CEWR-201
Science Fiction CEWR-202
Writing Short Stories CEWR-203
Romance Writing CEWR-204
Writing Children's Literature CEWR-205

CERTIFICATE OF ACHIEVEMENT IN

CRIMINAL PSYCHOLOGY AND BEHAVIOUR – PROGRAM CODE 7165

This program will appeal to individuals who are working or volunteering in a corrections program, working or volunteering at a women's shelter, working with youth at risk or individuals who have a special interest in criminal psychology and behaviour.

COMPLETION REQUIREMENTS

Principles of Human Behaviour GNED-129
Criminal Psychology – Psychopathic Minds GNED-186
Criminal Psychology II – Criminal Minds CEOL-201
Sexual Violence CEOL-202
Domestic and Workplace Violence CEOL-203
Cults and Terrorism CEOL-204
Co-dependency as an Addiction CEOL-205

LEARNING PARTNER

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM (OMDP)



CERTIFICATE OF ACHIEVEMENT IN

LEADERSHIP AND SUPERVISION SKILLS – PROGRAM CODE 7404

This program will appeal to individuals who want to enhance their leadership skills, and who may be in a workplace environment where teamwork and self-management are keys to success, first line supervisors and managers as well as small business owners. Successful completion of six (6) courses is required for certification. You have a maximum of 10 years between your first and last courses to complete the program. Currently five of the courses are offered only online. The sixth course can be any approved business course.

For further information, call the program supervisor at 416-289-5000, ext. 3154 or 2555, or see centennialcollege.ca/ce.

COMPLETION REQUIREMENTS

Six courses are required.

Mandatory:

Managing for Results OMDP-101
Personal Success OMDP-102
Human Relations OMDP-103
Communications OMDP-104
Dealing with Difficult People OMDP-105 (previously CESI-983)

Plus one other program supervisor approved Business course.

LEARNING PARTNER

PURCHASING MANAGEMENT ASSOCIATION OF CANADA CERTIFICATE IN PURCHASING

The Purchasing Management Association of Canada (PMAC) is the voice of an exciting and progressive business profession in 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 a national office and 10 provincial and territorial institutes.

For more information, contact the Ontario Institute of PMAC (OIPMAC) phone 416-977-7566, fax 416-977-4135, e-mail info@ontarioinstitute.com or website: www.ontarioinstitute.com or e-mail distancelearning@centennialcollege.ca or website: centennialcollege.ca/ce



CERTIFICATE IN PURCHASING REQUIREMENTS (OBTAINED THROUGH PMAC):

Principles of Buying (CEPA-901)*

Plus two of the remaining three Principles courses:

(CEPA-902; CEPA-904; CEPA-905)

Four Seminar Credits (available through Purchasing Management Association of Canada)

C.P.P. DESIGNATION REQUIREMENTS (OBTAINED THROUGH PMAC):

Ten Centennial College Management Studies Courses (chosen from list below)

Four PMAC Principles Courses (minimum 60% mark received in

CEPA-901, CEPA-902, CEPA-904, CEPA-905)

Twelve PMAC Seminar Credits (contact PMAC)

Minimum Relevant Work Experience (contact PMAC)

The Advanced Purchasing Management Course (1 week live-in; contact PMAC)

National Written Examination (membership in PMAC is mandatory at this point)

APPROVED MANAGEMENT STUDIES COURSES:

Five mandatory courses:

Principles of Macro Economics (online monthly intake) ECON-103

Principles of Marketing MKTG-116

Organizational Behaviour BUSN-221

Financial Accounting 1 ACCT-112 (online monthly intake)

Management Principles MGMT-222 (online monthly intake)

Plus choose five courses from the following:

Principles of Micro Economics ECON-104 (online monthly intake)

Management Accounting ACCT-222

Business Law BUSN-331 (online monthly intake)

Marketing Management MKTG-221

Human Resources Management HRMT-301

Intermediate Microcomputer Applications Software COMP-121*

These course credits may also be used towards Centennial's Certificate of Achievement in Purchasing. For more information, call program supervisor at 416-289-5000, ext. 2791.

Principles of Buying CEPA-901*

Principles of Inventory and Operations Control CEPA-902*

Principles of Quality CEPA-904*

Principles of Transportation and Logistics CEPA-905*

* For course descriptions not appearing in this certificate, please visit our website at centennialcollege.ca/ce.

CERTIFICATE OF ACHIEVEMENT IN

TRANSLATION IN THE WORKPLACE – ENGLISH TO FRENCH – PROGRAM CODE 7158

COMPLETE THIS CERTIFICATE ONLINE. This certificate is created for people like you who seek a broad knowledge of English to French translation. Each course will help you toward becoming a qualified professional translator and give you a better understanding of the English to French translating process. You will explore areas of study that are essential to work as a translator.

CERTIFICATE REQUIREMENTS

Transition in the Workplace 1 CEEF-101

Transition in the Workplace 2 CEEF-102

Transition in the Workplace 3 CEEF-103

Transition in the Workplace 4 CEEF-104

Transition in the Workplace 5 CEEF-105

Centennial College Certification Training Centre (CTC)

The Centennial College Certification Training Centre (CTC) provides quality, instructor-led courses for many industry-recognized certifications. We continually enhance our offerings and attempt to provide flexible training schedules whenever possible. In order to provide additional service to the IT community, Centennial College has become a VUE Testing Centre. It is now possible to write most industry-recognized certifications at our Progress Campus.

For information about the VUE Test Centre, courses and certifications not listed here, or to inquire about the availability of courses at alternate times, contact the CTC, at 416-289-5000, ext. 2555, distancelearning@centennialcollege.ca.

LEARNING PARTNER

CISCO SYSTEMS

The Cisco Networking Academy Program teaches you how to design, build, and maintain computer networks. This program combines instructor-led and online learning with hands-on lab exercises where you will apply what you have learned. The Academy curriculum covers a broad-range of topics from basic networking skills, such as pulling cable, to more complex concepts, such as applying advanced troubleshooting tools, wireless technology and security. CCNA 1 through 4 of the Academy program provide a basic foundation in networking and provide the knowledge necessary to obtain the Cisco Certified Network Associate (CCNA™) certification. CCNP 1 through 4 of the Academy program address more advanced networking topics, such as complex configurations and troubleshooting. These advanced courses teach the skills associated with the Cisco Certified Network Professional (CCNP™) certification. In order to enrol in CCNP 1 through 4 of the Cisco Academy program you should have CCNA certification or have successfully completed the CCNA coursework.



Please note: Cisco Systems continually updates the academy curriculum to match current certification requirements. Program content is subject to change without notification.

