

# PART-TIME LEARNING 2020/2021

**YOU**  
**BELONG**

**CENTENNIAL**  
**COLLEGE**

# LAND ACKNOWLEDGEMENT

Centennial College is proud to be a part of a rich history of education in this province and in this city. We acknowledge that we are on the treaty lands and territory of the Mississaugas of the Credit First Nation and pay tribute to their legacy and the legacy of all First Peoples of Canada, as we strengthen ties with the communities we serve and build the future through learning and through our graduates.

Today, the traditional meeting place of Toronto is still home to many Indigenous People from across Turtle Island and we are grateful to have the opportunity to work in the communities that have grown in the treaty lands of the Mississaugas. We acknowledge that we are all treaty people and accept our responsibility to honour all our relations.



**Scan QR codes from your mobile phone or tablet!**

Did you know that you can scan QR codes from the camera of your mobile phone or tablet? In most cases, no additional app is required. If your device does not support this functionality, download any QR Code reader app for the full experience.

# WHAT'S INSIDE?

Learning that Fits Your Lifestyle	3
We Partner with the Best	4
Financial Supports	6
Leading the Way in Online Learning	8
Five Ways to Register	9

## **BUSINESS PROGRAM/COURSE AREAS**

Accounting, Bookkeeping and Finance	12
Business Management	19
Human Resources and Payroll Management	27
Legal and Office Administration	31
Logistics and Operations	36
Marketing and Sales	39

## **COMMUNICATIONS, MEDIA, ARTS AND DESIGN PROGRAM/COURSE AREAS**

Arts, Animation and Design	46
Media, Communications and Writing	49

## **COMMUNITY AND HEALTH STUDIES PROGRAM/COURSE AREAS**

Community and Child Studies	54
Emergency Services	61
Health Studies	64

## **ENGINEERING TECHNOLOGY AND APPLIED SCIENCE PROGRAM/COURSE AREAS**

Applied Biology and Environmental Science	72
Commercial Development	76
Computers and Information Technology	78
Advanced Manufacturing and Automation Technology	87
Sustainable Design and Renewable Energy	94

## **HOSPITALITY PROGRAM/COURSE AREAS**

Hospitality Operations	97
------------------------	----

## **TRANSPORTATION PROGRAM/COURSE AREAS**

Automotive and Motorcycle	100
---------------------------	-----

## **LIBERAL ARTS PROGRAM/COURSE AREAS**

Liberal Arts	108
--------------	-----

## **TEACHING AND LEARNING PROGRAM AREAS**

Teaching and Learning	112
Index	114





A photograph of two women in a professional setting. One woman, with dark hair and glasses, is sitting and looking at a laptop. The other woman, with long brown hair and glasses, is standing behind her, also looking at the laptop. They appear to be in a meeting or collaborative work environment.

# LEARNING THAT FITS YOUR LIFESTYLE

We offer a wide variety of programs in convenient delivery formats. Reach your career goals with flexible learning options that complement your busy schedule.

## **IN-CLASS (IC)**

Courses are offered in a traditional setting, in a classroom on campus

## **PRINT-BASED (PB)**

Courses are print-based and students learn through self-directed study

## **ONLINE (OL)**

Courses are offered online to be taken remotely from home or workplace

## **HYBRID (HB)**

Courses are offered through a combination of in-class and online formats



# WE PARTNER WITH THE BEST

Industry leaders inform and  
influence our programs.





## **PROGRAM ADVISORY COMMITTEES (PACs)**

provide an essential link between Centennial College and the community we serve. PACs assist in evaluating the effectiveness of the College's programs and in identifying future trends and industry changes to ensure you get the most current and relevant education.

**We have almost 800 PAC member organizations.  
Below are just a few of our notable partners:**

- » ADP
- » Air Canada
- » BMO
- » Bell Media
- » Borden Ladner Gervais
- » Canada Revenue Agency
- » Canadian Press
- » CBC
- » Cisco
- » DDB Canada
- » Ellis Don
- » Environics
- » Facebook
- » Globe and Mail
- » Google Canada
- » Harley Davidson
- » IBM
- » Johnson Controls Inc.
- » Kraft Heinz Company
- » LCBO
- » LoyaltyOne
- » Magellan Aerospace
- » Magna
- » Mazda
- » Microsoft
- » Mount Sinai Hospital
- » Pivotal
- » Pratt and Whitney Canada
- » Royal Canadian Mounted Police
- » Salesforce
- » Samsung
- » Shoppers Drug Mart
- » Sportsnet
- » Sun Life Financial Inc.
- » Telus
- » Toronto EMS
- » Toronto Fire Services
- » Toronto Hydro
- » Toronto Police Services
- » Travelzoo
- » UBER
- » Universal Music Canada
- » Walmart Canada Corp.
- » Westjet



# FINANCIAL SUPPORTS







**WE RECOGNIZE THAT PART-TIME STUDIES**  
are an investment in your career and future —  
and that the investment can often be  
financially challenging. Fortunately, for those  
who are eligible, resources and supports are  
available through a variety of sources.  
They include:

## **SECOND CAREER**

Second Career is a provincial government program committed to help Ontario residents who, in the past four years, have been laid off from a full-time job.

Eligible participants may qualify for up to \$28,000 towards tuition, books, transportation and living expenses on a case-by-case basis. Centennial College offers a range of certificate and diploma programs to meet your career goals.

[centennialcollege.ca/second-career](http://centennialcollege.ca/second-career)

## **SCHOLARSHIPS AND BURSARIES**

Each year, Centennial College gives away over \$3.5 million in scholarships and bursaries. Local employers, organizations and individuals provide these funds, which serves as a testimony to the enormous amount of community and corporate support the College has attracted over the years.

To see our available scholarships for part-time learners, go to:  
[centennialcollege.ca/pt-scholarships](http://centennialcollege.ca/pt-scholarships)

To see our available bursaries, go to: [centennialcollege.ca/bursaries](http://centennialcollege.ca/bursaries)

# LEADING THE WAY IN ONLINE LEARNING

With the shift in our day-to-day and busy schedules, online programs and courses are increasingly becoming the favoured option for continued learning. We are committed to providing our learners with high quality education through the flexibility online courses and programs afford.

Some of the advantages of online learning at Centennial include:

» ADVANCING YOUR CAREER ON YOUR SCHEDULE

Work towards a valuable academic credential that will enhance your skillset and earning power, all from the comfort of your home.

» HIGH-QUALITY COURSES

Instructional design and educational technology specialists work closely with our faculty experts to develop online courses that offer learner interaction, practical exercises, individualized attention & faculty-led instruction.

» ENGAGING ACADEMIC COMMUNITY

Build relationships with your classmates in our technology-enabled learning environment. Engage in idea sharing, collaboration, and teamwork through online discussions and group work.

» VIRTUAL STUDENT SERVICES

Your online learning toolkit includes extensive library and web-based resources. Access peer tutoring, success advising, or connect with an online learning strategist, virtual orientations, and career counselling to support your career goals.

» ENHANCING YOUR RESUME WITH DIGITAL FLUENCY AND LEARNING SKILLS

Prepare to become a skilled and confident user of technology in your chosen field.

» NEW PROGRAMS AND COURSES ADDED EACH YEAR

Using data about the current economy and looking ahead at the future of work, we are continuously adding new programs to support the job demands of tomorrow.

# FIVE WAYS TO REGISTER

## 1 ONLINE

### [centennialcollege.ca/webreg](http://centennialcollege.ca/webreg)

Register online. It's the fastest and easiest way to choose your courses. Confirm your registration online at [my.centennialcollege.ca](http://my.centennialcollege.ca)

## 2 BY PHONE

**416-289-5300**

**Monday – Friday, 9:00 am – 4:30 pm**

1. Identify your selected course by name, number, semester and section. Have alternative courses ready, in case your chosen one is unavailable.
2. Give your student number if you know it.
3. Give your name, mailing address, phone and email.
4. Give your credit card number and expiration date.
5. Confirm your registration online at [my.centennialcollege.ca](http://my.centennialcollege.ca)

## 3 IN PERSON

You may register at any campus Enrolment Services Office (regardless of where your course is offered).

Visit [centennialcollege.ca/student-services](http://centennialcollege.ca/student-services) or call 416-289-5207 for office hours. For detailed campus directions, visit our [website](http://centennialcollege.ca/website).

## 4 BY FAX

**416-289-5279**

Complete the [registration form](#). Fax at least 14 days before your course starts to: Enrolment Services, Centennial College. Confirm your registration online at [my.centennialcollege.ca](http://my.centennialcollege.ca)

## 5 BY MAIL

Enrolment Services Office, Centennial College  
P.O. Box 631, Station A, Toronto, ON M1K 5E9

Complete the [registration form](#). Mail the form, plus your fee payment (by credit card, money order or certified cheque) at least 14 days before the start of your course.

Please do not send cash by mail. Confirm your registration online at [my.centennialcollege.ca](http://my.centennialcollege.ca)



**VISA**



**DEBIT**

## ? QUESTIONS

### General information:

416-289-5207

[ce@centennialcollege.ca](mailto:ce@centennialcollege.ca)

### Online or Print-based courses:

416-289-5000, ext. 2555

[online@centennialcollege.ca](mailto:online@centennialcollege.ca)

### In-class, Hybrid and Fast-track courses:

416-289-5000, ext. 3157





# Alumni at Centennial College

Graduation from Centennial College has earned you an official membership in an association of more than **170,000 grads worldwide**. The Centennial College Alumni Association is your official link to the College and all that it will continue to offer you.

As a proud Centennial College graduate, you are a lifetime member and eligible to take advantage of the many programs and services offered by the Association.

## 20% OFF

Part-time Learning Courses  
for Centennial Alumni

### Alumni Benefits

Your free membership is automatic after graduation! The benefits of becoming a Centennial College Alumni Association member begin at convocation and last a lifetime.

**Below are just a few of the services and offers you can take advantage of:**

- **Free membership** to Perkopolis for discounted tickets to movies, theatre, entertainment and sporting events
- **Free access** to computer labs, libraries and the Resource Centre
- **Free access** to the College's Career Services and Co-operative Education resources
- **Free subscription** to the *ascent* alumni magazine
- **Discounted membership** to the Athletic and Wellness facilities
- **Invitations and opportunities** to attend and network at industry events, conferences and reunions

For more information, visit [ccaa.life](http://ccaa.life)

Centennial First, Alumni Forever.



**CENTENNIAL  
COLLEGE**

# BUSINESS

Behind every successful company are people with strong business acumen. Through our part-time programs, you can be one of them. We offer a wide variety of options for you to hone your skills and further develop your innovative thinking abilities. Be among the next generation of entrepreneurs and business professionals.



# Accounting, Bookkeeping and Finance



[business.pt@centennialcollege.ca](mailto:business.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2258

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



**Accounting Fundamentals Level 1 | CENTENNIAL COLLEGE CERTIFICATE****7339**

To be successful in accounting, you need a solid foundation, which you will get in Accounting Fundamentals Level 1. The program will prepare you to perform basic accounting functions such as accounts receivable and payroll. You will also learn to understand the essential relationship accounting practices have with the entire business organization. This certificate will incorporate a number of courses which, based on your final grade, you can use towards the Canadian Institute of Bookkeeping (CIB) certification and other equivalencies.

**Completion Requirements**

ACCT-112	Financial Accounting 1	IC	PB
ACCT-150	Small Business Software	IC	
ACCT-221	Financial Accounting 2	IC	OL PB
BUSN-331	Business Law	IC	OL PB
HRMT-318	Payroll	IC	
MATH-119	Mathematics of Finance*	IC	

\*If you score less than 36/45 on Math Assessment, you will be required to take MATH-128 or MATH-118.

**Accounting Fundamentals Level 2 | CENTENNIAL COLLEGE CERTIFICATE****7340**

Moving beyond the basics, this Accounting Fundamentals Level 2 certificate will prepare you to perform intermediate accounting functions such as more advanced bookkeeping techniques while also introducing you to management accounting. To tie together the covered topics, you will further your understanding of the essential relationship between accounting and the entire business organization.

**Completion Requirements**

ACCT-222	Management Accounting 1	IC	OL	PB
ACCT-224	Corporate Finance 1	IC	OL	PB
ACCT-226	Taxation 1		OL	
ACCT-256	Intermediate Accounting 1	IC	OL	
ACCT-257	Accounting Information Systems 1	IC	OL	
ACCT-331	Auditing 1	IC	OL	
ECON-205	Principles of Microeconomics	IC	OL	PB

**Bookkeeping | ONTARIO COLLEGE CERTIFICATE****2906**

In our interactive courses, you'll learn the theoretical and practical sides of bookkeeping, including the profession's digital aspects. The program will include topics such as financial accounting, management accounting, taxation and payroll. You'll also have access to the latest computer software to practice your new skills. The program will qualify you for an exemption with the Canadian Institute of Bookkeeping (CIB), clearing the way for you to start your career in professional bookkeeping even faster.

**Completion Requirements**

ACCT 112	Financial Accounting 1	IC	OL	PB
ACCT-150	Small Business Software	IC		

ACCT-221	Financial Accounting 2	IC	OL	PB
ACCT-222	Management Accounting 1	IC	OL	PB
ACCT-226	Taxation 1	IC	OL	
ACCT-228	Accounting Microcomputer Applications 1	IC		
COMP-106	Applied Business Software 1	IC		
COMP-126	Applied Business Software 2	IC		
COMM-160 (or COMM-161/ESL)	College Communications 1	IC		
HRMT-318	Payroll	IC		
MATH-119	Mathematics of Finance	IC		

Plus one General Education (GNED) elective course.

**CANADIAN INSTITUTE OF BOOKKEEPING (CIB)**

Centennial College and the Canadian Institute of Bookkeeping (CIB) are proud to present a program that will lead to a professional bookkeeper career. CIB is a national non-profit organization dedicated to preparing professionals for greater financial and job security as certified bookkeepers. Before qualifying for certification, you must complete the academic program and obtain three years of practical bookkeeping experience. Once you successfully finish the program, you may apply to the CIB for your certificate. For more information, please call 416-289-5000, ext. 2258, or visit [cibcb.com](http://cibcb.com).

**Office Bookkeeping | CENTENNIAL COLLEGE CERTIFICATE****7032**

This Bookkeeping Certificate program is designed for individuals in small offices as bookkeepers or accounting clerks. It is also ideal for people who need some assistance in running their own business. This program offers students the opportunity to obtain a thorough understanding of bookkeeping techniques and practices.

Note: This program is not offered in association with the Canadian Institute of Bookkeeping (CIB). For the CIB approved in-class program, please see the Bookkeeping Ontario College Certificate Program - 2906.

For more information about this program, contact 416-289-5000 ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca)

**Completion Requirements**

ACCT-112	Financial Accounting 1	IC	OL	PB
ACCT-221	Financial Accounting 2	IC	OL	PB
BUSN-331	Business Law	IC	OL	PB
CEIL-855	Sage 50		OL	
CEMS-981	Microsoft Word	IC	OL	
CEMS-983	Microsoft Excel	IC	OL	
CEMS-986	Microsoft PowerPoint - Comprehensive		OL	
ECON-205	Principles of Microeconomics	IC	OL	PB
GNED-160	Customer Service: Modern Approach		OL	

**Business – Accounting | ONTARIO COLLEGE DIPLOMA****2801**

In a short time period, this program will teach you the basics of accounting while expanding your employable skills. Its thorough curriculum will concentrate on helping you build proficiency in financial and managerial accounting and foster in-depth knowledge of accounting software. Because communication and analytical skills are keys to success in the accounting world, the program will emphasize them.

**Completion Requirements**

ACCT-112	Financial Accounting 1	IC	OL	PB
ACCT-150	Small Business Software	IC		
ACCT-221	Financial Accounting 2	IC	OL	PB
ACCT-222	Management Accounting 1	IC	OL	PB
ACCT-224	Corporate Finance 1	IC	OL	PB
ACCT-226	Taxation 1	IC	OL	
ACCT-228	Accounting Microcomputer Applications 1	IC		
ACCT-256	Intermediate Financial Accounting 1	IC	OL	
ACCT-257	Accounting Information Systems 1	IC	OL	

BUSN-225	Introduction to Research Methods and Data Analysis 1	IC	OL	PB
BUSN-331	Business Law	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
COMM-160 (or COMM-161/ESL)	College Communications 1	IC		
COMM-170 (or COMM-171/ESL)	College Communications 2	IC		
COMP-106	Applied Business Software 1	IC		
COMP-126	Applied Business Software 2	IC		
ECON-205	Principles of Microeconomics	IC	OL	PB
ECON-206	Principles of Macroeconomics	IC	OL	PB
GNE-500	Global Citizenship: From Social Analysis to Social Action	IC	OL	
HRMT-300	Organizational Behaviour	IC	OL	PB
MKTG-116	Principles of Marketing	IC	OL	PB
MATH-119	Mathematics of Finance 1*	IC		

\* If you score less than 36/45 on Math Assessment, you will be required to take MATH-128 or MATH-118.

**Business Administration – Accounting Advanced | ONTARIO COLLEGE ADVANCED DIPLOMA****2405**

The Business Administration – Accounting program is about more than just crunching numbers. It's designed to teach you how to set up a business for success. The in-depth offering will combine rigorous training using leading-edge information technology with quality course content to help you develop strong fundamental skills for an accounting career. Through interactive delivery in a small class environment, you will become skilled in areas such as financial accounting, corporate finance, management accounting, auditing, taxes and relevant software.

**Completion Requirements**

ACCT-112	Financial Accounting 1	IC	OL	PB
ACCT-150	Small Business Software	IC	OL	
ACCT-221	Financial Accounting 2	IC	OL	PB
ACCT-222	Management Accounting 1	IC	OL	PB
ACCT-224	Corporate Finance 1	IC	OL	PB
ACCT-226	Taxation 1	IC	OL	
ACCT-228	Accounting Microcomputer Applications 1	IC		
ACCT-256	Intermediate Accounting 1	IC	OL	
ACCT-257	Accounting Information Systems 1	IC	OL	
ACCT-322	Management Accounting 2	IC	OL	
ACCT-331	Auditing 1	IC	OL	
ACCT-332	Auditing 2	IC	OL	
ACCT-334	Corporate Finance 2	IC	OL	
ACCT-336	Taxation 2	IC	OL	
ACCT-356	Intermediate Financial Accounting 2	IC	OL	
ACCT-357	Accounting Information Systems 2	IC	OL	
ACCT-360	Advanced Accounting	IC		
ACCT-365	Internship/Business Simulation (Capstone course)	IC		

BUSN-225	Introduction to Research Methods and Data Analysis 1	IC	OL	PB
BUSN-325	Research Methods and Data Analysis 2	IC	OL	
BUSN-331	Business Law	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
BUSN-350	Business Ethics	IC		
COMM-160 (or COMM-161/ESL)	College Communications 1	IC		
COMM-170 (or COMM-171/ESL)	College Communications 2	IC		
COMP-106	Applied Business Software 1	IC		
COMP-126	Applied Business Software 2	IC		
ECON-205	Principles of Microeconomics	IC	OL	PB
ECON-206	Principles of Macroeconomics	IC	OL	PB
GNE-500	Global Citizenship: From Social Analysis to Social Action	IC	OL	
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
MATH-119	Mathematics of Finance 1*	IC		
MKTG-116	Principles of Marketing	IC	OL	PB

Plus choose two General Education (GNE) elective courses.

\* If you score less than 36/45 on Math Assessment, you'll be required to take MATH-128 or MATH-118.

**CHARTERED  
PROFESSIONAL  
ACCOUNTANT****CPA**CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

Business Administration – Accounting provides a pathway to obtaining the Chartered Professional Accountant (CPA) designation. Once you complete Centennial's program with satisfactory standing, you will be eligible to enrol in Nipissing University's Bachelor of Commerce program, graduate in as little as 16 months and qualify to complete the remainder of the CPA designation requirements.

**CPA – Advanced Certificate in Accounting and Finance (ACAF)**

The program also provides several course exemptions to the CPA ACAF credential. For more information, please visit [centennialcollege.ca/accounting-pathways](http://centennialcollege.ca/accounting-pathways)

Compliance regulations stem from legislation that often impacts a broad cross-section of industries, including banking and/or financial services, insurance, real estate, investment companies and not-for-profit. You will benefit from this program if you are currently employed or seeking employment in compliance departments of regulated industries. In a helpful environment, you will gain the required knowledge and skills in areas such as legal framework, governance and compliance requirements for regulated industries, risk management and assessment, communications, meeting compliance requirements, audit preparation as well as good governance practices.

### Completion Requirements

#### Six mandatory courses:

CMGT-100	Fundamentals of Compliance	HB
CMGT-101	Effective Compliance Programs	HB
CMGT-102	Reviews, Audits, Investigations and Complaints	HB
CMGT-103	Privacy and Information Protection	HB
CMGT-104	Anti-Money Laundering, Bribery/Corruption and Economic Sanctions	HB
CMGT-105	Securities Law Compliance	HB

## Financial Planning | CENTENNIAL COLLEGE CERTIFICATE

7053

A professional financial planner assists clients in identifying financial needs and objectives, and uses this information to develop a personalized program of savings and investments to help clients realize their goals. Centennial College, in partnership with the Canadian Institute of Financial Planning (CIFP), offers this Financial Planning certificate, which is ideal whether you want to become a qualified professional financial planner or simply want a better understanding of the complex financial world. It will cover four types of planning: retirement planning, risk management and estate planning, strategic investment planning and income tax planning.

During your first class, you will receive instructions on how to register and log on with CFP to purchase the reference materials.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

CEFN-801	Retirement Planning	OL
CEFN-802	Risk Management and Estate Planning	OL
CEFN-803	Strategic Investment Planning	OL
CEFN-804	Income Tax Planning	OL

Once you complete the four courses, you'll:

- Participate in an online program review with CFP
- Write an in-class CFP exam
- Write FPE 1 certificate exam with FPSC

## THE CANADIAN INSTITUTE OF FINANCIAL PLANNING (CIFP)

The Canadian Institute of Financial Planning (CIFP) is a non-profit association of certified financial planner professionals. The association is an independent, effective and powerful advocate for the Certified Financial Planner (CFP) certification marks and the financial planning profession in Canada.

CIFP is also a distance learning education institute wholly owned by The Canadian Institute of Financial Planning. This innovative institute was developed to combine the strengths of traditional classroom-based learning and distance education learning into one web-based campus. It provides programs for licensing and certification requirements in the financial services sector, including financial planning and continuing education courses. All CIFP programs are delivered through the web-based CIFP education portal.

The CIFP CFP certification program is comprised of four core courses and the Program Review and Evaluation course. This comprehensive program fully prepares you to write the first of two CFP® examinations, Financial Planning Examination Level 1 (FPE1®), which the Financial Planning Standards Council (FPSC) administers. The CIFP CFP certification program also provides a strong foundation of knowledge as you complete the CIFP FPSC-approved Capstone course and prepare for the second CFP examination, Financial Planning Examination Level 2 (FPE2®).





If you think helping people make informed investments to achieve their financial goals will be an interesting career, this program is for you. It will give you the knowledge and skills to work in settings such as financial institutions and trust companies. Included are the Financial Planning Certificate curriculum and two Canadian Securities Institute courses. Because today's financial service industry is rapidly changing, you will gain relevant credentials, and once you finish the program and associated industry exams, you may be eligible to write the Certified Financial Planner (CFP) exam leading to the CFP designation.

If you are a financial advisor who wants to sell mutual funds, you may want to consider completing course CCSC-103. If you have an interest in stocks, bonds and mutual funds, you should consider courses CCSC-101 and CCSC-102. Among employment opportunities are various positions such as personal banker, financial advisor, mortgage and loans officer, and self-employment as an independent financial planner.

### Completion Requirements

#### Two of the following CCSC courses:

CCSC-101	Canadian Securities Part 1	IC
CCSC-102	Canadian Securities Part 2	IC
CCSC-103	Canadian Investment Funds (Mutual Funds)	IC

#### Plus choose one elective course from the following:

CEFN-801	Retirement Planning	OL
CEFN-802	Risk Management and Estate Planning	OL
CEFN-803	Strategic Investment Planning	OL
CEFN-804	Income Tax Planning	OL

### CANADIAN SECURITIES INSTITUTE® (CSI®)

In cooperation with the Canadian Securities Institute (CSI), Centennial College offers continuing education courses to help you prepare for the Institute's course exams. While there are no prerequisites, prior investment experience or postsecondary training in finance is recommended. For more information on the Canadian Securities Course®, please contact the CSI at 1-866-866-2601, or visit [csi.ca](http://csi.ca). Once you register with Centennial College, you will be eligible for a 10 per cent discount on CSI courses. If you are registered in Canadian Securities Course (CSC) or Investment Funds in Canada (IFC), you are eligible to receive the CSC Check practice exams at no cost.



**Note:** You are required to first register with Centennial College to obtain your student number and then register online with CSI.

## Standalone Courses

### Accounting Micro. Application 1 | ACCT-228 IC

In this course, you will gain practical experience using email, word processing, presentation and accounting software from the Microsoft Office suite package, which today's businesses prevalently use. Sage 50cloud, which small- and medium-sized businesses use, will serve as the program's accounting software. You will learn to record business transactions in the general journal, accounts payables, accounts receivables and inventory modules, while also calculating and accounting for sales taxes.

### Accounting Theory and Policy | ACCT-725 OL

This advanced course will teach you to critically evaluate standards such as reserve recognition, management discussion and analysis, employee stock options, post-employment benefits, financial instruments, ceiling tests, hedge accounting and comprehensive income. To ensure you have a strong grasp on the topics, the course will use practical and theoretical problems of the value model, foreign exchange accounting, the process and issues related to standard setting, agency theory and other matters relevant to current events. Integration of Canadian and U.S. standards with those of the International Accounting Standards Board (IASB) will also be presented.

### Advanced Financial Accounting | ACCT-755 OL

An intermediate-level course, Advanced Financial Accounting will help you to develop and enhance your professional judgment and the ability to apply conceptual principles and accounting policies. It will cover topics such as recording and reporting of inter-corporate investments and business combinations, consolidation of subsidiaries, foreign currency transactions, foreign operations reporting and financial reporting in the not-for-profit sector. You will also learn about settings, both internationally and in Canada, relating to global financial reporting standards and accounting standards for private enterprises.

### Financial Accounting 1 | ACCT-112 OL

This is an overview course that will focus on the financial reporting process. The recording process and the production of financial statements will be highlighted along with simple tools to analyze financial information and financial statements. This information will be relevant to managers, investors or other users of financial accounting information.

### Financial Accounting 2 | ACCT-221 OL/PB

This is part two of the Financial Accounting course. Topics will include capital assets, current and long-term liabilities, corporations, statement of cash flow and financial statement analysis, and financial reporting concepts.

### Introduction to Forensic Accounting | ACCT-361 OL

An online course, Introduction to Forensic Accounting will provide you with a basic understanding of this field. It is designed to make you more aware and knowledgeable in the detection and prevention of white-collar crimes. Although the course is mainly based on theory and case analysis, it will delve into financial statement analysis and other tools designed to detect fraud. It will also cover various preventative measures to consider, when designing systems, that will prevent the occurrence of fraud and other abuses.

### Management Accounting 1 | ACCT-222 OL/PB

Introduced in this course will be managerial accounting concepts and terminology such as the elements of a job costing system, the application of cost-volume-profit analysis and the application of relevant costs to special decisions, including how they fit with the preparation of master budgets.

### Introduction to Personal Finance | GNED-127 PB

In Introduction to Personal Finance, you will acquire lifelong skills to make the most of your financial resources. By learning to apply concepts of economic risk and financial security, you will be able to prepare your personal financial plan, project your future needs and design an investment plan that will work toward your goals. You will also learn to promote your financial stability by researching current literature on personal finance issues.

### Mortgage Agent | CEMA-101 OL

If you are looking to become a licensed mortgage agent in Ontario with an understanding of the mortgage brokerage industry and an ability to perform the agent's role in the mortgage application process, this course is for you. In just 45 hours, it will cover all the Mortgage Agent Qualifying Standards (MAQS) identified by the regulatory body, the Financial Services Commission of Ontario (FSCO). Other topics will include the legislation that governs the industry, the role of the agent in consumer protection and ethical decision-making. To pass, you will be required to achieve 60 per cent overall, including a minimum of 60 per cent on the final exam.

### QuickBooks Introduction | CEIL-853 OL

QuickBooks is an accounting software package intended for small- to mid-sized businesses. You will learn how this well-designed technology can make it a snap to set up a chart of accounts, reconcile your chequing account, create and print invoices, receipts and statements; track your payables, inventory and receivables; create estimates and generate reports. You will also become familiar with setting up a payroll, editing employee data, processing payroll and government data.

**Prerequisite:** Basic computer knowledge

**Required software:** QuickBooks 2006 Pro Student version comes with the textbook.

### QuickBooks Advanced | CEIL-927 OL

Building on the Introduction course, QuickBooks Advanced will teach you purchasing, inventory management, units of measure, estimates and progress billing, job costing, customizing invoices and other forms, class accounting, multi-currency, budgeting and advanced reporting (customizing and memorizing).

**Prerequisite:** QuickBooks Introduction CEIL-853

**Required Software:** QuickBooks 2010 Canadian version. You should also have payroll software loaded on your computer. If you don't, you can download a free copy of the student version of QuickBooks 2010 that comes with the textbook.

**Introduction to Financial Technology | FTEC-101****OL**

This course will provide an overview of the major themes and issues in financial technology (Fintech). Fintech is a broad term that refers to the rapidly growing application of technology and innovation in traditional banking and financial services industries. You will develop a broad understanding of the role banking and financial services play in society and the importance of key Fintech applications. Significant emphasis will be placed on understanding the practical implications of the adoption of Fintech on traditional business practices, employees, customers, and the impact on society and the regulatory environment.

**Blockchain Origins and Applications | FTEC-201****OL**

This course will expand on concepts from Introduction to Financial Technology and add an in-depth investigation of blockchain technology in the banking and financial service industries. You will develop a comprehensive understanding of the origins of block-chain, the technological principals that underpin the system and the various practical applications for blockchain technology, such as cryptocurrencies. The course will also review the impact the adoption of blockchain may have on traditional business practices, society and the regulatory environment. By the end of the course, you will be able to assess and evaluate the use of blockchain technology in industry and business applications.

**Big Data and AI in Finance and Business | FTEC-301****OL**

Expanding on concepts from Introduction to Financial Technology, this course will conduct an in-depth investigation of artificial intelligence (AI) and the use of big data in the banking and financial services industries. You will learn about the origins of AI and machine learning technology as well as the technological principals that underpin the systems and various practical applications. The course will review the impact the adoption of these technologies may have on traditional business practices, society and the regulatory environment. You will be able to assess and evaluate the use of AI and machine learning technologies in industry and business applications.

**Innovative Financial Systems | FTEC-401****OL**

To expand on concepts from Introduction to Financial Technology, this course will continue to explore developments in fintech and their impact on and implications for the traditional financial services industry. The course will also review how adoption of these technologies may impact traditional business practices, society and the regulatory environment. The comprehensive knowledge you gain will enable you to assess and evaluate the use of fintech and the competitive implications in industry and business applications.



# Business Management



[business.pt@centennialcollege.ca](mailto:business.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2258

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

If you are currently in a management position or aspire to assume a managerial role, this certificate program will be great preparation. You will learn about everything from business processes, such as human resource strategies and compensation policies, to sociological topics that will include employee workplace behaviour, the day-to-day reality of organizational life in business enterprises, individual differences in the workplace and effective communication techniques.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements (eight courses are required)

#### Three mandatory courses:

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB

#### Plus choose five elective courses from the following:

CEIL-862	Intercultural Communication	OL
CEIL-863	Organizational Change and Development	OL
CEMG-940	Introduction to Project Management	OL
HRMT-308	Labour Relations	IC OL
HRMT-316	Dispute Resolution	IC OL
MGMT-222	Management Principles	IC OL PB

Bolster your resume with this Business program, which will get you noticed when you apply for entry-level business positions. Your courses will also be the foundation for an academic career in specialty areas such as marketing, management and leadership, human resources, international business, or operations and supply chain.

Contemporary concepts, theories and business practices related to functional areas of the business enterprise are weaved into the pro-gram. You will build your skills in accounting, business communications, customer service, business computer applications, marketing, human resources and many other relevant areas. Because many of these skills are the transferable, you will not only be able to enter the business world but also remain and progress in it.

### Canadian Professional Sales Association (CPSA)

CPSA accredits courses within the Business program. When you graduate, you may have all the educational requirements for the CPSA (depending on your chosen business electives). Those requirements will enable you to submit an application to the CPSA to re-ceive a Professional Sales Certificate (PSC). For more information regarding CPSA certification, please visit [cpsa.com](http://cpsa.com).

### Microsoft Office Specialist (MOS) Certification

By successfully completing the COMP-106 and/or COMP-126 courses, you will have the opportunity to acquire the Microsoft Office Specialist credential.

### Business Electives for Program 2803

#### Business Elective 1:

MKTG-222	Retailing	IC
MKTG-229	Digital Marketing	IC

#### Business Elective 2:

INTL-220	International Business Concepts	IC PB
MKTG-223	Professional Selling*	IC PB

\*MKTG-223 is available online as course MKTG-230 as equivalency.

### Completion Requirements

#### Mandatory courses:

ACCT-123	Financial Accounting Concepts	IC	OL	
ACCT-222	Management Accounting 1	IC	OL	PB
BUSN-119	Business Fundamentals	IC	OL	PB
BUSN-215	Career Planning		OL	
BUSN-331	Business Law	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
COMM-160 (or COMM-161/ESL)	College Communications 1	IC		
COMM-170 (or COMM-171/ESL)	College Communications 2	IC		
COMP 106	Applied Software 1	IC		
COMP-126	Applied Business Software 2	IC		
ECON-205	Principles of Microeconomics	IC	OL	PB
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC	OL	
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
MATH-128	Mathematics of Finance 1 *	IC		
MATH-119	Mathematics of Finance 2	IC		
MGMT-222	Management Principles	IC	OL	PB
MGMT-223	Customer Centric Strategy	IC		
MKTG-116	Principles of Marketing	IC	OL	PB
OMGT-129	Intro to Supply Chain and Business Operations	IC		
OMGT-229	Project Management Principles	IC		

#### Plus choose two General Education (GNED) elective courses

#### Plus choose two Business Electives – one from each Business Elective List 1 and 2

\*MATH-128 will prepare you for MATH-119, which is a required course for most Business School diploma programs. If you test between 21/45 and 35/45 on the MATH Assessment test, you will be exempt from MATH-128 and will take MATH-118. If you score 36/45 or higher, you will be exempt from MATH-128 and MATH-118 and will take MATH-119.

