



School of Skilled Trades, Apprenticeship & Renewable Technology (START) 2013-2014

Mechanical Technician – Maintenance & Control
(Online)

PROGRAM GUIDE



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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, and timetable or campus location at any time. Please consult our website at www.durhamcollege.ca for the most current information.

August 2013

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

A handwritten signature in black ink that reads "Darrin Caron". The signature is written in a cursive style with a large, stylized initial 'D'.

Darrin Caron
Dean, School of Skilled Trades, Apprenticeship & 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 Centre for Food

Whitby Faculty & Staff

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

Administration	Title	Phone	E-mail Address
Bruni, Enzo	Technologist, Carpentry	905-261-6817	enzo.bruni@durhamcollege.ca
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Stairs, Gary	Technologist, Motive Power	4073	gary.stairs@durhamcollege.ca
TBD	Executive Chef, Centre for Food	TBD	TBD
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Faculty	Department	Phone	Office	Email Address
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Dykes, Josh	Welding	4154	22-12	joshua.dykes@durhamcollege.ca
Fielding, Steve	Electrical	4038	22-34	stephen.fielding@durhamcollege.ca
Fishley, Don	Carpentry	4202	22-06	don.fishley@durhamcollege.ca
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Faculty	Department	Phone	Office	Email Address
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St. Arnaud, Jean	MTNT/Machining	4158	22-06	jean.st.arnaud@durhamcollege.ca
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Wood, Jerry	Plumbing	4172	22-12	jerry.wood@durhamcollege.ca

School of Interdisciplinary Studies and Employment Service

Whitby Campus Faculty & Staff

Name	Title	Phone	Office	Email Address
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Voisey, Robin	ACAR	4193	22-22	robin.voisey@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
Student Association	905-721-0457

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

Durham College Vision and Values



Success Matters

Mission, Vision and Values

Mission

The student experience comes first at Durham College.

Vision

Durham College is the premier post-secondary destination for students who succeed in a dynamic and supportive learning environment. Our graduates develop the professional and personal skills required to realize meaningful careers and make a difference in the world.

Values

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

We value:

Integrity and transparency – we behave and communicate sincerely and honestly.

Respect – we treat everyone with dignity, deliver superior service and offer a safe environment.

Equal access and diversity – we embrace diversity, ensure accessibility and champion all learners.

Personal and team accountability – we do what we say we will do and are creative and innovative in how we conduct our business.

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

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

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

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

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

Important Dates 2013 – 2014

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

Fall 2013 Semester

July 2, 2013	Fees are due for 1 st year students
July 16-17, 2013	Web registration - opens for 2 nd year students who have paid for fall semester - begins
July 18, 2013	Web registration - opens for 3 rd year students who have paid for fall semester – begins
July 23-25, 2013	Web registration - opens for 1 st year students who have paid for fall semester
July 19, 2013	Fees are due for 2 nd and 3 rd year students
August 5, 2013	Civic holiday - no classes
August 26, 2013	Registration for part-time students begins and window opens for timetable changes Oshawa only
August 26, 2013	Apprenticeship classes begin
August 29, 2013	Orientation for Pickering Learning Site
September 2, 2013	Labour Day - no classes
September 3, 2013	Orientation for first-year students Oshawa and Whitby
September 4, 2013	Classes begin for most programs
September 10, 2013	Last day for late program registration Last day for fall semester course additions or program changes
September 13, 2013	Last day to apply for fall graduation
September 17, 2013	Last day for full-time students to withdraw with a refund of fees paid, less a \$100 administration fee. ^{1,2} Last day for refund eligibility when dropping to part-time course load Last day for part-time students to withdraw with tuition fee refund less a \$30 administration fee per subject ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects Last day for submission of an application for fall semester subject credit / external transfer credit
September 25, 2013	Last day for student to withdraw from a fall semester course with no academic record. Courses dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2}
September 30, 2013	Student Health Insurance Plan “Opt-out” deadline
October 14, 2013	Thanksgiving – no classes

October 8, 2013	Deadline for submission of adjusted marks to clear INC grades from Spring/Summer 2013. INC designation reverts to the grade originally assigned or a grade of zero (0) if no grade is provided.
November 1, 2013	Fall Convocation
November 8, 2013	Last day to withdraw from a fall semester course with no academic penalty. After this date, all courses will be graded and recorded on the student's transcript. ^{1, 2}
November 15, 2013	Winter semester 2014 fees due date for September start students
November 19-20, 2013	Web registration – opens for fall start 2 nd and 3 rd year students for winter 2014 semester courses
November 26-28, 2013	Web registration – opens for fall start returning 1 st year students for winter 2014 semester courses
November 28, 2013	Scholarship Ceremony
December 4, 2013	Web registration – opens for January start 1 st and 2 nd years
December 6, 2013	Last day of classes for most programs
December 9 - 13, 2013	Fall semester final examinations/evaluations for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. Monday, January 6, 2014 and Tuesday, January 7, 2014 scheduled as tentative snow dates for the Oshawa campus.
December 19, 2013	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 6, 2014
December 19, 2013	Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m. Oshawa only.
December 24, 2013 to January 1, 2014 inclusive	College closed for the holiday season
January 2, 2014	Registration begins for Oshawa campus part-time students Orientation for January start International students
January 3, 2014	Orientation for all January start students
January 6, 2014	All apprenticeship and post-secondary classes begin Official grade distribution date for the purpose of Academic Appeals
January 10, 2014	Last day for winter semester course additions or program changes
January 11, 14 and 16	Dates for missed exams from the fall 2013 semester
January 17, 2014	Last day for full-time fall start students to withdraw from their program with a refund of winter tuition fees. ^{1, 2} Ancillary fees and school supply fees are not refundable.

