

Continuing Education Fall 2006/Winter 2007



An Environment for Learning

Canadore's Continuing Education courses range from arts classes to customized corporate training, and from carpentry to computer workshops.

You can enrol in courses, seminars and workshops, or complete part-time certificate programs covering many subjects. We can also custom design courses for you and your workplace. **Register today for a traditional in-class course delivered in North Bay, Mattawa, West Nipissing or Parry Sound, or enrol in one of our on-line training and distance education courses.**

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How To Use This Course Guide

Accounting

1 Programs are grouped by subject areas.
Check the Quick Index on page 1 to find the subject area that interests you.

Certified Bookkeeper

2 The name and description of the program that is offered within the subject area.

Canadore College, in co-operation with the Canadian Institute of Bookkeeping (CIB), now offers a program leading to a career as a professional bookkeeper. CIB is a national non-profit organization dedicated to preparing Canadians for greater financial and job security in the field of bookkeeping.

Certificate in Bookkeeping

CIB Course	Canadore Equivalent
CIB111 Computer Applications 1	CIS130
CIB112 Bookkeeping 1	ACC140
CIB113 Bookkeeping 2	ACC190

3 A list of all courses in the program.

Principles of Accounting II

ACC190

4 Name of course offered and the course code.

Sessions: 15; Hours: 45

5 Number of sessions and hours.

This course studies the accounting principles as they apply to the recording and presentation of assets, liabilities, and equity, and their consequent effect on income determination. *Prerequisite: ACC140*

6 Course description, and prerequisite if required.

WINTER

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Jan 17	7:00pm-10:00pm	\$329.60

7 How the course is delivered, location by campus, date and time, and course fees. Please refer to the legend at the bottom of this page.

Delivery Legend

Class	Classroom/Lecture Delivery
CNorth	Contact North/ <i>Contact Nord</i> (Virtual) Classroom
Corresp	Correspondence Course
Internet	Internet Delivery (Ontario Learn)
Wkshp	Workshop

Campus Legend

AC	Aviation Campus 55 Aviation Avenue, North Bay
CC	Commerce Court Campus 60 Commerce Crescent, North Bay
CD	College Drive Campus 100 College Drive, North Bay
Indep	Independent Learning
Local	Local Contact North/ <i>Contact Nord</i> Site
Mat	Mattawa
NEC	Nbisiing Education Centre 469 Couchie Memorial Drive, North Bay
OFF	Off Campus
Plcmt	Field Placement
PS	Parry Sound Campus 60 James Street, Suite 201, Parry Sound
WNip	West Nipissing Campus 94 King Street, Suite 1, Sturgeon Falls

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West Nipissing Campus

Kelly Sherry (705) 753-4400 Fax: (705) 753-7942

General Information

Phone: (705) 474-7600, ext. 5600 or
(800) 519-3534 in Ontario and Quebec

Fax: (705) 472-6189

E-mail: coned@canadorec.on.ca

Web Site: www.canadorec.on.ca

Registration

Phone: (705) 474-7600, ext 5420/5421 or
(800) 519-3534 in Ontario and Quebec

Fax: (705) 494-7462

General Information

How do you register?

In Person

8:30 a.m. - 4:00 p.m. Monday to Friday

College Drive

By Phone

8:30 a.m. - 4:00 p.m. Monday to Friday

Part-Time Student Registration (705) 474-7600 ext 5420,
or toll free (800)-519-3534 ext. 1

By Fax

Part-Time Student Registration (705) 494-7462

By Mail

Part Time Registration, Canadore College
P.O. Box 5001, 100 College Drive
North Bay, ON P1B 8K9

It is your responsibility to ensure that:

- You have selected and enrolled in the correct course
- You have the required prerequisites
- Your transcript is accurate

What is a prerequisite?

A prerequisite is a course (or other qualification) required for entry to another course. It is your responsibility to ensure that all prerequisites are met before registering.

Senior Citizens' Fees

Senior citizens, 55 and older, are eligible for a 15% discount on all continuing education courses! In addition, financial assistance is available for candidates who qualify. There may also be an additional material fee charge.

Entry Requirements

You may enrol at Canadore College if you are 19 years of age or over or if you have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent. General interest courses are intended primarily for adults unless otherwise specified.

Some programs may require successful completion of Grade 12 English, Mathematics, or Science (or equivalent).

Previous work/life experience may earn you advanced course standing.

If you are uncertain of your ability to handle a program, please inquire about academic upgrading.

For information, contact the Registrar's Office, (705) 474-7600 or toll free 1-800-519-3534, ext 5123.

Canadore College Board of Governors 2006-2007

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Canadore 2012

Canadore College will lead in student success. We will provide a superior working environment for our faculty and staff, and through them, an exceptional living and learning environment for our students and clients. Students will be attracted to the challenging yet supportive experience we create.

Canadore College will provide high quality programs and services that will contribute to success in tomorrow's workplace and society. We will work in collaboration with our communities, and optimize the unique relationship with our university partner, as we focus on excelling as a community college.



Distance Education

You have a choice when it comes to the way you study at Canadore College!

While many courses are taught in the traditional classroom setting, an increasing number are taught through a distance education format. If you want to study in your own home or community, consider enrolling in courses offered through Contact North / *Contact Nord*, on the Internet, or by correspondence. Join an increasing number of students who are now enrolled in courses offered through Canadore's Virtual Campus!

Note* Textbooks are included in the cost for Contact North courses; some exceptions may apply.

Contact North/*Contact Nord*



Attend a scheduled class in your own community!



Distance Education programs and courses are offered in conjunction with Contact North/*Contact Nord*, Northern Ontario's distance education and training network. Through an innovative, flexible education and training delivery system, college learners, instructors, and trainers can interact in

real-time virtual classrooms despite the barriers of distance, sparse population, and climatic extremes.

Visit your Contact North/*Contact Nord* Access Centre or check out the network's Web site at www.cnorth.edu.on.ca

The Contact North / *Contact Nord* site in North Bay is located at Canadore College's Commerce Court Campus, 60 Commerce Crescent.

Contact North/*Contact Nord* Distance Education and Training Access Centres

Atikokan	Geraldton	Mississauga	Rocky Bay
Bear Island	Gore Bay	First Nation	Sandy Lake
Beardmore	Haileybury	Moose Factory	Sault Ste. Marie
Big Trout Lake	Hearst	Moosonee	Sioux Lookout
Black River-Matheson	Hornepayne	Nakina	Smooth Rock Falls
Blind River	Ignace	Nipigon	South Porcupine
Chapleau	Iroquois Falls	Noëlville	South River
Cochrane	Kapuskasing	North Bay	Sturgeon Falls
Constance Lake	Kenora	North Caribou Lake	Summer Beaver
First Nation	Kirkland Lake	First Nation	Temagami
Dryden	Larder Lake	Onaping	Terrace Bay
Dubreuilville	Longlac	Parry Sound	Thorne
Ear Falls	Loring	Pays Plat	Wawa
Elliot Lake	Magnetawan	Pic Mobert	White River
Englehart	First Nation	Pickle Lake	Wikwemikong
Espanola	Manitouwadge	Rainy River	Wunnumin Lake
Fort Frances	Marathon	Red Lake	
	Mattawa	Red Rock	



Correspondence

Correspondence courses begin the first day of each month; you must register by the 20th day of the previous month. Courses take approximately four months to complete. Assignments are mailed or emailed directly to the instructor for marking. Some courses require a final examination. You must pass the final course examination to successfully complete the course.

Please note: Correspondence courses do not run during the month of January. All courses are available February through December each year.

Note: Textbooks are included in the price of correspondence courses. Due to the unexpected increases in the cost of textbooks, material fees may not be as printed.

Interested in teaching on a part-time basis?

Canadore College is committed to hiring professional expert trainers in their field who show enthusiasm and passion for continuous learning. Come out for our information and appreciation night: Thursday, September 7, 2006 in North Bay and Wednesday, September 13, 2006 in Parry Sound.

What is Online Learning?

Continue your education without the need for regularly scheduled lectures!

Boundaries are endless on the Web.

The online environment allows you to set the pace of your learning while adhering to the course structure and deadlines. Instructors are available via virtual communication tools such as electronic mail, course chats and discussion boards.

About OntarioLearn.com

www.ontariolearn.com

OntarioLearn.com is a consortium of 22 Ontario Community Colleges who have partnered to develop and deliver online courses. Each partner college selects courses from the OntarioLearn.com course inventory that will complement its existing distance education offerings. This partnership approach has allowed member colleges to optimize resource use, avoid duplication and, more importantly, increase the availability of online learning opportunities for their students. Through this virtual classroom environment, students can pursue their educational goals - whether that is the completion of a single course or the fulfillment of a college certificate or diploma. Students can take courses from their home or office, accessing their course at their convenience. Course instructors and fellow classmates may live anywhere in Canada, the U.S. or somewhere else in the world.

For more information about OntarioLearn.com course offerings at Canadore College, contact the Continuing Education department at 474-7600, ext. 5600. E-mail inquiries to: ptconed@canadorec.on.ca

Courses

Canadore College, OntarioLearn.com course offerings are identified in this calendar by the subtitle: **Delivery: Internet**. All OntarioLearn.com courses are available to Canadore College. If you wish an OntarioLearn.com course that is not listed in our calendar, let the Continuing Education department know!



Exams

Written exams are to be prescheduled with the Continuing Education department and written in the Educational Resource Centre at Commerce Court campus.

Registration

Contact the Part Time Registration department at 474-7600. Ext. 5420/5421 or (800)519-3534

A valid e-mail address is required upon registration. Prior to the course start date you will receive an electronic Letter of Introduction from Canadore College with all start-up instructions.

Start Dates

Fall 2006

Registration: August 12

Semester: Friday, September 8

Winter 2007

Registration: December 11

Semester: Friday, January 12

Corporate Training

“Through collaboration with our industry and community partners, we will improve and expand education and training pathways which support community sustainability and economic development in northeastern Ontario.”



Industrial Maintenance Technician (IMT)

Introducing IMT, The Efficient Path To Safety Compliance

Now, an innovative program provides a customized approach to certification for each of your employees working on regulated equipment. Technical Standards and Safety Authority develops a custom training curriculum for each individual, based on the critical knowledge and skills required for their current job. By limiting the scope of the certification to their current job, and by exempting the employee from training in areas where they have documented prior learning and experience, the required training time is substantially shortened. So, you get maximum results from a minimum investment.

Putting your employees through the IMT program gives you peace of mind and confidence, knowing that you have:

- Improved the safety of your operations
- Reduced liability from injury, property damage, fines, litigation
- Increased productivity
- Heightened employee morale and confidence

For an IMT certificate, the candidate learns specifically what is relevant to their job and the equipment they work on. As a result, training hours are reduced from that required by conventional certification. This allows your employees to train on site at your schedule, and you achieve compliance in just months, not years. You get all the benefits of certified personnel trained to meet the needs of your operation and equipment.

Call 474-7600 ext. 5600 for more information.



The Hand Tool Dexterity Test

NEW! Attention Corporate Clients

Dexterity - The Hand Tool Dexterity Test can be used as a general assessment of an individual's skill in using ordinary mechanics tools.



Call 474-7600 ext. 5600 for more information.



In order to improve performance in a world that is becoming more competitive, there is a need to constantly improve and implement new technologies. There are very few jobs today for “unskilled” workers. In every job, productivity, efficiency and safety are essential.

TOWES measures workplace essential skills, which differ from the academic skills measured by academic credentials. TOWES can help improve your job prospects, or, if you already have a job, TOWES will identify gaps in essential skills that can be addressed to improve your career options.

To find out how you can take TOWES, Canada's Essential Credential, please contact (705) 474-7600 ext. 5600.

TOWES is the sole property of Bow Valley College and is sold through authorized distributors only.

Corporate Training

Training packages designed specifically to meet your needs!

Delivered...

- At your workplace
- At the college
- At another location of your choice

You Benefit!

- Maximize your training investment
- Reduce time away from the job
- Reduce travel and related costs
- Increase the skill level of your employees
- Improve productivity
- Access a wide variety of technology
- Achieve your training objectives
- Utilize your in-house expertise, equipment, and facilities

Because we...

- Conduct a training-needs analysis
- Identify issues of possible concern
- Develop a training plan
- Create custom-designed courses specifically for you
- Provide certified, experienced trainers
- Conduct ongoing evaluations
- Guarantee results



A few of our proven programs are...

Business

- Advertising, Copywriting and Art Direction
- Branding/Brand Positioning
- Communication Skills
- Creative Direction
- Customer Service
- Language Training
- Leadership Skills
- Marketing/Strategic Planning
- Presentation Skills
- Sales Training
- Teambuilding

Computers

- AutoCAD
- Wide variety of computer software training packages
- Help Desk Support
- Programming

Health

- Personal Support Worker
- Administration of Medications for RPN's
- IV Therapy

Technology and Transportation

- Gas and Oil Burner Training
- Propane Handling
- Airbrake Endorsement
- Forklift Training
- Commercial Vehicle Wheel Courses
- CFC Certification
- Handling Dangerous Goods

Hospitality

- Smart Serve
- ServSafe



For more information, please contact:
(705) 474-7600 ext. 5600

Aboriginal Studies

Anishinabek Teachings

GIC856

Sessions: 1; Hours: 5

Discover the Anishinabek culture through songs, stories, and values. Participate in a medicine walk to gain knowledge about the use of plants in our area for healing and medicine. This one-day workshop will focus on the teaching of the Anishinabe people as they relate to Anishinabek history and values.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Sep 23	10:00am-3:30pm	\$68.40
Class	PS	Sa	Sep 23	10:00am-3:30pm	\$68.40
Class	CD	Sa	Mar 24	10:00am-3:30pm	\$68.40
Class	PS	Sa	Mar 24	10:00am-3:30pm	\$68.40

The Missing Chapter

GIC857

Sessions: 4; Hours: 10

Very few Canadians have any understanding of the many historic and contemporary contributions made by Aboriginal peoples that have helped make this country one of the best places in the world in which to live. The food we eat, the medicines we take, the clothes we wear, the transportation we use - all of these life essentials were shared by the First Peoples of this land. These discussions cover topics not mentioned in textbooks or on the pages of daily newspapers, such as, residential schools and historic contributions of Aboriginal warriors and veterans in defending Canadian sovereignty and world peace.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 20	6:00pm-8:30pm	\$94.20
Class	CD	W	Feb 7	6:00pm-8:30pm	\$94.20

Ojibwe Language

APP175

Sessions: 8; Hours: 24

This course will introduce everyday Ojibwe vocabulary and basic language patterns. Aambe Nishnaabemdaa means, "Let's speak Indian". This class will use the "listening, then speaking" method. Drills (repetition) will be used as a tool in learning the language. Participants are encouraged to try and speak whatever they have learned. The ability to speak the Ojibwe language may be an asset when seeking employment within an Aboriginal organization.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Oct 19	8:00pm-10:00pm	\$181.78

Are you interested in a career as a Small Engine/Marine Engine Technician?

In Fall 2006, Canadore will be offering a 40-week Small Engine/Marine Engine Pre-Apprenticeship Program in Parry Sound.

This program is designed for Aboriginal students, but non-Aboriginals are welcome to apply. This is a **FREE** program for qualified applicants.

For more information, call 474-7601, ext. 5301

This Pre-Apprenticeship Program is funded by the Government of Ontario.



Public Education, Communications and Media Training

NIIJII (Friends) Communications Institute

Cross-Cultural Awareness Sessions:

This training provides greater awareness of, and sensitivity to, Aboriginal issues for participants whose organizations or businesses interact with Aboriginal people and/or clients. Sessions are designed to create greater awareness of Aboriginal peoples, cultures, and contemporary issues, and to promote mutual understanding and enhanced communication among people of differing cultural backgrounds.

Media Issues Forums:

These forums are designed to enhance awareness of Aboriginal issues and create networking opportunities for Aboriginal and mainstream journalists, professional communicators, educators, students, and members of the general public. Participants discuss how Aboriginal peoples and issues are portrayed in the mass media, and the impact of good and bad journalistic practices on public policy issues affecting Native Canadians. Sessions also promote journalism and communications as important career options for Aboriginal students.

Cultural (Anishinabek) Teachings:

Anishinabek Elders and facilitators share traditional teachings and knowledge that provide schools, clubs, organizations, and agencies with unique insights into the history and cultural values of the First Peoples.

Media-Spokesperson Training:

This skill development-focused training will benefit participants responsible for issuing news releases, responding to media inquiries, and conducting news conferences for their Aboriginal organization or business. Training and public education initiatives of the Niijii (Friends) Communications Institute are delivered by the Union of Ontario Indians Communications Unit, which provides communication advisory services and media relations for the Union of Ontario Indians and its 43 member First Nations. In addition, the unit publishes the Anishinabek News, a monthly newspaper that was established in 1988.

To learn more about the community-based, on-site or customized delivery of "The Missing Chapter", Media-Spokesperson Training, Cross-Cultural Awareness Sessions, Media Issues Forums, or Cultural (Anishinabek) Teachings, please contact the Continuing Education office at e-mail: coned@canadorec.on.ca or phone (705) 474-7600 ext. 5600 or toll-free 1-800-519-3534.



Adult Educators

“Continuing Education is the means by which individuals can continue lifelong learning on a part time basis to enhance their career and professional development or personal enjoyment. Courses and workshops will reflect industry, market, demographic and lifestyle trends. We will service our communities via online, distance, Contact North and classroom-based delivery methods.”

Adult Educators Certificate

As more people return to the academic world to upgrade their skills, there is an increasing demand for well-qualified adult educators. Join a growing number of teachers of adults who are improving their delivery skills through Internet courses. After a busy day at work, relax in front of your computer in your own home while upgrading your skills. Are you someone who likes to work late in the evening? Log on to your computer and do your homework while your family sleeps. You will quickly see how distance education differs from traditional classroom teaching. Be a student today and improve your delivery skills tomorrow!

Certificate Requirements

- CEA121 Adult Learning
- CEA122 Curriculum Development
- CEA129 Assessment and Evaluation
- CEA130 Adults with Learning Disabilities
- CEA132 Instructional Techniques

Adult Learning

CEA121

Sessions: Indep; Hours: 36

Enhance your career by learning how to apply the principles of adult learning. Develop the basic skills essential for successful instruction. This foundation course is specifically designed for teachers and trainers who work with adults. This course, which is a component of the Adult Educators Certificate, is a prerequisite for all subsequent courses in the program.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Curriculum Development

CEA122

Sessions: Indep; Hours: 36

This course focuses on a systematic approach to curriculum development from needs identification to course outline preparation; content planning and research; lesson design and delivery issues. Attention will be paid to integration with instructional techniques and course assessment/evaluation methodologies.

Prerequisite: CEA121

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Adults with Learning Disabilities

CEA130

Sessions: Indep; Hours: 36

This course provides insight into the needs and issues of adults with learning disabilities in the educational or training setting and society as a whole. You will gain general knowledge and awareness of the various exceptionalities with a primary focus on understanding adults with learning disabilities. Strategies and skills are explored so that educators/trainers can provide appropriate modifications and accommodations to course content, delivery and evaluation, to ensure that all learners have an opportunity to be successful.

Prerequisite: CEA121

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Instructional Techniques

CEA132

Sessions: Indep; Hours: 48

There are many effective ways for adult learners to experience course content and gain new-found subject knowledge. Through lectures, discussion (synchronous and asynchronous) and various assignments, participants will explore a wide variety of instructional techniques. Participants will demonstrate their mastery of instructional techniques through the design and on-line delivery of a lesson. In addition, instructional techniques and strategies, classroom management issues and the use of media and resources will also be covered. *Prerequisite: CEA121 and CEA122*

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Are you interested in upgrading your skills in math, English, or sciences to prepare for college or employment?

Call for more information:

North Bay: (705) 474-7601, ext. 5455

Sturgeon Falls: (705) 753-4400 **Parry Sound:** (705) 746-9222

Academic Upgrading is free to qualified applicants!

Assessment and Evaluation

CEA129

Sessions: Indep; Hours: 36

This course is designed to give learners an overview of the processes involved in assessment and evaluation. A variety of types of evaluation will be utilized in order to understand and meet the needs of learners and stakeholders. Learners will be encouraged to evaluate their own practice as a teacher in their environment.

Prerequisite: CEA121, CEA122 and CEA132

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

General Interest - Adult Training

Portfolio Development

PLA100

Sessions: Indep; Hours: 48

This course facilitates personal growth through career and educational planning activities including self-assessment, reflection, and the production of an autobiographical essay, a career plan, and an educational plan.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Presentation and Training Skills

VOC013

Sessions: 1; Hours: 6

NEW! As more mature adults decide to make a career move and re-enter the educational environment, educators must have a firm understanding of who they are and what they want to accomplish. Learn how to be a dynamic and motivating adult instructor. This short workshop is based on adult learning principles and will assist you in developing valuable training skills to maintain participant interest and enthusiasm. You will leave with practical hands-on tools and tips on creating captivating learning environments.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 9	10:00am-4:00pm	\$129.22
Class	PS	Su	Sep 10	10:00am-4:00pm	\$129.22
Class	CC	Sa	Jan 6	10:00am-4:00pm	\$129.22
Class	PS	Su	Jan 7	10:00am-4:00pm	\$129.22

Do you feel that there must be a more efficient way to perform tasks on your computer?

We offer a variety of computer courses to update your skills, see page 45 for details!

"Artsperience expresses the philosophy of living a healthy, well-balanced lifestyle through exploring individual creativity at the professional, amateur and exploration levels. It is a celebration of the cultural traditions of the communities and First Nations of the Nipissing and Parry Sound Districts and the strong regional cultural sector."

Artsperience

Crafts and Design Diploma

Canadore College is pleased to offer the two-year Crafts and Design Diploma on a part-time basis. Completion time for the program will vary depending on your personal schedule and commitment. You may also be eligible for advanced standing in this program based on previous postsecondary education/related experiential learning.

Program Requirements

A total of 100 credits are required to complete the Crafts and Design Diploma (25 credits from each level).

Level One

		Credits
ART102	Basic Design	3
ART103	Ceramic I	5
ART104	Three Dimensional Design	4
ART106	Drawing or	4
ART109	Life Drawing I	3
AVL101	Introduction to Photography or	4
AVL103	Photography I (Basic)	3
CMM125	Communications	4

Plus one elective from the following:

ART107	Introduction to Pottery	3
ART180	Watercolour I	3
ART187	Pottery I	3
ART188	Raku I	3

Level Two

ART122	Two Dimensional Design	4
ART124	Functional Design-Pottery	4
ART132	History of Crafts	2
ART130	Studio Practice-Pottery I or	10
ART116	Stone Ware Form and	3
ART119	Sculpting in Clay and	3
ART123	Ceramics II	3

Plus two electives from the following:

ART120	Colour Theory	2
ART126	Drawing and Mixed Media I	3
ART133	Design Analysis	3
ART140	Glass Blowing I	2
ART169	Figure Sculpting	3
ART177	Introduction to Ceramics	3
ART197	Pottery II	3
ART207	Pottery Decoration	3

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Level Three

		Credits
ART220	Studio Design-Pottery	4
ART228	Studio Techniques-Pottery	4
ART230	Studio Practice-Pottery II	10
Plus two electives from the following:		
ART206	Drawing and Mixed Media II	3
ART208	Image Development	3
ART231	Decorative Earthenware	3
ART271	Portraiture in Terra Cotta	3
ART280	Watercolour II	3
ART290	Hand Building Clay Sculpture	3

Level Four

ART260	Studio Practice-Pottery III	10
ART264	Shop Techniques-Pottery	4
ART268	Glaze Technology or	4
ART269	Glazing for Oxidation	3
AVL127	Photography II	3
BUS280	Business-Management Skills	5
Plus one elective from the following:		
ART288	Raku Firing	3
ART305	Jewellery Casting	3
ART389	Pottery III	3
ART390	Decorative Porcelain	3
AVL133	Nature Photography	3
ART407	Oversize Throwing	3

North Bay Artsperience Courses

Personal Wellness

Belly Dancing

GIC391

Sessions: 8; Hours: 16

Come and dance with us! Introduce yourself to new ways to move. All ages are welcome. Loose clothing and a smile is all that you require.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 20	6:30pm-8:30pm	\$90.52
Class	CC	W	Jan 24	6:30pm-8:30pm	\$90.52

Pilates

GIC426

Sessions: 8; Hours: 8

Pilates method of core conditioning can help increase your muscular strength, flexibility and endurance without building bulk or stressing your joints. This class is designed for women and men who are beginners to Pilates. It covers essential mat work exercises that will leave you feeling agile and revitalized. Modifications such as the flex band are used to assist with movement and integrate resistance into the routine.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 15	5:30pm-6:30pm	\$68.76
Class	CC	M	Jan 15	5:30pm-6:30pm	\$68.76

Wellness in Women

CEA688

Sessions: 10; Hours: 20

".....A different approach to re-define wellness. Learn how biography becomes biology with a view to integrate body/mind/spirit. An opportunity to see crises and stressors from objective vantage points. Re-create a new you through inner vision and wisdom....."

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 19	6:30pm-8:30pm	\$106.40
Class	CD	Tu	Jan 23	6:30pm-8:30pm	\$106.40

Home

Organize Your Space and Life

GIC373

Sessions: 5; Hours: 10

Are you feeling bogged down by clutter? Stressed when you can't find what you want when you want it? Embarrassed to invite anyone into your home or office? Snowed under by paper? Overwhelmed by the whole idea of trying to get organized? Restore organization in your life. This five-week course will guide you through some areas of potential disorganization and show you how to simplify them. Using audio/visual presentations, tangible organizing tools and class discussion, you will learn tips and tricks to become and stay organized.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Oct 16	7:00pm-9:00pm	\$74.20
Class	CD	M	Feb 5	7:00pm-9:00pm	\$74.20

Ask the Organizer

GIC204

Sessions: 1; Hours: 2

Are you too busy to figure out where to put things? Do you have difficulty finding space in your home? Help is here. Bring your questions and photos to the organizing expert for personalized solutions to your organizing dilemmas. Discussion on how to find time in your schedule, finding storage where there doesn't appear to be any, clearing clutter and learning how to let go.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Oct 2	7:00pm-9:00pm	\$37.44
Class	CD	M	Mar 19	7:00pm-9:00pm	\$37.44

De-Clutter and Organize

GIC205

Sessions: 1; Hours: 4

Disorganization is the result of postponed decision-making. Learn how to overcome this to reduce stress and anxiety, improve your work performance and boost your confidence. Identify and purge non-essentials from your office and home. Find storage space in unlikely places and learn tricks to become and remain organized in everyday life. With audio/visual presentations, tangible organizing tools and class discussion, you will discover organizing methods that will work for you.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Oct 14	9:00am-1:00pm	\$52.88
Class	CD	Sa	Jan 27	9:00am-1:00pm	\$52.88

Prepare Your Home for Sale/Moving Tips

GIC388

Sessions: 1; Hours: 4

Selling a home and moving are among the highest stressors in life but can be done with minimal stress by planning and organizing ahead of time. Learn where to start preparing your home for sale, de-cluttering and organizing it, and how to make it look attractive to potential buyers. Learn tips and tricks to prepare and run a successful yard sale. To move with minimal interruption to your life, you need eight weeks to plan and carry out this plan by using visuals, discussion, and case studies; this course will clarify the process for you.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Oct 28	9:00am-1:00pm	\$52.88
Class	CD	Sa	Feb 17	9:00am-1:00pm	\$52.88
Class	CD	Sa	Mar 10	9:00am-1:00pm	\$52.88

Christmas Countdown - The Organized Way

GIC374

Sessions: 1; Hours: 4

Is your Christmas best described as being on a frazzled treadmill of parties, shopping, cooking, decorating, guilty feelings, disappointment and harried gift buying? Stressed? Over-extended? With all this, the holiday season can be far from happy. Avoid the stress that takes away from the peaceful, calm atmosphere Christmas is meant to have. Take some time out to decide what's important to you for the season. Come and learn some ways to navigate the holidays successfully. Decide between Ho, Ho, Ho and Bah, Humbug! In this workshop, you will create a step-by-step organizing planner that will simplify the entire holiday season this year and for years to come.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Nov 4	9:00am-1:00pm	\$52.88
Class	CD	Sa	Nov 25	9:00am-1:00pm	\$52.88

Resolutions, New Years and Otherwise

GIC394

Sessions: 1; Hours: 2

We can make resolutions at any time of the year, but New Year's seems to be the traditional time. How long do you stick to your resolutions? With a bit of organizing, you can stick to them. In this workshop, learn where you're going so you are happy when you get there! You will leave with the tools you need to set goals and priorities, and a plan to help you fulfill your resolutions.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Jan 15	7:00pm-9:00pm	\$37.44

Interior Decorating

APP558

Sessions: 8; Hours: 24

A course for sales designers working in fields relating to interior decorating to improve their skills by increasing their knowledge of colour, types of colour schemes and how to apply them, and furniture arrangement(s). This

course will also be of interest to the homeowner wishing to improve his/her ability with colour and arrange furnishings so as to create the desired effect. Content of the course includes working to scale, floor plans, traffic flow consideration, lighting, basic colour theory, types of colour schemes, applying colour to create individuality, fabrics and carpeting, choosing contents, window treatments, floors, walls, and practical applications.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Sep 18	6:30pm-9:30pm	\$125.28
Class	CD	M	Jan 22	6:30pm-9:30pm	\$125.28

Crafts

Willow Furniture: Peacock Chair

GIC306

Sessions: 2; Hours: 16

Build a rustic willow chair and impress friends and family. This course is taught at the instructor's outdoor picturesque studio in a sheltered location. Students should bring their own lunch, however coffee and tea will be provided. Sufficient tag alders and all materials required to complete the project are supplied.

Instructor: Terryl Ryan

Terryl's Studio is in Field, Ontario.

Material Fee of \$70.00 payable to the instructor.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	OFF	Sa, Su	Sep 16	9:00am-4:00pm	\$90.52

Basket Making Workshop: Large Market Basket

GIC684

Sessions: 1; Hours: 6

Long recognized as one of the earliest of crafts, basketry is fun, quick, relaxing and relatively inexpensive. This course will cover techniques such as twinning, rib stake and strand.

Material Fee of approximately \$60.00 payable to the instructor.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	SAT	Oct 14	9:00am-4:00pm	\$58.32

Knitting 101

GIC887

Sessions: 8; Hours: 16

Some of the world's most famous men are knitters. Hockey greats Glenn Hall and Jacques Plante were knitters, for example. Learn the fundamentals of this relaxing and productive hobby from Barry Grills, who sells his unique designs under his own label. You'll learn the basics, from casting on and off to various fundamental stitches such as ribbing, stocking, garter, basketweave and moss. You will learn how to read and adapt a pattern, and colour knit in block and fairisle, in simple projects of your choice. Try a scarf, a poncho, or a knitted vest.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 18	7:00pm-9:00pm	\$75.52
Class	CC	M	Jan 15	7:00pm-9:00pm	\$75.52

Writing

Creative Writing

GIC371

Sessions: 6; Hours: 18

Unlock the mystery of getting your work into print. Learn how to write a synopsis (for your creative fiction) and a proposal (for your creative non-fiction). Discover how to find interested agents and publishers, and how to write a query letter that could land you the publishing contract you've always wanted. Prepare to sell your work to newspapers and magazines, with guidance on pitching articles, creating sidebars, and tips from the journalism trade. Other topics include manuscript formats and standards, SASEs, writers' unions and associations, copyright laws and realistic financial expectations. Your instructor, Barry Grills, has 21 years' experience in journalism and is the author of three best-selling biographies. He has chaired The Writer's Union of Canada, the Book and Periodical Council, and the Book Industry Group.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 27	6:30pm-9:30pm	\$95.96
Class	CD	W	Jan 24	6:30pm-9:30pm	\$95.96

Experiential Book Club Adventure

GIC425

Sessions: 3; Hours: 18

Explore Paulo Coelho's novel "The Alchemist" in this three-day, two-night adventure. Embark on your own journey of exploration and self-discovery. Learn that the biggest lie in the world is that at some point we lose the ability to control our lives, and become pawns of fate. Encounter a series of experiences designed to help you find the courage to follow your "Personal Myth".

Meals, accommodation, challenge course activities included in the course fee. Accommodation at Wendigo Lake Expeditions.