**Business Management – Entrepreneurial | CENTENNIAL COLLEGE CERTIFICATE****7284**

Being successful in entrepreneurship requires its own unique set of managerial skills and ownership principles. This program has been designed to combine the need for broad knowledge of business administration with specialized know-how that will also benefit you if you have an interest in further entrepreneurial studies. You will become familiar with topics such as financial accounting, organizational behaviour and human resource management within an entrepreneurial context.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (seven courses are required)****Three mandatory courses:**

ACCT-112	Financial Accounting 1	IC	OL	PB
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB

**Plus choose four elective courses from the following:**

BUSN-331	Business Law	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEBS-107	Small Business – Financial	OL		
CEBS-108	Managing the Small Business	OL		
CEIL-896	Entrepreneurship	OL		
CEMG-103	Fundamentals of Operations Management	IC	OL	PB

**Business Management – International | CENTENNIAL COLLEGE CERTIFICATE****7298**

With globalization, the borders in business are being erased. If you have an interest in a global approach to business, this certificate program will give you solid footing by covering a broad range of business administration topics in the area of international studies. You will take foundational courses and have the opportunity to go in-depth through topics such as international business concepts.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (eight courses are required)****Two mandatory courses:**

BUSN-119	Business Fundamentals	IC	OL	PB
MKTG-116	Principles of Marketing	IC	OL	PB

**Plus choose six electives from the following:**

ACCT-123	Financial Accounting Concepts	IC	OL	
CEMG-103	Fundamentals of Operations Management	IC	OL	PB
ECON-206	Principles of Macroeconomics	IC	OL	PB
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
INTL-220	International Business Concepts	IC		PB
MATH118	Mathematics of Finance 1	IC		
MATH119	Mathematics of Finance 2	IC		
MKTG-224	Marketing Research	IC	OL	PB

**Business Writing | CENTENNIAL COLLEGE CERTIFICATE****7364**

Much of the communication in today's computerized business world happens through written word. To ensure you have what it takes to be a productive, confident and effective communicator, this program will build on a solid foundation in English writing skills. It will then introduce you to major styles of business writing. If you are thinking of starting a small business or launching a career within an established company, you will be able to produce efficient professional business documents using sound, insightful and resourceful communication strategies.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (eight courses are required)****Four mandatory courses:**

CEBW-201	Writing Grammatically	OL
CEBW-301	Business Writing Strategies	OL
CEBW-302	Critical Thinking	OL
CEIL-845	Desktop Publishing for Business Using Word	OL

**Plus choose four elective courses from the following:**

CEBW-303	Technical Communication	OL
CEBW-305	Writing a Proposal	OL
CEBW-306	Writing a Business Manual	OL
CEBW-307	Writing for the Web	OL
CEBW-308	Writing Sales Material	OL
CEBW-309	Writing a Business Plan	OL
CEBW-310	Writing a Marketing Plan	OL



The emergence of Canada's cannabis industry is stimulating employment and business development in the areas of new products and services. This program, developed and offered in partnership with Medz Cannabis Inc., will equip you with the skills for many entry-level positions in one of the fastest emerging sectors in North America. It will also require you to work in a legal, ethical and socially-responsible manner as you learn cannabis law and regulations as well as key characteristics of cannabis anatomy and functionality. Other topics will include processing cannabis to create product formulations and operating specialized cultivation materials and equipment. Your final two courses in quality control and assurance will be facilitated onsite at a licensed cannabis cultivation facility.

For more information, contact 416-289-5000, ext. 2228, or email [cannabis.pt@centennialcollege.ca](mailto:cannabis.pt@centennialcollege.ca).

#### Completion Requirements

CNBS-101	Introduction to Cannabis Studies	OL
	Intake: Fall 2020/Winter 2021/Spring/Summer 2021	
CANA-300	Cannabis Law	OL
	Intake: Fall 2020/Winter 2021/Spring/Summer 2021	
CNBS-102	Cannabis Cultivation Theory	OL
	Intake: Winter 2021/Spring/Summer 2021	
CNBS-103	Cannabis Cultivation Systems	OFFSITE
	Intake: Winter 2021/Spring/Summer 2021	
CNBS-104	Cannabis Processing Theory	OL
	Intake: Spring/Summer 2021	
CNBS-105	Formulation of Cannabis Products	OFFSITE
	Intake: Spring/Summer 2021	

### Condominium Management Series

Condominiums continue to be a major building trend in many cities. As a result, condominium management is a growth industry throughout Ontario. These courses were developed and are facilitated in a way that will be relevant to you whether you are new to or currently working in the condominium field. Using both theory and practical application, you will have various opportunities to develop your knowledge, skills and abilities in effectively managing condominiums.

There are four compulsory Association of Condominium Managers of Ontario (ACMO) courses that serve as prerequisites to writing the association's Registered Condominium Manager (RCM) examination.

**Note:** The passing grade for all ACMO courses is 60 per cent, provided that you also achieve a passing grade of 51 per cent on the final exam.

For more information about these courses, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca)

#### Completion Requirements

CNDO-100	Financial Planning for Condominium Managers	OL
CNDO-101	Introduction to Condominium Law	OL
CNDO-102	Physical Building Management	OL
CNDO-103	Condominium Admin and Human Relations	OL

### Cybersecurity Governance Series

Centennial is the first academic institution in Canada to provide cybersecurity governance training for non-information technology (IT) professionals. Under the premise that today's increasingly online world requires everyone to play a role in protecting against the threats of hacking and data breaches, the College teamed up with cybersecurity company xahive to create the courses that make up this series. You will learn to defend yourself and your company against cybercrime through content that's easy to understand and fun. Upon program completion, you will earn an internationally-recognized badge from Centennial College and xahive, and be able to share your achievement on LinkedIn. Participants who complete all six courses will also meet Canadian, U.S. and European cybersecurity training requirements.

#### Completion Requirements

CYBR-101	Cybersecurity and the Internet	OL
CYBR-102	Cybersecurity and the Healthcare Sector	OL
CYBR-103	Cybercrime: Regional and International Legislation	OL
CYBR-104	Cybersecurity Governance Essentials	OL
CYBR-105	Cybercrime: Cybersecurity Ethics	OL
CYBR-106	Cybercrime: Threats and Consequences for Organizations	OL

#### XAHIVE INC.

xahive is a Cyber Security company founded to fulfill the need to provide safe, secure cybersecurity solutions in the ever expanding internet-based communications space.

For more, visit [xahive.com](http://xahive.com), e-mail [info@xahive.com](mailto:info@xahive.com) or call 646-205-2246.



**Fundraising | CENTENNIAL COLLEGE CERTIFICATE****7370**

This program will help those interested in working within a Volunteer and Fundraising environment. It will help you plan your projects and future fundraising needs, develop goals and strategies and promote your work through developing media and press relations.

For more information about this program, contact  
416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca)

**Completion Requirements**

CEIL-896	Entrepreneurship	OL
CFRM-140	Introduction to Fundraising	OL
CFRM-141	Methods of Fundraising	OL
CFRM-142	Strategic Management of Campaigns	OL
CFRM-143	Donor Relationships in Fundraising	OL
CFRM-144	Fundraising as Management Process	OL
CFRM-146	Independent Project	OL

**General Business Management | CENTENNIAL COLLEGE CERTIFICATE****7036**

To succeed in general business management, you'll need a broad understanding of business, which includes topics covered in this program such as financial accounting, human resource management, organizational behaviour and business culture. Comprehending these management functions and acquiring general managerial skills will provide you with the foundation to build a lasting business management career.

For more information about this program, contact  
416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca)

**Completion Requirements (eight courses are required)****Four mandatory courses:**

ACCT-112	Financial Accounting 1	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB

**Plus choose four elective courses from the following:**

CEIL-829	Management Leadership Skills			OL
CEIL-862	Intercultural Communication			OL
HRMT-302	Recruitment and Selection	IC	OL	
HRMT-316	Dispute Resolution	IC	OL	
MGMT-222	Management Principles	IC	OL	PB

**Management | CENTENNIAL COLLEGE CERTIFICATE****7391**

The ability to effectively communicate, coupled with sound organizational decision-making and problem-solving skills, is essential for success in a complex and ever-changing world. This program will give you those skills through courses in financial accounting concepts, business fundamentals, business strategy and organizational behaviour. Whether you are employed in a management capacity, expect to assume management responsibilities in the near future, or are simply seeking to advance your understanding of your work environment to perform better in your current position, you will gain useful skills and knowledge.

All of the courses in this certificate may be used for credit towards a diploma in business or business administration.

**Completion Requirements (eight courses are required)****Four mandatory courses:**

ACCT-123	Financial Accounting Concepts	IC	OL	
BUSN-119	Business Fundamentals	IC	OL	PB
BUSN-332	Business Strategy	IC		
HRMT-300	Organizational Behaviour	IC	OL	PB

**Plus choose four elective courses from the following:**

ACCT-334	Corporate Finance 2	IC	OL	
BUSN-331	Business Law	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEMG-103	Fundamentals of Operations Management	IC	OL	PB
CEMG-909	Fundamentals of Project Management	IC		
CEIL-991	Microsoft Office 2013		OL	
GNED-147	Ethics in Business		OL	
HRMT-301	Human Resources Management	IC	OL	PB
INTL-220	International Business Concepts	IC		PB
MGMT-222	Management Principles	IC	OL	PB
MKTG-116	Principles of Marketing	IC	OL	PB

Facilitated online for your convenience, Organizational Dynamics and Leadership is ideal for managers looking for the skills and attitudes to develop a motivated and effective workforce and to plan and execute business initiatives. During this program, you will gain an understanding of areas such as leadership and ethics, management principles and a modern approach to customer service.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

#### Completion Requirements

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEIL-911	Leadership and Ethics		OL	
GNED-160	Customer Service: Modern Approach		OL	
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
MGMT-222	Management Principles	IC	OL	PB

### Volunteer Management Series

Because volunteers are an important resource for any company, organization or event, it's essential to understand how to properly manage them. Managing a group of volunteers is different than managing a group of employees, and these courses will teach you those distinctions and why they are important. You will gain skills in the latest volunteer management and administration practices before leaving the classroom for volunteer activities that will aid in career and skill enhancement.

For more information about these courses, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

#### Completion Requirements

VOLM-101	Volunteer Management – Foundations	OL
VOLM-102	Volunteer Management – Spectrum of Engagement	OL
VOLM-103	Volunteer Management – Administration	OL
VOLM-104	Volunteer Management – Applied Project	OL



I **really enjoyed** the Cybersecurity and Cybercrime courses! They have very **current and up-to-date information** and are **so relevant** to our increasing use of the internet. I'm looking forward to future offerings!



#### ERIC MACMULLIN

Cybercrime: Threats and Consequences in the Healthcare Sector,  
Alumnus



## Standalone Courses

### Small Business – Financial | CEBS-107 OL

The major purpose of this course is to prepare you to assume the role of an entrepreneur acting as a general manager, as opposed to an accounting technician or a financial specialist.

### Managing the Small Business | CEBS-108 OL

You will be introduced to best practices associated with managing a small company as well as universal and timeless theories and methods that cut across all major aspects of dealing with people, data and systems. Content and process skills, including decision-making, presenting arguments, building teams, introducing change and providing leadership will also be reviewed.

### Retail Management | CEBS-120 OL

This course follows a practical managerial approach to retailing focused directly on issues owners, managers or employees of retail institutions face. It will assume prior knowledge of marketing, and cover the conceptual and analytical foundations necessary to understand all aspects of retail management.

### How to Start a Small Business | CEBS-870 OL

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

### Change Management | ORIN-002 OL

This course will cover the effects and management of change, which is a high priority for all organizations because managing change is important to facilitating successful project implementation. Course content will be based on the theory and application of change for the individual, change for the organization, communication and stakeholder engagement, and change management best practices.

### Cybersecurity Policy and Governance | CYBR-401 OL

This non-technical cybersecurity course is aimed at professionals who work at all levels of an organization and want to gain knowledge and competencies in cybersecurity policy and governance. This course covers the basics of cybersecurity including cyberattacks, breaches, and cybercrimes. Students will explore topics such as the threat landscape, identifying who the bad actors are, and why different organization archetypes are prime targets. There will be an emphasis on the governance aspect of cybersecurity which includes preparedness and response lifecycle. A number of case studies will be presented to illuminate real-life examples of cybersecurity incidents with reinforcement of why cybersecurity education and awareness is so important. A reoccurring theme of this course is that cybersecurity awareness is everyone's responsibility especially along the entire value chain.

### Cybersecurity Compliance and Financial Crime | CYBR-402 OL

The financial sector is a key target for cybercriminals due to the potential financial payoff that a cyber-breach can provide. This course is targeted toward financial professionals who work at all levels within a variety of industries. Basic concepts of cybersecurity will be covered to create a foundation for learning more focused topics of compliance and financial crime. Students will learn about the consequences of cybercrime events and the potential impact to the financial sector. Real-life examples from Canada, US and EU will be examined in areas of cyber investigation and how to respond to cybersecurity incident. Cybersecurity regulations and legislation will be covered as well as cybersecurity ethics for the financial sector. A reoccurring theme of this course is that cybersecurity awareness is everyone's responsibility along the value-chain. International case studies will be used to provide students an opportunity for meaningful discussion and working together to explore solutions to cybersecurity issues and concerns facing organizations of all sizes.

### Ethics in Business | GNED-147 OL

You will be introduced to the study of ethics and the case study method. Using a combination of research papers and case studies drawn from real business situations, you will discuss the cases, papers and solutions. Your grade will be determined by reports and presentations of various cases.

### Creative and Critical Thinking | LSDV-100 OL

Today more than ever, leaders need to be creative and critical thinkers to effectively deal with problems. In this course, you will learn to think inventively and critically, and to apply these skills to both professional and personal situations.

### Finance and Leadership | (LDS) LSDV-106 OL

Leaders in any organization need to understand the cost of doing business. To make effective decisions, it's critical to know the processes for assessing return on investment, creating a budget and anticipating variances. In this course, financial documents will be employed to explain how money is used in a business and how it can be interpreted to predict an organization's success.

### Leading Responsibly | LSDV-109 OL

Businesses today need to incorporate practices that include a more holistic approach to their responsibilities to communities and the environment. Corporate social responsibility and triple bottom line accounting are two methods by which organizations are assessing their business and business practices for sustainability and success. In this course, you will explore both topics.

### Leading Teams (LDS) | LSDV-105 OL

This course will allow you to examine the leader's role in the development and success of teams in the workplace. You will learn the differences between a group and a team, analyze various types of teams (including self-directed work teams), and understand how coaching and mentoring skills assist team effectiveness.

**Management of Risk | ORIN-001****OL**

This course is a route map for risk management. Using voice-over, animation and activities, course content will provide advice on how principles, approaches and interrelated processes should be embedded, reviewed and applied depending on the nature of the at-risk objectives. It will also provide pointers to more detailed sources of advice on risk management techniques and specialisms. This course is informed by and aligned with the International Organization for Standardization and its 31000:2009 standards.

**Managing Change (LDS) | LSDV-107****OL**

This course will discuss organizational readiness and risk assessment in the context of best practices. You will also learn how environmental scanning, trend identification, and implementing and measuring successful change plans are all essential to managing change plans to the organization's benefit.

**Developing a Business Plan | ENTP-331****PB**

The central focus of this course will be learning to create a detailed business plan from the testing of an idea and mapping trends and opportunities to finding target customers and establishing financing. You will experience and consolidate the competencies, attitudes and resources required for the pursuit of different entrepreneurial start-up small business ventures. Strong emphasis will be placed on marketing research, sales forecasting and preparation of pro forma financial statements. Content will be presented through online quizzes, presentations, case analysis based on marketing and finance, group assignments, business plan preparation and more.

# Human Resources and Payroll Management



[business.pt@centennialcollege.ca](mailto:business.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2258

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



Attracting, retaining and developing a company's most important asset, its employees, is the role of the human resources department. In this program, using case studies, simulations and project-based learning, you'll become familiar with essential human resources functions such as human resources planning recruitment and selection, training and development, compensation, performance management and human resources management systems. To round out your training, you'll also develop highly marketable payroll skills.

The opportunity to acquire three designations — the CHRP™ designation from the Human Resources Professionals Association, the CIM™ designation from the Canadian Institute of Management and the PCPT™ designation from the Canadian Payroll Association — will put you ahead of the competition. You'll also be able to pursue a degree from accredited universities with our articulation agreements. For more information, please visit [centennialcollege.ca](http://centennialcollege.ca).

### Completion Requirements

#### Mandatory courses:

ACCT-123	Financial Accounting Concepts	IC	OL
ACCT-224	Corporate Finance 1	IC	OL PB
BUSN-119	Business Fundamentals	IC	OL PB
BUSN-225	Introduction to Research Methods and Data Analysis 1	IC	OL PB
BUSN-313	Careers	IC	
BUSN-331	Business Law	IC	OL PB
BUSN-332	Business Strategy	IC	
BUSN-333	Business Culture and Collaborative Practices	IC	OL PB
COMM-160 (or COMM-161/ESL)	College Communications 1	IC	
COMM-170 (or COMM-171/ESL)	College Communications 2	IC	
COMP-106	Applied Business Software 1	IC	
COMP-126	Applied Business Software 2	IC	
CPAC-101	Payroll Compliance Legislation	IC	
CPAC-102	Payroll Fundamentals 1***	IC	

CPAC-103	Payroll Fundamentals 2***	IC	
ECON-205	Principles of Microeconomics	IC	OL PB
ECON-206	Principles of Macroeconomics	IC	OL PB
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC	OL
HRMT-300	Organizational Behaviour	IC	OL PB
HRMT-301	Human Resources Management	IC	OL PB
HRMT-302	Recruitment and Selection	IC	OL
HRMT-306	Employment Law	IC	OL
HRMT-307	Human Resource Planning	IC	OL
HRMT-308	Labour Relations	IC	OL
HRMT-309	Human Resources Management Systems**	IC	
HRMT-310	Occupational Health and Safety	IC	OL
HRMT-311	Compensation and Benefits	IC	OL
HRMT-312	Employee Training and Development	IC	OL
HRMT-317	Managerial Accounting for Human Resources Management	IC	OL
INTL-220	International Business Concepts	IC	PB
MATH-128	Mathematics of Finance 1*	IC	
MATH-119	Mathematics of Finance 2	IC	
MGMT-222	Management Principles	IC	OL PB
MKTG-116	Principles of Marketing	IC	OL PB
OMGT-129	Intro to Supply Chain and Business Operations**	IC	

#### Plus two General Education (GNED) elective courses

\* MATH-128 will prepare you for MATH-119, which is a required course for most Business School diploma programs. If you test between 21/45 and 35/45 in the MATH Assessment test, you will be exempt from MATH-128 and will take MATH-118. If you score 36/45 or higher, you will be exempt from MATH-128 and MATH-118 and will take MATH-119.

\*\* Course offered in day school only

\*\*\* You can opt out of the CPAC stream to the Business Optional course at any time. If opting out, you must complete two courses from the Business Optional course list (see website for details). You can also opt into CPAC stream but must start at CPAC-101. For more details, visit [centennialcollege.ca/part-time-business](http://centennialcollege.ca/part-time-business).

## Employee Relocation | CENTENNIAL COLLEGE CERTIFICATE

7674

If you're employed or interested in employment as a human resource professional, relocation specialist or real estate professional, this program — brought to you in partnership with the Canadian Employee Relocation Council (CERC) — will help you to become adept in both domestic and international relocation. CERC, the leading provider of information and professional education to the relocation industry, also offers graduates the designation CERC Relocation Specialist™, CERPT™ Canadian Employee Relocation Professional or CGMP Canadian Global Mobility Professional.

For more information on CERC designations, please visit [cerc.ca](http://cerc.ca).

**Note:** Successful completion of the program requires a minimum grade of 70 per cent in each course.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca)

### Completion Requirements

CERC-101	Introduction to Relocation	OL
CERC-102	Essentials of Domestic Relocation	OL
CERC-103	Essentials of International Relocation	OL

### CANADIAN EMPLOYEE RELOCATION COUNCIL (CERC)

The Canadian Employee Relocation Council (CERC) is a membership organization that provides leadership, services and assistance to members, enabling them to effectively serve relocated families by addressing issues that impact workforce mobility both domestically and internationally. Founded in 1982, the Council has more 600 members from across Canada and internationally. Through its programs, publications and services, CERC helps members increase their expertise in the field of workforce mobility and provides a forum for corporations and service organizations to effectively communicate and offer a more efficient and cost-effective relocation. CERC has a clearly defined vision of the future and is guided by an important set of values.



**Human Resources Management | CENTENNIAL COLLEGE CERTIFICATE****7200**

To effectively function in a human resources management capacity, you will need both the necessary general know-how for a strong knowledge base and specific skills. This Human Resources Management program will cover topics such as human resource planning, compensation and benefits, labour relations, and employee training and development. It's designed to meet broad and specific knowledge needs, whether you are a practitioner or interested in entering the field.

**Completion Requirements****Mandatory courses:**

HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
HRMT-302	Recruitment and Selection	IC	OL	
HRMT-307	Human Resource Planning	IC	OL	

HRMT-308	Labour Relations**	IC	OL
HRMT-310	Occupational Health and Safety	IC	OL
HRMT-311	Compensation and Benefits	IC	OL
HRMT-312	Employee Training and Development	IC	OL
HRMT-317	Managerial Accounting for Human Resources Management	IC	OL

In addition to the courses required for the Centennial College Certificate in HRM (7200) and the CHRP designation, the following ad-dress critical areas in HRM and are highly recommended.

**Elective courses:**

CEHR-966	Grievance, Arbitration and Contract Administration	IC	
HRMT-306	Employment Law	IC	OL
HRMT-316	Dispute Resolution	IC	OL

\*\* Course offered in day school only

**Labour Relations | CENTENNIAL COLLEGE CERTIFICATE****7048**

Understanding labour relations in a Canadian context is a key area of business. This program will take you through the topics you need to actively participate in the negotiation of a collective agreement and the resolution of grievances through the various stages of the grievance procedure. Among the areas included in Labour Relations will be employment law, dispute resolution, grievances arbitration and contract administration.

**Completion Requirements**

CEHR-966	Grievances, Arbitration and Contract Administration	IC	
HRMT-306	Employment Law	IC	OL
HRMT-308	Labour Relations	IC	OL
HRMT-316	Dispute Resolution	IC	OL

**Payroll Compliance Practitioner | CENTENNIAL COLLEGE CERTIFICATE****7503**

There are many payroll compliance responsibilities that affect organizations, and this program will delve into them so you can successfully navigate them. Through four mandatory courses taught in an interactive environment, you will learn to apply payroll legislation to calculate individual pay, calculate and report government and third-party remittances and year-end requirements, and accounting practices for payroll at the organization's compliance level.

**Completion Requirements**

ACCT-112	Financial Accounting 1	IC	OL	PB
CPAC-101	Payroll Compliance Legislation - CPA	IC		
CPAC-102	Payroll Fundamentals 1 - CPA	IC		
CPAC-103	Payroll Fundamentals 2 - CPA	IC		

**CANADIAN PAYROLL ASSOCIATION (CPA)**

Since 1978, the Canadian Payroll Association (CPA) has represented Canada's payroll community. The CPA is influential as it affects payroll practices in hundreds of thousands of small, medium and large employers, as well as payroll service and software providers.

## Standalone Courses

### CKE1 Exam Preparation Course CKE 1

IC

CKE1 is a conventional exam that assesses the knowledge required to perform at the Certified Human Resources Professional (CHRP) level, which relates to the CHRP column in the HR Professional Competency Framework. It will consist of 150 multiple-choice questions. This eight-hour workshop held in-person on a Saturday will be a comprehensive review of the exam's nine functional areas. It is also designed to provide strategies and practice in answering questions, thus increasing your chance of success in passing the exam. The workshop will utilize teaching methods such as games, lectures and a practice exam.

### Payroll Administration | CEHR-942

OL

Payroll Administration is an introductory course in Canadian payroll administration — within the context of human resources management. Through the undertaking, you will become familiar with essential topics such as payroll and labour standards, calculations of gross earnings, pensionable, insurable and taxable earnings, non-statutory withholdings from payroll, calculations of net pay, and employer payroll taxes and premiums.

### Performance Management (LDS) | LSDV-101

OL

This course will examine overall strategies for performance management. Among them will be performance analysis, counselling, constructive feedback, conflict resolution and performance management systems.

### Project Management (LDS) | LSDV-102

OL

If you are a leader in any organization who is new to project management or hasn't had formal project management training, you will appreciate the practical knowledge this course offers. In Project Management (LDS), you will learn to establish priorities and effectively manage your projects and project teams. To apply your knowledge, you will have the opportunity to start and complete a project from a leadership perspective.



I was a Human Resources Management student in the fall of 2014 at Centennial College. I could not have been given a better professor for the semester. The **professor was very assertive** when it came to her students. She ensured that all materials were covered. She also ensured that we did not just obtain the lesson from the standard PowerPoint slides.

The professor **challenged her students** with assignments, in-class assignments, group assignments, independent studies and quizzes, as well as the final exam, which I believe were all **essential stepping stones to understanding the foundation of Human Resources Management** in Canada. She also makes her students **apply theory, hands-on material, in-class lectures, governmental rules and regulations as well as external resources** to their assignments. This, I felt, was a true light bulb moment for me, as I have been working as a Human Resources Administrative Assistant for four years now, and now I have the understanding of why certain organizations do things differently from other organizations.



### STARLEETA BROWN

Human Resources Management, Alumnus

# Legal and Office Administration



[business.pt@centennialcollege.ca](mailto:business.pt@centennialcollege.ca)  
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416-289-5000, ext. 2258

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[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
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**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



## Law Clerk | CENTENNIAL COLLEGE CERTIFICATE

7804

In the legal environment, law clerks have the important job of completing independent legal work that may include managerial duties, relieving a lawyer of routine legal and administrative matters, and assisting in more complex ones. To successfully work in a law firm or government office in this capacity, you will need the practical and legal knowledge our program provides. As you learn business, real estate, corporate law and more, you will also have the opportunity to master industry-standard legal office software.

**Completion Requirements**

BUSN-331	Business Law	IC	OL	PB
CELC-910	Real Estate 1	IC		
CELC-911	Real Estate 2	IC		
CELC-912	Corporate Law	IC	OL	
CELC-915	Litigation 1	IC		
CELC-916	Litigation 2	IC		
CELC-941	Legal Documentation	IC		
CELC-942	Legal Software	IC		

## Legal Office Assistant | CENTENNIAL COLLEGE CERTIFICATE

7362

Even if you have little to no previous experience, this program will help you to develop sound office support competencies, with emphasis on interpersonal, organizational and communication skills. Through an interactive delivery, the program's courses will cover topics crucial to the role, including legal terminology, legal office procedures, family law and business law. You will be prepared to execute the standard procedures required for the efficient operation of a legal office.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (Twelve courses are required)****Eight mandatory courses:**

BUSN-331	Business Law	IC	OL	PB
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEIL-880	Legal Terminology		OL	
CEIL-881	Legal Office Procedures		OL	
CELC-914	Family Law		OL	
CEMS-981	Microsoft Word	IC	OL	
CEMS-983	Microsoft Excel	IC	OL	
GNED-160	Customer Service: Modern Approach		OL	

**Plus choose four elective courses from the following:**

CELC-943	Litigation Procedure 1		OL	
CELC-944	Litigation Practice and Procedure 2		OL	
CELC-946	Criminal Law		OL	
CELC-947	Wills and Estates Practice and Procedure		OL	
CERE-801	Real Estate Practice and Procedure 1		OL	
CERE-802	Real Estate Practice and Procedure 2		OL	

**LAW CLERK (INSTITUTE OF LAW CLERKS OF ONTARIO)**

Presented in partnership with the Institute of Law Clerks of Ontario (ILCO), these courses are recommended for those who have a minimum of three years of work experience in the legal field. Upon completion of each of the following courses, you may be eligible to write the ILCO examination.

**Completion Requirements**

CELC-922	Estates - Law Clerk	OL
CELC-921	Real Estate - Law Clerk	OL
CELC-923	Litigation - Law Clerk	OL
CELC-924	Corporate Law - Law Clerk	OL

**Medical Office Assistant | CENTENNIAL COLLEGE CERTIFICATE****7363**

In a medical office setting, you will encounter people from all walks of life. Having strong office support abilities that highlight interpersonal, organizational and communication skills is crucial. This program will prepare you to understand and carry out standard procedures that ensure the efficient operation of a medical office by providing you with know-how in medical terminology, working and communicating in a medical setting, and pharmacology for the medical office.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (Eleven courses are required)****Eight mandatory courses:**

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEIL-874	Medical Office Procedures		OL	
CEIL-890	Medical Terminology		OL	
CEIL-891	Working and Communicating in a Medical Setting		OL	
CEIL-892	Pharmacology for the Medical Office		OL	
CEMS-981	Microsoft Word	IC	OL	PB
CEMS-983	Microsoft Excel	IC	OL	PB
GNED-160	Customer Service: Modern Approach		OL	

**Plus three elective courses from the following:**

CEIL-889	Medical OHIP Billing		OL	
CEIL-893	Medical Conditions for Medical Office Staff		OL	
CEIL-894	Understanding Medical Tests for Medical Office Staff		OL	
CEIL-895	Understanding Surgical Procedures for Medical Office Staff		OL	
CEIL-897	Dental Terminology		OL	
CEIL-898	Veterinary Office Skills and Procedures		OL	
CEIL-899	Veterinary Terminology Medical Transcriptionist		OL	

**Medical Transcriptionist | CENTENNIAL COLLEGE CERTIFICATE****7166**

Having effective verbal and written communication skills when interacting with the public and hospital or medical personnel is essential as a medical transcriptionist. Through this program, which will make use of simulated case studies, you will develop the theoretical and practical knowledge for your future career as you gain an understanding of topics such as medical keyboarding, medical terminology, and styles and practices of medical transcription.

**Completion Requirements (Ten courses are required)**

**Note:** You must complete all mandatory courses before taking Introduction to Medical Transcription CEIL-872 and Advanced Medical Transcription CEIL-873.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Mandatory courses:**

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEIL-872	Introduction to Medical Transcription		OL	
CEIL-873	Advanced Medical Transcription		OL	
CEIL-876	Medical Keyboarding		OL	
CEIL-890	Medical Terminology		OL	
CEIL-900	Styles and Practices of Medical Transcription		OL	
CEIL-901	Medical Transcription Fundamentals		OL	
CEMS-981	Microsoft Word	IC	OL	

**Plus choose two elective courses from the following:**

CEBS-870	How to Start a Small Business		OL	
CEIL-874	Medical Office Procedures		OL	
CEIL-875	Health Records Management		OL	
CEIL-889	Medical OHIP Billing		OL	

**Office Administration – General | CENTENNIAL COLLEGE CERTIFICATE****7211**

Whether it's the day-to-day activities related to financial planning, record keeping and billing, personnel, and physical distribution or logistics, an office would not function without an office administration professional. This program will provide the word processing, document production, microcomputer and general office administration skills that will qualify you for a position as a receptionist or an administrative assistant.

**Completion Requirements**

CEOA-124	Financial Applications	IC		
COMM-160 (or COMM-161/ESL)	College Communications 1	IC		
COMP-106	Applied Business Software 1	IC		
COMP-126	Applied Business Software 2	IC		
OAGN-115	Introduction to Word Processing	IC		
OAGN-116	Word Processing Applications	IC		
OAGN-118	Transcription Techniques	IC		
OAGN-125	Office Communications and Procedures	IC		
OAGN-127	Machine Transcription	IC		

## Office Administration – Medical | CENTENNIAL COLLEGE CERTIFICATE

7422

A medical office is a unique place to work. Given its patient-care nature, it takes a confident office administration professional to ensure a medical office functions smoothly and patients are processed in an orderly fashion. Our medical-focused Office Administration program will provide you with the foundation skills and knowledge necessary to effectively take on an entry-level position as a medical receptionist or transcriptionist.

**Completion Requirements**

CEOA-204	Medical Office Procedures	IC
CEOA-208	Medical Machine Transcription	IC
COMM-160 (or COMM-161/ESL)	College Communications 1	IC
OAGN-115	Introduction to Word Processing	IC
OAGN-116	Word Processing Applications	IC
OAGN-118	Transcription Techniques	IC
OAGN-127	Machine Transcription	IC
OAME-236	Medical Terminology 1	IC
OAME-237	Medical Terminology 2	IC

## Office Assistant – Software Specialist | CENTENNIAL COLLEGE CERTIFICATE

7361

With the office support capabilities, and interpersonal, organizational and communication skills you will develop in this program, you will be prepared to launch a career as a software specialist office assistant. Our program will also focus on various software programs such as Microsoft Software Integration, Word and Excel. Understanding these programs and acquiring confidence in customer service and office procedures will allow you perform the standard procedures required to efficiently operate a business office.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (Ten courses are required)**

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEIL-845	Desktop Publishing for Business Using Word		OL	
CEIL-870	Office Procedures		OL	
CEIL-988	Microsoft Software Integration		OL	
CEMS-981	Microsoft Word	IC	OL	
CEMS-982	Microsoft Word – Expert	IC	OL	
CEMS-983	Microsoft Excel	IC	OL	
CEMS-984	Microsoft Excel – Expert	IC	OL	
GNED-160	Customer Service: Modern Approach		OL	
CEIL-853	QuickBooks Introduction		OL	

## MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION

**Certiport Authorized Test Centre**

Centennial's Certiport Authorized Test Centre, conveniently located at Progress Campus, is where we offer Microsoft Office Specialist (MOS) Certification exams to students, employees, alumni and community members. When you pass a MOS certification exam, you will obtain a globally-recognized industry certification, heighten your earning potential, add credibility and qualifications to your resumé, differentiate yourself in the job market, build your self-confidence, enhance your professional image, and open doors to potential job opportunities. If you feel you have sufficient experience using Microsoft Office 2016 Software, you may be ready for Microsoft Office 2016 certification. Register for an MOS exam, and demonstrate your knowledge, skills and abilities in productively using Microsoft Office.

**Microsoft**  
Office Specialist

“We are thrilled we joined this program as it has provided us the opportunity to **develop connections** and meet amazing professors who are extremely supportive, and equally **passionate in helping their students** build their career.

This program is a great choice for those interested in attaining a career that **combines business with the medical field**, and who want to work alongside doctors and nurses.”

**SAGITHIRA LOGENDRAKUMAR**

Office Administration – Medical, Student

## Standalone Courses

### Cannabis Law | CANA-300 OL

This course is a broad introduction to the federal and provincial laws governing cannabis cultivation, production, distribution, and pos-session and use in Canada. The emphasis will primarily be on recreational and medical cannabis use in Ontario, with selected references to practices in other jurisdictions. You will become familiar with specific areas of law while learning to apply concepts and terminology to solve problems related to authorized recreational and medical cannabis use.

### Court Transcription – Novice | CTRN-101 IC

If you have no previous experience preparing transcripts, this course will teach you the transcription procedures and techniques to produce certified transcripts from all court jurisdictions, according to the standards set by the Ministry of the Attorney General. Once you complete the course, you will have met the Ministry's transcript qualification standards — making you eligible to become an authorized court transcriptionist in accordance with and pursuant to the Attorney General's approval and authorization under Ontario Regulation 158/03. If you are seeking flexible part- or full-time employment, having this credential will open doors to great opportunities.

### Introduction to e-Business | CEDL-115 OL

Develop tools, skills and an understanding of technology, business concepts and issues that surround the emergence of electronic business. Emphasis will be on the part of the Internet where tools such as browsers are used. In addition to acquiring basic skills for navigating the Internet, you will learn current practices and discover opportunities in electronic publishing, shopping, distribution and collaboration.

### Landlord and Tenant Law | CEIL-780 OL

You will examine the legal relationship between landlords and tenants, the legislation that governs rental housing, and the rights, procedures, documents and remedies of the parties involved in a tribunal application proceeding under the Residential Tenancies Act. This course will provide an understanding of the concepts and procedures involved for both landlords and tenants. It will also include de-tailed study of the Residential Tenancies Act and related legislation, and the rules and procedures governing the Landlord and Tenant Board. You will benefit from this program if you are: an agent representing landlords or tenants in the rental housing field, in a support-ive role in a related career within the Board, a professional in the property management business.

### Litigation 2 | CELC-916 OL

As a continuation of Litigation 1 in the Legal Assistant program, in this course you will review the processes and procedures generally used in a law office for the purpose of litigation.

### Trademark Opposition, Section 45 and Infringement | IPIC-104 OL

Gain an understanding of the various administrative aspects of opposition proceedings, section 45 proceedings, trademark infringement and trademark litigation. In this final Trademark course, you will acquire the basic skills to assist a trademark agent or lawyer in the ad-ministration of contentious proceedings.

