IT’S YOUR TIME TO SUPPORT THOSE IN NEED.

BUILD YOUR CAREER IN HEALTH AND COMMUNITY SERVICES AND CONTRIBUTE TO THE WELL-BEING OF SOCIETY.

Flexible learning that FITS YOUR SCHEDULE
<table>
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<tr>
<th>New Courses</th>
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<tr>
<td>Arabian Nights</td>
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<td>ASL 104 Communicating with Deaf</td>
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<td>Beer Enthusiast - Level I</td>
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<td>Knife Skills 2 - Sharpening Your Edge</td>
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| Maple Mania! |
| Meals for a Month - Spring Sensations |
| Meals for a Month - Winter Comforts |
| Mega Bites! |
| Motorcycle Refresher |
| Sewing: Serging Basics |
| Spring Fling Pies |
| Winter Soup Kitchen |

| Excel Macros and VBA |
| Courses now available online: |
| Excel Macros and VBA Level 1 - Data Input |
| Excel Macros and VBA Level 2 - Data Analysis |

| Excel Macros and VBA Level 3 |
| — Formulas & Functions |

| Social Services Worker (SSW) Diploma |
| Courses now available online: |
| Crisis Intervention |
| Cultural Issues |
| Family & Family Systems |
| Group Dynamics |
| Issues & Ethics |
| Lifeskills Theory |
| Pharmacology & Behaviour |
| SSW Field Placements 1, 2, 3 |

---

**Ways to Register**

**ONLINE**
Visit: [www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned)
Click: Programs and courses.

**BY PHONE**
905.721.3000
Please have credit card and course code ready.

**BY FAX**
905.721.3113

**BY MAIL**
Durham College
Office of Strategic Enrolment Services
2000 Simcoe St. N.
Oshawa, ON
L1H 7K4

*printable registration form available on website*

**IN PERSON**
Oshawa Campus
Student Services building
Whitby campus
Main building
Monday, Tuesday, Thursday, Friday:
8:30 a.m. to 4:30 p.m.
Wednesday: 10 a.m. to 4:30 p.m.

**NEED HELP?**
Email: coned@durhamcollege.ca
905.721.3052 or
Toll-free: 1.888.627.1191
MEALS FOR A MONTH

Rushed for time? Tired of take-out? Looking for a healthy, stress-free meal with your family? Then we have two “Meals for a Month” fun cooking classes for you, Winter Comforts and Spring Sensations. Join us for a day and prepare up to a month’s worth of convenient, preservative-free and delicious homemade meals that are freezer to oven or microwave friendly.

For more information see page 67.

SOCIAL SERVICE WORKER NOW ONLINE

Over 90% of the Social Services Worker (SSW) Diploma courses are offered online.

The SSW program focuses on the development of front-line counselling skills. You will acquire the knowledge and skills required to help those struggling to work through their challenges to ultimately enjoy more stable and satisfying lives.

For a complete program description see page 38.

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

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

START DATES

WINTER Semester

Courses begin: Monday, January 11, 2016

Last date to register: Tuesday, January 19, 2016

Last date to withdraw: Monday, January 22, 2016

SPRING Semester

Courses begin: Monday, April 18, 2016

Last date to register: Tuesday, May 17, 2016

Last date to withdraw: Monday, May 23, 2016

CONVOCATION

Graduates of Certificate, Graduate Certificates and Diploma programs will be invited to participate in the College Convocation ceremonies. Ceremonies are held twice yearly in June and October.

Students must:
- Declare their program
- Have completed all courses as identified in the program of studies
- Apply to graduate
- Pay the graduation fee

All applications will be audited and successful graduates will be invited to the next convocation.
How to read our calendar

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

**COURSE NAME**

**COURSE CODE, ASSOCIATED COSTS AND ADDITIONAL INFORMATION**

**DELIVERY MODE(S)**

**INTAKE DATES, TIMES AND LOCATION**

---

**COST ACCOUNTING I**

Prerequisite: Accounting II

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

ACCT 3252/$362.76 + text(s)  📖 ⚙️ 📧

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

---

**ICON LEGEND**

- CORRESPONDENCE – print-based, mailed assignments, monthly intake.
- FAST TRACK – Professional development online courses, six weeks and consists of 12 lessons.
- IN-CLASS – part-time, evenings and weekends, various locations.
- LUNCH AND LEARN – lunch included in workshop fee.
- MONTHLY INTAKE – online, option to register each month.
- ONLINE – computer-based programs accessible from work or home.
- WORKSHOP – one- or two-day in-class courses.
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- American Sign Language Certificate .......... 43
- Applied Criminal Investigative Techniques Certificate ........................................ 46
- Association of Administrative Assistants (AAA) .................................................. 16
- AutoCAD Certificate ......................................... 51
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- Building Environmental Systems Facility Management Certificate .............. 51
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- Business Fundamentals Certificate ............. 13
- Cake Decorating Certificate ......................... 66
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Be sure to register at least five days prior to date of workshop to avoid disappointment from cancellation.

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WHY CHOOSE DURHAM COLLEGE?

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

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

ELIGIBLE APPLICANTS ARE INDIVIDUALS WHO:

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

Durham College understands that some students learn best in a classroom setting while others would benefit from the flexibility of off-site learning. We’re pleased to offer you the option to study online at home or at a remote facility. Alternatively, you can work on your online program at the Oshawa campus in our E-Lab.

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

Phone: 905.721.2000 ext. 2123
secondcareeronline@durhamcollege.ca

SECOND CAREER

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

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

SPRING OPEN HOUSE

WIN TUITION

SATURDAY, APRIL 2
10 A.M. TO 2 P.M.

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

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

www.durhamcollege.ca/openhouse
905.721.3000 | #dcopenhouse
Discover and explore your creative talents and let your imagination soar! Get on the path to a new creative career or expand your skills by considering our extensive visual arts and design learning options.

**Interior Decorating**

Durham College Certificate

Questions? Call 905.721.2000 ext. 2496

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

**Program of Study**

- AutoCAD for Interior Decorating
- AutoCAD 2 for Interior Decorating
- Basic Drafting
- Business Practices
- Colour Theory
- Decorating: Beyond the Basics
- Decorating with Light
- History of Furniture
- Illustration and Presentation
- Materials and Finishes

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

**A-Z COURSE LISTING**

**Adobe Acrobat**

COMP 1985/36 Hrs/$378.06 + text(s)

**Adobe Edge Animate, Introduction**

COMP 1081/24 Hrs/$254.25

**Adobe Photoshop Elements**

COMP 1080/36 Hrs/$378.06 + text(s)

**AutoCAD for Interior Decorating**

Prerequisite: Basic Drafting

CAD 2352/42 Hrs/$313 + text(s)

Apr 16-Jun 18/Sat/9:10-1:40/OSHAWA

**Business Practices-Interior Decorating**

Prerequisite: AutoCAD For Interior Decorating, Decorating with Light, History of Furniture, Illustration and Presentation, Materials and Finishes

BUS 1350/42 Hrs/$306 + text(s)

Apr 20-Jul 20/Wed/6:40-9:40/OSHAWA

**Canadian Literature**

ENG 1087/42 Hrs/$416.64 + text(s)

**Colour Theory**

COLR 1351/42 Hrs/$306 + text(s)

Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA

Apr 20-Jul 20/Wed/6:40-9:40/OSHAWA

**Creative Writing Beginners**

WRIT 1980/30 Hrs/$339.48

**Decorating with Light**

DECR 1351/42 Hrs/$306

Jan 12-Apr 12/Tues/6:40-9:40/OSHAWA
<table>
<thead>
<tr>
<th><strong>A-Z COURSE LISTING</strong></th>
</tr>
</thead>
</table>
| **Decorating: Beyond the Basics**  
Prerequisite: AutoCAD for Interior Decorating, Decorating with Light, Illustration and Presentation, Materials and Finishes  
DECR 2352/42 Hrs/$306  
Jan 14-Apr 14/Thur/6:40-9:40/OSHAWA  
Apr 21-Jul 21/Thur/6:40-9:40/OSHAWA |
| **Developing a Graphic Design Portfolio**  
DESN 1981/45 Hrs/$487.82 + text(s) |
| **Literature**  
ENG 1384/48 Hrs/$455.22 + text(s) |
| **Materials and Finishes**  
Prerequisite: AutoCAD for Interior Decorating, Illustration and Presentation  
DECR 1350/42 Hrs/$306  
Jan 11-Apr 11/Mon/6:40-9:40/OSHAWA |
| **News Writing I**  
WRIT 1382/56 Hrs/$469.23 + text(s) |
| **Photoshop Elements II for the Digital Photographer I**  
PHOT 1083/24 Hrs/$259.25 |
| **Photoshop Elements II for the Digital Photographer II**  
PHOT 2083/24 Hrs/$254.25 |
| **Prepress Production**  
REPR 4351/42 Hrs/$297.88  
Jan 18-Apr 04/Mon/6:10-9:40/Oshawa |
| **Romance Writing**  
WRIT 1089/45 Hrs/$435.93 |
| **Science Fiction**  
ENG 1086/42 Hrs/$416.64 + text(s) |
| **Secrets of Better Photography**  
PHOT 1084/24 Hrs/$254.25 |
| **Travel Writing**  
WRIT 1085/39 Hrs/$397.35 |
| **Writing 1**  
WRIT 1982/42 Hrs/$416.64 + text(s) |
| **Writing Short Stories**  
WRIT 1082/48 Hrs/$455.22 + text(s) |

Full course descriptions online. Register now: www.durhamcollege.ca/coned T: 905.721.3000
BUSINESS
MANAGEMENT/LEADERSHIP/FINANCE

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

Accounting Specialty
Durham College Certificate
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

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

Bookkeeping
Durham College Certificate
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

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

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

Business – Accounting (two-year)
Ontario College Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

If number crunching is your thing, then this diploma program is for you. It focuses on the study of professional accounting, including CGA transfer credit courses, and provides breadth of study in finance, technology applications and economics.

Program of Study
• Accounting I
• Accounting II
• Business Computer Applications I
• Business Computer Applications II OR Excel Introduction
• Business Law
• Business Mathematics
• Communications for Business I
• Communications for Business II
• Cost Accounting I
• Cost Accounting II
• Economics I (Macroeconomics)
• Economics II (Microeconomics)

(See next page)
Business – Marketing (two-year)

Ontario College Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

Program of Study

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

Business – Human Resources (two-year)

Ontario College Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

Entrepreneurship and small business development are vital components to a successful economy. This program will provide you with the skills required to start, grow and manage a small business including developing the personal skills needed to succeed as an entrepreneur.

Program of Study

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

Business – Entrepreneurship and Small Business (two-year)

Ontario College Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

Entrepreneurship and small business development are vital components to a successful economy. This program will provide you with the skills required to start, grow and manage a small business including developing the personal skills needed to succeed as an entrepreneur.

Program of Study

- Excel Advanced
- General Education Electives (three required)
- Human Resources Management Principles
- Intermediate Accounting I
- Intermediate Accounting II
- Introduction to Business Management
- Management Information Systems
- Marketing I
- Operations Management I
- Simply Accounting
- Statistics (STAT 2280)
- Taxation I

(Continued)
Business – Operations Management (two-year)
Ontario College Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

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

Business Administration – Accounting (three-year)
Ontario College Advanced Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

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

Business Administration – Human Resources (three-year)
Ontario College Advanced Diploma
Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

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

Durham College Certificate
Questions? Call 905.721.2000 ext. 3063

With the business world continually changing, business problems must be solved more efficiently and effectively than ever before, turning business analysts into consultants who can confidently probe deeper into stakeholders needs, recommend internally supported solutions, and ultimately make a positive impact on the business. This program is offered in partnership with Durham College and Atocrates Project Sciences International.

Program of Study (must be taken in order)
• Introduction to BABOK®
• Business Analysis Requirements Management
• Business Analysis Communication and Relationships
• Business Analysis Modeling Techniques
• Business Analysis Capstone Simulation

Client and Customer Relations

Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
Mandatory Courses
• Building and Maintaining Customer Relationships
• Creating a Corporate Service Culture
• Developing Client Service Teams
• Leadership and Communication
• Leadership in a Team Environment
• Strategies for Fostering Client Loyalty

Electives - choose two:
• Developing Leadership Capacity
• Management Leadership Skills OR Management Principles
• Organizational Behaviour

Entrepreneurship

Durham College Certificate
Questions? Call 905.721.2000 ext. 3063

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

Program of Study
Mandatory Courses
• Accounting I
• Business Law
• Communications for Business I OR Business Report Writing
• Entrepreneurship I
• Human Resources Management Principles
• Marketing I
• Marketing II

Mandatory Electives - choose one:
• Accounting II
• Marketing II
• Operations Management II

(Continued)
Human Resources (HR) Management
Ontario College Graduate Certificate

Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

Program of Study
• Accounting I
• Compensation Management
• Employee Labour Relations
• Field Placement OR Human Resources Capstone Project
• Human Resources Management Principles
• Human Resources Planning
• Managerial Accounting
• Occupational Health and Safety
• Organizational Behaviour for Human Resources Professionals
• Recruitment and Selection
• Training and Development

Library and Information Technician
Ontario College Diploma

Questions? Call 905.721.2000 ext. 2667

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

Program of Study
Core Courses
• Acquisitions
• Children's Literature Introduction
• Circulation and Inter-Library Loan
• Computers, An Introduction
• Database Design for Information Workers
• Electronic Publishing and Emerging Technologies
• General Education Electives
• (three required)
• Human Relations and Supervision
• Indexing and Subject Analysis
• Information Technology for Library Technicians
• Intercultural Communications
• Libraries Introduction
• Library Classification
• Library Financial Management and Budgeting
• Library Programming, Marketing and Advocacy
• Library Technician Field Work I
• Library Technician Field Work II
• Online Searching
• Organizational Studies
• Reference Processes
• Reference Services and Sources
• Resource Description and Access I
• Resource Description and Access II
• Serials

Library Option Courses (choose five)
• Archives
• Children's Services and Issues
• Genre Fiction and Readers' Advisory Service
• Government Information

(Continued)

Leadership Development Series
Durham College Certificate

Questions? Call 905.721.2000 ext. 2667

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

Program of Study
• Communication LDS
• Creative and Critical Thinking LDS
• Employment Law LDS
• Finance LDS
• Human Relations LDS
• Leading Teams LDS
• Leading Responsibly LDS
• Managing Change LDS
• Performance Management LDS
• Project Management LDS

Management Studies
Durham College Certificate

Questions? Call 905.721.2000 ext. 3063
Call 905.721.2000 ext. 2667

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

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

Electives - choose one:
• Business Law
• Computers an Introduction OR Office Overview
• Economics I (Macroeconomics)
• Employee Labour Relations
• Human Resources Management Principles
• Marketing I
• Project Management Introduction OR Project Management LDS
Manufacturing Leadership (MLCP)
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

Marketing Management
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

Become familiar with the art and science of marketing and gain sound knowledge in product development, market research, advertising and sales, and short- and long-term planning in the corporate and small business environment.

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

Medical Office Administration
Durham College Certificate
Questions? Call 905.721.2000 ext. 3063

This program will help you become a skilled and specialized professional who is comfortable with the latest technology in medical records and billing systems and able to perform effectively in a medical environment.

Program of Study
• Doctors’ Office Procedures
• Hospital Information Systems
• Hospital Procedures/Medical Records
• Medical Billing
• Medical Science IA
• Medical Science IB
• Medical Science II
• Medical Transcription

Medical Transcriptionist
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

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

Office Technology Administration
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
Mandatory
• Access Introduction
• Accounting I
• ACCPAC (3 Modules) - General Ledger, Accounts Payable, Accounts Receivable OR Simply Accounting
• Communications I for Business
• Excel Introduction OR Business Computer Applications II
• Management Leadership Skills OR Leading Teams LDS
• Office Professional (2007/2010 OR XP OR Microsoft Office 2013)
• Office Technology and Procedures
• Word Introduction

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

Full course descriptions online. Register now: www.durhamcollege.ca/coned T 905.721.3000
Operations Management

Durham College Certificate
Questions? Call 905.721.2000 ext. 2667
Questions? Call 905.721.2000 ext. 3063

Operations managers are responsible for the core functional area of any business. They obtain, develop and manage the resources required to deliver goods and services to their clients. Prepare for a rewarding and varied work environment where you can make decisions that will have a global impact such as a purchasing agent or quality analyst.

Program of Study
- Access Introduction OR Business Processes, Introduction to (in-class only)
- Computer Applications in Operations I (Excel Introduction and Excel Advanced online)
- Inventory Management
- Master Planning
- Operations Management I
- Operations Management II
- Principles of Purchasing
- Transportation and Logistics Management

Records and Information Management

Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

Project Management

Durham College Certificate
Questions? Call 905.721.2000 ext. 3063

In today’s economy, project managers have become valuable commodities within virtually every major industry due to their ability to manage complex projects. Using a practical approach, learn the essential skills required to bring a project to completion – on time, on target and within budget.

Program of Study (must be taken in order):
- Introduction to the PMBOK
- Project Economics and Politics
- Project Leadership and Team Development
- Professional Performance and Responsibility
- Effective Project Planning and Control
- PM Comprehensive Exam

Sustainable Local Food

Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

For more information on the following Associations, please visit our website.
- Association of Administrative Assistants (AAA)
- Canadian Institute of Bookkeeping (CIB)
- Canadian Institute of Entrepreneurship (CIE)
- Canadian Payroll Association (CPA)
- Certified Financial Planner (CFP)
- Chartered Professional Accountants Ontario (CPA)
- Human Resources Professionals Association (HRPA)
- Manufacturing Leadership (MLCP)
- Registered Insurance Brokers of Ontario (RIBO)
# A-Z Course Listing

## Accounting I
- **ACCT 1250**/42 Hrs/$306 + text(s)
  - Jan 19-Apr 19/Tues/6:10-9:10/OSHAWA
  - Jan 20-Apr 20/Wed/6:40-9:40/PICKERING
  - May 3-Aug 2/Tues/6:10-9:10/OSHAWA
  - May 4-Aug 3/Wed/6:40-9:40/PICKERING

## Accounting I (HURM)
- **ACCT 4258**/42 Hrs/$306 + text(s)
  - Jan 19-Apr 19/Tues/6:10-9:10/OSHAWA
  - Jan 20-Apr 20/Wed/6:40-9:40/PICKERING

## Accounting II
- **ACCT 2250**/56 Hrs/$397 + text(s)
  - Jan 21-Apr 21/Thur/6:10-10:10/OSHAWA
  - May 5-Aug 4/Thur/6:10-10:10/OSHAWA