Please click on www.berniermw.com for more information on this adventure.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	OFF	F,Sa, Su	Sep 29	8:00am-4:00pm 9:00am-4:00pm	\$294.96

Languages

Introduction to Arabic

CEA634

Sessions: 10; Hours: 30

Come learn to speak some Arabic with Arlette Landry. People learn Arabic for a variety of reasons: for work, for travel, or simply as a hobby. Whatever your reason, Arlette will guide you through this interesting dialect. Arlette will also explore her Lebanese heritage and will discuss customs and cuisine in this 10-week session.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 18	6:30pm-9:30pm	\$154.60
Class	CC	M	Jan 22	6:30pm-9:30pm	\$154.60

Photography

Photography (No Darkroom)

CEA591

Sessions: 15; Hours: 45

This course is designed for the film or the digital photographer who wants more from their photography, with an emphasis on manipulating exposure and light to create dynamic pictures. We will also explore composition and what makes an image visually interesting. Learn to control backgrounds with effective use of depth of field. This is a hands-on course with daily field trips and discussions of the previous day's photos.



Instructor: James Forsyth

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 4	7:00pm-10:00pm	\$257.70
Class	CC	M	Jan 8	7:00pm-10:00pm	\$257.70

Photography I

AVL103

Sessions: 15; Hours: 45

The participant will become familiar with basic camera and darkroom techniques in black and white photography, learn special effects with both camera and enlarger, how to process for altered ASA rates, and how to use dry mounting and lighting for desired effects.

Instructor: James Forsyth

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 5	7:00pm-10:00pm	\$257.70
Class	CC	Tu	Jan 9	7:00pm-10:00pm	\$257.70

Photography II

AVL127

Sessions: 15; Hours: 45

Improve upon your existing photography skills and develop new ones! Participate in classroom-based sessions where you will review the basic elements of photography, audio-visual presentations, and learn how to use lenses more effectively to help achieve desired results. Move forward with idea development and assignments that will challenge your creativity. Students will go on assignment some evenings to take evening and mood shots. Personal attention in the darkroom will help you print with confidence.

*This course is part of the Crafts and Design diploma program.

Instructor: James Forsyth

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 6	7:00pm-10:00pm	\$257.70
Class	CC	W	Jan 10	7:00pm-10:00pm	\$257.70

Visit us on the Web, www.canadorec.on.ca

Advanced Black and White Photography

CEA539

Sessions: 15; Hours: 45

This intensive hands-on course is designed for the serious photographer who has experience in printing black and white negatives and now feels motivated to expand their vision and technical knowledge through the development of the fine print. To be able to print one's own negative in the darkroom gives an immediate awareness to the infinite creative potential of the black and white medium.

Course content will include weekly lectures covering advanced printmaking techniques that will be used in our darkroom sessions. Special emphasis will be placed on printing with a wide variety of graded and variable contrast papers using a unique combination of warm and cold tone developers, as well as self toning and soft developers.

Under David's guidance, you will explore the many creative avenues of making the fine print and discover the elements for personal expression to prepare a body of work for an exhibition or a portfolio.

At the conclusion of this course you will have acquired the skills to create a fine exhibition print and gained a deeper understanding of the black and white process.

Instructor: David Lewis

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 7	7:00pm-10:00pm	\$257.70
Class	CC	Th	Jan 11	7:00pm-10:00pm	\$257.70

Digital Imaging for Photographers AVL116

Sessions: 15; Hours: 45

This course will introduce photographers to the creative potential of the computerized "light room". Participants will learn the fundamentals of digital imaging using Adobe Photoshop. Topics include: application features, file formats, resolution, tonal control and colour correction, scanning, creating composite images, masking, and many more secrets of the digital darkroom. Efficient workflow strategies, archiving options and how to find resources are all explored. Participants will leave this course with a good hands-on understanding of how to integrate the emerging imaging technologies into their personal photographic style.

Prerequisite: A good understanding of basic photographic principles; conventional darkroom experience is an asset, but not essential. Ability to operate a personal computer (PC or Mac) and access to a digital camera or a scanner to digitize conventional 35mm images are required. Students should have access to a PC or Mac computer with Adobe Photoshop and a universal method of transferring large image files (ZIP, CD-R, USB drive).

Instructor: Paul Chivers

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 6	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90

Drawing and Painting

Watercolour - Experimental Workshop

GIC874

Sessions: 2; Hours: 12

This workshop will stimulate and inspire you to explore new horizons in watercolour. You will be challenged to enhance and enliven your painting skills through several in-class experiments. You will be encouraged to loosen up and explore the interesting effects and textures created by combining watercolour and various mixed media such as acrylics, acrylics inks, gouache, and pastels. Creativity, fun, and uniqueness will be emphasized.

Instructor: Jack Lockhart

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa, Su	Sep 30	9:00am-4:00pm	\$74.64
Class	CD	Sa, Su	Nov 4	9:00am-4:00pm	\$74.64
Class	CD	Sa, Su	Jan 20	9:00am-4:00pm	\$74.64
Class	CD	Sa, Su	Mar 31	9:00am-4:00pm	\$74.64

Drawing I

ART106

Sessions: 15; Hours: 45

Believe it or not, if you can write your name, you can learn to draw like an artist. The necessary skill is in learning to see like an artist, and that's what this course is designed to teach. You'll be amazed to discover your untapped drawing ability, or, if you already enjoy drawing, the additional confidence you will gain as your skills increase. Drawing is foundational, and learning to see and draw will improve your accomplishments in any of the other visual arts.

Instructor: Bruce St. Clair

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 5	6:30pm-9:30pm	\$245.90

Oil to Acrylic - Drawing and Mixed Media II

ART206

Sessions: 15; Hours: 45

This course will guide the student through a variety of drawing media and techniques, both dry and wet, to a focus on painting in oil and/or acrylic. The painting approach for these two media is very similar, and they can even be effectively combined in the same painting. The course will begin with a review of seeing/drawing skills and composition, and explore how to work with photo references. An HB Pencil and white paper only are needed for the first class; supply list to be discussed in class.

Instructor: Bruce St. Clair

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 7	6:30pm-9:30pm	\$247.10

Drawing and Mixed Media I ART126

Sessions: 15; Hours: 45

This course will guide the student through a variety of drawing media and techniques to focus on the medium of chalk or “soft” pastel, a unique bridge between drawing and painting. Its glowing colours and ease of use have long made it a favourite medium for rendering portraits and the figure, as well as landscape and just about any subject matter. The course will review seeing/drawing skills and composition, and explore how to work with photo references. An HB Pencil and white paper only are needed for the first class; supply list to be discussed in class.

Instructor: Bruce St. Clair

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Jan 9	6:30pm-9:30pm	\$247.10

Painting Studio Practice CEA379

Sessions: 15; Hours: 45

This course presents the opportunity for artists at every stage of development to work and learn in a studio environment. Students will be encouraged to pursue their own project and chosen medium (oil, watercolour, acrylic, pastel or drawing media). Individual attention and group instruction will be offered in all areas including theory, concepts and technique. Students taking this course have received much encouragement, as well as, fresh insights from their interaction with each other.

Instructor: Bruce St. Clair

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Jan 11	6:30pm-9:30pm	\$247.10

Pottery

Sculpting in Clay ART119

Sessions: 15; Hours: 45

This introductory course will introduce the student to the world of clay sculpture. Clay is the most expressive, responsive and adaptable material used in creating sculpture. Through the use of a series of sculpting and forming techniques, the clay will come to life in a wide variety of forms, from figurative to abstract.

Instructor: John McMartin

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Sep 11	6:30pm-9:30pm	\$263.00
Class	CD	Tue	Jan 9	6:30pm-9:30pm	\$263.00

Register early to avoid disappointment.

Courses with insufficient registration may be cancelled.

Handbuilding Clay Sculpture ART290

Sessions: 15; Hours: 45

Participants will create imaginative and unusual figurative, architectural and narrative sculptures. Using different combinations of a variety of techniques, individual and unique sculptures will emerge from each student. You will be encouraged to find your own voice and expression using all methods presented. There are no rules! This course will explore the magic of clay and its ability to transform into almost anything imagined. Techniques such as stamping, press molds and different texturing methods will be demonstrated. Stain and finishing techniques will also be explored and demonstrated. Students will have lots of fun creating their sculptures and are always impressed with the quality and variety of their finished pieces. Designed for all levels of experience.

Instructor: Peter Sloan

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 5	10:00am-1:00pm	\$263.00
Class	CD	Tu	Jan 9	10:00am-1:00pm	\$263.00

Introduction to Pottery ART107

Sessions: 15; Hours: 45

Looking for a way to express your creativity? This course will introduce you to a technique used in the clay arts. Basic skills of handbuilding, kiln-loading and glazing will be studied. Students will participate in decoration and design as part of this experience.

*This course is part of the Crafts and Design diploma program.

Instructor: Cindy Giesler



Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 5	6:30pm-9:30pm	\$263.00
Class	CD	Tu	Jan 9	6:30pm-9:30pm	\$263.00

Pottery I ART 187

Sessions: 15; Hours: 45

Tactile and expressive, this course is designed to increase your knowledge and skills in handbuilding, wheel-throwing, kiln-loading and pottery glazing. Emphasis will be placed on creative, decorative and functional vessels and wares. Free form and sculptural aspects of pottery will also be explored.

Daytime instructor: Pat Stamp Evening instructor: Cindy Giesler

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 7	10:00am-1:00pm	\$263.00
Class	CD	Th	Sep 7	6:30pm-9:30pm	\$263.00
Class	CD	Th	Jan 11	10:00am-1:00pm	\$263.00

Pottery II

ART 197

Sessions: 15; Hours: 45

Creative and fulfilling! Here is a course developed to take you on a tactile journey using refined pottery skills so you can experience the total process from an idea through to a beautifully finished, decorated, glazed work. Clay is the most expressive medium in the arts and this makes it perfect for hand-working fun. An experience not to be missed.

*This course is part of the Crafts and Design diploma program.

Daytime instructor: Pat Stamp Evening instructor: Cindy Giesler

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 7	10:00am-1:00pm	\$263.00
Class	CD	Th	Jan 11	6:30pm-9:30pm	\$263.00
Class	CD	Th	Jan 11	10:00am-1:00pm	\$263.00

Studio Time for Pottery

GIC273

Sessions: 10; Hours: 30

Work on your individual projects using Canadore's Pottery Studio. Work on your own at your own pace and have access to technical assistance. Handbuild, throw using glazes and access the kiln. *Prerequisite: Introduction to Pottery or Pottery I*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Sep 16	10:00am-1:00pm	\$155.70
Class	CD	Sa	Jan 20	10:00am-1:00pm	\$155.70

Jewellery Courses

Introduction to Basic Jewellery Fabrication

CEA596

Sessions: 15; Hours: 45

This introductory course opens the door on the art of jewellery fabrication. Using a variety of materials ranging from precious and base metals, to gems and pearls, or natural objects, students are encouraged to tap their creative side to design and fabricate a piece of jewellery they can take home and wear. Instructor David Bentley, a metalsmith who lives and makes jewellery in North Bay, will emphasize the understanding and safe use of the tools and materials used in fabrication. Techniques learned include layout, sawing, hammering, filing, soldering, pickling, annealing, forming, polishing and stone setting. Students are encouraged to bring their own tools.

Instructor: David Bentley

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Sep 11	6:30pm-9:30pm	\$225.90
Class	CD	M	Jan 8	6:30pm-9:30pm	\$225.90

Jewellery Casting

ART305

Sessions: 15; Hours: 45

This intensive course will take participants step-by-step through the jewellery casting process, from designing, carving and modeling a wax ring, earring or brooch to the finished product. All aspects of this process will be discussed and demonstrated, including sprueing, investing, burnout, centrifugal and vacuum casting, grinding and polishing. Jewellery moulds and wax injecting will also be addressed. Some basic jewellery fabrication techniques such as sawing, filing and soldering will be covered. You will be amazed at the quality of work created in the relaxing and enjoyable class atmosphere.

*This course is part of the Crafts and Design diploma program.

Instructor: Peter Sloan

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 6	6:30pm-9:30pm	\$263.00
Class	CD	W	Jan 10	6:30pm-9:30pm	\$263.00

Mattawa Artsperience Courses

Crafts

Basic Knitting

GIC184

Sessions: 8; Hours: 16

Learn the fundamentals of this relaxing hobby. Choose a simple project of your choice or bring your own pattern. You will learn the basics, from casting on and off to various fundamental stitches; and you will learn how to read and adapt a pattern. Try a scarf, socks, or make your own sweater. Materials to be provided by the students.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	Mat	W	Sep 6	7:00pm-9:00pm	\$90.52
Class	Mat	W	Jan 10	7:00pm-9:00pm	\$90.52

Basic Crocheting

GIC183

Sessions: 8; Hours: 16

Transform wool into a beautiful afghan. Simple stitches, a crochet hook and a little guidance are all that is required to produce beautiful afghans, doilies, and other beautiful works of art. You will learn the basic stitches and how to read and adapt a pattern. Bring your own project to the classroom. Materials will be provided by the students.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	Mat	W	Nov 1	7:00pm-9:00pm	\$90.52
Class	Mat	W	Mar 7	7:00pm-9:00pm	\$90.52

Parry Sound Artsperience Courses

Crafts

Knitting

GIC396

Sessions: 8; Hours: 18

Learn the basics, from casting on and off to various fundamental stitches such as ribbing, stocking, garter, cable stitch, and moss. You will learn how to read and adapt a pattern, and colour knit in block and fairisle, in simple projects of your choice: Try a scarf, poncho, hat or mittens.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Th	Oct 12	7:00pm-9:00pm	\$115.96
Class	PS	Th	Jan 11	7:00pm-9:00pm	\$115.96

Stained Glass

GIC398

Sessions: 10; Hours: 20

Beginner or advanced students welcome. This is an ongoing learning environment, based on your individual needs and skill level. If you want to share positive and creative ideas, experiment with a new technique or learn something new, come out and have a great time working in stained glass.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Th	Sep 21	7:00pm-9:00pm	\$136.40
Class	PS	Sa	Jan 6	9:00am-12:00pm	\$136.40

Making Art Together

GIC239

Sessions: 1; Hours: 3

Special afternoon opportunity for friends and families to design and print their own unique cards using simple reduction printmaking methods. Don't forget to invite aunts, uncles and grandparents who like to be creative too!

Students 12 to 14 years of age must be accompanied by an adult. Maximum of 12 participants.

Material fee payable to the instructor.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Su	Nov 19	1:00pm-4:00pm	\$47.66
Class	PS	Sa	Jan 28	1:00pm-4:00pm	\$47.66

Outdoor

GPS Certification

CEA575

Sessions: 4; Hours: 12

GPS technology is fast becoming an important part of outdoor safety. Whether used for navigation in your vehicle, over land or on water, this knowledge can save lives. This 12-hour workshop will focus on the proper use of GPS devices for navigation and safety. At the completion of this course, participants can elect to write the exit test and be certified through the Canadian Institute of Forestry. GPS provided to share with one other person.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	M, W	Sep 11	6:00pm-9:00pm	\$105.74
Class	PS	M, W	Oct 16	6:00pm-9:00pm	\$105.74

Home

Energy Conservation in Your Home

CEA689

Sessions: 10; Hours: 20

Explore a variety of methods to reduce your energy consumption, save money and make your home more comfortable. Discussions will include alternative energy, home heating, window treatments, insulation, and new products and services available to the conscientious consumer.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Th	Jan 18	7:00pm-9:00pm	\$106.40

Music Appreciation

Viva Opera

GIC397

Sessions: 9; Hours: 18

This course will introduce you to the history of opera, starting from its roots in Renaissance Florence through the luxurious grandeur of the Baroque era and the reforms of Classicism. It will lead you into the world of Italian "bel canto" and conclude with the greatest operatic composers of all times: Verdi, Wagner and Cuccini. Plenty of audio and video materials will make this course very enjoyable.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Tu	Jan 16	7:00pm-9:00pm	\$115.96

Writing

Memoirs

GIC164

Sessions: 4; Hours: 8

The palest ink is better than the best memories - Chinese proverb

There is something fascinating about your life. Everyone has a story to tell. In the four week memoir writing course you will learn how to focus your life story and how to apply elements as characterization, description, setting, pacing and theme. In-class discussion and peer feedback will strengthen your work. Writing exercises are part of each class.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	W	Sep 20	7:00pm-9:00pm	\$73.76

Creative Writing Workshop

GIC379

Sessions: 1; Hours: 3

This three-hour workshop will benefit beginning or intermediate writers. Exercises using various techniques practiced by many top writers will provide the participant with the tools necessary for creative writing.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Sa	Jan 20	9:00am-12:00pm	\$47.66
Class	PS	Sa	Feb 17	9:00am-12:00pm	\$47.66

Photography

Digital Cameras and the Digital Darkroom

CEA528

Sessions: 4; Hours: 12

This workshop is for individuals who want to make the most of their digital cameras.

It includes such topics as: getting familiar with digital cameras, viewing images on LCD screens, deleting images from cameras, introduction to image editing software (Photoshop Elements), printing images, and sharing and distributing your images. Students should feel free to bring their own digital cameras and instruction manuals.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	M, W	Oct 16	6:00pm-9:00pm	\$68.64
Class	PS	W, F	Mar 21	6:00pm-9:00pm	\$68.64

Drawing and Painting

You and the World of Art

CEA632

Sessions: 10; Hours: 30

This course has it all! Spend 10 sessions with a contemporary visual artist investigating your relationship to the visual world. What is art? How do we look at art? Enjoy creating your own art, visit an artist's studio, and an art gallery.

Material and special fees payable to the instructor.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Tu, Th	Mar 6	1:00pm-4:00pm	\$154.60

Painting and the Imagination

CEA633

Sessions: 10; Hours: 20

Learn about the development of abstract painting while you express your personal vision through the medium of paint. Simple exercises and easy steps guide you through an exciting creative journey. Suitable for all levels.

Maximum of 10 participants. Material fee payable to the instructor.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	W	Sep 20	7:00pm-9:00pm	\$106.40

Pottery

Ceramics

GIC395

Sessions: 8; Hours: 18

Participants, beginner or experienced, will develop skills in preparation and painting of ceramic greenware. Experiment with a variety of paints and glazes to produce one-of-a-kind pieces. Seasonal theme greenware will also be available.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Th	Sep 7	10:00am-12:00pm	\$115.96
Class	PS	Th	Jan 12	7:00pm-9:00pm	\$75.96

West Nipissing Artsperience Courses

Crafts

Vase Arrangement

GIC231

Sessions: 1; Hours: 3

Ever wonder how to create a beautiful flower arrangement? Bring your own vase and learn how to create a traditional arrangement using mixed flowers and appropriate fillers and foliage.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	W	Sep 27	6:30pm-9:30pm	\$42.66
Class	WNip	W	Jan 24	6:30pm-9:30pm	\$42.66

Seasonal Thanksgiving Arrangement

GIC232

Sessions: 1; Hours: 3

Working with gourds, mini-pumpkins, seasonal fall grasses and fresh flowers, create your own Thanksgiving Day or fall seasonal arrangement. Students may wish to bring their own cornucopia, horn of plenty or other appropriate basket.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Tu	Oct 3	6:30pm-9:30pm	\$42.66

Basic Corsage Designs

GIC233

Sessions: 1; Hours: 3

This class covers a wide range of formal and informal corsages and boutonnieres. The breaking down of carnations and other multi-petaled flowers will be shown.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	W	Oct 11	6:30pm-9:30pm	\$42.66
Class	WNip	W	Feb 21	6:30pm-9:30pm	\$42.66

Hand-Tied Bouquets

GIC234

Sessions: 1; Hours: 3

This type of bouquet is very popular; as well, the technique can be applied to make a tear drop swag. This hand-tied bouquet will be made into a beautiful swag and accented with a suitable ribbon or raffia grass. This bouquet will be made with mixed artificial flowers.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	W	Oct 25	6:30pm-9:30pm	\$42.66
Class	WNip	W	Mar 7	6:30pm-9:30pm	\$42.66

Basic Centrepiece

GIC235

Sessions: 1; Hours: 3

Come design a centrepiece! The two main styles will be discussed. A variety of containers to suit different occasions will also be shown.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	W	Nov 15	6:30pm-9:30pm	\$42.66
Class	WNip	W	Mar 21	6:30pm-9:30pm	\$42.66

Christmas Wreath Design

GIC236

Sessions: 1; Hours: 3

Come and design a Christmas wreath using a mixture of fresh seasonal greens and foliage, and decorated with ribbons and cones. Students may wish to bring their own Christmas mini-lights if they wish to incorporate them into their wreath.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Tu	Nov 28	6:30pm-9:30pm	\$42.66

Drying and Arranging Flowers

GIC237

Sessions: 1; Hours: 6

In this workshop, you will learn which flowers and grasses are best for drying, and the many ways that flowers can be dried. You will also learn which wild flowers and grasses can be picked on the roadsides for easy drying. You will then create a centrepiece and a wreath using a variety of dried flowers and grasses.

All materials required to complete the projects are supplied. Please bring your own lunch.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Sa	Sep 16	9:00am-4:00pm	\$63.32

Photography

Buying A Digital Camera?

GIC238

Sessions: 1; Hours: 3

Are you confused by the jargon? Learn what it all means and what you really need. Topics will include basic functions, advanced functions, accessory equipment and quality issues. Get the most for your money!

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Tu	Nov 14	6:30pm-9:30pm	\$42.66

The Art of Photography

CEA609

Sessions: 6; Hours: 18

The Art of Photography is a course geared to beginners and persons with moderate experience. The objective of the course is to provide you with a basic skill set you can use to improve your photography and create impressive images. This will be an intensive course during which attendees will be expected to tackle various assignments and practice and enhance skills learned in the classroom. You will learn about:

- Basic and advanced camera functions and accessory equipment
- Taking a picture: techniques, quality issues, basic rules and breaking the rules
- What makes a good picture: composition, balance and presentation
- Interpreting the subject
- Imagination and creativity

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Tu	Sep 19	6:30pm-9:30pm	\$96.96
Class	WNip	Tu	Jan 23	6:30pm-9:30pm	\$96.96

To register for any of our courses, please contact Part-Time Registration at 705-474-7600 x 5420/5421. Visa and MasterCard are accepted for phone-in registration.

Business

Accounting

Certified General Accountant



Why become a CGA?

The CGA accreditation process offers an excellent educational opportunity to acquire skills and knowledge needed to become an accounting professional: a CGA. Whether your goal is to be employed in industry, commerce, government or public practice, the CGA accreditation process gives you the opportunity to forge a challenging and rewarding future as a certified general accountant. Visit the CGA Web site for more information at www.cga-canada.org/.

*Course exemption ONLY. Students must write the associated CGA examinations.

The Accreditation Process

CGA Code and Course Canadore Equivalent

Level 1

FA1	Financial Accounting 1	ACC140 + ACC190
EM1	Economics 1	ECN100 + ECN101
LW1	Law 1	LAW230
CT1-4	Computer Tutorials 1-4	BCL130 + BCL131

Level 2

FA2	Financial Accounting 2	ACC310
QU1	Quantitative Methods 1	MTH175 + MTH205
MA1	Management Accounting 1	ACC215 + ACC295
CM1	Communications 1	CMM180 + CMM200

Level 3

FA3 & PS2	Financial Accounting 3	ACC360
FN1	Finance 1	ACC216 + ACC316
MS1	Management Information Systems 1	BCL280

Level 4

MA2	Management Accounting	ACC334
AU1 & PS3	Auditing 1 & Practice Set 3	ACC270
TX1	Taxation 1	ACC386 + ACC387
BC2	Business Case 2	

Certified Bookkeeper

Canadore College, in cooperation with the Canadian Institute of Bookkeeping (CIB), now offers a program leading to a career as a professional bookkeeper. CIB is a national non-profit organization dedicated to preparing Canadians for greater financial and job security as a bookkeeper. The educational component of the program comprises of nine courses that include both theory and computer application. Practical experience is required before qualifying for certification. Upon completion of this program, students will be governed by a Code of Ethics, which sets out professional responsibilities and conduct. A minimum grade of 70% (B) is required in each course. Certain courses may be subject to a time limit under the Currency and Redundancy Policy.

Certificate in Bookkeeping

For students completing the academic component of the Certified Bookkeeper designation (9 courses), with a minimum grade of 70% (B) in each course, a Certificate in Bookkeeping will be issued.

CIB Course		Canadore Equivalent
CIB111	Computer Applications 1	CIS130
CIB112	Bookkeeping 1	ACC140
CIB113	Bookkeeping 2	ACC190
CIB221	Computer Applications 2	CIS131
CIB222	Computerized Bookkeeping 1	ACC154
CIB223	Computerized Bookkeeping 2	ACC205 or CEA511
CIB331	Cost Management	ACC235
CIB332	General Taxation	ACC220
CIB333	Payroll Administration	ACC232

Students have a total of five (5) years in which to complete this program. For more information, call (705) 474-7601, ext 5600.

Principles of Accounting I ACC140

Sessions: 14; Hours: 45

This course provides students with basic introductory knowledge of how financial information is recorded, summarized and reported in the world of business. Students will study each facet of the accounting cycle, from the preparation of source documents to the presentation of financial statements. Topics covered also include specialized journals, bank reconciliations, accounting for a merchandising firm, preparing classified statements, receivables analysis and inventory.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 12	7:00pm-10:00pm	\$225.90
Corresp	Indep	Indep	monthly	Indep	\$386.02
Class	CD	Tu	Jan 16	7:00pm-10:00pm	\$225.90

Simply Accounting

ACC154

Sessions: 14; Hours: 45

This course is designed to add to your basic knowledge of accounting and to provide the automated skills necessary to set up and record accounting transactions. This course is specifically designed to build proficiency in Simply Accounting. Participants will set up and maintain books for a sample company.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 14	7:00pm-10:00pm	\$225.90
Class	CD	Th	Jan 18	7:00pm-10:00pm	\$225.90

Principles of Accounting II

ACC190

Sessions: Indep; Hours: 45

This course studies the accounting principles as they apply to the recording and presentation of assets, liabilities, and equity and their consequent effect on income determination. Interpretation and analysis of financial results will be emphasized throughout the course.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	monthly	Indep	\$255.90

General Taxation

ACC220

Sessions: 14; Hours: 45

Students will examine the various taxes levied by federal, provincial, and municipal governments, and will research a small tax problem and present a paper to the class. Emphasis will be placed upon liability for taxes in common business situations.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 13	7:00pm-10:00pm	\$216.00

Payroll Administration

ACC232

Sessions: 14; Hours: 45

This course will guide participants through a comprehensive study of federal and provincial legislation relating to the payroll function. A review of documentation related to payroll is included. Students will analyze relevant legislation and apply it to business situations. Topics include maintaining records, taxable benefits, statutory and other deductions, WSIB and employment standards.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	M	Sep 11	7:30pm-9:30pm	\$400.06

Interested in teaching on a part-time basis?

Canadore College is committed to hiring professional expert trainers in their field who show enthusiasm and passion for continuous learning. Come out for our information and appreciation night: Thursday, September 7, 2006 in North Bay and Wednesday, September 13, 2006 in Parry Sound.

Management Accounting

ACC235

Sessions: Indep; Hours: 45

Students will be introduced to the basic management accounting techniques used by contemporary business to monitor operational efficiency. Students will review several cost behaviour analysis techniques used in setting standards and other budgetary control requirements. Students will also perform cost/volume/profit analysis and will develop both profit and cash flow projections and budget/actual analysis of performance. *Prerequisite: ACC140 Principles of Accounting I*

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	monthly	Indep	\$400.06

Quickbooks - Introduction

CEA511

Sessions: Indep; Hours: 30

QuickBooks is designed for the small to mid-sized business owner. Learn how this well-designed program can simplify the setup of a chart of accounts, reconcile your chequing account, create and print inventory and receivables, create estimates, and generate reports. *Prerequisites: ACC140 Principles of Accounting I or familiarity with financial accounting principles. Students require their own access to QuickBooks 2004 Pro or higher.*

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Class	PS	Tu	Oct 3	7:00pm-10:00pm	\$184.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Quickbooks - Advanced

CEA653

Sessions: Indep; Hours: 30

This course will build on what was learned in the Introduction course and will include the following topics: purchasing, inventory management, units of measure, estimates and progress billing, job costing, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing). *Prerequisite: CEA511 Quickbooks - Introduction. Students require their own access to Quickbooks 2004 Pro or higher.*

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Financial Services

Personal Finance

FIN100

Sessions: Indep; Hours: 45

Personal Finance gives students an introduction to finance at a personal level. Specifically, students will understand the difference between equity and debt investments, analyze the structure of the Canadian personal income tax system, evaluate income considerations when purchasing real property and understand consumer bankruptcy.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	monthly	Indep	\$323.74

Investment Funds in Canada

FNS120

Sessions: 18; Hours: 54

This course provides participants with the conceptual framework necessary to understand the principles and operations of investment funds. It is designed to comply with consumer protection requirements as outlined by provincial securities regulators. In particular, the course will help you understand the nature of mutual funds, the regulatory environment in which investment funds and their salespeople must operate and the importance of matching client needs with the appropriate products and services.

Note: Course fee does not include the textbook.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 12	7:00pm-9:00pm	\$298.88

Certified Financial Planner

If you would like to become a Certified Financial Planner, you should consider the following program. The Certified Financial Planner (CFP) program is designed to help financial planners achieve their goals. Financial planners learn the fundamentals of building a comprehensive financial plan and are recognized as dedicated professionals with the know-how to assist clients while adhering to high ethical standards. The CFP designation marks financial planners as qualified to practice as professionals.

The CFP Program consists of four courses.

- Course 231 Financial Planning Fundamentals
- Course 232 Contemporary Practices in Financial Planning
- Course 233 Comprehensive Practices in Risk & Retirement Planning
- Course 234 Wealth Management and Estate Planning

Financial Planning Fundamentals

CEA433

Sessions: 14; Hours: 45

This course introduces the fundamentals important to the discipline of financial planning. Students will acquire an understanding of the concepts and applications associated with financial calculations and the analysis of financial statements. The basic concept of contracting and family law is covered, followed by an analysis of government-sponsored benefit programs

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 13	5:30pm-7:30pm	\$441.40

Comprehensive Practices in Risk and Retirement Planning

CEA343

Sessions: 14; Hours: 45

This course identifies and describes the risks facing individuals and their families, including life, health, property and casualty risks. Beginning with the discussion of methods used to identify the risks most critical to the client, the course then provides alternatives to reducing risk exposure, including a description of different insurance products. The course also examines the important issue of the preservation and inter-generational transfer of personal and business assets through estate planning. It includes a discussion of wills and trusts, property interests and transfers at death, and special planning considerations such as family law and charitable giving.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 14	7:30pm-9:30pm	\$141.00

Wealth Management and Estate Planning

CEA656

Sessions: Indep; Hours: 45

Students will review the basics of economics and investing along with an understanding of investment products. Investment planning in key areas of personal financial management is explored. The course concludes with estate planning fundamentals, concepts, and applications.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Winter 2007	Indep	\$255.90

If you happen to see a course through Ontario Learn, www.ontariolearn.com, that interests you and is not offered through Canadore, please contact the Continuing Education Department to make arrangements through Canadore College. Please note, not all courses can be set up through Canadore College but all effort will be made to make the course available to you.

Canadian Securities Institute

If you would like to trade stocks and sell mutual funds, you should consider the following program, Canadian Securities Institute.

Canadore College is pleased to be one of the few educational institutions in Canada to offer the Canadian Securities course in conjunction with the Canadian Securities Institute. On successful completion of this course and the CSC exam, students will have completed one of two educational components required to be licensed to trade securities on Canadian stock markets. The curriculum includes courses developed by the Canadian Securities Institute® (CSI®). Students who successfully complete the Canadian Securities courses are eligible to write the Canadian Securities Course examinations, the qualifying exam for the investment industry. As the official educator of the securities industry, the Canadian Securities Institute (CSI®) provides Canada’s most recognized and respected investment education courses.

The Canadore College Securities courses do not qualify for IDA (Investment Dealers Association of Canada) CE Credits. Canadore College offers the following courses to enhance your understanding and to help you successfully complete CSI courses.

Please note that Canadore College courses help you prepare for CSI courses; they are not substitutes for these courses. In order to successfully complete CSI courses, you must enrol directly with the CSI, which involves full payment of CSI’s fees.

For more information on registering with the CSI, please call 416-364-9130 or 1-866-866-2601.

