

Apprenticeship

# Program Guide



School of Skilled Trades,  
Apprenticeship and Renewable  
Technology

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*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at [www.durhamcollege.ca](http://www.durhamcollege.ca) for the most current information.*

Printed: June 2011

# *Welcome Students*

## *A Message from the Dean*

*Welcome to Durham College's School of Skilled Trades, Apprenticeship, and Renewable Technology at Whitby. You are beginning a career path of your choice and our faculty and staff are committed to helping you achieve your goals.*

*To do this, our faculty, who are dedicated professionals chosen from your field of study, have developed relevant programs of study and look forward to engaging you to achieve success in your program. These courses of study are a mix of both theoretical and hands-on activities that are appropriate to your career field. Our classroom and shop facilities are well equipped and designed to support your learning experience. Your time at Durham College is an opportunity for concentrated study to prepare for your career. Please use your time here to your best advantage.*

*Our faculty and staff take pride in our mission to provide a progressive and motivating learning environment to produce exceptional graduates who meet industry expectations. If at any time you require help please feel free to approach our faculty and staff for assistance. Your success matters to us!*

*Welcome*



*Darrin Caron*

*Dean, School of Skilled Trades, Apprenticeship and Renewable Technology*

## ***A Message from the Vice-President Academic***

Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Supporting our mission that the student experience comes first, Durham College is committed to providing students with quality learning experiences and support in finding fulfillment in education, employment and lifelong learning.

Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience. The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.

Durham College strives to be accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.

We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.

I wish you much success with your studies.

A handwritten signature in black ink that reads "Judy Robinson". The signature is written in a cursive, flowing style.

Judy Robinson,

Vice President, Academic

# School of Skilled Trades, Apprenticeship & Renewable Technology

## Whitby Faculty & Staff

Individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.

Administration	Title	Phone	E-mail Address
Caron, Darrin	Dean/Principal	3302	darrin.caron@durhamcollege.ca
Chard, Shelley	Student Liaison	4087	shelley.chard@durhamcollege.ca
Hauber, Julie	Administrative Assistant	3344	julie.hauber@durhamcollege.ca
Moore, Sue	Manager – Academic Operations	4040	sue.moore@durhamcollege.ca
Nippard, Anne	Purchasing (Central Stores)	4043	anne.nippard@durhamcollege.ca
Nokes, Rob	Technologist, Pipe Trades	4074	robert.nokes@durhamcollege.ca
Parker, Greg	Technologist, IMM	4079	gregory.parker@durhamcollege.ca
Pearce, Mary	Administrative Coordinator	4025	mary.pearce@durhamcollege.ca
Stairs, Gary	Technologist, Motive Power	4073	gary.stairs@durhamcollege.ca
Tamlin, Brad	Technologist, Electrical	4312	brad.tamlin@durhamcollege.ca
Zilstra, Don	Technologist, Machining	4079	don.zilstra@durhamcollege.ca

Faculty	Department	Phone	Office	Email Address
Beals, David	PET	4167	22-16	david.beals@durhamcollege.ca
Bedford, Shayne	HVAC	4210	22-24	shayne.bedford@durhamcollege.ca
Bremner, Robert	Motive Power	4152	22-32	robert.bremner@durhamcollege.ca
Brooks, Graham	Electrical	4150	22-33	graham.brooks@durhamcollege.ca
Bruyey, Lindsay	Electrical	4159	22-30	lindsay.bruyey@durhamcollege.ca
Chilton, Bill	Electrical	4149	22-18	bill.chilton@durhamcollege.ca
Cholmondeley, John	Motive Power	4173	22-31	john.cholmondeley@durhamcollege.ca
Coady, Glenn	Plumbing	4186	22-39	glenn.coady@durhamcollege.ca
Cook, Mike	Electrical	4004	22-09	mike.cook@durhamcollege.ca
Cooney, Martin	Communications	4157	22-08	martin.cooney@durhamcollege.ca
Cornish, Clair	Online	3328	22-38	clair.cornish@durhamcollege.ca
Cunningham, Colin	MTNT/Machining	4179	22-35	colin.cunningham@durhamcollege.ca
Deline, Rodney	Electrical	4164	22-09	rodney.deline@durhamcollege.ca
Dewar, Dave	Electrical	4199	22-21	dave.dewar@durhamcollege.ca
Eustace, Richard	MTNT/Machining	4198	22-13	richard.eustace@durhamcollege.ca
Fielding, Steve	Electrical	4038	22-34	stephen.fielding@durhamcollege.ca

<b>Faculty</b>	<b>Department</b>	<b>Phone</b>	<b>Office</b>	<b>Email Address</b>
Fishley, Don	Carpentry	4202	22-06	don.fishley@durhamcollege.ca
Forderer, Henry	MTNM/IMM	4188	22-13	henry.forderer@durhamcollege.ca
Foss, Ron	Motive Power	4171	22-27	ron.foss@durhamcollege.ca
Gambier, Michael	PET	4133	22-16	mike.gambier@durhamcollege.ca
Godfrey, Craig	Precision Metal Fabrication	4194	22-32	craig.godfrey@durhamcollege.ca
Grant, Bob	Motive Power	4180	22-29	robert.grant@durhamcollege.ca
Griffin, Peter	Energy	4156	22-36	peter.griffin@durhamcollege.ca
Haynes, Doug	Electrical	4169	22-18	doug.haynes@durhamcollege.ca
Heale, Robert	Energy/Electrical	4196	22-40	robert.heale@durhamcollege.ca
Hewton, Mark	Motive Power	4153	22-27	mark.hewton@durhamcollege.ca
Keays, Kevin	Hoisting	3324	22-11	kevin.keays@durhamcollege.ca
Kelly, Ben	Electrical	4019	22-20	ben.kelly@durhamcollege.ca
Marley, Tom	MTNM/IMM	4187	22-37	tom.marley@durhamcollege.ca
Martin, Al	Energy	4182	22-07	al.martin@durhamcollege.ca
McKenney, Mike	Electrical	4178	22-15	mike.mckenney@durhamcollege.ca
Moran, Greg	HVAC	4174	22-36	greg.moran@durhamcollege.ca
Murdock Don	Energy	4192	22-07	don.murdock@durhamcollege.ca
Noordstra, Gary	MTNM/IMM/Online	4195	22-38	gary.noordstra@durhamcollege.ca
Peel, Gregg	Welding	4200	22-10	gregg.peel@durhamcollege.ca
Platnar, John	Plumbing	4197	22-39	john.platnar@durhamcollege.ca
Poirier, Tony	Electrical	4170	22-33	tony.poirier@durhamcollege.ca
Prior, Andrew	MTNT/Machining	4184	22-23	andrew.prior@durhamcollege.ca
Quantrill, Steve	Motive Power	4176	22-30	steve.quantrill@durhamcollege.ca
Ross, Jeff	Welding	4201	22-10	jeffrey.ross@durhamcollege.ca
Ruffo, Ralph	Motive Power	4155	22-31	ralph.ruffo@durhamcollege.ca
Sauve, Dan	HVAC	4039	22-23	daniel.sauve@durhamcollege.ca
Smyth, Roy	MTNT/Machining	4189	22-35	roy.smyth@durhamcollege.ca
St. Arnaud, Jean	MTNT/Machining	4158	22-06	jean.st.arnaud@durhamcollege.ca
Stoneham, Pam	Mathematics	4109	22-15	pamela.stoneham@durhamcollege.ca
Trauzzi, Ralph	Electrical	4165	22-34	ralph.trauzzi@durhamcollege.ca
Voynov, Violin	Electrical	4185	22-40	violin.voynov@durhamcollege.ca
Watkins, Dave	Gas Technician 2	4175	22-08	david.watkins@durhamcollege.ca
Wood, Jerry	Plumbing	4172	22-12	jerry.wood@durhamcollege.ca