	Last day for refund eligibility when dropping to part-time course load
	Last day to withdraw from part-time studies with tuition fee refund less \$30 administration fee per course.
	Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester courses
	Last day for submission of an application for fall semester subject credit / external transfer credit
January 31, 2014	Last day to withdraw from a winter course with no academic record. Courses dropped after this date, will be recorded on the academic transcript with a "W" to indicate withdrawal. ^{1, 2}
February 4, 2014	Deadline for submission of adjusted marks to clear INC grades from fall 2013 semester INC designation reverts to the grade originally assigned or a grade of zero (0) if no grade is provided.
February 17, 2014	Family Day - no classes
February 28, 2014	T2202As are available online via MyCampus as of 4 p.m.
February 24 - 28, 2014	Winter Break Week - for postsecondary and day release apprenticeship students
March 3 - March 7, 2014	Winter Break Week - for apprenticeship students (except for day release apprenticeship and OYAP)
March 10 - March 14, 2014	Winter Break Week - for OYAP students
March 10, 2014	Fees are due for Spring 2014 semester fees for September start - 3 semester programs
March 20, 2014	Last day to withdraw from January start courses with no academic penalty.
April 8-9, 2014	Web registration – opens for Fall start students with Spring/Summer 3 rd semester 2014 courses and January start programs
April 10, 2014	Web registration – opens for May start programs
April 17, 2014	Last day of classes
April 18, 2014	Good Friday - no classes
April 21-25, 2014	Winter semester final examinations/evaluations for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times.
April 22, 2014	Last day to apply to graduate for courses ending April 2014
May 2, 2014	Grades available for post-secondary students to view. Note: official distribution date for the purpose of academic appeals is May 2, 2014
May 10,13&15, 2014	Dates for missed winter exams.

June 19 - 20, 2014

Spring Convocation

January Start 2014

December 2, 2013

Fees are due for January start and returning January students. (PNII and Dental Hygiene)

December 4, 2013

Web registration – opens for January start 1st and 2nd year students

January 2, 2014

Registration for Oshawa campus part-time students begins

January 6, 2014

All apprenticeship and post-secondary classes begin

January 10, 2014

Last day for late program registration for January start.

Last day for winter semester course additions or program changes

January 17, 2014

Last day for full-time students, who started their program in January 2014 to withdraw from their program with a refund of fees paid less a \$100 administration fee.^{1,2}

Last day for refund eligibility when dropping to part-time course load

Last day to withdraw from part-time studies with tuition fee refund less a \$30 administration fee per course.^{1,2}

Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester course

Last day for submission of an application for fall semester subject credit / external transfer credit

January 31, 2014

Last day to withdraw from a January start course with no academic record. Courses dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal.^{1,2}

January 31, 2014

January Start students only: Student Health Insurance Plan “Opt-out” deadline.

February 17, 2014

Family Day - no classes

February 28, 2014

T2202As are available online via MyCampus as of 4 p.m.

February 24-28 2014

Winter Break Week - for postsecondary and day release apprenticeship students

March 3 - 7, 2014

Winter Break Week - for apprenticeship students (Except for day release apprenticeship and OYAP)

March 10 - 14, 2014

Winter Break Week - for OYAP students

March 10, 2014

Spring / Summer 2014 semester fees due date January Start students

March 20, 2014

Last day to withdraw from January course with no academic penalty

April 8-9, 2014	Web registration – opens for Fall start students with Spring/Summer 3 rd semester 2014 courses and January start programs.
April 10, 2014	Web registration – opens for May start programs
April 17, 2014	Last day of classes for most January-start programs
April 18, 2014	Good Friday - no classes
April 22, 2014	Last day to apply to graduate for courses ending April 2014
April 21 - 25, 2014	Winter semester and January start final examinations/evaluations. Students are reminded not to schedule vacation or employment hours during these times.
May 2, 2014	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 2, 2014	Full-time students may process timetable changes for the spring/summer semester through MyCampus as of 4 p.m. Oshawa only.
May 10, 13 and 15, 2014	Dates for Missed Exams from Winter Semester 2014.
June 18, 2014	Deadline for submission of adjusted marks to clear INC grades from Winter 2014. INC designation reverts to the grade originally assigned or a grade of zero (0) if no grade is provided.