For more information on this program, please visit the academy website at www.cisco.com/warp/public/779/edu/academy/curriculum.html or contact the program supervisor at 416-289-5000, ext. 4675.

CCNA 1, CCTC-501
CCNA 2, CCTC-502
CCNA 3, CCTC-503
CCNA 4, CCTC-504
CCNP 1, CCTC-505
CCNP 2, CCTC-506
CCNP 3, CCTC-507
CCNP 4, CCTC-508

Register online!

No lineups, no busy signals. Visit centennialcollege.ca/webreg to register online, anytime! (See inside front cover for other ways to register.)

CERTIFICATE OF ACHIEVEMENT IN

THANATOLOGY (DEATH STUDIES) – 

A PRACTICAL APPROACH – PROGRAM CODE 7982

COMPLETE THIS CERTIFICATE ONLINE. The Certificate in Thanatology program aims to promote awareness and understanding of death and how it affects individuals. Courses in the program focus on grief and bereavement issues, communication strategies and religious philosophies of dying and death from the perspective of both the dying and bereaved. Graduates of this unique program will have the skills and experience to better understand, support and care for those facing or coping with death. This program would be ideal for individuals who work with the terminally ill or their families and for those who provide support or assistance to those affected by death including police officers, teachers, paramedics, social workers and employees and volunteers in hospitals, hospices and long term care facilities. These courses would also help family, friends and caregivers of the dying or deceased cope with and manage death. Finally, as death is perhaps the one, universal certainty in life, learning more about dying and death would be a practical and useful endeavour for all.

Broad Goals of the Program

1. Expose students to various aspects of death and dying from the view of the dying and bereaved.
2. Generate an awareness of and respect for the dying and bereaved.
3. Improve communication skills for those involved with the dying and bereaved.
4. Introduce students to various practical and philosophical approaches to death and dying.

COMPLETION REQUIREMENTS

Introduction to Thanatology CETH-101
Religious Beliefs/Traditions and Customs of Death CETH-102
Mourning, Grief, & Bereavement: Reactions and Responses to Death CETH-103
Coping with Death: Counselling/Support Groups and Alternative Therapies CETH-104
Communication Strategies and Support of the Terminally Ill CETH-105

Transportation Management Online

This innovative ONLINE program, developed by the School of Transportation offers exciting career opportunities for advancement in transportation and logistics. Our courses cover the business practices and operational skills needed to manage transportation logistics, supply chain, quality, costs, reliability, and performance – highly rated by successful companies when choosing employees. Beginning with transportation fundamentals and advancing to senior managerial skills, students progress through five Certificates of Achievement in areas of specialization: International Transportation Fundamentals, Operations and Transportation Management, Quality Control and Standards Maintenance, Logistics Management, and Organizational Dynamics and Leadership.

TECHNICAL REQUIREMENTS:

- Best Viewed Microsoft Internet Explorer 6.0 or higher (MS Windows)
- Microsoft Internet Explorer 5.2.2 or higher (Macintosh OS)

CERTIFICATE OF ACHIEVEMENT IN

INTERNATIONAL TRANSPORTATION FUNDAMENTALS – PROGRAM CODE 7834

To deal with the exploding trend of globalization of trade, most companies need expertise in basic domestic and international movement of goods. This online certificate will be a valuable addition to your résumé when applying for an entry-level or a management-trainee position.

For more information, visit our website at centennialcollege.ca/ce, call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

Principles of Macro Economics ECON-103
Customs Procedures INTL-230
Traffic and Transportation INTL-231
Transportation Law TRAN-916
Operations Management CEMG-103
Quality Assurance CETR-101 (pre-requisite OMGT-120)

Notes:

1. Course materials are in addition to the course fee.
2. All courses are delivered online and run for 14 weeks.

CERTIFICATE OF ACHIEVEMENT IN

OPERATIONS & TRANSPORTATION MANAGEMENT – PROGRAM CODE 7835

Integrate your knowledge of transportation and operations. Successful completion of this online certificate, with its emphasis on transportation and information systems, will make you an important contributor to projects involving the transportation of manufactured goods.

For more information, visit our website at centennialcollege.ca/ce, call 416-289-5000, ext. 2555 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

- Management Principles MGMT-222
- Traffic and Transportation INTL-231
- Transportation Management TRAN-912
- Operations Management CEMG-103
- Transportation MIS TRAN-905
- Quality Assurance CETR-101 (prerequisite OMTG 120)

Notes:

1. Course materials are in addition to the course fee.
2. All courses are delivered online and run for 14 weeks.

CERTIFICATE OF ACHIEVEMENT IN

QUALITY CONTROL & STANDARDS MAINTENANCE – PROGRAM CODE 7836

A company's success depends to a large degree on setting and meeting goals for customer satisfaction and company profitability. The necessary financial, analytical and service-oriented skills acquired in these online courses will help you ensure your organization's long-term growth.

For more information, visit our website at centennialcollege.ca/ce, call 416-289-5000, ext. 3040 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

- Introduction to Canadian Business GNED-119
- Financial Accounting 1 ACCT-112
- Quantitative Methods 1 BUSN-225 (prerequisite ACCT-112)
- Exploring Customer Service GNED-225
- Operations Management CEMG-103
- Quality Assurance CETR-101 (prerequisite CEMG-103)

Note: Course materials are in addition to the course fee.

CERTIFICATE OF ACHIEVEMENT IN

LOGISTICS MANAGEMENT – PROGRAM CODE 7837

Whether it's for a promising e-business start-up or an established multinational corporation, your familiarity with logistics will be highly valued. This online certificate gives you both the practical and theoretical knowledge required to effectively deal with the acquisition and distribution of a broad range of goods.

For more information, visit our website at centennialcollege.ca/ce, call 416-289-5000, ext. 3040 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

- Introduction to Canadian Business GNED-119
- Introduction to Logistics Management TRAN-901
- Integrated Logistics Management TRAN-903 (prerequisite Tran-901)
- Transportation Law TRAN-916
- Transportation Management TRAN-912
- Traffic and Transportation INTL-231

Notes:

1. Course materials are in addition to the course fee.
2. Most courses are delivered online and run for 14 weeks.

Don't pay for parking!

Parking gates are now up at all campus locations (except Morningside) evenings and weekends for continuing education students. Call 416-289-5300 for details.

CERTIFICATE OF ACHIEVEMENT IN

ORGANIZATIONAL DYNAMICS & LEADERSHIP – PROGRAM CODE 7831

This online senior-level certificate is designed to produce managers with the skills and attitudes needed to develop a motivated and effective workforce able to plan and execute transportation initiatives.