**Office of the Registrar, Whitby Campus** responds to general inquiries and provides course information and registration for post-secondary, apprenticeship and continuous education programs.

**Important Numbers**

Accounting, General Information (Oshawa)	3020
Admissions, Whitby	4041
Athletic Complex, Oshawa	3040
Bookstore, Oshawa	3026
Bookstore, Whitby	3306
Centre for Students with Disabilities, Oshawa	3123
Continuing Education, Whitby	3332/3330
Dental Clinic, Oshawa	3074
Financial Aid, Oshawa	3036
Financial Aid, Whitby (Wednesday only)	4010
General Program/Registration Information	3300
Career Services Whitby	3343
Housing, Oshawa	2472
Learning Commons	4015
Library, Oshawa	2214
Library/Media Services, Whitby	4015
Peer Tutoring	4087

**Individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension.**

# ***Mission: The student experience comes first at Durham College***

## **Vision**

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

*All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.*

## **Values**

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

### **Integrity and Transparency...**

we will behave and communicate sincerely and honestly

### **Respect...**

we will treat everyone with dignity and offer superior service

### **Equality and Diversity...**

we will champion all learners and celebrate diversity

### **Innovation...**

we will be leaders in market-responsive learning experiences and solutions

### **Personal and team accountability...**

we will do what we say we will do



## THE STUDENT EXPERIENCE COMES FIRST AT DURHAM COLLEGE

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### Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

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### Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

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### Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching, questioning, and assessment techniques
- To motivate and engage learners in active and collaborative learning
- To encourage student participation and feedback wherever possible
- To effectively use learning technology
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

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### Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

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### Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment

# ***General Information***

## **APPRENTICESHIP INCENTIVE GRANT (AIG) and APPRENTICESHIP COMPLETION GRANT (ACG)**

The AIG is a taxable cash grant of \$1,000 per year created by the Government of Canada for registered apprentices once they have successfully completed their first or second year/level (or equivalent) of an apprenticeship program in one of the Red Seal trades. The AIG is meant to help apprentices cover some of the expenses related to tuition, travel and tools. The ACG is a taxable cash grant of \$2,000 created by the Government of Canada designed to encourage apprentices registered in a designated Red Seal Trade to complete their apprenticeship program and receive their certification.

- An official college transcript must accompany your application. Grade reports or transcripts downloaded from a website will not be accepted.
- A transcript must be issued to you by the Registrar's Office of your training institution. The transcript fee at Durham College is \$10.00 per copy.
- For details or to apply, visit the Human Resources and Social Development Canada website at [http://www.hrsdc.gc.ca/eng/workplaceskills/trades\\_apprenticeship/index.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/trades_apprenticeship/index.shtml)

## **LOANS FOR TOOLS**

The Ministry offers newly registered apprentices a loan to help them buy the tools and equipment they need to perform the trade in which they are registered.

- The Ministry of Training, Colleges and Universities will automatically send a 'Loans for Tools' information package to each new apprentice who becomes registered with the Ministry.
- Apprentices interested in this loan should complete the agreement and return it to the Ministry in the envelope provided.
- For more information, visit <http://www.tcu.gov.on.ca/eng/training/apprenticeship/loantool.html>

## **ATTENDANCE**

Students are expected to attend and participate in every class and/or lab. Attendance has been closely linked to student success. Good attendance is strongly encouraged and may be included as part of the grading system.

Students must come to class prepared to participate. Ensure that you arrive for class ahead of time, have all required texts, supplies, safety equipment and tools with you and are ready to submit any assignments or projects due.

Participation in all workshop and lab activities is mandatory. Workshop and lab projects cannot be completed outside the scheduled times.

If the student misses a class, it is his/her responsibility to obtain the lecture/homework material, complete the class lesson, including assignments and to be aware of any class announcements made prior to the next scheduled class.

- Students who are absent when labs, projects, assignments, quizzes and tests are completed in class may receive a grade of zero for that portion of their mark.
- Faculty reserve the right to restrict access to the classroom once class has commenced. If attendance is taken in this subject, you may be marked absent for that class. Students may return to class after break.
- Breaks are scheduled at the discretion of the professor.

You are encouraged to prearrange for another student to gather handouts and assignments for you in the event that you cannot attend class. Handouts and assignments may not be available from your professor after the class has been delivered. Time extensions will not be granted for work assigned while you were absent.

Faculty are available via email or voice mail. If you are leaving an email please be sure to insert the subject course code and subject name in the subject line. If leaving a voice mail, please be sure to speak clearly and leave your name, subject code and name, message and phone number. Messages may be left 24 hours/day.

## **HOURS OF OPERATION – WHITBY CAMPUS**

Monday – Friday                      7:00 a.m. to 11:00 p.m.

Saturday – Sunday                    8:00 a.m. to 4:30 p.m.

**NOTE:** After 4:30 p.m. and on weekends, you may be required to present a valid identification card or a current course registration form and sign the access book at the Security Desk in order to gain admittance into the College.

## **BOOKSTORE**

The Campus Bookstores also offer convenient online shopping. Items can be found on our website <http://dc-uoit.bookware3000.ca>.

### **The Campus Bookstores' Hours and Locations:**

***Whitby Campus, opposite the Office of the Registrar***

T 905.721.3306 Monday to Friday 8:30 a.m. to 4:30 p.m.

(closed from 10:30 a.m. to 11 a.m. and 1 p.m. to 2 p.m.)\*

**Oshawa Campus, Gordon Willey Building, Room A125**

Monday to Thursday 8 a.m. to 8:00 p.m.\*

Friday 8 a.m. to 4 p.m.

T 905.721.3026

## **CHANGE OF ADDRESS**

If you have changed your address and/or phone number, please complete a Change of Address form. These forms are available in Office of the Registrar - Whitby Campus and must be submitted to the Office of the Registrar in Whitby.

**NOTE:** All correspondence will be mailed to the address originally provided upon admittance to your program unless a Change of Address form is completed. Should you require any duplicate documentation an administrative charge will apply.