Spring/Summer 2014 Start – 14 Week Semester

April 4, 2014	Fees are due for Spring / Summer 2014 semester fees
April 10, 2014	Web registration – open for May start programs
May 5, 2014	Most Spring/Summer classes begin Registration for Oshawa campus part-time students begins
May 9, 2014	Last day for late program registration Last day for most spring/summer semester course additions or program changes
May 16, 2014	Last day for full-time students, who started their programs in Spring/Summer semester to withdraw from their program with a refund of fees paid less a \$100 administration fee. ^{1,2} Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for most spring semester courses. Last day to withdraw from most spring/summer semester courses with no academic record. Courses dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. ^{1,2} Last day for application for spring/summer semester subject credit / external transfer credit

May 19, 2014	Victoria Day - no classes.
May 30, 2014	Student Health Insurance Plan “Opt-out” deadline.
July 1, 2014	Canada Day - no classes
July 2, 2014	Fees due for 1 st year fall semester students
July 15-17, 2014	Web registration – opens for 1 st year students who have paid for fall semester
July 18, 2014	Last day to withdraw from most Spring/Summer -14 week courses. After this date, all courses will be graded and recorded on the student’s transcript. ^{1, 2}
August 4, 2014	Civic Holiday - no classes
August 8, 2014	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals

Spring/Summer 2014 Semester – 7 Week Term

SPRING – 7 Week Term

April 4, 2014	Fees are due for Spring/Summer 2014 semester for 7- week programs/courses – May starts
April 10, 2014	Web registration – opens for Spring/Summer programs begins for 7 week programs/courses.
May 1, 2014	Orientation for all May start International Students
May 2, 2014	Orientation for all May start students
May 5, 2014	Most Spring/Summer classes begin. Registration for Oshawa campus part-time students begins.
May 9, 2014	Last day for late program registration. Last day for most spring/summer semester course or program changes. Last day for full-time students to withdraw from their Spring courses with no academic penalty
May 16, 2014	Last day for full-time students in Spring/Summer - 7 week terms to withdraw from their program with a refund of fees paid less a \$100 administration fee. ^{1,2}
May 19, 2014	Victoria Day – no classes
June 6, 2014	Last day to withdraw from Spring - 7 week course. After this date, all courses will be graded and recorded on the student’s transcript. ^{1, 2}
June 20, 2014	Last day of classes for most Spring - 7 week courses.
June 27, 2014	Spring – 7 week course grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.

SUMMER – 7 Week Term

July 1, 2014	Canada Day – no classes
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July 2, 2014	Summer – 7 week subjects begin.
July 2, 2014	Fees are due for 1 st year fall semester students
July 15-17, 2014	Web registration – opens for 1 st year students who have paid for fall semester
July 8, 2014	Last day for full-time students to withdraw from their summer courses with no academic penalty.
July 30, 2014	Last day to withdraw from Summer-7 week courses. After this date, all courses will be graded and recorded on the student's transcript. ^{1, 2}
August 4, 2014	Civic Holiday - no classes
August 15, 2014	Last day of classes for most Summer - 7 week courses
August 21, 2014	Summer – 7 week courses grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
October 9, 2014	Deadline for submission of adjusted marks to clear INC grades from Spring/Summer 2014. INC designation reverts to the grade originally assigned or a grade of zero (0) if no grade is provided.

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar. Failure to attend does not constitute a withdrawal late fee and academic records will apply.
2. The administration fee for international students will vary.

These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.

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 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 Advisors 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. In many instances 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, discuss your options with your Student Advisor.

Please check our website for comprehensive information @ www.durhamcollege.ca.

Program Information

Advanced Standing

Students with post-secondary credits may be considered for advanced standing on an individual basis.

Program Description

This program will prepare you to become a maintenance mechanic or technician by exposing you to the manufacturing, production and maintenance needs of several different industries. You will develop skills in the theory and practice of machine fabrication and maintenance procedures with an emphasis on the installation, service, repair and overhaul of industrial machinery. Successful completion of this program will enable you to:

- Build pneumatic and hydraulic circuits following a schematic;
- Design and interpret a conventional electrical relay ladder logic control diagram at a beginner's proficiency level;
- Design and interpret an Allen Bradley SLC 500 programmable logic control diagram using offline programming techniques at a beginner's proficiency level;
- Explain the operation of AC/DC motor control systems;
- Inspect and repair centrifugal pumps and valves;
- Join metals using oxy-acetylene and electric arc welding techniques;
- Plan and safely perform rigging and hoisting operations;
- Read and interpret mechanical, electrical and fluid power prints and schematics;
- Select, align and install a variety of mechanical power transmission components;
- Troubleshoot equipment and operate common machine tools (drills, mills, lathes and grinders) to repair or remake machine components;
- Use applied math to perform a variety of trade-related calculations;
- Use precision measuring tools;
- Wire up and test elementary circuits using the various devices described above; and
- Work safely while performing maintenance functions in manufacturing or processing environments.

If you successfully complete Year 1 of this program and choose to leave at that time, you will receive an Ontario College certificate in Mechanical Techniques – Industrial.

Students wishing to challenge apprenticeship exemption exams are required to pay an examination fee.

Employment Opportunities

Potential positions include:

- Apprenticeship as an industrial or construction mechanic millwright;
- Entry-level position as a machine builder;
- Inside or outside salesperson for mechanical or fluid power transmission distributor;
- Junior mechanic or technician, as part of a maintenance team;
- Power;
- Trade contracting; and
- Transportation equipment manufacturing.

