SHARPEN THE MINDS OF CHILDREN OR ADULTS

CHOOSE A REWARDING CAREER IN EDUCATION

Flexible learning that FITS YOUR SCHEDULE

SEPTEMBER TO DECEMBER // FALL 2016
# NEW COURSES

- Environmental Services
- Financial Practices for Health Care Organizations
- Financial Management
- Food Nutrition and Hospitality Management
- Happy "Fall" Gardener
- Health Care Operations
- Health Care Policy
- Healthy Adult Aging
- Human Resources Management and Labour Relations
- Law and Health Care Administration
- Operational Overview
- Organic Gardening – Intro to Soil
- Resident Centered Care
- Sales and Marketing
- Senior Management
- Statistics for Health Care Professionals

# NEW PROGRAMS

- Emergency Communication
- Health Care Administration
- Retirement Communities Management

## 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.

### NEED HELP?
- Email: coned@durhamcollege.ca
- 905.721.3052 or Toll-free: 1.888.627.1191
EMERGENCY COMMUNICATION CERTIFICATE - NEW

If you do well working under pressure and have the desire to help others who may be in an emergency situation, a career in Emergency Communications may be the right fit for you. Emergency service responders depend on emergency telecommunications to get detailed information quickly and accurately, typically in the police, fire and emergency medical services (ambulance services). This program blends theoretical knowledge and practical reality based scenario training to prepare you to perform competently under stress.

For a complete program description, see page 45.
Contact us

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

ONLINE INQUIRIES
E: distance-education@durhamcollege.ca   |   www.durhamcollege.ca/online

Area of Interest  | Contact(s)  | 905.721.2000
--- | --- | ---
Associations  | Tara Douglas  | 3776
Business  | tara.douglas@durhamcollege.ca  | 
Computers  | Jayne Davis  | 2161
| jayne.davis@durhamcollege.ca  | 
Camps  | Lisa Kowal  | 2154
Ed2Go  | lisa.kowal@durhamcollege.ca  | 
Health & Community  | Kim Sharpe  | 2148
Leisure & Personal Development  | kim.sharpe@durhamcollege.ca  | 
Languages  | Arlene Allen  | 3063
Legal & Emergency Services  | arlene.allen@durhamcollege.ca  | 
Arts & Design  | Kelly McPhate  | 2084
Education  | kelly.mcphate@durhamcollege.ca  | 
CDP Apprenticeship  | Shelley Nowlan  | 3330
Horticulture  | shelley.nowlan@durhamcollege.ca  | 
Motorcycle Training  |  | 
Skilled Trades  |  | 
Technology  |  | 

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

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 “Where do I find?” for full details.

www.durhamcollege.ca/coned

START DATES

FALL Semester

- **In-class**
  - Courses begin: Monday, September 12, 2016

- **Online**
  - Courses begin: Tuesday, September 6, 2016
  - Last date to register: Tuesday, September 13, 2016
  - Last date to withdraw: Tuesday, September 20, 2016
For your convenience, please review this section to familiarize yourself with the calendar format.

### 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/Thur/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.
- **IN-CLASS** – part-time, evenings and weekends, various locations.
- **LUNCH AND LEARN** – lunch included in workshop fee.
- **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.
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### Graduation

For information on applying to graduate, visit our website.
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<td>23 Smart Serve ................................................................. 61</td>
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<tr>
<th>DECEMBER</th>
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<tbody>
<tr>
<td>3 Standard First Aid and CPR (C) ......................................... 40</td>
</tr>
</tbody>
</table>

**Register Early**

Register at least five days prior to the published start date to avoid course cancellations.
WHY CHOOSE DURHAM COLLEGE?

Our dedicated Second Career staff 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 advisor 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’re pleased to offer you the option to study online at home or at a remote facility. Alternatively, you can work on your online program at the Oshawa campus in our E-Lab.

For additional information about any of these programs visit the website: www.durhamcollege.ca/secondcareer

Phone: 905.721.2000 ext. 2123
secondcareeronline@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 12
10 A.M. TO 2 P.M.

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

- Meet students and faculty 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
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.

A-Z COURSE LISTING

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 and turning your creative visions into reality.
Program of Study
- AutoCAD for Interior Decorating
- AutoCAD 2 for Interior Decorating
- Basic Drafting
- Business Practices
- Colour Theory
- Decorating: Beyond the Basics
- Decorating with Light
- History of Furniture
- Illustration and Presentation
- Materials and Finishes

Adobe Acrobat
COMP 1985/36 Hrs/$395.90 + text(s)

Adobe Illustrator - Digital Illustration and Design I
COMP 2382/42 Hrs/$387.19 + text(s)

Adobe InDesign Basics
COMP 1288/42 Hrs/$424.62 + text(s)

Adobe Photoshop Elements
COMP 1080/36 Hrs/$395.90 + text(s)

AutoCAD 2 for Interior Decorating
Prerequisite: AutoCAD for Interior Decorating
CAD 3352/42 Hrs/$320.98
Sep 17-Nov 26/Sat/9:10-1:40/OSHAWA

Basic Drafting - Interior Decorating
DRFT 1352/42 Hrs/$323.98
Sep 13-Nov 29/Tue/6:10-9:40/OSHAWA

Business Practices - Interior Decorating
Prerequisite: AutoCAD for Interior Decorating, Decorating with Light, History of Furniture, Illustration and Presentation, Materials and Finishes
BUS 1350/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA

Canadian Literature
ENG 1087/42 Hrs/$435.62 + text(s)

Colour Theory
COLR 1351/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA

Creative Writing Beginners
WRIT 1980/30 Hrs/$356.18

Decorating with Light
DECR 1351/42 Hrs/$313.98
Sep 15-Dec 15/Thu/6:40-9:40/OSHAWA

For information on the Photography Recognition of Achievement and the Sewing Certificate please see the Leisure and Personal Development section.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Code</th>
<th>Credit Hours</th>
<th>Tuition Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developing a Graphic Design Portfolio</td>
<td>DESN 1981</td>
<td>45/42 Hrs</td>
<td>$507.37</td>
</tr>
<tr>
<td>Documentary Scriptwriting</td>
<td>WRIT 1087</td>
<td>28 Hrs</td>
<td>$342.94</td>
</tr>
<tr>
<td>Dramatic Scriptwriting</td>
<td>WRIT 1088</td>
<td>28 Hrs</td>
<td>$342.94</td>
</tr>
<tr>
<td>Drawing Realistic Subjects in Coloured Pencil</td>
<td>DRAW 1981</td>
<td>36 Hrs</td>
<td>$395.90</td>
</tr>
<tr>
<td>Drawing Realistic Subjects in Pencil</td>
<td>DRAW 1980</td>
<td>36 Hrs</td>
<td>$395.90</td>
</tr>
<tr>
<td>Essentials of Writing Fiction</td>
<td>WRIT 1180</td>
<td>48 Hrs</td>
<td>$475.34</td>
</tr>
<tr>
<td>Freelance Writing</td>
<td>WRIT 1380</td>
<td>42 Hrs</td>
<td>$435.62</td>
</tr>
<tr>
<td>History of Art</td>
<td>HIST 1387</td>
<td>42 Hrs</td>
<td>$387.19</td>
</tr>
<tr>
<td>Illustration and Presentation</td>
<td></td>
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<tr>
<td>Prerequisite: Basic Drafting, Colour Theory</td>
<td>DESN 2359</td>
<td>42 Hrs</td>
<td>$313.98</td>
</tr>
<tr>
<td>Litigation</td>
<td>ENG 1384</td>
<td>48 Hrs</td>
<td>$475.34</td>
</tr>
<tr>
<td>Materials and Finishes</td>
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</tr>
<tr>
<td>Prerequisite: AutoCAD for Interior Decorating, Illustration and Presentation</td>
<td>DECR 1350</td>
<td>42 Hrs</td>
<td>$313.98</td>
</tr>
<tr>
<td>News Writing I</td>
<td>WRIT 1382</td>
<td>56 Hrs</td>
<td>$479.87</td>
</tr>
<tr>
<td>Romance Writing</td>
<td>WRIT 1089</td>
<td>45 Hrs</td>
<td>$455.48</td>
</tr>
<tr>
<td>Science Fiction</td>
<td>ENG 1086</td>
<td>42 Hrs</td>
<td>$435.62</td>
</tr>
<tr>
<td>Travel Writing</td>
<td>WRIT 1085</td>
<td>39 Hrs</td>
<td>$415.76</td>
</tr>
<tr>
<td>Writing 1</td>
<td>WRIT 1982</td>
<td>42 Hrs</td>
<td>$435.62</td>
</tr>
<tr>
<td>Writing Short Stories</td>
<td>WRIT 1082</td>
<td>48 Hrs</td>
<td>$475.34</td>
</tr>
</tbody>
</table>

“The experience gained and skills learned during my time at Durham College (DC) were instrumental to my success as an Interior Decorator and entrepreneur. In 2003 I started my own modest decorating business from my home. I currently employ six full-time designers/decorators, including a current student of the DC decorating program.”

Zoe Lucyk
Interior Decorating Graduate
Owner, Lotus Home Interiors
BUSINESS
MANAGEMENT/LEADERSHIP/FINANCE

LEARN THE FOUNDATIONS AND ESSENTIAL SKILLS NEEDED TO BECOME A SUCCESSFUL PROFESSIONAL OR EXPLORE THE LEADERSHIP QUALITIES CRITICAL TO PROVIDING EFFECTIVE ADVICE AND GUIDING BUSINESS GROWTH. DEVELOP THE SKILL-SET TO EXCEL AND GAIN A FULL UNDERSTANDING OF THE RELATIONSHIPS THAT TAKE PLACE IN AN OFFICE ENVIRONMENT. WE OFFER A NUMBER OF PROGRAMS IN THE FIELDS OF HUMAN RESOURCES, MARKETING, ADMINISTRATION AND FINANCE.

Accounting Specialty
Durham College Certificate
Today’s financial world requires analytical, flexible and motivated accountants. This certificate will help you find your place in the finance industry by providing the training you need to advance. The courses in this specialized certificate can be applied toward the Certified General Accountants (CGA) designation.

Program of Study
- Accounting I
- Accounting II
- Cost Accounting I
- Cost Accounting II
- Intermediate Accounting I
- Intermediate Accounting II
- Managerial Cost Accounting
- Simply Accounting
- Taxation I

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.

Bookkeeping
Durham College Certificate
Organizations continuously seek employees who are up to date with the latest developments in bookkeeping and accounting software and applications. The courses in our certificate program will prepare you for greater financial and job security as a professional bookkeeper.

Program of Study
- Accounting I
- Accounting II
- Cost Accounting I
- Excel Introduction OR Business Computer Applications II
- Intermediate Accounting I
- Payroll Administration
- QuickBooks Level I OR ACCPAC
- Simply Accounting
- Taxation I
- Word Introduction OR Business Computer Applications I

Elective Courses - Must choose one:
- Communications for Business I
- Customer Service and Ethics
- Office Technology and Procedures

Business – Accounting (two-year)
Ontario College Diploma
If number crunching is your thing, then this diploma program is for you. It focuses on the study of professional accounting, including CGA transfer credit courses, and provides breadth of study in finance, technology applications and economics.

Program of Study
- Accounting I
- Accounting II
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Law
- Business Mathematics
- Communications for Business I
- Communications for Business II
- Cost Accounting I
- Cost Accounting II
- Economics I (Macroeconomics)
- Economics II (Microeconomics)
- Excel Advanced
- General Education Electives (three required)

(See next page)
- Human Resources Management Principles
- Intermediate Accounting I
- Intermediate Accounting II
- Introduction to Business Management
- Management Information Systems
- Marketing I
- Operations Management I
- Simply Accounting
- Statistics (STAT 2280)
- Taxation I

### Business – Human Resources (two-year)

**Ontario College Diploma**

This program will arm you with relevant, current and in-demand skills and prepare you for a career in the highly dynamic field of human resources. This sensitive and complex area of study examines the way in which modern businesses manage their people while ensuring a positive effect on performance and productivity.

**Program of Study**

- Accounting I
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Management, Introduction to Business
- Business Mathematics
- Communications for Business I
- Communications for Business II
- Computer Applications for Human Resources Professionals
- Economics I (Macroeconomics)
- Employment Law
- General Education electives (three required)
- Human Resources Management Principles
- Introduction to Human Resources Information Systems (HRS)
- Marketing I
- Occupational Health and Safety
- Operations Management I
- Organizational Behaviour for Human Resources Professionals
- Psychology, Introduction
- Recruitment and Selection
- Statistics
- Training and Development

### Business – Marketing (two-year)

**Ontario College Diploma**

The best of both worlds — develop expertise in several areas of marketing practice and gain a fundamental understanding of the broader business environment while preparing for an exciting career in marketing, advertising, promotion or sales. Apply marketing concepts to create, communicate and deliver value for consumers and drive sustainable growth in your organization.

**Program of Study**

- Accounting I
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Management, Introduction to Business
- Business Mathematics
- Channel and Retail Marketing
- Communications for Business I
- Communications for Business II
- Computer Applications in Marketing
- Economics I (Macroeconomics)
- Economics II (Microeconomics)
- General Education electives (three required)
- Human Resources Management Principles
- Integrated Marketing Communications I
- Integrated Marketing Communications II
- International Business
- Marketing I
- Marketing II
- Marketing Law and Ethics
- Marketing Research Techniques
- Operations Management I
- Principles of Sales
- Statistics

---

Program Questions: 905.721.2000 Ext. 3776/2161 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Business – Operations Management (two-year)
Ontario College Diploma

Find out how to improve business processes and add value to an organization. Through this program, explore how businesses produce and distribute goods and services in the most efficient and cost-effective manner and learn how to make productivity improvements throughout an organization.

Program of Study
- Accounting I
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Management, Introduction to
- Business Mathematics
- Business Processes, Introduction to
- Communications for Business I
- Communications for Business II
- Computer Applications in Operations I OR Excel Advanced (online)
- Economics I (Macroeconomics)
- General Education electives (three required)
- Global Business Operations OR International Business
- Human Resources Management Principles
- Inventory Management
- Lean Systems
- Marketing I
- Master Planning
- Operations Management I
- Operations Management II
- Principles of Purchasing
- Production Systems
- Statistics
- Transportation and Logistics Management

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.

Business Administration – Accounting (three-year)
Ontario College Advanced Diploma

Apply contemporary business communication practices and effective interpersonal skills to support the accounting function. Learn how to analyze the impact of the operations of an organization’s functional areas related to its financial performance and within the context of the Canadian business environment. This includes considering how economic variables and other factors such as legislation and ethics impact business operations.

Program of Study
- Accounting I
- Accounting II
- Advanced Accounting
- Auditing I
- Auditing II
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Finance I
- Business Finance II
- Business Law
- Business Mathematics
- Communications for Business I
- Communications for Business II
- Cost Accounting I
- Cost Accounting II
- Economics I (Macroeconomics)
- Economics II (Microeconomics)
- Excel Advanced
- Field Placement and Seminar - ACCT
- General Education Electives (three required)
- Human Resources Management Principles
- Intermediate Accounting I
- Intermediate Accounting II
- Intermediate Accounting III
- Introduction to Business Management
- Management Information Systems
- Managerial Cost Accounting
- Marketing I
- Operations Management I
- Simply Accounting
- Statistics
- Taxation I (in -class, correspondence)
- Taxation II

Business Administration – Human Resources (three-year)
Ontario College Advanced Diploma

Learn how to take care of a company’s biggest asset — its employees. This program will enable you to examine the way in which modern businesses manage their people. In addition, you will learn how to help businesses run smoothly by contributing to the planning and implementation of employee recruitment, selection, and retention strategies and implementing and supporting effective employee and labour relations strategies in both non-union and union environments.

Program of Study
- Accounting I
- Advanced Computer Applications for Human Resources OR Access Introduction
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Law
- Business Mathematics
- Communications for Business I and II
- Compensation Management
- Computer Applications for Human Resources Professionals
- Economics I (Macroeconomics)
- Employee and Labour Relations
- Field Placement and Seminar
- General Education electives (three required)
- Human Resources Management Principles
- Human Resources Planning
- Introduction to Business Management
- Introduction to Human Resources Information Systems
- Labour Economics
- Managerial Accounting
- Marketing I
- Occupational Health and Safety
- Operations Management I
- Organizational Behaviour for Human Resources Professionals
- Organizational Change and Leadership
- Project Management for Human Resources
- Psychology, Introduction to
- Recruitment and Selection
- Statistics
- Training and Development
Business Fundamentals

Ontario College Certificate

This program is intended for those who wish to develop the skills and knowledge appropriate for an entry-level position in business. Completion of the program will provide you with a solid business foundation, while exposure to core business courses will allow you to understand the different areas of business and better choose an area of focus.

Program of Study

- Accounting I
- Business Computer Applications I
- Business Computer Applications II OR Excel Introduction
- Business Mathematics
- Communication for Business I
- Economics I (Macroeconomics)
- General Education Elective (two required)
- Human Resources Management Principles
- Introduction to Business Management
- Marketing I
- Operations Management I

Mandatory Electives - choose one:

- Accounting II
- Marketing II
- Operations Management II

Electives - choose two:

- Developing Leadership Capacity
- Management Leadership Skills OR Management Principles
- Organizational Behaviour

Health and Safety for the Workplace

Durham College Certificate

Prompted by governments and their agencies, labour and management have identified the need for greater experience, knowledge, and expertise in the field of occupational health and safety for the protection of people in the workplace. This program provides fundamental practices of occupational health and safety and includes a management component that provides the knowledge to oversee workplace safety programs and offer solutions.