For more information, visit our website at centennialcollege.ca/ce, call 416-289-5000, ext. 3040 or e-mail distancelearning@centennialcollege.ca.

COMPLETION REQUIREMENTS

- Exploring Customer Service GNED-160 p. 118
- Management Principles MGMT-222 p. 113
- Business Communications CEBS-908 p. 12
- Organizational Behaviour BUSN-221 p. 30
- Leadership and Ethics TRAN-911 p. 95
- Human Resources Management HRMT-301 p. 14, 15

Note: Course materials are in addition to the course fee.

Canadian Employee Relocation Specialist

INTRODUCTION TO RELOCATION (MEMBERS) CERC-101 (NON-MEMBERS) CERW-101		OL	
416	Sept. 3-Dec. 10	OL	
417	Oct. 1-Jan. 7		
418	Nov. 1-Feb. 7		
419	Dec. 3-March 10		
425	Jan. 11-April 18		
426	Feb. 1-May 9		
427	March 3-June 9		
436	April 1-July 8		
437	May 1-Aug. 7		
438	June 2-Sept. 8		
439	July 3-Oct. 9		
440	Aug. 1-Nov. 7		
\$450 Members Fee (Course Code CERC-101) \$495 Non-members Fee (Course Code CERW-101)			

DOMESTIC RELOCATION POLICY DEVELOPMENT AND PROGRAM DELIVERY CERC-102			
Prerequisite: CERC Members only, CERC-101/CERW-101			
416	Sept. 3-Dec. 10	OL	
417	Oct. 1-Jan. 7		
418	Nov. 1-Feb. 7		
419	Dec. 3-March 10		
425	Jan. 11-April 18		
426	Feb. 1-May 9		
427	March 3-June 9		
436	April 1-July 8		
437	May 1-Aug. 7		
438	June 2-Sept. 8		
439	July 3-Oct. 9		
440	Aug. 1-Nov. 7		
\$450			

**INTERNATIONAL RELOCATION POLICY DEVELOPMENT
AND PROGRAM DELIVERY CERC-103****Prerequisite:** CERC Members Only, CERC-102

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$450		

Business Writing**BUSINESS WRITING STRATEGIES CEBW-301**

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$325 (includes materials fee – text extra) 48 hrs.		

WRITING GRAMMATICALLY CEBW-201

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$325 (includes materials fee – text extra) 48 hrs.		

CRITICAL THINKING CEBW-302

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$325 (includes materials fee – text extra) 48 hrs.		

TECHNICAL COMMUNICATION CEBW-303

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$325 (includes materials fee – text extra) 48 hrs.		

WRITING A PROPOSAL CEBW-305

415	Sept. 7-Nov. 16	OL
425	Jan. 11-March 21	
435	May 9-July 18	
\$325 (includes materials fee – text extra) 24 hrs.		

WRITING A BUSINESS MANUAL CEBW-306

415	Sept. 7-Nov. 16	OL
425	Jan. 11-March 21	
435	May 9-July 18	
\$250 (includes materials fee – text extra) 24 hrs.		

WRITING FOR THE WEB CEBW-307

415	Sept. 7-Nov. 16	OL
425	Jan. 11-March 21	
435	May 9-July 18	
\$250 (includes materials fee – text extra) 24 hrs.		

WRITING SALES MATERIAL CEBW-308

415	Sept. 7-Nov. 16	OL
425	Jan. 11-March 21	
435	May 9-July 18	
\$250 (includes materials fee – text extra) 24 hrs.		



WRITING A BUSINESS PLAN CEBW-309


415	Sept. 7-Nov. 16	OL
425	Jan. 11-March 21	
435	May 9-July 18	
\$250 (includes materials fee – text extra) 24 hrs.		

WRITING A MARKETING PLAN CEBW-310

415	Sept. 7-Nov. 16	OL
425	Jan. 11-March 21	
435	May 9-July 18	
\$250 (includes materials fee – text extra) 24 hrs.		

General Business/Office Assistant/ Medical Transcriptionist

OFFICE PROCEDURES CEIL-870		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
MEDICAL KEYBOARDING CEIL-871		
Prerequisite: Medical Terminology CEIL-890		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
INTRODUCTION TO MEDICAL TRANSCRIPTION CEIL-872 		
Prerequisite: Medical Terminology CEIL-890, Business Communication CEBS-908, Medical Keyboarding CEIL-871		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$306.40 (includes materials fee – text extra) 45 hrs.		
ADVANCED MEDICAL TRANSCRIPTION CEIL-873 		
Prerequisite: Introduction to Medical Transcription CEIL-872		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$306.40 (includes materials fee – text extra) 45 hrs.		
MEDICAL OFFICE PROCEDURES CEIL-874		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$306.40 (includes materials fee – text extra) 45 hrs.		
ESSENTIALS IN HEALTH RECORDS MANAGEMENT CEIL-875		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$276.87 (includes materials fee – text extra) 36 hrs.		
LEGAL TERMINOLOGY CEIL-880		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
LEGAL OFFICE PROCEDURES CEIL-881		
Prerequisite: Recommend completion of Legal Terminology		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

FAMILY LAW CELC-914		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$317.89 (includes materials fee – text extra)		
ADMINISTRATIVE LAW PROCESS CEIL-882		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
INTRODUCTION TO LAW IN SOCIETY CEIL-883		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
MEDICAL OHIP BILLING CEIL-889 		
Prerequisite: Medical Terminology CEIL-890		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
MEDICAL TERMINOLOGY CEIL-890		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
WORKING AND COMMUNICATING IN A MEDICAL SETTING CEIL-891		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
PHARMACOLOGY FOR THE MEDICAL OFFICE CEIL-892		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
MEDICAL CONDITIONS FOR MEDICAL OFFICE STAFF CEIL-893		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		
UNDERSTANDING MEDICAL TESTS FOR MEDICAL OFFICE STAFF CEIL-894		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$281.89 (includes materials fee – text extra) 36 hrs.		

UNDERSTANDING SURGICAL PROCEDURES FOR MEDICAL OFFICE STAFF CEIL-895

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$281.89 (includes materials fee – text extra) 36 hrs.		

HOW TO START A SMALL BUSINESS CEBS-870 

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$240.85 (includes materials fee – text extra) 30 hrs.		

INTERCULTURAL COMMUNICATION CEIL-862

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.91 (includes materials fee – text extra) 48 hrs.		

ORGANIZATIONAL CHANGE AND DEVELOPMENT CEIL-863

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$380.27 (includes materials fee – text extra) 56 hrs.		