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/index.html>)

Vocational Learning Outcomes

Mechanical Technician (Ontario College Diploma)

The graduate has reliably demonstrated the ability to

1. Complete all work in compliance with current legislation, standards, regulations and guidelines.
2. Apply quality control and quality assurance procedures to meet organizational standards and requirements.
3. Comply with current health and safety legislation, as well as organizational practices and procedures.
4. Apply sustainability* best practices in workplaces.
5. Use current and emerging technologies* to support the implementation of mechanical and manufacturing projects.
6. Analyze and solve mechanical problems by applying mathematics and fundamentals of mechanics.
7. Interpret, prepare and modify mechanical drawings and other related technical documents.
8. Perform technical measurements accurately using appropriate instruments and equipment.
9. Manufacture, assemble, maintain and repair mechanical components according to required specifications.
10. Contribute to the planning, implementation and evaluation of projects.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, nor weighting of significance.

* *See glossary*

Emerging Technologies – Technologies that are not yet standard but that are likely to be adopted in the near term. The expectation is that an emerging technology will come into standard usage when the application of the technology matures.

Sustainability – Sustainability encompasses the ethical ideal that calls for optimizing the long-term carrying capacity and vitality of three interdependent systems—environmental, social and economic. In a manufacturing context, sustainability aims to improve the quality of human life, while protecting nature, by engaging in manufacturing processes that are non-polluting, conserve energy and resources and protect ecosystems; benefit employees, consumers and communities; and strengthen enterprises that foster economic growth and prosperity.

MTCU CODE: 55300 - AUGUST 2010 (last updated)



STUDENT COMMUNICATIONS

	SOCIAL MEDIA	WWW.DURHAMCOLLEGE.CA	DC MAIL	MYCAMPUS	DC CONNECT	DC MAIL AND/OR DC CONNECT	DC CARES EMAIL	PRINT	MEDIA	CALL-IN VOICE MESSAGE
EMERGENCY										
CAMPUS CLOSURE	✓	✓	✓	✓					✓	✓
IMPACT TO OPERATIONS			✓					✓		
THREAT ON CAMPUS	✓		✓	✓						
PROMOTIONAL										
OFFICIAL DURHAM COLLEGE EVENT	✓	✓								
DEPARTMENT, SCHOOL OR PROGRAM		✓		✓						
FEEDBACK										
PROVIDING FEEDBACK		✓		✓			✓			
INFORMATIONAL										
NOTIFICATIONS			✓					✓		
ACADEMIC										
COURSE-RELATED COMMUNICATIONS										
FACULTY ABSENCE			✓		✓	✓				
RESEARCH										
KPI SURVEYS			✓							

Credit Transfer Information

You may be eligible to receive credit for courses you have successfully completed at other colleges and universities.

If you feel any of the courses you have completed at other post-secondary institutions are eligible for credit transfer consideration, please make sure you apply! Your application should be submitted to us at the time of registration and no later than four weeks before the start of a course. In addition to the credit transfer application form, you must provide:

- an official transcript
- the course outline(s) for your previous studies; and
- a payment of \$16/course.

You are advised to stay in class until you have received approval for your credit transfer and to apply as early as possible to ensure the process is not delayed.

Credit transfer information can be found online at:

<http://www.durhamcollege.ca/info-for/international-students/attending-school-in-canada/credit-transfer-information>

* Please note: If you are taking the same Durham College course (with the same course code) but in a different program, you are not required to apply for credit transfer. Please meet with your student advisor for more information.

Prior Learning Assessment and Recognition (PLAR)

Use your work and life experience to gain college credit:

Prior Learning Assessment and Recognition (PLAR) is a process students can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning.

PLAR helps you focus on your accomplishments and plan towards personal and professional goals. PLAR is intended for students who are resuming their education rather than those continuing directly from secondary school. By using the PLAR process, you may be able to complete a college certificate or diploma program in less time. **Candidates who successfully meet the learning outcomes of a specific course may be granted credit based on the assessment of their prior learning.** Candidates must be at least 19 years of age or have earned a secondary school diploma.

The type of assessment method(s) used will be determined by subject matter experts and could include:

- A comprehensive written examination or test
- Observation or demonstration of skills
- An oral or videotaped presentation
- Portfolio submission or product assessment
- Or a different format determined by the subject matter

If you successfully demonstrate that you have met the learning outcomes, you will receive a graded evaluation that will be added to your transcript and used to calculate your GPA.

Candidate eligibility is outlined in <http://www.durhamcollege.ca/assets/Section-specific/Continuing-Education/documents/plar.pdf>

Pathways to Degrees

Pathways are academic routes that provide students with the opportunity to continue their education and further their credentials through established partnerships with colleges and universities across the province, country and globally. The academic pathways include college to college degrees and college to university degrees.

Benefits of pathways:

- Advanced standing at partner post-secondary institutions based on college diploma or advanced diploma (range of advanced standing: several courses to more than a year of study);
- Enhanced theoretical and experiential practice skills;
- Earning a degree in less time and less tuition costs; and
- Increased employment prospects following graduation.

Take the next step in exploring opportunities to enhance your learning and credentials by visiting Durham College's [Transfer Guide](#) to learn about the variety of options available for graduates, locally and globally.

For more information about credit transfer and pathway opportunities in Ontario, visit www.OnTransfer.ca

Essential Employability Skills

“Essential Employability Skills (EES) are skills that, regardless of a student’s program or discipline, are critical for success in the workplace, in day-to-day living, and for lifelong learning.” All 11 Essential Employability Skills must be met by the end of the program.

