DISTANCE STUDIES & CONTINUING EDUCATION

LOYALIST COLLEGE

LOYALIST COLLEGE
BELLEVILLE · ONTARIO

Building a community of lifelong learners is central to Loyalist College's mission. We're committed to enhancing access to market-driven programs and personal enrichment courses for all adults in the Bay of Quinte region and beyond.

From this Certificates & Diplomas guide, you can choose from a variety of distance studies and continuing education offerings, with flexible delivery to suit your schedule. No matter what your goal — professional certification or personal enrichment, opening doors to advancement or training for a new career — we can help you get there. We also offer hundreds of online and correspondence courses through **loyalistfocus.com**. These courses are created with the same outcome-based philosophy as our daytime programs and offer a wide range of credentials including Ontario College Diplomas, Ontario College Certificates and Loyalist College Certificates.

Loyalist has a strong tradition in graduate employment, and this year's Key Performance Indicator (KPI) result, showing that 89.3 percent of 2013-2014 grads were employed within six months of graduation, places Loyalist number one in the province for grad employment!

The achievements of our grads are, in part, due to the supportive culture for which Loyalist is known. What set the College apart are teaching excellence, small class sizes, experiential learning and opportunities for innovation. It's a positive educational environment where everyone you meet is dedicated to your success.

We hope you'll find this publication and our **loyalistfocus.com** website helpful in selecting the right path for your educational journey. For advice in taking your next step, please contact us at 1-888-LOYALIST or **coned@loyalistc.on.ca**. We look forward to welcoming you to Loyalist in person or online!

Maureen Piercy
President & CEO, Loyalist College
mpiercy@loyalistc.on.ca
twitter@MaureenPiercy

HOW TO REGISTER

ONLINE
loyalistfocus.com

PHONE
Monday - Friday
9 am - 4 pm
613-969-7900
Toll free: 1-866-344-9944

IN PERSON
Welcome Centre
Kente Building
376 Wallbridge-Loyalist Road
Belleville, ON

MAIL IN/FAX
Print a registration form online and mail to:
CE Registration
P.O. Box 4200, or P.O. Box 10
Belleville, ON   Bancroft, ON
K8N 5B9   KOL 1CO
or
Fax to: 613-969-7487
CE Registration

HOW TO REQUEST A LOYALIST COLLEGE CONTINUING EDUCATION CERTIFICATE OR DIPLOMA:
When you have successfully completed all courses in your program and all your grades have been posted, contact the appropriate program coordinator. Be sure to include the following information:
- Full name and address
- Student ID number
- Telephone number
- Email address
- The name of the completed program

NOTE : Students must complete at least 25% of the required courses for any program at Loyalist College to qualify for a credential from Loyalist College

MONTHLY INTAKE ICON
🕐 Indicates that the course is offered on a monthly start basis. Register at loyalistfocus.com

COLLEGE TERMINOLOGY
The following terminology is used throughout this publication:

PROGRAM: A group of courses leading to a diploma or certificate

REQUIRED: If a course is required, a student can register only if they meet these requirements

RECOMMENDED: If a course is recommended, it has been determined that the student's likelihood of success is higher if he/she has completed the recommended course(s)

COREQUISITE COURSE: A course that must be taken in conjunction with another course

PREREQUISITE COURSE: A course that must be taken before proceeding to subsequent levels

Information included in this publication is available in alternative formats upon request.

TABLE OF CONTENTS

PROGRAMS

🕐 Indicates that the course is offered on a monthly–start basis

DISTANCE LEARNING

The Distance Learning Option
- Study by correspondence or online
- Complete course(s) at home or work
- Instructor and technical support are available
- Each course has a specific start and end date and follows a critical path
- Complete learning activities anytime within the course schedule
- Expect a minimum of five to eight hours per week per course. Note that some courses may require up to 15 hours per course per week depending on their level of challenge for you
- Learners enjoy independence, reading, time management, problem solving and are self-directed
- Exams: Some courses have in-person exams that can be completed at Loyalist College; alternate arrangements are available

Important Dates: Please see loyalistfocus.com for more information. Note that students cannot register or withdraw with a refund or drop a course past specific deadlines for each intake.

CORRESPONDENCE
What is correspondence-based learning?
- Independent, paper-based learning
- Check in with your instructor by phone
- Materials will be mailed
- No email required

Once you have registered, your course package will be mailed to you and will include:
- Course outline and schedule
- Textbook information
- Study notes and assignments
- Instructor contact information

Contact: 613-969-1913 ext. 2281 cehealth@loyalistc.on.ca

Note that textbooks are not included in the course fee.

ONLINE – OntarioLearn & In-house, Blackboard
What is Online Learning?
- Internet-based
- Instructor and classmate interaction
- Learners must be comfortable with basic computer functions and email
- "Are You Ready for Online Learning?" visit OntarioLearn.com for a self-assessment

Contact: 613-969-1913 ext. 2185 ceoltech@loyalistc.on.ca

Textbooks are not included in the course fee. Students working online must also provide their own computers and software.

How to Get Started
Go to loyalistonline.com any time. Note that you will be able to access your course on the course start date.

OntarioLearn.com
A full list of OntarioLearn.com courses is available online at OntarioLearn.com. Contact us about registering for any of the courses you see there, even if they are not advertised.

IMPORTANT INFORMATION

Admission Requirements
Students must be 19 years of age or older or successfully completed grade 12 (OSSD) to take a Ministry-funded course, unless otherwise stated on the program page.

Change of Course Codes as of Fall 2013
Course codes have changed in some instances. To view a course equivalency chart visit loyalistfocus.com or email the appropriate Program Development Officer.

Tuition and Ancillary Fees
The standard tuition fee for all distance studies and continuing education courses is $5.70 per hour, plus ancillary fee of $1.10 per Student Contact Hour (SCH).

Method of Payment
You can make your payments using:
- A personal cheque (Canadian residents only) or money order, by mail or in person
- Cash or debit, if paying in person
- Credit card
- Online by credit card

Please note that it is the responsibility of the student to complete the official withdrawal process and/or to apply for fee refunds. Fee refunds are issued directly to the students in the form of a cheque and may take up to six weeks for processing.

Income Tax Receipts
Students can print an official copy of the Tuition and Education Credit Certificate (T2202A) for income tax purposes from their Banner account. This receipt includes both the number of months of schooling and the amount eligible for income tax purposes for the calendar year.

Incidental Administrative Charges

Official Transcripts (students in attendance prior to 1995) $5.75
Penalty of NSF Cheques $35
Prior Learning Assessment (per course) $115.84
Replacement of Diploma $37.45
Supplemental Exam Fee $25
Transfer Credit/Exemption Fee $25 per course to a maximum of $250
Unofficial Transcripts (students in attendance prior to 1995) $2.30
Administrative fee for Continuing Education student withdrawals $20 per course

ENROLMENT AND ACADEMIC RECORD

Minimum Admission Requirements

The minimum requirement for admission to any post-secondary program is an Ontario Secondary School Diploma (30 credits) or an Ontario Secondary School Graduation Diploma or the equivalent, with credits at the college or general level, or mature student status as defined. Please consult individual program descriptions for specific subjects required for admission to each program.

Mature Applicants

Applicants who are 19 years of age on the first day of classes in the year of admission, and who do not have an OSSD, are considered as mature applicants. Such applicants must complete the required subjects for admission. If they lack the required subjects, they may be requested to write a diagnostic test.

NOTE: Applicants who are not Canadian citizens or who do not have permanent residence status are not considered under this clause.

Advanced Standing

(A) TRANSFER OF CREDIT:

A transfer of credit is awarded in recognition of credits earned at an external institution. Students must acquire and supply all supporting documents (official transcripts, course descriptions, etc.) to the Program Coordinator. Courses approved for transfer credit are listed on the academic transcript but are not computed in the program weighted average. Normally a transfer credit will not be granted if the initial credit was obtained more than seven (7) years prior to the request.

The Program Coordinator will make the final decision based on the material provided and specific program requirements. Transfer Credits will not be added to the student's record until the student has registered at the College.

An assessment charge of $25 per transfer credit will be levied for the document evaluation process to a maximum of $250/semester.

(B) PRIOR LEARNING ASSESSMENT:

Applicants with work experiences or other types of non-credentialed learning may be eligible for credits at Loyalist. Transfer of Credit and Prior Learning Assessment are available to applicants to a maximum of 75 percent of certificate or diploma requirements. Some programs have identified block credit for certain combinations of transfer credits and/or experience.

(1) Challenge Processes:

The challenge process measures demonstrated learning against the knowledge and skills required by course outcomes through a variety of evaluation methods. If successful, credit will be awarded without requiring enrolment in a course. Requests for challenge should be made at the time of admission to a program so that the challenge process can be scheduled. A challenge fee of $115.84 per challenge is payable in advance and is not refundable.

(2) Portfolio-assisted Assessment of Prior Learning:

Individuals with substantial non-credentialed learning gained through work or other experiences, may enrol in a PLA portfolio development course. The resulting portfolio can be submitted to program faculty for assessment against the requirements and learning outcomes of required courses. A tuition fee is charged for the portfolio development course, as are assessment fees for each course evaluation.

For further information on transfer of credit or prior learning assessment, please contact the Second Career/PLAR office at 613-969-1913 ext. 2373.

Grade Reports/Transcripts

At the end of each academic semester, students may view their grade report online. At the time of graduation, students will receive a transcript that reflects their entire academic history at Loyalist College. Students may request additional copies of their transcript or official transcript from Banner.

