## NEW COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake Decorating – Handbag Workshop</td>
<td>Renal Replacement Therapies – Nursing Care of the Hemodialysis Patient</td>
</tr>
<tr>
<td>Cake Decorating – Shoe Workshop</td>
<td>Renal Replacement Therapies - Nursing Care of the Peritoneal Dialysis Patient</td>
</tr>
<tr>
<td>Nursing Care Across the Kidney Disease Trajectory</td>
<td>Rural and Remote Nursing: Foundations</td>
</tr>
<tr>
<td>Patient Navigator: Fundamentals</td>
<td>Special Topics in Course Design</td>
</tr>
<tr>
<td>Quality Assurance and Course Evaluation</td>
<td></td>
</tr>
</tbody>
</table>

## NEW CERTIFICATES

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannabis Industry Specialization</td>
<td>Project Management Studies</td>
</tr>
</tbody>
</table>

---

**Ways to Register**

**ONLINE**

Visit: [www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned)

Click: Programs and Courses

---

**BY PHONE**

905.721.3000

Please have credit card and course code ready.

---

**BY FAX**

905.721.3113

---

**BY MAIL**

Durham College
Strategic Enrolment Services
2000 Simcoe St. N.
Oshawa, ON
L1H 7K4

*printable registration form available on website*

---

**IN PERSON**

**Oshawa campus**

Student Services building

Monday, Tuesday, Thursday, Friday:

8:30 a.m. to 4:30 p.m.

Wednesday: 10 a.m. to 4:30 p.m.

**Whitby campus**

Main building

---

**NEED HELP?**

Email: coned@durhamcollege.ca

905.721.3052 or Toll-free: 1.888.627.1191

Live Chat: [www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned)

Monday to Friday, 9 a.m. to 4 p.m.
CANNABIS INDUSTRY SPECIALIZATION CERTIFICATE

Prepare for an exciting career in the Canadian cannabis industry! This program is designed to provide industry-specific training for professionals who have work experience; or who have already completed a diploma or degree; and wish to pursue a career in the rapidly expanding cannabis sector. Durham College is partnering with GrowWise Health Limited (GrowWise), the health and education subsidiary of licensed cannabis producer Emblem Corp. to develop and phase in the launch of the Cannabis Industry Specialization program.

For more information visit www.durhamcollege.ca/ce/cannabis

SOCIAL MEDIA CERTIFICATE

Learn how to add wow to your online presence!

Social media is an essential and dynamic set of communication channels that have shifted the way in which companies engage with their customers. The following five key areas of social media management will be studied: theory and foundations; designing social media strategies; monitoring and evaluation; digital communication; and applied social media practices for organizations. In addition, you will learn how social media is applied to marketing, corporate branding, fundraising, social media campaigns and within organizations to support employee engagement, retention and corporate communication.

For more information see page 16.

Disclaimer:
All reasonable efforts were made to ensure information in this calendar is current and accurate at the time of publication. The provisions of this guide are not to be regarded as an irrevocable offer by Durham College (DC) to the student. DC reserves the right to make changes without prior notice, affecting but not limited to, areas such as admission procedures, tuition, other fees, courses of instruction, programs of study and general regulations. DC will not be liable for any loss or damage incurred by the student as a result of such changes. For the most up-to-date information on all our courses please visit: www.durhamcollege.ca/coned.
Contact us

GENERAL INQUIRIES:
T: 905.721.3052   |   E: coned@durhamcollege.ca   |   www.durhamcollege.ca/coned

Visit our website for the following information:

- Academic course descriptions
- Certificate/Diploma/Graduate Certificate/Recognition of Achievement requirements
- Course listings for Whitby campus and Pickering Learning Site
- Field placement requirements
- Important Information
- Post-secondary equivalents
- Software requirements for specific online courses

Area of Interest | Contact(s) | 905.721.2000
--- | --- | ---
Associations | Jayne Davis jayne.davis@durhamcollege.ca or Victoria Kee victoria.kee@durhamcollege.ca | Ext. 2161
Business | | 
Computers | | 
Ed2Go Health & Community | Lisa Kowal lisa.kowal@durhamcollege.ca or Mercedes Bellingham mercedes.bellingham@durhamcollege.ca | Ext. 2154
Personal Interest | 
Languages | Arlene Allen arlene.allen@durhamcollege.ca | Ext. 3063
Legal & Emergency Services | 
Photography | 
Arts & Design Education | Kelly McPhate kelly.mcphate@durhamcollege.ca | Ext. 2084
Cake Decorating | Tara Douglas tara.douglas@durhamcollege.ca | Ext. 3330
CDP Apprenticeship | 
Motorcycle Training | 
Sewing | 
Skilled Trades | 
Technology | 

START DATES

FALL Semester

**In-class**
Courses begin: Monday, September 17, 2018

**Online**
Courses begin: Tuesday, September 11, 2018
Last date to register: Tuesday, September 18, 2018
Last date to withdraw: Tuesday, September 25, 2018

Please note: Schedule is subject to change without notice. Please check our website for updated information and details.

For a listing of all courses and schedules, please go to: www.durhamcollege.ca/coned
How to read our calendar

For your convenience, please review this section to familiarize yourself with the calendar format.

COURSE NAME

Cost Accounting I

Prerequisite: Accounting II

Cost accounting information helps reduce the uncertainty and complexity of management decisions. Emphasis will be on fundamental cost concepts and terminology. Job order and process costing methods, the preparation and differences between variable and absorption costing income statements, and the preparation of cost accounting data will be introduced.

ACCT 3252/$362.76 + text(s)

Jan 12-May 3/Thu/6:10-9:10/OSHAWA

ICON LEGEND

☑️ CORRESPONDENCE – print-based, mailed assignments, monthly intake.

⏩ FAST TRACK – Professional development online courses, six weeks and consists of 12 lessons.

.schedule IN-CLASS – part-time, evenings and weekends, various locations.

📅 MONTHLY INTAKE – online, option to register each month.

💻 ONLINE – computer-based programs accessible from work or home.

🛠️ WORKSHOP – one- or two-day in-class courses.
• Accounting Specialty Certificate ............ 10
• Advanced Certificate in Accounting and Finance ............................................. 10
• American Sign Language Certificate .......... 43
• Applied Criminal Investigative Techniques Certificate .......................................... 46
• AutoCAD Certificate ................................. 50
• Bookkeeping Certificate ................................ 10
• Building Environmental Systems Facility Management Certificate .................. 50
• Building Environmental Systems Operator Certificate ........................................... 50
• Business - Accounting (Two-Year) Diploma .......................................................... 11
• Business - Entrepreneurship and Small Business (Two-Year) Diploma ............. 11
• Business - Human Resources (Two-Year) Diploma ................................................ 11
• Business - Marketing (Two-Year) Diploma ............................................................ 12
• Business Administration - Accounting (Three-Year) Advanced Diploma .......... 12
• Business Administration - Human Resources (Three-Year) Advanced Diploma .. 12
• Business Fundamentals Certificate ....... 13
• Canadian Welding Bureau (CWB) Certificate .................................................... 51
• Child Development Practitioner Certificate of Apprenticeship .......................... 27
• Children’s Mental Health Certificate .... 32
• Client and Customer Relations Certificate ....................................................... 13
• Construction Estimator Certificate ............................... 51
• Correctional Practices Fundamentals Certificate ................................................. 46
• Criminal Psychology and Behaviour Certificate ................................................ 46
• Data Analytics for Business Decision Making Graduate Certificate .............. 13
• Dementia Studies - Multidiscipline Certificate ................................................... 32
• Diabetes Worker/Educator Recognition of Achievement .................. 32
• Diversity and Intercultural Relations Certificate .............................................. 33
• Early Childhood Education Diploma ........ 27
• Early Childhood Education - Resource Consulting Graduate Certificate .......... 28
• Educational Support Diploma ................. 28
• eLearning Developer Certificate .................. 28
• Emergency Communication Certificate ........ 47
• Entrepreneurship Certificate ................. 14
• Food Service Worker Certificate .......... 33
• French Certificate ...................................... 43
• Fundamentals of Addictions Certificate .... 33
• Geographic Information Systems Certificate ...................................................... 51
• Gerontology Certificate .................................. 33
• Health and Safety for the Workplace Certificate ............................................. 33
• Health Care Administration Ontario College Graduate Certificate ................ 34
• Home Improvement Recognition of Achievement ........................................... 51
• Home Inspection Certificate ................. 51
• Hospital Nursing Unit Clerk Certificate .............................................. 34
• Human Resources Management Graduate Certificate ....................................... 14
• Institute of Law Clerks of Ontario (ILCO) ................. 47
• Instructional Design Certificate ................... 28
• Interior Decorating Certificate ................. 8
• Leadership Development Series Certificate ..................................................... 14
• Legal Office Assistant Certificate ........ 47
• Library Technician Diploma ................. 14
• Manufacturing Leadership (MLCP) ............ 15
• Marketing Management Certificate ...... 15
• Medical Transcriptionist Certificate .... 15
• Mental Health Nursing RN/RPN Certificate .................................................. 34
• Mental Health Rehabilitation Certificate .................................................. 34
• Microsoft Office Certificate .................. 25
• Nephrology Certificate .......................... 25
• Occupational Health Nursing RN Certificate ............................................. 35
• Office Technology Administration Certificate .................................................. 35
• Oncology Nursing RN/RPN Recognition of Achievement .......................... 35
• Palliative Care Certificate ................. 35
• Perinatal/Obstetrics RN/RPN Certificate .................................................. 35
• Perioperative Nursing Graduate Certificate .................................................. 35
• Project Management Studies Certificate .......................................................... 15
• Photography Recognition of Achievement .................................................. 56
• Records and Information Management Certificate ........................................ 16
• Retirement Communities Management Graduate Certificate ................ 36
• Sewing Certificate ...................................... 56
• Social Media Certificate .................................. 16
• Social Service Worker Diploma .................. 36
• Spanish Certificate ................................. 43
• Sustainable Local Food Certificate ............ 16
• Teaching and Training Adults Certificate .................................................. 28
• Technical Support Analyst Certificate .... 25
• Thanatology Certificate .................................. 36
• Translation in the Workplace Certificate .................................................. 44
• Victimology Graduate Certificate .... 47
• Website Creation and Design Certificate .............. 25

GRADUATION

For information on applying to graduate, visit our website www.durhamcollege.ca
## WORKSHOPS

### SEPTEMBER
- 22 Emergency First Aid and CPR (C) (two day) .................. 38
- 22 Heartsaver CPR/AED (C) – Recertification .................. 38
- 22 Photography: Fall Colours................................. 59
- 22 Standard First Aid and CPR (C) (two day) .................. 38
- 22 Standard First Aid and CPR (C) – Recertification (two day) .................. 38
- 29 Emergency First Aid and CPR (C) (two day) .................. 38
- 29 Heartsaver CPR/AED (C) – Recertification .................. 38
- 29 O.D.P. – Canada’s Ozone Layer
  Protection Awareness Program .................................. 53
- 29 Standard First Aid and CPR (C) (two day) .................. 38
- 29 Standard First Aid and CPR (C) – Recertification (two day) .................. 38

### OCTOBER
- 3 Cake Decorating – Handbag .................................... 57
- 13 Emergency First Aid and CPR (C) (two day) ............... 38
- 13 Heartsaver CPR/AED (C) – Recertification ............... 38
- 13 Standard First Aid and CPR (C) (two day) ............... 38
- 13 Standard First Aid and CPR (C) – Recertification (two day) ............... 38
- 19 Ceramic Tiling (two day) .................................... 52
- 24 Cake Decorating – Shoe .................................... 57

### NOVEMBER
- 2 Crown Moulding and Interior Applications (two day) ......... 52
- 3 Emergency First Aid and CPR (C) (two day) ............... 38
- 3 Heartsaver CPR/AED (C) – Recertification ............... 38
- 3 O.D.P. – Canada’s Ozone Layer
  Protection Awareness Program .................................. 53
- 3 Photography: Starting a Small Business ..................... 59
- 3 Standard First Aid and CPR (C) (two day) ............... 38
- 3 Standard First Aid and CPR (C) – Recertification (two day) ............... 38
- 24 Emergency First Aid and CPR (C) (two day) ............... 38
- 24 Heartsaver CPR/AED (C) – Recertification ............... 38
- 24 Photography: Intro to Adobe Lightroom CC ............... 59
- 24 Standard First Aid and CPR (C) (two day) ............... 38
- 24 Standard First Aid and CPR (C) – Recertification (two day) ............... 38

---

Crown Moulding and Interior Applications – November 2 (two-day)

Ceramic Tiling – October 19 (two-day)

Photography: Starting a Small Business – November 3

---

FIND US ON FACEBOOK

Questions: 905.721.3052 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
WHY CHOOSE DURHAM COLLEGE?

Our dedicated Second Career officer is here to help you every step of the way, providing assistance for applicants. We will also provide you with complete information packages including second career-eligible programs, and everything you need to help you apply for your program of choice.

Note: Second Career applicants MUST work with the Second Career officer at Durham College to receive a proposal package.

ELIGIBLE APPLICANTS ARE INDIVIDUALS WHO:

- Are or have been laid-off on or after January 2005
- Are unemployed or working a part-time job (20 hours/week or less)
- Are retraining for an in-demand career

Durham College understands that some students learn best in a classroom setting while others would benefit from the flexibility of off-site learning. We are pleased to offer a selection of programs delivered both online or in-class.

For additional information about any of these programs visit the website: www.durhamcollege.ca/secondcareer
Phone: 905.721.2000 ext. 3219
secondcareer@durhamcollege.ca

SECOND CAREER

Second Career is an Ontario government program that offers financial support for tuition, books, and other costs associated with training to build skills for a new career.

Second Career provides career planning and financial support to help laid-off/part-time workers participate in training for a new job. Career counsellors in Employment Ontario offices can help you take the first step.

FALL OPEN HOUSE

SATURDAY, NOVEMBER 10 | 10 A.M. TO 2 P.M.

Prospective students, friends, family and community members are invited.

- Meet students and faculty to explore full- or part-time programs and attend information sessions
- Take a campus tour and explore state-of-the-art facilities at our Oshawa, Whitby and Pickering locations

www.durhamcollege.ca/openhouse
905.721.3000 | #dcopenhouse

IN-CLASS  ONLINE  MONTHLY INTAKE  CORRESPONDENCE  FAST TRACK  WORKSHOP
ARTS AND DESIGN

CREATIVE ARTS/DECORATING/WRITING

DISCOVER AND EXPLORE YOUR CREATIVE TALENTS AND LET YOUR IMAGINATION SOAR! GET ON THE PATH TO A NEW CREATIVE CAREER OR EXPAND YOUR SKILLS BY CONSIDERING OUR EXTENSIVE VISUAL ARTS AND DESIGN LEARNING OPTIONS.

Interior Decorating
Durham College Certificate

Help businesses, homeowners and apartment renters beautify their spaces or exercise your creativity by working on specialty projects like yachts, bed and breakfasts and day spas turning your creative visions into reality.

Required courses (suggested sequence):
- Basic Drafting
- Colour Theory
- Decorating with Light
- History of Furniture
- AutoCAD 1 for Interior Decorating
- Illustration and Presentation
- Materials and Finishes
- Business Practices - Interior Decorating
- Decorating: Beyond the Basics
- AutoCAD 2 for Interior Decorating

Adobe Illustrator – Digital Illustration and Design I
COMP 2382/42 Hrs/$403.57 + text(s)

Adobe InDesign Basics
COMP 1288/42 Hrs/$452 + text(s)

AutoCAD 2 for Interior Decorating
Prerequisite: AutoCAD 1 for Interior Decorating
CAD 3352/42 Hrs/$337.36
Sep 22-Nov 17/Sat/9:10-1:40/OSHAWA

Basic Drafting – Interior Decorating
DRFT 1352/42 Hrs/$340.36
Sep 18-Dec 18/Tues/6:10-9:40/OSHAWA

Business Practices – Interior Decorating
Prerequisite: AutoCAD 1 for Interior Decorating, Decorating with Light, History of Furniture, Illustration and Presentation, Materials and Finishes
BUS 1350/42 Hrs/$330.36 + text(s)
Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA

For information on the Photography Recognition of Achievement and the Sewing Certificate please see the Personal Interest section.

A-Z COURSE LISTING

For information on the Photography Recognition of Achievement and the Sewing Certificate please see the Personal Interest section.

Canadian Literature
ENG 1087/42 Hrs/$452 + text(s)

Creative Writing Beginners
WRIT 1980/30 Hrs/$367.88

Decorating with Light
DECR 1351/42 Hrs/$330.36
Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA

Drawing Realistic Subjects in Coloured Pencil
DRAW 1980/36 Hrs/$409.94

Drawing Realistic Subjects in Pencil
DRAW 1981/36 Hrs/$409.94

Essentials of Writing Fiction
WRIT 1180/48 Hrs/$484.46 + text(s)

Freelance Writing
WRIT 1380/42 Hrs/$452

For information on the Photography Recognition of Achievement and the Sewing Certificate please see the Personal Interest section.
### History of Art
- **HIST 1387/42 Hrs/$403.57 + text(s)**
- Sep 17-Dec 17/Mon/6:40-9:40/OSHAWA

### History of Furniture
- **HIST 1350/42 Hrs/$330.36 + text(s)**
- Sep 17-Dec 17/Mon/6:40-9:40/OSHAWA

### Illustration and Presentation
- **DESN 2359/42 Hrs/$330.36 + text(s)**
- Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA

### Literature
- **ENG 1384/48 Hrs/$484.46 + text(s)**

### Romance Writing
- **WRIT 1089/45 Hrs/$473.03**

### Science Fiction
- **ENG 1086/42 Hrs/$452 + text(s)**

### Travel Writing
- **WRIT 1085/39 Hrs/$430.97**

### Writing 1
- **WRIT 1982/42 Hrs/$452 + text(s)**

### Writing Short Stories
- **WRIT 1082/48 Hrs/$494.06 + text(s)**

---

**Questions? We’re here to help.**

**Chat with us.**

---

**CONNECT WITH US ON LIVE CHAT!**

We are pleased to offer you a more convenient and faster avenue to get the information that you need. If you need a quick answer while you are on our website, [www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned), look for the “Chat with us” button and speak to one of our knowledgeable staff, Monday to Friday, 9 a.m. to 4 p.m.

We are committed to help you achieve your educational goals.
Advanced Certificate in Accounting and Finance (ACAF)

ACAF accreditation is a recognized credential offered through the CPA. Completion of all the courses and meeting the minimum grade requirements will qualify you to write the ACAF National Exam. Upon successfully passing the exam you will receive your ACAF credential through the CPA.

Required courses (suggested sequence):
- Entry Level Courses (5)
  - ACAF - Introductory Financial Accounting
  - ACAF - Business Law
  - ACAF - Introductory Management Accounting
  - ACAF - Intermediate Financial Reporting 1
  - ACAF - Intermediate Financial Reporting 2
- Technical Level Courses (6)
  - ACAF - Advanced Financial Reporting
  - ACAF - Corporate Finance
  - ACAF - Audit and Assurance
  - ACAF - Taxation
  - ACAF - Intermediate Management Accounting
  - ACAF - Information Technology

Applied Level Courses (5)
- ACAF - Ethics and Workplace Skills
- ACAF - Accounting Software Application
- ACAF - Business Applications
- ACAF - Advanced Financial Reporting
- ACAF - Intermediate Financial Reporting 2

Plus Two of the following courses:
- ACAF - Applied Personal and Corporate Taxation
- ACAF - Applied External Audit
- ACAF - Public Sector Financial Management
- ACAF - Not-for-Profit Accounting

(Continued)

Bookkeeping

Durham College Certificate

In order to keep their financial records up-to-date and accurate, companies rely on bookkeepers who know how to use accounting software and applications. This program will teach you the essentials needed to succeed in this field.

Required courses (suggested sequence):
- Accounting I
- Business Computer Applications I
- Accounting II
- Payroll Administration
- Simply Accounting
- Taxation I
- Managerial Accounting I
- Intermediate Accounting I

(Continued)
Business – Accounting (two-year)

Ontario College Diploma
Admission application required, please visit our website.

Accounting is often referred to as the universal language of business. Durham College’s Accounting – Business program is the next step towards a career in the field of accounting. Learning from industry-connected professors, you will develop your knowledge of accounting using the latest tools and technology in order to gain the skills employers need.

Required courses (suggested sequence):
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Accounting II
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Business Mathematics
- Marketing II
- Simply Accounting I OR Quickbooks I
- Communications for Business II
- Business Computer Applications III
- Entrepreneurship I
- Professional Development for Entrepreneurs I
- Business Development for Entrepreneurship and Small Business
- Taxation I
- Professional Development for Entrepreneurs II
- Entrepreneurship II
- Business Law
- Digital Marketing
- General Education Elective Course(s)
  - 3 required

Business – Entrepreneurship and Small Business (two-year)

Ontario College Diploma
Admission application required, please visit our website.

Entrepreneurship and small business development are vital components of economic growth in Canada with 75% of all new jobs being created in the small business sector. Entrepreneurs build their own enterprises and live their lives doing what they love. You will learn from professors and mentors who have launched their own successful businesses and leverage their experience to prepare yourself to launch your venture.

Required courses (suggested sequence):
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Business Mathematics
- Marketing II
- Simply Accounting I OR Quickbooks I
- Communications for Business II
- Business Computer Applications III
- Entrepreneurship I
- Professional Development for Entrepreneurs I
- Business Development for Entrepreneurship and Small Business
- Taxation I
- Professional Development for Entrepreneurs II
- Entrepreneurship II
- Business Law
- Digital Marketing
- General Education Elective Course(s)
  - 3 required

Business – Human Resources (two-year)

Ontario College Diploma
Admission application required, please visit our website.

Human Resources (HR) professionals work in partnership with business managers to take care of the company’s largest asset – its employees. To help a business run, HR staff provide advice to department supervisors on a range of employee relations issues; design and deliver a range of programs and services focused on individual and team needs; and create company policies that support and promote a workplace culture based on fairness, equity and personal growth.

Required courses (suggested sequence):
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Business Mathematics
- Communications for Business II
- Simply Accounting I OR Quickbooks I
- Communications for Business II
- Business Computer Applications III
- Entrepreneurship I
- Professional Development for Entrepreneurs I
- Business Development for Entrepreneurship and Small Business
- Taxation I
- Professional Development for Entrepreneurs II
- Entrepreneurship II
- Business Law
- Digital Marketing
- General Education Elective Course(s)
  - 3 required
### Business – Marketing (two-year)

**Ontario College Diploma**

Admission application required, please visit our website.

Marketing is key to a successful business. An understanding of how consumers behave, together with research data and knowing how to capitalize on the latest digital trends, ensures that organizations can sell their products and services. Durham College prepares you for your start in an exciting career where you can help businesses grow and succeed.

**Required courses (suggested sequence):**
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Business Mathematics
- Marketing II
- Communications for Business II
- Computer Applications in Marketing
- Economics II (Macroeconomics)
- Marketing Law and Ethics
- Marketing Research Techniques
- Integrated Marketing Communication I
- International Business
- Channel and Retail Marketing
- Integrated Marketing Communication II
- Principles of Sales
- Statistics
- General Education Elective Course(s)  
  - 3 required

### Business Administration – Accounting (three-year)

**Ontario College Advanced Diploma**

Admission application required, please visit our website.

Whether it's a small business or a large publicly traded corporation, accountants are needed in all areas of the economy, in both the public and private sectors. Our program is taught by industry-connected professors who will give you the skills and knowledge to excel in the field. You will learn how to apply the latest tools and technology – making you instantly valuable to an employer. You will have the opportunity to hone your skills and gain valuable work experience through a co-operative education (co-op) option or field placement.

**Required courses (suggested sequence):**
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Accounting II
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Business Mathematics
- Managerial Accounting I
- Intermediate Accounting I
- Communications for Business II
- Simply Accounting
- Economics II (Microeconomics)
- Excel Advanced
- Statistics
- Intermediate Accounting II
- Managerial Accounting II
- Business Law
- Management Information Systems
- Taxation I
- Auditing I
- Taxation II
- Intermediate Accounting III
- Business Finance I
- Managerial Accounting III
- Auditing II
- Advanced Financial Reporting
- Business Finance II
- Field Placement and Seminar
- General Education Elective Course(s)  
  - 3 required

### Business Administration – Human Resources (three-year)

**Ontario College Advanced Diploma**

Admission application required, please visit our website.

Human Resources (HR) professionals work in partnership with business managers to take care of the company’s largest asset – its employees. To help a business run, HR staff provide advice to department supervisors on a range of employee relations issues, design and deliver a range of programs and services focused on individual and team needs, and create company policies that support and promote a workplace culture based on fairness, equity and personal growth.

**Required courses (suggested sequence):**
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Business Mathematics
- Communications for Business II
- Project Management, Introduction
- Training and Development
- Introduction to HRIS
- Statistics
- Computer Applications for Human Resources Professionals
- Occupational Health and Safety
- Psychology, Introduction
- Organizational Behaviour for Human Resources Professionals
- Employment Law
- Labour Economics
- Compensation Management
- Organizational Change and Leadership
- Project Management, Introduction
- Managerial Accounting for H.R.
- Access Introduction
- Employee and Labour Relations
- Human Resources Planning
- Field Placement and Seminar
- General Education Elective Course(s)  
  - 3 required
Business Fundamentals
Ontario College Certificate
Admission application required, please visit our website.

Whether you plan on being a marketing guru, accounting whiz or communications expert, it all starts with the basics. Study all aspects of business, develop your skills and explore your options. In this program you will study accounting, business communications, human resources management, marketing, and operations management so you can discover your perfect career fit. This program leads right into the second year of all of our business diplomas.

Required courses (suggested sequence):
- Accounting I
- Business Computer Applications I
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Supply Chain Management
- Communications for Business I
- Business Computer Applications II
- Economics I (Macroeconomics)
- Financial Planning
- Business Mathematics
- General Education Elective Course(s)
  - 2 required
Plus one of the following courses:
- Accounting II
- Marketing II

Client and Customer Relations
Durham College Certificate
Building and maintaining a strong customer service culture is essential in any successful business. The Client and Customer Relations program will prepare you to develop teams that are dedicated to service excellence, and that can build positive, lasting relationships with clients.

Required courses (suggested sequence):
- Building and Maintaining Customer Relationships
- Creating a Corporate Service Culture
- Developing Client Service Teams
- Strategies for Fostering Client Loyalty
Plus two of the following courses:
- Management Leadership Skills
- Management Principles
- Organizational Behaviour

Data Analytics for Business Decision Making
Ontario College Graduate Certificate
Admission application required, please visit our website.

As more organizations rely on data to drive corporate planning and decision-making, increasingly sophisticated business intelligence and data tools are being used to meet the need for extensive data collection and manipulation. This graduate certificate will prepare you for a career in this high-demand area by teaching you the knowledge and skills that you need to support real-world business decision-making and planning through data insights, management and science.

