How to Register for Courses

Registration begins on **August 2** for fall courses. Please note that total fees must be remitted upon registration. Please be sure to read the refund policy available on our website and in this document prior to registering.

Register Early!

Please register at least three working days prior to the first scheduled class. This may help prevent a class cancellation.

On the Web

cambriancollege.ca/continuing

To register for courses offered through Continuing Education or to see when they’re running, how long the course lasts, and the cost, you will need to:

1. Click on All Courses.
2. Type the word you are looking for (e.g. ABC 1234) Leave a space after the first 3 letters.
3. Move your mouse to the course you are interested in. A magnifying glass will appear and you’ll click it to see details about the course. Meeting Times shows start and end dates and Additional Materials shows books and hardware or software if any are required.
4. Click the Add button to add the course.
5. Click the Register button on the bottom right of the screen.
6. Your student number is your 8 digit number beginning with an A – example A0001001; your password is your date of birth MMDDYY.
7. If you do not have a student number, you can create one.
8. Follow the prompts and pay for the course.

In Person/By Phone

Enrolment Centre

(705) 566-8101, extension 3003 or 1-800-461-7145

*Regular hours:* Monday–Friday, 8:30 a.m.–4:30 p.m.
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Methods of Instruction

For your convenience, Cambrian offers courses in a variety of formats. As you look through this publication, you will see that each course offered will specify the methods of instruction available. Some courses may be offered in more than one delivery format. The following delivery methods are available:

- Cambrian Moodle Online
- OntarioLearn Online
- Paper-based Correspondence

A detailed explanation of each format is outlined below.

1. Cambrian Moodle Online (C)

Join the many who are experiencing the flexibility and convenience of online learning and participate in a virtual classroom that you may attend any time – 24 hours a day, 7 days per week – without leaving your home or office. You can enrol in a wide selection of courses to satisfy an interest or take a coherent set of courses that lead to the completion of a certificate. Our interactive online courses will provide you with the opportunity to learn anywhere, anytime, at your pace, and in your space.

2. OntarioLearn Online (O)

OntarioLearn.com is a consortium of 22 colleges in the province of Ontario which have joined together to offer online courses in a manner that promotes convenience, quality, and variety. Cambrian College is pleased to be an active member of this consortium. If you register for one of these OntarioLearn.com courses, you remain a Cambrian College student, but now have access to a wider range and number of topics for your studies. To learn more about the OntarioLearn.com network, please visit the website at ontariolearn.com, visit Cambrian’s website at cambriancollege.ca/continuing, or contact the Off-campus Program Officer at (705) 566-8101, extension 7214 or by email at continuing@cambriancollege.ca.

**NOTE:** All courses have start and end dates. Also, most courses have due dates for assignments and tests.

Students registered for online courses (Cambrian Moodle or OntarioLearn) will receive an email containing instructions on how to log in, where to locate the booklist, and who to contact for help if needed. Those who have registered more than 7 days prior to the course start date will receive their email shortly before the course start date. Others will receive the email within 24 hours of registration. Once a student logs in, he/she will receive further instructions, course information, assignments, and other course related resources. He/she will also be able to interact with the course professor and fellow classmates. Some courses may have scheduled chat sessions and/or group work, assignment due dates, and specified exam dates/periods. All courses have a start and end date. It is expected that all students taking online courses have basic computer literacy and a comfort level with the Internet. Students who plan on accessing their online course material at their place of employment should check for any technical (e.g., firewalls, spam filters, junk folders) and/or download restrictions. Students are strongly encouraged to log into their course as soon as possible in order to sort out any potential difficulties prior to the course drop and refund dates.

3. Paper-based Correspondence (P)

Courses begin around the first of each month and must be completed within the number of weeks specified. The total fee includes tuition and course materials (i.e., manual or study guide) as well as shipping and handling fees and envelopes for assignments, if applicable. Students are responsible for postage for any assignments which must be submitted in hard copy. The course manual/guide is shipped by courier prior to the course start date or upon registration if registering after the start date. Professor information, schedules for exams and assignments, Testing Centre hours of operation, and a proctor form will be included. For some courses, the purchase of textbooks are required. Textbooks can be purchased at the Cambrian College Bookstore. Check individual course descriptions for details.

The Booklists are Online

Please look at Helpful Information on our website to see which textbooks and/or software that you require. Textbook and software costs are not included in tuition.
PART-TIME
CERTIFICATE PROGRAMS
Accounting I Certificate (ACTO)

Do you enjoy working with numbers? Are you committed to working towards a lucrative educational goal? Whether your goal is to be employed in the commerce industry or in government, this program will offer you the opportunity to acquire skills and knowledge in the accounting discipline.

Most of these courses are online, but two courses are only available in class.

Employment Opportunities

Students may find opportunities in both the private and public sector, specifically as accounting technicians, cost accountants, auditors, payroll officers, and working in banks/financial institutions.

Admission Requirements

Unless otherwise stated for a specific course, any adult (minimum age 19) regardless of residence, previous schooling, or experience may enrol in any of the part-time courses for this certificate program.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $6,000. Students may pay for one course at a time. The cost of textbooks is approximately $2,300.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the ACTO Program

Please fill in the Application Form at the end of this document. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and/or software that you require. Textbook and software costs are not included in tuition.

<table>
<thead>
<tr>
<th>Program Courses (in recommended order)</th>
<th>Course</th>
<th>Prerequisite</th>
<th>Semester Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100 Introduction to Accounting</td>
<td>—</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>BUS 1100 Business Mathematics</td>
<td>—</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ISP 1100 Computer Competency</td>
<td>—</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>BUS 1200 Mathematics of Finance</td>
<td>BUS 1100 Business Mathematics</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 1310 Financial Accounting</td>
<td>ACC 1100 Introduction to Accounting</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 1215 Accounting Simulation</td>
<td>ACC 1100 Introduction to Accounting</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 1117 Intermediate Accounting I</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 3501 Auditing</td>
<td>ACC 1310 Financial Accounting</td>
<td>In class only</td>
<td></td>
</tr>
<tr>
<td>ACC 3540 Taxation I</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 1118 Intermediate Accounting II</td>
<td>ACC 1117 Intermediate Accounting I</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 2320 Management Accounting I</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
<td></td>
</tr>
<tr>
<td>ACC 1119 Intermediate Accounting III</td>
<td>ACC 1117 Intermediate Accounting II</td>
<td>F / W / S</td>
<td></td>
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<tr>
<td>ACC 1121 Intermediate Accounting IV</td>
<td>ACC 1117 Intermediate Accounting III</td>
<td>In class only</td>
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</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Code</td>
<td>Fee</td>
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<tr>
<td>Paper-based correspondence: $516.94</td>
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<tr>
<td>Computer Competency, Introduction to</td>
<td>4</td>
<td>ISP 1100</td>
<td>$451.94</td>
</tr>
<tr>
<td>Accounting Simulation</td>
<td>3</td>
<td>ACC 1215</td>
<td>$340.20</td>
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<tr>
<td>Taxation I</td>
<td>4</td>
<td>ACC 3540</td>
<td>$451.94</td>
</tr>
<tr>
<td>Management Accounting I</td>
<td>4</td>
<td>ACC 2320</td>
<td>$451.94</td>
</tr>
</tbody>
</table>
Bookkeeping Certificate (BKKP)

Cambrian College, in cooperation with the Canadian Institute of Bookkeeping (CIB), offers this program for the part-time student wishing to pursue a career as a professional bookkeeper.

The program consists of theory and hands-on computer applications. Practical experience is recommended before attempting to qualify for certification with the CIB. Exemptions are granted to Cambrian students through the CIB when a grade of 65% or better is achieved in the program. Certain courses may be subject to a time limit for registration. For CIB membership and/or exemption information, visit www.cibcb.com.

All of these courses are available online.

Employment Opportunities

Graduates may find opportunities in both private and public sectors as bookkeepers, payroll officers, in accounts receivable, and in payable departments and as office clerks.

Admission Requirements

Unless otherwise stated for a specific course, any adult (minimum age 19) regardless of residence, previous schooling, or experience may enrol in any of the part-time courses for this certificate program.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $5,000. Students may pay for one course at a time. The cost of textbooks is approximately $2,500.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the BKKP Program

Please fill in the Application Form at the end of this document. You do not require transcripts. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and/or software that you require. Textbook and software costs are not included in tuition.
## Program Courses (in recommended order)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall / Winter / Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 1100 Introduction to Accounting</td>
<td></td>
<td>F / W / S</td>
</tr>
<tr>
<td>ISP 1100 Computer Competency</td>
<td></td>
<td>F / W / S</td>
</tr>
<tr>
<td>ISP 3026 Spreadsheet</td>
<td></td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACC 1310 Financial Accounting</td>
<td>ACC 1100 Introduction to Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACC 2310 Managerial Accounting</td>
<td>ACC 1100 Introduction to Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACC 1017 Introduction to Internal Audit</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>BUS 1030 Payroll Administration</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACT 1000 Simply Accounting for Windows</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACC 1117 Intermediate Accounting I</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACC 3540 Taxation I</td>
<td>ACC 1310 Financial Accounting</td>
<td>F / W / S</td>
</tr>
<tr>
<td>ACT 1002 Simply Accounting II</td>
<td>ACT 1000 Simply Accounting for Windows</td>
<td>F / W / S</td>
</tr>
</tbody>
</table>

### Financial Accounting, Introduction to (4 credits) C, P
ACC 1100 | $451.94 | Oct 3–Jan 16, Nov 1–Feb 14

*Paper-based correspondence: $516.94*
Oct 3–Jan 16, Nov 1–Feb 14

### Computer Competency, Introduction to (4 credits) C
ISP 1100 | $451.94 | Sept 6–Dec 20, Nov 1–Feb 14

### Spreadsheet Management (3 credits) C
ISP 3026 | $340.20 | Sept 6–Dec 20, Nov 1–Feb 14

### Financial Accounting II (4 credits) C
ACC 1310 | $451.94 | Oct 3–Jan 16, Nov 1–Feb 14

### Managerial Accounting (4 credits) C
ACC 2310 | $451.94 | Oct 3–Jan 16, Nov 1–Feb 14

### Internal Audit, Introduction to (4 credits) C
ACC 1017 | $451.94 | Oct 3–Jan 16, Nov 1–Feb 14

### Payroll Administration (3 credits) O
BUS 1030 | $431.20 | Sept 6–Dec 13, Oct 3–Jan 9, Nov 1–Feb 7

### Sage 50 (2 credits) O
ACT 1000 | $319.47 | Sept 6–Dec 13

### Intermediate Accounting I (5 credits) C
ACC 1117 | $563.67 | Oct 3–Jan 16, Nov 1–Feb 14

### Taxation I (4 credits) C
ACC 3540 | $451.94 | Oct 3–Jan 16, Nov 1–Feb 14

### Simply Accounting II (2 credits) O
ACT 1002 | $319.47 | Sept 6–Dec 13
Diabetes Education Graduate Certificate (DICT)

This certificate program, designed in collaboration with the Northern Diabetes Health Network, is available only to Registered Nurses and Registered Dietitians. The program will cover topics such as disease process, management of diabetes, patient education, living with diabetes, and special issues with diabetes. The program includes two fieldwork components.