Grading System

In most cases, students will receive a percentage grade. When failed courses appear on the transcript, the numerical grade achieved is calculated in the semester and program weighted averages. Other grading symbols (Pass, Fail, Exemption, etc.) are not calculated in weighted averages.

The Dean's List

The Dean's List recognizes outstanding academic achievement and is awarded to graduating students from credit-level programs that have no subject failures within their program and an overall program weighted average of 80%. Students with an overall weighted average of 85% will be recognized with Dean's List with Distinction.

Graduation

For all programs, in order to graduate students must pass all courses with 50% or greater and earn an overall average of 60% or higher in the program, unless otherwise stated on the program page.

Dropping Courses

Courses officially dropped after the official withdrawal period but within the first nine weeks of a 14-week semester (two-thirds of semester) remain on the transcript and are assigned a W (Withdrawn).

All courses remaining on a student's record after this period are recorded with an "F" grade on the transcript.

No academic record is shown for a course or courses that a student is required to drop due to a grade review decision to uphold a failing grade in a prerequisite course. Only those students whose names appear on a class list are eligible for grades. Similarly, if a name remains on a class list (and not by error), a grade is assigned.

Student Responsibility

The student bears the ultimate responsibility to officially register in a program and respective courses, and to follow proper procedures to officially add/drop courses or withdraw from a program/course after registration. Students who do not officially register do not have their names appear on any class list, and are not eligible for grades. Students are responsible to check their student record in Banner.

Students should be aware that the dropping of courses may affect their OSAP status (full-time to part-time) and are advised to consult with the Financial Assistance Office or the Registrar to verify their status.

Transfer of Credit and Prior Learning Assessment

Exemption or transfer of credit for courses successfully completed at other educational institutions is not included in the calculation of semester average. Successful challenges and portfolio assessment are graded and included in the semester average calculation.

NOTIFICATIONS AND DISCLOSURES

Equity at Loyalist College

The Education and Employment Equity program at Loyalist College demonstrates a commitment to promoting increased awareness of the changing roles of women and men, and encouraging full male and female participation in all areas of society. The program is designed to promote education equity for students and employment equity for faculty and staff.

Protection of Personal Information

The College may collect and maintain personal information from students and prospective students for the purpose of communicating with them about programs, applications, admissions, awards, and maintaining statistical data on applications; registering students for courses; and for delivering academic and administrative services. Personal information in the student records is protected in compliance with the Ontario Freedom of Information and Protection of Privacy Act and the College's privacy policies.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used may ask Statistics Canada to remove their identification and contact information from the national database.

Further information on the use of this information can be obtained from Statistics Canada's website: statcan.gc.ca or by writing to the Post-Secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa K1A 0T6.

Loyalist cares about the environment

That is why we are making every effort to ensure that we print and distribute this calendar in an environmentally responsible manner. If you are receiving duplicates or do not wish to receive, please let us know by calling 613-969-1913 or 1-888-569-2547 ext 2260 or e-mail coned@loyalistc.on.ca

GENERAL
Creative Writing
Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
Explore your potential as a writer in a practical, constructive and goal-oriented setting. This program will boost confidence in the merits of your writing projects and refine the skills needed to produce your best writing. Examine the structure of language, the concepts in aesthetic criticism, and manage the writing process itself. Analyze various writing genres to develop an appreciation of quality in creative writing. Advance your writing style by producing works suitable for publication.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

GNRL 8013	Grammar for Writing Professionals
WRIT 8013	Understanding Literature
WRIT 8000	Creative Writing – Beginners

ELECTIVE COURSES (CHOOSE TWO):

WRIT 8001	Creative Writing
WRIT 8006	Romance Writing
WRIT 8015	Writing Short Stories
WRIT 8024	Life Writing: Telling our Stories
WRIT 8038	Introduction to Self-Publishing
WRIT 8034	Dramatic Screenwriting

Please note:
- Courses are listed in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Certificate requirements must be completed within seven years
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2191, cetech@loyalistc.on.ca

Geographic Information Systems Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
This program is designed to provide an introduction to GIS for people who are or will be end users of GIS and for those who wish to augment their knowledge of this technology.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

	TECH 8016	Intro to Geographic Information Systems
⏲	COMP 8009	Access: Specialist
⏲	COMP 8054	Access: Expert
	TECH 8022	Global Positioning Systems
	TECH 8061	Designing, Managing and Implementing a GIS
	TECH 8020	GIS Software - ArcView
	TECH 8019	Remote Sensing
	TECH 8100	Internet Mapping

Please note:
- Courses are listed above in the recommended order of completion
- Students are required to comply with all prerequisite and corequisite requirements for courses. Visit loyalistfocus.com for more details
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2191, cetech@loyalistc.on.ca

Proficiency in Conversational French Certificate

PROGRAM DESCRIPTION:
This certificate program will help you to develop French language skills and an appreciation of French cultures in North America and France. The program emphasizes functional fluency in oral communication. Reading, listening and writing skills are also developed.

ADMISSION REQUIREMENTS:
Students with little or no knowledge of French and little or no conversational skills should begin with French – Level 1. Students who possess some fluency should contact the Program Coordinator to arrange a placement test.

REQUIRED COURSES:

LANG 8006	French - Level 1
LANG 8007	French - Level 2
LANG 8008	French - Level 3
LANG 8013	French - Level 4
LANG 8009	French - Level 5

Please note:
- Courses are listed above in the recommended order of completion
- Students are required to comply with all prerequisite and corequisite requirements for courses. Visit loyalistfocus.com for more details
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For further information, contact 613-332-1743 or 1-877-309-0317 ext. 240 or conedbancroft@loyalistc.on.ca

Wilderness Experience Certificate

PROGRAM DESCRIPTION:
This certificate is specifically tailored to provide individuals with many unique, exciting and tactile learning experiences. Courses are taught mostly out-of-doors in order to immerse the learner in many realistic and challenging situations. Upon registration an itinerary, equipment, gear and food requirements will be provided by the instructors. Students are responsible for providing all required equipment, gear, food, transportation and park fees, unless otherwise stated. This program is a venue for professional upgrading, for developing employment-ready skills, knowledge and abilities.

Courses are offered in the Bancroft and Georgian Bay areas. Locations can change depending on registration numbers. Courses are ongoing throughout the year. For more details visit survivalinthebushinc.com.

ADMISSION REQUIREMENTS:
- Students with little to no background with outdoor living or outdoor activities should begin with Edible Plants or the Moccasin Workshop
- Students with some knowledge and skills for outdoor living can consider starting with Backpacking, Edible Plants and/or the Moccasin Workshop
- Movement throughout the program will be directed by lead instructors as needed; otherwise students can register for courses as their schedule allows

REQUIRED COURSES:

SITB 8009	Backpacking
SITB 8012	Canoe Camping
SITB 9001	Edible Plants
SITB 9005	Orienteering
SITB 8005	Wilderness First Aid
SITB 8011	Wilderness Survival (season specific)

ELECTIVES (CHOOSE TWO):

SITB 8015	Advanced Survival and Tracking
SITB 8017	Bushwhacking
SITB 8016	Introduction to Search and Rescue
SITB 8004	Moccasin Workshop
SITB 8022	Voyageur Lifestyle
SITB 8007	Winter Camping

Please note:
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete certificate requirements
- Courses may not be available every semester
- Tuition fees listed at the Survival in the Bush website do not reflect complete tuition

For further information please contact 613-332-1743 or 1-877-309-0317 ext. 240 or conedbancroft@loyalistc.on.ca

BUSINESS
Accounting Techniques
Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
This program will give you the skills required to seek entry-level employment in accounting departments. Upon completion the student is able to apply for direct entry into Year Two of Loyalist's diploma in Accounting beginning in fall 2016.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

	COMM 1048	College Writing Skills
	BUSI 8273	Introduction to Business
⊕	COMP 8166	Excel
⊕	ACCT 8003	Financial Accounting 1
	MATH 8012	Mathematics of Finance
	BUSI 8058	Personal Success
⊕	BUSI 8042	Marketing
	ACCT 8005	Accounting Applications 1
⊕	BUSI 8015	Payroll Administration
	BUSI 8225	Business Statistics
⊕	ECON 8000	Microeconomics
	BUSI 8224	Financial Foundations
	ACCT 8015	Accounting Applications 2
		General Education course

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a GPA of 60% or higher to obtain this certificate and/or to apply the courses towards the Accounting diploma program
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⊕ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Business Techniques Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
This program will give you the skills required to seek entry-level employment in a variety of business environments. Upon completion the student is able to apply for direct entry into Year Two of Loyalist's Business Administration diploma beginning in fall 2016.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

CHOOSE ONE of the FOLLOWING:
- ⏱ COMP 8111   MS Office 2007/2010
- ⏱ COMP 8157   MS Office 2013

REQUIRED COURSES:
COMM 1048	College Writing Skills
BUSI 8273	Introduction to Business
⏱ BUSI 8260	Human Resources Management
MATH 8012	Mathematics of Finance
COMP 8152	Social Media & Society
⏱ BUSI 8042	Marketing
BUSI 8058	Personal Success
⏱ ACCT 8003	Financial Accounting 1
⏱ BUSI 8193	Material & Operations Management
⏱ BUSI 8261	Organizational Behaviour
⏱ COMP 8166	Excel
⏱ ECON 8000	Microeconomics
⏱ BUSI 8047	Business Writing Strategies

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏱ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Leadership Development Series Certificate (LDSC)

ONLINE DELIVERY

PROGRAM DESCRIPTION:
Developed by a consortium of Ontario's community colleges and leading business and industry professionals, the LDSC program will enable learners to enhance leadership skills and develop new skills to help meet career and organizational objectives.