### Medical Transcription Fundamentals | CEIL-901 OL

This course will enhance learning from previous and prerequisite courses for medical transcription to help you enter the field with confidence. A practical and effective approach, with follow-up questions in each chapter, will promote class discussions and exercises de-signed to reinforce concepts and procedures. In a way that is easy to remember, you will also gain a conceptual and practical understanding of general medical terms and various medical specialties. Detailed transcription tips throughout the course will offer useful information and hints. An included CD will contain 10 hours of actual dictation, sample reports, and other data to prepare the documents discussed in the text.

### Paralegal Licensing Exam Prep | PRLG-101 OL

If you are sitting the Ontario Paralegal Licensing examination, as administered by the Law Society of Ontario (LSO), and require assis-tance to prepare, this course is for you. It will review the licensing application process, the exam's purpose and structure, and the rules, protocols and procedures expected of you on examination day as well as myths surrounding the exam and type of questions to expect. Then — in addition to emphasizing developing effective study strategies, how to efficiently organize LSO examination material and how to schedule study time — you will learn about the importance of building a network of contacts. The course will conclude with a timed mock examination followed by results and individualized feedback.

**Please note**, this course doesn't guarantee a successful result or pass of the Law Society of Ontario Licensing examination. It also isn't endorsed by the Law Society of Ontario.

### Virtual Office Administration | VROA-100 OL

What better setting than an online environment to learn how to become a virtual executive assistant? In this fully digital course, you will learn to offer a range of virtual services such as documents and records management, meeting and event planning, and website design and support. The program will allow you to start building your own virtual executive assistant business with which you can set your own hours and operate out of your home.

### Trademark Foundations and Lifecycle | IPIC-101 OL

This course will offer an understanding of the lifecycle of a trademark, the Trademarks Act, the Trademarks Regulations, and the corre-spondence procedures with the Canadian Intellectual Property Office. In this first course, you will acquire the basic knowledge expected of a trademark administrator working in the field of trademark law in Canada.

### Searches and Filing a Trademark Application | IPIC-102 OL

You will acquire practical knowledge of the preparation and filing of a trademark application in Canada, including required government fees and the docketing of deadlines. Applying the foundational knowledge acquired in Trademark Foundations and Lifecycle, you will learn the steps required for a trademark administrator to assist with the filing of a trademark application.

### Trademark Examination and Renewal | IPIC 103 OL

In this course, you will obtain practical knowledge of the examination phase of a trademark application in Canada through to registration and renewal, including docketing best practices. Building on the Searches and Filing a Trademark Application course, you will learn to assist in bringing an application to registration and maintaining the rights through the renewal process.



# Logistics and Operations



[business.pt@centennialcollege.ca](mailto:business.pt@centennialcollege.ca)  
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416-289-5000, ext. 2258

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416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

## Effective Project Management | CENTENNIAL COLLEGE CERTIFICATE

7034

If you are a manager or a project team member and have to implement projects of any size, this program will teach you to effectively do so. Concepts and principles of the Project Management Institute (PMI) Guide to the Project Management Body of Knowledge (PMBOK) will form the basis of course content, with an emphasis on practical application of current approaches, techniques and systems for managing projects. Once you complete Effective Project Management, your knowledge of the latest project management techniques will enable you to increase an organization's effectiveness and efficiency.

**Note:** CEMG-940 Intro to Project Management and CEMG-941 Project Management Scheduling Software are available online on a monthly intake. Balance of courses are semestered and online. See semester schedule.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (Seven courses are required)****To be taken first:**

CEMG-940	Introduction to Project Management	OL
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**Followed by:**

CEMG-941	Project Management Scheduling Software	OL
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**Followed by:**

CEMG-942	Project Definition and Planning	OL
CEMG-943	Project Management and the Human Interface	OL
CEMG-944	Project Risk Control and Quality Management	OL
CEMG-945	Contracting and Procurement in Project Management	OL

**To be taken last:**

CEMG-946	Directed Studies in Project Management	OL
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## Operations Management and Purchasing Series

Operations management — which involves planning, organizing and supervising production, manufacturing or the provision of services — has become increasingly important as businesses intensify their efforts to reduce costs and improve quality and service. Our Operations Management course series will present an analytical approach to teach you to analyze and solve production management problems in inventory control, industrial traffic, materials management and basic industrial engineering. Content will also cover purchasing and value analysis and project management.

In your courses, led by industry professionals, you will cover specific subject matter such as: buying the product or service to meet requirements, having material available at the proper time, securing the right amount, paying an acceptable price, and assisting your employer by searching out lower-cost goods and services.

**Completion Requirements**

CEMG-101	Principles of Industrial Traffic	IC
CEMG-102	Inventory Control	IC
CEMG-103	Fundamentals of Operations Management	IC OL PB
CEMG-909	Fundamentals of Project Management	IC
CEQA-401	Quality Concepts	IC
OMGT-226	Materials Management	IC
OMGT-221	Purchasing and Value Analysis	IC

## Project Management | CENTENNIAL COLLEGE CERTIFICATE

7266

All companies want their projects to come in on time and under budget, and every business uses project management in one form or another. Through our program, which is intended for those interested in gaining the skills to effectively manage the completion of large or small multidisciplinary projects, you will develop the knowledge you need. Once you graduate, you will have the ability to plan, pay attention to details, organize, direct and control resources, build teams, assess risks and effectively communicate. For more information, please visit [pmi.org](http://pmi.org).

**Completion Requirements (Six courses are required)****Five mandatory courses:**

CEMG-909	Fundamentals of Project Management	IC
CEMG-910	Project Planning and Control	IC
CEMG-918	MS Project	IC
CEMG-922	Project Communication and Team Building	IC
CEMG-924	Project Estimating and Cost Management	IC

**Plus choose one elective course from the following:**

CEMG-911	Project Quality Procurement and Logistics	IC
CEMG-919	Managing Information Technology Projects	IC

**Note:** Project Management courses can be used towards professional development units (PDU) through the Project Management Institute (PMI).

## Quality Assurance | CENTENNIAL COLLEGE CERTIFICATE

7372

Managing quality, no matter what type of business you work for, is a key factor to a company's success. In the Quality Assurance program, you will gain both a broad understanding and a wide range of practical skills that you will be able to apply to quality management. The financial and analytical skills you will develop will contribute to your organization's long-term growth.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

## Completion Requirements

## Mandatory courses:

ACCT-112	Financial Accounting 1	IC	OL	PB
BUSN-225	Introduction to Research Methods and Data Analysis 1	IC	OL	PB
CEMG-103	Fundamentals of Operations Management	IC	OL	PB
CEQA-240	Principles of Quality Assurance	OL		
CEQA-241	Total Quality Management	OL		
CETR-101	Quality Assurance	OL		

## Plus select two elective courses from the following:

CEMG-104	Operations Management 2	OL		
CEQA-242	Computer Applications in Quality Assurance	OL		
CEQA-243	Statistical Methods of Quality Assurance	OL		

## Quality Control and Standards Maintenance | CENTENNIAL COLLEGE CERTIFICATE

7836

To a large degree, a company's success depends on setting and meeting goals for customer satisfaction and company profitability. In an online environment, our Quality Control and Standards Maintenance program will help you to gain the necessary financial, analytical and service-oriented skills to ensure long-term growth for your organization. You will use discussion forums, complete assignments and interact with your peers as you become familiar with areas such as quality assurance, operations management and financial accounting.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

## Completion Requirements

ACCT-112	Financial Accounting 1	IC	OL	PB
BUSN-119	Business Fundamentals	IC	OL	PB
BUSN-225	Introduction to Research Methods and Data Analysis 1	IC	OL	PB
CEMG-103	Fundamentals of Operations Management	IC	OL	PB
CETR-101	Quality Assurance	IC	OL	
GNED-160	Customer Service: Modern Approach	OL		

## Supply Chain and Logistics Management | CENTENNIAL COLLEGE CERTIFICATE

7386

Everything a business sells must be efficiently moved and stored from the point of origin to its final destination. That's where supply chain and logistics management comes in. Our certificate program will help you acquire knowledge and skills in the full range of logistics and supply chain activities, including supply management, inventory management, logistics and transportation, quality management and enterprise resource planning. The program's courses will be ideal for pursuing a number of careers, including roles as a purchasing/supply manager, materials manager, senior buyer or logistics supervisor.

For more information, please call 416-289-5000, ext. 2258.

## Completion Requirements

CEMG-908	Logistics Management	IC		
CEMG-948	Supply Chain Management	IC		
CEMG-949	Enterprise Resource Planning	IC		
MGMT-222	Management Principles	IC	OL	PB
OMGT-221	Purchasing and Value Analysis	IC		
OMGT-223	Production Planning and Control	IC		

**Note:** Supply Chain Management Association Ontario recognizes qualified equivalent courses towards the Supply Chain Management training certificate.

## SUPPLY CHAIN MANAGEMENT ASSOCIATION ONTARIO

The Supply Chain Management Association Ontario (SCMAO) is the leading organization for the province's supply chain management professionals. Formed through the amalgamation of the Purchasing Management Association of Canada and Supply Chain and Logistics Association, SCMAO provides education and professional development to a network of 7,000 professionals. Under the authority of provincial legislation, it awards the Certified Supply Chain Management Professional designation (CSCMP). For more information, please visit [scmao.ca](http://scmao.ca).



# Marketing and Sales



[business.pt@centennialcollege.ca](mailto:business.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2258

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



The Business Administration – Marketing program will turn you into a skilled marketing professional who manages the link between an organization and its customers using social media, customer knowledge and business strategy. You will gain a foundation of broad-based business topics before moving onto specific marketing training through a combination of theoretical lectures and hands-on application. Case studies, guest lectures, presentations, projects, computer simulations and technologies will help you to become familiar with marketing topics such as communications, interactive marketing and brand planning. When you complete the program, you will be able to pursue a degree from accredited universities with our articulation agreements.

### Completion Requirements

#### Mandatory courses:

ACCT-123	Financial Accounting Concepts	IC	OL
BUSN-119	Business Fundamentals	IC	OL PB
BUSN-313	Careers	IC	
BUSN-333	Business Culture and Collaborative Practices	IC	OL PB
BUSN-350	Business Ethics	IC	
COMM-160 (or COMM-161/ESL)	College Communications 1	IC	
COMM-170 (or COMM-171/ESL)	College Communications 2	IC	
COMP-106	Applied Business Software 1	IC	
COMP-126	Applied Business Software 2	IC	
ECON-205	Principles of Microeconomics	IC	OL PB
ECON-206	Principles of Macroeconomics	IC	OL PB
ENTP-302	Creating and Managing Innovation	IC	
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC	OL

HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
INTL-220	International Business Concepts	IC		PB
MATH-119	Mathematics of Finance 2	IC		
MATH-128	Mathematics of Finance 1*	IC		
MKTG-116	Principles of Marketing	IC	OL	PB
MKTG-221	Practical Applications in Marketing	IC		
MKTG-222	Retailing	IC		
MKTG-223	Professional Selling •	IC		PB
MKTG-224	Marketing Research	IC	OL	PB
MKTG-226	Marketing Analysis	IC		
MKTG-228	Brand Planning	IC		
MKTG-229	Digital Marketing	IC		
MKTG-233	Consumer Analysis	IC		
MKTG-301	B2B Marketing and Channel Management	IC		
MKTG-331	Marketing Communications	IC	OL	PB
MKTG-332	International Marketing	IC		
MKTG-340	Strategic Marketing Planning	IC		
OMGT-129	Intro to Supply Chain and Business Operations	IC		

**Plus, choose two General Education (GNED) electives and two Professional Business courses. See website for details.**

• MKTG-223 is available online as course MKTG-230 as equivalency.

\*MATH-128 will prepare you for MATH-119, which is a required course for most Business School diploma programs.

If you test between 21/45 and 35/45 in the MATH Assessment test, you will be exempt from MATH-128 and will take MATH-118.

If you score 36/45 or higher, you will be exempt from MATH-128 and MATH-118 and will take MATH-119.

A sound foundation on which to build is essential when it comes to marketing. Business Management – Marketing will give you that base by providing you with a broad business administration knowledge set before delving into the area of marketing. In an interactive way that will ensure you not only understand but can also execute the various concepts, you will learn about product management, product pricing, distribution strategies, promotion strategies, advertising, sales promotions, publicity, media and creative execution.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements (Seven courses are required)

#### Mandatory courses:

ACCT-112	Financial Accounting 1	IC	OL	PB
HRMT-300	Organizational Behaviour	IC	OL	PB
BUSN-119	Business Fundamentals	IC	OL	PB
MKTG-116	Principles of Marketing	IC	OL	PB

#### Plus choose three elective courses from the following:

ACCT-222	Management Accounting 1	IC	OL	PB
CEMG-103	Fundamentals of Operations Management	IC	OL	PB
MGMT-222	Management Principles	IC	OL	PB
MKTG-224	Marketing Research	IC	OL	PB
MKTG-331	Marketing Communications	IC	OL	PB

Business management in sales is a very specific area that requires a unique skill set, which this program can provide. Our offering is designed to increase knowledge of how to grow your business through sales. You will develop sales and associated skills that will enhance both your professional and personal relationships. The program will allow you to meet your aspiration to seek business knowledge, and it will help you to successfully specialize in the area of sales and relationship management.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements (Eight courses are required)

#### Mandatory courses:

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
CEIL-911	Leadership and Ethics		OL	
GNED-160	Customer Service: Modern Approach		OL	
MKTG-116	Principles of Marketing	IC	OL	PB
MKTG-230	Personal Selling		OL	
MKTG-231	Success – Relationship Building		OL	

#### Plus choose two elective courses from the following:

CEBW-305	Writing a Proposal		OL	
CEBW-308	Writing Sales Material		OL	
CEBS-120	Retail Management		OL	
MKTG-224	Marketing Research	IC	OL	PB
MKTG-331	Marketing Communications	IC	OL	PB

## Business – Marketing | ONTARIO COLLEGE DIPLOMA

2805

The essential link between an organization and its customer base is a marketing professional. This program will prepare you for that creative and business-savvy role by first establishing a foundation of business basics such as accounting, organizational behaviour, business software and customer service. Marketing topics – marketing theory and case-based problem solving, marketing communications (such as advertising and promotion), account management, sales and service – will follow. Value is added to the program through its interactive features: case studies, computer simulations on the latest business software, classroom assignments and presentations.

You will not only graduate with your credential but also with a portfolio that will showcase your skills.

For more, please visit [centennialcollege.ca/part-time-business](http://centennialcollege.ca/part-time-business).

### Completion Requirements

ACCT-123	Financial Accounting Concepts	IC	OL	
BUSN-119	Business Fundamentals	IC	OL	PB
BUSN-313	Careers	IC		
BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
COMP-106	Applied Business Software 1	IC		
COMP-126	Applied Business Software 2	IC		
COMM-160 (or COMM-161/ESL)	College Communications 1	IC		
COMM-170 (or COMM-171/ESL)	College Communications 2	IC		

ECON-205	Principles of Microeconomics	IC	OL	PB
ECON-206	Principles of Macroeconomics	IC	OL	PB
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC	OL	
HRMT-300	Organizational Behaviour	IC	OL	PB
HRMT-301	Human Resources Management	IC	OL	PB
INTL-220	International Business Concepts	IC		PB
MATH-119	Mathematics of Finance 2	IC		
MATH-128	Mathematics of Finance 1*	IC		
MKTG-116	Principles of Marketing	IC	OL	PB
MKTG-221	Practical Applications in Marketing	IC		
MKTG-222	Retailing	IC		
MKTG-223	Professional Selling •	IC		PB
MKTG-224	Marketing Research	IC	OL	PB
MKTG-229	Digital Marketing	IC		
MKTG-331	Marketing Communications	IC	OL	PB

### Plus choose two General Education (GNED) elective courses.

\*MATH-128 will prepare you for MATH-119, which is a required course for most Business School diploma programs.

If you test between 21/45 and 35/45 on the MATH Assessment test, you will be exempt from MATH-128 and will take MATH-118.

If you score 36/45 or higher, you will be exempt from MATH-128 and MATH-118 and will take MATH-119.

•MKTG-223 is available online as course MKTG-230 as equivalency.

## Marketing | CENTENNIAL COLLEGE CERTIFICATE

7106

Understanding and satisfying customer needs is an essential part of marketing that involves recognizing challenges and opportunities from social, political, technological and global perspectives. This program has been designed to improve your capabilities as a marketer and/or marketing manager, while emphasizing these challenges and opportunities, to execute marketing plans and control business processes. As you gain a managerial point of view, you will learn to evaluate new business opportunities and effectively carry out marketing plans in a dynamic marketplace.

**Completion Requirements (Nine courses are required)****Mandatory courses:**

MKTG-116	Principles of Marketing	IC	OL	PB
MKTG-221	Practical Applications in Marketing	IC		

**Plus choose seven elective courses from the following:**

MKTG-223	Professional Selling •	IC	OL	PB
MKTG-224	Marketing Research	IC	OL	PB
MKTG-228	Brand Planning	IC		
MKTG-229	Digital Marketing	IC		
MKTG-301	B2B Marketing and Channel Management	IC		
MKTG-331	Marketing Communications	IC	OL	PB
MKTG-332	International Marketing	IC		
MKTG-340	Strategic Marketing Planning	IC		

**Note:** Applicable courses may be used for credit towards the two- or three-year Marketing diploma.

• MKTG-223 is available online as course MKTG-230 as an equivalent course.

## Professional Sales | CENTENNIAL COLLEGE CERTIFICATE

7049

Professional sales is a lucrative area of business. If you are interested in an entry-level sales position, our program will provide you with the fundamental skills, knowledge and attitudes you need. In courses that will align with the competencies the Canadian Professional Sales Association (CPSA) has identified for success in today's marketplace, you will gain an understanding of customer service and relationship-building, the principles and practical applications of marketing, business culture and more. At the end of the program, you will receive certificates from both Centennial and the CPSA.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**CANADIAN PROFESSIONAL SALES ASSOCIATION (CPSA)**

Canadian Professional Sales Association

The Canadian Professional Sales Association (CPSA) focuses on establishing a positive image and enhancing the value and credibility of the sales profession. Our Professional Sales certificate program meets the CPSA's academic requirements and is designed to lead to the Certified Sales Professional (CSP) designation. For more information and to register for the CSP designation, please visit [cpsa.com](http://cpsa.com).

**Completion Requirements****Mandatory courses:**

BUSN-333	Business Culture and Collaborative Practices	IC	OL	PB
GNED-160	Customer Services: A Modern Approach		OL	
BUSN-122	Customer Service and Relationship Building	IC		
MKTG-116	Principles of Marketing	IC	OL	PB
OR				
MKTG-221	Practical Applications in Marketing	IC		
MKTG-223	Professional Selling •	IC	OL	PB

**Plus choose two elective courses:**

**You must select one elective course from each of the two groups noted below:**

**Group One Electives:**

MKTG-229	Digital Marketing	IC		
OR				
MKTG-222	Retailing	IC		

**Group Two Electives:**

BUSN-119	Business Fundamentals	IC	OL	PB
BUSN-331	Business Law	IC	OL	PB
ACCT-123	Financial Accounting Concepts	IC	OL	
ACCT-112	Financial Accounting 1	IC	OL	PB
BUSN-350	Business Ethics	IC		
GNED-147	Ethics in Business		OL	
INTL-220	International Business Concepts	IC		PB

• MKTG-223 is available online as course MKTG-230 as an equivalent course.

## Social Media Series

A few short years ago, people used social media to keep up with friends and family. Today, it's also a dynamic and innovative field that's changing the business world and its communication practices. To take advantage of social media in the business arena, these courses will allow you to explore theory and foundations, designing social media strategies, monitoring and evaluating, digital communication and applied social media practices for organizations.

For more information about these courses, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements**

SMED-101	Introduction to Social Media	OL
SMED-102	Developing a Social Media Strategy	OL
SMED-103	Monitoring and Measurement	OL
SMED-104	Digital Communication	OL
SMED-105	Applied Social Media in Business	OL

Delivery Mode: IC= In-class OL = Online PB = Print-based HB = Hybrid

## Standalone Courses

### **Branding in Business and Personal Social Media | SMED-107** **OL**

The line between personal and professional use of social media and the impact it has on both spheres is rarely clear. Learners will develop an understanding of best practices for employee behaviour using social media and explore the common social media roles within an organization. Through the exploration of topics surrounding online behaviour and responsibility, learners develop personal branding guidelines; identify differences between being personal and personable online, and establish guidelines on how to create appropriate separation of professional versus personal life. Through case studies, learners will analyze the effects of online behaviour, identify the importance of respect and transparency, as well as how to react to criticism/attack and to always publish responsibly.

### **Introduction to Direct Response | ADCM-101** **IC**

Direct response is one of the most effective marketing methods today's advertisers use. This course will focus on the latest in direct response strategies to help you enhance your career in this growing field, including how to develop customized customer solutions and direct response dashboards to monitor and optimize campaign performance.

### **Introduction to Mobile Marketing | ADCM-103** **IC**

This course will teach communications professionals to understand and use mobile marketing throughout the customer journey. Concentrating on the basics of mobile marketing, you'll learn strategies and tactics to successfully increase awareness, engagement, transaction, loyalty, and influence among prospects and consumers.

### **Persuasive Communications | ADCM-102** **IC**

Perfect for advertising and marketing professionals, or those looking to upgrade their sales and persuasion skills, this course will pay particular attention to negotiating, persuading, and selling in a productive and ethical manner. It will also include the fundamentals of motivation and consumer behaviour theories.

### **Risk Management in Social Media | SMED-108** **OL**

In the age of social media, communicators need to be ready to deal with crises at faster speeds than ever before. Learners will explore topics covering internal and external crises, dealing with an unexpected crisis, using appropriate language in a crisis, and planning for a crisis. Using real-world case studies, learners critique steps taken to handle crises, prepare communications to be used in a crisis situation and create a social media crisis plan for a community organization. In addition, learners use their crisis communications skills to respond to a crisis scenario, providing content for networks appropriate to their audience.

### **Social Media Applied Policy | SMED-109** **OL**

A social media policy allows an organization to have set guidelines for staff and content, creating an understanding of process and risk limitation. In this course, learners will create a social media policy for an organization of your choice. While exploring the makeup of a policy and best practices for policy application, learners develop policies for external parties such as contractors and partners in order to assign approvals and responsibilities. Learners also critique various policies suitable for different types of organizations and recommend courses of action.

### **Social Media – Privacy and Security | SMED-106** **OL**

Privacy and security of information are major concerns for individuals and organizations alike. Learners will explore the importance of evaluating what and how personal and corporate information is stored and what information can readily be found online. By examining the associated Canadian legislation, learners learn to protect intellectual property, adhere to copyright laws, as well as advise others on confidentiality laws and keeping information secure. Learners analyze case studies and research topics to gain a thorough understanding of accessibility of information and to make recommendations on privacy and security protocols.





## Accessible Learning

The Centre for Accessible Learning and Counselling Services provides students with disabilities with a range of supports, including counselling, academic accommodation, and advocacy in a confidential setting.

Email [calcs@centennialcollege.ca](mailto:calcs@centennialcollege.ca) or phone 416-289-5000, ext. 3850



## Register early!

Don't wait to register! Classes fill up quickly and we don't want you to miss out!

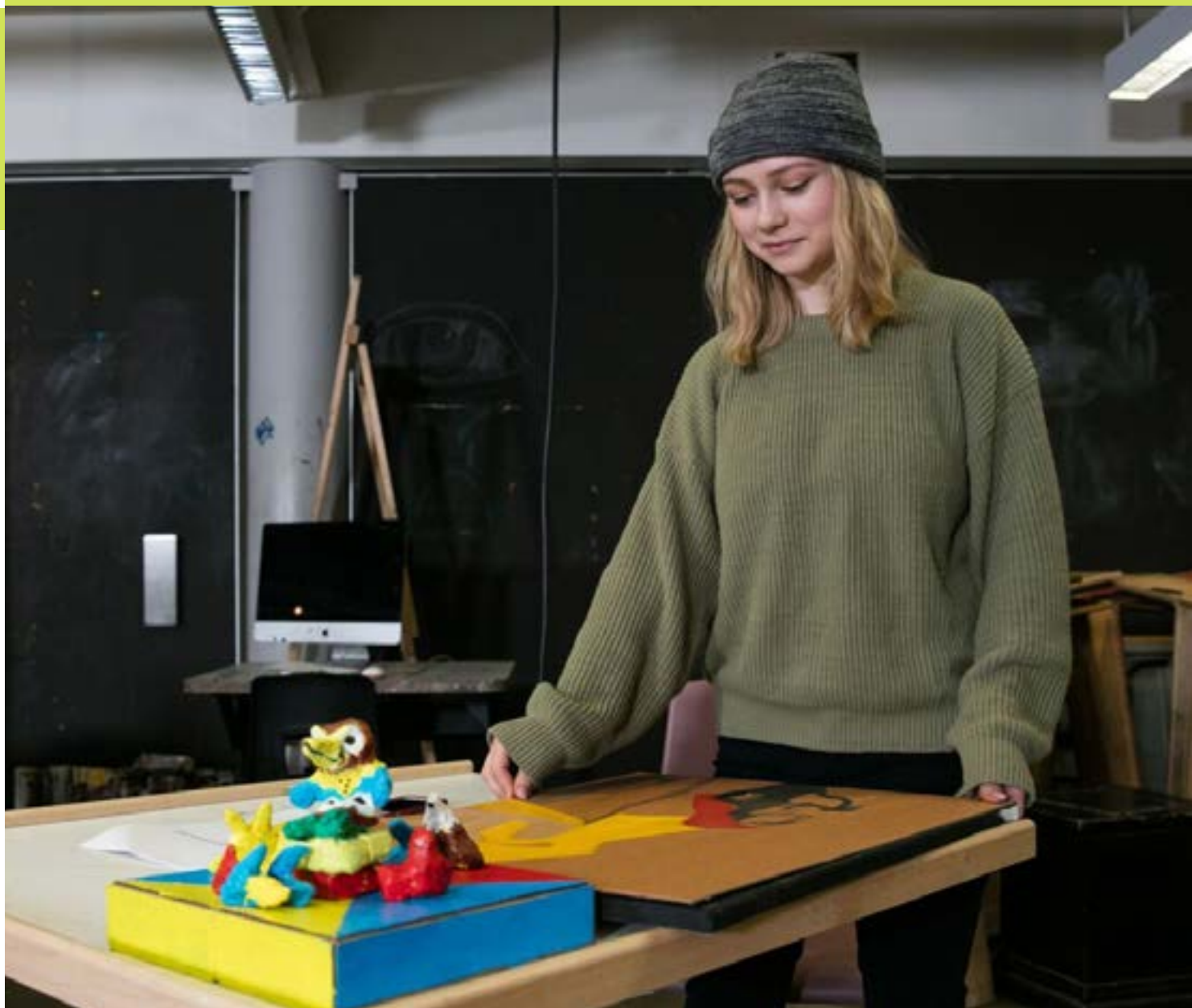
Visit [centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)

# COMMUNICATIONS, MEDIA, ARTS AND DESIGN

Turn your creativity into a rewarding career. Discover an array of specialized programs in media, arts and design where you can push your imagination to its limits.



# Arts, Animation and Design



[storyarts.pt@centennialcollege.ca](mailto:storyarts.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2246

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## Delivery Mode:

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



The Art and Design Fundamentals program has been designed to nurture your artistic talents, and develop your creative, practical and entrepreneurial skills in visual art and design — whatever your level of expertise. It will include hands-on activities for a well-rounded foundation in visual media.

**Completion Requirements**

CEAD-127	Visual Culture	IC
CEAD-109	Digital Imaging	IC
CEAD-111	Color Studio	IC
CEAD-114	Drawing 1	IC
CEAD-116	Visual Design Fundamentals	IC
CEAD-199	Creativity in Context	IC
COMM-160 (or COMM-161/ESL)	College Communications 1	IC
COMM-170 (or COMM-171/ESL)	College Communications 2	IC
CEAD-118	Portfolio Development	IC
CEAD-115	Digital Art and Design Studio	IC
CEAD-117	Time-based Art and Design	IC
CEAD-121	3D Art and Design Studio	IC
CEAD-124	Drawing 2	IC
CEAD-126	Professional Practice	IC
ELECT	GNED Elective	IC OL

**Digital Publishing | CENTENNIAL COLLEGE CERTIFICATE**

This program is perfect for anyone with a strong interest in digital production, including project managers, designers and publishers of traditional or digital media. At the conclusion of the program, you will have the tools to produce quality design work for digital platforms.

**Completion Requirements**

CG-001	Graphic Design Fundamentals	IC
CG-005	Adobe Illustrator	IC
CG-006	Adobe Photoshop Fundamentals	IC
CG-272	Adobe InDesign	IC
CG-345	Brand Development – Marketing by Design	IC
CG-347	Intro to Adobe Creative Suite	IC

**Recording Arts | CENTENNIAL COLLEGE CERTIFICATE**

Recording Arts is an accelerated, applied program designed for those who want to record, mix, edit and produce either music or spoken word. You will master professional recording techniques, along with the practical and digital skills to thrive in the industry. This program will be beneficial if you want to work as a technician, become a producer or bring your own audio projects to life.

**Completion Requirements**

RECA-203	Intro to Music Recording and Audio Engineering	IC
RECA-204	Advanced Audio Engineering and Music Mixing	IC
RECA-222	Digital Audio Recording for Multimedia	IC
RECA-339	Digital Audio Music Production with Protocols	IC
RECA-340	Midi, Synthesis and Programming	IC
RECA-341	Fundamentals of Music Arranging for Producers	IC

**Note:** For specialized elective courses in recording arts, please see Standalone Courses in this section.



## Standalone Courses

### Adobe After Effects | CG-350

IC

With this course, which is designed to develop core skills and enhance your professional design portfolio, you will learn to create motion graphics for film and TV using Adobe After Effects. By the end of the course, you will be able to take projects in kinetic type, titling, and branded animation through concept and storyboarding to complete digital realization.

### Desktop Publishing for Business Using Word | CEIL-845

OL

Microsoft Word is one of the most commonly-used publishing programs in the business world. In this course, you will learn how to use it to produce printed materials such as stationery, business cards, posters, newsletters and resumes. This course will emphasize how to generate real-life professional materials using specific desktop publishing terminology and document-handling techniques.

### Introduction to HTML Programming | CEIL-820

OL

HTML is the language behind creating online content. Learning that language will give you the ability to become a web developer. This course will cover some of the most important HTML topics, from the basics of creating web pages with graphics and links, using tables and controlling page layout with frames to more advanced topics, such as cascading style sheets (CSS), adding pre-written JavaScript to your HTML documents, creating a multimedia web page and creating a web page with forms. This online course has monthly intakes.

**Software required:** Basic text editor and web browser that supports frames and HTML 4 or higher.

### Web Design for Mobile Applications | CEIL-302

OL

With people increasingly using cell phones as their main means of surfing the web, companies need professionals who can make their websites easy to use on smartphones and other devices. In Web Design for Mobile Applications, you will learn a new way to design, develop and test mobile user interfaces, and to “mobilize” existing websites. You will pick up these skills through theory and hands-on coding exercises using CSS#, HTML5, JavaScript and Ajax, and leave with the ability to create innovative user experiences on smartphones and tablets.

### Intro to Photography (one day workshop) | CEWS-110

IC

In this photography workshop, you will discover the secrets of your camera's technical controls in straightforward, comprehensive terms. You will practice changing the settings, and discover how making simple adjustments can improve the photos you take.

### Photo I Beyond Automatic | CEWS-101

IC

Explore beyond your camera's auto setting, and take better photos with this four-part class. Through in-class practice, exercises, and feedback, you will quickly learn what to expect when you press the shutter, and see an improvement in your photography. Not only will you learn to control how the lens and shutter work together to capture all kinds of photographs, but you will also discover how aperture, shutter, ISO, white balance, and focus can transform the look of an image. By learning the major menu options your camera offers, you will be able to start using them right away.

### Photo II Get the Shot You Want | CEWS-201

IC

Sharpen your creative photography skills in this four-part class by building on your technical know-how, improving the framing of your shots, and learning to predict the results you will get when shooting people and landscapes. You will discover the secret weapons in your camera's menu, and learn basic photo editing techniques. Compare the results of using ambient light, natural light and your flash both in and outdoors.



I found the courses to be **helpful**. They each gave me **well-rounded skills** to further help me flourish in my field.



**MIGUEL R.**

Part-time Learning Alumnus

# Media, Communications and Writing



[storyarts.pt@centennialcollege.ca](mailto:storyarts.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2246

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

The Communications and Media Fundamentals program is an intensive one-year preparation undertaking. If you are looking for a pathway to pursue further postsecondary education, consider this certificate program. It will help you to develop communication skills while offering an introduction to the communications and media industries.

**Completion Requirements**

CECF-108	Tools and Processes for Communicators	IC
CECF-111	Introduction to Media	IC
CECF-116	Building Communications Portfolio Skills 1	IC
CECF-118	Multimedia 1	IC
COMM-160 (or COMM-161/ESL)	College Communications 1	IC
FNED-205	Exploring Digital Culture Pt 1	IC
CECF-117	Developing Communications Portfolio Skills 2	IC
CECF-201	Introduction to Media Writing	IC
CECF-218	Multimedia 2	IC
FNED-206	Exploring Digital Culture Pt	IC
COMM-170 (or COMM-171/ESL)	College Communications 2	IC

**Content Creation | CENTENNIAL COLLEGE CERTIFICATE**

7540

Content creation for marketing is a growing discipline that's in demand by today's businesses. This certificate will give you the skills to start a career in content creation, or to enhance your current marketing practice. You will learn how to create content that drives the bottom line and engages audiences.

**Completion Requirements**

CCCM-101	Content Creation Basics	IC
CCCM-102	Writing for the Web	IC
CCCM-103	Visual Design and Layout	IC
PRCM-103	Social Media	IC
IMCM-106	Web Analytics	IC
IMCM-103	Web Tools	IC

**Public Relations | CENTENNIAL COLLEGE CERTIFICATE**

7542

Through the six courses that make up this certificate program, you will gain the fundamentals that will introduce you to the dynamic and growing public relations profession. This offering will benefit working professionals looking to upgrade their skills or students who want to study public relations on a part-time basis. Pathways into our graduate certificate program are available.

**Completion Requirements**

PRCM-101	Public Relations Fundamentals	IC
PRCM-102	Strategic Communications Management	IC
PRCM-103	Social Media	IC
PRCM-104	Writing for Public Relations	IC
PRCM-105	Media and Blogger Relations	IC
IMCM-106	Web Analytics	IC

**Professional Writing | CENTENNIAL COLLEGE CERTIFICATE**

7360

This program will help you gain the skills and confidence to succeed as a writer. With an overall focus on getting work published, you will be introduced to a variety of writing opportunities and markets, and explore the business side of being a writer.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements****Three mandatory courses:**

CEWR-101	Writing for Publications I	OL
CEWR-102	Writing for Publications II	OL
CEWR-103	Grammar for Writing Professionals	OL

**Plus, choose two elective courses from the following:**

CEWR-105	Travel Writing	OL
CEWR-104	News Writing 1	OL
CEWR-202	Science Fiction	OL
CEWR-203	Writing Short Stories	OL
CEWR-204	Romance Writing	OL
CEWR-205	Introduction to Children's Literature	OL
CEWR-206	Introduction to Non-Fiction	OL
CEWR-207	Writing Mysteries	OL
CEBW-208	Essentials of Writing Fiction	OL

## Standalone Courses

### Advanced Communications Toolkit | ADCM-105 IC

In the modern workplace, what you say and how you say it can make or break your next assignment or promotion. This course is designed to meet the needs of the ever-changing office environment, where communication needs to be brief yet effective, and it will turn you into an advanced communicator. You will learn how best to communicate with different personalities and how to use persuasion in every written and communicative medium. Tools to quickly determine what you are trying to say, how you should say it and what medium will most effectively convey the message will also be provided.