## MY CAMPUS

The My Campus Intranet provides Durham College students access to services including: Checking grades, printing class schedules, tax receipts and unofficial transcripts, job site, study groups and accessing your Durham College email account including emailing your teachers' assignments. My Campus can be fully utilized from any computer that has internet access. Students are responsible for checking their My Campus email, as this is the primary mode of communication between the faculty/School Office and the student.

To access *My Campus*:

- ◆ Log onto:  
<http://www.durhamcollege.ca/mycampus>
- ◆ Enter your username (9 digit student number)
- ◆ Enter your password. Your default password is your birth date or postal code (MMDDYY i.e. 022585 or postal code T4B 6J5 = T4B6J5). Click "Login"
- ◆ To access email: click the email icon at the top of the page
- ◆ Access class schedules or marks as follows:

To get your marks once logged on:	To access your class schedule:
Click on <b>Administrative Services</b>	Click on <b>Administrative Services</b>
Click on <b>Student Information – Durham College</b>	Click on <b>Student Information – Durham College</b>
Click on <b>Student Records</b>	Click on <b>Registration</b>
Click on appropriate tab <b>Midterms or Finals</b>	Click on <b>Student Schedule by Day and Time</b>
Select the <b>appropriate term</b>	Select the <b>appropriate term</b>

If you have difficulties accessing My Campus, please contact the Student Help Desk or call 905-721-2000 ext. 3333. You must know your student ID number.

## DRESS CODE

Apprentices must adhere to all safety rules and regulations, including attire, as posted in each shop area.

## EMERGENCY CALLS

**WE ARE UNABLE TO ACCEPT CALLS FOR STUDENTS** unless it is an emergency (e.g. accident, sick child, death, etc.). Emergencies do not consist of reminders about health appointments, meeting arrangements, transportation dilemmas etc. Please inform your family of the following procedure:

Call 905-721-3344 and state the following:

- Nature of the emergency
- Student name
- Program enrolled in
- Name and phone number of the person who is calling

Every effort will be made to contact the student if it is an emergency situation.

## HEALTH CENTRE

The Health Care Centre is committed to providing the highest level of health care to all students of Durham College throughout the year. The Health Care Centre is located in the “new” Recreation and Wellness Centre building, on the Oshawa Campus. Students attending at all campuses are welcome to use the services available located on the Oshawa Campus.

Whether you have a health emergency, a concern about nutrition, or a bad case of the flu, you can expect care dispensed by health professionals who are friendly, concerned and accessible.

Services include a medical clinic, where you can receive medical assessment and treatment of illness or injury, annual health exams, gynecological exams, laboratory testing and screening, birth control counseling and pregnancy testing, immunizations and allergy injections and a variety of health education services which include resources such as: books, pamphlets, bulletin boards, web resources and health newsletters.

An on-site pharmacy, physiotherapy, chiropractic department and variety of alternative health care therapies, along with individual counseling services, are all located within the Health Care Centre.

If you require assistance dealing with relationship issues, family problems, nutrition, stress, depression, or other personal problems, our team of professional counselors are available to help you by providing support, discussions and education, and/or referrals to other campus or local resources

A Registered Nurse is on-site at the Oshawa Campus for referrals and nursing assessment. Please bring your health card to every visit.

The Health Care Centre also provides opportunity for student placement from a variety of College Programs, along with a volunteer placement program.

**Health Care Centre Operational Hours:**

Oshawa Campus:

September to April: Monday to Friday 9:00 a.m. to 5:00 p.m.

Summer Hours: (May to August): Tuesday, Wednesday, Thursday 9:00 a.m. to 5:00 p.m.

**Health Care Centre Contact Info:**

T: 905-721-3037

F: 905-721-3133

E: [healthcare@dc-uoit.ca](mailto:healthcare@dc-uoit.ca)

**OUTSTANDING FEES/WITHDRAWAL POLICY**

Apprentices with outstanding classroom fees will be denied admission.

Any student who has outstanding classroom fees, library books or equipment/textbooks must make full restitution before being admitted into another program. A hold will be placed on the account and the College will not produce grade reports, certificates, or diplomas until the debt has been paid.

Withdrawal requests must be submitted in writing with the apprentice's signature to the Office of the Registrar (Whitby Campus, Room 103) and will be subject to a cancellation fee. You must personally withdraw (not by the Ministry or employer) on or before the first day of class in order to be eligible for any refund. After this day, no refund will be issued. If you do not officially withdraw, you will be responsible for all fees owing. Failure to attend does not constitute a withdrawal.

**Students who stop attending and do not follow proper withdrawal procedures will be recorded as having failed the program.**

For further information and/or clarification please call 905-721-3300.

## INCOME TAX INFORMATION

2011 Tuition & Education Amounts Certificate – T2202A

February, 2011 - Official Tuition Tax Receipts (Form T2202A) will be available online via My Campus <http://www.durhamcollege.ca/mycampus/>. You will require your student ID number and password to access your form.

1. Log onto MyCampus. Select Administrative Services, select Student Information, and click on the Canadian Tax Forms.
2. Click the T2202A T2202A Tax Credit Form link.

According to Revenue Canada, only tuition fees that have been assessed and paid (for the calendar year) to the College may be reported. Course material fees and supplies are not eligible.

## PARKING INFORMATION - September 1, 2011 to August 31, 2012

Parking permits are required.

Block apprentices must purchase their parking permit through Records and Registration at the Whitby Campus.

Day Release Permits must be purchased in person through Records and Registration at the Whitby Campus.

Online registration for Annual, Semester permits will be available as of June 1, 2011 at <http://durham.parkadmin.ca>.

### On-campus Rates

Parking permits are required.

Block apprentices must purchase their parking permit through Records and Registration at the Whitby Campus.

Day Release Permits must be purchased in person through Records and Registration at the Whitby Campus.

Online registration for Annual, Semester permits will be available as of June 1, 2011 at <http://durham.parkadmin.ca>.

### On-campus Rates

Annual+	\$450
Semester*	\$225
Day-Release (1 day per week)	\$256

10-week block*	\$190
8-week block*	\$160
6-week block*	\$130
4-week block*	\$100
1-week block*	\$ 40

\* applies to any consecutive week(s) period within set annual term

+ Please refer to Parkadmin regarding credits relating to the U-Pass

**All permit fees include HST tax.**

**Daily Visitor Parking Rate - Flat Rate - \$ 8**

**Service Fees**

First permit replacement	\$25 non-refundable
Subsequent permit replacement	\$ applicable full price
Access card deposit	\$10 refundable on return of card
Access card replacement	\$25 non-refundable
Towing fee	\$50 minimum or actual charge if more

Parking rates shown include all applicable taxes.

Once you have ordered your permit online, please expect the following prior to September 1, 2008:

**First time permit holders** will be required to attend the Registrar’s Office – Whitby Campus to have your permit and access card validated.