All of these courses are available online.

Employment Opportunities

Graduates of the program may find employment in a variety of health centres.

Admission Requirements

Proof of registration as a Registered Nurse or Registered Dietitian.

Fieldwork / Placement

- Current Standard First Aid and CPR Level C.
- Up-to-date Immunization Record (including a 2-step TB skin test within 3 months of fieldwork start date or a chest X-ray [not more than one year old if TB skin test is positive]).
- It is also recommended and assumed that students have a basic knowledge of human physiology.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $1,900. Students may pay for one course at a time. The cost of textbooks is approximately $375.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the DICT Program

Please fill in the Application Form at the end of this document. In addition, you must provide proof of current status as an RN or Registered Dietician. There is no cost for this application. Send the form and proof to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
## Program Courses (in recommended order)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall / Winter / Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC 0102 Diabetes: The Basics</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>DEC 0100 Diabetes Education: Approaches to Practice</td>
<td>DEC 0102 Diabetes: The Basics</td>
<td>F / W / S</td>
</tr>
<tr>
<td>DEC 0101 Living with Diabetes</td>
<td>DEC 0100 Diabetes Education: Approaches to Practice</td>
<td>F / W / S</td>
</tr>
<tr>
<td>DEC 1004 Special Issues with Diabetes</td>
<td>DEC 0101 Living with Diabetes</td>
<td>F / W / S</td>
</tr>
<tr>
<td>DEC 1003 Diabetes Fieldwork I</td>
<td>DEC 1004 Special Issues with Diabetes</td>
<td>F / W / S</td>
</tr>
<tr>
<td>DEC 1005 Diabetes Fieldwork II</td>
<td>DEC 1003 Diabetes Fieldwork I</td>
<td>F / W / S</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes: The Basics (3 credits) O</td>
<td></td>
<td>$431.20</td>
<td>Sept 6–Dec 13, Nov 1–Feb 7</td>
</tr>
<tr>
<td>DEC 0102</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Diabetes Education: Approaches to Practice</td>
<td>DEC 1003 Diabetes Fieldwork II</td>
<td>$228.47</td>
<td>Sept 6–Nov 15, Nov 1–Jan 10</td>
</tr>
<tr>
<td>DEC 0100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living with Diabetes (3 credits) O</td>
<td></td>
<td>$431.20</td>
<td>Sept 6–Dec 13, Nov 1–Feb 7</td>
</tr>
<tr>
<td>DEC 0101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Issues with Diabetes (2 credits) O</td>
<td></td>
<td>$319.47</td>
<td>Sept 6–Dec 13, Nov 1–Feb 7</td>
</tr>
<tr>
<td>DEC 1004</td>
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<tr>
<td>Diabetes Field Work (2 credits) O</td>
<td></td>
<td>$228.47</td>
<td>Sept 6–Nov 15, Nov 1–Jan 10</td>
</tr>
<tr>
<td>DEC 1003</td>
<td></td>
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</tbody>
</table>

Diabetes Field Work II (2 credits) C
DEC 1005 | $228.47 | Sept 6–Nov 15, Nov 1–Jan 10
Food Service Worker Certificate (FSWO)

The Food Service Worker certificate program will provide students with the knowledge, skills, and abilities required to perform effectively in institutional, commercial, or long-term care food preparation settings.

All of these courses are available online except FSW 0111 which is available via paper-based correspondence.

Employment Opportunities

Graduates may secure employment in many areas of food service handling including hospitals, nursing homes, cafeterias, or restaurants.

Admission Requirements

Unless otherwise stated for a specific course, any adult (minimum age 19) with Ontario Secondary School Grade 10 may enrol in any of the part-time courses for this certificate program.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,500. Students may pay for one course at a time. The cost of textbooks is approximately $150.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the FSWO Program

Please fill in the Application Form at the end of this document. In addition, you must provide transcripts as grade 10 is the minimum requirement of entry into this program. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

Please ask your college, university, or high school to send your official, sealed transcripts (you cannot send them) to:

Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and/or software that you require. Textbook and software costs are not included in tuition.
Program Courses *(in recommended order)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall / Winter / Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRM 1001 Institutional Food Services</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HEA 1019 Sanitation and Safety</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HEA 1011 Quality Food Preparation</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HEA 1007 Communication and the Food Service Worker</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HEA 1012 Introduction to Nutrition</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>FSW 0111 Basic Food Preparation</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HEA 1030 Nutrition in Health Care</td>
<td>HEA 1012 Introduction to Nutrition</td>
<td>F / W / S</td>
</tr>
</tbody>
</table>

Communication for the Food Services Worker *(2 credits)* O
HEA 1007 | $319.47 | Sept 6–Dec 13

Nutrition, Introduction to *(3 credits)* O
HEA 1012 | $431.20 | Sept 6–Dec 13

Basic Food Preparation *(3 credits)* P
*Paper-based correspondence:*
FSW 0111 | $405.20 | Sept 6–Dec 20, Nov 1–Feb 14

Institutional Food Service *(3 credits)* O
HRM 1001 | $431.20 | Sept 6–Dec 13

Sanitation and Safety *(3 credits)* O
HEA 1019 | $431.20 | Sept 6–Dec 13

Quality Food Preparation *(3 credits)* O
HEA 1011 | $431.20 | Sept 6–Dec 13
Home Inspection Certificate (HICE)

Cambrian College has partnered with Carson Dunlop and Associates to provide a program that satisfies the Standards of Practice of ASHI (American Society of Home Inspectors) and the baseline requirements of the OAHI (Ontario Association of Home Inspectors). The Carson Dunlop program is the only training program that fully complies with ASHI curriculum and standards of practice.

The curriculum will prepare students with the skills and knowledge to identify the implications of problems in homes such as weather damage, poor workmanship, and old age. Emphasis is on practical knowledge of the performance of systems and components in a house, not on theory.

Students pursuing the Home Inspection certificate program may wish to further their studies to become a Home Inspector and seek membership with the Ontario Association of Home Inspectors. Please refer to the Ontario Association of Home Inspectors website www.oahi.com for more information and their membership requirements. For more information about the Cambrian College/Carson Dunlop program, please visit:

- Carson Dunlop (www.carsondunlop.com)
- American Society of Home Inspectors (www.ashi.org)

All of these courses are available online and run 3 times a year: January, May, and September.

Employment Opportunities

Home inspection became part of the real estate scene in the mid 70's and since then consumer demand has risen steadily. Approximately 60% of resale homes in North America are inspected and there is considerable room for growth in this profession.

Admission Requirements

It is recommended that students have some experience with the construction/housing industry but any adult may enrol in the certificate.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $4,400. Students may pay for one course at a time. The cost of textbooks is approximately $2,750.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the HICE Program

Please fill in the Application Form at the end of this document. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months).

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and/or software that you require. Textbook and software costs are not included in tuition.
### Program Courses (in recommended order)

<table>
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<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall / Winter / Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIC 1001 Structure Inspection</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HIC 1002 Electrical Inspection</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HIC 1003 Heating Inspection I</td>
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<tr>
<td>HIC 1004 Heating Inspection II</td>
<td>HIC 1003 Heating Inspection I</td>
<td>F / W / S</td>
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<tr>
<td>HIC 1005 Roofing Inspection</td>
<td>—</td>
<td>F / W / S</td>
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<tr>
<td>HIC 1006 Air Conditioning and Heat Pump Inspection</td>
<td>—</td>
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<tr>
<td>HIC 1007 Exterior Inspection</td>
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<td>F / W / S</td>
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<tr>
<td>HIC 1008 Plumbing Inspection</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HIC 1009 Interior and Insulation Inspection</td>
<td>—</td>
<td>F / W / S</td>
</tr>
<tr>
<td>HIC 1010 Communication and Professional Practice</td>
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Structure Inspection (3 credits) O  
HIC 1001 | $431.20  | Sept 6–Dec 13  

Electrical Inspection (3 credits) O  
HIC 1002 | $431.20  | Sept 6–Dec 13  

Heating Inspection I (3 credits) O  
HIC 1003 | $431.20  | Sept 6–Dec 13  

Heating Inspection II (3 credits) O  
HIC 1004 | $431.20  | Sept 6–Dec 13  

Roofing Inspection (3 credits) O  
HIC 1005 | $431.20  | Sept 6–Dec 13  

AC and Heat Pump Inspection (3 credits) O  
HIC 1006 | $431.20  | Sept 6–Dec 13  

Exterior Inspection (3 credits) O  
HIC 1007 | $431.20  | Sept 6–Dec 13  

Plumbing Inspection (3 credits) O  
HIC 1008 | $431.20  | Sept 6–Dec 13  

Interior and Insulation Inspection (3 credits) O  
HIC 1009 | $431.20  | Sept 6–Dec 13  

Communication and Professional Practice (3 credits) O  
HIC 1010 | $431.20  | Sept 6–Dec 13  

Applied Learning Disability Specialist Graduate Certificate (LDGC)

This graduate certificate program is designed to build upon existing knowledge in the field of education for professionals interested in working with students with learning disabilities.

The focus will be on developing a thorough understanding of the impact of learning disabilities, including the social-emotional impacts. Coexisting conditions are also explored including mental illness, non-verbal learning disabilities, and Attention Deficit Hyperactivity Disorder.

This is a practical program with specific courses related to the development of learning strategies and applications and in how to utilize assistive technology.

All of these courses are available online.

Employment Opportunities

This graduate certificate will provide educators at every level with increased opportunities in the field of education. Graduates may find employment in elementary and secondary schools, postsecondary institutions, and within agencies that provide support to persons with learning disabilities.

Admission Requirements

The minimum requirements for admission to the Learning Disability Specialist programs are as follows:

- Minimum 2- or 3-year diploma or degree from an accredited postsecondary institution.

It is recommended that the diploma/degree described above is related to the field of education.

Additional Information

Participants in this program will be required to work with students with learning disabilities.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $4,900. Students may pay for one course at a time. The cost of textbooks is approximately $125.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the LDGC Program

Please fill in the Application Form at the end of this document. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months). Please ask your college or university to send your official, sealed transcripts (you cannot send them) to:

Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

On the application form, please specify the following:

- LDGC for program name
- < 5 years for length
- Part-time

You can leave the rest of that section blank.