### Grow Your Business with Social Media | BCSM-100 IC

There are many options when it comes to marketing your business on social media. Learn how to hone in on your audience and where it hangs out online with this course for business owners, which will offer tangible and practical tips. Once you define your customers and plan your social media strategy, you will be guided in choosing the right social networks and online channels, techniques to create social media content and a practical sales "funnel" that converts visitors into buyers. Finally, you will focus on growth through advertising on prominent social networks and managing your business's online reputation.

### Introduction to Direct Response | ADCM-101 IC

Today's advertisers utilize direct response as one of the most effective marketing methods. This course will focus on the latest in direct response strategies — including how to develop customized customer solutions and direct response dashboards to monitor and optimize campaign performance — to help you enhance your career in this growing field.

### Persuasive Communications | ADCM-102 IC

Perfect for advertising and marketing professionals, or those looking to upgrade their sales and persuasion skills, this course will focus on how to negotiate, persuade and sell in a productive and ethical manner. It will also include the fundamentals of motivation and consumer behaviour theories.

### Introduction to Mobile Marketing | ADCM-103 IC

This course will teach communications professionals to understand and use mobile marketing throughout the customer journey. Focusing on the basics of mobile marketing, you will learn strategies and tactics to successfully increase awareness, engagement, transaction, loyalty, and influence among prospects and consumers.

## Video and Film Production Courses

### Camerawork, Lighting and Sound | FLCM-102 NEW IC

This course will offer intermediate study of the theory and hands-on operation of digital cameras and lighting techniques used in film and television program production and multi-platform storytelling. You will be trained to use tools such as digital video cam-eras, microphones and lighting. The basics of editing using non-linear editing software will also be covered.

### Production Design | FLCM-101 IC

This course will explore the role production design and art direction play in various media, including film, television, visual effects, photography and theatre. It will cover all components of production design — script breakdown, research, visual support material, effective use of scenery, props, set dressing and wardrobe — as well as the importance of locations, colour concepts and visual effects.

### Video Storytelling | VICM-100 IC

There is an insatiable demand for digital content. This course will teach you how to create engaging videos for business, entertainment and social media. Covering technical, creative and narrative skills, you will learn the steps of content creation — from developing stories and pre-production, through shooting, audio, lighting, editing and post-production.

## Interactive, Data and Analytics Courses

### Data and Analytics for PR | PRCM-120 NEW IC

Today's public relations (PR) and communications managers are responsible for safeguarding organizations' reputations by advising management in difficult decision-making and proposing communication strategies that will aid in achieving goals. Data analytics presents the opportunity for these managers to evaluate many communication and marketing functions such as the public's response to communication campaigns, insights into new growth opportunities and untapped market niches. By understanding, for example, purchasing and social media browsing behaviour, managers can contribute to an organization's continuous improvements. In this course, you will gain an introduction to the subject matter as it relates to PR.

### Introduction to Analytics | PRCM-122 NEW IC

This course is designed to provide you with a basic overview of the various aspects involved in the analysis of quantitative and qualitative data — as it pertains to interactive media. Topics will include: goal setting, defining key performance indicators and metrics, utilizing analytics tools currently available on the market, evaluating various analytics vendors, learning how quantitative and qualitative data is analyzed, and evaluating an interactive project from a return on investment perspective.

### User Experience Design | IMCM-701 NEW IC

In this course, you will extensively analyze and work with user experience design standards for digital and on-screen environments. You will investigate and analyze the user and types of interactive experiences to create user experience designs that benefit users and meet client and project goals. User experience versus user interface, elements and principles of interaction design, conversions, theory of usability, issues in accessibility, path analysis, user testing as well as constraints of designing for different platforms/screens will all be among the topics the course will address.



# AN EDUCATION WITHOUT BORDERS



Janice Mills

## Frequent traveller takes advantage of Part-time Learning online

It was Saturday in Rwanda, which meant that Centennial College Part-time Learning student Janice Mills was heading to a town where she could find a reliable Internet connection and submit her coursework. While working with an organization involved in women's empowerment and literacy required Mills to travel to Rwanda every six months, Centennial's flexible Part-time Learning options allowed her to easily complete her program.

"I had never taken an online course before and I was pleasantly surprised," says Mills, who finished part one of Teaching English as a Second Language (TESL) in August 2019 and is currently taking the program's second portion. "At first, I thought it was just going to be reading, but there was a lot of interacting with students and the instructor. That meant I had accountability but could still set my own pace in that I was able to see the entire course overview, week by week, including what assignments would be due and how busy or light the coming weeks would be."

With online discussions, pair work (such as peer editing and receiving and giving feedback on assignments) and the ability to contact instructors both publicly and privately, Mills says Centennial fostered an online community that was, in many ways, akin to face-to-face classes.

"Because you could see your class list, I saw another woman taking all the same courses as me, so I reached out to her and we would email each other when we needed help, feedback or an opinion," says Mills. "You still get the social interaction, and I believe a lot of people don't think they'll get that."

While Mills opted for an online delivery, Centennial also facilitates many of the more than 1,300 Part-time Learning courses and program it offers at its campuses and satellite locations on weekends and in the evenings.

# COMMUNITY AND HEALTH STUDIES

Inspire and change lives with a career in community and health studies. Our innovative programs are designed to provide you with the knowledge to build inclusive communities, foster social development and support healthy spaces.



# Community and Child Studies

COMMUNITY AND  
HEALTH STUDIES



[communitystudies.pt@centennialcollege.ca](mailto:communitystudies.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 8072

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



A unique skill set is required to help people struggling with addictions get on their road to recovery. Designed for the experienced learner, this program will give you the foundational knowledge and skills to screen, assess and respond to people with addiction-related issues from diverse cultures and communities. You may be a professional in the field who wants to acquire more skills related to addiction or practice in another field but find yourself working with people with addictions. This program, which is approved by the Canadian Addiction Counsellors Certification Federation (CACCF), will feature some courses in an online format, allowing for increased convenience.

While you may take all, some or one of the courses below, to graduate with the certificate you will be required to complete all five courses. There is no time limit as to how long this may take you.

### Program Outline

ADDN-200	Withdrawal Management, Overdose Prevention and Harm Reduction	OL HB
ADDN-201	Psychopharmacology for Addiction Treatment	OL HB
ADDN-202	Trauma-Informed and Solution Focused Counseling	OL HB
ADDN-203	Addictions Case Management	OL HB
ADDN-204	Systems Navigation and Select Population	OL HB

### Autism and Behavioural Science Series

All children deserve equal care, and for children who live with autism spectrum disorder (ASD) that also means employing special intervention techniques. Our Autism and Behavioural Science course series — through classroom learning, hands-on experience and two field placements — will teach you to create new strategies to provide the best care for those individuals with ASD. Your design of these special care strategies will be further strengthened by coursework on applied behaviour analysis and evidence-based treatments. You will also learn how to pass on the knowledge to the families of the children you work with to help them come up with strategies to care for their children.

For more information about these courses, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

#### Level 1

BSCI-601	Applied Behaviour Analysis – Intro	OL
BSCI-602	Autism Spectrum Disorder (ASD)	OL
BSCI-604	Working with Families and Teams	OL
BSCI-612	Specialized Instructional Strategies	OL
BSCI-618	Ethics and Professionalism	OL
FLDP-604	Field Practicum 1	OL

#### Level 2

BSCI-609	Treating Challenging Behaviours	OL
BSCI-610	Transition Planning and Implementation	OL
BSCI-615	Behavioural Skill Building	OL
BSCI-616	Parent and Staff Training	OL
FLDP-605	Field Practicum 2	IC OL

“I enrolled in the Addiction Professional online course, and now, I’m **currently working full-time** in mental health and as a community worker. This fall, I had the privilege of studying with a professor, whose credentials and insight made her course, Withdrawal Management, **relevant and resourceful**. I **learned valuable skills**, and feel confident in the learning. It was worthwhile, and I’m looking forward to future courses.”

### ERDINE HOPE

Addictions Work: Professional Practice Skills, Student



Children will inherit the world. By becoming a child and youth care worker, you will work with children, youths, their families, and their community to make the next generation happy and healthy. Experts who have devoted their lives to working with children will pass their knowledge onto you through this program, which will cover giving treatment and counselling to children and youth in crisis or dealing with life challenges. Because Centennial College has its own childcare centre, you will have the opportunity to obtain practical learning in addition to the real-world experience you will gain during field practicums. When you graduate, you won't just be a childcare professional, you will also be a mental health professional.

### Completion Requirements

#### Level 1

COMM-160	(or COMM-161/ESL) College Communications 1	IC	
COMM-170	(or COMM-171/ESL) College Communications 2	IC	
CYCP-102	Counselling and Communication Skills		HB
CYCP-104	Child Development		HB
CYCP-105	Field Practicum 1 (30 days)		HB
CYCP-106	Reflective Practice 1		HB
CYCP-112	Foundations in Child and Youth Care		HB
CYCP-113	Child and Adolescent Mental Health 1		HB
CYCP-114	Preparation for Professional Practice		HB
CYCP-115	Strength-based Practices		HB
CYCP-116	Child and Adolescent Mental Health 2		HB
CYCP-117	Group Dynamics: Processes and Development		HB
CYCP-118	Adolescent Development		HB
GNED	General Education Elective	IC	

Level 1 courses must be completed before taking Field and Seminar 1.

#### Level 2

CYCP-201	Multimodal Therapies in CYW		HB
CYCP-206	Field Practicum 2 (60 days)		HB
CYCP-207	Integrative Field Seminar 2		HB
CYCP-210	Child and Adolescent Mental Health 3		HB
CYCP-211	Introduction to the Family		HB
CYCP-212	Advocacy Law in Children's Mental Health		HB
CYCP-213	Group Dynamics: Theory and Practice		HB
CYCP-214	Working with Traumatized Children and Youth		HB
CYCP-215	Professional Recording		HB
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC	OL

Level 2 courses must be completed before taking Field and Seminar 2.

#### Level 3

CYCP-301	Field Practicum 3 Specialized – Part 1		HB
CYCP-302	Reflective Practice 3 – Part 1		HB
CYCP-303	Child Abuse		HB
CYCP-304	Advanced Counselling Skills		HB
CYCP-306	Field Practicum 3 Specialized – Part 2		HB
CYCP-307	Reflective Practice 3 – Part 2		HB
CYCP-311	Evidence-Based Practices 1		HB
CYCP-312	Crisis Theory and Interventions		HB
CYCP-313	Working with Families		HB
CYCP-314	Evidence-Based Practices 2		HB
GNED	General Education Elective	IC	

Level 3 courses must be completed before taking Field and Seminar 3.

#### Notes:

1. Minimum C grade is required for all CYWP and CYCP courses.
2. All field placements require updated vulnerable sector screening and medical clearance. Due to the duration of the process to obtain the vulnerable police screening documents, you are advised to contact the program coordinator at least three months before the start of placement.
3. If you are already working in the helping field, please visit [centennialcollege.ca/child-and-youth-worker-apprenticeship](http://centennialcollege.ca/child-and-youth-worker-apprenticeship).

## Community Services Management: Professional Practice Skills | CENTENNIAL COLLEGE CERTIFICATE

If you want to take your community services career to the next level, this program will help you gain the essential leadership skills. Through interactive activities, you will learn about crisis and health management, program planning, and how to generate and manage funding while also networking to develop your professional network. At the end of the program, you will apply your learning to a special capstone project that you will complete in collaboration with a community services organization. This certificate program will give you the skills to take on roles that can include leadership, coordination and management.

### Completion Requirements

CSCE-101	Leadership Development	IC	
CSCE-102	Human Resources		OL
CSCE-103	Resource Development		OL
CSCE-104	Thriving in Crisis and Change	IC	
CSCE-105	Community Services Capstone Project		OL

Whether you are a professional working or volunteering in a correctional program or a women's shelter, work with at-risk youth, or have a special interest in criminal psychology or behaviour, our Criminal Psychology and Behaviour certificate will enhance your knowledge and skills. This will allow you to upgrade your career by enabling you to better understand and help those you are working with. You will study topics that will include psychopathic minds, different kinds of violence, cults and terrorism, and addiction and codependency.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

CEOL-200	Criminal Psychology/Psychopath	OL
CEOL-201	Criminal Psychology 2 – Criminal Minds	OL
CEOL-202	Sexual Violence	OL
CEOL-203	Domestic and Workplace Violence	OL
CEOL-204	Cults and Terrorism	OL
CEOL-205	Co-dependency as an Addiction	OL

## Early Childhood Education | ONTARIO COLLEGE DIPLOMA

7010

Caring for society's youngest children is an important responsibility, which is why this program is committed to making you a leader in the profession. It will teach you childhood's early developmental stages and give you a meaningful understanding of how to provide quality care to children and their families. You will also take part in three field placements that will include hands-on, practical experiences working with infants, toddlers, preschool children or school-age children.

Graduating with an Early Childhood Education diploma means you will be recognized as a qualified early childhood educator. To begin your career, you will be required to join the College of Early Childhood Educators and use the registered early childhood educator title to practice in Ontario.

### Completion Requirements

#### Semester 1

ECEP-101	Keys to Success in ECE	IC
ECEP-102	The Learning Environment: The Third Teacher	IC
ECEP-103	The Healthy Development of the Whole Child	IC
ECEP-104	An Introduction to Early Childhood Education	IC
ECEP-105	Field Preparation/Seminar 1 and 2 (ECEP-136 and ECEP-238 equivalent)	IC
COMM-160	(or COMM-161/ESL) College Communication 1*	IC

#### Semester 2

CECS-105	Field Practicum 1: Infant and Toddler (ECEP-135 equivalent)	IC
COMM-170	(or 171) College Communications 2/(ESL)*	IC
ECEP-130	Observing Infants' and Toddlers' Development	IC
ECEP-131	Child Centered Curriculum	IC
ECEP-132	Guidance 1	IC
ECEP-133	Health and Wellness Practices	IC
GNED	General Education Elective	IC

#### Semester 3

CESC-106	Field Practicum – Preschool (ECEP-235 equivalent)	IC
ECEP-239	Preschool Curriculum: Supporting Children's Inquiry	IC
ECEP-230	Guidance 2	IC
ECEP-231	Observing Preschool and School-Age Development	IC
ECEP-232	Understanding and Communicating with Families	IC
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC OL

#### Semester 4

CECS-107	Preschool, School-Age, Specialized Field Practicum (ECEP-245 equivalent)	IC
ECEP-233	Inclusion of Children with Special Needs	IC
ECEP-234	Preschool and School Curriculum: The Project Approach	IC
ECEP-236	Advocacy and the Emerging Professional	IC
ECEP-237	Child Abuse	IC
GNED	General Education Elective**	IC

\* You will be required to complete an assessment to be placed into the correct level of English. For more, visit [centennialcollege.ca/skills-assessment](http://centennialcollege.ca/skills-assessment) or call 416-289-5300.

\*\* General Education electives may be taken at any time.

### EARLY CHILDHOOD EDUCATION INFORMATION

Our Early Childhood Education (ECE) coordinator can meet with you to discuss the Early Childhood Education program. If you are a new student, need any assistance with your course planning, or if you haven't taken any courses in the past year, email program coordinator, Lynn Haines, at [lhaines@centennialcollege.ca](mailto:lhaines@centennialcollege.ca), or student success advisor, Audrey Le, at [audreyle@centennialcollege.ca](mailto:audreyle@centennialcollege.ca). It's important that you attend a meeting, as it will assist you with successful program registration.

All students are required to complete an English Assessment Test. To book an appointment, call 416-289-5300 or visit [centennialcollege.ca/skills-assessment](http://centennialcollege.ca/skills-assessment).

To start the program, you will need to be at an English 160/161 Level (COMM-160/161) or upgrade your English skills during your first semester of study.

All of Centennial College's child studies programs were created on the principle that each child is unique and has the right to high-quality care. The Early Childhood Education Resource Consulting program will focus on the inclusion of children with special needs and the childcare community. If you are a new or experienced early childhood educator looking to enhance your career, you will acquire the knowledge and skills to understand and support inclusion. This learning will be enhanced with two supervised field placements, giving you even more hands-on application. By taking this program, you will be able to qualify as a resource teacher and/or consultant.

### Admission Requirement

To apply, you must have an Early Childhood Education diploma from an Ontario College of Applied Arts and Technology or a letter of equivalency from the Association of Early Childhood Educators of Ontario, and be registered with the College of Early Childhood Educators. All field placements require updated vulnerable sector screening and medical clearance.

### Level 1

SN-400	Exploring Inclusion	IC
SN-401	Working with Families	IC
SN-402	Field Practicum 1	IC
SN-403	Service Planning	IC
SN-405	Resource Coordination	IC

### Level 2

SN-404	Strategies for Success and Inclusion	IC
SN-406	Advocacy in the Home, School and Community	IC
SN-407	Research and Conference Planning	IC
SN-408	Field Practicum 2	IC

**Note:** Due to the nature of this program, you must provide a recent police reference check prior to each field placement and required courses.

A criminal record or charges pending before the courts in regard to crimes against vulnerable populations may determine eligibility for courses and completion of the program.

### EARLY CHILDHOOD EDUCATION RESOURCE CONSULTING INFORMATION

Our program coordinator can meet with you to discuss the Early Childhood Education Resource Consulting program. If you are a new student, need any assistance with your course planning, or if you haven't taken any courses in the past year, email program coordinator, Lynn Haines, at [lhaines@centennialcollege.ca](mailto:lhaines@centennialcollege.ca), or student success advisor, Audrey Le, at [audreyle@centennialcollege.ca](mailto:audreyle@centennialcollege.ca).

## Educational Support | ONTARIO COLLEGE DIPLOMA

7374

Education is everyone's right, and in our Education Support program you will learn the knowledge and skills to help children and youth with exceptional needs get the education they need to succeed in life. Centennial College has collaborated with Mohawk College to offer this online program that's been approved by the Ministry of Training, Colleges and Universities. The online delivery will allow you to get your education where and when you want to, while still providing you with the intensive training you need to team up with teachers and professionals to help meet student needs.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

CEED-101	Working Safely: Safe Care of Others	OL
CEED-103	Foundations of Education	OL
CEED-104	Personal and Interpersonal Dynamics	OL
CEED-105	Development Across the Life	OL
CEED-106	Cultural Diversity/Educational	OL
CEED-107	Orientation to Schools and the Assistant Role 1	OL
CEED-108	Orientation to Schools and the Assistant Role and Seminars 2	OL
CEED-201	Computers in Education	OL
CEED-202	Classroom Skills	OL
CEED-203	Exceptionalities I: Behaviour and Mental Health	OL
CEED-204	Exceptionalities II: Communications	OL
CEED-205	Exceptionalities III: Physical and Multiple Exceptionalities III	OL

CEED-206	Communications/Ed.Setting 1	OL
CEED-207	Mathematics for EA	OL
CEED-301	Adaptive Comp. Techn/Education	OL
CEED-302	Learning Strategies for EA	OL
CEED-303	EA Role Practicum A and Seminars	OL
CEED-304	EA Role Practicum B and Seminars	OL
CEED-305	Communications/Ed.Setting 2	OL
CEED-401	Autism Spectrum Disorder	OL
CEED-403	Life Skills and Job Coaching	OL
CEIL-862	Intercultural Communication	OL

COMM-160 (or COMM-161/ESL)	College Communications 1	IC
COMM-170 (or COMM-171/ESL)	College Communications 2	IC

### Mandatory General Education Courses:

GNED-129	Principles of Psychology	IC	OL	PB
GNED-500	Global Citizenship: From Social Analysis to Social Action	IC	OL	

**PLUS choose one General Education (GNED) elective course.**

### PLUS select either CEED-501 OR CEED-502

CEED-501	Abuse and Family Violence	OL
CEED-502	Racism and Discrimination	OL

**Note:** Centennial College and individual district boards of education have specific requirements before you may begin the practicum (e.g. criminal credit check and First Aid/CPR).

## COLLEGE OF EARLY CHILDHOOD EDUCATORS, ONTARIO

The College of Early Childhood Educators (CECE) will directly handle all professional registration of early childhood educators in order to practice as well as any applications from Canadian/international applicants who require an assessment for their previous studies. Only members of the College can use the protected titles “early childhood educator” and “registered early childhood educator” (RECE), the professional designation RECE and their French equivalents. Only individuals who have met the registration requirements of the College and hold a Certificate of Registration in good standing may practice the profession of early childhood education.

For more information regarding this process, please visit [college-ece.ca](http://college-ece.ca).



### Person-Centered Planning and Community Building Facilitator | CENTENNIAL COLLEGE CERTIFICATE

7398

Person-centered planning is a method of problem solving that helps people with disabilities take control of their lives by equipping them with the skills and tools to plan for their futures. This program will apply that process to community development and planning, teaching you a respectful, holistic approach focused on the importance of relationships and community support systems. You will gain the knowledge and skills to examine how these relationships start, develop and grow into a sense of belonging.

You will also learn to use asset-based community development, social role valorization and social capital theory to strengthen the community. Citizenship and why it's important for everyone, including people with disabilities, to take part in community life will round out the program.

#### Completion Requirements

DSCE-100	Intro to Person-Centered Planning	OL
DSCE-101	Person-Centered Facilitation	OL
DSCE-102	Community Building	OL
DSCE-103	Social Capital and Macro Change	OL

COMMUNITY AND  
HEALTH STUDIES

### Retirement Communities Management | ONTARIO COLLEGE GRADUATE CERTIFICATE

7172

Every person in every community deserves a life of comfort, security and dignity. Retirement communities can ensure the oldest among us receive that life while also having specific needs met. In this Retirement Communities Management program, you will learn how to make these communities thrive. A curriculum developed with the Retirement Homes Regulatory Authority (RHRA) and the Ontario Retirement Communities Association (ORCA) will ensure you get the most relevant, career-specific knowledge and skills. This is a program for experienced learners who already have a degree or diploma, or relevant management or work experience, and want to upgrade their skills.

#### Completion Requirements

LTRM-700	Operational Overview	OL
LTRM-701	Financial Management for Retirement Communities	OL
LTRM-702	Sales and Marketing	OL
LTRM-703	Environmental Services	OL
LTRM-704	HRM and Labour Relations	OL
LTRM-705	Healthy Adult Aging	OL
LTRM-706	Resident-Centred Care	OL
LTRM-707	Food Nutrition and Hospitality	OL
RCMO-801	Senior Management	OL
RCMO-802	Field Placement 1	OL

#### Admission Requirements

You must have successfully completed a recognized postsecondary institution degree or diploma and/or have relevant management/work experience in:

- Health science/community services
- Food and nutrition management
- Recreation and leisure
- Business administration
- Hospitality and tourism, with a focus in accommodation or food and beverage

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).



## Standalone Courses

### **Mental Health First Aid Training | MHFA-101** **IC**

While people often know a lot about physical health, mental health is a mystery to many. The Mental Health First Aid Training course will give you the tools and abilities to support someone experiencing a mental health crisis or developing mental health problems by teaching you about a range of mental health disorders and crisis situations. The Mental Health Commission of Canada designed this 12-hour training course.

### **Restorative Justice Practices | CSTR-901** **IC**

Restorative justice is a unique approach to penalty that involves victims and offenders working together to reach an agreement on restitution. In this workshop, you will learn to create and run the restorative conferences at which this justice takes place. You will get experience with using the script that comes with the conference, learn about the different sociological and psychological foundations behind restorative conferences, and become familiar with the dos and don'ts of your role as a facilitator.

### **SafeTALK | CSTR-902** **IC**

SafeTALK is a half-day workshop that will prepare anyone over the age of 15 to become a suicide-alert helper, no matter their previous experience or training. Most people with thoughts of suicide don't truly want to die but are struggling with the pain in their lives. As a SafeTALK-trained helper, you will be able to take action by connecting them with life-saving intervention resources such as caregivers qualified in Applied Suicide Intervention Skills Training (ASIST.)

### **Working in Toronto Shelters | CSCE-100** **IC**

This course, by examining the complexities of homelessness and the challenges it creates for individuals or families, will benefit anyone interested in learning about or working with people experiencing homelessness in Toronto. You will gain key skills to help navigate complex services systems, building on your current skill set in providing support, and be able to demonstrate core staff attributes that are critical to working alongside individuals coping with complex housing challenges. Through a tour of a Toronto shelter and completing a shelter support activity, you will further learn about the city's diverse, precariously-housed populations. You will leave the course understanding how your support is critical to promoting change in the lives of individuals experiencing homelessness.

We recommend those wanting to work in the shelter system have additional hospitality, community and/or human services experience or education, as it is an asset to future employment.

### **Canadian Criminal Justice System | PFPR-101** **OL**

The Criminal Justice System consists of three agencies of social control: the police, the courts and the correctional system. As a Police Foundations program student, this course will assist you in becoming familiar with these three agencies, how they relate to each other and how criminal law impacts on all three.

### **Principles of Ethical Reasoning | PFPR-104** **OL**

Gain in-depth insight into all relevant characteristics of Canadian politics through this course, which will focus on the country's political history, present day fortunes and some future governmental aspirations. Content will mainly cover the federal political scene, with secondary coverage of the provincial and municipal governments.

### **Interpersonal and Group Dynamics | PFPR-123** **OL**

In this course designed for Police Foundations students, you will learn to apply knowledge from interpersonal relations and group dynamics to working in a team. Emphasis will be on utilizing effective communication skills with individuals and groups. Group cohesiveness and effective group decision-making will also be discussed.

### **Public Administration | PFPR-124** **OL**

This course will focus on organizational theories as they pertain to public administration. You will explore the organizational administration workings, and the interaction among federal, provincial and local governments. You will also develop an awareness of dominant and underlying issues related to law enforcement that affect the formal and informal political, public administration and management process.

### **Criminology for Policing | PFPR-125** **OL**

This course will cover various theoretical explanations of criminal and deviant behaviour, including the sociological, biological and psychological perspectives. With criminological theory's relation to various types of criminal activity, the reality of crime in Canada, including victimology, will be examined through crime statistics and correlations of criminal behaviour will be explored. Emphasizing future trends within the criminal justice system, the impact of theory on its development and effectiveness will round out the course.

### Issues in Diversity | PFPR-127

OL

In this course, you will critically identify and examine issues in diversity. Specifically, you will focus on topics pertaining to inequality in various social settings. Among them will be race, gender, ethnicity, class and sexual orientation. Incorporating social and/or legal explanations of diversity, you will develop a clear understanding of the groups affected and the possible strategies of community empowerment. You will also explore the legal status of Indigenous people along with Indigenous rights and self-determination, and issues relating to land claims, justice and social services.

### First Nations People | PFPR-128

OL

Increase your knowledge and awareness of important issues in the Indigenous cultures of Canada. The legal status of Indigenous People will be explored, along with Indigenous rights and self-determination, and critical issues relating to land claims, justice and social services.

### Criminal Code | PFPR-203

OL

This course will introduce you to the most common criminal code offences. Offences against the person, property, weapons and public order will be examined. You will apply knowledge acquired in Criminal and Civil Law to determine the facts in the offences discussed.

**Prerequisite:** Criminal and Civil Law

### Interviewing and Investigations | PFPR-204

OL

This course will focus on interview and investigation skills. You will develop the interviewing methods necessary to retrieve information from victims, witnesses and suspects. You will also learn basic investigation steps, including the practical development of note-taking and observation skills. You must have access to a video camera to complete assignments.

### Youth in Conflict with the Law | PFPR-205

OL

You will examine the application of statutes affecting youth in conflict with the law from philosophical, contemporary and historical perspectives. As well, the context of the Youth Criminal Justice Act and Young Offenders Act and other relevant legislation, detention, interviewing and processing through the court structure will be explored. You will develop the ability to summarize and appraise extra-judicial measures and disposition alternatives, which may be employed with a view to aiding and rehabilitating a youth while facilitating public safety and victim response. Class participation will be essential.

**Prerequisites:** Canadian Criminal Justice System, Community and Social Services.

### Provincial Offences | PFPR-206

OL

In this course, you will learn to interpret and apply provincial statutes. Various – such as arrest, search and seizure authorities, common offences and the involvement of non-police agencies – will be explored, as will a range of statutes. Among them will be: Provincial Offences Act, Mental Health Act, Tenant Protection Act, Trespass to Property Act, Liquor License Act, Coroners Act, Family Law Act, the Blind Persons Rights Act, and the Game and Fish Act. Class participation will be essential.

### Investigation and Evidence | PFPR-221

OL

In this course, you will examine the requirements of a continuing investigation. You will learn the rules of evidence and develop the ability to apply these rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be addressed.

# Emergency Services



[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

## Advanced Correctional Practice for Complex Populations Series

To address shifts in corrections and the challenges of working in this demanding environment, all levels of correctional staff need the knowledge, skills and abilities to understand and effect change with complex offender populations. Among these populations are: those with mental health issues and trauma and substance abuse, women, Indigenous peoples and seniors. These courses are intended for graduates of social science or justice programs seeking to join the correctional workforce and for correctional staff members wanting to enhance their professional development. Content will include ethical conduct, judgement and decision-making, communication and interpersonal relations, crisis management and leadership. Through an online delivery and an unpaid educational placement, the program will use leading-edge theory and research, applied learning for skills development, and a framework of interprofessional practice for today's correctional settings.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements:

ACOR-101	Wellbeing and Resilience within Correctional Environments	OL
ACOR-102	Substance Abuse Issues and Corrections	OL
ACOR-103	Understanding Offenders with Mental Health Issues	OL
ACOR-104	Safety in the Workplace	OL
ACOR-105	Contemporary Correctional Theory and Practice	OL
ACOR-106	Pathways to Youth Crime: A Social-developmental Perspective	OL
ACOR-107	The 15% Challenge: Understanding the Experience of Women Offenders	OL
ACOR-108	Understanding the Experience and Over-Representation of Aboriginal Peoples in Corrections	OL
ACOR-109	Lifespan Development and Complex Populations in Corrections	OL
ACOR-110	Field Placement (Advanced Correctional Practices for Complex Populations)	OL

**Note:** Not all courses are offered each term.

## Paramedic Leadership Fundamentals Series

Strong leadership is especially critical in paramedicine, where it can mean the difference between life and death. Learn to fill this important position with the Paramedic Leadership Fundamentals courses, designed for experienced paramedics looking to pick up new skills and become leaders in their field. Building on what you already know, you will learn to apply paramedic skills to workplace situations, and study communications, employment law, project management and the details of how to lead a team.

These courses are available to holders of a current Advanced Emergency Medical Care Attendant (A-EMCA) certificate or equivalent.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

#### Mandatory courses:

PMLS-100	Fundamental Skill Consolidation	OL
PMLS-101	Communication	OL
PMLS-102	Employment Law for Leadership Development	OL
PMLS-103	Project Management	OL
PMLS-104	Creative and Critical Thinking	OL
PMLS-105	Performance Management	OL
PMLS-106	Leading Teams	OL

#### Plus two elective courses from the following:

PMLS-110	Human Relations	OL
PMLS-111	Leading Responsibly	OL
PMLS-112	Managing Change	OL



# Health Studies



[healthstudies.pt@centennialcollege.ca](mailto:healthstudies.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 3357

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

An important member of any hospitality and/or health care team is the food service worker. As this field is about health, specifically providing patients with nutritional food, in the Food Service Worker program you will learn about nutrition, how diet affects illness and diseases, and how to use that knowledge to assemble therapeutic meals. Aside from the practical program learning, Centennial will connect you to the industry by putting you in the field with a placement.

When you graduate from this certificate program, you will be ready to work in areas such as government, daycare or special care homes. You will also be able to use this program as the foundation for further health or nutrition studies.

For more information about the online program contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

FSWR-101	Role of the Food Service Worker	OL
FSWR-102	Workplace Communications	OL
FSWR-103	Sanitation and Safety	OL
FSWR-104	Nutrition in Health Care	OL
FSWR-105	Kitchen Equipment and Food Preparation	OL
FSWR-106	Food Service Worker Field Placement	

## Medical Device Reprocessing | ONTARIO COLLEGE CERTIFICATE

7920

Medical device reprocessing technicians play an integral part in the health care system and service both patients and staff. This program will prepare you for a career in the field by teaching you to perform the required job responsibilities to achieve quality patient care. You will study the theory and principles behind microbiology, infection control, surgical instrument preparation and packaging, sterilization, disinfection, inventory control and sterile storage. Because minimizing infection is a vital part of the job, you will also learn about the safe handling of surgical instruments, decontamination, and different methods of disinfection and sterilization. An experiential learning opportunity and hands-on application in a health care environment will round out your training.

To be successful in each course, you must maintain a minimum grade of B-70%.

### Admission Requirements

- This program is not available for online registration. You are required to request an information/application package, submit this application and then receive an Offer to register from the program supervisor before being eligible to register.

- An Ontario Secondary School Diploma transcript showing a Grade 12 English grade of 70 per cent or better, or be over 19 years of age and write the admission English test. English assessment level must be 170/171, or a Centennial College transcript showing a minimum English achievement of COMM160/161 with a grade of B or better.

### Completion Requirements

MDRP-110	Introduction to Medical Device Reprocessing	IC
MDRP-111	Reprocessing 1 – Decontamination	IC
MDRP-112	Reprocessing 2 – Sterilization	IC
MDRP-113	Surgical Instrumentation	IC
MDRP-114	Inventory Control	IC
MDRP-115	Medical Device Reprocessing Practicum	IC

**Note:** If you are opting to write the English admission test, please call the Enrolment Services Office at 416-289-5300 to receive a student number to book a test time. Then book an assessment online.

Obtain copies of the application package from [centennialcollege.ca](http://centennialcollege.ca), under Program 7920.

## Medical Esthetic Practitioner | CENTENNIAL COLLEGE CERTIFICATE

7989

All the training and skills relevant to entry-level cosmetic practice in nursing will be covered in this program. At our Morningside Campus, you will combine theory with practice in esthetic labs, learning through tools such as in-class lectures, hands-on treatment, injectable mannequin heads and physician demonstrations.

### Admission Requirements

- Current College of Nurses of Ontario (CNO) registration
- To be eligible for enrolment, you will be required to bring the original copy of your CNO letter as well as a copy for faculty on the first day of MEPN-110

### Completion Requirements

MEPN-110	Introduction to Medical Esthetics for Nurses	IC
MEPN-111	Medical Esthetics for Nurses: Laser and Light Therapies	IC
MEPN-112	Medical Esthetics for Nurses: Cosmetic Injectables	IC

**Note:** For all courses, minimum grade required is B-70%. You will attend courses with your intake cohort and remain in same cohort to take courses consecutively. You are asked to ensure you remain in your original grouping as you will be deregistered if you are not within your original grouping. For course dates, please refer to the program web page.

Help shape the way people see the world around them with the branch of medicine concerned with eye disorders by becoming an ophthalmic assistant through this Ophthalmic Medical Personnel program. We are the first school in Canada to offer this type of program, which comes with accreditation from the Joint Commission on Allied Health Personnel in Ophthalmology (JCAHPO) to ensure you get the best possible training. When you finish the program, you will be eligible to write JCAHPO examinations to acquire even more credentials and further your career.

#### Admission Requirement

To register for this program, you must be currently employed in the field performing hands-on clinical procedures under the supervision of an ophthalmologist.

You require an application to register, which you can obtain by contacting 416-289-5000, ext. 2555, or emailing [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

#### Completion Requirements

These two mandatory courses are offered in online, semester format:

CEOA-906	Ophthalmic Assistant – Phase 1	OL
CEOA-907	Ophthalmic Assistant – Phase 2	OL

#### Notes:

1. A minimum grade of 60% in each course is required to pass.
2. You must complete an ophthalmologist sponsorship application form prior to registering.

### RPN to BScN Bridging to University Nursing | ONTARIO COLLEGE GRADUATE CERTIFICATE

7993

If you are a registered practical nurse (RPN) looking to pursue a registered nursing (RN) degree, this Bridging program can help you make the transition. Delivered online over six semesters, the offering is self-directed and will focus on ethical and professional practice, health assessment, skill mastery, and caring for clients with acute and chronic illness. To gain hands-on experience, you will also have the opportunity to apply your learning in a clinical setting.