Required courses (suggested sequence):
- Data Analysis, Introduction to
- Data Collection and Data Management
- Data Analysis Tools for Analytics
- Business Analysis and Assessments I
- Statistical and Predictive Modelling for Analytics I
- Visualizations, Leadership, and Business Communications I
- Statistical and Predictive Modelling for Analytics II
- Business Analysis and Assessments II
- Visualizations, Leadership, and Business Communications II
- Project Management for Analytics
- Ethical Leadership and Critical Decision Making
- Capstone – Data Analytics

New Certificate Coming Soon!
CANNABIS INDUSTRY SPECIALIZATION
Check our website for more information
www.durhamcollege.ca/ce/cannabis
**Entrepreneurship**

**Durham College Certificate**

Are you interested in running your own business? This program will help you build the foundational knowledge and skills needed to establish and manage your own company.

Required courses (suggested sequence):
- Accounting I
- Business Law
- Communications for Business I
- Entrepreneurship I
- Human Resources Management Principles
- Marketing I
- Entrepreneurship II
- Marketing II
- Simply Accounting OR Quickbooks

---

**Health and Safety for the Workplace**

**Durham College Certificate**

Compliance with workplace health and safety standards has become more important than ever before. This program examines the fundamentals of occupational health and safety and addresses essential management practices in this area.

Required courses (suggested sequence):
- Environment Management Introduction
- Ergonomics
- Fire Protection
- Industrial Hygiene
- Legislation for Health and Safety
- Management Labour Concerns in Occupational Health and Safety
- Occupational Health and Safety

---

**Human Resources Management**

**Ontario College Graduate Certificate**

Admission application required, please visit our website.

From recruitment and selection to training and development, a career in human resources (HR) requires a focus on both strategy and people. Skill, knowledge and ability in human resource planning, occupational health and safety, compensation, labour relations and managerial accounting enable HR professionals to contribute to business success in an increasingly competitive global marketplace while looking after the organization’s most important asset – its employees.

Required courses (suggested sequence):
- Accounting I (HURM)
- Occupational Health and Safety (HURM)
- Human Resources Management Principles (HURM)
- Organizational Behaviour for Human Resources Professionals (HURM)
- Recruitment and Selection (HURM)
- Managerial Accounting (HURM)
- Compensation Management (HURM)
- Training and Development (HURM)
- Human Resources Planning (HURM)
- Employee and Labour Relations (HURM)
- Field Placement (HURM) OR Human Resources Capstone Project

---

**Leadership Development Series**

**Durham College Certificate**

Enhance your skills and stand out as a leader in today’s challenging, competitive and dynamic marketplace. This certificate will expose you to leadership concepts and approaches that will enhance your technical, interpersonal and strategic capabilities as a leader.

Required courses (suggested sequence):
- Communication LDS
- Creative and Critical Thinking LDS
- Employment Law LDS
- Finance LDS
- Human Relations LDS
- Leading Teams LDS
- Leading Responsibly LDS
- Managing Change LDS
- Performance Management LDS
- Project Management LDS

---

**Library Technician**

**Ontario College Diploma**

Admission application required, please visit our website.

This unique online program is designed to prepare you for employment in academic, public, school and specialized libraries as well as other information-service settings. Through a carefully-designed program of study that combines theory and hands-on field placement, you will learn to acquire, organize, produce, retrieve and disseminate information in print and electronic formats.

Required courses (suggested sequence):
- Libraries Introduction
- Information Technology for Library Technicians
- Children’s Literature Introduction
- Computers, An Introduction
- Electronic Publishing and Emerging Technologies
- Human Relations and Supervision
- Intercultural Communications
- Organizational Studies
- Circulation and Inter-Library Loan
- Database Design for Information Workers
- Description Resource and Access I
- Online Searching
- Library Financial Management and Budgeting
- Acquisitions
- Resource Description and Access II
- Serials
- Library Programming, Marketing and Advocacy
- Library Classification
- Reference Processes
- Reference Services and Sources
- Indexing and Subject Analysis
- Library Technician Field Placement I
- Library Technician Field Placement II
- General Education Elective Course(s) - 3 required
- Plus five of the following courses:
  - Archives
  - Children’s Services and Issues
  - Genre Fiction and Readers’ Advisory Service
  - Government Information
  - Health Libraries and Resources
  - Law Libraries and Legal Research

(Continued)
Required courses (suggested sequence):

- Multimedia
- Records and Information Management Fundamentals
- School Libraries
- Special Libraries
- Strategies for Instruction for Library Technicians
- Youth Services and Issues

### Manufacturing Leadership (MLCP)

**Recognition of Achievement**

Global competition, the development of advanced technologies and other economic challenges are rapidly changing the way Canadian business and industries operate. The Manufacturing Leadership Certificate Program (MLCP) is designed to help participants who already have a high-level of technical expertise in their industry by developing the leadership skills needed to advance their careers.

Required courses (suggested sequence):

- Coaching and Developing People
- Continuous Improvement Processes
- Developing Effective Teams
- Supervisory Skills
- The Business of Tomorrow

### Marketing Management

**Durham College Certificate**

Marketing is key to a successful business. An understanding of how consumers behave, together with research data and knowing how to capitalize on the latest digital trends, ensures that organizations can sell their products and services. Become familiar with the art and science of marketing and gain sound knowledge in product development, market research, advertising and sales, and short- and long-term planning in the corporate and small business environment.

Required courses (suggested sequence):

- Marketing I
- Marketing Law and Ethics
- Marketing II
- Marketing Research Techniques
- Principles of Sales
- Channel and Retail Marketing
- Integrated Marketing Communications I
- Digital Marketing
- Integrated Marketing Communications II

### Medical Transcriptionist

**Durham College Certificate**

Focusing on elements of medical science, communication skills and transcription techniques, this program will help you develop the theoretical and practical knowledge required to meet the needs of the medical community.

Required courses (suggested sequence):

- Medical Terminology I
- Pharmacology for Medical Office Professionals
- Writing Grammatically
- Medical Office Procedures
- Medical Keyboarding
- Medical Transcription Styles and Practices
- Medical Transcription Fundamentals
- Medical Transcription - Introduction
- Medical Transcription - Advanced

Plus two of the following courses:

- Health Records Management
- Office Technology and Procedures
- Medical Billing I
- Medical Terminology II

### Operations Management

**Durham College Certificate**

Note: This program is currently under review. Only those already registered in the program are currently eligible to enroll in courses towards this credential. For more information please visit our website.

### Project Management Studies

**NEW**

**Durham College Certificate**

This Certificate provides students with the skills and knowledge required to deliver high-quality, well-defined project solutions. Through applied learning activities, students learn skills and strategies for moving through the project life cycle phases. They develop a critical understanding of management and human resources, project risk and quality, scheduling and software, and contracting and procurement.

Required courses (suggested sequence):

- Introduction to Project Management
- Project Definition and Planning
- Project Management and the Human Interface
- Project Management Scheduling Software
- Project Risk Control and Quality Management
- Contracting and Procurement in Project Management
- Directed Studies in Project Management
Records and Information Management

Durham College Certificate

Maintaining accurate and up-to-date records and information is critical in the digital information era. Organizations need employees who are up-to-date with the latest technologies, who can create, store and retrieve information efficiently. This certificate will prepare you with a complete spectrum of archiving and retrieval skills needed to effectively store and manage informational assets.

Required courses (suggested sequence):
- Archives
- Document Management Technology
- Microsoft Office 2013/2016
- Records and Information Management Fundamentals
- Researching and Reporting
- Active Records Management

Social Media

Durham College Certificate

Social Media is an essential and dynamic set of communication channels that have shifted the way in which employers engage with their customers. Students taking this certificate program will study five key areas of social media management. In addition, they will learn how social media is applied to marketing, corporate branding, fundraising, social media campaigns and within organizations to support employee engagement, retention and corporate communication.

Required courses (suggested sequence):
- Social Media, Introduction to
- Social Media Developing a Strategy
- Social Media Monitoring and Measurement
- Social Media Digital Communication
- Social Media Applied in Business

Sustainable Local Food

Durham College Certificate

The Sustainable Local Food certificate has been designed to meet a rising interest in the development of local food systems that are sustainable, socially just, economically dynamic and ecologically specific to the countryside, cities and regions of Canada. This certificate explores the practices, principles and philosophies involved in local food system development.

Required courses (suggested sequence):
- Between Farm and Table: Local Food Businesses and Cooperatives
- Field to Fork: Introduction to Local and Global Food System
- Food Security and Food Justice in Canada
- Food System Trends and Policy in Canada Today
- Foundations for Sustainability
- Urban Agriculture, Community Gardens, Food Secure Cities
- Understanding Sustainable Farming: Principles and Practices

Professional Development

Durham College offers three Professional Development courses that are delivered live online via a series of five one-hour sessions. You will be able to use your computer or your smart phone to access the course using a platform called Zoom. You will have the opportunity to participate during the course, ask questions, etc. Upon successfully completing all five sessions of any of the below courses, you will receive a badge — an electronic credential — that can be added to your LinkedIn page, résumé, e-portfolio, etc. to demonstrate your focus on ongoing professional development to current and prospective employers.

Advancing Your Negotiation Skills

BUS 1930/5 hrs/ $89.95 + HST

Developed for those who negotiate with internal or external colleagues/partners/vendors/customers, this course will help participants learn how to handle difficult negotiations. In doing so, participants will strengthen their relationship-building, communication, accountability and result-oriented competencies.

Giving and Receiving Feedback

BUS 1932/5 hrs/ $89.95 + HST

Feedback is an integral part of everyday business life, regardless of the role you are in. This course has been developed to help anyone working in a business environment give focused feedback to others — whether peers, employees or management — in a way that promotes strong relationships and improved results. It will also help them more effectively receive feedback from others and develop action plans to strengthen their own performance.

Handling Office Conflict

BUS 1931/5 hrs/ $89.95 + HST

Conflict can happen in any workplace, and unless it is handled appropriately, it can damage relationships, reduce productivity, lead to increased absenteeism and even result in exits from the organization. Participants in this course will learn how to identify the root causes of conflict, select the most appropriate approach to use, know what to do when something unexpected arises, and much more.

Please visit www.durhamcollege.ca/ce/pd to view current course dates and times.
Lean Green Belt Training

This five-day compressed Lean Green Belt training is a specialized course on applying Lean principles, tools and techniques to identify and remove any non-value added activities in your everyday operational and service processes. With thousands of organizations leveraging Lean today, this is your opportunity to become a Lean expert and champion Lean principles in your organization. The Lean Green Belt training will enable you and your team to leverage the power of this proven problem solving, process improvement methodology to rapidly and effectively achieve your organizational goals. Most importantly, your organization and team will be more efficient, effective, and agile toward customer needs.

Note:
- This course is open to all students regardless of their continuous improvement or quality background/experience.
- Students who complete the entire 35 hour course will receive a certificate of training completion from Bay3000.
- Students looking to become Green Belt Lean Certified will need to write the Lean Green Belt Certification Exam (at an additional cost), receive a passing grade of 70% or above, and complete a Lean project.
- The two hour exam will be delivered on the last day at the end of the Lean Green Belt training course.
- The Lean project will be completed at your workplace and upon successfully meeting all the criteria, certification will be awarded from the Bay3000 Review Board.
- To complete your Green Belt Lean Certification you will need to enroll in the Lean Green Belt Certification Exam course LEAN 0000 prior to the last day of the training.

Project Management Foundations

This six-day compressed course provides practical knowledge and hands-on exercises needed to plan and track a project successfully. This course is aligned to the PMI (Project Management Institute) Framework, which is generally accepted as a foundation for managing projects. The courses will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Students will learn to work with project planning documents such as needs assessments, risk management documents, and communication plans.

Note:
- This course is open to all students regardless of their Project Management background and experience, including those who are just starting in project management or are new to working with project teams.
- It is recommended that if students plan to pursue their CAPM® (Certified Associate in Project Management) or their PMP® (Project Management Professional) credential they take an exam prep course after completing Project Management Fundamentals.
- This course is PMI accredited. The hours of instruction qualify as training hours for those wishing to write the CAPM® or PMP® exams as well as PDUs (Professional Development Units) for those who are already accredited as PMPs.
- Those who complete the entire 42 hour course will receive a certificate of completion from Bay3000 Consulting Inc., a Registered Education Provider with PMI.

Project Management Foundations

PROJ 1260/35 Hrs/$1,695
Nov 19-23/Mon-Fri/9-5/OSHAWA

For more information on the following professional designations, please visit our website.

- Certified Bookkeeper
- Certified Financial Planner
- Certified Human Resources Professional
- Certified Payroll Manager
- Manufacturing Leadership (MLCP)
- Payroll Compliance Practitioner
- Qualified Administrative Assistant
- Registered Insurance Brokers of Ontario (RIBO)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3082</td>
<td>AACAF - Advanced Financial Reporting</td>
<td>Prerequisite: ACAF – Business Law, ACAF – Introductory Management Accounting</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 4082</td>
<td>ACAF - Applied External Audit</td>
<td>Prerequisite: ACAF - Accounting Software Applications</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>ACCT 3083</td>
<td>ACAF - Applied Personal and Corporate Taxation</td>
<td>Prerequisite: ACAF - Accounting Software Applications</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>ACCT 3084</td>
<td>ACAF - Audit and Assurance</td>
<td>Prerequisite: ACAF - Business Law, ACAF – Introductory Management Accounting</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 3085</td>
<td>ACAF - Business Applications</td>
<td>Prerequisite: ACAF - Accounting Software Applications, ACAF - Ethics and Workplace Skills</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>ACCT 2080</td>
<td>ACAF - Business Law</td>
<td>LAW 2088/63 Hrs/$599.21 + text(s)</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>ACCT 3086</td>
<td>ACAF - Corporate Finance</td>
<td>Prerequisite: ACAF - Business Law, ACAF – Introductory Management Accounting</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 4084</td>
<td>ACAF - Ethics and Workplace Skills</td>
<td>Prerequisite: ACAF - Accounting Software Applications</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
</tbody>
</table>

# A-Z COURSE LISTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3082</td>
<td>AACAF - Advanced Financial Reporting</td>
<td>Prerequisite: ACAF – Business Law, ACAF – Introductory Management Accounting</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>COMP 3080</td>
<td>ACAF - Information Technology</td>
<td>Prerequisite: ACAF - Business Law, ACAF – Introductory Management Accounting</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 3084</td>
<td>ACAF - Intermediate Management Accounting</td>
<td>Prerequisite: ACAF - Business Law, ACAF – Introductory Management Accounting</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 3081</td>
<td>ACAF - Intermediate Management Accounting</td>
<td>ACCT 3081/63 Hrs/$599.21 + text(s)</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 2080</td>
<td>ACAF - Introductory Financial Accounting</td>
<td>ACCT 2080/63 Hrs/$599.21 + text(s)</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 2081</td>
<td>ACAF - Introductory Financial Accounting</td>
<td>ACCT 2081/63 Hrs/$599.21 + text(s)</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 3085</td>
<td>ACAF - Not-For-Profit Accounting</td>
<td>Prerequisite: ACAF - Accounting Software Applications</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 4084</td>
<td>ACAF - Public Sector Financial Management</td>
<td>Prerequisite: ACAF - Accounting Software Application</td>
<td>42 Hrs</td>
<td>$586.61</td>
</tr>
<tr>
<td>ACCT 2080</td>
<td>ACAF - Accounting I</td>
<td>ACCT 2080/63 Hrs/$599.21 + text(s)</td>
<td>63 Hrs</td>
<td>$599.21 + text(s)</td>
</tr>
<tr>
<td>ACCT 2250</td>
<td>Accounting II</td>
<td>Prerequisite: Accounting I</td>
<td>56 Hrs</td>
<td>$429.48 + text(s)</td>
</tr>
<tr>
<td>ACCT 2280</td>
<td>Accounting II</td>
<td>ACCT 2280/45 Hrs/$473.03 + text(s)</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>ACCT 2290</td>
<td>Accounting II</td>
<td>ACCT 2290/56 Hrs/$447.56 + text(s)</td>
<td>56 Hrs</td>
<td>$447.56 + text(s)</td>
</tr>
<tr>
<td>ACCT 4258</td>
<td>Accounting I (HURM)</td>
<td>ACCT 4258/42 Hrs/$330.36 + text(s)</td>
<td>42 Hrs</td>
<td>$330.36 + text(s)</td>
</tr>
<tr>
<td>ACCT 4288</td>
<td>Accounting I (HURM)</td>
<td>ACCT 4288/45 Hrs/$473.03 + text(s)</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>ACCT 4298</td>
<td>Accounting I (HURM)</td>
<td>ACCT 4298/42 Hrs/$349.42 + text(s)</td>
<td>42 Hrs</td>
<td>$349.42 + text(s)</td>
</tr>
<tr>
<td>LIBR 3083</td>
<td>Acquisitions</td>
<td>LIBR 3083/42 Hrs/$452</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>LIBR 4258</td>
<td>Active Records Management</td>
<td>Prerequisite: Records and Information Management Fundamentals</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>RIM 2080</td>
<td>Advanced Financial Reporting</td>
<td>Prerequisite: Intermediate Accounting III</td>
<td>48 Hrs</td>
<td>$445.63 + text(s)</td>
</tr>
<tr>
<td>SALE 4280</td>
<td>Advanced Sales Techniques</td>
<td>Prerequisite: Economics II (Microeconomics), Marketing Research Techniques, Microeconomics, Principles of Sales, Statistics I</td>
<td>48 Hrs</td>
<td>$494.06 + text(s)</td>
</tr>
<tr>
<td>LIBR 1083</td>
<td>Archives</td>
<td>LIBR 1083/42 Hrs/$452</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
</tbody>
</table>

**Notes:**
- All courses are offered in various formats: **In-Class**, **Online**, **Monthly Intake**, **Correspondence**, **Fast Track**, and **Workshop**.
- Fees and credits vary depending on the specific course and format.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Code</th>
<th>Hrs</th>
<th>Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditing 1</td>
<td>ACCT 3281</td>
<td>42</td>
<td>$403.57</td>
</tr>
<tr>
<td>Prerequisite: Intermediate Accounting II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditing 2</td>
<td>ACCT 4281</td>
<td>48</td>
<td>$445.63</td>
</tr>
<tr>
<td>Prerequisite: Auditing 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building and Maintaining Customer Relationships</td>
<td>CCSC 1280</td>
<td>48</td>
<td>$494.06</td>
</tr>
<tr>
<td>Business Analysis and Assessments I</td>
<td>DATA 1283</td>
<td>45</td>
<td>$473.03</td>
</tr>
<tr>
<td>Business Analysis and Assessments II</td>
<td>DATA 2283</td>
<td>45</td>
<td>$473.03</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Analysis Introduction</td>
<td>BUS 1280</td>
<td>42</td>
<td>$477</td>
</tr>
<tr>
<td>Business Computer Applications I</td>
<td>COMP 1289</td>
<td>42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Business Computer Applications II</td>
<td>COMP 2289</td>
<td>42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Business Development for Entrepreneurship and Small Business</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Marketing II</td>
<td>SALE 3282</td>
<td>42</td>
<td>$403.57</td>
</tr>
<tr>
<td>Business Finance I</td>
<td>ACCT 5282</td>
<td>42</td>
<td>$403.57</td>
</tr>
<tr>
<td>Prerequisite: Intermediate Accounting II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Finance II</td>
<td>ACCT 6282</td>
<td>48</td>
<td>$445.63</td>
</tr>
<tr>
<td>Prerequisite: Business Finance I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting three-year Diploma – Field Placement and Seminar</td>
<td>FWKA 6252</td>
<td>160</td>
<td>$260</td>
</tr>
<tr>
<td>Prerequisite: Intermediate Accounting II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources three-year Diploma – Field Placement and Seminar</td>
<td>FWKH 6252</td>
<td>352</td>
<td>$270</td>
</tr>
<tr>
<td>Prerequisite: Human Resources Management Principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Law</td>
<td>LAW 2280</td>
<td>45</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Business Management Introduction</td>
<td>MGMT 1288</td>
<td>42</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Business Math</td>
<td>MATH 1282</td>
<td>56</td>
<td>$550.14 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Algebra I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business of Tomorrow</td>
<td>BUS 1981</td>
<td>30</td>
<td>$367.88</td>
</tr>
<tr>
<td>Business Report Writing</td>
<td>COMM 1283</td>
<td>42</td>
<td>$403.57</td>
</tr>
<tr>
<td>Children’s Literature Introduction</td>
<td>WRIT 1981</td>
<td>42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Data Analysis Tools for Analytics</td>
<td>DATA 1282</td>
<td>60</td>
<td>$578.18</td>
</tr>
<tr>
<td>Prerequisite: Business Computer Applications II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications - LDS</td>
<td>LDS 1080</td>
<td>30</td>
<td>$367.88</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation Management</td>
<td>HRM 3280</td>
<td>42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Human Resources Management Principles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensation Management (HURM)</td>
<td>HRM 5280</td>
<td>42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Human Resources Management Principles (HURM)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Applications in Marketing</td>
<td>COMP 2287</td>
<td>42</td>
<td>$403.57</td>
</tr>
<tr>
<td>Prerequisite: Business Computer Applications II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous Improvement Process</td>
<td>MLCP 1180</td>
<td>30</td>
<td>$367.88</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Management</td>
<td>ACCT 2286</td>
<td>42</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Accounting I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating a Corporate Service Culture</td>
<td>CCSC 1281</td>
<td>30</td>
<td>$367.88 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creative and Critical Thinking - LDS</td>
<td>LDS 1081</td>
<td>30</td>
<td>$367.88</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>ENG 1080</td>
<td>45</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customer Service and Ethics</td>
<td>SERV 1383</td>
<td>28</td>
<td>$305.43 + text(s)</td>
</tr>
<tr>
<td>Prerequisite: Business Analysis and Assessments I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analysis Tools for Analytics</td>
<td>DATA 1282</td>
<td>60</td>
<td>$578.18</td>
</tr>
</tbody>
</table>

**FIELD PLACEMENT**

Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.

**NOTE:** Students registering for diploma program field placements must also register for the associated seminar at the same time.

**Accounting three-year Diploma – Field Placement and Seminar**

FWKA 6252/160 Hrs/$260
FWKA 6251/14 Hrs/$0
Sep 17-Dec 17/OFFSITE

**Human Resources three-year Diploma – Field Placement and Seminar**

FWKH 6252/352 Hrs/$270
FWKH 6253/14 Hrs/$0
Sep 17-Dec 17/OFFSITE

**Field Placement - H.R. Graduate Certificate**

FWKH 6251/200 Hrs/$260
Sep 17-Dec 17/OFFSITE

**Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.**

**NOTE:** Students registering for diploma program field placements must also register for the associated seminar at the same time.

**Accounting three-year Diploma – Field Placement and Seminar**

FWKA 6252/160 Hrs/$260
FWKA 6251/14 Hrs/$0
Sep 17-Dec 17/OFFSITE

**Human Resources three-year Diploma – Field Placement and Seminar**

FWKH 6252/352 Hrs/$270
FWKH 6253/14 Hrs/$0
Sep 17-Dec 17/OFFSITE

**Field Placement - H.R. Graduate Certificate**

FWKH 6251/200 Hrs/$260
Sep 17-Dec 17/OFFSITE

**Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.**

**NOTE:** Students registering for diploma program field placements must also register for the associated seminar at the same time.

**Accounting three-year Diploma – Field Placement and Seminar**

FWKA 6252/160 Hrs/$260
FWKA 6251/14 Hrs/$0
Sep 17-Dec 17/OFFSITE

**Human Resources three-year Diploma – Field Placement and Seminar**

FWKH 6252/352 Hrs/$270
FWKH 6253/14 Hrs/$0
Sep 17-Dec 17/OFFSITE

**Field Placement - H.R. Graduate Certificate**

FWKH 6251/200 Hrs/$260
Sep 17-Dec 17/OFFSITE

**Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.**

**NOTE:** Students registering for diploma program field placements must also register for the associated seminar at the same time.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Hrs</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Analysis, Introduction to</td>
<td>DATA 1280</td>
<td>42 Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Data Collection and Data Management</td>
<td>DATA 1281</td>
<td>45 Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Database Design for Information Workers</td>
<td>LIBR 2081</td>
<td>21 Hrs</td>
<td>$304.79 + text(s)</td>
</tr>
<tr>
<td>Developing Client Service Teams</td>
<td>CCSC 1282</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Developing Effective Teams</td>
<td>MLCP 1182</td>
<td>30 Hrs</td>
<td>$367.88</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dispute Resolution</td>
<td>HRM 2282</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Economics I (Macroeconomics)</td>
<td>ECON 1280</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Economics II (Microeconomics)</td>
<td>ECON 2280</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Electronic Publishing and Emerging Technologies</td>
<td>LIBR 1085</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>Employee Labour Relations (HURM)</td>
<td>LABR 5282</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Employee Labour Relations</td>
<td>HRM 2280</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Employment Law</td>
<td>LAW 1284</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Employment Law for Leadership Development - LDS</td>
<td>LDS 1082</td>
<td>30 Hrs</td>
<td>$367.88</td>
</tr>
<tr>
<td>Entrepreneurship I</td>
<td>ENTR 1281</td>
<td>42 Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Entrepreneurship II</td>
<td>ENTR 4280</td>
<td>42 Hrs</td>
<td>$403.57</td>
</tr>
<tr>
<td>Environment Management Introduction</td>
<td>ENVI 1580</td>
<td>45 Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Ergonomics</td>
<td>HLTS 1083</td>
<td>42 Hrs</td>
<td>$494.06 + text(s)</td>
</tr>
<tr>
<td>Field to Fork: Introduction to Local and Global Food Systems</td>
<td>FOOD 1080</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Finance - LDS</td>
<td>LDS 1083</td>
<td>30 Hrs</td>
<td>$367.88</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>HLTH 1589</td>
<td>48 Hrs</td>
<td>$494.06 + text(s)</td>
</tr>
<tr>
<td>Food Security and Food Justice in Canada</td>
<td>FOOD 1083</td>
<td>45 Hrs</td>
<td>$593.03</td>
</tr>
<tr>
<td>Foundations for Sustainability</td>
<td>FOOD 1086</td>
<td>45 Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Fundraising Introduction</td>
<td>FUND 1080</td>
<td>45 Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Genre Fiction and Readers’ Advisory Service</td>
<td>LIBR 1086</td>
<td>42 Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>Health Records Management</td>
<td>OFFC 1580</td>
<td>36 Hrs</td>
<td>$409.94 + text(s)</td>
</tr>
<tr>
<td>Human Relations and Supervision</td>
<td>LIBR 1087</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Human Relations - LDS</td>
<td>LDS 1084</td>
<td>30 Hrs</td>
<td>$367.88</td>
</tr>
<tr>
<td>Human Resources Capstone Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources Management Principles (HURM)</td>
<td>HCAP 6250</td>
<td>42 Hrs</td>
<td>$260</td>
</tr>
<tr>
<td>Human Resources Management Principles</td>
<td>HRM 4281</td>
<td>56 Hrs</td>
<td>$501.71 + text(s)</td>
</tr>
<tr>
<td>Human Resources Management Principles</td>
<td>HRM 1283</td>
<td>56 Hrs</td>
<td>$501.71 + text(s)</td>
</tr>
<tr>
<td>Human Resources Management Principles</td>
<td>HRM 1293</td>
<td>56 Hrs</td>
<td>$447.56 + text(s)</td>
</tr>
<tr>
<td>Human Resources Planning</td>
<td>HRM 3284</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
</tr>
</tbody>
</table>
Human Resources Planning (HURM)
Prerequisite: Human Resources Management Principles (HURM)
HRM 5284/42 Hrs/$452 + text(s)

Income Tax Planning
Prerequisite: Strategic Investment Planning
FIN 4080/42 Hrs/$452

Indexing and Subject Analysis
Prerequisite: Library Classification
LIBR 5082/42 Hrs/$462 + text(s)

Industrial Hygiene
HTS 1082/45 Hrs/$473.03 + text(s)

Information Technology for Library Technicians
LIBR 1081/42 Hrs/$452

Integrated Marketing Communication I
Prerequisite: Marketing II
COMM 3283/42 Hrs/$403.57 + text(s)

Integrated Marketing Communication II
Prerequisite: Integrated Marketing Communication I
COMM 4283/56 Hrs/$501.71 + text(s)

Intermediate Accounting I
Prerequisite: Accounting II
ACCT 3280/56 Hrs/$501.71 + text(s)

Intermediate Accounting II
Prerequisite: Intermediate Accounting I
ACCT 5283/42 Hrs/$403.57 + text(s)

International Business
MKTG 2282/42 Hrs/$403.57 + text(s)

Interpersonal Communications
HR 1383/42 Hrs/$403.57 + text(s)

Introduction to Business Processes
Prerequisite: Operations Management II
COMP 3284/42 Hrs/$403.57

Introduction to Metadata and Metadata Applications
Prerequisite: Electronic Publishing and Emerging Technologies, Genre Fiction and Readers’ Advisory, Resource Description and Access
LIBR 3087/42 Hrs/$452 + text(s)

Inventory Management
Prerequisite: Operations Management I
INV 2280/56 Hrs/$501.71 + text(s)

Leading Responsibly - LDS
LDS 1086/30 Hrs/$367.88

Leading Teams - LDS
LDS 1085/30 Hrs/$367.88

Lean Systems
Prerequisite: Operations Management II, Statistics I
PROD 4282/42 Hrs/$403.57 + text(s)

Legalization of Cannabis in Canada (seven-week) NEW
GNED 1381/42 Hrs/$403.57

Legislation for Health and Safety
HTS 1080/45 Hrs/$473.03

CONTINUING EDUCATION $500 SCHOLARSHIP

The School of Continuing Education is pleased to offer a $500 scholarship to a student who meets specific criteria as outlined on our website.