**Existing permit holders** are required to attend the Registrar’s Office – Whitby Campus to have your permit and access card validated.

Parking Services Office – permits, rates, by-law enforcement

Location: Oshawa campus, Gordon Willey building, Reception  
 Hours: Monday to Friday from 8:00 a.m. to 4:00 p.m.  
 Telephone: 905.721.2000 ext. 2460  
 Fax: 905.721.3200  
 Email: [parking@dc-uoit.ca](mailto:parking@dc-uoit.ca)

Parking rates shown include all applicable taxes.

Once you have ordered your permit online, please expect the following prior to September 1, 2008:

**First time permit holders** will be required to attend the Registrar's Office – Whitby Campus to have your permit and access card validated.

**Existing permit holders** are required to attend the Registrar's Office – Whitby Campus to have your permit and access card validated.

Parking Services Office – permits, rates, by-law enforcement

Location: Oshawa campus, Gordon Willey building, Reception

Hours: Monday to Friday from 8:00 a.m. to 4:00 p.m.

Telephone: 905.721.2000 ext. 2460

Fax: 905.721.3200

Email: [parking@dc-uoit.ca](mailto:parking@dc-uoit.ca)

## **SCHOOL CLOSURE**

For an update concerning school closure due to inclement weather, please listen to the following stations for an update: AM1350, KX96 FM, 94.9 FM The Rock, Y92FM Lindsay (CKLY), AM680 News (CHFI), CBC Radio.

# ***Program Information (Career Profile)***

## **Automotive Service Technician**

- Automotive service technicians inspect, diagnose, repair and service mechanical, electrical and electronic systems and components of cars, buses and trucks.
- They perform major repairs and replacement of mechanical units on newly assembled motor vehicles.
- Automotive service technicians may choose to specialize in engine and fuel systems, brakes, drivelines, suspension, air conditioning, electrical and electronic systems and/or diagnostic services.
- They are employed by motor vehicle dealers, garages, service centers, automotive specialty shops and related businesses.

## **Electrician- Construction & Maintenance - Electrician- Industrial**

- Electricians work in every type of residential, commercial and industrial applications.
- They layout, assemble, repair, maintain, and connect electrical, electronic, instrumentation and programmable logic control systems.
- Electricians are also called upon to test, calibrate and troubleshoot these systems.
- They are employed by employers / builders in these areas including sub-contractors. Many are “self-employed.”

## **Elevating Devices Mechanic**

- Elevating devices mechanics install, service, and maintain elevating devices such as elevators, escalators, chair lifts and moving walks.
- They may be required to services elevators using “old-age” technology or modern microprocessors.
- They are employed in residential, commercial and public buildings and may respond to emergency situations after hours.

## **Facilities Mechanic & Facilities Technician**

- Facilities Maintenance Mechanic duties include: Operate and maintain hand and power tools and equipment as well as lifting devices and material handling equipment. Inspect and maintain electrical systems, air conditioning systems, plumbing, water treatment systems, domestic appliances and laundry systems. Inspect, maintain and troubleshoot heating equipment, ventilation systems and building (interior and exterior) including grounds maintenance and custodial duties.
- Facilities Systems Technician duties including: Operate and maintain air conditioning and ventilation systems and electrical systems. Operate troubleshoot and maintain air compressors, chillers and refrigeration machines, pumps and pumping stations. Operate, monitor and maintain water treatment systems, including sprinkler systems. Inspect, test and maintain heating systems and low pressure boilers. Operate and maintain control systems and instrumentation.

- Both are employed in residential, commercial and public buildings.

## **Hairstylist**

- Hairstylists use and maintain a variety of tools, such as scissors, razors, combs etc.
- They analyze hair and scalp condition, provide advice on treatment, shampoo, cut, style hair, as well as color, frost, weave, perm, and add hair extensions.
- Stylists order supplies, keep records and accounts as well as other administrative duties such as training and/or supervising other stylists, hairdressers and assistants.

## **Industrial Mechanic (Millwright)**

- Millwrights install, maintain and repair mechanical equipment in manufacturing, food processing, water treatment, chemical and power plants.
- They are required to use hoisting and lifting devices, hand and power tools and welding equipment.
- Millwrights must work accurately with numbers, read diagrams and schematic drawings to determine work procedures; and should be able to work independently and with others, to solve mechanical and technical problems.
- They have a thorough understanding of mechanical, electrical, hydraulic and pneumatic systems.
- They are employed in a wide variety of places, including steel plants, motor vehicle manufacturers, mines, theme parks, hospitals, food and beverage processing plants, chemical plants and power stations, anywhere that machinery is used and requires maintenance.

## **Machinist**

- Machinists set up and operate a variety of precision metal cutting equipment such as lathes, milling machines, drills, boring mills and grinders.
- Machinists use this equipment to cut or grind metal and similar materials into parts or products with precise dimensions.
- They must be able to read and understand blueprints, charts and tables.
- Individuals in this trade are employed by manufacturing companies and by machine shops associated with motor vehicle parts manufacturers, aircraft parts manufacturers and steel plants.

## **Mobile Crane (Hoisting Engineer)**

- Mobile crane operators maintain and operate crawler or wheel-mounted cranes that are capable of raising, lowering or moving material weighing more than 1600 pounds.
- They operate cranes or draglines to lift, move, position or place machinery, equipment and other large objects at construction or industrial sites, ports, railways yards and other similar locations including on boats and/or barges.
- They assemble tower cranes on site and perform routine maintenance work such as cleaning and lubricating cranes.
- They are generally employed by commercial building developers, building construction firms, large manufacturing companies and heavy construction firms.

## **Plumber**

- Plumbers install, repair and maintain pipes, fixtures, and other plumbing equipment used for water distribution and waste water disposal in residential, industrial and commercial buildings.
- Plumbers also install and maintain other mechanical piping systems such as medical gas, environmental control and industrial process systems. With further training their line of work may also include natural gas systems.
- Plumbers may plan and perform complex calculations for specialized projects.
- Skilled plumbers may choose to run their own business or specialize in areas such as building environmental controls or sales.

## **Small Engine Technician**

- Small engine mechanics repair and service small gasoline and diesel-powered equipment such as garden tractors, outboard motors, lawn mowers and self powered small equipment such as chain saws, pumps and generators.
- They must be able to read and interpret performance codes and standards such as manufacturer's service manuals, parts bulletins, technical updates etc. and will also be expected to advise customers on the work performed and general condition of the equipment.
- They are employed by dealer service shops, golf courses, marinas and independent businesses.

## **Welder/Metal Fabricator Fitter**

- Welders operate welding equipment to fuse metal segments using processes such as gas tungsten arc (GTAW), gas metal arc (GMAW), flux-cored arc (FCAW) and shielded metal arc (SMAW).
- Welders must be able to read and interpret blueprints, welding process specifications and lay out, cut and form metal to specific details.
- Welders work in machinery, construction and metal-fabricating industries which include heavy machinery contractors, aircraft contractors, ship builders and transportation contractors as well as specialized welding shops.