With approval from the College of Nurses' Standards of Practice for Nursing and Entry to Practice Competencies for Ontario Registered Nurses, this solid foundation in nursing practice will prepare you to continue your education at the university level. Program graduates will receive a Bridging to University Nursing Ontario College Certificate.

For more information, visit [centennialcollege.ca/part-time](http://centennialcollege.ca/part-time) (and search program code 7993), call 416-289-5000, ext. 3357, or email [healthstudies.pt@centennialcollege.ca](mailto:healthstudies.pt@centennialcollege.ca).

#### Admission Requirements

- Transcripts from an Ontario community college of applied arts and technology (CAAT) with a cumulative GPA of 3.00 or higher

- No course failures from any nursing program or other bridging programs are considered. No upgrading/repeating of courses is permitted at this time to increase GPA requirement
- RPNs who have completed a fast-track certificate to diploma upgrade program need evidence of courses in anatomy and physiology and pathophysiology (3.0 GPA)
- A photocopy of a current Certificate of Registration in Ontario (original may be requested)

#### Completion Requirements

COMM-170	College Communications 2	OL
NUPH-700	Health Assessment	OL
NUPH-701	Acute and Chronic Illness	OL
NUPH-702	Acute and Chronic Illness Practice	HB
NUPH-703	Ethics and Professional Practice	OL
NUPH-706	Family-Centred Nursing Theory	OL
NUPH-731	Mental Health and Crisis Management Theor	OL
NUPH-735	Advanced Communication and Leadership	OL
NUPH-737	Nursing Research	OL
NUPH-741	Community Nursing Theory	OL
NUPH-743	Mental Health and Community Nursing Practice	HB
NUPP-700	Pathotherapeutics	OL

In the Personal Support Worker (PSW) to Registered Practical Nurse (RPN) program, graduates of Ontario community college PSW programs will have the opportunity to enhance their knowledge and skills to succeed in Centennial's RPN program.

In PSW to PRN Bridging, you will review and build your math skills and biology knowledge, in addition to gaining know-how necessary for success in a post-secondary program. When you successfully complete this offering, you will be able to enter the first semester of the Centennial's Practical Nursing Program

- Flexible (9351) option.

### Admission Requirements

Transcripts from an Ontario community college of applied arts and technology (CAAT) with a cumulative GPA of 3.50 or higher. No course failures from the PSW program. A photocopy of your Personal Support Worker Certificate, which you must have completed as of 2006 onwards.

### Completion Requirements

BRPN-100	Basic Math for Healthcare Providers	IC
BRPN-101	Introduction to Human Biology	IC
BRPN-102	Therapeutic Communication	IC
BRPN-103	Strategies for Academic Success	IC

For more information, visit [centennialcollege.ca/part-time](http://centennialcollege.ca/part-time) (and search program code 7997), contact 416-289-5000, ext. 4531, or email [dfarrow1@my.centennialcollege.ca](mailto:dfarrow1@my.centennialcollege.ca).

## Registered Nurse Critical Care Nursing | ONTARIO COLLEGE GRADUATE CERTIFICATE

7910

In the world of nursing, critical care nurses provide medical aid to unstable, critically ill patients after surgery, intense injury or life-threatening diseases. If you are a nurse looking to enter this important part of the medical world, our program will give you the additional skills you need.

Designed as a graduate certificate for registered nurses who want to upgrade their skills and knowledge, the program's content is entirely online. This format will allow you to get your education in a convenient manner, while still making sure you benefit from the most effective delivery of important knowledge and skills. Graduates of this program will receive a Registered Nurse Critical Care Nursing Ontario College Graduate Certificate.

### Admission Requirements

- Health Assessment Skills course or equivalent with a C grade
- Current CNO registration

For more information, contact 416-289-5000, ext. 3357, or email [healthstudies.pt@centennialcollege.ca](mailto:healthstudies.pt@centennialcollege.ca).

### Completion Requirements

CECC-401	Critical Care Concepts 1	OL
CECC-402	Critical Care Concepts 2	OL
CECC-404	Intensive Care Nursing	OL
CECC-410	Post-Anaesthesia Care Nursing	OL
CECC-903	Critical Care Clinical Practice	
CECC-904	Critical Care Advanced Nursing Practices	

## RPN Operating Room | ONTARIO COLLEGE GRADUATE CERTIFICATE

7945

One of the many paths we offer into the nursing world is through this RPN Operating Room program, which will prepare you to work as a scrub nurse practitioner in specialty areas such as acute care hospital operating rooms, labour and delivery suites, ambulatory practice settings and private surgery clinics.

To get there, your learning journey will start with online theory, followed by hands-on experience in our Morningside Campus's simulated hospital floor and real-world experience in a clinical hospital placement setting. You will gain the latest knowledge thanks to a curriculum that reflects current trends and changes in this area of nursing.

### Admission Requirements

If you are a current Practical Nursing program graduate with pending CNO registration, you may apply to the program. However, you must have your CNO registration and documentation complete before enrolling and attending the clinical practicum (NP-410).

For more information, contact 416-289-5000, ext. 3357, or email [healthstudies.pt@centennialcollege.ca](mailto:healthstudies.pt@centennialcollege.ca).

### Completion Requirements

NP-410	Operating Room Practicum		
NP-413	Perioperative Theory for RPN	IC	OL
NP-414	Perioperative Lab for RPN	IC	

**Note:** You must complete all clinical placement requirements prior to practicum entrance. The clinical component is only offered on a full-time basis (five days a week for five weeks).



In perioperative nursing, you will work with patients undergoing surgery or other invasive procedures to ensure they get the best care possible, and act as the bridge between their doctors and family. This up-to-date program, which reflects the latest trends and changes in the nursing workplace, will teach you to effectively fulfill this essential role.

You will gain the most relevant skills through online learning, which will be augmented by hands-on training in our hospital simulation labs and a clinical placement in a teaching or community hospital to apply your knowledge to the real world. When you complete your learning, you will be qualified to work in specialty areas such as acute-care hospital operating rooms, labour and delivery suites, ambulatory practice settings and private surgery clinics. Program graduates will receive a RN Perioperative Nursing Ontario Graduate Certificate.

#### Admission Requirements

- One year of recent graduate certificate clinical nursing experience is strongly recommended
- Field placement requirement
- Current CNO registration

**Note:** The clinical component is only offered on a full-time basis (five days a week for six weeks).

For more information, contact 416-289-5000, ext. 3357, or email [healthstudies.pt@centennialcollege.ca](mailto:healthstudies.pt@centennialcollege.ca).

#### Completion Requirements

NP-403	Perioperative Nursing Practicum	
NP-411	Perioperative Nursing Theory	OL
NP-412	Perioperative Nursing Lab	IC

**Note:** You must complete all placement requirements prior to practicum entrance.

### Thanatology (Death Studies) – A Practical Approach | CENTENNIAL COLLEGE CERTIFICATE

7982

Those in thanatology work with the terminally ill and their families to provide support and assistance. In this certificate program, you will gain a greater understanding of death and how it affects people, and learn how to understand, support and care for those facing or coping with death.

With this training, you could find yourself working with police officers, teachers, paramedics, social workers, employees and volunteers in hospitals, hospices and long-term care facilities, or with anyone else who needs assistance coping with and managing death. These courses may also be beneficial for family, friends and caregivers or anyone concerned with coping with death and dying.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

#### Completion Requirements

CETH-101	Introduction to Thanatology	OL
CETH-102	Religious Beliefs and Traditions	OL
CETH-103	Mourning, Grief and Bereavement	OL
CETH-104	Coping with Death: Counselling	OL
CETH-105	Learning from Death and Dying	OL

## Standalone Courses

### Acute Care Placement | CECC-908

IC

This course is designed for critical care students who need to upgrade before entering their practicum. If you are a nursing student and want more practical experience, this course will allow you to request an extra placement before venturing into the first required practicum of advanced acute care.

### Advanced IV Therapy and Phlebotomy | CEHS-955

HB

With so much medication administered intravenously, it's important for nurses to have advanced knowledge of IVs. If you are an RN or RPN, this course will offer you the opportunity to build on and update your theoretical knowledge of IV therapy. The course will include: a review of the circulatory system, IV and IV medication complications, administration of IV medications, continuing care of a patient with an IV, TPN chemotherapy, shock and shock management, blood and blood component therapy, and central lines. On top of classroom learning, you will gain hands-on practice with IV insertion in our onsite medical laboratories.

### Cybersecurity and the Healthcare Sector | CYBR-102

OL

Learn to stop cybercrime in the health care sector. In this two-hour micro-course, you will learn about the current cybersecurity threats health care organizations face and cybercrime's overall damaging effects.

### Health Assessment Skills for RPNs | HC-408

HB

Before treating a patient, it's important to conduct a thorough and complete health assessment, which you can learn to do in this course. Designed for registered practical nurses, this offering will help you to develop the knowledge and skills to carry out comprehensive physical and health assessments, using the right procedures and guidelines. You will learn to take patient history, different techniques for assessment and how to identify possible problems.

### Health Assessment Skills for RN | NUPD-408

HB

Completing a thorough and comprehensive health assessment of a patient prior to treatment is essential. This course has been specifically designed to give registered nurses the knowledge and skills to conduct physical and health assessments using the right procedures and guidelines. It will cover taking a patient's history, different techniques for assessment and identifying possible problems.

### Infection Prevention and Control, IPAC | PI-100

ON/HB

Designed for new IPAC practitioners and recommended for health care professionals with a university level health sciences background. Students will learn the planning, implementation, management and evaluation of infection prevention and control program. This evidence based 90-hour course is offered both on-site and online and taught by experienced professionals who are certified in the field and endorsed by the multidisciplinary member-based association IPAC-Canada.

It will teach you to plan, implement, manage, and evaluate an infection prevention and control program. Endorsed by the multidisciplinary member-based association IPAC-Canada, this course's prerequisite is a degree in health care services.

### Infection Prevention and Control Practicum | PI-200

If you have completed our basic Infection Prevention and Control PI-100 course and are looking to specialize in infection prevention and control, you can receive practical experience in this 200-hour placement course. This course will provide you with accessible and relevant learning opportunities through supervised application of what you have learned in a safe, controlled clinical environment. As a result, you will improve your assessment, problem-solving and decision-making skills.

### Insurance Reimbursement for Massage Therapists:

#### Working with Auto Insurance and WSIB Cases | CEDL-107

OL

If you are a massage therapist, a common client could be someone recovering from automotive-related injuries. In working with such clients, you may also need to work with the Motor Vehicle Accident and Workplace Safety and Insurance Board (WSIB), as it will be handling their claims. This course will teach you about insurance reimbursement to ensure you're properly compensated for your work.

**Note:** Developed in partnership with the Registered Massage Therapists' Association of Ontario, this course has been approved by the CMTO for seven Part-time Learning Units.

### Lash Extension | LASH-101

IC

This course is designed to give you the foundation, knowledge and skills to provide eyelash enhancement services. Content will focus on professional, damage-free lashing techniques, and it will challenge you to reach expert competency through focus and careful precision. You will develop an understanding of safe, relevant practice through engaging theory, live demonstrations and hands-on technical practice on live models. An industry expert instructor will provide on-going feedback and step-by-step guidance.

### Post Anaesthesia Nursing for Phase II Nurses | CECC-412

IC

Knowing how to care for patients who have been put under for a procedure is a critical part of nursing. If you are an RN or an RPN working in a day surgery or hospital postoperative unit where patients will be received after being discharged from the post anaesthesia care unit, this course was designed for you. You will learn about essential topics such as assessing postoperative patients, the different kinds of anaesthetic agents used during surgery and how to manage postoperative pain.

### Reflexology | CARE-104

IC

Reflexology is a holistic healing art which, naturally and without drugs, stimulates every part of the body. It works by applying pressure to reflexes in the feet, which releases tension, improves circulation, and helps the body regain balance and harmony. When you complete this Centennial Board of Governor's Certificate course, you will know how to perform a full foot reflexology treatment and understand the history of the technique. Upon meeting course requirements, you will be eligible for membership in the Reflexology Registration Council of Ontario (RRCO), which has a minimum grade A-80% requirement for registration.

## THE CANADIAN RED CROSS SOCIETY

Founded in 1909, The Canadian Red Cross' mission is to improve the lives of vulnerable people by mobilizing the power of humanity in Canada and around the world. There can only be one Red Cross or one Red Crescent Society in any one country. It must be open to all and must carry on its humanitarian work throughout its territory. For more, visit [redcross.ca](http://redcross.ca).



### **Standard First Aid (SFA) with CPR/AED LEVEL BLS | CCPR-101**

IC

Knowing First Aid lets you save lives. This comprehensive two-day course includes both a Standard First Aid (SFA) and Basic Life Support (formerly called Healthcare Provider Level CPR) certification. Designed to build confidence in performing First Aid and CPR skills in a team environment for healthcare professionals and first responders such as nurses, paramedics, firefighters and police who require both SFA and BLS certifications to satisfy program or license requirements. This course results in a one-year certification in Basic Life Support and a three-year certification in Standard First Aid. Basic Life Support must be renewed each year. See Basic Life Support (CCPR-102).

### **Basic Life Support (formerly Healthcare Provider Level CPR) | CCPR-102**

IC

The CPR standard for healthcare professionals and first responders with a duty to respond, this course teaches the important steps to perform a rapid assessment, perform Basic Life Support (BLS) skills, and perform rapid defibrillation including the use of an Automated External Defibrillator (AED). As a nurse, paramedic, allied health care provider (registered massage therapist, occupational therapist or physiotherapist) or dental professional you will greatly benefit from this training. Designed to keep skills sharp, this certification is valid for one year.

This offering now incorporates BLS Recertification (formerly CCPR-105)

### **CPR/AED Level C | CCPR-103**

IC

Knowing cardiopulmonary resuscitation (CPR) lets you save lives. Most cardiac arrests occur at home or in a public place. This one-day course gives you the skills and confidence to recognize and respond to cardiovascular emergencies and choking for adults, children, and babies. It includes the latest CPR guidelines and use of an automated external defibrillator (AED). Designed for lay-rescuers, members of the public and those who only require basic CPR training, this course teaches the skills that everyone should know. Certification is valid for three years.

This offering now incorporates Level C Recertification (formerly CCPR-104).

### **Blended Standard First Aid with CPR/AED Level C | CCPR-106**

IC

Have a busy schedule and find it difficult to spend two-full days in the classroom? A Blended Learning course is equivalent to a traditional Standard First Aid course (CCPR-107); however, it only requires one-day in the classroom instead of two, increasing convenience and flexibility. There are two components: Online learning modules and in-class instruction. The interactive and self-paced online learning modules review first-aid information and theory. They can be completed a little bit at a time, or all at once. The one-day in-class component focuses on skills development and practical application. When registering for the course, students will receive a link to the online learning modules. The online learning component must be completed before the scheduled in-class day in order to receive certification. Certification is valid for three years. Prefer to learn in-person? See CCPR-107 for an all in-class course. Please note this blended course is currently not available for healthcare professionals or first responders (BLS Level).

### **Standard First Aid with CPR/AED Level C | CCPR-107**

IC

This comprehensive two-day course offering first aid and cardiopulmonary resuscitation (CPR) skills for those who need training due to work requirements. Course meets legislation requirements for provincial/territorial worker safety and insurance boards and includes the latest first aid and CPR guidelines. Certification is valid for three years. For an equivalent course with blended delivery (online and in class), see CCPR-106.

# ENGINEERING TECHNOLOGY AND APPLIED SCIENCE

In this era of change, our part-time program offerings in Engineering Technology and Applied Science ensure learners have the hands-on experience and technological expertise they need to excel in their careers.





# Applied Biology and Environmental Science



[appliedscience.pt@centennialcollege.ca](mailto:appliedscience.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2188

For online information (excluding MLPAO  
online courses – use contacts above):  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

### **Agricultural Biotechnology – Plant Cell Tissue Culture | PBIO-101**

IC

This course will provide you with theoretical knowledge and skills in the specialized field of plant tissue culture and micro-propagation — with a focus on the major factors affecting in vitro plant regeneration and their application in research and crop improvement. If you are interested in learning more about the exciting field of agricultural biotechnology, or if you are considering a career in plant propagation, horticulture, or as a technician in medicinal agriculture, this course will result in the required fundamental knowledge.

### **Fundamentals of Genomics | GENO-101**

IC

Genomics is an exciting and relatively new discipline that applies next generation sequencing (NGS) and bioinformatics to sequence, assemble, and annotate the structure and function of genomes. This course is a thorough review of genomics fundamentals that will prepare you to acquire an in-depth understanding of the structure and function of viral, bacterial and eukaryotic genomes, the Human Genome Project (HGP), as well as the organization of the eukaryotic chromosome. The course will not only cover various aspects of functional genomics, next generation DNA sequencing strategies for whole genomes and microbial informatics, but it will also include a primer on bioinformatics techniques, platforms and pipelines as they relate to the analysis of genomes.

### **Professional Practice (Biotechnology) | BI-321**

IC

This course will prepare you to enter the biotechnology industry. Over the course of your classes, you will learn about personal and professional development, effective science communication and etiquette, best practices in the laboratory, biotechnology laboratory automation, entrepreneurship and leadership. As the course is delivered through a blended learning format, you will spend two hours per week learning online and two hours per week in a face-to-face setting. The learning process will include a mix of interactive small group activities, inquiry-based learning modules and practical exercises.

## **Environmental Site Assessment Courses**

### **Environmental Site Assessment (ESA), Phase 1 | CEEA-110**

IC

Divided into three parts, this course will introduce you to the full set of requirements and tasks for completing the Environmental Site Assessment Phase 1, which addresses contaminated sites and standards for evaluating the environmental liability associated with real estate. Part one will focus on preliminary site investigation, including reconnaissance surveys and reviewing the site's history. Part two will introduce professional, non-intrusive investigation of soils, geology and hydrogeology. During part three, you will conduct regulatory research, practice interviews with landowners and/or neighbours, and review documents from various environmental agencies. You will enhance your learning by participating in classroom exercises, workshops, group discussions and short presentations.

### **Environmental Site Assessment (ESA), Phase 2 | CEEA-200**

IC

An introduction to a full reconnaissance testing program for the completion of the Environmental Site Assessment Phase 2, this course will emphasize field investigation at contaminated sites to determine the sites' condition. Presented in three parts, the course will start by covering intrusive site investigation (monitoring well installation, site subsurface investigation, ground penetrating radar survey, and groundwater level monitoring). It will then move on to soil and groundwater sampling and monitoring, which will include a focus on sampling methodology. At the end of the course, to cover synthesis of the site investigation (decision making), you will use term work to decide whether the potential site is clean or requires remediation. During this course you will participate in classroom exercises, workshops, group discussion and short presentations.

## **Food Safety Courses**

### **BRC HACCP – Hazard Analysis Critical Control Point | HACCP-100**

**NEW**

IC

Hazard Analysis Critical Control Point (HACCP) is an important food safety management system commonly used in food processing to ensure quality. In this course, you will be guided through the development and implementation of a HACCP plan. You will review HACCP's five preliminary steps, including product description and process flow, and use a risk assessment approach to conduct the critical control point determination, which is based on the Canadian Food Inspection Agency and Food Safety Enhancement program. You will also become familiar with topics such as critical limits, monitoring, corrective actions and verification through the development of standard operating procedures, as well as the maintenance and audit of HACCP programs.

Upon successful exam completion, you will receive a BRC HACCP certificate.

### **Implementing SQF Systems for Manufacturers | SQFM-101**

IC

Often, growers, processors and manufacturers already have in place many of the food safety and quality programs found in the safe quality food (SQF) code, but an additional assessment that identifies gaps must be made to ensure they are fully protecting their product. This course is designed to enable you to fully understand the SQF code requirements in order to make you better equipped to implement and maintain an SQF system. This knowledge is the first step in achieving SQF certification. The course will benefit suppliers, consultants, trainers and anyone interested in learning about the SQF program.

**Prerequisite:** A two-day HACCP course, such as Centennial College's HACCP-100 BRC HACCP - Hazard Analysis Critical Control Point course, or equivalent HACCP course with exam, must be taken prior to taking this course.

## Introduction to Microbiology Courses

### Introduction to Microbiology – Fundamentals | BACT-101

NEW

IC

This two-day course will introduce you to the smallest living organisms on the planet by providing you with the essential fundamentals of various types of microorganisms. You will spend the first day in the classroom learning about the different microscopic organisms that affect our health, and how they can be used in various industrial applications, such as making foods and decontaminating polluted soil. Day 1 will also cover important safety protocols microbiologists must follow in the laboratory. Day 2, meanwhile, will take place in our microbiology labs, where you will learn about the various equipment and instruments, such as pipettes, test tubes, slides and microscopes, which microbiologists use. Also covered during Day 2 will be fundamental safety procedures.

All equipment and supplies will be provided at no additional cost. There is no prerequisite knowledge required for this course.

### Introduction to Microbiology – Light Microscopy | BACT-102

NEW

IC

An introduction to the light microscope, this course will examine the important and commonly used microbiology instrument. You will learn about the microscope's various components, how to prepare a specimen for viewing (including wet mounts and staining), and the art of focusing on a specimen (including oil immersion at 1000x magnification).

All equipment and supplies will be provided at no additional cost. There is no prerequisite knowledge required for this course.

### Introduction to Microbiology – Cultivation | BACT-103

NEW

IC

To introduce you to common methods to cultivate (grow) bacteria, you will review the various types of growth media microbiologists' use and learn to prepare growth media. The course will also cover performing a streak-plate to obtain isolated colonies, which you will then observe under a microscope using a simple staining technique.

All equipment and supplies will be provided at no additional cost. You must have prior experience using a light microscope, for example by having completed BACT-102.

## Medical Lab Courses

### ECG Workshop | MLAB-301

IC

This introductory-level electrocardiogram (ECG) course is an opportunity to learn a systematic approach to ECG interpretation for adult health care providers. The first lecture will focus on understanding the basic wave forms, complexes, intervals, segments and grid, with an introduction to identifying arrhythmias. The second lecture will focus on practicing a systematic approach to interpreting ECGs. The last session will be a practical component during which you will be able to practice performing ECGs with instructor guidance.

### Phlebotomy Workshop | MLAB-201

IC

If you are a health care professional looking to refresh or obtain phlebotomy skills that will allow you to draw blood, this two-day workshop will teach you through both theory and hands-on training. The practical portion will include a simulation, during which you will draw venipunctures from mannequins and two venipunctures (one vacutainer and one butterfly) from your classmates under the supervision of a certified phlebotomist. You will be required to sign a phlebotomy waiver before performing venipuncture. It's recommended that you receive Hepatitis B immunization before taking blood on a human.

This workshop isn't intended to prepare you for employment as an MLA/T (visit the MLPAO or CSMLS website for more information on how to become a licensed MLA/T).

## MLPAO (Medical Laboratory Professionals' Association of Ontario) Courses

### MLPAO/CSMLS Prep (Medical Laboratory Technician) | MLTP-100

IC

This in-class workshop was created for MLA/Ts who previously went through a training program and are studying for the Medical Laboratory Professionals' Association of Ontario (MLPAO, formerly OSMT) or Canadian Society for Medical Laboratory Science (CSMLS) MLA/T certification examination. A review course, it will include up to 600 multiple choice questions, condensed review notes to help you prepare for the actual exam, explanations of question structure and best ways to answer questions. Additionally, this workshop includes lab safety reviews, employee responsibility, laboratory equipment, quality control, specimen procurement, phlebotomy, pre-analytic processes, standards of practice, and more.

### Professional Practice | MLPA-110

OL

The first in a six-series\* offering, Professional Practice is designed to help you succeed on the Medical Laboratory Professionals' Association of Ontario (MLPAO, formerly OSMT) certification exam. You will set your own study pace, as the course is fully-online and comprised of narrated content sections. A short summary and quiz after each section will assess what you have learned, and each lecture will conclude with a final quiz as a cumulative review.

To further enhance your understanding of the knowledge covered in this course, which was created by MLPAO and Centennial College, you are encouraged to obtain MLPAO MLA/T Competency Guidelines and Reference Guide of Acts and Regulations for MLA/Ts (for purchase), which are helpful resources.

### Laboratory Safety and Equipment | MLPA-120

OL

Laboratory Safety and Equipment is the second in a series of six courses\* designed to help you achieve success on the Medical Laboratory Professionals' Association of Ontario (MLPAO, formerly known as OSMT) certification exam. This fully-online course will allow you to go through the subject matter at your own pace to ultimately gain a solid understanding of the content. For further understanding and enhancement of the presented content, you are highly encouraged to obtain these helpful resources from MLPAO: MLPAO MLA/T Competency Guidelines AND/OR Reference Guide of Acts and Regulations for MLA/Ts (for purchase).

## ECG, Phlebotomy, and Specimen Management | MLPA-130 OL

Presented in partnership with the Medical Laboratory Professionals' Association of Ontario (MLPAO, formerly OSMT), this is the third in a series of six courses\* designed to help you successfully challenge the MLPAO certification exam. A fully-online, self-paced course, each lecture will be comprised of a number of narrated content sections, and a short summary and quiz after each section will assess what you learned. Each lecture will also conclude with a final quiz, as a cumulative review.

To further your understanding of the topics, you are encouraged to obtain these helpful resources from MLPAO: MLPAO MLA/T Competency Guidelines and/or Reference Guide of Acts and Regulations for MLA/Ts (for purchase).

## Hematology, Transfusion Medicine and Chemistry | MLPA-140

OL

Created by Centennial College in partnership with the Medical Laboratory Professionals' Association of Ontario (MLPAO, formerly OSMT), this course is designed to help you prepare for the MLPAO certification exam. The fourth in a series of six courses\*, its fully-online structure will allow you to study at your own pace through a sequence of narrated content sections, followed by a short summary and a quiz to assess what you have learned. Each lecture will conclude with a final quiz as a cumulative review.

To gain further understanding of the course content, you are encouraged to obtain MLPAO resources such as MLPAO MLA/T Competency Guidelines and/or Reference Guide of Acts and Regulations for MLA/Ts (for purchase).

\*The fifth and sixth courses in the series will be released at a future date

“ My experience at Centennial was **really great**. I enjoyed applying the **practical learning techniques** that I learned in class towards my profession. The **professors are always willing** to give feedback and **assist with any problems**. ”

**- Aisha Mahmoodallah**  
Part-time Learning Alumnus



# Commercial Development



[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2555

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

## Commercial Construction Management Series

There's more to construction than just planning and building. Projects need a budget, contracts, materials and monitoring to make sure everything is going to plan. By taking this Construction Management series of courses, you will acquire a combination of construction management and general project management skills as you learn to be the site manager or project coordinator of a large construction environment. To learn how to take financial, administrative and human factors into account, you will become familiar with managing information, scheduling, procuring materials, legal documents and contracts, estimating cost and ensuring safety. After completing the program, you will be ready to begin assisting and managing the construction process, from planning to completion.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

OEEL-130	Construction Industry	OL
OEEL-131	Commercial Construction Principles	OL
OEEL-132	Commercial Construction Estimating	OL
OEEL-133	Project Construction Management	OL
OEEL-134	Construction Planning and Scheduling	OL
OEEL-320	Construction Contracts and Documents	OL

## Home Inspection | CENTENNIAL COLLEGE CERTIFICATE

7359

Home inspection is a growing industry, and this certificate program can make you a part of it. We created this 10-course program in conjunction with Seneca College, Carson Dunlop and Associates and the Ontario Association of Home Inspectors (OAH) to give you the skills the industry wants.

If you want further accreditation, you will be eligible for the Registered Home Inspector designation, as offered by the OAH.

To attain this designation, you must:

- Apply for membership with the OAH.
- Complete a number of fee-paid inspections (per OAH bylaws and regulations).
- Attend home inspection-related practical seminars or complete CAHI or ASHI exams to receive baseline accreditation.

For full details, please contact the OAH at 1-888-744-6244 or visit [oahi.com](http://oahi.com).

For more information about these courses, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

CEHI-101	Air Conditioning and Heat Pumps Inspection	OL
CEHI-102	Communication/Professional Practices	OL
CEHI-103	Electrical Inspection	OL
CEHI-104	Exterior Inspection	OL
CEHI-105	Heating Inspection 1	OL
CEHI-106	Heating Inspection 2	OL
CEHI-107	Interior/Insulation Inspection	OL
CEHI-108	Plumbing Inspection	OL
CEHI-109	Roofing Inspection	OL
CEHI-110	Structural Inspection	OL

# Computers and Information Technology



[infotech.pt@centennialcollege.ca](mailto:infotech.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2267

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## Delivery Mode:

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



The Oracle certification program begins with the Associate level. You will learn to install and maintain an Oracle database, create an operational database and properly manage the various structures — such as performance monitoring, database security, user management and backup/recovery techniques — in an effective and efficient manner. You will also learn skills required for working with SQL, including how to use SQL's advanced features to query and manipulate data within the database. This certificate will prepare you for entry-level positions in database administration and to write the OCA certification exam.

**Completion Requirements**

CECP-102	Introduction to Database Concepts	IC
COMP-450	Introduction to Oracle SQL	IC
COMP-451	Oracle Database Administration Fundamentals 1	IC

## Oracle Database Administrator Professional | CENTENNIAL COLLEGE CERTIFICATE

7355

Preparation for senior level positions in the industry and the Oracle Certified Professional (OCP) exam, this certification is a prerequisite to becoming an OCP. As an OCP, you will use the latest Oracle technology to address critical database functions such as manageability, performance, reliability, security and availability.

**Completion Requirements**

CECP-102	Introduction to Database Concepts	IC
COMP-450	Introduction to Oracle SQL	IC
COMP-451	Oracle Database Administration Fundamentals 1	IC
COMP-452	Oracle Database Administration Fundamentals 2	IC

## ORACLE



Used by companies everywhere, Oracle databases are designed to easily store and find large amounts of information. To train the beginner IT professional in the technology's uses, Oracle has launched an apprentice program called Workforce Development Program (WDP). It provides foundational knowledge of Oracle technologies and credentials for entry-level employment opportunities. Two modules and levels of designation come with the training.

1. Oracle Certified Associate (OCA) provides junior IT team members with the skills to work with database administrators or application developers.
2. Oracle Certified Professional (OCP) provides additional training for senior positions and the management of enterprise-type databases.

Centennial College programs such as the Oracle Database Associate Certificate and Oracle Database Administrator Professional Certificate use the curriculum specified by Oracle University. As a result, you will receive a program certificate from the College, and be prepared to write the OCA and OCP designation exams Oracle University offers. For more about specific completion requirements for the designations, please visit [education.oracle.com](http://education.oracle.com).

## Business Systems Analysis | CENTENNIAL COLLEGE CERTIFICATE

7045

There is more to working in the technology sector than programming. It's a business, after all, and competencies such as project management skills combined with tech experience are valuable to any company. With that in mind, this program will provide you with the solid fundamentals to become a business analyst. You will learn about activities such as planning, analyzing, modelling and writing requirements. When you graduate, you will have a strong set of interdisciplinary skills you can take to many industries, including health or business.

**Completion Requirements**

AGIP-302	Agile Project Management	IC
BSAF-300	Business Systems Analysis Foundation	IC
DARP-301	Data Modeling	IC
SRFR-303	Scrum Framework	IC



## CISCO SYSTEMS



Centennial College is a recognized Canadian Cisco Authorized Networking Academy (NetAcad) centre. As part of the NetAcad program, Centennial teaches students how to design, build and maintain computer networks as well as other programs via its partners. Students can download software, course material, labs, assignments and assessments via Canvas, NetAcad's learning management system of choice.

NetAcad curriculum covers a broad range of topics — from basic networking skills such as configuring your PC and connecting to a network or the Internet to more complex concepts such as applying advanced troubleshooting tools, wireless technology and security.

The three courses of the Cisco Certified Network Associate (CCNA) Routing and Switching NetAcad program provide a basic foundation in networking and the knowledge necessary to write the CCNA 200-301 Implementing and Administering Cisco Networking Technologies certification exam.

Another in-demand certification is Cisco's Certified CyberOps Associate, which prepares students for a new era of security with a career as an associate-level cybersecurity analyst within security operations centres.

The new Cisco DevNet Certificate is Cisco's developer program to help developers and IT professionals who want to write applications and develop integrations with Cisco products, platforms, and API. Also it helps you to write DEVASC 200-901.

Many of the courses offered via Cisco's NetAcad grant students a discount certification exam voucher upon successful completion and meeting the required marks.

**Note:** Certification is obtained by writing exams directly with Cisco Systems and includes an additional fee payable directly to Pearson VUE examination centres.

For more information on Cisco Systems, visit [cisco.com](https://www.cisco.com). For the Networking Academy, visit [netacad.com](https://www.netacad.com).

### CCNA Routing and Switching Series

In a business setting, many functions depend on computer networks and Internet access. Professionals in networking often work on systems created by Cisco, a company specializing in networking products that make business IT solutions and the Internet run. If you are a current Networking student or a professional looking to update your skills and credentials, the CCNA Implementing and Administering Cisco Networking Technologies series of courses can help you achieve that goal.

Led by certified Cisco Networking Academy (NetAcad) instructors, these courses will give you hands-on experience with Cisco networking technology. You will have access to learning management system Canvas to download software, course material, assignments and perform your assessments.

#### Completion Requirements

CCTC-610	Network Fundamentals	IC
CCTC-611	IP Network Routing and Security	IC
CCTC-612	IP Services and Automation	IC

#### Notes:

1. These courses don't include the cost of the CCNA™ certification exams. Upon successful completion and achieving the required marks, a discount exam voucher may be available.
2. The above courses are being offered via Cisco NetAcad. With each successfully completed Cisco course, you will receive a Certificate of Course Completion from NetAcad.
3. The above courses can be taken as standalone courses and are subject to the course prerequisites.

### Cisco Certified Networking Associate (CCNA) Series

The Cisco Certified Networking Associate series will provide you with the groundwork for more advanced studies, such as obtaining CCNA certification. In this part-time online series of courses, you will use simulation software to gain experience with Cisco equipment. If you are a current Networking student, or working as a system engineer, field technician, network administrator or help desk support specialist and want to update your skills and credentials, you will do just that and be prepared to write the CCNA certification exam.

For more information about these courses, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

#### Completion Requirements

CCTC-501	CCNA 1 Introduction	OL
CCTC-502	CCNA 2 Essentials	OL
CCTC-503	CCNA 3 Enterprise	OL

#### Notes:

1. This series of courses don't include the cost of the CCNA™ certification exam.
2. The above courses can be taken as standalone courses and are subject to the course prerequisites.

This certificate series of courses will get you ready for an entry-level position in the fast-paced area of computer networking. It will provide the expertise and hands-on experience necessary to prepare you for many well recognized industry certifications, such as CCNA 200-301 (Implementing and Administering Cisco Networking Technologies), CompTIA A+ and Network+. It will also build a firm foundation for more advanced studies in this area.

**Completion Requirements**

CCTC-103	A+ IT Essentials: PC Hardware and Software	IC
CCTC-610	Network Fundamentals	IC
CCTC-611	IP Network Routing and Security	IC
CCTC-612	IP Services and Automation	IC

**Notes:**

1. This certificate program doesn't include the cost of certification exams. Upon successful completion and achieving the required marks, a discount exam voucher may be available.
2. The above courses can be taken as standalone courses and are subject to the course prerequisites.

**Computer Programming | CENTENNIAL COLLEGE CERTIFICATE****7015**

Everything from shopping and banking to doing your taxes has gone digital. With so many of our daily tasks being computerized, computer programs that make these jobs possible need to be written. That's where you can come in.

In the Computer Programming program, you will learn about basic computer concepts and how to use contemporary software packages to acquire strong programming skills in different programming languages. With this training, you will be taking the first steps to mastering a skill that will become more and more important as technology advances.