Students must be able to reliably demonstrate the ability to:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
3. Execute mathematical operations accurately.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources
8. Show respect for the diverse opinions, values, belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete project.
11. Take responsibility for one’s own actions, decisions, and consequences.

Course Outlines

For each course, a Course Outline that describes course learning outcomes, course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes to the course learning outcomes or evaluations will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>). Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

Please note that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at www.durhamcollege.ca/mycampus .

General Education

As a requirement for graduation, according to the Ministry of Colleges and Universities, every Ontario college student in a 2-year Ontario College Diploma or a 3-year Ontario College Advanced Diploma program must have successfully completed a minimum of three General Education courses.

General Education courses are identified in the program of study by the prefix “GNED.” All 3 GNED courses may be elective courses (student’s choice) or a combination of elective and mandatory (program’s choice) courses which are deemed to be an important addition to that program of study.

General Education courses strengthen students’ capabilities in areas such as critical analysis and problem solving while exploring topics with broad-based personal and/or societal importance in one of the following five themes:

GNED 1100 – Personal Understanding

GNED 1200 – Arts and Society

GNED 1300 – Civic Life

GNED 1400 – Social and Cultural Understanding

GNED 1500 – Science and Technology

For further information about course selection, academic credit, and a full listing of available electives with course descriptions for each please visit the General Education website at: <http://www.durhamcollege.ca/academic-schools/school-of-interdisciplinary-studies-employment-services/general-education>

Program Specific Academic Policies

STUDENT CONDUCT: Students are expected to conduct themselves in a professional manner while on campus and off campus. Students are expected to comply with the program's professional conduct, appearance, and safety expectations found in this Program Guide and to understand and comply with off-site policies and procedures. It is everyone's responsibility to have respect for their peers.

CELL PHONES/PAGERS: Electronic communication devices will be turned off and not used in the classroom unless part of the objectives or learning activities of a course or lesson. Students who disrupt a class to the detriment of the other members of the class will be asked to leave.

MISSED TESTS: The opportunity to write a missed test is discretionary and may be granted based on meeting the following criteria: notifying the professor prior to the scheduled test time; submitting appropriate documentation (e.g. note from doctor, dentist etc) to validate the absence to the subject professor, and meeting with the professor.

PEER INTERACTION AND FEEDBACK: Students are expected to participate with their peers in active learning activities and demonstrations. These demonstrations provide students with opportunities for written/verbal feedback from their peers, instructor, and others on the application of learned course material.

ATTENDANCE: Students are expected to attend all lecture and practical sessions for this course. Failure to do so could result in serious gaps in knowledge that may result in safety breaches in the shop environment. If the professor feels that a student is not being "safe" in the shop, the professor will remove the student from the environment.

Students must wear PPE in the shop environment and follow safety guidelines. Failure to do so will result in the student being asked to leave and negate their opportunity to complete projects/assessments.

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.

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>).

Missed Final Examinations

A final examination is a discretely designed assessment administered in Week 15 of a 14 week semester. Students who, as a result of **non-emergency circumstances**, miss one or more final examinations during a single examination period may be eligible to apply to defer/reschedule the writing of these assessments.

To be eligible, students must have no less than a cumulative 1.5 GPA, apply for consideration using the appropriate forms and pay a fee. This privilege can only be used by a student once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

For more details, students should speak with their Student Advisor or review the Missed Final Examination Policy and Procedure documents (<http://www.durhamcollege.ca/academicpolicies>).

Academic Advising - Student Advisor

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 Advisor** 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 Advisor. Appointments may be made in person or by phone. Please visit your School office for further information.

Your Student Advisor is:

Name: Shelley Chard

Office #: 103P

E-mail address: shelley.chard@durhamcollege.ca

Telephone: (905)721-2000 ext. 4087

Centre For Students With Disabilities

Phone: 905 721 3123

E-mail: disabilities@durhamcollege.ca

Web: www.durhamcollege.ca/csd

North Oshawa location: SW 116

Whitby location: Room 180

Pickering location: please contact the CSD at North Oshawa location

About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students with disabilities to ensure that equal access is available to all aspects of the academic environment. These services are designed in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Our services are confidential.

Registering with the CSD

Students who identify or anticipate barriers to learning related to disability are encouraged to register with the Centre for Students with Disabilities.

The Centre for Students with Disabilities will review disability related documentation and prepare a record for the student verifying their registration with the CSD along with their individualised access plan. Possible supports that may be recommended by the centre include, but are not limited to, testing accommodations or adaptive technology. Students are advised to meet with their professors early in the term to discuss course design and access requirements to ensure equal access to learning.

Students who are approved for test accommodations will need to meet all timelines for test/exam sign-up facilitated by the Test Centre. The Centre for Students with Disabilities bears no responsibility for students missing Test Centre deadlines.

It is the student's responsibility to check their DC Mail email address frequently as all-important CSD related information will be posted to student email accounts.

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. Here are your SALS services:

STUDENT ACADEMIC LEARNING SERVICES (SALS)
Success Matters Start Here

What do you need?