*To obtain program learning outcomes, you may wish to consult with your Dean.*

*If you access the Ministry of Training, Colleges and Universities website, the published college program standards are listed. (<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/intro.html>)*

# ***Academic Integrity***

Academic integrity refers to the pursuit of scholarly activity in an open, honest and responsible manner. Acts that undermine academic integrity, such as plagiarism, cheating and misrepresentation of work, contradict Durham College's core values.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of his or her efforts. Durham College has purchased a license with Turnitin.com, an online service to detect unoriginal work and citation errors. The Academic Integrity Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>) provide a comprehensive explanation of Durham College's expectations regarding academic integrity.

## ***Requirements For Promotion***

### Evaluation and Promotion

Academic courses are evaluated using a variety of methods such as tests, essays, labs, written or verbal assignments, in-process activities, group work and/or final examinations. The evaluation criteria for each course are noted in its course outline. Students are advised to familiarize themselves with these criteria early in the semester. Please refer to the Grading and Promotion Policy and Procedures documents (<http://www.durhamcollege.ca/academicpolicies>) for a complete overview of grading and promotion practices.

### Academic Probation

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

The following chart describes the grading system:

Grade	Letter Equivalent	Numerical Equivalent	Description of Achievement
90-100	A+	5.0	Outstanding
80-89	A	4.0	Excellent
75-79	B+	3.5	Very Good
70-74	B	3.0	Good
65-69	C+	2.5	Conditional Pass
60-64	C	2.0	Conditional Pass
Below 60	F	0	Fail
Clinical/Skill (subject pass)	SAT/PASS	N/C	Satisfactory
Clinical/Skill (subject fail)	UNSAT/FAIL	N/C	Unsatisfactory
	INC	N/C	Incomplete
	W	N/C	Withdrawn
Exempt	CR	N/C	Credit
	AEG	N/C	Standing Granted

**“N/C means not calculated in GPA”.**

**Note:** As a result of establishing seventy (70) per cent as a passing grade, the letter grade D has been eliminated from the equivalent letter scale.

**To graduate:**

Accumulated GPA of 3.0 or higher with:

- Minimum pass of seventy (70) per cent in each subject, however, one (1) subject only is permitted to be between sixty (60) per cent to sixty-nine (69) per cent throughout the term of the apprentice program
- No subject failures (below sixty (60) per cent)

**Note:** Some programs have a mandatory seventy (70) or above per cent pass in trade/skill specific subjects. Please read your course outlines.

## Academic Probation

Students who are not progressing satisfactorily according to criteria published in their respective program guides may be placed on academic probation, at the discretion of the school Dean or designate. Such students may be allowed to continue their studies on a Letter of Permission (an academic student contract) which will specify conditions which must be met to continue in their programs. Students who do not meet the conditions of their academic probation may be required to withdraw from full-time studies.

# *Aegrotat*

Aegrotat refers to a 'compassionate pass' in a course in which, due to **emergency circumstances** related to health and wellness, a student was unable to complete all of the evaluation requirements. Emergency circumstances that may warrant the designation of an Aegrotat include, but are not limited to: injury, illness and/or bereavement. Documentation supporting the request for an Aegrotat designation may be required.

The awarding of an Aegrotat credit is noted in a student's transcript as AEG and is therefore not included in the calculation of a student's grade point average. A student shall receive Aegrotat standing only once in a five year period.

Further information about Aegrotat standing can be found in the Aegrotat Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

# *Academic Advising - Student Liaison*

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up a one on one appointment with their Student Liaison. Appointments may be made in person or by phone. Please visit your School office for further information.

***Your Student Liaison is:***

**Name:** Shelley Chard

**Office #:** 117 Administration Office

**E-mail address:** [shelley.chard@durhamcollege.ca](mailto:shelley.chard@durhamcollege.ca)

**Telephone:** (905)721-2000 ext. 4087

# CENTRE FOR STUDENTS WITH DISABILITIES

E-mail: [disabilities@durhamcollege.ca](mailto:disabilities@durhamcollege.ca)

## About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that students with disabilities have equal access to all aspects of the academic environment. Our services are confidential.

## Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in SW116. The documentation should outline the current impact of the disability. Assistance in obtaining the appropriate documentation may be available.

Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

## Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students **must** have completed the CSD Registration process including providing appropriate documentation. This can be a timely process – **contact the CSD as early as possible to ensure your accommodations and a seat in the test centre.**

Test Registration forms are available on our CSD website –**click on Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room SW 116 ).

Completed test forms and notifications to your professors, **for each test**, need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. **Accommodated tests cannot be guaranteed if a student submits the Test Center Form less than 5 business days in advance of the test date.**

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on the CSD website each term

It is the student's responsibility to check their My Campus email address frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

## To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at SW116 to set up an appointment or visit our website at <http://www.durhamcollege.ca/student-experience/helping-you-succeed/centre-for-students-with-disabilities/>.

# Student Academic Learning Services (SALS)

**Success Matters Start Here!** The staff and faculty at the Student Academic Learning Services Centre can help you achieve your educational goals.

You can use the centre to:

- Get peer tutoring help
- Learn how to study smarter, not harder
- Learn to manage your time and prepare for tests
- Improve your reading skills and take better notes
- Understand how you learn best
- Increase your English proficiency
- Improve your writing skills
- Have a quiet space to do your work
- Access group study space
- Improve your marks from a 'B' to an 'A'

**Student Academic Learning Services (SALS)**  
**Success Matters Start Here**

**Math and Science Supports**  
Assistance is offered with:

- Numeracy, including arithmetic, algebra and solving word problems
- Unit and dimensional analysis
- Physics, including mechanics, motion and energy
- Electronics, including electron theory and circuit analysis
- Basic thermodynamics

**College Peer Tutoring**  
Meet with upper year students to review course material.

**Writing Skills**  
Assistance is offered with:

- Grammar & Punctuation
- MLA & APA Referencing
- Reading & Paraphrasing
- Preventing Plagiarism
- Editing Skills
- Presentation Skills

**English Language Supports**  
Assistance is offered with:

- Reading, writing, speaking, or listening
- Remembering technical vocabulary
- Grammar & Punctuation
- Speaking skills used for presentations, practicum, and job interview preparation

**Learning Strategies**  
Our on-site Learning Skills Advisor (LSA) is available to assist with:

- Time Management & Organization
- Learning Styles
- Study Strategies
- Test & Exam Preparation
- Memory Skills
- Listening & Note-taking
- Thinking & Reading

**What do you need?**

Meet with our integrated team of academic support specialists at Whitby Campus, Room 180  
[www.durhamcollege.ca/sals](http://www.durhamcollege.ca/sals)

# The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms and the *Den* in the basement for group work. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Students & faculty at the Whitby now have a small branch library at their location. They may also use the North Oshawa campus library in person, via internet, or request books to be sent to them at Whitby.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at [www.durhamcollege.ca/library](http://www.durhamcollege.ca/library) to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.2000 ext. 2390

[reference@dc-uoit.ca](mailto:reference@dc-uoit.ca)

# ***College Publications***

At Durham College, several publications provide the information you need before you start classes.