**Completion Requirements****Four mandatory courses:**

CECP-101	Programming 1	IC
CECP-102	Introduction to Database Concepts	IC
CECP-103	Software Engineering Methodologies 1	IC
CECP-104	Object Oriented Software Engineering	IC

**Plus, three elective courses from below:**

CECP-105	Introduction to Java Programming	IC
COMP-424	Intermediate and Advanced Java	IC
COMP-425	Web Development using Java EE and Open Source Technologies	IC
COMP-426	Enterprise Application Development using Java EE	IC

**Java SE/EE Programming | CENTENNIAL COLLEGE CERTIFICATE****7387**

Java is a powerful programming language that works across different platforms, and has become the language of choice for business applications. Becoming a Java developer, which you can do through this certificate program, will make you highly sought-after in business.

You'll learn to design, code, test and deploy Java applications, with practice in both Java Standard Edition and Enterprise Edition. You'll also learn how to combine Java with some of the business world's most common database servers to hit the job market with the specific skill set employers want. The chance to work on real-life projects, meanwhile, will even better prepare you to take the Java Certification exams, which result in additional credentials.

**Completion Requirements**

CECP-105	Introduction to Java Programming	IC
COMP-424	Intermediate and Advanced Java	IC
COMP-425	Web Development using Java EE and Open Source Technologies	IC
COMP-426	Enterprise Application Development using Java EE	IC

Microsoft Office is the one suite of programs you're guaranteed to see in almost any business. While you probably know how to open and type in a Word document, there's a lot more to the suite and understanding how to get the most out of Microsoft Office will set you apart from the crowd. This Microsoft Office Application Support program will turn you into an advanced user, as you will learn the ins and outs of each program through education designed according to Microsoft's structure and learning outcomes.

For more information about this program, contact 416-289-5000, ext. 2555 or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements**

CEIL-988	Microsoft Software Integration	OL
CEMS-981	Microsoft Word	OL
CEMS-982	Microsoft Word – Advanced	OL
CEMS-983	Microsoft Excel	OL
CEMS-984	Microsoft Excel – Advanced	OL
CEMS-985	Access – Core	OL
CEMS-986	Microsoft PowerPoint – Comprehensive	OL
CEMS-987	Microsoft Access – Advanced	OL

**Software Quality Assurance and Testing | CENTENNIAL COLLEGE CERTIFICATE**

7170

The software we run on our computers is only going to become more and more complex, which just makes it even more important to thoroughly test new software for any problems or bugs. If you already have an IT diploma or degree, or are working in the field, this certificate can enhance your understanding and skills in quality assurance. You will learn about the formal processes and methods of software testing, the tools you test with and best testing practices.

**Completion Requirements**

SQAT-001	Introduction to Testing Principles and Methodologies	IC
SQAT-002	Writing Testable Requirements	IC
SQAT-003	Selecting and Implementing Software Testing Tools	IC
SQAT-004	Managing the Testing Process	IC
SQAT-005	Software Quality Assurance	IC
SQAT-006	Software Testing Automation Tools and Best Practices	IC

**Systems Analysis | CENTENNIAL COLLEGE CERTIFICATE**

7044

IT departments must be able to quickly and effectively create systems and applications that satisfy the needs of a company and its clients. To pull this off, they not only need skilled professionals but also someone to oversee the design, project management and quality assurance of whatever the department is putting together. That's where systems analysis comes in. In the Systems Analysis program, you will learn how to use the right tools for the job, the methods to use these tools, and how to create and use an effective process for the work you do.

**Completion Requirements****Mandatory courses:**

CECP-103	Software Engineering Methodologies 1	IC
CECP-104	Object Oriented Software Engineering	IC
COMP-919	Managing Information Technology Projects	IC

**Plus choose two elective courses from the MS.Net or Java Platforms:**

CECP-105	Introduction to Java Programming	IC
COMP-424	Intermediate and Advanced Java	IC
COMP-425	Web Development using Java EE and Open Source Technologies	IC

Linux/UNIX is a comprehensive operating system with numerous features and capabilities that support multi-user, multi-tasking and interactive computing environments for individuals and organizations. This certificate program will provide you with a strong foundation on Linux/Unix operating systems by making use of step-by-step, hands-on NDG and custom lab activities as well as an array of assessment types and tools. The courses will leverage the advanced flexibility and capabilities of the Cisco Networking Academy (NetAcad) learning environment to implement a "practice as you read" approach to learning.

The program will prepare you for entry-level positions as a software developer or Linux administrator as well as roles in cybersecurity operations.

### Completion Requirements

CCTC-201	Introduction to Linux Essentials	IC
CCTC-202	Linux Configuration Fundamentals	IC
CCTC-203	Linux Advanced Configuration	IC

**Plus choose ONE elective course from the following:**

CCTC-610	Network Fundamentals	IC
CCTC-600	Programming Essentials in Python	IC

### Notes:

1. The program/courses align with exam objectives of the Linux Professional Institute (LPI) Linux Essentials Professional Development Certificate and Domain 2.1 of the CompTIA A+ Certification 220-902 exam.
2. The above courses are being offered via Cisco NetAcad. Upon successful completion and achieving the required marks, a discount exam voucher may be available.
3. The above courses can be taken as standalone courses and are subject to the course prerequisites.

**“ I truly believe that I would have not had the skills to find the successful career that I now have and enjoy without Centennial College. ”**

**- Brandon S**  
Part-time Learning Alumnus



## Standalone Courses

### Android Application Development | CEIL-300

OL

Android is a popular operating system used by smartphones and tablet computers. Learning how it works and how to develop for it will allow you to create applications for a wide range of modern devices. In this Android Application Development course, you will become familiar with all aspects of planning, developing and testing mobile applications for the Android platform. You will learn how to create applications using the Java programming language and the best ways to make apps for hand-held devices.

**Prerequisite:** Java Intermediate, MySQL

### AngularJS | ANGJ-001

IC

AngularJS is one of the most popular open source JavaScript frameworks web developers use. This course will introduce the fundamental concepts of front-end web development using HTML, CSS, JavaScript, JQuery and AngularJS. You will learn beginner to advanced topics in the AngularJS frameworks, such as the concepts of AngularJS digest cycle, one-way versus two-way data binding, AngularJS services and single-page application development. You will also become familiar with creating RESTful web services using the Spring framework and how to call RESTful web services through an AngularJS client.

**Note:** We recommended you bring your own Windows/Mac laptops to class.

### The Art of Software Development Management | ASDM-101

IC

Get the inside scoop on software development companies' management practices with this course. You will become familiar with the most common technological and management tools global organizations such as Amazon, Google and Microsoft use, while also being introduced to effective software development methodologies and decision-making models. An overview of modern architectural and development approaches such as web services, cloud computing and distributed systems will round out the course.

### A+ IT Essentials: PC Hardware and Software | CCTC-103

IC

This PC Hardware and Software course will serve as an introduction to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. It will cover Linux and client-side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking and troubleshooting. You will be prepared for the CompTIA A+ certification exams, which are administered by CompTIA and or its partners.

#### COMPTIA ACADEMY

Centennial College is a CompTIA Academy partner, which allows us access to a large variety of CompTIA services, training material and discounted exam vouchers.



### Cisco Certified CyberOps Associate | CCTC-801

IC

In this course, you will be introduced to the knowledge and skills a security analyst working with a security operations centre team needs. It will teach core security skills for monitoring, detecting, investigating, analyzing and responding to security events, thus protecting systems and organizations from cybersecurity risks, threats and vulnerabilities. With the use of in-class assignments, lab experiments and online Internet labs that our partner (NDG) offers, you will be able to experience real-life case study scenarios to enhance your training. Security Onion, Kali Linux, Metasploitable, CyberOps Workstation, Wireshark and Packet Tracer will be among the tools you will use.

A qualified instructor will deliver this course through the Cisco NetAcad learning environment.

After successfully completing this course, you will be entitled to receive a discount exam voucher, and you will receive a Certificate of Course Completion from Cisco NetAcad.

### CCNA Implementing and Administering Cisco Networking Technologies | CCTC-902

IC

The CCNA Bootcamp is an intensive, 12-week, instructor-led course designed to help you achieve your CCNA Implementing and Administering Cisco Networking Technologies certification. It will include extensive hands-on labs and the use of simulation software.

**Note:** This course doesn't include the cost of the certification exams. Upon successful completion and achieving the required marks, a discount exam voucher may be available.

### Introduction to Artificial Intelligence (AI) | CEAI-300

IC

Artificial intelligence (AI) has become mainstream, transforming and disrupting business models across all industries. In this evolving digital age with its massive amounts of data, AI will continue to grow in importance. This 14-week introductory course will provide an overview of AI and its various roles in digital transformation. It will also present an AI framework to solve problems and various learning algorithms. You will practice building basic AI applications using Python.

### Introduction to Business Intelligence and Data Analytics | BIDA-100

IC

Organizations in various industries such as finance, marketing and health care rely on the business intelligence (BI) process in making important data-driven decisions. In this course, you will examine the fundamental concepts of data collection, exploration, analytics and visualizations. In addition to exploring modern BI tools and receiving intensive hands-on training on the two most commonly used BI software (Power BI and Tableau), you will also learn to create reports, dashboards and data stories. This knowledge will enable you to apply for any job requiring fundamental knowledge of BI tools.

### Introduction to C# Programming | CEIL-864

OL

The C# programming language, introduced in this course, is used across the online business world to create websites and applications. You will explore object-oriented programming (OOP) concepts such as data abstraction, inheritance and polymorphism, while also learning to design, code and document business-oriented programs using .NET and C#.

**Prerequisite:** Knowledge of any programming language

**Software required:** Windows 2000 PRO, Windows XP PRO or better, Visual Studio .NET 2003 Professional Edition

## Introduction to Computers 1 | CEIL-151

OL

You will learn about both the hardware and software of your computer system, and be able to use common functions of the Windows operating system such as Windows Explorer program for file management, Microsoft Word to properly format documents and Microsoft Excel spreadsheets with the correct formulas. You will also gain the ability to identify security risks and protect your computers, and complete a review of networks, Internet and email use.

## Web Design for Mobile Applications | CEIL-302

OL

Become familiar with a new way to design, develop and test mobile user interfaces, and to "mobilize" existing websites in this course. You will learn a new interaction and content delivery paradigm through theory and hands-on coding exercises using CSS3, HTML5, Javascript, Ajax, as well as programming techniques for achieving effective interaction and coming up with innovative user experiences on smartphones and tablets.

## Introduction to HTML Programming | CEIL-820

OL

This course will cover some of the most important HTML topics. It will take you from the basics of creating web pages with graphics and links, using tables and controlling page layout with frames to more advanced topics such as cascading style sheets, adding pre-written JavaScript to your HTML documents, creating a multimedia web page, and creating a web page with forms.

## Intermediate HTML Programming | CEIL-821

OL

Continue to develop your HTML skills by applying your knowledge and web page design skills in this course, which will cover dynamic HTML. Topics will include cascading style sheets, controlling content dynamically, positioning with DHTML, implementing advanced DHTML features, and structuring data with XML.

## Introduction to Database Concepts | COMP-122

OL

Explore building data models, normalization and querying a database to benefit GIS in this course. You will work with spatial data stored in a relational database management system and build on storage techniques using relational databases (non-spatial) and spatially enabled databases (geodatabases). You will also navigate security, administration and the beginnings of enterprise-driven data management.

## Java – Advanced | CEIL-916

OL

The popularity of object-oriented programming and database systems in online business is increasing, making the ability to create them with Java an essential skill. This course will teach you the advanced Java programming concepts. You will learn to build Java programs that can access and manipulate data from database tables, while also exploring how to access databases by using Java servlets on the Internet.

Minimum pass: 60 per cent

Prerequisites: Java – Introduction CEIL-816, Java – Intermediate CEIL-823

## Java – Intermediate | CEIL-823

OL

This course will take the skills you have in developing Java applications, and apply them to developing Java applets and more robust Java applications. You will learn advanced Java topics, such as utilizing inheritance, the swing toolkit, layout managers, the event model, exceptions and file input/output.

Prerequisite: JAVA – Introduction CEIL-816

Software required: JAVA SDK, JAVA IDE (both free downloads)

## Java – Introduction | CEIL-816

OL

With Java, a powerful programming language that works across different platforms, becoming the language of choice for business applications, knowing the basics will make you more employable. This course will introduce you to Java and guide you through developing applications and applets using the programming language.

**Prerequisite:** You will be expected to download and install programs as well as upload zipped/compressed files. Therefore, some experience with these types of tasks is necessary.

**Software required:** Most students use Windows OS, but Java can also be installed on Apple OS. Previous experience in any programming language will be an asset.

## Internet Essentials | CEIL-940

OL

This course will introduce you to Internet browser basics and much more. No prior experience with these topics is necessary and you will learn the most important subject matter topics.

## Programming Essentials in Python | CCTC-600

IC

Python is a general-purpose programming language used to build just about anything. It's essential for backend web development, data analysis, artificial intelligence and scientific computing, all of which are crucial for pursuing IT careers. This course's curriculum will teach you to design, write, debug and run programs encoded in the Python language. No prior programming knowledge is required as the course will begin with the very basics, guiding you step-by-step until you become adept at solving more complex problems.

## Software Engineering Methodologies | COMP-225

OL

In this seven-week course, you will examine multiple aspects of Agile methodologies with a focus on practices that have evolved since the creation of the Agile values and principles, published in 2001 as the Manifesto for Agile Software Development. In addition to exploring the current application of Agile methodologies and practices as well as which Agile practices to apply in specific situations, you will use a variety of learning tools — hands-on exercises, group collaboration and case studies — to examine how organizations have applied Agile methodologies in different settings.

## Test Automation using Selenium | SQAT-007

IC

Examine the automated software test tool Selenium as you gain a solid foundation in the popular and robust open source test automation framework for web applications.

## UML Modelling with CASE Tool | CEOA-400

OL

Delivered online, this course will cover concepts of object-oriented analysis and design techniques, Unified Process and Unified Modelling Language (UML). Using a case-based approach, you will learn to apply object-oriented concepts and modelling techniques to simulate real-life situations. You will use a UML-based software tool for modelling the software development process and will experience the transition from UML diagrams to program code. Topics will include CRC technique, software development methodologies, requirements gathering and analysis, system architecture and design, implementation, testing and deployment.

**Prerequisite:** Java or C# Programming, or equivalent programming experience

## VMWARE IT ACADEMY



VMware is a leading software provider in the cloud computing and virtualization fields. Centennial has partnered with the organization to deliver VMware IT Academy programs and courses. These courses are designed to introduce you to VMware technologies and equip you with VMware technical skills to compliment your chosen field of study. This partnership will prepare you to obtain the VMware Certified Associate (VCA) and VMware Certified Professional (VCP) statuses as well as other VMware certifications. VMware IT Academy uses Kivuto OnTheHub, where you can download software, course material and labs.

Some courses will provide you with a discount voucher for the VCA and VCP VMware exams, which are administered by VMware.

**VMware vSphere: ICM (Install, Configure and Manage) | CCTC-701**

IC

By exploring the installation, configuration and management of the cloud computing-enabled tool suite, which consists of VMware vSphere ESXi and VMware vCenter Server, this instructor-led class will provide you with a solid foundation in VMware vSphere virtualization technologies. Utilizing online Internet access labs, you will be able to perform real live lab experiments hosted by our partner NDG.

After successfully completing this course, you will be entitled to two VMware discount vouchers for 1 vSphere 6.x Foundations exams (2V0-01.19), Non-proctored, and one proctored PSE voucher for the 2V0-21.19

**Note:** Passing this course doesn't grant you the VMware certification, as the VMware VCA and VCP exams are administered by VMware.

**Web Application Development with ASP.NET and C# | CEIL-865**

OL

Building on fundamentals of C# programming, this course will introduce you to web application development and database connectivity. You will learn to create basic, dynamic and advanced ASP.NET pages in Microsoft and C# programming language, and how to interact with the database using ADO.NET.

**Prerequisites:** Introduction to C# Programming CEIL-864

**Software required:** Visual Web Developer Express Edition 2012 Operating System

**Minimum hardware requirements:** Computer that has a 1.6GHz or faster processor, 1 GB (32 Bit) or 2 GB (64 Bit) RAM (Add 512 MB if running a virtual machine), 5400 RPM hard disk drive and DVD-ROM drive

**Introduction to Blockchain Technology | CEBT-101**

OL

This introductory course will provide a basic understanding of theoretical and practical aspects of blockchain technology and its applications, such as cryptocurrency. You will be exposed to concepts such as cryptography, blockchain challenges, transaction processing and blockchain layers, while also developing blockchain solutions. The course will result in the necessary knowledge to enable you to assess and evaluate the use of blockchain technology in industry and business applications.

**Introduction to Data Science | DASC-001**

IC

Data science unveils hidden findings from raw data by understanding relationships between variables and observations, and drawing inferences and predictions to make smarter and more informed decisions. To introduce you to the subject matter, this course will employ the R programming environment, built on data analysis, statistics and data visualization. You will first learn installation and configuration of R, introduction to version control system Git, Github, how to create a Github repository, basic markdown, reading and writing data in R, installation of R packages and functions, error handling, object-oriented programming, debugging, profiling and benchmarking. The course will then explain how to create essential data visualization tools — one of the most powerful ways of drawing conclusions from the data. Overall, you will become familiar with three basic plotting systems in R: the base graphics system, the Lattice system and the ggplot2 system.

**DevOps Tools Engineer | CEDV-101**

IC

This course is designed to make you a practitioner of DevOps by providing hands-on training on tools that have emerged as part of DevOps lifecycle. It focuses on the practical skills required to work successfully in a DevOps environment – focusing on the skills needed to use the most prominent DevOps tools.

This course will prepare you for the LPI 701-100 certification exams, which are administered by Linux Professional Institute. This certification covers the intersection between development and operations, making it relevant for all IT professionals working in the field of DevOps.

**Note:** This course doesn't include the cost of the certification exams.

**AWS Essentials | CEAE-100**

IC

In this course, you will learn about AWS products, services, and common solutions. You will learn the fundamentals of identifying AWS services so that you can make informed decisions about IT solutions based on your business requirements.

This course will give you hands-on experience on AWS platform and let you prepare for AWS Solution Architect and System Operation Association Certification.

**Note:** This course doesn't include the cost of the certification exams.

**Cisco DevNet | CEDV-100**

IC

The Cisco DevNet Associate course is designed to help students prepare for the Cisco DevNet Associate certification (200-901) and for network programmability and automation roles. The focus of this course is explanation of software development, design as well as implementing automation solutions across network and security infrastructures. The course provides hands-on experience using automation with different Cisco platforms and using Cisco APIs. The course continues with network infrastructures and IP services with providing programmability capabilities and modern automation tools. A qualified instructor will deliver this course through the Cisco NetAcad learning environment.

After successfully completing this course, you will be entitled to receive a discount exam voucher, and you will receive a Certificate of Course Completion from Cisco NetAcad.

**Note:** This course doesn't include the cost of the certification exams.



# Advanced Manufacturing and Automation Technology



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416-289-5000, ext. 2555

## Delivery Mode:

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



3D printing is a growing trend in product design. Our 3D Printing and Part Design program will give you professional-grade experience in this area through a balance of 3D CAD design using the latest modelling software, and hands-on fabrication and assembly training. The program's courses will teach you everything you need to know about product development, at an accelerated pace. Most importantly you will gain practical experience when you prototype your own designs during lab time, with guidance from instructors.

**Completion Requirements**

PTSW-100	SolidWorks Essentials	IC
PTMF-100	Intro to Machining and Fabrication	IC
PTOP-100	3D Printer: Equipment Operation and Part Programming	IC

## AutoCAD | CENTENNIAL COLLEGE CERTIFICATE

7319

Before you can build, you must be able to design. AutoCAD is the design software at the core of all modern engineering technology, and this certificate program will provide architects, designers and illustrators with advanced practical knowledge of it for the development of computer-aided design, drafting and modelling. You will gain an understanding of AutoCAD commands and menu systems through practical experience on simulated projects with industry professionals. This program is heavily lab-oriented, with hands-on opportunities using your personal terminal to create your own work.

**Completion Requirements**

CECA-931	AutoCAD Module 1	IC
CECA-932	AutoCAD Module 2	IC
CECA-933	AutoCAD Module 3	IC
CEIV-100	Inventor Fundamentals – Level 1	IC
CEIV-200	Inventor Fundamentals – Level 2	IC
CEIV-300	Inventor Fundamentals – Level 3	IC

## Geographic Information Systems | CENTENNIAL COLLEGE CERTIFICATE

7167

Geographic information systems (GIS) store, analyze and present geographic data. Aside from getting directions, GIS can be used for mapping and planning, which is an important part of engineering. If you work in fields such as urban planning, civil engineering, transportation engineering, natural resources or business, this program can increase your GIS knowledge, giving you a leg up in your industry. Courses will help you build a background in GIS principles, computer-aided design (CAD), database concepts and GIS applications in your field of interest.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements (Eight courses are required)**

CEGI-101	Introduction to Geographic Information Systems	OL
CEGI-102	GIS Software – ArcView	OL
CEGI-103	Remote Sensing	OL
CEGI-104	Internet Mapping	OL
CEGI-105	Designing, Managing/Implementing a GIS	OL
CEGI-106	Global Positioning Systems	OL
CEMS-985	Access – Core	OL
CEMS-987	Microsoft Access – Advanced	OL

## Manufacturing Leadership Series

As the manufacturing industry becomes more globalized, leaders who can keep up with the changes are needed. If you are looking to become a supervisor or manager, or you are one and want to stay current, this cluster of courses will help you develop the knowledge and skills to do so. You will learn about global competition, the development of new and advanced technologies, and other economic challenges in the rapidly changing Canadian manufacturing industry.

For more information about these courses, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

**Completion Requirements:**

OLRN-315	Supervisory Skills for Business and Industry	OL
OLRN-835	Coaching and Developing People	OL
OLRN-345	Developing Effective Teams	OL
OLRN-120	The Business of Tomorrow	OL
OLRN-025	Continuous Improvement Process	OL

By learning to service residential and industrial electrical systems, you will become the person responsible for keeping the lights on. This program will provide you with advanced practical knowledge of a wide range of subjects within the power system discipline, including the use of electrical equipment in troubleshooting and the design of basic electrical systems. Courses will cover two-wire distribution lines, conductors, wiring methods, grounding, bonding, protection and control, electrical equipment, motors and class 1 and 2 circuits, and programmable logic controllers.

**Completion Requirements**

CERB-601	Electrical Fundamentals	IC
CERB-602	Electrical Construction and Maintenance 1	IC
CERB-603	Electrical Construction and Maintenance 2	IC
CERB-604	Electrical Safety Code and Regulations	IC
CERB-605	Electrical Systems and Control	IC

## PLC/Automation Installation and Programming | CENTENNIAL COLLEGE CERTIFICATE

7466

The days when assembly lines were operated entirely by people are over. Today, programmable logic controllers (PLCs), industrial-strength computers that run manufacturing assembly lines and machines, build our things. In this program, you will learn the fundamental knowledge and skills to install and work with PLC systems, which are essential for the industrial automation process. The program's three courses start with PLC hardware installation, including digital and analog I/O (Inputs/Outputs) wiring and in-terfacing, safety circuits and electrical diagram interpretation. They then move on to system testing and commissioning, real application programming and system validation.

**Completion Requirements**

PTPC-101	PLC – System Installations	IC
PTPC-102	PLC – System Testing and Troubleshooting	IC
PTPC-103	PLC – Software Programming and Commissioning	IC

## Solar PV Installation for Electricians (Journeypersons and Apprentices) | CENTENNIAL COLLEGE CERTIFICATE

7467

Solar power is the way of the future, providing not only clean energy but also career opportunities. If you are in the early days of your career as an electrician, at the journey person or apprentice level, this program will give you the training you need in solar power for the renewable energy sector. When you complete the program, you will be able to work with different types of inverters and balance of systems (BOS), read solar PV installations drawings, apply approved techniques and procedures for PV module installation, understand the various types of batteries and charge controllers for a photovoltaic installation, and install, maintain, operate and troubleshoot solar photovoltaic systems.

**Prerequisite:** In order to take these courses, you must be an Electrician (Journey person and Apprentice).

**Completion Requirements**

PTPV-100	Solar PV Installation for Electricians (Journey person and Apprentices) - Part A	IC
PTPV-102	Solar PV Installation for Electricians (Journey person and Apprentices) - Part B	IC

## Siemens Mechatronics Systems Certification (SMSC) Series

The combination of electrical, mechanical and computer engineering integrated in a complex system is known as mechatronic systems. Because these systems are playing an increasingly important role in modern manufacturing technology, Siemens has developed a comprehensive industry skills certification. Centennial, as a Siemens industry partner, is delivering the associated courses.

### Siemens Mechatronics Systems Certification (SMSC) – Level 1<sup>◇</sup>

This is the first of three certifications\* in a series. Upon program completion, you will understand and be able to explain the principal operations of the mechatronics subsystems within a complex system, and you will demonstrate proven ability in troubleshooting and a systems-thinking approach. These skills are highly sought after in high-tech and advanced manufacturing industries.

#### Completion Requirements

SMSC-101	Electrical Components	IC
SMSC-102	Mechanical Components and Electrical Drives	IC
SMSC-103	Electro-Pneumatic and Hydraulic Control Circuits	IC
SMSC-104	Digital Fundamentals and PLCs	IC
SMSC-105	Electricity and Fluid Power in Mechatronics Systems	OL
SMSC-106	Mechanical and PLC Fundamentals	OL

### Siemens Mechatronic Systems Certification (SMSC) – Level 2<sup>◇</sup>

**Prerequisite:** Successful completion of Level 1 Siemens Examination



In this, second of three certifications\*, you will learn process control technologies, automation systems, motor control, mechanics and machine elements, manufacturing processes, and be introduced to totally integrated automation. As a Level 2-certified Mechatronic Systems Associate, you will be equipped to work with modules and components in complex mechatronic systems and be able to assess and analyze the system as a whole. Additionally, you will have the ability to manage, investigate, repair and troubleshoot mechatronic systems, with the aim of operational efficiency and cost and process control. You may carry out this work at production facilities, workshops, or in-service sites that use complex mechatronic systems.

#### Completion Requirements

SMSC -201	Process Control Technologies NEW	HB
SMSC -202	Intro to Totally Integrated Automation NEW	HB
SMSC -203	Mechanics and Machine Elements NEW	HB
SMSC -204	Motor Control NEW	HB
SMSC -205	Manufacturing Processes NEW	HB
SMSC -206	Automation Systems NEW	HB

\*SMSC Level 3 certification will be released at a future date

<sup>◇</sup>**IMPORTANT:** If you are enrolled in Centennial College's Electromechanical Engineering Technician or Technology program, partial credit for portions of curriculum already covered in a day school course may be arranged at the professor's discretion. Completion of coursework does not guarantee certification. Certification requires successful completion of the Siemens Certification exam. The exam is not included in this program, and is solely administered by Siemens for an additional fee.

 I found my time at Centennial as a part-time student was **very helpful**. I had gone for **career upgrading** and managed to **obtain a new job** in a matter of months. 

**- Brian P**  
Part-time Learning Alumnus

## CNC Mill and Lathe Courses

### CNC Mill (Level 1) – Manual Programming and Setup | CNCM-101

IC

Geared toward the beginner, this course will teach you the basics of programming in G-Code, specific to vertical milling centres. You will manually program, set up, and operate computer numerical control (CNC) milling equipment, while receiving instruction in machine axis motion, operation of control panels, machine startup and common operations. Other topics will include program for-mats, editing, machine function control and program verification. During the course, you will manufacture simple parts using CNC milling equipment that will be used to learn basic quality control procedures.

### CNC Mill (Level 2) – CAM Essentials | CNCM-201

IC

Building on fundamental concepts from CNC Mill (Level 1), this course will move towards integrating CAD and CAM technologies. You will learn the basic design and toolpath functions of MasterCam, as it relates to CNC milling equipment. Using this software, you will create intermediate level parts that can be machined on a CNC mill and then use CAM software to create toolpaths from 2D and 3D geometry. To execute your own setup created in MasterCam, you will use the toolpath to produce a part. Safe CNC mill setup procedures will round out the course.

### CNC Mill (Level 3) – Surfacing and Advanced Toolpath | CNCM-301

IC

Designed for students who have completed CNC Mill levels 1 and 2, this course will focus on advanced mill setups, complex surfacing toolpaths, high speed machining, and program and cycle time optimization. The course will emphasize selection of surfacing tooling and coatings, optimizing chip load, tool ramping, and roughing and finishing pass optimizations. You will become familiar with advanced speeds and feeds calculations to optimize setups and cycle times.

### CNC Lathe (Level 1) – Manual Programming and Setup | CNCL-101

IC

To learn the basics of G-Code programming, you will manually program, set up, and operate computer numerical control (CNC) lathe equipment. You will receive instruction in machine axis motion, control panel operation, machine startup and common operations, while also becoming familiar with program formats, editing, machine function control and program verification. During the course, you will manufacture simple parts using CNC lathe equipment. The parts you manufacture will be used in learning basic level quality control procedures.

### CNC Lathe (Level 2) – CAM Essentials | CNCL-201

IC

Building on the fundamental concepts from CNC Lathe Level 1, this course will move towards integrating CAD and CAM technologies. You will learn the basic design and toolpath functions of MasterCam, as it relates to CNC lathe equipment, and create intermediate level paths that can be machined on a CNC lathe using the software. You will then use CAM to create toolpaths from 2D and 3D geometry. With these toolpaths, you will execute your own setup created in MasterCam to produce a part. Safe CNC lathe set-up procedures will also be included.

### CNC Lathe (Level 3) – Advanced Operation and Toolpath | CNCL-301

IC

Designed for students who have completed CNC Lathe levels 1 and 2, this course will explore advanced lathe setups, complex radial tangential toolpaths, high speed machining, and program and cycle time optimization. Among topics the course will highlight the selection of surfacing tooling and coatings, optimizing chip load, tool arcs, roughing and finishing pass optimizations. You will also learn advanced speeds and feeds calculations to optimize setups and cycle times.

## Fire Alarm Courses

Individuals performing fire alarm system inspections, testing, verifications or maintenance must be qualified and accountable for the quality of their work. There is a need for these individuals to have a minimum level of formal training and verified area-specific skills and knowledge. The Canadian Fire Alarm Association (CFAA) has created an approved Registered CFAA Trainee Technician program comprised of five theory-based courses. To become a registered CFAA Fire Alarm Technician, you must obtain necessary skills and hands-on training in the workplace. The combination of theory and on-the-job experience will serve to increase the level of the competence of the industry's fire alarm technicians.

Once you have completed the five courses (or completed courses 1 and 5, listed below, and obtained equivalency for courses 2 to 4) in the required CFAA theory, you can become a registered CFAA Fire Alarm Technician Trainee. You will then be able to take both the CFAA Registration Theory Exam and Practical Exam to become a registered Fire Alarm Technician.

For a general overview, visit [www.cfaa.ca/TrainingProgram.aspx](http://www.cfaa.ca/TrainingProgram.aspx)

### Fire Alarm Systems – Overview | PTFA-101

NEW

IC

This course will provide you with a general understanding of fire alarm protection systems. While discussing the purpose and specific application of the different codes and standards that regulate the industry, it will also introduce you to architectural considerations regarding fire containment. You will become familiar with information as wide ranging as: testing laboratories and their procedures, testing methods and how listed/approved materials achieve greater degrees of life safety, the nature of fire, extinguishment methods, fire alarm testing methods, interpretation of drawings, specifications and other contract documents.

### Fire Alarm Systems – Application | PTFA-105

NEW

IC

This course will cover applications of fire alarm systems and operation, while also exploring the testing and inspection requirements of various codes and standards. Principles and technology of fire detection devices, signal appliances, control equipment and ancillary devices controlled by the system will also be included, as will traditional field wiring circuits, the connection of field devices, the basics of microprocessor-based systems using addressable devices and remote annunciation. Lastly, you will become familiar with other life safety support systems such as smoke control and elevator recall.



## SolidWorks Courses

### SolidWorks Essentials | PTSW-100

IC

If you are interested in entering the world of computer assisted design (CAD) as a designer or drafter, knowing how to use SolidWorks software can give you a leg up on the competition. In this course, you will learn to create three-dimensional models of mechanical components and assemblies using this well-known digital design and engineering tool. Upon completion, you will be ready to take the Certified SolidWorks Associate (CSWA) exam from SolidWorks, included in the course.

### SolidWorks – Weldments | PTSW-201

IC

The purpose of this advanced CAD weldments course is to provide knowledge in the design of a weldment structure, as a single multi-body part, which will allow you to create and/or modify a complex structure before the final joining process. You will learn the skills to utilize SolidWorks software tools to generate structural members that involve standard or custom sketched segments. Among other included topics will be: an introduction to creating a weldment profile, placing the weldment profile, basic and advanced weldment part creation, weldment corner modification, end caps, 3D-sketch creation, weldment part cut list, placing gaps at corners and segment intersections.

To pass the course, you must write and achieve a passing grade of 75 per cent or greater on SolidWorks' Certified SOLIDWORKS Professional Advanced Weldments (CSWPA-WD) exam, which is included in this course. Taking the SolidWorks Weldments course does not guarantee that you will pass the exam. The CSWPA-WD certification is a proof of SolidWorks expertise.

**Prerequisite:** Successful completion of Certified SolidWorks Associate (CSWA) exam from SolidWorks, obtained through SolidWorks Essentials PTSW-100 course at Centennial College, or directly from SolidWorks.

### SolidWorks – Sheet Metal | PTSW-202

IC

In this advanced sheet metal CAD course, you will gain knowledge and become familiar with the tools to design sheet metal components. This will allow you to use the sheet metal module in SolidWorks to create and/or modify any simple to complex sheet metal enclosures, as per standard. You will learn to design a sheet metal part on its own (without any references to the parts it will enclose), or design the part in the context of an assembly that contains the enclosed components. To do so successfully, you will be introduced to effectively operating the sheet metal module in SolidWorks, which includes linear edge flange, curved edge flange, miter flange, closed corner, gauge tables, bending calculation options, bend allowance, bend deduction, k-factor, hem, jog, sketched bend, convert to sheet metal from feature, unfold and fold, cut list, and flatten complete enclosures.

To pass the course, you must write and achieve a passing grade of 75 per cent or greater on SolidWorks' Certified SOLIDWORKS Professional Advanced Sheet Metal (CSWPA-SM) exam, which is included in the course. Taking the SolidWorks Sheet Metal course does not guarantee that you will pass the exam. The CSWPA-WD certification is a proof of SolidWorks expertise.

**Prerequisite:** Successful completion of Certified SolidWorks Associate (CSWA) exam from SolidWorks, obtained through SolidWorks Essentials PTSW-100 course at Centennial College, or directly from SolidWorks.

## Standalone Courses

### Alarm Technician Course | ATCO-100 (CANASA Members)/ATCW-100 (Non-members)

OL

The Canadian Security Association (CANASA) Alarm Technician Course (ATC) provides technicians with the skills, knowledge, tools and confidence to compete in today's marketplace and to offering outstanding service. You will be trained to deliver effective solutions for preventing false alarms and dispatches by exploring a wide range of topics and trends relevant to today's alarm technician industry and current industry requirements. Among these will be new technologies such as networking and wireless technologies. Also, included are extensive false alarm prevention measures, controls, detection (inputs), notification/communication (outputs), basic networking, system design, job planning, field wiring, power and grounding, wireless, safety, metering, false alarm management and commissioning.

### 3D Printer: Equipment Operation and Part Programming | PTOP-100

IC

Learn how to operate, maintain and troubleshoot industrial and residential grade 3D Printers with this course. You will explore 3D printing material options, part geometry considerations and streamlining your 3D prototyping process.