This program will provide a solid foundation for those looking to enter leadership positions, and for those currently in front line or mid-level management positions. Hundreds have already experienced this training, enhancing their skills to make them stand out as leaders in today's challenging, competitive and dynamic marketplace. The LDSC program will build on existing skills and experience, and apply those skills to workplace situations. A wide range of topics is included, focusing on the essential skills required by managers in their everyday decision making and problem solving. Content includes communications, ethics, performance management, change management, team building, planning and project management.

This program replaces the Ontario Management Development Program (OMDP).

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
BUSI 8264	Communication for Leadership Development
BUSI 8265	Employment Law for Leadership Development
BUSI 8266	Project Management for Leadership Development
BUSI 8267	Performance Management for Leadership Development
BUSI 8091	Creative & Critical Thinking for Leadership Development
BUSI 8268	Leading Teams for Leadership Development
BUSI 8269	Finance for Leadership Development
BUSI 8270	Managing Change for Leadership Development
BUSI 8271	Human Relations for Leadership Development
BUSI 8272	Leading Responsibly for Leadership Development

Please note:
- Certificate issued pending approval
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Legal Assistant Certificate

PROGRAM DESCRIPTION:
This program will prepare you to be a vital part of a high-pressure, precision-based law office. The law-based courses are designed specifically to show you the practice and procedures of the law office, and will focus on how these tasks are performed. You will become familiar with forms and processes required in all areas of the legal system.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
⏲	BUSI 8126	Office Procedures
⏲	COMP 8023	Word: Specialist
⏲	COMM 8010	Communications 2
	BUSI 8026	Legal Terminology
	BUSI 8023	Legal Office Procedures
	BUSI 8107	Litigation Practice & Procedures 1
	BUSI 8095	Family Law Practice & Procedures
	BUSI 8182	Real Estate Practice & Procedures 1
	BUSI 8096	Wills & Estates Practice & Procedures
	BUSI 8097	Criminal Law Practice & Procedures
	BUSI 8216	Litigation Practice & Procedures 2
	BUSI 8146	Corporate Practice & Procedures
	BUSI 8215	Real Estate Practice & Procedures 2
	BUSI 8213	Small Claims Practice & Procedures
	BUSI 8214	Law Office Accounting

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Office Assistant Certificate

PROGRAM DESCRIPTION:
This program will prepare you with fundamental computer and service skills for any office environment.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
⏲	COMM 8001	Communications
⏲	BUSI 8126	Office Procedures
⏲	COMP 8023	Word: Specialist
⏲	COMP 8166	Excel
	BUSI 8055	Building and Maintaining Customer Relationships

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Office Administration Certificate

PROGRAM DESCRIPTION:

Skilled administrative support is vital for success in today's office environment. This program offers a broad foundation for employment in a wide variety of settings. The workplace role of the Office Administration certificate graduate is to support the management of an organization by carrying out three key and interdependent functions: organizing work, workspaces and workplace environments; processing information; and communicating.

Upon completion of the Office Administration certificate, students are eligible to complete the courses towards the Office Administration diploma.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

⊕	COMM 8001	Communications
⊕	MATH 8002	Business Math
⊕	ACCT 8003	Financial Accounting 1
⊕	COMP 8155	Intro to Computers 1
⊕	COMP 8023	Word: Specialist
⊕	BUSI 8126	Office Procedures
	MATH 8012	Mathematics of Finance
	ACCT 8005	Accounting Applications 1
	COMP 8074	Presentations and Desktop Publishing
⊕	COMP 8021	Word: Expert
⊕	BUSI 8185	Ethical Issues in Business
	BUSI 8055	Building and Maintaining Customer Relationships

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⊕ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Office Administration Diploma

PROGRAM DESCRIPTION:

The expectation of the Office Administration diploma graduate would be to complete the same functions of the Office Administration certificate graduate but at a more advanced and complex level.

The diploma program is a continuation of the Office Administration certificate. Students must complete the Office Administration certificate prior to taking the Office Administration diploma courses.

ADMISSION REQUIREMENTS:
- Completion of the Office Administration certificate
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

⊕	BUSI 8261	Organizational Behaviour
⊕	ACCT 8004	Financial Accounting 2
⊕	COMP 8166	Excel
⊕	BUSI 8262	Project Management
⊕	LAWS 8029	Business Law
⊕	BUSI 8260	Human Resources Management

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this diploma
- Students have seven years to complete the diploma requirements
- Courses may not be available every semester
- ⊕ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Small Business Bookkeeping Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:

The curriculum for this program has been developed with the needs of the bookkeeper in mind. The focus of this certificate is to provide individuals with the skills required to maintain the accounting and payroll records of a small-to-medium-sized business. A select number of Loyalist College courses are considered equivalent to courses required for certification with the Canadian Institute of Bookkeeping (CIB). Please visit cibcb.com for more details.

ADMISSION REQUIREMENTS:

- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

BUSI 8013	How to Start a Small Business
BUSI 8011	Small Business Bookkeeping
⏰ COMP 8166	Excel
⏰ ACCT 8003	Financial Accounting 1
⏰ ACCT 8004	Financial Accounting 2
⏰ BUSI 8015	Payroll Administration
⏰ ACCT 8011	Taxation 1

PLUS ONE (1) OF:

| ACCT 8005 | Accounting Applications |
| ⏰ BUSI 8093 | QuickBooks Introduction |

Please note:

- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students using these courses towards Canadian Institute of Bookkeeping certification must obtain a grade of 65% or higher
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏰ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Supply Chain & Logistics Management Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:

Customers are demanding flexibility, options, rapid delivery and just-in-time support. Effective management of your supply chain can give you a competitive advantage in this sophisticated environment. Today's successful supply chain managers must be strategists, able to synchronize every effort involved in the process: planning, sourcing, producing and delivering a product or service.

Automatic exemption is granted for students successfully completing similar courses through the Purchasing Management Association of Canada (PMAC). Military personnel, MOCs 911, 933 and 935 are eligible for exemptions based on military training and experience.

ADMISSION REQUIREMENTS:

- See page 4 regarding minimum admission requirements
- Candidates should have a two or three-year college diploma or equivalent from a program in Business, Accounting, Civil Engineering, Hospitality, Information Technology, Transportation or significant work experience in a related field.

REQUIRED COURSES:

COMP 8105	Information Systems
⏰ BUSI 8139	Business Report Writing
BUSI 8140	Logistics Systems 1
BUSI 8149	Logistics Systems 2
BUSI 8141	Strategic Leadership
BUSI 8142	Global Logistics
BUSI 8143	Purchasing 1
MRKT 8000	Business Marketing
BUSI 8063	Project Leadership
BUSI 8144	Financial Systems

Please note:

- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏰ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

BUSINESS PROFESSIONAL ASSOCIATIONS

Home Inspection Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
Upon successful completion, Loyalist College will grant a certificate in Home Inspection. Successful completion of this certificate fulfils the academic entrance requirements towards the Registered Home Inspector (RHI) designation, offered through the Ontario Association of Home Inspectors (OAHI), provided that a grade of 70% or better is maintained in each course. Students must still complete other requirements that must be taken through the OAHI directly. For more information on the RHI designation, please see oahi.com.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

TECH 8035	Roofing Inspection
TECH 8036	Structure Inspection
TECH 8037	Electrical Inspection
TECH 8038	Heating Inspection 1
TECH 8039	Heating Inspection 2
TECH 8040	Air Conditioning & Heat Pumps Inspection
TECH 8041	Plumbing Inspection
TECH 8042	Exterior Inspection
TECH 8043	Interior/Insulation Inspection
TECH 8057	Communication & Professional Practices

Please note:
- Students using these courses toward the Registered Home Inspector (RHI) Designation must obtain a grade of 70% or higher
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Human Resources Management Certificate Program

ONLINE DELIVERY

PROGRAM DESCRIPTION:
This program is for those seeking a human resources position. Upon completion of these nine courses, Loyalist College will grant a certificate in Human Resources Management upon request.

ADMISSION REQUIREMENTS (Loyalist Certificate):
- See page 4 regarding minimum admission requirements

ADMISSION REQUIREMENTS (CHRP Designation):
- More details are available on the HRPA website at hrpa.ca

REQUIRED COURSES:

BUSI 8260	Human Resources Management
BUSI 8261	Organizational Behaviour
BUSI 8115	Finance & Accounting
BUSI 8119	Compensation
BUSI 8116	Training & Development
BUSI 8114	Industrial Relations
BUSI 8134	Occupational Health & Safety
BUSI 8122	HR Planning
BUSI 8166	Recruitment & Selection

Please note:
- Students using these courses towards the CHRP designation must obtain a grade of 70% or better over all nine courses, with no single course below 65%
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏱ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Institute of Law Clerks of Ontario: Law Clerks Program

ONLINE DELIVERY

PROGRAM DESCRIPTION:
The part-time Law Clerks program is offered in cooperation with the Institute of Law Clerks of Ontario. The program is two years in length. Provincial examinations are to be written for the four parts, after completion of each course. It is strongly recommended that students have a minimum of two years of experience in a legal environment, as the courses are intense. Employment opportunities afforded by the Law Clerks program include the legal departments of trust companies, local, provincial and federal governments, and larger commercial and industrial firms. Visit the Institute's website at ilco.on.ca

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements
- Minimum of two years' experience in a legal environment

EXAMINATION PREPARATORY COURSES:
BUSI 8019	Litigation (offered every fall)
BUSI 8020	Corporate Law (offered every winter)
BUSI 8017	Real Estate (offered every fall)
BUSI 8018	Estates (offered every winter)

Please note:
- Courses are listed above in the recommended order of completion
- ilco.on.ca indicates that in order to become a graduate of their program, you must successfully complete examinations in all four areas of law with a grade of 60% or higher
- Exam information is located at ilco.on.ca

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

COMPUTERS
Computer Fundamentals Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
This certificate is designed specifically for the part-time learner. Successful completion of the required courses certifies that an individual has mastered the basic concepts of computers and popular software applications. The advanced certificate option allows students to further specialize their skills, and receive a designated certificate.