Program of Study

- Environmental Management Introduction
- Ergonomics
- Fire Protection
- Industrial Hygiene
- Legislation for Health and Safety
- Management Labour Concerns in Occupational Health and Safety
- Occupational Health and Safety

Entrepreneurship

Durham College Certificate

Small business management continues to be a significant element in job creation in Canada. As the benefits of technology lower the barriers to set up, start and build successful businesses, entrepreneurship has become an increasingly attractive option for many people in all stages of life. This program will explore the opportunities and challenges inherent in starting your own business.

Program of Study

- Accounting I
- Business Law
- Communications for Business I OR Business Report Writing
- Entrepreneurship I
- Human Resources Management Principles
- Marketing I
- Marketing II
- Simply Accounting OR ACCPAC OR QuickBooks Level I

Electives (choose one):

- Business Development for Entrepreneurship and Small Business
- Business Mathematics
- E-Business an Introduction
- Entrepreneurship II
- International Business
- Management Leadership Skills
- Marketing Digitally

Client and Customer Relations

Durham College Certificate

Learn the strategies and techniques to solidify and enhance client relations skills and build positive, lasting relationships with clients. This program will prepare you to develop teams dedicated to excellent service delivery; to identify, mitigate and avoid confrontational situations with internal and external clients, and create and promote an effective corporate service culture.

Program of Study

Mandatory Courses

- Building and Maintaining Customer Relationships
- Creating a Corporate Service Culture
- Developing Client Service Teams
- Leadership and Communication
- Leadership in a Team Environment
- Strategies for Fostering Client Loyalty

Electives - choose two:

- Developing Leadership Capacity
- Management Leadership Skills OR Management Principles
- Organizational Behaviour

(Continued)

Human Resources (HR) Management

Ontario College Graduate Certificate

Gain the practical skills needed to contribute as a Human Resources leader by learning to develop new talent and lead organizational change. Work at the heart of any organization and align business strategy with people strategy.

Program of Study

- Accounting I
- Compensation Management
- Employee Labour Relations
- Field Placement and Seminar OR HRM Capstone Project
- Human Resources Management Principles
- Human Resources Planning
- Managerial Accounting
- Occupational Health and Safety
- Organizational Behaviour for Human Resources Professionals
- Recruitment and Selection
- Training and Development
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.

Program of Study
- 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 and Information Technician
Ontario College Diploma
This unique part-time, online program is designed to prepare you for employment in academic, public, school and special libraries and 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.

Program of Study
Core Courses
- Acquisitions
- Children’s Literature Introduction
- Circulation and Inter-Library Loan
- Computers, An Introduction
- Database Design for Information Workers
- Electronic Publishing and Emerging Technologies
- General Education Electives (three required)
- Human Relations and Supervision
- Indexing and Subject Analysis
- Information Technology for Library Technicians
- Intercultural Communications

Library Option Courses (choose five)
- Archives
- Children’s Services and Issues
- Genre Fiction and Readers’ Advisory Service
- Government Information
- Health Libraries and Resources
- Law Libraries and Legal Research
- Multimedia
- Metadata and Metadata Applications, Introduction to
- Records and Information Management Fundamentals
- School Libraries
- Special Libraries
- Strategies for Instruction for Library Technicians
- Youth Services and Issues

Management Studies
Durham College Certificate
Develop the building blocks for a successful career in management and apply them to any business environment. Explore the themes of leadership, motivation and communications; enhance your decision-making and problem solving skills, and take your career in any direction you want.

Program of Study
- Accounting I
- Business Report Writing OR Communications for Business I
- Leading Responsibly LDS
- Managerial Accounting
- Management Leadership Skills OR Leading Teams - LDS
- Operations Management I
- Organizational Behaviour for Human Resources Professionals

Electives - choose one:
- Business Law
- Computers an Introduction OR Office Overview
- Economics I (Macroeconomics)
- Employee Labour Relations
- Human Resources Management Principles
- Marketing I
- Project Management Introduction OR Project Management LDS

Manufacturing Leadership (MLCP)
Durham College Certificate
Global competition, the development of advanced technologies and other economic challenges are rapidly changing the way Canadian business and industries operate. The MLCP program is designed to develop the leadership skills of manufacturing supervisors which, combined with their high-level technical expertise, will help them succeed in today’s manufacturing industries.

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

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.
Marketing Management

Durham College Certificate

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.

Program of Study
- General Education Elective
- Integrated Marketing Communications I
- Integrated Marketing Communications II
- Marketing I
- Marketing II
- Marketing Channels
- Marketing Digitally
- Marketing Laws and Ethics
- Marketing Research Techniques
- Principles of Sales

Medical Transcriptionist

Durham College Certificate

The demand for medical transcriptionists will increase as the health service sector continues to grow. This program will provide the essential elements of medical science, communications skills, and transcription techniques, enabling you to gain the theoretical and practical knowledge required to meet the needs of the medical community.

Program of Study
- Medical Keyboarding
- Medical Office Procedures
- Medical Terminology I
- Medical Transcription - Advanced
- Medical Transcription - Introduction
- Medical Transcription Styles and Practices
- Pharmacology for Medical Office Staff
- Writing Grammatically

Electives - choose one:
- PowerPoint
- Publisher
- Word Advanced

Medical Office Administration

Durham College Certificate

This program will help you become a skilled and specialized professional who is comfortable with the latest technology in medical records and billing systems and able to perform effectively in a medical environment. NOTE: Program is currently under review. See website for more information.

Program of Study
- General Education Elective
- Medical Keyboarding
- Medical Office Procedures
- Medical Terminology I
- Medical Terminology II
- Office Technology and Procedures

Electives - choose two:
- Health Records Management
- Medical Billing I
- Office Technology and Procedures

Office Technology Administration

Durham College Certificate

Designed to incorporate both the technical and behavioral aspects of careers in the business world, you will learn and apply skills and knowledge in areas such as office concepts, procedures and current computer software to meet the demands of today’s office environment.

Program of Study
Mandatory
- Access Introduction
- Accounting I
- ACCPAC (3 Modules) - General Ledger, Accounts Payable, Accounts Receivable OR Simply Accounting
- Communications I for Business
- Excel Introduction OR Business Computer Applications II
- Management Leadership Skills OR Leading Teams LDS
- Office Technology and Procedures
- Word Introduction

(Continued)
Records and Information Management

Durham College Certificate

Records and information management certificate programs contribute to the efficiency of an organization’s operation by providing systematic control of information resources, from creation through to the use, storage, and final disposition. This certificate program will prepare you to operate a records management program in any organizational setting.

Program of Study
- Active Records Management
- Archives
- Document Management Technology
- Office Professional (2007/2010 or XP)
- Records and Information Management Fundamentals
- Researching and Reporting

Sustainable Local Food

Durham College Certificate

This certificate explores the practices, principles and philosophies involved in local food system development. The curriculum is developed in collaboration with food and farm related organizations that have expertise to share, training needs to be addressed, and positions to be filled.

Program of Study
- 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
- Understanding Sustainable Farming: Principles and Practices
- Urban Agriculture, Community Gardens, Food Secure Cities

For more information on the following Associations, please visit our website.
- Association of Administrative Assistants (AAA)
- Canadian Institute of Bookkeeping (CIB)
- Canadian Institute of Entrepreneurship (CIE)
- Canadian Payroll Association (CPA)
- Certified Financial Planner (CFP)
- Chartered Professional Accountants Ontario (CPA)
- Human Resources Professionals Association (HRPA)
- Manufacturing Leadership (MLCP)
- Registered Insurance Brokers of Ontario (RIBO)
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<td>Advanced Sales Techniques</td>
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<td>Business of Tomorrow</td>
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<td>Prerequisite: Business Computer Applications II</td>
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<td>Communications for Business II</td>
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<td>Communications for Entrepreneurs</td>
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<td>Communications for Career Employment</td>
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<td>Critical Thinking</td>
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<td>Customer Service and Ethics</td>
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### FIELD PLACEMENT

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

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<td>Prerequisite: Accounting (HURM), Compensation Management (HURM), Employment and Labour Relations (HURM), Foundations of Managerial Accounting (HURM), Human Resources Planning (HURM), Human Resources Management Principles (HURM), Managerial Accounting (HURM), Occupational Health and Safety (HURM), Organizational Behaviour for Human Resources (HURM), Recruitment and Selection (HURM), Training and Development (HURM)</td>
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### Fundamentals of Mathematics

- **MATH 1082/45 Hrs/$455.48 + text(s)**

### Fundraising Introduction

- **FUND 1080/45 Hrs/$455.48**

### Genre Fiction and Readers’ Advisory Service

- **LIBR 1086/36 Hrs/$396.10**

### Health Records Management

- **OFFC 1580/36 Hrs/$395.90 + text(s)**

### Hospital Information Systems

- **COMP 4351/42 Hrs/$320.98 + text(s)**
  - Sep 14-Dec 14/Wed/6:10-8:10/WHITBY

### Human Behaviour in the Workplace

- **GNED 1486/42 Hrs/$435.62 + text(s)**

### Human Relations and Supervision

- **LIBR 1087/36 Hrs/$395.90 + text(s)**

### Human Relations - LDS

- **LDS 1084/30 Hrs/$361.18**
**Human Resources Capstone Project**
Prerequisite: Accounting (HURM), Compensation Management (HURM), Employee Labour Relations (HURM), Foundations of Managerial Accounting (HURM), Human Resources Planning (HURM), Human Resources Management Principles (HURM), Managerial Accounting (HURM), Occupational Health and Safety (HURM), Organization Behaviour for Human Resources (HURM), Recruitment and Selection (HURM), Training and Development (HURM)

HCAP 6250/160 Hrs/$260
Sep 19-Dec 30/OFFSITE

---

**Human Resources Management I**
HRM 1251/36 Hrs/$273.84 + text(s)
Sep 20-Oct 27/Tues/Thur/6:10-9:10/OSHAWA

**Human Resources Management II**
Prerequisite: Human Resources Management I
HRM 2251/36 Hrs/$273.84 + text(s)
Oct 27-Dec 6/Tues/Thur/6:10-9:10/OSHAWA

---

**Human Resources Management Principles**
HRM 1253/70 Hrs/$501.30 + text(s)
Sep 20-Dec 6/Tues/Thur/6:10-9:10/OSHAWA
HRM 1283/70 Hrs/$518.40 + text(s)
HRM 1293/70 Hrs/$518.40 + text(s)

**Human Resources Personnel Research Techniques**
Prerequisite: Human Resources Management Principles
HRM 2283/42 Hrs/$435.54 + text(s)

**Human Resources Planning**
Prerequisite: Human Resources Management Principles
HRM 3284/42 Hrs/$435.62 + text(s)

**Human Resources Planning (HURM)**
Prerequisite: Human Resources Management Principles (HURM)
HRM 5284/42 Hrs/$435.65 + text(s)

---

**Income Tax Planning**
Prerequisite: Strategic Investment Planning
FIN 4080/42 Hrs/$435.62

**Indexing and Subject Analysis**
Prerequisite: Library Classification
LIBR 5082/36 Hrs/$405.90 + text(s)

**Industrial Hygiene**
HLTS 1082/45 Hrs/$455.48 + text(s)

**Industrial Psychology and Research**
Prerequisite: Human Resources Management II, Introduction to Psychology, Statistics II
PSYC 3250/56 Hrs/$528.30 + text(s)

**Information Technology for Library Technicians**
LIBR 1081/39 Hrs/$415.76 + text(s)

**Insurance Broker Registration**
RIBO 2600/69 Hrs/$784.61
Sep 20-Dec 6/Tues/Thur/6:10-9:10/OSHAWA

**Insurance Reimbursement for Massage Therapists: Working with Auto Insurance and WSIB Cases**
INSR 1980/14 Hrs/$250.26

**Integrated Marketing Communication I**
Prerequisite: Marketing II
COMM 3283/42 Hrs/$387.19 + text(s)

**Integrated Marketing Communication II**
Prerequisite: Integrated Marketing Communications I
COMM 4283/56 Hrs/$479.87 + text(s)

**Intermediate Accounting I**
Prerequisite: Accounting II
ACCT 3280/56 Hrs/$479.87 + text(s)

**Intermediate Accounting II**
Prerequisite: Intermediate Accounting I
ACCT 4250/56 Hrs/$407.64 + text(s)
Sep 13-Dec 13/Tues/6:10-10:10/OSHAWA
ACCT 4280/56 Hrs/$479.87

**Intermediate Accounting III**
Prerequisite: Intermediate Accounting II
ACCT 5253/42 Hrs/$313.98 + text(s)
Sep 12-Dec 19/Mon/6:10-9:10/OSHAWA
ACCT 5283/42 Hrs/$387.19 + text(s)

**International Business**
MKTG 2282/42 Hrs/$387.19 + text(s)

**Interpersonal Communications**
HR 1383/42 Hrs/$387.19 + text(s)

**Introduction to Business Management**
MGMT 1259/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:10-9:10/OSHAWA

**Introduction to Metadata and Metadata Applications**
Prerequisite: Electronic Publishing and Emerging Technologies, Genre Fiction and Readers’ Advisory Service, Resource Description and Access I, Resource Description and Access II
LIBR 3087/36 Hrs/$395.90 + text(s)

**Introduction to PMBOK Guide**
PROJ 2600/36 Hrs/$298.84 + text(s)
Sep 13-Nov 29/Tues/6:40-9:40/OSHAWA

**Inventory Management**
Prerequisite: Operations Management I
INV 2280/56 Hrs/$479.87 + text(s)

**Labour Economics**
LABR 1281/42 Hrs/$387.19 + text(s)

**Leadership and Career Management**
ES 1281/36 Hrs/$347.47 + text(s)

**Leadership in a Team Environment**
HR 1080/45 Hrs/$455.48 + text(s)

**Leading Responsibly - LDS**
LDS 1085/30 Hrs/$361.18 + text(s)

**Leading Teams - LDS**
LDS 1086/30 Hrs/$361.18 + text(s)

**Lean Systems**
Prerequisite: Operations Management II, Statistics I,
PROD 4282/42 Hrs/$387.19 + text(s)
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<td>Sustainable Development, Introduction to</td>
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Prerequisites:
- Research Skills: PREREQUISITE: Libraries Introduction
- Research and Reporting: PREREQUISITE: Libraries Introduction
- Resource Description and Access: PREREQUISITE: Libraries Introduction
- Resource Description and Access II: PREREQUISITE: Libraries Introduction
- Retail Management: PREREQUISITE: Marketing II
- Retirement Planning: PREREQUISITE: Retirement Planning
- Risk Management and Estate Planning: PREREQUISITE: Retirement Planning
- Sage 50 (Simply Accounting I): PREREQUISITE: Accounting I
- School Libraries: PREREQUISITE: Simply Accounting I
- Simply Accounting II: PREREQUISITE: Simply Accounting I
- Training and Development: PREREQUISITE: Human Resources Management Principles
- Retirement Planning: PREREQUISITE: Retirement Planning
- Risk Management and Estate Planning: PREREQUISITE: Retirement Planning
- Sage 50 (Simply Accounting I): PREREQUISITE: Accounting I
- School Libraries: PREREQUISITE: Simply Accounting I
- Simply Accounting II: PREREQUISITE: Simply Accounting I
- Training and Development: PREREQUISITE: Human Resources Management Principles
- Sage 50 (Simply Accounting I): PREREQUISITE: Accounting I
- School Libraries: PREREQUISITE: Simply Accounting I
- Simply Accounting II: PREREQUISITE: Simply Accounting I

Program Questions: 905.721.2000 Ext. 3776/2161 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
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.

Excel with Macros and VBA
Recognition of Achievement
Durham College offers a series of online workshops that let you experiment with advanced Excel techniques and show you how to extend the usefulness of these features through the use of Excel macros and Visual Basic for Applications (VBA). Learn to finish your work faster and with greater consistency.

Program of Study
You must complete the courses in the order shown below. You must complete all three courses to be eligible to request the Recognition of Achievement upon completion.
- Excel Macros and VBA Level 1
  - Data Input
- Excel Macros and VBA Level 2
  - Data Analysis
- Excel Macros and VBA Level 2
  - Formulas and Functions

Microsoft Office
Durham College Certificate
This certificate is designed to help you develop the skills essential to today's competitive office environment. Learn about the Windows operating system and get an overview of the Microsoft Office Suite of software.

Program of Study
- Access Introduction
- Excel Introduction OR Business Computer Applications II
- PowerPoint
- Word Introduction

Electives - choose three:
- Access Advanced
- Excel Advanced
- Publisher
- Word Advanced

Technical Support Analyst
Durham College Certificate
Attain the technical skills and knowledge technology support analysts need to deliver quick, informed solutions to desktop-related problems; as support standard application development; and implement projects.

Program of Study
- A+ Essentials - Hardware
- A+ Essentials - Operating Systems
- Excel Introduction OR Excel Advanced
- Network +
- PowerPoint
- Project Management Introduction
- Security+ Certification Preparation
- Technical Communications
- Training for Technical Support Analysts
- Windows 8 Professional
- Word Introduction OR Word Advanced

AutoCAD and Geographic Information Systems (GIS) Certificates can be found in the Trades and Technology section.
# Website Creation and Design

**Durham College Certificate**

This certificate program will provide you with the indispensable skills needed to create compelling websites. The flexible skill-base gained through this certificate will provide you with the ability to create a vibrant, modern and exciting web presence for business, entertainment or personal reasons.