## Accounting Theory and Policy
- **ACCT 4285**/42 Hrs/$416.64 + text(s)

## ACCPAC - Accounts Payable Using Sage 300
- **COMP 4283**/18 Hrs/$301.32 + text(s)

## ACCPAC - Accounts Receivable and Payroll Using Sage 300
- **COMP 5283**/36 Hrs/$378.06 + text(s)

## ACCPAC - General Ledger Using Sage 300
- **COMP 3283**/18 Hrs/$262.32 + text(s)

## Acquisitions
- **LIBR 3083**/36 Hrs/$378.06

## Active Records Management
- **RIM 2080**/39 Hrs/$397.35

## Advanced Accounting
- **ACCT 5286**/42 Hrs/$416.64 + text(s)

## Advanced Sales Techniques
- **SALE 3281**/42 Hrs/$379.21

## Archives
- **LIBR 1083**/39 Hrs/$397.35

## Auditing I
- **ACCT 3281**/42 Hrs/$379.21 + text(s)

## Auditing II
- **ACCT 4281**/48 Hrs/$417.79 + text(s)

## Benefits Administration
- **HRM 1284**/42 Hrs/$416.64 + text(s)

## Building and Maintaining Customer Relationships
- **CCSC 1280**/48 Hrs/$455.22

## Business Analysis Introduction
- **BUS 1280**/42 Hrs/$441.64

## Business Computer Applications I
- **COMP 1289**/42 Hrs/$416.64 + text(s)

## Business Development for Entrepreneurship & Small Business
- **SALE 3281**/42 Hrs/$379.21

## Business Finance I
- **ACCT 5282**/42 Hrs/$416.64 + text(s)

## Business Finance II
- **ACCT 6282**/48 Hrs/$417.79 + text(s)

## Business Law
- **LAW 3257**/42 Hrs/$306 + text(s)

## Business Mathematics
- **MATH 1252**/42 Hrs/$306 + text(s)

## Business of Tomorrow
- **BUS 1981**/30 Hrs/$339.48

## Business Report Writing
- **COMM 1283**/42 Hrs/$379.21

## Children’s Literature Introduction
- **WRIT 1981**/42 Hrs/$416.64 + text(s)

## Circulation and Inter-Library Loan
- **LIBR 2080**/36 Hrs/$378.06

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Full course descriptions online. Register now: [www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned)  T: 905.721.3000
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Duration</th>
<th>Fee</th>
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<tbody>
<tr>
<td>MLCP 1181/30</td>
<td>Coaching and Developing People</td>
<td>30 Hrs/$339.48</td>
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<tr>
<td>LDS 1080/30</td>
<td>Communications – Leadership Development Skills</td>
<td>30 Hrs/$344.48</td>
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<td>COMM 2254/42</td>
<td>Communications for Business I</td>
<td>42 Hrs/$306 + text(s)</td>
<td>Jan 19-Apr 19/Tues/6:10-9:10/OSHAWA</td>
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<td>May 3-Aug 2/Tues/6:10-9:10/OSHAWA</td>
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<td>COMM 2284/45</td>
<td>Communications for Business I</td>
<td>45 Hrs/$435.93</td>
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<td>COMM 2294/42</td>
<td>Communications for Business I</td>
<td>42 Hrs/$325.06 + text(s)</td>
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<td>COMM 3280/45</td>
<td>Communications for Business II</td>
<td>45 Hrs/$435.93 + text(s)</td>
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<tr>
<td>COMM 1280/45</td>
<td>Communications for Entrepreneurs</td>
<td>45 Hrs/$435.93 + text(s)</td>
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<td>HRM 3280/42</td>
<td>Compensation Management</td>
<td>42 Hrs/$416.64 + text(s)</td>
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<tr>
<td>HRM 5280/42</td>
<td>Compensation Management (HURM)</td>
<td>42 Hrs/$416.64 + text(s)</td>
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<tr>
<td>COMP 3282/42</td>
<td>Computer Applications for Human Resources</td>
<td>42 Hrs/$379.21 + text(s)</td>
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<td>COMP 1083/42</td>
<td>Computer/Keyboarding Skills I</td>
<td>42 Hrs/$416.64 + text(s)</td>
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<td>ADMN 1280/42</td>
<td>Condo Administration and Human Relations</td>
<td>42 Hrs/$446.64</td>
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<td>MLCP 1180/30</td>
<td>Continuous Improvement Process</td>
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<td>Academic excellence, as well as the student’s written paragraph, will be the basis for the final selection of the scholarship recipient. Interested students should contact the Continuing Education office, A160 or check our website under “Where do I find?” for full details.</td>
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<td>Master Planning for Operations/Production</td>
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Full course descriptions online. Register now: www.durhamcollege.ca/coned T: 905.721.3000
Risk Management and Estate Planning
Prerequisite: Retirement Planning
FIN 2080/42 Hrs/$416.64

Sage 50 (Simply Accounting I)
Prerequisite: Accounting I
ACCT 1980/30 Hrs/$339.48 + text(s)

School Libraries
LIBR 1089/39 Hrs/$397.35 + text(s)

Serials
Prerequisite: Resource Description and Access
LIBR 3084/18 Hrs/$262.32

Simply Accounting II
Prerequisite: Simply Accounting I
ACCT 2980/36 Hrs/$378.06 + text(s)

Social Media Marketing
MKTG 1380/42 Hrs/$416.64

Special Libraries
Prerequisite: Libraries Introduction
LIBR 1180/39 Hrs/$397.35

Start a Small Business
MGMT 1184/30 Hrs/$339.48

Statistics
STAT 2250/42 Hrs/$306 + text(s)
May 4-Aug 3/Wed/6:10-9:10/OSHAWA
STAT 2280/56 Hrs/$506.66 + text(s)

Strategic Investment Planning
Prerequisite: Risk Management and Estate Planning
FIN 3080/42 Hrs/$416.64

Strategic Management of Campaigns
FUND 1081/45 Hrs/$435.93

Strategic Planning
MGMT 1185/45 Hrs/$435.93 + text(s)

Strategies for Fostering Client Loyalty
CCSC 1283/45 Hrs/$435.93 + text(s)

Strategies for Instruction for Library Technicians
LIBR 1183/36 Hrs/$378.06

Supervisory Skills for Business and Industry
MLCP 1183/30 Hrs/$339.48

Sustainable Development, Introduction to
ENVI 1180/45 Hrs/$339.48 + text(s)

Taxation I
Prerequisite: Accounting I
ACCT 3264/42 Hrs/$306 + text(s)
May 3-Aug 2/Tues/6:10-9:10/OSHAWA
ACCT 3295/42 Hrs/$325.06 + text(s)

Taxation II
Prerequisite: Taxation I
ACCT 4284/56 Hrs/$469.23 + text(s)

Training and Development
Prerequisite: Human Resources Management Principles
HRM 4280/56 Hrs/$469.23 + text(s)

Training and Development (HURM)
Prerequisite: Human Resources Management Principles (HURM)
HRM 5283/56 Hrs/$469.23 + text(s)

Transportation and Logistics Management
Prerequisite: Operations Management II
MGMT 2280/42 Hrs/$416.64 + text(s)

Twelve Steps to a Successful Job Search
JOB 1082/24 Hrs/$254.25

Understanding Medical Tests for Medical Office Staff
MEDO 1083/36 Hrs/$378.06 + text(s)

Understanding Surgical Procedures for Medical Office Staff
MEDO 1082/36 Hrs/$378.06

Understanding Sustainable Farming: Principles and Practices
Prerequisite: Field to Fork: Introduction to Local and Global Food Services
FOOD 1085/45 Hrs/$435.93

Urban Agriculture, Community Gardens, Food Secure Cities
FOOD 1084/45 Hrs/$435.93 + text(s)

Working and Communicating In a Medical Setting
MEDO 1081/36 Hrs/$378.06

Wow, What a Great Event!
LEIS 1182/24 Hrs/$254.25

Writing a Business Manual
WRIT 1181/24 Hrs/$300.90 + text(s)

Writing a Business Plan
ENG 1084/24 Hrs/$300.90

Writing a Marketing Plan
ENG 1083/24 Hrs/$300.90

Writing Essentials
WRIT 1986/24 Hrs/$254.25

Writing for Sales Material
WRIT 1182/24 Hrs/$300.90

PREREQUISITE

A prerequisite is a course (or other qualification) required as preparation for entry to another course. It is your responsibility to ensure that all prerequisites are met before registering for a course or workshop.
BEGIN YOUR CAREER OR EXPAND YOUR OPPORTUNITIES IN COMPUTER PROGRAMMING, DATABASE AND WEB DESIGN AND OPERATING SYSTEMS WHILE GAINING SKILLS IN INFORMATION SYSTEMS AND TECHNOLOGY THAT WILL MAKE YOU THE NEXT GREAT INFORMATION TECHNOLOGY PROFESSIONAL.

Excel with Macros and VBA
Recognition of Achievement
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
You must complete the courses in the order shown below. You must complete all three courses to be eligible to request the Recognition of Achievement upon completion.

• Excel Macros and VBA Level 1
  – Data Input
• Excel Macros and VBA Level 2
  – Data Analysis
• Excel Macros and VBA Level 2
  – Formulas and Functions

Microsoft Office
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
• Access Introduction
• Excel Introduction OR Business Computer Applications II
• Office Professional (2007/2010 OR XP OR Microsoft Office 2013)
• PowerPoint
• Word Introduction
• Electives - choose three:
  • Access Advanced
  • Excel Advanced
  • Publisher
  • Word Advanced

Technical Support Analyst
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

Attain the technical skills and knowledge technology support analysts need to deliver quick, informed solutions to desktop-related problems, as support standard application development, and implement projects.

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

AutoCAD and Geographic Information Systems (GIS) Certificates can be found in the Trades and Technology section.
Website Creation and Design
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
• Design Basics
• Dreamweaver Introduction
• Dynamic Web Sites with AMP (Apache, MySQL and PHP)
• HTML Introduction
• Photoshop I

Electives - choose two:
• Dreamweaver Advanced
• Flash Introduction
• JAVA Intermediate
• JAVA Introduction
• JAVASCRIPT

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AUTOCAD - Module 4
Prerequisite: AutoCAD - Module 1B
CAD 2162/40 Hrs/$310 + text(s)
Apr 28-Jul 21/Thur/6:10-9:10/OSHAWA

Basic A+ Certification
COMP 1880/24 Hrs/$315.75

C# Programming Introduction
PROG 1289/42 Hrs/$416.64 + text(s)

CISCO Certified Networking Associate 1 - Networking Fundamentals
CISC 1280/70 Hrs/$596.68

CISCO Certified Networking Associate 2 - Introduction to Routing
Prerequisite: CCNA1-Networking Fundamentals
CISC 2280/70 Hrs/$596.68

CISCO Certified Networking Associate 3 - Routing and Switching
Prerequisite: CCNA2-Introduction To Routing
CISC 3280/70 Hrs/$596.68

CISCO Certified Networking Associate 4 - Wide Area Networking
Prerequisite: CCNA3-Routing & Switching
CISC 4280/70 Hrs/$596.68

Computer Skills for the Workplace
COMP 1082/24 Hrs/$254.25

Computers an Introduction
COMP 1281/42 Hrs/$416.64 + text(s)

Corel Draw X5, Introduction To
DTP 1981/24 Hrs/$254.25

Creating Mobile Apps with HTML5
APPL 1980/24 Hrs/$254.25

Creating Web Pages
WEB 1085/24 Hrs/$254.25

Many courses fill up quickly, or are cancelled because of low numbers. Don’t miss your chance. Register now.
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Prerequisites:
- Programming for Absolute Beginners: ACCT 1253/42 Hrs/$313 + text(s)  
  May 3-Aug 2/Tues/6:10-9:10/OSHAWA
- Simply Accounting: ACCT 3256/56 Hrs/$404 + text(s)  
  Jan 20-Apr 20/Wed/6:10-10:10/OSHAWA
- QuickBooks Introduction: ACCT 1253/42 Hrs/$313 + text(s)  
  May 3-Aug 2/Tues/6:10-9:10/OSHAWA
- XML Introduction: ACCT 3256/56 Hrs/$404 + text(s)  
  Jan 20-Apr 20/Wed/6:10-10:10/OSHAWA
CONSIDER TAKING ONE OF OUR EDUCATIONAL PROGRAMS OR COURSES IF YOU ARE INTERESTED IN ENRICHING THE LIVES OF CHILDREN OR ADULTS. OUR PROGRAMS PROVIDE EXTENSIVE EXPOSURE TO ALL AREAS OF TODAY’S TEACHING AND LEARNING ENVIRONMENT AND WILL HELP YOU CONTRIBUTE THOUGHTFULLY, CREATIVELY AND POSITIVELY TO THE COMMUNITY IN WHICH YOU LIVE AND WORK.

**Child Development Practitioner**

Certificate of Apprenticeship

Questions? Call 905.721.3330

Learn how to foster the physical, emotional and educational development of children in this rewarding apprenticeship program that’s designed for those already working in the early childhood education field who wish to pursue formal studies and receive certification.

**Early Childhood Education**

Durham College Diploma

Questions? Call 905.721.2000 ext. 2667

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

<table>
<thead>
<tr>
<th>Program of Study</th>
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<tbody>
<tr>
<td>• Child Development I</td>
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<tr>
<td>• Child Development II</td>
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<tr>
<td>• Communication Techniques</td>
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<tr>
<td>• Curriculum Development I</td>
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<td>• Curriculum Development II</td>
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<tr>
<td>• Curriculum Development III</td>
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<tr>
<td>• E.C.E. Practices Introduction</td>
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<td>• Ethics and Professional Practice</td>
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<td>• Exceptionalities Introduction</td>
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<tr>
<td>• Field Placement I and Seminar</td>
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<td>• Field Placement II and Seminar</td>
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<td>• Field Placement III and Seminar</td>
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<td>• Field Placement Preparation I for ECE</td>
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<tr>
<td>• Field Placement Preparation II for ECE</td>
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<tr>
<td>• General Education elective (three required)</td>
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<tr>
<td>• Guidance of the Young Child</td>
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<tr>
<td>• Observing the Young Child</td>
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<td>• Partnerships with Parents</td>
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<tr>
<td>• Personal and Professional Wellness</td>
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<tr>
<td>• Philosophies of E.C.E</td>
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<tr>
<td>• Prevention and Identification of Child Abuse</td>
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<tr>
<td>• Supervision and Administration</td>
</tr>
<tr>
<td>• Wellness for Children</td>
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**Early Childhood Education – Resource Consulting**

Durham College Graduate Certificate

Questions? Call 905.721.2000 ext. 2667

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

<table>
<thead>
<tr>
<th>Program of Study</th>
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<tr>
<td>• Advocacy, Practice and Reflection</td>
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<td>• Assessment Process, Introduction to</td>
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<tr>
<td>• Field of Early Childhood Education - Resource Consulting Introduction</td>
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<td>• Individual Family Service Plan</td>
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<td>• Resource Consultant Fieldwork Level I</td>
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<td>• Resource Consultant Fieldwork Level II</td>
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<tr>
<td>• The Inclusive Learning Environment</td>
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<td>• Understanding and Working with Families and Community Partners</td>
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</tbody>
</table>

(Continued)

Full course descriptions online. Register now: www.durhamcollege.ca/coned  T: 905.721.3000
Educational Support
Ontario College Diploma Questions? Call 905.721.2000 ext. 2667
Acquire the attitudes, knowledge and skills needed to work effectively as an educational assistant, primarily with children and youth with exceptionalities. Launch a career as a non-teaching team member who works with teachers and other professionals to help meet student needs.

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

Teaching Adult Literacy
Durham College Certificate Questions? Call 905.721.2000 ext. 2667
This is an exciting opportunity for new and experienced literacy educators to gain the skills and knowledge required to meet the needs of adult literacy learners. Courses examine the challenges and barriers that face adult literacy learners and strategies for literacy and numeracy instruction.

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

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

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

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

Academic Career Entrance
Apprenticeship Math
Prerequisite: ACE Core Math
ACE 1080/100 Hrs

ACE Biology
ACE 1081/120 Hrs

ACE Business Math
Prerequisite: ACE Core Math
ACE 1082/120 Hrs

ACE Chemistry
Prerequisite: ACE Core Math
ACE 1083/120 Hrs

ACE Communications
ACE 1084/150 Hrs

ACE Computers
ACE 1085/100 Hrs

ACE Core Math
ACE 1086/120 Hrs

ACE Physics
ACE 1087/140 Hrs

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

ACE Technology Math
Prerequisite: ACE Core Math
ACE 1089/120 Hrs

ACE University Chemistry Prep
Prerequisite: ACE Chemistry
ACE 1783/120 Hrs/$897.10

ACE University Level Biology
Prerequisite: ACE Biology
ACE 1780/120 Hrs/$897.10
## A-Z COURSE LISTING

### Adaptive Technology Education
Prerequisite: Computers in Education
EDUC 2084/42 Hrs/$416.64

### Adult Learning
TEAC 1900/42 Hrs/$306 + text(s)
Jan 12-Apr 12/Tues/6:40-9:40/OSHAWA
Apr 26-Jul 26/Tues/6:40-9:40/OSHAWA
TEAC 1980/42 Hrs/$379.21 + text(s)

### Adults with Learning Disabilities
Prerequisite: Adult Learning
TEAC 2903/42 Hrs/$306
Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA
Apr 27-Jul 27/Wed/6:40-9:40/OSHAWA
TEAC 2983/42 Hrs/$379.21

### Advocacy, Practice and Reflection
ECE 7080/42 Hrs/$416.64 + text(s)

### Applied Strategies for Literacy and Numeracy Instruction
Prerequisite: Foundational Strategies for Literacy and Numeracy Instruction, The Adult Literacy Learner
ADLT 5080/48 Hrs/$455.22

### Assessing and Evaluating Literacy Learning
Prerequisite: The Adult Literacy Learner
ADLT 2080/48 Hrs/$455.22

### Assessment and Evaluation
Prerequisite: Adult Learning, Adults with Learning Disabilities, Curriculum Development, Instructional Techniques
TEAC 4980/42 Hrs/$379.21 + text(s)

### Autism Spectrum Disorder - Assisting Student Development for Educational Support
Prerequisite: Classroom Skills, Computers in Education, Exceptionalities I (ES), Exceptionalities II (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting
EDUC 4080/42 Hrs/$416.64 + text(s)

### Autism Spectrum Disorder Introduction
HLTH 1081/42 Hrs/$416.64 + text(s)

### Child Development I
CHLD 2380/42 Hrs/$379.21 + text(s)

### Child Development II
Prerequisite: Child Development I, Observing The Young Child
CHLD 3383/42 Hrs/$379.21 + text(s)

### Classroom Skills
Prerequisite: Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting
EDUC 3084/42 Hrs/$416.64

### Communication in an Educational Setting I
Prerequisite: Communications for Educational Support
EDUC 1181/42 Hrs/$416.64

### Communication in an Educational Setting II
Prerequisite: Communication in an Educational Setting I
EDUC 2181/42 Hrs/$416.64

### Communications for Educational Support
EDUC 1084/45 Hrs/$435.93 + text(s)

### Computers in Education
EDUC 1083/42 Hrs/$416.64

### Creating Classroom Centers
TEAC 1088/24 Hrs/$254.25

### Creating the Inclusive Classroom: Strategies for Success
TEAC 1986/24 Hrs/$254.25

### Cultural Diversity in Education
EDUC 2083/42 Hrs/$416.64 + text(s)
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<td>CURR 2581/56 Hrs/$469.23 + text(s)</td>
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<td>Curriculum Development III - Early Childhood Education</td>
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<td>Differentiating K-12 Assessments</td>
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<td>EDUC 3083/132 Hrs/$476.18</td>
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<td>ECE 1354/30 Hrs/$286.90</td>
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<td>Jan 18-Mar 25/ONLINE via DC Connect</td>
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<td>EDUC 1981/24 Hrs/$254.25</td>
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<td>ENG 2081/45 Hrs/$435.93</td>
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<td>Prerequisite: English 1</td>
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<td>ENG 2081/45 Hrs/$435.93</td>
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<td>Ethics and Professional Practices</td>
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<td>ECE 2382/28 Hrs/$289.19 + text(s)</td>
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<td>EDUC 2082/42 Hrs/$416.64 + text(s)</td>
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<td>EDUC 3082/42 Hrs/$416.64 + text(s)</td>
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<td>Exceptionalities III - Educational Support</td>
<td>Prerequisite: Classroom Skills, Computers in Education, Exceptionalities I (ES), Foundations of Education, Personal and Interpersonal Dynamics, Safety in an Educational Setting</td>
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<td></td>
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<td>Family Dynamics</td>
<td>ECE 1382/42 Hrs/$416.64 + text(s)</td>
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<td>Family Relationships and their Impact on Psychiatric Disorders</td>
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<td>Foundations of Education</td>
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<td>Guidance of the Young Child</td>
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<td>Human Sexuality</td>
<td>CHLD 4581/45 Hrs/$435.93</td>
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### Individual Family Support Plan
Prerequisite: Field of Early Childhood Education – Resource Consulting Introduction, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners
ECE 5080/42 Hrs/$416.64 + text(s)