If you have been taking computer courses over the past few years, you may be close to completing the requirements for the Computer Fundamentals certificate. Check below to see if you are eligible.

Students are required to take **one course only in each** of the following categories:

1. INTRODUCTION:
⏰ COMP 8155	Introduction to Computers
⏰ COMP 8157	MS Office 2013
⏰ COMP 8111	MS Office 2007/2010

2. OPERATING SYSTEM:
⏰ COMP 8153	Windows 8
⏰ COMP 8147	Windows 7
⏰ COMP 8085	Windows Vista
⏰ COMP 8048	Windows XP

3. WORD PROCESSING:
⏰ COMP 8023	Word: Specialist
⏰ COMP 8021	Word: Expert

4. SPREADSHEET:
⏰ COMP 8166	Excel
⏰ COMP 8167	Excel: Expert

5. ELECTIVE:
Any computer course (minimum 30 hours)

Three of the five courses must be taken through Loyalist College. You may receive exemptions for up to two courses for applicable work experience.

ADVANCED DESIGNATION IS AVAILABLE IN TECHNICAL SERVICE (CHOOSE THREE):
COMP 8107	A+ Certification - Hardware
COMP 8128	A+ Certification - Software
COMP 8129	Security A+
COMP 8031	Network +

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏰ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2497, cecomp@loyalistc.on.ca

DEVELOPMENTAL SERVICES WORKER

Developmental Services Worker Apprenticeship Certificate
ONLINE DELIVERY

PROGRAM DESCRIPTION:
A developmental services worker (DSW) supports people who have a physical and/or developmental disability to enhance their capacity to participate in all aspects of community living, and supports the full inclusion of Ontarians with developmental disabilities in society.

ADMISSION REQUIREMENTS:
The apprenticeship program is for people interested in completing the Developmental Services Worker certificate while working in the field. The Developmental Services Worker certificate program allows the student flexibility to take courses without the requirement of classroom attendance.

In order to take courses in the apprenticeship program, the student must have an employer who is willing to sponsor them as a DSW apprentice, and enter into an apprenticeship training agreement with the Ministry of Training, Colleges, and Universities (MTCU). Students are only eligible to take courses after registering with MTCU.

Upon successful completion of the program, the student will receive a Developmental Services Worker Certificate of Apprenticeship from MTCU. Those who complete the apprenticeship certificate program are encouraged to continue to study to obtain the Developmental Services Worker diploma. Bridging to the DSW diploma requires the completion of additional courses through distance and a placement – see Student Handbook for details.

Visit the MTCU Employment Ontario website at ontario.ca/employment, or call the MTCU Employment Ontario Contact Centre at 1-800-387-5656 to learn more about the DSW apprenticeship program.

REQUIRED COURSES:
DSWP 7071	Developmental Disabilities**
DSWP 7080	Dual Diagnosis** Must be taken with DSWP 7071
DSWP 7072	Philosophy of Support
DSWP 7077	Responding to Abuse
DSWP 7073	Social Services
DSWP 7074	Person Directed Plans
DSWP 7075	Intervention Strategies
DSWP 7076	Teaching Strategies
DSWP 7078	Health & Wellness (Year-long course)
DSWP 7079	Pharmacology
DSWP 7081	Community Building
DSWP 7082	Professionalism (Year-long course)

Please note:
- Important dates apply - see Blackboard 9
- Courses are delivered online through Blackboard 9
- Students must obtain a grade of 50% or higher to pass each course
- In multiple-module courses, students must achieve 50% in each module to pass the course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students must achieve minimum grade of 65% in PHAR 7079 Pharmacology in order to obtain this certificate
- Courses may fill up prior to the end of the registration period

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2288, cedsw@loyalistc.on.ca

Developmental Services Worker Diploma

ONLINE DELIVERY

PROGRAM DESCRIPTION:
A developmental services worker (DSW) supports people who have a physical and/or developmental disability to enhance their capacity to participate in all aspects of community living, and supports the full inclusion of people with developmental disabilities in society.

The Developmental Services Worker program is offered by distance through online delivery. This flexible option enables students to complete the entire program via distance, or begin the program on campus and switch to distance, or vice versa. Students can choose full-time or part-time studies. The location of field placements may be tailored to students' individual circumstances. Diploma requirements must be completed within seven years of starting the program.

ADMISSION REQUIREMENTS:
- OSSD/OSSGD or equivalent with courses at the general, advanced, (C), (U) or (M) level, and Grade 12 English (C) level or equivalent.
- OR Mature applicant with successful CAAT testing.
- Contact act@loyalistc.on.ca for information about CAAT testing.
- Students must submit proof of the above admissions requirements within the first semester of enrolment. Grades will not be released until proof of meeting the admissions requirements is received.

PLACEMENT REQUIREMENTS:
- Students are required to complete placements providing services to both children and adults. Students will gain placement experience in each of the following areas: residential, community and educational settings.
- Placements at schools are only offered during the Fall and Winter semesters, students will need to plan accordingly.
- **Health:** All applicants must be aware of the basic health requirements for employment and for field placement. Prospective students with special needs or limitations that may affect their field placement or potential employment opportunities are encouraged to discuss their program and career goals with the Program Coordinator prior to admission. Submission of an up-to-date immunization form is required prior to field placements.
  - **CPR and First Aid:** Prior to field placements, students must have valid certification in Standard First Aid and Level "C" CPR.
  - **Criminal Record Check:** In order to participate in placements, students will be required to submit proof of a criminal record check from their local police service, including vulnerable sector check. If you have been convicted of an offence under the Criminal Code for which you have not been pardoned, you may be ineligible for field placement.

ADVANCED STANDING:
Applicants with prior learning or related work experience may be eligible for credit recognition through Prior Learning Assessment or transfer of credit from another college or university. Contact the Program Coordinator for more information.

REQUIRED COURSES:
ANAT 1005	The Human Body
COMM 1048	College Writing Skills
DSWP 1003	The Nature of Disabilities
DSWP 1016	Valued Social Roles
DSWP 1014	The Evolution of Developmental Services
GNED 1020	Lifespan Development
DSWP 1000	Positive Behaviour Supports
DSWP 1006	The Helping Relationship
DSWP 1012	Legislation, Services and Funding
ETHI 1002	Ethics and Critical Thinking
PHAR 1004	Pharmacology
DSWP 1015	Teaching Strategies
PROF 1006	Introduction to Field Placement
WKPL 1001	Field Placement 1
	GenEd Elective
DSWP 2005	Interpersonal Skills for DSW
DSWP 1007	Applied Behaviour Supports
DSWP 2002	Protecting Vulnerable People
DSWP 2011	Inclusion and Community Development
HLTH 2003	Health and Wellbeing
HLTH 2004	Health and Wellbeing Lab
WKPL 2017	Field Placement 2
	GenEd Elective
DSWP 2007	Supporting Families
DSWP 2008	Advocacy
DSWP 2009	Advanced Discussion Comprehensive
PROF 2013	DSW Career Preparation
WKPL 2018	Field Placement 3

Please note:
- Important dates apply - see Blackboard 9
- Courses are delivered online through Blackboard 9
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this diploma
- Students must achieve minimum grade of 65% in PHAR 1004 Pharmacology in order to pass this course
- Students are required to comply with all prerequisite and corequisite requirements for courses
- Students are responsible for costs incurred to meet placement requirements - travel, expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2288, cedsw@loyalistc.on.ca

EARLY CHILDHOOD EDUCATION

Child Development Practitioner Apprenticeship Certificate ONLINE DELIVERY

PROGRAM DESCRIPTION:
The apprenticeship program is for people interested in completing the Child Development Practitioner certificate while working in the field.

The Child Development Practitioner certificate (ECEM) program allows the student flexibility and interactive learning without the requirement of classroom attendance. This program is delivered via distance. Course outline, schedule, lessons, assessments and web links are posted on Blackboard in each individual course. Placements are arranged by the student in their Ontario community and approved by Loyalist College. There is no requirement to attend our Belleville campus. Any invigilated tests can be done at a local testing centre.

This CDP certificate can lead to the Early Childhood Education diploma, which prepares you to work with children either individually or within groups. Graduates work as early childhood educators in settings that include full-day early learning kindergarten programs, child care centres, nursery schools, private home child care, live in/out nanny, resource centres, cruise ships and resorts.

ADMISSION REQUIREMENTS:
Apprenticeship students are required to have a valid Client Identification Number from the Ministry of Training, Colleges and Universities. To register with the Ministry of Training, Colleges and Universities, please call 1-800-387-5656 or visit tcu.gov.on.ca/eng/search.asp for information.

PLACEMENT REQUIREMENTS:
• **Criminal Record Check:** In order to participate in placements, students are required to produce a clean criminal record check, including the screening for vulnerable populations, by their local police service. If you have been convicted of an offence under the Criminal Code for which you have not been pardoned, you may be ineligible for placements.
• **Health, CPR and First Aid:** Students are also required to have a valid Standard First Aid, CPR Level "C" and negative TB screening.