## Program of Study

- Design Basics
- Dreamweaver Introduction
- Dynamic Web Sites with AMP (Apache, MySQL and PHP)
- HTML Introduction
- Photoshop I

## Electives - choose two:

- Dreamweaver Advanced
- Flash Introduction
- JAVA Intermediate
- JAVA Introduction
- JAVASCRIPT

## A-Z COURSE LISTING

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<td><strong>A+ Essentials - Operating Systems Software</strong></td>
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<td><strong>Dynamic Web Sites with AMP (Apache, MySQL And PHP)</strong></td>
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<tr>
<td>Prerequisite: HTML Introduction</td>
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<tr>
<td><strong>Excel Advanced</strong></td>
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<tr>
<td>Prerequisite: Excel Introduction</td>
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<tr>
<td><strong>Excel Introduction</strong></td>
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<tr>
<td><strong>Excel Macros and VBA Level 1 - Data Input</strong></td>
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<tr>
<td><strong>Excel Macros and VBA Level 2 - Data Analysis</strong></td>
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<tr>
<td>Prerequisite: Excel Macros/VBA Level 1 Data Input</td>
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<tr>
<td><strong>Excel Macros and VBA Level 3 - Formulas and Functions</strong></td>
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<tr>
<td>Prerequisite: Excel Macros and VBA Level 2, Data Analysis, Excel Macros/VBA Level 1 Data Input</td>
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<tr>
<td><strong>Excel Workshop - Data Analysis Tools</strong></td>
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<tr>
<td>Prerequisite: Excel Workshop Introduction</td>
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</table>

## Prerequisites and Notes

- The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.

---

**AutoCAD**

- Module 1A
- Module 1B
- Module 2
- Module 3
- AutoCAD Advanced

All AutoCAD courses are in the Trades & Technology section.
<table>
<thead>
<tr>
<th>Course</th>
<th>CRN</th>
<th>Hours</th>
<th>Fee</th>
<th>Dates</th>
<th>Locations</th>
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<tr>
<td>Excel Workshop - Writing and Protecting Functions</td>
<td>SPRD 3951</td>
<td>6 Hrs</td>
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<td>Nov 19/Sat/9:10-4:10/OSHAWA</td>
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<tr>
<td>Flash Intermediate</td>
<td>MEDA 2381</td>
<td>30 Hrs</td>
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<td>HTML Introduction</td>
<td>MEDA 1381</td>
<td>30 Hrs</td>
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<td>Intermediate TCP/IP</td>
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<td>42 Hrs</td>
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<td>Internet Information Server</td>
<td>INTN 1083</td>
<td>42 Hrs</td>
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<td>Internet Mapping</td>
<td>INTN 1881</td>
<td>42 Hrs</td>
<td>$435.62</td>
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<tr>
<td>iPhone Application Development</td>
<td>APPL 1080</td>
<td>36 Hrs</td>
<td>$395.90 + text(s)</td>
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<tr>
<td>Java Intermediate</td>
<td>PROG 4286</td>
<td>40 Hrs</td>
<td>$422.38 + text(s)</td>
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<tr>
<td>Java Introduction</td>
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<td>JavaScript</td>
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<td>Microsoft Office 2010 (formerly Office 2007/2010 Professional)</td>
<td>WIND 1380</td>
<td>42 Hrs</td>
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<tr>
<td>Microsoft Office 2013</td>
<td>WIND 1880</td>
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<tr>
<td>Microsoft Office 365</td>
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<td>MS Visio</td>
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<tr>
<td>Network +</td>
<td>NETW 1182</td>
<td>42 Hrs</td>
<td>$435.62 + text(s)</td>
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<td>Office Overview</td>
<td>WIND 1257</td>
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<td>$341.05</td>
<td>Sep 13-Dec 20/Tues/6:10-9:10/OSHAWA</td>
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<td>Photoshop 1</td>
<td>PHOT 1382</td>
<td>42 Hrs</td>
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<td>Photoshop 2</td>
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<td>PowerPoint</td>
<td>WIND 1281</td>
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<tr>
<td>Programming for Absolute Beginners</td>
<td>PROG 1281</td>
<td>30 Hrs</td>
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<td>Programming in C</td>
<td>PROG 2281</td>
<td>45 Hrs</td>
<td>$455.48 + text(s)</td>
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<td>Quark Xpress Basic</td>
<td>COMP 1286</td>
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<td>QuickBooks Introduction</td>
<td>ACCT 1253</td>
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<td>Sep 13–Dec 13/Tues/6:10-9:10/OSHAWA</td>
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<td>Security+ Certification Preparation</td>
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<td>Simply Accounting</td>
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<td>$435.62 + text(s)</td>
<td>Sep 15-Dec 15/Thur/6:10-10:10/OSHAWA</td>
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<tr>
<td>Unified Modeling Language (UML) Modeling with Casetool</td>
<td>PROG 2081</td>
<td>42 Hrs</td>
<td>$435.62 + text(s)</td>
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<tr>
<td>UNIX Operating System</td>
<td>UNIX 1080</td>
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<td>$528.30</td>
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<tr>
<td>UNIX Operating System</td>
<td>UNIX 1080</td>
<td>56 Hrs</td>
<td>$528.30</td>
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<tr>
<td>Web Applications Using Asp.Net &amp; C#</td>
<td>PROG 2289</td>
<td>42 Hrs</td>
<td>$435.62 + text(s)</td>
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<tr>
<td>Web Design for Mobile Applications</td>
<td>PROG 2289</td>
<td>36 Hrs</td>
<td>$395.90 + text(s)</td>
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<tr>
<td>Web Usability - Writing and Design</td>
<td>COMP 2280</td>
<td>30 Hrs</td>
<td>$356.18 + text(s)</td>
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<tr>
<td>Windows 7</td>
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<td>$356.18 + text(s)</td>
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<tr>
<td>Windows 8</td>
<td>Windows 8</td>
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<tr>
<td>Word Advanced</td>
<td>WIND 2286</td>
<td>42 Hrs</td>
<td>$435.62 + text(s)</td>
<td>Sep 15-Dec 15/Thur/6:10-10:10/OSHAWA</td>
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<tr>
<td>Word Introduction</td>
<td>WIND 2285</td>
<td>30 Hrs</td>
<td>$356.18 + text(s)</td>
<td>Sep 15-Dec 15/Thur/6:10-10:10/OSHAWA</td>
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<tr>
<td>Writing for the Web</td>
<td>WRIT 1086</td>
<td>42 Hrs</td>
<td>$435.62</td>
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</tbody>
</table>
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.

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Early Childhood Education
Durham College Diploma

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.

Program of Study
- Child Development I
- Child Development II
- Communication Essentials
- Curriculum Development I
- Curriculum Development II
- Curriculum Development III
- E.C.E. Practices Introduction
- Ethics and Professional Practice
- Exceptionalities Introduction
- Field Placement I and Seminar
- Field Placement II and Seminar
- Field Placement III and Seminar
- Field Placement Preparation I for ECE
- Field Placement Preparation II for ECE
- General Education Electives (three required)
- Guidance of the Young Child
- Observing the Young Child
- Partnerships with Parents
- Personal and Professional Wellness
- Philosophies of E.C.E
- Prevention and Identification of Child Abuse
- Wellness for Children

(Continued)

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Early Childhood Education – Resource Consulting
Durham College Graduate Certificate

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.

Program of Study
- Advocacy, Practice and Reflection
- Field of Early Childhood Education - Resource Consulting Introduction
- Individual Family Service Plan
- Research and Assessment, Introduction to
- Resource Consultant Fieldwork Level I
- Resource Consultant Fieldwork Level II
- The Inclusive Learning Environment
- Understanding and Working with Families and Community Partners

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.
Educational Support

Ontario College Diploma
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.

Program of Study
• Adaptive Technology in Education
• Autism Spectrum Disorder
• Classroom Skills
• Communication for ES
• Communication in an Educational Setting I
• Communication in an Educational Setting II
• Computers in Education
• Cultural Diversity in an Educational Setting
• Development Across the Lifespan
• ES Practicum Prep
• ES Practicum I
• ES Practicum II
• ES Practicum III
• Exceptionalities I
• Exceptionalities II
• Exceptionalities III
• Foundations in Education
• General Education Electives (two required)
• Intercultural Communications
• Learning Strategies for ES - Learning How to Learn
• Lifeskills and Job Coaching
• Mathematics for ES
• Personal and Interpersonal Dynamics
• Psychology Introduction
• Safety in Educational Settings

Teaching Adult Literacy

Durham College Certificate
This is an exciting opportunity for new and experienced literacy educators to gain the skills and knowledge required to meet the needs of adult literacy learners. Courses examine the challenges and barriers that face adult literacy learners and strategies for literacy and numeracy instruction.

Program of Study
• The Adult Literacy Learner
• Assessing and Evaluating Literacy Learning
• Planning for Literacy Learning
• Foundational Strategies for Literacy and Numeracy Instruction
• Applied Strategies for Literacy and Numeracy Instruction
• Adult Literacy Field Placement

Electives: (choose one)
• Professional Pathways in Adult Literacy
• Making it Work: Workplace Basics for Adult Educators
• Planning Programs for Employment Outcomes
• Learning Disabilities and Adult Literacy

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.

Program of Study
Courses are specifically listed in sequential order to build on the foundation of Adult Learning and should not be taken concurrently or out of order.
• Adult Learning
• Adults with Learning Disabilities
• Curriculum Development
• Instructional Techniques
• Assessment and Evaluation

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.

Academic Career Entrance

ACE Computers
• ACE 1085/100 Hrs

ACE+ Apprenticeship Math
Prerequisite: ACE Core Math, ACE+ Core Math
• ACE 1380/100 Hrs/$598.80

ACE+ Biology
• ACE 1381/120 Hrs/$711.80

ACE+ Business Mathematics
Prerequisite: ACE Core Math, ACE+ Core Math
• ACE 1382/120 Hrs/$711.80

ACE+ Chemistry
Prerequisite: ACE Core Math, ACE+ Core Math
• ACE 1383/120 Hrs/$711.80

ACE+ Communications
• ACE 1384/120 Hrs/$711.80

ACE+ Computers
• ACE 1385/100 Hrs/$599

ACE+ Core Math
• ACE 1386/120 Hrs/$711.80

ACE+ Physics
• ACE 1387/120 Hrs/$711.80

ACE+ Self-Management/Self Direction
• ACE 1388/80 Hrs/$486.20

ACE+ Technology Math
Prerequisite: ACE Core Math, ACE+ Core Math
• ACE 1389/120 Hrs/$711.80

ACE+ University Chemistry Preparation
Prerequisite: ACE Chemistry, ACE+ Chemistry
• ACE 1783/120 Hrs/$898.18 + text(s)

ACE+ University Level Biology
• ACE 1780/120 Hrs/$897.10
# A-Z Course Listing

## Adaptive Technology Education
Prerequisite: Computers in Education
EDUC 2084/42 Hrs/$435.62

## Adult Learning
**TEAC 1900/42 Hrs/$313.98 + text(s)**
Sep 13-Dec 13/Tue/6:40-9:40/OSHAWA

## Adults with Learning Disabilities
Prerequisite: Adult Learning
**TEAC 2903/42 Hrs/$313.98**
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA

## Advocacy, Practice and Reflection
ECE 7080/42 Hrs/$435.62 + text(s)

## Applied Strategies for Literacy and Numeracy Instruction
Prerequisite: Foundational Strategies for Literacy and Numeracy Instruction, The Adult Literacy Learner
ADLT 5080/48 Hrs/$475.34

## Assessing and Evaluating Literacy Learning
Prerequisite: The Adult Literacy Learner
ADLT 2080/48 Hrs/$475.34

## Assessment and Evaluation
Prerequisite: Adult Learning, Adults with Learning Disabilities, Curriculum Development, Instructional Techniques
TEAC 4980/42 Hrs/$387.19 + text(s)

## Assessment Process, Introduction to
Prerequisite: Field of Early Childhood Education
ECE 2080/42 Hrs/$435.62 + text(s)

## Autism Spectrum Disorder - Assisting Student Development for Educational Support
Prerequisite: Classroom Skills, Computers in Education, Exceptionalities (ES), Exceptionalities II (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting
EDUC 4080/42 Hrs/$435.62 + text(s)

## Autism Spectrum Disorder Introduction
HLTH 1081/42 Hrs/$435.62

## Child Development I
CHLD 2380/42 Hrs/$387.19 + text(s)

## Child Development II
Prerequisite: Child Development I, Observing the Young Child
CHLD 3383/42 Hrs/$387.19 + text(s)

## Classroom Skills
Prerequisite: Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting
EDUC 3084/42 Hrs/$435.62

## Communication in an Educational Setting I
Prerequisite: Communications for E.S.
EDUC 1181/42 Hrs/$435.62

## Communication in an Educational Setting II
Prerequisite: Communication in an Educational Setting I
EDUC 2181/42 Hrs/$435.62

## Communication Techniques
COMM 2381/28 Hrs/$294.51 + text(s)

## Communications for Educational Support
Prerequisite: Communication in an Educational Setting I
EDUC 1084/45 Hrs/$455.48 + text(s)

## Computers in Education
EDUC 1083/42 Hrs/$435.62

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Program Questions: 905.721.2000 Ext. 2084 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Cultural Diversity in Education  
EDUC 2083/42 Hrs/$435.62 + text(s)

Curriculum Development  
Prerequisite: Adult Learning, Adults with Learning Disabilities  
TEAC 2980/42 Hrs/$387.19  
TEAC 2900/42 Hrs/$313.98 + text(s)  
Sep 13-Dec 13/Tues/6:40-9:40/OSHAWA

Curriculum Development I - Early Childhood Education  
CURR 1581/56 Hrs/$469.23 + text(s)

Curriculum Development II - Early Childhood Education  
Prerequisite: Curriculum Development I - ECE  
CURR 2581/56 Hrs/$479.87 + text(s)

Curriculum Development III - Early Childhood Education  
Prerequisite: Curriculum Development II - ECE  
CURR 3581/56 Hrs/$479.87 + text(s)

Early Childhood Education Field Placement III and Seminar  
Prerequisite: Child Development II, Curriculum Development III, ECE Field Placement II and Seminar, Guidance of the Young Child, Observing the Young Child  
FWK 6384/249 Hrs/$572.65

Early Childhood Education Field Placement Preparation I  
FWKP 1382/14 Hrs/$201.83

Early Childhood Education Field Placement Preparation II  
Prerequisite: ECE Field Placement Prep I, Field Placement Preparation Corequisite: ECE Field Placement I and Seminar  
FWKP 2382/14 Hrs/$201.83

Early Childhood Education Practices Introduction  
ECE 1381/42 Hrs/$387.19 + text(s)

Educational Support Practicum Preparation  
EDUC 2088/42 Hrs/$435.62

English 1  
ENG 1081/45 Hrs/$455.48

English 2  
Prerequisite: English 1  
ENG 2081/45 Hrs/$455.48 + text(s)

Environmental Outdoor Education  
ECE 1380/42 Hrs/$435.62

Ethics and Professional Practice  
Prerequisite: Early Childhood Education Introduction, ECE Field Placement I and Seminar, ECE Practices Introduction, Field Placement I, Introduction to ECE Practices  
ECE 2382/28 Hrs/$294.51 + text(s)

Exceptionalities I - Educational Support  
Prerequisite: Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting  
EDUC 2082/42 Hrs/$435.62 + text(s)

Exceptionalities II - Educational Support  
Prerequisite: Classroom Skills, Computers in Education, Exceptionalities I (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting  
EDUC 3082/42 Hrs/$435.62 + text(s)

Exceptionalities III - Educational Support  
Prerequisite: Classroom Skills, Computers in Education, Exceptionalities I (ES), Exceptionalities II (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting  
EDUC 4082/42 Hrs/$435.62 + text(s)

Exceptionalities Introduction - Early Childhood Education  
CHLD 3382/48 Hrs/$475.34 + text(s)

FIELD PLACEMENT

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

Early Childhood Education Field Placement I and Seminar  
Prerequisite: Child Development I, Curriculum Development I - ECE, Early Childhood Education Introduction, ECE Field Placement Prep I, ECE Practices Introduction  
FWK 2381/200 Hrs/$572.65

Early Childhood Education Field Placement II and Seminar  
Prerequisite: Child Development I, Curriculum Development II, ECE Field Placement I and Seminar, Field Placement I, Guidance of the Young Child, Observing the Young Child  
FWK 4387/186 Hrs/$572.65

Educational Support Practicum I  
Prerequisite: ES Practicum Preparation, Foundations of Education, Safety in an Educational Setting  
EDUC 3081/132 Hrs/$487.18

Educational Support Practicum II  
Prerequisite: Classroom Skills, Computers in Education, E.S. Practicum I, E.S. Practicum Preparation, Exceptionalities I (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting  
EDUC 3083/132 Hrs/$487.18

Educational Support Practicum III  
Prerequisite: Classroom Skills, Computers in Education, E.S. Practicum I, E.S. Practicum II, ES Practicum Preparation, Exceptionalities I (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting  
EDUC 4083/132 Hrs/$487.18

Exceptionalities I - Educational Support

Prerequisite: Child Development II  
CHLD 3382/48 Hrs/$475.34 + text(s)
Family Dynamics
ECE 1382/42 Hrs/$435.62 + text(s)

Family Relationships and their Impact on Psychiatric Disorders
CHLD 1087/45 Hrs/$455.48 + text(s)

Field of Early Childhood Education - Resource Consulting Introduction
ECE 1080/42 Hrs/$435.62 + text(s)

Foundations of Education
EDUC 1081/42 Hrs/$435.62 + text(s)

Guidance of the Young Child
CHLD 1382/42 Hrs/$387.19 + text(s)

Human Sexuality
CHLD 4581/42 Hrs/$435.62 + text(s)

Individual Family Support Plan
Prerequisite: Field of Early Childhood Education, Research and Assessment Introduction, Resource Consulting Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners
ECE 5080/42 Hrs/$435.62 + text(s)

Instructional Techniques
Prerequisite: Adult Learning, Adults with Learning Disabilities, Curriculum Development
TEAC 3980/42 Hrs/$396.19 + text(s)
TEAC 3900/42 Hrs/$313.98
Sep 15-Dec 15/Thu/6:40-9:40/OSHAWA

Interactive Learning Processes
Prerequisite: Adult Learning
TEAC 2987/42 Hrs/$435.62 + text(s)