Canadian Securities I FNS110

Sessions: 14; Hours: 45

The combination of FNS110 and FNS160 provides students with a thorough knowledge of investment options in the Canadian securities market. The course begins with an introduction to Canadian investment finance and an overview of suppliers and users of investment capital. The importance of strong financial skills will be stressed through understanding and interpreting financial statements. The study of public and private sector investment including bonds and debentures will provide students with a sound knowledge of these investment options. Equity investment and the structure of shares will make up a substantial portion of the course. Areas such as building and managing an investment portfolio and regulations surrounding investment will round out this course.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 13	7:30pm-9:30pm	\$255.90

Municipal Clerks and Treasurers of Ontario

Association of Municipal Clerks and Treasurers of Ontario (AMCTO) Accredited Municipal Clerk Treasurer and Accredited Municipal Clerk Treasurer/ Associate designations have been designed for those currently working in related fields wishing to upgrade their skills, or for those wishing to seek the designation as a stepping-stone towards employment within a municipal office. Canadore College offers the Municipal Administration program in partnership with the AMCTO.

Municipal Administration Program (MAP)

- Unit 1: Introduction to Local Government
- Unit 2: The Municipal Administration Structure
- Unit 3: Municipal Financial Management
- Unit 4: Management in the Municipality

Important Change:

MAP includes all four units plus the comprehensive exam. Certificate of Completion will be awarded to those students who are successful in passing the comprehensive exam. As of Fall 2005 this new process was introduced with full integration. Students who have already completed MAP unit 3 and unit 4 will continue under the old system. All other students will be integrated into the new process and will be required to achieve the passing grade of 50% for each unit and the comprehensive exam, in order to be awarded the MAP Certificate of Completion.

MAP1- Introduction to Local Government

CEA094

Sessions: Indep; Hours: 45

This course describes and analyzes the local government system in Ontario as it has evolved from its historical origins to its present structure. It outlines the broader intergovernmental framework within which local government must operate, as well as some of the present and future challenges that it faces. There is also a review of the justifications most frequently advanced in support of a system of local government, and the extent to which they apply today.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$381.30

MAP2 - Municipal Administrative Structure

CEA182

Sessions: Indep; Hours: 45

Beginning with comparison of the nature of municipal administration to public administration at other levels of government, this course looks at the organization of municipal government, with its councils, committees and staff, and associated issues. It also discusses such recent modifications as the Chief Administrative Officer (CAO) system and the Executive Committee system. Particular attention is paid to council-staff relationships,

municipal policy development, and the 'principal players' at the local level. Course manual is included in fees.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Jan 12	Indep	\$381.30

MAP3- Municipal Financial Management

CEA327

Sessions: Indep; Hours: 45

This course examines the nature and potential of municipal revenue sources. There is a discussion of both current and capital budgets and their methods of preparation. Money management, short and long term, is examined along with methods of financial control, including the audit function. The course concludes with suggestions for developing an overall system of financial management and control.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$381.30

MAP4 - Management in the Municipality

CEA317

Sessions: Indep; Hours: 45

This is the final course in the Municipal Administration program and provides an opportunity to look at the management of municipalities, both large and small. Legal limitations and requirements on municipal action are explored. Land use and strategic planning processes are described. The two key areas of records administration and purchasing are looked at in detail. Effective management skills are discussed, including issues around personnel recruitment, supervision, development and evaluation, and the importance of good internal and external communications. Course manual included in fees.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Jan 12	Indep	\$381.30

Business Skills Workshops

Conflict Resolution

CEA617

Sessions: 1; Hours: 8

This one-day seminar explores the nature and function of conflict. It helps participants recognize the positive aspects of conflict and how to use it to spur creativity and team effectiveness.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Nov 9	9:00am-4:00pm	\$118.66
Class	CC	Th	Mar 8	9:00am-4:00pm	\$118.66

Dealing with Negative Attitudes

CEA618

Sessions: 1; Hours: 8

Understanding people and being able to work with them no matter what type of people they are, is one of the major keys to management and life success. Through this one-day seminar you should be able to identify and cope with some of the most difficult behaviours you will encounter.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Nov 23	9:00am-4:00pm	\$118.66
Class	CC	Th	Mar 22	9:00am-4:00pm	\$118.66

Effective Communication

CEA619

Sessions: 1; Hours: 8

Communicating effectively is vital to the success of every leader and team. In this interactive day you will discover how to overcome barriers to good communication. Getting the message across clearly and precisely, without misunderstandings, will cut costly errors and lost time.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Dec 7	9:00am-4:00pm	\$118.66
Class	CC	Th	Apr 12	9:00am-4:00pm	\$118.66

Project Management

CEA620

Sessions: 2; Hours: 18

This two-day workshop provides real world tools necessary to conceptualize, plan, implement, and complete, on time and within budget, the complex projects required to keep businesses competitive. This course incorporates the Microsoft Project software, as well as the theory needed to manage a project.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Nov 15	9:00am-4:00pm	\$181.76
Class	CC	W	Apr 26	9:00am-4:00pm	\$181.76

Time Management

CEA621

Sessions: 1; Hours: 8

This one-day workshop examines the different time management styles and gives participants options to learn and customize an approach that works specifically for them.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Oct 26	9:00am-4:00pm	\$118.66
Class	CC	Th	Feb 22	9:00am-4:00pm	\$118.66

Busy Schedule?

Consider taking a course through www.ontariolearn.com. See page 6 for details!

Human Resources

Certified Human Resources Professional

The Certified Human Resources Professional (CHRP) designation is the only legislated designation for Human Resources practitioners in North America. It is offered through the Human Resources Professional Association of Ontario (HRPAO). The CHRP designation includes:

- an academic component (offered at Canadore College);
- successful completion of a comprehensive provincial examination; and
- three years of professional human resources experience at a managerial or professional level in a functional human resources position.

Certificate in Human Resources Management

The Certificate in Human Resources Management is a Canadore College certificate awarded to those who successfully complete the eight courses required for the academic component of the CHRP with a minimum grade of "B" in each course ("C" in Finance and Accounting). See Canadore equivalent below.

HRPAO Course	Canadore College Equivalent
Human Resources Administration	BUS251
Organizational Behaviour	BUS195
Finance and Accounting	ACC235
Note: ACC140 is the prerequisite for ACC235	ACC140
Compensation	BUS255
Employee and Labour Relations	BUS350
Health and Safety	BUS253
Training and Development	BUS321
Human Resources Planning	BUS347
Recruitment and Selection	BUS351

Students have a total of ten (10) years in which to complete this program and apply for certification. For more information, call 705-474-7600 ext. 5600.

This program can be completed in its entirety through Contact North / Contact Nord or correspondence. All courses are available every month through correspondence.

Canadore College makes every effort to ensure courses listed are provided as scheduled, however, if there is insufficient enrolment, the College reserves the right to cancel the course.

Organizational Behaviour

BUS195

Sessions: Indep; Hours: 45

This course examines behaviour in organizations and the techniques available to motivate individuals to work together and improve personal satisfaction and organizational performance. Emphasis will focus on the practical problems encountered in management and supervisory roles.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$362.96
CNorth	Local		Winter 2007		\$362.96

Human Resources Planning

BUS347

Sessions: 14; Hours: 45

The primary objective of this course is to provide an understanding of the essential elements of the human resources planning process in organizations. Students acquire knowledge in analyzing, assessing, and programming for the human resources requirements of organizational business plans and strategies. Quantitative, as well as qualitative concepts, approaches, and techniques are emphasized.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$323.74
CNorth	Local		Winter 2007		\$323.74

Industrial Relations

BUS350

Sessions: Indep; Hours: 45

This is an introductory survey course in industrial and labour relations. Its intent is to acquaint students with the issues facing major employers' and employees' collective bargaining, the context in which that bargaining takes place, grievance procedures, and contract administration.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep		Monthly		\$313.41
CNorth	Local		Winter 2007		\$313.41

Human Resources Administration

BUS251

Sessions: 14; Hours: 45

The primary objective of this course is to make the student "literate" in the issues of human resources management. This literacy includes understanding the relationship between the human resources function and the rest of the organization. It also involves acquisition of the concepts and terminology that provide the foundation for practice and examination of the behavioural results of human resources decisions. Topics covered will include an introduction to employee hiring practices, opinion surveys, health and safety administration, job evaluation, planning, wage and salary administration, and labour relations.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 14	5:30pm-7:30pm	\$370.12
Corresp	Indep	Indep	Monthly	Indep	\$370.12
CNorth	Local	Th	Winter 2007	5:30pm-7:30pm	\$370.12

Health and Safety BUS253

Sessions: Indep; Hours: 45

This course introduces participants to the broad and ever-changing field of occupational health and safety, an inherently technical subject area. The multiple dimensions of the various issues - technical, legislative, political, and personal - are a required part of the training for a professional in this field or for someone who is involved with this kind of operation. Major topic areas include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of occupational health and safety programs.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$336.46

Management Accounting ACC235

Sessions: Indep; Hours: 45

Students will be introduced to the basic management accounting techniques used by contemporary business to monitor operational efficiency. Students will review several cost behaviour analysis techniques used in setting standards and other budgetary control requirements. Students will also perform cost/volume/profit analysis and will develop both profit and cash flow projections and budget/actual analysis of performance.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$400.06

Compensation BUS255

Sessions: Indep; Hours: 45

This course provides the student with the foundation of reward systems found in all organizations, whether profit or not-for-profit. The course examines both the theoretical and applied aspects of the compensation function, with special consideration of the major factors that influence the actual design of a compensation system.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$357.40

Training and Development BUS321

Sessions: Indep; Hours: 45

This course provides participants with an introduction to theories of education and learning as they pertain to training and development. The concepts of need, needs analysis, program planning, and program development will be explored. Emphasis will be on establishing training/learning objectives, selecting appropriate training methods, implementation strategies, teaching techniques, and program evaluation.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$320.83

Recruitment and Selection BUS351

Sessions: 14; Hours: 45

Human resources professionals need an understanding of how recruitment and selection fits into the broader organizational structure, processes and goals of an organization and how this function is related to the other functions of human resources management. Students will acquire the knowledge and skills needed to successfully identify human resource requirements and attract and retain an effective workforce for an organization. The changing legal environment and the impact of laws on recruitment and selection will be examined (formerly CEA457).

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 12	5:30pm-7:30pm	\$340.70
Corresp	Indep	Indep	Monthly	Indep	\$340.70

Delivery Legend

- Class** Classroom/Lecture Delivery
- CNorth** Contact North/*Contact Nord* (Virtual) Classroom
- Corresp** Correspondence Course
- Internet** Internet Delivery (Ontario Learn)
- Wkshp** Workshop

Campus Legend

- AC** Aviation Campus
55 Aviation Avenue, North Bay
- CC** Commerce Court Campus
60 Commerce Crescent, North Bay
- CD** College Drive Campus
100 College Drive, North Bay
- Indep** Independent Learning
- Local** Local Contact North/*Contact Nord* Site
- Mat** Mattawa
- NEC** Nbisiing Education Centre
469 Couchie Memorial Drive, North Bay
- OFF** Off Campus
- Plcmt** Field Placement
- PS** Parry Sound Campus
60 James Street, Suite 201, Parry Sound
- WNip** West Nipissing Campus
94 King Street, Suite 1, Sturgeon Falls

National Knowledge Exam Prep Workshop

VOC232

Sessions: 2; Hours: 16

This course targets the 103 required professional competencies defined by CCHRA’s Professional Assessment Resources Centre (PARC) and reviews all eight functional areas. It prepares students to write the NKE, and includes the following topics and activities: Professional Practices in Human Resources, Organizational Effectiveness, Staffing, Employee and Labour Relations, Total Compensation, Organizational Learning, Development and Training, Workplace Health and Safety, Human Resource Information Management, etc.

Web-based course includes: Online discussions with content experts and seasoned HR professionals and self-administered test exams with instantaneous feedback. The course is available anytime from anywhere, 24 hours a day, seven days a week, offering an online learning community and virtual study groups.

Students should go to www.chrpstudyguide.ca or call 1-866-607-0876 to order the required materials. The 500 page NKE Study Guide plus course workbook sells for \$295 + GST.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Sa/Su	Sep 9	9:00am-5:00pm	\$700.00

Professional Practice Assessment Workshop

VOC233

Sessions: 1; Hours: 8

This course focuses on the Professional Practice Assessment Process, and prepares students to write the associated exam. Topics and activities include:

- Critical Incident Analysis
- Required Professional Capabilities Case Study
- Self-Testing Critical Incidents
- Human Resources Publications List
- Evaluation Form
- Self-Test Marking Sheets

Web-based course includes:

- Online discussions with content experts and seasoned HR professionals
- Self-administered test exam with instantaneous feedback
- Course available anytime from anywhere, 24 hours a day, seven days a week
- Online learning community and virtual study groups

Students should go to www.chrpstudyguide.ca or call 1-866-607-0876 to order the required materials. The 250-page PPA Study Guide plus course workbook sells for \$129 + GST.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Sa	Sep 23	9:00am-5:00pm	\$466.00

Management

Business Management Certificate (Post-Diploma)

This certificate program offers two exciting options to enhance your future in the business world.

If you're beginning your postsecondary studies in business, the Business Management Certificate program enables you to complete the first year of a two-year Business diploma in your own community. You can go on to become a college graduate by completing your courses at the College Drive Campus in North Bay!

Are you a graduate of a college or university non-business program? Do you possess significant work experience? The Business Management Certificate program works to your advantage by making it possible for you to acquire additional certification to improve your prospects in the business world.

The program is self-directed, allowing individuals to choose their course of study with the help of an advisor. Courses can be chosen from ANY accounting (ACC), business (BUS), communications (CMM), computers (CIS), finance (FIN or FNS), law (LAW), marketing (MKT), mathematics (MTH), small business management (SBM) or economics (ECN) courses. Although this curriculum is flexible, a suggested curriculum is outlined below.

Suggested Curriculum

ACC140	Principles of Accounting I
ACC190	Principles of Accounting II
CIS130	Microcomputers-Word Processing
CIS131	Microcomputers-Spreadsheets
MTH175	Quantitative Methods I
FNS120	Investment Funds in Canada
BUS155	Personal Effectiveness in Business
BUS251	Human Resources Administration
LAW230	Business Law
BUS280	Business Management Skills
BUS195	Organizational Behaviour
BUS350	Industrial Relations

Note: This certificate program can be completed in its entirety through classroom education, correspondence, or Contact North. Please call to discuss eligibility. For more information, call (705) 474-7601, or toll free 1-800-519-3534 ext 5600.

Visit us on the Web, www.canadorec.on.ca

Operations Management

BUS355

Sessions: Indep; Hours: 48

This course examines topics in one of the three business core subject areas, operations (the two others being finance and marketing). Students completing this course will have an in-depth knowledge of the responsibilities and current tools of operations managers in manufacturing and non-manufacturing organizations. Coverage includes inventory management, JIT, MRP, ERP, Intro to SAP, Quality Management, Process Improvement and Project Management.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Microeconomics

ECN100

Sessions: Indep; Hours: 45

Microeconomics is an introductory course. Topics covered include demand and supply, and wage and hiring decisions in the input market. Specific applications will include marketing board behaviour and the incidence of taxes and subsidies.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$318.44

Macroeconomics

ECN101

Sessions: Indep; Hours: 45

Macroeconomics examines the elementary macroeconomic analysis of supply and demand. Macroeconomic topics include national income measurement, aggregate demand and aggregate supply analysis, fiscal and monetary policy, and international trade and exchange rates.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$318.44

Business Law

LAW230

Sessions: Indep; Hours: 48

This course prepares students for a business environment increasingly impacted by laws. It will teach students to have an appreciation for how laws must be understood and used by management in the conduct of business and provide them with the ability to analyze a business situation from a general legal perspective. Emphasis will be placed on intellectual property, employment law, contracts and contract negotiation, business organizations and the law relating to Internet usage.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Business Mathematics

MTH170

Sessions: Indep; Hours: 45

The student will develop the basic skills required to solve problems in business mathematics. Topics include simple and compound interest and annuities. Applications of mathematics of finance, including mortgage amortization problems and investment decision applications, will also be included.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	monthly	Indep	\$346.00

Quantitative Methods

MTH175

Sessions: Indep; Hours: 45

This course, together with MTH205, will introduce the student to a variety of quantitative methods used in research and decision making. The emphasis in this course will be on descriptive statistical techniques, index numbers, probability, probability distributions, decision theory, and statistical inference involving a single population.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	monthly	Indep	\$346.00

Quantitative Methods II

MTH205

Sessions: Indep; Hours: 45

This course will focus on statistical inference involving two or more populations, simple and multiple regression, and correlation and linear programming. The student will also perform data analysis using computer outputs.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	monthly	Indep	\$394.76

Marketing I

MKT100

Sessions: Indep; Hours: 48

This course is designed to provide students with an overview of the marketing functions used within an organization as they relate to the consumer. The key tools, which form the foundation for the understanding of these marketing functions, will be introduced and developed at an introductory level in this course. These tools include: environmental scanning, the ability to identify and segment markets considering the environmental impact, creating a customer profile, understanding the importance of market research, and understanding the development of a coordinated marketing program.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Marketing for the World Wide Web CEA651

Sessions: Indep; Hours: 48

Explore marketing principles in the context of the Web, including how segmentation, target marketing and positioning are executed. Explore the unique dimensions of product, pricing, place and promotion on the Web. Develop a Web marketing plan and learn how to direct the development of a business Web site. This course relies heavily on student collaboration, research and participation in presentations and discussion of current Web practice. Students should have taken introductory marketing, computer and communications courses prior to registering for this course.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

Introduction to E-Business CEA512

Sessions: Indep; Hours: 48

This course provides tools, skills and an understanding of technology, business concepts and issues that surround the emergence of electronic business on the Internet. The emphasis of the course is on that part of the Internet known as the World Wide Web (WWW) where such tools as browsers are used. In addition to acquiring basic skills for navigating the Internet and creating a personal electronic presence on the WWW, the student will develop an understanding of the current practices and opportunities in electronic publishing, shopping, distribution, and collaboration. Students will also explore several of the problems surrounding electronic business and commerce such as security, authentication, privacy, and encryption.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

Total Quality Management CEA652

Sessions: Indep; Hours: 48

This course helps students from all programs to develop their ability to communicate effectively. Students are required to meet first-year benchmarks for generic skills in researching, organizing, reframing, analyzing, and presenting information.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

To register for any of our courses, please contact Part-Time Registration at 705-474-7600 x 5420/5421, Visa and MasterCard are accepted for phone-in registration.

Project Management - Microsoft Project CEA476

Sessions: Indep; Hours: 48

Managing vast amounts of information is both time consuming and limiting when processed manually. Project software, which substantially increases the information processing capability of the project manager, allows work to be completed more efficiently. By learning to use typical project management software programs (MS Project 2000, 2002, 2003), the student becomes familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Project Management CEA337

Sessions: Indep; Hours: 48

This course will provide an operational view of the administrative assistant's role in supporting large projects. Since many office assistants are asked to manage entire projects, common project management techniques and skills will be explored. Specific concepts to be dealt with include project organization structures, life cycles, planning, estimation, budgeting, resource allocation, contracting, project management software, reporting and controlling issues, and conflict management.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

Business Management Skills BUS280

Sessions: Indep; Hours: 48

This course focuses on the development of modern management, organizational theory, the processes of planning, organizing, directing and controlling, communications, behavioural strategies and techniques, ethical and social responsibilities in the practice of management, and an overview of human relations.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

For Internet courses, students must provide their own internet access and e-mail address. Upon registration, students will receive an email with start up instructions and a book list.

Purchasing

Certificate in Purchasing

Canadore College is proud to offer this certificate in partnership with the Purchasing Management Association of Canada (PMAC), Canada's leading source of high-quality education and professional training and development programs in purchasing and supply management. This certificate is available to entry-level buyers, individuals who work outside the purchasing field but who have some supply management responsibilities, other practitioners, and those who work on cross-functional teams with purchasing and logistics professionals in their organizations. Those in the process of earning a C.P.P./a.p.a. designation who have completed the appropriate courses and seminars can also apply for the certificate.

Certificate Requirements

Mandatory course:

Principles of Buying

Plus two of the following:

Principles of Quality

Principles of Transportation and Logistics

Principles of Inventory and Operations Control

Plus four PMAC Seminar Credits

Seminar credits are available directly through the PMAC.

Note: For students seeking the Certified Professional Purchaser (C.P.P.) Designation, Canadore College also offers management studies credits towards this goal. For information on the CPP designation, visit http://www.pmac.ca/education/cpp_accreditation.asp

Principles of Inventory and Operations Control

CEA069

Sessions: 15; Hours: 45

The Principles of Inventory and Operations Control course provides an introduction to basic concepts and issues in operations management. In order to support purchasing and supply management's role in identifying high-value sources of goods and services, strengthen relationships with supply chain partners, and ensure timely delivery, it is important to understand basic operation concepts and terminology.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	CC	Tu	Sep 12	7:00pm-10:00pm	\$492.28

Principles of Quality

CEA072

Sessions: 15; Hours: 45

This course provides an introduction to basic concepts and issues in quality management. The purchasing and supply management function plays an important role in quality activities. Purchased goods and services represent, on average, about 60% of company sales, and the quality of finished products and services critically reflects the quality of the inputs. Consequently, there is a need to understand basic quality terminology and concepts, tools and techniques. Although not a requirement, PMAC encourages students to be familiar with basic statistics before taking this course. The fee includes the PMAC fee, but does not include the materials.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	CC		Winter 2007		\$492.28



Ontario Management Development Program

The OMDP is a unique program offering relevant and practical information to adult learners. This is a province-wide certification. Join the many leading organizations that train with OMDP including:

- Abitibi-Consolidated Inc
- North Bay General Hospital
- Ministry of Natural Resources
- Matachewan First Nations
- Ministry of Transportation
- Precision Engineering
- Falconbridge Ltd
- Inco Ltd
- Canada Brick
- Tembec Inc
- Ontario Hydro
- Malette Inc

Courses leading to certificates through the Ontario Management Development Program have been designed by industry and business professionals to provide a realistic look at management issues. There are no tests or examinations. Participants are encouraged to explore the issues through classroom discussion, case studies and exercises.

OMDP Certificates

Leadership Skills

Mandatory Requirements

Communications
Human Relations

Certificate Electives (choose two)

Administration
Management for Results
Personal Success
Production
Teambuilding and Leadership
Training in the Workplace
Labour Relations
Critical and Creative Thinking

Business Management Skills

Mandatory Requirements

Communications
Human Relations

Certificate Electives (choose two)

Bookkeeping for Small Business
Business Law
Customer Service Excellence
Exporting in a Global Economy
Finance and Budgeting Basics
How to Start a Small Business
Human Resources Selection
Marketing Strategies
Dealing with Difficult People
Quality Management Systems
Retail Management

General Electives (two required)

Any OMDP course not previously taken.
Any combination of 10 OMDP modules not previously taken.

Notes: Duplication of courses across certificates is not permitted EXCEPT for the Communications and Human Relations courses. Students have a total of 10 years in which to complete a certificate and register for certification.

For more information about OMDP, visit www.omdp.ca.

Personal Success

MDP538

Sessions: Indep; Hours: 30

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in a social setting. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation, techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time management and stress management.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$222.18
Internet	Indep	Indep	Winter 2007	Indep	\$252.18

Critical and Creative Thinking

MDP549

Sessions: 10; Hours: 30

Critical thinking and creative thinking are skills that are valued in every company and organization. You will practice creative thinking techniques that will help you LEARN to think creatively, and apply these skills to a work environment. Throughout this course, you will also have the opportunity to develop critical thinking and reasoning skills to help analyze and respond appropriately to a wide variety of personal and work situations.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 20	6:00pm-8:00pm	\$225.94
CNorth	Local		Winter 2007		\$225.94
Internet	Indep	Indep	Sep 8	Indep	\$255.94
Internet	Indep	Indep	Jan 12	Indep	\$255.94

Human Relations

MDP517

Sessions: Indep; Hours: 30

Throughout this course, supervisors, team leaders and aspiring supervisors explore how to deal with personal issues effectively. Topics include understanding people, selection and orientation, training and development, developing and maintaining good morale, effective communication, performance appraisal, discipline and corrective action.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	7:00pm-10:00pm	\$252.18
Internet	Indep	Indep	Jan 12	Indep	\$252.18

Communications

MDP518

Sessions: Indep; Hours: 30

Communicating effectively is vital to the success of every leader and team. In this interactive course, you will discover how to overcome barriers to good communication. Getting the message across clearly and precisely, without misunderstanding, will cut costly errors and lost time. Expand your skills in: active listening, speaking, questioning, giving feedback, interviewing, writing, and conducting meetings.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$256.79
CNorth	Local		Winter 2007		\$226.79

How to Start a Small Business MDP501

Sessions: 10; Hours: 30

This program will guide the businessperson through the process of setting up a business. Content areas include feasibility studies, forms of ownership, financing, operations, marketing plans and personal skills. In short, this course will help transform your business idea into a functional business.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 19	5:30pm-7:30pm	\$218.52
CNorth	Local		Winter 2007		\$218.52

Customer Service Excellence MDP533

Sessions: 10; Hours: 30

Customer service is the key to maintaining a strong customer base. This course approaches customer service from a unique angle in that it examines the issues and procedures involved in designing, implementing and measuring the success of a customer service plan. Key topics such as employee interaction, measuring service, awards and assessments will be examined.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 19	6:00pm-8:00pm	\$214.28
CNorth	Local		Winter 2007		\$214.28

Bookkeeping for Small Business MDP545

Sessions: 10; Hours: 30

This course provides students with an introduction to bookkeeping as it applies to small business. Students will learn to set up company books, record transactions, calculate GST, PST and other source deductions, and complete a company payroll. Participants will also take books to a trial balance and understand and interpret financial statements.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 21	5:30pm-7:30pm	\$217.46
CNorth	Local		Winter 2007		\$217.46
Class	Local	Th	Jan 25	7:00pm-10:00pm	\$187.46

Management for Results MDP548

Sessions: Indep; Hours: 30

The role of the manager is constantly changing. The economy, legislation and technology have created a more complex work environment. While skills and techniques are crucial, other personal and organizational issues cannot be ignored. Traditional concepts vs. new beliefs in the management field, understanding the human factor, job enrichment, planning performance and appraising results will be explored.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$248.26
Internet	Indep	Indep	Jan 12	Indep	\$248.26

Managing Workgroup Productivity MDP554

Sessions: 10; Hours: 30

Designed to help you increase productivity, this course introduces problem-solving techniques and teaches effective methods for improving job performance. It can help you develop skills in decision making, evaluating employee performance, motivating employees, flow charting, taking corrective action are controlling activities. This course will: introduce theoretical background on the functions of management, present some useful management tools for carrying out responsibilities, provide in-class exercises that relate the course content to the participant's own work experience, and develop skills in solving management problems through the analysis of case studies.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 21	6:00pm-8:00pm	\$231.08
CNorth	Local		Winter 2007		\$231.08

Dealing with Difficult People MDP552

Sessions: Indep; Hours: 30

Understanding people and being able to work with them, no matter what type of people they are, is one of the keys to management and life success. Through this course, you should be able to identify and cope with some of the most difficult behaviours you will encounter. Other topics include personality styles, establishing rapport, body language, matching and mirroring techniques, and the skills necessary to feel totally connected with anyone you choose.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$253.24
Internet	Indep	Indep	Jan 12	Indep	\$253.24

Teambuilding and Leadership MDP526

Sessions: 10; Hours: 30

This course will emphasize the development and implementation of a strong teamwork approach to business situations. Consideration will be given to conflict resolution and teams, special function teams and self-directed teams. An overview of the leadership skills required to effectively implement a teamwork approach to organizational development will be explored. This course is of specific interest to anyone wishing to open the lines of communication and increase business efficiency through teamwork.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		Winter 2007		\$221.06

Office Administration

Professional Office Skills Certificate

This certificate program provides participants with the necessary skills to meet the challenges of an evolving office environment. It will provide the necessary technology skills, while ensuring that the participants possess the skills to adapt and change as their environment evolves. The courses in this certificate program have been carefully selected to meet these objectives

Certificate Requirements

- MDP549 Critical and Creative Thinking
- MDP538 Personal Success
- CIS130 Microcomputers - Word Processing
- CIS131 Microcomputers - Spreadsheets
- CEA338 Electronic and Manual Filing Systems
- CEA337 Project Management for Admin. Assistants
- CEA652 Total Quality Management
- CMM125 Business Grammar and Report Writing or APP994+CEA218
- OAD105 Keyboarding

Students have a total of five (5) years in which to complete this program. For more information, call (705) 474-7600 ext. 5600, or (800)-519-3534 ext. 4

Personal Success MDP538

Sessions: Indep; Hours: 30

This exciting course is designed to equip you with the necessary personal skills to thrive in the workplace and in a social setting. Emphasis is placed on key human relations skills such as public speaking, listening skills, self-presentation, techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time management and stress management.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$222.18
Internet	Indep	Indep	Winter 2007	Indep	\$252.18

Critical and Creative Thinking MDP549

Sessions: 10; Hours: 30

Critical thinking and creative thinking are skills that are valued in every company and organization. You will practice creative thinking techniques that will help you LEARN to think creatively, and apply these skills to a work environment. Throughout this course, you will also have the opportunity to develop critical thinking and reasoning skills to help analyze and respond appropriately to a wide variety of personal and work situations.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$255.94
CNorth	Local	W	Sep 20	6:00pm-8:00pm	\$225.94
CNorth	Local		Winter 2007		\$225.94
Internet	Indep	Indep	Jan 12	Indep	\$255.94

Microcomputers - Microsoft Word CIS130

Sessions: 14; Hours: 45

This course will introduce participants to one of the most popular word processing tools, Microsoft Word. Students will study the content associated with Microsoft Office User Specialist (MOUS) Proficient User designation. Specifically, entering and editing text, using tables and columns, styles and templates, outlines, headers and footers, file management and print options will be studied.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$319.50
Class	CD	Tu	Sep 12	7:00pm-10:00pm	\$225.90
Class	CD	Tu	Jan 16	7:00pm-10:00pm	\$225.90

Microcomputers - Microsoft Excel CIS131

Sessions: 14; Hours: 45

This course will introduce participants to one of the most popular spreadsheet tools, Microsoft Excel. Students will study the content associated with Microsoft Office User Specialist (MOUS) Proficient User designation. Specifically, entering and editing data, using formulas and functions, formatting worksheets, charts, graphic objects, file management and print options will be studied.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$315.53
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 17	7:00pm-10:00pm	\$225.90

Business Grammar CMM125

Sessions: Indep; Hours: 45

This course helps students from all programs to develop their ability to communicate effectively. Students are required to meet first-year benchmarks for generic skills in researching, organizing, reframing, analyzing, and presenting information.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$368.00

Project Management CEA337

Sessions: Indep; Hours: 48

This course will provide an operational view of the administrative assistant's role in supporting large projects. Since many office assistants are asked to manage entire projects, common project management techniques and skills will be explored. Specific concepts to be dealt with include project organization structures,

life cycles, planning, estimation, budgeting, resource allocation, contracting, project management software, reporting and controlling issues and conflict management.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

Total Quality Management

CEA652

Sessions: Indep; Hours: 48

This course will focus on the philosophy and guiding principles that represent the foundation of a continuously improving organization. In addition, students will study the quantitative methods and human resources to improve all the processes within an organization and exceed customer needs.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56

Law Clerks Certificate Program

Institute of Law Clerks of Ontario

The part-time Law Clerks program is offered in cooperation with the Institute of Law Clerks of Ontario. Examinations will be written for the four parts, after completion of each course. It is strongly recommended that students have a minimum of three years experience in a legal environment, as the courses are very intense.

Employment opportunities afforded by the Law Clerks program include the legal departments of trust companies, local, provincial and federal governments, and larger commercial and industrial firms. Students may enjoy visiting the Institute's Web site at www.ilco.on.ca.

This program is available on-line.