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Semester Offerings</th>
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<tbody>
<tr>
<td><strong>Program Courses (in recommended order)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>Prerequisite</strong></td>
<td><strong>Fall / Winter / Spring</strong></td>
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<tr>
<td>GIC 1155 <em>Understanding Learning Disabilities</em></td>
<td>—</td>
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</tr>
<tr>
<td>GIC 1156 <em>Legal Foundations</em></td>
<td>GIC 1155 <em>Understanding Learning Disabilities</em></td>
<td></td>
</tr>
<tr>
<td>GIC 1157 <em>Introduction to Assistive Technology</em></td>
<td>GIC 1155 <em>Understanding Learning Disabilities</em></td>
<td></td>
</tr>
<tr>
<td>GIC 1158 <em>Introduction to Learning Strategies</em></td>
<td>GIC 1155 <em>Understanding Learning Disabilities</em></td>
<td></td>
</tr>
<tr>
<td>GIC 1159 <em>Professional and Ethical Practice</em></td>
<td>GIC 1156 <em>Legal Foundations</em></td>
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</table>
| LST 1000 *Learning Strategies: Academic* | GIC 1157 *Introduction to Assistive Technology*  
GIC 1158 *Introduction to Learning Strategies* | |
| LST 1020 *Learning Strategies: Efficiency* | GIC 1157 *Introduction to Assistive Technology*  
GIC 1158 *Introduction to Learning Strategies* | |
| LST 1010 *Learning Applications of Assistive Technology* | LST 1000 *Learning Strategies: Academic*  
LST 1020 *Learning Strategies: Efficiency* | |
| AST 1000 *Text to Speech* | GIC 1157 *Introduction to Assistive Technology*  
GIC 1158 *Introduction to Learning Strategies* | |
| AST 1010 *Voice Recognition Software* | LST 1010 *Learning Applications of Assistive Technology*  
AST 1020 *Integrating Assistive Technology with Learning Strategies* | |
| AST 1005 *Advanced Assistive Technology* | AST 1000 *Text to Speech*  
AST 1010 *Voice Recognition Software* | |
| AST 1020 *Integrating Assistive Technology with Learning Strategies* | AST 1000 *Text to Speech*  
AST 1010 *Voice Recognition Software* | |
| GIC 1161 *Adults with ADHD and LD* | GIC 1157 *Introduction to Assistive Technology*  
GIC 1158 *Introduction to Learning Strategies* | |
| GIC 1162 *Developing and Delivering Workshops* | LST 1010 *Learning Applications of Assistive Technology*  
AST 1020 *Integrating Assistive Technology with Learning Strategies* | |
| LDS 1000 *Accommodations for Students with LD* | GIC 1159 *Professional and Ethical Practice* | |
| LDS 1001 *Learning Disabilities and Mental Health* | GIC 1159 *Professional and Ethical Practice* | |
| LDS 1002 *Nonverbal Learning Disabilities* | GIC 1159 *Professional and Ethical Practice* | |
| LDS 1003 *Transition Issues for Students with LD* | GIC 1159 *Professional and Ethical Practice* | |
| LST 1030 *Applied Study: Learning Strategies* | Completion of all courses above | |
| AST 1030 *Applied Study: Assistive Technology* | Completion of all courses above LST 1030 | |
Learning Disability Specialist: Assistive Technologist Graduate Certificate (ATLD)

This Learning Disability Specialist program is designed for educators who work with students with diagnosed learning disabilities. The program focuses on providing participants with methods and tools necessary for working with students who have significant information processing difficulties as they relate to organizational, analytical, comprehension, general study, and coping skills.

All of these courses are available online.

Employment Opportunities

This program builds on the knowledge and training that participants would have attained in preparing for positions as educational assistants, resource teachers, learning strategists, disability counsellors, educational tutors, or assistive technologists for students with learning disabilities in the elementary, secondary, or postsecondary settings.

Admission Requirements

The minimum requirements for admission to the Learning Disability Specialist programs are as follows:

• Minimum 2- or 3-year diploma or degree from an accredited postsecondary institution.

It is recommended that the diploma/degree described above is related to the field of education or computer science.

Additional Information

Participants in this program will be required to work with students with learning disabilities.

Tuition Fee (Canadian Students)

Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,300. Students may pay for one course at a time. The cost of textbooks is approximately $125.

Tuition Fee (International Students)

Fees are charged per course according to current international rates and will vary accordingly.

Applying for the ATLD Program

Please fill in the Application Form at the end of this document. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months). Please ask your college or university to send your official, sealed transcripts (you cannot send them) to:

Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

On the application form, please specify the following:

• ATLD for program name
• < 5 years for length
• Part-time

You can leave the rest of that section blank.

The Booklist is Online

Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
### Program Courses (in recommended order)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
<th>Fall / Winter / Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIC 1155 Understanding Learning Disabilities</td>
<td>—</td>
<td>Please email for schedule</td>
</tr>
<tr>
<td>GIC 1156 Legal Foundations</td>
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<td></td>
</tr>
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<td>GIC 1157 Introduction to Assistive Technology</td>
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<td></td>
</tr>
<tr>
<td>GIC 1158 Introduction to Learning Strategies</td>
<td>GIC 1155 Understanding Learning Disabilities</td>
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</tr>
<tr>
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<td>AST 1000 Text to Speech</td>
<td>AST 1010 Voice Recognition Software</td>
</tr>
</tbody>
</table>

One of the Following Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisite</th>
</tr>
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<tbody>
<tr>
<td>GIC 1161 Adults with ADHD and LD</td>
<td>GIC 1157 Introduction to Assistive Technology</td>
</tr>
<tr>
<td>GIC 1162 Developing and Delivering Workshops</td>
<td>LST 1010 Learning Applications of Assistive Technology</td>
</tr>
<tr>
<td>AST 1030 Applied Study: Assistive Technology</td>
<td>Completion of all courses above</td>
</tr>
</tbody>
</table>
Learning Disability Specialist: Learning Strategist Graduate Certificate (LSLD)
This program is designed for educators who work with students with diagnosed learning disabilities. The program focuses on providing participants with the methods and tools necessary for working with students who have significant information processing difficulties as they relate to organizational, analytical, comprehension, general study, and coping skills.
All of these courses are available online.

Learning Strategies
Upon completion of this stream, graduates will be able to work with special education specialists to develop strategies appropriate for students with learning disabilities, to determine processing strengths and challenges, and to match recommendations from psychological assessments with academic accommodations.

Employment Opportunities
This program builds on the knowledge and training that participants would have attained in preparing for positions as educational assistants, resource teachers, learning strategists, disability counsellors, educational tutors, or assistive technologists for students with learning disabilities in the elementary, secondary, or postsecondary settings. In postsecondary institutions, Learning Strategists must have a master’s degree in psychology or education.

Admission Requirements
The minimum requirements for admission to the Learning Disability Specialist programs are as follows:
• Minimum 2 or 3-year diploma or degree from an accredited postsecondary institution.
It is recommended that the diploma/degree described above is related to the field of education.

Additional Information
Participants in this program will be required to work with students with learning disabilities.

Tuition Fee (Canadian Students)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,500. Students may pay for one course at a time. The cost of textbooks is approximately $125.

Tuition Fee (International Students)
Fees are charged per course according to current international rates and will vary accordingly.

Applying for the LSLD Program
Please fill in the Application Form at the end of this document. There is no cost for this application. Send the form to continuing@CambrianCollege.ca. Programs must be completed within 5 years (60 months). Please ask your college or university to send your official, sealed transcripts (you cannot send them) to:

Admissions Specialist
Cambrian College
1400 Barrydowne Road
Sudbury, ON P3A 3V8

On the application form, please specify the following:
• LSLD for program name
• < 5 years for length
• Part-time
You can leave the rest of that section blank.
The Booklist is Online

Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.

### Program Courses (in recommended order)

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<th>Semester Offerings</th>
</tr>
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<tr>
<td><strong>GIC 1155 Understanding Learning Disabilities</strong></td>
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<tr>
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<td>GIC 1155 Understanding Learning Disabilities</td>
<td></td>
</tr>
<tr>
<td><strong>GIC 1158 Introduction to Learning Strategies</strong></td>
<td>GIC 1155 Understanding Learning Disabilities</td>
<td></td>
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<tr>
<td><strong>GIC 1159 Professional and Ethical Practice</strong></td>
<td>GIC 1156 Legal Foundations</td>
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<td><strong>LST 1000 Learning Strategies: Academic</strong></td>
<td>GIC 1157 Introduction to Assistive Technology</td>
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<td><strong>LST 1020 Learning Strategies: Efficiency</strong></td>
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<tr>
<td><strong>LST 1010 Learning Applications of Assistive Technology</strong></td>
<td>AST 1000 Text to Speech</td>
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<td></td>
<td>AST 1010 Voice Recognition Software</td>
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<tr>
<td><strong>One of the Following Electives:</strong></td>
<td></td>
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</tr>
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<td><strong>GIC 1161 Adults with ADHD and LD</strong></td>
<td>GIC 1157 Introduction to Assistive Technology</td>
<td></td>
</tr>
<tr>
<td><strong>GIC 1162 Developing and Delivering Workshops</strong></td>
<td>LST 1010 Learning Applications of Assistive Technology</td>
<td></td>
</tr>
<tr>
<td><strong>LST 1030 Applied Study: Learning Strategies</strong></td>
<td>Completion of all courses above</td>
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</table>

### Semester Offerings

**Understanding Learning Disabilities (2 credits) C**
- **GIC 1155**: $228.47, Sept 6–Oct 8

**Legal Foundations (2 credits) C**
- **GIC 1156**: $228.47, Oct 18–Nov 19

**Assistive Technology, Introduction to (2 credits) C**
- **GIC 1157**: $228.47, Nov 22–Dec 17

**ADHD and Learning Disabilities (2 credits) C**
- **GIC 1161**: $228.47, Sept 20–Oct 15

**Developing and Delivering Workshops (2 credits) C**
- **GIC 1162**: $228.47, Sept 20–Oct 15

**Advanced Assistive Technology (2 credits) C**
- **AST 1005**: $228.47, Oct 18–Nov 19

**Applied Study: Assistive Technology (2 credits) C**
- **AST 1030**: $340.47, Sept 6–Nov 1, Oct 3–Nov 28, Nov 1–Dec 23

**Accommodations for Students with Learning Disabilities (2 credits) C**
- **LDS 1000**: $228.47, Nov 22–Dec 17

**Nonverbal Learning Disabilities (2 credits) C**
- **LDS 1002**: $228.47, Nov 22–Dec 17

**Applied Study: Learning Strategies (2 credits) C**

*(Courses in LDGC, ATLD, and LSLD programs)*
Occupational Health and Safety Certificate (OHCT)
This program is intended for those who are employed in a safety function, involved in occupational health and safety programming, and for members, or future members, of health and safety committees.
This program helps to develop the appropriate knowledge and skills to assess the factors that affect the functions of workers in the workplace and to develop programs that will ensure a safe work environment.
The program is recognized as meeting the education requirements of the Board of Canadian Registered Safety Professionals (BCRSP) for the Canadian Registered Safety Professional (CRSP) designation. For more information about the BCRSP and the CRSP, please visit bcrsp.ca.
All of these courses are available online.