DIPLOMA REQUIREMENTS:
• Completion of three approved General Education courses - see Student Handbook for details
• Students must achieve a minimum of 50% in all courses and Pass in all placements to obtain this certificate
• Students must obtain a GPA of 60% or higher to obtain this certificate
• Students have seven years to complete the program requirements
• Copy of your Standard First Aid and CPR Level "C"
• Copy of your CDP certificate

REQUIRED COURSES:

Level 1

ECEP 7002	RS 15	Philosophy of ECE
DEVL 7000	RS 01	Child Development 1
COMM 7000	RS 12	Interpersonal Communication
LRNE 7003	RS 13	Infant & Toddler Learning Environment
PLAC 7003	RS 14	Infant & Toddler Learning Environment Placement Level 2

Level 2

DEVL 7001	RS 06	Child Development 2
LRNE 7000	RS 04	Preschool Learning Environment 1
PLAC 7000	RS 05	Preschool Learning Environment 1 Placement
ECEP 7000	RS 02	Creative Arts
NUTR 7000	RS 11	Health Safety & Nutrition
ECEP 7001	RS 03	Advocacy & Bias-Free Practice Level 3

Level 3

LRNE 7001	RS 07	Preschool Learning Environment 2
PLAC 7001	RS 08	Preschool Learning Environment 2 Placement
LRNE 7004	RS 16	Preschool Learning Environment 3
PLAC 7004	RS 17	Preschool Learning Environment 3 Placement
ECEP 7003	RS 18	Child Family & Community Level 4

Level 4

DEVL 7002	RS 20	Child Development 3
ECEP 7004	RS 19	Administration
LRNE 7002	RS 09	School Age Learning Environment
PLAC 7002	RS 10	School Age Learning Environment Placement
ECEP 7005	RS 21	Advanced Curricula
PLAC 7005	RS 22	Advanced Curricula Placement

Please note:
• Important dates apply - see Blackboard 9
• Courses are delivered online through Blackboard 9
• Registration is directed by the Ministry of Training, Colleges and Universities, for details visit loyalistfocus.com
• Courses can fill up prior to the end of the registration period
• There may be additional costs related to placement for which the student will be responsible
• Theory courses may require students to visit programs in their community to complete assignments
• School Age Placement is offered in Fall and Winter semesters only
• ECE diploma graduates must apply with the College of Early Childhood Educators to become a registered ECE
• Requirements for invigilated tests can be done at an approved site

For more information, contact 613-969-1913 or or 1-888-569-2547 ext. 2393, ceece@loyalistc.on.ca

Early Childhood Education Diploma

ONLINE DELIVERY

PROGRAM DESCRIPTION:
The Early Childhood Education Distance diploma (ECED) program allows the student flexibility and interactive learning without the requirement of classroom attendance. This program is delivered via distance. Course outline, schedule, lessons, assessments and web links are posted on Blackboard in each individual course.

Practicum is arranged by the student in their Ontario community and approved by Loyalist College. There is no requirement to attend our Belleville campus. Invigilated tests can be done at your local testing centre. This program prepares you to work with children. Graduates work as early childhood educators in settings that include full-day early learning kindergarten programs, child care centres, nursery schools, private home child care, live in/out nanny, resource centres, cruise ships and resorts.

ADMISSION REQUIREMENTS:
- OSSD/OSSGD or equivalent with courses at the general, advanced, (C), (U) or (M) level, and Grade 12 English (C) level or equivalent.
- OR Mature applicant with successful CAAT testing.
- Please contact act@loyalistc.on.ca for information about CAAT testing.
- Students must submit proof of the above admissions requirements within the first semester of enrolment. Grades will not be released until proof of meeting the admissions requirements is received.

PRACTICUM REQUIREMENTS:
- **Criminal Record Check:** In order to participate in practicum, students are required to produce a clean criminal record check, including the screening for vulnerable populations, by their local police service. If you have been convicted of an offence under the Criminal Code for which you have not been pardoned, you may be ineligible for practicum.
- **Health, CPR and First Aid:** Students are also required to have a valid Standard First Aid, CPR Level "C" and negative TB screening.

DIPLOMA REQUIREMENTS:
- Copy of your Standard First Aid and CPR Level "C"
- Students starting as of Fall 2015 must have on file a copy of their OSSD or equivalent for College English before graduating
- Students must achieve a minimum of 50% in all courses and Pass in all practica to obtain this diploma
- Students must obtain a GPA of 60% or higher to obtain this diploma
- The ECE distance diploma program must be completed within seven years of your start date

REQUIRED COURSES:

Block 1
GNED 1019	Personal Development
COMM 1048	College Writing Skills
CADW 1007	Introduction to Child Development
ECEP 1006	Introduction to ECE
CADW 1005	Creative Play
ECEP 1010	Observing Early Development
ECEP 2004	Child, Family and Community

Block 2
CADW 1006	Infant Toddler Development
ECEP 1008	Infant Toddler Learning Environment
ECEP 1011	Responsive Relationships 1
HLTH 1003	Health, Safety and Nutrition
PROF 1010	Practicum Seminar 1
WKPL 1004	Practicum 1
	Gen Ed Elective

Block 3
CADW 2001	Preschool Development
ECEP 2002	Preschool Learning Environment
ECEP 2003	Responsive Relationships 2
COMM 1037	Interpersonal Communications
PROF 2017	Practicum Seminar 2
WKPL 2027	Practicum 2
	Gen Ed Elective

Block 4
CADW 2002	Children with Exceptionalities
CADW 2003	School Age Development
ECEP 2005	School Age Learning Environment
ECEP 2006	Management and Advocacy
ECEP 2007	Evidence Based Practices
WKPL 2028	Practicum 3 - School Age Elementary School Setting (Not offered in the Spring Semester)

Please note:
- Important dates apply - see Blackboard 9
- Courses are all delivered online through Blackboard 9
- Registration is available on a first come, first served basis
- Courses can fill up prior to the end of the registration period
- There may be additional costs related to practicum for which the student will be responsible
- Theory courses may require students to visit programs in their community to complete assignments
- Practicum 3 is offered in Fall and Winter semesters only
- Refer to the Student Handbook for prerequisites and corequisites
- Invigilated tests are a requirement to be completed at an approved site
- ECE diploma graduates must apply with the College of Early Childhood Educators to become a registered ECE

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2559, ceece@loyalistc.on.ca

EDUCATION

Facilitator of Adult Learning (FAL) - Teacher of Adults Certificate ONLINE DELIVERY

PROGRAM DESCRIPTION:
The Facilitator of Adult Learning certificate program expands opportunities for those involved in all areas of teaching or training and those interested in teaching. The program has both practical and theoretical components, so that the learner has the opportunity to experience a variety of learning contexts, methodologies and practicalities involved in the assessment, planning, development, delivery and evaluation of adult education programs.

THIS PROGRAM IS DESIGNED FOR:
- Teachers of adults who have no formal training in education
- Individuals in staff training and development positions who plan, administer and deliver training and education to adults in the workplace
- Those who facilitate adult learning in non-profit organizations
- Facilitators of adult learning in secondary school settings

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
⏲	FALP 8000	Introduction to Adult Education
	FALP 8001	Teaching/Learning Strategies
	FALP 8002	Group Learning & Team Development
	FALP 8003	Counselling Adult Learners
⏲	FALP 8035	Program Planning, Evaluation & Practicum
	FALP 8005	Current Issues in Adult Education

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

HEALTH SCIENCES

Activation Techniques in Gerontology Graduate Certificate ONLINE and CLINICAL PLACEMENTS

PROGRAM DESCRIPTION:
Prepare for a career in activation in elder care, group activation and seniors' recreation in long-term care, a variety of community settings for the aged, and hospitals. Focus on the achievement of optimal mental and social functioning of the elderly. Study approaches that maintain or improve functional and cognitive capabilities of seniors' daily living. Two clinical placements complete the program, providing opportunity to design and implement individual and group activation programs.

ADMISSION REQUIREMENT:
- Diploma or degree in recreation and leisure or kinesiology

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all four theory courses
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:
HLTH 8182	Introduction to Activation
HLTH 8179	Effective Programs for Aging Persons
HLTH 8181	Activation Techniques
HLTH 8054	Working and Communicating in a Medical Setting
HLTH 8180	Activation - Community Placement (30 hours)
HLTH 8178	Activation - LTC Placement (30 hours)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Dementia Studies Graduate Certificate
ONLINE DELIVERY and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:
This post-graduate program is designed to build on the knowledge, skills and competencies required to care for those with dementia and enhance the quality of life for those with dementia, their caregivers and families.

For OSAP information, call 613-969-1913 ext. 2425

ADMISSION REQUIREMENTS:
- Successful completion of an approved diploma or degree in health or social sciences (i.e.: RN, RPN, DSW, SSW)

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all six theory courses
- Proof of current and valid RN or RPN registration, or a social sciences diploma or degree (i.e.: DSW, SSW)
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:
HLTH 8038	Exploring Dementia Care
HLTH 8053	Enhancing Communication & Interpersonal Skills in Dementia Care
HLTH 8069	Creating a Dementia Care Skill Kit
HLTH 8087	Empowerment in Dementia Care
HLTH 8104	Development Sustainability & Evaluation of Dementia Care Programs
HLTH 8115	Treatment Options in Dementia Care
PLAC 8116	Dementia Studies Field Placement (90 hours)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Food Service Worker Certificate
PAPER-BASED CORRESPONDENCE OR ONLINE

PROGRAM DESCRIPTION:
Developed to upgrade and enhance the knowledge and skills of those employed as food service workers and dietary aides, as well as those who wish to seek employment in dietary areas in the health care sector.

Note: This program has been developed to meet the standards set by the Ministry of Health and Long-Term Care.