MANAGEMENT LEADERSHIP SKILLS CEIL-829

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$289.55 (includes materials fee – text extra) 40 hrs.		

ENTREPRENEURSHIP CEIL-896

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

INTRODUCTION TO FORENSIC ACCOUNTING ACCT-361

Prerequisites: Financial Accounting 2 ACCT-221, Management Accounting 2 ACCT-322		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

Effective Project Management**INTRODUCTION TO PROJECT MANAGEMENT CEMG-940**

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	

\$333.91 (includes materials fee – text extra) 48 hrs.

Note: You can register anytime and start this course at the beginning of the following month (monthly intake).

PROJECT MANAGEMENT SCHEDULING SOFTWARE CEMG-941

Prerequisite: Introduction to Project Management CEMG-940
Software required: MS Project 2003

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	

\$333.91 (includes materials fee – text extra) 48 hrs.

Note: You can register anytime and start this course at the beginning of the following month (monthly intake).

PROJECT DEFINITION AND PLANNING CEMG-942

Prerequisite: Introduction to Project Management CEMG-940

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$333.91 (includes materials fee – text extra) 48 hrs.

PROJECT MANAGEMENT AND THE HUMAN INTERFACE CEMG-943

Prerequisite: Introduction to Project Management CEMG-940

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	


\$333.91 (includes materials fee – text extra) 48 hrs.


PROJECT RISK CONTROL AND QUALITY MANAGEMENT CEMG-944		
Prerequisite: Introduction to Project Management CEMG-940		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.91 (includes materials fee – text extra) 48 hrs.		


CONTRACTING & PROCUREMENT IN PROJECT MANAGEMENT CEMG-945		
Prerequisite: Introduction to Project Management CEMG-940		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.91 (includes materials fee – text extra) 48 hrs.		

DIRECTED STUDIES IN PROJECT MANAGEMENT CEMG-946		
Prerequisites: Project Management Scheduling Software CEMG-941, Project Definition and Planning CEMG-942, Project Management & the Human Interface CEMG-943, Project Risk Control and Quality Management CEMG-944, Contracting & Procurement in Project Management CEMG-945		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.91 (includes materials fee – text extra) 48 hrs.		


Educational Assistant (Pending Approval)


WORKING SAFELY: SAFE CARE OF SELF/OTHERS CEED-101 		
Prerequisite: Application accepted for the program		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		


FOUNDATIONS OF EDUCATION CEED-103 		
Prerequisite: Application accepted for the program		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		


PERSONAL AND INTERPERSONAL DYNAMICS CEED-104 		
Pre/Corequisites: Working Safely CEED-101, Foundations of Education CEED-103		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		


DEVELOPMENT ACROSS THE LIFESPAN CEED-105		
Prerequisite: Principles of Human Behaviour GNED-129		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$313.40 (includes materials fee – text extra) 45 hrs.		

COMPUTERS IN EDUCATION CEED-201 		
Prerequisite: Basic computer skills, word processing, data management and Internet skills, and Excel Introduction. Corequisite: Orientation to Schools and the Assistant Role and Seminars – Level 1 CEED-107		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

CLASSROOM SKILLS CEED-202 		
Prerequisites: Foundations of Education CEED-109, Working Safely: Safe Care of Self/Others CEED-101, Personal and Interpersonal Dynamics CEED-104, Computers in Education CEED-201		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

EXCEPTIONALITIES I CEED-203 		
Prerequisites: Working Safely: Safe Care of Self/Others CEED-101, Foundations of Education CEED-109, Personal and Interpersonal Dynamics CEED-104		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

EXCEPTIONALITIES II: COMMUNICATIONS CEED-204 		
Prerequisite: Exceptionalities I CEED-203 Corequisite: EA Role Practicum A and Seminars CEED-303		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

EXCEPTIONALITIES III CEED-205 		
Prerequisite: All required courses/Corequisite: EA Role Practicum B and Seminars CEED-304		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

ORIENTATION TO SCHOOLS AND THE ASSISTANT ROLE AND SEMINARS – LEVEL I CEED-107		
Prerequisite: Working Safely CEED-101 and an Orientation application must be completed and returned to the college for approval prior to registering for this course. To obtain an orientation package please call 416-289-5000 ext 2555.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$255.85 (includes materials fee – text extra) Practicum: 90 hours, Seminars: nine hours		
<i>NOTE: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).</i>		

ORIENTATION TO SCHOOLS AND THE ASSISTANT ROLE AND SEMINARS – LEVEL II CEED-108

Prerequisites: Foundations of Education CEED-103, Working Safely: Safe Care of Self/ Others CEED-101, Orientation to Schools and the Assistant Role and Seminars – Level 1 CEED-107 and an Orientation application must be completed and returned to the college for approval prior to registering for this course. To obtain an orientation package please call 416-289-5000, ext. 2555.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$255.85 (includes materials fee – text extra) Practicum: 90 hours, Seminars: nine hours

NOTE: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

EA ROLE PRACTICUM A AND SEMINARS CEED-303

Prerequisites: CEED-101 to CEED-302 and a Practicum application must be completed and returned to the college for approval prior to registering for this course. To obtain a Practicum package please call 416-289-5000, ext. 2555.

Corequisite: Exceptionalities II CEED-204

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$240.34 (includes materials fee – text extra) Practicum 120 hrs, Seminars 12 hrs

Note: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

EA ROLE PRACTICUM B AND SEMINARS CEED-304

Prerequisite: All previous courses CEED-101 to CEED-303 and a Practicum application must be completed and returned to the college for approval prior to registering for this course. To obtain a Practicum package please call 416-289-5000, ext 2555.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$240.34 (includes materials fee – text extra) Practicum 120 hrs, Seminars 12 hrs.

Note: Centennial College and individual district boards of education have specific requirements before the candidate may begin the practicum (e.g. Criminal Credit Check and First Aid/CPR).

ABUSE AND FAMILY VIOLENCE CEED-501

Computer Software: MS Word or WordPerfect

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$272.91 (includes materials fee – text extra) 48 hrs.

RACISM AND DISCRIMINATION CEED-502

Required: Minimum passing mark is 60%. Group chats recommended

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$257.40 (includes materials fee – text extra) 45 hrs.

SURVEYING SOCIETY CEED-503

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$257.40 (includes materials fee – text extra) 45 hrs.

PORTFOLIO APPROACH TO CAREER & EDUCATIONAL PLANNING CEED-504

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$272.91 (includes materials fee – text extra) 48 hrs.