WRITING SKILLS

- Academic integrity
- Avoiding plagiarism
- Editing skills instruction
- Getting started and organization
- MLA/APA referencing
- Research strategies

DC CONNECT/SALS COURSE

24/7 online access to SALS academic resources by registering at www.durhamcollege.ca/connect

LEARNING STRATEGIES

- Learning styles
- Listening and note-taking skills
- Math study skills
- Organization skills
- Study strategies
- Test and exam preparation
- Thinking and reading
- Time management
- Using technology

ENGLISH LANGUAGE SUPPORTS

- Assignment review
- Grammar and punctuation
- Listening and reading skills
- Presentation skills
- Speaking and pronunciation skills
- Vocabulary development

Subject Specific Supports


SCIENCE	MATH	BUSINESS
Anatomy	Algebra	Accounting
Biology	Applied Math	Economics
Chemistry	Calculus	Operations
Physics	Med Math	Programming
Physiology	Statistics	Statistics

COLLEGE PEER TUTORING

Meet with upper year students to review course material.

PEER WRITING TUTORS

Meet with senior students for tutoring in academic writing.



DURHAM COLLEGE
SUCCESS MATTERS

Meet with our integrated team of academic support specialists, visit us online at www.durhamcollege.ca/sals, and self-register for the DC Connect/SALS course at www.durhamcollege.ca/connect.

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 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

Scholarships, Bursaries and Awards

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 DC Mail.

Bursaries: 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.

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.

Durham College Access Bursary Program: This bursary is available to Ontario students offered admission to a full time, first year program at Durham College.

Durham College Upper Year Student Bursary Program: Students must complete the Student Financial Profile application for consideration for bursary funding.

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.

Eligibility: Students who are currently enrolled full-time 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.

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

Unless otherwise noted, all students must complete the online Student Financial Profile application for consideration for bursary and award funding. Information, application instructions and submission deadlines for the Student Financial Profile are found on the

MyCampus website under the DC student tab. The student is notified of the application results via DC mail.

For further information on scholarships, bursaries and awards, please contact studentawards@durhamcollege.ca.

NOTE: 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.

Awards Open to Students in All Programs

Title of Award	Award Value (\$)
Anne Sabat Award	\$400
Campus Living Centre Residence Award	\$250
Canadian Federation of University Women Oshawa and District Award	\$500
CAW Family Auxiliary 27 Award	\$250
Carpenters Union Local 397 Award	\$800
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	Various amounts
Durham College Bursary	Various amounts
Durham College Endowed Award	\$1000
Durham College Scholarship	\$500 or \$1000
Durham Region Chairman's Award	\$1000
Durham Region Chairman's Scholarship	\$1000
Durham Region Police Services Board Bursary Award	\$500
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$1300
SA International Emergency Bursary	Various amounts
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award	\$1000
Lifelong Learning Bursary	\$1000
Lois and Gary Polonsky Award	\$1000
Lois Sleightholm Award	\$2000
McErlean Family Award	\$500
Marjorie Elizabeth Willoughby Award	\$3000
Ontario Aboriginal Bursary	Up to \$3000
Ontario First Generation Bursary	\$3000
OPG Employees' and Pensioners' Charity Trust	\$1000
Oshawa Double B Sports Club Bursary	\$800
Purdue Pharma Award	\$800
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Award	\$4000
UA Local 463 Award	\$400
Wordham Family Award	\$3000
Your Student Association Award	\$400

School of Skilled Trades, Apprenticeship & Renewable Technology

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
Cordova Cooperative Homes Bursary in Memory of Glen Munro	Construction Carpentry – Sustainable	\$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 Limited Bursary	Engineering, Technology and Skilled Trades	\$1000
General Motors of Canada Limited Scholarship	Engineering, Technology and Skilled Trades	\$1000
Haines Family Bursary	Mechanical Technician/Mechanical Maintenance & Control	\$500
Jack V. Cunningham Award	Electrical Technician – Instrumentation and Control	\$450
Jamie Striemer Memorial Award	Skilled Trades programs	\$1000
Lawson & Julie Gay Family Award	Construction Programs	\$500
Lion Jack Brough Bursary	HVAC	\$500
Marigold Ford Lincoln Sales Ltd. Award	Mechanical Engineering Technology	\$500
Master Insulators' Association Bursary	Trades program with an insulation component	\$1500
Mike Kavanaugh Award	Mechanical Technician Program – Tool and Die/CNC	\$800
Millwork/Rona Home Centre Award	Construction Carpentry – Sustainable	\$500
OACETT Durham Chapter Award	Programs which are recognized and eligible for membership in OACETT	\$500
Pine Ridge Corvette Club Award	Motive Power Technician - Service and Management	\$500
Xerox Canada Award	School of Technology program	\$600