### Instructional Techniques
Prerequisite: Adult Learning, Adults with Learning Disabilities, Curriculum Development
TEAC 3900/42 Hrs/$306
Jan 12-Apr 12/Tues/6:40-9:40/OSHAWA
Apr 28-Jul 28/Thur/6:40-9:40/OSHAWA
TEAC 3980/42 Hrs/$379.21 + text(s)

### Interactive Learning Processes
Prerequisite: Adult Learning
TEAC 2987/42 Hrs/$416.64 + text(s)

### Keys to Effective Communication
COMM 1082/24 Hrs/$254.25

### Kindergarten Curriculum
ECE 1383/42 Hrs/$416.64 + text(s)

### Learning Strategies for Educational Support
EDUC 1088/42 Hrs/$416.64

### Life Skills and Job Coaching
Prerequisite: Exceptionalities I (ES)
EDUC 1180/42 Hrs/$416.64

### Making It Work: Workplace Basics for Adult Educators
Prerequisite: The Adult Literacy Learner
ADLT 5082/48 Hrs/$455.22

### Mathematics for Educational Support
EDUC 1082/42 Hrs/$416.64 + text(s)

### Observing the Young Child
Prerequisite: Child Development I
CHLD 1383/28 Hrs/$289.19 + text(s)

### Partnerships with Parents
Prerequisite: ECE Field Placement I and Seminar
ECE 3381/42 Hrs/$379.21 + text(s)

### Personal and Interpersonal Dynamics
Prerequisite: Foundations of Education, Safety in an Educational Setting
EDUC 2080/42 Hrs/$416.64 + text(s)

### Philosophies of Early Childhood Education
Prerequisite: Child Development II, Early Childhood Education INT OR ECE Practices Introduction, ECE Field Placement I and Seminar, Guidance of the Young Child
ECE 4380/42 Hrs/$379.21

### Planning Programs for Employment Outcomes
Prerequisite: The Adult Literacy Learner
ADLT 2081/48 Hrs/$455.22

### Preparatory Biology
BIOL 1580/56 Hrs/$506.66 + text(s)

### Preparatory Chemistry
CHEM 1180/57 Hrs/$513.09

### Preparatory Physics
PHYS 1180/57 Hrs/$506.66

### Prevention and Identification of Child Abuse
Prerequisite: ECE Field Placement I and Seminar
CHLD 3380/48 Hrs/$455.22 + text(s)

### Research and Assessment Introduction
Prerequisite: Field of Early Childhood Education – Resource Consulting Introduction
ECE 2080/42 Hrs/$416.64 + text(s)

### Resource Consultant Fieldwork 1
Prerequisite: Field of Early Childhood Education – Resource Consulting Introduction, Research and Assessment Introduction
ECE 3081/105 Hrs/$434.98

### Resource Consultant Fieldwork 2
Prerequisite: Field of Early Childhood Education – Resource Consulting Introduction, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment, Understanding and Working with Families and Community Partners
ECE 6080/105 Hrs/$434.98

### Safety in an Educational Setting
EDUC 1080/42 Hrs/$416.64

### Supervision and Administration
Prerequisite: Early Childhood Education INT OR ECE Practices Introduction
MGMT 2386/42 Hrs/$379.21 + text(s)

### Teaching Preschool - A Year of Inspiring Lessons
EDUC 1980/24 Hrs/$254.25

### Teaching Students with ADHD
TEAC 1880/24 Hrs/$254.25

### Teaching Students with Autism: Strategies for Success
TEAC 1083/24 Hrs/$254.25

### The Adult Literacy Learner
ADLT 1080/48 Hrs/$455.22

### The Inclusion Learning Environment
Prerequisite: Field of Early Childhood Education – Resource Consulting Introduction, Research and Assessment Introduction
ECE 3080/42 Hrs/$416.64 + text(s)

### Understanding Adolescents
CHLD 1082/24 Hrs/$254.25

### Understanding and Working with Families and Community Partners
Prerequisite: Field of Early Childhood Education – Resource Consulting Introduction, Research and Assessment Introduction, Resource Consultant Fieldwork 1, The Inclusive Learning Environment
ECE 4080/42 Hrs/$416.64

### Wellness for Children
HLTH 1385/28 Hrs/$289.19 + text(s)

### Working Successfully with Learning Disabled Students
CHLD 1081/24 Hrs/$254.25

### Writing Grammatically
ENG 1082/48 Hrs/$455.22
HEALTH & COMMUNITY

NURSING/MEDICAL/SOCIAL SERVICES/FIRST AID AND CPR

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

Children’s Mental Health
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
- Child Development I
- Cognitive Development, Trauma and Loss
- Family Relationships and their Impact on Psychiatric Disorders
- Prevention and Intervention Strategies
- Psychiatric Disorders Common to the Infant, Child and Adolescent Population
- Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent

Dementia Studies – Multidiscipline
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

Designed to build on the knowledge, skills, and attitudes of professionals in the health and/or social service field, this program aims to increase competency and skill in caring for those with dementia and other progressive diseases that reduce cognitive and functional performances, mainly but not exclusively, in an older population. It emphasizes the retention of quality of life for people with dementia and for their care partners.

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

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

Diabetes Worker/Educator
Recognition of Achievement
Questions? Call 905.721.2000 ext. 2667

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

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

Program of Study
Students must complete the following four courses. These courses must be completed in the order shown:
- Diabetes: The Basics
- Introduction to Patient Education
- Living with Diabetes
- Special Issues with Diabetes
Diversity and Intercultural Relations
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

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

Food Service Worker
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667
905.721.2000 ext. 2496

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

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

Fundamentals of Addictions
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

General Arts and Science – Health Prep
Ontario College Certificate
Questions? Call 905.721.2000 ext. 2667

This program is specifically designed for individuals who lack the science, communication and/or mathematics background necessary for admission or mature applicants interested in pursuing a health sciences career. It provides the foundation necessary for success in a health sciences program such as Paramedic, Practical Nursing, Dental Assistant and Dental Hygiene.

Program of Study
- Biology I
- Biology II
- Chemistry I
- Chemistry II
- Communications I
- Communications II
- Computers I
- Computers II
- General Education Electives - three required
- Mathematics for Science

Gerontology
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

Electives - choose one
- Dementia Care Overview
- Orientation to Palliative Care

Hospital Nursing Unit Clerk
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
- Medical Conditions for Medical Office Staff
- Medical Keyboarding
- Medical Terminology I
- Pharmacology for Medical Office Professionals
- Understanding Medical Tests for Medical Office Staff
- Understanding Surgical Procedures for Medical Office

(See next page)
• Working and Communicating in a Medical Setting
  Electives - choose two
  • Health Records Management
  • Medical Billing I
  • Medical Office Procedures
  • Medical Terminology II

Medical Administration and Medical Transcriptionist Certificates can be found in the Business section.

Mental Health Nursing RN/RPN
Durham College Certificate Questions? Call 905.721.2000 ext. 2496

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

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

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

Mental Health Rehabilitation
Durham College Certificate Questions? Call 905.721.2000 ext. 2667

The aim of this program is to provide you with knowledge and understanding of psychosocial rehabilitation principles and practices and how they are implemented in a range of mental health services based on best practices and mental health reform in Ontario.

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

Oncology Nursing RN/RPN
Recognition of Achievement Questions? Call 905.721.2000 ext. 2667

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

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

Occupational Health Nursing RN
Durham College Certificate Questions? Call 905.721.2000 ext. 2667

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

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

Palliative Care
Durham College Certificate Questions? Call 905.721.2000 ext. 2667

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

Program of Study
• Comfort Measures
• Ethical, Legal and Spiritual Concerns
• Orientation to Palliative Care
• Palliative Care Communications
• Palliative Care Field Placement
• Psychological and Social Implications
**Perinatal/Obstetrics RN/RPN**

Durham College Certificate
Questions? Call 905.721.2000 ext. 2496

This program is designed to enhance your knowledge and skills as a registered nurse/registered practical nurse working in or aspiring to work in a traditional obstetrical or perinatal unit. Applying nursing processes and research to clinical practice, you will provide comprehensive, family-centered maternity care to clients and their families in institutions and community settings.

Program of Study - revised
- Perinatal/Obstetrics - Normal pregnancy
- Perinatal/Obstetrics - High Risk pregnancy
- Perinatal/Obstetrics - New Born (Hybrid)
- Perinatal/Obstetrics - Caesarean Section
- Perinatal/Obstetrics - Practicum (Offsite)

Sterile Processing

Durham College Certificate
Questions? Call 905.721.2000 ext. 2496

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

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

**Social Services Worker**

Ontario College Diploma
Questions? Call 905.721.2000 ext. 2496

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

Program of Study
- Abnormal Psychology
- Addictions Theory and Practice
- Crisis Intervention
- Cultural Issues
- Development Across the Lifespan

(Continued)

**Thanatology**

Durham College Certificate
Questions? Call 905.721.2000 ext. 2496

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

Program of Study
- Comfort Measures
- Coping with Death
- Ethical, Legal and Spiritual Concerns
- Learning from Death and Dying
- Mourning, Grief and Bereavement
- Orientation to Palliative Care
- Palliative Care Communications
- Thanatology Introduction

**A-Z COURSE LISTING**
# A-Z COURSE LISTING

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<th>Course Title</th>
<th>Prerequisite</th>
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<td>Anger Management Fundamentals</td>
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<td>Arrhythmia Interpretation</td>
<td>Prerequisite: Health Care professional such as RN, RPN, Paramedic, medical student, Pharmacy Technician or nursing student: CARD 1080/30 Hrs/$339.48</td>
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<tr>
<td>Assembly, Wrapping and Packaging of Instrumentation Equipment</td>
<td>Prerequisite: Decontamination Principles, Procedures and Practices, Identification, Care and Handling of Instruments, Medical Terminology - Level 1, Microbiology and Infection Control for Sterile Processing STPC 4580/24 Hrs/$300.90 + text(s)</td>
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<td>Assessment &amp; Planning for the Aging Adult</td>
<td>Prerequisite: Aging Introduction, Physiology of Aging HLT 7798/42 Hrs/$317.50 + text(s)</td>
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<td>Behaviour Management and Crisis Intervention</td>
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<td>Caregiving Skills</td>
<td>Prerequisite: Dementia Care Overview HLT 6780/24 Hrs/$300.90</td>
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<td>Case Management in Addictions</td>
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<td>Case Management for Elder Issues</td>
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<td>Coping with Death: Counselling, Support Groups and Alternative Therapies</td>
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<td>Coronary Care II for RN's</td>
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<td>Decontamination Principles, Procedures and Practices in Sterile Processing</td>
<td>Prerequisite: Identification, Care and Handling of Instruments in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control Sterile Processing STPC 3580/39 Hrs/$397.35 + text(s)</td>
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<td>Independent Study in Mental Health Rehabilitation</td>
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<td>Interprofessional Psychogeriatric Best Practices</td>
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<td>Issues and Ethics</td>
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<td>Learning from Death and Dying</td>
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Legal and Ethical Issues Related to Aging
Prerequisite: Aging Introduction, Assessment and Planning, Physiology of Aging, Seniors Mental Health
GER 1591/42 Hrs/$317.50 + text(s)

Lifekills Practice
COUN 2584/42 Hrs/$379.21

Lifekills Theory
Prerequisite: Lifekills Practice
COUN 2585/42 Hrs/$379.21

Living with Diabetes
Prerequisite: Diabetes: The Basics, Patient Education Introduction
RN 3081/30 Hrs/$339.48 + text(s)

Mental Health Nursing, Introduction
NURS 1556/42 Hrs/$387 + text(s)
May 2-Aug 5/online via DC Connect

Mental Health Practices
PSR 1580/45 Hrs/$435.93

Mental Health Practicum
Prerequisite: All theory courses plus one elective from Mental Health Nursing Certificate
NURS 3557/80 Hrs/$300
Jan 12-Apr 19/OFFSITE
May 10-Aug 16/ OFFSITE

Mental Health Practitioner Role
Prerequisite: Mental Health Rehabilitation Foundation
PSR 2581/45 Hrs/$435.93

Mental Health Rehabilitation Foundation
PSR 1581/45 Hrs/$435.93

Microbiology and Infection Control for Sterile Processing
STPC 1580/36 Hrs/$378.06

Mourning, Grief and Bereavement: Reactions and Responses to Death
CARE 1584/36 Hrs/$378.06 + text(s)

MRI Refresher
RAD 1080/45 Hrs/$435.93 + text(s)

Natural Health and Healing, Introduction to
HLTH 1987/24 Hrs/$254.25

Nephrology I
RN 1588/42 Hrs/$379.21 + text(s)

Nursing Professional Practice – Acute
Prerequisite: Health and Healing Acute
NURS 3573/64 Hrs/$310
Jan 12-Apr 19/ OFFSITE
May 10-Aug 16/ OFFSITE

Nursing Professional Practice – Chronic
Prerequisite: Health and Healing Chronic
NURS 4573/64 Hrs/$310
Jan 12-Apr 19/ OFFSITE
May 10-Aug 16/ OFFSITE

Nursing Professional Practice – Mental Health
Prerequisite: Health & Healing Mental Health
NURS 3574/64 Hrs/$310
Jan 12-Apr 19/ OFFSITE
May 10-Aug 16/ OFFSITE

Nutrition in Healthcare for FSW
Prerequisite: Nutrition Introduction for FSW
FSW 1552/36 Hrs/$267 + text(s)
Apr 19-Jul 5/Tue/6:40-9:40/ OSHAWA
FSW 1582/30 Hrs/$339.48

Nutrition Introduction
NUTR 1080/42 Hrs/$416.64 + text(s)

Nutrition, Introduction for Food Service Worker
FSW 1551/36 Hrs/$267 + text(s)
Jan 19-Apr 5/Tues/6:40-9:40/ OSHAWA
Apr 21-Jul 7/Thur/6:40-9:40/ OSHAWA
FSW 1581/30 Hrs/$339.48

Occupational Health & Health Surveillance
Prerequisite: Occupational Health Nursing Introduction
OHN 1081/42 Hrs/$416.64 + text(s)

Occupational Health Nursing Introduction
OHN 1080/42 Hrs/$416.64 + text(s)

Occupational Health Nursing Project
OHN 4080/42 Hrs/$416.64

Oncology Nursing Advanced - RN
Prerequisite: Oncology Nursing Introduction - RN
RN 2581/42 Hrs/$416.64 + text(s)

Oncology Nursing Advanced - RPN
RN 1582/42 Hrs/$416.64 + text(s)

Oncology Nursing Field Placement - RN
RN 3593/60 Hrs/$293.96

Oncology Nursing Field Placement - RPN
RN 3590/30 Hrs/$250.70

Oncology Nursing Introduction - RN
RN 1581/42 Hrs/$416.64 + text(s)

Oncology Nursing Introduction - RPN
RN 1582/42 Hrs/$416.64 + text(s)

Orientation to Palliative Care
CARE 1580/30 Hrs/$302.05 + text(s)

Palliative Care Communications
CARE 1581/20 Hrs/$237.75

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

Pathophysiology I
Prerequisite: Anatomy and Physiology I, Anatomy and Physiology II
PATH 3583/42 Hrs/$416.64 + text(s)

Pathophysiology II
Prerequisite: Pathophysiology I
PATH 4583/42 Hrs/$416.64 + text(s)

Patient Education Introduction
Prerequisite: Diabetes: The Basics
RN 2081/30 Hrs/$339.48 + text(s)

Perinatal/Obstetrics Practicum
Prerequisite: Perinatal/Obstetrics - Caesarean, Perinatal/Obstetrics - High Risk, Perinatal/Obstetrics - Normal, Perinatal/Obstetrics-Newborn
RN 4566/102 Hrs/$340
Jan 12-Apr 19/ OFFSITE
May 10-Aug 16/ OFFSITE
Perinatal/Obstetrics - Caesarean
Prerequisite: Perinatal/Obstetrics - High Risk
RN 3566/36 Hrs/$287 + text(s) ③
Apr 19-Jul 5/Tues/6:10-9:10/OSHAWA

Perinatal/Obstetrics - High Risk
Prerequisite: Perinatal/Obstetrics - Normal
RN 2566/36 HRS/$267 + text(s) ③
Jan 12-Mar 29/Tue/6:10-9:10/OSHAWA

Perioperative Nursing III
Prerequisite: Perioperative Nursing II
NURS 3581/42 Hrs/$416.64 + text(s) ③

Perioperative Nursing IV
Prerequisite: Perioperative Nursing III
NURS 4581/42 Hrs/$416.64 + text(s) ③

Personality Psychology
PSYC 1083/42 Hrs/$416.64 + text(s) ③

Pharmacology - Dental Hygiene
Prerequisite: Dental Hygiene Theory III, Human
Pathophysiology, Periodontics
PHAR 1581/45 Hrs/$435.93 + text(s) ③

Pharmacology and Behaviour
COUN 1583/42 Hrs/$387.06 + text(s) ③
Jan 12-Apr 19/online via DC Connect
May 10-Aug 16/online via DC Connect

Pharmacology for Medical Office Professionals
MEDO 1085/36 Hrs/$378.06 + text(s) ③

Pharmacology for Practical Nurses
Prerequisite: Anatomy and Physiology I,
Applied Math for Nurses
NURS 2580/45 Hrs/$435.93 + text(s) ③

Pharmacology Introduction
RN 2080/45 Hrs/$435.93 + text(s) ③

Physiology of Aging
Prerequisite: Aging Introduction
HLT 7789/30 Hrs/$339.48 + text(s) ③

Prevention and Intervention Strategies - Children's Mental Health
CHLD 1088/45 Hrs/$435.93 + text(s) ③

Psychiatric Disorders Common to the Infant, Child and Adolescent Population
CHLD 1083/45 Hrs/$416.64 + text(s) ③

Psychiatric Rehabilitation Processes
Prerequisite: Mental Health Rehabilitation Foundation
PSR 2583/45 Hrs/$435.93

Psychological and Social Implications
CARE 1585/30 Hrs/$302.05 + text(s) ③

Psychology Introduction
PSYC 1051/42 Hrs/$379.21 + text(s) ③
PSYC 1090/42 Hrs/$325.06 + text(s) ③

Psychology, Introduction to
PSYC 1050/42 Hrs/$306 + text(s) ③
Jan 21-Apr 21/Thur/6:10-9:10/OSHAWA
May 5-Jul 21/Thur/6:10-9:40/OSHAWA

Record Keeping and Report Writing
WRIT 1582/30 Hrs/$302.05 + text(s) ③

Research and Development
Prerequisite: Evaluation & Program Planning
HLT 6786/24 Hrs/$300.90 + text(s) ③

Restorative Care in a Long Term Care Setting
GER 1586/42 Hrs/$379.21 ③

Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent Population
CHLD 1086/45 Hrs/$435.93 + text(s) ③

Role of the Food Service Worker
FSW 1555/30 Hrs/$228 + text(s) ③
Jan 21-Mar 24/Thur/6:40-9:40/OSHAWA
FSW 1585/30 Hrs/$339.48

Sampling and Analysis
OCCS 1081/36 Hrs/$378.06 ③

Sanitation and Safety
FSW 1553/36 Hrs/$267 + text(s) ③
Apr 19-Jul 5/Tues/6:40-9:40/OSHAWA
FSW 1583/30 Hrs/$339.48 ③

Seminars in Oncology RN
Prerequisite: Oncology Nursing Advanced - RN
RN 2582/42 Hrs/$416.64 + text(s) ③

Seminars in Oncology RPN
Prerequisite: Oncology Nursing Advanced - RPN, Oncology Nursing Intro - RPN
RPN 2582/42 Hrs/$416.64 + text(s) ③

Seniors Mental Health
Prerequisite: Aging Introduction, Assessment
and Planning, Physiology of Aging
GER 1592/42 Hrs/$317.50 + text(s) ③

Social Policy and Administration
SOCI 1581/42 Hrs/$379.21 ③

Sociology II
SOCI 2051/42 Hrs/$416.64 ③

Sociology Introduction
SOCI 1051/42 Hrs/$379.21 + text(s) ③
SOCI 1090/42 Hrs/$325.06 + text(s) ③