## **Program Guide**

Durham College's Program Guides are a handy reference guide for everything students might want to know about their academic program. The program-specific guides provide essential information related to the program of study, policies, program requirements, faculty contact information, important dates, grading criteria, etc., as well as a starting point to help students find and navigate their way through academic and student support services.

Program Guides are distributed in print format to every registered student in the first class of the Fall semester and are available electronically on the college website. It is important that students read this guide at the beginning of their studies as it contains pertinent information for academic success and will be useful throughout the duration of the program.

*Note:*

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student Liaisons and/or Faculty Advisors will assist in planning programs, but it is the student's responsibility to meet the academic requirements for completion of certificates and diplomas.

## **Continuing Education Course Book**

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education's current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

*Please check our website for comprehensive information @ [www.durhamcollege.ca](http://www.durhamcollege.ca).*

## Scholarships and Bursaries

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

**Application process:** Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

**Eligibility:** Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

**Scholarships:** Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

**In-Course scholarships:** In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

**Awards:** Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organizations, enrollment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

**Bursary Program:** Durham College supports access to post secondary education following these principles:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all

other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

**Durham College Access Bursary Program**

This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

**Returning Student Bursary Program**

Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact [studentawards@dc-uoit.ca](mailto:studentawards@dc-uoit.ca).

Andrew Foundation Award – <i>In Course</i>	Electronics Engineering Technician/Technology	\$500
Award for Excellence in Electrical Technician - Instrumentation and Control	Electrical Technician – Instrumentation and Control	\$300
Award for Excellence in the Automotive Technician Program	Motive Power Technician – Service and Management	\$600
Bruce MacMillan Memorial Award	Robotics or related field in technology	\$800
Canadian Healthcare Engineers Society, Ontario Chapter Award	Biomedical Engineering Technology	\$1200
Canadian Institute of Food Science & Technology- Toronto Section Award	Pharmaceutical and Food Science Technology	\$1000
CINDE – Student Scholarship	Mechanical Engineering Technician Non-Destructive Evaluation	\$1000
Durham Region Heavy Contractors Association Award	Programs directly related to the construction industry	\$1600
Durham Region Home Builder’s Association Award	Skilled Trade programs	\$880
General Motors of Canada Bursary	Engineering, Technology and Skilled Trades	\$1000
General Motors of Canada Scholarship - <i>In Course</i>	Engineering, Technology and Skilled Trades	\$1000

Jamie Striemer Memorial Award	Skilled Trades programs	\$1000
Marigold Ford Lincoln Sales Ltd. Award – <i>In Course</i>	Mechanical Engineering Technology	\$500
Master Insulators' Association Bursary	Trades program with an insulation component	\$1000
Mike Kavanaugh Award	Mechanical Technician Program – Tool and Die/CNC	\$800
OACETT Durham Chapter Award – <i>In Course</i>	Programs which are recognized and eligible for membership in OACETT	\$500
Ontario Food Protection Association Award – <i>In Course</i>	Pharmaceutical and Food Science Technology	\$1000
Patheon Inc. Award – <i>In Course</i>	Pharmaceutical and Food Science Technology	\$500
Pine Ridge Corvette Club Award – <i>In Course</i>	Motive Power Technician - Service and Management	\$500
Xerox Canada Award	School of Technology program	\$600

**PROGRAM OF STUDY 2011/2012 SCHOOL OF SKILLED TRADES,  
APPRENTICESHIP & RENEWABLE  
TECHNOLOGY**

17-Aug-11

**-WEEKLY  
BREAKDOWN-**

**AUTOMOTIVE SERVICE TECHNICIAN - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. FIELD DEL.PLMT. HRS	HRS
<b>SEMESTER 1</b>								
AUTO WORK PRACTICES L1		AUTO 1410			4		0	
AUTO ENGINE SYSTEMS L1		AUTO 1411			5		0	
AUTO DRIVE TRAIN SYSTEMS L1		AUTO 1412			4		0	
AUTO BRAKES/STEERING/SUSPENSION L1		AUTO 1413			5		0	
AUTO ELECTRICAL/FUEL/EMISSIONS L1		AUTO 1414			12		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 2</b>								
AUTO AIR CONDITIONG SYSTEMS L2		AUTO 2400			4		0	
AUTO ENGINES SYSTEMS L2		AUTO 2401			5		0	
AUTO DRIVE TRAIN SYSTEMS L2		AUTO 2402			4		0	
AUTO BRAKES/STEERING/SUSPENSION L2		AUTO 2403			5		0	
AUTO ELECTRICAL/FUEL/EMISSIONS L2		AUTO 2404			12		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 3</b>								
AUTO ELECTRONIC CLIMATE CONTROL SYSTEMS L3		AUTO 3400			4		0	
AUTO ENGINE SYSTEMS L3		AUTO 3401			5		0	
AUTO DRIVE TRAIN SYSTEMS L3		AUTO 3402			4		0	
AUTO BRAKES/STEERING/SYSPENSION L3		AUTO 3403			5		0	
AUTO ELECTRICAL/FUEL/EMISSIONS L3		AUTO 3404			12		0	
					<b>30</b>		<b>0</b>	

**NOTES:**

**Accumulated GPA of 3.0 or higher with:**

**Minimum pass of 70% in each subject, however, one subject only is permitted to be between 60% and 69% throughout each level of the program.**

**No subject failures below 60%.**

**\*\*Some subjects may have requirements per licensing boards for subjects to be above 70%. Please check with your instructor.**

***ELECTRICIAN - APPRENTICESHIP***

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		ALT. FIELD		
					HRS	HRS	DEL.	PLMT.	
<b><i>SEMESTER 1</i></b>									
ELECTRICAL THEORY L1		ELEC 1405			8		0		
ELECTRONICS L1		ELEC 1408			5		0		
ELECTRICAL CODE L1		ELEC 1409			4		0		
ELECTRICAL PRINTS L1		ELEC 1410			4		0		
ELECTRICAL INSTALLATION METHODS L1		ELEC 1411			6		0		
ELECTRICAL INSTRUMENTATION L1		ELEC 1412			3		0		
					<b>30</b>		<b>0</b>		
<b><i>SEMESTER 2</i></b>									
ELECTRICAL THEORY L2		ELEC 2400			8		0		
ELECTRONICS L2		ELEC 2403			4		0		
ELECTRICAL CODE L2		ELEC 2404			4		0		
ELECTRICAL PRINTS L2		ELEC 2405			3		0		
ELECTRICAL INSTRUMENTATION L2		ELEC 2408			4		0		
ELECTRICAL INSTALLATION METHODS L2		ELEC 2409			4		0		
ELECTRICAL MONITORING & COMMUNICATION SYS		ELEC 2410			3		0		
					<b>30</b>		<b>0</b>		

**NOTES:**

Accumulated GPA of 3.0 or higher with:

Minimum pass of 70% in each subject, however, one subject only is permitted to be between 60% and 69% throughout each level of the program.