Academic excellence, as well as the student’s written paragraph, will be the basis for the final selection of the scholarship recipient. Interested students should contact the Continuing Education office, A160 or check our website under “Student Information” for full details.

www.durhamcollege.ca/coned

Libraries Introduction
LIBR 1080/42 Hrs/$452 + text(s)

Library Classification
Prerequisite: Resource Description and Access
LIBR 4082/42 Hrs/$462

Library Financial Management and Budgeting
Prerequisite: Computers an Introduction, Libraries Introduction
LIBR 2087/21 Hrs/$304.79

Library Programming, Marketing and Advocacy
Prerequisite: Online Searching
LIBR 3085/42 Hrs/$452

Library Technician Field Work I
LIBR 5089/112 Hrs/$456.28/OFFSITE

Library Technician Field Work II
LIBR 6089/112 Hrs/$456.28/OFFSITE

Management Information Systems
ACCT 5281/42 Hrs/$452 + text(s)

Management Labour Concerns In Occupational Health and Safety
HTS 1084/30 Hrs/$367.88

Management Leadership Skills
CCA 1585/40 Hrs/$389.55 + text(s)

Management Principles
MGMT 1280/45 Hrs/$473.03 + text(s)

Managerial Accounting for H.R.
Prerequisite: Accounting I
ACCT 2281/42 Hrs/$452 + text(s)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite(s)</th>
<th>Credits</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3252/3</td>
<td>Managerial Accounting I</td>
<td>Accounting II</td>
<td>56 Hrs/$429.48 + text(s)</td>
<td></td>
</tr>
<tr>
<td>ACCT 3283/4</td>
<td>Managerial Accounting II</td>
<td>Managerial Accounting I</td>
<td>48 Hrs/$494.06 + text(s)</td>
<td></td>
</tr>
<tr>
<td>ACCT 5285/5</td>
<td>Managerial Accounting III</td>
<td>Managerial Accounting II</td>
<td>56 Hrs/$501.71 + text(s)</td>
<td></td>
</tr>
<tr>
<td>ACCT 5288/4</td>
<td>Managerial Accounting (HURM)</td>
<td>Accounting (HURM)</td>
<td>48 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>LDS 1087/30</td>
<td>Managing Change - LDS</td>
<td></td>
<td>$367.88</td>
<td></td>
</tr>
<tr>
<td>MKTG 1280/4</td>
<td>Marketing I</td>
<td></td>
<td>$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td>MKTG 1290/4</td>
<td>Marketing I</td>
<td></td>
<td>$348.42 + text(s)</td>
<td></td>
</tr>
<tr>
<td>MKTG 2280/4</td>
<td>Marketing II</td>
<td>Marketing I</td>
<td>$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td>MKTG 2290/5</td>
<td>Marketing II</td>
<td>Marketing II</td>
<td>$447.56 + text(s)</td>
<td></td>
</tr>
<tr>
<td>LAW 2288/42</td>
<td>Marketing Law and Ethics</td>
<td></td>
<td>$403.57 + text(s)</td>
<td></td>
</tr>
<tr>
<td>MKTG 3284/4</td>
<td>Marketing Research Techniques</td>
<td>Marketing II</td>
<td>$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td>MAPL 2280/4</td>
<td>Master Planning for Operations/Production</td>
<td>Computer Applications in Operations I, Excel Advanced, Excel Introduction, Operations Management II</td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>MKTG 3282/4</td>
<td>Medical Billing I</td>
<td>Medical Terminology - Level 1</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>MKTG 3284/4</td>
<td>Medical Knowledge</td>
<td>Medical Terminology Skills I, Medical Terminology - Level 1</td>
<td>42 Hrs/$452</td>
<td></td>
</tr>
<tr>
<td>MKTG 3285/3</td>
<td>Medical Terminology Level 2 (Pronunciation)</td>
<td>Medical Terminology - Level 1</td>
<td>$409.94 + text(s)</td>
<td></td>
</tr>
<tr>
<td>TRAN 3584/4</td>
<td>Medical Transcription Fundamentals</td>
<td>Medical Transcription Styles and Practices, Medical Keyboarding, Medical Terminology - Level 1, Writing Grammatically</td>
<td>42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>TRAN 3285/4</td>
<td>Medical Transcription Introduction</td>
<td>Medical Transcription Styles and Practices, Medical Keyboarding, Medical Terminology, Medical Transcription Fundamentals, Writing Grammatically</td>
<td>42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>TRAN 3584/4</td>
<td>Medical Transcription Styles and Practices</td>
<td>Medical Keyboarding, Medical Terminology - Level 1, Writing Grammatically</td>
<td>42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>TRAN 3584/4</td>
<td>Mortgage Agent Program</td>
<td></td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>HLTH 4280/42</td>
<td>Occupational Health and Safety (HURM)</td>
<td></td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>HLTH 3280//42</td>
<td>Occupational Health and Safety</td>
<td></td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>OFFC 1280/42</td>
<td>Office Technology and Procedures</td>
<td></td>
<td>$403.57 + text(s)</td>
<td></td>
</tr>
<tr>
<td>LIBR 2086/42</td>
<td>Online Searching</td>
<td>Libraries Introduction</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>OPER 1280/45</td>
<td>Operations Management I</td>
<td></td>
<td>$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td>OPER 2280/56</td>
<td>Operations Management II</td>
<td>Operations Management I</td>
<td>$501.71 + text(s)</td>
<td></td>
</tr>
<tr>
<td>HRM 4283/4</td>
<td>Organizational Behaviour for Human Resources Management (HURM)</td>
<td></td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>HRM 3281/4</td>
<td>Organizational Behaviour for Human Resources Professionals</td>
<td></td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>HRM 3285/4</td>
<td>Organizational Change and Leadership</td>
<td>Human Resources Management Principles</td>
<td>45 Hrs/$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td>PROJ 1080/35</td>
<td>Payroll Administration</td>
<td>Accounting I</td>
<td>$402.93 + text(s)</td>
<td></td>
</tr>
<tr>
<td>CPA 1251/4</td>
<td>Payroll Compliance Legislation</td>
<td></td>
<td>$321.96</td>
<td></td>
</tr>
<tr>
<td>LDS 1088/30</td>
<td>Performance Management - LDS</td>
<td></td>
<td>$367.88</td>
<td></td>
</tr>
<tr>
<td>PROJ 1080/35</td>
<td>PMP/CAPM Project Management Exam Preparation</td>
<td></td>
<td>$402.93 + text(s)</td>
<td></td>
</tr>
<tr>
<td>PROJ 2284/45</td>
<td>Principles of Purchasing</td>
<td>Operations Management II</td>
<td>$403.57 + text(s)</td>
<td></td>
</tr>
<tr>
<td>PURC 2280/42</td>
<td>Principles of Sales</td>
<td>Operations Management II</td>
<td>$403.57 + text(s)</td>
<td></td>
</tr>
<tr>
<td>PROD 3281/56</td>
<td>Principles of Sales</td>
<td>Operations Management II</td>
<td>$501.71</td>
<td></td>
</tr>
<tr>
<td>PROJ 1080/35</td>
<td>Production Systems</td>
<td>Operations Management II</td>
<td>$403.57 + text(s)</td>
<td></td>
</tr>
<tr>
<td>ENTR 2282/42</td>
<td>Professional Development for Entrepreneurs I</td>
<td></td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>PROJ 1080/35</td>
<td>Project Management and the Human Interface</td>
<td></td>
<td>$420.45 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td>Credits</td>
<td>Hours</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Registered Insurance Broker of Ontario (RIBO) Exam Preparation</td>
<td>1</td>
<td>52</td>
<td>814.52</td>
<td></td>
</tr>
<tr>
<td>Research and Reporting</td>
<td>1</td>
<td>42</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>Resource Description and Access I</td>
<td>1</td>
<td>42</td>
<td>462</td>
<td></td>
</tr>
<tr>
<td>Resource Description and Access II</td>
<td>1</td>
<td>42</td>
<td>462</td>
<td></td>
</tr>
<tr>
<td>Retail Management</td>
<td>1</td>
<td>42</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>Retirement Planning</td>
<td>1</td>
<td>42</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>Sage 50 (Simply Accounting I)</td>
<td>1</td>
<td>42</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>School Libraries</td>
<td>1</td>
<td>42</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>Special Libraries</td>
<td>1</td>
<td>42</td>
<td>304.79</td>
<td></td>
</tr>
<tr>
<td>Start a Small Business</td>
<td>1</td>
<td>30</td>
<td>367.88</td>
<td></td>
</tr>
<tr>
<td>Statistical and Predictive Modeling for Analytics I</td>
<td>1</td>
<td>56</td>
<td>529.75</td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>1</td>
<td>56</td>
<td>550.14</td>
<td></td>
</tr>
<tr>
<td>Strategic Investment Planning</td>
<td>1</td>
<td>42</td>
<td>452</td>
<td></td>
</tr>
<tr>
<td>Strategies for Fostering Client Loyalty</td>
<td>1</td>
<td>45</td>
<td>473.03</td>
<td></td>
</tr>
<tr>
<td>Strategies for Instruction for Library Technicians</td>
<td>1</td>
<td>45</td>
<td>473.03</td>
<td></td>
</tr>
<tr>
<td>Supervisory Skills for Business and Industry</td>
<td>1</td>
<td>30</td>
<td>367.88</td>
<td></td>
</tr>
<tr>
<td>Taxation I</td>
<td>1</td>
<td>42</td>
<td>349.42</td>
<td></td>
</tr>
</tbody>
</table>

### SOCIAL MEDIA

**Social Media Applied in Business**
Prerequisite: Social Media, Introduction to, Social Media Developing A Strategy, Social Media Digital Communication, Social Media Monitoring and Measurement

**Social Media Developing a Strategy**
Prerequisite: Social Media, Introduction to

**Social Media Digital Communication**

**Social Media Monitoring and Measurement**
Prerequisite: Social Media, Introduction to

**Social Media, Introduction to**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Credits</th>
<th>Fee</th>
<th>Text(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxation II</td>
<td>Prerequisite: Taxation I</td>
<td>ACCT 4284/56 Hrs/$501.71 + text(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training and Development</td>
<td>Prerequisite: Human Resource Management Principles</td>
<td>HRM 4280/56 Hrs/$501.71 + text(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training and Development (HURM)</td>
<td>Prerequisite: Human Resource Management Principles (HURM)</td>
<td>HRM 5283/56 Hrs/$501.71 + text(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation and Logistics Management</td>
<td>Prerequisite: Operations Management II</td>
<td>MGMT 2280/42 Hrs/$452 + text(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding Sustainable Farming: Principles and Practices</td>
<td>Prerequisite: Field to Fork: Introduction to Local and Global Food Systems</td>
<td>FOOD 1085/45 Hrs/$473.03</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban Agriculture, Community Gardens, Food Secure Cities</td>
<td></td>
<td>FOOD 1084/45 Hrs/$473.03 + text(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visualizations, Leadership, and Business Communications I</td>
<td></td>
<td>DATA 1285/60 Hrs/$578.18 + text(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visualizations, Leadership, and Business Communications II</td>
<td>Prerequisite: Visualizations, Leadership, and Business Communications I</td>
<td>DATA 2285/60 Hrs/$578.18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BEGIN YOUR CAREER OR EXPAND YOUR OPPORTUNITIES IN COMPUTER PROGRAMMING, DATABASE AND WEB DESIGN AND OPERATING SYSTEMS WHILE GAINING SKILLS IN INFORMATION SYSTEMS AND TECHNOLOGY THAT WILL MAKE YOU THE NEXT GREAT INFORMATION TECHNOLOGY PROFESSIONAL.

Microsoft Office
Durham College Certificate

This certificate is designed to help participants develop office skills that are essential in today’s competitive office environment. You will study the Windows operating system and an overview of the Microsoft Office Suite, followed by separate study segments in Word, Excel, Access and PowerPoint.

Program of Study (suggested sequence)
- Microsoft Office 2013/2016
- Access Introduction
- PowerPoint
- Word Introduction
- Excel Introduction
  OR Business Computer Applications II
- Access Advanced
- Word Advanced
- Excel Advanced

Technical Support Analyst
Durham College Certificate

Develop the technical skills and knowledge that a Technology Support Analyst needs to deliver quick, informed solutions for computer-related problems. Additionally, learn how to support standard application development and the implementation of projects.

Program of Study (suggested sequence)
- A+ Essentials - Hardware
- Network +
- PowerPoint
- Project Management Introduction
- Security+ Certification Preparation
- Training for Technical Support Analysts
- Windows 10
- Excel Introduction
  OR Excel Advanced
- Technical Communications
- Word Introduction OR Word Advanced
- A+ Essentials - Operating Systems

Website Creation and Design
Durham College Certificate

The Internet has revolutionized the way people communicate and the way organizations do business. As a result, there is a rapidly growing demand for computer professionals who know how to establish and maintain websites. The flexible skill-base gained through this certificate will provide you with the ability to create a vibrant, modern and exciting web presence, whether for business, entertainment or personal use.

Program of Study (suggested sequence)
- Design Basics
- Dreamweaver Introduction
- HTML Introduction
- Photoshop I
- Dynamic Web Sites with AMP (Apache, MySQL and PHP)
  Plus two of the following courses
  - Dreamweaver Advanced
  - Flash Introduction
  - Java Introduction
  - Java Intermediate
  - JavaScript

Program Questions: 905.721.2000 Ext. 3776/2161 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
## A-Z COURSE LISTING

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Hrs</th>
<th>Fee</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ Essentials - Hardware</td>
<td>COMP 1884</td>
<td>56 Hrs</td>
<td>$501.71 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Access Advanced</td>
<td></td>
<td></td>
<td></td>
<td>Prerequisite: Access Introduction</td>
</tr>
<tr>
<td></td>
<td>WIND 2287</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Access Introduction</td>
<td>WIND 1282</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Computers an Introduction</td>
<td>COMP 1281</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Design Basics</td>
<td>BDES 1381</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Dreamweaver Advanced</td>
<td>MEDA 2380</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Dreamweaver Introduction</td>
<td>MEDA 1380</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Dynamic Web Sites with Amp (Apache, MySQL and PHP)</td>
<td>PROG 3283</td>
<td>56 Hrs</td>
<td>$501.71 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Excel Advanced</td>
<td>SPRD 2282</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Excel Introduction</td>
<td>SPRD 2281</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Flash Intermediate</td>
<td>MEDA 2381</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Flash Introduction</td>
<td>MEDA 1381</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>HTML Intermediate</td>
<td>PROG 2288</td>
<td>42 Hrs</td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>HTML Introduction</td>
<td>PROG 1288</td>
<td>42 Hrs</td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>Java Intermediate</td>
<td>PROG 4286</td>
<td>40 Hrs</td>
<td>$437.98 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Java Introduction</td>
<td>PROG 3286</td>
<td>40 Hrs</td>
<td>$437.98 + text(s)</td>
<td></td>
</tr>
<tr>
<td>JavaScript</td>
<td>PROG 2283</td>
<td>56 Hrs</td>
<td>$501.71 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office 2013</td>
<td>WIND 1880</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Microsoft Office 2016</td>
<td>WIND 1287</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Network +</td>
<td>NETW 1182</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Photoshop 1</td>
<td>PHOT 1382</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>PowerPoint</td>
<td>WIND 1281</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Programming for Absolute Beginners</td>
<td>PROG 1281</td>
<td>30 Hrs</td>
<td>$367.88 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Programming In C</td>
<td>PROG 2281</td>
<td>45 Hrs</td>
<td>$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Security+ Certification Preparation</td>
<td>COMP 1285</td>
<td>56 Hrs</td>
<td>$501.71 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Training For Technical Support Analysts</td>
<td>SERV 1980</td>
<td>42 Hrs</td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>Windows 10</td>
<td>WIND 1082</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Word Advanced</td>
<td>WIND 2286</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Word Introduction</td>
<td>WIND 2285</td>
<td>42 Hrs</td>
<td>$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Writing for the Web</td>
<td>WRIT 1086</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
</tbody>
</table>

**AutoCAD**

All AutoCAD courses are in the Trades & Technology section. For more information call 905.721.3330.

**C# Programming Introduction**

PROG 1289/42 Hrs/452 + text(s)

**CISCO Certified Networking Associate 1 - Networking Fundamentals**

CISC 1280/70 Hrs/648.28

**CISCO Certified Networking Associate 2 - Introduction to Routing**

Prerequisite: CCNA1-Networking Fundamentals

CISC 2280/70 Hrs/648.28

**CISCO Certified Networking Associate 3 - Routing and Switching**

Prerequisite: CCNA2-Introduction to Routing

CISC 3280/70 Hrs/648.28

**CISCO Certified Networking Associate 4 - Wide Area Networking**

Prerequisite: CCNA3-Routing and Switching

CISC 4280/70 Hrs/648.28

**Computer Applications for Human Resources**

Prerequisite: Business Computer Applications

COMP 3282/42 Hrs/403.57 + text(s)
CONSIDER TAKING ONE OF OUR EDUCATIONAL PROGRAMS OR COURSES IF YOU ARE INTERESTED IN ENRICHING THE LIVES OF CHILDREN OR ADULTS. OUR PROGRAMS PROVIDE EXTENSIVE EXPOSURE TO ALL AREAS OF TODAY’S TEACHING AND LEARNING ENVIRONMENT AND WILL HELP YOU CONTRIBUTE THOUGHTFULLY, CREATIVELY AND POSITIVELY TO THE COMMUNITY IN WHICH YOU LIVE AND WORK.

Child Development Practitioner
Certificate of Apprenticeship
Learn how to foster the physical, emotional and educational development of children in this rewarding apprenticeship program that's designed for those already working in the early childhood education field who wish to pursue formal studies and receive certification. See website for more details or call 905.721.3330.

Early Childhood Education
Ontario College Diploma
Admission application required, please visit our website.

This program will prepare you to meet the diverse needs of the early childhood education profession. You will acquire the knowledge and practical skills necessary to foster social, emotional, cognitive and physical development in children from infancy to age 12. The program encompasses all aspects of child care and includes an awareness of children with special needs.

Required Courses (suggested sequence):
- Child Development I
- Communication Essentials
- Curriculum Development I
- Early Childhood Education Practices, Introduction to
- Early Childhood Education Field Placement Preparation I
- Wellness for Children
- Guidance of the Young Child
- Observing the Young Child
- Child Development II
(Continued)

- Academic Writing for Success Strategies
- Curriculum Development II
- Early Childhood Education Field Placement I & Seminar
- Early Childhood Education Field Placement Preparation II
- Exceptionalities Introduction - Early Childhood Education
- Curriculum Development III
- Early Childhood Education Field Placement II & Seminar
- Personal and Professional Wellness
- Prevention and Identification of Child Abuse
- Ethics and Professional Practice
- Partnerships with Parents
- Philosophies of Early Childhood Education
- Early Childhood Education Field Placement III & Seminar
- General Education Elective Course(s) - 3 required

Questions: 905.721.2000 Ext. 2084 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Early Childhood Education – Resource Consulting

Ontario College Graduate Certificate
Admission application required, please visit our website.

This program provides registered early childhood educators with the specialized knowledge and skills required to work as resource consultants with special-needs children and their families.

Required Courses (suggested sequence):
- Introduction to the Field of Early Intervention
- Research and Assessment, Introduction to
- The Inclusive Learning Environment
- Resource Consultant Fieldwork Level I
- Understanding and Working with Families
- Individual Family Service Plan
- Resource Consultant Fieldwork Level II
- Advocacy, Practice and Reflection

Educational Support

Ontario College Diploma
Please see our website for the admission process.

Acquire the attitudes, knowledge and skills needed to work effectively as an educational assistant, primarily with children and youth with exceptionalities. Launch a career as a non-teaching team member who works with teachers and other professionals to help meet student needs.

Required Courses (suggested sequence):
- Foundations of Education
- Math in an Educational Setting
- Psychology Introduction
- Safety in Educational Settings
- Communication for ES
- Technology in Education
- Educational Support Placement Preparation
- Personal and Interpersonal Dynamics
- Total Communication Part I ES
- Inclusion and Cultural Diversity
- Educational Support Placement I
- Development Across the Lifespan
- Educational Support Placement II
- Total Communication Part II ES
- Classroom Skills

(Continued)

• Behaviour and Mental Health Exceptionalities
• Adaptive Computer Technology in Education
• Educational Support Placement III
• Transition Planning
• Learning Strategies for ES
• Communication Exceptionalities
• Autism Spectrum Disorder
• Physical and Multiple Exceptionalities
• General Education Elective Course(s) - 2 required

eLearning Developer

Durham College Certificate
With the growth of online education, teaching and training has advanced the need for skilled developers of web-based learning. This program is designed to provide you with usable skills and a pedagogical basis in order to develop quality online learning materials. You will not only learn the practical skills for development, but will also be introduced to how your role relates to the team-based approach in educational design.

Required Courses (suggested sequence):
- Instructional Design for Online Learning
- Universal Design for Learning
- LMS Platforms
- eLearning Tools
- HTML Introduction
- Multimedia for Online Learning
- Managing an eLearning Project

Instructional Design

Durham College Certificate
The Instructional Design program is for those interested in the theory, practice, and design of instructional content for various modes of delivery. This program will provide you with the theoretical and practical foundations for the development and design of instruction and training applicable to the higher education industry, corporate training delivery, or the hosting of subject-specific workshops. Pedagogical theory will be coupled with practical module and course development to apply and demonstrate key instructional design principles.

(Continued)

Required Courses (suggested sequence):
- Instructional Design for Online Learning
- Digital Pedagogy

(Continued)

- Course Design for Hybrid Delivery
- Alignment and Assessment Strategies
- Quality Assurance and Course Evaluation
- Managing an eLearning Project
- Collaborative Frameworks: Working with Subject Matter Experts
- Special Topics in Course Design

Teaching and Training Adults

Durham College Certificate
Whether you teach in a formal classroom setting, facilitate seminars, train employees or teach a general-interest program, you will be well equipped to meet the needs of all adult learners through this program. Explore the nature of adult learners including their learning styles; needs and characteristics; analyze what makes teachers effective; and address critical aspects of course delivery.