COMMUNICATION FOR EA CEED-109

Computer Software: MS Word for assignments and Adobe Acrobat Reader for some course files

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$272.91 (includes materials fee – text extra) 48 hrs.

CULTURAL DIVERSITY IN AN EDUCATIONAL SETTING CEED-106

Minimum Pass: 60%

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

MATHEMATICS FOR EA CEED-207

Computer Software: Word 2000 or higher or higher

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$257.40 (includes materials fee – text extra) 45 hrs.

COMMUNICATIONS IN EDUCATIONAL SETTING I CEED-206

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	OL
435	May 9-Aug. 15	OL

\$297.89 (includes materials fee – text extra) 42 hrs.

ADAPTIVE COMPUTER TECHNOLOGY IN EDUCATION EEEB-201

Prerequisite: Computers in Education

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

LEARNING STRATEGIES FOR EA CEED-302

Expectation of students to work in a group situation and contribute to the Discussion Board

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

COMMUNICATIONS IN EDUCATIONAL SETTING II CEED-305

Prerequisite: Communications in Educational Setting I CEED-206

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

AUTISM SPECTRUM DISORDER CEED-401

Prerequisite: CEED-101, CEED-103, CEED-104, CEED-201, CEED-202, CEED-203, CEED-204
Corequisites: CEED-107, CEED-108, CEED-303, CEED-305, CEED-205

Minimum Pass: 60%

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

SUPPORTING ESL/ELD LEARNER CEED-402

Recommended: This course should be taken in conjunction with an Orientation or a Practicum course. Minimum Pass: 60%

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

LIFESKILLS AND JOB COACHING CEED-403

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$297.89 (includes materials fee – text extra) 42 hrs.

GIS**INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS CEGI-101**

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$307.89 (includes materials fee – text extra) 42 hrs.

GIS SOFTWARE – ARCVIEW CEGI-102

Prerequisite: Introduction to Geographic Information Systems CEGI-101
Software Required: 180 day trial version of ArcView 9 software on CD ROM accompanies the textbook.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$307.89 (includes materials fee – text extra) 42 hrs.

Note: The ArcGIS educational edition requires the Microsoft Windows 2000, Windows NT (Service Pack 6a) or Windows XP operating system. Hardware requirements: a minimum 450 Mhz processing speed; 128 MB RAM, although 256 MB are recommended; 800 MB hard disk space, including 50 MB on the operating system drive; an additional 215 MB hard disk space is required for the exercise data.

REMOTE SENSING CEGI-103

Prerequisite: Introduction to Geographic Information Systems CEGI-101

Software Required: Students need to purchase software Idrisi Kilimanjaro from Clark Labs in Massachusetts (<http://www.clarklabs.org/Home.asp>). A Student Starter version is available for \$95 USD. Students can purchase and download their copy online (<http://www.clarklabs.org/Order.asp?cat=2&p=idrisi>)

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$307.89 (includes materials fee – text extra) 42 hrs.

INTERNET MAPPING CEGI-104

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$307.89 (includes materials fee – text extra) 42 hrs.

DESIGNING, MANAGING/IMPLEMENTING A GIS CEGI-105

Prerequisite: Access CEMS-985, Access Advanced CEMS-987, Introduction to Geographic Information System CEGI-101

Software Required: MS Office, MS Access, Adobe Acrobat Reader (free download at <http://adobe.com>)

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$307.89 (includes materials fee – text extra) 42 hrs.

GLOBAL POSITIONING SYSTEMS CEGI-106

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$307.89 (includes materials fee – text extra) 42 hrs.

Ophthalmic Medical Personnel**OPHTHALMIC MEDICAL PERSONNEL (PHASE 1) CEOA-906**

Requirement: Minimum 60% to pass.

410	Sept. 10-Dec. 14	PB
415	Sept. 10-Dec. 14	OL
420	Jan. 28-May 2	PB
425	Jan. 28-May 2	OL
430	May 26-Aug. 29	PB
435	May 26-Aug. 29	OL

\$395 print-based (materials fee included – text extra)
 \$350 online (text extra)

OPHTHALMIC MEDICAL PERSONNEL (PHASE 2) CEOA-907

Requirement: Minimum 60% to pass.

Prerequisite: Ophthalmic Medical Personnel (Phase 1) CEOA-906

410	Sept. 10-Dec. 14	PB
415	Sept. 10-Dec. 14	OL
420	Jan. 28-May 2	PB
425	Jan. 28-May 2	OL
430	May 26-Aug. 29	PB
435	May 26-Aug. 29	OL

\$395 print-based (materials fee included – text extra)
 \$350 online (text extra)

ARRHYTHMIA INTERPRETATION HLTH-900

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	OL
435	May 9-Aug. 15	OL

\$256 (includes materials fee – text extra) 30 hrs.

Home Inspection

AIR CONDITIONING AND HEAT PUMPS INSPECTION CEHI-101		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
COMMUNICATION/PROFESSIONAL PRACTICES CEHI-102		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
ELECTRICAL INSPECTION CEHI-103		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
EXTERIOR INSPECTION CEHI-104		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
HEATING INSPECTION I CEHI-105		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
HEATING INSPECTION II CEHI-106		
Prerequisite: Heating Inspection I CEHI-105		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
INTERIOR/INSULATION INSPECTION CEHI-107		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$351 (includes materials fee – text extra) 42 hrs.		
PLUMBING INSPECTION CEHI-108		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		
ROOFING INSPECTION CEHI-109		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		

STRUCTURAL INSPECTION CEHI-110		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		

Professional Writing

WRITING FOR PUBLICATIONS I CEWR-101		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

WRITING FOR PUBLICATIONS II CEWR-102		
Prerequisite: Writing for Publications I CEWR-101		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

GRAMMAR FOR WRITING PROFESSIONALS CEWR-103		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

POETRY WRITING CEWR-201		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

SCIENCE FICTION CEWR-202		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

WRITING SHORT STORIES CEWR-203		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 48 hrs.		

ROMANCE WRITING CEWR-204		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

WRITING CHILDREN'S LITERATURE CEWR-205		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 45 hrs.		

Criminal Psychology and Behaviour

CRIMINAL PSYCHOLOGY II – CRIMINAL MINDS CEOL-201 NEW		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$313.40 (includes materials fee – text extra) 45 hrs.		

SEXUAL VIOLENCE CEOL-202 NEW		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$313.40 (includes materials fee – text extra) 45 hrs.		

DOMESTIC AND WORKPLACE VIOLENCE CEOL-203 NEW		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$313.40 (includes materials fee – text extra) 45 hrs.		