Kindergarten Curriculum
ECE 1383/42 Hrs/$435.62 + text(s)

Learning Strategies for Educational Support
EDUC 1088/42 Hrs/$435.62

Life Skills and Job Coaching
Prerequisite: Exceptionalities 1 (ES)
EDUC 1180/42 Hrs/$435.62

Making it Work: Workplace Basics for Adult Educators
Prerequisite: The Adult Literacy Learner
ADLT 5082/48 Hrs/$475.34

Observing the Young Child
Prerequisite: Child Development I
CHLD 1383/28 Hrs/$294.51 + text(s)

Partnership with Parents
Prerequisite: ECE Field Placement I and Seminar, Field Placement I
ECE 3381/42 Hrs/$387.19 + text(s)

Personal and Interpersonal Dynamics
Prerequisite: Foundations of Education, Safety in an Educational Setting
EDUC 2080/42 Hrs/$435.62 + text(s)

Philosophies of Early Childhood Education
Prerequisite: Child Development II, Early Childhood Education Introduction, ECE Field Placement I and Seminar, ECE Practices Introduction, Field Placement I, Guidance of the Young Child
ECE 4380/42 Hrs/$387.19

Prevention and Identification of Child Abuse
Prerequisite: ECE Field Placement I and Seminar
CHLD 3380/48 Hrs/$475.34 + text(s)

Professional Pathways in Adult Literacy
Prerequisite: The Adult Literacy Learner
ADLT 2082/48 Hrs/$475.34

Resource Consultant Fieldwork 1
Prerequisite: Field of Early Childhood Education, Research and Assessment Introduction
ECE 3081/105 Hrs/$445.98

Resource Consultant Fieldwork 2
Prerequisite: Field of Early Childhood Education, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners Corequisite: Individual Family Support Plan
ECE 6080/105 Hrs/$445.98

Safety in an Educational Setting
EDUC 1080/42 Hrs/$435.62

Supervision and Administration
Prerequisite: Early Childhood Education Introduction, ECE Practices Introduction
MGMT 2386/42 Hrs/$387.19 + text(s)

The Adult Literacy Learner
ADLT 1080/48 Hrs/$475.34

The Inclusion Learning Environment
Prerequisite: Field of Early Childhood Education, Research and Assessment Introduction
ECE 3080/42 Hrs/$435.62 + text(s)

Understanding and Working with Families and Community Partners
Prerequisite: Field of Early Childhood Education, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment
ECE 4080/42 Hrs/$435.62 + text(s)

Wellness for Children
HLTH 1385/28 Hrs/$294.51 + text(s)

Writing Grammatically
ENG 1082/48 Hrs/$475.34
HEALTH & COMMUNITY

NURSING/MEDICAL/SOCIAL SERVICES/FIRST AID AND CPR

WITH TODAY’S CHANGING HEALTH-CARE ENVIRONMENT AND INCREASED MEASURES IN THE HEALTH AND SAFETY SETTING, THERE IS A DEMAND FOR QUALIFIED HEALTH-CARE PROFESSIONALS. BUILD A CAREER THAT SUPPORTS THOSE IN NEED AND CONTRIBUTE TO THE PHYSICAL AND EMOTIONAL HEALTH OF OUR SOCIETY.

Children’s Mental Health
Durham College Certificate

Gain the 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.

Program of Study
- Child Development I
- Cognitive Development, Trauma and Loss
- Family Relationships and their Impact on Psychiatric Disorders
- Prevention and Intervention Strategies
- 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 to build on the knowledge, skills, and attitudes of professionals in the health and/or social service field, this program aims to increase competency and skill 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.

Program of Study
Mandatory Courses:
- Caregiving Skills
- Communication and Interpersonal Skills
- Dementia Care Overview
- Dementia Studies Field Placement (correspondence only)
- Ethics and Legalities
- Evaluation and Program Planning
- Research and Development

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

Diabetes Worker/Educator
Recognition of Achievement

This program offers a firm foundation in current clinical approaches to diabetes education for those wishing to specialize in the diabetic field. It covers a breadth of topics including disease process; management of diabetes; patient education; living with diabetes; and special issues with diabetes, providing the skills and knowledge to succeed in the field.

The Canadian Diabetes Educator Certification Board (CDECB) is responsible for the development and administration of the certification program for Certified Diabetes Educators in Canada. It is independent and separate from all other diabetes related organizations and associations. They provide a process whereby eligible health professionals can be recognized as diabetes specialists.

Program of Study
Students must complete the following four courses. These courses must be completed in the order shown:
- Diabetes: The Basics
- Diabetes Education: Approaches in Practice
- Diabetes: Throughout the Lifespan
- Living with Diabetes
Diversity and Intercultural Relations

Durham College Certificate

This certificate program is a direct response to learning needs identified by a broad range of representatives from multicultural, health, community services and justice agencies who recognize that racial inequity and negative stereotyping are significant social problems. In this certificate, learners will examine diversity issues in a social context, explore critical differences in cross-cultural communication and identify the sources, causes, forms and manifestations of these issues in our society.

Program of Study
- Disabilities and Disorders
- Intercultural Communication
- Racism and Discrimination
- Sociology Introduction
- World Religions: Western and Eastern Traditions

Electives - choose one
- Diversity and First Nations
- Same-Sex Issues
- Sociology II
- Women’s Studies Introduction

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.

Program of Study
(Courses are listed in recommended order)
- Communication/Customer Service
- Role of the Food Service Worker
- Nutrition, Introduction for the Food Service Worker
- Nutrition in Health Care
- Sanitation and Safety
- Food Preparation and Production

Fundamentals of Addictions

Durham College Certificate

This program provides a base on which to build further knowledge and skills related to working with those affected by addictive behaviours and/or mental health issues. Courses reflect advances in the field extending beyond psychoactive drug use to include behavioural or process addictions.

Program of Study
- Addictions and Mental Health
- Case Management in Addictions
- Drug Knowledge: Addictions and Behaviour Change
- Drug Knowledge: The Continuum of Care
- Family Counselling in Addictions
- Foundations in Addictions - Signs and Symptoms
- Group Counselling in Addictions
- Human Development
- Pharmacology of Addictions
- Professional Ethics of Addictions
- Theory and Practice of Counselling in Addictions
- Treatment Approaches in Addictions

Gerontology

Durham College Certificate

The aging of Canada’s baby boomers is resulting in a growing demand for highly trained staff that 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.

Program of Study
- Aging Introduction
- Assessment and Planning for the Aging Adult
- Case Management for Elder Issues
- Communication and Health Promotion Techniques
- Complex Family Dynamics
- Legal and Ethical Issues Related to Aging
- Physiology of Aging
- Restorative Care
- Senior’s Mental Health

Electives - choose one
- Dementia Care Overview

Health Care Administration

Graduate Certificate

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.

Program of Study
- Communications 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 Organization
- Health Care Operations
- Health Care Policy
- Law and Health Care Administration
- Leadership in Health Care Administration
- Management of Human Resources in Health Care
- Statistics for Health Care Professionals
- Capstone Project – Health Care Administration

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.
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.

Program of Study
• Medical Conditions for Medical Office Staff
• Medical Keyboarding
• Medical Terminology I
• Pharmacology for Medical Office Professionals
• Understanding Medical Tests for Medical Office Staff
• Understanding Surgical Procedures for Medical Office
• Working and Communicating in a Medical Setting

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

Mental Health Nursing RN/RPN
Durham College Certificate

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

Program of Study
• Crisis Intervention in Mental Health
• Issues and Ethics in Mental Health Nursing
• Mental Health Nursing, Introduction - Must be taken first
• Mental Health Practicum (field placement)
• Therapeutic Techniques and Group Therapies

Electives - choose one:
• Interprofessional Psychogeriatric Best Practices (Onsite - Ontario Shores)
• Special Topics in Mental Health

Mental Health Rehabilitation
Durham College Certificate

The aim of this program is to provide you with 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.

Program of Study
• Current Trends in Mental Health
• Independent Study in Mental Health Rehabilitation
• Mental Health Practices
• Mental Health Practitioner Roles and Competencies
• Mental Health Rehabilitation Foundations
• Mental Health Services, Programs and Organizations
• Psychiatric Rehabilitation Process
• Skills for Mental Health Workers

Occupational Health Nursing RN
Durham College Certificate

Learn practical knowledge as you apply your nursing skills outside of the clinical environment and in the business world. This certificate will help place you in the workplace, where you will design and implement health and safety programs that support employee wellness.

Program of Study
• Ergonomics and Disability Management
• Health and Safety Legislation for OHNs
• Health and Safety Management for OHNs
• Health Assessment
• Health in the Workplace
• Occupational Health and Surveillance
• Occupational Health Nursing Introduction
• Occupational Health Nursing Project

Oncology Nursing RN/RPN
Recognition of Achievement

RNs and RPNs will gain advanced knowledge and nursing skills so they can provide optimal, safe and effective care to patients and families living with cancer. Nurses will have the opportunity to explore the biological and psychosocial dimensions of a disease process that a patient may be dealing with and develop a keen understanding of the variables of symptom control and management.

Program of Study
RN
• Counseling Skills in Oncology
• Health Assessment
• Oncology Nursing Advanced
• Oncology Nursing Introduction
• Oncology Nursing Field Placement RN
• Seminars in Oncology RN
RPN
• Counseling Skills in Oncology
• Health Assessment
• Oncology Nursing Advanced
• Oncology Nursing Introduction
• Oncology Nursing Field Placement RPN
• Seminars in Oncology RPN

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 control pain and other symptoms while supporting emotional, spiritual and cultural needs and maximizing the functional status of your clients.

Program of Study
• Comfort Measures
• Ethical, Legal and Spiritual Concerns
• Orientation to Palliative Care
• Palliative Care Communications
• Palliative Care Field Placement
• Psychological and Social Implications

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.
Perinatal/Obstetrics RN/RPN

Durham College Certificate
This program is designed to enhance your knowledge and skills as a registered nurse/registered practical nurse 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.

Program of Study - revised
• Perinatal 1 - Normal pregnancy
• Perinatal 2 - High Risk pregnancy
• Perinatal 3 - Caesarean Section
• Perinatal 4 - New Born (Hybrid)
• Perinatal 5 - Practicum (Offsite)

Practical Nursing Bridging

Ontario College Diploma
NOTE: This program has been discontinued. Only those already registered in the program are eligible for the courses. For more information please visit our website.

Retirement Communities Management

Graduate Certificate
The Retirement Communities Management program is offered to meet the increasing demand for administrators in retirement homes and long term care facilities. The program will train you to plan and implement operational procedures and provide collaborative leadership in the retirement communities.

Program of Study (suggested order)
• Operational Overview (mandatory first course)
• Environmental Services
• Financial Management
• Food Nutrition and Hospitality Management
• Health Aging Adult
• Human Resources Management and Labour Relations
• Resident Centered Care
• Sales and Marketing
• Senior Management
• Retirement Management Field Placement

Social Service Worker

Ontario College Diploma
This program will provide you with the knowledge and skills required to make a meaningful contribution in the social service field by helping those struggling to work through challenges enjoy more stable and satisfying lives. You will learn how to integrate social work and group facilitation skills across a wide range of environments, supporting the growth and development of individuals, families and communities.

Program of Study
• Abnormal Psychology
• Addictions Theory and Practice
• Crisis Intervention
• Cultural Issues
• Development Across the Lifespan
• Family and Family Systems
• SSW Field Placement I
• SSW Field Placement II
• SSW Field Placement III
• Field Placement Preparation
• General Education electives - two required
• Group Dynamics
• Interviewing Skills I
• Interviewing Skills II
• Issues and Ethics
• Life Skills Theory
• Life Skills Practice
• Pharmacology and Behaviour
• Psychology, Introduction to
• Record Keeping/Report Writing
• Sociology Introduction
• Social Policy and Administration

Sterile Processing

Durham College Certificate
Gain the skills needed to function safely and competently in a medical environment where many tasks and duties must be performed to ensure patients receive quality care. Learn how to handle, clean, assemble, function test and package surgical instruments for daily use. We’ll give you the knowledge you need to make your way into this intriguing field.

Program of Study
• Assembly, Wrapping and Packing of Instrumentation Equipment
• Decontamination Principles, Procedures and Practices
• Disinfection and Sterilization Concepts and Techniques
• Identification, Care and Handling of Instruments
• Medical Terminology
• Microbiology and Infection Control
• Sterile Storage, Inventory Control and Resource Management
• Sterile Processing Clinical Placement
• Working and Communicating in a Medical Setting

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.

Program of Study
• Comfort Measures
• Coping with Death
• Ethical, Legal and Spiritual Concerns
• Learning from Death and Dying
• Mourning, Grief and Bereavement
• Orientation to Palliative Care
• Palliative Care Communications
• Thanatology Introduction
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<th>Course Title</th>
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| **Diabetes Education: Approaches in Practice** | Prerequisite: Diabetes: The Basics  
RN 2081/30 Hrs/$356.18 + text(s) |
| **Diabetes: The Basics**            | RN 1080/30 Hrs/$356.18                                                  |
| **Diabetes: Throughout the Lifespan**| Prerequisite: Diabetes Education: Approaches, Diabetes: The Basics, Living with Diabetes  
RN 4081/30 Hrs/$356.18 + text(s) |
| **Disabilities and Disorders**      | HLSC 1080/42 Hrs/$435.62                                                 |
| **Disinfection and Sterilization Concepts and Techniques** | Prerequisite: Assembly, Wrapping and Packaging of Instrumentation of 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/$455.48 + text(s) |
| **Domestic and Workplace Violence** | GNE 1483/45 Hrs/$456.48                                                 |
| **Domestic Violence**               | SOCI 1085/30 Hrs/$356.18 + text(s)                                      |
| **Drug Knowledge - The Continuum of Care** | PHAR 1584/10 Hrs/$223.78 + text(s)                                     |
| **Dynamics of Conflict**            | MGMT 1380/42 Hrs/$387.19                                                |
| **Emergency First Aid and CPR (C)** | CPR 1606/8 Hrs/$100  
|                                      | Oct 1/Sat/9:10-5:40/OSHAWA                                               |
| **Environmental Services**          | Prerequisite: Operational Overview  
ENVI 2580/42 Hrs/$435.62                                                 |
| **Ergonomics and Disability Management** | Prerequisite: Occupational Health Nursing Introduction  
OHN 1086/42 Hrs/$435.62                                                 |
| **Ethical, Legal and Spiritual Concerns** | CARE 1582/42 Hrs/$435.62 + text(s)                                    |
| **Ethics and Legalities**           | HLT 6784/24 Hrs/$316.46                                                 |
| **Evaluation and Program Planning** | HLT 6785/24 Hrs/$316.46 + text(s)                                      |
| **Family and Family Systems**       | Prerequisite: Interviewing Skills II  
COUN 3581/42 Hrs/$387.21 + text(s)                                     |
| **Financial Practices for Health Care Organizations** | Prerequisite: All courses in program of study.  
FIN 1580/45 Hrs/$517.05                                                  |
| **Nursing Professional Practice – Acute** | Prerequisite: Health and Healing Acute  
NURS 3573/64 Hrs/$310  
Sep 6-Dec 13/OFFSITE                                                    |
| **Nursing Professional Practice – Chronic** | Prerequisite: Health and Healing Chronic  
NURS 4573/64 Hrs/$310  
Sep 6-Dec 13/OFFSITE                                                    |
| **Nursing Professional Practice – Mental Health** | Prerequisite: Health and Healing Mental Health  
NURS 3574/64 Hrs/$310  
Sep 6-Dec 13/OFFSITE                                                    |
| **Oncology Nursing Field Placement - RN** | RN 3593/60 Hrs/$293.96                                                 |
| **Oncology Nursing Field Placement - RPN** | RPN 3590/30 Hrs/$250.70                                                 |
| **Palliative Care Field Placement** | Prerequisite: All courses in program of study.  
CARE 2591/60 Hrs/$293.96                                                 |
| **Perinatal 5 - Practicum**         | Prerequisite: All courses in program of study.  
RN 4566/102 Hrs/$340  
Sep 12-Dec 12/OFFSITE                                                   |
| **SSW Field Placement I**           | Prerequisite: SSW Field Placement Preparation, Interviewing Skills I, Issues and Ethics, Pharmacology and Behaviour, Record Keeping and Report Writing  
HSC 6550/221 Hrs/$386  
Sep 17-Apr 17, 2017 /OFFSITE                                            |
| **SSW Field Placement II**          | Prerequisite: Crisis Intervention, SSW Field Placement I and Seminar  
HSC 6551/221 Hrs/$386  
Sep 17-Apr 17, 2017 /OFFSITE                                            |
| **SSW Field Placement III**         | Prerequisite: All courses in program of study.  
HSC 6552/221 Hrs/$386  
Sep 17-Apr 17, 2017 /OFFSITE                                            |