No subject failures below 60%.

\*\*Some subjects may have requirements per licensing boards for subjects to be above 70%. Please check with your instructor.

***ELEVATING DEVICES MECHANIC - APPRENTICESHIP***

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. FIELD DEL.PLMT. HRS	HRS
<b><i>SEMESTER 1</i></b>								
EDM BASIC ELECTRICITY		EDM 1400			8		0	
EDM BASIC HYDRAULICS		EDM 1401			2		0	
EDM INTRO TO ELEVATING DEVICES		EDM 1403			2		0	
EDM LADDER/SCAFFOLDING/WORK PLATFORMS		EDM 1404			1		0	
EDM MECHANICAL PRACTICES		EDM 1405			4		0	
EDM MECHANICAL PRINT READING		EDM 1406			2		0	
EDM RIGGING & HOISTING		EDM 1407			2		0	
EDM SAFETY		EDM 1408			2		0	
EDM ELEVATOR HYDRAULICS SYSTEMS		EDM 1412			4		0	
EDM HYDRAULICS ELEVATOR INSTALLATION		EDM 1413			2		0	
EDM INTRODUCTION TO B.44 CODE		EDM 1414			1		0	
					<b>30</b>		<b>0</b>	
<b><i>SEMESTER 2</i></b>								
EDM INDUSTRIAL ELECTRICITY		EDM 2402			7		0	
EDM INSTALLATION - TRACTION ELEVATORS		EDM 2404			10		0	
EDM INSTALLATION - ESCALATORS & MOVING WALKS		EDM 2405			2		0	
EDM LIFTS FOR PERSON WITH PHYSICAL		EDM 2406			2		0	
EDM ELEVATOR MODERNIZATION/ALTERATIONS		EDM 2407			2		0	
EDM MOTORS, GENERATORS, CONTROLS & A/C DRIVES		EDM 2408			7		0	
					<b>30</b>		<b>0</b>	

***ELEVATING DEVICES MECHANIC - APPRENTICESHIP***

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		ALT. FIELD	
					HRS	HRS	DEL.	PLMT.
<b>SEMESTER 3</b>								
EDM CSA - REGULATIONS		EDM 3400			2		0	
EDM SOLID STATE ELECTRONICS		EDM 3401			9		0	
EDM MAINTENANCE - PREVENTATIVE		EDM 3405			2		0	
EDM MAINTENANCE - ELEVATOR CAR EQUIPMENT		EDM 3406			1		0	
EDM MAINTENANCE - ELEVATOR HOISTWAY EQUIPMENT		EDM 3407			2		0	
EDM MAINTENANCE - MACHINE ROOM EQUIPMENT		EDM 3408			5		0	
EDM MAINTENANCE - ESCALATOR & MOVING WALK		EDM 3409			1			
EDM CIRCUIT TRACING		EDM 3410			8		0	
					<b>30</b>		<b>0</b>	

**NOTES:**

Accumulated GPA of 3.0 or higher with:

Minimum pass of 70% in each subject, however, one subject only is permitted to be between 60% and 69% throughout each level of the program.

No subject failures below 60%.

\*\*Some subjects may have requirements per licensing boards for subjects to be above 70%. Please check with your instructor.

**GENERAL MACHINIST - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
<b>SEMESTER 1</b>								
COMMON CORE PRACTICAL		MACH 1401			12		0	
COMMON CORE TRADE THEORY		MACH 1402			5		0	
COMMON CORE METROLOGY		MACH 1403			2		0	
COMMON CORE TRADE CALCULATIONS		MACH 1404			5		0	
COMMON CORE BLUEPRINT READING		MACH 1405			4		0	
COMMON CORE METALLURGY		MACH 1406			2		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 2</b>								
MACHINIST PRACTICAL INT		MACH 2400			12		0	
MACHINIST TRADE THEORY INT		MACH 2401			6		0	
MACHINIST COMPUTER NUMERIC CONTROLS INT		MACH 2402			4		0	
MACHINIST CALULCATIONS INT		MACH 2403			4		0	
MACHINIST PRINT READING INT		MACH 2404			4		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 3</b>								
MACHINIST PRACTICAL ADV		MACH 3400			12		0	
MACHINIST TRADE THEORY ADV		MACH 3401			4		0	
MACHINIST COMPUTER NUMERIC CONTROLS ADV		MACH 3402			5		0	
MACHINIST CALULCATIONS ADV		MACH 3403			4		0	
MACHINIST PRINT READING ADV		MACH 3404			5		0	
					<b>30</b>		<b>0</b>	

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No subject failures below 60%.

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**HAIRSTYLIST - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		ALT. FIELD	
					HRS	HRS	DEL.	PLMT
<b>SEMESTER 1</b>								
COLOUR & LIGHTEN HAIR		HAIR 1400			7		0	
CUT & STYLE HAIR		HAIR 1401			8		0	
HAIRSTYLIST HEALTH & SAFETY		HAIR 1402			3		0	
PERMANENT WAVE & CHEM RELAXING		HAIR 1403			5		0	
SALON FUNCTIONS		HAIR 1404			5		0	
TREAT SCALP & HAIR		HAIR 1405			2		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 2</b>								
COLOUR & LIGHTEN HAIR		HAIR 3400			8		0	
CUT & STYLE HAIR		HAIR 3401			10		0	
HAIRSTYLIST HEALTH & SAFETY		HAIR 3402			2		0	
PERMANENT WAVE & CHEM RELAXING		HAIR 3403			4		0	
SALON FUNCTIONS		HAIR 3404			4		0	
TREAT SCALP & HAIR		HAIR 3405			2		0	
					<b>30</b>		<b>0</b>	