CULTS AND TERRORISM CEOL-204 NEW		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$313.40 (includes materials fee – text extra) 45 hrs.		

CO-DEPENDENCY AS AN ADDICTION CEOL-205 NEW		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$313.40 (includes materials fee – text extra) 45 hrs.		

OMDP

MANAGING FOR RESULTS OMDP-101		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

PERSONAL SUCCESS OMDP-102		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

HUMAN RELATIONS OMDP-103		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

COMMUNICATIONS OMDP-104		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

DEALING WITH DIFFICULT PEOPLE OMDP-105		
(previously CESI-983)		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

French – Online

FRENCH 1 LANG-401		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.		

FRENCH 2 LANG-402		
Prerequisite: French 1 LANG-401		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.		

FRENCH 3 LANG-403		
Prerequisite: French 2 LANG-402		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.		

FRENCH 4 LANG-404		
Prerequisite: French 3 LANG-403		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.		

FRENCH 5 LANG-405		
Prerequisite: French 4 LANG-404		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270.85 (includes materials fee – text extra, includes \$20 for CD) 30 hrs.		

Translation in the Workplace – English to French

TRANSLATION IN THE WORKPLACE 1 CEEF-101		
Prerequisite: French Proficiency Certificate or equivalent		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$250.85 (includes materials fee – text extra) 30 hrs.		

TRANSLATION IN THE WORKPLACE 2 CEEF-102		
Prerequisite: Translation in the Workplace 1 CEEF-101		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$250.85 (includes materials fee – text extra) 30 hrs.		

TRANSLATION IN THE WORKPLACE 3 CEEF-103		
Prerequisite: Translation in the Workplace 2 CEEF-102		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$250.85 (includes materials fee – text extra) 30 hrs.		

TRANSLATION IN THE WORKPLACE 4 CEEF-104		
Prerequisite: Translation in the Workplace 3 CEEF-103		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$250.85 (includes materials fee – text extra) 30 hrs.		

TRANSLATION IN THE WORKPLACE 5 CEEF-105		
Prerequisite: Translation in the Workplace 4 CEEF-104		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$250.85 (includes materials fee – text extra) 30 hrs.		

Braille

BRAILLE LEVEL 1 CEBR-101		
Student must have access to a Perkins Braille.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$178.81 (includes materials fee – text extra) 18 hrs.		

BRAILLE LEVEL 2 CEBR-102		
Student must have a Perkins Braille and a Slate and Stylus – available from CNIB.		
Prerequisite: Braille level 1 CEBR-101		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$225.34 (includes materials fee – text extra) 27 hrs.		

BRAILLE LEVEL 3 CEBR-103		
Perkins Braille required – available at CNIB		
Prerequisite: Braille level 2 CEBR-102		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$225.34 (includes materials fee – text extra) 27 hrs.		

BRAILLE LEVEL 4 CEBR-104		
Student must have access to a Perkins Braille.		
Prerequisite: Braille level 3 CEBR-103		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$225.34 (includes materials fee – text extra) 27 hrs.		

Online Computer Programs and Courses

DATABASE FUNDAMENTALS CEIL-866		
Prerequisites: Working knowledge of DOS, running program from the command line, copy/deleting files, ability to use the DOS prompt, ability to download, install/configure free software from the internet, working knowledge of Windows Control Panel, Administrative Tools		
Computer Software: Windows XP Professional, Windows 2000 Workstation or Windows 2003, High Speed Internet connection recommended.		
416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$272.91 (includes materials fee – text extra) 48 hrs.		

COMPUTER KEYBOARDING CEOA-232		
Computer Software: Windows 95 or greater. Keyboarding Software will be included with the textbook. This MUST be installed on the student's computer to be able to complete the course.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

DESKTOP PUBLISHING FOR BUSINESS USING WORD CEIL-845		
Computer Software: Text assumes full installation of Microsoft Office XP Professional version (available at an academic price to students). Microsoft Word 2000 or Office 2000 only is acceptable but student should purchase the alternate text. If only Word 2000 is used, some fonts and clipart will be missing but substitutions can be made easily.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$404.63 (includes materials fee – text extra) 64 hrs.		

EXCEL – FORMULAS CEIL-848		
Prerequisites: Successful completion of the Excel Core and Excel Expert level courses		
Required Software: Excel 2000 or higher		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$228.85 (includes materials fee – text extra) 30 hrs.		

INTRODUCTION TO HTML PROGRAMMING CEIL-820

Required Software: Basic text editor and Web Browser that supports frames and HTML 4 or higher.

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	

\$280.55 (includes materials fee – text extra) 40 hrs.

INTERMEDIATE HTML PROGRAMMING CEIL-821

Prerequisite: Introduction to HTML Programming CEIL-820

Required Software: Basic text editor

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	

\$280.55 (includes materials fee – text extra) 40 hrs.

JAVA – INTRODUCTION CEIL-816

Prerequisite: Students will be expected to download and install programs as well as upload zipped/compressed files; therefore, some experience with these types of tasks is necessary. Most students use Windows OS but Java can be installed on Apple OS as well. Previous experience in any programming language would be an asset.

Required Software: JAVA SDK, JAVA IDE – both can be downloaded from the Internet at no charge.

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	

\$280.55 (includes materials fee – text extra) 40 hrs.

JAVA – INTERMEDIATE CEIL-823

Prerequisite: JAVA Introduction, CEIL-816

Required Software: JAVA SDK, JAVA IDE – both can be downloaded from the Internet at no charge.

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	

\$280.55 (includes materials fee – text extra) 40 hrs.

MS FRONTPAGE – INTRODUCTION CEIL-834

Prerequisites: Familiarity with Windows and Internet exposure

Required Software: MS FrontPage 2000 or higher

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$255.84 (includes materials fee – text extra) 30 hrs.

MS FRONTPAGE – ADVANCED CEIL-854

Required Software: FrontPage 2002 or greater

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$255.84 (includes materials fee – text extra) 30 hrs.

PHOTOSHOP 1 CEIL-835

Required Software: Photoshop version 7 or CS or CS-2.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$290.87 (includes materials fee – text extra) 42 hrs.

PHOTOSHOP 2 CEIL-926

Recommended: Completion of Photoshop 1 CEIL-835

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$290.87 (includes materials fee – text extra) 42 hrs.

PUBLISHER CEIL-844

Required Software: Publisher 2002 or Publisher 2003

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	

\$228.85 (includes materials fee – text extra) 30 hrs.