For OSAP information, call 613-969-1913 ext. 2425

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
HLTH 8074	Institutional Food Service
HLTH 8075	Sanitation & Safety
HLTH 8085	Communication & the FSW
HLTH 8094	Quantity Food Preparation
HLTH 8119	Introduction to Nutrition*
HLTH 8077	Nutrition in Health Care*

*Introduction to Nutrition (HLTH 8119) is a prerequisite for Nutrition in Health Care (HLTH 8077)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Geriatric Studies Certificate

PAPER-BASED CORRESPONDENCE

PROGRAM DESCRIPTION:
This program is designed for those interested in the practical knowledge and skills to care for the older person, thereby enhancing the older person's quality of life. Potential applicants include HCAs, PSWs, care providers, volunteers, family members and anyone caring for an older person or with a specific interest in geriatrics.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

HLTH 8206	Aging-Related Physical Changes
HLTH 8207	Safety Measures, Infection Control
HLTH 8208	Nutritional Support
HLTH 8209	Communication & Teamwork
HLTH 8210	Dignity & Individuality
HLTH 8098	Sensitive Issues in Caregiving

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Gerontology Graduate Certificate

PAPER-BASED CORRESPONDENCE and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:
This program is designed to provide a theoretical knowledge base in gerontology, followed by a clinical practicum targeted at application of theory and concepts learned throughout the program.

Upon successful completion of the program, the RN will have met the educational requirement to write the national CNA certification exam in Gerontology Nursing.

For OSAP information, call 613-969-1913 ext. 2425

ADMISSION REQUIREMENT:
- Successful completion of an approved degree or diploma in health or social sciences

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all six theory courses
- Proof of a degree or diploma in health or social sciences
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:

HLTH 8093	Intro to Care of Older Adults
HLTH 8105	Psychosocial Changes, Effects & Care in Aging
HLTH 8110	Physiological Changes, Effects & Care in Aging
HLTH 8111	Pain & Comfort Changes, Effects & Care in Aging
HLTH 8112	Common Geriatric Disorders
HLTH 8113	Gerontological Care Issues
HLTH 8114	Gerontology Practicum (48 hours)

Please note:
- Students must achieve minimum grades of 70% in all courses in order to obtain this certificate
- Students have seven years to complete certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Health Records Clerk Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This program has been designed to provide the theoretical knowledge needed to obtain employment as a health records clerk. Students are expected to have the equivalent of an introductory computer course.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

	HLTH 8103	Essentials in Health Records Management
🕐	HLTH 8007	Medical Terminology*
	HLTH 8067	Medical Terminology Level 2 - Pronunciation*
	HLTH 8054	Working & Communicating in a Medical Setting
	HLTH 8030	Medical Conditions
	HLTH 8107	Medical Office Procedures

*Medical Terminology (HLTH 8007) is a prerequisite for Medical Terminology 2 - Pronunciation (HLTH 8067)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- 🕐 Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Hospital Ward Clerk Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This program includes six courses and has been designed to provide the theoretical training necessary to obtain employment as a hospital ward clerk/secretary. Students are expected to have the equivalent of an introductory computer course.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

🕐	HLTH 8007	Medical Terminology*
	HLTH 8067	Medical Terminology Level 2 - Pronunciation*
	HLTH 8029	Pharmacology for Health Professionals
	HLTH 8030	Medical Conditions
	HLTH 8054	Working & Communicating in a Medical Setting

*Medical Terminology (HLTH 8007) is a prerequisite for Medical Terminology 2-Pronunciation (HLTH 8067)

ELECTIVE COURSES (CHOOSE ONE):

HLTH 8032	Understanding Medical Tests
HLTH 8033	Understanding Surgical Procedures

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- 🕐 Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Office Administration - Medical Diploma

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This program will provide you with theoretical knowledge to prepare you for a future in medical office administration. Successful completion of 12 courses is required to obtain Loyalist College's diploma.

For OSAP Information, call 613-969-1913 ext. 2425

ADMISSION REQUIREMENTS:

- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

	HLTH 8107	Medical Office Procedures
⏱	HLTH 8007	Medical Terminology*
	HLTH 8067	Medical Terminology Level 2 - Pronunciation*
	HLTH 8054	Working & Communicating in a Medical Setting
⏱	COMP 8023	Word: Specialist
⏱	COMM 8010	Communications 2
	HLTH 8103	Essentials in Health Records Management
	HLTH 8118	Medical OHIP Billing*
	HLTH 8029	Pharmacology for Health Professionals
	HLTH 8030	Medical Conditions
	HLTH 8032	Understanding Medical Tests
	HLTH 8033	Understanding Surgical Procedures

*Medical Terminology (HLTH 8007) is a prerequisite for Medical Terminology 2 - Pronunciation (HLTH 8067)

*Medical Terminology (HLTH 8007) is a prerequisite for Medical OHIP Billing (HLTH 8118)

Please note:

- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this diploma
- Students have seven years to complete the diploma requirements
- Courses may not be available every semester
- ⏱ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Office Administration - Medical Transcription Diploma

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This program will provide you with theoretical and practical knowledge using simulated case studies to prepare you for a future in medical transcription. Successful completion of 14 courses is required to obtain Loyalist College's diploma. For OSAP Information, call 613-969-1913 ext. 2425

ADMISSION REQUIREMENTS:

- See page 4 regarding minimum admission requirements

PREREQUISITES & PROGRAM SEQUENCE:

- Typing speed of 30 to 40 wpm
- HLTH 8007 is a prerequisite for HLTH 8132
- HLTH 8007, COMM 8010 and HLTH 8132 are prerequisites for HLTH 8153
- HLTH 8153 & HLTH 8154 are prerequisites for HLTH 8130
- HLTH 8153 & HLTH 8154 can be taken concurrently
- HLTH 8130 is a prerequisite for HLTH 8131
- HLTH 8007 is a prerequisite for HLTH 8067
- HLTH 8007 is a prerequisite for HLTH 8118

REQUIRED COURSES:

	HLTH 8054	Working & Communicating in a Medical Setting
⏱	HLTH 8007	Medical Terminology
⏱	COMP 8023	Word: Specialist
	HLTH 8132	Medical Keyboarding
⏱	COMM 8010	Communications 2
	HLTH 8153	Transcription Styles & Practices
	HLTH 8154	Transcription Fundamentals
	HLTH 8130	Beginning Medical Transcription
	HLTH 8131	Advanced Transcription
	HLTH 8107	Medical Office Procedures
	HLTH 8067	Medical Terminology Level 2, Pronunciation

ELECTIVES (CHOOSE THREE):

HLTH 8103	Essentials in Health Records Management
BUSI 8013	How to Start a Small Business
HLTH 8118	Medical OHIP Billing
HLTH 8032	Understanding Medical Tests
HLTH 8023	Dental Terminology
HLTH 8033	Understanding Surgical Procedures

Please note:

- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this diploma
- Students have seven years to complete the diploma requirements
- Courses may not be available every semester
- ⏱ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Office Administration - Veterinary Diploma
ONLINE DELIVERY and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:
Developed to prepare you to become a key member of the veterinary office and animal health care team, this program combines veterinary office skills and fundamental animal knowledge. Core courses are geared to the practice, procedures and tasks performed in a veterinary office setting, including client relations, business communications and an understanding of basic animal health care.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all 12 core courses and three electives
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:
	HLTH 8142	Veterinary Office Skills and Procedures
	HLTH 8143	Veterinary Terminology
	HLTH 8144	Animal Husbandry 1
	HLTH 8145	Veterinary Lab Procedures
	HLTH 8146	Animal Husbandry 2
	HLTH 8147	Veterinary Surgical Procedures
	HLTH 8148	Veterinary Pharmacology
	HLTH 8149	Veterinary Anaesthesia
⏲	COMM 8010	Communications 2
⏲	COMP 8166	Excel
⏲	COMP 8009	Access: Specialist
	PLAC 8150	Veterinary Office Practicum (150 hours)

ELECTIVES (CHOOSE THREE):
	COUN 8012	Interpersonal & Group Dynamics
	BUSI 8185	Ethical Issues in Business
	BUSI 8091	Critical & Creative Thinking
⏲	PSYC 8001	Intro to Psychology
	BUSI 8055	Building & Maintaining Customer Relationships

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this diploma
- Students have seven years to complete the diploma requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Perioperative Nursing Graduate Certificate
ONLINE DELIVERY and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:
This program develops and enhances the nurse's knowledge and skill in the area of perioperative nursing. The program includes four theory courses designed to provide a theoretical knowledge base in perioperative nursing, followed by a clinical placement targeted at application of theory and concepts learned throughout the program. There are no labs in this program. Prior to beginning the program, students are encouraged to secure a clinical placement that can be completed upon completion of the theory courses.

Upon successful completion of the program, the RN will have met the educational requirement to write the national CNA certification exam in Perioperative Nursing.

ADMISSION REQUIREMENT:
- Current RN or RPN registration

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all four theory courses
- Proof of current and valid RN or RPN registration
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:
HLTH 8155	Perioperative Nursing 1
HLTH 8156	Perioperative Nursing 2
HLTH 8157	Perioperative Nursing 3
HLTH 8158	Perioperative Nursing 4
PLAC 8159	Perioperative Placement (150 hours)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 75% or higher in each course to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

RN - Oncology Nursing Graduate Certificate

ONLINE DELIVERY and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:

This program prepares the registered nurse to write the national CNA certification exam in Oncology Nursing. The program includes five online courses designed to provide a theoretical knowledge base in oncology nursing, followed by a clinical practicum targeted at application of theory and concepts learned throughout the program.