Employment Opportunities
Graduates may find employment in a safety function for a broad range of organizations, industries, and institutions.

Admission Requirements
Unless otherwise stated for a specific course, any adult (minimum age 19), regardless of residence, previous schooling or experience, may enrol in any of the part-time courses for this certificate program.

Tuition Fee (Canadian Students)
Fees are charged per course and will vary accordingly. The total for the entire program is approximately $2,600. Students may pay for one course at a time. The cost of textbooks is approximately $450.

Tuition Fee (International Students)
Fees are charged per course according to current international rates and will vary accordingly.

Applying for the OHCT Program
Please fill in the Application Form at the end of this document. You do not require transcripts. There is no cost for this application. Send the form to continuing@cambriancollege.ca. Programs must be completed within 5 years (60 months). On the application form, please specify the following:

• OHCT for program name
• < 5 years for length
• Part-time
You can leave the rest of that section blank.

The Booklist is Online
Please look at Helpful Information on our website to see which textbook and or software that you require. Textbook and software costs are not included in tuition.
### Program Courses (in recommended order)

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<th>Course</th>
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<tr>
<td>CHM 0101 Chemistry for Non-Science Programs</td>
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<td>F / W / S</td>
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<tr>
<td>OCC 1000 Occupational Health and Safety</td>
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<td>F / W / S</td>
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<tr>
<td>OHD 2006 Health and Safety Assessment and Education</td>
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<td>F / W / S</td>
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<tr>
<td>OHS 1008 Accident Prevention and Risk Analysis</td>
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<td>OHD 2001 Legislation in the Workplace</td>
<td>OCC 1000 Occupational Health and Safety</td>
<td>F / W / S</td>
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<td>OHD 2003 Toxicology</td>
<td>CHM 0101 Chemistry for Non-Science Programs</td>
<td>F / W / S</td>
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<tr>
<td>OHD 2004 Chemical Hazards</td>
<td>CHM 0101 Chemistry for Non-Science Programs</td>
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<td>OHD 2005 Physical Hazards</td>
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### Course Details

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<td>Health and Safety Assessment and Education</td>
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<td>Accident Prevention and Risk Analysis</td>
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<td>Toxicology</td>
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### Accounting

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<td><strong>Cost and Managerial Accounting II</strong></td>
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<td>ACC 1012 CRN 90002 Sept 6–Dec 13, CRN 90003 Nov 1–Feb 7</td>
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<td><strong>Internal Audit, Introduction to</strong></td>
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<td>ACC 1017 CRN 90004 Oct 3–Jan 16, CRN 90005 Nov 1–Feb 14</td>
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<tr>
<td><strong>Financial Accounting, Introduction to</strong></td>
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<td>ACC 1100 CRN 90006 Oct 3–Jan 16, CRN 90008 Nov 1–Feb 14</td>
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<tr>
<td><strong>Intermediate Accounting I</strong></td>
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<td>ACC 1117 CRN 90010 Oct 3–Jan 16, CRN 90011 Nov 1–Feb 14</td>
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<td><strong>Intermediate Accounting II</strong></td>
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<td>ACC 1118 CRN 90012 Oct 3–Jan 16, CRN 90013 Nov 1–Feb 14</td>
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<td><strong>Intermediate Accounting III</strong></td>
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<td>ACC 1119 CRN 90014 Oct 3–Jan 16, CRN 90015 Nov 1–Feb 14</td>
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<td><strong>Financial Accounting II</strong></td>
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<td>ACC 1310 CRN 90018 Oct 3–Jan 16, CRN 90019 Nov 1–Feb 14</td>
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<td><strong>Managerial Accounting</strong></td>
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<td>ACC 2310 CRN 90020 Oct 3–Jan 16, CRN 90021 Nov 1–Feb 14</td>
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<td><strong>Management Accounting I</strong></td>
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<td>ACC 2320 CRN 90022 Oct 3–Jan 16, CRN 90023 Nov 1–Feb 14</td>
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<td><strong>Taxation I</strong></td>
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<td>ACC 3540 CRN 90024 Oct 3–Jan 16, CRN 90025 Nov 1–Feb 14</td>
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<td><strong>Financial Management, Introduction to</strong></td>
<td>3</td>
<td>ACT 1200 CRN 90030 Sept 6–Dec 13, CRN 90031 Oct 3–Jan 9, CRN 90032 Nov 1–Feb 7</td>
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### Business and Entrepreneurship

<table>
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<tr>
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<td><strong>E-Business, Introduction to</strong></td>
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<td>BUS 1021 CRN 90052 Sept 6–Dec 13, CRN 90053 Oct 3–Jan 9, CRN 90054 Nov 1–Feb 7</td>
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<tr>
<td><strong>Business Statistics</strong></td>
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<td>BUS 1038 CRN 90058 Sep 6–Dec 13</td>
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<tr>
<td><strong>Condominium Administration and Human Relations</strong></td>
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<td>BUS 1119 CRN 90061 Sept 6–Dec 13, CRN 90062 Nov 1–Feb 7</td>
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<tr>
<td><strong>Office Procedures</strong></td>
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<td>BUS 3800 CRN 90067 Sept 6–Dec 20, CRN 90068 Nov 1–Feb 14</td>
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<td><strong>Business Math, Introduction to</strong></td>
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<td>BUS 3801 CRN 90069 Sept 6–Dec 20, CRN 90070 Nov 1–Feb 14</td>
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<tr>
<td><strong>Building and Maintaining Customer Relationships</strong></td>
<td>3</td>
<td>CCC 1100 CRN 90074 Sept 6–Dec 13</td>
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<td><strong>NEW Digital Communication</strong></td>
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<td>COM 0101 CRN 90175 Sept 6–Dec 13, CRN 90176 Nov 1–Feb 7</td>
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<td><strong>Mental Health: Supporting Students and Staff for Educators and HR Personnel</strong></td>
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<td>HEA 1033 CRN 90167 Sept 6–Dec 20, CRN 90168 Nov 1–Feb 14</td>
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### Employment Law (3 credits) O
- **HUR 1600** | $431.20  | **CRN 90211** Sept 6–Dec 13

### Condominium Law, Introduction to (3 credits) O
- **LAW 1028** | $431.20  
- **CRN 90221** Sept 6–Dec 13  | **CRN 90222** Nov 1–Feb 7

### Project Management, Introduction to (3 credits) O
- **MGT 1300** | $431.20  
- **CRN 90254** Sept 6–Dec 13,  | **CRN 90255** Oct 3–Jan 9  | **CRN 90256** Nov 1–Feb 7

### Human Resources

#### Payroll Administration (3 credits) O
- **BUS 1030** | $431.20  
- **CRN 90055** Sept 6–Dec 13  | **CRN 90056** Oct 3–Jan 9  | **CRN 90057** Nov 1–Feb 7

#### Organizational Behaviour (4 credits) C
- **BUS 2055** | $451.94  
- **CRN 90065** Sept 6–Dec 20  | **CRN 90066** Oct 1–Feb 14

#### Compensation Management (4 credits) O
- **CPN 1000** | $542.94  
- **CRN 90085** Sept 6–Dec 13  | **CRN 90086** Oct 3–Jan 9

#### Communications (2 credits) O
- **ENG 1586** | $319.47  
- **CRN 90124** Sept 6–Dec 13

#### Human Resource Planning and Development (4 credits) O
- **HRI 1100** | $542.94  
- **CRN 90192** Sept 6–Dec 13

#### Labour Relations (4 credits) O
- **HRP 7310** | $542.94  
- **CRN 90195** Sept 6–Dec 13

#### Recruitment and Selection (3 credits) O
- **HUR 1005** | $431.20  
- **CRN 90203** Sept 6–Dec 13  | **CRN 90204** Oct 3–Jan 9  | **CRN 90205** Nov 1–Feb 7

#### Human Resources Resource Management Principles (5 credits) O
- **HUR 1007** | $654.67  
- **CRN 90206** Sept 6–Dec 13  | **CRN 90207** Oct 3–Jan 9  | **CRN 90208** Nov 1–Feb 7

#### Benefits Administration (3 credits) O
- **HUR 1015** | $431.20  
- **CRN 90209** Sept 6–Dec 13

#### Dispute Resolution (3 credits) O
- **HUR 1110** | $431.20  
- **CRN 90210** Sept 6–Dec 13

#### Industrial Relations (3 credits) O
- **IRL 1000** | $431.20  
- **CRN 90213** Sept 6–Dec 13  | **CRN 90214** Nov 1–Feb 7

#### Project Management (2 credits) O
- **LDC 1002** | $319.47  
- **CRN 90224** Sept 6–Dec 13

#### Human Relations (2 credits) O
- **LDC 1004** | $319.47  
- **CRN 90225** Sept 6–Dec 13

#### Performance Management (2 credits) O
- **LDC 1005** | $319.47  
- **CRN 90226** Sept 6–Dec 13

#### Leading Teams (2 credits) O
- **LDC 1006** | $319.47  
- **CRN 90227** Sept 6–Dec 13

#### Managing Change (2 credits) O
- **LDC 1007** | $319.47  
- **CRN 90228** Sept 6–Dec 13

#### Finance (2 credits) O
- **LDC 1008** | $319.47  
- **CRN 90229** Sept 6–Dec 13

#### Leading Responsibly (2 credits) O
- **LDC 1009** | $319.47  
- **CRN 90230** Sept 6–Dec 13

#### Creative and Critical Thinking (2 credits) O
- **LDC 1010** | $319.47  
- **CRN 90231** Sept 6–Dec 13

#### Employment Law for Leadership (2 credits) O
- **MGT 1000** | $431.20  
- **CRN 90252** Sept 6–Dec 13  | **CRN 90253** Nov 1–Feb 7

#### Management and Leadership Skills (3 credits) O
- **MGT 1000** | $431.20  
- **CRN 90254** Sept 6–Dec 13  | **CRN 90255** Nov 1–Feb 7

#### Training and Development (4 credits) O
- **TRN 1000** | $542.94  
- **CRN 90379** Sept 6–Dec 13  | **CRN 90380** Nov 1–Feb 7
## Marketing and Advertising