QUICKBOOKS INTRODUCTION CEIL-853

Prerequisite: Basic Computer knowledge
Required Software: Quickbooks 2006 Pro

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$228.85 (includes materials fee – text extra) 30 hrs.		

QUICKBOOKS ADVANCED CEIL-927

Prerequisite: Quickbooks Introduction CEIL-853
Required Software: Quickbooks 2006 Pro

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$228.85 (includes materials fee – text extra) 30 hrs.		

SIMPLY ACCOUNTING CEIL-855

Prerequisite: Knowledge of accounting principles and basic computer knowledge
Required Software: Simply Accounting, current version. Each student must have access to his or her own copy of the software

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$228.85 (includes materials fee – text extra) 30 hrs.		

VISUAL BASIC - INTRODUCTION CEIL-850

Prerequisite: Basic Windows and familiar with Basic programming language such as Cobol or Programming in C
Required Software: Students will require Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition. Textbook comes with a sample copy of the Express Edition of the software which can be used for the first four assignments.

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$280.55 (includes materials fee – text extra) 40 hrs.		

VISUAL BASIC- INTERMEDIATE CEIL-849

Prerequisite: Visual Basic 2005 Introduction CEIL-850
Required Software: Students will require Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$280.55 (includes materials fee – text extra) 40 hrs.		

VISUAL C++ – INTRODUCTION CEIL-851

Prerequisites: Basic Windows and familiar with Basic programming language such as Cobol or Programming in C
Required Software: Students will require Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition. Textbook comes with a sample copy of the Express Edition of the software which can be used for the first four assignments.

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$280.55 (includes materials fee – text extra) 40 hrs.		

WINDOWS VISTA PROFESSIONAL CEIL-858

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		

VISUAL C++ – INTERMEDIATE CEIL-852

Prerequisites: Visual C++ Introduction CEIL-851
Required Software: Students will require Windows XP Home or XP Pro or Win 2000 SP4 (service pack 4) and Visual Basic 2005 Professional edition.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$280.55 (includes materials fee – text extra) 45 hrs.		

WINDOWS XP CEIL-857

Required Software: Windows XP and internet access

416	Sept. 3-Dec. 10	OL
417	Oct. 1-Jan. 7	
418	Nov. 1-Feb. 7	
419	Dec. 3-March 10	
425	Jan. 11-April 18	
426	Feb. 1-May 9	
427	March 3-June 9	
436	April 1-July 8	
437	May 1-Aug. 7	
438	June 2-Sept. 8	
439	July 3-Oct. 9	
440	Aug. 1-Nov. 7	
\$252.85 (includes materials fee – text extra) 30 hrs.		

WINDOWS 2000 CEIL-840		
Required Software: Windows 2000 and Internet access		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$252.85 (includes materials fee – text extra) 30 hrs.		

INTRODUCTION TO C# PROGRAMMING CEIL-864		
Prerequisites: Knowledge of any programming language		
Required Software: Windows 2000 PRO, Windows XP PRO or better; Visual Studio .NET 2003 Professional Edition		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		

WEB APPLICATION DEVELOPMENT WITH ASP.NET AND C# CEIL-865		
Prerequisites: Introduction to C# Programming CEIL-864		
Required Software: Windows 2000 PRO, Windows XP PRO or better; Visual Studio .NET 2003 Professional Edition		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$355 (includes materials fee – text extra) 42 hrs.		

DREAMWEAVER (WEBPAGE AUTHORIZING) CEIL-920		
Prerequisites: HTML would be helpful, familiarity with Windows		
Computer Software: Dreamweaver MX or greater		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$255.85 (includes materials fee – text extra) 30 hrs.		

DREAMWEAVER ADVANCED CEIL-921		
Prerequisites: Dreamweaver CEIL-920		
Computer Software: Dreamweaver MX or greater		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$255.85 (includes materials fee – text extra) 30 hrs.		

FLASH – INTRODUCTION CEIL-922		
Prerequisites: Knowledge of HTML would be helpful		
Computer Software: Macromedia Flash MX or greater (MAC or PC)		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$255.85 (includes materials fee – text extra) 30 hrs.		


MS OFFICE 2003 CEIL-924		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$240.85 (includes materials fee – text extra) 30 hrs.		


FLASH – INTERMEDIATE CEIL-923		
Prerequisite: Flash Introduction CEIL-922		
Software Required: Macromedia Flash MX or greater (MAC or PC)		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$255.85 (includes materials fee – text extra) 30 hrs.		


MS OFFICE – PROFESSIONAL: XP CEIL-925		
Prerequisite: This course requires a familiarity with the Windows operating system		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$240.85 (includes materials fee – text extra) 30 hrs.		


MICROSOFT OFFICE INTEGRATION CEIL-988		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$280 (includes materials fee – text extra) 30 hrs.		


Thanatology (Death Studies)

INTRO TO THANATOLOGY CETH-101 		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

RELIGIOUS BELIEFS/TRADITIONS AND CUSTOMS OF DEATH CETH-102 		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

MOURNING GRIEF AND BEREAVEMENT: REACTIONS AND RESPONSES TO DEATH CETH-103 		
425	Jan. 11-April 18	OL
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

COPING WITH DEATH: COUNSELLING/SUPPORT GROUPS AND ALTERNATE THERAPIES CETH-104 		
425	Jan. 11-April 18	OL
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

COMMUNICATION STRATEGIES AND SUPPORT OF THE TERMINALLY ILL CETH-105 		
425	Jan. 11-April 18	OL
435	May 9-Aug. 15	
\$270 (includes materials fee – text extra) 30 hrs.		

Special Interest Courses

CREATIVE WRITING – BEGINNERS CESI-997

Prerequisite: Computer with e-mail and Internet access.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$251 (includes materials fee – text extra) 30 hrs.		

CREATIVE WRITING – INTERMEDIATE CESI-998

Prerequisite: Creative Writing – Beginners or writing & critiquing experience, computer with e-mail and Internet access.

Limited enrolment. (See also Professional Writing online certificate.)

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$251 (includes materials fee – text extra) 30 hrs.		

GETTING ORGANIZED FOR SMALL BUSINESS OWNERS CESI-700

Prerequisite: Computer with e-mail and Internet access.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$251 (includes materials fee – text extra) 30 hrs.		

THE HEALTHY GARDEN CESI-991

Prerequisite: Computer with e-mail and Internet access.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$266 (includes materials fee – text extra) 45 hrs.		

Police Education

POLICE EXAMINATION PREPARATION PFPR-901

415	Continuous intake	OL
425	Continuous intake	
435	Continuous intake	
\$270		

INTRODUCTION TO FORENSIC ACCOUNTING ACCT-361

Prerequisites: Financial Accounting 2 and Management Accounting 2

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$297.89 (includes materials fee – text extra) 42 hrs.		