Required Courses (suggested sequence):
- Adult Learning
- Adults with Learning Disabilities
- Curriculum Development
- Instructional Techniques
- Assessment and Evaluation
### Academic Career Entrance

**ACE+ Apprenticeship Math**  
Prerequisite: Ace Core Math  
ACE 1380/100 Hrs/$618.80

**ACE+ Biology**  
ACE 1381/120 Hrs/$731.80

**ACE+ Business Mathematics**  
Prerequisite: Ace Core Math  
ACE 1382/120 Hrs/$731.80

**ACE+ Chemistry**  
Prerequisite: Ace Core Math  
ACE 1383/120 Hrs/$731.80

**ACE+ Communications**  
ACE 1384/120 Hrs/$731.80

**ACE+ Computers**  
ACE 1385/100 Hrs/$619

**ACE+ Core Math**  
ACE 1386/120 Hrs/$731.80

**ACE+ Physics**  
ACE 1387/120 Hrs/$731.80

**ACE+ Self-Management/Self Direction**  
ACE 1388/80 Hrs/$506.20

**ACE+ Technology Math**  
Prerequisite: Ace Core Math  
ACE 1389/120 Hrs/$731.80

**ACE+ University Chemistry Preparation**  
Prerequisite: Ace Chemistry  
ACE 1783/120 Hrs/$918.18 + text(s)

**ACE+ University Level Biology**  
ACE 1780/120 Hrs/$897.10

### A-Z Course Listing

**Academic Writing for Success Strategies**  
Prerequisite: Communication Essentials  
COMM 2785/42 Hrs/$452

**Adaptive Computer Technology in Education**  
Prerequisite: Technology in Education  
EDUC 2084/42 Hrs/$452

**Adult Learning**  
TEAC 1980/42 Hrs/$403.57 + text(s)

**Adults with Learning Disabilities**  
Prerequisite: Adult Learning  
TEAC 2983/42 Hrs/$403.57

**Advocacy, Practice and Reflection**  
Prerequisite: Field of Early Intervention, Individual Family Support Plan, Research and Assessment Introduction, Resource Consultant Fieldwork 1, Resource Consultant Fieldwork 2, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners  
ECE 7080/42 Hrs/$452 + text(s)

**Assessment and Evaluation**  
Prerequisite: Adult Learning  
TEAC 4980/42 Hrs/$403.57

**Autism Spectrum Disorder - Assisting Student Development for Educational Support**  
Prerequisite: Communication Exceptionalities, Personal and Interpersonal Dynamics  
EDUC 4080/42 Hrs/$452 + text(s)

**Autism Spectrum Disorder Introduction**  
HLTH 1081/42 Hrs/$452

**Behaviour and Mental Health Exceptionalities**  
Prerequisite: Development Across the Lifespan, Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting  
EDUC 2082/42 Hrs/$452 + text(s)

**Child Development I**  
CHLD 2380/42 Hrs/$403.57 + text(s)

**Child Development II**  
Prerequisite: Child Development I, Communication Essentials  
CHLD 3383/42 Hrs/$403.57 + text(s)

**Classroom Skills**  
Prerequisite: Behaviour and Mental Health Exceptionalities, Foundations of Education, Personal and Interpersonal Dynamics  
EDUC 3084/42 Hrs/$443.60

**Collaborative Frameworks: Working With Subject Matter Experts**  
DESN 1380/42 Hrs/$443.60 + text(s)

**Communication Essentials**  
COMM 1780/42 Hrs/$351.02 + text(s)

**Communication Exceptionalities**  
Prerequisite: Behaviour and Mental Health Exceptionalities, Classroom Skills, Foundations of Education, Personal and Interpersonal Dynamics, Safety in Educational Setting, Technology in Education  
EDUC 3082/42 Hrs/$452
### Communications for Educational Support

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1084/45 Hrs/$464.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Course Design for Hybrid Delivery

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESN 1381/42 Hrs/$452</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Curriculum Development

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Adult Learning</td>
<td>TEAC 2980/42 Hrs/$403.57</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Educational Support Placement I</td>
<td>TEAC 2900/42 Hrs/$330.36 + text(s)</td>
<td></td>
</tr>
<tr>
<td>Sep 18-Dec 18/Tues/6:40-9:40/OSHAWA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Curriculum Development I - Early Childhood Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CURR 1581/56 Hrs/$490.51 + text(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Curriculum Development II - Early Childhood Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Curriculum Development I Early Childhood Education</td>
<td>CURR 2581/56 Hrs/$490.51 + text(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Curriculum Development III - Early Childhood Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Curriculum Development II – Early Childhood Education</td>
<td>CURR 3581/56 Hrs/$501.71 + text(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Digital Pedagogy

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 1380/45 Hrs/$464.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Early Childhood Education Practices Introduction

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1381/42 Hrs/$403.57 + text(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### English 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1081/45 Hrs/$464.03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### English 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: English 1</td>
<td>ENG 2081/45 Hrs/$464.03</td>
<td></td>
</tr>
</tbody>
</table>

### Ethics and Professional Practice

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: ECE Field Placement II and Seminar</td>
<td>ECE 2382/28 Hrs/$305.43 + text(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Exceptionalities Introduction - Early Childhood Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Child Development II, ECE Field Placement I and Seminar</td>
<td>CHLD 3382/42 Hrs/$403.57 + text(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Foundations of Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 1081/42 Hrs/$452 + text(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Guidance of the Young Child

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: ECE Practices Introduction</td>
<td>CHLD 1382/42 Hrs/$403.57 + text(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Inclusion and Cultural Diversity

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 2083/42 Hrs/$452 + text(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Early Childhood Education Field Placement I and Seminar

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Child Development I, Curriculum Development I – Early Childhood Education, Curriculum Development II – Early Childhood Education, ECE Field Placement Preparation I, ECE Practices Introduction, Observing the Young Child</td>
<td>FWK 2381/210 Hrs/$572.65</td>
<td></td>
</tr>
</tbody>
</table>

### Exceptionalities Introduction - Early Childhood Education

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Field of Early Intervention, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners</td>
<td>ECE 5080/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
</tbody>
</table>

### Instructional Design for Online Learning

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAC 1380/42 Hrs/$452</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Instructional Techniques

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: Adult Learning</td>
<td>TEAC 3980/42 Hrs/$403.57</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Field Placement Preparation</td>
<td>TEAC 3900/42 Hrs/$330.36</td>
<td></td>
</tr>
<tr>
<td>Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Educational Support Placement I

Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.

| Prerequisite: Educational Support Placement Preparation |
| EDU 3081/132 Hrs/$487.18 |

### Educational Support Placement II

| Prerequisite: Educational Support Placement I, Educational Support Placement Preparation |
| EDU 3083/132 Hrs/$487.18 |

### Educational Support Placement III

| Prerequisite: Educational Support Placement II |
| EDU 4083/132 Hrs/$487.18 |

### Educational Support Placement Preparation

| EDU 2088/42 Hrs/$452 |

### Early Childhood Education Field Placement II and Seminar

| Prerequisite: Special Prerequisite (must have passed all previous courses and have a minimum GPA of 2.0) |
| FWK 6384/259 Hrs/$572.65 |

### Early Childhood Education Field Placement Preparation I

| FWKP 1382/14 Hrs/$207.29 |

### Individual Family Support Plan

| Prerequisite: Field of Early Intervention, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners |
| ECE 5080/42 Hrs/$452 + text(s) |

### Instructional Design for Online Learning

| TEAC 1380/42 Hrs/$452 |

### Instructional Techniques

| Prerequisite: Adult Learning |
| TEAC 3980/42 Hrs/$403.57 |
| TEAC 3900/42 Hrs/$330.36 |
| Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA |
Learning Strategies for Educational Support  
EDUC 1088/42 Hrs/$452

Math in an Educational Setting  
EDUC 1082/42 Hrs/$452 + text(s)

Multimedia for Online Learning  
TEAC 1383/42 Hrs/$452

Observing the Young Child  
Prerequisite: Child Development I, Communication Essentials  
CHLD 1383/28 Hrs/$305.43 + text(s)

Partnership with Parents  
Prerequisite: ECE Field Placement II and Seminar  
ECE 3381/42 Hrs/$403.57 + text(s)

Personal and Interpersonal Dynamics  
Prerequisite: Foundations of Education, Safety in an Educational Setting  
EDUC 2080/42 Hrs/$452 + text(s)

Philosophies of Early Childhood Education  
Prerequisite: ECE Field Placement II and Seminar  
ECE 4380/42 Hrs/$403.57

Physical and Multiple Exceptionalities  
Prerequisite: Behaviour and Mental Health Exceptionalities, Classroom Skills, Communication Exceptionalities, Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting, Technology in Education  
EDUC 4082/42 Hrs/$452 + text(s)

Prevention and Identification of Child Abuse  
Prerequisite: ECE Field Placement II and Seminar  
CHLD 3380/42 Hrs/$403.57 + text(s)

Quality Assurance and Course Evaluation  
NEW  
DESN 1382/42 Hrs/$564

Resource Consultant Fieldwork I  
Prerequisite: Introduction to the Field of Early Intervention, Research and Assessment Introduction  
ECE 3081/105 Hrs/$445.98

Resource Consultant Fieldwork II  
Prerequisite: Introduction to the Field of Early Intervention, Research and Assessment Introduction to, Resource Consultant Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners  
ECE 6080/105 Hrs/$445.98

Safety in an Educational Setting  
EDUC 1080/42 Hrs/$452

Special Topics In Course Design  
NEW  
DESN 1383/45 Hrs/$593.03 + text(s)

Technology in Education  
EDUC 1083/42 Hrs/$452

The Inclusion Learning Environment  
Prerequisite: Field of Early Intervention, Research and Assessment Introduction  
ECE 3080/42 Hrs/$452 + text(s)

Total Communication Part I Educational Support  
Prerequisite: Communications for Educational Support  
EDUC 1181/42 Hrs/$452 + text(s)

Total Communication Part II Education Support  
Prerequisite: Total Communication Part I Educational Support  
EDUC 2181/42 Hrs/$452 + text(s)

Transition Planning  
Prerequisite: Behaviour and Mental Health Exceptionalities, Communication Exceptionalities, Physical and Multiple Exceptionalities  
EDUC 1180/42 Hrs/$452

Understanding and Working with Families  
Prerequisite: Introduction to the Field of Early Intervention, Research and Assessment Introduction to, Resource Consultant Fieldwork 1, The Inclusive Learning Environment  
ECE 4080/42 Hrs/$452 + text(s)

Wellness for Children  
HLTH 1385/28 Hrs/$305.43 + text(s)

Writing Grammatically  
ENG 1082/48 Hrs/$494.06
HEALTH & COMMUNITY
NURSING/HEALTH CARE/HEALTH PROMOTION/SOCIAL SERVICES/
FIRST AID AND CPR

HEALTH AND SOCIAL SERVICE ENVIRONMENTS ARE CONTINUALLY CHANGING, CREATING A DEMAND FOR QUALIFIED PROFESSIONALS TO MEET EVOLVING SERVICE NEEDS. BUILD A CAREER, CHANGE CAREERS, OR SPECIALIZE IN YOUR PRACTICE TO FURTHER CONTRIBUTE TO THE HEALTH AND WELLBEING OF OTHERS.

Children’s Mental Health
Durham College Certificate
Gain relevant knowledge and skills to effectively work with infants, children or adolescents with complicated psychiatric disorders. Courses focus on the developmental process, understanding psychiatric disorders and associated behaviours, risk factors and triggers, the identification of behaviours and symptoms, family relationships, and intervention and prevention strategies.

Required courses (suggested sequence):
- Child Development I
- Family Relationships and their Impact on Psychiatric Disorders
- Cognitive Development, Trauma and Loss - Children’s Health Focus
- Prevention and Intervention Strategies - Children’s Mental Health
- Psychiatric Disorders Common to the Infant, Child and Adolescent Population
- Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent

Dementia Studies-Multidiscipline
Durham College Certificate
Designed for professionals in the health and/or social service field, this program aims to increase competency in caring for those with dementia and other progressive diseases that reduce cognitive and functional performances, mainly but not exclusively, in an older population. It emphasizes the retention of quality of life for people with dementia and for their care partners.

Required courses (suggested sequence):
- Dementia Care Overview
- Ethics and Legalities
- Evaluation and Program Planning
- Communication and Interpersonal Skills
- Caregiving Skills
- Research and Development
- Dementia Studies Field Placement

Electives – choose one:
- Aging Introduction
- Orientation to Palliative Care

Diabetes Worker/Educator
Recognition of Achievement
Admission application required, please visit our website.

This program offers a firm foundation in current clinical approaches to diabetes education for regulated health care professionals (e.g. Registered Nurses, Registered Practical Nurses, Registered Dietitians) wishing to specialize in the diabetes field. It covers a breadth of topics including an overview of the disease process; management of diabetes; patient education; living with diabetes; and special issues with diabetes.

Required courses (suggested sequence):
- Diabetes: The Basics
- Diabetes Education: Approaches in Practice
- Living with Diabetes
- Diabetes: Throughout the Lifespan

IN-CLASS ONLINE MONTHLY INTAKE CORRESPONDENCE FAST TRACK WORKSHOP
Diversity and Intercultural Relations
Durham College Certificate
This program has been discontinued. Students may continue to take available courses online, however not all of the courses will be offered. For further information, please contact Lisa.Kowal@durhamcollege.ca or (905) 721-2154.

Food Service Worker
Durham College Certificate
Develop the knowledge and skills needed to be an effective member of a food-service team in a commercial, institutional or long-term care home. Courses focus on food preparation, service, nutrition and sanitation practices.

Required courses (suggested sequence):
• Role of the Food Service Worker
• Sanitation and Safety
• Communication/Customer Service for the Food Service Worker
• Food Preparation and Production
• Nutrition, Introduction for the Food Service Worker
• Nutrition in Health Care

Gerontology
Durham College Certificate
The aging of Canada’s population is resulting in a growing demand for highly trained professionals who possess a holistic understanding of the aging process and the skills required to work effectively with older adults. Enhance your knowledge, skills and attitudes and learn to care for aging clients by focusing on the factors and issues that impact the well-being of our aging population

Required courses (suggested sequence):
• Aging Introduction
• Case Management for Elder Issues
• Communication and Health Promotion Techniques
• Complex Family Dynamics
• Restorative Care in a Long Term Care Setting
• Physiology of Aging
• Assessment and Planning for the Aging Adult
• Seniors Mental Health
• Legal and Ethical Issues Related to Aging

Electives – choose one:
• Dementia Care Overview
• Orientation to Palliative Care

FIND US ON FACEBOOK

Questions: 905.721.2000 Ext. 2154/2802 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Health Care Administration

Ontario College Graduate Certificate

Admission application required, please visit our website.

The program is geared toward individuals who have previous education and work experience in health care who wish to develop their managerial and leadership skills. Courses within the program provide a wide range of business skills in a health care context, preparing you for leadership positions in a wide variety of health care settings.

Required courses (suggested sequence):
- Communication for Health Care Professionals
- Computer Applications for Health Care Administration
- Current Issues in Health Care Administration
- Ethics in Health Care Administration
- Financial Practices for Health Care Organizations
- Health Care Operations
- Health Care Policy
- Law and Health Care Administration
- Leadership in Health Care Administration
- Management in Human Resources in Health Care
- Statistics for Health Care Professionals
- Capstone Project-Health Care Administration

Hospital Nursing Unit Clerk

Durham College Certificate

Prepare for the challenging and rewarding career of providing clerical and administrative support for a hospital unit or health-care institution. Focusing on the development of strong office support skills, you will gain interpersonal, organizational and communication skills to apply to a health-care environment.

Required courses (suggested sequence):
- Medical Terminology I
- Medical Conditions for Medical Office Staff
- Pharmacology for Medical Office Professionals
- Understanding Medical Tests for Medical Office Staff
- Understanding Surgical Procedures for Medical Office Staff
- Working and Communicating in a Medical Setting
- Medical Keyboarding

Electives – choose two:
- Health Records Management
- Medical Office Procedures
- Medical Billing I
- Medical Terminology II

Mental Health Nursing RN/RPN

Durham College Certificate

Admission application required, please visit our website.

This program is based on the Standards for Mental Health Nursing in Canada and combines in-depth theoretical knowledge with hands-on clinical practice for nurses. Upon completion, you will be prepared to assess, provide interventions and advocate for mental health clients in a variety of institutional and community settings.

Required courses (suggested sequence):
- Mental Health Nursing, Introduction
- Crisis Intervention in Mental Health Nursing
- Issues and Ethics in Mental Health Nursing
- Therapeutic Techniques and Group Therapy
- Mental Health Practicum

Electives – choose one:
- Interprofessional Psychogeriatric Best Practices
- Special Topics in Mental Health Nursing

Mental Health Rehabilitation

Durham College Certificate

This program aims to support you in expanding your knowledge and understanding of psychosocial rehabilitation principles and practices and how they are implemented in a range of mental health services based on best practices and mental health reform in Ontario.

Required courses (suggested sequence):
- Mental Health Practices
- Mental Health Rehabilitation Foundations
- Mental Health Practitioner Roles and Competencies
- Mental Health Services, Programs and Organizations
- Psychiatric Rehabilitation Processes
- Current Trends in Mental Health
- Independent Study in Mental Health Rehabilitation

Nephrology RN/RPN

Durham College Certificate

Admission application required, please visit our website.

This program prepares nurses to deliver kidney care to affected patients across all stages of the kidney care journey, from early detection through dialysis, palliative care and transplant. You will develop the knowledge required to promote and deliver competent, safe and ethical care to those at risk for developing or affected by renal disease and/or insufficiency. The curriculum has been designed and developed in accordance with the Canadian Nurses Association (CNA) nephrology nursing competencies and standards of practice established by the Canadian Association of Nephrology Nurses and Technologists (CANNT).

Required courses (suggested sequence):
- Normal and Abnormal Kidney Function
- Nursing Across the Kidney Disease Trajectory
- Living with Chronic Kidney Disease
- Renal Replacement Therapies – Nursing Care of the Peritoneal Dialysis Patient

(Continued)
Renal Replacement Therapies – Nursing Care of the Hemodialysis Dialysis Patient
Renal Replacement Therapies – Nursing Care of the Transplant Patient
Mentored Knowledge Integration Project

Palliative Care
Durham College Certificate
Palliative care is an approach to care which focuses on comfort and quality of life for those affected by life-threatening illness. Learn how to provide comfort and while supporting the emotional, spiritual and cultural needs, and maximizing the functional status, of your clients.

Required courses (suggested sequence):
• Orientation to Palliative Care
• Comfort Measures
• Ethical, Legal, and Spiritual Concerns
• Palliative Care Communications
• Psychological and Social Implications
• Palliative Care Field Placement

Perinatal/Obstetrics RN/RPN
Durham College Certificate
This program is designed to enhance your knowledge and skills as a Registered Nurse (RN)/Registered Practical Nurse (RPN) working in or aspiring to work in a traditional obstetrical or perinatal unit. Applying nursing processes and research to clinical practice, you will provide comprehensive, family-centered maternity care to clients and their families in institutions and community settings.

Required courses (suggested sequence):
• Perinatal 1 - Normal Pregnancy
• Perinatal 2 - High Risk Pregnancy
• Perinatal 3 - Caesarean Section
• Perinatal 4 - Newborn
• Perinatal 5 - Perinatal Obstetrics Practicum

Occupational Health Nursing RN
Durham College Certificate
Admission application required, please visit our website.
Learn to apply your nursing skills outside of the clinical environment. This certificate will help place you in the workplace, where you will design and implement health and safety services and programs to support employee wellness.

Required courses (suggested sequence):
• Occupational Health Nursing Introduction
• Health in the Workplace
• Health Assessment
• Ergonomics and Disability Management
• Occupational Health and Health Surveillance
• Health and Safety Legislation for OHNs
• Health and Safety Management for OHNs
• Occupational Health Nursing Project

Oncology Nursing RN/RPN
Recognition of Achievement
Admission application required, please visit our website.
Through this program, RNs and RPNs will expand understanding of oncology nursing theory and skills so optimal, safe and effective care can be provided to patients living with cancer. A clinical component will allow you to apply concepts learned in courses.

RPN
Required courses (suggested sequence):
• Oncology Nursing, Introduction RPN
• Health Assessment
• Counselling Skills in Oncology
• Oncology Nursing, Advanced RPN
• Seminars in Oncology RPN
• Oncology Nursing Field Placement RPN

RN
Required courses (suggested sequence):
• Oncology Nursing, Introduction RN
• Health Assessment
(Continued)
Retirement Communities Management

Ontario College Graduate Certificate
Admission application required, please visit our website.

The Retirement Communities Management program is offered to meet the increasing demand for administrators in retirement homes and long-term care facilities. This program will help you develop skills in planning and implementing operational procedures and providing collaborative leadership in retirement communities.

Required courses (suggested sequence):
- Operational Overview
- Environmental Services
- Financial Management
- Healthy Aging Adult
- Human Resources Management and Labour Relations
- Resident-Centered Care
- Sales and Marketing
- Food Nutrition and Hospitality Management
- Senior Management for Retirement Communities
- Retirement Management Field Placement

Social Service Worker

Ontario College Diploma
Admission application required, please visit our website.

The Social Service Worker program combines academic study with practical experience to provide graduates with the skills, knowledge and attitudes required to work in the diverse and complex field of community and social services. The program focuses on the development of front-line interviewing and counselling skills that will prepare you to work with individuals and groups in a variety of social service settings, including group homes, women's shelters, addiction and mental health facilities, employment programs and services for seniors.

Required courses (suggested sequence):
- Communication Essentials
- Lifeskills Practice
- Principles of Psychology
- Interviewing Skills I
- Professional Practice in SSW
- Field Placement Preparation
- Record Keeping and Report Writing
- Academic Writing for Success Strategies
- Lifeskills Theory
- SSW Field Placement I and Seminar
- Interviewing Skills II
- Diversity and Cultural Competence
- Crisis Intervention
- Family and Family Systems
- Group Dynamics
- Social Service Worker Field Placement II and Seminar
- Development Across the Lifespan
- Pharmacology and Behaviour
- Social Welfare Policy
- Social Service Worker Field Placement III and Seminar
- Abnormal Psychology
- Addiction and Mental Health Theory and Practice
- Social Justice
- General Education Electives – three required

Thanatology

Durham College Certificate
Acquire the skills and preparation needed to better understand, support and care for those facing or coping with death, whether the result of a long-standing chronic illness, acute condition, or traumatic incident.

Required courses (suggested sequence):
- Orientation to Palliative Care
- Palliative Care Communications
- Ethical, Legal and Spiritual Concerns
- Thanatology Introduction
- Mourning, Grief and Bereavement
- Comfort Measures
- Coping with Death: Counselling, Support Groups and Alternative Therapies
- Learning from Death and Dying
### Abnormal Psychology
Prerequisite: Introduction to Psychology, Principles of Psychology  
COUN 2580/45 Hrs/$473.03 + text(s)

### Addictions and Mental Health
AdMH 1381/42 Hrs/$403.57

### Addictions Theory and Practice
Prerequisite: Family and Family Systems, Pharmacology and Behaviour, Record Keeping and Report Writing,  
COUN 2581/42 Hrs/$344.42

### Anatomy and Physiology I
BIO 1581/42 Hrs/$438.57 + text(s)

### Anatomy and Physiology II
Prerequisite: Anatomy and Physiology I  
BIO 2582/42 Hrs/$438.57 + text(s)

### Anger Management
HLTH 1080/42 Hrs/$452

### Arrhythmia Interpretation
CARD 1080/30 Hrs/$367.88

### Assembly, Wrapping and Packaging of Instrumentation, Supplies and Patient Care Equipment
Prerequisite: Decontamination Principles, Procedures and Practices in Sterile Processing, Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control for Sterile Processing  
STPC 4580/24 Hrs/$325.82

### Assessment and Planning for the Aging Adult
Prerequisite: Aging Introduction, Physiology of Aging  
HLT 7788/42 Hrs/$349.42 + text(s)

### Caregiving Skills
Prerequisite: Dementia Care Overview  
HLT 6781/24 Hrs/$325.82

### Case Management for Elder Issues
GER 1594/20 Hrs/$195.20 + text(s)

### Co-Dependency as an Addiction
PSYC 1082/45 Hrs/$473.03 + text(s)

### Cognitive Development, Trauma and Loss - Children's Health Focus
CHLD 1084/45 Hrs/$473.03 + text(s)

### Comfort Measures
CARE 1587/30 Hrs/$319.45 + text(s)

### Communication and Health Promotion
GER 1595/40 Hrs/$345.40 + text(s)

### Communication and Interpersonal Skills
Prerequisite: Dementia Care Overview  
HLT 6780/24 Hrs/$325.82

### Communication/Customer Service for the FSW
FSW 1580/42 Hrs/$452

### Complementary Therapies Introduction
GNED 1489/42 Hrs/$452 + text(s)

### Complex Family Dynamics
GER 1593/20 Hrs/$195.20 + text(s)

### Coping with Death: Counselling, Support Groups and Alternative Therapies
WELL 1086/36 Hrs/$409.94 + text(s)

### Coronary Care I for RNs
RN 1584/30 Hrs/$367.88

### Coronary Care II for RNs
RN 2584/30 Hrs/$367.88 + text(s)

### Counselling Skills in Oncology
RN 2583/30 Hrs/$319.45 + text(s)

### Crisis Intervention for SSW
Prerequisite: Interviewing Skills 1  
SSW 2586/42 Hrs/$344.42

### Decontamination Principles, Procedures and Practices in Sterile Processing
Prerequisite: Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control for Sterile Processing  
STPC 3580/39 Hrs/$430.97 + text(s)

### Dementia Care Overview
HLT 6681/24 Hrs/$325.82

### Development across the Lifespan
Prerequisite: Principles of Psychology, Psychology Introduction  
PSYC 2580/42 Hrs/$452 + text(s)

### Diabetes Education: Approaches in Practice
Prerequisite: Diabetes: The Basics  
RN 2081/42 Hrs/$452

### Diabetes: The Basics
RN 1080/42 Hrs/$452 + text(s)

### Diabetes: Throughout the Lifespan
Prerequisite: Diabetes Education: Approaches, Diabetes: The Basics, Living with Diabetes  
RN 4081/42 Hrs/$452

### Family and Family Systems
Prerequisite: Development across the Lifespan  
PSYC 2580/42 Hrs/$452 + text(s)

### Pharmacology and Behaviour
Prerequisite: Addictions Theory and Practice  
COUN 2581/42 Hrs/$344.42

### Record Keeping and Report Writing
Prerequisite: Addictions Theory and Practice  
COUN 2581/42 Hrs/$344.42

### Assembly, Wrapping and Packaging of Instrumentation, Supplies and Patient Care Equipment
Prerequisite: Decontamination Principles, Procedures and Practices in Sterile Processing, Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control for Sterile Processing  
STPC 4580/24 Hrs/$325.82
FIELD PLACEMENT

Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.