Please visit www.durhamcollege.ca/fieldplacement for deadlines and information on how to apply.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Prerequisites</th>
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<tbody>
<tr>
<td>Financial Management NEW</td>
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<tr>
<td>FIN 2580/42 Hrs/$435.62</td>
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<tr>
<td>Food Nutrition and Hospitality Management NEW</td>
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<td>Prerequisite: Operational Overview</td>
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<tr>
<td>NUTR 2580/42 Hrs/$435.62</td>
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<tr>
<td>Food Preparation and Production</td>
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<td>Prerequisite: Sanitation and Safety</td>
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<td>FSW 1554/36 Hrs/$273.84 + text(s)</td>
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<td>Sep 14-Nov 30/Wed/6:40-9:40/OSHAWA FSW 1080/30 Hrs/$356.18</td>
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<td>Foundations in Addictions: Signs and Symptoms</td>
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<td>ADDC 1580/35 Hrs/$389.28 + text(s)</td>
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<td>Group Counselling in Addictions</td>
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<td>Group Dynamics</td>
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<td>COUN 3583/42 Hrs/$387.19</td>
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<td>Health and Safety Legislation for Occupational Health Nurses</td>
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<td>OHN 1083/42 Hrs/$435.62</td>
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<td>Health and Safety Management for Occupational Health Nurses</td>
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<tr>
<td>OHN 2080/42 Hrs/$435.62</td>
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<tr>
<td>Health Assessment</td>
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<td>HASS 3580/42 Hrs/$423.34 + text(s)</td>
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<td>Health Care Operations NEW</td>
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<td>OPER 1580/45 Hrs/$575.48 + text(s)</td>
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<td>Health Care Policy</td>
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<tr>
<td>PUBP 1580/45 Hrs/$575.48</td>
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<td>Health in the Workplace</td>
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<td>Healthy Adult Aging</td>
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<td>GER 1080/42 Hrs/$435.62</td>
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<td>Human Resources Management and Labour Relations NEW</td>
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<td>HRM 2580/42 Hrs/$435.62</td>
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<td>Identification, Care and Handling of Instrumentation in Sterile Processing</td>
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<td>Prerequisite: Microbiology and Infection Control for Sterile Processing</td>
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<td>STPC 2580/48 Hrs/$475.34</td>
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<td>Independent Study in Mental Health Rehabilitation</td>
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<td>Operational Overview</td>
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<td>Orientation to Palliative Care</td>
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<td>PSYC 1083/42 Hrs</td>
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<td>Pharmacology for Practical Nurses</td>
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<td>Pharmacology Introduction</td>
<td>RN 2080/45 Hrs</td>
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<td>Pharmacology of Addictions</td>
<td>PHAR 1582/30 Hrs</td>
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<td>Physiology of Aging</td>
<td>Prerequisite: Aging Introduction</td>
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<td>Preparatory Physics</td>
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<td>Professional Ethics of Addictions</td>
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<td>Psychiatric Rehabilitation Processes</td>
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<td>Pharmacology and Behaviour</td>
<td>COUN 1583/42 Hrs</td>
<td>42 Hrs</td>
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<td>Pharmacology for Medical Office Professionals</td>
<td>MEDO 1085/36 Hrs</td>
<td>36 Hrs</td>
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<td>Record Keeping and Report Writing</td>
<td>WRIT 1582/30 Hrs</td>
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<tr>
<td>Research and Development</td>
<td>Prerequisite: Evaluation and Program Planning</td>
<td>HLT 6786/24 Hrs</td>
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</table>
## Resident Centered Care  NEW

**Prerequisite:** Operational Overview  
ORGB 2580/42 Hrs/$435.62

## Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent Population

**Prerequisite:** Operational Overview  
CHLD 1086/45 Hrs/$455.48 + text(s)

## Role of the Food Service Worker

**Prerequisite:** Operational Overview  
FSW 1555/30 Hrs/$233.70 + text(s)  
Sep 15-Nov 17/Thu/6:40-9:40/OSHAWA  
FSW 1585/42 Hrs/$435.62

## Sales and Marketing  NEW

**Prerequisite:** Operational Overview  
MKTG 2580/42 Hrs/$435.62

## Sanitation and Safety

**Prerequisite:** Operational Overview  
FSW 1583/42 Hrs/$435.62

## Seminars in Oncology RN

**Prerequisite:** Oncology Nursing Introduction – RN, Oncology Nursing Advanced - RN  
RN 2582/42 Hrs/$435.62 + text(s)

## Seminars in Oncology RPN

**Prerequisite:** Oncology Nursing Introduction – RPN, Oncology Nursing Advanced- RPN  
RPN 2582/42 Hrs/$435.62 + text(s)

## Senior Management  NEW

**Prerequisite:** Food Nutrition and Hospitality, Operational Overview  
MGMT 3580/42 Hrs/$435.62

## Seniors Mental Health

**Prerequisite:** Aging Introduction, Assessment and Planning, Physiology of Aging  
GER 1592/42 Hrs/$333.04 + text(s)

## Social Policy and Administration

**Prerequisite:** Operational Overview  
SOCI 1581/42 Hrs/$387.19

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### Sociology II

**Prerequisite:** Operational Overview  
SOCI 2051/42 Hrs/$435.62

### Sociology Introduction

**Prerequisite:** Operational Overview  
SOCI 1050/42 Hrs/$313.98 + text(s)  
Sep 22-Dec 8/Thu/6:10-9:40/WHITBY  
SOCI 1051/42 Hrs/$387.19 + text(s)  
SOCI 1090/42 Hrs/$333.04 + text(s)

### SSW Field Placement Preparation

**Prerequisite:** Operational Overview  
SSWF 1080/30 Hrs/$307.75 + text(s)

### Standard First Aid and CPR (C)

**Prerequisite:** Standard First Aid and CPR C)  
CPR 1605/15 Hrs/$120  
Sep 17-Sep 18/Sat/Sun/9:10-5:10/OSHAWA  
Oct 15-Oct 16/Sat/Sun/9:10-5:10/OSHAWA  
Nov 19-Nov 20/Sat/Sun/9:10-5:10/OSHAWA  
Dec 3-Dec 4/Sat/Sun/9:10-5:10/OSHAWA

**Recertification**

**Prerequisite:** Standard First Aid and CPR C)  
CPR 1612/8 Hrs/$100  
Sep 24/Sat/9:10-5:40/OSHAWA  
Nov 5/Sat/9:10-5:40/OSHAWA

### Statistics for Health Care Professionals  NEW

**Prerequisite:** Operational Overview  
STAT 1580/45 Hrs/$517.05

### Sterile Storage, Inventory Control and Management of Resources

**Prerequisite:** Assembly, Wrapping and Packaging of Instrumentation of Equipment, Decontamination Principles, Procedures and Practices in Sterile Processing, Disinfection and Sterilization, Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control  
STPC 6580/24 Hrs/$316.46 + text(s)

### Stress, Wellness and Nutrition

**Prerequisite:** Operational Overview  
HLTH 1387/42 Hrs/$387.19 + text(s)

### Thanatology Introduction

**Prerequisite:** Operational Overview  
CARE 1583/36 Hrs/$395.90 + text(s)

### Theory and Practice of Counselling in Addictions

**Prerequisite:** Operational Overview  
COUN 1582/35 Hrs/$389.28 + text(s)

### Therapeutic Recreation Process

**Prerequisite:** Operational Overview  
ACTV 2080/42 Hrs/$435.62 + text(s)

### Therapeutic Techniques and Group Therapy

**Prerequisite:** Operational Overview  
NURS 2558/42 Hrs/$395.04 + text(s)

### Transpersonal Psychology

**Prerequisite:** Operational Overview  
GNED 1180/42 Hrs/$435.62 + text(s)

### Treating Challenging Behaviours - Autism Spectrum Disorder

**Prerequisite:** Operational Overview  
HLTH 1082/45 Hrs/$455.48 + text(s)

### Wound Care Advanced

**Prerequisite:** Operational Overview  
RN 1565/42 Hrs/$313.98  
Sep 15-Dec 15/Thu/6:40-9:40/OSHAWA

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“I love the online delivery and having access to so many resources provided by my professors. The professors always were available online to answer questions or give direction.”  
Martha Hendrikx  
Thanatology Graduate
LANGUAGES

AMERICAN SIGN LANGUAGE (ASL)/FOREIGN/TRANSLATION

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) - Revised
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.

Program of Study - revised
• ASL 1 (previously ASL 101)
• ASL 2 (previously ASL 102)
• ASL 3 (previously ASL 103)
• ASL 4
• ASL 5 - NEW
• ASL 6 - NEW (not challengeable)
• ASL 7 - NEW (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. Further your knowledge of French grammar and develop an appreciation of French culture. Teaching methods used emphasize authenticity, active participation, pronunciation, listening skills and roleplaying.

Program of Study
• French 1
• French 2
• French 3
• French 4
• French 5 (not challengeable)
• 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.

Program of Study
• Spanish 1
• Spanish 2
• Spanish 3
• Spanish 4
• Spanish 5 (not challengeable)

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.

Program Questions: 905.721.2000 Ext. 3063 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
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.

Program of Study
- 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

A-Z COURSE LISTING

American Sign Language 1
- Communicating with the Deaf
ASL 1550/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA

American Sign Language 2
- Communicating with the Deaf
Prerequisite: ASL 1 or ASL 101 - Communicating with the Deaf
ASL 2550/42 Hrs/$313.98 + text(s)
Sep 13-Dec 13/Tues/6:40-8:10/OSHAWA

American Sign Language 3
- Communicating with the Deaf
Prerequisite: ASL 2 or ASL 102 - Communicating with the Deaf
ASL 3550/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA

American Sign Language 4
- Communicating with the Deaf
Prerequisite: ASL 3 or ASL 103 - Communicating with the Deaf
ASL 4550/42 Hrs/$313.98 + text(s)
Sep 13-Dec 13/Tues/6:40-9:40/OSHAWA

French 1
LANG 1952/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA

French 2
Prerequisite: French 1
LANG 2952/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA
LANG 2982/42 Hrs/$379.21

French 3
Prerequisite: French 2
LANG 3952/42 Hrs/$313.98 + text(s)
Sep 13-Dec 13/Tues/6:40-9:40/OSHAWA
Sep 13-Dec 13/Tues/6:40-9:40/PICKERING
LANG 3982/42 Hrs/$387.19

French 4
Prerequisite: French 3
LANG 4952/42 Hrs/$313.98 + text(s)
Sep 14-Dec 14/Wed/6:40-9:40/OSHAWA
LANG 4982/42 Hrs/$387.19

French 5
Prerequisite: French 4
LANG 5952/42 Hrs/$313.98 + text(s)
Sep 15-Dec 15/Thu/6:40-9:40/OSHAWA
LANG 5982/42 Hrs/$387.19

REGISTRATION TIPS

Register early to ensure your spot in the course, or to avoid cancellation of a course due to insufficient enrolment.
- A convenient alternative, due to the volume of telephone calls during registration, may be online, mail-in or drop-off.
  Note: Cheques not accepted.
- If you get voice-mail, please leave us a clear detailed message with your name, phone number and a time you can be reached. We will make every attempt to return your call within 24 hours.
- We may have to contact you. When registering, please provide us with your current daytime and home phone number, e-mail and home address.
<table>
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<th>Course</th>
<th>Hrs/Week</th>
<th>Credit Hours</th>
<th>Tuition</th>
<th>Prerequisites</th>
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FALL OPEN HOUSE

SATURDAY, NOVEMBER 12
10 A.M. TO 2 P.M.

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

• Meet students and faculty 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

Program Questions: 905.721.2000 Ext. 3063 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Applied Criminal Investigative Techniques
Durham College Certificate

The demand for trained, professional investigators and security personnel is on the rise as both the private and public sector continue to improve their strategies to deal with safety and security in the workplace. Learning through case studies and scenarios, electronic forums and mentoring by law enforcement professionals, you will graduate with the skills necessary for an exciting career in the investigations field.

Program of Study
- Canadian Criminal Justice System
- Communications and Investigative Report Writing
- Corporate Crime Investigation
- Cyber/Computer Crime
- Ethics and the Justice System
- Fraud Investigation
- Forensics 9-1-1- The Basics of Forensic Criminal Investigation
- Investigative Techniques and Processes
- Investigative Techniques for Motor Vehicle Collisions
- Independent/Capstone Project

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.

Program of Study
- Behaviour Management and Crisis Intervention
- Canadian Corrections (Penology)
- Canadian Criminal Justice System
- Criminology
- Psychology Introduction
- Safe and Secure Environments

Electives: (Choose One)
- 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.

Program of Study
- Co-Dependency as an Addiction
- Criminal Investigative Analysis, Introduction
- Criminal Psychology – Criminal Minds
- Criminal Psychology – Psychopathic 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.

Program of Study
- 911 and Police Dispatch
- APCO Public Safety Telecommunicator
- Applied Ambulance/Fire Dispatch
- Computer Keyboarding Skills I
- Customer Service and Ethics
- Emergency Management – EC
- Medical Terminology
- Stress, Wellness and Nutrition

Legal Office Assistant
Durham College Certificate
An essential part of today’s law office team, legal office assistants provide valuable administrative and clerical support to ensure law firms function efficiently. You will gain general knowledge of law and legal office accounting and learn business communications, word processing, information technology, and records management, helping you to succeed in the exciting field of law.

Program of Study
Mandatory Courses:
- Communications for Business I
- Computer Keyboarding
- Corporate Practice and Procedure
- Criminal Law - Legal Administration
- Family Law
- Legal Office Procedures
- Legal Terminology
- Litigation Practice and Procedure I
- Microsoft Word Introduction
- Office Technology and Procedures
- PC Law Office Accounting
- Real Estate Practice and Procedure I

Electives: (choose two)
- Litigation Practice and Procedure II
- Microsoft Excel Introduction
- Real Estate Practice and Procedure II
- Small Claims Practice and Procedure
- Wills and Estates Practice and Procedure

Police Foundations
Ontario College Diploma
Turn your passion for law enforcement into a career protecting the public. This program will familiarize you with the world of public safety with an introduction to criminal, civil and provincial laws and give you the opportunity to discover the skills and abilities required for a career in policing.

Program of Study
- Canadian Criminal Justice System
- Career Preparation - PFP
- Communication Essentials
- Community Policing
- Conflict Management
- Criminal Code and Civil Law
- Criminal Code and Federal Statutes
- Criminology
- Diversity and First Nations Peoples
- Evidence and Investigation
- Fitness I
- Fitness II
- Fitness III
- General Education elective - two required
- Health and Wellness, Introduction to
- Interpersonal and Group Dynamics
- Interviewing and Investigations
- Law Enforcement Communications II (Communications II online)
- Police Powers
- Politics and Public Administration
- Principles of Ethical Reasoning
- Provincial Offences
- Psychology (Introduction)
- Traffic Management
- Youth in Conflict with the Law

Protection, Security and Investigations
Ontario College Diploma
Learn how to prevent and resolve crisis, conflict and emergency situations by applying effective techniques. This program will introduce you to a diverse range of career options in law enforcement. Offering a generalist approach, the program provides a good blend of academic, practical and field experience to prepare you for your chosen career.

Program of Study
- Addictions and Mental Health
- Alcohol and Gaming
- Border Services
- By-Law Enforcement
- Canadian Criminal Justice System
- Career Preparation I (PSI)
- Career Preparation II (PSI)
- Communication Essentials
- Communications for PSI (Communications II Law Enforcement online)
- Corrections
- Courtroom Processes and Security
- Criminal Code and Civil Law
- Enforcement Procedures
- First Aid/CPR* (Must be St. John’s) Emergency First Aid & CPR course
- Fitness I
- Fitness II
- Fitness and Academic, Introduction to
- Forensic Psychology
- General Education elective: (two required)
- Interpersonal and Group Dynamics
- Interviewing, Investigation and Surveillance
- Officer Safety Practicum
- Politics and Public Administration
- Principles of Ethical Reasoning
- Provincial Offences and Evidence
- Psychology, Introduction
- Retail Loss Prevention
- Security Guard Training
- Terrorism Investigations
- Youth and Diversity (Youth in Conflict with the Law online)

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.
**Victimology**

Ontario College Graduate Certificate

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.

**Program of Study**

- Community Partnerships I
- Community Partnerships II
- Diversity and Victimology I: Aboriginal Peoples
- Diversity and Victimology II: Understanding Populations
- Impact of Crime
- Reflection, Self Care and Professional practice in Victims’ Services
- Research and Grant/Proposal Writing
- Victim Assistance Strategies
- Victimization: Legal Perspective
- Victimology and Children
- Victimology and Men
- Victimology: Assessment and Intervention
- Victimology: Theory and Practice
- Victims and the Impact on Media
- Violence Against Women: Assessment and Intervention

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**Institute of Law Clerks of Ontario (ILCO) Law Clerk**

In partnership with the ILCO, this two-year program consists of four courses, each followed by a provincial exam set by the ILCO (exam fees are additional). A law clerk is a trained professional doing independent legal work, which may include managerial duties under the direction and guidance of a lawyer, and whose function is to relieve a lawyer of routine legal and administrative matters and assist them in the more complex ones.

These courses are based on the assumption that you have a minimum grade 12 and three years legal experience in the field as they are not entry-level courses. For more information please visit www.ilco.on.ca

**Program of Study (recommended order)**

- Litigation
- Corporate
- Real Estate
- Estates

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**A-Z COURSE LISTING**

### Aboriginal Governance and Sovereignty

INDG 1080/30 Hrs/$396.59 + text(s)

### Aboriginal Strategy and Decisions

INDG 1081/30 Hrs/$356.18

### APCO Public Safety Telecommunicator

DISP 1350/42 Hrs/$313.98 + text(s)

Sep 14-Nov 30/Wed/6:10-9:40/OSHAWA

DISP 1380/42 Hrs/$387.19 + text(s)

### Applied Criminal Investigative Capstone Project

Prerequisite: Canadian Criminal Justice System, Communications and Investigative Report Writing, Corporate/Cyber Crime, Corporate Crime Investigation, Ethics and the Justice System, Forensics 9-1-1, Fraud Investigation, Investigative Techniques for Motor Vehicle Collisions, Investigative Techniques and Procedures

CPST 1394/42 Hrs/$333.04

### Border Services

CUST 1382/28 Hrs/$294.51 + text(s)

### By-Law Enforcement

BYLW 1381/28 Hrs/$294.51

### Canadian Criminal Justice System

PPF 8101/42 Hrs/$387.19 + text(s)

### Canadian Law and Provincial Legislation

LAW 2385/28 Hrs/$294.51

### Canadian Politics

POL 1080/42 Hrs/$435.62 + text(s)

### Civil Procedures

Prerequisite: Contracts II

LAW 3382/42 Hrs/$435.62 + text(s)

### Communications and Investigative Report Writing

COMM 1384/42 Hrs/$387.19

### Communications I (PFP)

PPF 8104/45 Hrs/$455.48 + text(s)

### Communications I Legal Administration

COMM 1380/45 Hrs/$455.48

### Communications II - Law Enforcement

Prerequisite: Communications I (Law Enforcement) or Communications I (PFP)

PPF 8204/42 Hrs/$387.19 + text(s)

### Community and Social Services

PPF 8206/45 Hrs/$455.48 + text(s)

### Computer/Cyber Crime

CRIM 1385/42 Hrs/$387.19

### Conflict Management

Prerequisite: Police Powers I, Provincial Offences

PPF 8405/48 Hrs/$475.34 + text(s)

### Corporate Crime Investigation

CRIM 1384/42 Hrs/$387.19 + text(s)

### Corporate Practice and Procedure

Prerequisite: Legal Office Procedures, Legal Terminology

LAW 2081/42 Hrs/$435.62 + text(s)

### Corrections

LASA 1380/30 Hrs/$356.18 + text(s)

### Court Clerk - Family I

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**CONNECT WITH US ON LIVE CHAT!**

We are pleased to offer you a more convenient and faster avenue to get the answers that you need. If you need to a quick answer to a question 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.
TRADES & TECHNOLOGY

BUILDING/PRE-EXAMS/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.