It is recommended that students take the courses in the following order:

- CEA259 Litigation
- CEA319 Corporate
- CEA435 Real Estate
- CEA318 Estates

Litigation

CEA259

Sessions: Indep; Hours: 75

This course is intended to prepare students for the Litigation examination. Participation in assignments and discussions is deemed essential in order to be properly prepared to write the final examination. Litigation is a diverse area of civil and criminal practice that presents law clerks with a wide range of duties and responsibilities which may include: interviewing clients and witnesses, conducting preliminary investigations, drafting pleadings, preparing documents for court

proceedings, preparing demonstrative evidence, preparing for assisting at trial, attendance on assessments of costs and small claims court trials.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 4	7:00pm-10:00pm	\$465.60

Corporate

CEA319

Sessions: Indep; Hours: 45

Corporate law involves preparing and filing articles for incorporation of corporations and completion of their organization, preparing and filling documents in connection with variations in the constitution of corporations, winding up, registering in other jurisdictions, preparing and filing returns, agendas and minutes. In this area of law, it is necessary to be familiar with the many statutes and regulations governing the formation and operation of corporations.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Mar 19	Indep	\$323.00

Real Estate

CEA435

Sessions: Indep; Hours: 57

This course is intended to prepare students for the Real Estate examination. Participation in assignments and discussion is deemed essential in order to be properly prepared to write the final examination. Real estate includes the purchase, sale, leasing, and mortgaging of land, buildings, and businesses. Law clerks are normally involved in drafting and negotiating for approval of the contract between vendor and purchaser, investigating title, preparing documents, details of financing, closing the transaction and communications with the client. Specialized knowledge of the applicable statutes, regulations and other official bulletins relating to real estate are essential.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 4	Indep	\$379.64

Estates

CEA318

Sessions: Indep; Hours: 51

Estates deals with the preparation of wills and the administration of estates. This includes the collection, realization and management of the assets of the deceased and after settlement of the debts of the estate, the payment of legacies and the distribution of the residue to the beneficiaries. Knowledge of the documents to be filed to obtain the required court grant of letters testamentary, preparation of estate accounts, administration of ongoing trusts and the preparation of income tax returns, are all areas associated with this field.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Feb 5	Indep	\$351.32

College Preparation

Preparatory Biology

CEA119

Sessions: Indep; Hours: 39

This 39-hour online course is intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. (This course is an equivalent to high school Science from the College's perspective). The student will become familiar with the scientific knowledge of the human body necessary to recognize, accept and use the important principles in all phases of study in the Health Sciences.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$257.58
Internet	Indep	Indep	Jan 12	Indep	\$257.58

Preparatory Chemistry

CEA209

Sessions: Indep; Hours: 50

This course provides the preparation necessary to enter certificate and diploma programs that require a current knowledge of chemistry.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$310.00
Internet	Indep	Indep	Jan 12	Indep	\$310.00

Preparatory Physics

CEA210

Sessions: Indep; Hours: 50

The purpose of this course is to prepare students with the necessary background in physics to allow them to enter the first year of a college Technician or Technology program.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$310.00
Internet	Indep	Indep	Jan 12	Indep	\$310.00

Statistics

CEA548

Sessions: Indep; Hours: 56

This is an introductory course in statistics. It covers the following topics: introduction to statistics, organization and graphing of data, measures of location, measures of variation, probability distributions, sampling distributions, confidence intervals, hypothesis testing, statistical process control, chi-square distribution, regression and correlation. The software package is Minitab.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$338.32
Internet	Indep	Indep	Jan 12	Indep	\$338.32

Business Mathematics

MTH170

Sessions: Indep; Hours: 45

The student will develop the basic skills required to solve problems in business mathematics. Topics include simple and compound interest and annuities. Applications of mathematics of finance, mortgage amortization problems and investment decision applications, will also be included.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$346.00

College Communications

CMM125

Sessions: 15; Hours: 45

This course helps students in all programs to develop their ability to communicate effectively. Students are required to meet first-year benchmarks for generic skills in researching, organizing, reframing, analyzing, and presenting information.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90
Corresp	Indep	Indep	Monthly	Indep	\$369.53

Communication and Languages

Communications

CMM125

Sessions: 15; Hours: 45

This course helps students in all programs to develop their ability to communicate effectively. Students are required to meet first-year benchmarks for generic skills in researching, organizing, reframing, analyzing, and presenting information.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	7:00pm-10:00pm	\$369.53
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90

Business Communication

CMM180

Sessions: Indep; Hours: 45

This course will help students learn about communication theory and develop business-writing skills so that they can communicate effectively in a vocational setting.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$355.28

Report Writing I

CMM190

Sessions: Indep; Hours: 45

This course introduces the basics of report writing and focuses on the organization of routine, informal situations for the workplace.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$355.28

Report Writing II

CMM200

Sessions: Indep; Hours: 45

This course concentrates on researching, writing and orally presenting various types of business reports. Participants will examine the formats for several different types of reports and procedures followed in writing acceptable business reports (satisfies the CGA requirement for a business communication course).

Note: The same textbook is used for CMM125, 180, 190 and CMM200. TLM workbook is different.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$342.03

Technical Communications

CEA106

Sessions: Indep; Hours: 48

This course includes various technical writing problems that challenge the learner to generate practical solutions that are clear, focused and expressed in an appropriate language style. The course assists learners to develop the sound thinking and planning skills that are fundamental to communicating successfully in technical fields. In addition, the computer will be used for online research, collaboration with other learners and formatting technical information to industry standards using text and graphics.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Proposal Writing

CEA529

Sessions: Indep; Hours: 24

Do you have ideas about products or operations that could benefit your business, but have no idea on how to put them down as a concise and well-constructed proposal? This course will provide students with the general guidelines to creating a professional proposal along with the basic rules for formal business language. Students will learn how to construct and format their arguments to create effective proposals for any professional discipline. This course also includes an assignment in which you will be able to use the content of your present discipline to implement the rules and guidelines that you have learned.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$185.28
Internet	Indep	Indep	Jan 12	Indep	\$185.28

Creative Writing - Beginners

CEA211

Sessions: Indep; Hours: 30

Beginner writers and those with previous writing experience will hone their skills and benefit from a series of exercises and selected readings. Get involved in creative writing and critical reading. Workshop your own exercises and stories and receive valuable critique from fellow participants and the instructor.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Creative Writing - Intermediate

CEA212

Sessions: Indep; Hours: 30

This is a course for people who have some writing and critiquing experience of their own or for those who have finished "Creative Writing - Beginners". Participants should have three story-length pieces (approx. 5-10 pages or slightly longer if novel segments) of their own writing to work on over the term, and will be required to read the same number of submissions by fellow participants. Students will be expected to provide more detailed critiques of each other's work than was previously required in the "Beginners" course.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Translation in the Workplace

CEA437

Sessions: Indep; Hours: 30

In this course, you will learn necessary translation skills for professional purposes in the workplace. English and French translation is a skill that must be acquired through training. You will be given an opportunity to use and commit to memory the translation skills needed to construct grammatically correct sentences, thus ensuring a high level of accuracy and appropriate syntax. This course is intended for individuals of native fluency or near-native fluency in both French and English whose goals are to do written translations (memos, reports, documents, e-mails, mission statements, etc.) from English to French.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Correspondence Courses begin the first day of each month; you must register by the 20th of the previous month.

Introduction to Intercultural Communication

CEA531

Sessions: Indep; Hours: 45

Students will learn the definition of culture and be introduced to inter-cultural communication theories (for example, differences in gestures, personal spaces, and customs). By identifying inter-cultural issues in North American society, we will explore how these theories apply to our daily lives and how we can use them to respect differences between cultures. The main objective of this course is to enhance the student's ability to communicate comfortably with people from different origins. As part of this course, students will communicate with people from other cultures electronically, as well as in-person. This course is of interest to workers in health, education, human services and business who have regular interactions with people of foreign descent.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Exploring Children's Literature

CEA530

Sessions: Indep; Hours: 45

Enter the magical world of Harry Potter, a small hobbit, and many other amazing heroes who populate children's fantasy literature. From zooming on broomsticks to walking with fauns, students will explore fantastic journeys, their creators, and the underlying mythologies upon which they are based. Participants will also explore ways to assist children and adults in appreciating the intricacies of good children's literature and understanding the genre, as well as, how those fantastic worlds contribute to and enrich children's imaginations and lives.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Spanish Language

Conversational Spanish Certificate

With increasing growth in the global market in the north and south due to the Free Trade Agreement, Spanish is becoming more and more the second language of choice for Canadian business people as well as tourists. In order to meet the growing demands for proficiency in Spanish, Canadore College is pleased to introduce a Conversational Spanish Certificate program. The program, which is designed to help students become functional in Spanish, includes a significant component related to the Spanish and Latin American culture and customs. Participants practice

speaking Spanish and progress through various stages from the basic to more complex forms of expression.

Basic Level - 90 hours (two segments)

At the completion of the basic-level program, participants should be able to ask questions and discuss day-to-day activities that relate to both work situations and social activities.

Certificate Requirements

CEA141	Conversational Spanish - Basic Level 1
CEA142	Conversational Spanish - Basic Level 2
CEA267	Conversational Spanish - Intermediate Level 1
CEA268	Conversational Spanish - Intermediate Level 2
CEA369	Conversational Spanish - Advanced Level 1
CEA370	Conversational Spanish - Advanced Level 2

Conversational Spanish - Basic Level 1

CEA141

Sessions: 15; Hours: 45

The Conversational Spanish Basic Level 1 course will introduce the student to the basics of the Spanish language and grammar. It will involve intensive practice in conversation, composition and basic translation. Emphasis will be on pronunciation, listening/comprehension and the development of communication skills.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 12	7:00pm-10:00pm	\$225.90
Class	CD	Tu	Jan 9	7:00pm-10:00pm	\$225.90
Class	PS	M	Sep 11	7:00pm-10:00pm	\$225.90

Conversational Spanish - Basic Level 2

CEA142

Sessions: 15; Hours: 45

The Conversational Spanish Basic Level 2 course is a continuation of the basics of the Spanish language acquired in the Basic Level 1. It involves intensive practice in conversation, phonetic and composition. Students have the opportunity to become more familiar with verbs ending in -er and -ir in past tense, as well as learning the use of the comparative and superlative forms.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90

Conversational Spanish - Intermediate Level 1

CEA267

Sessions: 15; Hours: 45

This course will concentrate on the proper arrangement of words and phrases in sentence structure. More verb tenses will be learned, including the imperfect and subjunctive. Expanded knowledge of descriptive words will include comparative and superlative adjectives. As you improve your conversational style, you will increase your reading and writing skills.

Computer Technology

Application Software

Microcomputer Applications Certificate

This certificate program is designed to develop proficiency in various areas of computer application. The curriculum concentrates on software applications and techniques currently in use in business.

Certificate Requirements

- ITT116 Operating Systems
- CIS130 Microcomputers-Word Processing
- CIS131 Microcomputers-Spreadsheets
- CIS132 Microcomputers-Databases
- APP176 Presentation Graphics

Plus one of the following:

- APP719 Advanced Spreadsheet Applications
- OAD240 Word Processing-Advanced
- ACC154 Microcomputer Bookkeeping Applications
- APP962 Intermediate Database Management
- ITA201 Computer Applications-Advanced

For more information, call (705) 474-7600 ext. 5600, or toll free 1-800-519-3534, ext 4.

Microcomputers - Presentation Graphics

APP176

Sessions: 10 ; Hours: 30

This course is designed to introduce participants to the design and presentation of professional presentations and slide shows using Microsoft PowerPoint for Windows. Techniques in screen design using special editing features and wizards will be used to enhance your presentation. You will learn to add organization charts, graphs and clipart. Participants will also gain a complete understanding of the toolbars and menus available in PowerPoint.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$242.90
Class	CD	Th	Jan 18	7:00pm-10:00pm	\$154.60

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90

Conversational Spanish - Intermediate Level 2

CEA268

Sessions: 15; Hours: 45

The Intermediate Spanish Level 2 course will continue developing conversational skills as well as style. The course will concentrate on learning more verb tenses including the conditionals: indicative vs. subjunctive. Discussion of different topics of interest in Spanish will be an important part of this course. English to Spanish translation skills will be developed.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90

Conversational Spanish - Advanced Level 1

CEA369

Sessions: 15; Hours: 45

This course, which is conducted entirely in Spanish, applies the language skills learned to date. Students improve their reading, writing, and translation skills as well as their everyday basic vocabulary, including such topics as La Familia, Hispana, Deportes, Empleo, and others. In addition to studying the essential syntactic structures, the grammar component includes a variety of verb tenses.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 14	7:00pm-10:00pm	\$225.90
Class	CD	Th	Jan 11	7:00pm-10:00pm	\$225.90

Conversational Spanish - Advanced Level 2

CEA370

Sessions: 15; Hours: 45

In this course, which is conducted entirely in Spanish, students will build upon already strong conversational and comprehension skills in all facets of the language (reading, writing and oral). Students will perform novel studies and/or reviews of works by Miguel de Cervantes and other prominent Spanish writers, discuss current events and topics related to Spanish culture, and continue with essential syntactic and grammatical studies. Classes are loosely structured and the curriculum is ever-changing, based on current events and student interest.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 14	7:00pm-10:00pm	\$225.90
Class	CD	Th	Jan 11	7:00pm-10:00pm	\$225.90

Microsoft Office 1

BCL130

Sessions: 14; Hours: 45

Microsoft Office I introduces students to the microcomputer and its use in business and industry. The main topics are word processing and presentation software in the Windows environment. The students will also be using an electronic mail application. The skills learned in this course will enable students to more productively complete assignments and projects required in other courses.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Sep 11	7:00pm-10:00pm	\$225.90
Class	CD	M	Jan 8	7:00pm-10:00pm	\$225.90
Class	PS	Tu	Jan 9	7:00pm-10:00pm	\$225.90

Microsoft Office 2

BCL131

Sessions: 14; Hours: 45

This course introduces the students to the spreadsheet and database applications in the Windows environment. The students will be using electronic mail and will be introduced to the basics of Internet search engines. The skills learned in this course will enable the students to more productively complete assignments and projects required in other courses and in the workplace.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 12	7:00pm-10:00pm	\$225.90
Class	CD	Tu	Jan 9	7:00pm-10:00pm	\$225.90

Microcomputers - Microsoft Word

CIS130

Sessions: 14; Hours: 45

This course will introduce participants to one of the most popular word processing tools, Microsoft Word. Students will study the content associated with Microsoft Office User Specialist (MOUS) Proficient User designation. Specifically, entering and editing text, using tables and columns, styles and templates, outlines, headers and footers, file management and print options will be studied.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 12	7:00pm-10:00pm	\$225.90
Class	CD	Tu	Jan 16	7:00pm-10:00pm	\$225.90
Corresp	Indep	Indep	Monthly	Indep	\$319.50

Microcomputers - Microsoft Excel

CIS131

Sessions: 14; Hours: 45

This course will introduce participants to one of the most popular spreadsheet tools, Microsoft Excel. Students will study the content associated with Microsoft Office User Specialist (MOUS) Proficient User designation. Specifically, entering and editing data, using formulas and functions, formatting worksheets, charts, graphic objects, file management and print options will be studied.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$315.53
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 17	7:00pm-10:00pm	\$225.90

Microcomputers - Microsoft Access

CIS132

Sessions: 15 ; Hours: 45

After an introduction to database concepts and the theory of data structures, students are required to design, develop, and implement database management systems using Microsoft Access '97. The course is hands-on oriented and leads the novice database user through the basics of database creation, data query, and report generation.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$319.50
Class	CD	W	Sep 13	7:00pm-10:00pm	\$225.90
Class	CD	W	Jan 10	7:00pm-10:00pm	\$225.90

Photoshop Level 1

CEA033

Sessions: Indep; Hours: 42

Adobe Photoshop is the standard paint application in the graphics industry. In this course, which is presented in our state-of-the-art Macintosh lab, students will learn about the various menu choices that allow you to complete complex tasks with ease. Some of the topics covered include painting and editing, understanding colour, working with layers, paths, masks and channels, and converting images.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Introduction to E-Business

CEA512

Sessions: Indep; Hours: 48

This course provides tools, skills and an understanding of technology, business concepts and issues that surround the emergence of electronic business on the Internet. The emphasis of the course is on that part of the Internet known as the World Wide Web (WWW), where such tools as browsers are used. In addition to acquiring basic skills for navigating the Internet and creating a personal electronic presence on the WWW, the student will develop an understanding of the current practices and opportunities in electronic publishing, shopping, distribution, and collaboration.

Students will also explore several of the problems surrounding electronic business and commerce such as security, authentication, privacy, and encryption.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Programming

Introduction to Programming

APP267

Sessions: Indep; Hours: 30

If you have never written a computer program and have wondered how to do it, here is an opportunity for you. Working at a relaxed pace, you can learn how to store information in the computer, how to determine what the computer does next, and how to get information into and out of the computer. Other topics will be included as time permits. Upon successful completion of this course, you will have a general understanding of what is involved in computer programming.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Visual Basic Introduction

CIS156

Sessions: Indep; Hours: 48

Visual Basic is one of the most popular programming languages for Windows. This course will develop basic programming skills in an event-driven programming environment. This use of properties, methods and event procedures will be used throughout the course in increasingly sophisticated projects. Programming fundamentals will be introduced, including variables, constants, calculations, decisions and procedures.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Programming in Java

CEA026

Sessions: Indep; Hours: 40

This course will teach you how to create applets that create multimedia effects on Web pages. It is designed for anyone who wants to learn more about how to create interactive web pages. It covers built-in and user-defined functions, data types and object oriented programming. Students will work with Microsoft Visual Java (J++) as a Java development tool. This course will be as generic as possible, enabling students to transfer knowledge they have gained with Visual J++ to any other Java environment. CD with publisher's edition of Microsoft Visual J++ included in textbook.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$261.80
Internet	Indep	Indep	Jan 12	Indep	\$261.80

Support and Service

Microcomputer Support and Service Worker Certificate

Skilled workers in the Information Technology industry are in high demand all over North America and globally. In order to help meet this growing demand, Canadore is pleased to offer the Microcomputer Support and Service Worker Certificate Program in an on-line format that enables users to start any course at any time.

The on-line courses are designed around a unique blend of components - the Internet, The Learning Manager (TLM), and CD-ROM courseware. TLM is the software system used by Canadore College to manage online learning. TLM provides a link to online learning at Canadore, allowing students access to courses of study, unit outlines, study guides, projects, tests, final exams and communication with fellow students. In addition, it marks online tests, providing students with immediate feedback, tracks student progress, and provides performance reports to facilitators.

Certificate Requirements

- ITT112 Introduction to Microcomputers
- ITT114 Microcomputer Applications
- ITT116 Operating Systems
- ITT118 Basic Electrical and Electronics
- ITT120 Desktop Platforms
- ITT121 Mobile Platforms
- ITT122 Basic Network Systems
- ITT124 Health and Safety Practices
- ITT126 Documentation
- ITT128 Customer Service and Professionalism
- ITT130 Troubleshooting Microcomputers

Note: ITT207 or CST214 may be substituted for ITT118. Students have a total of five years in which to complete this program. For more information, call (705) 474-7600 ext. 5600, or (800) 519-3534 ext. 4. Students will require access to appropriate hardware and software to complete these courses.

Introduction to Microcomputers

ITT112

Sessions: Indep; Hours: 24

This workshop, designed for beginners, describes fundamental computer concepts and components. Participants will become familiar with common computer "jargon." Sample hands-on exercises in word processing, financial spreadsheets, databases and graphing will help the novice computer user understand the power of microcomputers.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$206.48

Microcomputer Applications ITT114

Sessions: Indep; Hours: 36

Upon successful completion of this course, students will be able to install and use basic microcomputer applications including word-processing, spreadsheet, database and graphics presentation applications.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$264.12

Operating Systems ITT116

Sessions: Indep; Hours: 42

Upon successful completion this course, students will be able to install, configure, and maintain DOS, Windows, and Linux/Unix-based operating systems.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$292.44

Basic Electrical and Electronics ITT118

Sessions: Indep; Hours: 36

Upon successful completion of the reportable subject, the apprentice will be able to use the basics of electrical and electronic theory to identify, inspect, and test electrical and electronic components of microcomputers.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$264.12

Desktop Platforms ITT120

Sessions: Indep; Hours: 42

Upon successful completion of this course, students will be able to install, configure, and upgrade desktop platforms including internal and external peripherals and various internal cards.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$292.44

Mobile Platforms ITT121

Sessions: Indep; Hours: 24

Upon successful completion of this course, students will be able to identify mobile platforms, as well as install, configure, and upgrade notebooks, including internal and external peripherals and various internal cards.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$206.48

Basic Network Systems ITT122

Sessions: Indep; Hours: 51

Upon successful completion of this course, students will be able to implement a peer-to-peer network, operate equipment that is connected in local area networks, and define basic concepts related to local and wide-area networks using appropriate hardware.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$335.42

Health and Safety Practices ITT124

Sessions: Indep; Hours: 12

Upon successful completion of this course, students will be able to identify the requirements for compliance with manufacturers' recommendations and specifications, as well as occupational health and safety procedures.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$150.90

Documentation ITT126

Sessions: Indep; Hours: 24

Upon successful completion of the reportable subject, the apprentice will be able to create and maintain documentation including a reference library, product warranty information and online help documentation.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$206.48

Customer Service and Professionalism ITT128

Sessions: Indep; Hours: 24

Upon successful completion of this course, students will be able to act professionally with, and provide quality assistance to, customers, colleagues, supervisors, and industry, according to established policies, procedures, and standards.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$206.48

Troubleshooting Microcomputers ITT130

Sessions: Indep; Hours: 45

Upon successful completion of this course, students will be able to troubleshoot microcomputer systems using problem-solving techniques. It is recommended that students take this course last.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$307.10

Web Design

Web Development Certificate

This certificate program provides students with the opportunity to create dynamic, interactive Web sites. Starting with the basics of HTML (HyperText Markup Language), students will progress through the certificate. Upon successful completion of this certificate program, students will create Web sites that are visually appealing and universally accessible, react to user input, store/retrieve data from a database, and maintain records.

Certificate Requirements

- CEA242 HTML Level I
- CEA243 HTML Level II
- CEA245 Front Page Introduction or
- CEA371 Dreamweaver Introduction
- CEA253 Front Page Advanced or
- CEA372 Dreamweaver Advanced
- CEA095 Web Graphics and Animation
- CEA340 JavaScript
- CEA341 Active Server Pages or
- CEA458 Dynamic Web Design (PHP/MySQL)
- CEA512 Introduction to E-Business

HTML Level 1

CEA242

Sessions: 7; Hours: 21

Learn how to create pages in Hypertext Mark-up Language, the language of the Internet. This course covers HTML 4.0 tags and attributes necessary to create a basic Web site. Topics include: controlling text layout, adding graphics and multimedia elements, linking documents and controlling page and site layout with tables and frames. Also covered are principles of effective page design, graphic design and cross-platform issues.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 19	7:00pm-10:00pm	\$111.62
Class	CD	Tu	Jan 16	7:00pm-10:00pm	\$111.62

HTML Level II

CEA243

Sessions: 7; Hours: 21

Add to your Web sites by learning how to create forms to collect and control user input, control site formatting with Cascading Style Sheets, and create image maps and animated GIFs. Explore the role of meta tags and how they work to make sites "findable". Include greater functionality and interactivity with basic JavaScripting, and understand the role layers play in the precise control of page elements. Students will also have the opportunity to sample a number of HTML editors to speed up site creation.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 20	7:00pm-10:00pm	\$111.62
Class	CD	W	Jan 17	7:00pm-10:00pm	\$111.62

Frontpage Introduction

CEA245

Sessions: 10; Hours: 30

Students will learn how to create documents with an HTML format, connected by hypertext, for use on the World Wide Web or on a corporate intranet. Students will learn how to create and edit Web pages, apply paragraph and character formatting to Web pages, create links between and within pages, create links to the World Wide Web, create a navigation bar, insert and create links from images, insert and format tables, and import, rename, delete, and publish a Web site.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Jan 18	7:00pm-10:00pm	\$154.60

Dreamweaver - Introduction

CEA371

Sessions: 10; Hours: 30

Dreamweaver MX is the industry-leading Web development tool, enabling students to efficiently design, develop and maintain entire Web sites. Students will go from start to finish creating and editing HTML documents, adding tables, text formatting, adding images, and linking pages together and to the World Wide Web. The latest development technologies such as Cascading Style Sheets (CSS) and Javascript are incorporated into Dreamweaver and are implemented easily.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 20	7:00pm-10:00pm	\$154.60

Dreamweaver - Advanced

CEA372

Sessions: 10; Hours: 30

Expand your knowledge of Dreamweaver MX, the world-class design and code editor, and explore its advanced features including integration with Flash MX and Fireworks MX, its support for different server and Web technologies, how to use the code library, templates and new emphasis on site accessibility. Dreamweaver supports users as their skills grow and Web technologies evolve, facilitating easy and quick adoption of new technologies and methodologies.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Jan 17	7:00pm-10:00pms	\$154.60

Interested in teaching on a part-time basis?

Canadore College is committed to hiring professional expert trainers in their field who show enthusiasm and passion for continuous learning. Come out for our information and appreciation night: Thursday, September 7, 2006 in North Bay and Wednesday, September 13, 2006 in Parry Sound.

Javascript

CEA340

Sessions: 10; Hours: 30

Students will learn how to add various JavaScript enhancements to Web sites. Students will be introduced to the JavaScript programming language and concepts by adding enhancements to a multi-page Web site.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Class	CD	Th	Jan 18	7:00pm-10:00pm	\$154.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Active Server Pages

CEA341

Sessions: Indep; Hours: 30

Active Server Pages (ASP) enables you to generate dynamic HTML pages and speed up client-server transactions. Many data-driven features of Web sites, including discussion boards, chat rooms, shopping carts, Web store catalogues, online banking and individually tailored pages to a specific user, can be accomplished quickly and easily with ASP. In this course, you learn about the ASP object model, ASP objects, including the Response, Request, Session, Application and Server Object.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Linux - Introduction

CEA546

Sessions: Indep; Hours: 45

This course is designed to provide an understanding of the basic concepts behind the Linux operating system (workstation version). The successful students will be able to discuss and work with Linux in the following areas: file structure and organization, Linux conventions, navigation, creating, editing, deleting files, using a common Linux GUI, printing, designating file characteristics, assigning security levels of files, basic file maintenance of Linux system and installing, modifying and deleting software and hardware. While this course is not intended to guide the student through the installation process, some assistance in this area may be available. Students are urged not to purchase hardware for their PC without ensuring that Linux drivers are available for that hardware. Students require access to a Linux OS, but Red Hat Linux 9 or later is preferred.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90



Computer Workshops

Canadore College's Continuing Education Department offers computer training both to professionals looking for Microsoft MOUS Certificates and to people with an interest in personal development. Most workshops consist of 12 hours of formal instruction and six hours of dedicated lab time.

Why Canadore College?

- We maintain your academic record.
- We have been part of your community since 1967 and will continue to be available to meet your needs.
- You can arrange to have college credits.
- We are price-competitive.

Plus every Canadore College student has access to:

- an award-winning library
- placement services
- extensive media resources
- microcomputer labs
- a fitness room and gymnasium

Prices quoted for workshops include tuition, textbooks, related materials and taxes. Workshops run from 9 a.m. to 4 p.m. in room C254 at the College Drive Campus. Students also have access to all college facilities outlined on this page. See course descriptions on pages 45 to 49.

Fall 2006 and Winter 2007

Introduction

Introduction to Microcomputers Sep 18, Nov 6, Jan 22, Mar 19	APP104
Introduction to Windows and File Management Sep 20, Nov 8, Jan 24	APP215

Applications

Word - Introduction Sep 18, Nov 13, Jan 29, Mar 26	APP241
Word - Intermediate Oct 4, Feb 14	APP182
Word - Advanced Oct 23, Mar 5	APP224
Excel - Introduction Sep 20, Nov 15, Feb 7, Mar 28	APP242
Excel - Intermediate Oct 10, Feb 20	APP183
Excel - Advanced Oct 25, Mar 7	APP166
PowerPoint - Introduction Sep 25, Nov 21, Feb 5	APP243
PowerPoint - Advanced Oct 16, Feb 26	CEA062
Access - Introduction Sep 27, Nov 22, Feb 7, Mar 7	APP247
Access - Intermediate Oct 12, Feb 21	APP771
Access - Advanced Oct 30, Mar 12	CEA063

Other

Adobe Acrobat Introduction Nov 20 or Feb 19	CEA521
Adobe Photoshop Elements - Level 1 Oct 21 or Mar 3	CEA527
Digital Cameras and the Digital Darkroom Oct 14, Feb 17	CEA528
Discovering the Internet Nov 25 or Mar 3	APP145
Developing and Hosting a Web site Sep 27	CEA615
Digital Art with Photoshop and Movie Maker Jan 31	GIC210

Introduction

Introduction to Microcomputers **APP104**

Sessions: 2; Hours: 18

This workshop, designed for beginners, describes fundamental computer concepts and components. Participants will become familiar with common computer "jargon." Sample hands-on exercises in word processing, financial spreadsheets, databases and graphing will help the novice computer user understand the power of microcomputers.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Sep 18	7:00pm-10:00pm	\$124.64
Class	CD	M,Tu	Nov 6	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Jan 22	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Mar 19	9:00am-4:00pm	\$124.64

Introduction to Windows and File Management **APP215**

Sessions: 2; Hours: 18

This introductory-level course provides participants with the general knowledge necessary to operate in a (GUI) Windows-based environment. (95,98 ME or 2000 or XP)

The course includes:

- Getting started in MS Windows Operating System
- A look at all operating systems (O/S) including upgrading: Should you and why?
- Running the applications included in the O/S
- Working with the "My Computer" option
- Looking at the directory structure of an O/S to manage and share files
- Customizing your O/S for your needs
- A look at troubleshooting any O/S to distinguish between hardware and software faults
- Cutting, copying, pasting, moving and creating files, folders, and other objects

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W, Th	Sep 20	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Nov 8	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Jan 24	9:00am-4:00pm	\$124.64

Computer Literacy for Seniors **APP868**

Sessions: 4; Hours: 12

This course is designed for those with no previous exposure to computers who would like to develop confidence before embarking on their first full-length computer course. It introduces participants to the computer, keyboard, disk drives, and learning how to save/retrieve and delete files/folders. One session will focus on keyboarding.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu, W	Sep 12	9:00am-4:00pm	\$96.32
Class	WNip	Tu, Th	Sep 19	6:30pm-9:30pm	\$96.32
Class	CD	M,Tu	Jan 15	9:00am-4:00pm	\$96.32
Class	WNip	Tu, Th	Jan 23	6:30pm-9:30pm	\$96.32

Introduction to Computers CEA233

Sessions: 10; Hours: 30

This introductory computer course allows students to explore several software and hands-on applications using microcomputers. Students will understand the basics of using a word processor (Microsoft Word), using a spreadsheet (Microsoft Excel), and exploring the Internet (Internet Explorer). Students enrolling in this course should not expect to learn these productivity packages in their entirety. This course will concentrate on hands-on applications and will include a minimal amount of theory.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Tu	Oct 3	6:30pm-9:30pm	\$182.28
Class	WNip	Tu	Feb 13	6:30pm-9:30pm	\$175.68

Microsoft Applications

Introduction to Applications CEA611

Sessions: 15; Hours: 45

This course will introduce students to software application packages such as Microsoft Word (word processing), Microsoft Excel (spreadsheets), Internet, Microsoft PowerPoint (presentations) and/or Microsoft Access (database). You will also be introduced to other compatible application software such as Open Office and Corel Suite.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	WNip	Tu	Jan 16	6:30pm-9:30pm	\$253.58

Word - Introduction APP241

Sessions: 2; Hours: 18

This workshop introduces participants to Microsoft Word, a powerful Windows 2000-based word-processing program. Participants will learn the basics of entering and editing text, moving and copying text and setting page layout options. Other features such as search and replace, spell check and thesaurus will also be examined. Participants will customize their work by using special print and font features of Microsoft Word.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Sep 18	9:00am-4:00pm	\$124.64
Class	PS	M	Sep 18	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Nov 13	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Jan 29	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Mar 26	9:00am-4:00pm	\$124.64

Word - Intermediate APP182

Sessions: 2; Hours: 18

This second-level workshop will teach participants to create, modify and perform calculations in tables, use styles, create letter and fax templates, perform a mail merge and create, run and edit simple macros.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	M	Oct 2	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Oct 4	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Feb 14	9:00am-4:00pm	\$124.64

Word - Advanced APP224

Sessions: 2; Hours: 18

This advanced-level short course allows you to take full advantage of the special features of Microsoft Word. Specific topics include advanced techniques for working with styles, creating and using templates and forms, using clip art and WordArt, creating a master document, table of contents and index, and enhancing document layout.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Oct 23	9:00am-4:00pm	\$124.64
Class	PS	M	Oct 23	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Mar 5	9:00am-4:00pm	\$124.64

Excel - Introduction APP242

Sessions: 2; Hours: 18

This workshop introduces participants to the business-oriented spreadsheet package - Microsoft Excel. You will complete a variety of assignments for budgeting and financial analysis. Participants will also learn how easy it is to display information graphically using this powerful tool. If you've ever thought of tracking home expenses, business income, gas mileage or even setting up a hockey pool on your computer, then Microsoft Excel will make these jobs easy and fun.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W, Th	Sep 20	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Nov 15	9:00am-4:00pm	\$124.64
Class	PS	W	Jan 17	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Feb 7	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Mar 28	9:00am-4:00pm	\$124.64

Excel - Intermediate APP183

Sessions: 2; Hours: 18

This workshop will focus on two of the most important abilities of this spreadsheet package: handling data and creating charts. Specifically, you will learn to create, modify and print many different charts including line graphs, pie charts and column charts. You will also examine how Excel deals with databases by inputting, editing, and sorting information. You will create reports by filtering the data and using the subtotals feature.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu, W	Oct 10	9:00am-4:00pm	\$124.64
Class	PS	W	Jan 31	9:00am-4:00pm	\$124.64
Class	CD	Tu, W	Feb 20	9:00am-4:00pm	\$124.64

Excel - Advanced

APP166

Sessions: 2; Hours: 18

If you are a current user of Microsoft Excel and wish to take advantage of the more advanced features of this powerful spreadsheet package, then this workshop is for you. This workshop will explore such features as customizing toolbars, creating styles and templates, pivot tables, linking files and worksheets, solver, sheet protection and locking cells, and recording macros to automate common tasks.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W, Th	Oct 25	9:00am-4:00pm	\$124.64
Class	PS	W	Feb 14	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Mar 7	9:00am-4:00pm	\$124.64

PowerPoint - Introduction

APP243

Sessions: 2; Hours: 18

This workshop will guide participants through the creation of an effective presentation using Microsoft PowerPoint. Specific areas of study include adding and modifying charts and graphs; adding and editing graphics; manipulating and enhancing objects; creating and editing outlines, creating slide shows and working with slide formats, and printing presentation pages, handouts, notes, and overheads.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Sep 25	9:00am-4:00pm	\$124.64
Class	PS	M	Nov 6	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Nov 21	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Feb 5	9:00am-4:00pm	\$124.64

PowerPoint - Advanced

CEA062

Sessions: 2; Hours: 18

This workshop will allow participants to create custom templates, enhance presentations using graphic objects, import and embed information from other applications, enhance a presentation by using animation and include meeting notes to accompany presentations.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Oct 16	9:00am-4:00pm	\$124.64
Class	PS	M	Nov 20	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Feb 26	9:00am-4:00pm	\$124.64

Register early to avoid disappointment.