Dementia Studies Field Placement
Prerequisite: Caregiving Skills, Communication and Interpersonal Skills, Dementia Care Overview, Ethics and Legalities, Evaluation and Program Planning, Research and Development
HLT 6798/90 Hrs/$343.40

Mental Health Nursing Practicum
Prerequisite: Mental Health Nursing, Introduction, Crisis Intervention in Mental Health Nursing, Therapeutic Techniques and Group Therapy
NURS 3557/80 Hrs/$310

Oncology Nursing Field Placement - RN
Prerequisite: Seminars in Oncology RN
RN 3593/60 Hrs/$293.96

Oncology Nursing Field Placement - RPN
Prerequisite: Counselling Skills in Oncology, Health Assessment, Oncology Nursing Advanced - RPN, Oncology Nursing Intro - RPN, Seminars in Oncology RPN
RPN 3590/30 Hrs/$250.70

Palliative Care Field Placement
Prerequisite: Orientation to Palliative Care, Comfort Measures, Palliative Care Communications, Psychological and Social Implications, Ethical, Legal, and Spiritual Concerns
CARE 2591/60 Hrs/$293.96

Social Worker Field Placement I and Seminar
Prerequisite: Field Placement Preparation, Interviewing Skills I, Professional Practice in SSW, Record Keeping and Report Writing
FWK 1587/235 Hrs/$406

Social Worker Field Placement II and Seminar
Prerequisite: Diversity and Cultural Competence, Field Placement I & Seminar, Interviewing Skills II, Lifeskills Practice
FWK 2581/235 Hrs/$406

Social Worker Field Placement III and Seminar
Prerequisite: Development Across the Lifespan, Field Placement II and Seminar, Group Dynamics, Interviewing Skills II, Pharmacology and Behaviour
FWK 3581/235 Hrs/$406

FIRST AID/CPR

Emergency First Aid and CPR (C)
CPR 1606/8 Hrs/$100
Sep 22-Sep 23/Sat/Sun/9:10-5:40/OSHAWA
Sep 29-Sep 30/Sat/Sun/9:10-5:40/OSHAWA
Oct 13-Oct 14/Sat/Sun/9:10-5:40/OSHAWA
Nov 3-Nov 4/Sat/Sun/9:10-5:40/OSHAWA
Nov 24-Nov 25/Sat/Sun/9:10-5:40/OSHAWA

Heartsaver CPR/AED (C) - Recertification
CPR 1608/4 Hrs/$69.68
Sep 22/Sat/9:10-1:30/OSHAWA
Sep 29/Sat/9:10-1:30/OSHAWA
Oct 13/Sat/9:10-1:30/OSHAWA
Nov 3/Sat/9:10-1:30/OSHAWA
Nov 24/Sat/9:10-1:30/OSHAWA

Standard First Aid and CPR(C)
CPR 1605/15 Hrs/$120
Sep 22-Sep 23/Sat/Sun/9:10-5:10/OSHAWA
Sep 29-Sep 30/Sat/Sun/9:10-5:10/OSHAWA
Oct 13-Oct 14/Sat/Sun/9:10-5:10/OSHAWA
Nov 3-Nov 4/Sat/Sun/9:10-5:10/OSHAWA
Nov 24-Nov 25/Sat/Sun/9:10-5:10/OSHAWA

Disinfection and Sterilization Concepts and Techniques
Prerequisite: Assembly, Wrapping and Packaging of Instrumentation, Supplies and Patient Care Equipment, Decontamination Principles, Procedures and Practices in Sterile Processing, Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control for Sterile Processing
STPC 5580/45 Hrs/$473.03 + text(s)

Domestic and Workplace Violence
GNED 1483/45 Hrs/$473.03

Domestic Violence
SOCl 1085/30 Hrs/$367.88 + text(s)

Drug Knowledge - The Continuum of Care
PHAR 1584/10 Hrs/$227.68 + text(s)

Environmental Services
Prerequisite: Operational Overview
ENVI 2580/42 Hrs/$473.03

Ergonomics and Disability Management
Prerequisite: Occupational Health Nursing Introduction
OHN 1086/42 Hrs/$452

Ethical, Legal and Spiritual Concerns
CARE 1582/42 Hrs/$452

FIRST AID/CPR

Heartsaver CPR/AED (C) - Recertification
CPR 1608/4 Hrs/$69.68
Sep 22/Sat/9:10-1:30/OSHAWA
Sep 29/Sat/9:10-1:30/OSHAWA
Oct 13/Sat/9:10-1:30/OSHAWA
Nov 3/Sat/9:10-1:30/OSHAWA
Nov 24/Sat/9:10-1:30/OSHAWA

Standard First Aid and CPR(C)
CPR 1605/15 Hrs/$120
Sep 22-Sep 23/Sat/Sun/9:10-5:10/OSHAWA
Sep 29-Sep 30/Sat/Sun/9:10-5:10/OSHAWA
Oct 13-Oct 14/Sat/Sun/9:10-5:10/OSHAWA
Nov 3-Nov 4/Sat/Sun/9:10-5:10/OSHAWA
Nov 24-Nov 25/Sat/Sun/9:10-5:10/OSHAWA
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ethics and Legalities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 6784/24 Hrs/$325.82</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Evaluation and Program Planning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLT 6785/24 Hrs/$325.82 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Family and Family Systems</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Interviewing Skills II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 3581/42 Hrs/$403.57 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Family Relationships and their Impact on Psychiatric Disorders</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHLD 1087/45 Hrs/$472.73 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Financial Management-Retirement Communities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Operational Overview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 2580/42 Hrs/$452</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Food Nutrition and Hospitality Management</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Operational Overview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 2580/42 Hrs/$452 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Food Preparation and Production</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSW 1080/42 Hrs/$452</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Foot Care - Advanced and Diabetes RN/RPN</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RN 5555/48 Hrs/$1056.55</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 1-Oct 19/Wed-Fri/8:40-4:40/OSHAWA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Foundations in Addictions: Signs and Symptoms</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDC 1580/35 Hrs/$402.93 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Group Dynamics</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Interviewing Skills II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUN 3583/42 Hrs/$403.57 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health and Safety Legislation for Occupational Health Nurses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Occupational Health Nursing Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHN 1083/42 Hrs/$452 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health and Safety Management for Occupational Health Nurses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Occupational Health Nursing Introduction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OHN 2080/42 Hrs/$452</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health Assessment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HASS 3580/42 Hrs/$440.57 + text(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health Care Operations**
- OPER 1580/45 Hrs/$473.03 + text(s)

**Health Care Policy**
- PUBP 1580/45 Hrs/$473.03

**Health in the Workplace**
- OHN 1085/42 Hrs/$452

**Healthy Adult Aging**
- Prerequisite: Operational Overview
- GER 1080/42 Hrs/$452

**Human Resources Management and Labour Relations**
- Prerequisite: Operational Overview
- HRM 2580/42 Hrs/$452

**Human Sexuality**
- CHLD 4581/42 Hrs/$452 + text(s)

**Identification, Care and Handling of Instrumentation in Sterile Processing**
- Prerequisite: Microbiology and Infection Control
- STPC 2580/48 Hrs/$494.06 + text(s)

**Independent Study in Mental Health Rehabilitation**
- Prerequisite: Current Trends in Mental Health, Mental Health Practices, Mental Health Practitioner Role, Mental Health Rehabilitation Foundation, Mental Health Services, Programs and Organizations, Psychiatric Rehabilitation Processes
- PSR 3585/60 Hrs/$578.18

**Intercultural Communication**
- COMM 1081/42 Hrs/$452

**Interviewing Skills 1**
- SSW 1582/42 Hrs/$403.57 + text(s)

**Interviewing Skills II**
- Prerequisite: Interviewing Skills 1
- SSW 2582/42 Hrs/$403.57 + text(s)

**Issues and Ethics in Mental Health Nursing**
- Prerequisite: Mental Health Nursing, Introduction
- NURS 2557/42 Hrs/$344.42 + text(s)

**Law and Health Care Administration**
- LAW 1580/45 Hrs/$473.03

**Learning from Death and Dying**
- CARE 2583/36 Hrs/$409.94 + text(s)
Legal and Ethical Issues Related to Aging
Prerequisite: Aging Introduction, Assessment and Planning, Physiology of Aging, Seniors Mental Health
GER 1581/42 Hrs/$349.42 + text(s)  

Lifeskills Practice
COUN 2584/42 Hrs/$344.42  

Lifeskills Theory
Prerequisite: Lifeskills Practice
COUN 2585/42 Hrs/$403.57 + text(s)  

Lifestyle Coaching
COUN 1587/45 Hrs/$473.03 + text(s)  

Living with Chronic Kidney Disease
RN 1587/42 Hrs/$452 + text(s)  

Living with Diabetes
Prerequisite: Diabetes Education: Approaches in Practice, Diabetes: The Basics
RN 3081/42 Hrs/$452  

Management of Human Resources in Health
Prerequisite: Leadership in Health Care Administration
MGMT 1582/45 Hrs/$473.03  

Medical Conditions for Medical Office Staff
MDO 1080/45 Hrs/$473.03 + text(s)  

Medical Office Procedures
MDO 1084/45 Hrs/$473.03 + text(s)  

Medical Terminology - Level 1
NURS 1584/42 Hrs/$452 + text(s)  

Medical Transcription Advanced
Prerequisite: Medical Transcription Introduction
TRAN 4281/42 Hrs/$452 + text(s)  

Mental Health Nursing, Introduction
NURS 1556/42 Hrs/$344.42 + text(s)  

Mental Health Practices
PSR 1580/45 Hrs/$473.03  

Mental Health Practitioner Role
Prerequisite: Mental Health Rehabilitation Foundation
PSR 2581/45 Hrs/$473.03  

Mental Health Rehabilitation Foundation
PSR 1581/45 Hrs/$473.03  

Microbiology and Infection Control for Sterile Processing
STPC 1580/36 Hrs/$409.94  

Mourning, Grief and Bereavement: Reactions and Responses to Death
CARE 1584/36 Hrs/$409.94 + text(s)  

Normal and Abnormal Kidney Function
RN 1588/42 Hrs/$403.57 + text(s)  

Nursing Care across the Kidney Disease Trajectory  
NEW
RN 1589/42 Hrs/$403.57 + text(s)  

Nutrition in Health Care
Prerequisite: Nutrition, Introduction for Food Service Worker
FSW 1582/42 Hrs/$452  

Nutrition Introduction
NUTR 1080/42 Hrs/$452 + text(s)  

Nutrition, Introduction for the Food Service Worker
FSW 1581/42 Hrs/$452  

Occupational Health Nursing Introduction
OHN 1080/42 Hrs/$452  

Occupational Health Nursing Project
OHN 4080/42 Hrs/$452  

Oncology Nursing Advanced - RN
Prerequisite: Oncology Nursing Introduction - RN
RN 2581/42 Hrs/$452 + text(s)  

Oncology Nursing Advanced - RPN
Prerequisite: Oncology Nursing Introduction - RPN
RPN 1582/42 Hrs/$452 + text(s)  

Oncology Nursing Introduction – RN
RN 1581/42 Hrs/$452 + text(s)  

Oncology Nursing Introduction - RPN
RPN 1581/42 Hrs/$452 + text(s)  

Operational Overview
OPER 1581/42 Hrs/$452  

Orientation to Palliative Care
CARE 1580/30 Hrs/$319.45 + text(s)  

Palliative Care Communications
CARE 1581/20 Hrs/$249.35  

Pathophysiology I
Prerequisite: Anatomy and Physiology II, Anatomy and Physiology: Advanced
PATH 3583/42 Hrs/$438.57 + text(s)  

Pathophysiology II
Prerequisite: Pathophysiology I
PATH 4583/42 Hrs/$438.57 + text(s)  

Patient Navigator – Fundamentals  
NEW
PCE 3580/45 Hrs/$473.03 + text(s)  

Perinatal 1 – Normal Pregnancy
RN 1566/36 Hrs/$287.88 + text(s)  
Sep 18-Dec 4/Tues/6:10-9:10/OSHAWA  

Perinatal 4 – Newborn
Prerequisite: Perinatal 2-High Risk Pregnancy
RN 3556/18 Hrs/$161.70 + text(s)  
Sep 10-Sep 30/Tues/6:10-9:10/OSHAWA  

Perinatal 5 – Practicum
Prerequisite: Perinatal I – Normal Pregnancy, Perinatal 2 – High Risk Pregnancy, Perinatal 3 – Caesarean Section, Perinatal 4 - Newborn
RN 4566/102 Hrs/$340/OFFSITE  

<table>
<thead>
<tr>
<th>Course Title</th>
<th>CRN</th>
<th>Hrs</th>
<th>Fee</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perioperative Nursing I</td>
<td>NURS 1581</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Perioperative Nursing II</td>
<td>NURS 2581</td>
<td>42 Hrs</td>
<td>$452</td>
<td>Perioperative Nursing I</td>
</tr>
<tr>
<td>Perioperative Nursing III</td>
<td>NURS 3581</td>
<td>42 Hrs</td>
<td>$452</td>
<td>Perioperative Nursing II</td>
</tr>
<tr>
<td>Perioperative Nursing IV</td>
<td>NURS 4581</td>
<td>42 Hrs</td>
<td>$452</td>
<td>Perioperative Nursing III</td>
</tr>
<tr>
<td>Personality Psychology</td>
<td>PSYC 1083</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Pharmacology and Behaviour</td>
<td>COUN 1583</td>
<td>42 Hrs</td>
<td>$344.42</td>
<td></td>
</tr>
<tr>
<td>Pharmacology for Medical Office Professionals</td>
<td>MEDO 1085</td>
<td>42 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Pharmacology Introduction</td>
<td>RN 2080</td>
<td>45 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Physiology of Aging</td>
<td>HLT 7789</td>
<td>30 Hrs</td>
<td>$367.88</td>
<td></td>
</tr>
<tr>
<td>Preparatory Biology</td>
<td>BIOL 1580</td>
<td>56 Hrs</td>
<td>$550.14</td>
<td></td>
</tr>
<tr>
<td>Preparatory Chemistry</td>
<td>CHEM 1180</td>
<td>57 Hrs</td>
<td>$557.15</td>
<td></td>
</tr>
<tr>
<td>Preparatory Physics</td>
<td>PHYS 1180</td>
<td>57 Hrs</td>
<td>$557.15</td>
<td></td>
</tr>
<tr>
<td>Prevention and Intervention Strategies - Children's Mental Health</td>
<td>CHLD 1088</td>
<td>45 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Principles of Psychology</td>
<td>PSYC 1551</td>
<td>42 Hrs</td>
<td>$324.42</td>
<td></td>
</tr>
<tr>
<td>Professional Ethics of Addictions</td>
<td>ETHC 1580</td>
<td>30 Hrs</td>
<td>$367.88</td>
<td></td>
</tr>
<tr>
<td>Professional Practice in SSW</td>
<td>SSW 1584</td>
<td>28 Hrs</td>
<td>$246.28</td>
<td></td>
</tr>
<tr>
<td>Psychiatric Disorders Common to the Infant, Child and Adolescent Population</td>
<td>CHLD 1083</td>
<td>45 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Psychiatric Rehabilitation Processes</td>
<td>PSR 2583</td>
<td>45 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Psychological and Social Implications</td>
<td>CARE 1585</td>
<td>30 Hrs</td>
<td>$319.45</td>
<td></td>
</tr>
<tr>
<td>Psychology Introduction</td>
<td>PSYC 1051</td>
<td>42 Hrs</td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>Record Keeping and Report Writing</td>
<td>WRIT 1582</td>
<td>28 Hrs</td>
<td>$184.28</td>
<td></td>
</tr>
<tr>
<td>Renal Replacement Therapies - Nursing Care of the Peritoneal Dialysis Patient</td>
<td>RN 2587</td>
<td>42 Hrs</td>
<td>$452</td>
<td>Normal and Abnormal Kidney Function</td>
</tr>
<tr>
<td>Renal Replacement Therapies - Nursing Care of the Hemodialysis Patient</td>
<td>RN 2588</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Renal Replacement Therapies - Nursing Care of the Transplant Patient</td>
<td>RN 2589</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Research and Development</td>
<td>HLT 6786</td>
<td>24 Hrs</td>
<td>$325.82</td>
<td></td>
</tr>
<tr>
<td>Resident Centered Care</td>
<td>ORGB 2580</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Restorative Care in a Long Term Care Setting</td>
<td>GER 1586</td>
<td>42 Hrs</td>
<td>$403.57</td>
<td></td>
</tr>
<tr>
<td>Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent Population</td>
<td>CHLD 1086</td>
<td>45 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Role of the Food Service Worker</td>
<td>FSW 1585</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Rural and Remote Nursing: Foundations</td>
<td>NURS 3582</td>
<td>45 Hrs</td>
<td>$473.03</td>
<td></td>
</tr>
<tr>
<td>Sales and Marketing</td>
<td>MKTG 2580</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
<tr>
<td>Sanitation and Safety</td>
<td>FSW 1583</td>
<td>42 Hrs</td>
<td>$452</td>
<td></td>
</tr>
</tbody>
</table>

**CONNECT WITH US ON LIVE CHAT!**

We are pleased to offer you a more convenient and faster avenue to get the information you need. If you need a quick answer while you are on our website, www.durhamcollege.ca/coned, look for the “Chat with us” button and speak to one of our knowledgeable staff.

Monday to Friday, 9 a.m. to 4 p.m.

We are committed to help you achieve your educational goals.
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Credits</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science of Popular Diets: Impact of Nutrition on Human Wellness</td>
<td>GNED</td>
<td>1474/42</td>
<td>$452</td>
</tr>
<tr>
<td>Seminars in Oncology RN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Oncology Nursing Advanced-RN, Oncology Nursing Intro-RN</td>
<td>RN</td>
<td>2582/42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Seminars in Oncology RPN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Oncology Nursing Advanced-RPN, Oncology Nursing Intro-RPN</td>
<td>RPN</td>
<td>2582/42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Senior Management for Retirement Communities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Food Nutrition and Hospitality, Operational Overview</td>
<td>MGMT</td>
<td>3580/42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Seniors Mental Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Aging Introduction, Assessment and Planning for the Aging Adult, Physiology of Aging</td>
<td>GER</td>
<td>1592/42</td>
<td>$349.42 + text(s)</td>
</tr>
<tr>
<td>Social Policy and Administration</td>
<td>SOCI</td>
<td>1581/42</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Sociology Introduction</td>
<td>SOCI</td>
<td>1051/42</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Sociology: Diversity and Social Change</td>
<td>SOCI</td>
<td>2051/42</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Special Topics in Mental Health Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Mental Health Nursing, Intro</td>
<td>NURS</td>
<td>2566/42</td>
<td>$344.42 + text(s)</td>
</tr>
<tr>
<td>SSW Field Placement Preparation</td>
<td>SSWF</td>
<td>1080/30</td>
<td>$319.45 + text(s)</td>
</tr>
<tr>
<td>Statistics for Health Care Professionals</td>
<td>STAT</td>
<td>1580/45</td>
<td>$424.60</td>
</tr>
<tr>
<td>Sterile Storage, Inventory Control and Management of Resources</td>
<td>STPC</td>
<td>6580/24</td>
<td>$325.82</td>
</tr>
<tr>
<td>Prerequisite: Assembly, Wrapping and Packaging of Instrumentation, Supplies and Patient Care Equipment, Decontamination Principles, Procedures and Practices in Sterile Processing, Disinfection and Sterilization Concepts and Techniques, Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stress, Wellness and Nutrition</td>
<td>HLTH</td>
<td>1387/42</td>
<td>$403.57</td>
</tr>
<tr>
<td>Thanatology Introduction</td>
<td>CARE</td>
<td>1583/36</td>
<td>$409.94 + text(s)</td>
</tr>
</tbody>
</table>

**CONTINUING EDUCATION $500 SCHOLARSHIP**

The School of Continuing Education is pleased to offer a $500 scholarship to a student who meets specific criteria as outlined on our website.

Academic excellence, as well as the student’s written paragraph, will be the basis for the final selection of the scholarship recipient. Interested students should contact the Continuing Education office, or check our website under “Student Information” for full details.

www.durhamcollege.ca/coned | 905.721.3052 | coned@durhamcollege.ca

**Theory and Practice of Counselling in Addictions**

COUN 1582/35 Hrs/$402.93 + text(s)

**Treating Challenging Behaviours – Autism Spectrum Disorder**

HLTH 1082/45 Hrs/$473.03 + text(s)

**Treatment Approaches in Addictions**

ADDC 1581/40 Hrs/$437.98 + text(s)

**Understanding Medical Tests for Medical Office Staff**

MEDO 1083/36 Hrs/$409.94 + text(s)

**Understanding Surgical Procedures for Medical Office Staff**

MEDO 1082/36 Hrs/$409.94

**Working and Communicating in a Medical Setting**

MEDO 1081/36 Hrs/$409.94
WANT TO ENHANCE YOUR WORKPLACE PERFORMANCE, ADVANCE YOUR GLOBAL CAREER OR SIMPLY TRAVEL THE WORLD? EXPLORE BOTH LANGUAGE AND CULTURE THROUGH OUR FOREIGN LANGUAGE, TRANSLATION AND ASL OFFERINGS.

**American Sign Language (ASL)**

Durham College Certificate

Offered in co-operation with Durham Deaf Services, this certificate provides an introduction to ASL and deaf culture. Develop vocabulary and fluency in ASL by studying expressive and receptive skills, body language, facial expressions and classifiers.

**Required Courses (suggested sequence):**
- ASL 1 (formerly ASL 101)
- ASL 2 (formerly ASL 102)
- ASL 3 (formerly ASL 103)
- ASL 4 (formerly ASL 104)
- ASL 5
- ASL 6 (not challengeable)
- ASL 7 (not challengeable)

**French**

Durham College Certificate

Whether you use French in the workplace or in everyday situations, this certificate will help you enhance your reading, writing and speaking skills so you can communicate effectively and with confidence. You will also further your knowledge of French grammar and develop an appreciation of French culture. Teaching methods used emphasize authenticity, active participation, pronunciation, listening skills and role playing.

**Required Courses (suggested sequence):**
- French 1
- French 2
- French 3
- French 4
- French 5
- French Écrit (not challengeable)

**Spanish**

Durham College Certificate

Spice up your education and Spanish vocabulary through these courses. You’ll learn how to carry on meaningful, everyday conversations that refine your oral and listening skills. Integrate an understanding of Hispanic culture and history into the use of the Spanish language. Enrich your life and enhance your career with our variety of courses, from beginner to advanced.

**Required Courses (suggested sequence):**
- Spanish 1
- Spanish 2
- Spanish 3
- Spanish 4
- Spanish 5 (not challengeable)
Translation in the Workplace
Durham College Certificate
Gain a better understanding of the English to French translation process and explore areas of study that are essential to working as a professional translator. You will increase your competence and confidence in working with both English and French languages with this certificate.

Required Courses (suggested sequence)
- Translation in the Workplace 1
- Translation in the Workplace 2
- Translation in the Workplace 3
- Translation in the Workplace 4
- Translation in the Workplace 5

Questions? We’re here to help.
Chat with us.

CONNECT WITH US ON LIVE CHAT!
We are pleased to offer you a more convenient and faster avenue to get the information you need. If you need a quick answer while you are on our website, www.durhamcollege.ca/coned, look for the “Chat with us” button and speak to one of our knowledgeable staff, Monday to Friday, 9 a.m. to 4 p.m. We are committed to help you achieve your educational goals.

A-Z COURSE LISTING

American Sign Language 1 - Communicating with the Deaf
ASL 1550/42 Hrs/$330.36 + text(s)  
Sep 19-Dec 19/Wed/6:40-9:40/OSHAWA

American Sign Language 2 - Communicating with the Deaf
Prerequisite(s): ASL 1 Communicating with the Deaf
ASL 2550/42 Hrs/$330.36 + text(s)  
Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA

American Sign Language 4 - Communicating with the Deaf
Prerequisite: ASL 3 Communicating with the Deaf
ASL 4550/42 Hrs/$330.36 + text(s)  
Sep 18-Dec 18/Tues/6:40-9:40/OSHAWA

American Sign Language 5 - Communicating with the Deaf
Prerequisite: ASL 4 Communicating with the Deaf
ASL 5550/42 Hrs/$330.36  
Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA

Italian for Beginners
LANG 1984/42 Hrs/$452 + text(s)

Japanese I
LANG 1985/42 Hrs/$452 + text(s)

Let’s Start Ojibwe
LANG 1680/48 Hrs/$494.06

Translation in the Workplace 1
LANG 1980/42 Hrs/$403.57

Translation in the Workplace 2
Prerequisite: Translation in the Workplace 1
LANG 2980/42 Hrs/$403.57

Translation in the Workplace 3
Prerequisite: Translation in the Workplace 2
LANG 3980/42 Hrs/$403.57

Translation in the Workplace 4
Prerequisite: Translation in the Workplace 3
LANG 4980/42 Hrs/$403.57

Translation in the Workplace 5
Prerequisite: Translation in the Workplace 4
LANG 5980/42 Hrs/$403.57

French 1
LANG 1952/42 Hrs/$330.36 + text(s)  
Sep 19-Dec 19/Wed/6:40-9:40/OSHAWA  
Sep 19-Dec 19/Wed/6:40-9:40/PICKERING
LANG 1982/42 Hrs/$403.57

French 2
Prerequisite: French 1
LANG 2952/42 Hrs/$330.36 + text(s)  
Sep 19-Dec 19/Wed/6:40-9:40/OSHAWA  
LANG 2982/42 Hrs/$403.57

French 3
Prerequisite: French 2
LANG 3952/42 Hrs/$330.36 + text(s)  
Sep 18-Dec 18/Tues/6:40-9:40/OSHAWA  
LANG 3982/42 Hrs/$403.57

French 4
Prerequisite: French 3
LANG 4952/42 Hrs/$330.36 + text(s)  
Sep 20-Dec 20/Thur/6:40-9:40/PICKERING
LANG 4982/42 Hrs/$403.57

French 5
Prerequisite: French 4
LANG 5952/42 Hrs/$330.36 + text(s)  
Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA  
LANG 5982/42 Hrs/$403.57

Francais Écrit
Prerequisite: French 5
LANG 1956/42 Hrs/$340.36  
Sep 18-Dec 18/Tues/6:40-9:40/OSHAWA  
LANG 1986/42 Hrs/$403.57
# SPANISH

<table>
<thead>
<tr>
<th>Spanish 1</th>
<th>Spanish 3</th>
<th>Spanish 5</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LANG 1953/42 Hrs/$330.36 text(s)</strong>&lt;br&gt;Sep 18-Dec 18/Tues/6:40-9:40/OSHAWA&lt;br&gt;Sep 19-Dec 19/Wed/6:40-9:40/PICKERING</td>
<td><strong>Prerequisite: Spanish 2</strong>&lt;br&gt;LANG 3953/42 Hrs/$330.36 + text(s)&lt;br&gt;Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA&lt;br&gt;Sep 20-Dec 20/Thur/6:40-9:40/PICKERING</td>
<td><strong>Prerequisite: Spanish 4</strong>&lt;br&gt;LANG 4951/42 Hrs/$330.36 + text(s)&lt;br&gt;Sep 20-Dec 20/Thur/6:40-9:40/OSHAWA</td>
</tr>
<tr>
<td><strong>Spanish 2</strong>&lt;br&gt;Prerequisite: Spanish 1&lt;br&gt;LANG 2953/42 Hrs/$330.36 + text(s)&lt;br&gt;Sep 19-Dec 19/Wed/6:40-9:40/OSHAWA</td>
<td><strong>Spanish 4</strong>&lt;br&gt;Prerequisite: Spanish 3&lt;br&gt;LANG 4953/42 Hrs/$330.36 + text(s)&lt;br&gt;Sep 18-Dec 18/Tues/6:40-9:40/OSHAWA</td>
<td></td>
</tr>
</tbody>
</table>

Textbooks for the Pickering classes must be purchased at the Oshawa bookstore or ordered online for shipment to your home or to the Pickering Learning Site.

---

**FALL OPEN HOUSE**

**SATURDAY, NOVEMBER 10  |  10 A.M. TO 2 P.M.**

Prospective students, friends, family and community members are invited.

- Meet students and faculty to explore full- or part-time programs and attend information sessions
- Take a campus tour and explore state-of-the-art facilities at our Oshawa, Whitby and Pickering locations

[www.durhamcollege.ca/openhouse](http://www.durhamcollege.ca/openhouse)  
905.721.3000 | #dopenhouse
LEGAL & EMERGENCY SERVICES

ADMINISTRATION/PROTECTION/INVESTIGATION

LEARN HOW TO THRIVE AND BE A VITAL PART OF THE HIGH-PRESSURE, PRECISION-BASED SERVICES THAT DEFINE LEGAL AND EMERGENCY SERVICES.

Applied Criminal Investigative Techniques

Durham College Certificate

This program has been discontinued. Students may continue to take available courses. For more information contact arlene.allen@durhamcollege.ca or 905.721.3063.

Correctional Practices Fundamentals

Durham College Certificate

This program will focus on the Canadian criminal justice system and the theories of corrections as they relate to inmates and youth in conflict with the law. Behaviour management will be addressed with an emphasis on crisis prevention and safe and secure practices.

Required courses (suggested sequence):

• Behaviour Management and Crisis Intervention
• Canadian Criminal Justice System
• Corrections (Penology)
• Criminology
• Psychology Introduction
• Safe and Secure Environments

Plus one of the following courses:

• Abnormal Psychology
• Forensic Psychology
• Sociology Introduction
• Youth in Conflict with the Law

Criminal Psychology and Behaviour

Durham College Certificate

Examine the principles of human behaviour as they relate to complex issues such as co-dependency as an addiction; criminal and psychopathic minds; cults and terrorism; and domestic, sexual and workplace violence. Explore the causes, consequences and prevention of crime and criminal behaviour and study the psychology of the criminal mind and why some people are attracted to them.