### NEW Developing a Social Media Strategy (3 credits)  O
- **MKT 0100** | $431.20  
  CRN 90257 Sept 6–Dec 13  
  CRN 90258 Nov 1–Feb 7

### NEW Monitoring and Measurement (3 credits)  O
- **MKT 0101** | $431.20  
  CRN 90259 Sept 6–Dec 13  
  CRN 90260 Nov 1–Feb 7

### Marketing Digitally (3 credits)  O
- **MKT 1012** | $431.20  
  CRN 90261 Sept 6–Dec 13

### Marketing I, Introduction to (4 credits)  C
- **MKT 1100** | $542.94  
  CRN 90262 Sept 6–Dec 20

### Marketing II (4 credits)  O
- **MKT 1250** | $542.94  
  CRN 90264 Sep 6–Dec 13
Early Childhood Education

Partnerships with Parents (4 credits) O
CCW 0100 | $542.94 CRN 90075 Sept 6–Dec 13

Guidance of the Young Child (3 credits) O
CHD 1000 | $431.20 CRN 90076 Sept 6–Dec 13

Child Development I (3 credits) O
CHD 1001 | $431.20 CRN 90077 Sept 6–Dec 13

Child Development II (3 credits) O
CHD 1002 | $431.20 CRN 90078 Sept 6–Dec 13

Observing the Young Child (3 credits) O
CHL 1000 | $431.20 CRN 90079 Sept 6–Dec 13

Philosophies of ECE (3 credits) O
ECE 0102 | $431.20 CRN 90097 Sept 6–Dec 13

Curriculum Development I–ECE (4 credits) O
ECE 1019 | $542.94 CRN 90098 Sept 6–Dec 13

Children with Special Needs (3 credits) O
ECE 1202 | $431.20 CRN 90099 Sept 6–Dec 13

Wellness for Children (2 credits) O
HEA 1021 | $319.47 CRN 90165 Sept 6–Dec 13

Education

Advanced Assistive Technology (2 credits) C
AST 1005 | $228.47 CRN 90036 Oct 18–Nov 19

Applied Study: Assistive Technology (2 credits) C
AST 1030 | $340.47 CRN 90037 Sept 6–Nov 1 CRN 90038 Oct 3–Nov 28 CRN 90039 Nov 1–Dec 23

Teaching Online (3 credits) O
EDU 1011 | $431.20 CRN 90106 Sept 6–Dec 13

Gerontology (3 credits) O
GER 3501 | $431.20 CRN 90144 Sept 6–Dec 13

Understanding Learning Disabilities (2 credits) C
GIC 1155 | $228.47 CRN 90145 Sept 6–Oct 8

Legal Foundations (2 credits) C
GIC 1156 | $228.47 CRN 90146 Oct 18–Nov 19

Assistive Technology, Introduction to (2 credits) C
GIC 1157 | $228.47 CRN 90147 Nov 22–Dec 17

ADHD and Learning Disabilities (2 credits) C
GIC 1161 | $228.47 CRN 90148 Sept 20–Oct 15

Developing and Delivering Workshops (2 credits) C
GIC 1162 | $228.47 CRN 90149 Sept 20–Oct 15

Understanding Mental Health for College Students (3 credits) C
HEA 1005 | $340.20 CRN 90157 Sept 6–Dec 13 CRN 90158 Nov 1–Feb 14

Accommodations for Students with Learning Disabilities (2 credits) C
LDS 1000 | $228.47 CRN 90233 Nov 22–Dec 17

Nonverbal Learning Disabilities (2 credits) C
LDS 1002 | $228.47 CRN 90235 Nov 22–Dec 17

Applied Study Learning Strategies (2 credits) C

Becoming an Adult Educator (3 credits) C
TAD 1005 | $431.20 CRN 90360 Sept 6–Dec 20 CRN 90361 Nov 1–Feb 14

Assessment and Evaluation (3 credits) O
TAD 1011 | $431.20 CRN 90362 Sept 6–Dec 13 CRN 90363 Nov 1–Feb 7

Managing a Diverse Learning Environment (2 credits) O
TAD 1015 | $319.47 CRN 90364 Sep 6–Dec 13

Teacher as Consultant, The (3 credits) C
TAD 1100 | $431.20 CRN 90365 Sept 6–Dec 20 CRN 90366 Nov 1–Feb 14

Instructional Techniques (3 credits) O
TAD 1111 | $431.20 CRN 90367 Sept 6–Dec 13 CRN 90368 Nov 1–Feb 14 CRN 90369 Dec 1–Mar 9

Math Strategies: Winning at Math (2 credits) C
TEA 1001 | $228.47 CRN 90370 Sept 6–Oct 11 CRN 90371 Nov 1–Dec 6
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## Police, Law, and Security

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### Microsoft Courses

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### Programming and Networking Software

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**Note:** CRN numbers correspond to the course registration numbers for each offering period.
GENERAL INTEREST
CREDIT COURSES
Diversity and First Nations (3 credits) O
NTS 1020 | $431.20 CRN 90272 Sept 6–Dec 13

NEW Interior Decorating, Introduction to (3 credits) O
ART 0100 | $431.20 CRN 90174 Sept 6–Dec 13

Astronomy (3 credits) O
AST 1040 | $431.20 CRN 90040 Sept 6–Dec 13

Cults and Terrorism (3 credits) O
CAT 2000 | $431.20 CRN 90073 Sept 6–Dec 13

NEW What in the World is Going On? (3 credits) O
CUR 1000 | $431.20 CRN 90087 Sept 6–Dec 13
CRN 90088 Nov 1–Feb 7

Growing Up Digital – Living and Working (3 credits) O
DGT 1002 | $431.20 CRN 90094 Sept 6–Dec 13

Drawing Realistic Subjects in Pencil (2 credits) O
DRW 1001 | $319.47 CRN 90095 Sept 6–Dec 13

Drawing Realistic Subjects in Colour (2 credits) O
DRW 1002 | $319.47 CRN 90096 Sept 6–Dec 13

Contemporary Canadian Issues (3 credits) O
EGH 1020 | $431.20 CRN 90112 Sept 6–Dec 13
CRN 90113 Oct 3–Jan 9
CRN 90114 Nov 1–Feb 7

NEW Women in Film – Scandoulous Sisters (3 credits) O
HST 0100 | $431.20 CRN 90196 Sept 6–Dec 13

NEW Chocolate, The History of (3 credits) O
HST 0102 | $431.20 CRN 90198 Sept 6–Dec 13

Myths and Legends (3 credits) O
MYT 1000 | $431.20
CRN 90270 Sept 6–Dec 13
CRN 90271 Nov 1–Feb 7

Canadian Politics (3 credits) O
POL 1001 | $431.20 CRN 90325 Sept 6–Dec 13

Science Fiction (3 credits) O
SFI 1000 | $431.20 CRN 90341 Sept 6–Dec 13
CRN 90342 Nov 1–Feb 7

Game of Soccer and Its Impact on Society (3 credits) O
SOC 1004 | $431.20 CRN 90353 Sept 6–Dec 13

NEW Social Media and Society (3 credits) O
SOC 3000 | $431.20 CRN 90354 Sept 6–Dec 13

Censorship, The Media and You (3 credits) O
SOC 3001 | $431.20 CRN 90355 Sept 6–Dec 13
CRN 90356 Nov 1–Feb 7

Let’s Talk Sports (3 credits) O
SPO 1000 | $431.20 CRN 90357 Sept 6–Dec 13

Hockey Hall of Fame Presents (3 credits) O
SPO 1001 | $431.20 CRN 90358 Sept 6–Dec 13
CRN 90359 Nov 1–Feb 7

Career Mapping and Job Attainment (3 credits) O
WRI 1031 | $431.20 CRN 90387 Sept 6–Dec 13
HEALTH
Nursing

Anatomy and Physiology I for RPN (3 credits) O
BIO 1115 | $466.20
CRN 90046 Sept 6–Dec 13 CRN 90047 Nov 1–Feb 7

Anatomy and Physiolog II for RPN (3 credits) O
BIO 1125 | $466.20
CRN 90048 Sept 6–Dec 13 CRN 90049 Nov 1–Feb 7

Diabetes Education:
Approaches in Practice (3 credits) O
DEC 0100 | $431.20
CRN 90177 Sept 6–Dec 13 CRN 90408 Nov 1–Feb 7

Living with Diabetes (3 credits) O
DEC 0101 | $431.20
CRN 90178 Sept 6–Dec 13 CRN 90409 Nov 1–Feb 7

Diabetes: The Basics (3 credits) O
DEC 0102 | $431.20
CRN 90179 Sept 6–Dec 13 CRN 90410 Nov 1–Feb 7

Diabetes Field Work (2 credits) C
DEC 1003 | $228.47
CRN 90089 Sept 6–Nov 15 CRN 90090 Nov 1–Jan 10

Special Issues with Diabetes (2 credits) O
DEC 1004 | $319.47
CRN 90091 Sept 6–Dec 13 CRN 90411 Nov 1–Feb 7

Diabetes Fieldwork II (2 credits) C
DEC 1005 | $228.47
CRN 90092 Sept 6–Nov 15 CRN 90093 Nov 1–Jan 10

Interviewing and Counselling (2 credits) C
OHN 3007 | $228.47
CRN 90289 Sept 6–Dec 20 CRN 90290 Nov 1–Feb 14

Physical Assessment (3 credits) C
OHN 3008 | $340.20
CRN 90291 Sept 6–Dec 20 CRN 90292 Nov 1–Feb 14

Technical Assessment (3 credits) C
OHN 3009 | $340.20
CRN 90293 Sept 6–Dec 20 CRN 90294 Nov 1–Feb 14

Epidemiology and Biostatistics (2 credits) C
OHN 3048 | $228.47
CRN 90295 Sept 6–Nov 29 CRN 90296 Nov 1–Jan 24

Management for Nurses (2 credits) C
OHN 3050 | $228.47
CRN 90297 Sept 6–Nov 29 CRN 90298 Nov 1–Jan 24

Occupational Nursing Fieldwork I (2 credits) C
OHN 3052 | $228.47
CRN 90299 Sept 6–Nov 29 CRN 90300 Nov 1–Jan 24

Occupational Nursing Fieldwork II (2 credits) C
OHN 3053 | $228.47
CRN 90301 Sept 6–Nov 29 CRN 90302 Nov 1–Jan 24

Intraoperative OR Nursing I (4 credits) C
ORN 7010 | $451.94
CRN 90306 Sept 6–Dec 20 CRN 90307 Nov 1–Feb 14