Sociology, Introduction to
SOCI 1050/42 Hrs/$306 + text(s) ③
May 2-Jul 25/Mon/6:10-9:40/OSHAWA

Special Issues with Diabetes
Prerequisite: Diabetes: The Basics, Living With
Diabetes, Patient Education Introduction
RN 4081/30 Hrs/$339.48 + text(s) ③

Special Topics in Mental Health Nursing
Prerequisite: Mental Health Nursing, Introduction
NURS 2566/42 Hrs/$397 + text(s) ③
May 2-Aug 5/online via DC Connect

Full course descriptions online. Register now: www.durhamcollege.ca/coned  T: 905.721.3000
SSW Field Placement I
Prerequisite: Interviewing Skills 1, Issues and Ethics, Pharmacology and Behaviour, Record Keeping and Report Writing, SSW Field Placement Preparation, SSW Issues and Ethics
HSC 6550/235 Hrs/$364
Jan 16-Aug 15/Sat/9:10-11:10
HSC 6550/221 Hrs/$364.15
May 10 – Aug 16/ONLINE

SSW Field Placement II
Prerequisite: Crisis Intervention, SSW Field Placement I and Seminar
HSC 6551/235 Hrs/$364
Jan 16-Aug 15/Sat/9:10-11:10
HSC 6551/221 Hrs/$364.15
May 10 – Aug 16/ONLINE

SSW Field Placement III
Prerequisite: Development Across the Lifespan, SSW Field Placement II and Seminar, Group Dynamics, Lifeskills Theory,
HSC 6552/235 Hrs/$364
Jan 16-Aug 15/Sat/9:10-11:10
HSC 6552/221 Hrs/$364.15
MAY 10 – Aug 16/ONLINE

SSW Field Placement I Seminar
SSWF 2080/14 Hrs/$209.15
May 10 – Aug 16/ONLINE

SSW Field Placement 2 Seminar
SSWF 2081/14 Hrs/$209.15
May 10 – Aug 16/ONLINE

SSW Field Placement 3 Seminar
SSWF 2082/14 Hrs/$209.15
May 10 – Aug 16/ONLINE

SSW Field Placement Preparation
SSWF 1080/30 Hrs/$302.05 + text(s)
Sterile Storage, Inventory Control and Management of Resources
Prerequisite: Assembly, Wrapping and Packaging, Decontamination Principles, Procedures and Practices in Sterile Processing, Disinfection and Sterilization Concepts and Techniques, Identification, Care and Handling of Instrumentation in Sterile Processing, Medical Terminology - Level 1, Microbiology and Infection Control
STPC 6580/24 Hrs/$300.90 + text(s)

Stress, Wellness and Nutrition
HLTH 1387/42 Hrs/$379.21 + text(s)

Thanatology Introduction
CARE 1583/36 Hrs/$378.06 + text(s)

Theory and Practice of Counselling in Addictions
COUN 1582/35 Hrs/$371.63 + text(s)

Therapeutic Recreation Process
Prerequisite: Foundations of Therapeutic Recreation
ACTV 2080/42 Hrs/$416.64 + text(s)

Treatment Approaches in Addictions
ADDC 1581/40 Hrs/$403.78 + text(s)

Wound Care Advanced
Open to all health care professionals.
RN 1565/42 Hrs/$306
Mar 24-Jun 23/Thur/6:40-9:40/OSHAWA

FIRST AID/CPR
First Aid and CPR Certification Training
First Aid certification is WSIB (Workplace Safety and Insurance Board) approved in accordance with Regulation 1101. Training is provided by Rescue Plus, an authorized provider of Lifesaver 101 certification programs. First Aid certification is valid for three years from date of completion. CPR only programs are Heart and Stroke Foundation certified and are valid for one year from date of completion.

CPR(C) for Healthcare Providers
CPR 1609/6 Hrs/$90.40
Jan 30/Sat/9:10-3:40/OSHAWA
Mar 5/Sat/9:10-3:40/OSHAWA
May 7/Sat/9:10-3:40/OSHAWA
Aug 6/Sat/9:10-3:40/OSHAWA

CPR(C) - Health Care Provider Recertification
Prerequisite: CPR (C) - Health Care Provider
CPR 1611/4 Hrs/$73.45
Feb 13/Sat/9:10-1:10/OSHAWA
Apr 30/Sat/9:10-1:10/OSHAWA
Jul 30/Sat/9:10-1:10/OSHAWA

Emergency First Aid and CPR(C)
CPR 1606/8 Hrs/$100
Jan 23/Sat/9:10-5:40/OSHAWA
Mar 12/Sat/9:10-5:40/OSHAWA
Jul 23/Sat/9:10-5:40/OSHAWA

Standard First Aid and CPR(C)
CPR 1605/15 Hrs/$120
Jan 16-Jan 17/Sat/Sun/9:10-5:10/OSHAWA
Feb 20-Feb 21/Sat/Sun/9:10-5:10/OSHAWA
Mar 19-Mar 20/Sat/Sun/9:10-5:10/OSHAWA
Apr 23-Apr 24/Sat/Sun/9:10-5:10/OSHAWA
May 28-May 29/Sat/Sun/9:10-5:10/OSHAWA
Jun 18-Jun 19/Sat/Sun/9:10-5:10/OSHAWA
Jul 16-Jul 17/Sat/Sun/9:10-5:10/OSHAWA
Aug 20-Aug 21/Sat/Sun/9:10-5:10/OSHAWA

Standard First Aid and CPR(C) Recertification
Prerequisite: Standard First Aid and CPR (C)
CPR 1612/8 Hrs/$100
Feb 6/Sat/9:10-5:40/OSHAWA
Apr 9/Sat/9:10-5:40/OSHAWA
Jun 4/Sat/9:10-5:40/OSHAWA
Aug 27/Sat/9:10-5:40/OSHAWA
WANT TO ENHANCE YOUR WORKPLACE PERFORMANCE, ADVANCE YOUR GLOBAL CAREER OR SIMPLY TRAVEL THE WORLD? EXPLORE BOTH LANGUAGE AND CULTURE THROUGH OUR FOREIGN LANGUAGE, TRANSLATION AND ASL OFFERINGS.

American Sign Language (ASL)
Durham College Certificate
Questions? Call 905.721.2000 ext. 2496

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

Program of Study - revised
- ASL 101
- ASL 102
- ASL 103
- ASL 104 (New as of Fall 2015)
- ASL 201
- ASL 202 (not challengeable)
- ASL 203 (not challengeable)

French
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667
Call 905.721.2000 ext. 2496

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

Program of Study
- French 1
- French 2
- French 3
- French 4
- French 5 (not challengeable)
- French Écrit (not challengeable)

Spanish
Durham College Certificate
Questions? Call 905.721.2000 ext. 2496

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

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

Full course descriptions online. Register now: www.durhamcollege.ca/coned T: 905.721.3000
Translation in the Workplace
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

Gain a better understanding of the English to French translation process and explore areas of study that are essential to working as a professional translator. You will increase your competence and confidence in working with both English and French languages with this certificate.

Program of Study
• Translation in the Workplace 1
• Translation in the Workplace 2
• Translation in the Workplace 3
• Translation in the Workplace 4

REGISTRATION TIPS
Register early to ensure your spot in the course, or to avoid cancellation of a course due to insufficient enrolment.

- A convenient alternative, due to the volume of telephone calls during registration, may be online, mail-in or drop-off.
- Note: Cheques not accepted.
- If you get voice-mail, please leave us a clear detailed message with your name, phone number and a time you can be reached. We will make every attempt to return your call within 24 hours.
- We may have to contact you. When registering, please provide us with your current daytime and home phone number, e-mail and home address.

A-Z COURSE LISTING

American Sign Language 101 - Communicating with the Deaf
ASL 1550/42 Hrs/$306 + text(s)
Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA
Apr 27-Jul 27/Wed/6:40-9:40/OSHAWA

American Sign Language 102 - Communicating with the Deaf
Prerequisite: ASL101 Communicating with the Deaf
ASL 2550/42 Hrs/$306 + text(s)
Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA
Apr 26-Jul 26/Tues/6:40-9:40/OSHAWA

American Sign Language 103 - Communicating with the Deaf
Prerequisite: ASL102 Communicating with the Deaf
ASL 3550/42 Hrs/$306 + text(s)
Apr 27-Jul 27/Wed/6:40-9:40/OSHAWA

American Sign Language 104 - Communicating with the Deaf
Prerequisite: ASL103 Communicating with the Deaf
ASL 4550/42 Hrs/$306 + text(s)
Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA

French 1
LANG 1952/42 Hrs/$306 + text(s)
Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA
Jan 14-Apr 14/Thur/6:40-9:40/PICKERING
Apr 27-Jul 27/Wed/6:40-9:40/OSHAWA
Apr 25-Jul 25/Mon/6:40-9:40/PICKERING
LANG 1982/42 Hrs/$379.21

French 2
Prerequisite: French 1
LANG 2952/42 Hrs/$306 + text(s)
Jan 13-Apr 13/Wed/6:40-9:40/OSHAWA
Apr 27-Jul 27/Wed/6:40-9:40/OSHAWA
Apr 28-Jul 28/Thur/6:40-9:40/PICKERING
LANG 2982/42 Hrs/$379.21

French 3
Prerequisite: French 2
LANG 3952/42 Hrs/$306 + text(s)
Jan 26-Apr 12/Tues/6:40-9:40/OSHAWA
Apr 20-Jul 6/Wed/6:40-9:40/OSHAWA
LANG 3982/42 Hrs/$379.21
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LEGAL & EMERGENCY SERVICES

ADMINISTRATION/PROTECTION/INVESTIGATION

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

Applied Criminal Investigative Techniques
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

Correctional Practices Fundamentals
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
• Behaviour Management and Crisis Intervention
• Canadian Corrections (Penology)
• Canadian Criminal Justice System
• Criminology
• Psychology Introduction
• Safe and Secure Environments
Electives (Choose One)
• Abnormal Psychology
• Forensic Psychology
• Sociology Introduction
• Youth in Conflict with the Law

Criminal Psychology and Behaviour
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study
• Co-Dependency as an Addiction
• Criminal Investigative Analysis, Introduction
• Criminal Psychology – Criminal Minds
• Criminal Psychology – Psychopathic Minds
• Cults and Terrorism
• Domestic and Workplace Violence
• Forensic Psychology
• Personality Psychology
• Psychology Introduction
• Sexual Violence
Customs and Logistics
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

Note: This program has been suspended. No new students are being accepted into this program. Please see our website for further details.

Legal Office Assistant
Durham College Certificate
Questions? Call 905.721.2000 ext. 2667

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

Program of Study

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

Electives: (choose two)
- Communications for Business II
- Computer Keyboarding
- Corporate Practice and Procedure
- Criminal Law - Legal Administration
- Family Law
- Legal Office Procedures
- Legal Terminology
- Litigation Practice and Procedure II
- Microsoft Excel Introduction
- Real Estate Practice and Procedure II
- Small Claims Practice and Procedure
- Wills and Estates Practice and Procedure

Police Foundations
Ontario College Diploma
Questions? Call 905.721.2000 ext. 2667

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

Program of Study

- Canadian Criminal Justice System
- Career Preparation - PFP
- Community Policing
- Conflict Management
- Criminal Code and Civil Law
- Criminal Code and Federal Statutes
- Criminology
- Diversity and First Nations Peoples
- Fitness I
- Fitness II
- Fitness III

- General Education elective
  - two required
- Interpersonal and Group Dynamics
- Interviewing and Investigations
- Investigation and Evidence
- Law Enforcement Communications I (Communications I online)
- Law Enforcement Communications II (Communications II online)
- Police Powers I
- Police Powers II
- Politics and Public Administration
- Principles of Ethical Reasoning
- Provincial Offences
- Psychology (Introduction)
- Traffic Management
- Youth in Conflict with the Law

Protection, Security and Investigations
Ontario College Diploma
Questions? Call 905.721.2000 ext. 2667

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

Program of Study

- Addictions and Mental Health
- Advanced Security
- Alcohol and Gaming
- Border Services
- By-Law Enforcement
- Canadian Criminal Justice System
- Career Preparation I (PSI)
- Career Preparation II (PSI)
- Communications for PSI (Communications II Law Enforcement online)
- Corrections
- Criminal Code and Civil Law
- Enforcement Procedures
- First Aid/CPR (Must be St. John’s Emergency First Aid and CPR course)
- Fitness I
- Fitness II
- Forensic Psychology
- General Education elective
  - two required
- Interpersonal and Group Dynamics
- Interviewing and Investigations
- Investigation and Surveillance
- Law Enforcement Communications I (Communications I PFP online)
- Officer Safety and Situational Control Practicum
- Politics and Public Administration
- Principles of Ethical Reasoning
- Provincial Offences and Evidence
- Psychology, Introduction
- Security Guard Training
- Youth and Diversity (Youth in Conflict with the Law online)
Victimology
Ontario College Graduate Certificate
Questions? Call 905.721.2000 ext. 2667

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

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

Institute of Law Clerks of Ontario (ILCO) Law Clerk
Questions? Call 905.721.2000 ext. 2667

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

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

Program of Study (recommended order)
- Litigation
- Corporate
- Real Estate
- Estates

A-Z COURSE LISTING

911 and Police Dispatch
Prerequisite: APCO Public Safety Telecommunicator, Computer Keyboarding Skills I
DISP 2352/42 Hrs/$331
Jan 14-Apr 14/Thur/6:40-9:40/OSHAWA

911 Field Observation
FWK 2361/42 Hrs/$300
Jan 21-Apr 21/Thur/7:10-9:10/OFFSITE

Aboriginal Governance and Sovereignty
INDG 1080/30 Hrs/$379.89 + text(s)

Aboriginal Strategy and Decisions
INDG 1081/30 Hrs/$339.48

Advanced Security
LASA 1384/28 Hrs/$289.19

Alcohol and Gaming
LASA 1389/42 Hrs/$379.21 + text(s)

APCO Public Safety Telecommunicator
DISP 1350/42 Hrs/$306 + text(s)
Jan 20-Apr 6/Wed/6:10-9:40/OSHAWA
DISP 1380/42 Hrs/$379.21 + text(s)

Applying Ambulance/Fire Dispatch
Prerequisite: APCO Public Safety Telecommunicator, Computer Keyboarding Skills I
DISP 2353/42 Hrs/$331 + text(s)
Apr 19-Jul 19/Tues/6:40-9:40/OSHAWA

Applied Criminal Investigative Capstone Project
CPST 1394/42 Hrs/$317.50

Border Services
CUST 1382/28 Hrs/$289.19 + text(s)

By-Law Enforcement
BYLW 1381/28 Hrs/$289.19

Canadian Law and Provincial Legislation
LAW 2385/28 Hrs/$289.19

Canadian Politics
POL 1080/42 Hrs/$416.64 + text(s)

Career Prep I – PPF/PSI
PFP 8331/14 Hrs/$199.17 + text(s)

Canadian Criminal Justice System
PPF 8101/42 Hrs/$379.21 + text(s)

Civil Procedures
Prerequisite: Contracts II
LAW 3382/42 Hrs/$416.64 + text(s)

Communications and Investigative Report Writing
COMM 1384/42 Hrs/$379.21
### Communications I (PFP)

PFP 8104/45 Hrs/$435.93 + text(s)

### Communications I Legal Administration

COMM 1380/45 Hrs/$435.93

### Communications II - Law Enforcement

- Prerequisite: Communications I (Law Enforcement) or Communications I (PFP)
- PFP 8204/42 Hrs/$379.21 + text(s)

### Community and Social Services

PFP 8206/45 Hrs/$435.93 + text(s)

### Computer/Cyber Crime

CRIM 1385/42 Hrs/$379.21

### Conflict Management

- Prerequisite: Police Powers I, Provincial Offences
- PFP 8405/48 Hrs/$455.22 + text(s)

### Corporate Practice and Procedure

- Prerequisite: Legal Office Procedures, Legal Terminology
- LAW 2081/42 Hrs/$416.64 + text(s)

### Corrections

LASA 1380/30 Hrs/$339.48 + text(s)

### Court Clerk - Family I

FAMY 1380/42 Hrs/$379.21

### Court Clerk Criminal - Ontario Court of Justice

CCCO 1381/56 Hrs/$469.23

### Court Reporter/Monitor I

MNTR 1380/42 Hrs/$379.21

### Court Reporter/Monitor II

- NEW
- MNTR 2381/42 Hrs/$379.21

### Criminal Investigative Analysis, Introduction

CRIM 1081/45 Hrs/$435.93

### Criminal Psychology-Psychopathic Minds

PSYC 1080/45 Hrs/$435.93

### Criminal and Civil Law

PFP 8301/42 Hrs/$379.21 + text(s)

### Criminal Code

- Prerequisite: Criminal and Civil Law
- PFP 8302/42 Hrs/$379.21 + text(s)

### Criminal Code and Civil Law

PFP 8231/42 Hrs/$379.21 + text(s)

### Criminal Code and Federal Statutes

- Prerequisite: Criminal Code and Civil Law
- PFP 8402/42 Hrs/$379.21 + text(s)

### Criminal Law - Legal Administration

LAW 1288/42 Hrs/$379.21 + text(s)

### Criminal Psychology - Criminal Minds

- Prerequisite: Criminal Psychology - Psychopathic Minds
- PSYC 2080/45 Hrs/$435.93

### Criminology

PFP 8201/30 Hrs/$339.48 + text(s)

### Cults and Terrorism

CRIM 1080/45 Hrs/$435.93

### Diversity and Victim I: Aboriginal Peoples

DIVS 1380/30 Hrs/$339.48

### Diversity and Victim II: Understanding Populations

- Prerequisite: Diversity and Victim I: Aboriginal People
- DIVS 2380/30 Hrs/$338.78

### Diversity and First Nations Peoples

PFP 8109/42 Hrs/$379.21 + text(s)

### Emergency Management

MGMT 2389/42 Hrs/$379.21

### Ethics and the Justice System

ETHC 1384/42 Hrs/$379.21 + text(s)

### Family Law

- Prerequisite: Legal Office Procedures, Legal Terminology
- LAW 2082/42 Hrs/$416.64 + text(s)

### Fitness I

- PFP 8308/45 Hrs/$435.93 + text(s)

### Fitness II

- Prerequisite: Fitness I
- PFP 8408/28 Hrs/$289.19 + text(s)

### Forensic Psychology

- PSYC 1981/36 Hrs/$378.06 + text(s)

### Forensics 9-1-1: The Basics of Forensic Criminal Investigation

CRIM 1580/42 Hrs/$379.21

### Fraud Investigation

FRAD 1380/42 Hrs/$379.21 + text(s)

### Impact of Crime

CRIM 1386/45 Hrs/$435.93

### Interpersonal and Group Dynamics

PFP 8202/45 Hrs/$435.93 + text(s)

### Interviewing and Investigation

PFP 8304/48 Hrs/$455.22 + text(s)

### Investigation and Evidence

- PFP 8404/42 Hrs/$379.21 + text(s)