Required courses (suggested sequence):

• Co-Dependancy as an Addiction
• Criminal Psychology - Psychopathic Minds
• Criminal Psychology - Criminal Minds
• Cults and Terrorism
• Domestic and Workplace Violence
• Forensic Psychology
• Personality Psychology
• Psychology Introduction
• Sexual Violence

LEGAL & EMERGENCY SERVICES

ADMINISTRATION/PROTECTION/INVESTIGATION

LEARN HOW TO THRIVE AND BE A VITAL PART OF THE HIGH-PRESSURE, PRECISION-BASED SERVICES THAT DEFINE LEGAL AND EMERGENCY SERVICES.
Emergency Communication

Durham College Certificate

Emergency service responders depend on emergency telecommunicators to get detailed information quickly and accurately. This program provides a blend of theoretical knowledge and practical reality-based scenario training to prepare you to perform competently under often stressful conditions.

Required courses (suggested sequence):
- APCO Public Safety Telecommunicator
- 911 and Police Dispatch
- Applied Ambulance/Fire Dispatch
- Computer/Keyboarding Skills I
- Crisis Intervention - Emergency
- Customer Service and Ethics
- Emergency Management-EC
- Stress, Wellness and Nutrition

Victimology

Ontario College Graduate Certificate

Admission application required, please visit our website.

Acquire the specialized knowledge and skills required to provide a variety of services to victims and their families. Learn how to advocate for victims of crime within the criminal justice and other systems.

Required courses (suggested sequence):
- Diversity and Victimology I: Aboriginal Peoples
- Diversity and Victimology II: Understanding Populations
- Impact of Crime
- Reflection, Self-Care and Professional Practice in Victim Services
- Research Grant and Proposal Writing
- Victim Assistance Strategies
- Victimization: Legal Perspectives
- Victimology and Children
- Victimology and Men
- Victimology: Assessment and Intervention
- Victimology: Theory and Practice
- Victims and the Impact of Media
- Violence Against Women: Assessment and Intervention
- Community Partnerships I
- Community Partnership II

Institute of Law Clerks of Ontario (ILCO) Law Clerk

Offered in partnership with the Institute of Law Clerks of Ontario (ILCO), the Associate level Law Clerks courses will expand the knowledge and skills of experienced Law Clerks and legal administrators and provide a basic academic foundation needed by people with legal experience planning a career as a Law Clerk. The courses are designed to prepare students to write the Institute of Law Clerks of Ontario provincial examinations (additional fees required).

- Litigation
- Corporate
- Real Estate
- Estates
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Duration</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>APCO Public Safety Telecommunicator</td>
<td>DISP</td>
<td>1380/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Applied Criminal Investigative Capstone Project</td>
<td>CPST</td>
<td>1394/42Hrs</td>
<td>$349.42</td>
</tr>
<tr>
<td>Behaviour Management and Crisis Intervention</td>
<td>SAPS</td>
<td>1280/45Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Border Services</td>
<td>CUST</td>
<td>1382/28Hrs</td>
<td>$305.43 + text(s)</td>
</tr>
<tr>
<td>By-Law Enforcement</td>
<td>BYLW</td>
<td>1381/28Hrs</td>
<td>$305.43</td>
</tr>
<tr>
<td>Canadian Criminal Justice System</td>
<td>PFP</td>
<td>8101/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Canadian Politics</td>
<td>POL</td>
<td>1080/42Hrs</td>
<td>$452 + text(s)</td>
</tr>
<tr>
<td>Communications I (PFP)</td>
<td>PFP</td>
<td>8104/45Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Communications II – Law Enforcement</td>
<td>PFP</td>
<td>8204/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Community Partnerships II</td>
<td>FWK</td>
<td>2383/150Hrs</td>
<td>$250</td>
</tr>
<tr>
<td>Diversity and Victimology I: Aboriginal Peoples</td>
<td>DIVS</td>
<td>1380/30Hrs</td>
<td>$367.88 + text(s)</td>
</tr>
<tr>
<td>Diversity and Victimology II: Understanding Populations</td>
<td>DIVS</td>
<td>2380/30Hrs</td>
<td>$367.88</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>MGMT</td>
<td>2389/42Hrs</td>
<td>$403.57</td>
</tr>
<tr>
<td>Enforcement Procedures</td>
<td>PFP</td>
<td>8404/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Ethics and the Justice System</td>
<td>ETHC</td>
<td>1384/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Evidence and Investigation</td>
<td>PFP</td>
<td>8404/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Family Law</td>
<td>LAW</td>
<td>2380/75Hrs</td>
<td>$751.13 + text(s)</td>
</tr>
<tr>
<td>Impact of Crime</td>
<td>CRIM</td>
<td>1386/45Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Interpersonal and Group Dynamics</td>
<td>PFP</td>
<td>8202/45Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Interviewing and Investigation</td>
<td>PFP</td>
<td>8304/48Hrs</td>
<td>$494.06 + text(s)</td>
</tr>
<tr>
<td>Landlord and Tenant Law</td>
<td>LAW</td>
<td>2384/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Law Clerks – Litigation</td>
<td>LAW</td>
<td>3280/75Hrs</td>
<td>$751.13 + text(s)</td>
</tr>
<tr>
<td>Criminal Law – Legal Administration</td>
<td>LAW</td>
<td>1288/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Criminal Psychology – Criminal Minds</td>
<td>PSYC</td>
<td>2080/45Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Criminal Psychology – Psychopathic Minds</td>
<td>PSYC</td>
<td>1080/42Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>Criminal Psychology</td>
<td>PSYC</td>
<td>1080/42Hrs</td>
<td>$452</td>
</tr>
<tr>
<td>Crisis Intervention – Emergency Communications</td>
<td>COMM</td>
<td>2382/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Crisis Intervention – Psychopathic Minds</td>
<td>PSYC</td>
<td>2080/45Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Criminal Code and Civil Law</td>
<td>PFP</td>
<td>8301/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Criminal Code and Civil Law</td>
<td>PFP</td>
<td>8301/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Criminal Law – Legal Administration</td>
<td>LAW</td>
<td>1288/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Evidence and Investigation</td>
<td>PFP</td>
<td>8404/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Ethics and the Justice System</td>
<td>ETHC</td>
<td>1384/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Evidence and Investigation</td>
<td>PFP</td>
<td>8404/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Family Law</td>
<td>LAW</td>
<td>2380/75Hrs</td>
<td>$751.13 + text(s)</td>
</tr>
<tr>
<td>Impact of Crime</td>
<td>CRIM</td>
<td>1386/45Hrs</td>
<td>$473.03</td>
</tr>
<tr>
<td>Interpersonal and Group Dynamics</td>
<td>PFP</td>
<td>8202/45Hrs</td>
<td>$473.03 + text(s)</td>
</tr>
<tr>
<td>Interviewing and Investigation</td>
<td>PFP</td>
<td>8304/48Hrs</td>
<td>$494.06 + text(s)</td>
</tr>
<tr>
<td>Landlord and Tenant Law</td>
<td>LAW</td>
<td>2384/42Hrs</td>
<td>$403.57 + text(s)</td>
</tr>
<tr>
<td>Law Clerks – Litigation</td>
<td>LAW</td>
<td>3280/75Hrs</td>
<td>$751.13 + text(s)</td>
</tr>
<tr>
<td>Course Type</td>
<td>Course Title</td>
<td>Prerequisite/Materials</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Legal &amp; Emergency Services</td>
<td>Law Clerks – Real Estate</td>
<td>LAW 1280/57 Hrs/$624.95 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal Office Procedures</td>
<td>LAW 1080/42 Hrs/$452</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal Research</td>
<td>Prerequisite: Canadian Law, LAW 1389/45 Hrs/$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Legal Terminology</td>
<td>TERM 1380/42 Hrs/$452</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Litigation Practice and Procedure I</td>
<td>Prerequisite: Legal Office Procedures, Legal Terminology, LAW 2083/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Litigation Practice and Procedure II</td>
<td>Prerequisite: Legal Office Procedures, Legal Terminology, Litigation Practice I, LAW 3083/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td>PFP 8105/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Politics and Public Administration</td>
<td>PFP 8215/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Ethical Reasoning</td>
<td>PFP 8106/45 Hrs/$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private Investigator Training</td>
<td>PRIV 1350/56 Hrs/$501.71</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provincial Offences</td>
<td>PFP 8401/48 Hrs/$494.06 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Racism and Discrimination</td>
<td>SOCI 1081/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Real Estate Practice and Procedure II</td>
<td>Prerequisite: Legal Office Procedures, Legal Terminology, LAW 3084/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflection, Self-Care and Professional Practice in Victims’ Services</td>
<td>REFL 2380/30 Hrs/$367.88</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Grant and Proposal Writing</td>
<td>RESR 1383/42 Hrs/$327.42</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safe and Secure Environments</td>
<td>CORR 1380/30 Hrs/$367.88</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sexual Violence</td>
<td>SOCI 1084/45 Hrs/$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Small Claims Practice and Procedure</td>
<td>Prerequisite: Legal Office Procedures, LAW 2080/42 Hrs/$452 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Traffic Management</td>
<td>PFP 8307/42 Hrs/$403.57 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Victim Assistance Strategies</td>
<td>Prerequisite: Victimology: Theory and Practice, VASS 2380/45 Hrs/$473.03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Victimization: Legal Perspectives</td>
<td>VCTM 1380/45 Hrs/$473.03 + text(s)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Victims and the Impact of the Media</td>
<td>VMED 2380/30 Hrs/$367.88</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Violence against Women: Assessment and Intervention</td>
<td>INTR1383/45 Hrs/$473.03</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Youth in Conflict with the Law</td>
<td>PFP 8305/42 Hrs/$452</td>
<td></td>
</tr>
</tbody>
</table>

**Other Courses:**

- **Law Clerks – Real Estate**
- **Legal Office Procedures**
- **Legal Research**
- **Legal Terminology**
- **Litigation Practice and Procedure I**
- **Litigation Practice and Procedure II**
- **Political Science**
- **Politics and Public Administration**
- **Principles of Ethical Reasoning**
- **Private Investigator Training**
- **Provincial Offences**
- **Racism and Discrimination**
- **Real Estate Practice and Procedure II**
- **Reflection, Self-Care and Professional Practice in Victims’ Services**
- **Research Grant and Proposal Writing**
- **Safe and Secure Environments**
- **Sexual Violence**
- **Small Claims Practice and Procedure**
- **Traffic Management**
- **Victim Assistance Strategies**
- **Victimization: Legal Perspectives**
TRADES & TECHNOLOGY

BUILDING/WELDING/AUTOCAD/HOME

TAUGHT BY INDUSTRY PROFESSIONALS USING THE LATEST TOOLS AND STANDARDS, THESE COURSES WILL PROVIDE YOU WITH THE SKILLS TO SUCCEED IN A WIDE RANGE OF SECTORS. BETTER STILL, MANY OF OUR COURSES AND CERTIFICATES ARE ACCREDITED AND CAN BE COUNTED TOWARD SPECIALIZED DESIGNATIONS AWARDED BY INDUSTRY LEADERS. GET IN ON THE ACTION AND DISCOVER ALL THE WAYS YOU CAN BE PART OF THE DYNAMIC WORLD OF TRADES. IF DIGITAL IS YOUR LANGUAGE, WE WILL HELP YOU BECOME FLUENT AND COMPETITIVE IN THE FIELD OF TECHNOLOGY.

AutoCAD
Durham College Certificate
AutoCAD is one of the most widely used CAD programs in the world. This program will provide you with the ability to read detailed engineering drawings, produce scaled, fully annotated and dimensional drawings that represent design solutions, and create three-dimensional objects required to produce dimensional and linked multi-view 2D drawings. It is strongly recommended that you have experience with computers, file management, and other Windows computer applications.

Required Courses (suggested sequence):
- Blueprint Reading
- AutoCAD Module 1A
- AutoCAD Module 1B
- AutoCAD Module 2
- AutoCAD Module 3
- AutoCAD Module 4

Building Environmental Systems – Facility Management
Durham College Certificate
This program is for entry-level managers or current managers of building systems and building operations staff. It covers the essential elements of building operations administration, staffing, communications with an introduction to the legal and financial requirements for this industry.

Required Courses:
- Building Systems: Practical Overview (take this course first)
- Energy Efficiency – Large Buildings
- Human Relations for Facility Managers
- Property Building Administration
- Site Maintenance and Building Safety
- Strategic Financial Planning - Facilities
- Technical Writing

Electives - choose one:
- Basics of PLC Programming
- Fire Safety Basics
- Introduction to Fire Alarms
- Introduction to Sprinklers

Building Environmental Systems – Operator
Durham College Certificate
This certificate adheres to the fundamental premise that ‘the building as a system’ is similar to the human body in which heating, air conditioning, refrigeration, ventilation, electrical power, lighting, water and air supply are connected and interdependent. Courses focus on the knowledge required to understand the functioning of all systems in all buildings with a focus on sustainability.

Required Courses:
BES Operator Class II
- Air Conditioning and Refrigeration
- Air Handling
- Building Systems: A Practical Overview - (take this course first)
- Controls
- Electrical
- Heating
- Water Treatment

BES Operator Class I
- Energy Efficiency in Large Buildings - mandatory

(Continued on next page)
Questions: 905.721.3330   |   Register now: 905.721.3000 or www.durhamcollege.ca/coned

**Construction Estimator**

**Durham College Certificate**

This certificate is comprised of a series of courses that provide skills and knowledge needed to prepare estimates and schedules for construction projects. Courses cover many topics including the role of the construction estimator; construction drawing/planning/specification interpretation; pricing, bidding and scheduling techniques.

**Required Courses (suggested sequence):**
- Construction Blueprints and Methods
- The Construction Industry
- Commercial Construction Principles
- Introduction to Cost Estimating
- Material Estimating and Methods
- Construction Contract Bid Management
- Construction Job Site Management

**Geographic Information Systems (GIS)**

**Durham College Certificate**

Used by nearly every corporation, governmental agency or non-profit organization, GIS provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Designed for managers, technical professionals and staff responsible for managing and using GIS, this program also appeals to people from varying disciplines such as urban planning, civil and transportation engineering.

**Required Courses (suggested sequence):**
- GIS Introduction
- Access Introduction
- Access Advanced
- GIS Software - ArcView
- Global Positioning Systems
- Internet Mapping
- Remote Sensing
- Designing, Managing/Implementing a GIS

**Home Improvement**

**Recognition of Achievement**

Designed for those with a personal interest in gaining broad knowledge of essential home improvement skills, this certificate will provide you with the opportunity to gain skills in carpentry, basic electrical and plumbing. In addition, you will have the option of learning how to install hardwood, ceramic tile or crown moulding.

**Required Courses:**
- Basic Electrical
- Carpenter Level 1
- Plumbing - Residential/Repair

**Electives (choose one):**
- Ceramic Tiling
- Crown Moulding
- Hardwood Floors

**Canadian Welding Bureau (CWB)**

Durham College, in partnership with the CWB, is approved for the administration of the CWB Welding Qualifications to the CSA standards 47-1.

Upon successful passing of your test assemblies, you will receive a CWB Welder card that is valid for a period of two years. Once an individual is employed by a CWB-certified company, the company may request a transfer of qualification in order to obtain a welder card in their name.

For each test, there will be a 30-minute set-up time, qualification orientation and testing time of 45 minutes per plate as per CWB CSA Qualification Standards. Please bring photo I.D. on the day of testing. Testing fees apply for each position. Prerequisite(s) are required, and tests are scheduled by appointment only.

Call 905.721.3330 to schedule your welding test.

**Note:** Safety boots, helmets, gloves, proper eyewear and protective clothing are mandatory in the welding shop.
## A-Z COURSE LISTING

### Air Conditioning and Heat Pump Inspection
HOME 1887/42 Hrs/$452 + (texts)

### AutoCAD - Module 1A
Prerequisite: Blueprint Reading  
CAD 2157/30 Hrs/$252.40 + text(s)  
Sep 17-Nov 26/Mon/6:10-9:10/OSHAWA

### AutoCAD - Module 1B
Prerequisite: AutoCAD - Module 1A  
CAD 2158/30 Hrs/$252.40 + text(s)  
Sep 18-Nov 20/Tues/6:10-9:10/OSHAWA

### AutoCAD - Module 2
Prerequisite: AutoCAD - Module 1B  
CAD 2160/40 Hrs/$323.20 + text(s)  
Sep 19-Dec 12/Wed/6:10-9:10/OSHAWA

### AutoCAD Advanced
Prerequisite: Computer-Aided Drafting I  
CAD 2080/30 Hrs/$367.88 + text(s)

### Basic Electrical
TFBE 1351/42 Hrs/$372.42 + text(s)  
Sep 19-Dec 19/Wed/6:10-9:10/WHITBY

### Basic Electrical Theory and Motor Controls
MOTR 1180/60 Hrs/$578.18 + text(s)

### Blueprint Reading
DWG 3250/40 Hrs/$316.20 + text(s)  
Sep 19-Nov 21/Wed/6:10-9:40/OSHAWA

### Business Plan for Tradespeople
TRAD 1181/45 Hrs/$473.03

### Business Practice for G.I.S Professionals
GIS 1283/42 Hrs/$452

### Cabinet Making Level 1
CARP 1400/52 Hrs/$587.52  
Sep 18-Dec 11/Tues/6-10/OFFSITE

### Calculus
Prerequisite: Mathematics for Technology II, Mathematics I for Technician  
MATH 3182/64 Hrs/$606.22 + text(s)

### Carpentering Level 1
CARP 1401/48 Hrs/$520.48  
Sep 20-Dec 13/Thur/6-10/OFFSITE

### Ceramic Tiling
HOME 1915/8 Hrs/$165  
Oct 19-Oct 20/Fri/6:10-9:10/Sat/9:10-1:10/WHITBY

### Commercial Construction Principles
CNST 1084/36 Hrs/$409.94

### Communication and Professional Practices
HOME 1880/42 Hrs/$452 + text(s)

### Computer-Aided Drafting I
CAD 1080/30 Hrs/$367.88 + text(s)

### Construction Blueprints and Methods
CNST 1082/39 Hrs/$430.97 + text(s)

### Construction Contract Bid Management
Prerequisite: Materials Estimating and Methods  
CNST 1087/39 Hrs/$430.97 + text(s)

### Construction Contracts and Documents
CNST 1080/32 Hrs/$381.90 + text(s)

### Construction Job Site Management
Prerequisite: Materials Estimating and Methods  
CNST 1088/39 Hrs/$430.97 + text(s)

### Cost Estimating, Introduction to
CNST 1085/39 Hrs/$430.97 + text(s)

### Crown Moulding and Interior Applications
HOME 1923/8 Hrs/$165  
Nov 2-Nov 3/Fri/6:10-9:10/Sat/9:10-1:10/WHITBY

### Designing and Managing a Geographic Information System
Prerequisite: Access Advanced, Access Introduction, G.I.S. Introduction  
GIS 1082/42 Hrs/$452

### Any Trades & Technology courses listed as OFF-SITE will be held at Monsignor John Pereyma Catholic Secondary School, 316 Conant Street, Oshawa.

Safety equipment, including safety glasses and boots, is mandatory for all in-class shop classes.
GAS TECHNICIAN

Gas Technician 3
Recommended: 19 years of age or OSSD.
If you want to work in the propane and/or natural gas industry this course will help you attain the knowledge you need to obtain your Gas Technician 3 license. Topics include safety, gas fundamentals, codes and regulations and an introduction to piping and tubing systems and gas appliances. Individuals with a G3 certification are able to work under the supervision of a licensed Gas Technician 2 or 1.

September 5, 2018 – December 22, 2018
Monday & Wednesday 6 p.m. – 9 p.m.
Saturday 8:30 a.m. – 3 p.m.
$1,639.80 + text(s) and tools

Gas Technician 2
Prerequisite(s): Provide proof of valid Gas Technician 3 License at time of registration.
In this course you will gain the knowledge to work without supervision on appliances rated up to 400,000 BTUs.
August 21, 2018 – June 22, 2019
Tuesday & Thursday 6 p.m. – 9 p.m.
(Note: first class is a Wednesday)
Saturday 8:30 a.m. – 3 p.m.
$4,012.80 + text(s) and tools

For information call: 905.721.3344
Gas Technician 2 students must register in person at Durham College Whitby Campus, Strategic Enrolment Services Room 103, 1610 Champlain Avenue, Whitby, ON L1N 6A7
Gas Technician 3 students can register in person or call 905.721.3000
Note: personal cheques and cash are NOT accepted.

Heating Inspection II
Prerequisite: Heating Inspection I
HOME 2884/42 Hrs/$452 + text(s)

Instrumentation for Tradesman
INST 1481/72 Hrs/$662.30

Interior/Insulation Inspection
HOME 1888/42 Hrs/$452 + text(s)
INDUSTRIAL MAINTENANCE MECHANIC

IMM Module 1 – Safety/Metrology/Tools
IMM 1400/75 Hrs/$667.50
Sep 17–Dec 12/Mon/Wed/6:10–9:10/WHITBY

IMM Module 10 – Pneumatics
IMM 1406/75 Hrs/$667.50
Sep 17–Dec 12/Mon/Wed/6:10–9:10/WHITBY

IMM Module 11 – Hydraulics
IMM 1407/75 Hrs/$667.50
Sep 17–Dec 12/Mon/Wed/6:10–9:10/WHITBY

IMM Module 4 – Machine Shop Part 2
Prerequisite: IMM Module 3 – Machine Shop Part 1
IMM 4400/75 Hrs/$667.50
Sep 17–Dec 12/Mon/Wed/6:10–9:10/WHITBY

IMM Module 5 – Math and Blueprint Reading
IMM 1401/75 Hrs/$667.50
Sep 17–Dec 12/Mon/Wed/6:10–9:10/WHITBY

IMM Module 9 – Pumps/Valves/Fabrication
Prerequisite: IMM Module 6 – Power Transmission
IMM 1405/75 Hrs/$667.50
Sep 17–Dec 12/Mon/Wed/6:10–9:10/WHITBY

WELDING

Welding Basic
WEL 1400/48 Hrs/$600.48 + text(s)
Sep 17–Nov 12/Mon/Wed/7:10–10:10/WHITBY
Nov 19–Jan 23/Mon/Wed/7:10–10:10/WHITBY

Welding CWB - Module 1 Flat
Prerequisite: Welding Basic
WEL 1650/48 Hrs/$600.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY

Welding CWB - Module 2 Horizontal
Prerequisite: Welding Module 1 Flat
WEL 2650/48 Hrs/$600.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY

Welding CWB - Module 3 Vertical
Prerequisite: Welding Module 2 Horizontal
WEL 3650/48 Hrs/$600.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY

Welding CWB - Module 4 Overhead
Prerequisite: Welding Module 3 Vertical
WEL 4650/48 Hrs/$600.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY

Welding CWB - Module 5 Review
Prerequisite: Expired CWB All-Position Certification or Completion of Welding CWB Module 4
WEL 5650/48 Hrs/$600.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY

Welding CWB-GMAW (MIG) Flat
Prerequisite: Welding Basic
WEL 1652/48 Hrs/$625.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY

Welding CWB-GTAW (TIG) Flat
Prerequisite: Welding Basic
WEL 1653/48 Hrs/$679.48
Sep 22–Nov 17/Sat/8:40–3:10/WHITBY
Nov 24–Jan 26/Sat/8:40–3:10/WHITBY
Personal Interest
Photography

Recognition of Achievement

Get that perfect shot by exploring new and emerging technology from the digital imaging industry. Develop a fundamental knowledge of digital cameras, digital image files, lighting, exposure, composition, and other techniques.

Required Courses
- Digital SLR 1
- Digital SLR 2
- On Camera Flash
- Starting a Business
- Studio Lighting
- Wedding and Portrait

Plus one elective:
- Portraits in the Park
- Intro to Macro

Sewing

Durham College Certificate

Learn the skills needed to become the inspiration and creator behind garments and express your artistic talent through original pattern making and design. Develop your sewing skills as you learn how to create clothes with professionally finished seams, waistlines, pockets, zippers and hems. Completion of this program may lead to self-employment, working in retail fabric and clothing stores or as an entry level pattern or sample maker in the industrial sector.

Required Courses
- Sewing 1
- Sewing 2
- Sewing – Drapery Making 1
- Sewing 3
- Sewing – Pattern Making 1
- Sewing – Pattern Making 2

Plus two electives:
- Sewing 4
- Sewing – Drapery Making 2
- Sewing – Pattern Making 3
- Sewing – Making Dresses

Anthropology

This course seeks to develop an appreciation for the mystery of human development and to put this development into the perspective of the entire Earth’s history. The course examines the physical, emotional and technological changes that man has experienced. When one has completed this course, one should have a good and fundamental understanding of the evolution of man and an appreciation for what humans have accomplished and will continue to accomplish. Course is an approved General Education elective.

GNED 1181/45 Hrs/$473.03 + text(s)
Astronomy

Astronomy is the study of all that which is beyond the Earth. This course examines the visible features of the sky: moon, sun, planets, stars, constellations, meteors and galaxies. Students will learn how to navigate across the night sky by moving from constellation to constellation in a logical and progressive manner. In addition, students will examine the content of key constellations in detail and develop skills in analyzing and explaining unique astronomical phenomena.

SCI 1080/45 Hrs/$473.03

Environmental Citizenship

Based on the general principles of national citizenship, environmental citizenship goes beyond national borders to emphasize global environmental rights and responsibilities, to focus on both conversation of and planned sustainable use of our planet’s resources, as well as the recognition that environmental health is a prerequisite to human health. Environmental citizenship is a personal commitment to learning more about the environment and to taking responsible environmental action. This course is a journey into adopting attitudes and behaviours that foster global environmental responsibility.

ENVI 1080/45 Hrs/$473.03 + text(s)

Geological Disasters

This course studies the events, the causes and the effects of some of the world’s greatest geological natural disasters. The course examines disasters associated with earthquakes, volcanoes, tsunamis, weather, hurricanes, floods, fires, extinctions and impacts from space. Each type of disaster contains a geologic or scientific component.

The disasters are examined in terms of their geologic or scientific origins, their locations, their effects and impact on human lives and settlements. Advice is given as to how best to prepare for and defend yourself against these disasters.

GNED 1580/45 Hrs/$473.03 + text(s)

Cake Decorating – Handbag Workshop

In this three-hour workshop, you will learn to make realistic edible handbags from carved cake. Topics include: how to make edible zippers, buttons, handles, buckles and other attachments for the handbag. You will also learn various methods of texturing the handbag.

BAKE 1906/3 Hrs/$60
Oct 3/Wed/6:40-9:40/WHITBY

Cake Decorating – Shoe Workshop

Learn to make realistic shoes from gum paste in this three-hour workshop. These shoes are meant to be cake toppers and can be kept as keepsakes.

Topics include: texturing gum paste and painting on gum paste, as well as making high-heeled shoes and baby shoes. Choose your style of high-heeled shoe from sandal, pump or slipper (no back). Apply bows and other add-ons learned in the fondant and gum paste course.