Courses with insufficient registration may be cancelled.

Access - Introduction

APP247

Sessions: 2; Hours: 18

This introductory workshop will help you design and create a database by gaining a strong understanding of the use and structure of databases. Throughout this workshop you will design a functional database by applying your understanding of data field types. You will create, customize and enhance forms, input data, edit records and maintain the integrity of your database. You will execute simple queries in order to extract exactly what you want from your database. You will learn to route your output to both the screen and the printer.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W, Th	Sep 27	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Nov 22	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Feb 7	9:00am-4:00pm	\$124.64
Class	PS	W	Feb 28	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Mar 7	9:00am-4:00pm	\$124.64

Access - Intermediate

APP771

Sessions: 2; Hours: 18

This course will expose you to more sophisticated functions in Microsoft Access. Specifically, you will create custom queries, custom reports, charts and user-friendly forms. The emphasis will be on maintaining the integrity of your data while making your application "user friendly."

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th, F	Oct 12	9:00am-4:00pm	\$124.64
Class	CD	W, Th	Feb 21	9:00am-4:00pm	\$124.64
Class	PS	M	Mar 14	9:00am-4:00pm	\$124.64

Access - Advanced

CEA063

Sessions: 2; Hours: 18

This workshop will concentrate on more advanced features of Microsoft Access including query design, joining tables using outer joins, form enhancement, command buttons, macros and advanced reporting techniques.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Oct 30	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Mar 12	9:00am-4:00pm	\$124.64
Class	PS	W	Mar 28	9:00am-4:00pm	\$124.64

Integrating Microsoft Applications

CEA439

Sessions: 2; Hours: 18

In this workshop, you will learn the efficiencies of using Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook) together.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M,Tu	Dec 4	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Mar 5	9:00am-4:00pm	\$124.64

Other

Adobe Acrobat - Introduction CEA521

Sessions: 2; Hours: 18
 With Adobe Acrobat you can share electronic versions of your documents with others in a format that will allow them to view, print, and even review the content, even if they don't have the original software you used to create the file. In this course, you'll use Adobe Acrobat to convert documents to portable document files (PDF), and will learn to customize those PDF files for your needs and the needs of your audience.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	W	Sep 20	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Nov 20	9:00am-4:00pm	\$124.64
Class	PS	W	Feb 14	9:00am-4:00pm	\$124.64
Class	CD	M,Tu	Feb 19	9:00am-4:00pm	\$124.64

Adobe Photoshop Elements - Level 1 CEA527

Sessions: 2; Hours: 18
 Photoshop Elements provides state-of-the-art flexible tools, which can be used to transform photos captured with digital cameras and scanners into high-impact images. Various portions of photos can be cropped, straightened, cut and rotated. The software can also correct common photographic problems such as red eye and improper lighting. This workshop introduces the most popular features of Photoshop Elements.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa, Su	Oct 21	9:00am-4:00pm	\$124.64
Class	CD	Sa, Su	Mar 3	9:00am-4:00pm	\$124.64

Photoshop Elements for the Web GIC240

Sessions: 1; Hours: 6
 Prepare your digital images for the Web with Adobe Photoshop Elements III. Topics include choosing the proper resolutions and file formats, minimizing the problems of displaying your images on the Web. Learn how to create GIF animations and rollover images. (A basic knowledge of Adobe Photoshop Elements is an asset but not necessary).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	W	Nov 1	9:00am-4:00pm	\$73.32
Class	PS	Th	Mar 22	9:00am-4:00pm	\$73.32

Busy Schedule?
 Consider taking a course through www.ontariolearn.com. See page 6 for details!

Create A Personal Web Site GIC181

Sessions: 5; Hours: 10
 Would you like to create your own personal Web site, but don't know how to do it? Join us and explore simple tools that will allow you to create and manage a simple Web site quickly and easily. Learn how to use templates and upload pictures and text. If you can surf the Web, you can create a Web site. Create a wedding, vacation, or baby Web site - the possibilities are endless.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	Mat	W	Sep 13	7:00pm-9:00pm	\$70.20
Class	Mat	W	Jan 17	7:00pm-9:00pm	\$70.20

GPS Certification CEA575

Sessions: 4; Hours: 12
 GPS technology is fast becoming an important part of outdoor safety. Whether used for navigation in your vehicle, over land or on water, this knowledge can save lives. This 12-hour workshop will focus on the proper use of GPS devices for navigation and safety. At the completion of this course, participants can elect to write the exit test and be certified through the Canadian Institute of Forestry. GPS provided to share with one other person.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	M, W	Sep 11	6:00pm-9:00pm	\$105.74
Class	PS	M, W	Oct 16	6:00pm-9:00pm	\$105.74

Digital Cameras and the Digital Darkroom CEA528

Sessions: 2; Hours: 18
 This workshop is for individuals who want to make the most of their digital cameras. It includes such topics as: getting familiar with digital cameras, viewing images on LCD screens, deleting images from cameras, introduction to image editing software (Photoshop Elements), printing images, and sharing and distributing your images. Students should feel free to bring their own digital cameras and instruction manuals.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa, Su	Oct 14	9:00am-4:00pm	\$124.64
Class	CD	Sa, Su	Feb 17	9:00am-4:00pm	\$124.64

Discovering the Internet APP145

Sessions: 2; Hours: 18
 This course will introduce you to the wonders of the Internet. Learn how the Internet has grown to become a force in the telecommunications industry. Understand how files are transferred from user to user over the Internet and how the popularity of the Internet affects the way we send mail to each other electronically. Learn to "subscribe" to newsgroups and listservs to receive information on business opportunities or even social opportunities. Understand the benefits of the Internet for research or simply for pleasure.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa, Su	Nov 25	9:00am-4:00pm	\$124.64
Class	CD	Sa, Su	Mar 3	9:00am-4:00pm	\$124.64

Securing Your Home Computer CEA612

Sessions: 2; Hours: 12

The need to ensure that your computer is properly secured is greater than ever before. This course will help you to implement the right firewall, anti-virus, and anti-spyware programs to ensure your PC is hacker-proof and remains pest-free.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Sa	Sep 23	9:00am-4:00pm	\$96.32
Class	PS	F	Jan 12	9:00am-4:00pm	\$96.32

Improving Your PC's Performance CEA613

Sessions: 2; Hours: 12

If your computer is running too slowly a new PC may seem like the only solution, but this is seldom necessary. Get the most out of your current system by cleaning, tweaking, and tuning your existing PC to make it run like it is new again!

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	F	Oct 13	9:00am-4:00pm	\$96.32
Class	PS	Sa	Jan 27	9:00am-4:00pm	\$96.32

Reinstalling Your PC CEA614

Sessions: 2; Hours: 12

Tired of fighting with errors, viruses, and spyware on your home PC? Why not opt for a clean start by backing up your personal files and reinstalling Windows and your programs from scratch. This course will teach you everything you need to go through the process again.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Sa	Oct 21	9:00am-4:00pm	\$96.32
Class	PS	F	Feb 9	9:00am-4:00pm	\$96.32

Developing and Hosting a Web Site CEA615

Sessions: 2; Hours: 12

Setting up a personal or business Web site can be a daunting task, but it's actually quite simple if you understand the process. In this course you will learn how to develop a Web site of your own, and how to choose a Web hosting provider that will meet your specific needs.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	F	Nov 3	9:00am-4:00pm	\$96.32
Class	CD	W	Sep 27	6:30pm-9:30pm	\$182.28
Class	PS	Sa	Feb 24	9:00am-4:00pm	\$96.32

Setting Up a Home or Business Network

CEA616

Sessions: 2; Hours: 12

If your home or office includes more than one PC, then this is the course for you. Learn everything you need to know to get your own wired or wireless network up and running. Topics include sharing a single Internet connection, setting up shared folders, printers, and more.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Sa	Nov 18	9:00am-4:00pm	\$96.32
Class	PS	F	Mar 23	9:00am-4:00pm	\$96.32

QuickBooks Introduction CEA511

Sessions: 10; Hours: 30

QuickBooks is designed for the small to mid-sized business owner. Learn how this well-designed program can simplify the setup of a chart of accounts, reconcile your checking account, create and print, inventory and receivables, create estimates, and generate reports.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	Tu	Oct 3	7:00pm-10:00pm	\$182.28

Introduction to Microcomputers for the Home User CEA587

Sessions: 10; Hours: 30

This course is a continuation of what was taught in the first level of CEA233. There will be some review of email and Internet applications. Most of the class time will be for intermediate level Microsoft Word and Introductory level Excel.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	M	Feb 12	7:00pm-10:00pm	\$182.28

Digital Art with Photoshop and Moviemaker GIC210

Sessions: 10; Hours: 30

Get creative with your computer. This 30-hour course will begin with a look at composition as it relates to artwork, graphic design and photography. We will take digital photos and movies, edit them in Photoshop and Moviemaker, and look at how to create graphics and animations in Flash. Finally, you will learn how to create a Web page and put our creations on-line to share with others. A digital camera is all the equipment you require.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Jan 31	6:30pm-9:30pm	\$176.48

Health Sciences

Gerontology

Activation Techniques in Gerontology

This program is being offered in response to numerous requests from both workers and employers in the community. It has been designed for Personal Support Workers and Registered Practical Nurses who wish to expand their skills in the area of activation techniques for the elderly. Graduates will attain a thorough comprehension of methods for achieving optimal functioning of the elderly. The course consists of eight modules including a short work experience course.

Certificate Requirement	Hours
ATG400 Introduction to Gerontology	18
ATG405 Introduction of Life Enrichment	27
ATG410 Anatomy of Aging	24
ATG415 Pathological Conditions and Interventions	24
ATG420 Dimensions of Communication	30
ATG425 Promotion of Physical Abilities	28
ATG430 Promotion of Cognitive & Social Abilities	27
ATG435 Individual Field Experience	25
Total Hours	200

Introduction to Gerontology ATG400

Sessions: 6; Hours: 18

This course gives an introduction to the concept of gerontology with summaries of psychological, biological, and sociological changes brought about by the aging process, and gives suggestions as to how adjustments to these changes might be facilitated.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 21	5:00pm-7:00pm	\$126.96

Promotion of Physical Abilities ATG425

Sessions: 8; Hours: 28

This course outlines important factors regarding admission and adjustment to a home. The care team's function is explained, as well as the student's role as part of team. "Activities of daily living" programs are outlined. Progressive physical activity is explained in appropriate stages to bring a person from inactivity through to independent ambulation.

Prerequisite: ATG400 & ATG410

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 12	5:00pm-7:00pm	\$175.16

Promotion of Cognitive and Social Abilities ATG430

Sessions: 8; Hours: 27

Participants will focus on the description of cognitive impairments and adaptations to the physical and psychosocial environments that can reduce the impact on residents. The care planning process will be reviewed from this perspective. In addition, guidelines for the selection of appropriate activities and methods for their organization and evaluation will be studied.

Prerequisite: ATG400 and ATG405

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		Winter 2007		\$169.94

Individual Field Experience ATG435

Sessions: 1; Hours: 25

This course is designed to provide the student with the opportunity to develop skills in relating to elderly individuals. After an initial meeting with the course instructor, the student will spend 25 hours in contact with elderly individuals in either an institutional or community setting. The field experience will provide the student with the opportunity to integrate practical activity with theory. Students will be guided by their interests and previous experience in developing objectives for this experience.

Prerequisite: Must have completed all courses in certificate

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		Winter 2007		\$160.50

Delivery Legend

Class	Classroom/Lecture Delivery
CNorth	Contact North/ <i>Contact Nord</i> (Virtual) Classroom
Corresp	Correspondence Course
Internet	Internet Delivery (Ontario Learn)
Wkshp	Workshop

Campus Legend

AC	Aviation Campus 55 Aviation Avenue, North Bay
CC	Commerce Court Campus 60 Commerce Crescent, North Bay
CD	College Drive Campus 100 College Drive, North Bay
Indep	Independent Learning
Local	Local Contact North/ <i>Contact Nord</i> Site
Mat	Mattawa
NEC	Nbising Education Centre 469 Couchie Memorial Drive, North Bay
OFF	Off Campus
Picmt	Field Placement
PS	Parry Sound Campus 60 James Street, Suite 201, Parry Sound
WNip	West Nipissing Campus 94 King Street, Suite 1, Sturgeon Falls

Critical Care Nursing

Registered Nurse - Critical Care Nursing

Canadore College, in partnership with district hospitals and the Canadian Nurses Association, is offering a Critical Care Ontario graduate certificate for Registered Nurses. This comprehensive program prepares nurses to function efficiently and effectively when caring for the critically ill patient in a variety of settings, including CCU, ER, PICU and PACU. The individual will have the opportunity to complete courses specific to Critical Care and additional elective courses that offer opportunities to learn about other nursing specialties. This program also prepares nurses to write the Canadian Nurses Association Critical Care Certification examination.

In order to offer this opportunity to as many nurses as possible, all theory courses will be taught via Contact North/Contact Nord, an e-learning conferencing facility that is available in over 100 communities across Northern Ontario. The Critical Care program includes five core levels, combining over 300 hours of theory with various clinical components. The first three levels will be taken sequentially, followed by the remaining courses in random order. One elective will be selected from a choice of three, to complete the program.

Certificate Requirements	Hours
Level 1	
CCN100 Cardiac Basic Concepts	50
CCN105 Cardiac Clinical	50
Level 2	
CCN110 Cardiac Advanced Concepts	50
Level 3	
CCN115 Hemodynamic Monitoring and Multisystem Failure	50
CCN120 Advanced Critical and Cardiac Care Clinical	50
Level 4	
CCN125 Respiratory (Ventilated Patient)	50
CCN130 Respiratory Clinical	50
Level 5	
CCN135 Neurology	50
Total hours for the core courses:	400
Plus one of the following electives:	
CCN140 Introduction to Emergency Nursing	50
CCN150 Nephrology	50
CCN160 Pediatric	50
Total Hours	450

Cardiac Basic Concepts

CCN100

Sessions: 15; Hours: 50

This is the first in a series of courses towards completion of a comprehensive Registered Nurse - Critical Care post-diploma program. It provides the Registered Nurse with advanced physical assessment and rhythm interpretation skills that are required to work in critical care and emergency settings. Emphasis is placed on cardiovascular anatomy, physiology and electrophysiology, advanced clinical assessment skills, rhythm interpretation, and treatment of arrhythmias. This course will also explore the unique problems experienced by critically ill patients and strategies to manage them.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 14	5:00pm-8:00pm	\$351.02

Cardiac Advanced Concepts

CCN110

Sessions: 15; Hours: 50

This is the third course in a series towards completion of a comprehensive Registered Nurse - Critical Care post-diploma program. It provides the Registered Nurse with advanced rhythm interpretation skills necessary to work with complex cardiac patients. Emphasis is placed on 12-lead ECG interpretation. This course will also explore treatment and management options available to the post-MI client.

Prerequisites: CCN100 and CCN105

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		Winter 2007		\$280.00

Hemodynamic Monitoring and Multisystem Failure

CCN115

Sessions: 15; Hours: 50

This is the fourth course in a series towards completion of a comprehensive Registered Nurse Critical Care Nursing certificate. It prepares the experienced Registered Nurse to care for the critically ill client with a variety of complications resulting from multi-system failure. Emphasis will be placed on the management of the critically ill patient reliant on a variety of invasive hemodynamic monitoring systems.

Prerequisites: CCN100, CCN105 and CCN110

Textbook may be required.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 13	3:30pm-6:30pm	\$280.00

Did you know?

Canadore boasts the largest library in the Ontario college system at the Education Centre Campus with over 180,000 books, 11,000 journals and many other electronic journals, newspapers and e-books available.

Palliative Care

Palliative Care - Working with the Terminally Ill

This certificate program has been designed to enhance the knowledge and skills of people involved in a helping capacity with the terminally ill and with their families. It enables students to develop further the provision of compassionate care where the quality of remaining life is the primary objective and symptom control is the basis for care. Students will also be able to participate in a multidisciplinary approach, which involves both client and family. The program will be of interest to both professionals and volunteers.

Certificate Requirements	Hours
PLC100 Orientation to Palliative Care	30
PLC210 Interpersonal Communication Skills	30
PLC220 Psychological and Social Implications in Palliative Care	45
PLC230 Ethical, Legal and Spiritual Concerns in Palliative Care	45
PLC260 Palliative Care Field Placement	60
Total Hours	270

(must include optional courses totalling 60 hrs)

The following courses may be used as options in the certificate:

PLC140 Pain and Symptom Control	30
PLC150 Advanced Orientation to Palliative Care	45
PLC160 Crisis Intervention	30
PLC170 Spiritual Care	30
PLC180 Understanding AIDS	30
PLC190 Understanding Alzheimer Disease	30
VOC705 Therapeutic Touch Level I	8
VOC943 Therapeutic Touch Level II	8
VOC977 Therapeutic Touch Level III	8

Orientation to Palliative Care PLC100

Sessions: 10; Hours: 30

Orientation to Palliative Care provides an overview of palliative care with respect to philosophy, hospice, current approaches and trends, multidiscipline team approach, and stress. Characteristics and concepts of death and grieving will be studied, as well as exploring personal beliefs, attitudes and reactions related to life, illness, death and loss, and how these can influence the care of the terminally ill and their families. This course is the prerequisite for those wishing to pursue the Working with the Terminally Ill certificate.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	W	Sep 27	6:00pm-9:00pm	\$154.60
Class	PS	Sa,Su	Sep 23	9:00am-5:00pm	\$154.60

Therapeutic Touch - Level 1 VOC705

Sessions: 1; Hours: 8

The Level I workshop is designed to introduce students to the history, theory, concepts and practices of the Krieger-Kunz method of therapeutic touch. Therapeutic touch is recognized for its ability to enhance natural healing, promote relaxation, and reduce anxiety. The practitioner must have the compassionate desire to heal, the intention to bring this forth, the understanding of detachment, and must value ethical behaviour.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 14	8:30am-5:30pm	\$101.48

Therapeutic Touch - Level 2 VOC943

Sessions: 1; Hours: 8

The Level 2 workshop is designed to introduce students to the modulation of energy through the use of intensity, imagery, and colour. An emphasis will be placed on treatment using the modulation of energy. The student continues to build upon the basic definitions, assumptions, and phases of therapeutic touch and develops a fluency in the experiential sessions.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Nov 4	8:30am-5:30pm	\$101.48

Understanding AIDS PLC180

Hours: 30

This course is directed toward health care professionals who are interested in finding out more about immune-deficiency diseases and their management. In particular, this course focuses on the following issues and concerns: the disease process, nursing management, personal precautions in caring for immune-deficient patients, psychological and social implications, pastoral care, preparing for death and community resources.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD		Winter 2007		\$154.60

Advanced Orientation to Palliative Care PLC150

Sessions: 15; Hours: 45

This course will provide the participant with an overview of the major issues and practices in palliative care today. These include communication skills, comfort measures, advance directives, bereavement, managing stress, and alternative therapies. The course is designed for those who do not wish to complete the certificate program, but would like more information than is covered in the orientation course. Should participants wish to complete the certificate after taking this course, it may be used in place of the 30 hours of options required for the certificate.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Jan 18	6:00pm-9:00pm	\$225.90

Health Sciences - General Interest

Medical Terminology I

OAD246

Sessions: 15; Hours: 45

The student will master the language of medicine through the study of word roots, prefixes, suffixes, pronunciation, and spelling of medical terminology.

*Textbook fee not included in Internet delivery

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 12	5:00pm-7:00pm	\$343.88
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Medical Terminology II

OAD247

Sessions: Indep; Hours: 45

Students will acquire a working knowledge of the language of medicine in relation to body systems through a contextual approach. Students who have taken OAD246 (Medical Terminology I) will use the same textbook.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Feb 1	Indep	\$255.90

Nutritional Issues for Healthy Living

CEA347

Sessions: 6 Hours: 15

NEW! We are well aware that our diet and lifestyle (physical fitness) choices have a tremendous impact on our health, but knowing that, and putting a plan in action to become healthier is difficult. Find out how you can become healthier through subtle changes in diet and lifestyle (physical fitness). This course will be facilitated by a local dietician who will discuss how making better food and nutrition choices can impact your overall health. Some of the topics will include: label reading and grocery store field trip; heart disease (cholesterol and blood pressure issues); use, or non-use, of vitamins and supplements; and anti-oxidants and cancer-fighting foods.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Tu	Sep 26	7:00pm-9:30pm	\$93.90
Class	CD	Tu	Jan 23	7:00pm-9:30pm	\$93.90

Interested in teaching on a part-time basis?

Canadore College is committed to hiring professional expert trainers in their field who show enthusiasm and passion for continuous learning. Come out for our information and appreciation night: Thursday, September 7, 2006 in North Bay and Wednesday, September 13, 2006 in Parry Sound.

Living Healthy in a Natural Way: What Everyone Should Know

CEA635

Sessions: 10; Hours: 20

Cancer and other modern diseases such as fibromyalgia, chronic fatigue syndrome, irritable bowel syndrome, migraines, etc... can be prevented. This course will provide you with information on how to do this naturally. Dr. Katrine Floegel Martin, a Doctor in Naturopathic Medicine, will discuss topics that will include a thorough look into how carbohydrates, protein and fats affect our bodies, the type of diet that may be appropriate for you, the importance of sleep, exercise and stress and the impact of food choices. Options and alternative testing methods offered by doctors of natural medicine will be discussed. The final evening will include planning, preparing and eating a healthy meal.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	M	Sep 25	7:00pm-9:00pm	\$106.40
Class	PS	M	Feb 5	7:00pm-9:00pm	\$106.40

First Aid and CPR

CEA186

Sessions: 2; Hours: 16

This course is for the person who requires a comprehensive course in First Aid and CPR. The first aider's role in the emergency medical system will be covered, as well as how to respond to fractures, burns, poisoning, shock and sudden emergencies. The principles of Cardiopulmonary Resuscitation (CPR) will be covered, including the prevention, recognition and treatment of the constricted air passage. This course meets the guidelines established by the Workers Safety and Insurance Board and is suitable for personal support workers and others whose career requires First Aid and CPR training.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa,Su	Oct 28	9:00am-5:00pm	\$138.42
Class	Mat	Sa,Su	Sep 23	9:00am-5:00pm	\$138.42
Class	PS	Sa,Su	Mar 7	9:00am-5:00pm	\$108.72
Class	WNip	Sa,Su	Jan 27	9:00am-5:00pm	\$138.42

IV Therapy for RNs and RPNs

APP997

Sessions: 6; Hours: 18

This course is directed toward the Registered Nurse interested in developing the skills and knowledge necessary to safely perform venipuncture, and to initiate, maintain and discontinue IV therapy. Participants must have a current Certificate of Registration with the College of Nurses of Ontario - exceptions may be made at the instructor's discretion.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M,Tu,W	Sep 18	6:00pm-9:00pm	\$118.16
Class	PS	Tu,W,Th	Oct 17	4:00pm-7:00pm	\$118.16

Venipuncture Techniques

VOC851

Sessions: 1; Hours: 4

This course describes venipuncture techniques in order to obtain blood specimens for diagnostic purposes. It will emphasize the veins to use, safety and infection control measures, blood withdrawal and basic hematology.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 28	6:00pm-10:00pm	\$68.18
Class	CC	W	Feb 7	6:00pm-10:00pm	\$68.18
Class	PS	W	Sep 13	4:00pm-8:00pm	\$68.18
Class	WNip	W	Oct 25	6:00pm-10:00pm	\$68.18
Class	Mat	W	Nov 8	6:00pm-10:00pm	\$68.18

Intramuscular Injections

VOC371

Sessions: 1; Hours: 6

This course is directed toward the Registered Practical Nurse interested in developing the skills and knowledge necessary to perform intramuscular injections, complying with regulations and standards governing the practice of RPNs and RNs

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W, Th	Oct 18	6:00pm-9:00pm	\$83.92
Class	CC	W, Th	Jan 31	6:00pm-9:00pm	\$83.92
Class	PS	W,Th	Sep 27	4:00pm-7:00pm	\$83.92
Class	WNip	Sa	Oct 21	9:00pm-3:30pm	\$83.92
Class	Mat	Sa	Nov 4	9:00pm-3:30pm	\$83.92

Health Assessment Skills

CEA270

Sessions: 15; Hours: 45

This course will assist the nurse to improve skills related to health assessment. The course will review the relevant anatomy and physiology of the body regions, describe the sequence and techniques of examination, and help the student to identify selected abnormalities.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC		Winter 2007	5:30pm-9:00pm	\$225.90
Class	PS		Winter 2007	6:00pm-9:00pm	\$225.90

Medical Keyboarding

CEA568

Sessions: Indep; Hours: 42

In this course students will become familiar with beginning medical keyboarding, advanced keyboarding, medical language, grammatical and office skills. It includes case histories, a variety of medical reports, technical terminology and timed writings. These exercises will help the learner increase the knowledge of terms they will encounter in their course or on the job, and will improve their keyboarding speed and accuracy. The types of medical reports students will learn to format include consultation reports, pathology reports, history and physical examination

reports, operative reports, and SOAP notes. An introduction to medical transcription is included.

Prerequisite: Keyboarding for Computers or a minimum of 25 to 30 net words per minute. MUST HAVE: Medical Terminology

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Beginning Medical Transcription

CEA552

Sessions: Indep; Hours: 45

This transcription book is now printed in full colour, enhancing the anatomical illustrations presented. The book and practice software create a simulation approach, giving learners a working knowledge of the medical reports most commonly used in hospital and ambulatory care settings. Learners transcribe a variety of reports from in-patient case studies taken from actual medical reports. Organized by body system, reports transcribed include history and physical examination, operative, pathology, radiology, and discharge summary. The student must have a CD drive and audio capabilities (speaker or earphones) on his/her personal computer.

Prerequisite: MUST HAVE: Medical Terminology I, Medical Keyboarding, typing speed of at least 30 wpm, familiarity with a word processing package (MS Word, WordPerfect, and KeyPro software), good punctuation and grammar skills. Instructor will be checking with students re: prerequisites and will refer those without to a registering college coordinator

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Advanced Medical Transcription

CEA557

Sessions: Indep; Hours: 45

This Advanced Medical Transcription course provides relevant, realistic learning materials for advanced medical transcriptionists. This book may be used in a traditional classroom setting or as a resource for practitioners who wish to upgrade their medical transcription and terminology skills. This book is organized by medical specialty; each chapter includes an overview of the specialty, relevant abbreviations, anatomic illustrations, important terminology and pronunciations, transcription tips, and useful Web links. Audio transcription exercises are also available for practice with live dictation.

Prerequisite: Beginning Medical Transcription (with all its prerequisites), OR have been working as a Medical Transcriptionist for two years

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Essentials in Health Records Management

CEA553

Sessions: Indep; Hours: 36

This course is designed for the entry level health information/health records clerk, orienting to essential procedures such as number and filing methods, processing and assembling health records, physician incomplete areas, as well as confidentiality and release of information.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Understanding Medical Tests for Medical Office Staff

CEA475

Sessions: Indep; Hours: 36

This 36-hour course has been designed for medical office professionals to assist in developing an understanding of common medical tests related to a wide variety of body systems. This course is open to people currently employed in health related areas or who hope to be in the future.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Medical Conditions for Medical Office Staff

CEA422

Sessions: Indep; Hours: 36

This course has been designed for medical office professionals to assist in developing an understanding of common medical tests related to a wide variety of body systems. This course is open to people currently employed in health related areas or who hope to be in the future.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Working and Communicating in a Medical Setting

CEA444

Sessions: Indep; Hours: 30

This course will introduce successful verbal and nonverbal communication skills, communication systems, telephone skills, ethical behaviour including confidentiality of patient information, stress and time management, elements of a hospital chart and written documentation (charting).

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Hospitality and Tourism

Food Service Worker Certificate

This certificate has been designed to upgrade and enhance the skills of employed food service workers. It also provides training for those seeking employment in the food services industry, e.g. hospitals, nursing homes, cafeterias, and restaurants. It has been developed in co-operation with dietitians and food service supervisors in the North Bay area.