### Building Automation Systems | PTBA-100

IC

The impact of buildings on energy consumption and greenhouse gas emissions is undeniable. Building automation helps to reduce buildings' carbon emissions, and it will expand significantly over the next few years. This course will teach you to describe the considerations for installing and maintaining a building automation system and its components, and give you the ability to connect building automation equipment.

#### Prerequisites:

1. To take this course, you must hold one of the following positions: electrician (journey person or apprentice), electrical engineering technician or technologist, energy systems engineering technician or technologist, or HVAC technician, OR you must be enrolled in a program relating to the field associated with one of these positions.
2. Current Centennial College students must have a minimum GPA of 3.0 to take this course.

### Electrical Safety Code and Regulations | CERB-604

IC

Electrical Safety Code and Regulations has been designed as an introduction to the Canadian electrical code, and the implementation of the code for industrial and residential applications. Due to its technical nature, this course will combine lectures and classroom exercises such as calculations that follow the Canadian electrical code. You will explore a range of subject areas including: conductors, wiring methods, grounding, bonding, protection and control, electrical equipment installation, motors, and class-one and class-two circuits.

### **Introduction to Machining and Fabrication | PTMF-100 IC**

Learn the basics of safely operating basic machine shop equipment, including milling machines, lathes, drills, saws and pedestal grinders. Through theory and hands-on learning in a shop environment, you will acquire knowledge in machine shop safety, measurement techniques, basic machine operation and part finishing. This is the perfect course to begin to upgrade your industrial skills or to learn professional techniques as a home hobbyist.

### **Renewable Energy Generating Storage Systems (Journeypersons and Apprentices) | PTRE-100 IC**

Across the world, reducing the carbon footprint has become an important cause. This course will explore the methods of generating various types of renewable energy such as solar photovoltaic, wind, tidal, hydrokinetic and biomass. Also described will be renewable energy storage systems such as fuel cell, thermal and batteries. Lastly, you will learn the considerations for installation and maintenance requirements and procedures of these systems.

#### **Prerequisites:**

1. To take this course, you must hold one of the following positions: electrician (journeyman or apprentice), electrical engineering technician or technologist, energy systems engineering technician or technologist, or HVAC technician, OR you must be enrolled in a program relating to the field associated with one of these positions.
2. Current Centennial College students must have a minimum GPA of 3.0 to take this course.

### **Solar PV Installation for Electricians (Journeypersons and Apprentices) – Part A | PTPV-100 IC**

While providing clean energy, solar power is also creating career opportunities in the electrical industry. This course will train you in the installation, maintenance and troubleshooting of different solar systems. You'll gain a solid understanding of solar energy fundamentals, site surveys and pre-planning, safety procedures and codes, standards regulations related to PV systems, and receive Fall Arrest training.

**Prerequisite:** In order to take this course, you must be an Electrician (Journeyman or Apprentice).

### **Sustainable Lighting Design for Electricians, Electrical Apprentices and Technicians | PTSL-101 IC**

Lighting accounts for nearly six per cent of global CO<sub>2</sub> emissions. A global switch to energy efficient lighting technology could save more than a trillion tons of CO<sub>2</sub>, and avoid the construction of thousands of power stations. This course will provide you with the skills and techniques to install, retrofit, troubleshoot and maintain different types of lighting systems in industrial, commercial and residential environments. You will learn about basic lighting sources and their applications, basic lighting calculations and lighting control systems, smart and energy efficient solutions, and the latest in LED lighting systems installation using floodlights.

**Prerequisite:** In order to take this course, you must be one of the following: Electrician (Journeyman or Apprentice), Electrical Technician or Technologist.

# Sustainable Design and Renewable Energy



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416-289-5000, ext. 2555

## Delivery Mode:

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



## Standalone Courses

### Architectural CAD 1 | ARCH-102 IC

In this course, you will learn to use the latest version of AutoCAD for two-dimensional (2D) computer-aided drafting. You will pick up the basic and intermediate 2D AutoCAD drafting commands and printing skills to create architectural floor plans, building elevations, building sections, details, schedules and site plans. You will also get hands-on experience making measured drawings for a small residential space.

### Biomass Systems Installation, Maintenance and Repair | ENRG-101 IC

Biomass is a key element in government plans to increase renewable energy sources and reduce greenhouse gases. This course, which mainly focuses on biomass for electricity and heat, will provide a comprehensive overview of the status and developments in energy delivery from biomass combustion. It will look at fuel supply options, the emissions and plant performance implications. Using biomass for energy production has several associated technical, environmental and socioeconomic challenges, some of which will also be covered.

You will complete the course with a sound understanding of topics such as fundamentals and practicalities of the basics of solid biomass combustion, dedicated biomass installations, equipment maintenance and repair, biogas and landfill gas for process heat and power generation, and sustainability of biomass supply chains.

### Energy Auditing | ENRG-300 IC

This course — designed to provide principles, tools and techniques of energy auditing — will focus on how to energy audit (measure, assess, evaluate and analyze) residential and small commercial buildings using the correct instruments to prepare an energy audit report. You will learn to identify and compare relevant energy conservation measures and opportunities, save or optimize energy use and increase profit from energy saving, provide comfort in indoor environments, and reduce greenhouse gas emissions. Current legislation and available incentive initiatives will also be covered.

### Gas Technician 2 (G2) Training (Module 10-14, 16, 21 and 23), Part 1 | GAST-201 IC

This course provide education in the natural gas and propane heating field. You will acquire knowledge of the Technical Standards and Safety Authority (TSSA) and Canadian Standards Association (CSA) fuel code G2 regulations as described in the B149.1-15 and B149.2-15 gas codes. Coursework will include theory and lab training as you learn to maintain, size, select and install gas-fired equipment. This course will cover the following TSSA Gas Technician Certification Training Modules: Module 10 (Advanced Piping and Tubing Systems), Module 11 (Basic Electricity), Module 12 (Controls), Module 13 (Building as a System), Module 14 (Domestic and Non-Vented Appliances), Module 16 (Domestic Gas Fired Refrigerators), Module 21 (Space Heating and Decorative Appliances), and Module 23 (Forced Air Add-On Devices).

### Gas Technician 2 (G2) Training (Module 15, 17-20, 22 and 24), Part 2 | GAST-202 IC

This course is a continuation of the GAST201 course. Students pursuing their TSSA Gas Technician 2 license must complete both GAST201 and GAST202 to complete all required educational modules. This course will cover the following TSSA Gas Technician Certification Training Modules: Module 15 (Gas Meters, Pressure Regulators and Relief Valves), Module 17 (Conversion Burner), Module 18 (Water Heaters, Combo Systems, Portable Water Heating Systems), Module 19 (Forced Warm Air Heating Systems), Module 20 (Hydronic Heating Systems), Module 22 (Venting Practices), and Module 24 (Air Handling Systems).

**Prerequisite:** Gas Technician (G2) Training (Module 10-14, 16, 21 and 23) GAST201

**Note:** A passing grade of 75 per cent is required on all course assessments. Upon completion of the G2 Training course, you must achieve a passing grade of 75 per cent or greater on the Certification of Qualification exam for Gas Technician 2 from TSSA. The exam is not included in this course. The Gas Technician (G2) Training Course does not guarantee that you will pass the Certification of Qualification for Gas Technician 2 exam.

### History of Architecture | ARCH-206 IC

This course is a comprehensive introduction to world architecture, which will start with an overview of the basic principles and ideas that gave birth to architecture and persist to modern day. Through the chronological study of architecture's evolution, you will examine social, political, religious, cultural and technological factors that transform and shape our built environment. The aim of this course is to provide you with a general perspective of architecture's development and the city through history, and to provide a basic understanding of the forces that shape the built environment.

### Introduction to Revit | REV-101 IC

This hands-on lab course will introduce you to Revit, one of the most versatile and popular building information modelling (BIM) and computer-assisted-drafting (CAD) software packages available. Learning Revit will let you access tools and methods for producing, viewing and editing two and three-dimensional drawings in any discipline. In this course, you will gain an understanding of basic principles and operational techniques to effectively use the software. In-class exercises will give you the necessary practice for skill development.

### Lighting Design for Professionals | LITE-201 IC

Designed for professionals to enhance their knowledge in the field of lighting design, this course will extend and fine-tune your competencies in line with the most recent technological and scientific discoveries, and innovations and uses. While no prior knowledge of electrical and lighting design experience is required, a basic understanding of how lighting and electrical system work is recommended.

### Revit Module 2 | REV-102 IC

Revit Module 2 is a hands-on lab course that will build on the basic drawing and drafting commands taught in Introduction to Revit. You will be introduced to some of the more advanced concepts and tools in the Revit software. Weekly three-hour instruction in one of the College's Revit labs will consist of a brief lecture on software technique followed by a lab session. In each class, you will complete specific exercises designed to clearly illustrate these advanced Revit commands, which will provide you with the necessary practice for skill development.



**Wind Turbine Installation and Maintenance (Basic) | ENRG-201****IC**

To cover the theory governing wind energy systems and their working principles, this course will involve the description, theory de-sign and operation procedures these systems. Through both lectures and labs, you will learn about wind energy, small wind turbines, types of towers, wind controllers and how to complete a wind site assessment. A demonstration of how to properly tension guy-wire and lower the tower for maintenance purposes will be a valuable addition. You will leave the course with fundamental knowledge and hands-on experience of electrical and mechanical aspects as they relate to wind turbines.

**G3, Part 1 | GAST-301****IC**

This course will cover modules 1 through 4 and 4A of Gas Trade 3 training. It will provide knowledge of properties, characteristics and theory of combustion of natural gas and propane to ensure you know the installation standards, requirements and the approval agencies in the gas field. You will learn to use common gas industry manual and power tools, fasteners and supports, assemble and disassemble some gas appliances, and conduct a combustible gas leak detection and flue gas analysis. Safety issued related to gas will also be included, as will various codes, such as B149.1 and B149.2, and TSSA act and Ontario regulations pertaining to natural gas and propane installations and propane storage and handling.

**G3, Part 2 | GAST-302****IC**

TSSA Gas Technician training modules 6 (Technical Manuals, Specifications, Drawings and Graphs) and 8 (Introduction to Piping and Tubing Systems) will be explored in this course. Module 6 will focus on accessing accurate, current and relevant information for servicing or installing, and locating, reading and interpreting a variety of written documentation. Module 8, meanwhile, will cover piping and tubing systems used for gas (including valves and fittings), and how to size depending factors such as fittings and pipe length, the supply pressure, the direction change and installation location. To round out the course, you will also learn pressure testing and inspections that must be performed, to code, after installations.

**G3, Part 3 | GAST-303****IC**

TSSA Gas Technician training module 5 (Introduction to Electricity), module 7 (Customer Relations) and Module 9 (Introduction to Gas Appliances) will be the focus of this course. Module 5 will teach you basic electrical theory and practical trade-related applications, so you can safely and properly install gas appliances and systems. Module 7 will describe how to establish and maintain good customer relations, produce top quality work and ensure customer satisfaction. Lastly, Module 9 will provide you with the required knowledge about venting systems, types of burners, ignition systems, controls and safeties, and the characteristics of individual vented and non-vented appliances. This module will also explore details of safely and efficiently installing gas appliances, and it will cover requirements for converting appliances between propane and natural gas.

**G3 Review and Test | GAST-304****NEW****IC**

The Technical Standards and Safety Authority (TSSA) offers the Gas Technician 3 licence, which will allow you to work as a technician within the gas service industry under the direct supervision of a licensed G1 or G2 gas technician. If you complete a TSSA-approved G3 training program and pass the practical and theory provincial qualification exams, you will be eligible to receive the G3 licence from TSSA, which awards the certificate of qualification. This six-hour course will provide you with a review of the theoretical Gas Technician 3 material over two days and the theory exam over one day.

As a TSSA training and delivery agent, Centennial College is an approved provider of both the Gas Technician training courses and the required provincial qualification exams.

**Note:** You must have passed your TSSA practical exam to qualify for this course. Centennial students MUST have completed HRAC-111, HRAC-124, HRAC-121 and HRAC-123 with 80 per cent attendance (all four courses) and completed all labs with 75 per cent or higher, OR have completed and passed GAST- 301, GAST-302, and GAST-303 within 12 months (one year) before the exam date (practical exams are only valid for one year).

**Gas Technician Exam | GAST-404****NEW****IC**

Candidates who have successfully completed a Gas Technician training program (delivered by a TSSA Accredited Training Provider) fulfilling all practical and class requirements may register in the GAST-404 to write their TSSA Gas Technician 3 (G3) or TSSA Gas Technician 2 (G2) theory examination.

Upon registration in GAST404, students will be contacted to submit a TSSA Application for an Ontario Certificate of Qualification form. Where indicated on the form, students must contact their TSSA Accredited Training Provider to complete the form as proof of the candidate's qualification to write the G3 or G2 exam.

For students who completed their training at Centennial College, please email [energy.PT@centennialcollege.ca](mailto:energy.PT@centennialcollege.ca) indicating your student number.

**Note:** GAST404 provide the examination for the G3 or G2 Certification of Qualification only. In-class training, practical training, and exam preparation are not included as part of GAST-404.

**Fundamentals of Mathematics for Engineering | MATH-001****OL**

This course will go over the basic fundamentals of mathematics required for engineering courses. It will include topics from algebra and trigonometry. Among the covered fundamental concepts will be integral exponents rules, roots and radicals, scientific and engineering notations, and rounding rules using significant digits.

You will: perform conversions between percent, fractions and decimals; apply mathematical principles and laws to perform algebraic operations; solve linear equations and systems of linear equations using various methods; rearrange formulas to solve for different variables; graph algebraic functions and find their domain and range; and perform fundamental operations involving the trigonometric and inverse trigonometric functions as well as solve problems related to right angle triangles.

# HOSPITALITY OPERATIONS

Our part-time programs in hospitality provide learners with the knowledge to succeed in this competitive industry. Offered completely online, you'll learn the tricks of the trade and best practices for providing world-class service.



For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

Throughout the world, humans congregate, gather and collaborate to learn, celebrate and connect. It's no wonder the event management industry is such a major one. In this program, you will participate in defining, understanding and applying the elements involved in planning and staging corporate, social/life cycle, festivals and conferences. You will also be introduced to the types of organizations that produce and present these events.

By connecting with professors and fellow peers, and through independent research, group work, discussions and work-integrated learning (which will include assignments, projects or experiential learning opportunities), you will examine management practices, including how events are designed, funded, staffed and promoted. The program will also cover sustainable planning and development, creativity, sales and marketing, and budgeting along with the understanding of volunteer- and team-building. You will leave the program with the ability to: perform an analysis of an event objective, complete a request for proposal, apply for permits, and comprehend bylaws, risk and security requirements.

You will graduate with It's Your Shift certification, an innovative training and awareness program to prevent sexual harassment and violence.

For more information about this program, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

#### Semester 1

EVNT-701	Introduction to Event Management	OL
EVNT-702	Networking and Industry Relations	OL
EVNT-703	Event Sales and Marketing	OL
EVNT-704	Event Budgeting	OL
EVNT-705	Volunteer and Team Building	OL
EVNT-706	Sponsorship Development	OL

#### Semester 2

EVNT-711	Event Programming	OL
EVNT-712	Creativity and Innovation	OL
EVNT-713	Sustainable Events	OL
EVNT-714	Risk and Security Management	OL
EVNT-715	Communications and Media Planning	OL
EVNT-716	Experiential Event Operations	OL
EVNT-717	Site Logistics	OL

## Sustainable Local Food Series

This series of courses has been designed to meet a rising interest in the development of local food systems that are sustainable, socially just, economically dynamic, and ecologically specific to Canada's countryside, cities and regions. Coursework will explore the practices, principles and philosophies involved in local food system development.

For more information about these courses, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

SLFD-101	Between Farm and Table: Local Food Businesses and Cooperatives	OL
SLFD-102	Field to Fork: Introduction to Local and Global Food Systems	OL
SLFD-103	Food Security and Food Justice in Canada	OL
SLFD-104	Food System Trends and Policy in Canada Today	OL
SLFD-105	Understanding Sustainable Farming: Principles and Practices	OL
SLFD-106	Urban Agriculture, Community Gardens, Food Secure Cities	OL



# TRANSPORTATION

We pride ourselves as a transportation industry leader. With the largest onsite transportation training facilities in Canada, a roster of highly-skilled instructors, a brand-new campus dedicated to aerospace and aviation education, and numerous industry partnerships, learners of our part-time transportation programs are prepared to truly move the industry.





# Automotive and Motorcycle



TRANSPORTATION

[transportation.pt@centennialcollege.ca](mailto:transportation.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5207, press 8

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

## Delivery Mode:

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid

Pursue a career in automotive service advising with this convenient online certificate program. You will receive training in automobiles' technical aspects and gain communication and managerial skills.

For more information, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

### Completion Requirements

#### Two mandatory courses:

CEAM-919	Automotive Service Advisor – Level 1	OL
CEAM-963	Automotive Service Advisor – Level 2	OL

#### Plus choose one elective course from the following:

ACCT-112	Financial Accounting 1	OL PB
BUSN-333	Business Communications	OL PB
MKTG-116	Principles of Marketing	OL PB

## Automotive Auto Body Courses

### Introduction to Auto Body | CEAP-900 IC

This course will introduce all of the basic areas of auto body repair. You will learn the use of hand and power tools, application of body fillers, two-stage putties and epoxy primer, minor dent repair, Oxy/Acetylene welding and GMA (MIG) welding techniques, and examine forming, flanging and contouring simple panels. A series of standard safety procedures when repairing a vehicle, proper identification of body panels, and proper tool uses and handling will also be included.

### Advanced Auto Body | CEAP-904 IC

Using Centennial College's extensive facilities, you will participate in identifying vehicles with bonded exterior panels, bonding panels using special automotive bonding adhesives, exploring the plastics used for vehicle construction and plastics repair. You will also learn to read dimension sheets, including datum plane, centerline plane and zero plane, and become familiar with measuring equipment.

### Automotive Painting | CEAP-902 IC

This course, the first of two on automotive painting, intended for both refinishers and car owners with an interest in refinishing. With a focus on the modern refinishing system of undercoats and topcoats — through classroom and hands-on work with primers, paint and painting techniques — you will learn about primer surfaces, putty, sealer, flexible agent, troubleshooting, types of undercoats and topcoats, overall application and more. You will be encouraged to bring in a project to work on.

### Advanced Automotive Painting | CEAP-903 IC

You will benefit from this course if you have already taken the foundational Automotive Painter 1 course, and you want to learn more about the modern refinishing system. Through in-class theory and practical lab application, after studying health and safety regulations, you will examine colour formulation, colour matching, and the principles of base coat and clear coat blending, spot repair and three-stage painting with pearls.

### Damage Appraisal | CEAB-942 IC

If you have ever wondered how automotive damage is appraised and thought it would be an interesting area of work, this course can help you get your foot in the car shop. You will learn the methods and procedures for estimating collision damage, including flat rate schedules, labour rate computing, adjusting, forming discounts, releases, report writing, business procedures, policies and refinishing. Because legalities around automotive damage are also important, the course will examine the legal responsibilities of insurance companies, collision shops and vehicle owners. To round out training, hands-on lessons in the latest auto appraisal technology will teach you to analyze vehicle damage and create computerized estimates.

### Paintless Dent Removal (PDR) Level 1 | CEAB-920 IC

Centennial College's fully equipped automotive labs are the ideal environment in which to gain the basic skills of paint less dent removal. This course will begin by covering the history of and techniques and basic metal finishing skills for paint less dent removal. You will then have the opportunity to analyze various dent types and paint conditions, and then experiment with removing dents from several metals, high-strength steel, different thicknesses as well as dents with and without access. Through demonstrations, group projects and hands-on exercises, you will also learn about picks, rods and glue pulling, polishing, door panels, wet sanding and polishing, plastic repair, heating, quenching and more.

### Paintless Dent Removal (PDR) Level 2 | CEAB-925 IC

After learning the basic skills of paint less dent removal in PDR Level 1, this course will allow you to apply those basic skills to steel panels, aluminum panels and live lab vehicles. You will dive deeper into the individual setup, tools and procedures applied to repairing fenders, doors, quarter panels, roof rails, roofs and hatches. Through hands-on experiences, you will learn more about specialty PDR tools, blending and reflections. Lastly, group work repairing small- to medium-sized dents on live lab vehicles and through demonstrations will teach you to repair larger damage by push for paint, stress relieving and tension pulling.

## Automotive – Electrical Courses

### Automotive Electrical/Electronics 1 | CEAM-803 IC

The electrical and electronic components of cars can be as complicated as they are fascinating. This course will help you to unravel the mystery of what's under the hood by providing you with a working knowledge of the basics of automotive electrical and electronic systems. You will start by learning electrical principles and their application in a variety of automotive systems, including batteries, charging and starting systems as well as instrumentation. With this base, you will move onto specifics such as relays, coils and solenoids, semi-conductors, starter motor circuits, alternators and electronic voltage regulators.

### Automotive Electrical/Electronics 2 | CEAM-804 IC

Not only is this course a review of Electrical/Electronics 1, but because it takes a more in-depth approach, it will also delve into more detailed coverage of specific automotive electrical and electronic systems. The course will examine the hall effect, charging system regulation, solenoids, relays and semiconductors as well as construction operation and testing of various components. Given the practical nature of the topics, you will gain hands-on practice by spending time in auto labs, where you will disassemble, reassemble, and bench test starters and alternators.

### Suspension and Alignment 1 | CEBR-801 IC

This course will cover the basics of tires, front-end, suspension and alignment theory, while also highlighting the practical application of inspection procedures of all related vehicle components. Not only will you come to understand tires, wheels balance, steering linkage, shocks and struts, ball joint inspection procedures, springs and curb ride height, but you will also be well versed in alignment terminology. Through practical demonstrations, you will learn the correct procedures for performing an inspection and diagnosis as well as the proper use of alignment machine equipment, which you will then get to implement during lab work.

### Suspension and Alignment 2 | CEBR-803 IC

Building on Suspension and Alignment 1, this hands-on course will provide additional training in the practical application of all aspects of front-end alignment, suspension and specialized brakes. Among specific topics will be: the correct use of the alignment machine, brake lathes, brake inspection, suspension inspection, wheel alignment, and brakes and anti-lock brakes.

### ABS Brakes | CEBR-802 IC

Using practical sessions, this course will teach you to identify brake components and perform a thorough brake inspection using specialized tools. You will learn to demonstrate various services such as brake friction material replacement and related hydraulic component services thanks to the inclusion of specific topics such as: brake part components, tools, analysis of inspection, applying analysis and repair, hydraulic component inspection and basic service, replacing hydraulic components and bleeding procedure. To conclude the course, you will complete an assignment that will encompass the learning strategies from theoretical and lab classes.

## Air Conditioning Course

### Automotive Air Conditioning | CEAM-800 IC

This course will introduce you to the basic theory of the automotive air conditioning system. Because you will be training at Centennial's automotive hub, Ashtonbee Campus, you will participate in practical application to reinforce the theory of topics such as system components, refrigerant flow, system pressures, the cooling system, special tools, diagnosis, compressors, hubs and clutches. Beyond learning how to use all the necessary tools to properly recharge an automotive air conditioning system, you will also become familiar with all the safety rules for properly handling refrigerants and alternate refrigerants as well as the pros and cons of using multi-blends.

## Aircraft and Aviation Courses

### Aircraft Sheet Metal | CEAC-800 IC

Fabricating and repairing aircraft sheet metal is an essential job in the aircraft industry. This course is designed to instruct you on carrying out aircraft metal forming and riveting using hand and power tools. You will learn about the use of hand tools, cutting machines, rivets, bend and forming machines, and precision measuring instruments. Practical training in techniques for power and hand drilling, dimpling and counter sinking, riveting and rivet removal, and hand forming will also be provided. Beyond this, the course will cover general topics such as bend allowance and corrosion protection.

### Canadian Aviation Regulations, Safety and Human Factors | AIRC-100 OL

This course is designed to provide you with an understanding and awareness of the importance of workplace safety and the impact of human factors in the aviation industry. Through a combination of theory and assessment activities, you will learn to identify and recall workplace and personal safety practices and procedures. Within the workplace safety area of study, specifically, you will develop a thorough understanding of the WHMIS program and a basic level conceptual understanding of safety management systems. A section on Canadian aviation regulations, meanwhile, will teach you to understand the legalities surrounding the maintenance of Canadian civilian aircraft and aeronautical products. At the end of the course, you will be able to interpret regulations for issuance of an Aircraft Maintenance Engineer (AME) licence.

This course satisfies the common requirements for all basic training courses as described in CAR Standard 566, Appendix C; Part 1.

## Engine Courses

### Automotive Engine 1 | CEAM-801 IC

If you have ever been curious about the design, construction and operation of automotive engines, this course is a great place to start training for your dream job. Automotive Engines 1 is a practical introduction that combines theory with a series of hands-on activities in our auto labs. You will gain a foundation of topics such as shop safety practices, tools and fasteners associated with engine service, principles of the two- and four-stroke cycle, types of engines and cylinder heads, valve operation and camshaft drive systems, and torquing procedures.



## Automotive Engine 2 | CEAM-802

IC

This course will expand on Automotive Engines 1 by expanding on the concepts you learned and examining engine components in more detail. You will also gain insight into the design, construction and operation of both automotive cooling and lubrication systems. Once you have a base knowledge of cooling systems, you will be able to examine the principles of heat transfer, types of cooling systems, their components and purpose, and coolant. Other topics will include spark timing, compression, fuels, pistons and rings, wristpins, sealants, bearings, intake and exhaust systems. The wide range of areas covered in this course will make you competent in diagnosis and engine assembly.

## Motorcycle Repair Courses

### Intro to Motorcycle Repair | CEMM-801

IC

Serving as an overview of the motorcycle and its components, this course will highlight how to buy, do routine maintenance on and winterize a motorcycle. Specific topics will include oil change, chain maintenance, safety checks, basic tune-up, and inspection of a motorcycle in relation to certification and purchasing, along with a basic overview of chassis. In fully outfitted labs that allow for hands-on participation, you will use lectures, videos and practical work to learn all about frames, suspension, steering, brakes, wheels and tires.

### Motorcycle Engines | CEMM-802

IC

Motorcycle Engines Level 1 and Level 2 will focus on the two most common engines found in motorcycles — the two-stroke and four-stroke — covering topics such as carburetion, lubrication, bearing types, fuel supply, air filters, and cooling and exhaust systems. Through lectures, videos and practical work, you will learn about principles of operation, variations on components and transmissions, and how to perform a practical strip-down, rebuild and setup of a four-stroke engine.

### Motorcycle Electrical | CEMM-803

IC

If you are a motorcycle enthusiast who wants to develop an understanding of electrical systems and components, this module will examine ignition systems (including points, CDI and transistorized systems), charging systems, starting circuits as well as lights and signal circuits. Instead of just learning through lectures, you will complete practical lab work that will ensure you are confident with all tasks and topics, which will also include basic electrical theory and magnetism, Ohms Law, the use of digital multi-meters, motorcycle charging systems, lights and signals, the starting system, wiring diagrams and batteries.

## General Interest Courses

### Hybrid and Electric Vehicles | CESD-945

IC

With hybrid and electric vehicles becoming increasingly popular, this course will benefit you if you want introductions to both types of vehicles — whether you are licensed or non-licensed. An overview of hybrid technology, along with its history and current electric car application, will give you a solid base. The course will also place emphasis on safe operating practices when servicing both hybrid and non-hybrid systems. You will learn through in-class lectures and lab activities that will include demonstrations, testing, accessing scan tool data and conducting sub system examinations.

## MIG Welding | CESD-917

IC

If you are new to MIG welding, this course will give you a hands-on understanding of machine setup, personal and shop safety, flat positional welding and vertical welding. Through lectures, safety videos, power point presentations and a range of lab work, you will become familiar with MIG welding fundamentals. The labs will include basic MIG welder maintenance, welder setup, running a bead, butt weld, lap weld, “T” joint and corner joint. You will complete the course able to confidently perform setup procedures for welding on steel as well as basic MIG welding.

## Oxy-Acetylene Welding and Cutting | CESD-916

IC

In this course, a practical, hands-on format will give you a foundation in oxy-acetylene welding and cutting. You will learn about topics such as personal and shop safety, oxy-acetylene torch setup, cylinder storage and care as well as regulator safety. To balance theory and practice, you will perform some fusion and braze welding and cutting in Centennial's automotive labs. You will leave the course with the ability to perform basic welding, heating and cutting procedures, and plasma arc cutting operations.

## Small Engine Repair | CESD-933

IC

If you want to gain a working knowledge of the operation of air-cooled two- and four-stroke engines, this practical course is for you. In an interactive lab format that will include time for practical experiences, you will learn to diagnose, repair and maintain your gas-powered lawn care equipment. The course will also cover engine theory, health and safety, fuel systems, electrical basics and ignition types, with discussions on how engines, carburetion and ignition systems work. As a course customization element, you will have the opportunity to bring your gas-powered equipment to class and repair it under the supervision of an expert instructor.

## Taxi Driver Training | TAXI-100

IC

In just 25 hours, you will be ready to start a career as a professional qualified taxi driver. Our fast and easy course is designed to teach you everything you need to know about driving in Toronto, and to get you on the road in no time. During your training, you will learn about customer service, cultural sensitivity training, taxi technology and receive in-car defensive training.

## Accessible Vehicle Training | CEAV-100

IC

Did you know that all City of Toronto vehicle-for-hire (VfH) drivers are required to have an “accessible endorsement” on their City VfH licence? To obtain this endorsement, you are required to complete a training course that focuses on the development of knowledge, skills and abilities serving the accessible community. In just two days, our Accessible Vehicle Training course will allow you to meet that standard for your VfH licence. You will learn disability awareness and legal requirements, and receive practical training and assessment in the appropriate methods for assisting passengers with disabilities and securing wheelchairs. To demonstrate your knowledge, the course will conclude with a written exam.



## Exam Preparation Courses

### Automotive Exam Pre-Preparation (310S) | CEAU-900 IC

This course will benefit certified automotive apprentices who wish to prepare to challenge the Ontario Automotive Service Technician Certificate of Qualification (CFQ) exam. As a review of apprenticeship training, as per the Ontario Ministry of Training, Colleges and Universities, and curriculum for the auto service technician's trade, topics will include steering, suspension and brakes, drivetrain, engines and engine management systems, electrical, electronics and fuel delivery systems. You will go through the review materials using theory lectures, reading assignments and/or homework, video presentations, Internet assignments, quizzes and lab assignments (at the discretion of the instructor). Quizzes will be a multiple-choice format to prepare you to challenge CFQ type questions.

This is an elective course and not a requirement for completion of apprenticeship training certification.

**Note:** To purchase (\$189.75) or rent (\$123.34) Automotive Technology A Systems Approach – Canadian Edition by Jack Erjavec, visit the Ashtonbee Bookstore (416-289-5000, ext. 5011).

### Truck and Coach Pre-Certificate (310T) | CETU-100 IC

Truck and Coach Technician Pre-Certificate offers an introduction to uncertified tradespersons of foundational knowledge of the diagnosis and service of electronically controlled ignition systems. Using the apprenticeship curriculum as a guideline, you will review diesel engines, brakes, suspension and steering, electrical/electronics, fuel systems, gear trains, and workplace practices and procedures. Emphasis will be on basic theory and correct use of language and terminology as you work through the theory, diagnosis, testing, service topics to prepare to write the Ontario Truck and Coach Technician Certificate of Qualification exam.

## HEATING, REFRIGERATION AND AIR CONDITIONING INSTITUTE OF CANADA



### Canada's Ozone Layer Protection Awareness Program | CECR-801 IC

For both the safety of the environment and the public, dangerous refrigerants must always be properly handled. Our Canada's Ozone Layer Protection Awareness Program course will not only teach you how to prevent the release of harmful emissions into the atmosphere, but also the significance of the refrigeration and air conditioning industry. Specific topics will include recommended standard practices, commercial/industrial systems, residential systems, domestic appliances, mobile systems, recovering, reusing, recycling and reclaiming techniques, and provincial regulations. Once you complete the course, you'll have an understanding of air conditioning emissions and their effects when improperly handled and the mandatory provincial certification to handle and purchase refrigerants.

## CANADIAN PRO DRIVERS



Canadian Pro Drivers is a Canadian institution dedicated to creating the country's safest commercial drivers. For more, visit [canadianprodrivers.ca](http://canadianprodrivers.ca), email [info@canadianprodrivers.ca](mailto:info@canadianprodrivers.ca) or call 416-233-0179.

### Driving Instructor Training – Part 1 | CEDI-808 IC

To help others be road-ready, you must first obtain a driving instructor's licence in Ontario. The first of two courses, Driving Instructor Training – Part 1 is the first step in doing so, since each part must be successfully completed in order. A Ministry of Transportation of Ontario (MTO)-approved training course, it will combine theory and in-vehicle training, including First Aid and CPR.

### Driving Instructor Training – Part 2 | CEDI-809 IC

This is the second step in obtaining a driving instructor's licence in Ontario. Because you are required to complete both parts to qualify for a licence, you must take this course following Driving Instructor Training – Part 1. This Ministry of Transportation Ontario (MTO)-approved course will combine theory and in-vehicle training, while emphasizing defensive driving.

### Driving Instructor Training | CEDI-819 IC

The only way to obtain a driving instructor's licence in Ontario is to successfully complete a Ministry of Transportation of Ontario (MTO)-approved training course, such as ours. This course will cover First Aid and CPR training, defensive driving and the Highway Traffic Act. You must complete the entire course, 130 hours of instruction, to qualify for a licence.

### Driver Instructor Training (Ottawa) | CEDI-850 IC

To become a driving instructor in Ontario, you must first obtain a driving instructor's licence. That's achieved by completing a Ministry of Transportation of Ontario (MTO)-approved training course, such as this one. You will learn First Aid and CPR training, defensive driving and the Highway Traffic Act. You must complete the entire course, 130 hours of instruction, to qualify for a licence.

### Canadian Pro Drivers Open House Ashtonbee Campus

Please check website for upcoming dates -

[centennialcollege.ca/programs-courses/part-time/](http://centennialcollege.ca/programs-courses/part-time/)

## TECHNICAL STANDARDS AND SAFETY AUTHORITY (TSSA)



### Internal Combustion Alternative Fuel Technician (Natural Gas) | CEAF-804

IC

To qualify to convert, inspect and service natural gas-powered vehicles, you must take a certification exam. This course will prepare you by giving you an understanding of natural gas as a fuel, regulations (by discussing rules and regulations in codebook B149) and vehicle conversions (using parts required to convert engines to run on natural gas). You'll also have the opportunity to learn how to perform proper test procedures.

**Note:** Once registered, you must complete an application for TSSA.  
For more information, contact 416-289-5207 (press #8)

### Internal Combustion Alternate Fuel Technician (Propane) | CEAF-811

IC

To help you prepare to write your certification exam, which will qualify you to convert, inspect and service propane-powered vehicles, this course will cover all you need to know. Through handouts, visuals and practical lab sessions, you will gain an understanding of proper test procedures, parts required to convert engines to run on propane, rules and regulations, and propane as a fuel.

**Note:** Once registered, you must complete an application for TSSA.  
For more information, contact 416-289-5207 (press #8)

## Motorcycle Rider Training Courses

### THE CANADIAN SAFETY COUNCIL (CSC)



#### Motorcycle Rider Training | CEMO-801IC

IC

When it comes to motorcycle riding, safety is crucial. This 22-hour motorcycle rider-training course, which is approved by the Canada Safety Council, will use theory and practical riding to teach you to ride safely. After three hours of in-class instruction, you will move on to the practical portion of the course, during which you will have use of a motorcycle, coupled with closely supervised instruction and a test administered by our MTO-certified instructors. This is the ideal course if you want to get your M2 license.

#### M2 Exit Training | CEMO-805

IC

This course will help you to make the most out of your riding skills and be totally road ready by preparing you to receive your full M license. As an experienced street rider, you will spend three hours in the class learning theory, followed by 10 hours of practical riding, culminating in a road test administered by our MTO-certified instructors.