BAKE 1907/3 Hrs/$60
Oct 24/Wed/6:40-9:40/WHITBY

Global Citizenship

The world is shrinking. The ice caps are melting. A sneeze, thousands of kilometers away, starts a health pandemic, and technology enables us to intimately view not only earthquakes and tsunamis but human rights violations around the world. This reality calls for an understanding of sustainability, diversity, and social justice. A global citizen is aware of the wider world, respects diversity, is outraged by injustice, participates in community from the local to global level, and feels compelled to act to make the world a more humane and sustainable place. Global citizenship will help students gain personal understanding of themselves as citizens of the world and apply it in their own lives. This course meets the Civic Life and Social and Cultural Understanding General Education themes.

GNED 1380/48 Hrs/$494.06

Questions: 905.721.2000 Ext. 2154/3330 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Globalization and Sustainability

The rapid growth of the global economy raises fundamental questions: How does trade and politics affect development and the environment? What are the effects of free trade and the rise of multi-national corporations on local cultures? What are the effects of the clash of cultures produced by international travel, migration, and new social, collaborative technologies that send film, books, television, music and other proprietary content spinning around the world instantly? Is globalization environmentally sustainable? This course is designed to examine these and other questions and to provide students with the skills to analyze the day-to-day choices raised by globalization in an increasingly interconnected world.

ECON 1080/45 Hrs/$473.03

Hockey Hall of Fame Presents

This subject details the incredible growth of Canada’s national pastime, including the NHL’s formation, the “original six” and the national/international expansion.

SPRT 1987/42 Hrs/$452

Myths and Legends

This subject is an introductory study of the universal and enduring presence of myths and legends. Students explore creation myths, hero/heroine myths, dominant archetypes and other topics to showcase how a distant past connects to our contemporary world.

ENG 1085/42 Hrs/$452 + text(s)

Popular Culture and the Media

In this course students will answer the question ‘Why?’ by using cultural analysis to connect what’s ‘popular’ to what’s going on in our society. By taking a closer look at the movies and television shows they watch, the clothes they wear, and the music they listen to, students will endeavour to understand the role of popular culture in maintaining and reproducing the kind of society we live in. What messages are intended by the producers of mass media and what messages are received by their consumers? Popular culture will be investigated from a sociological perspective with an emphasis on North America with Canadian content as available.

GNED 1492/42 Hrs/$403.57 + text(s)
## PHOTOGRAPHY

Some of these courses are part of the Photography Recognition of Achievement program. See page 54 for more information.

### Photography: Intro to Adobe Lightroom CC
This one-day hands-on introductory photography workshop is designed to introduce you to Adobe Lightroom CC, one of the most popular photo editing programs currently available. You will learn the best way to import your photos, back them up, and organize them for quick and easy retrieval. Topics covered include customizing Lightroom’s settings to your personal taste, editing essentials for getting the most out of your photos, how to make adjustments to just a part of your image, special effects, exporting edited images, creating slideshows, plus tricks and tips that will save you time in editing your images. Lightroom CC will be taught on a PC platform. Students should have basic computer knowledge and skills.

PHOT 1938/6 Hrs/$113  
Nov 24/Sat/9:10-4:10/OSHAWA

### Photography: Digital SLR 1
This hands-on, comprehensive introductory to digital photography course will teach you how to properly use your “digital single lens reflex (SLR)” camera in order to improve your pictures. All aspects of your camera’s operation and internal menu settings will be covered. You will learn about proper digital workflow, obtaining the proper exposure, the best settings on your camera to use in order to capture the image correctly, which lens to use in various situations, how to use your camera’s flash properly, composing your shots for the most impact, and valuable tips and tricks to get the most out of your photo taking experience, no matter the subject that you like to shoot. Bring your digital camera and your camera’s manual to class.

PHOT 1931/36 Hrs/$294.88  
Sep 17-Dec 17/Mon/6:40-9:40/OSHAWA

### Photography: Fall Colours
This one day, hands-on introductory photography workshop will give you practice in honing your skills while photographing the fall colours at several locations throughout the day. You will learn the secrets to good landscape photography, what camera settings to use, compositional elements, the importance of lighting, and creative tips to make your photographs more interesting and impactful. Bring your digital camera, camera manual, tripod, fully charged batteries, and lots of space on your camera’s memory card. Class goes rain or shine, so dress appropriately. This class is for both point & shoot and digital SLR cameras.

PHOT 1935/6 Hrs/$129.95  
Sep 22/Sat/9:10-4:10/OSHAWA

### Photography: Starting a Business
This one-day workshop is designed to give you an insight into setting up and running your own business. You will get valuable tips and advice from an expert who turned a part-time hobby into a full-time photography business.

PHOT 1936/6 Hrs/$129.95  
Nov 3/Sat/9:10-4:10/OSHAWA

### Social Media and Society
In a few short years, social media has profoundly changed the global communication landscape. With the advent of social media tools such Facebook, YouTube, Wikipedia, and Twitter, more and more people are connecting and collaborating online, and creating and distributing content in ways we have never seen before. This course will provide a summary of the major developments in social media and will examine how social media is changing media, business, government, the economy, development, and education in fundamental ways. Students will be introduced to a variety of social media environments and will gain hands-on experience with many of the leading social media applications. This course requires active participation of students and a willingness to immerse in social media practices.

GNED 1481/42 Hrs/$403.57

### The Game of Soccer and its Impact on Society
Examine how the game of soccer impacts socio-economic, religious, political, and cultural views in countries around the globe. Discover and explore, cultural trends and human behaviors influenced by soccer ideology and its effects on “pop culture”.

GNED 1491/42 Hrs/$452 + text(s)
SEWING

The college will provide a machine during class if necessary. Please bring a notebook to the first class, other supplies required for the course will be discussed then. There will be additional costs depending on your choices for the various supplies. You will need a sewing machine of your own, in good repair, in order to complete the required home assignments.

**Sewing 1**

Come and discover the rewarding world of sewing in a relaxed and friendly atmosphere. Learn the basics about your sewing machine, sewing language, taking body measurements, fabrics, patterns, and garment construction order. This course is suited to the beginner sewer as well as those who would like to update their skills. You will learn sewing techniques that will prepare you to work in the sewing industry. By the end of the course, you will have completed a unique garment with professionally finished seams, waistline, zipper and hem. Time will be spent on achieving a garment that fits your body type. You will need a sewing machine of your own, in good repair, in order to complete the required home assignments.

**SEW 1900/36 Hrs/$294.88**

Sep 20-Dec 6/Thur/6:10-9:10/WHITBY

**Sewing 2**

Prerequisite: Sewing 1

Sewing is a life skill that can lead to many other endeavours either for personal enjoyment or for business opportunities. Continue to develop and perfect your sewing skills as you create a new garment with professionally finished seams, cuffs, front closures, buttonholes and new hem finishes. Explore more pattern alteration methods to get that custom fit. Construct a tailor’s ham for your own use. You will learn and apply new sewing and construction techniques. When you have completed the course, you will have a marketable skill set suitable for work in this field. You will need a sewing machine of your own, in good repair, in order to complete the required home assignments.

**SEW 2900/36 Hrs/$294.88**

Sep 17-Dec 4/Tues/6:10-9:10/WHITBY

**Sewing 3**

Prerequisite: Sewing 2

You will continue to develop and enhance your sewing knowledge and skills. This level focuses on specific techniques required to construct women’s tailored pants. Emphasis is placed on pattern adjustments and measurements. You will need a sewing machine of your own, in good repair, in order to complete the required home assignments.

**SEW 3900/36 Hrs/$294.88**

Sep 19-Dec 5/Wed/6:10-9:10/WHITBY

**Sewing – Pattern Making 1**

Prerequisite: Sewing 2

You will be introduced to the concepts and applications of flat pattern making methods. You will develop an entire set of working blocks. You will also have the opportunity to manipulate and create patterns for design features such as darts, collars, yokes and a variety of skirts. You will develop emphasis on accuracy and a solid foundation of procedures of pattern making. You will need a sewing machine of your own, in good repair, in order to complete the required home assignments.

**SEW 1902/36 Hrs/$294.88**

Sep 18-Dec 4/Tues/6:10-9:10/WHITBY

For more information, please visit or call www.durhamcollege.ca/coned | 905.721.3330

**Western: A Study in the Film Genre**

This class will explore the film genre of Westerns. Major themes, theories and ideas will be examined via the work of selected actors, directors and films. Subjects to be studied via discussion and assignments include The History of the Western / Components of the Western / Landscape and Setting / Actors / Directors / Films / Indigenous Peoples. The course will conclude with an analysis of the place of the Western in a contemporary context – can it still ‘sit tall in the saddle’?

**GNED 1281/42 Hrs/$452**

**World Religions: Western and Eastern Traditions**

Transformed over time and responded to new environments, new circumstances, and new challenges. In an effort to better understand these “living religious traditions,” we will look at their origins and histories, and discuss the figures, beliefs, sacred texts, rituals, stories and historical events which helped to shape their development. The primary goal of this course will be to introduce students to various living religions around the world. Particular attention will be paid to founding narratives and figures, the histories of religious traditions and their diversification, theological doctrine, mystical traditions, ritual, concepts of life, death and time, and conceptions of the relationship between religion and ethical, social and political life. Students will also be required to understand and encouraged to think through some of the basic methodological and interpretive issues involved in the academic study of religion, especially those surrounding cultural diversity and evaluative judgment.

**RELG 1980/45 Hrs/$473.03 + text(s)**
FAST TRACK

How it works
We are very pleased to offer you several online courses in conjunction with Education-To-Go. The courses are general interest and are not college credit courses. For a grade you will receive a SAT - Satisfactory or UNSAT - Unsatisfactory on your Durham College transcript. Each class has its own website, and in addition to lessons you will have the added advantage of interactive quizzes, assignments, tutorials and online discussion areas via the Internet. Each course runs for six weeks and consists of twelve lessons. There are no textbooks to purchase, all the information you will need is posted online and your assignments will be returned to you each week, giving you continual feedback. Your final exam, which comes at the end of the course, is online as well. Detailed instructions will be emailed to you a few days prior to your course start date. When you register please provide an email account.

Start Dates:
• All Fall 2018 courses begin on a Wednesday - October 17 and November 14.
• Please ensure that you register for the start date you want.
• The deadline to register is 4:30 p.m. on the Friday before each of the start dates listed above.

For more information, including course descriptions, please visit www.durhamcollege.ca/coned and click on Distance & Online Education - Fast Track - Ed2Go.

To complete your course orientation and to begin your course go to www.ed2go.com/durhamc
Develop your culinary skills

Choose from a variety of **hands-on courses and demonstrations** that will tempt your taste buds while you learn new skills you can apply in your own kitchen. Courses are held at the state-of-the-art W. Galen Weston Centre for Food at Durham College’s Whitby campus.

**OCTOBER**
13 Fall Soups and Sides

**NOVEMBER**
24 European Holiday Baking

For details visit www.durhamcollege.ca/cff/coned or email conedCFF@durhamcollege.ca

---

**FALL OPEN HOUSE**

**SATURDAY, NOVEMBER 10 | 10 A.M. TO 2 P.M.**

Prospective students, friends, family and community members are invited.

- Meet students and faculty to explore full- or part-time programs and attend information sessions
- Take a campus tour and explore state-of-the-art facilities at our Oshawa, Whitby and Pickering locations

www.durhamcollege.ca/openhouse
905.721.3000 | #dcopenhouse
BUSINESS

Stress Management
This full day workshop gives participants an opportunity to investigate the sources and hazards of stress, particularly in business organizations. Learn the general principles and techniques for stress reduction and various coping methods. This workshop also discusses techniques for dealing with stress-producing people and stressful events. You will develop a plan to manage your reactions to stress, for your everyday work and life.

WELL 1600/6 Hrs/$293.80
Oct 24 /Wed/8:30-3:30/WHITBY

Workplace Leadership Essentials
What makes a highly effective leader? Think you’ve got what it takes to cultivate and lead a dynamic team? We will explore how successful leaders build cohesive and collaborative teams through effective communication; understanding and utilizing the talents each team member brings to the table; and inspiring high-performance results for a healthier bottom line. We’ll show you hands-on techniques to problem-solve on your feet, from day-to-day matters to effectively handling workplace changes and transitions to keep your organization on track.

1. Communicating in Today’s Organization
2. Creating Effective Work Teams
3. Performance Development through Motivation Techniques
4. Understanding Workplace Changes and Transitions
5. Creative and Critical Problem-Solving Techniques

MGMT 1612/60 Hrs/$2576.40
Sep 27-Nov 29/Tues/Thurs/6-10/WHITBY

TECHNICAL/SAFETY

TAXICAB Driver Training
This course is mandated by the City of Oshawa and Pickering as a “must pass” course for anyone wanting to drive a taxicab in the respected area. Registration must be in person at the CTS office Whitby Campus. Upon registration, students will be given their course binder to prep for the class and the exam.

Oshawa
MOTR 1600/3 Hrs/$129.95
Oct 24/Wed/6-9/WHITBY

Pickering
MOTR 1601/3 Hrs/$129.95
Oct 24/Wed/6-9/WHITBY

Backflow and Cross Connection
This course will help you become familiar with devices and methods for Cross-connection control, its application in water supply systems, and the procedures used to test the devices. Upon successful completion of this course you will receive an OWWA certificate as a Cross Connection Control Specialist. Includes 5 year recertification fee.

PLMB 1400/40 Hrs/$1231.70
Oct 30-Nov 29/Tues/Thurs/6-10/WHITBY

Backflow Recertification General Info:
Every five years recertification must be done for anyone holding an OWWA Cross-Connection Control Certification. Recertification is designed to update the certificate holder on devices, processes and re-enforce the importance within the industry.

Backflow Recertification Program
Fee includes books, exams and a five year certification fee. This program consists of eight hours of theory and eight hours of practical.

PLMB 2400/16 Hrs/$618.11
Oct 9-18/Tues/Thurs/6-10/WHITBY

Backflow Recertification Challenge Exam
Theory & practical exam. You must be a current OWWA tester and supply your own equipment for the practical. Includes books, exams and a five year certification fee. Book and study guide will be given to you in advance. Challenge exams may only be done once. If incomplete, you must take the 16 hr program.

PLMB 0000/3 Hrs/$433.85
Oct 2/Tues/4-7/WHITBY

Corporate Training Services assist organizations with:
- Customer Experience planning
- Hands-on Technical Training
- Health and Safety Certification
- Leadership and Management Development
- Project Management
- Retail Sales Training
- Testing and Exam Administration

PLEASE NOTE: All CTS course fees include a non-tax deductible supply cost.
Withdrawal and Refunds: Refunds will be given only if the Official Withdrawal form is received no later than 3 business days prior to the scheduled start date. All refunds are subject to a cancellation fee.

To register or for more information: 905.721.3347 | 1.800.816.3615 | www.corporatetrainingservices.ca
**Boom Truck - 0-8 Ton Crane**

You will receive specialized training on Zero to Eight ton cranes. Course topics include high voltage, the Occupational Health and Safety Act (OHSA), hand signals, rigging, crane set-ups and load charts. This course, which includes eight hours of hands-on training, is recognized by the Ontario Ministry of Labour. Participants who successfully complete this course will receive a certificate and a wallet card. Ministry test extra.

- CRAN 1400/40 Hrs/$1610.25
  - Sep 17-21/Mon-Fri/8-4/WHITBY
  - Sep 17-24/Mon-Thurs/Mon/8-4/WHITBY
  - Nov 19-23/Mon-Fri/8-4/WHITBY
  - Nov 19-26/Mon-Thurs/Mon/8-4/WHITBY

**Heavy Equipment Operator**

This four-week intensive hands-on program will help you build the skills needed to operate heavy equipment. Theory includes Occupational Health and Safety Act (OHSA), hand signals, rigging and soil technology. Extensive hands-on training will include pre-operational inspections, site planning and setup, maintenance and operation of the following equipment: Tractor Loader Backhoe, Crawler Dozer and Tracked Excavator. Upon successful completion you will receive a certificate and wallet card.

- EQUIP 1405/160 Hrs/$8920
  - Sep 24-Oct 19/Mon-Fri/8-4:30/OFFSITE

**Brewery Lab Setup and Testing**

This course zeros in on the checks and balances that must be routinely performed to produce the highest quality brew. You will learn the principles of brewery setup and gain hands-on experience performing control tests in brewing. You will leave with the knowledge and skills to effectively manage your own brewery.

- BEVT 1621/8 Hrs/$508.50
  - Oct 23/Tues/8:30-4:30/WHITBY

**Brewing Science**

If you think you’re ready to expand your business and you want to know more about the science and technology behind the brewing process, we’ve got you covered. This first-of-its-kind, comprehensive course is designed to solidify your brewing proficiency while learning how the science behind each step impacts the quality and consistency of your brew. Two intensive days of learning are packed with critical information to help you bring best practices and professionalism to your operation.

- BEVT 1620/16 Hrs/$676.87
  - Sep 25-26/Tues/Wed/8:30-4:30/WHITBY

**Forklift Operator Recertification**

You will learn about the rights and responsibilities of employees and supervisors as they pertain to fork truck operators. Course topics include types of trucks and material handling techniques.

This course consists of 4 hours of theory and 4 hours of driving experience on an Electric counterbalance lift truck. Participants who successfully complete this course will receive a certificate and a wallet card. Previous driving experience or G2 Licence suggested.

- AUTO 1400/8 Hrs/$299.44
  - Sep 29/Sat/8-4/WHITBY
  - Nov 24/Sat/8-4/WHITBY

**Safety is mandatory**

You will be required to have safety boots, safety glasses and work gloves.

**Working at Heights**

In partnership with “Workers Health and Safety Centre”. Ministry of Labour approved. Participants in this program will be able to recognize and evaluate fall hazards in their workplace, describe the legislation, standard and guidelines that apply to fall hazards, list the controls for these hazards, and describe a plan of action to reduce injuries from falls in their workplace.

- BIDS 1618/7 Hrs/$165
  - Sep 15/Sat/8-4/WHITBY
  - Nov 24/Sat/8-4/WHITBY

**Working at Heights Recertification**

In partnership with “Workers Health and Safety Centre”. Ministry of Labour approved. Every three years it is required by the ministry to be recertified for Working at Heights. This program ensures continued compliance.

- BIDS 2618/4 Hrs/$165
  - Oct 27/Sat/8-12/WHITBY
Air Brake Endorsement “Z”

A valid “Z” endorsement is required to operate any vehicle equipped with air brakes in the province of Ontario; this would include large motorhomes and other RV's. This two-day program grants you a ‘Z’ endorsement and consists of in-class instruction, practical components, and a written and practical test. You must hold a valid G licence.

MOTR 1405/16 Hrs/$410
Sep 7-8/Fri/Sat/7:45-4/WHITBY
Sep 22-23/Sat/Sun/7:45-4/WHITBY
Oct 12-13/Fri/Sat/7:45-4/WHITBY
Oct 27-28/Sat/Sun/7:45-4/WHITBY
Nov 9-10/Fri/Sat/7:45-4/WHITBY
Nov 24-25/Sat/Sun/7:45-4/WHITBY
Dec 7-8/Fri/Sat/7:45-4/WHITBY

“D” Driver Training

Prerequisites: Applicants must be 18 years of age and must have:
- Valid Ontario Class “G” licence
- Air Brake Endorsement “Z”
- MTO Medical Report
- Vision test at MTO
- Criminal Record Check
- Drivers Abstract

A valid ‘D’ licence is required to operate any truck or vehicle combination that weighs in excess of 11,000 kilograms. This program consists of six hours of theory and eight hours of practical training. The “D” driver’s licence training program was developed to assist ‘G’ licenced drivers in obtaining the necessary knowledge to successfully complete the MTO “D” road test. The first six hours commence on the dates below. Fees include the use of our vehicle for the road test.

MOTR 2407/14 Hrs/$1075
Sep 21/Fri/7:45-2:30/WHITBY
Oct 19/Fri/7:45-2:30/WHITBY
Nov 16/Fri/7:45-2:30/WHITBY
Dec 14/Fri/7:45-2:30/WHITBY

“F” Driver Training

Prerequisites: Applicants must be 18 years of age and must have:
- Valid Ontario Class “G” licence
- Air Brake Endorsement “Z”
- MTO Medical Report
- Written & Vision test at MTO
- Drivers Abstract

A valid ‘F’ licence is required to operate an ambulance, stretch limousine or small bus with the designed seating capacity to hold up to 24 passengers. The program consists of six hours of theory and five hours of practical training. Use of our vehicle for the road test is also included.

MOTR 2410/11 Hrs/$495
Sep 21/Fri/7:45-2:30/WHITBY
Oct 19/Fri/7:45-2:30/WHITBY
Nov 16/Fri/7:45-2:30/WHITBY
Dec 14/Fri/7:45-2:30/WHITBY

Note:
All in-vehicle, one-on-one training will be personally scheduled with the instructor.
Final end date for driver training is subject to road test availability.
All paperwork for Driver Training Program prerequisites must be handed in prior to course start date.
All courses are subject to a non-tax-deductible supply fee.

To register or for more information: 905.721.3347 | 1.800.816.3615 | www.corporatetrainingservices.ca
A+ .................................................. 26
Abnormal Psychology ...................... 37
Academic Career Entrance (ACE) ...... 29
Academic Writing
  for Success Strategies ................. 29
ACCESS
  Advanced .................................. 26
  Introduction ................................ 26
Accounting ................................... 18
Accounting I (HURM) ....................... 18
Academic Career Entrance (ACE) ...... 29
Acquisitions .................................. 18
Active Records Management ............ 18
Adaptive Computer Technology
  in Education ............................... 29
Addictions and Mental Health ......... 37
Addictions Theory and Practice ....... 37
Adobe Illustrator
  – Digital Illustration and Design ... 8
Adobe InDesign Basics ................. 8
Adult Learning ................................ 29
Adults with Learning Disabilities .... 29
ADVANCED CERTIFICATE IN
ACCOUNTING AND FINANCE
(ACAF)
  Advanced Financial Reporting ....... 18
  Applied External Audit ................. 18
  Applied Personal and Corporate
    Taxation ................................ 18
  Audit and Assurance .................... 18
  Business Applications ................. 18
  Business Law ............................. 18
  Corporate Finance ...................... 18
  Ethics and Workplace Skills ......... 18
  Information Technology ............... 18
  Intermediate Financial Reporting ... 18
  Intermediate Management
    Accounting .............................. 18
  Introductory Financial
    Accounting .............................. 18
  Introductory Management
    Accounting .............................. 18
  Not-For-Profit Accounting ............ 18
  Public Sector Financial
    Management ............................. 18
  Taxation .................................. 18
  Advanced Financial Reporting ....... 18
  Advanced Sales Techniques ......... 18
  Advancing your Negotiation Skills ... 16
  Advocacy, Practice and Reflection ... 29
Air Brake Endorsement “Z” ........... 65
Air Conditioning and Heat Pump
  Inspection ............................... 52
AMERICAN SIGN LANGUAGE
  Communicating with the Deaf ....... 44
  Anatomy and Physiology .............. 37
  Anger Management ..................... 37
  Anthropology ............................ 56
  APCO Public Safety
    Telecommunicator ........................ 48
  Applied Criminal Investigative
    Capstone Project ....................... 48
  Archives .................................. 18
  Arrhythmia Interpretation .......... 37
  Assembly, Wrapping and Packaging
    of Instrumentation, Supplies and
    Patient Care Equipment .............. 37
  Assessment and Evaluation .......... 29
  Assessment and Planning
    for the Aging Adult ................... 37
  Astronomy .................................. 57
  Auditing .................................... 19
  Autism Spectrum Disorder
    – Assisting Student Development
      for Educational Support .......... 29
  Autism Spectrum Disorder
    Introduction ............................ 29
  AutoCAD .................................... 52
  AutoCAD 2 for Interior Decorating .... 8
  Backflow and Cross Connection .... 63
  Backflow Recertification
    Challenge Exam .......................... 63
  Backflow Recertification Program ... 63
  Basic Drafting – Interior Decorating .. 8
  Basic Electrical .......................... 52
  Behaviour and Mental Health
    Exceptionalities ....................... 29
  Behaviour Management
    and Crisis Intervention ............. 48
  Blueprint Reading ..................... 52
  Boom Truck Training Zero
    to Eight Ton Crane ..................... 64
  Border Services ........................ 48
  Brewery Lab Setup and Testing .... 64
  Brewing Science ........................ 64
  Building and Maintaining
    Customer Relationships ............. 19
  Building Environmental Systems .... 52

BUSINESS
  Analysis and Assessments ............ 19
  Analysis Introduction ................. 19
  Computer Applications ................. 19
  Development for Entrepreneurship
    and Small Business .................... 19
  Finance ..................................... 19
  Law .......................................... 19
  Management Introduction ............. 19
  Math ......................................... 19
  of Tomorrow ............................ 19
  Plan for G.I.S. Professionals ........ 52
  Plan for Tradespeople ................ 52
  Practices – Interior Decorating ..... 8
  Report Writing ........................... 19
  By-Law Enforcement .................... 48
  C# Programming Introduction ....... 26
  Cabinet Making ......................... 52
  Cake Decorating ........................ 57
  Calculus .................................... 52
  Canadian Criminal Justice System ... 48
  Canadian Literature ..................... 8
  Canadian Politics ........................ 48
  Caregiving Skills ........................ 37
  Carpentry .................................... 52
  Case Management for Elder Issues .. 37
  Ceramic Tiling ............................ 52
  Child Development ..................... 29
  Children’s Literature Introduction ... 19
  Circulation and Inter-Library Loan ... 19
CISCO CERTIFIED NETWORKING
ASSOCIATE
  1 – Networking Fundamentals ....... 26
  2 – Introduction to Routing ......... 26
  3 – Routing and Switching ............ 26
  4 – Wide Area Networking ............ 26
  Classroom Skills ...................... 29
  Co-Dependency as an Addiction .... 37
  Cognitive Development, Trauma
    and Loss – Children’s Health
    Focus .................................. 37
  Collaborative Framework .......... 29