Certificate Requirements	Hours
FDW100 Introduction to Institutional Food Services	12
FDW105 Basic Food Preparation	18
FDW115 Sanitation and Safety	36
FDW110 Food Service Production and Equipment	45
FDW125 Communications and Human Relations	36
FDW130 Health and Nutrition	45
Total Hours	192

Introduction to Institutional Food Services

FDW100

Sessions: Indep; Hours: 12

This course will provide participants with an overview of food service departments, their structure, and relationship to other departments within the agency. The concepts of quality assurance, accreditation, and policy and procedures manuals will also be introduced with respect to the employee's role in the department.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$135.74

Basic Food Preparation

FDW105

Sessions: Indep; Hours: 18

This course introduces menu planning and basic food preparation. Preparation of foods for cooking, attractive serving arrangements, beverage service, hors d'oeuvres, and sandwiches will be covered.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$137.56

Sanitation and Safety

FDW115

Sessions: Indep; Hours: 36

Participants will review the need for sanitation for the health of the employee and the resident/patient, and safety practices for the employee. Included in this course are health laws, common kitchen and fire hazards, safe food and equipment, and personal safety.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$250.02

Food Service Production and Equipment

FDW110

Sessions: 15; Hours: 45

This course will help the food service worker understand how food and employee costs affect the department. Proper procedures for using and cleaning kitchen equipment will also be covered.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 13	7:00pm-9:00pm	\$384.69

Health and Nutrition

FDW130

Sessions: 15; Hours: 45

This course will deal with guidelines for healthy eating, types of menus, nourishment, needs of the elderly and special menu planning required by law.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		Winter 2007		\$388.40

Hospitality and Tourism - General

Mixology

CEA401

Sessions: 8; Hours: 24

This course introduces the student to the different aspects of alcoholic beverages, their production and service. Students will learn proper techniques to prepare, garnish and serve wines, spirits and beer.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Sep 25	6:30pm-9:30pm	\$151.78
Class	PS	Th	Oct 5	6:30pm-9:30pm	\$151.78
Class	CD	M	Feb 5	6:30pm-9:30pm	\$151.78
Class	PS	M	Feb 8	6:30pm-9:30pm	\$151.78

Smart Serve

VOC482

Sessions: 1; Hours: 3

Groups hosting Special Occasion Permit functions (functions where alcohol is served) in municipal facilities, and employees working in licensed establishments are required to have certification under the Smart Serve program.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Nov 27	6:30pm-9:30pm	\$58.86
Class	PS	By appointment	Monthly		\$58.86
Class	WNip	By appointment	Monthly		\$58.86
Class	CD	Th	Mar 29	6:30pm-9:30pm	\$58.86

Wine Appreciation

CEA354

Sessions: 5; Hours: 10

This course will offer students an opportunity to learn wine-tasting techniques. In addition, the background and skills necessary to identify wines objectively will be

investigated. The latter portion of the course is devoted to learning the art of harmonizing wine and food.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 28	7:00pm-9:00pm	\$96.30
Class	PS	M	Oct 16	6:00pm-8:00pm	\$96.30

Pasta Production

- Making Your Own Pasta

GIC427

Sessions: 2; Hours: 10

NEW! This two-day workshop will include demonstration and hands-on production of pasta. Executive Chef Richard Butti of Valenti's Pasta Pasta will guide you through the process of making your own pasta; you will create ravioli, rotolo, cannelloni and lasagna. Enjoy!

Note: Students are asked to bring: 6" paring knife, chef's knife, measuring spoons and an apron. Appropriate footwear is required (closed toe shoes; no sandals).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa,Su	Oct 21	10:00am-2:00pm	\$144.90

Gingerbread Houses

GIC399

Sessions: 1; Hours: 5.5

NEW! Learn how to make the perfect Gingerbread house, just in time for Christmas, or any other special occasion. Urs Riesen, of the Swiss Pastry Chef, will facilitate this course. Students will be taken through a step-by-step process including production, baking, and decorating and will be able to take home samples of their creation.

Note: Students are asked to bring: 6" paring knife, chef's knife, measuring spoons and an apron. Appropriate footwear is required (closed toe shoes; no sandals).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Nov 18	10:00am-4:00pm	\$99.71

Easter Baking

GIC386

Sessions: 1; Hours: 5

Learn to make new and interesting baked treats, just in time for Easter. Allow local Chef Urs Riesen, of the Swiss Pastry Chef, to show you tricks of the trade in this one-day workshop.

Note: Students are asked to bring: 6" paring knife, chef's knife, measuring spoons and an apron. Appropriate footwear is required (closed toe shoes; no sandals).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Mar 31	10:00am-3:00pm	\$89.60

Justa Pasta with Danny

GIC197

Sessions: 1; Hours: 30

The Canadore kitchen will be filled with tantalizing sights and aromas of innovative and tasty bruschetta, soup and pasta. Join Danny Galekovic, from Danny's Justa Pasta, as he demonstrates tantalizing creations served up every day at Danny's Restaurant on Hwy 11 South. Danny will prepare the food chef table style, so bring your appetite and be prepared to be entertained, dazzled and delighted.

Note: Students are asked to bring: 6" paring knife, chef's knife, measuring spoons and an apron. Appropriate footwear is required (closed toe shoes; no sandals).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	M	Sep 25	6:00pm-9:00pm	\$90.22
Class	CD	M	Oct 23	6:00pm-9:00pm	\$90.22
Class	CD	M	Nov 20	6:00pm-9:00pm	\$90.22
Class	CD	M	Feb 19	6:00pm-9:00pm	\$90.22
Class	CD	M	Mar 19	6:00pm-9:00pm	\$90.22

Christmas Cookies

GIC370

Sessions: 1; Hours: 5

Get ready for the Christmas Season! Learn how to make a collection of different cookies. Students will have fun preparing these special holiday treats and will get to take home a sampling of their work. This is a great course for the whole family.

Note: Students are asked to bring: 6" paring knife, chef's knife, measuring spoons and an apron. Appropriate footwear is required (closed toe shoes; no sandals).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Dec 9	10:00am-3:00pm	\$89.60

Thai Hot Pot

GIC368

Sessions: 1; Hours: 5

This one-day workshop will review the popular Thai Hot Pot meal. It is a healthy, exotic and entertaining meal known in Japanese as Sukiyaki and the western world as fondue. Five different dipping sauces for appetizers and hors d'oeuvres will be made, as well as Thai shrimp rolls. David SeeTho of Dave's Green Papaya will lead participants through this tantalizing Thai experience.

Note: Students are asked to bring: 6" paring knife, chef's knife, measuring spoons and an apron. Appropriate footwear is required (closed toe shoes; no sandals).

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Sa	Feb 24	10:00am-2:00pm	\$94.68

Adapting to Change in Hospitality

CEA462

Sessions: Indep; Hours: 48

With rapid change in our lives it becomes increasingly difficult to maintain consistency and stability in a hospitality operation. These changes are reflected in both employee and guest attitudes. This course gives managers the ability to recognize the need for change and how to adapt to it in a positive manner.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Managing a Service Orientation

CEA569

Sessions: Indep; Hours: 48

The jump from a sales or operations orientation to a service orientation may seem difficult, when focus is on the bottom line, but as guest expectations and competition evolve, a service mentality becomes more critical than ever. This course balances elements of relationship marketing with corporate policies to create a winning combination. The course includes Vispac strategies as it applies to customer expectations, the equity factor theory, TQM/TQS strategies, and how they all apply to creating a consistently positive guest experience.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Convention Planning

CEA551

Sessions: Indep; Hours: 36

This course is designed to acquaint students with the fundamental principles and practices involved in meeting planning. It provides an overview of the key functional responsibilities, as well as some of the highlights and pitfalls that may be encountered.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Trade Show Management for Conventions

CEA584

Sessions: Indep; Hours: 30

This course provides an in-depth look at the role and responsibilities of a meeting planner as it relates to their involvement in trade show management. In addition, this course will acquaint students with the management principles and practices involved in organizing, promoting and selling a trade show.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60

Event Planning and Protocol

CEA585

Sessions: Indep; Hours: 30

This course contains two distinct but related sections. The first section will provide the students with a practical foundation in planning an event. Critical aspects of event planning will be discussed including themes, food and beverage planning, cost control, menus, quantity needs, service options, and room setup. In the second section, we will address key issues involved in protocol when planning hospitality events, including the proper use of titles, seating, levels of service and security. The purpose and role of media in organizing an event will also be discussed.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$214.60
Internet	Indep	Indep	Jan 12	Indep	\$214.60



e-Tourism

As the owner/operator of a small or medium - sized tourism enterprise, would you like to use the Internet to enhance your business? Learn to apply the power of the Internet as a marketing and business tool with the help of the e-Tourism!/Tourisme branché! program. The e-Tourism!/Tourisme branché! program consists of eight modules designed to help you learn how to use the Internet to enhance your business. These independent study modules are offered through the Internet and will take you approximately 10 to 15 hours each to complete.

The eight modules are as follows:

- Introduction to the Internet
- The Internet - A Marketing Tool
- Packaging
- Liability and Risk Management
- Resources - Who Can Help
- How to Select a Web Developer
- Giving Purpose to Your Web site
- Evaluating Your Web site

e-Tourism: The Internet - A Marketing Tool

GIC278

Sessions: Indep; Hours: 10

The Internet is the revolution in communication that levels the marketing playing field, so any business no matter their size can, with careful thought and planning, promote itself to the world and be a winner!

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$98.40

e-Tourism: Packaging

GIC279

Sessions: Indep; Hours: 10

When tourists plan and book trips for leisure purposes, they are in fact buying an experience comprised of a range of products. Tourist operators can enhance the pleasure of their guests' experience, and hence increase their return business, by putting together pre-arranged packages for their enjoyment. In this module, participants will examine packaging, its potential benefits for your business, and ways in which you can begin to offer packaged experiences.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$98.40

e-Tourism: Liability and Risk Management

GIC280

Sessions: Indep; Hours: 10

While today's hardworking and conscientious tourism operators strive to offer quality services, facilities, and programs, inevitably accidents, injuries, and losses do occur. Even though these incidents are unintentional, tourist operators have very good reason to be concerned. The intent of this module is to provide information on the law, specifically as it relates to liability and negligence. In addition, the module offers practical guidance for the establishment, implementation, and evaluation of effective risk management practices that will eliminate or minimize liability for tourist operators and employees.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	monthly	Indep	\$98.40

e-Tourism: Resources - Who Can Help?

GIC281

Sessions: Indep; Hours: 10

This module is designed to introduce the individual tourist operator to some of the issues that will have an impact on his/her business. This module begins to explore a sampling of associations and government agencies within Northern Ontario that directly affect the tourist industry as a whole. As well, this module is designed to introduce the potential that Web-based technology provides in supporting tourist operators'

access to suppliers, associations, government, and services that claim to represent or provide support to the tourist industry in Ontario.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$98.40

e-Tourism: How to Select a Web Developer

GIC282

Sessions: Indep; Hours: 10

Selecting a Web developer can be a daunting task. This module will provide the tourist operator with guidance regarding what questions to ask a Web developer and helping determine the potential for the Web site. This module will also provide the tourist operator with tools to recognize the technical resources available and select those tools. Basic e-commerce principles will also be reviewed.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$98.40

e-Tourism: Giving Purpose to Your Web Site

GIC283

Sessions: Indep; Hours: 10

This module will provide the tourist operator with Web site practice basics. It will lead the participant through developing a plan to determine Web site content. Throughout the module the small business owner will learn how to work on his/her own Web site - how to register the URL, manage the content, return emails, maintain contacts, use databases, and view a sample of good Web sites, for best practices.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$98.40

e-Tourism: Evaluating Your Web Site GIC284

Sessions: Indep; Hours: 10

Using an evaluation form, the tourist operator will establish how and where to collect data regarding the business' Web site. Web logs will be used as a tool for evaluating Web sites; time spent on the Web site, return dollars on packages, and number of clients will be considered when assessing the site.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Monthly	Indep	\$98.40

For Internet courses, students must provide their own internet access and e-mail address. Upon registration, students will receive an email with start up instructions and a book list.

Human - Community Services

Autism and Behavioural Science

Autism and Behavioural Science

The Autism and Behavioural Science Ontario College Graduate Certificate program is designed for students who have completed a recognized diploma or degree program in the areas of education or human services (graduates of Social Service Worker, Child and Youth Worker, Early Childhood Education, Educational Assistant, Developmental Service Worker).

The objective of the program is to build on the students' previous training, with a specialization in the area of autism spectral disorders assessment and treatment. Training will primarily focus on working with children who have autism or behavioural challenges. Students will be introduced to a variety of procedures used to assess and treat challenging behaviours. The program features two field placements, which will provide students with hands-on experience and the opportunity to put knowledge obtained in the classroom into practice.

This program is ideal for adult learners or recent graduates who are currently working, but would like to obtain a specialization in autism and behaviour management. If you are currently working in a school, special education department, a day care, or social services, consider adding this unique certificate to your education!

Introduction to Applied Behaviour Analysis (ABA)	60 hrs
Introduction to Autism/ASD	45 hrs
Treating Challenging Behaviours	45 hrs
Working with Families and Teams	45 hrs
Ethics and Professionalism	45 hrs
Field Placement 1	140 hrs
Non-Violent Crisis Prevention and Intervention Training (NVCPI)	16 hrs
Behavioural Skill Building	45 hrs
Parent and Staff Training	45 hrs
Specialized Instructional Strategies	45 hrs
Transition Planning and Implementation	30 hrs
Field Placement	210 hrs

Parent and Staff Training

AUT135

Sessions: 15; Hours: 45

This course introduces the student to techniques for training others specifically to implement behaviour change plans (technology transfer). Students will learn and practice techniques for individual and group presentation formats for the training of families or professionals. Students will also learn how to maintain procedural integrity, use performance feedback, evaluate the effects of training, and understand the challenges that may arise before, during and after mediator training. Emphasis will be placed on in-class presentations and role-play practice.

Prerequisite: AUT100, AUT105, AUT115 and AUT110

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	M	Sep 11	7:00pm-10:00pm	\$255.90

Specialized Instructional Strategies

AUT140

Sessions: 15; Hours: 45

This course introduces the student to common evidence-based behavioural approaches applied in teaching individuals with autism new skills, with an emphasis on receptive and expressive language. Topics will be approached by providing the student with an understanding of the terms used, a description of the teaching techniques characterized in each of the models (where applicable), and a basic understanding of the conceptual elements motivating the approaches. When feasible, hands-on practice of the teaching techniques will be delivered. Topics will include traditional discrete trial training protocols, protocols developed based on Skinner's analysis of verbal behaviour, precision teaching methodology, and direct instruction. This course will briefly overview other approaches such as incidental teaching, relationship development intervention, picture exchange communication system, and visual learning strategies.

Prerequisite: AUT100, AUT105 and AUT115

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 14	7:00pm-10:00pm	\$255.90

Behavioural Skill Building

AUT130

Sessions: 15; Hours: 45

This course presents a comprehensive review of procedures for choosing and organizing curriculum for students with autism of various ages. A review of basic behaviour principles and teaching strategies will be discussed. Emphasis will be placed on curriculum development such as the utilization of the assessment of development with an emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments.

Prerequisite: AUT100, AUT105 and AUT110

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Winter 2007		7:00pm-10:00pm	\$255.90

Transition Planning and Implementation

AUT145

Sessions: 15; Hours: 45

This course will prepare the student for assisting in planning and mediating transitions for children with ASD within and across home, school and community settings. Topics will include models for effective transition planning, assessment and evaluation; understanding differing perspectives on transitions within and across environments; developing collaboration and relationship with parents and professionals; understanding transition practices and relevant legislation; and practice in the use of transition assessment and evaluation tools.

Prerequisite: AUT100, AUT105, AUT110, AUT115, AUT120, AUT125 and NVCP1

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Winter 2007		7:00pm-10:00pm	\$255.90

Developmental Service Worker

Developmental Service Worker Certificate

This certificate program is intended for both those currently employed in helping roles with the developmentally disabled and those who have an interest in pursuing a career in this area. The program will provide the essential skills required for program planning, counselling/direct care of people who are developmentally challenged. Based on input from those who employ our graduates with this certificate, the program has been recently modified to reflect the changing needs in the community.

Certificate Requirements		Hours
APP566	Developmental Disabilities I	45
APP568	Developmental Disabilities II	45
APP567	Multiple Handicaps	30
APP506	Behaviour Modification	45
APP614	Program Planning	45
APP546	Health Care Practices	30
APP609	Pharmacology	45
APP699	Case Management	30
CMM125	Communications	45
CIS280	Computers and Their Applications	45
	or	
CIS130	Microcomputers - Word Processing	45
	Developmental Services Practicum	120
Total hours		525

Program Planning

APP614

Sessions: 15; Hours: 45

This course will help students develop techniques in designing programs especially for those with learning handicaps. Topic studies include observation and recording techniques, using assessment tools, which will aid in goal planning, and decision-making. Students will also examine teaching strategies for program implementation and program evaluation.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Sep 14	6:30pm-9:30pm	\$247.10

Multiple Handicaps

APP567

Sessions: 10; Hours: 30

An overview of the handicaps most commonly associated with mental retardation - their causes, behaviour characteristics, and major methods of identification and remediation. Particular attention will be given to the special needs of the multi-handicapped.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Oct 3	5:30pm-8:30pm	\$154.60

Case Management

APP699

Sessions: 10; Hours: 30

Case management involves the use of skills in case recording, planning, specialized and generic community resources, communication skills and problem solving. This course will outline methods used in case management.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CD	Th	Jan 25	6:30pm-9:30pm	\$154.60

Health Care Practices

APP546

Sessions: 10; Hours: 30

Participants will gain an understanding of human anatomy, physiology, nutrition, health, and disease. They will apply this knowledge in planning for basic physical care related to the needs of the individual in specific environments.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Feb 20	5:30pm-8:30pm	\$154.60

If you happen to see a course through Ontario Learn, www.ontariolearn.com, that interests you and is not offered through Canadore, please contact the Continuing Education Department to make arrangements through Canadore College. Please note, not all courses can be set up through Canadore College, but all efforts will be made to make the course available to you.

Early Childhood Education

Early Childhood Apprenticeship Program (ECA)

This apprenticeship program is intended for individuals without ECE or Educational Assistant credentials who are currently employed in child-care facilities or schools. It is a part-time, distance education program combining print-based correspondence and Contact North/Contact Nord courses. Integrating course assignments with workplace experience, the ECE Apprenticeship program (ECA) is designed to be completed over a three-year period. Successful completion of all required components will enable students to receive Apprenticeship certification; as well, students have the option of earning a diploma in Early Childhood Education (ECE) from Canadore College by earning several additional college credits. The local Ministry of Training, Colleges and Universities Apprenticeship Office determines admission requirements, and students must be registered with their local Apprenticeship Office.

At least one credit in senior secondary school English is strongly recommended.

To inquire, contact the North Bay Apprenticeship Office at (705) 495-8515, or the District Office 1-800-236-8817.

Curriculum

Level I

- ECA111 Child Development I
- ECA105 Health, Safety and Nutrition
- ECA110 Creative Arts
- ECA115 Child Development II
- ECE125 Preschool Learning Environment

Level II

- ECA120 Advocacy and Bias-Free Practice
- ECA130 Preschool Learning Environment II
- ECA200 Child Development III - Assessment and Inclusion
- ECA215 Infants and Toddler Learning Environment
- ECA225 Interpersonal Communication
- ECA135 School Age Learning Environment

Level III

- ECA205 Administration
- ECA210 Child, Family, and Community
- ECA220 Preschool Learning Environment III
- ECA230 Philosophy of Early Childhood Education
- ECA235 Advanced Curricula

Additional requirements for ECE Diploma include: General Education courses (PSY100, SOC100 and HUM115); ECE250: Children's Technology; and two Communication courses (CMM125 and CMM180).

Children's Technology

ECE250

Sessions: Indep; Hours: 24

This course will focus on methods of programming computers for and by children. The computer will become a tool for active learning as a means of introducing concepts that can extend a child's learning.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Oct 1	Indep	\$185.28
Internet	Indep	Indep	Feb 1	Indep	\$185.28

Human - Community Services - General Interest

Introduction to Sociology

SOC100

Sessions: Indep; Hours: 45

Sociology is the study of people and how they interact with each other and various social groups. This course deals with the study of people's lives, their relationship to society as a whole, and how people are affected by the society in which they live. The concepts, theories and methods of the discipline will be introduced and discussed with particular emphasis on the dynamics of Canadian society and Canadian social problems.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$340.70

Foundations in Psychology

PSY100

Sessions: Indep; Hours: 45

In order to understand ourselves and interact appropriately with others, we must first understand the basis for behaviour. The study of psychology provides you with an understanding of why people think and act as they do. It examines the scientific process of research, the human brain and the nervous system, sensation and perception, learning, memory and personality.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$316.32

Group Dynamics

HUM115

Sessions: Indep; Hours: 45

This course will provide opportunities for students to deepen their awareness and understanding of how people relate to and work with each other in task groups. Through the learning process in the course, there will be opportunities to examine the effectiveness of various kinds of behaviour used in relating with other people.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$330.10

Law and Justice

Police Foundations

Canadian Criminal Justice

PPF101

Sessions: Indep; Hours: 48

This introductory course provides the student with an overview of the Canadian criminal justice system with a particular emphasis on the history, function, role, and organization of Canadian law enforcement services. The operation of the criminal justice system will be examined and analyzed in light of contemporary issues affecting the system. Each of the major components from enforcement through the courts and correctional services will be explored.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Issues in Diversity

PPF107

Sessions: Indep; Hours: 32

Students critically identify and examine issues in diversity. Specifically, students focus on topics pertaining to inequality in various social settings, including but not limited to: race, gender, ethnicity, class and sexual orientation. Incorporating social and legal explanations of diversity, students develop a clear understanding of the groups affected and the possible strategies of community empowerment.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$224.04
Internet	Indep	Indep	Jan 12	Indep	\$224.04

Criminology

PPF201

Sessions: Indep; Hours: 48

This course provides an examination of various theoretical explanations of criminal and deviant behaviour including the sociological, biological and psychological perspectives. Criminological theory is related to various types of criminal activity. The reality of crime in Canada including victimology is examined through crime statistics, as are the correlations of criminal behaviour. The impact of theory on the development and effectiveness of the criminal justice system is discussed with emphasis on future trends within the system.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

First Nations Peoples

PFP207

Sessions: Indep; Hours: 36

This course will increase knowledge and awareness of important issues in the Aboriginal cultures of Canada. The legal status of Aboriginal people will be explored along with Aboriginal rights and self-determination. Other critical issues relating to land claims, justice and social services will be studied.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$242.92
Internet	Indep	Indep	Jan 12	Indep	\$242.92

Criminal Code

PFP302

Sessions: Indep; Hours: 45

This course will introduce students to the most common Criminal Code offences. Offences against the person, property, weapons and public order offences will be examined. Students will apply knowledge acquired in criminal and civil law to be able to determine the facts and issues for the offences discussed.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Police Powers I

PFP303

Sessions: Indep; Hours: 45

This course will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on the Canadian criminal procedure. Citizen and police arrest and release authorities, police powers, search and seizure with and without warrant, police discretion, and implications will be discussed.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Community Policing I

PFP306

Sessions: Indep; Hours: 45

This course will introduce students to theory and models of community policing. Problem-solving models and the role of alternative dispute resolution strategies will be examined. Community development and community involvement in dispute resolution, as well as, public relations, will be explored.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Provincial Offences

PFP401

Sessions: Indep; Hours: 48

Students will interpret and apply provincial statutes. Topics studied will include arrest, search and seizure authorities, common offences and the involvement of non-police agencies. Statutes examined will be: Provincial Offences Act, Mental Health Act, Tenant Protection Act, Trespass to Property Act, Liquor License Act, Coroners Act, Family Law Act, the Blind Persons Right Act, and Game and Fish Act.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Police Powers II

PFP403

Sessions: Indep; Hours: 48

This course is a continuance of Police Powers I. It will focus on police governance and accountability issues related to the Police Services Act, police complaints, First Nations policy and management, and labour issues. Use of force theory, law, and other legal issues related to the use of force will be discussed. Theories related to officer safety will be examined.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Community Policing II

PFP406

Sessions: Indep; Hours: 48

This advanced course will allow students to apply and demonstrate crime prevention, problem oriented policing strategies and applied elements of volunteerism. Students will be required to assess and develop, implement and evaluate results to resolve a community problem. Students will also explore the relationship between community policing and police complaints.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$299.56
Internet	Indep	Indep	Jan 12	Indep	\$299.56

Would you like to work from the comfort of your own home?

Try taking a course through Correspondence, and work at your own pace! See page 5 for details!

Trades and Technology

Welding

Canadian Welding Bureau Test Centre



Are you interested in acquiring or updating your CWB structural steel welding ticket? The welding facility at the college's Commerce Court Campus is an accredited Canadian Welding Bureau Testing Centre. Canadore College provides opportunities for practice sessions. Upon completion of the examination, the welder will be issued a welder test record that identifies the positions tested and the results obtained. The results will normally be available within 14 days of the examination date. For further information, call (705) 474-7600, ext 5600, or (800) 519-3534, ext. 4.

Canadian Welding Bureau (CWB) Welding Practice

Experienced welders may prepare for their CWB tickets and for CWB testing by attending practice sessions. The college provides welding facilities, equipment, materials and instructors to help you prepare and test for up to four positions using the Shielded Metal Arc Welding (SMAW) process, as well as the Gas Metal Arc Welding (GMAW). These sessions consist of a total of six hours of practice. For more information, call 474-7601 ext 5600 or 1-800-519-3534 ext 4.

Canadian Welding Bureau (CWB) Examination

This session focuses ONLY on the CWB examination. Prices include materials, delivery of the plates to the laboratory for inspection, and test records indicating the type of test completed. No instruction is provided. This is a CWB examination ONLY - not an instructional class.

Note: Participants being examined MUST adhere to the safety requirements listed below.

For more information, call 474-7601 ext 5600 or 1-800-519-3534.

Safety requirements: All participants including those registered in the Basic Welding course, the practice sessions, or the CWB Examinations must provide their own safety glasses, welding gloves and safety boots in order to practice welding procedures or to be tested. Canadore College provides all other necessary equipment and supplies.

Basic Welding

WLD200

Sessions: 15; Hours: 45

Safety in all welding procedures is crucial! Students learn the safe use of oxyacetylene equipment, perform fusion welding and brazing operations in both flat and horizontal positions, and cut steel plates with the hand cutting torches on a variety of thicknesses. Other basic exercises such as welding steel plates using the shielded metal arc process (SMAW / Stick) and the gas metal arc process (MIG), basic blueprint reading of weld symbols, welding quality control, and welding metallurgy as it relates to the welding shop are also included

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	7:00pm-10:00pm	\$384.90
Class	Mat	W	Sep 13	7:00pm-10:00pm	\$384.90
Class	PS	W	Sep 13	7:00pm-10:00pm	\$384.90
Class	CC	Tu	Jan 9	7:00pm-10:00pm	\$384.90
Class	PS	W	Jan 10	7:00pm-10:00pm	\$384.90
Class	Mat	W	Jan 10	7:00pm-10:00pm	\$384.90

Welding Practice

VOC470

Sessions: 2; Hours: 6

Experienced welders may prepare for their CWB tickets and for CWB testing by attending practice sessions. The college provides welding facilities, equipment, materials and instructors to help you prepare and test for up to four positions using the Shielded Metal Arc Welding (SMAW) process, as well as the Gas Metal Arc Welding (GMAW). These sessions consist of a total of six hours of practice. **Also offered in Parry Sound by appointment*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	7:00pm-10:00pm	\$321.88
Class	CC	Sa	By appoint	7:00pm-10:00pm	\$321.88

CWB Position 1: Flat 1GF-SMAW

VOC471

Sessions: 1; Hours: 6

**Start date by appointment *Also offered in Parry Sound*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

CWB Position 2: Horizontal 2GF-SMAW

VOC429

Sessions: 1; Hours: 6

**Start date by appointment *Also offered in Parry Sound*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 3:
Vertical 3GF-SMAW** **VOC430**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 4:
Overhead 4GF-SMAW** **VOC428**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

CWB Position 1: Flat 1GF- GMAW **VOC427**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 2:
Horizontal 2GF- GMAW** **VOC425**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 3:
Vertical 3GF-GMAW** **VOC426**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 4:
Overhead 4GF-GMAW** **VOC424**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

CWB Position 1: Flat 1GF-FCAW **VOC338**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 2:
Horizontal 2GF-FCAW** **VOC339**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 3:
Vertical 3GF-FCAW** **VOC340**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

**CWB Position 4:
Overhead 4GF - FCAW** **VOC341**

Sessions: 1; Hours: 6
*Start date by appointment *Also offered in Parry Sound

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	By appoint	9:00am-4:00pm	\$120.30

Home Plumbing and Electrical Courses

Do It Yourself Basic Electrical Home Wiring **APP941**

Sessions: 10; Hours: 30
This course is a relaxed approach to electrical home wiring and repair. The course is perfect for renovators or home owners looking to build their own home. Topics include: the Ontario Electrical Code, receptacles, switches and troubleshooting.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 14	6:30pm-9:30pm	\$191.70
Class	CC	Th	Jan 11	6:30pm-9:30pm	\$191.70

Do It Yourself Basic Plumbing Repairs **CEA522**

Sessions: 10; Hours: 30
This course is perfect for individuals who are looking for introductory plumbing knowledge or those who are interested in doing basic home repairs. Topics include residential plumbing systems, soldering copper pipe, methods of joining plastic pipe, installation techniques, and faucet, fixture and drain repairs.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	6:30pm-9:30pm	\$191.70
Class	CC	Tu	Jan 9	6:30pm-9:30pm	\$191.70

Mechanical Trades

Machine Shop Practice I

PEN559

Sessions: 6; Hours: 18

This course is designed to accommodate both beginners and people with some machine shop experience. The content, which stresses shop safety and good shop practice, includes elements of basic machining theory plus hands-on practical experience. Participants use lathes, milling machines, drill presses, and a variety of small tools and equipment, as well as precision measuring tools.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:30pm-9:30pm	\$128.76
Class	CC	W	Jan 10	6:30pm-9:30pm	\$128.76

Machine Shop Practice II

CEA504

Sessions: 6; Hours: 18

This course is a continuation of Machine Shop Practice I (PEN559). Participants will use lathes, milling machines, drill presses, and a variety of small tools and equipment, as well as precision measuring tools, to continue exploring projects and concepts started in PEN559.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Nov 1	6:30pm-9:30pm	\$128.76
Class	CC	W	Feb 28	6:30pm-9:30pm	\$128.76

Small Engine

Small Engine Repair

APP718

Sessions: 6; Hours: 18

This course includes the basic combustion engine theory as it relates to the operation and maintenance of small IC engines. Participants are encouraged to learn practical skills working on a personal maintenance or small engine repair project. Participants are required to purchase the repair parts required for their personal projects. This course will also require home study.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 19	6:30pm-9:30pm	\$128.76
Class	CC	Tu	Jan 16	6:30pm-9:30pm	\$128.76

Are you interested in a career as a Surface Blaster?

In Fall 2006, Canadore will be offering a 40-week Surface Blaster Pre-Apprenticeship Program in North Bay.

This is a **FREE** program for qualified applicants.

For more information, call 474-7601, ext. 5155

This Pre-Apprenticeship Program is funded by the Government of Ontario.