School of Business, IT & Management

Award for Excellence in Accounting	Business Administration - Accounting	\$500
BDO Canada LLP Award	Business Administration - Accounting	\$500
Business and Professional Women of Durham	Marketing - Business	\$500
Canadian Federation of University Women	Human Resources – Business Administration	\$2500
Certified General Accountants Association of Ontario Award	Business Administration - Accounting	\$150 + CGA \$2500 tuition credit
Durham Region Concert Association	Business Administration – Music	\$400
Eva Loraine Cornish Memorial Award	Business Administration	\$800
General Motors of Canada Limited Bursary	Business Administration – Operations Management	\$1000
General Motors of Canada Limited Scholarship	Business Administration – Operations Management	\$1000
Golf Association of Ontario Award	Professional Golf Management - Business Administration	\$1000
Human Resources Professionals Association of Durham Award	Business Administration – Human Resources	\$1250
Greater Oshawa Chamber of Commerce Award	School of Business program	\$800
Ian J. Ball Award	Business Administration – Marketing	\$1000
Jeffrey and Julia Boyce Business Award	All Business Administration programs	\$2000
Messier-Dowty Inc. Award	Business Administration – Operations Management	\$500
Oshawa Community Credit Union Award	Alternates yearly between School of Business & Information Technology students and School of Health and Community Services, Nursing Program students	\$800
Paul Vessey Premier's Award	Business Administration – Marketing	\$1000
Roberts, Marlowe, Jackson, Jackson & Associates Award	Business Administration - Accounting	\$500
Rotary Club of Oshawa Award	Business Administration – Human Resources	\$1000
Xerox Canada Award	School of Business or Information Technology program	\$700

School of Continuing Education

Durham College Award for Continuing Education	Continuing Education	\$500
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School of Interdisciplinary Studies & Employment Services

Optimist Club of Whitby – Teachers' Award	Academic Upgrading	\$500
Special Olympics 2008 Spring Games Award	Community Integration through Cooperative Education	\$1000

School of Media, Art & Design

Dann Torena Memorial Award	Graphic Design	\$750
Frank Cowan Company Limited Award	Public Relations	\$1000
Lewis Beaton Trust Award	Advertising	\$1000
Parmac Relationship Marketing Ltd. Bursary	Public Relations	\$500
Ralph Sagar Award	Animation – Computer Arts	\$900
Robert McLaughlin Gallery Award	Graphic Design	\$500
Rotary Club of Oshawa Award	Public Relations	\$1000
Tyncel Hasan Award	Graphic Design	\$400
Zoom Media	Graphic Design	\$2000

School of Health & Community Services

Central East Community Care Access Centre Award	Practical Nursing and Personal Support Worker	2 at \$500 2 at \$750
Daryl and Cindy Austin Award	Any Health & Community Services program	\$750
Durham Filipino-Canadian Society and Dr. Gregorio Bayang Award	Dental Assisting/Dental Hygiene	\$800
Dwayne Moses Memorial Award	Social Services Worker	\$800
Durham Dental Hygiene Society	Dental Hygiene	\$500
George & Gennie Chaput Award for Excellence in Patient Care	Practical Nursing	\$1000
Joyce Marshall Bursary	Early Childhood Education	\$500
Stanley Lovell Memorial Award	Practical Nursing	\$1000
Nursing Faculty Memorial Award	Practical Nursing	\$500
Oshawa Community Credit Union Award	Alternates yearly between School of Business & Information Technology students and School of Health and Community Services, Nursing Program students	To be determined
Oshawa Folk Arts Council – Anne Racz Memorial Award	School of Health and Community Services	\$500
Oshawa Folk Arts Council – Jay Drygala Memorial Award	School of Health and Community Services	\$500
Victorian Order of Nurses Award	Practical Nursing - For outstanding commitment to patient care	\$500

School of Justice & Emergency Services

A. Alan H. Strike Memorial Award	Legal Administration	\$1000
Durham Police Appreciation Committee Award	2 ND Year Police Foundations	To be determined
LiUNA Local 183	Paralegal	\$1000
Bert Dejeet Justice Bursary	2nd or 3rd year of Paralegal (2 year diploma); Law and Security Administration; Legal Administration/Law Clerk or Police Foundations	4 awards of \$200 – \$250 each
Patricia O'Connor Premier's Award	Paramedic	\$1000
Robert Anderson Memorial Award	Police Foundations or Law and Security - for excellence in Criminal and Civil Law	\$250
Roger Pardy Memorial Award	Police Foundations	\$800
Stikeman Elliott Award	Legal Administration	\$500

School of Science & Engineering Technology

Andrew Foundation Award	Electronics Engineering Technician/Technology	\$500
Brooklin Horticultural Society Bursary	Horticulture Technician	\$300
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
Canadian Institute for NDE Scholarship	Mechanical Engineering Technician Non-Destructive Evaluation	\$1000
Christopher Kresmir Maly Award	Pharmaceutical and Food Science Technology	\$800
Marigold Ford Lincoln Sales Ltd. Award	Mechanical Engineering Technology	\$500
OACETT Durham Chapter Scholarship	Mechanical Engineering Technology	\$1000
Ontario Food Protection Association Award	Pharmaceutical and Food Science Technology	\$1000
Oshawa Garden Club Scholarship	Horticulture Technician	\$500
Patheon Inc. Award	Pharmaceutical and Food Science Technology	\$500
TD Bank Group Award	Environmental Technology	\$1,600

Convocation Awards

Founder's Cup	\$200
Durham College Medal: Top Student – Three year Program	\$500
Durham College Medal: Top Student – Two year Program	\$500
Durham College Medal: Top Student – One year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

MECHANICAL TECHNIQUES - INDUSTRIAL - ONLINE (1 YR)