Intraoperative OR Nursing II (6 credits) C
ORN 7015 | $675.44
CRN 90308 Sept 6–Dec 20 CRN 90309 Nov 1–Feb 14

Immediate Postoperative Nursing (2 credits) C
ORN 7020 | $228.47
CRN 90310 Sept 6–Nov 15 CRN 90311 Nov 1–Jan 10

OR Nursing Clinical (3 credits) C
ORN 7025 | $340.20
CRN 90312 Sept 6–Dec 20 CRN 90313 Nov 1–Feb 14

Pathophysiology I for RPN (3 credits) O
PTH 1000 | $466.20
CRN 90332 Sept 6–Dec 13

Pathophysiology II for RPN (3 credits) O
PTH 1001 | $466.20
CRN 90333 Sept 6–Dec 13 CRN 90334 Nov 1–Feb 7

RN Coronary Care II (2 credits) O
RNA 1710 | $319.47
CRN 90339 Sept 6–Dec 13

RPN Coronary Care (2 credits) O
RPN 1003 | $319.47
CRN 90340 Sept 6–Dec 13

Other Health and Wellness

Working and Communicating in a Medical Setting (2 credits) O
HEA 1095 | $319.47
CRN 90172 Sept 6–Dec 13
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LANGUAGE AND COMMUNICATIONS
### Creative Writing Services

**Creative Writing for Beginners** (2 credits) **O**  
EGH 1000 | $319.47 | CRN 90107 Sept 6–Dec 13

**Children’s Literature, Introduction to** (3 credits) **O**  
EGH 1004 | $431.20  
CRN 90108 Sept 6–Dec 13 | CRN 90109 Nov 1–Feb 7

**Writing Short Stories** (3 credits) **O**  
EGH 1007 | $431.20 | CRN 90110 Sept 6–Dec 13 | CRN 90111 Nov 1–Feb 7

### English

**Communications II** (3 credits) **O**  
EGH 1017 | $431.20 | CRN 90111 Sept 6–Dec 13

**Writing Grammatically** (3 credits) **O**  
EGH 1050 | $431.20 | CRN 90115 Sept 6–Dec 13  
CRN 90117 Nov 1–Feb 7 | CRN 90116 Oct 3–Jan 9

**College Communication** (2 credits) **C**  
ENG 1003 | $228.47 | CRN 90118 Sept 6–Dec 20 | CRN 90119 Nov 1–Feb 7

**Communication I** (3 credits) **O**  
ENG 1500 | $431.20  
CRN 90120 Sept 6–Dec 13 | CRN 90121 Oct 3–Jan 9  
CRN 90122 Nov 1–Feb 7 | CRN 90123 Dec 1–Mar 9

**Communications II** (3 credits) **C**  
ENG 1700 | $340.20  
CRN 90125 Sept 6–Dec 20 | CRN 90126 Nov 1–Feb 14

**Communication for the Workplace** (2 credits) **C**  
ENG 1702 | $228.47  
CRN 90127 Sept 6–Dec 13 | CRN 90128 Nov 1–Feb 14

### Non-English Language

**Français I** (3 credits) **O**  
FRE 1001 | $431.20  
CRN 90137 Sept 6–Dec 13 | CRN 90138 Oct 3–Jan 9  
CRN 90139 Nov 1–Feb 7

**Français II** (3 credits) **O**  
FRE 1002 | $431.20 | CRN 90140 Sept 6–Dec 13

**Français III** (3 credits) **O**  
FRE 1003 | $431.20 | CRN 90141 Sept 6–Dec 13
MUSIC
Guitar Online, Introduction to (3 credits) O
MUS 1016 | $431.20
CRN 90266 Sept 6–Dec 13  CRN 90267 Oct 3–Jan 9
CRN 90268 Nov 1–Feb 7  CRN 90269 Dec 1–Mar 9

**Academy of Music**

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<td>Matthew Kallio</td>
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<td>Marion Harvey</td>
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<td>Deanne Wells</td>
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<td>Irmgard Hechler</td>
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<td>Deborah Morrow</td>
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<td><strong>Woodwind and Brass</strong></td>
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<td>Blair McNally</td>
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<td>Allan (Junior) Yzereef</td>
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<td>Brittany Goldsborough</td>
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<td>Jack Broumpton</td>
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SCIENCE, TRADES, AND TECHNOLOGY
Green and Environment

**NEW Restoration Ecology** (3 credits) O  
ECO 0100 | $431.20  CRN 90180 Sept 6–Dec 13

**Global Warming Concepts** (2 credits) O  
GLW 1000 | $319.47  
CRN 90150 Sept 6–Dec 13  CRN 90151 Oct 3–Jan 9  CRN 90152 Nov 1–Feb 7  CRN 90153 Dec 1–Mar 9

**Oceanography** (3 credits) O  
OCE 1000 | $431.20  CRN 90275 Sept 6–Dec 13

Home and Construction

**Structure Inspection** (3 credits) O  
HIC 1001 | $431.20  CRN 90173 Sept 6–Dec 13

**Electrical Inspection** (3 credits) O  
HIC 1002 | $431.20  CRN 90182 Sept 6–Dec 13

**Heating Inspection I** (3 credits) O  
HIC 1003 | $431.20  CRN 90183 Sept 6–Dec 13

**Heating Inspection II** (3 credits) O  
HIC 1004 | $431.20  CRN 90184 Sept 6–Dec 13

**Roofing Inspection** (3 credits) O  
HIC 1005 | $431.20  CRN 90185 Sept 6–Dec 13

**AC and Heat Pump Inspection** (3 credits) O  
HIC 1006 | $431.20  CRN 90186 Sept 6–Dec 13

**Exterior Inspection** (3 credits) O  
HIC 1007 | $431.20  CRN 90187 Sept 6–Dec 13

**Plumbing Inspection** (3 credits) O  
HIC 1008 | $431.20  CRN 90188 Sept 6–Dec 13

**Interior and Insulation Inspection** (3 credits) O  
HIC 1009 | $431.20  CRN 90189 Sept 6–Dec 13

**Communication and Professional Practice** (3 credits) O  
HIC 1010 | $431.20  CRN 90190 Sept 6–Dec 13

**Industrial Hygiene** (3 credits) O  
HLS 1010 | $431.20  CRN 90191 Sept 6–Dec 13

**Occupational Health and Safety** (3 credits) O  
OCC 1000 | $431.20  CRN 90273 Sept 6–Dec 13  CRN 90274 Oct 3–Jan 9

**Legislation in the Workplace** (1 credit) O  
OHD 2001 | $207.38  CRN 90276 Sept 6–Oct 18  CRN 90277 Nov 1–Dec 13
### Toxicology (2 credits) O
- OHD 2003 | $319.47
- CRN 90280 Sept 6–Dec 13
- CRN 90281 Nov 1–Feb 7

### Chemical Hazards (3 credits) O
- OHD 2004 | $431.20
- CRN 90282 Sept 6–Dec 13
- CRN 90283 Nov 1–Feb 7

### Physical Hazards (4 credits) O
- OHD 2005 | $542.94
- CRN 90284 Sept 6–Dec 13
- CRN 90285 Oct 3–Jan 9
- CRN 90286 Nov 1–Feb 7

### Health and Safety Assessment and Education (3 credits) O
- OHD 2006 | $340.20
- CRN 90287 Sept 6–Dec 20
- CRN 90288 Nov 1–Feb 14

### Accident Prevention and Risk Analysis (2 credits) C
- OHS 1008 | $319.47
- CRN 90303 Sept 6–Dec 20
- CRN 90304 Nov 1–Feb 14

### Ergonomics (3 credits) O
- OHS 1010 | $431.20
- CRN 90305 Sept 6–Dec 13

### Cost Estimating for Construction, Introduction to (2 credits) O
- TRD 1024 | $319.47
- CRN 90377 Sept 6–Dec 13

### Construction Blueprints and Methods (2 credits) O
- TRD 1029 | $319.47
- CRN 90378 Sept 6–Dec 13

### Mathematics

### Business Mathematics (4 credits) C
- BUS 1100 | $451.94
- CRN 90059 Oct 3–Jan 16
- CRN 90060 Nov 1–Feb 14

### Financial Math (4 credits) C
- BUS 1200 | $451.94
- CRN 90063 Oct 3–Jan 16
- CRN 90064 Nov 1–Feb 14

### Statistics (4 credits) O
- MTH 2002 | $542.94
- CRN 90265 Sept 6–Dec 13

### Science

### Chemistry for Non-Science Programs (3 credits) C
- CHM 0101 | $340.20
- CRN 90080 Sept 6–Dec 20
- CRN 90081 Nov 1–Feb 14

### Science, Introduction to (3 credits) O
- OHD 2002 | $431.20
- CRN 90278 Sept 6–Dec 13
- CRN 90279 Nov 1–Feb 7
UPGRADING ONLINE
To register for the free Academic and Career Entrance (ACE) online program, please visit acedistancedelivery.ca to register for the Learn to Learn (L2L) 20-hour online course. Once you have completed that course, you will receive instructions to allow you to register for the ACE course(s) online that you require.

ACE Business Mathematics O
ACE 0001 | FREE
CRN 90388 Sept 1–Feb 2
CRN 90398 Nov 1–Apr 4

ACE Communications O
ACE 0002 | FREE
CRN 90389 Sept 1–Feb 2
CRN 90399 Nov 1–Apr 4

ACE Core Math O
ACE 0003 | FREE
CRN 90390 Sept 1–Feb 2
CRN 90400 Nov 1–Apr 4

ACE Chemistry O
ACE 0004 | FREE
CRN 90391 Sept 1–Feb 2
CRN 90401 Nov 1–Apr 4

ACE Physics O
ACE 0005 | FREE
CRN 90392 Sept 1–Feb 2
CRN 90402 Nov 1–Apr 4

ACE Self Management and Self Direction O
ACE 0006 | FREE
CRN 90393 Sept 1–Feb 2
CRN 90403 Nov 1–Apr 4

ACE Technology Math O
ACE 0007 | FREE
CRN 90394 Sept 1–Feb 2
CRN 90404 Nov 1–Apr 4

ACE Apprenticeship Math O
ACE 0008 | FREE
CRN 90395 Sept 1–Feb 2
CRN 90405 Nov 1–Apr 4

ACE Biology O
ACE 0009 | FREE
CRN 90396 Sept 1–Feb 2
CRN 90406 Nov 1–Apr 4

ACE Computers O
ACE 0010 | FREE
CRN 90397 Sept 1–Feb 2
CRN 90407 Nov 1–Apr 4
Testing Centre

Unless otherwise indicated, tests and/or exams for Continuing Education courses are written at Cambrian College’s Barrydowne campus. It is the student’s responsibility to contact Continuing Education at (705) 566-8101, extension 7706 to ensure that the test/exam is available in the Testing Centre (room 3522) at least 2 days before writing the exam. Students who are unable to come to the College to write tests/exams must make their own arrangements for a proctor to invigilate their exams and are responsible for any associated costs. All proctors must be approved by the College.