Inspection Series

Air Conditioning and Heat Pumps Inspection

CEA622

Sessions: Indep; Hours: 42

Learn about cooling systems and heat pumps. Learn to identify typical defects and apply correct inspection techniques. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Electrical Inspection

CEA623

Sessions: Indep; Hours: 42

This course prepares students to inspect the performance of the following components of electrical systems within residential buildings: service drops, grounding systems, service panels, wiring systems, devices, and fixtures. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Exterior Inspection

CEA624

Sessions: Indep; Hours: 42

This course covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall coverings and inspect all aspects of the exterior named above. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Heating Inspection I

CEA626

Sessions: Indep; Hours: 42

This course covers installed heating systems (gas and oil furnaces and hot water boilers). Emphasis is on the inspector's ability to identify the energy source, type, material, condition, and safety concerns, as well as inspecting the heating equipment. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Heating Inspection II

CEA627

Sessions: Indep; Hours: 42

This course covers vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Students apply knowledge of these systems to the role of home inspector. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Interior and Insulation Inspection

CEA628

Sessions: Indep; Hours: 42

Focus is on the inspection of thermal insulation, vapor retarders and ventilation systems, as well as the inspection of interior elements of residential dwellings such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, installed countertops and cabinets, and garage doors/door operators. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Plumbing Inspection

CEA629

Sessions: Indep; Hours: 42

This course prepares students to inspect, in a residential dwelling, the interior water supply and distribution systems (including fixtures and faucets), as well as water heating equipment and drain/vent/waste systems and their related fixtures. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Roofing Inspection

CEA630

Sessions: Indep; Hours: 42

The emphasis in this subject is on typical defects of the various types of roof coverings, drainage systems, flashings, skylights, chimneys, and other roof penetrations. Students apply their knowledge of roofing to inspections that focus on system performance, safety concerns, and compliance with existing codes and standards. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Structure Inspection

CEA631

Sessions: Indep; Hours: 42

This course focuses on the following structural components of a residential dwelling: foundations and footings, floors, walls and roof/ceiling structures. Students learn to apply knowledge of structures to inspections that focus on system performance, safety concerns, and compliance with good construction practices. The online course is delivered through OntarioLearn.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$271.24
Internet	Indep	Indep	Jan 12	Indep	\$271.24

Woodworking

Woodworking

APP515

Sessions: 15; Hours: 45

This course is designed to accommodate both beginners and experienced woodworkers. Participants will be introduced to a number of aspects involved with project planning. Through hands-on learning, students will be taught a number of traditional joinery techniques. Starting with rough lumber, a pre-selected project will then be taken to its completion. Safety is emphasized through proper setup and use of machinery common to the home woodworker.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	6:00pm-9:00pm	\$263.00
Class	CC	Tu	Jan 9	6:00pm-9:00pm	\$263.00

Woodworking II

CEA549

Sessions: 15; Hours: 45

This is a project - based course intended for both novice and experienced woodworkers. On the first night, participants are encouraged to choose from a library of pre-selected projects, or bring a plan that reflects their skill level. As a continuation of Woodworking 1, focus will be put on more specific skills tailored to each project. Materials will be the responsibility of the student, keeping in mind only new wood and wood products are allowed in the shop.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:00pm-9:00pm	\$263.00
Class	CC	Tu	Jan 10	6:00pm-9:00pm	\$263.00

Visit us on the Web, www.canadorec.on.ca

Router Basics

CEA367

Sessions: 5; Hours: 15

In this hands-on course, concentration will be centred on safety when using both table-mounted and free-hand routers. **Topics include:**

- What to look for when buying a router
- Bit selection
- Accessories
- Proper set-up and direction of feed
- Pin routing and much more

This confidence-building course will give participants insight into one of the most versatile tools in woodworking today. This course is open to everyone.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 18	6:00pm-9:00pm	\$125.70
Class	CC	M	Jan 15	6:00pm-9:00pm	\$83.30

Autocad

Computer Aided Drafting I

CAD110

Sessions: 15; Hours: 45

With its direct hands-on learning experiences, this course provides an introduction to the AutoCAD 2006 program and its capabilities. On completion of the course, participants produce simple two-dimensional drawings.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$219.30
Class	CC	M	Jan 8	6:30pm-9:30pm	\$219.30

Computer Aided Drafting II

CAD120

Sessions: 15; Hours: 45

This course introduces students to intermediate-level entity creation and manipulation techniques, display enhancements, basic dimensioning, inquiry and utility commands, and provides hands-on learning experience using CAD2006.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	9:00pm-4:00pm	\$219.30
Class	CC	W	Jan 10	9:00pm-4:00pm	\$219.30

Mechanical Desktop Workshop

CEA525

Sessions: 2; Hours: 12

This 12-hour workshop will introduce the participants to the basics of AutoDesk's Mechanical desktop, which is a part of AutoDesk, Inventor Professional 8. This course studies the creation, manipulation, and editing of 3-D, feature-based, parametric solid parts and assemblies. The course also provides instruction for creating 2-D drawing views of the 3-D models.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Nov 18	9:00am-4:00pm	\$68.64
Class	CC	Sa, Su	Mar 11	9:00am-4:00pm	\$68.64

Revit Workshop

CEA555

Sessions: 2; Hours: 12

This 12-hour workshop will introduce the participant to the basics of AutoDesk's Revit (2005). AutoCAD experience is necessary.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Sep 23	9:00am-4:00pm	\$68.64
Class	CC	Sa, Su	Jan 20	9:00am-4:00pm	\$68.64

Inventor Workshop

CEA556

Sessions: 2; Hours: 12

This 12-hour workshop will introduce the participant to the basics of AutoDesk's Inventor (2005). AutoCAD experience is necessary.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Oct 21	9:00am-4:00pm	\$68.64
Class	CC	Sa, Su	Feb 17	9:00am-4:00pm	\$68.64

Heating and Cooling Technology

Canadore College/Union Gas Training Centre

Located at the Commerce Court Campus, this fully equipped training lab provides students with the opportunity to gain hands-on experience for programs developed to meet the revised licensing requirements of the Technical Standards and Safety Authority (TSSA) for gas and oil technicians. Visit www.tssa.org for more detailed information.

Canadore College/Technical Standards and Safety Authority

Take a big part of your training in your own community! Canadore College is pleased to announce that it offers Gas Technician 3 and Gas Technician 2 programs, as well as the Oil Burner Technician 3 and Oil Burner Technician 2 program, through a combination of distance and real time practice in the college's gas and oil labs. Join the growing number of people who are acquiring significant components of their Gas and Oil TSSA certification in their communities through Canadore College's distance education delivery format. Since enrolment in these courses is limited, contact the Registrar's Office at (705) 474-7600 ext. 5420, or toll free at (800) 519-3534 as soon as possible to ensure that you are registered in the program.

Gas Technician and Oil Burner Technician

Gas Technician 3 - Theory Part 1 APP210

Sessions: 15; Hours: 45

This course provides the entry-level theory that eventually leads to wide range of employment opportunities in areas related to natural gas and propane including servicing appliances and furnaces. Those with a Gas Technician - 3 ticket work under the direction of an individual who holds a Gas Technician 1 or 2 ticket. (Cost includes student manuals)

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 13	7:00pm-9:50pm	\$812.40

Gas Technician 3 - Theory Part 2 CEA054

Sessions: 15; Hours: 45

This course is the second part of a three-part Gas Technician 3 program that provides the entry-level theory leading to employment in areas related to the natural gas and propane industry.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Jan 16	7:00pm-9:50pm	\$277.10

Gas Technician 2 - Theory Part 3 and 4 CEA603

Sessions: 9; Hours: 54

This course is the last of the theoretical courses leading to the Gas Technician 2 certification. Upon successful completion of this program, participants can work on equipment up to 400,000 BTHU. This certification provides participants with a permanent Gas Technician ticket.

Prerequisite: Gas Tech 3 and Domestic Appliance and Gas Piping Fitter Certificate. (Cost includes modules).

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 21	9:00am-4:00pm	\$680.48

Gas Technician 2 - Practical Part 1 CEA140

Sessions: 5; Hours: 40

Week one of a three-week intensive hands-on course in the gas lab includes the first of three practical components that lead to Gas Technician 2 certification. Upon successful completion of the GT-2 program, participants are eligible to receive a permanent ticket from TSSA. *Prerequisite: GT2, Domestic Appliance and Gas Piping Fitter program.*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M,Tu,W,Th,F	Oct 23	8:00am-5:00pm	\$270.70

Gas Technician 2 - Practical Part 2 CEA636

Sessions: 5; Hours: 40

Week two of a three-week intensive hands-on course in the gas lab includes the second of three practical components that lead to Gas Technician - 2 certification. Upon successful completion of the GT-2 program, participants are eligible to receive a permanent ticket from TSSA. *Prerequisites: GT2, Domestic Appliance and Gas Piping Fitter program.*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M,Tu,W,Th,F	Nov 20	8:00am-5:00pm	\$270.70

Gas Technician 2 - Practical Part 3 CEA637

Sessions: 5; Hours: 40

Week three of a three-week intensive hands-on course in the gas lab includes the last of three practical components that lead to Gas Technician - 2 certification. Upon successful completion of the GT-2 program, participants are eligible to receive a permanent ticket from TSSA. *Prerequisite: GT2, Domestic Appliance.*

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M,Tu,W,Th,F	Jan 15	8:00am-5:00pm	\$270.70

Gas Piping Fitter - Theory G2 CEA248

Sessions: 15; Hours: 28

This course, which is required for participants who wish to earn their Gas Technician 2 certification, includes three modules from the Gas Technician 2 program. The course qualifies successful participants to apply for a permanent licence to carry out the work of a Gas Piping Fitter as outlined in the TSSA Policy and procedures manual. *Prerequisite: GT3 certificate.*

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 12	7:00pm.-9:50pm	\$302.36

Gas Piping Fitter - Practical CEA634

Sessions: 2; Hours: 12

This 12-hour practical course is the final portion of the Gas Piping Fitter program. Upon successful completion of this practical, students will qualify for their Gas Piping Fitter Certificate. Students must have completed the theory portion of this course (previously offered) and also possess a GT3 certificate.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa,Su	Feb 3	8:30am-4:30pm	\$253.64

Busy Schedule?

Consider taking a course through www.ontariolearn.com. See page 6 for details!

Gas Technician 2 - Theory Domestic Appliances Part 1 and 2 CEA192

Sessions: 12; Hours: 72

This course, which is required for participants who wish to earn their Gas Technician 2 certification, includes a number of modules in the Gas Technician 2 program. Upon successful completion of the Domestic Appliance Gas Technician course (Parts 1-4), participants may install, alter, purge, activate, repair, service or remove a vented refrigerator and its equipment or any unvented residential natural gas or propane gas appliance with an input of 1000000 BTU or less as stipulated in Regulation 348/96 made under the Energy Act. *Prerequisite: Gas Tech. 3. (Price includes manuals)*

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Jan18	9:00am-4:00pm	\$706.80

Gas Technician 2 - Practical Domestic Appliance CEA136

Sessions: 15; Hours: 120

Combination of three separate weeks:

Week One: Feb. 12 - Feb. 16

Week Two: Mar. 19 - Mar. 23

Week Three: Apr. 30 - May 4

Registration fee is the total cost for all weeks combined.

This course is an intensive hands-on practical experience in the gas lab. These practical components are required to enable participants to work on domestic appliances. The modules included in Domestic Appliance are part of the GT-2 certification.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M,Tu,W,Th,F	Feb 12	8:00am-5:00pm	\$730.80

Oil Burner 3 - Theory Part 1 APP211

Sessions: 16; Hours: 48

This course provides the entry-level theory that eventually leads to employment in areas related to oil heating such as servicing appliances and furnaces. Those with an Oil Burner Technician 3 ticket work under the direction of someone holding an Oil Burner 1 or 2 ticket. *(Price includes manuals)*

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu, Th	Oct 31	7:00pm-9:50pm	\$682.96

Oil Burner 3 - Theory Part 2 CEA128

Sessions: 26; Hours: 78

This course is the second part of a three-part Oil Burner Technician 3 program that provides the entry-level theory leading to employment in the oil burner industry.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu,Th	Jan 9	7:00pm-9:50pm	\$395.60

Oil Burner 3 - Practical CEA185

Sessions: 10; Hours: 90

The successful completion of this two-week in-house practical course provides participants with the required entry-level skills to work under the supervision of an Oil Burner Technician 2 and assist in the installation and servicing of oil burner appliances.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M,Tu,W,Th,F	Apr 16	8:00am-5:00pm	\$556.40

Gas and Oil Challenge Exams

To write any Gas 2 or OBT 2 challenge exams, individuals must contact TSSA directly to determine if they are eligible to challenge these exams. Canadore College requires this eligibility in writing from TSSA before the individual can register for the exam.

Note* for more information regarding a Challenge Exam please contact TSSA at www.tssa.org or phone 1-877-682-8772.

Gas Technician 3 - Theory Challenge Exam VOC421

Sessions: 1; Hours: 3

Successful completion of these Technical Standards and Safety Authority (TSSA) approved challenge exams will qualify candidates for the theory portion of the appropriate TSSA certificate. These exams may be written in your own community.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local			By appointment	\$245.00

Gas Technician 2 - Theory Challenge Exam VOC420

Sessions: 1; Hours: 3

Successful completion of these Technical Standards and Safety Authority (TSSA) approved challenge exams will qualify candidates for the theory portion of the appropriate TSSA certificate. These exams may be written in your own community.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local			By appointment	\$245.00

Oil Burner Technician 3 - Theory Challenge Exam VOC422

Sessions: 1; Hours: 3

Successful completion of these Technical Standards and Safety Authority (TSSA) approved challenge exams will qualify candidates for the theory portion of the appropriate TSSA certificate. These exams may be written in your own community.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local			By appointment	\$245.00

Oil Burner Technician 2 - Theory Challenge Exam

VOC423

Sessions: 1 ; Hours: 3

Successful completion of these Technical Standards and Safety Authority (TSSA) approved challenge exams will qualify candidates for the theory portion of the appropriate TSSA certificate. These exams may be written in your own community.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		By appointment		\$245.00

CFC Re-Certification

VOC391

Sessions: 1; Hours: 5

Any person who previously completed the CFC Certification course can become recertified by successfully completing the four-hour re-certification course, which focuses on the updated Ministry of Environment regulations.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Sa	Oct 21	9:00am-1:00pm	\$130.05
CNorth	Local	Sa	Dec 2	9:00am-1:00pm	\$130.05
CNorth	Local	Sa	Feb 24	9:00am-1:00pm	\$130.05

CFC Certification

VOC818

Sessions: 1; Hours: 8

Any person handling, storing, transporting, or working with CFCs or similar substances used in refrigeration processes requires this certification. This course, which includes the updated regulations, focuses on the proper handling of ozone-depleting substances and certifies participants in accordance with provincial regulations.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Sa	Sep 30	9:00am-5:00pm	\$179.86
CNorth	Local	Sa	Nov 18	9:00am-5:00pm	\$179.86
CNorth	Local	Sa	Feb 3	9:00am-5:00pm	\$179.86

Towes Testing Prep Courses

These courses are designed for candidates who are considering writing the Towes exams or for individuals wishing to enhance their reading skills in the workplace. For further information please refer to: www.towes.com.

Building Workplace Essential Skills: Reading Text

CEA607

Sessions: 7; Hours: 20

This course will help the student to build and develop reading skills needed in the workplace. As a worker you need to be able to read and apply safety regulations in different situations. This course is intended for students preparing to write the Towes testing exam.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	M	Sep 18	7:30pm-10:20pm	\$189.40
CNorth	Local		Winter 2007		\$189.40

Building Workplace Essential Skills: Document Text

CEA608

Sessions: 3; Hours: 20

This course will provide the student with the skills necessary to build and develop documents needed in the workplace. As a worker you need to be able to read and apply safety regulations in different situations. This course is intended for students preparing to write the Towes testing exam.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	F,Sa,Su	Oct 13		\$189.40
CNorth	Local	F,Sa,Su	Winter 2007		\$189.40

Building Workplace Essentials Skills: Numeracy Text

CEA609

Sessions: ; Hours: 20

This course will help the student to build and develop numeracy skills needed in the workplace. As a worker you need to be able to calculate and apply safety regulations in different situations. This course is intended for students preparing to write the Towes testing exam.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local		Winter 2007		\$189.40

Certificate of Qualification Provincial Exam Preparation

The following exam prep courses are available for candidates who are eligible for and are preparing to write the inter-provincial examination for a Certificate of Qualification in a given trade. Participants must have met the Ministry of Training Colleges and University, Apprenticeship Branch eligibility to write the exam.

Please Note: these prep courses will provide an overview for candidates before they write the ministry exam. Exam booking should be scheduled with a local Apprenticeship Branch representative.

Industrial Millwright Preparatory

CEA604

Sessions: 15; Hours: 45

This theory-based course is specifically designed for those people who work in the field to assist with obtaining a Certificate of Qualification.

Please Note: contact your local Apprenticeship Board to verify that you would qualify to write your final exam upon completion of this course.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Tu	Sep 12	6:30pm-9:30pm	\$379.40
CNorth	Local		Winter 2007		\$379.40

Heavy Duty Equipment Technician Preparatory Course

CEA606

Sessions: ; Hours: 45

This theory-based course is specifically designed for those people who work in the field to assist with obtaining a Certificate of Qualification.

Please Note: contact your local Apprenticeship Board to verify that you would qualify to write your final exam upon completion of this course.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	W	Sep 13	6:30pm-9:30pm	\$413.60
CNorth	Local		Winter 2007		\$413.60

Automotive Service Technician Preparatory Course

CEA605

Sessions: 15; Hours: 45

This theory-based course is specifically designed for those people who work in the field to assist them in obtaining a Certificate of Qualification.

Please Note: contact your local Apprenticeship Board to verify that you would qualify to write your final exam upon completion of this course.

Delivery	Campus	Day(s)	Start	Time	Fee
CNorth	Local	Th	Sep 14	6:30pm-9:30pm	\$413.60
CNorth	Local		Winter 2007		\$413.60

Delivery Legend

Class	Classroom/Lecture Delivery
CNorth	Contact North/ <i>Contact Nord</i> (Virtual) Classroom
Corresp	Correspondence Course
Internet	Internet Delivery (Ontario Learn)
Wkshp	Workshop

Campus Legend

AC	Aviation Campus 55 Aviation Avenue, North Bay
CC	Commerce Court Campus 60 Commerce Crescent, North Bay
CD	College Drive Campus 100 College Drive, North Bay
Indep	Independent Learning
Local	Local Contact North/ <i>Contact Nord</i> Site
Mat	Mattawa
NEC	Nbising Education Centre 469 Couchie Memorial Drive, North Bay
OFF	Off Campus
Plcmt	Field Placement
PS	Parry Sound Campus 60 James Street, Suite 201, Parry Sound
WNip	West Nipissing Campus 94 King Street, Suite 1, Sturgeon Falls

Trade Courses

Note: Courses below are in-class lecture sessions.

Construction Site Layout

Introduction to Site Layout

CEA640

Sessions: 2; Hours: 10

Provides an overview of the site layout, the trade and related tasks. Covers the use of the builder's level and leveling rods, as well as the equipment and procedures for making distance measurements by taping (chaining). Also covers the elements of professional conduct, safety, and communications. Briefly describes the aspects of an apprenticeship program and the career path and professional opportunities related to the site layout trade.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 9	9:00am-3:00pm	\$85.70
Class	CC	Sa	Jan 13	9:00am-3:00pm	\$85.70

Surveying Math

CEA638

Sessions: 10; Hours: 30

Emphasis is placed on the metric system, including how to convert between English and metric system units. Covers basic concepts for working with formulas and equations, as well as the basic concepts of geometry and right-angle trigonometry.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-7:30pm	\$181.10
Class	CC	M	Jan 8	6:30pm-7:30pm	\$181.10

Survey Equipment Use and Care I

CEA639

Sessions: 10; Hours: 30

Covers the use and care of tools and instruments commonly used to perform site survey work. Introduces the instruments and procedures used for making distance measurements electronically and for performing differential leveling and basic horizontal and vertical angular measurements. Includes guidelines for recording surveying measurement data in field notes.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:30pm-7:30pm	\$181.10
Class	CC	W	Jan 10	6:30pm-7:30pm	\$181.10

To register for any of our courses, please contact Part-Time Registration at 705-474-7600 x 5420/5421.
Visa and MasterCard are accepted for phone-in registration.

Blueprint Reading for Surveyors **CEA641**

Sessions: 4; Hours: 20

Teaches the techniques for reading and using blueprints and specifications, with an emphasis placed on those drawings and types of information that are relevant to the site layout trade.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 23	9:00am-3:00pm	\$132.90
Class	CC	Sa	Jan 27	9:00am-3:00pm	\$132.90

Carpentry

Orientation to the Trade **GIC401**

Sessions: 1; Hours: 3

Reviews the history of the trade, describes the apprentice program, identifies career opportunities for carpentry and construction workers, and lists the responsibilities and characteristics a worker should possess.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 9	9:00am-noon	\$69.16
Class	CC	Sa	Jan 6	9:00am-noon	\$69.16

Building Material, Fasteners and Adhesives **GIC402**

Sessions: 1; Hours: 7

Provides an overview of the building materials used in construction work, including lumber, sheet materials, engineered wood products, structural concrete, and structural steel. Also describes the various fasteners and adhesives used in construction work.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 16	9:00am-5:00pm	\$110.04
Class	CC	Sa	Jan 13	9:00am-5:00pm	\$110.04

Hand and Power Tools **GIC403**

Sessions: 2; Hours: 10

Provides detailed descriptions of the hand tools and portable power tools used by carpenters. Emphasis is on safe and proper operation of tools, as well as care and maintenance.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Sep 23	9:00am-3:00pm	\$130.70
Class	CC	Sa, Su	Jan 20	9:00am-3:00pm	\$130.70

Reading Plans and Elevations **CEA658**

Sessions: 4; Hours: 20

Builds upon the basic information presented in the Introduction to Blueprints module studied in the Core Curriculum. Trainees will learn the techniques for reading and using blueprints and specifications with an

emphasis placed on those drawings and types of information that are relevant to the carpentry trade. Introduces the subject of quantity takeoffs.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Sep 30	9:00am-3:00pm	\$132.90
Class	CC	Sa, Su	Jan 27	9:00am-3:00pm	\$132.90

Floor Systems **CEA659**

Sessions: 8; Hours: 24

Covers framing basics and the procedures for laying out and constructing a wood floor using common lumber, as well as engineered building materials.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$151.78
Class	CC	M	Jan 8	6:30pm-9:30pm	\$151.78

Wall and Ceiling Framing **CEA660**

Sessions: 4; Hours: 20

Describes the procedures for laying out and framing walls and ceilings, including roughing-in door and window openings, constructing corners and partition Ts, bracing walls and ceilings, and applying sheathing.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Oct 21	9:00am-3:00pm	\$132.90
Class	CC	Sa, Su	Feb 10	9:00am-3:00pm	\$132.90

Roof Framing **CEA661**

Sessions: 12; Hours: 36

Describes the various kinds of roofs and contains instructions for laying out rafters for gable roofs, hip roofs, and valley intersections. Coverage includes both stick-built and truss-built roofs.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	6:30pm-9:30pm	\$209.42
Class	CC	Tu	Jan 9	6:30pm-9:30pm	\$209.42

Introduction to Concrete and Reinforcing Materials **CEA662**

Sessions: 5; Hours: 15

Describes the ingredients of concrete, discusses the various types of concrete, and describes how to mix concrete. The module also covers basic job-built footing, edge, and wall forms and form ties and describes the types and uses of concrete reinforcing materials. Describes the properties, characteristics, and uses of cement, aggregates, and other materials that, when mixed together, form different types of concrete. Covers procedures for estimating concrete volume and testing freshly mixed concrete, and methods and materials for curing concrete.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 6	6:30pm-9:30pm	\$109.80
Class	CC	W	Jan 10	6:30pm-9:30pm	\$109.80

Windows and Exterior Doors

CEA663

Sessions: 2; Hours: 12

Describes the various types of windows, skylights, and exterior doors, and provides instructions for installing them. Also includes instructions for installing weather-stripping and locksets.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Nov 4	9:00am-4:00pm	\$95.14
Class	CC	Sa, Su	Feb 24	9:00am-4:00pm	\$95.14

Basic Stair Layout

CEA664

Sessions: 2; Hours: 12

Introduces the trainee to the various types of stairs and the common building code requirements related to stairs. The module focuses on the techniques for measuring and calculating rise, run, and stairwell openings, laying out stringers, and fabricating basic stairways.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Nov 11	9:00am-4:00pm	\$95.14
Class	CC	Sa, Su	Mar 3	9:00am-4:00pm	\$95.14

Site Layout One - Distance Measurement and Leveling

CEA665

Sessions: 4; Hours: 20

Covers the principles, equipment, and methods used to perform distance measurement and differential leveling. Also covers the layout responsibilities of surveyors, field engineers, and carpenters, understanding and using site/plot plan drawings, and methods used for on-site communication.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Nov 18	9:00am-3:00pm	\$132.90
Class	CC	Sa, Su	Mar 10	9:00am-3:00pm	\$132.90

Foundations and Flatwork

CEA666

Sessions: 5; Hours: 15

Covers the construction of forms for continuous, stepped continuous, pier, and grade beam concrete footings. Also covers edge forms used for on-grade concrete slabs and similar structures. Includes forming terms, parts of forms, and the procedures for constructing basic footing and edge forms.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 14	6:30pm-9:30pm	\$109.80
Class	CC	Th	Jan 11	6:30pm-9:30pm	\$109.80

To register for any of our courses, please contact Part-Time Registration at 705-474-7600 x 5420/5421. Visa and MasterCard are accepted for phone-in registration.

Concrete Forms

CEA667

Sessions: 12; Hours: 36

Covers the applications and construction methods for various types of job-built forms, including wall, column, slab-and-beam, and stair forms.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$209.42
Class	CC	Th	Jan 11	6:30pm-9:30pm	\$109.80

Reinforcing Concrete

CEA668

Sessions: 5; Hours: 15

Explains the selection and uses of different types of reinforcing materials. Describes requirements for cutting, bending, splicing, and tying reinforced steel and the placement of steel in footings, columns, walls, and slabs.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	6:30pm-9:30pm	\$109.80
Class	CC	Tu	Jan 9	6:30pm-9:30pm	\$109.80

Handling and Placing Concrete

CEA669

Sessions: 8; Hours: 24

Covers tools, equipment, and procedures for handling, placing, and finishing concrete. Also covers joints made in concrete structures, the use of joint sealants, and form removal procedures.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:30pm-9:30pm	\$151.78
Class	CC	W	Jan 10	6:30pm-9:30pm	\$151.78

Manufactured Forms

CEA670

Sessions: 8; Hours: 24

Covers manufactured forms and form hardware systems used in the construction of walls, columns, deck and roof slabs, beams and girders, culverts, and highways. Also covers flying, forms, slip forms, shoring, and architectural finishes.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Nov 2	6:30pm-9:30pm	\$151.78
Class	CC	Th	Feb 8	6:30pm-9:30pm	\$151.78

Exterior Finishing

CEA671

Sessions: 12; Hours: 36

Covers the various types of exterior siding used in residential construction and their installation procedures, including wood, metal, and vinyl siding. Also covers the installation of metal and vinyl gutters and downspouts.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$209.42
Class	CC	M	Jan 8	6:30pm-9:30pm	\$209.42

Roofing Applications

CEA672

Sessions: 8; Hours: 24

Covers the common materials used in residential and light commercial roofing, along with the safety practices and application methods for these materials. Includes shingles, roll roofing, shakes, tiles, metal, and membrane roofs, as well as the selection and installation of roof vents.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	6:30pm-9:30pm	\$151.78
Class	CC	Tu	Jan 9	6:30pm-9:30pm	\$151.78

Thermal and Moisture Protection

CEA673

Sessions: 1; Hours: 5

Covers the selection and installation of various types of insulating materials in walls, floors, and attics. Also covers the uses and installation practices for vapour barriers and waterproofing materials.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Dec 2	9:00am-3:00pm	\$61.60
Class	CC	Sa	Mar 24	9:00am-3:00pm	\$61.60

Framing with Metal Studs

CEA674

Sessions: 5; Hours: 15

Includes instructions for selecting and installing metal framing for interior walls, exterior nonbearing walls, and partitions.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Nov 1	6:30pm-9:30pm	\$109.80
Class	CC	W	Feb 28	6:30pm-9:30pm	\$109.80

Drywall Installation and Finishing

CEA675

Sessions: 10; Hours: 30

Describes the various types of gypsum drywall, their uses, and the fastening devices and methods used to install them. Contains detailed instructions for installing drywall on walls and ceilings using nails, drywall screws, and adhesives. Also covers fire and sound-rated walls. Covers the materials, tools, and methods used to finish and patch gypsum drywall. Includes coverage of both automatic and manual taping tools.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 21	6:30pm-9:30pm	\$181.10
Class	CC	Th	Jan 25	6:30pm-9:30pm	\$181.10

Introductory Skills for the Crew Leader

CEA676

Sessions: 5; Hours: 15

Along with the principles of project planning, scheduling, estimating, and management, teaches the basic skills required for supervising personnel. Includes several case studies.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Nov 6	6:30pm-9:30pm	\$109.80
Class	CC	M	Feb 26	6:30pm-9:30pm	\$109.80

Painting

Careers in the Painting Trade

GIC413

Sessions: 1; Hours: 5

Presents a brief history of the painting trade. Covers career opportunities, from apprenticeship/helper to managerial/business-related work. Describes the characteristics of the successful tradesperson, including productivity, appearance, personal hygiene, and dependability.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 9	9:00am-3:00pm	\$89.60
Class	CC	Sa	Jan 13	9:00am-3:00pm	\$89.60

Safety

GIC414

Sessions: 2; Hours: 10

Provides a comprehensive overview of the safety and precautions for working on construction sites with a focus on the painting trade. Covers methods of rigging and care of ladders, scaffolds, swing devices, and other equipment.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Sep 16	9:00am-3:00pm	\$130.70
Class	CC	Sa, Su	Jan 20	9:00am-3:00pm	\$130.70

Ladders, Scaffolds, Lifts and Fall Protection

GIC415

Sessions: 2; Hours: 10

Covers methods of erecting, using and maintaining ladders, scaffolds, and lifts. Discusses fall protection equipment and safety practices used when working on ladders, scaffolds, and lifts.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Sep 23	9:00am-3:00pm	\$130.70
Class	CC	Sa, Su	Jan 27	9:00am-3:00pm	\$130.70

Identifying Surface/Substrate Materials and Conditions

GIC416

Sessions: 1; Hours: 5

Covers how to identify types of surfaces used in construction including wood, metal, masonry/concrete, plaster/drywall and synthetic substrates. Also discusses how to identify new, aged, or previously coated surface conditions of substrates and coatings.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 30	9:00am-3:00pm	\$89.60
Class	CC	Sa	Feb 3	9:00am-3:00pm	\$89.60

Protecting Adjacent Surfaces GIC417

Sessions: 1; Hours: 5

Covers the tools, materials, and methods used for protecting adjacent surfaces and areas prior to surface preparation, paint spraying, etc.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 7	9:00am-3:00pm	\$89.60
Class	CC	Sa	Feb 10	9:00am-3:00pm	\$89.60

Basic Surface Preparation CEA682

Sessions: 5; Hours: 15

Covers the tools, materials, and methods used for cleaning, repairing, and penetrating surfaces/substrates in preparation for coating. Describes basic methods used for surface preparation of wood, metal, plaster/drywall, and synthetic surfaces/substrates.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$109.80
Class	CC	M	Jan 8	6:30pm-9:30pm	\$109.80

Sealants and Repair/Fillers GIC418

Sessions: 1; Hours: 5

Describes the characteristics of commonly used types of sealants and fillers. Covers guidelines for selecting sealants/fillers and the tools and methods used for applying them on commonly used construction substrates.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 14	9:00am-3:00pm	\$89.60
Class	CC	Sa	Feb 17	9:00am-3:00pm	\$89.60

Introduction to Paints and Coatings GIC423

Sessions: 2; Hours: 10

Describes the basic ingredients and film-forming processes common to all paints and coatings. Covers paint systems and functional categories of paints and coatings. Emphasizes water-based alkyd paints and coatings.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Oct 21	9:00am-3:00pm	\$130.70
Class	CC	Sa, Su	Feb 24	9:00am-3:00pm	\$130.70

Brushing and Rolling Paints and Coatings CEA683

Sessions: 5; Hours: 15

Covers the types and selection of brushes, rollers, pads, mitts, and related accessories used for applying paints and coatings. Covers techniques used for brushing and rolling paints and coatings on interior and exterior surfaces. Also describes maintenance and storage methods for brushes and rollers.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Oct 16	6:30pm-9:30pm	\$109.80
Class	CC	M	Feb 12	6:30pm-9:30pm	\$109.80

Painting Failures and Remedies GIC419

Sessions: 1; Hours: 7

Covers failures of paints/coatings on exterior and interior substrates, causes of these failures, and their remedies. Focuses special attention on the nature of the substrates, application procedures, and surface preparation.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 28	9:00am-5:00pm	\$110.04
Class	CC	Sa	Mar 3	9:00am-5:00pm	\$110.04

Job Planning and Completion GIC424

Sessions: 2; Hours: 10

Covers the process for estimating a job to submit a bid. Also covers the processes for planning and accomplishing a job from start to finish with emphasis placed on the importance and use of drawings, specifications, schedules, and other instructions.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Nov 4	9:00am-3:00pm	\$130.70
Class	CC	Sa, Su	Mar 10	9:00am-3:00pm	\$130.70

Chemical Cleaning and Stripping GIC420

Sessions: 1; Hours: 7

Describes various kinds of chemical cleaners and strippers and how they are used to clean and/or remove unwanted material from substrates.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Nov 11	9:00am-5:00pm	\$110.04
Class	CC	Sa	Mar 17	9:00am-5:00pm	\$110.04

Drywall Finishing and Patching CEA684

Sessions: 8; Hours: 24

Covers the materials and procedures used for drywall finishing and patching. Emphasizes the techniques for finishing and patching drywall, including the use and care of tools, equipment and supplies, and safety.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:30pm-9:30pm	\$151.78
Class	CC	W	Jan 10	6:30pm-9:30pm	\$151.78

Stains GIC421

Sessions: 1; Hours: 7

Describes the different classes and/or kinds of stains, including their composition, selection for use, and application considerations.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Nov 18	9:00am-5:00pm	\$110.04
Class	CC	Sa	Mar 24	9:00am-5:00pm	\$110.04



Plumbing

Introduction to the Plumbing Profession

GIC405

Sessions: 1; Hours: 5

Introduces trainees to the many career options available in today's plumbing profession. Provides a history of plumbing and also discusses the current technology, industries, and associations that make up the modern plumbing profession. Also reviews human relations and safety skills.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 9	9:00am-3:00pm	\$89.60
Class	CC	Sa	Jan 13	9:00am-3:00pm	\$89.60

Clear Finishes

GIC422

Sessions: 1; Hours: 7

Covers the composition, uses, and application of various clear finishes, including varnishes, lacquers, shellacs, and urethanes.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Nov 25	9:00am-5:00pm	\$110.04
Class	CC	Sa	Mar 31	9:00am-5:00pm	\$110.04

Wood Finishing

CEA685

Sessions: 7; Hours: 21

Covers basic wood science and technology subjects related to wood and wood products. Provides detailed procedures and techniques for wood surface preparation and the application of clear finishes to various kinds of wood.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 14	6:30pm-9:30pm	\$138.12
Class	CC	Th	Jan 11	6:30pm-9:30pm	\$138.12

Job Supervision, Planning and Control

CEA686

Sessions: 5; Hours: 15

Covers skills and leadership traits associated with the successful supervisor, including how to supervise and motivate employees, how to estimate a job, the use of contract documents, and methods for controlling materials, tools and equipment.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Nov 8	6:30pm-9:30pm	\$109.80
Class	CC	W	Mar 7	6:30pm-9:30pm	\$109.80

Decorative (Faux) Finishes

CEA687

Sessions: 7; Hours: 21

Describes the techniques for creating glazing, antiquing, stippling, mottling, gilding, marbling, and graining decorative finishes.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Nov 2	6:30pm-9:30pm	\$138.12
Class	CC	Th	Mar 1	6:30pm-9:30pm	\$138.12

Plumbing Safety

CEA645

Sessions: 4; Hours: 20

Discusses the causes of accidents and their consequences and repercussions in terms of delays, increased expenses, injury, and loss of life. Reviews the types and proper use of personal protective equipment (PPE). Instructs trainees in the use of critical safety information conveyed in hazard communication (HazCom), safety signs, signals, lockout/tagout, and emergency response. Covers confined-space safety, and reviews safety issues related to hand and power tools.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Sep 16	9:00am-3:00pm	\$132.90
Class	CC	Sa, Su	Jan 20	9:00am-3:00pm	\$132.90

Plumbing Tools

GIC406

Sessions: 1; Hours: 7

Instructs trainees in the care and use of the different types of hand and power tools they will use on the job. Gives trainees the information they need to select the appropriate tools for different tasks, and reviews tool maintenance and safety issues.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 7	9:00am-5:00pm	\$110.04
Class	CC	Sa	Feb 3	9:00am-5:00pm	\$110.04

Introduction to Plumbing Math

CEA646

Sessions: 2; Hours: 10

Reviews basic math concepts, such as whole numbers, fractions, decimals, and squares, and demonstrates how they apply to on-the-job situations. Teaches trainees how to measure pipe using fitting tables and framing squares and how to calculate 45-degree offsets.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Oct 21	9:00am-3:00pm	\$85.70
Class	CC	Sa, Su	Feb 10	9:00am-3:00pm	\$85.70

Introduction to Plumbing Drawings CEA647

Sessions: 2; Hours: 12

Introduces trainees to the different types of plumbing drawings they will encounter on the job and discusses how to interpret and apply them when laying out and installing plumbing systems. Discusses the symbols used in plumbing and mechanical drawings and reviews isometric, oblique, orthographic, and schematic drawings. Requires trainees to render plumbing drawings and to recognize how code requirements apply to plumbing drawings.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Oct 28	9:00am-4:00pm	\$95.14
Class	CC	Sa, Su	Feb 17	9:00am-4:00pm	\$95.14

Plastic Pipe and Fittings CEA648

Sessions: 2; Hours: 10

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC, PE, PEX, and PB. Describes how to measure, cut, join, and support plastic pipe according to manufacturer's instructions and applicable codes. Also discusses pressure testing of plastic pipe once installed.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa, Su	Nov 4	9:00am-3:00pm	\$85.70
Class	CC	Sa, Su	Feb 24	9:00am-3:00pm	\$85.70

Field Safety

Field Safety Workshop CEA642

Sessions: 2; Hours: 14

This two-day workshop will cover introduction to basic safety, personal protective equipment, work zone safety, lockout/tagout and the hazards for working in confined spaces.