ADMISSION REQUIREMENT:
- Current and valid RN registration

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all five theory courses
- Proof of current and valid RN registration
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:

HLTH 8013	Oncology Nursing 1 - RN
HLTH 8014	Oncology Nursing 2 - RN
HLTH 8015	Oncology Nursing 3 - RN
HLTH 8034	Oncology Nursing 4 - RN
HLTH 8097	Oncology Nursing 5 - RN
HLTH 8035	Oncology RN Practicum (57 hours)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 75% or higher in each course to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

RPN - Oncology Nursing Graduate Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This certificate includes four online courses which are designed to provide the RPN with a theoretical knowledge base in oncology nursing, to function with increased competence within the RPN scope of practice.

ADMISSION REQUIREMENT:
- Current and valid RPN Registration

REQUIRED COURSES:

HLTH 8092	RPN - Oncology Nursing 1
HLTH 8106	RPN - Oncology Nursing 2
HLTH 8108	RPN - Oncology Nursing 3
HLTH 8137	RPN - Oncology Nursing 4

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 75% or higher in each course to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Sterile Processing Certificate

ONLINE DELIVERY and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:
Acquire the knowledge and skills related to the sterilization, preparation and storage of equipment, instruments and sterile supplies for career opportunities in hospitals and health care settings. The program includes eight online courses that provide theoretical knowledge in the safe handling of instrumentation, infection control and aseptic techniques. A clinical placement completes the program.

Note: Some hospitals may also require reprocessing staff to complete the CSAO's four-day course and hold CSAO or CSA certification.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all eight theory courses
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:
Courses must be taken in the following sequence:

⏱ HLTH 8007	Medical Terminology
HLTH 8054	Working & Communicating in a Medical Setting
HLTH 8174	Microbiology & Infection Control
HLTH 8172	Identification & Care of Instruments
HLTH 8173	Decontamination Principles & Procedures
HLTH 8171	Assembly, Wrapping & Packing
HLTH 8170	Disinfection & Sterilization Concepts & Techniques
HLTH 8175	Storage, Inventory Control & Resource Management
PLAC 8176	Sterile Processing Clinical Placement (150 hours)

Please note:
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏱ Indicates that monthly intakes are available
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Working with Dementia Certificate

ONLINE DELIVERY and CLINICAL PLACEMENT

PROGRAM DESCRIPTION:
Increase your knowledge, skills and competencies when caring for those with dementia, and enhance the quality of life for those with dementia, their caregivers and families. Potential applicants include HCAs, PSWs, care providers, volunteers, family members and anyone with a specific interest in dementia.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

PRE-CLINICAL REQUIREMENTS:
- Successful completion of all four theory courses
- Completed Loyalist College health form
- Current CPR
- Negative criminal record (dated within one month of placement). Applicants with any criminal record will not be eligible for clinical placement

REQUIRED COURSES:

HLTH 8038	Exploring Dementia Care
HLTH 8053	Enhancing Communication & Interpersonal Skills in Dementia Care
HLTH 8069	Creating a Dementia Care Skill Kit
HLTH 8087	Empowerment in Dementia Care
PLAC 8088	Field Placement (60 hours)

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2281, cehealth@loyalistc.on.ca

Palliative Care Certificate

PROGRAM DESCRIPTION:
Develop knowledge, skills and attitudes required to be involved with caring for the terminally ill and their families. This program benefits RPNs, orderlies, PSWs, volunteers and clergy. With an emphasis on quality of remaining life, learn to provide empathetic and sensitive care, review the concepts of palliative care, hospice and home care versus institutional care, and more.

ADMISSION REQUIREMENTS:
- 19 years of age or older OR completed Ontario Secondary School Diploma (OSSD) or Grade 12 equivalency certificate (achieved through College academic upgrading)
- Overall average of 60% or a GPA of 2.0
- Clear Criminal Reference Check with Vulnerable Sector Screening. Without this, you may not be accepted for field placement by a field placement agency and may be unable to complete the requirements of the program

PLACEMENT REQUIREMENTS:
- All applicants must be aware of the basic health requirements for employment, volunteering and field placement
- Students must complete all five courses listed prior to doing field placement. Contact the Program Coordinator to make field placement arrangements

It is mandatory that Orientation to Palliative Care be the initial course taken in this certificate for those without a health care background.

REQUIRED COURSES:
HLTH 8040	Orientation to Palliative Care
HLTH 8163	Palliative Care Communications
HLTH 8165	Ethical, Legal & Spiritual Concerns
HLTH 8164	Comfort Measures
HLTH 8167	Psychological & Social Implications
HLTH 8168	Palliative Care Field Placement

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- Students are responsible for costs incurred to meet placement requirements travel, expenses and parking fees

For further information, contact 613-332-1743 or 1-877-309-0317 ext. 228 or conedbancroft@loyalistc.on.ca

Personal Support Worker Certificate

PROGRAM DESCRIPTION:
The Personal Support Worker program is designed to provide students with the knowledge, skills and attitudes necessary to provide personal care and home management services to clients in both community and institutional settings. Students provide supportive care to clients who are experiencing physical, cognitive, emotional and behavioural challenges.

ADMISSION REQUIREMENTS:
- OSSD/OSSGD or equivalent with courses at the general or advanced (C), (U) or (M) level and
- Grade 12 English (C) level or equivalent.
- OR Mature applicant (see page 4)
- Mature applicants will be considered on an individual basis and will be required to write a Canadian Adult Achievement Test (CAAT)

CERTIFICATE REQUIREMENTS:
PSWT 1005	Role of the PSW
COMM 1028	Workplace English
PSWT 1004	Safe & Comfortable Environment
PSWL 1000	Lab 1
PSWL 1001	Lab 2
PSWT 1003	Human Body in Health & Illness
PSWT 1006	PSW Integrative Theory
PSWP 1003	PSW Practicum I
PSWP 1004	PSW Practicum II
PSWP 1005	PSW Practicum III

START DATES:
Bancroft: September 8, 2015 – June 10, 2016
Napanee: September 15, 2015 – June 17, 2016
Marmora: March 22, 2016 – December 2, 2016
Minden: March 29, 2016 – December 9, 2016

Please note:
- All programming is contingent on the number of registrations. Course locations, delivery and dates, are subject to change
- Students must achieve minimum grades of 65% in all courses in order to obtain this certificate
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees
- Funding opportunities are available through Second Career, First Nations, WSIB, Part-Time Canada Student Loan Program and other various sources for those who may qualify

For more information, contact 613-332-1743 or 1-877-309-0317 ext. 237 (toll free) or lwoodcock@loyalistc.on.ca

Bridging Program from HCA to PSW Certificate

PAPER-BASED CORRESPONDENCE - BANCROFT

PROGRAM DESCRIPTION:
The Personal Support Worker (PSW) bridging program is designed to fulfill the requirements for Health Care Aides (HCA) to become Personal Support Workers (PSW).

ADMISSION REQUIREMENTS: DIRECT ENTRY OR ENTRANCE EXAMINATION

DIRECT ENTRY:
- HCA community college certificate

ENTRANCE EXAMINATION (A FEE APPLIES):
Students must submit documentation for one of the following to be eligible:
- HCA out-of-province certificate
- HCA private college certificate
- Employees of long-term care and/or community agencies are required to provide a letter from their employer regarding employment and in-house training. Letters from employers need to be on letterhead, signed, outlining length of time, hours worked and job description (experience must be within three years of application to be considered for this option)

CERTIFICATE REQUIREMENTS:

PSWT 8002	Role of the Personal Support Worker
PSWT 8000	Human Body in Health & Illness
PSWT 8001	Safe & Comfortable Environment
PSWL 8000	Supportive Care & Activities 2: Laboratory
PSWT 9000	Personal Support Worker Integrative Theory
PSWP 8000	Personal Support Worker Practicum II - Preceptored Community Placement
PSWP 8001	Personal Support Worker Practicum III - Preceptored Long-Term Care Placement

Please note:
- Students must achieve minimum grades of 65% in all courses in order to obtain this certificate
- Students are responsible for costs incurred to meet placement prerequisites, travel expenses and parking fees
- Students must achieve 65% on the entrance exam to be eligible to be enrolled in this program. Students entering via exam do not qualify for any prior learning (PLAR) exemptions for theory courses. Practicum PLARs will be considered on an individual basis.

For more information, contact 613-332-1743 or 1-877-309-0317 ext. 237 or lwoodcock@loyalistc.on.ca

JUSTICE STUDIES

Correctional Services Worker Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This program will provide those working or volunteering in a corrections setting, as well as graduates holding a college diploma in Social Service Worker or Law and Security Administration programs, with the academic base to pursue new career directions in the corrections field. Students may find employment in federal or provincial correctional institutions, community resource centres and halfway houses, youth centres, observation and detention centres, as well as group homes.

Note: A criminal record may limit employment opportunities in this field.

ADMISSION REQUIREMENTS:

- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

	CORR 8000	Canadian Corrections
⏲	PSYC 8001	Intro to Psychology
⏲	LAWS 8031	Canadian Criminal Justice System
	TECH 8017	Safe & Secure Environments
⏲	POLI 8004	Criminology
	LAWS 8009	Behaviour Management & Crisis Intervention

ELECTIVE COURSES (CHOOSE ONE):

SOCI 8003	Sociology & Canadian Society
SOCI 8005	Contemporary Social Problems

ELECTIVE COURSES (CHOOSE ONE):

⏲ PSYC 8003	Applied Psychology
LAWS 8001	Forensic Psychology

Please note:

- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students are required to comply with all prerequisite and corequisite requirements for courses
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2191, cetech@loyalistc.on.ca

Customs & Logistics Certificate Post-Diploma

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This online certificate program is a direct response to the needs of individuals seeking employment, or currently employed, in the field of customs and freight forwarding, customs brokerages and private businesses who import/export goods.