Exams for Students in The Greater City of Sudbury

For courses that require a final exam, students within the City of Greater Sudbury can write the final exam before the end date of the course in the Testing Center at the Barrydowne campus, 1400 Barrydowne Road, room 3522. The Testing Center schedule is posted on our web site at cambriancollege.ca/continuing under Helpful Information.

NOTE: For courses overlapping or ending in July and August, students should know that the Testing Centre hours are reduced during those months. Please call (705) 566-8101, extension 7560 to verify hours during July and August. Students in the City of Greater Sudbury are not required to book an appointment for their exam. They may simply visit the Testing Center during the hours of operation (remember that photo ID is required). Please contact continuing@cambriancollege.ca to ensure your exam is at the testing centre 2 days or more prior to writing. Please bring a completed copy of the Testing Centre Pass with you.

You have a specified amount of time to write each test. Check with your professor for format and details.

Exams for Students Outside of the Greater City of Sudbury

Students who do not live in the City of Greater Sudbury must complete the Off-Campus Course Examination Agreement Form listing the contact information for the individual who has agreed to supervise the examination. This form is on our website under Helpful Information.

Send the completed form to:

Cambrian College
Continuing Education
1400 Barrydowne Road, Sudbury, Ontario P3A 3V8
Fax: (705) 524-8081
Email: continuing@cambriancollege.ca

Invigilators may not be a relative. Approved invigilators may be teachers, supervisors, clergy, etc. Also, students may book tests at a local community college in their area. Once the invigilator is approved by the Continuing Education department, tests and exams will be sent directly to the Invigilator.

Please ask the invigilator to return all tests and exams immediately for marking in the envelopes that will be provided with the exam.
Academic Policies

Admission Requirements

Unless otherwise indicated, any adult (minimum age 19), regardless of residence, previous schooling, or experience may enrol in any of the part-time courses or seminars listed; however, all prerequisites or requirements indicated must be met. Individuals intending to pursue any certificate program listed in this calendar must submit an application form and provide any related documentation prior to taking courses listed for that program. This requirement helps us track your progress and notify you of any curriculum changes and helps us to plan future course offerings to ensure that you are able to complete your certificate in due time.

Credentials obtained upon successful completion of all requirements are listed under the program titles.

Changes in Program of Study/Curriculum Revision/Interruption of Studies

Cambrian College makes every attempt to minimize the number of changes to the program of study (curriculum) for certificate and diploma programs. However, in order to maintain program relevancy and to respond to changes in the fields of study or in legislation, it is sometimes necessary to implement revisions. When changes are necessary, students who have declared that they are pursuing a certificate or diploma will be able to continue with the original program of study. However, some substitution of courses may be required. Should students interrupt their studies for four or more consecutive semesters, hours earned to date and transfer credits awarded will be re-evaluated for relevancy within the current curriculum. Students who have not declared that they are pursuing a certificate or diploma will be required to follow the revised curriculum. Therefore, students are strongly encouraged to declare their intent as soon as possible. Please contact the Enrolment Centre or Continuing Education for further information.

Tuition Fees

Tuition fees of credit courses are set according to Ministry of Training, Colleges and Universities (MTCU) guidelines and are published on our website. Fees for international students are charged according to current international rates and will vary accordingly. Please contact the Enrolment Centre for more information.

Program Declaration and Graduation Information for Part-Time Programs in Continuing Education

Students enrolled in Continuing Education courses on a part-time basis may obtain certificates or diplomas in a variety of programs. To be eligible to graduate, students must be admissible to the program from which they wish to graduate. The admission requirements vary based on the program. Please refer to the Admission Policy for more details.

Once students have determined which program they are pursuing, they must advise the Enrolment Centre of their intent to apply their earned credits towards a particular certificate or diploma by completing a Program Declaration Form. This form must be remitted to the Enrolment Centre no later than upon completion of 50% of the program. In addition, students wanting to graduate from a Continuing Education certificate or diploma program must submit an Application to Graduate Form to the Enrolment Centre at the beginning of his/her graduating semester.

Graduation Timelines

Students are usually expected to complete their program of study within the following time limits, based upon the original program or course start date.

Continuing Education part-time certificate program: Up to 60 months

Written approval from the Academic Administrator is required to extend these time limits. Students with disabilities may require extended time limits due to a disabling condition as verified and recommended by The Glenn Crombie Centre for Student Support. Some programs may have alternate timelines.
Privacy/Freedom of Information

Personal information collected through the registration process is required for the administration of Cambrian College of Applied Arts and Technology (“the College”) as continued by the Ontario Colleges of Applied Arts and Technology Act, 2002, and its regulations. It will be used principally for administrative, educational, student information related systems, statistical and research purposes, and for purposes consistent with all of the above. It may also be used by/disclosed to authorized third parties who are providing services to students or acting as agents for the College or for the Ministry of Training, Colleges and Universities and working in accordance with privacy guidelines. Cambrian College is also required to report student-level enrolment and related data to the Ministry of Training, Colleges and Universities under the authority of the Ontario Colleges of Applied Arts and Technology Act, 2002, S.O. 2002, Chapter 8, Schedule F, Section 6. The Ministry collects this data, which includes limited personal information such as Ontario education numbers, student characteristics, and educational outcomes in order to administer government postsecondary funding, policies, and programs including planning, evaluation, and monitoring activities.

Prerequisite Course Policy and Progression Requirements

Many courses offered in Continuing Education require that students complete a prerequisite course(s) to be able to take a subsequent course. This requirement is to ensure that students have the foundation skills necessary to be able to handle the course content and successfully complete the course evaluations. Prerequisite course requirements are listed on our website in both course descriptions as well as certificate descriptions. Students are advised that ignoring the prerequisite requirements and registering in a course without having completed the necessary prerequisite(s) may result in being withdrawn from the course and course costs being withheld by the College as per our refund policies.

Transfer Credits/Course Replacements

Students who have successfully completed postsecondary studies at another institution may apply for transfer credits (TC). Only those courses in which the student has obtained a minimum “C” grade or 60% will be considered. To determine eligibility, detailed course information is required and an official transcript must support each application for transfer credit. Credit is granted on a course-by-course basis. Requests to review possible transfer credits are made by appointment with the appropriate Academic Program Administrator. Please note that any transfer credits granted are recorded on the academic record as “TC” and are not computed into the grade point average (G.P.A). A course replacement is an internal transfer credit which recognizes that a formal academic course successfully completed at Cambrian is deemed equivalent to (i.e., meets the learning outcomes of) another Cambrian course. A minimum grade of “D” or 50% is required. As proof of successful completion, a grade must appear in the student’s academic record at Cambrian. When a course replacement is granted, the grade earned and the credit value of the replacement course is used in the calculation of the G.P.A.

NOTE: Based on the time elapsed since the original course was taken and the subject matter, the College reserves the right to request additional documentation if current relevancy is in question (e.g., an intro to computer course taken 10 years ago may be deemed as not currently relevant).
Prior Learning Assessment and Recognition

Through the Prior Learning Assessment and Recognition (PLAR) process, you may be able to acquire College credits for your experiential learning such as work experience, volunteer activities and attendance at workshops, conferences, or corporate training programs. This enables you to receive a diploma or certificate in less time and with less cost. Please note that not all courses are available for challenge and that there is a fee for each course challenged. For further information, visit cambriancollege.ca/plar, send an email to plar@cambriancollege.ca, or call (705) 566-8101, extension 7584.

Disability Support Services

If you have a disability and require support services in order to achieve your educational goals, contact The Glenn Crombie Centre for Student Support. Accommodations may include access to equipment, interpreters, testing procedures, mobility assistance, and books in alternate formats. You should call well in advance of classes starting to allow time for special arrangements. For additional information, call (705) 566-8101, extension 7420 or email disabilityservices@cambriancollege.ca.

Course Changes/Cancellations

The College reserves the right to cancel any courses if there are insufficient registrations and also to postpone, combine, limit registration, and/or change instructors. In the event that the College cancels a course, every effort will be made to contact students by telephone or by email, using the information provided when students registered. It is the students’ responsibility to ensure that we have the correct contact information for them at the time of registration.

Withdrawal

A student registered in most credit courses that begin on Sep 6 may withdraw formally on or before Nov 10; a grade of “W” (withdrawal) will be assigned. If a student drops a course after the stated deadline, a grade of “F” (Fail) is assigned. Please note that some courses are subject to different withdrawal dates depending on the course start date. Please check with the Enrolment Centre or Continuing Education for specific dates in these cases. Any student registered in a credit course through any of the delivery modes wishing to withdraw must notify the Enrolment Centre in writing prior to the stated deadline. This can be done by email at enrolmentcentre@cambriancollege.ca or by mail provided that the letter is date stamped as received at the College prior to the withdrawal deadline. Students may also withdraw over the phone with College staff in the Enrolment Centre, but leaving a voice mail will not be considered official withdrawal. It is the student’s responsibility to officially initiate this process (i.e., don’t simply stop attending classes or assume that the instructor is responsible for your status).
Transfers
Registered students wishing to transfer from one offering to another must apply for a transfer within 1 week after the start date of the course from which they are withdrawing (unless otherwise stated). In all cases, the College will attempt to accommodate such changes; however, students are advised to apply for transfers as soon as possible. Transfers from one semester to another are not permitted.

Grades
Final grades are due in the Enrolment Centre from 1 to 4 weeks following the end date of a course. Grades are not official until posted by that office. Once posted, a grade report will appear on myCambrian. If you have not received your grade report three to four weeks after the completion of your course, please contact the Continuing Education office. Grades cannot be released via email or over the telephone. Please note that due to the postsecondary promotion process, there may be a short “black-out” period at the end of the semester where final grades will not be viewable on myCambrian.

Transcripts
Unofficial transcripts may be released directly to the student upon request. Official transcripts are signed by the Registrar and bear the College seal. They are released only at the student’s request and sent directly to the receiving party or institution. All requests for transcripts should be directed to the Enrolment Centre at enrolmentcentre@cambriancollege.ca or (705) 566-8101, extension 3003.

Graduation
To be eligible to graduate, students must have been admitted and have completed the specific course requirements of their program with a minimum cumulative program G.P.A. of 2.00 (if applicable) and have no outstanding “F” or “I” grades. Please note that students working towards any certificate or diploma must earn a minimum of 25 credits or 25% of that program through Cambrian College. When students are a few courses away from completing a part-time certificate program, please contact the Enrolment Centre or Continuing Education. Students will need to complete and return an “Application to Graduate” form. Following a review of whether or not students have met the requirements for graduation, students will be notified of their status. Graduates will be invited to participate in the College’s annual Convocation ceremonies held in May or June.