#### E-Bicycle Training | CEMO-814

IC

As the popularity of E-bikes increases, so do safety concerns. That's because E-bikes, which can attain higher speeds than conventional pedal bikes, are allowed to be operated on public roads. As a result, E-bike riders must follow most of the same rules of the road as motorcyclists and car drivers. This four-hour E-bike Training course will cover safety training.

#### Introduction to Motorcycling | CEMO-808

IC

In just three hours, you'll gain an understanding of the basics of motorcycling with this course designed for anyone who's interested in building a foundation. An M1 license isn't even required to participate. The session will introduce you to proper balance, starting and stopping, gears, safety and riding at a controlled pace.

# EXPANDING EXPERTISE AT HIS CONVENIENCE

## Part-time Learning helps busy police officer gain new knowledge



Aly Virji

In 2017, when Aly Virji was asked to lead the Toronto Police Service's (TPS) Diversity and Inclusion Unit on an interim basis, he looked for a post-secondary program that would better equip him for the position. Virji also wanted that program to be less than a year in length and give him the ability to complete classwork at his convenience. He found just that with Centennial College's Part-time Learning options, which are designed to accommodate students' learning and schedule needs.

"It was really helpful that the program was part-time because I was working full-time during the day and teaching leadership and communication courses part-time," says Virji, who completed Centennial's Leadership and Inclusion program in April 2018 and today works as a detective sergeant in the TPS's audit and quality assurance unit. "Additionally, my son, Aydin, was only 5-years-old then. So, it was important for me to find a program that was manageable, given the other important commitments I had."

Because Centennial's online courses were self-paced and didn't require Virji to log on to the learning system at any particular time, he was able to engage in class discussions on his own schedule. In addition to Part-time Learning's flexibility, he says the program's content was extremely relevant.

"I was able to use the ideas and concepts from the course by applying them to my own organization," he says.

A lifelong learner whose mom instilled a love of learning in him that's resulted in three degrees and several certificates, Virji says he's taken a wide range of courses over the last 20 years — most of which were in the traditional face-to-face format. Yet, he says, his Centennial instructor was one of the most engaging, despite the online structure.

"My instructor did a great job of keeping us focused and encouraged us to ask thoughtful questions," he says. "This deeper level of reflection and the application of the course concepts to our respective organizations really helped us to think about the issues from a variety of perspectives. It was this diversity of thought, and the diverse perspectives of other students, that created such an engaged online community."

# LIBERAL ARTS

Enhance your knowledge with our variety of personal interest and liberal arts programs.



[languages.pt@centennialcollege.ca](mailto:languages.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 8041

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555

**Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



All great leaders understand the importance of inclusion. To equip you with the knowledge and leadership skills to create an inclusive environment in a modern organization, Centennial College has teamed up with the Canadian Centre for Diversity and Inclusion. During the program's four online courses, you will examine local and global trends in today's workplace, the impact of diversity on organizational culture, and the successful leadership strategies and practices that promote inclusion and diversity. These themes will result in your ability to assess your role as a leader, enhance self and others' awareness, and gain a unique credential.

For more information, contact 416-289-5000, ext. 2228, or email [leadershipandinclusion.pt@centennialcollege.ca](mailto:leadershipandinclusion.pt@centennialcollege.ca).

#### Completion Requirements

CCLI-100	Leadership and Inclusion: Understanding today's Workplace	OL
CCLI-200	Leadership and Inclusion: Building Capacity for Inclusive Leadership	OL
CCLI-300	Leadership and Inclusion: Cultivating Cultures of Inclusion through Organizational Change	OL
CCLI-400	Leadership and Inclusion: Effective Practices and Policies for Inclusion and Inclusive Leadership	OL

### Translation in the Workplace (English to French) | CENTENNIAL COLLEGE CERTIFICATE


7158


This certificate was created for those seeking a broad knowledge of English to French translation. Each course will help you toward becoming a qualified professional translator, and give you a better understanding of the English to French translating process. You will explore areas of study that are essential to work as a translator.

For more information, contact 416-289-5000, ext. 2555, or email [online@centennialcollege.ca](mailto:online@centennialcollege.ca).

#### Completion Requirements

CEEF-101	Translation in the Workplace 1	OL
CEEF-102	Translation in the Workplace 2	OL
CEEF-103	Translation in the Workplace 3	OL
CEEF-104	Translation in the Workplace 4	OL
CEEF-105	Translation in the Workplace 5	OL

 I was very nervous and hesitant about entering this program, as it has been moons since I was last at school and doing homework. I should not have been! What a **wonderful and beautiful experience**, collaborating with my fellow students, as well as the professor. The **professor was the encouragement I needed** - always available to answer questions and to guide me on this path.

I would participate in an online program again, without question, as it was an **easy way to incorporate my education with my full-time job**. There was enough time to focus on the readings and then have a dialogue with my colleagues. We had wonderful and open discussions, learning from one another. It was a **wonderful experience**, and I'm **so happy I took part in the program** and am now able to walk away with so much more knowledge. 

#### SHAKILA MANZOOR

Leadership and Inclusion Certificate Program, Alumnus

## Communication and English Courses

Each semester, we offer communication and English courses. For descriptions of these offerings, visit [centennialcollege.ca/english-courses](http://centennialcollege.ca/english-courses).

For more information, contact 416-289-5000, ext. 8041, or email [languages.pt@centennialcollege.ca](mailto:languages.pt@centennialcollege.ca).

## General Education Courses

Each semester, we offer general education courses. For descriptions of these offerings, visit [centennialcollege.ca/general-education](http://centennialcollege.ca/general-education).

For more information, contact 416-289-5000, ext. 2437, or email [generaleducation.pt@centennialcollege.ca](mailto:generaleducation.pt@centennialcollege.ca).

For the following online and print-based courses, contact 416-289-5000, ext. 2555, or [email\\_online@centennialcollege.ca](mailto:email_online@centennialcollege.ca).

### Standalone Courses

#### Indigenous Peoples: A Global Perspective | HUM-312 OL

To gain an understanding of contemporary issues relevant to Indigenous Peoples around the globe, you will begin by exploring the patterns and themes of Indigenous histories, including the impact of European colonialism. Central to this study will be an analysis of land claims settlement issues, the quest for self-government, housing, education, culture, health and environmental, and social issues Indigenous Peoples are facing. The course will then focus on contemporary revitalization, repatriation and preservation methods employed around the world. This method of inquiry will allow you to compare the challenges and aspirations of diverse Indigenous communities.

#### Introduction to Complementary Therapies | GNED-120 OL

In this introductory survey course, you will study the history, development and practical application of complementary therapies and modern medicine. Beyond examining numerous specific complementary therapies from these perspectives, also highlighted will be therapies in recognized courses of study or certification that are offered in the complementary care practice.

#### Logical Self-Defense/Contemporary Canadian Issues | GNED-123 OL

Ordinary language is highly deceptive, filled with tricks and sophisticated uses of subtle words and phrases that can mislead the unsuspecting. In this course, you will learn to distinguish types of language, such as description, explanation and argument, to discover how arguments are used to persuade and convince. By examining good and poor arguments from everyday life — in advertising, science and law, for example — you will sharpen your thinking skills. You will further develop your skills by becoming familiar with the three conditions of good argument: acceptability, relevance and good grounds.

#### Occupational Health and Safety | GNED-126 OL

The broad and ever-changing field of occupational health and safety is inherently technical. This course will introduce you to multiple dimensions of the various issues — technical, legislative, political and personal — relevant to this subject matter. Major topic areas will include the Occupational Health and Safety Act, WCB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of occupational health and safety programs.

#### Personality and Growth | GNED-128 PB

Personality psychology is a branch of psychology that defines what personality is and how it influences our behaviour and actions. This course will seek to understand how personality is developed. Through an examination of current research and theories, you will explore patterns of thoughts, feelings and behaviours that make a person unique. Personality assessment and intelligence testing will be explored.

#### Principles of Psychology | GNED-129 OL/PB

An introduction to the theoretical and practical discipline of psychology, this course's goal is to enable you to view your life and interactions from a psychological perspective, employing scientific methods and research information. The course will explore subfields of psychology such as biology, states of consciousness, learning, memory, motivation, personality, disorders and treatment. You will have the opportunity to view these subfields through the lenses of psychology's major perspectives: biological, psychodynamic, cognitive, behavioural and humanistic. Improving your well-being and social interaction will be part of the in-class process.

#### Principles of Sociology | GNED-130 OL

Survey basic sociological concepts and themes, with particular reference to North America, in this course. You will study the mass media of communication, social movements, class structure, problems of alienation and theories of social change.

#### Social Psychology | GNED-135 OL

Develop skills for influencing and relating to people by studying the methods and findings of psychologists in the field of social relationships. You will apply the principles of social thinking to everyday experience and examine social relation theories to apply them to behaviour.

#### A Wellness Approach | GNED-137 OL/PB

This course will teach you what you need to know about stress by providing you with skills that will contribute to a lifelong program of stress management. By reflecting current facts and principles to create the basis for incorporating healthy lifestyle practices into your daily life, you will learn to recognize stressors and how they impact personal and societal health and workplace well-being.

**Healthy Lifestyle Management | GNED-140****PB**

College students establish patterns that may affect their long-term health and well-being. This course is an introduction to wellness and the process of behaviour change. It is intended to empower you to take control of your personal health and lifestyle habits through deliberate choices and consistent effort that will establish lifelong patterns for overall health and well-being. Through current facts and principles to form a basis for incorporating physical activity and other healthy lifestyle practices into your daily life, you will learn about: the role of exercise in overall health, behavioural change principles, high performance nutrition, sleep hygiene, ergonomics and back care. Topics related to wellness and diversity — such as gender, age, income, disability, race and ethnicity — will also be highlighted. In lab sessions, you will practice a variety of activities that enhance health and well-being.

**Developmental Psychology | GNED-144****OL**

This course offers a survey of developmental psychology, covering topics across the human lifespan. Through readings and lecture materials, you will examine theories of child development and the research that bears on these theories. You will also explore development across the physical, social, emotional and cognitive domains. Finally, major themes in the study of developmental psychology — including the nature-nurture issue, the effects of early experience and continuity-discontinuity in developmental change — will be addressed.

**Ethics in Business | GNED-147****OL**

Learn about ethical considerations in contemporary business in this course. You will enhance your awareness of ethical issues and moral reasoning skills by examining moral frameworks and developing a model for ethical decision-making. These frameworks and the decision-making model will be applied to ethical dilemmas and decisions.

**Customer Service: A Modern Approach | GNED-160****OL**

All employees provide service to either external or internal customers, and delivering service that consistently exceeds customers' expectations is both challenging and rewarding. This course will examine the customer service skills required to succeed in today's business environment. The skills you gain will help to support your career, personal growth and working life.

**Popular Culture in the 21st Century | GNED-169****OL**

Popular Culture in the 21st Century will explore questions at the heart of our changing world. Using examples from our everyday lives — whether it's the experience of going for a coffee, voting for your favourite Big Brother Canada contestant, watching a music video or shopping at the mall — this course will analyze and contextualize some of the most important features of 21st century culture.

**Human Sexuality | GNED-175****OL**

The analysis of human sexuality will draw on historical, theoretical, cross cultural, and life cycle perspectives of sexual attitudes, behaviours, development and experiences. Selected course topics may include: gender relations, body image, sexual diversity, arousal and response, mating, dating, interpersonal attraction and communication, sex education, sexual health or risk, and issues of power or intimacy.

**Growing up Digital: Living and Working in Canada | GNED-190****OL**

Youth in Canada today are the first generation to grow up in a digital world, and they are transforming our culture and institutions. This course will look at the Internet and its role in shaping recent history and society. It will examine the impact of digital media that empowers our youth to communicate, learn, play, shop and work differently from previous generations. It will also provide analytical tools to anticipate and act on what lies ahead in the future.

**Introduction to Research Design | GNED-221****OL**

Research knowledge and skills are often required for academic and workplace progression and development. The goal of this course is to enable you to identify and critically interpret research evidence that will support your decision-making processes in the work environment and day-to-day life. It will achieve this by developing your research literacy through an introduction to research concepts, methodologies and techniques used in business, health, engineering, community services and media. The course will also examine historical, cultural and global perspectives that underlie decisions about research as well as ethical responsibilities inherent in research processes and products.

**Inclusive Leadership Practices: Leadership in Contemporary Workplaces | GNED-400****OL**

This course will provide you with the opportunity to analyze the evolving nature of contemporary workplaces in an increasingly globalized world. You will examine various models of leadership with a focus on practices that build effective work environments. The opportunity to explore and reflect on your own values and beliefs, relative to leadership practices, will round out the course.

**Inclusive Leadership Practices: Building Capacity for Inclusion | GNED-401****OL**

This course will further explore the contemporary workplace, emphasizing intercultural competence and organizational cultures in the context of diversity and inclusion. You will examine organizational barriers and power relations that result in workplace inequities. Also included will be an investigation of change management processes that can build high-functioning, inclusive workplaces that draw on the diverse strengths of all staff members and employees.

**Inclusive Leadership Practices: Creating Inclusive Cultures in the Workplace | GNED-402****OL**

The focus of this course will be on defining inclusive leadership strategies for effectively leading and managing organizational change. You will examine these strategies and reflect on them to support your own growth as an effective leader for inclusion. By researching leadership of a current workplace as it relates to the focus on inclusive leadership practices, you will further strengthen your skill set.

# TEACHING AND LEARNING

Through our part-time programs, you will gain the essential critical thinking and self-reflection skills required for high-impact teaching in higher education.



[tesl.pt@centennialcollege.ca](mailto:tesl.pt@centennialcollege.ca)  
[centennialcollege.ca/part-time](http://centennialcollege.ca/part-time)  
416-289-5000, ext. 2228

For online information:  
[online@centennialcollege.ca](mailto:online@centennialcollege.ca)  
416-289-5000, ext. 2555 **Delivery Mode:**

IC = In-class  
OL = Online  
PB = Print-based  
HB = Hybrid



## Teaching and Learning in Higher Education | CENTENNIAL COLLEGE CERTIFICATE

7377

If you are interested in teaching in higher education, this program is intended to provide the necessary critical thinking skills, knowledge base and learning management processes to do so effectively. You will learn to design, develop and deliver curriculum that addresses principles of learner-centred, socially-equitable education for both classroom and online environments. Practical teaching skills as well as research and reflection for faculty development will comprise a major component of the program.

For more information, contact 416-289-5000, ext. 2185.

**Mandatory Courses**

TLHE-701	Foundations of Teaching and Learning	IC	OL
TLHE-702	Learner Centred Teaching	IC	OL
TLHE-703	Assessing and Evaluating Learning	IC	OL
TLHE-704	Action Research Teaching Practicum	IC	

**Choose from the following electives:**

TLHE-712	Social Media in Education	IC	
TLHE-715	New Program Development	IC	
TLHE-718	Global Citizenship and Equity in Education	IC	
CEID-043	Adults with Learning Disabilities		OL

## Teaching English as a Second Language (TESL) | ONTARIO COLLEGE GRADUATE CERTIFICATE

7380/7381

This fully-online graduate certificate program will provide the theoretical and practical experience to teach ESL in Canada and abroad. Key content concepts will include linguistic and pedagogical theory, language teaching methodologies, phonetics and phonology, culture, grammar and reflective practice. You will apply theory through observations and practice teaching of ESL classes. The program meets the requirements for TESL Canada and TESL Ontario certification. Once you graduate, you will be able to pursue employment in Languages for Instruction for Newcomers to Canada (LINC) centres, boards of education, private schools, colleges and universities.

For more information, contact 416-289-5000, ext. 2228, or email [tesl.pt@centennialcollege.ca](mailto:tesl.pt@centennialcollege.ca).

**Completion Requirements****Part 1 (7380) (certified by TESL Canada and TESL Ontario)**

TESL-101	Foundation and Methodology	OL
TESL-102	Linguistics and Pedagogical Grammar	OL
TESL-103	Teaching Skills 1	OL
TESL-104	Practicum	IC

**Part 2 (7381) (certified by TESL Canada and TESL Ontario)**

TESL-202	Language and Culture	OL
TESL-204	Assessment and Evaluation	OL
TESL-205	Teaching Skills 2	OL
TESL-208	Practicum 2	IC

## Teaching English as a Foreign Language (TEFL) | CENTENNIAL COLLEGE CERTIFICATE

7164

This program is designed for those who would like to teach English as a Foreign Language outside of Canada. The program focuses on the key theoretical areas of methodology, linguistics, pedagogical grammar and teaching skills. All courses are taught online.

For more information, contact 416-289-5000, ext. 2228 or email [tesl.pt@centennialcollege.ca](mailto:tesl.pt@centennialcollege.ca).

**Completion Requirements**

TESL-101	Foundation and Methodology	OL
TESL-102	Linguistics and Pedagogical Grammar	OL
TESL-103	Teaching Skills 1	OL
TESL-202	Language and Culture	OL
TESL-204	Assessment and Evaluation	OL

**TESL CANADA**

TESL CANADA FEDERATION is a national organization dedicated to advancing communication and coordinating awareness of issues for those concerned with English as a second language and English skills development. The organization promotes advocacy for ESL learners, unifies teachers and learners by providing a forum and network capabilities, supports the sharing of knowledge and experiences across Canada, and represents diverse needs and interests in TESL nationally and internationally.

**TESL ONTARIO**

Established in 1972, TESL Ontario is a non-profit organization serving the needs of English as a Second Language (ESL) and English Literacy Development (ELD) teachers. In its commitment to professional development and advocacy, TESL Ontario addresses the range of competencies, experiences and issues which influence the success of immigrants, refugees, visa students and others who are learning English.



Our Training and Development certificate program is intended to build the required professional competencies for training and development established by the Canadian Society of Training and Development (CSTD). Once you successfully complete the program, you will be eligible to apply one year of work experience towards the CSTD's Certified Training and Development Professional (CTDP) designation.

For more information about this program, call 416-289-5000, ext. 3559.

### Completion Requirements

CETD-101	Assessing Performance Needs	IC
CETD-102	Designing Training	IC
CETD-103	Facilitating Training	IC
CETD-104	Evaluating Training	IC
CETD-105	Practicum	IC

### CANADIAN SOCIETY FOR TRAINING AND DEVELOPMENT (CSTD)



Partners for learning  
and performance  
Partenaires de l'apprentissage  
et de la performance

Graduates of the Training and Development certificate are given one year's work experience credit towards CSTD's professional designation.

## Standalone Courses

### Coaching and Developing People | CEOL-104 OL

There are fundamental principles of coaching and developing people to encourage their ongoing learning process in the workplace, and this course will cover them. Presented online, Coaching and Developing People will offer proven strategies for coaching and communication, getting work done, resolving conflict, improving positive performance and developing positive working relationships. Communication skills, including delegation, motivation, conflict resolution and empowerment, will also be discussed.

For more information, contact 416-289-5207.

### Developing Effective Teams | CEOL-103 OL

To effectively build, lead and facilitate teams, you have to understand how people function in team settings and how teams evolve. By developing awareness of your own strengths and weaknesses, this program will help you acquire team building and team facilitation skills. You will also learn when to use a team, how to manage meetings and how to conduct group problem-solving sessions.

For more information, contact 416-289-5207.

### Current Issues in Adult Education | CEOL-102 OL

This course will address numerous contemporary educational issues that reflect current thinking and learner concerns in adult education. You will explore and discuss each topic, and have the opportunity to suggest topics about issues and trends that interest you. There will be no final examination, but there will be a final project.

### Managing a Diverse Learning Environment | CEIL-120 OL

You will explore two key aspects of managing a diverse adult learning environment. In the first section, you will discover cross-cultural differences in adult learning styles, preferences and educational expectations, and compare them to a Canadian learning environment. In the second section of the course, you will cultivate the capacity and competencies to recognize how diversity impacts the learning experience, while also developing the tools and confidence to manage and plan for complexities that surface in such a learning environment.

# PROGRAM AND COURSE INDEX

<b>A</b>	
A+ IT Essentials: PC Hardware and Software .....	84
ABS Brakes .....	102
Accessible Vehicle Training .....	103
Accounting Fundamental Level 1 .....	13
Accounting Fundamental Level 2 .....	13
Accounting Micro. Application 1 .....	17
Accounting Theory and Policy .....	17
Acute Care Placement .....	69
Addictions Work: Professional Practice Skills .....	55
Adobe After Effects .....	48
Advanced Auto Body .....	101
Advanced Automotive Painting .....	101
Advanced Communications Toolkit .....	51
Advanced Correctional Practice for Complex Populations .....	63
Advanced Financial Accounting .....	17
Advanced IV Therapy and Phlebotomy .....	69
Agricultural Biotechnology – Plant Cell Tissue Culture .....	73
Aircraft Sheet Metal .....	102
Alarm Technician Course .....	92
Android Application Development .....	84
AngularJS .....	84
Applied Management Studies .....	20
Architectural CAD 1 .....	95
Art and Design Fundamentals .....	47
The Art of Software Development Management .....	84
Autism and Behavioural Science Series .....	55
AutoCAD .....	88
Automotive Air Conditioning .....	102
Automotive Electrical/Electronics 1 and 2 .....	102
Automotive Engine 1 and 2 .....	102
Automotive Exam .....	104
Automotive Painting .....	101
Automotive Service Advisor .....	101
A Wellness Approach .....	109
AWS Essentials .....	86
<b>B</b>	
Basic Life Support (formerly Healthcare Provider Level CPR) .....	70
Big Data and AI in Finance and Business .....	18
Biomass Systems Installation, Maintenance and Repair .....	95
Blended Standard First Aid with CPR/AED Level C .....	70
Blockchain Origins and Applications .....	18
Bookkeeping .....	13
Branding in Business and Personal Social Media .....	43
BRC HACCP – Hazard Analysis Critical Control Point .....	73
Building Automation Systems .....	92
Business .....	20
Business – Accounting .....	14
Business Administration – Accounting Advanced .....	14
Business Administration – Human Resources .....	28
Business Administration – Marketing .....	40
Business Management – Entrepreneurial .....	21
Business Management – International .....	21
Business Management – Marketing .....	40
Business Management – Sales .....	41
Business – Marketing .....	41
Business Systems Analysis .....	79
Business Writing .....	21
<b>C</b>	
Camerawork, Lighting and Sound .....	51
Canada's Ozone Layer Protection Awareness Program .....	104
The Canadian Safety Council (CSC) .....	105
Canadian Aviation Regulations, Safety and Human Factors .....	102
Canadian Criminal Justice System .....	60
Canadian Institute of Bookkeeping (CIB) .....	13
Canadian Payroll Association (CPA) .....	29
Canadian Pro Drivers .....	104
Canadian Professional Sales Association (CPSA) .....	42
Canadian Securities Institute (CSI®) .....	16
Canadian Society for Training and Development .....	113
Cannabis Cultivating and Processing .....	22
Cannabis Law .....	35
CCNA Routing and Switching .....	80
CCNA Implementing and Administering Cisco Networking Technologies .....	84
Change Management .....	25
Chartered Professional Accountant .....	14
Child and Youth Care .....	56
Cisco Certified CyberOps Associate .....	84
Cisco Certified Networking Associate (CCNA) .....	80
Cisco DevNet .....	86
Cisco Systems .....	80
CKE1 Exam Preparation Course CKE 1 .....	30
CNC Lathe (Level 1) – Manual Programming and Setup .....	91
CNC Lathe (Level 2) – CAM Essentials .....	91
CNC Lathe (Level 3) – Advanced Operation and Toolpath .....	91
CNC Mill (Level 1) – Manual Programming and Setup .....	91
CNC Mill (Level 2) – CAM Essentials .....	91
Coaching and Developing People .....	113
College of Early Childhood Educators, Ontario .....	59
Commercial Construction Management Series .....	77
Communications and Media Fundamentals .....	50
Community Services Management: Professional Practice Skills .....	56
Compliance Management .....	15
CompTIA Academy .....	84
Computer A+ Plus CCNA Routing and Switching .....	81
Computer Programming .....	81
Condominium Management Series .....	22
Content Creation .....	50
Court Transcription Novice .....	35
CPR/AED Level C .....	70
Creative and Critical Thinking .....	25
Criminal Code .....	61
Criminal Psychology and Behaviour .....	57
Criminology for Policing .....	60
Current Issues in Adult Education .....	113
Customer Service: A Modern Approach .....	110
Cybersecurity and the Healthcare Sector .....	69
Cybersecurity Compliance and Financial Crime .....	25
Cybersecurity Governance Series .....	22
Cybersecurity Policy and Governance .....	25
<b>D</b>	
Damage Appraisal .....	101
Data and Analytics for PR .....	51
Delivery Format Legend .....	3
Desktop Publishing for Business Using Word .....	48
Developing a Business Plan .....	26
Developing Effective Teams .....	113
Developmental Psychology .....	110
DevOps Tools Engineer .....	86
Digital Publishing .....	47
Driver Instructor Training (Ottawa) .....	104
Driving Instructor Training .....	104
Driving Instructor Training – Part 1 .....	104
Driving Instructor Training – Part 2 .....	104

**E**

Early Childhood Education.....	57
Early Childhood Resource Consultant.....	58
E-Bicycle Training .....	105
ECG, Phlebotomy, and Specimen Management .....	75
ECG Workshop .....	74
Educational Support .....	58
Effective Project Management.....	37
Electrical Power Systems.....	89
Electrical Safety Code and Regulations .....	92
Employee Relocation.....	28
Employee Relocation Council (CERC) .....	28
Energy Auditing.....	95
Environmental Site Assessment (ESA), Phase 1.....	73
Environmental Site Assessment (ESA), Phase 2.....	73
Ethics in Business .....	25, 110
Event Management.....	98

**F**

Finance and Leadership .....	25
Financial Accounting 1 .....	17
Financial Accounting 2 .....	17
Financial Planning.....	15
Financial Supports.....	6
Fire Alarm Systems - Application.....	91
Fire Alarm Systems - Overview .....	91
First Nations People .....	61
Food Service Worker.....	65
Fundamentals of Genomics .....	73
Fundamentals of Mathematics for Engineering.....	96
Fundraising.....	23

**G**

G3, Part 1 .....	96
G3, Part 2 .....	96
G3, Part 3 .....	96
G3 Review and Test .....	96
Gas Technician 2 (G2) Training, Parts 1 and 2.....	95
Gas Technician Exam.....	96
General Business Management .....	23
Geographic Information Systems .....	88
Growing up Digital: Living and Working in Canada .....	110
Grow Your Business with Social Media.....	51

**H**

Health Assessment Skills for RN .....	69
Health Assessment Skills for RPNs.....	69
Healthy Lifestyle Management.....	110
Heating, Refrigeration and Air Conditioning Institute of Canada .....	104
Hematology, Transfusion Medicine and Chemistry .....	75
History of Architecture .....	95
Home Inspection.....	77
How to Register, see Five Ways to Register .....	8
How to Start a Small Business .....	25
Human Resources Management .....	29
Human Sexuality .....	110
Hybrid and Electric Vehicles.....	103

**I**

Implementing SQF Systems for Manufacturers .....	73
Inclusive Leadership Practices: Building Capacity for Inclusion .....	110
Inclusive Leadership Practices: Creating Inclusive Cultures in the Workplace .....	110
Inclusive Leadership Practices: Leadership in Contemporary Workplaces .....	110
Indigenous Peoples: A Global Perspective .....	109
Infection Prevention and Control, IPAC .....	69
Infection Prevention and Control Practicum.....	69
Innovative Financial Systems.....	18
Insurance Reimbursement for Massage Therapists: Working with Auto Insurance and WSIB Cases.....	69
Intermediate HTML Programming.....	85
Internal Combustion Alternative Fuel Technician (Natural Gas).....	105

Internet Essentials .....	85
Interpersonal and Group Dynamics.....	60
Interviewing and Investigations.....	61
Introduction to Analytics.....	51
Introduction to Artificial Intelligence (AI).....	84
Introduction to Auto Body .....	101
Introduction to Blockchain Technology .....	86
Introduction to Business Intelligence and Data Analytics .....	84
Introduction to Computers 1 .....	85
Introduction to C# Programming .....	84
Introduction to Database Concepts.....	85
Introduction to Data Science .....	86
Introduction to Direct Response.....	43, 51
Introduction to e-Business.....	35
Introduction to Financial Technology .....	18
Introduction to Forensic Accounting .....	17
Introduction to HTML Programming.....	48, 85
Introduction to Machining and Fabrication .....	93
Introduction to Microbiology - Cultivation .....	74
Introduction to Microbiology - Fundamentals.....	74
Introduction to Microbiology - Light Microscopy.....	74
Introduction to Mobile Marketing.....	43, 51
Introduction to Motorcycling .....	105
Introduction to Personal Finance .....	17
Introduction to Research Design .....	110
Introduction to Revit.....	95
Intro to Motorcycle Repair.....	103
Intro to Photography (one day workshop).....	48
Investigation and Evidence .....	61
Investment Services .....	16
Issues in Diversity .....	61

**J**

Java - Advanced .....	85
Java - Intermediate.....	85
Java - Introduction.....	85
Java SE/EE Programming .....	81

**L**

Laboratory Safety and Equipment.....	74
Labour Relations.....	29
Landlord and Tenant Law .....	35
Lash Extension.....	69
Law Clerk .....	32
Law Clerk (Institute of Law Clerks of Ontario) .....	32
Leadership and Inclusion.....	108
Leading Responsibly .....	25
Leading Teams (LDS) .....	25
Legal Office Assistant.....	32
Lighting Design for Professionals .....	95
Litigation 2.....	35
Logical Self-Defense/Contemporary Canadian Issues.....	109

**M**

M2 Exit Training.....	105
Management.....	23
Management Accounting 1 .....	17
Management of Risk.....	26
Managing a Diverse Learning Environment .....	113
Managing Change (LDS) .....	26
Managing the Small Business.....	25
Manufacturing Leadership Series.....	88
Marketing .....	42
Medical Device Reprocessing .....	65
Medical Esthetic Practitioner .....	65
Medical Office Assistant.....	33
Medical Transcription Fundamentals.....	35
Medical Transcriptionist.....	33
Mental Health First Aid Training.....	60
Microsoft Office Application Support.....	82
Microsoft Office Specialist (MOS) Certification .....	34
MIG Welding.....	103
MLPAO/CSMLS Prep (Medical Laboratory Technician) .....	74
Mortgage Agent .....	17
Motorcycle Electrical .....	103



Motorcycle Engines .....	103
Motorcycle Rider Training.....	105

**O**

Occupational Health and Safety .....	109
Office Administration – General .....	33
Office Administration – Medical.....	34
Office Assistant – Software Specialist.....	34
Office Bookkeeping .....	13
Operations Management and Purchasing Series.....	37
Ophthalmic Medical Personnel .....	66
Oracle .....	79
Oracle Database Administrator Professional .....	79
Oracle Database Associate.....	79
Organizational Dynamics and Leadership.....	24
Oxy-Acetylene Welding and Cutting.....	103

**P**

Paintless Dent Removal Level 1 (PDR) 1 .....	101
Paintless Dent Removal Level 2 (PDR) 2 .....	101
Paralegal Licensing Exam Prep.....	35
Paramedic Leadership Fundamentals Series.....	63
Payroll Administration .....	30
Payroll Compliance Practitioner.....	29
Performance Management (LDS) .....	30
Personality and Growth .....	109
Person-Centered Planning and Community Building Facilitator.....	59
Persuasive Communications.....	43, 51
Phlebotomy Workshop.....	74
Photo I Beyond Automatic.....	48
PLC/Automation Installation and Programming.....	89
Popular Culture in the 21st Century.....	110
Post Anaesthesia Nursing for Phase II Nurses .....	69
Presentations – Desktop Publishing.....	26
Principles of Ethical Reasoning .....	60
Principles of Psychology .....	109
Principles of Sociology .....	109
Production Design.....	51
Professional Practice.....	74
Professional Practice (Biotechnology) .....	73
Professional Sales.....	42
Professional Writing.....	50
Program Advisory Committees (PACs) .....	5
Programming Essentials in Python .....	85
Project Management .....	37
Project Management (LDS) .....	30
Provincial Offences.....	61
PSW to RPN Bridging Program.....	67
Public Administration .....	60
Public Relations .....	50

**Q**

Quality Assurance .....	38
Quality Control and Standards Maintenance .....	38
QuickBooks Advanced.....	17
QuickBooks Introduction .....	17

**R**

Recording Arts .....	47
Reflexology .....	69
Registered Nurse Critical Care Nursing.....	67
Renewable Energy Generating Storage Systems .....	93
Restorative Justice Practices .....	60
Retail Management.....	25
Retirement Communities Management .....	59
Revit Module 2 .....	95
Risk Management in Social Media .....	43
RN Perioperative Nursing.....	68
RPN Operating Room.....	67
RPN to BScN Bridging to University Nursing .....	66

**S**

SafeTALK.....	60
Searches and Filing a Trademark Application .....	35
Siemens Mechatronics Systems Certification (SMSC) – Level 1 .....	90

Siemens Mechatronics Systems Certification (SMSC) – Level 2 .....	90
Siemens Mechatronics Systems Certification (SMSC) Series .....	90
Small Business – Financial.....	25
Small Engine Repair .....	103
Social Media Applied Policy.....	43
Social Media – Privacy and Security.....	43
Social Media Series.....	42
Social Psychology .....	109
Software Engineering Methodologies .....	85
Software Quality Assurance and Testing.....	82
Solar PV Installation for Electricians (Journeypersons and Apprentices) .....	89
Solar PV Installation for Electricians (Journeypersons and Apprentices) – Part A.....	93
SolidWorks Essentials .....	92
SolidWorks – Sheet Metal.....	92
SolidWorks – Weldments.....	92
Standard First Aid (SFA) with CPR/AED LEVEL BLS.....	70
Standard First Aid with CPR/AED Level C.....	70
Supply Chain and Logistics Management .....	38
Supply Chain Management Association Ontario .....	38
Suspension and Alignment 1 .....	102
Suspension and Alignment 2 .....	102
Sustainable Lighting Design for Electricians, Electrical Apprentices and Technicians.....	93
Sustainable Local Food Series.....	98
Systems Analysis .....	82

**T**

Taxi Driver Training .....	103
Teaching and Learning in Higher Education.....	112
Teaching English as a Foreign Language (TEFL) .....	112
Teaching English as a Second Language (TESL) .....	112
Technical Standards and Safety Authority (TSSA) .....	105
TESL Canada / TESL Ontario .....	112
Test Automation using Selenium .....	85
Thanatology (Death Studies) – A Practical Approach .....	68
The Canadian Institute of Financial Planning (CIFP).....	15
The Canadian Red Cross Society.....	70
3D Printer: Equipment Operation and Part Programming.....	92
3D Printing and Part Design.....	88
Trademark Examination and Renewal.....	35
Trademark Foundations and Lifecycle.....	35
Trademark Opposition, Section 45 and Infringement .....	35
Training and Development .....	113
Translation in the Workplace (English to French) .....	108
Transportation Cluster .....	99
Truck and Coach Pre-Preparation (310T).....	104

**U**

UML Modelling with CASE Tool .....	85
UNIX/Linux Systems Administration.....	83
User Experience Design .....	51

**V**

Video Storytelling.....	51
Virtual Office Administration .....	35
VMware IT Academy.....	86
VMware vSphere: ICM (Install, Configure and Manage) .....	86
Volunteer Management Series .....	24

**W**

Web Application Development with ASP.NET and C#.....	86
Web Design for Mobile Applications .....	48, 85
We Partner with the Best.....	4
Wind Turbine Installation and Maintenance (Basic).....	96
Working in Toronto Shelters.....	60

**X**

XAHIVE INC. ....	22
------------------	----

**Y**

Youth in Conflict with the Law.....	61
-------------------------------------	----



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