### Investigative Techniques for Motor Vehicle Collisions

INVE 1385/42 Hrs/$379.21 + text(s)
<table>
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<tr>
<th>Course Name</th>
<th>Code</th>
<th>Hours</th>
<th>Fee</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigative Techniques and Processes</td>
<td>INVE</td>
<td>42 Hrs</td>
<td>$379.21 + text(s)</td>
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<tr>
<td>Landlord and Tenant Law</td>
<td>LAW</td>
<td>42 Hrs</td>
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<tr>
<td>Law Clerks - Litigation</td>
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<td>75 Hrs</td>
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<td>Law Clerks - Real Estate</td>
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<td>57 Hrs</td>
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<tr>
<td>Legal Office Procedures</td>
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<td>42 Hrs</td>
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<tr>
<td>Legal Research</td>
<td>LAW</td>
<td>45 Hrs</td>
<td>$435.93 + text(s)</td>
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<tr>
<td>Legal Terminology</td>
<td>TERM</td>
<td>42 Hrs</td>
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<tr>
<td>PC Law Accounting - Legal Administration</td>
<td>ACCT</td>
<td>42 Hrs</td>
<td>$416.64</td>
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<tr>
<td>Police Powers I</td>
<td>PFP</td>
<td>42 Hrs</td>
<td>$379.21 + text(s)</td>
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<tr>
<td>Police Powers II</td>
<td>PFP</td>
<td>28 Hrs</td>
<td>$289.19 + text(s)</td>
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<tr>
<td>Principles of Ethical Reasoning</td>
<td>PFP</td>
<td>45 Hrs</td>
<td>$435.93 + text(s)</td>
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<tr>
<td>Private Investigator Training</td>
<td>PRIV</td>
<td>56 Hrs</td>
<td>$469.23</td>
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<tr>
<td>Provincial Offences</td>
<td>PFP</td>
<td>48 Hrs</td>
<td>$455.22 + text(s)</td>
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<tr>
<td>Provincial Offences/Motor Vehicle Offences</td>
<td>PROV</td>
<td>42 Hrs</td>
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<tr>
<td>Psychology (Justice)</td>
<td>PFP</td>
<td>42 Hrs</td>
<td>$317.50 + text(s)</td>
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<tr>
<td>Racism and Discrimination</td>
<td>SOCI</td>
<td>42 Hrs</td>
<td>$416.64 + text(s)</td>
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<tr>
<td>Real Estate Practice and Procedure I</td>
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<tr>
<td>Real Estate Practice and Procedure II</td>
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<td>28 Hrs</td>
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<td>Reflection, Self-Care and Professional Practice in Victims' Services</td>
<td>REFL</td>
<td>30 Hrs</td>
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<td>Safe and Secure Environments</td>
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<td>Security Guard Training</td>
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<tr>
<td>Sexual Violence</td>
<td>SOCI</td>
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<td>Small Claims Practice and Procedure</td>
<td>LAW</td>
<td>42 Hrs</td>
<td>$416.64 + text(s)</td>
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<td>Traffic Management</td>
<td>PFP</td>
<td>42 Hrs</td>
<td>$379.21 + text(s)</td>
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<td>Transborder and Customs Procedures</td>
<td>COMP</td>
<td>42 Hrs</td>
<td>$416.64</td>
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<tr>
<td>Victim Assistance Strategies</td>
<td>VASS</td>
<td>45 Hrs</td>
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<tr>
<td>Victimization: Legal Perspectives</td>
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<td>45 Hrs</td>
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<td>Victimology and Children</td>
<td>VCHD</td>
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<td>$339.48</td>
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<tr>
<td>Victimology: Assessment and Intervention</td>
<td>INTR</td>
<td>45 Hrs</td>
<td>$435.93</td>
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<tr>
<td>Victims and the Impact of the Media</td>
<td>VMED</td>
<td>30 Hrs</td>
<td>$339.48</td>
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<td>Violence Against Women: Assessment and Intervention</td>
<td>INTR</td>
<td>45 Hrs</td>
<td>$435.93</td>
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<tr>
<td>Wills and Estates Practice &amp; Procedure</td>
<td>LAW</td>
<td>42 Hrs</td>
<td>$416.64 + text(s)</td>
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<tr>
<td>Youth Court Clerk - OCJ</td>
<td>CCCR</td>
<td>42 Hrs</td>
<td>$379.21</td>
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<tr>
<td>Youth in Conflict with the Law</td>
<td>PFP</td>
<td>42 Hrs</td>
<td>$416.64</td>
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</tbody>
</table>
TRADES & TECHNOLOGY
BUILDING/PRE-EXAMS/APPRENTICESHIPS/HOME

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

AutoCAD
Durham College Certificate
Questions? Call 905.721.3330

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

Program of Study
(Courses listed in recommended order)

- Blueprint Reading
- AutoCAD Module 1A
- AutoCAD Module 1B
- AutoCAD Module 2
- AutoCAD Module 3
- AutoCAD Module 4

Building Environmental Systems Facility Management
Durham College Certificate
Questions? Call 905.721.3330

This program is for entry-level managers or current managers of building systems and building operations staff. It covers the essential elements of building operations administration, staffing, communications with an introduction to the legal and financial requirements for this industry.

Program of Study

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

Electives - choose one

- Basics of PLC Programming
- Fire Safety Basics
- Introduction to Fire Alarms
- Introduction to Sprinklers

Building Environmental Systems Operator
Durham College Certificate
Questions? Call 905.721.3330

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

Program of Study

BES Operator Class II

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

BES Operator Class I

- Energy Efficiency in Large Buildings - mandatory

(Continued on next page)
Program of Study

Plus one of the following specialty subjects:
- Air Systems Design
- Hospital Building Systems
- Pipe Systems Design

Construction Estimator

Durham College Certificate Questions? Call 905.721.2000 ext. 2667

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

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

Geographic Information Systems (GIS)

Durham College Certificate Questions? Call 905.721.2000 ext. 2667

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

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

Home Improvement

Recognition of Achievement Questions? Call 905.721.3330

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

Program of Study
- Basic Electrical
- Carpentry Level 1
- Plumbing - Residential/Repair

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

Home Inspection

Durham College Certificate Questions? Call 905.721.2000 ext. 2667

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

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

Industrial Maintenance Mechanic

Durham College Certificate Questions? Call 905.721.3330

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

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

Canadian Welding Bureau (CWB)

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

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

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

Call 905.721.3332 to schedule your welding test.

Note: safety boots, helmets, gloves, proper eyewear and protective clothing are mandatory in the welding shop.
Ontario Association of Home Inspectors (OAHI)

In partnership with Seneca College and Carson Dunlop and Associates, and in cooperation with the OAHI, DC offers a 10-course Home Inspection program that incorporates the Standards of Practice of the American Society of Home Inspectors/Canadian Association of Home and Property Inspectors (ASHI/CAHPI). Standards of Practice define a minimum and uniform standard for private, fee-paid home inspectors.

For full details, please contact the OAHI at 1.888.744.6244 or visit www.oahi.com.

Program of Study
- Air Conditioning and Heat Pump Inspection
- Communication and Professional Practice
- Electrical Inspection I
- Electrical Inspection II
- Interior/Insulation Inspection
- Plumbing Inspection
- Roofing Inspection
- Structural Inspection

Any course listed as OFF-SITE will be held at Monsignor John Pereyma Catholic Secondary School, 316 Conant Street, Oshawa.

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

A-Z COURSE LISTING

Air Conditioning and Heat Pump Inspection
HOME 1887/42 Hrs/$416.64 + text(s)

Applied Mechanics
Prerequisite: Mathematics for Technology I, Physical Science
TECH 2152/42 Hrs/$306.98
May 10-Jun 23/Tues/Thur/6:10-9:10/WHITBY

AutoCAD - Module 1A
Prerequisite: Blueprint Reading
CAD 2157/30 Hrs/$245 + text(s)
Jan 25-Apr 4/Mon/6:10-9:10/OSHAWA
Apr 18-Jun 27/Mon/6:10-9:10/OSHAWA

AutoCAD - Module 1B
Prerequisite: AutoCAD - Module 1A
CAD 2158/30 Hrs/$245 + text(s)
Jan 26-Mar 29/Tues/6:10-9:10/OSHAWA
Apr 19-Jun 21/Tues/6:10-9:10/OSHAWA

AutoCAD - Module 2
Prerequisite: AutoCAD - Module 1B
CAD 2160/40 Hrs/$310 + text(s)
Jan 28-Apr 21/Thur/6:10-9:10/WHITBY

AutoCAD - Module 3
Prerequisite: AutoCAD - Module 1B
CAD 2161/36 Hrs/$284 + text(s)
Jan 27-Apr 13/Wed/6:10-9:10/OSHAWA
Apr 20-Jul 6/Wed/6:10-9:10/OSHAWA

AutoCAD - Module 4
Prerequisite: AutoCAD - Module 1B
CAD 2162/40 Hrs/$310 + text(s)
Apr 28-Jul 21/Thur/6:10-9:10/WHITBY

AutoCAD Advanced
Prerequisite: Computer-Aided Drafting I
CAD 2080/30 Hrs/$339.48 + text(s)

Basic Electrical
TFBE 1351/42 Hrs/$348.06 + text(s)
May 4-Jul 20/Wed/6:10-9:40/WHITBY

BUILDING ENVIRONMENTAL SYSTEMS

BES: Building Systems: A Practical Overview
BES 7000/39 Hrs/$298.77 + text(s)
Jan 19-Apr 12/Tues/6:10-9:10/WHITBY

BES: Controls
BES 7050/39 Hrs/$298.77 + text(s)
May 2-Jun 15/Mon/Wed/6:10-9:10/WHITBY

BES: Electrical
BES 7040/39 Hrs/$298.77 + text(s)
Jan 18-Mar 2/Mon/Wed/6:10-9:10/WHITBY

BES: Hospital Building Systems
BES 7090/39 Hrs/$298.77 + text(s)
Apr 19-Jul 5/Tues/6:10-9:10/WHITBY

BES: Strategic Financial Planning-Facilities
BES 7240/39 Hrs/$298.77 + text(s)
Jan 21-Apr 14/Thur/6:10-9:10/WHITBY

Blueprint Reading
DWG 3250/40 Hrs/$293 + text(s)
Apr 27-July 6/Wed/6:10-9:40/WHITBY

Cabinet Making Level 1
CARP 1400/52 Hrs/$557.36
Jan 26-May 3/Tues/6-10/OFF-SITE

Cabinet Making Level 2
Prerequisite: Cabinet Making Level 1
CARP 2400/52 Hrs/$602.36
Jan 26-May 3/Tues/6-10/OFF-SITE

Calculus
Prerequisite: Mathematics I for Technician, Mathematics II for Technician, Mathematics II for Technology, Mathematics III for Technician
MATH 3182/64 Hrs/$558.11 + text(s)

Carpentry Level 1
CARP 1401/48 Hrs/$492.64
Jan 18-Apr 4/Mon/6-10/OFF-SITE
Apr 11-Jun 20/Mon/6-10/OFF-SITE

Full course descriptions online. Register now: www.durhamcollege.ca/coned  T: 905.721.3000
Carpentry Level 2
Prerequisite: Carpentry Level 1
CARP 2401/52 Hrs/$526
Jan 20-Apr 13/Wed/6-10/OFF-SITE

Ceramic Tiling
HOME 1915/8 Hrs/$155
Mar 4-5/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 13-14/Fri/6-10:10/Sat/9:10-1:10/WHITBY

CFC/ODP Certificate
CFC 1402/7 Hrs/$175
Jan 23/Sat/8-4:10/WHITBY
Mar 5/Sat/8-4:10/WHITBY
Apr 23/Sat/8-4:10/WHITBY
Jun 23/Sat/8-4:10/WHITBY

CNC Programming - Basic
Prerequisite: Machining Engineering Drawings 1
CNC 1481/42 Hrs/$416.64 + text(s)

CNC Programming - Intermediate
Prerequisite: CNC Programming - Basic
CNC 2482/42 Hrs/$416.64 + text(s)

Communication and Professional Practices
HOME 1880/42 Hrs/$416.64 + text(s)

Commercial Construction Principles
CNST 1084/36 Hrs/$378.06

Computer-Aided Drafting I
CAD 1080/30 Hrs/$339.48 + text(s)

Construction Blueprints and Methods
Prerequisite: Students should have sound knowledge of mathematics and English to be successful in this course.
CNST 1082/39 Hrs/$397.35 + text(s)

Construction Contract Bid Management
Prerequisite: Materials Estimating and Methods
CNST 1087/39 Hrs/$397.35 + text(s)

Construction Contracts and Documents
CNST 1080/32 Hrs/$352.34 + text(s)

Construction Job Site Management
Prerequisite: Materials Estimating and Methods
CNST 1088/39 Hrs/$397.35 + text(s)

Cost Estimating Introduction
CNST 1085/39 Hrs/$397.35 + text(s)

Crown Moulding and Interior Applications
HOME 1923/8 Hrs/$155
Feb 5-6/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 6-7/Fri/6-10:10/Sat/9:10-1:10/WHITBY

Designing and Managing a Geographic Information System
Prerequisite: Access Advanced, Access Introduction, G.I.S. Introduction
GIS 1082/42 Hrs/$353.64 + text(s)

Drinking Water, An Introduction
WATR 1182/60 Hrs/$532.38

Drinking Water Operator-In-Training Certification Preparation
WATR 1183/60 Hrs/$532.38

Drywall Installation and Repair
HOME 1935/8 Hrs/$155
Feb 26-27/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 27-28/Fri/6-10:10/Sat/9:10-1:10/WHITBY

Cost Estimating Introduction
CNST 1085/39 Hrs/$397.35 + text(s)

Crown Moulding and Interior Applications
HOME 1923/8 Hrs/$155
Feb 5-6/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 6-7/Fri/6-10:10/Sat/9:10-1:10/WHITBY

Designing and Managing a Geographic Information System
Prerequisite: Access Advanced, Access Introduction, G.I.S. Introduction
GIS 1082/42 Hrs/$353.64 + text(s)

Drinking Water, An Introduction
WATR 1182/60 Hrs/$532.38

Drinking Water Operator-In-Training Certification Preparation
WATR 1183/60 Hrs/$532.38

Drywall Installation and Repair
HOME 1935/8 Hrs/$155
Feb 26-27/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 27-28/Fri/6-10:10/Sat/9:10-1:10/WHITBY

Cost Estimating Introduction
CNST 1085/39 Hrs/$397.35 + text(s)

Crown Moulding and Interior Applications
HOME 1923/8 Hrs/$155
Feb 5-6/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 6-7/Fri/6-10:10/Sat/9:10-1:10/WHITBY

Designing and Managing a Geographic Information System
Prerequisite: Access Advanced, Access Introduction, G.I.S. Introduction
GIS 1082/42 Hrs/$353.64 + text(s)

Drinking Water, An Introduction
WATR 1182/60 Hrs/$532.38

Drinking Water Operator-In-Training Certification Preparation
WATR 1183/60 Hrs/$532.38

Drywall Installation and Repair
HOME 1935/8 Hrs/$155
Feb 26-27/Fri/6-10:10/Sat/9:10-1:10/WHITBY
May 27-28/Fri/6-10:10/Sat/9:10-1:10/WHITBY

Electrical Inspection
HOME 1885/42 Hrs/$416.64 + text(s)

Electricity I
ELEC 1151/70 Hrs/$612.40 + text(s)
Jan 26-Apr 12/Tues/Thur/6:10-9:10/OSHAWA

Electricity II
Prerequisite: Electricity I
ELEC 2151/70 Hrs/$625 + text(s)
May 10-Jul 26/Tues/Thur/6:10-9:10/OSHAWA

Environmental Regulations
REGS 1181/42 Hrs/$416.64

Exterior Inspection
HOME 1881/42 Hrs/$416.64 + text(s)

GAS TECHNICIAN

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

January 4 to April 25, 2016
Monday & Wednesday 6 p.m. - 9 p.m.
Saturday 8:30 a.m. - 3 p.m.
$1,535.40 + text(s) and tools
OR
January 5 to April 23, 2016
Tuesday & Thursday 6 p.m. - 9 p.m.
Saturday 8:30 a.m. - 3 p.m.
$1,535.40 + text(s) and tools

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

Note: personal cheques and cash are NOT accepted.

For more information, please call 905.721.3300
Finishing Your Basement Professionally

Note: Due to course content, you MUST attend first class. This course will be held on the following Thursdays for winter: January 21, February 4-25, March 3 and the following Thursdays for spring: May 5-26, June 2, 16, 30.

HOME 1455/24 Hrs/$260
Jan 21-Mar 3/Thu/6-10/OFF-SITE
May 5-Jun 30/Thu/6-10/OFF-SITE

Geographic Information Systems
Introduction
GIS 1250/42 Hrs/$416.64 + text(s)

Geographic Information Systems Software-ArcView
Prerequisite: G.I.S. Introduction
GIS 2250/42 Hrs/$416.64 + text(s)

Global Positioning Systems
Prerequisite: G.I.S. Introduction
GIS 1282/42 Hrs/$416.64

Hardwood Floors
HOME 1908/5 Hrs/$125
Feb 13/Sat/9-2/OFF-SITE
May 14/Sat/9-2/OFF-SITE

Heat Inspection I
HOME 1884/42 Hrs/$416.64 + text(s)

Heat Inspection II
Prerequisite: Heating Inspection I
HOME 2884/42 Hrs/$416.64 + text(s)

IMM Module 1 - Safety/Metrology/Tools
Recommended: Grade 12 or equivalent
IMM 1400/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 2 - Drilling and Grinding
Prerequisite: IMM Module 1
IMM 2400/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 3 - Machine Shop Part 1
Prerequisite: IMM Module 1
IMM 3400/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 4 - Machine Shop Part 2
Prerequisite: IMM Module 3
IMM 4400/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 5 - Math and Blueprint Reading
Recommended: Grade 12 or equivalent
IMM 1401/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 6 - Power Transmission 1
Prerequisite: IMM Module 1
IMM 1402/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 7 - Power Transmission 2
Prerequisite: IMM Module 6
IMM 1403/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 8 - Rigging/Hoisting/Materials
Recommended: Grade 12 or equivalent
IMM 1404/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 9 - Pumps/Valves/Fabrication
Prerequisite: IMM Module 6
IMM 1405/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 10 - Pneumatics
Recommended: Grade 12 or equivalent
IMM 1406/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

IMM Module 11 - Hydraulics
Recommended: Module 10 Pneumatics and Grade 12 or equivalent
IMM 1407/75 Hrs/$624
Jan 18-Apr 13/Mon/Wed/6:10-9:10/WHITBY
May 2-Jul 27/Mon/Wed/6:10-9:10/WHITBY

Interior/Insulation Inspection
HOME 1888/42 Hrs/$416.64 + text(s)

Materials Estimating and Methods
Prerequisite: Introduction to Cost Estimating
CNST 1086/39 Hrs/$397.35 + text(s)

Mathematics 1
MATH 1480/42 Hrs/$379.21 + text(s)

Mathematics 2
Prerequisite: Mathematics 1
MATH 2480/42 Hrs/$379.21

Mathematics for Technology I
MATH 1150/56 Hrs/$386.92 + text(s)
Jan 21-Apr 21/Thu/6:10-10:10/OSHAWA

Mathematics for Technology II
Prerequisite: Mathematics for Technology I, or Technical Mathematics, or Transitions Mathematics
MATH 2150/56 Hrs/$386.92 + text(s)
May 5-Aug 4/Thu/6:10-10:10/OSHAWA

Physical Building Management
BULD 1080/42 Hrs/$446.64 + text(s)

Physical Science
PHYS 1151/42 Hrs/$306 + text(s)
Jan 20-Apr 20/Wed/6:10-9:10/OSHAWA

Plumbing Inspection
HOME 1886/42 Hrs/$416.64 + text(s)

Plumbing - Residential/Repairs
HOME 1901/32 Hrs/$308.76
Jan 29-Mar 18/Fri/6:10-10:10/WHITBY
May 6-Jun 24/Fri/6:10-10:10/WHITBY

Any course listed as OFF-SITE will be held at Monsignor John Pereyma Catholic Secondary School, 316 Conant Street, Oshawa.