FIND US ON FACEBOOK

IN-CLASS ⏫ ONLINE ⏫ MONTHLY INTAKE ⏫ CORRESPONDENCE ⏫ FAST TRACK ⏫ WORKSHOP
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Construction Principles</td>
<td>52</td>
</tr>
<tr>
<td>COMMUNICATION and Health Promotion</td>
<td>37</td>
</tr>
<tr>
<td>and Interpersonal Skills</td>
<td>37</td>
</tr>
<tr>
<td>and Professional Practices</td>
<td>52</td>
</tr>
<tr>
<td>Essentials</td>
<td>29</td>
</tr>
<tr>
<td>Exceptionalities</td>
<td>29</td>
</tr>
<tr>
<td>/Customer Service for the FSW</td>
<td>37</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td></td>
</tr>
<tr>
<td>– LDS</td>
<td>19</td>
</tr>
<tr>
<td>for Business</td>
<td>19</td>
</tr>
<tr>
<td>for Educational Support</td>
<td>30</td>
</tr>
<tr>
<td>I (PPF)</td>
<td>48</td>
</tr>
<tr>
<td>II - Law Enforcement</td>
<td>48</td>
</tr>
<tr>
<td>Community Partnerships II</td>
<td>48</td>
</tr>
<tr>
<td>Compensation Management</td>
<td>19</td>
</tr>
<tr>
<td>Complementary Therapies</td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>37</td>
</tr>
<tr>
<td>Complex Family Dynamics</td>
<td>37</td>
</tr>
<tr>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>for Human Resources</td>
<td>26</td>
</tr>
<tr>
<td>Computer Applications</td>
<td></td>
</tr>
<tr>
<td>in Marketing</td>
<td>19</td>
</tr>
<tr>
<td>Computer Skills for the Workplace</td>
<td>61</td>
</tr>
<tr>
<td>Computer-Aided Drafting I</td>
<td>52</td>
</tr>
<tr>
<td>Computer/Keyboarding Skills I</td>
<td>48</td>
</tr>
<tr>
<td>Computers an Introduction</td>
<td>26</td>
</tr>
<tr>
<td>Construction Blueprints and Methods</td>
<td>52</td>
</tr>
<tr>
<td>Construction Contract Bid Management</td>
<td>52</td>
</tr>
<tr>
<td>Construction Contracts and Documents</td>
<td>52</td>
</tr>
<tr>
<td>Construction Job Site Management</td>
<td>52</td>
</tr>
<tr>
<td>Continuous Improvement Process</td>
<td>19</td>
</tr>
<tr>
<td>Coping with Death: Counselling, Support Groups and Alternative Therapies</td>
<td>37</td>
</tr>
<tr>
<td>Coronary Care - RPN</td>
<td>37</td>
</tr>
<tr>
<td>Coronary Care for RNs</td>
<td>37</td>
</tr>
<tr>
<td>Corporate Crime Investigation</td>
<td>48</td>
</tr>
<tr>
<td>Corrections</td>
<td>48</td>
</tr>
<tr>
<td>Cost Estimating, Introduction to</td>
<td>52</td>
</tr>
<tr>
<td>Cost Management</td>
<td>19</td>
</tr>
<tr>
<td>Counselling Skills in Oncology</td>
<td>37</td>
</tr>
<tr>
<td>Course Design for Hybrid Delivery</td>
<td>30</td>
</tr>
<tr>
<td>Court Clerk - Family I</td>
<td>48</td>
</tr>
<tr>
<td>Court Reporter/Monitor I</td>
<td>48</td>
</tr>
<tr>
<td>Creating a Corporate Service Culture</td>
<td>19</td>
</tr>
<tr>
<td>Creating Web Pages</td>
<td>61</td>
</tr>
<tr>
<td>Creating Wordpress Websites</td>
<td>61</td>
</tr>
<tr>
<td>Creative and Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>– LDS</td>
<td>19</td>
</tr>
<tr>
<td>Creative Writing Beginners</td>
<td>8</td>
</tr>
<tr>
<td>CRIMINAL</td>
<td></td>
</tr>
<tr>
<td>and Civil Law</td>
<td>48</td>
</tr>
<tr>
<td>Code and Civil Law</td>
<td>48</td>
</tr>
<tr>
<td>Law – Legal Administration</td>
<td>48</td>
</tr>
<tr>
<td>Psychology – Criminal Minds</td>
<td>48</td>
</tr>
<tr>
<td>Psychology – Psychopathic Minds</td>
<td>48</td>
</tr>
<tr>
<td>Criminology</td>
<td>48</td>
</tr>
<tr>
<td>Crisis Intervention</td>
<td></td>
</tr>
<tr>
<td>– Emergency Communications</td>
<td>48</td>
</tr>
<tr>
<td>Crisis Intervention for SSW</td>
<td>37</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>19</td>
</tr>
<tr>
<td>Crown Moulding and Interior Applications</td>
<td>52</td>
</tr>
<tr>
<td>Cults and Terrorism</td>
<td>48</td>
</tr>
<tr>
<td>Curriculum Development</td>
<td>30</td>
</tr>
<tr>
<td>Curriculum Development – Early Childhood Education</td>
<td>30</td>
</tr>
<tr>
<td>Customer Service and Ethics</td>
<td>19</td>
</tr>
<tr>
<td>Data Analysis Tools for Analytics</td>
<td>19</td>
</tr>
<tr>
<td>Data Analysis, Introduction to</td>
<td>20</td>
</tr>
<tr>
<td>Data Collection and Data Management</td>
<td>20</td>
</tr>
<tr>
<td>Database Design for Information Workers</td>
<td>20</td>
</tr>
<tr>
<td>Decontamination Principles, Procedures and Practices in Sterile Processing</td>
<td>37</td>
</tr>
<tr>
<td>Decorating with Light</td>
<td>8</td>
</tr>
<tr>
<td>Dementia Care Overview</td>
<td>37</td>
</tr>
<tr>
<td>Design Basics</td>
<td>26</td>
</tr>
<tr>
<td>Designing and Managing a Geographic Information System</td>
<td>52</td>
</tr>
<tr>
<td>Developing Client Service Teams</td>
<td>20</td>
</tr>
<tr>
<td>Developing Effective Teams</td>
<td>20</td>
</tr>
<tr>
<td>Development across the Lifespan</td>
<td>37</td>
</tr>
<tr>
<td>Diabetes Education: Approaches in Practice</td>
<td>37</td>
</tr>
<tr>
<td>Diabetes: The Basics</td>
<td>37</td>
</tr>
<tr>
<td>Diabetes: Throughout the Lifespan</td>
<td>37</td>
</tr>
<tr>
<td>Digital Marketing</td>
<td>20</td>
</tr>
<tr>
<td>Digital Pedagogy</td>
<td>30</td>
</tr>
<tr>
<td>Discover Digital Photography</td>
<td>61</td>
</tr>
<tr>
<td>Disinfection and Sterilization</td>
<td></td>
</tr>
<tr>
<td>Concepts and Techniques</td>
<td>38</td>
</tr>
<tr>
<td>Dispute Resolution</td>
<td>20</td>
</tr>
<tr>
<td>Diversity and First Nations Peoples</td>
<td>48</td>
</tr>
<tr>
<td>Diversity and Victimology: Aboriginal Peoples</td>
<td>48</td>
</tr>
<tr>
<td>Diversity and Victimology: Understanding Populations</td>
<td>48</td>
</tr>
<tr>
<td>Domestic and Workplace Violence</td>
<td>38</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>38</td>
</tr>
<tr>
<td>Drawing Realistic Subjects in Coloured Pencil</td>
<td>8</td>
</tr>
<tr>
<td>Drawing Realistic Subjects in Pencil</td>
<td>8</td>
</tr>
<tr>
<td>Dreamweaver</td>
<td>26</td>
</tr>
<tr>
<td>Drinking Water</td>
<td></td>
</tr>
<tr>
<td>Operator-In-Training</td>
<td></td>
</tr>
<tr>
<td>Certification Preparation</td>
<td>53</td>
</tr>
<tr>
<td>Drinking Water, an Introduction</td>
<td>53</td>
</tr>
<tr>
<td>Driver Training “A”</td>
<td>65</td>
</tr>
<tr>
<td>Driver Training “D”</td>
<td>65</td>
</tr>
<tr>
<td>Driver Training “F”</td>
<td>65</td>
</tr>
<tr>
<td>Driver Training Advanced “D”</td>
<td>65</td>
</tr>
<tr>
<td>Drug Knowledge</td>
<td></td>
</tr>
<tr>
<td>– The Continuum of Care</td>
<td>38</td>
</tr>
<tr>
<td>Dynamic Web Sites with AMP (Apache, MySQL and PHP)</td>
<td>26</td>
</tr>
<tr>
<td>E-Business an Introduction</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Education Practices Introduction</td>
<td>30</td>
</tr>
<tr>
<td>Economics I (Macroeconomics)</td>
<td>20</td>
</tr>
<tr>
<td>Economics II (Microeconomics)</td>
<td>20</td>
</tr>
<tr>
<td>Electrical Circuit Analysis</td>
<td>53</td>
</tr>
<tr>
<td>Electrical Inspection</td>
<td>53</td>
</tr>
<tr>
<td>Electronic Publishing and Emerging Technologies</td>
<td></td>
</tr>
<tr>
<td>Emerging Trends and Innovation</td>
<td>53</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>48</td>
</tr>
<tr>
<td>Employee Labour Relations</td>
<td>20</td>
</tr>
<tr>
<td>Employment Law</td>
<td>20</td>
</tr>
<tr>
<td>Employment Law for Leadership Development – LDS</td>
<td>20</td>
</tr>
<tr>
<td>Empowering Students with Disabilities</td>
<td>61</td>
</tr>
<tr>
<td>Enforcement Procedures</td>
<td>48</td>
</tr>
<tr>
<td>English</td>
<td>30</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>20</td>
</tr>
</tbody>
</table>
Family and Family Systems .......... 39
Family Law .................................. 48
Family Relationships and their Impact on Psychiatric Disorders .......... 39
Field to Fork: Introduction to Local and Global Food Systems .......... 20
Finance – LDS .................................. 20
Financial Management
– Retirement Communities .......... 39
Financial Processes in the Trades .... 53
Finishing Your Basement
Professionally ................................ 53

**FIRST AID/CPR**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency First Aid and CPR (C) ........................................</td>
<td>38</td>
</tr>
<tr>
<td>HeartSaver CPR/AED (C)  – Recertification ................................</td>
<td>38</td>
</tr>
<tr>
<td>Standard First Aid &amp; CPR(C)  – Recertification ........................</td>
<td>38</td>
</tr>
<tr>
<td>Standard First Aid and CPR(C) ...........................................</td>
<td>38</td>
</tr>
</tbody>
</table>

Fire Protection ................................................. 20
Flash .......................................................... 26
Food Nutrition and Hospitality
Management .................................................. 39
Food Preparation and Production ................................ 39
Food Security and Food Justice in Canada ......................... 20
Foot Care – Advanced and Diabetes RN/RPN ......................... 39
Forensic Psychology ............................................. 48
Forklift Operator Recertification ................................ 64
Foundations for Sustainability ...................................... 20
Foundations in Addictions: Signs and Symptoms ......................... 39
Foundations of Education ......................................... 30
Français écrit .................................................. 44
Freelance Writing ................................................ 8
French ............................................................ 44
Funding Introduction ............................................. 20
Gas Technician .................................................... 53
Genre Fiction and Readers’ Advisory Service ......................... 20
Geographic Information Systems .................................... 53
Geological Disasters ............................................... 57
Geometric Dimensioning and Tolerancing .............................. 53
Giving and Receiving Feedback ..................................... 16
Global Citizenship .................................................. 57

Global Positioning Systems ........................................... 53
Globalization and Sustainability ...................................... 58
Group Dynamics ..................................................... 39
Guidance of the Young Child .......................................... 30
Handling Office Conflict ............................................. 16
Hazard Identification ................................................ 53

**HEALTH**

and Safety Legislation for Occupational Health Nurses .......... 39
and Safety Management for Occupational Health Nurses .......... 39
Assessment ......................................................... 39
Care Operations ..................................................... 39
Care Policy .......................................................... 39
in the Workplace .................................................... 39
Records Management ................................................ 20
Healthy Adult Aging ................................................ 39
Heating Inspection ................................................. 53
Heavy Equipment Operator ........................................... 64
History of Art ....................................................... 9
History of Furniture ................................................ 9
Hockey Hall of Fame Presents ........................................ 58
HTML .............................................................. 26
Human Relations – LDS .............................................. 20
Human Relations and Supervision ...................................... 20

**HUMAN RESOURCES**

Capstone Project .................................................... 20
Management and Labour Relations ..................................... 39
Management Principles ................................................ 20
Planning .............................................................. 20, 21
Human Sexuality .................................................... 39
Identification, Care and Handling of Instrumentation in Sterile Processing ................................................ 39
Illustration and Presentation ........................................... 9
Impact of Crime ....................................................... 48
Inclusion and Cultural Diversity .................................... 30
Income Tax Planning .................................................. 21
Independent Study in Mental Health Rehabilitation ..................... 39
Indexing and Subject Analysis ....................................... 21
Individual Family Support Plan ....................................... 30
Industrial Hygiene ................................................... 21
Industrial Maintenance Mechanic .................................... 54
Information Technology for Library Technicians ....................... 21
Instructional Design for Online Learning ............................... 30
Instructional Techniques ............................................. 30
LIBRARY

Classification ............................................. 21
Financial Management and Budgeting ............................................. 21
Programming, Marketing and Advocacy ............................................. 21
Technician Field Work ............................................. 21
Lifeskills Practice ............................................. 40
Lifeskills Theory ............................................. 40
Lifestyle Coaching ............................................. 40
Literature ............................................. 9
Litigation Practice and Procedure ......... 49
Living with Chronic Kidney Disease ............................................. 40
Living with Diabetes ............................................. 40

MANAGEMENT

Information Systems ............................................. 21
Labour Concerns in Occupational Health and Safety ............................................. 21
Leadership Skills ............................................. 21
of Human Resources in Health ............................................. 40
Principles ............................................. 21
Managerial Accounting ............................................. 21, 22
Managing Change – LDS ............................................. 22
Marketing ............................................. 22
Marketing a Trades Business ............................................. 53
Marketing Law and Ethics ............................................. 22
Marketing Research Techniques ............................................. 22
Master Planning for Operations/Production ............................................. 22
Mastering Public Speaking ............................................. 61
Materials Estimating and Methods ............................................. 53
Math in an Educational Setting ............................................. 31
Mathematics ............................................. 53
Mathematics for Online Learning ............................................. 31

MEDICAL

Billing 1 ............................................. 22
Conditions for Medical Office Staff ............................................. 40
Office Procedures ............................................. 40
Terminology ............................................. 22, 40
Transcription ............................................. 22, 40
Mental Health Nursing Practicum ............................................. 38
Mental Health Nursing, Intro ............................................. 40
Mental Health Practices ............................................. 40
Mental Health Practitioner Role ............................................. 40
Mental Health Rehabilitation Foundation ............................................. 40
Microbiology and Infection Control for Sterile Processing ............................................. 40
Microsoft Office 2013 ............................................. 26
Microsoft Office 2016 ............................................. 26
Mortgage Agent Program ............................................. 22
Motorcycle Training ............................................. 58
Mourning, Grief and Bereavement: Reactions and Responses to Death ............................................. 40
Multimedia for Online Learning ............................................. 31
Music Made Easy ............................................. 61
Myths and Legends ............................................. 58
Network + ............................................. 26
Networking Introduction ............................................. 61
Normal and Abnormal Kidney Function ............................................. 40
Nursing Care across the Kidney Disease Trajectory ............................................. 40
Nutrition in Health Care ............................................. 40
Nutrition Introduction ............................................. 40
Nutrition, Introduction for the Food Service Worker ............................................. 40
Observing the Young Child ............................................. 31
Occupational Health and Safety ............................................. 22
Occupational Health Nursing Introduction ............................................. 40
Occupational Health Nursing Project ............................................. 40
ODP Certificate ............................................. 53
Office Technology and Procedures ............................................. 22
ONCOLOGY NURSING

Advanced – RN ............................................. 40
Advanced – RPN ............................................. 40
Introduction – RPN ............................................. 40
Introduction – RN ............................................. 40
Online Searching........................................ 22
Operating a Trades Business...................... 53
Operational Overview............................... 40
Operations Management............................ 22
Organizational Behaviour for Human Resources Management .. 22
Organizational Behaviour for Human Resources Professionals.......................... 22
Organizational Change and Leadership............... 22
Orientation to Palliative Care....................... 40
P.C. Troubleshooting Introduction .................. 61
Palliative Care Communications..................... 40
Partnership with Parents............................ 31
Pathophysiology........................................ 40
Patient Navigator – Fundamentals................ 40
Payroll Administration............................... 22
Payroll Compliance Legislation.................... 22
Performance Management – LDS.................. 22
Perinatal 1 – Normal Pregnancy.................... 40
Perinatal 4 – Newborn................................. 40
Perinatal 5 – Practice................................. 40
Perioperative Nursing............................... 41
Personal and Interpersonal Dynamics.............. 31
Personality Psychology............................... 41
Pharmacology and Behaviour....................... 41
Pharmacology for Medical Office Professionals.. 41
Pharmacology Introduction......................... 41
Philosophies of Early Childhood Education..... 31
Photography: Digital SLR 1......................... 59
Photography: Fall Colours............................ 59
Photography: Intro to Adobe Lightroom CC.... 59
Photography: Starting a Business................. 59
Photoshop 1........................................... 26
Physical and Multiple Exceptionalities........... 31
Physical Building Management..................... 53
Physiology of Aging.................................... 41
Plumbing Inspection................................. 53
Plumbing – Residential/Repairs.................... 53
PMP/CAPM Project Management
Exam Preparation................................. 22
Political Science........................................ 49
Politics and Public Administration.............. 49
Popular Culture and the Media.................... 58
PowerPoint............................................. 26
Preparatory Biology.................................... 41
Preparatory Chemistry............................... 41
Preparatory Physics.................................... 41
Prevention and Identification of Child Abuse .... 31
Prevention and Intervention Strategies
– Children’s Mental Health ....................... 41
Principles of Ethical Reasoning.................... 49
Principles of Psychology............................ 41
Principles of Purchasing............................. 22
Principles of Sales..................................... 22
Private Investigator Training....................... 49
Production Systems................................. 22
Professional Development for Entrepreneurs.. 22
Professional Ethics of Addictions................... 41
Professional Practice in SSW...................... 41
Programming for Absolute Beginners............... 26
Programming in C.................................... 26
Project Construction Management ............ 54

PROJECT MANAGEMENT
– LDS .................................................. 23
and the Human Interface......................... 22
Contracting and Procurement..................... 23
Definition and Planning......................... 23
for Analytics....................................... 23
Foundations...................................... 17
Introduction....................................... 23
Scheduling Software......................... 23
Provincial Offences................................. 49
Psychiatric Disorders Common to the Infant, Child and Adolescent Population........ 41
Psychiatric Rehabilitation Processes.............. 41
Psychological and Social Implications........... 41
Psychology Introduction............................ 41
Quality Assurance and Course Evaluation........ 31
QuickBooks........................................ 23
Racism and Discrimination......................... 49
Real Estate Practice
and Procedure II................................... 49
Record Keeping
and Report Writing............................... 41
Records and Information Management Fundamentals..................................... 23
Recruitment and Selection.......................... 23
Reference Processes.................................. 23
Reference Services and Sources.................. 23
Reflection, Self-Care and Professional Practice in Victims’ Services.............. 49
Registered Insurance Broker of Ontario (RIBO) Exam Preparation................... 23
Remote Sensing................................. 54

RENAL REPLACEMENT THERAPIES
– NURSING CARE
of the Hemodialysis Patient............... 41
of the Peritoneal Dialysis Patient........ 41
of the Transplant Patient..................... 41
Research and Development...................... 41
Research and Reporting......................... 23
Research Grant and Proposal Writing........... 49
Resident Centered Care............................ 41
Resource Consultant Fieldwork................. 31
Resource Description and Access........... 23
Restorative Care in a Long Term Care Setting................. 41
Retail Management................................. 23
Retirement Planning............................... 23
Risk Factors of Common Psychiatric Disorders in the Infant, Child
and Adolescent Population.................... 41
Risk Management and Estate Planning........... 23
Role of the Food Service Worker............. 41
Romance Writing..................................... 9
Roofing Inspection................................. 54
Rural and Remote Nursing:
Foundations................................... 41
Safe and Secure Environments................... 49
Safety in an Educational Setting.............. 31
Sage 50 (Simply Accounting I).............. 23
Sales and Marketing............................... 41
Sanitation and Safety............................ 41
School Libraries................................. 23
Science Fiction...................................... 9
Science, Introduction to................. 54
Science of Popular Diets: Impact of Nutrition on Human Wellness........ 42
Security+ Certification Preparation .... 26
Seminars in Oncology RN.......................... 42
Seminars in Oncology RPN...................... 42
Senior Management for Retirement Communities...................... 42
Seniors Mental Health.............. 42
Serials .................................. 23
Sewing .................................. 60
Sexual Violence.......................... 49
Small Claims Practice and Procedure............................. 49
Supervisory Skills for Business and Industry.......................... 23
Taxation .................................. 23, 24
Taxicab Driver Training ..................... 63
Teaching Students with ADHD ........ 61
Teaching Students with Autism: Strategies for Success .......... 61
Technical Communications .............. 54
Technical Mathematics ...................... 54
Technology in Education .................. 31
Thanatology Introduction .................... 42
The Construction Industry .................... 54
The Game of Soccer and its Impact on Society ..................... 59
The Inclusion Learning Environment .................. 31
Theory and Practice of Counselling in Addictions ............ 42
Total Communication ..................... 31
Traffic Management ...................... 49
Training and Development ................ 24
Training for Technical Support Analysts .................... 26
Transition Planning ....................... 31
Translation in the Workplace ................. 44
Transportation and Logistics Management .................. 24
Travel Writing ......................... 9
Treating Challenging Behaviours – Autism Spectrum Disorder ........ 42
Treatment Approaches in Addictions .................. 42
Understanding and Working with Families ............. 31
Understanding Medical Tests for Medical Office Staff ........ 42
Understanding Surgical Procedures for Medical Office Staff ........ 42
Understanding Sustainable Farming: Principles and Practices ........ 24
Urban Agriculture, Community Gardens, Food Secure Cities ........ 24
Victimization: Legal Perspectives .................. 49
Victimology: Legal Perspectives and Children ........ 49
Victimology and Men ....................... 49
Victimology: Assessment and Intervention .................. 49
Victimology: Theory and Practice ........ 49
Victims and the Impact of the Media .................. 49
Violence against Women: Assessment and Intervention .................. 49
Visualization, Leadership, and Business Communications ........ 24
Wastewater Operator-In-Training Certification Preparation .......... 54
Wastewater Treatment Certification – Level I and II ............ 54
Water Treatment Certification – Level I through IV ............ 54
Welding .................................. 54
Wellness for Children ...................... 31
Western: A Study in the Film Genre .................. 60
Windows 10 ................................ 26
Word .................................. 26
Working and Communicating in a Medical Setting ............ 42
Working at Heights ....................... 64
Working at Heights Recertification .................. 64
Working Successfully with Learning Disabled Students ........ 61
Workplace Leadership Essentials .................. 63
World Religions: Western and Eastern Traditions ............ 60
Wow, What a Great Event! .................. 61
Writing 1 .................................. 9
Writing Essentials ....................... 61
Writing for the Web ....................... 26
Writing Grammatically .................... 31
Writing Short Stories ..................... 9
Youth in Conflict with the Law .................. 49

SOCIAL MEDIA

and Society ......................... 59
Applied in Business ...................... 23
Developing a Strategy ...................... 23
Digital Communication .................. 23
Introduction to ...................... 23
Marketing .............................. 23
Monitoring and Measurement ............. 23
Social Policy and Administration ............. 42
Sociology Introduction .................. 42
Sociology: Diversity and Social Change .................. 42
Spanish ................................ 45
Special Libraries ...................... 23
Special Topics in Course Design ............. 31
Special Topics in Mental Health 
Nursing .................................. 42
Speed Spanish .......................... 61
Start a Small Business .................... 23
Statistical and Predictive Modeling for Analytics ............. 23
Statistics .................................. 23
Statistics for Health Care
Professionals ...................... 42
Statistics I – Technology ............. 54
Sterile Storage, Inventory Control and Management of Resources ........ 42
Strategic Investment Planning .................. 23
Strategies for Fostering Client Loyalty .................. 23
Strategies for Instruction for Library Technicians ............. 23
Stress Management .................. 42, 63
Stress, Wellness and Nutrition .................. 42
Structural Inspection .................. 54

FIND US ON FACEBOOK
Medical Cannabis Fundamentals for Business Professionals

This two-day, introductory-level course is designed specifically for those who are interested in pursuing a career in the exciting Canadian medical cannabis industry (please note that employers typically also expect a diploma or degree in a specific field of study, such as operations, finance, marketing, etc.). This course will examine various aspects of the cannabis industry including history and emerging trends in Canada, regulatory and legal considerations, ethical issues, basic clinical concepts, cultivation and quality control fundamentals, customers/patients, and marketing and communication principles. Through their studies, students will develop contextual knowledge that will expand their familiarity with this emerging industry.

Course Learning Outcomes
Upon completion of this course, you will be able to:

- Summarize the history and emerging trends of the cannabis industry in Canada.
- Identify key legal, regulatory, and compliance issues as they pertain to the growing, packaging, prescribing, importing/exporting, marketing and selling of medical cannabis in Canada.
- Apply the field of ethics to various issues as they relate to medical cannabis use, including what marketing strategies are permitted.
- Identify the basic anatomy of cannabis plants and describe the differences between indica and sativa.
- Identify critical elements of medical cannabis cultivation including environmental conditions, growing mediums, and quality control.
- Recognize appropriate and legal uses for medical cannabis in its various forms and the role of OHIP and insurance relating to medical cannabis use.
- Describe the process for legally obtaining medical cannabis including the basic elements of appropriate medical documentation.
- Discuss the production, interaction and side effects of THC and CBD, and identify the patient benefits associated with each.
- Discuss selected elements relating to the business aspects of medical cannabis, such as new venture financing, stock market presence, retailing models and product pricing.

For more information and upcoming dates visit www.durhamcollege.ca/ce/cannabis.
REFUND/WITHDRAWAL POLICY

Durham College reserves the right to cancel courses, change course locations, teachers, dates or content as deemed necessary. Students will be notified by phone and/or email. Full details available online at www.durhamcollege.ca/coned/refund-policy.

WITHDRAWALS/REFUNDS

Once registered, you are academically and financially responsible for your course(s) unless you officially withdraw by the specified deadlines. All withdrawals are subject to a $30 administration fee. Regardless of payment method, all refunds will be by cheque. Please allow three weeks for your cheque to arrive. Failure to attend does not constitute withdrawal. To avoid academic penalty, you must officially withdraw four weeks prior to the scheduled end date of your course.

FULL REFUND

A full refund will be issued if the course is cancelled by Durham College.

PARTIAL REFUND

In-class over 16 hours
Students may withdraw/transfer prior to the start of the third class. Foot Care students must withdraw prior to the second class.

In-class under 16 hours
Students may withdraw/transfer no later than three business days prior to the scheduled start date.

Distance Education
Students may withdraw/transfer during the first 13 days after the official course start date. After the final withdrawal date no refunds/transfer will be issued. Please note: any course materials or supplies included in the course fee must be returned before a refund will be issued.

Field Placement
Students may withdraw/transfer during the first 13 days after the official course start date. Once students are cleared for placement, no refund or transfer will be issued.

Motorcycles
Students may withdraw/transfer no later than three business days prior to the scheduled start date.

For directions and maps, please visit www.durhamcollege.ca/locations.
Turn your experience into credits

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

Do you have previous work, volunteer or life experience relevant to your Durham College program?

If so, you might be eligible to challenge the learning outcomes of a course (or multiple courses) in your program through a Prior Learning Assessment and Recognition (PLAR) evaluation. If you meet the PLAR requirements, you could graduate more quickly and at a lower cost by getting credit for some of your courses without having to actually take them!

Sound interesting? Be sure to visit www.durhamcollege.ca/plar.