Program of Study
(Courses listed in recommended order)
- 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.

Program of Study
- 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.

Program of Study
BES Operator Class II
- Energy Efficiency in Large Buildings - mandatory (take this course first)

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

(Continued on next page)
Plus one of the following specialty subjects:
- Air Systems Design
- Hospital Building Systems
- Pipe Systems Design

**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.

**Program of Study**
- Construction Blueprints and Methods
- Commercial Construction Principles
- Construction Contract Bid Management
- Construction Job Site Management
- Introduction to Cost Estimating
- Material Estimating and Methods
- The Construction Industry

**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, tile floors or crown moulding.

**Program of Study**
- Basic Electrical
- Carpentry Level 1
- Plumbing - Residential/Repair
- Electives (choose one)
  - Ceramic Tiling
  - Crown Moulding
  - Hardwood Floors

**Home Inspection**

**Durham College Certificate**

Help homebuyers make informed decisions about their prospective new home by becoming a home inspector. You will focus on obtaining practical knowledge of the performance of the systems and components of a house, as well acquiring the knowledge and professional communication skills needed to succeed in this growing industry.

**Program of Study**
- Air Conditioning and Heat Pump Inspection
- Communication and Professional Practices
- Electrical Inspection
- Exterior Inspection
- Heating Inspection I
- Heating Inspection II
- Interior and Insulation Inspection
- Plumbing Inspection
- Roofing Inspection
- Structural Inspection

**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.

**Program of Study**
- Access Introduction
- Access Advanced
- Designing, Managing/Implementing a GIS
- GIS Introduction
- GIS Software - ArcView
- Global Positioning Systems
- Internet Mapping
- Remote Sensing

**Industrial Maintenance Mechanic**

**Durham College Certificate**

Designed to equip you with the knowledge and skills to install; repair; and maintain production machinery in an industrial environment such as food/beverage production plants, car production plants, and steel production plants, this program consists of 12 modules.

**Program of Study**
- IMM Module 1 - Safety/Metrology/Tools
- IMM Module 2 - Drilling and Grinding
- IMM Module 3 - Machine Shop Part 1
- IMM Module 4 - Machine Shop Part 2
- IMM Module 5 - Math and Blueprint Reading
- IMM Module 6 - Power Transmission 1
- IMM Module 7 - Power Transmission 2
- IMM Module 8 - Rigging/Hoisting/Materials
- IMM Module 9 - Pumps/Valves/Fabrication
- IMM Module 10 - Pneumatics
- IMM Module 11 - Hydraulics
- IMM Module 12 - Welding Basics (WELO 1400)

**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. Prerequisites are required, and tests are scheduled by appointment only.

Call 905.721.3332 to schedule your welding test.

**Note:** safety boots, helmets, gloves, proper eyewear and protective clothing are mandatory in the welding shop.
Air Conditioning and Heat Pump Inspection
HOME 1887/42 Hrs/$435.62 + text(s)

AutoCAD - Module 1A
Prerequisite: Blueprint Reading
CAD 2157/30 Hrs/$250.70 + text(s)
Sep 26-Dec 5/Mon/6:10-9:10/OSHAWA

AutoCAD - Module 1B
Prerequisite: AutoCAD - Module 1A
CAD 2158/30 Hrs/$250.70 + text(s)
Sep 27-Nov 29/Tues/6:10-9:10/OSHAWA

AutoCAD - Module 2
Prerequisite: AutoCAD - Module 1B
CAD 2160/40 Hrs/$317.60 + text(s)
Sep 22-Dec 15/Thur/6:10-9:10/OSHAWA

AutoCAD - Module 3
Prerequisite: AutoCAD - Module 1B
CAD 2161/36 Hrs/$290.84 + text(s)
Sep 28-Dec 14/Wed/6:10-9:10/OSHAWA

AutoCAD Advanced
Prerequisite: Computer-Aided Drafting I
CAD 2080/30 Hrs/$356.18 + text(s)

Basic Electrical
TFBE 1351/42 Hrs/$356.04 + text(s)
Sep 21-Dec 7/Wed/6:10-9:40/WHITBY

Blueprint Reading
DWG 3250/40 Hrs/$300.60 + text(s)
Sep 28-Dec 7/Wed/6:10-9:40/WHITBY

Any course 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.

Cabinet Making Level 1
CARP 1400/52 Hrs/$567.24
Sep 20-Dec 13/Tues/6:10-10:10/OFFSITE

Cabinet Making Level 2
Prerequisite: Cabinet Making Level 1
CARP 2400/52 Hrs/$612.24
Sep 20-Dec 13/Tues/6:10-10:10/OFFSITE

CNC Programming - Basic
Prerequisite: Machining Engineering Drawings 1
CNC 1481/42 Hrs/$435.62 + text(s)

CNC Programming - Intermediate
Prerequisite: CNC Programming - Basic
CNC 2482/42 Hrs/$435.62 + text(s)

Communication and Professional Practices
HOME 1880/42 Hrs/$435.62 + text(s)

Commercial Construction Principles
CNST 1084/36 Hrs/$395.90

Computer-Aided Drafting I
CAD 1080/30 Hrs/$356.18 + text(s)
### Construction Blueprints and Methods
Prerequisite: Students should have a sound knowledge of Mathematics and English to be successful in this course.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST 1082/39</td>
<td>Construction Blueprints and Methods</td>
<td>39</td>
<td>$415.76 + text(s)</td>
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</table>

### Construction Contract Bid Management
Prerequisite: Materials Estimating and Methods

<table>
<thead>
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<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
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<tbody>
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<td>CNST 1087/39</td>
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### Construction Contracts and Documents

<table>
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<th>Cost</th>
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<tbody>
<tr>
<td>CNST 1080/32</td>
<td>Construction Contracts and Documents</td>
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### Construction Job Site Management
Prerequisite: Materials Estimating and Methods

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<td>CNST 1088/39</td>
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### Cost Estimating, Introduction to

<table>
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<th>Course Code</th>
<th>Title</th>
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<th>Cost</th>
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<tbody>
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<td>CNST 1085/39</td>
<td>Cost Estimating, Introduction to</td>
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### Crown Moulding and Interior Applications

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<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>HOME 1923/8</td>
<td>Crown Moulding and Interior Applications</td>
<td>8</td>
<td>$165</td>
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</table>

### Designing and Managing a Geographic Information System
Prerequisite: Access Advanced, Access Introduction, G.I.S. Introduction

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
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</thead>
<tbody>
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<td>GIS 1082/42</td>
<td>GIS 1082/42</td>
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### Drinking Water Operator-in-Training Certification Preparation

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<td>WATR 1183/60</td>
<td>Drinking Water Operator-in-Training Certification Preparation</td>
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### Drywall Installation and Repair

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<td>HOME 1935/8</td>
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### Electrical Inspection

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<td>HOME 1885/42</td>
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### Environmental Regulations

<table>
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<td>REGS 1181/42</td>
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### Exterior Inspection

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<th>Hours</th>
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<tbody>
<tr>
<td>HOME 1881/42</td>
<td>Exterior Inspection</td>
<td>42</td>
<td>$435.62 + text(s)</td>
</tr>
</tbody>
</table>

### Finishing Your Basement Professionally
Note: due to course content, you MUST attend the first night of class. Classes are held on the following Mondays: October 3, 17, 31, November 14, 28, December 5.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOME 1455/24</td>
<td>Finishing Your Basement Professionally</td>
<td>24</td>
<td>$260</td>
</tr>
</tbody>
</table>

### 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 licence. Topics include safety, handling of tools, gas fundamentals, codes and regulations, customer relations, and an introduction to piping and tubing systems and gas appliances. Successful completion will allow you to work under the supervision of a licensed Gas Technician 2 or 1.

**August 24 to December 17, 2016**
Monday & Wednesday 6 p.m. - 9 p.m. (Note: first class is a Wednesday)
Saturday 8:30 a.m. - 3 p.m.
**$1,569.60 + text(s) and tools**

**OR**

**September 6, 2016 to April 6, 2017**
Tuesday & Thursday 6 p.m. - 9 p.m.
**$1,569.60 + text(s) and tools**

### Gas Technician 2
Prerequisite: 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 16, 2016 to June 17, 2017**
Tuesday & Thursday 6 p.m. - 9 p.m.
Saturday 8:30 a.m. - 3 p.m.
**$3,825.60 + text(s) and tools**

Must register in person at Durham College Whitby Campus, Office of the Registrar Room 103
1610 Champlain Avenue
Whitby, ON L1N 6A7

*Note: personal cheques and cash are NOT accepted.*

For more information, call 905.721.3300

### GIS 1082/42 Hrs/$435.62 + text(s)

### GIS 1250/42 Hrs/$435.62 + text(s)

### GIS 1282/42 Hrs/$435.62

### Global Positioning Systems

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS 1282/42</td>
<td>Global Positioning Systems</td>
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### Hardwood Floors

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<th>Course Code</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>HOME 1908/5</td>
<td>Hardwood Floors</td>
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### Heating Inspection I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>HOME 1884/42</td>
<td>Heating Inspection I</td>
<td>42</td>
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### Heating Inspection II
Prerequisite: Heating Inspection I

<table>
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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hours</th>
<th>Cost</th>
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<tr>
<td>HOME 2884/42</td>
<td>Heating Inspection II</td>
<td>42</td>
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</table>

**ANY COURSE 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.
<table>
<thead>
<tr>
<th>IMM Module 1 - Safety/Metrology/Tools</th>
<th>IMM Module 7 - Power Transmission 2</th>
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<tbody>
<tr>
<td>Recommended Grade 12 or equivalent</td>
<td>Prerequisite: IMM Module 6 - Power Transmission 1</td>
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<tr>
<td>IMM 1400/75 Hrs/$638.25</td>
<td>IMM 1403/75 Hrs/$638.25</td>
</tr>
<tr>
<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
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</table>

<table>
<thead>
<tr>
<th>IMM Module 2 - Drilling and Grinding</th>
<th>IMM Module 8 - Rigging/Hoisting/Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite: IMM Module 1</td>
<td>Recommended: Grade 12 or equivalent</td>
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<tr>
<td>IMM 2400/75 Hrs/$638.25</td>
<td>IMM 1404/75 Hrs/$638.25</td>
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<tr>
<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
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</table>

<table>
<thead>
<tr>
<th>IMM Module 3 - Machine Shop Part 1</th>
<th>IMM Module 9 - Pumps/Valves/Fabrication</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite: IMM Module 1</td>
<td>Prerequisite: IMM Module 6 - Power Transmission 1</td>
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<tr>
<td>IMM 3400/75 Hrs/$638.25</td>
<td>IMM 1405/75 Hrs/$638.25</td>
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<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
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<table>
<thead>
<tr>
<th>IMM Module 4 - Machine Shop Part 2</th>
<th>IMM Module 10 - Pneumatics</th>
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</thead>
<tbody>
<tr>
<td>Prerequisite: IMM Module 3</td>
<td>Recommended: Grade 12 or equivalent</td>
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<tr>
<td>IMM 4400/75 Hrs/$638.25</td>
<td>IMM 1406/75 Hrs/$638.25</td>
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<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
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<table>
<thead>
<tr>
<th>IMM Module 5 - Math and Blueprint Reading</th>
<th>IMM Module 11 - Hydraulics</th>
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<tbody>
<tr>
<td>Recommended Grade 12 or equivalent</td>
<td>Recommended: Pneumatics (Module 10), and Grade 12 or equivalent</td>
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<tr>
<td>IMM 1401/75 Hrs/$638.25</td>
<td>IMM 1407/75 Hrs/$638.25</td>
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<td>Sep 19-Dec 14/Mon/Wed/6:10-9:10/WHITBY</td>
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<table>
<thead>
<tr>
<th>Instrumentation for Tradesman</th>
<th>Interior/Insulation Inspection</th>
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<tbody>
<tr>
<td>INST 1481/72 Hrs/$634.22</td>
<td>HOME 1888/42 Hrs/$435.62 + text(s)</td>
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<table>
<thead>
<tr>
<th>Materials Estimating and Methods</th>
<th>Mathematics 1</th>
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<tbody>
<tr>
<td>Prerequisite: Introduction to Cost Estimating</td>
<td>MATH 1480/42 Hrs/$387.19 + text(s)</td>
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<td>CNST 1086/39 Hrs/$415.58 + text(s)</td>
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<tr>
<th>Physical Building Management</th>
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<tr>
<td>BULD 1080/42 Hrs/$465.62 + text(s)</td>
<td>HOME 1886/42 Hrs/$435.62 + text(s)</td>
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<table>
<thead>
<tr>
<th>Plumbing - Residential/Repairs</th>
<th>Pre Exam Construction and Maintenance Electrician</th>
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<tbody>
<tr>
<td>HOME 1901/32 Hrs/$314.84</td>
<td>TRAD 1452/60 Hrs/$440.20 + text(s)</td>
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<tr>
<td>Sep 30-Nov 18/Fri/6:10-10:10/WHITBY</td>
<td>Sep 27-Dec 1/Tues/Thur/6:10-9:10/WHITBY</td>
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<table>
<thead>
<tr>
<th>Pre Exam Hairstylist</th>
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<tr>
<td>TRAD 1416/36 Hrs/$286.32 + text(s)</td>
<td>CNST 1089/36 Hrs/$395.90</td>
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<td>Sep 26-Dec 19/Mon/6:10-9:10/WHITBY</td>
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<table>
<thead>
<tr>
<th>Remote Sensing</th>
<th>Statistics I - Technology</th>
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<tbody>
<tr>
<td>Prerequisite: G.I.S. Introduction</td>
<td>Prerequisite: Mathematics II or Mathematics II for Technology</td>
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<tr>
<td>GIS 2251/42 Hrs/$435.62</td>
<td>STAT 3186/56 Hrs/$528.30 + text(s)</td>
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<thead>
<tr>
<th>Statistics I - Technology</th>
<th>Pre Exam Residential Air Conditioning</th>
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<tr>
<td>Prerequisite: Mathematics II or Mathematics II for Technology</td>
<td>TRAD 2464/48 Hrs/$400.76</td>
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<td>STAT 3186/56 Hrs/$528.30 + text(s)</td>
<td>Sep 26-Nov 7/Mon/6:10-9:10/WHITBY</td>
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<table>
<thead>
<tr>
<th>Roofing Inspection</th>
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<td>HOME 1882/42 Hrs/$424.62 + text(s)</td>
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<thead>
<tr>
<th>Remote Sensing</th>
<th>Statistics I - Technology</th>
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<tr>
<td>Prerequisite: G.I.S. Introduction</td>
<td>Prerequisite: Mathematics II or Mathematics II for Technology</td>
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<tr>
<td>GIS 2251/42 Hrs/$435.62</td>
<td>STAT 3186/56 Hrs/$528.30 + text(s)</td>
</tr>
</tbody>
</table>

Program Questions: 905.721.3330 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
**Structural Inspection**
HOME 1883/42 Hrs/$435.62 + text(s)

**Technical Communications**
COMM 2186/48 Hrs/$475.34 + text(s)

**Technical Mathematics**
MATH 1181/64 Hrs/$581.26 + text(s)

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**WELDING**

**Welding Basic**
- WELO 1400/48 Hrs/$581.76 + text(s)
- Sep 26-Nov 21/Mon/Wed/7:10-10:10/WHITBY
- Nov 28-Jan 30/Mon/Wed/7:10-10:10/WHITBY

**Welding CWB - Module 1 Flat**
- Prerequisite: Welding Basic
- WELO 1650/48 Hrs/$581.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

**Welding CWB - Module 2 Horizontal**
- Prerequisite: Welding CWB - Module 1 Flat
- WELO 2650/48 Hrs/$581.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

**Welding CWB - Module 3 Vertical**
- Prerequisite: Welding CWB – Module 2 Horizontal
- WELO 3650/48 Hrs/$581.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

**Welding CWB - Module 4 Overhead**
- Prerequisite: Welding CWB – Module 3 Vertical
- WELO 4650/48 Hrs/$581.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

**Welding CWB - Module 5 Review**
- Prerequisite: Expired CWB All-Position Certification or Completion of Welding CWB - Module 4
- WELO 5650/48 Hrs/$581.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

**Welding CWB-GMAW (MIG) Flat**
- Prerequisite: Welding Basic
- WELO 1652/48 Hrs/$606.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

**Welding CWB-GTAW (TIG) Flat**
- Prerequisite: Welding Basic
- WELO 1653/48 Hrs/$660.76
- Sep 17-Nov 19/Sat/8:40-3:10/WHITBY
- Nov 26-Jan 28/Sat/8:40-3:10/WHITBY

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**Wastewater Operator-in-Training Certification Preparation**
WAST 1181/60 Hrs/$554.78

**Wastewater Treatment - Level I and II**
Prerequisite: Wastewater Operator-in-Training
WAST 1180/60 Hrs/$554.78 + text(s)

**Water Treatment - Level I and II**
Prerequisite: Drinking Water Operator-in-Training
WATR 1181/60 Hrs/$554.78 + text(s)

**Water Treatment Certification III and IV**
Prerequisite: Water Treatment - Level I and II
WATR 2181/60 Hrs/$554.78 + text(s)
LEISURE & PERSONAL DEVELOPMENT

GENERAL INTEREST/CAMPS/MOTORCYCLES

DC OFFERS A WIDE VARIETY OF PART-TIME, IN-CLASS AND ONLINE GENERAL INTEREST COURSES FOR YOU TO EXPAND OR LEARN NEW SKILLS. WHETHER YOU ARE LOOKING TO PICK UP A NEW HOBBY, SPEND A FUN DAY LEARNING TO COOK OR TAKE A COURSE SIMPLY FOR PLEASURE, DC OFFERS PROGRAMS AND UNIQUE WORKSHOPS FOR ALL INTERESTS AND ABILITIES THAT PROVIDE ESSENTIAL INGREDIENTS IN PERSONAL GROWTH AND DEVELOPMENT!