COURSE NAME	MOD	CODE	PREREQUISITE	COREQUISITES	LECT .	LAB HR	ALT. DEL. HR	FIELD PLMT .HRS
SEMESTER 1								
MTI ENGINEERING DRAWINGS 1		BLUO 1410			0	0	1	
MTI ENGINEERING DRAWINGS 2		BLUO 2401			0	0	1	
COMMUNICATIONS		COMO 2400			0	0	2	
MTI ELECTRICITY 1		ELEO 2411			0	0	2	
MTI HYDRAULICS 1		HYDO 2400			0	0	2	
MATHEMATICS I		MATO 1424			0	0	2	
MATHEMATICS II		MATO 2401			0	0	2	
MTI PNEUMATICS 1		PNEO 1401			0	0	2	
MTI TRADE PRACTICAL 1		PRAO 1413			0	0	9	
MTI TRADE PRACTICAL 2		PRAO 2402			0	0	9	
MTI TRADE THEORY 1		TRAO 1414			0	0	4	
MTI TRADE THEORY 2		TRAO 2401			0	0	4	
MTI WELDING 1		WELO 1408			0	0	3	
					0	0	43	

NOTES:

ELE - ELECTIVE - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.

OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. **OPT1** subjects are included in total hours per week.

G - GENERAL EDUCATION - Subjects marked at the left margin with **G** are "General Education" subjects.

Course Descriptions

MTI ELECTRICITY 1 ELEO 2411 Students learn about the hazards of electricity and its effects on the human body; how and when to implement lockout procedures; the electron theory including being able to define voltage, current, resistance and power; and how to analyze series and parallel and combination DC circuits by applying Ohm's law and Kirchhoff's Law.

MTI ENGINEERING DRAWINGS 1 BLUO 1410 Students read and interpret information from the title block including how to change or revise information given in the print; how to identify the various line representation, the terminology and abbreviations used in common prints; and how to recognize reference and datum dimensioning, units of measure and tolerances used in prints.

MTI ENGINEERING DRAWINGS 2 BLUO 2401 Students identify and interpret information provided in sectional drawings including full, half, removed, revolved, off-set and broken-out sections views; how to interpret thread information and specifications in both metric and imperial systems; and how to interpret and extract information from assembly and detail drawings.

MTI HYDRAULICS 1 HYDO 2400 Students learn the basic physical principles that apply to industrial hydraulic systems including calculations for pressure, force, area and flow rate. They also identify common schematic symbols and interpret schematic diagrams; learn the functions and operating method of pressure, flow and directional control valves; and build common circuits on hydraulic training units.

MTI PNEUMATICS 1 PNEO 1401 Students learn the basic physical principles that apply to industrial pneumatic systems including calculations for pressure, force, area and flow rate. They also identify common schematic symbols, interpret schematic diagrams and build common circuits on pneumatic training units.

MTI PRACTICAL 1 PRAO 1413 Students learn to use the common measuring tools found in a maintenance shop. They use a variety of layout tools, hand files and hacksaws to accurately produce a small gauge and learn how to safely operate machine shop power tools including drill presses, lathes, milling machines and grinders. They also learn how to use each machine to accurately produce a number of components from a blueprint.

MTI PRACTICAL 2 PRAO 2402 Students learn how to align shafts and couplings using straight edges and dial indicators; use a mechanics level to accurately level a piece of machinery; identify, select, mount and dismount a selection of anti-friction bearings; identify, install and remove lip seals; perform tasks on mechanical drive systems that incorporate belt, chain, and coupling systems; and dismantle, inspect, rebuild and test a variety of centrifugal pump and valve systems.

MTI TRADE THEORY 1 TRA0 1414 Students learn information about occupational health and safety; hand and power tools; screw-threads and fasteners; precision measuring tools, drill press operation; centre lathe operation; and related tools.

MTI TRADE THEORY 2 TRA0 2401 Students learn about safe hoisting and rigging techniques, the mechanical and metallurgical properties of a variety of metals, milling machine operations and related tools, grinder operations and related tools, lubrication, bearings, seals, power transmission, pumps, valves and piping.

MTI WELDING 1 WELO 1408 Students learn the skills required to safely set and use oxy-fuel welding and cutting equipment as well as shielded metal arc welding equipment.

MATHEMATICS 1 MATO 1424 Students gain a fundamental understanding of trade-related calculations. Throughout the course, they solve problems using fractions, decimals and algebraic

equations. In addition, students solve geometric calculations involving area perimeter volume, and trade-related problems using Pythagorean Theorem and right-angled trigonometry.

MATHEMATICS 2 **MATO 2401** Students demonstrate their ability to solve problems using ratios and proportions. They cover systems of equations in two and three variables as well as polynomials and factoring as they relate to rational expressions. There is emphasis placed on problem solving with trade-related materials.

COMMUNICATIONS (ONLINE) **COMO 2400** Technical writing is written communication that provides specific information about a specialized subject for a specific audience for a specific purpose. Technical writing is used in everyday writing in the form of textbooks, manuals, instructions, memos, letters, reports, speeches and more. Students apply reading, writing, listening and thinking to the standard forms of technical communications. They also apply active listening and clarifying techniques and conflict resolution strategies and explain professional behaviour.