Safety equipment, including safety glasses and boots, is mandatory for all in-class shop classes.
<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Duration/Hrs/Price</th>
<th>Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Exam Construction and Maintenance Electrician</td>
<td>TRAD 1452</td>
<td>60 Hrs/$428.80 + text(s)</td>
<td>Jan 19-Mar 24/Tues/Thur/6:10-9:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Pre Exam Hairstylist</td>
<td>TRAD 1416</td>
<td>36 Hrs/$279.48 + text(s)</td>
<td>Jan 25-Apr 18/Mon/6:10-9:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Pre Exam Motor Vehicle Mechanic</td>
<td>TRAD 1450</td>
<td>60 Hrs/$428.80 + text(s)</td>
<td>Jan 19-Mar 24/Tues/Thur/6:10-9:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Pre Exam Residential Air Conditioning</td>
<td>TRAD 2464</td>
<td>48 Hrs/$391.64</td>
<td>Jan 18-Mar 14/Mon/Wed/6:10-9:10/WHITBY</td>
<td>WHITBY</td>
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<tr>
<td>Project Construction Management</td>
<td>CNST 1089</td>
<td>36 Hrs/$378.06</td>
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<tr>
<td>Remote Sensing</td>
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<tr>
<td>Prerequisite: G.I.S. Introduction</td>
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<td>GIS 2251/42 Hrs/$416.64</td>
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<tr>
<td>Roofing Inspection</td>
<td>HOME 1882</td>
<td>42 Hrs/$416.64 + text(s)</td>
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<tr>
<td>Structural Inspection</td>
<td>HOME 1883</td>
<td>42 Hrs/$416.64 + text(s)</td>
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<tr>
<td>Technical Communications</td>
<td>COMM 2186</td>
<td>48 Hrs/$457.62 + text(s)</td>
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<tr>
<td>Technical Mathematics</td>
<td>MATH 1181</td>
<td>64 Hrs/$558.10 + text(s)</td>
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<tr>
<td>The Construction Industry</td>
<td>CNST 1083</td>
<td>36 Hrs/$378.06</td>
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<td></td>
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<tr>
<td>Wastewater Operator-In-Training Certification Preparation</td>
<td>WAST 1181</td>
<td>60 Hrs/$532.38</td>
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<tr>
<td>Wastewater Treatment - Level I and II</td>
<td>WAST 1180</td>
<td>60 Hrs/$532.38 + text(s)</td>
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<tr>
<td>Water Treatment - Level I and II</td>
<td>WATR 1181</td>
<td>60 Hrs/$532.38 + text(s)</td>
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<tr>
<td>Water Treatment Certification III and IV</td>
<td>WATR 2181</td>
<td>60 Hrs/$532.38 + text(s)</td>
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</table>

**WELDING**

<table>
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<tbody>
<tr>
<td>Welding Basic</td>
<td>WELO 1400</td>
<td>48 Hrs/$572.64 + text(s)</td>
<td>Feb 8-Apr 4/Mon/Wed/6:45-9:45/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Welding CBW - Module 1 Flat</td>
<td>WELO 1650</td>
<td>48 Hrs/$572.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Welding CBW - Module 2 Horizontal</td>
<td>WELO 2850</td>
<td>48 Hrs/$572.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
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<tr>
<td>Welding CBW - Module 3 Vertical</td>
<td>WELO 3650</td>
<td>48 Hrs/$572.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
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<tr>
<td>Welding CBW - Module 4 Overhead</td>
<td>WELO 4650</td>
<td>48 Hrs/$572.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Welding CBW-GMAW (MIG) Flat</td>
<td>WELO 1652</td>
<td>48 Hrs/$597.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Welding CBW-GTAW (TIG) Flat</td>
<td>WELO 1653</td>
<td>48 Hrs/$651.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Welding CBW - Module 4 Overhead</td>
<td>WELO 4650</td>
<td>48 Hrs/$572.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
</tr>
<tr>
<td>Welding CBW - Module 5 Review</td>
<td>WELO 5650</td>
<td>48 Hrs/$572.64</td>
<td>Feb 13-Apr 16/Sat/8:40-3:10/WHITBY</td>
<td>WHITBY</td>
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</table>
Leisure and Personal Development

FIND US ON FACEBOOK
LEISURE & PERSONAL DEVELOPMENT

GENERAL INTEREST/CAMPS/MOTORCYCLES

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

Photography

Recognition of Achievement
Questions? Call 905.721.2000 ext. 2496

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

Program of Study - revised
- Digital SLR 1
- Digital SLR 2
- On Camera Flash
- Starting a Business
- Studio Lighting
- Wedding and Portrait

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

Sewing

Durham College Certificate
Questions? Call 905.721.2000 ext. 2496

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

Program of Study
- Sewing 1
- Sewing 2
- Sewing 3
- Sewing – Drapery Making 1
- Sewing – Pattern Making 1
- Sewing – Pattern Making 2

Plus two electives
- Sewing 4
- Sewing Alterations
- Sewing – Drapery Making 2
- Sewing – Pattern Making 3
- Sewing – Make Your Own Blocks
- Sewing – Making Dresses

Register Early

Many courses fill up quickly, or are cancelled because of low numbers. Don’t miss your chance. Register now.
www.durhamcollege.ca/coned
### A-Z Course Listing

#### Anthropology

Develop an appreciation for human development within the context of the Earth’s history and examine the physical, emotional and technological changes that man has experienced. Upon course completion you should have a solid understanding of man’s evolution and accomplishments. Course is an approved General Education elective.  

<table>
<thead>
<tr>
<th>Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>GNED 1181/45 Hrs/$435.93 + text(s)</td>
<td>Planting</td>
<td>and site considerations, and companion soils and potting mixes, what to grow, design starting plants from seed, selecting containers, and vegetables in containers. Topics include: You will learn how to successfully grow flowers</td>
<td>45</td>
<td>$435.93 + text(s)</td>
<td>Whitby</td>
<td>Mar 19/Sat/9:10-12:40/WHITBY</td>
</tr>
</tbody>
</table>

#### Astronomy

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

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</thead>
<tbody>
<tr>
<td>SCI 1080/45 Hrs/$435.93</td>
<td>Astronomy, Introduction</td>
<td>During this introduction to astronomical observing you will discover the realm of the stars and constellations and explore the planets and deep space objects within them. Work with binoculars, telescopes and planispheres to study the night sky through indoor instruction and outdoor-off-site stargazing. Week three class is held at Durham Skies Birding and Astronomy store, 1410 Bayly St., Pickering.</td>
<td>45</td>
<td>$435.93</td>
<td>Whitby</td>
<td>Apr 7-May 19/Thur/7:10-9:10/OSHAWA</td>
</tr>
</tbody>
</table>

#### Balcony Gardening

You will learn how to successfully grow flowers and vegetables in containers. Topics include: starting plants from seed, selecting containers, soils and potting mixes, what to grow, design and site considerations, and companion planting.

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<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRDN 1900/3.5 Hrs/$660</td>
<td>Balcony Gardening</td>
<td>and site considerations, and companion soils and potting mixes, what to grow, design starting plants from seed, selecting containers, and vegetables in containers. Topics include: You will learn how to successfully grow flowers</td>
<td>3.5</td>
<td>$660</td>
<td>Whitby</td>
<td>Mar 19/Sat/9:10-12:40/WHITBY</td>
</tr>
</tbody>
</table>

#### Career Mapping and Job Attainment

In today’s competitive job market you want to ensure that your resumé stands out from the competition. From crafting a persuasive resume and writing job applications, to learning how to network and interview with confidence, this course will set you on the path to your desired career.

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<tbody>
<tr>
<td>CARR 1980/42 Hrs/$416.64 + text(s)</td>
<td>Claim Your Personal Style</td>
<td>If your goal is to look put-together, well dressed and stylish, this workshop is for you. Simple yet powerful exercises will guide you towards your signature look. Take control of your wardrobe; confidently mix and match and accessorize. Read more at <a href="http://www">http://www</a>. jjimageconsulting.com.</td>
<td>42</td>
<td>$416.64 + text(s)</td>
<td>Whitby</td>
<td>Mar 5/Sat/9:10-4:10/WHITBY</td>
</tr>
</tbody>
</table>

#### Confidently Speaking

Do you want to be more confident? Do you want to express yourself with enthusiasm? Blast out of your shell with this one-day effective speaking workshop. Learn to control your inhibitions, relax your body, clarify your message, use your voice with expression, and deliver short speeches with energy. This is an energetic, fun and supportive workshop!

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<tbody>
<tr>
<td>SPEK 1906/6 Hrs/$124.30</td>
<td>Disaster Survival Preparedness</td>
<td>In this workshop learn the skills to survive off the land. Sixty per cent of the content will be based on ‘traditional knowledge’ and forty per cent will be based on modern techniques/technology. Learn about essential supplies and optional equipment that can change your disaster situation from ‘survive’ to ‘thrive’.</td>
<td>6</td>
<td>$124.30</td>
<td>Whitby</td>
<td>Mar 5/Sat/9:10-4:10/WHITBY</td>
</tr>
</tbody>
</table>

#### Environmental Citizenship

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

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<tbody>
<tr>
<td>ENVI 1080/45 Hrs/$435.93</td>
<td>Discover Your True Passion</td>
<td>Are you living a rewarding life? Are you doing something you love? In this course explore The Passion Test™, a fun and effective process that leads to greater clarity on what’s most important in your life, connecting your passions with the results you want to achieve.</td>
<td>45</td>
<td>$435.93</td>
<td>Whitby</td>
<td>Mar 19/Sat/9:10-12:40/WHITBY</td>
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#### Discover Digital Photography

You will explore a broad overview of the basics of digital photography, equipment, software, the digital darkroom, printing, using photos on the Internet and with e-mail, along with commercial and personal applications.

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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>PHOT 1981/24 Hrs/$254.25</td>
<td>Electronic Navigation for Boaters</td>
<td>Pre requisite: PCOC (Pleasure Craft Operator Card) You will learn about hand-held and built-in GPS and Chartplotter instruments and become familiar with the many features and capabilities of these devices. This course covers the use of electronic charts and the variety of ways they are available - from chartplotters, PDAs, tablets, laptop and desktop computers. Learn about electronic programs like Maptech, OZI, FUGAWI and Nobeltec.</td>
<td>24</td>
<td>$254.25</td>
<td>Whitby</td>
<td>Mar 5/Sat/9:10-4:10/WHITBY</td>
</tr>
</tbody>
</table>

#### Drones - Intro to Flight

This hands-on workshop covers the basics of drone operation and principles of flight. Learn how to fly a drone responsibly and safely. Tuition does not include the mandatory $67.80 approximate supply cost of drone payable to instructor at start of class.

<table>
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<th>Credits</th>
<th>Fee</th>
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<tbody>
<tr>
<td>LEIS 1040/4 Hrs/$84.75</td>
<td>Drones - Intro to Flight</td>
<td>If you have a goal to look put-together, well dressed and stylish, this workshop is for you. Simple yet powerful exercises will guide you towards your signature look. Take control of your wardrobe; confidently mix and match and accessorize. Read more at <a href="http://www">http://www</a>. jjimageconsulting.com.</td>
<td>4</td>
<td>$84.75</td>
<td>Whitby</td>
<td>Mar 5/Sat/9:10-1:10/OSHAWA</td>
</tr>
</tbody>
</table>

#### Drums - Intro to Flight

This hands-on workshop covers the basics of drone operation and principles of flight. Learn how to fly a drone responsibly and safely. Tuition does not include the mandatory $67.80 approximate supply cost of drone payable to instructor at start of class.

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<tr>
<td>GIS 1083/30 Hrs/$339.48</td>
<td>Environmental Citizenship</td>
<td>Go beyond borders to emphasize global environmental rights and responsibilities by focusing on the planned sustainable use of our planet’s resources. You will learn that environmental citizenship is a personal commitment to learning more about the environment and to taking responsible environmental action.</td>
<td>30</td>
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<td>Whitby</td>
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<td>Whitby</td>
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Full course descriptions online. Register now: www.durhamcollege.ca/coned T: 905.721.3000
Environmental Geology
This course examines the interactions between geology and the surrounding environment. Geologic events—such as volcanoes, tsunami, earthquakes, landslides and avalanches are studied with a focus on their impact on humans. Human responses to these hazards and disasters are also examined.
ENVI 1084/45 Hrs/$435.93 + text(s)

Estate Planning - Plan Your Legacy
Learn how to maximize your finances and minimize taxes. Topics include the benefits of clean record keeping, the duties and obligations of an executor or trustee, understanding wills/powers of attorney and minimizing the probate process. Charitable giving in relation to taxes and your estate will also be covered.
MONY 1911/6 Hrs/$124.30
Mar 5/Sat/9:10-4:10/OSHAWA

Event Planning
Whether it's a wedding, charity event, family reunion or a trade show, in this course you will learn the techniques and secrets of staging a successful event. This includes audience identification, themes and agenda setting, scheduling for success, working with venues and suppliers as well as marketing your event.
LEIS 1076/6 Hrs/$128.82
Feb 6/Sat/9:10-4:10/OSHAWA

Geological Disasters
Examine the events, the causes and the effects of some of the world’s greatest geological natural disasters including earthquakes, volcanoes, tsunamis, weather, hurricanes, floods, fires, extinctions and impacts from space. Advice is given as to how best to prepare for and defend yourself against these disasters.
GNED 1580/45 Hrs/$435.93 + text(s)

Global Citizenship
A global citizen is aware of the wider world, respects diversity, is outraged by injustice, participates in community from the local to global level, and feels compelled to act to make the world a more humane and sustainable place. Global citizenship will help students gain personal understanding of themselves as citizens of the world and apply it in their own lives. This course meets the Civic Life and Social and Cultural Understanding General Education themes.
ENVI 1881/30 Hrs/$339.48
Global Warming Concepts
Students will develop an awareness of the current scientific certainties in global warming versus uncertainties, as well as, historical and current political issues at a global and national level, including topics such as the Kyoto agreement, ethical responsibilities of individuals, corporations and governments, and the conflicts between economic development and the environment.
GNED 1380/48 Hrs/$455.22
Globalization and Sustainability
How does trade and politics affect development and the environment? What are the effects of free trade and the rise of multi-national corporations on local cultures? What are the effects of the clash of cultures produced by international travel, migration, and new social, collaborative technologies that send film, books, television, music and other proprietary content spinning around the world instantly? Is globalization environmentally sustainable? This course is designed to examine these and other questions and to provide students with the skills to analyze the day-to-day choices raised by globalization in an increasingly interconnected world.
ECON 1080/45 Hrs/$435.93
Growing Up Digital - Living and Working in Canada
Youth in Canada today are the first generation to grow up in a digital world and they are transforming our culture and institutions. This course looks at the Internet and its role in shaping recent history and society. It examines the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It also provides analytical tools to anticipate and act on what lies ahead in the future.
SOCI 1082/42 Hrs/$416.64

Hypnosis Fundamentals
Learn to hypnotize yourself and others. This course will cover: suggestibility tests, hypnotic induction, deepening, suggestions, awakening, and even how to do hypnosis demonstrations. Instructor is bestselling author and Certified Master Hypnotist, Rory Sheehan. A mandatory manual is provided for a fee of $50, payable to the instructor at start of class.
LEIS 1903/6 Hrs/$124.30
Mar 5/Sat/9:10-4:10/OSHAWA

Guitar Techniques 1
An ideal course for the beginning guitarist, you will learn the skills needed to play well. From notes and chords in the first position, to strumming simple melody lines, you will play songs from a variety of popular music styles. Bring along your acoustic guitar. No class February 15.
MUSC 1901/20 Hrs/$180.12
Jan 25-Apr 4/Mon/7:10-9:10/OSHAWA
Apr 27-Jun 29/Wed/7:10-9:10/OSHAWA

The Happy Gardener
A series of four gardening workshops delivered on consecutive Saturdays in April.
Call 905-721-3332 for more details

Hockey Hall of Fame Presents
This subject details the incredible growth of Canada’s national pastime, including the NHL’s formation, the “original six” and the national/ international expansion.
SPRT 1987/42 Hrs/$416.64

Humanities
This course focuses on some of the fundamental questions individuals ask of themselves as they proceed through life. Why are we the way we are? Do we have free will or are we prisoners of our past experiences or of our biology? What motivates societies to change? Why do social changes often divide people into opposing camps? Why does work merely “kill time” for so many people? What constitutes good government? Can nations deal with global issues? These questions and others are organized into units that begin with issues concerning the nature of the individual and then extend outward to various social, cultural, and physical contexts.
HUMA 1380/45 Hrs/$435.93

Hypothesis Principles
Learn to hypnose yourself and others. This course will cover: suggestibility tests, hypnotic induction, deepening, suggestions, awakening, and even how to do hypnosis demonstrations. Instructor is bestselling author and Certified Master Hypnotist, Rory Sheehan. A mandatory manual is provided for a fee of $50, payable to the instructor at start of class.
LEIS 1903/6 Hrs/$124.30
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Growing Up Digital - Living and Working in Canada
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SOCI 1082/42 Hrs/$416.64

Growing Up Digital - Living and Working in Canada
Youth in Canada today are the first generation to grow up in a digital world and they are transforming our culture and institutions. This course looks at the Internet and its role in shaping recent history and society. It examines the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It also provides analytical tools to anticipate and act on what lies ahead in the future.
SOCI 1082/42 Hrs/$416.64
**Income Tax for Small Business**

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

- **MONY 1928** 6 Hrs/$124.30
- **Mar 5/Sat/9:10-4:10/OSHAWA**

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**Indigenous Identity and Relationship to the Land**

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

- **GNED 1488** 45 Hrs/$435.93

**Investing: A Beginner’s Guide**

This workshop is intended for people with no prior knowledge or understanding of investing. You will learn basic concepts, with a key focus on explaining the different risks that exist with every investment type. Gain the knowledge you need to have a more informed discussion with your financial advisor.

- **MONY 1927** 6 Hrs/$124.30
- **Mar 5/Sat/9:10-4:10/OSHAWA**

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**Landscaping Your Home**

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

- **HORT 1900** 15 Hrs/$130.50
- **Mar 2-Apr 6/Wed/7:10-9:40/PICKERING**
- **Apr 27-May 31/Tues/7:10-9:40/OSHAWA**

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**Motorcycle Refresher**

Want to have your motorcycle questions answered by a senior instructor from the Canada Safety Council? Joins us to discuss topics such as graduated licencing, appropriate riding gear, types of motorcycles and scooters, insurance, and courses offered at Durham College. Session is FREE; registration is required.

- **SPRT 2920** 8 Hrs/$345
- **May 4-5/Wed/Thurs/6:10-10:10**
- **June 8-9/Wed/Thurs/6:10-10:10**

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**Motorcycle Info Session**

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

- **SPRT 2918** 10 Hrs/$472
- **Various dates available from April to October 2016**

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**Motorcycle M1 Exit (M1 to M2)**

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

You will be eligible for the M2 licence upon passing the road test, and may benefit from reduced insurance rates. Topics include: basic/advanced manoeuvres, balancing and braking, collision avoidance, emergency braking, cold starting, pattern riding, gear changing, clutch operation and much more.

Course fee INCLUDES your MTO motorcycle testing, the MTO licencing fee, and HST. We provide the training motorcycles; you provide the safety gear. This “Gearing Up” course is recognized by the MTO, and endorsed by the Canada Safety Council and Insurance Advisory Organization. Ladies’ weekend is July 22-24th.

- **SPRT 1918** 19 Hrs/$499.12
- **Various dates available from April to October 2016**

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**Motorcycle M2 Exit (M2 to M)**

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

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

- **SPRT 2918** 10 Hrs/$472
- **Various dates available from April to October 2016**

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**Learning, Thinking and Problem Solving**

This course examines concepts of human behaviour and how those concepts apply to individuals. You will learn how to understand yourself and others, using psychological theory and research to manage your own life and problems more effectively.

- **PSYC 1081** 42 Hrs/$416.64 + text(s)

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**Let’s Talk Sports**

This course provides you with a weekly forum to explore your passion for sports. You will sharpen your writing skills and gain behind-the-scenes understanding that is both educational and entertaining.

- **SPRT 1982** 42 Hrs/$416.64

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**Motorcycle Training**

For a list of dates, or more information, please visit our website.

[www.durhamcollege.ca/coned](http://www.durhamcollege.ca/coned) | 905.721.3330
Meteorology

This is an introductory course in Meteorology that seeks to, logically and methodically develop the student’s understanding of weather and weather-related phenomena. Students taking this course will develop a good working knowledge of all aspects of Meteorology and will be much better informed as to the nature and causes of weather-related events.