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**INDUSTRIAL MECHANIC MILLWRIGHT - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		ALT. FIELD	
					HRS	HRS	DEL.	PLMT.
					HRS	HRS	HRS	HRS
<b>SEMESTER 1</b>								
IMM DRAWINGS & SCHEMATICS L1		IMM 1415			4		0	
IMM ELECTRICAL & ELECTRONIC CONTROLS L1		IMM 1416			2		0	
IMM MACHINE TECHNOLOGY L1		IMM 1417			3		0	
IMM RIGGING & HOISTING		IMM 1418			2		0	
IMM TRADE PRACTICAL L1		IMM 1419			9		0	
IMM WELDING & FABRICATION L1		IMM 1420			4		0	
IMM WORKSHOP PRACTICE L1		IMM 1421			4		0	
IMM WORKSHOP TECHNOLOGY		IMM 1422			2		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 2</b>								
IMM POWER TRANSMISSION		IMM 2407			5		0	
IMM DRAWINGS & SCHEMATICS L2		IMM 2415			2		0	
IMM ELECTRICAL & ELECTRONIC CONTROLS L2		IMM 2416			2		0	
IMM MACHINE TECHNOLOGY L2		IMM 2417			4		0	
IMM TRADE PRACTICAL L2		IMM 2419			9		0	
IMM WELDING & FABRICATION L2		IMM 2420			4		0	
IMM WORKSHOP PRACTICE L2		IMM 2421			4		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 3</b>								
IMM HYDRAULICS		IMM 3407			7		0	
IMM PNEUMATICS		IMM 3408			3		0	
IMM ELECTRICAL & ELECTRONIC CONTROLS L3		IMM 3416			3		0	
IMM MACHINE TECHNOLOGY L3		IMM 3417			5		0	
IMM TRADE PRACTICAL L3		IMM 3419			6		0	
IMM WELDING & FABRICATION L3		IMM 3420			4		0	
IMM WORKSHOP PRACTICE L3		IMM 3421			2		0	
					<b>30</b>		<b>0</b>	

***INDUSTRIAL MECHANIC MILLWRIGHT – APPRENTICESHIP (CONTINUED)***

**NOTES:**

Accumulated GPA of 3.0 or higher with:

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**MOBILE CRANE OPERATOR BRANCH 1 339A, ADVANCED- APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. FIELD DEL. PLMT. HRS
<b>SEMESTER 1</b>							
MCO LIFT PLANNING-HYDRAULIC CRANES 1		MCO 2400			2		0
MCO HYDRAULIC CRANE OPERATIONS 1		MCO 2401			4		0
MCO LIFT PLANNING/CONVENTIONAL CRANES 1		MCO 2402			2		0
MCO CONVENTIONAL CRANE OPERATIONS 1		MCO 2403			4		0
MCO LIFT PLANNING & HYDRAULIC CRANES 2		MCO 3401			1		0
MCO HYDRAULIC CRANE OPERATIONS 2		MCO 3402			6		0
MCO LIFT PLANNING - CONVENTIONAL CRANES 2		MCO 3403			1		0
MCO CONVENTIONAL CRANE OPERATIONS 2		MCO 3404			6		0
MCO SPECIALIZED HOISTING OPERATIONS		MCO 4400			14		0
					<b>40</b>		<b>0</b>

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**SMALL ENGINE TECHNICIAN - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		ALT. FIELD	
					HRS	HRS	DEL.	PLMT.
					HRS	HRS	HRS	HRS
<b>SEMESTER 1</b>								
SAFE WORK PRACTICES		SE 1400			2		0	
WORK PRACTICES & PROCEDURES		SE 1401			6		0	
ENGINE SYSTEMS		SE 1402			8		0	
EQUIPMENT INSPECTION & PRE-DELIVERY		SE 1403			1.5		0	
ELECTRICAL & ELECTRONIC SYSTEMS		SE 1404			6		0	
FUEL SYSTEMS		SE 1405			2.5		0	
BRAKING SYSTEMS		SE 1406			1		0	
TRANSMISSION & AUXILIARY POWER SYS		SE 1407			3		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 2</b>								
ENGINE SYSTEMS		SE 2400			3		0	
WORK PRACTICES & PROCEDURES		SE 2401			4		0	
ELECTRICAL & ELECTRONIC SYSTEMS		SE 2402			6		0	
ENGINE FUEL MANAGEMENT		SE 2403			6		0	
FRAME, STEERING & SUSPENSION		SE 2404			4		0	
BRAKE SYSTEMS		SE 2405			2		0	
TRANSMISSION & AUXILIARY POWER SYS		SE 2406			5		0	
					<b>30</b>		<b>0</b>	

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**TOOL & DIE - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. HRS	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
<b>SEMESTER 1</b>								
COMMON CORE PRACTICAL		MACH 1401			12		0	
COMMON CORE TRADE THEORY		MACH 1402			5		0	
COMMON CORE METROLOGY		MACH 1403			2		0	
COMMON CORE TRADE CALCULATIONS		MACH 1404			5		0	
COMMON CORE BLUEPRINT READING		MACH 1405			4		0	
COMMON CORE METALLURGY		MACH 1406			2		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 2</b>								
T&D THEORY INTERMEDIATE		TD 2400			7		0	
T&D PRACTICAL INTERMEDIATE		TD 2401			12		0	
T&D BLUEPRINT READING INTERMEDIATE		TD 2402			4		0	
T&D CALCULATIONS INTERMEDIATE		TD 2403			4		0	
T&D CNC INTERMEDIATE		TD 2404			3		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 3</b>								
T&D THEORY ADV		TD 3400			7		0	
T&D PRACTICAL ADV		TD 3401			12		0	
T&D BLUEPRINT READING ADV		TD 3402			4		0	
T&D CNC ADVANCED		TD 3403			3		0	
T&D CALCULATIONS ADV		TD 3404			4		0	
					<b>30</b>		<b>0</b>	

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**WELDER - APPRENTICESHIP**

COURSE NAME	MOD	CODE	PREREQUISITES	COREQUISITES	LECT. LAB		ALT. FIELD	
					HRS	HRS	DEL.	PLMT.
					HRS	HRS	HRS	HRS
<b>SEMESTER 1</b>								
WELD APPLIED BLUEPRINT READING		WELD 1410			7		0	
WELD MATERIALS & PROCESS QUALITY 1		WELD 1411			3		0	
WELD GAS SHIELDED SEMI-AUTO PRAC 1		WELD 1412			7		0	
WELD SHIELDED METAL ARC PRAC 1		WELD 1413			9		0	
WELD THERMAL CUTTING		WELD 1414			3		0	
WELD TRADE PRACTICES		WELD 1415			4		0	
WELD THEORY 1		WELD 1416			5		0	
					<b>38</b>		<b>0</b>	
<b>SEMESTER 2</b>								
WELD BLUEPRINT READING/FITTING		WELD 2403			7		0	
WELD GAS TUNGSTEN ARC (GTAW) 1		WELD 2404			5		0	
WELD SEMI-AUTO WELDING PRAC 2		WELD 2405			6		0	
WELD SHIELDED METAL ARC PRAC 2		WELD 2406			9		0	
WELD THEORY 2		WELD 2407			3		0	
					<b>30</b>		<b>0</b>	
<b>SEMESTER 3</b>								
WELD LAYOUT & FITTING		WELD 3412			11		0	
WELD QUALITY PROCESSES		WELD 3413			5		0	
WELD GAS TUNGSTEN ARC (GTAW) 2		WELD 3414			5		0	
WELD AUTOMATED PROCESSES		WELD 3415			3		0	
WELD SHIELDED METAL ARC PRAC 3		WELD 3416			6		0	
					<b>30</b>		<b>0</b>	

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