Cake Decorating

Recognition of Achievement

You will learn to develop professional-looking products using basic industry skills. This program will prepare you to enter the baking and pastry arts industry as a cake decorator.

Program of Study

- Cake Decorating 1
- Cake Decorating 2
- Cake Decorating 3
- Modelling Paste

The Program of Study is listed in alphabetical order. It is recommended students follow the blocks and prerequisites when making course selections as noted on the website.

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.

Program of Study - revised

- 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.

Program of Study

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

Plus two electives:

- Sewing 4
- Sewing Alterations
- Sewing – Drapery Making 2
- Sewing – Pattern Making 3
- Sewing – Make Your Own Blocks
- Sewing – Making Dresses
A-Z COURSE LISTING

Anthropology
Develop an appreciation for human development within the context of the Earth’s history and examine the physical, emotional and technological changes that man has experienced. Upon course completion you should have a solid understanding of man’s evolution and accomplishments. Course is an approved General Education elective.
GNED 1181/45 Hrs/$444.48 + text(s)

Astronomy
The introductory course examines the characteristics of the Solar System bodies, presenting information about the planets and their moons. Explore stars, nebulae and galaxies. No previous astronomical background is required; however, it will augment and support the student who has either previous knowledge or an interest in the field.
SCI 1080/45 Hrs/$444.48

Astronomy, Introduction
During this introduction to astronomical observing you will discover the realm of the stars and constellations and explore the planets and deep space objects within them. Work with binoculars, telescopes and planispheres to study the night sky through indoor instruction and outdoor off-site stargazing. Week three class is held at Durham Skies Birding and Astronomy store, 1410 Bayly St., Pickering.
LEIS 1948/14 Hrs/$136.70
Oct 6-Nov 17/Thu/7:10-9:10/OSHAWA

“Arnold is a great teacher and I learned so much from him. I would recommend this course to friends and family.”
Ashley Pardy
Astronomy Introduction

Cake Decorating 1
Learn the professional way to ice and decorate a cake using buttercream icing. Learn to make roses, shells, how to write script and much more on cakes for occasions such as birthdays, showers or anniversaries. Only a Wilton Course 1 “Building Buttercream Skills” kit is required the first night of classes, plus one tub of Wilton white decorator icing. You will earn a Wilton Certificate upon successful completion. Download your supply list at www.durhamcollege.ca/coned.
BAKE 1900/12 Hrs/$120
Sep 28-Oct 19/Wed/6:40-9:40/WHITBY

Cake Decorating 2
Techniques such as piped flowers, basket weave and colour flow will be introduced. Learn to make edible ornaments and cake toppers. A Wilton Flowers and Cake Design kit is required for this course. A Wilton certificate will be earned upon successful completion. Download your supply list at www.durhamcollege.ca/coned.
BAKE 2900/12 Hrs/$120
Oct 26-Nov 16/Wed/6:40-9:40/WHITBY

Cake Decorating 3
Continue to build on the skills learned in Levels 1 and 2. Learn about tiered and wedding cakes, edible realistic flowers and work with fondant and gum paste. Please bring all supplies purchased for Levels 1 and 2 to the first class as well as one box of Wilton Rolled Fondant and the Wilton Course 3 Kit. A Wilton certificate will be earned upon successful completion. Download your supply list at www.durhamcollege.ca/coned.
BAKE 3900/12 Hrs/$120
Nov 23-Dec 14/Wed/6:40-9:40/WHITBY

Career Mapping and Job Attainment
In today’s competitive job market you want to ensure that your résumé stands out from the competition. From crafting a persuasive résumé and writing job applications, to learning how to network and interview with confidence, this course will set you on the path to your desired career.
CARR 1980/42 Hrs/$435.62 + text(s)

Change Your Money Story!
Money can be easy, positive and fun once you understand the foundational elements. Learn new tools to create an easy routine and achieve your goals! Most importantly you will learn how to structure a budget and the step by step process to overhaul your financial situation based on your goals.
MONY 1921/6 Hrs/$129.95
Oct 15/Sat/9:10-4:10/OSHAWA

Didgeridoo - Learn to Play
Learn the basic techniques of playing the didgeridoo. Hands-on instruction and demonstration will be used to give you a strong foundation in the fundamental techniques. An ABS-pipe didgeridoo can be purchased from the instructor for a cost of $10 (not included in tuition and payable to the instructor on the first night of class) or bring your own. How to shop for a didgeridoo and what to look for in a good playing ‘didj’ will be included during the first class. Fitting, molding and tuning the mouth piece will also be covered.
MUSC 1921/8 Hrs/$135.60
Sep 21-Nov 9/Wed/7:10-8:10/PICKERING

Discover Your True Passion
Are you living a rewarding life? Are you doing something you love? In this course explore The Passion Test™, a fun and effective process that leads to greater clarity on what’s most important in your life, connecting your passions with the results you want to achieve.
LIFE 1900/6 Hrs/$129.95
Oct 15/Sat/9:10-4:10/OSHAWA

Drones - Intro to Flight
This hands-on workshop covers the basics of drone operation and principles of flight. Learn how to fly a drone responsibly and safely. Minimum age requirement is 16 years of age or older.
LEIS 1040/4 Hrs/$90.40
Sep 17/Sat/9:10-1:10/OSHAWA

Program Questions: 905.721.2000 Ext. 2154/2148 | Register now: 905.721.3000 or www.durhamcollege.ca/coned
Electronic Navigation for Boaters

Prerequisite: PCOC (Pleasure Craft Operator Card)

You will learn about hand-held and built-in GPS and Chart plotter instruments and become familiar with the many features and capabilities of these devices. This course covers the features, capabilities, and uses of electronic charts and the variety of ways they are available - from chart plotters, PDAs, tablets, laptop and desktop computers. Learn about electronic programs like Maptech, OZI, FUGAWI and Nobeltec.

GIS 1083/30 Hrs/$356.18

Environmental Citizenship

Go beyond borders to emphasize global environmental rights and responsibilities by focusing on the planned sustainable use of our planet’s resources. You will learn that environmental citizenship is a personal commitment to learning more about the environment and to taking responsible environmental action.

ENVI 1080/45 Hrs/$455.48

Environmental Geology

This course examines the interactions between geology and the surrounding environment. Geologic events—such as volcanoes, tsunami, earthquakes, landslides and avalanches are studied with a focus on their impact on humans. Human responses to these hazards and disasters are also examined.

ENVI 1084/45 Hrs/$455.48 + text(s)

Estate Planning-Plan Your Legacy

Learn how to maximize your finances and minimize taxes. Topics include the benefits of clean record keeping, the duties and obligations of an executor or trustee, understanding wills/powers of attorney and minimizing the probate process. Charitable giving, in relation to taxes and your estate will also be covered.

MONY 1911/6 Hrs/$129.95
Oct 15/Sat/9:10-4:10/OSHAWA

Event Planning

Whether it’s a wedding, charity event, family reunion or a trade show, in this course you will learn the techniques and secrets of staging a successful event. This includes audience identification, themes and agenda setting, scheduling for success, working with venues and suppliers as well as marketing your event.

LEIS 1076/6 Hrs/$134.47
Oct 15/Sat/9:10-4:10/OSHAWA

Geological Disasters

Examine the events, the causes and the effects of some of the world’s greatest geological natural disasters including earthquakes, volcanoes, tsunamis, weather, hurricanes, floods, fires, extinctions and impacts from space. Advice is given as to how best to prepare for and defend yourself against these disasters.

GNED 1580/45 Hrs/$455.48 + text(s)

Global Citizenship

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/$475.34

Global Warming Concepts

Students will develop an awareness of the current scientific certainties in global warming versus uncertainties, as well as, historical and current political issues at a global and national level, including topics such as the Kyoto agreement, ethical responsibilities of individuals, corporations and governments, and the conflicts between economic development and the environment.

ENVI 1981/30 Hrs/$350.48

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/$455.48

Growing Up Digital - Living and Working in Canada

Youth in Canada today are the first generation to grow up in a digital world and they are transforming our culture and institutions. This course looks at the Internet and its role in shaping recent history and society. It examines the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It also provides analytical tools to anticipate and act on what lies ahead in the future.

SOCI 1082/42 Hrs/$435.62

Happy “Fall” Gardener  

The Durham Master Gardeners will teach this version of the Happy Gardener workshop series. These hands-on classes will focus on gardening activities in the fall and early winter. Topics will include creating fall and winter interest in the garden, getting your garden ready for winter, creating rain gardens and water wise gardening, planting fall bulbs, and vegetable gardening in winter.

GRDN 1904/16 Hrs/$155
Sep 24-Oct 22/Sat/9:10-1:10/WHITBY

History of Aboriginal/Canadian Relations

This course provides an overview of the historic stages of the relationship between Aboriginal peoples in Canada from contact to present day. It will explore the different world views at contact, the years of cooperation and negotiation through the fur trade and treaty making era and the impact of government colonial policy on Aboriginal communities, cultures and peoples. The course will also explore the progress towards a renewed relationship since the Constitutional recognition of Aboriginal rights.

GNED 1484/45 Hrs/$455.48 + text(s)

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/$435.62

FIND US ON FACEBOOK
This course focuses on some of the fundamental questions individuals ask of themselves as they proceed through life. Why are we the way we are? Do we have free will or are we prisoners of our past experiences or of our biology? What motivates societies to change? Why do social changes often divide people into opposing camps? Why does work merely “kill time” for so many people? What constitutes good government? Can nations deal with global issues? These questions and others are organized into units that begin with issues concerning the nature of the individual and then extend outward to various social, cultural, and physical contexts.

HUMA 1380/45 Hrs/$455.48

Hypnosis Fundamentals

Learn to hypnotize yourself and others. This course will cover: suggestibility tests, hypnotic induction, deepening, suggestions, awakening, and even how to do hypnosis demonstrations. Instructor is bestselling author and Certified Master Hypnotist, Rory Sheehan. A mandatory manual is provided for a fee of $50, payable to the instructor at start of class.

LEIS 1903/6 Hrs/$129.95
Oct 15/Sat/9:10-4:10/OSHAWA

Income Tax for Small Business

If you are operating a small business, as a sole proprietor or in a partnership, you will be given an overview of Canada’s income tax rules. Learn what is included in the calculation of business income, deductions and taxes payable. To get the most from this workshop, please bring a calculator, pencils and paper to class. Facilitated by a tax specialist.

MONY 1928/6 Hrs/$129.95
Oct 29/Sat/9:10-4:10/WHITBY

Indigenous Identity and Relationship to the Land

The purpose of this course is to encourage students to experience and explore Indigenous cosmology, knowledge and world view and its relationship to the land. The influence and importance of land on Indigenous world view will provide a way of understanding the contemporary perspectives on identity and self-determination. In addition, students will be encouraged to examine and locate their own identity and world view in relation to these concepts.

GNED 1488/45 Hrs/$455.48

Investment Planning

This course examines the nature of capital markets and the theories regarding markets. Students will be introduced to the characteristics of securities, the operation of securities markets and the issues underlying modern portfolio theory. The course describes Canadian financial markets, investor objectives and the selection of investments to fulfil these objectives given the limitations of risk and return.

MONY 1080/45 Hrs/$455.48 + text(s)

Landscaping Your Home

Learn how to plan a home landscape. Topics include: annuals, perennials, interlocking stone installation, retaining walls and step construction, trees, shrubs and evergreens. Facilitated by a Certified Horticultural Technician.

HORT 1900/15 Hrs/$133.35
Sep 19-Oct 31/Mon/7:10-9:40/PICKERING

For a list of dates, or more information, please visit our website.
www.durhamcollege.ca/coned | 905.721.3330

Motorcycle M1 Exit (M1 to M2)

Prerequisite: 16 years of age or older and an M1 permit that MUST be valid for the duration of the course.

You will be eligible for the M2 licence upon passing the road test, and may benefit from reduced insurance rates. Topics include: basic/advanced manoeuvres, balancing and braking, collision avoidance, emergency braking, cold starting, pattern riding, gear changing, clutch operation and much more. Course fee INCLUDES your MTO motorcycle testing, the MTO licencing fee, and HST. We provide the experienced street rider to make the most of your riding skills, and gain a permanent motorcycle licence (M). Learn defensive driving techniques, vehicle control to perform in traffic situations, practise higher speed pattern riding, and ride using advanced riding procedures. Course fee INCLUDES your MTO motorcycle road test, MTO licencing fee, and HST. You provide the motorcycle and safety gear. See website for course hours and more details.

SPRT 2918/10 Hrs/$472
Sep 9-11/WHITBY
Sep 16-18/WHITBY
Sep 23-25/WHITBY
Sep 30-Oct 2/WHITBY
Oct 14-16/WHITBY

Motorcycle M2 Exit (M2 to M)

Prerequisite: Ministry of Transportation (MTO) M2 licence which you have held for a MINIMUM of 18 months from issuance and MAXIMUM of five years (no exceptions).

This MTO-approved course is designed for the experienced street rider to make the most of your riding skills, and gain a permanent motorcycle licence (M). Learn defensive driving techniques, vehicle control to perform in traffic situations, practise higher speed pattern riding, and ride using advanced riding procedures. Course fee INCLUDES your MTO motorcycle road test, MTO licencing fee, and HST. You provide the motorcycle and safety gear. See website for course hours and more details.

SPRT 2918/10 Hrs/$472
Sep 9-11/WHITBY
Sep 16-18/WHITBY
Sep 23-25/WHITBY
Sep 30-Oct 2/WHITBY
Oct 14-16/WHITBY
Let's Talk Sports
This course provides you with a weekly forum to explore your passion for sports. You will sharpen your writing skills and gain behind-the-scenes understanding that is both educational and entertaining.
SPRT 1982/42 Hrs/$435.62

Meteorology
This is an introductory course in Meteorology that seeks to, logically and methodically, develop the student's understanding of weather and weather-related phenomena. Students taking this course will develop a good working knowledge of all aspects of Meteorology and will be much better informed as to the nature and causes of weather-related events.
ENVI 1083/45 Hrs/$455.48 + text(s)

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/$435.62 + text(s)

Oceanography
The world's oceans are spectacular in their beauty, majestic in their power and domineering in terms of their effects on climate. Oceans are a source of bountiful food and are home to tremendous numbers and varieties of species. It is very important to possess a good understanding of how the ocean's work. Our future as a species depends upon the oceans that surround each and every continent. This course examines the oceans from an historical, geographical, geological and biological perspective. The course makes use of an excellent textbook that guides us through the 'story of the oceans'. Each week, the student will explore a different topic. In order, these topics are: history of oceanography, ocean waters, the productivity of the oceans, seafloor sediments, plankton and nektom, ocean currents, waves, tides and the Benthos.
SCIE 1980/45 Hrs/$507.37 + text(s)

Organic Gardening – Intro to Soil
This one-day course is an overview of the soil ecosystem and how to analyze your soil fertility and implement effective best practices. The day begins with an introduction to soil origins and development, soil biology and ecosystem management. We will evaluate growing environments and apply best practices which include soil sampling, soil texture, biological assessment, soil amending, conservation and management.
GRDN 1905/6 Hrs/$135
Oct 29/Sat/9:10-4:10/WHITBY

Pen and Ink and Watercolour Wash
Learn about the materials, grounds, composition, perspective, colour, drawing techniques and presentation for sale of your pen, ink and water colour images. Landscape, wildlife and other subject matter will be included as well as instruction on matting, framing and image costing methods. Facilitated by Patrick Hickman a listed artist with the National Gallery of Canada. A supply list is available on the website at www.durhamcollege.ca/coned
PAIT 1040/25 Hrs/$184.68
Sep 29-Dec 1/Thu/6:40-9:10/PICKERING

Photography: Starting a Business
This one day workshop is designed to give you an insight into setting up and running your own business. You’ll 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
Oct 29/Sat/9:10-4:10/OSHAWA

PHOTOGRAPHY

These three courses are part of the Photography Recognition of Achievement program.
See page 56 for more information.