ENVI 1083/45 Hrs/$435.93 + text(s)

Music Made Easy

You’ll gain a complete understanding of rhythm, melody, and harmony, and you’ll be able to recognize pitches on the musical staff and on the keyboard. You’ll also be able to build intervals, major scales, and chords. By the time you complete this comprehensive and full-featured course, you’ll be able to read, write, and even play simple musical pieces on a keyboard.

MUSC 1080/24 Hrs/$254.25

Myths and Legends

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

ENG 1085/42 Hrs/$416.64 + text(s)

Oceanography

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

SCIE 1980/45 Hrs/$487.82 + text(s)

Pen and Ink and Watercolour Wash

Learn about the materials, grounds, composition, perspective, colour, drawing techniques and presentation for sale of your pen, ink and water colour images. Landscape, wildlife and other subject matter will be included as well as instruction on matting, framing and image costing methods. Facilitated by Patrick Hickman, a listed artist with the National Gallery of Canada. A supply list is available on the website. www.durhamcollege.ca/coned/assets/documents/pen_ink_supply.

PAIT 1040/24 Hrs/$184.68
Feb 4-Apr 7/Thr/6:40-9:10/PICKERING
Apr 28-Jun 30/Thr/6:40-9:10/OSHAWA

Personal Finance Made Easy!

Learn new tools to create an easy routine and achieve your goals! We will cover many aspects of personal finance including the flow of money, pitfalls, prioritizing, waste, interest rates and many other financial factors and how they relate to your bottom line. Most importantly you will learn how to structure a budget and the step by step process to overhaul your financial situation based on your goals! For more information email janet@themoneycounsellor.com.

MONY 1921/6 Hrs/$124.30
Mar 5/Sat/9:10-4:10/OSHAWA

Philosophy, Introduction to

This introduction to philosophy will give you the opportunity to examine and discuss issues that are widely debated amongst philosophers, including skepticism, free-will and the existence of a God. Readings will focus on both classic and contemporary philosophers.

GNED 1182/42 Hrs/$416.64 + text(s)

Popular Culture and the Media

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

GNED 1492/42 Hrs/$379.21 + text(s)

Same Sex Issues

This course is an introductory survey of the history, life and culture of gay and lesbian men and women in Canada, the United States, and elsewhere. Students examine a number of topics such as personal and family life, same-sex relationships, health and social issues, media and the arts, to gain a better understanding of their impact on and relevance to homosexual people.

GNED 1490/42 Hrs/$416.64 + text(s)

Smart Serve

You will gain the skills you need to understand and implement responsible alcohol service. Upon completion of the program, you will be able to recognize the signs of intoxication, and know your responsibilities and obligations under the law. You will learn how to create a hospitable environment by promoting non-alcoholic beverages and food, and by encouraging alternative transportation. In Ontario the legal age to serve alcohol in a licensed establishment is 18 years old.

BEVT 1904/3.5 Hrs/$82.49
Jan 27/Wed/6:10-9:40/WHITBY
Mar 2/Wed/6:10-9:40/WHITBY
May 4/Wed/6:10-9:40/WHITBY
Jul 6/Wed/6:10-9:40/WHITBY

Social Impact of Technology

Technology strongly influences the way we live and is a product of social, economic, political and cultural forces in the world. Students examine technology from the aforementioned perspectives, leading them to a deeper understanding of its impact. This understanding guides their use and selection of technology in personal and occupational activities.

GNED 1581/42 Hrs/$416.64 + text(s)

Social Media and Society

With the advent of social media tools such as Facebook, YouTube, Wikipedia, and Twitter, more and more people are connecting and collaborating online, and creating and distributing content in ways we have never seen before. This course will provide a summary of the major developments in social media and will examine how social media is changing media, business, government, the economy, development, and education in fundamental ways. This course requires active participation of students and a willingness to immerse in social media practices.

GNED 1481/42 Hrs/$379.21
## Photography

These courses are part of the Photography Recognition of Achievement program. See page 58 for more information.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Dates and Times</th>
<th>Location</th>
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<tbody>
<tr>
<td><strong>Photography: Digital SLR 1</strong></td>
<td>This hands-on introductory course covers all aspects of your camera's operation and menus along with digital workflow and composition. It will provide you with valuable tips to get the most out of your photo-taking experience. Bring your digital camera and your camera's manual to class.</td>
<td>No class February 15.</td>
<td>OSHAWA</td>
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<tr>
<td>Photography: Digital SLR 1</td>
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<td><strong>PHOT 1931/36 Hrs/$274</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
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<td><strong>Jan 18-Apr 11/Mon/6:40-9:40/OSHAWA</strong></td>
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<td><strong>Photography: Digital SLR 2</strong></td>
<td>Prerequisite: Photography: Digital SLR 1</td>
<td>Only offered once a year.</td>
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<td>This hands-on intermediate class will introduce you to studio lighting techniques, how to modify and control natural light when shooting outdoors, macro photography secrets, and the best way to compose landscape and cityscape shots. Be sure to bring your digital SLR camera with fully charged batteries and camera manual to class. Only offered once a year. No Class May 23.</td>
<td><strong>PHOT 2931/36 Hrs/$289</strong>&lt;sup&gt;2&lt;/sup&gt;</td>
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<td><strong>Apr 18-Jul 11/Mon/9:10-4:10/OSHAWA</strong></td>
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<td><strong>Photography: On-Camera Flash</strong></td>
<td>This hands-on introductory workshop will instruct you in both the technical and creative techniques of using your external flash as either a main or secondary source of illumination with your digital SLR camera. You’ll learn how to properly blend your flash with ambient and existing light in order to improve your flash photography pictures simply and easily. Bring your digital SLR camera, external flash, extra batteries for your camera and flash, plus the manual for your camera and flash to class.</td>
<td><strong>PHOT 1926/6.5 Hrs/$124.30</strong></td>
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<td><strong>Mar 5/Sat/9:10-4:10/OSHAWA</strong></td>
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<td><strong>Photography: Studio Lighting</strong></td>
<td>This hands-on introductory course in studio lighting will teach you the difference between the various types of studio lights, how to go about placing the lights in order to properly illuminate your subject, how to use a variety of light modifiers, and how to go about determining lighting ratios. You’ll learn how to effectively use one, two, three or more studio lights. A model will be supplied for a part of the day for you to photograph. Bring your digital SLR camera with fully charged batteries, plus the manual for your camera to class. Note: Sony cameras will need a special flash adaptor in order to connect their cameras to the studio lights.</td>
<td><strong>PHOT 1937/6 Hrs/$141.25</strong>&lt;sup&gt;3&lt;/sup&gt;</td>
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<td><strong>Feb 6/Sat/9:10-4:10/OSHAWA</strong></td>
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<td><strong>Photography: Wedding and Portrait</strong></td>
<td>This hands-on course will introduce you to the various aspects, both technical and creative, in the art of photographing people as it applies to wedding and portrait taking. Emphasis will be placed on controlling lighting, posing, and the creative process. You will need a digital SLR camera with external flash. You must have a basic understanding of how to operate your camera as well as basic knowledge of the principles of photography. You will have an opportunity to work in both a studio and outdoor setting using models. No point and shoot cameras please. Only offered once a year.</td>
<td><strong>PHOT 1908/36 Hrs/$297</strong></td>
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<td><strong>Apr 20-Jul 6/Wed/6:40-9:40/OSHAWA</strong></td>
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<td><strong>Photographing Nature with Your Digital Camera</strong></td>
<td>Jump into the world of nature photography! In this course, you’ll master taking beautiful outdoor photos of everything from landscapes to specific nature items such as water, flowers, trees, animals, and more. Along the way, you’ll learn all about digital camera equipment, telephoto photography, and even macro photography. With plenty of examples and opportunities to share your work, you’ll be shooting breathtaking photos in no time!</td>
<td><strong>PHOT 1080/24 Hrs/$254.25</strong></td>
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<td><strong>Photographing People with Your Digital Camera</strong></td>
<td>You’ll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements. Rounding out your training, this course will allow you to edit and improve your photos with Photoshop Elements 3.</td>
<td><strong>PHOT 1081/24 Hrs/$254.25</strong></td>
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<tr>
<td><strong>Photography: Portraits in the Park</strong></td>
<td>This one day workshop is designed to introduce you to basic and advanced posing techniques as well as the technical and creative aspects involved in creating good outdoor portraits using a park setting. Selecting locations, posing, and controlling and modifying light will be some of the topics covered. Weather permitting, we will visit a local park to photograph our models for a portion of the class. You will need to bring your digital SLR camera, camera’s manual and flash. A basic knowledge of your camera’s operation and the principles of photography is a must. No point &amp; shoot cameras please. Only offered once a year.</td>
<td><strong>PHOT 3350/6 Hrs/$141.25</strong>&lt;sup&gt;4&lt;/sup&gt;</td>
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<td><strong>May 7/Sat/9:10-4:10/OSHAWA</strong></td>
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<tr>
<td><strong>Photography: Intro to Macro</strong></td>
<td>Become familiar with a whole new creative world in this hands-on introductory workshop. We’ll look at the different ways to get up close to your subject, lighting, controlling depth of field, and finding suitable subjects. This class is suitable for digital SLR cameras only.</td>
<td><strong>PHOT 1945/6 Hrs/$107.35</strong></td>
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<td><strong>Apr 9/Sat/9:10-4:10/OSHAWA</strong></td>
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<sup>1</sup> Full course descriptions online. Register now: www.durhamcollege.ca/coned  **T: 905.721.3000**
SEWING

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

Sewing 1
Come and discover the rewarding world of sewing in a relaxed and friendly atmosphere. Learn the basics about your sewing machine, sewing language, taking body measurements, fabrics, patterns, and garment construction order. This course is suited to the beginner sewer as well as those who would like to update their skills. You will learn sewing techniques that will prepare you to work in the sewing industry. By the end of the course you will have completed a unique garment with professionally finished seams, waistline, zipper and hem. Time will be spent on achieving a garment that fits your body type. Please bring a notebook to the first class. Other supplies required for the course will be discussed then. There will be additional costs depending on your choices for the various supplies. No Class Feb 15, Mar 14 and May 23.

SEW 1900/36 Hrs/$274
Jan 11-Apr 11/Mon/6:40-9:40/OSHAWA
Apr 18-Jul 11/Mon/6:40-9:40/OSHAWA

Sewing 2
Prerequisite: Sewing 1
Continue to develop and perfect your sewing skills as you create a new garment with professionally finished collar, sleeves with cuffs, front closures, buttonholes and new hem finishes. Explore more pattern alteration methods to get that custom fit. Construct a tailor’s ham for your own use. You will learn and apply new sewing and construction techniques. Please bring a notebook to the first class. Other supplies required for the course will be discussed then. There will be additional costs depending on your choices for the various supplies.

SEW 2900/36 Hrs/$274
Jan 19-Apr 5/Tues/6:40-9:40/OSHAWA

Sewing 3
Prerequisite: Sewing 2
You will continue to develop and enhance your sewing knowledge and skills. This level focuses on specific techniques required to construct women’s tailored pants. Emphasis is placed on pattern adjustments and measurements. There will be additional costs depending on your choices for project supplies.

SEW 3900/36 Hrs/$274
Jan 13-Apr 6/Wed/6:40-9:40/OSHAWA
Apr 19-Jul 5/Tues/6:40-9:40/OSHAWA

Sewing 4
Prerequisite: Sewing 3
This course incorporates all the sewing knowledge and skills developed in previous levels to construct a high quality woman’s suit jacket. This combination of the best of manufacturing and tailoring techniques has been combined into a systematic and duplicative approach. You will learn specialized pocket techniques like welt and bound as well as the secrets to a professional look in collars, lapels and the ultimate classic two-piece sleeve. There will be additional costs depending on your choices for project supplies.

SEW 4900/36 Hrs/$274
Apr 21-Jul 7/Thur/6:40-9:40/OSHAWA

Sewing - Drapery Making 2
Prerequisite: Sewing-Drapery Making 1
Building on knowledge and skills gained in Drapery Making 1, you will learn how to measure, cut, sew and finish cushion covers with various closures, a duvet cover, a box/kick pleated valance, a dust skirt and grommet top drapes. You will make your own piping and select and use various drapery and home décor notions and accessories. You will select, design and construct a drapery or home décor item for an individual major project. Time will be spent on calculating the cost of custom made projects. By the end of the course you will have completed a unique full scale drapery or home décor item, professionally finished. Other supplies required for the course will be discussed then. Cost will depend on your choices.

SEW 2907/36 Hrs/$274
Apr 20-Jul 6/Wed/6:40-9:40/OSHAWA

Sewing - Pattern Making 3
Prerequisite: Sewing-Pattern Making 2
Advance your skills to the professional level. Sleeves, bodices, culottes and a tailored jacket pattern will be made. Please bring your drafting equipment.

SEW 3903/36 Hrs/$274
Jan 21-Apr 7/Thur/6:40-9:40/OSHAWA

Sewing: Serging Basics
Learn the important basics of how to thread and maintain these fabulous machines. Discover the versatility of applications available as you are guided through techniques to use on a range of projects from knits to specialty home decor items. You will enjoy learning to serger and clean finish your fabrics to create endless possibilities with professional results. You must provide your own machine and instruction manual, all-purpose serger thread in the same colours indicated for threading your serger, basic sewing kit and a notebook. A supply kit for workshop samples will be provided.

SEW 1905/6 Hrs/$124.30
Jun 4/Sat/9:10-4:10/OSHAWA
**Sport Psychology**
This course examines the individual components of how one’s mind works and is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. This course evaluates what goes into optimal levels of athleticism in examining how players, coaches and even fans of sports get psyched.

PSYC 4280/42 Hrs/$416.64 + text(s)

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**Stock Market Investment**
Learn how the market works, how to evaluate stocks and how to create a personal asset mix profile. You will explore the types of investment products available and the associated risks involved and discuss creating a personal investment strategy and plan.

MONY 1906/15 Hrs/$127.80
Feb 23-Mar 29/Tues/6:40-9:10/PICKERING
Apr 25-Jun 6/Mon/8:40-9:10/OSHAWA

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

GNED 1491/42 Hrs/$416.64

**War and Terrorism**
What defines terrorism, who decides this and why does it matter? These challenging questions form the foundation for this introductory course to terrorism. Building from an exploration of the relationship between power and language, students will examine the historical evolution of contemporary terrorism, paying particular attention to the root causes, enabling frameworks, aims, methods and consequences of terrorist activity. The course will conclude by reflecting on the apparent tension between fighting “the war on terror” and preserving civil rights.

POL 1082/45 Hrs/$435.93 + text(s)

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

GNED 1281/48 Hrs/$455.22

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**World Cinema**
In this course students explore one of the main elements of contemporary society—the movies. Through an examination of mainstream motion pictures, students gain an understanding of the industry. Films are selected by type and issues arising from the genres are explored.

GNED 1282/42 Hrs/$416.64 + text(s)

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

WORK 1980/42 Hrs/$466.24

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

RELG 1980/35 Hrs/$460.88 + text(s)

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**Zap the Blues by Boosting Mental Health**
Discover and explore cultural trends and human behaviors influenced by soccer ideology and its effects on “pop culture”.

HLTH 1933/6 Hrs/$124.30
Feb 6/Sat/9:10-4:10/OSHAWA
CULINARY

HAN D S - ON C L A S S E S

An email will be sent to you the week before your course, with a list of supplies you will need to bring.

You are required to wear long pants and sleeves and non-marking, non-slip shoes.

Cake Decorating
Recognition of Achievement
Questions? Call 905.721.3330

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

Program of Study
- Cake Decorating I
- Cake Decorating II
- Cake Decorating III
- Modelling Paste

A-Z COURSE LISTING

Baker’s Collection - Short Crust Pastry
Take the mystery out of making short crust pastry in this step-by-step, hands-on class with Chef Sarah Hall. You will learn the technique of making a classic French Quiche Lorraine with smoked ham and delicious gruyere cheese; Bakewell tart, a traditional British tea-time favourite, with a raspberry jam and almond cake filled pastry case topped with lattice work and whole almonds; and lastly, an incredibly tasty Quebecois tourtiere meat pie.

COOK 1958/5 Hrs/$113
Mar 5/Sat/9:10-2:10/WHITBY

Beer Enthusiast - Level I
This is an introductory course in beer education designed for participants interested in furthering their knowledge and interest in beer. The focus will be on brewing ingredients and processes, tasting concepts, pouring and serving concepts (including an introduction to draught systems) and food and beer pairings.

(Part of the Prud’Homme Beer Series)
BEVT 1351/12 Hrs/$414.71
Jan 14-Feb 11/Thur/6:10-9:10/WHITBY

Bread Basics 1 - Play with Your Dough
Learn to prepare a simple white bread dough for a sandwich loaf, then using the same dough, make variations on the recipe to create cheese bread, dinner rolls, garlic knots and delicious sticky buns!

COOK 1946/5 Hrs/$113
Jan 30/Sat/9:10-2:10/WHITBY

Bread Basics 2 - Play with More Dough
In this Bread Basics 1 follow-up class, we will build skills while using different flours and techniques. Learn to make a classic French baguette, a hearty seed loaf; savoury focaccia and a buttery brioche.

COOK 1947/5 Hrs/$113
Mar 19/Sat/9:10-2:10/WHITBY

British Bake Shop - Part 2
Join Chef Sarah Hall in this popular British baking series fit for any tea time at Downton Abbey! You will learn how to make classic buttermilk scones with strawberry jam and whipped cream, lemon sponge cake filled with lemon butter cream and lemon icing, delicious and easy to make pork sausage rolls and decadent millionaire’s shortbread, shortbread base topped with a caramel layer and finished with chocolate.

COOK 1969/5 Hrs/$113
Apr 30/Sat/9:10-2:10/WHITBY

PRUD’HOMME BEER CERTIFICATION
This multi-level beer education program has something to offer everyone, from the beer aficionado to the hospitality professional.
Couples Cooking Together NEW

Celebrate Valentine’s Day by cooking with your loved one at Durham College. Join Chef Sarah Hall as she teaches you how to create a delicious three-course meal for you to take home and enjoy. You will learn how to make a French mushroom bisque, a luxuriously creamy soup made from a variety of mushrooms. For your entrée, you will prepare pan-fried chicken breasts served with a classic French tarragon cream sauce, roasted asparagus and duchess potatoes. Dessert will be Scottish shortbread hearts filled with sliced strawberries and served with strawberry sauce.

COOK 2000/5 Hrs/$107.35
Feb 13/Sat/9:10-2:10/WHITBY

Knife Skills 1 - Get an Edge Up

Sharpen your skills and join us for this introductory class in knife skills that will teach you how to julienne, dice and brunoise your way through any recipe. Learn the basic anatomy of a knife, basic vegetable cuts and general knife care and usage guidelines.

COOK 1945/2 Hrs/$60
Mar 4/Fri/7:10-9:10/WHITBY

Knife Skills 2 - Sharpening Your Edge NEW

If you’ve mastered your basic vegetable cuts and are ready to sharpen your skills, join us for this class which focuses on simple home butchery of proteins. Learn how to fabricate (break down) a whole chicken, fillet a fresh fish, and trim and cut a roast into steaks, medallions or strips.

COOK 1948/2 Hrs/$83
Feb 5/Fri/7:10-9:10/WHITBY
May 6/Fri/7:10-9:10/WHITBY

Maple Mania! NEW

Join Chef Stefanie Martin for a salute to Canada’s best natural resource - maple syrup! In this hands-on class, we will be preparing a full-course meal featuring maple syrup in every dish. Start with a spicy green salad with maple vinaigrette, then a maple-soy glazed salmon with roasted maple pecan butternut squash, and finish your meal with melt-in-your-mouth maple walnut meringues.