Introduction to Safety

This course introduces concepts and explains the difference between regulatory compliance and best practices. It introduces the participant to OSHA and describes how accidents and their associated costs affect everyone on the job site.

Personal Protective Equipment

Participants learn the basics of selecting, using, and maintaining basic personal protective equipment, including safety goggles, gloves, harnesses, hard hats, and hearing protection. Participants also learn about the three main types of respiratory equipment used in construction.

Work-Zone Safety

Participants are introduced to the signs, signals, color codes, tags, and barricades commonly found on the job site. They also learn how to use these items to recognize and avoid job-site hazards.

Lockout/Tagout

Participants learn to properly use lockout/tagout procedures. They also learn to recognize, avoid, and prevent typical safety hazards and utilize appropriate safeguards related to lockout/tagout procedures.

Confined Spaces

Introduces participants to the hazards and safeguards associated with confined-space work. Participants learn the proper on-site safety and emergency-response procedures, and the difference between permit-required and non-permit-required confined spaces.

Delivery	Campus	Day(s)	Start	Time	Fee
Class		Sa, Su	Oct 21		\$104.58
Class		Sa, Su	Feb 3		\$104.58

Management in Construction

Orientation to the Job

GIC407

Sessions: 1; Hours: 5

Introduces the trainee to the history of the construction industry and to organization theory. Covers the phases of a construction project and the role and duties of the supervisor.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 16	9:00am-3:00pm	\$89.60
Class	CC	Sa	Jan 13	9:00am-3:00pm	\$89.60

Human Relations and Problem Solving

CEA677

Sessions: 6; Hours: 18

Focuses on the communication process and developing effective communication and leadership skills. Compares problem solving to decision making. Discusses potential human relations difficulties and how to resolve them.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$123.46
Class	CC	M	Jan 8	6:30pm-9:30pm	\$123.46

Safety

GIC408

Sessions: 1; Hours: 7

Covers the supervisor's role in job site safety, the true cost of accidents, and how to train and involve all employees in job safety. Includes OSHA safety inspections.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 23	9:00am-5:00pm	\$110.04
Class	CC	Sa	Jan 20	9:00am-5:00pm	\$110.04

Quality Control/TQM

GIC409

Sessions: 1; Hours: 5

Defines quality control and the types of quality control. Explains how to incorporate quality and safety through effective communication, document control, and inspections.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 30	9:00am-3:00pm	\$89.60
Class	CC	Sa	Jan 27	9:00am-3:00pm	\$89.60

Contract and Construction Documents GIC410

Sessions: 1; Hours: 5

Covers understanding and interpreting construction drawings, technical specifications, and as-built drawings. Includes different types of bidding, contracts, change orders, closeout documents and more.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 7	9:00am-3:00pm	\$89.60
Class	CC	Sa	Feb 3	9:00am-3:00pm	\$89.60

Planning and Scheduling

CEA678

Sessions: 6; Hours: 18

Introduces the stages of planning, how to implement a plan, and how to coordinate with other contractors. Includes planning resources, materials, equipment, tools, and labour. Discusses short and long-term schedules.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:30pm-9:30pm	\$123.46
Class	CC	W	Jan 10	6:30pm-9:30pm	\$123.46

Resource Control and Cost Awareness

CEA679

Sessions: 5; Hours: 15

Teaches the trainee how to measure job site productivity and how to increase it. Discusses resource, material, tool, equipment, labor, quality, and cost and resource control. Introduces cost awareness and types of reports.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Oct 30	6:30pm-9:30pm	\$109.80
Class	CC	M	Feb 19	6:30pm-9:30pm	\$109.80

Human Relations

CEA680

Sessions: 4; Hours: 12

Assists project managers in identifying their management styles, learning how and when to use their authority, in understanding how to resolve conflict, and just how to motivate employees.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Oct 25	6:30pm-9:30pm	\$95.14
Class	CC	W	Feb 21	6:30pm-9:30pm	\$95.14

Negotiations

GIC411

Sessions: 1; Hours: 4

Assists project managers in identifying the key elements of the negotiation process and interpreting nonverbal signals, as well as learning how to read and counter negotiation gambits.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 14	9:00am - 1:00pm	\$79.38
Class	CC	Sa	Feb 10	9:00am - 1:00pm	\$79.38

Problem Solving

GIC412

Sessions: 1; Hours: 6

Teaches project managers that understanding and solving problems can mean the difference between profit and loss for the company.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Oct 21	9:00am-4:00pm	\$99.82
Class	CC	Sa	Feb 17	9:00am-4:00pm	\$99.82

Estimating

CEA681

Sessions: 5; Hours: 15

Gives project managers a solid understanding of the estimating process. From creating an accurate material quantity takeoff and the pricing phase of the construction estimate to analyzing subcontractor bids and vendor quotes, estimating is explained in detail.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Oct 5	6:30pm-9:30pm	\$109.80
Class	CC	Th	Feb 8	6:30pm-9:30pm	\$109.80

Building Design and its Role in the Community

CEA 690

Sessions: 8; Hours: 24

Whether you are an armchair critic, interested observer, building inspector, corporate client or cottage owner, the role of a design professional can seem extraneous and remote. In this program, we will examine the technical terms and historic references that are the foundation of the professional's language, explore the conflict between rural design and that of urban centres, discuss the impact of recent changes in the building process throughout Ontario, and develop a better understanding of the forces of change seen in our buildings. Bring a brown bag dinner and become involved in the debate for the future look of Parry Sound!

Instructor: Michael Copas

Delivery	Campus	Day(s)	Start	Time	Fee
Class	PS	W	Oct 11	6:00pm-9:00pm	\$125.28

Safety Technology

Safety Technology Workshop

GIC404

Sessions: 1; Hours: 7

There are three components to this workshop. Risk Analysis and Assessment focuses on the relationship between human behavior and work-site safety. Participants will learn the factors involved in performance problems. Inspection, audits and observation introduces participants to the roles and responsibilities of the safety technician. Employee motivation stresses the importance of effectively communicating safety policies and procedures to all employees on the job site. Participants learn to provide employee recognition, discipline, and motivation.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Nov 18	9:00am-5:00pm	\$110.04
Class	CC	Sa	Feb 24	9:00am-5:00pm	\$110.04

Insulating

Characteristics and Installing Pipe Insulation

CEA643

Sessions: 12; Hours: 36

Covers identification of types, sizes, and uses of pipe and insulation thickness and the relationship between pipe size and insulation size. Describes characteristics of fiberglass pipe insulation and sizing requirements, as well as characteristics of ASJ jacketing.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-7:30pm	\$220.02
Class	CC	M	Jan 8	6:30pm-7:30pm	\$220.02

Installing Pipe Fittings, Valves and Flanges

CEA644

Sessions: 14; Hours: 42

Explains insulation requirements for basic types of fittings, valves, and flanges; cutting and installing mitered segments to pipe elbows; cutting for application to flanged pipe valves and insulating pipe flanges; and cutting and installing plug 90-degree ells.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 13	6:30pm-7:30pm	\$237.74
Class	CC	W	Jan 10	6:30pm-7:30pm	\$237.74

Transportation

Airbrake Endorsement

VOC386

Sessions: 3; Hours: 24

The objective of this 12-hour Ministry of Transportation approved course is to ensure that drivers attain the knowledge necessary to operate brake systems safely and are able to detect faults in these systems. Upon successful completion of the written and practical test, participants will be awarded a Canadore certificate, which they may present to the Ministry of Transportation to obtain the "Z" endorsement classification on their licence. The student must attend 100% of the course hours.

Also note that it is essential to have a full class (G) or higher driver's license prior to taking this course. You will be assigned an appointment time of approximately one half hour on the final day, which you must attend to complete the practical test.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	F, Sa, Su	Sep 8	5-10pm; 8-5pm	\$265.48
Class	CC	F, Sa, Su	Oct 6	5-10pm, 8-5pm	\$265.48
Class	CC	F, Sa, Su	Dec 8	5-10pm, 8-5pm	\$265.48
Class	CC	F, Sa, Su	Jan 26	5-10pm, 8-5pm	\$265.48
Class	CC	F, Sa, Su	Mar 2	5-10pm, 8-5pm	\$265.48

Airbrake Adjustment (Slack Adjuster)

VOC988

Sessions: 1; Hours: 6

Commercial drivers are required by law to check their airbrake adjusters. This course includes topics such as the safe and proper methods of airbrake slack adjuster inspection and adjustment. Certification is granted through the Ontario Trucking Association.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Nov 18	9:00am-3:00pm	\$156.92
Class	CC	Sa	Feb 3	9:00am-3:00pm	\$156.92

Forklift Operator Training

VOC001

Sessions: 1; Hours: 8

This course is designed to give students the minimum requirements for lift truck operators to meet the CSA B335-04 Safety Standard for Lift Trucks. This course will cover all CSA and OSHA standards to cover classes 1, 2, 3, 4, 5 and 7 lift trucks. It will allow students to operate lift trucks under the guidance and training of the employer. *Prerequisite - Students must have some previous experience in driving a lift truck*

The course consists of six hours of classroom video-based instruction. Hands-on lift truck operating and inspection instruction and a written and practical exam will be taken. Each participant receives a wall and wallet certificate and record of training form for the employer.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Sa	Sep 23	9:00am-3:00pm	\$156.16
Class	CC	Sa	Nov 25	9:00am-3:00pm	\$156.16
Class	CC	Sa	Jan 20	9:00am-3:00pm	\$156.16
Class	CC	Sa	Mar 10	9:00am-3:00pm	\$156.16



Motorcycle Rider Training

Fun and freedom with safety!

Experience the fun and freedom of motorcycling by learning at this Canada Safety Council approved rider training course.

You must:

- be 16 years of age or older;
- possess a valid learner's permit from the Ministry of Transportation, Driver Licensing section;
- wear a heavy, long-sleeved jacket, heavyweight pants, leather gloves and heavy leather footwear; and
- wear a DOT-approved helmet.

Canadore College provides an excellent off-road paved area for training and, with the assistance of local dealers, supplies the motorcycles for your training.

Enrolment is limited. Register early!

Motorcycle Rider Training M1 GIC598

Sessions: 3; Hours: 20

The course, developed by the Canada Safety Council and taught by our skilled, certified professional instructors, provides you with the basic skills to ride safely as you gain road experience. Participants who successfully complete the program receive a class "M2" license. You will practice balancing, cold starting, moving off, braking and stopping, gear changing, shoulder checking, signaling, slow-riding and pattern riding, traffic behaviour and decision making, collision avoidance and emergency braking, and dealing with obstacles.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	F, Sa, Su	Sep 15	6-9pm, 9-5 pm	\$351.20
Class	CC	F, Sa, Su	Sep 29	6-9pm, 9-5 pm	\$351.20

Motorcycle Rider Training M2 GIC855

Sessions: 3; Hours: 20

This weekend course is designed for the experienced street motorcyclist who wants to make the most of his/her riding skills. The practical training emphasizes road management skills, intersection, left and right turns, lane changes, roadside stops and expressways. Upon completion of the practical training, you will be tested for the "M" license. Candidates are required to supply their own motorcycle, which must be street legal and a minimum of 250cc in displacement.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	F, Sa, Su	Sep 22	6-9pm, 9-5 pm	\$351.20

Motorcycle Maintenance GIC597

Sessions: 6; Hours: 18

This introductory-level course is designed especially for new riders or veterans wanting to know the basics of motorcycle maintenance without the complication of "how it works". Learn how to take care of your investment and help prevent breakdowns.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:30pm-9:30pm	\$105.96
Class	CC	M	Mar 5	6:30pm-9:30pm	\$105.96

Supply Chain and Logistics

Supply Chain and Logistics Management - Ontario Graduate Certificate*

Customers are demanding flexibility, options, rapid delivery and just-in-time support. Effective management of your supply chain can give you a competitive advantage in this sophisticated environment. Today's successful supply chain managers must be strategists, able to synchronize every effort involved in the process: planning, sourcing, producing and delivery of a product or service.

SCM105	Strategic Leadership
SCM210	Logistics Systems II
SCM110	Logistics Systems I
SCM215	Global Logistics
SCM120	Project Leadership
SCM225	Placement
SCM100	Information Systems
SCM200	Communications
SCM115	Purchasing
SCM220	Marketing
SCM205	Financial Systems

*Entrance Requirements

Candidates are required to have a two or three-year college diploma or equivalent from programs in Business, Civil Engineering, Hospitality, Information Technology, Transportation or significant work experience.

*Prior Learning Assessment and Recognition (PLAR)

Potential students are eligible for PLAR credit for experiential learning or equivalent formal education. Automatic exemption is granted for students successfully completing similar courses through the Purchasing Management Association of Canada (PMAC).

Strategic Leadership

SCM105

Sessions: Indep; Hours: 45

In this course, students will develop leadership, management, and human resources skills to establish and maintain strategic alliances within an organization. Students will recognize the importance of ethics to conduct business at both national and international levels.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Logistics Systems 1

SCM110

Sessions: Indep; Hours: 45

In this course, students will evaluate the appropriateness of various modes of transportation and distribution networks in a range of situations.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	7:00pm-10:00pm	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Project Leadership

SCM120

Sessions: Indep; Hours: 45

In this course, students will apply project management principles in facilitating a team approach to business processes.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Global Logistics

SCM215

Sessions: Indep; Hours: 45

In this course, students will develop an understanding of strategic managing across national boundaries, analyzing operations and logistics problems, and implementing changes in business and corporate strategies within a global and logistics framework.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Information Systems in Logistics and Operations Management

SCM100

Sessions: Indep; Hours: 45

This course explores the fundamental concepts of an information system and the application towards the logistical industry. Topics include data resource management, trends in telecommunications and electronic business systems used by the logistics industry.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Logistics Systems 2

SCM210

Sessions: Indep; Hours: 45

A continuation of Logistics I with advanced concepts being studied. Topics include reverse logistics, service response logistics and the environmental impacts of the logistics industry.

Delivery	Campus	Day(s)	Start	Time	Fee
Internet	Indep	Indep	Sep 8	Indep	\$285.90
Internet	Indep	Indep	Jan 12	Indep	\$285.90

Marketing, Sales, and Customer Service

SCM220

Sessions: Indep; Hours: 45

In this course, students will apply marketing and sales functions and customer service skills to the total business process. Upon completion of this course you will be able to use customer service skills to liaise effectively with clients, communicate a positive image, develop a marketing strategy that complements the marketing plan, and describe the strategic and tactical issues to define-measure, and manage product and service quality.

Delivery	Campus	Day(s)	Start	Time	Fee
Corresp	Indep	Indep	Monthly	Indep	\$347.01
Corresp	Indep	Indep	Monthly	Indep	\$347.01

Are you interested in a career as a Small Engine/Marine Engine Technician?

In Fall 2006, Canadore will be offering a 40-week Small Engine/Marine Engine Pre-Apprenticeship Program in Parry Sound.

This program is designed for Aboriginal students, but non-Aboriginals are welcome to apply. This is a **FREE** program for qualified applicants.

For more information, call 474-7601, ext.5301

This Pre-Apprenticeship Program is funded by the Government of Ontario.

Collège Boréal

French as a Second Language, Beginner I, II, III

Sessions: 15 Hours: 45

EDP1212 - Beginner I

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:00pm-9:00pm	\$228.13
Class	CC	M	Jan 15	6:00pm-9:00pm	\$228.13

EDP1213 - Beginner II

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 12	6:00pm-9:00pm	\$228.13
Class	CC	Tu	Jan 16	6:00pm-9:00pm	\$228.13

EDP1214 - Beginner III

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sept 13	6:00pm-9:00pm	\$228.13
Class	CC	W	Jan 17	6:00pm-9:00pm	\$228.13

Let's get Talking for Beginner

EDA1072

Sessions: 8 Hours: 16

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sep 27	6:00pm-8:00pm	\$130.00
Class	CC	W	Feb 21	6:00pm-8:00pm	\$130.00

French as a Second Language, Intermediate I, II, III

Sessions: 15 Hours: 45

EDP1215 - Intermediate I

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	6:00pm-9:00pm	\$228.13
Class	CC	Th	Jan 18	6:00pm-9:00pm	\$228.13

EDP1211 - Intermediate II

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 14	6:00pm-9:00pm	\$228.13
Class	CC	M	Jan 15	6:00pm-9:00pm	\$228.13

EDP1216 - Intermediate III

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	W	Sept 13	6:00pm-9:00pm	\$228.13
Class	CC	Tu	Jan 16	6:00pm-9:00pm	\$228.13

French as a Second Language, Advanced I, II, III

Sessions: 15 Hours: 45

EDP1217 - Advanced I

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 14	6:00pm-9:00pm	\$228.13
Class	CC	W	Jan 17	6:00pm-9:00pm	\$228.13

EDP1218 - Advanced II

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 13	6:00pm-9:00pm	\$228.13
Class	CC	Th	Jan 18	6:00pm-9:00pm	\$228.13

EDP1219 - Advanced III

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Th	Sep 14	6:00pm-9:00pm	\$228.13
Class	CC	W	Jan 17	8:00pm-11:00pm	\$228.13

Let's get Talking for Advanced / Intermediate

EDA1072

Sessions: 8 Hours: 16

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	Tu	Sep 26	6:00pm-8:00pm	\$130.00
Class	CC	Tu	Feb 19	6:00pm-8:00pm	\$130.00

French as a Second Language, Conversational

Sessions: 15 Hours: 36

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	M	Sep 11	8:00pm-11:00pm	\$188.71
Class	CC	M	Jan 22	8:00pm-11:00pm	\$188.71

Workshop for French as a Second Language

Retention

Start date: September 11, 2006, January 15, 2007

Grammatical proficiency

Start date: September 14, 2006; January 18, 2007

French Language Proficiency Evaluation

Oral and written testing, by appointment. Contact Collège Boréal at 753-5420.

Le français au bureau

EDP1121

Sessions : 15 Heures : 45

Les règles d'usage du français dans le monde des affaires seront abordées à l'aide de plusieurs exemples et expériences.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	lundi	11 septembre	20 h à 23 h	\$228.13
Class	CC	mardi	16 janvier	18 h à 21 h	\$228.13

La grammaire du français

EDP1221

Sessions : 15 Heures : 45

Ce cours d'adresse à tous ceux qui, dans leur vie professionnelle ou privée, ressentent le besoin d'améliorer leur langue écrite et parlée. À partir de lettres ou d'autres écrits administratifs proposés, on fait le point sur certaines techniques d'écriture et on approfondit les règles grammaticales.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	mardi	12 septembre	18 h à 21 h	\$228.13
Class	CC	mercredi	17 janvier	18 h à 21 h	\$228.13

Français approfondissement de la langue

EDP1226

Sessions : 15 Heures : 45

Révision, approfondissement et maîtrise de la grammaire et des règles élémentaires de la syntaxe afin d'améliorer le langage écrit.

Delivery	Campus	Day(s)	Start	Time	Fee
Class	CC	mercredi	13 septembre	20 h à 23 h	\$228.13
Class	CC	jeudi	18 janvier	20 h à 23 h	\$228.13



Collège Boréal



To register / Pour s'inscrire

(877) 241-1116 echo@borealc.on.ca

General Information

Registration Information

How do you register?

In Person

College Drive, Parry Sound or West Nipissing Campus

By Phone

Part-Time Student Registration (705) 474-7600
or toll free (800) 519-3534 ext. 5420

By Fax

Part-Time Student Registration (705) 494-7462

By Mail

Part Time Registration, Canadore College
P.O. Box 5001, 100 College Drive
North Bay, ON P1B 8K9

Online

Visit our Web site at www.canadorec.on.ca and click on "Online Services - Main Menu"

Note: You will find a pull-out registration form in the centre of this publication. In the event that it has already been used, please call the above number to request a new form.

It is your responsibility to ensure that:

- you have selected and enrolled in the correct course;
- you have the required prerequisites; and
- your transcript is accurate.

What is a prerequisite?

A prerequisite is a course (or other qualification) required for entry to another course. It is your responsibility to ensure that all prerequisites are met before registering.

Senior Citizens' Fees

Senior citizens 55 and older are eligible for a 15% tuition discount on all continuing education courses! In addition, financial assistance is available for candidates who qualify. There may also be an additional material fee charge.

Entry Requirements

You may enrol at Canadore College if you are 19 years of age or over or if you have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent. General interest courses are intended primarily for adults unless otherwise specified. Some programs may require successful completion of Grade 12 English, Mathematics, or Science (or equivalent). Previous work/life experience may earn you advanced course standing. If you are uncertain of your ability to handle a program, please inquire about academic upgrading. For information, contact the Registrar's Office, (705) 474-7600 or toll free (800) 519-3534 ext. 5123.

Fees •

Fees for credit and non-credit subjects vary. In addition, material fees may be charged to cover the cost of material. Fees listed in this calendar include applicable taxes.

Tuition Costs

How does the college decide what to charge for its Continuing Education courses?

With the exception of courses that begin with the codes VOC, GIC, and CEV, all courses fall under the funding guidelines of the Ministry of Training, Colleges, and Universities (MTCU) and are costed at the rate of \$4.54 per course hour. Since the tuition fee does not cover the cost of offering these courses, the college receives additional funding from MTCU to help defray the additional costs. As well, additional Board of Governors-approved fees include a \$5.00 fee per course that is used to help fund the Student Centre and a computer fee of \$0.20 per contact hour. An administrative fee is charged for all Continuing Education courses. These fees vary according to the types of course in which you are enrolled.

Courses with codes that begin with VOC, GIC, or CEV are not eligible for funding from MTCU. The registration fee must cover all costs associated with offering these courses. Since courses have different costs, fees are determined on an individual course basis and often vary from one course to another.

Financial Assistance

Grants

Ontario Special Bursary

Students enrolling in Ministry-approved college credit or non-credit courses have access to financial assistance through the Ontario Special Bursary Program (course codes beginning with GIC excluded). These bursaries are non-repayable grants that may include assistance for tuition, books, travel and child care, and are awarded based on financial need. A maximum of \$2500 per academic year is available.

Personal Needs Assistance Fund

The Personal Needs Assistance Fund is available to assist Continuing Education and Part-time students who are registered in Ministry-approved credit and non-credit courses. Access to these funds is based on financial need.

Canada Study Grant

The Canada Study Grant is available to part-time students enrolling in college credit courses. Based on financial need and approved at the discretion of the financial aid officer, these funds may be used to subsidize tuition, books, and other expenses.

Loans

Ontario Student Assistance Program (OSAP)

OSAP loans are available to students who are in a course of study which carries at least 60% of a full credit load. These loans are based on financial need and used to subsidize tuition, books, and living allowance.

Canada Student Loans

These loans are based on financial need and used to subsidize part-time students enrolled in credit courses. They may be used for tuition, books and living expenses, and are approved at the discretion of the financial aid officer.

If you think you may be eligible for financial assistance, please contact the college's Financial Aid Office at (705) 474-7601 or toll free (800) 519-3534 ext. 5619 or ext. 5214.

Audit Status

Audit status, which applies when students register in credit courses but do not receive credits and/or marks, must be specified at the time of registration. All prerequisites are applicable to audited courses. Students are limited to a maximum of two audit subjects per academic year. Permission to register for audit status must be obtained from the appropriate program coordinator and, where applicable, the faculty advisor. Tuition fees for audited courses and credit courses are the same, however, audit students are not entitled to write examinations and/or participate in other evaluation privileges. Audit students do not receive credit for audited courses and they may not transfer to credit status after registering as audit students. Note: Approval for audit status, which is granted after registration is complete, is subject to space availability. Priority is always given to students seeking credit status.

Textbooks/Supplies

In all subjects, the purchase of textbooks and supplies is the responsibility of the participant. In most subjects, participants are expected to purchase a textbook that is usually available at the Campus Shop. In some skill or craft subjects, supplies are required. When supplies are required, costs vary depending on the project(s) to be completed. Traditional Classroom Delivery: If you register in a course that is delivered in the traditional classroom format, your instructor will provide you with the name of the textbook you need to buy. Please go to the first night of your course before purchasing your textbook. Distance Education Delivery: If you register in a Contact North / Contact Nord or a correspondence course, you pay for your textbook and/or materials at the time of registration - your book will be mailed to you by the College's Distance Education Office. If you register in an Internet course, you are expected to purchase your textbook from a retail outlet. The name of the book, its source and ISBN number will be provided with your letter of confirmation, which will be mailed to you by the Distance Education Office. The textbook may be purchased from the College's Campus Shop at (705) 474-7600 or toll free (800) 519-3534 ext. 5347.

College Cancellation Policy

Canadore College reserves the right to postpone, combine, or cancel classes, limit registration, and/or change instructors. If insufficient enrolment causes the cancellation of a course, fees will be fully refunded or transferred (space permitting) to another subject of your choice in the same semester.

Withdrawal from a Course

Withdrawal from a course is your responsibility and all requests must be processed through the Part-time Registration Office in person or by telephone (705) 474-7600, ext 5420 before the second regularly scheduled class. Your tuition fee will be refunded, less a \$10 processing fee. You will not receive an academic record. Non-attendance in classes does not constitute a notice of withdrawal. After the second scheduled class, fees are neither transferable nor refundable. When a withdrawal is requested after the refund date, the withdrawal period is 15 calendar days after registration and seven calendar days prior to the scheduled end date of the course. Within this time period a "WD" grade will be assigned to your student record; this does not affect your grade point average (GPA). After the withdrawal period has passed the course will remain on your student record with the grade earned or a Repeat (R).

Refunds and Withdrawal from a Weekend Course or Seminar

A full refund, less a \$10 processing fee, will be issued for cancellations received by 4:00 pm two working days prior to the start of the course(s). Cancellations received after the deadlines are non-refundable or transferable. Refunds may take from three to six weeks to be processed from the date the refund request is received.

Refunds and Withdrawal from a Computer Workshop

A full refund, less a \$10 processing fee, will be issued for cancellations received two working days prior to the workshop date, except where otherwise noted. No refunds will be issued after the workshop start date. The full fee is payable if a participant fails to attend; however, a delegate substitution is permitted up to and including the first day of the workshop. The college reserves the right to cancel workshops due to insufficient registration. Refunds may take from three to six weeks to be processed from the date the refund request is received.

Note to Late Registrants

We regret that exceptions to the Cancellation Policy cannot be made for students who register late in a course. There will be no refunds issued on late registrations.

Waiting Lists

If you apply for a course that is filled, you may ask to have your name added to a waiting list. The office will contact you if a vacancy becomes available in the class or another section is added. Prospective students are contacted in the order in which their names appear on the waiting list.

Injury

Canadore College is not responsible for any claims for damage relative to any accident or injury resulting from a student’s participation in a Canadore College program or activity.

Notice of Waiver

Every effort is made to ensure the accuracy of this information as of the date of publication; however, information of this type tends to become outdated with time. Therefore, the college reserves the right to modify or cancel any program, option, course, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made, after publication, in areas beyond our control.

Harassment and Discrimination Policy

Harassment and discrimination are cruel and disruptive behaviours against others. They can have devastating effects. The Ontario Human Right Code prohibits them. Everyone has the right to work in an environment that is free from harassment and discrimination on all prohibited ground as stated in the Ontario Human Rights Code: race, ancestry, place of origin, colour, ethnic origin (including language, dialect or accent), citizenship, creed, sex, sexual orientation, disability, age, marital status, family status, the receipt of public assistance, record of provincial offences or pardoned federal offences.

It is the responsibility of each member of the campus community to help create an environment which is harassment and discrimination-free as both work and learning can best be accomplished in an atmosphere of understanding and mutual respect for the dignity and rights of each individual.

In accordance with the Ontario Human Rights code and the Policy Framework for Colleges as determined by the Government of Ontario, Canadore College recognizes its responsibility to develop positive attitudes, values,

behaviours and practices among its student, staff, governing bodies and community. Our goal is ZERO TOLERANCE of harassment and discrimination.

Campus Safety

At Canadore College, the safety and security of our students and staff is a prime concern. Through special initiatives and audits, we strive to keep our surroundings comfortable and safe for everyone. A brochure outlining campus safety initiatives is available from the Security and Human Resources offices.

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