Photography: Intro to Birds
This hands-on introductory workshop will introduce you to the world of photographing birds. You will learn how to set up a backyard feeding station in order to attract a wide variety of birds that live in the area. You will learn where to place your feeders, how to go about photographing the birds, camera settings to use, equipment needed, and some tricks that will help you obtain those breathtaking shots. Weather permitting, part of the class will be held at the Second Marsh to shoot birds in their natural habitat. This class is suitable for digital SLR cameras only.
PHOT 1917/6 Hrs/$113
Sep 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, and 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/$280.84
Sep 19-Dec 12/Mon/6:40-9:40/OSHAWA

Photography: Digital SLR 2
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, and 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 1936/6 Hrs/$129.95
Oct 29/Sat/9:10-4:10/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 with fully charged batteries, camera manual, and empty 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
Oct 15/Sat/9:10-4:10/OSHAWA

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. Equivalent: GNED1404
GNED 1492/42 Hrs/$387.19 + text(s)

Rapport and Subconscious Influence
Learn to create instant connections with everyone you meet, talking to their subconscious mind to persuade, and influence their behavior. Instructor is bestselling author and Certified Master Hypnotist, Rory Sheehan. A mandatory manual is provided for a fee of $20, payable to the instructor at start of class.
LEIS 1022/6 Hrs/$129.95
Oct 29/Sat/9:10-4:10/OSHAWA

Same Sex Issues
This course is an introductory survey of the history, life and culture of gay and lesbian men and women in Canada, the United States, and elsewhere. Students examine a number of topics such as personal and family life, same-sex relationships, health and social issues, media and the arts, to gain a better understanding of their impact on and relevance to homosexual people.
GNED 1490/42 Hrs/$435.62 + text(s)

Smart Serve
You will gain the skills you need to understand and implement responsible alcohol service. Upon completion of the program, you will be able to recognize the signs of intoxication, and know your responsibilities and obligations under the law. You will learn how to create a hospitable environment by promoting non-alcoholic beverages and food, and by encouraging alternative transportation. In Ontario, the legal age to serve alcohol in a licenced establishment is 18 years old.
BEVT 1904/3.5 Hrs/$82.49
Sep 28/Wed/6:10-9:40/WHITBY
Nov 23/Wed/6:10-9:40/WHITBY

Social Media and Society
With the advent of social media tools such as 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. This course requires active participation of students and a willingness to immerse in social media practices.
GNED 1481/42 Hrs/$387.19

Sport Psychology
This course examines the individual components of how one’s mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. This course evaluates what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched.
PSYC 4280/42 Hrs/$424.62 + text(s)

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 behaviours influenced by soccer ideology and its effects on “pop culture”.
GNED 1491/42 Hrs/$435.62

Unleash Your Inner Fashionista
LEIS 1026/6 Hrs/$129.95
Oct 15/Sat/9:10-4:10/OSHAWA

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 1281/48 Hrs/$475.34

LEIS AND PERSONAL DEVELOPMENT 61
SEWING

The College will provide a sewing machine during class if required, however these are not available for any home assignments. You will need a sewing machine of your own, in good repair, in order to complete the required home assignments. There will be additional costs depending on your choices for project supplies. Please bring a notebook to the first class.

Sewing 1

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. By the end of the course you will have completed a unique garment with professionally finished seams, waistline, zipper and hem. Supplies required for the course will be discussed in the first class.

SEW 1900/36 Hrs/$280.84
Sep 19-Dec 12/Mon/6:40-9:40/OSHAWA

Sewing 2

Prerequisite: Sewing 1

Continue to develop and perfect your sewing skills as you create a new garment with professionally finished collar, sleeves with cuffs, front closures, buttonholes and new hem finishes. Construct a tailor's ham for your own use. Supplies required for the course will be discussed in the first class.

SEW 2800/36 Hrs/$280.84
Sep 21-Dec 7/Wed/6:40-9:40/OSHAWA

Sewing: Pattern Making 1

Prerequisite: Sewing 2

You are 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.

SEW 1902/36 Hrs/$280.84 + text(s)
Sep 20-Dec 6/Tues/6:40-9:40/OSHAWA

Sewing: Making Dresses

Prerequisite: Sewing 2

Sewing dresses is a necessary part of the pattern making and garment production industries. Dresses have been a staple of women’s dressing for centuries which require specified learning modes. The Sewing Craftsmanship students now have the opportunity to build on the sewing, pattern and fabrication knowledge and skills they have acquired in Sewing 1 and 2 to create day and evening dresses. In the first half of the course you will develop the knowledge and techniques required to layout, cut, and sew a lined Sheath Princess-line dress using medium weight woven fabrics and suitable linings and interfacings. The second half of this course will focus on working with lighter weight textiles and sewing methods found in evening wear. This course will enhance and complete your understanding and abilities in the garment creating arena with this specialized and comprehensive subject.

SEW 5900/36 Hrs/$280.84
Sep 22-Dec 8/Thu/6:40-9:40/OSHAWA

Sewing: Serging Basics

Learn the important basics of how to thread and maintain these fabulous machines. Discover the versatility of applications available as you are guided through techniques to use on a range of projects from knits to specialty home decor items. Everyone can enjoy learning to serge as they demonstrate easy hands-on therapeutic strategies to improve your mental health, combined with nutrition that can change your brain chemistry and boost overall mood. This workshop is ideal for everyone who suffers from stress, anxiety and depression or blues.

SEW 1905/6 Hrs/$124.30
Nov 5/Sat/9:10-4:10/OSHAWA

World of Work

One way that people find their place in, and make a contribution to, society, is through work. This course prepares students for the world of work – with a focus on their intended field – by leading them through a rigorous process of exploring changes in the marketplace, researching their intended careers, and developing skills related to acquiring desirable employment in their industry of choice. Through guided reflection, students learn how to uncover their strengths, understand their motivations, establish goals and become successful workers in an ever-changing environment. The final group project simulates the real-world job search and acquisition process.

WORK 1980/42 Hrs/$485.22

World Religions: Western and Eastern Traditions

This course looks at living religious traditions by examining their origins and histories and discussing the figures, beliefs, sacred texts, rituals and stories which helped shape their development. Students will be required to understand (and are encouraged to think about) the basic methodological and interpretive issues involved in the academic study of religion.

RELG 1980/35 Hrs/$433.52 + text(s)

Zap the Blues by Boosting Mental Health

Join our Self-Regulation Coach and Nutritionist as they demonstrate easy hands-on therapeutic strategies to improve your mental health, combined with nutrition that can change your brain chemistry and boost overall mood. This workshop is ideal for everyone who suffers from stress, anxiety and depression or blues.

HLTH 1933/6 Hrs/$129.95
Oct 15/Sat/9:10-4:10/OSHAWA
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 2016 courses begin on a Wednesday - October 12th and November 9th.
• 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 and costs please visit our website at 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

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Questions? We’re here to help. Please leave us a message.

CONNECT WITH US ON LIVE CHAT!

We are pleased to offer you a more convenient and faster avenue to get the answers that you need. If you need to a quick answer to a question 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.
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. Hosted at the state-of-the-art Centre for Food at Durham College’s Whitby campus.

Courses being offered this fall include:

- An Evening in Tuscany
- Baker’s Collection – Short Crust Pastry
- Bread Making 1
- Bread Making 2
- Holiday Baking from Around the World
- Knife Skills 1
- Knife Skills 2
- Meals for a Month - Fall Feast
- Paris, France
- To the Spice Islands

**New:**
- Autumn Pies (hands-on)
- Fall Soups and Sides (hands-on)
- Thai Cuisine (demo)
## BUSINESS

### Management Essentials
Develop and enhance your management skills and broad business knowledge in this professional program designed for leaders.
Provides current and future managers with skills to meet both career and organizational objectives.
- Communications
- Leading Teams
- Performance Management
- Managing Change
- Creative and Critical Thinking

MGMT 1612/60 Hrs/$1525.50
Sep 15-Dec 1/Thurs/8:30-3:30/WHITBY

### Time Management
Time management principles can be used to help us organized. You will learn techniques that relate to most work environments and how to employ tips that work for you. You will also take a close look at the need for balance in your life.

MGMT 1720/6 Hrs/$180.80
Dec 8/Thurs/8:30-3:30/WHITBY

### Negotiation and Conflict Resolution
As a leader, you deal with conflict in the workplace around every corner. This workshop examines 4 types of conflict and identifies how powerful negotiation skills can be leveraged to resolve and move forward toward Win/Win outcomes. Topics include:
- Stakeholder negotiation framework and tools
- Preparing for a negotiation
- Gather, Clarify and Confirm questioning technique
- Four levels of conflict

NEG 1600/7 Hrs/$480.10
Oct 12/Wed/8:30-3:30/WHITBY

### High Impact Presentations
Whether you find yourself presenting status updates in meetings, training large groups or delivering messages using virtual meeting software, this highly interactive workshop will help you refine your skills to deliver effective and engaging presentations. Topics include:
- Setting the stage
- Starting with "Why" and making an emotional connection
- Engaging your audience

PRES 1601/7 Hrs/$480.10
Sep 28/Wed/8:30-3:30/WHITBY
Nov 2/Wed/8:30-3:30/WHITBY

### Designing a Collaborative Culture
A collaborative culture can yield innovation, more efficient processes and high quality solutions that leverage the strengths of each team member. This half-day workshop uncovers practical opportunities and methods for increasing the level of collaboration in your business. Topics include:
- Collaboration vs. competition
- Generational differences impacting collaboration
- Building collaboration opportunities into projects

NEG 1600/3 Hrs/$254.25
Oct 5/Wed/8:30-11:30/WHITBY

### Strategic Leadership
Making the transition from the front lines into a leadership position can bring a number of challenges and the ability to transform your thinking from purely operational into strategic, is among the greatest. This workshop examines the business as a system and reveals opportunities to shift to more long-term strategic thinking. Topics include:
- Working "On" vs. "In" the business system
- Defining the strategic environment
- Putting strategy into action

LDS 1600/3 Hrs/$254.25
Oct 19/Wed/8:30-11:30/WHITBY

### Customer Experience Leadership
Businesses that focus on building a customer experience that only produces a "satisfied" customer are missing a significant opportunity for repeat business and referrals. Customers that get more than they expected are 5 times more likely to recommend your product or service when compared to the "satisfied" customer. This interactive workshop for leaders will provide the tools required to design, implement and measure the customer experience. Topics include:
- Connecting Customer Experience and the Bottom Line
- Engaging employees in the design of the Customer Experience
- Designing and implementing enabling and customer-centric policies
- Customer Experience as a business system
- Micro project management culture change model

BUS 1652/7 Hrs/$489.29
Sep 27/Tues/8:30-3:30/WHITBY
Nov 1/Tues/8:30-3:30/WHITBY

### Workforce Development
Delivering on the corporate strategy requires alignment of the human resources with the business goals. This workshop focuses on the business as a system and identifies the important role of workforce planning in the achievement of the business strategy. Topics include:
- Seeing the business as a system
- Complicated vs. complex systems
- Uncovering knowledge in the system for succession planning
- Proactive and reactive succession planning

MGMT 1621/3 Hrs/$254.25
Oct 26/Wed/8:30-11:30/WHITBY

### PLEASE NOTE
All CTS course fees include a non-tax deductible supply cost.
Backflow & 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/$1140
Nov 11-Nov 10/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/$598.90
Nov 22-Dec 1/Tues/Thurs/6-10/WHITBY

Backflow Recertification Challenge Exam

Theory & practical exam. You must be current testers 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 hour program.

PLMB 0000/3 Hrs/$433.85
Nov 14/Mon/5-8/WHITBY

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/$1325
Sep 19-23/Mon-Fri/8-4/WHITBY
Sep 19-26/Mon-Thurs/Mon/8-4/WHITBY
Nov 21- 25/Mon-Fri/8-4/WHITBY
Nov 21-28/Mon-Thurs/Mon/8-4/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 four hours of theory and four 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/$265
Sep 24-25/Sat/Sun/8-4/WHITBY
Oct 29-30/Sat/Sun/8-4/WHITBY
Nov 28-29/Sat/Sun/8-4/WHITBY
Dec 17-18/Sat/Sun/8-4/WHITBY

Forklift Operator (4 Piece)

Includes Electrical & Propane Counterbalance, Reach & Electrical Walkie Pallet Trucks

AUTO 1425/36 Hrs/$1401.20
Dec 27-30/Tues-Fri/8-5/WHITBY

Heavy Equipment Operator

This four-week 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
Nov 14-Nov 4/Mon-Fri/8-4:30/OFFSITE

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 | corporatetrainingservices.ca

DRIVER TRAINING

SIGNING AUTHORITY

Durham College is approved through the Ministry of Transportation Program Development and Evaluation Branch Driver Programs Office for Class “A” Authority in addition to current “Z” Authority to their recognized/signing authority status.

What does this mean for our clients?

Our curriculum is fully approved by the MTO and Durham College has the authority to train and road test students for licence upgrades to class “A” including the “Z” Endorsement.

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 motor homes 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 1405/17.5 Hrs/$410
Sep 12-Oct 14/Mon-Fri/8-4:30/WHITBY
Sep 23-24/Fri/Sat/7-4:30/WHITBY
Oct 15-16/Sat/Sun/7-4:30/WHITBY
Nov 12-13/Sat/Sun/7-4:30/WHITBY
Nov 25-26/Fri/Sat/7-4:30/WHITBY
Dec 10-11/Sat/Sun/7-4:30/WHITBY
Dec 16-17/Fri/Sat/7-4:30/WHITBY

“AZ “Upgrade from “DZ”

Prerequisites: Applicants must be 18 years of age and complete a Practical Pretest to be accepted into program.

• Valid Ontario Class “D” licence
• Air Brake Endorsement “Z”
• MTO Medical Report
• Written & Vision test at MTO
• Drivers Abstract

This 61-hour program teaches the requirements for an ‘A’ licence and is designed for participants who have extensive experience operating with a ‘DZ’ licence. This program consists of theory and nine, four-hour driving lessons. Fees include the use of our vehicle for the road test.

MOTR 1418/61 Hrs/$5220
Sep 10-11/Sat/Sun/7-4:30/WHITBY
Sep 23-24/Fri/Sat/7-4:30/WHITBY
Oct 15-16/Sat/Sun/7-4:30/WHITBY
Oct 28-29/Fri/Sat/7-4:30/WHITBY
Nov 12-13/Sat/Sun/7-4:30/WHITBY
Nov 25-26/Fri/Sat/7-4:30/WHITBY
Dec 10-11/Sat/Sun/7-4:30/WHITBY
Dec 16-17/Fri/Sat/7-4:30/WHITBY

To register or for more information: 905.721.3347 | 1.800.816.3615 | corporatetrainingservices.ca


**“A” 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
- Criminal Record Check
- Drivers Abstract

A valid ‘A’ licence is required to tow a trailer that weighs in excess of 4,600 kilograms. This eight-week program consists of 99 hours of practical training and 101 hours of theory. You will learn shifting techniques on multi-speed transmissions, hours of work regulations, how to conduct pre-trip inspections, secure vehicle loads, defensive driving, transportation of dangerous goods, border crossing, map reading, resume writing and interviewing skills. This program also qualifies you to write the MTO “C” licence exam.

MOTR 2411/200 Hrs/$8020
Sep 12-Nov 4/Mon-Fri/8-4/WHITBY
Oct 31-Dec 23/Mon-Fri/8-4/WHITBY

**Advanced “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
- Written & Vision test at MTO
- Drivers Abstract

This advanced course consists of 28 hours of practical training and 47 hours of theory. You will learn log book/hours of service regulations, how to conduct pre-trip inspections, secure vehicle loads, defensive driving, transportation of dangerous goods, border crossing, map reading, resume writing and interviewing skills. This program was developed to assist ‘G’ licenced drivers in obtaining the necessary knowledge to successfully complete the MTO “D” road test. The first four hours commence on the dates below. Fees include the use of our vehicle for the road test.

MOTR 2407/12 Hrs/$925
Sep 16/Fri/8-12/WHITBY
Oct 21/Fri/8-12/WHITBY
Nov 18/Fri/8-12/WHITBY
Dec 9/Fri/8-12/WHITBY

**“F” Driver Training**

Prerequisites: Applicants must be 18 years of age and must have:
- Valid Ontario Class “G” licence
- 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 four hours of theory and four hours of practical training. Use of our vehicle for the road test is also included (1 hour).

MOTR 2410/9 Hrs/$3285
Sep 12-Oct 14/Mon-Fri/8-4/WHITBY
Oct 31-Dec 2/Mon-Fri/8-4/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
- Written & Vision test at MTO
- 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 four hours of theory and seven 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 four hours commence on the dates below. Fees include the use of our vehicle for the road test.

MOTR 2407/12 Hrs/$925
Sep 16/Fri/8-12/WHITBY
Oct 21/Fri/8-12/WHITBY
Nov 18/Fri/8-12/WHITBY
Dec 9/Fri/8-12/WHITBY

**TAXICAB DRIVER**

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. This course will cover such topics as: customer service, defensive driving, by-law requirements, cultural awareness, vehicle care and maintenance, driver and passenger safety, as well as business management and finances.

**Taxi Driver - City of Oshawa**
MOTR 1600/18 Hrs/$346.90
Sep 12-28/Mon/Wed/6-9/WHITBY

**Taxi Driver - City of Pickering**
MOTR 1601/18 Hrs/$346.90
Oct 10-26/Mon/Wed/6-9/WHITBY

**TAXICAB DRIVER – REFRESHER**

As mandated by the City of Oshawa and Pickering, a taxi driver must complete a refresher program every 5 years. This program will refresh your knowledge of by-laws, customer service, safety, defensive driving, business management and map reading skills.

**Taxi Refresher - City of Oshawa**
MOTR 1900/6 Hrs/$129.95
Nov 5/Sat/9-4/WHITBY

**Taxi Refresher - City of Pickering**
MOTR 1901/6 Hrs/$129.95
Nov 19/Sat/9-4/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.
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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. 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 to four weeks for your cheque to arrive.

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. Child Development Practitioner (CDP) apprenticeship and 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/transfers 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.

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For directions and maps, please visit www.durhamcollege.ca/locations.
Our commitment to you

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