Official Tax Receipts
Official tax receipts for courses (T2202A) are not mailed; they will be available through myCambrian, Cambrian’s student Web portal. Receipts will only be available when the tuition portion paid exceeds $100.

Registration Receipts
Receipts are issued at time of registration for those registering in person, by phone, by fax, or by email. For online registrations, you must print your own receipt. Copies of receipts can be obtained from the Registrar’s Office or myCambrian. Online registration receipts are available in the registration area under My Invoices.

Returned Cheque Policy
For all returned cheques (i.e., NSF cheques) and all declined credit cards, the College will administer a $45 NSF fee.

NOTE: You remain registered in a course and are responsible for full payment of fees even though your fee has not been cancelled.

Sixty Years of Age
The registration fee for senior citizens (60 years or over) will be 50% of the advertised tuition fee for most CREDIT courses. All additional supplies or costs will have to be paid in full by the student. Some credit courses are excluded from this discount, including those offered in a corporate training session. Students 60 years or over must call the Enrolment Centre to register to receive the discount at (705) 566-8101, extension 3003.
Refund Policy
To obtain a refund, students must notify the Enrolment Centre or the Continuing Education Office in person, by phone, by fax, or email. If special refund conditions apply to a certain course, they will be stated with the course description. If the College finds it necessary to cancel a particular course, all monies will be refunded. No refunds will be issued after the time frames indicated. Non-attendance does not constitute withdrawal. Please note the refund policy prior to registering for your course.

Students who register for courses without having the necessary prerequisite subjects may be withdrawn from their course and the applicable refund policy will be enforced. Registration in any Continuing Education course will be considered as consent and agreement with the refund policies listed here.

OntarioLearn Online, Cambrian Moodle Online, and Paper-based Correspondence Courses
If a student formally drops the course within the first 14 days of the start of the course the tuition, the part-time activity fee, and the technology fee will be refunded. The College Services fee is non-refundable but the supplies may be fully refunded for paper-based correspondence if the manual is returned in excellent condition with no marks.

General Information
Textbooks/Hardware/Software
Unless otherwise indicated, the cost of any required software, hardware, or textbooks is not included in the total fee. Booklists showing details on these requirements are available at cambriancollege.ca/continuing under Helpful Information or from Continuing Education.

Bookstore
The Cambrian College Bookstore is located at the Barrydowne Campus and is open Monday to Friday only. To check hours of operation, please call (705) 566-8101, extension 7608. The Bookstore stocks textbooks as well as a number of sundry and clothing items. Pricing information can be obtained by phone or online at bkstr.com (select province then institution). Textbooks can be shipped (with shipping and handling fee). An alternate arrangement for after hour’s pickup may also be available.

Food Services
Food service is available Monday to Friday from several locations at the Barrydowne campus: Tim Horton’s (main lobby area), main cafeteria (first floor), Mr. Sub (2nd floor), and the Student Life Centre (main floor near the gym). Hours of operation are posted. Juices, soft drinks, and snacks are also available 24/7 from vending machines at many locations throughout the campus.

Campus Watch Program
Campus Watch staff are available 24/7 to escort night campus users to/from their vehicles or the perimeter of College property. For dispatch, call extension 7230.

Emergencies
For any medical or security emergency on campus, call extension 7911 from any Emergency phone located on every floor and in all classrooms. The Security Office is located in the main lobby area on the main floor.

Parking
All parking on campus is now Pay and Display parking. Hourly and full day passes are available at any of the Pay and Display machines located across the campus. Semester permits are also available. Free parking is available on weekends from 6 p.m. Friday to 6 a.m. Monday. It is also free on statutory holidays. Paid parking is in effect at all other times. Please contact the Parking Office at (705) 566-8101, extension 7986, for further information.
## Dates to Remember

<table>
<thead>
<tr>
<th>Dates</th>
<th>Category</th>
<th>Semester Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, Aug 2</td>
<td>Key Date</td>
<td>Online Registration opens for Continuing Education</td>
</tr>
<tr>
<td>Monday, Sept 5</td>
<td>Holiday</td>
<td>Labour Day – No classes. <strong>COLLEGE CLOSED</strong></td>
</tr>
<tr>
<td>Tuesday, Sept 6</td>
<td>Key Date</td>
<td>Most Continuing Education classes begin</td>
</tr>
<tr>
<td>Tuesday, Sept 20</td>
<td>Deadline</td>
<td>Last day to drop a course that began on September 6 with a partial refund. <strong>This deadline is strictly enforced</strong>. Students who withdraw on or before this date and have paid fees may be eligible to receive a refund. Please see refund policy</td>
</tr>
<tr>
<td>Monday, Oct 10</td>
<td>Holiday</td>
<td>Thanksgiving Day – No classes. <strong>COLLEGE CLOSED</strong></td>
</tr>
<tr>
<td>Wednesday, Nov 16</td>
<td>Deadline</td>
<td>Last day to drop a course with a “W” grade (withdraw)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please check with Continuing Education for your course withdrawal date as it may be different</td>
</tr>
<tr>
<td>Monday, Nov 28</td>
<td>Key Date</td>
<td>Online Registration for winter Continuing Education courses opens</td>
</tr>
</tbody>
</table>

**Remember:** You are only eligible for a refund if you drop the course according to the Refund Policy applicable to your course. See the Refund Policy section. Also see the Withdrawal section for further information on withdrawing from a credit course. Courses with compressed delivery (e.g., 14 week course compressed into 7 weeks) may have a different deadline for withdrawals. Please confirm this date with the Enrolment Centre or Continuing Education.

### MyCambrian

MyCambrian is an interactive website portal that provides students with access to their personal academic record as well as other important academic information. This site allows students to access personal information such as admission decisions and grades, view their financial statement, update address information, and print official tax receipts as well as access Library searchable databases. To access this site, visit cambriancollege.ca and click myCambrian. You will need your student number and your date of birth (MMDDYY) to log in for the first time. If you need your password reset, please email mycambrian@cambriancollege.ca.
### Courses on OntarioLearn

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Last Date to Register</th>
<th>Drop Date for Partial Refund</th>
<th>Withdrawal Date</th>
<th>Registration Opens</th>
</tr>
</thead>
</table>

### Courses on Cambrian Moodle or Correspondence

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Last Date to Register</th>
<th>Drop Date for Partial Refund</th>
<th>Withdrawal Date</th>
<th>Registration Opens</th>
</tr>
</thead>
</table>
Corporate Training

Grow your business by enhancing the skills and talents of your most valuable resource—your employees.

Cambrian College offers cost-effective turn-key and customized employee training solutions at its Barrydowne campus in Sudbury and at work sites across Ontario. Our commitment to you is to provide professional, flexible, high-quality training that will enable you to take your organization to the next level.

Limitless Training Options
Choose from 35+ ready-made programs, or work with us to create a customized course or program to meet your employee development goals.

Training can be delivered in one of our on-campus facilities (classroom, lab, multi-media room) or on-the-job at your work site.

Also, many of our programs lead to certification, accreditation, and/or a professional designation.

Past Clients/Partners
We work with organizations of all sizes in all types of industries. Some of our clients include:

- VALE
- GLENCORE
- DOMTAR
- CITY OF GREATER SUDBURY
- DETOUR LAKE GOLDMINE
- COMPASS MINERALS
- GOLD CORP.
- LAKESHORE GOLD

Keep your business competitive through employee development. Partner with Cambrian College’s Corporate Training division to get the best return on your workforce investment.

For more information, please contact us at corporatetraining@cambriancollege.ca.
# Who to Contact

<table>
<thead>
<tr>
<th>Category</th>
<th>Email Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Inquiries</td>
<td><a href="mailto:continuing@cambriancollege.ca">continuing@cambriancollege.ca</a></td>
<td>(705) 566-8101 or 1-800-461-7145, extension:</td>
</tr>
<tr>
<td>Academic and Career Entrance (ACE)</td>
<td><strong>in-class:</strong> <a href="mailto:upgrading@cambriancollege.ca">upgrading@cambriancollege.ca</a></td>
<td>7373 or (705) 560-0330</td>
</tr>
<tr>
<td></td>
<td><strong>online:</strong> <a href="mailto:continuing@cambriancollege.ca">continuing@cambriancollege.ca</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>website:</strong> <a href="http://www.acedistancedelivery.ca">www.acedistancedelivery.ca</a></td>
<td></td>
</tr>
<tr>
<td>Academy of Music</td>
<td><a href="mailto:jamie.arrowsmith@cambriancollege.ca">jamie.arrowsmith@cambriancollege.ca</a></td>
<td>7407</td>
</tr>
<tr>
<td>Continuing Education Exam Inquiries</td>
<td><a href="mailto:continuing@cambriancollege.ca">continuing@cambriancollege.ca</a></td>
<td>7706</td>
</tr>
<tr>
<td>Contract Training</td>
<td><a href="mailto:corporatetraining@cambriancollege.ca">corporatetraining@cambriancollege.ca</a></td>
<td>7819</td>
</tr>
<tr>
<td>Mobile Trades Training</td>
<td><a href="mailto:sherrill.mccall@cambriancollege.ca">sherrill.mccall@cambriancollege.ca</a></td>
<td>7888</td>
</tr>
<tr>
<td>Employers: Want to Sponsor an Employee?</td>
<td><a href="mailto:amanda.simmons@cambriancollege.ca">amanda.simmons@cambriancollege.ca</a></td>
<td>7232</td>
</tr>
<tr>
<td>Helpdesk</td>
<td><a href="mailto:helpdesk@cambriancollege.ca">helpdesk@cambriancollege.ca</a></td>
<td>7370</td>
</tr>
<tr>
<td>Part-time On- and Off-Campus Courses and Programs</td>
<td><a href="mailto:continuing@cambriancollege.ca">continuing@cambriancollege.ca</a></td>
<td>7214</td>
</tr>
</tbody>
</table>
CONTINUING EDUCATION
CERTIFICATE PROGRAM APPLICATION
(Board Application Form)

Please print clearly

Student Number

Last Name          First Name          Middle Name

Address

City                  Province          Postal Code

Home Telephone Number          Business Telephone Number

Date of Birth

Certificate Program You Are Applying For

Email address

Signature                          Date

*Please note: You have up to 5 years (60 months) to complete your program

Please return to Admissions Specialist, One-Stop Enrolment Centre, by fax (705-524-7334) or mail. For further information, please call 705-566-8101, ext. 7232.