CANADIAN CRIMINAL JUSTICE SYSTEM PFPR-101

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

COMMUNITY AND SOCIAL SERVICES PFPR-102

Mandatory Chats – teacher to advise schedule.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$383.95 (includes materials fee – text extra) 60 hrs.		

PRINCIPLES OF ETHICAL REASONING PFPR-104

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

CRIMINAL AND CIVIL LAW PFPR-121

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

SOCIOLOGY AND CANADIAN SOCIETY PFPR-105

Equivalent to Police Foundations PFPR-103.

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

ISSUES IN DIVERSITY PFPR-127

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$266.19 (includes materials fee – text extra) 32 hrs		

FIRST NATIONS PEOPLE PFPR-128

Mandatory group work - teacher to advise schedule.

Prerequisites: Word processing skills and ability to use internet

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$286.87 (includes materials fee – text extra) 36 hrs.		

INTERPERSONAL AND GROUP DYNAMICS PFPR-123

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

PUBLIC ADMINISTRATION PFPR-124

Four Mandatory Chat sessions – teacher to advise schedule.

Software required: Word 2000, Real Player

415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

PRINCIPLES OF HUMAN BEHAVIOUR GNED-129

See page 91.

CRIMINOLOGY FOR POLICING PFPR-125		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

POLICE COMMUNICATIONS 1 PFPR-208		
<i>This course equivalent to PFP-104</i>		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$348.91 (includes materials fee – text extra) 48 hrs.		

POLICE COMMUNICATIONS 2 PFPR-209		
Prerequisite: Police Communications 1		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$317.89 (includes materials fee – text extra) 42 hrs.		

POLICE POWERS 1 PFPR-210		
Prerequisite: Criminal and Civil Law		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$317.89 (includes materials fee – text extra) 42 hrs.		

POLICE POWERS 2 PFPR-211		
Prerequisite: Police Powers I		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$317.89 (includes materials fee – text extra) 42 hrs.		

CRIMINAL CODE PFPR-203		
Prerequisite: Criminal and Civil Law		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

INTERVIEW AND INVESTIGATIONS PFPR-204		
Requirement: Students must have access to a video camera to complete assignments. Tapes must be in VHS format. Tapes will not be returned. Streamed video clips inserted into course. Student internet connection may affect load time.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

YOUTH IN CONFLICT WITH THE LAW PFPR-205		
Prerequisite: Canadian Criminal Justice Systems, Community and Social Services. Class participation is essential.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

PROVINCIAL OFFENCES PFPR-206		
Class participation is essential.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

INVESTIGATION AND EVIDENCE PFPR-221		
Prerequisites: Student should have successfully completed one of the following courses: Criminal & Civil Law, Criminal Code, Interviewing & Investigation or Police Powers I.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

CRIMINAL CODE & FEDERAL STATUTES PFPR-222		
Prerequisite: Criminal and Civil Law		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

COMMUNITY POLICING 1 PFPR-226		
Mandatory chat sessions – teacher to advise the schedule.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

COMMUNITY POLICING 2 PFPR-227		
Prerequisite: Community Policing 1		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$317.89 (includes materials fee – text extra) 36 hrs.		

TRAFFIC MANAGEMENT PFPR-224		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 36 hrs.		

LIFESTYLE MANAGEMENT PFPR-225		
Requirements: Student must complete a PARQ form. Students will also be advised to acquire the appropriate medical clearance prior to beginning the courses. Students will have to join a recognized fitness centre and train a minimum of three times per week. Students will also be responsible for scheduling the PREP (Physical readiness for Evaluation for Policing) test prior to the end of the course. Any expenses incurred for this are the responsibility of the student.		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$333.40 (includes materials fee – text extra) 45 hrs.		

Transportation Management Courses

INTRODUCTION TO LOGISTICS MANAGEMENT TRAN-901		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		
INTEGRATED LOGISTICS MANAGEMENT TRAN-903		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		
TRANSPORTATION MANAGEMENT INFORMATION SYSTEMS (MIS) TRAN-905		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		
LEADERSHIP AND ETHICS TRAN-911		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$545 (includes materials fee – text extra) 48 hrs.		
TRANSPORTATION MANAGEMENT TRAN-912		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		
TRANSPORTATION LAW TRAN-916		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		
QUALITY ASSURANCE CETR-101		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		
CUSTOMS PROCEDURES INTL-230		
415	Sept. 7-Dec. 14	OL
425	Jan. 11-April 18	
435	May 9-Aug. 15	
\$545 (includes materials fee – text extra) 48 hrs.		
TRAFFIC AND TRANSPORTATION INTL-231		
415	Sept. 14-Dec. 14	OL
425	Jan. 18-April 18	
435	May 16-Aug. 15	
\$545 (includes materials fee – text extra) 45 hrs.		

BUSINESS COMMUNICATION CEBS-908		
410	Sept. 3-Dec. 29	PB
411	Oct. 1-March 30	
412	Nov. 1-April 30	
413	Dec. 3-May 31	
415	Sept. 7-Dec. 14	OL
420	Feb. 1-July 31	PB
421	March 3-Aug. 30	
425	Jan. 11-April 18	OL
430	April 1-Sept. 30	PB
431	May 1-Oct. 31	
432	June 2-Nov. 30	
433	July 3-Jan. 4	
434	Aug. 1-Jan. 31	
435	May 9-Aug. 15	OL

Print-based Correspondence

SMART SERVE® HTAP-162		
410	Sept. 1-Dec. 18	PRO
420	Jan. 4-April 29	
430	May 2-Aug. 30	
\$55		
<i>Note: This course has flexible entry. You may apply and start anytime during the semester. Fees are non-refundable.</i>		
REGISTRATION OPTION #1 (PROGRESS CAMPUS ENROLMENT SERVICES OFFICE)		
You may register in-person Monday to Friday between office hours of 9 am-1 pm at any point in the semester. You need to be at the college for three hours to study your workbook, view a one-hour video at the Progress Campus library (Learning and Resource Centre) and write a 25-question multiple-choice test under the supervision of a staff member.		
REGISTRATION OPTION #2 (DISTANCE LEARNING)		
You may register online, phone or fax at any point in the semester (see inside front cover for details). After you register, you will receive a workbook in the mail within two weeks. You work at your own pace. When you feel confident with the workbook material, call Continuing Education at 416-289-5000, ext 2555 to book your viewing of the one-hour video and a 25-question multiple-choice test.		