COOK 2004/4 Hrs/$108
Apr 9/Sat/9:10-1:10/WHITBY

Meals for a Month - Winter Comforts NEW

Rushed for time? Tired of take-out? Looking for a healthy, stress-free meal with your family? Then this is the class for you! Join us for the day and prepare up to a month’s worth of convenient, preservative-free and delicious homemade meals that are freezer-to-oven or microwave-friendly. These healthy and economical meals are ready when you are. Four fabulous recipes to fill your freezer and save you time: a delicious shrimp and pumpkin curry; tangy Asian pork noodles; Spanish chicken with rice and peas; and a beef and broccoli stir-fry. Most recipes yield a minimum of eight servings. Enough for more than 30 single meals; 16 meals for two or over a week’s worth of meals for a family of four.

COOK 2012/6 Hrs/$190
May 7/Sat/9:10-3:10/WHITBY

Spring Fling Pies NEW

Learn how to make a no-fail pie pastry and use it as a base to create three delicious desserts. Start with a traditional tarte au sucre or Canadian maple syrup pie; next, a tart and sweet strawberry-rhubarb pie, and finish with a creamy and refreshing lemon meringue pie. You will take all of your delicious desserts home to share!

COOK 1973/5 Hrs/$113
May 28/Sat/9:10-2:10/WHITBY

Winter Soup Kitchen NEW

Learn how to make delicious soups and flavourful sides to warm the soul in the depths of winter. In this class, Chef Sarah Hall will teach you how to make delicious Mexican chicken soup with fragrant tomatillo salsa, served with scrumptious cornbread; comforting cauliflower cheese soup with crunchy smoked bacon palmers (French pastries) and warming curried butternut squash soup with crispy poppadoms. Sarah will also demonstrate how to make sweet potato scones.

COOK 1956/4 Hrs/$107.35
Feb 27/Sat/9:10-1:10/WHITBY
Our culinary programming offers you several online courses in conjunction with Education-To-Go. Each class has its own website, and in addition to lessons you will have the added advantage of interactive quizzes, assignments, tutorials and online discussion areas via the Internet. Each course runs for six weeks and consists of twelve lessons. There are no textbooks to purchase, all the information you will need is posted online and your assignments will be returned to you each week, giving you continual feedback.

Arabian Nights
Join a caravan laden with all the spices of Araby and sample the fare as cookbook author Chef Smita Chandra shows you how to make Sambusak - samosas stuffed with spicy chicken, potatoes, feta and roasted red peppers, served with a cardamom-spiced, fresh coriander walnut yogourt chutney; lamb kofte - oven-roasted meatballs cooked in a dilly yogourt sauce served with aromatic basmati rice, an unusual salad of sauteed eggplant, cucumber and red onion with pomegranate molasses dressing and for dessert - an easy roasted fruit baklava!
COOK 1976/2 Hrs/$79.10
Apr 15/Fri/7:10-9:10/WHITBY

Celebration of Father’s Day
Treat dad to a delicious three-course dinner paired with wines and leave the washing up to us! Your feast will be prepared by French-trained Chef Sarah Hall and begins with an appetizer of Yorkshire pudding filled with tender roast beef, sweet caramelized onions and garlic aoli sauce. Your entrée is delicious pork tenderloin filled with creamy leeks, fresh thyme and aged cheddar in an apple cider pan sauce, served with roasted rosemary potatoes and seasonal vegetables. For the grand finale, Sarah will serve a chocolate and hazelnut torte with layers of crispy hazelnut meringue and decadent chocolate mousse.
COOK 1903/2 Hrs/$79.10
Jun 17/Fri/7:10-9:10/WHITBY

For the Love of Cooking
Tired of slaving away in the kitchen? Then celebrate Valentine’s Day with French trained Chef Sarah Hall as she treats you and your loved one to a romantic feast paired with wines. The evening will begin with delicious shrimp cocktail, featuring Nova Scotian shrimp served on top of finely chopped salad with classic Marie Rose cocktail sauce. For your entrée, the classic roast beef tenderloin served with Yorkshire pudding and a red wine gravy, roasted asparagus and potatoes. Dessert will be raspberry shortbread hearts filled with chantilly cream and raspberry sauce.
COOK 1936/2 Hrs/$79.10
Feb 12/Fri/7:10-9:10/WHITBY

Indian Grill
Add spice to your barbecue repertoire with Indian tandoori food! Join cookbook author Chef Smita Chandra as she shows you how to make Seekh kababs - skewers of ground lamb served with roasted tomato chutney and warm naan bread. Enjoy tandoori chicken drumsticks, paneer tikka masala - cubes of spiced grilled paneer in tomato-butter cream sauce and saffron rice. Make sure to leave room for dessert – chilled rice kheer pudding!
COOK 1998/2 Hrs/$79.10
Jun 10/Fri/7:10-9:10/WHITBY

Mega Bites!
Join French-trained Chef Sarah Hall as she demonstrates five deliciously different dishes with big flavours to reflect today’s global lifestyle. Sarah will show you step-by-step how to make some deliciously flavoured Chinese pork and shrimp shumai (dumplings) served with chili dipping sauce, Indian chicken tikka sliders on naan bread with mint chutney, Thai beef skewers with spicy peanut sauce and onion pakoras with refreshing cucumber and mint raita. Wine will be served.
COOK 1935/2 Hrs/$79.10
Apr 29/Fri/6:40-8:40/WHITBY

REGISTER EARLY
Many courses fill up quickly, or are cancelled because of low numbers. Don’t miss your chance.
Register now.
www.durhamcollege.ca/coned
# KIDS CAMPS

Campers, please bring the following to camp each day: hat, sunscreen, water bottle and a nut-free snack.

<table>
<thead>
<tr>
<th>Art Camp</th>
<th>Glee Camp</th>
<th>Photography Camp</th>
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<tbody>
<tr>
<td>Ages: 9-14</td>
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<td>CAMP 1914/30 Hrs/$249</td>
<td>CAMP 1902/30 Hrs/$249</td>
<td>CAMP 1910/30 Hrs/$249</td>
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<td>Jul 4-Jul 8/Mon-Fri/9-4/OSHAWA</td>
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<td>Cooking Camp</td>
<td>Mad Science Camp - SCIENCE SLEUTHS</td>
<td>Mad Science Camp - MACHINE MANIACS</td>
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<td>Ages: 10-13</td>
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<td>CAMP 1901/35 Hrs/$279</td>
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For more information on Kids Camps contact Laurel Kimball.
T: 905.721.2000 ext. 2260   |   E: summercamps@durhamcollege.ca

## SUMMER sports camps 2016

CELEBRATING OUR 30TH YEAR OF GREAT CAMPS!

All camp fees are $165 per week ($132/short week) for a full day camp. Camps are held at the Durham College Oshawa Campus.

- BADMINTON
- BASEBALL
- SOCCER
- BASKETBALL
- MULTI SPORT
- VOLLEYBALL

Call or visit our website today for details and to register.

WWW.CAMPUSRECREATIONCENTRE.COM  I  905.721.3040

Full course descriptions online. Register now: www.durhamcollege.ca/coned  T: 905.721.3000
CORPORATE TRAINING SERVICES
BUSINESS/TECHNICAL/SAFETY/DRIVER TRAINING
CLIENT-FOCUSED, PROVEN TRAINING SOLUTIONS
CORPORATE TRAINING SERVICES DELIVERS HIGH QUALITY, CONSULTATIVE, RESULTS-DRIVEN TRAINING TO ORGANIZATIONS AND INDIVIDUALS ACROSS ONTARIO. WE PROVIDE A BREADTH OF EXCEPTIONAL TRAINING SERVICES DELIVERED BY SUBJECT MATTER EXPERTS WHO ARE ALSO TRAINING PROFESSIONALS. AS A RESULT WE HAVE EXCELLENT LONG-TERM, TRUSTED RELATIONSHIPS WITH CLIENTS WHO RELY ON US FOR ALL THEIR TRAINING NEEDS.
CALL US FOR MORE INFORMATION: 905.721.3347

<table>
<thead>
<tr>
<th>BUSINESS</th>
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</thead>
<tbody>
<tr>
<td><strong>Management Essentials</strong></td>
</tr>
<tr>
<td>Develop and enhance your management skills and broad business knowledge in this professional program designed for leaders.</td>
</tr>
<tr>
<td>Provides current and future managers with skills to meet both career and organizational objectives.</td>
</tr>
<tr>
<td>1. Communications</td>
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<tr>
<td>2. Leading Teams</td>
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<tr>
<td>3. Performance Management</td>
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<td>4. Managing Change</td>
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<td>5. Creative and Critical Thinking</td>
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</tbody>
</table>

**Customer Experience Management**
Business leaders that focus on building a customer experience that only produces a “satisfied” customer are missing a significant opportunity for repeat business and referrals. Customers that get more than they expected are about five times more likely to recommend your product or service when compared to the “satisfied” customer. This interactive workshop will provide the tools required to exceed the expectations of every customer, every time.

**Time Management**
Time management principles can be used to help us organize a more effective working environment. This session explores some of the time management principles and leads you to shaping your effectiveness in time management. You will learn techniques that relate to most work environments and how to employ tips that work for you. You will also take a close look at the need for balance in your life.

**Understanding Individuals at Work**
This course provides you with an understanding of people at work through basic concepts and increased self-awareness of your own behaviour.

<table>
<thead>
<tr>
<th>Management Essentials</th>
<th>Customer Experience Management</th>
<th>Time Management</th>
<th>Understanding Individuals at Work</th>
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<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
<td><strong>MGMT 1612/60</strong></td>
<td><strong>BUS 1652/7 Hrs/$489.29</strong></td>
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</table>
| **To register or for more information contact:**
Corporate Training Services Durham College
905.721.3347/1.800.816.3615
Visit our website: corporatetrainingservices.ca |
| **Note:** All courses are subject to a non-tax-deductible supply fee. |
Backflow and Cross Connection

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

PLMB 1400/40 Hrs/$1,140
Jan 19-Feb 18/Tues/Thurs/6-10/WHITBY
May 16-20/Mon-Fri/8-4:30/WHITBY

Backflow Recertification General Information

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

Backflow Recertification Program

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

PLMB 2400/16 Hrs/$598.90
May 3-12/Tues/Thurs/6-10/WHITBY

Backflow Recertification Challenge Exam

Theory and practical exam. You must be current testers and supply your own equipment for the practical. Includes books, exams and a five year certification fee.

Book and study guide will be given to you in advance. Challenge exams may only be done once. If incomplete, you must take the 16 hour program.

PLMB 0000/3 Hrs/$433.85
May 2/Mon/4-7/WHITBY

Forklift Operator Recertification

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

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

AUTO 1404/8 Hrs/$435.05
Apr 23-24/Sat/Sun/8-4/WHITBY
Jun 27-30/Mon-Thur/8-5/WHITBY

Boom Truck - 0-8 Ton Crane

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

CRAN 1400/40 Hrs/$1,265
Jan 25-29/Mon-Fri/8-4/WHITBY
Mar 21-25/Mon-Fri/8-4/WHITBY
Mar 21-28/Mon-Thurs/Mon/8-4/WHITBY
May 2-6/Mon-Fri/8-4/WHITBY
May 2-9/Mon-Thurs/Mon/8-4/WHITBY
Jun 20-24/Mon-Fri/8-4/WHITBY
Jun 20-27/Mon-Thurs/Mon/8-4/WHITBY
Aug 15-19/Mon-Fri/8-4/WHITBY
Aug 15-22/Mon-Thurs/Mon/8-4/WHITBY

Forklift Operator (4 piece)

This course is designed for people with limited or no previous experience on powered lift trucks. The course consists of intensive classroom and hands-on instruction. Hands-on will include Electric Counterbalance, Propane Counterbalance, Reach and Electric Walkie Pallet Trucks. Testing will include oral, written and practical evaluations. Participants who successfully complete this course will receive a certificate and a wallet card. Previous driving experience or G2 Licence suggested.

AUTO 1425/36 Hrs/$1,401.20
Jun 27-30/Mon-Thur/8-5/WHITBY

Forklift – Telehandler Operator

This course will consist of the legal responsibilities of an operator, assess hazards associated with telehandler operation, recognize how they function and identify procedures for safe operation. Testing will include oral, written and a practical evaluation. Previous driving experience or G2 Licence suggested.

AUTO 1404/8 Hrs/$435.05
Apr 23-24/Sat/Sun/8-4/WHITBY
Jun 27-30/Mon-Thur/8-5/WHITBY

Heavy Equipment Operator

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

EQUP 1405/160 Hrs/$8,920
Mar 28-Apr 22/Mon-Fri/8-4:30/OFFSITE

Withdrawal and Refunds

Refunds will be given only if the Official Withdrawal form is received no later than 3 college days prior to the scheduled start date. All refunds are subject to a cancellation fee.

PLEASE NOTE

All CTS course fees include a non-tax deductible supply cost.
### Signing Authority

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

What does this mean for our clients?

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

### Working at Heights

As of Apr 1, 2015 there are new requirements for any worker working on heights. This course will consist of the following: Law and regulations, how to recognize, assess and control fall hazards, fall prevention and fall protection, fall-arrest equipment and components. This course is recognized by the Ministry of Labour.

**BIDS 1618/8 Hrs/$231.65**
- Feb 20/Sat/8-4/WHITBY
- Apr 16/Sat/8-4/WHITBY
- Jun 21/Tue/8-4/WHITBY

### Warehouse and Logistics Certificate

This program which blends classroom instruction, hands-on training and a four-week work placement, provides students with the skills needed to succeed in the high-demand warehouse and logistics industry.

Topics covered: Advanced DZ Driver Training, Forklift, Working at Heights, computer skills, workplace and communication skills and warehouse basics.

**BIDS 1615/160 Hrs/$4800**
- Jan 18-Mar 11/8-5/WHITBY

### Driver Training

**Note:**

All in-vehicle, one-on-one training will be personally scheduled with the instructor.

Final end date for driver training is subject to road test availability.

All paperwork for Driver Training Program prerequisites must be handed in prior to course start date.

### Safety is Mandatory

You will be required to have Safety Boots, Safety Glasses and Work Gloves.

### Air Brake Endorsement “Z”

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

**MOTR 1405/16 Hrs/$355**
- Jan 9-10/Sat/Sun/7:45-4:30/WHITBY
- Jan 22-23/Fri/Sat/7:45-4:30/WHITBY
- Feb 6-7/Sat/Sun/7:45-4:30/WHITBY
- Feb 19-20/Fri/Sat/7:45-4:30/WHITBY
- Mar 5-6/Sat/Sun/7:45-4:30/WHITBY
- Mar 18-19/Fri/Sat/7:45-4:30/WHITBY
- Apr 2-3/Sat/Sun/7:45-4:30/WHITBY
- Apr 15-16/Fri/Sat/7:45-4:30/WHITBY
- Apr 30-May1/Sat/Sun/7:45-4:30/WHITBY
- May 13-14/Fri/Sat/7:45-4:30/WHITBY
- May 28-29/Sat/Sun/7:45-4:30/WHITBY
- Jun 10-11/Fri/Sat/7:45-4:30/WHITBY
- Jun 25-26/Sat/Sun/7:45-4:30/WHITBY
- Jul 8-9/Fri/Sat/7:45-4:30/WHITBY
- Jul 23-24/Sat/Sun/7:45-4:30/WHITBY
- Aug 5-6/Fri/Sat/7:45-4:30/WHITBY
- Aug 20-21/Sat/Sun/7:45-4:30/WHITBY

### “AZ “Upgrade from “DZ”

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

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

This 41-hour program teaches the requirements for an ‘A’ licence and is designed for participants who have extensive experience operating with a “DZ” licence. This program consists of a four- hour defensive driving course and nine, four-hour driving lessons. Fees include the use of our vehicle for the road test.

**MOTR 1418/41 Hrs/$3,600**
- Feb 26-Mar 18/Mon-Fri/8-12/WHITBY
- Apr 22-May 13/Mon-Fri/8-12/WHITBY
- Jun 17-Jul 8/Mon-Fri/8-12/WHITBY
- Aug 19-Sep 9/Mon-Fri/8-12/WHITBY
**“A” Driver Training**

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

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

MOTR 2411/200 Hrs/$7,720
Jan 11-Mar 4/Mon-Fri/8-4/WHITBY
Feb 29-Apr 22/Mon-Fri/8-4/WHITBY
Apr 18-Jun 10/Mon-Fri/8-4/WHITBY
Jun 6-Jul 29/Mon-Fri/8-4/WHITBY
Jul 25-Aug 19/Mon-Fri/8-4/WHITBY

**Advanced “D” Driver Training**

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

This advanced course consists of 28 hours of practical training and 47 hours of theory. You will learn log book/hours of service regulations, how to conduct pre-trip inspections and practice shifting gears on multi-speed transmission.

MOTR 3407/75 Hrs/$3,075
Jan 11-Feb 5/Mon-Fri/8-4/WHITBY
Feb 29-Mar 25/Mon-Fri/8-4/WHITBY
Apr 18-May 13/Mon-Fri/8-4/WHITBY
Jun 6-30/Mon-Fri/8-4/WHITBY
Jul 25-Aug 19/Mon-Fri/8-4/WHITBY

**“D” Driver Training**

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

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

**TAXICAB DRIVER**

This course is mandated by the City of Oshawa and Pickering as a “must pass” course for anyone wanting to drive a taxicab in the respected area. This course will cover such topics as: customer service, defensive driving, by-law requirements, cultural awareness, vehicle care and maintenance, driver and passenger safety, as well as business management and finances.

**Taxi Driver - City of Oshawa**

MOTR 1600/18 Hrs/$346.90
Feb 27-Mar 12/Sat/9-4/WHITBY
May 30-Jun 15/Mon/Wed/6-9/WHITBY

**Taxi Driver - City of Pickering**

MOTR 1601/18 Hrs/$346.90
Feb 1-22/Mon/Wed/6-9/WHITBY
Apr 25-May 16/Mon/Wed/6-9/WHITBY
Jul 11-27/Mon/Wed/6-9/WHITBY

**TAXICAB DRIVER – REFRESHER**

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

**Taxi Refresher - City of Oshawa**

MOTR 1900/6 Hrs/$129.95
Jan 30-/Sat/9-4/WHITBY
Apr 11-13/Mon/Wed/6-9/WHITBY
Jun 18-/Sat/9-4/WHITBY

**Taxi Refresher - City of Pickering**

MOTR 1901/6 Hrs/$129.95
Jan 16-/Sat/9-4/WHITBY
Apr 4-6/Mon/Wed/6-9/WHITBY
Jun 4/Sat/9-4/WHITBY
Aug 27-/Sat/9-4/WHITBY

To register or for more information contact:

Corporate Training Services Durham College | 905.721.3347 | 1.800.816.3615
Visit our website: corporatetrainingservices.ca
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REFUND/WITHDRAWAL POLICY

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

WITHDRAWALS/REFUNDS

Once registered, you are academically and financially responsible for your course(s) unless you officially withdraw by the specified deadlines. All withdrawals are subject to a $30 administration fee. Regardless of payment method, all refunds will be by cheque. Please allow three to four weeks for your cheque to arrive.

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

PARTIAL REFUND
In-class over 16 hours
Students may withdraw/transfer prior to the start of the third class. Child Development Practitioner (CDP) apprenticeship and Foot Care students must withdraw prior to the second class.

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

Distance Education
Students may withdraw/transfer during the first 13 days after the official course start date. After the final withdrawal date no refunds/transfers will be issued.

Please note: Any course materials or supplies included in the course fee must be returned before a refund will be issued.

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

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

To access the Withdrawal Form visit: www.durhamcollege.ca/coned/refund-policy

For directions and the Oshawa campus parking map, please visit www.durhamcollege.ca/locations.

How to find us

1. Oshawa campus
   2000 Simcoe St. N.
   Oshawa, ON L1H 7K4
   905.721.3052

2. Pickering Learning Site
   1340 Pickering Pky.
   Unit 102
   Pickering, ON L1V 0C4
   905.831.6077 ext. 201

3. Whitby campus
   1610 Champlain Ave.
   Whitby, ON L1N 6A7
   905.721.3300

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