The eight-course Customs and Logistics certificate will provide students with basic knowledge of the justice system, Canadian social and political structures, human behaviour, legal issues, and practices and procedures related to customs and logistics.

A criminal record may limit employment opportunities in this field.

ADMISSION REQUIREMENTS:

- To qualify for entry into this post-diploma program students are required to have a college diploma in any discipline or proven experience in the field of customs and immigration
- Grade 12 Business Math and Geography or equivalencies

REQUIRED COURSES:

⏲	POLI 8004	Criminology
⏲	COMM 8010	Communications 2
	CUST 8000	Customs & Immigration - Statutes & Regulations
	CUST 8001	Customs Administration 1
	CUST 8002	Brokerage & Logistics 1
	PSYC 8002	Conflict Management
	CUST 8003	Customs Administration 2
	CUST 8004	Brokerage & Logistics 2

Please note:

- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students are required to comply with all prerequisite and corequisite requirements for courses. Visit loyalistfocus.com for more details
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this post-diploma certificate
- Students have seven years to complete the post-diploma requirements
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2191, cetech@loyalistc.on.ca

Fundamentals of Policing Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
This online certificate program may be of interest to students aspiring to careers as police constables. Graduates may find employment in federal or correctional institutions, community resource centres and halfway houses, youth centres, observation and detention centres, as well as group homes.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements
- The Ontario Police Services Act sets out the qualification criteria for entry-level policing positions: no criminal record, physically fit, visual acuity standards, and a valid driver's license with a good driving record are among those requirements

REQUIRED COURSES:
⏱	LAWS 8030	Criminal and Civil Law
⏱	LAWS 8031	Canadian Criminal Justice System
	POLI 8005	Community Policing

ELECTIVE COURSES (CHOOSE FIVE):
⏱	POLI 8004	Criminology
⏱	POLI 8001	Police Powers 1
⏱	SOCI 8003	Sociology & Canadian Society
	SOCI 8005	Contemporary Social Problems
	LAWS 8003	Criminal Code
	POLI 2002	Traffic Management
	LAWS 8035	Provincial Offences
	LASA 8002	Principles of Ethical Reasoning
	COUN 8012	Interpersonal & Group Dynamics
	PSYC 8002	Conflict Management

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students are required to comply with all prerequisite and corequisite requirements for courses
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester
- ⏱ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2191, cetech@loyalistc.on.ca

---

Race Relations Certificate

ONLINE DELIVERY

PROGRAM DESCRIPTION:
As technology brings people closer together and political barriers crumble, racial discrimination, xenophobia and other forms of intolerance continue to ravage our societies. Even globalization and Canadian multiculturalism carry risks that can lead to exclusion and increased inequality, very often along racial and ethnic lines. "isms" – sexism, ageism, anti-Semitism, racism and so forth – represent one of the most destructive aspects of human social behaviour. This innovative online program is a direct response to the learning needs identified by a broad range of representatives from various human services and justice agencies that recognize that racial inequity and negative stereotyping, such as racial profiling, are among the most significant social problems of our day.

The five-course certificate in Race Relations will give the learner measures of prevention and education aimed at the eradication of racism, racial discrimination and related intolerance. Learners will examine diversity issues on a national and international level, critical differences in cross-cultural communication, and sources, causes, forms and contemporary manifestations in this area.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
SOCI 8005	Contemporary Social Problems
LAWS 8007	Racism & Discrimination
LASA 8000	Diversity & First Nations People
POLI 8013	Intercultural Communications
COUN 8000	First Nations People

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2191, cetech@loyalistc.on.ca

WEB & GRAPHIC DESIGN

Graphics – Software Applications Certificate
ONLINE DELIVERY

PROGRAM DESCRIPTION:
This certificate prepares you to work with software essentials used in the field of graphic design. Discover the key elements of good print-based design through a combinatory of theory and hands-on practice, using industry-standard software such as Adobe Creative Suite. Successful completion of the program will enable you to produce a variety of print-based publications, including brochures, newspapers and magazines.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
COMP 8006	Adobe Photoshop
COMP 8078	Design Basics
COMP 8077	Adobe InDesign Basics
COMP 8027	Adobe Photoshop 2
COMP 8086	Adobe Illustrator
COMP 8143	Ensuring Successful Printing Results
COMP 8144	Advanced Design Principles
COMP 8081	Developing a Graphic Design Portfolio

Please note:
- Courses are listed above in the recommended order of completion
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Students have seven years to complete the certificate requirements
- Courses may not be available every semester

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Internet Applications & Web Development Fundamentals Certificate
ONLINE DELIVERY

PROGRAM DESCRIPTION:
This program provides a wide range of fundamental skills necessary for entry-level positions requiring an understanding of web-based applications. Students will gain skills towards performing a variety of routine tasks related to Internet applications, visual design and communications.

Upon completion of this certificate students are eligible to complete the courses towards the Internet Applications and Web Development diploma on page 32.

ADMISSION REQUIREMENTS:
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:
⏲	COMP 8009	Access: Specialist
⏲	COMP 8018	HTML – Introduction
⏲	BUSI 8047	Business Writing Strategies
	COMP 8034	Flash – Introduction
⏲	COMP 8035	Introduction to E-business
	COMP 8033	Web Authoring Using DreamWeaver-Intro
	COMP 8078	Design Basics
	COMP 8055	JavaScript
⏲	BUSI 8262	Project Management
	COMP 8213	MySQL Databases
	BUSI 8240	Career Mapping & Job Attainment
	COMP 8146	Dynamic Websites with AMP
	COMP 8070	Web Usability – Writing & Design
	COMP 8148	Windows Server
⏲	COMP 8019	HTML – Intermediate

Please note:
- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this certificate
- Due to the dynamic nature of the industry and possible changes to course curriculum as a result, students must complete requirements within a **five-year** period from the start of their program
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Internet Applications & Web Development Diploma

ONLINE DELIVERY

PROGRAM DESCRIPTION:

This program is designed to provide students with the knowledge, skills and practical experiences necessary to design, develop and maintain Internet, intranet and e-commerce applications within the web development field. Students will become equipped with a range of fundamental skills necessary for entry-level positions requiring an understanding of web-based applications. The diploma program is a continuation of the Internet Applications and Web Development Fundamentals certificate on page 31.

ADMISSION REQUIREMENTS:

- Completion of the Internet Applications and Web Development Fundamentals certificate
- See page 4 regarding minimum admission requirements

REQUIRED COURSES:

	COMP 8215	Intermediate TCP/IP for Webmaster
	COMP 8135	Intro to C# Programming
⏲	BUSI 8042	Marketing
	COMP 8037	Dreamweaver-Advanced
	COMP 8136	Developing Web Applications with Asp.net and C#
	COMP 8512	Internet Information Server
	PLAC 8000	Web Development Placement

Plus ONE elective course from the list
Plus THREE General Education courses from the list
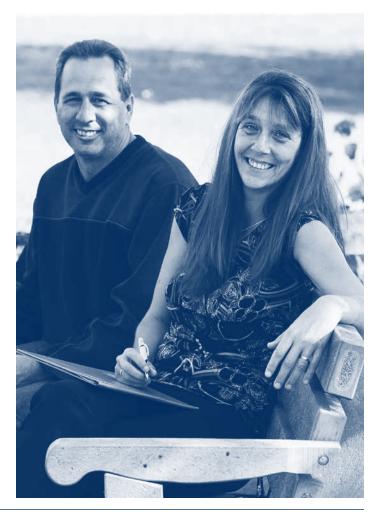
ELECTIVE COURSES: (CHOOSE 1)

COMP 8072	XML: Introduction
COMP 8119	SQL: Introduction
COMP 8076	Flash: Intermediate
COMP 8006	Adobe Photoshop
COMP 8077	Adobe InDesign Basics
COMP 8144	Advanced Design Principles

GENERAL EDUCATION COURSES: (CHOOSE 3)

	BUSI 8224	Financial Foundations
	BUSI 8013	How to Start a Small Business
	COMP 8214	Computer Cyber Crime
	POLI 8013	Intercultural Communications
⏲	BUSI 8207	Critical Thinking

Please note:

- Courses are listed above in the recommended order of completion
- Course codes have changed – to view a course equivalency chart visit loyalistfocus.com or email the contact below
- Students must obtain a grade of 50% or higher to pass each course
- Students must obtain a GPA of 60% or higher to obtain this diploma
- Due to the dynamic nature of the industry and possible changes to course curriculum as a result, students must complete requirements within a **five-year** period from the start of their program
- Courses may not be available every semester
- ⏲ Indicates that monthly intakes are available

For more information, contact 613-969-1913 or 1-888-569-2547 ext. 2309, cebus@loyalistc.on.ca

Is the online Academic & Career Entrance (ACE) program for you?

Adult learner out of school

- Need to get ready for college?
- Missing some entrance requirements?
- Require a credential to improve job opportunities?

You can earn credit for:

- Apprenticeship Math
- Core Math
- Biology
- Chemistry
- Computers
- Physics
- Technology Math
- Business Math
- Communications

These courses meet the requirements for admission to apprenticeship and college post-secondary programs. Space is limited.

Before enrolling in an ACE course, students must complete the **Learn to Learn (L2L)** course.

To register in L2L go to **acedistancedelivery.ca**

For more information about ACE Online and the ACE Certificate contact 613-969-1913 or 1-888-569-2547 ext. 2185

eLab at Loyalist College

eLab will help you accomplish your educational goals with the flexibility of online learning and the support of on-campus facilities.

dedicated computer classroom

flexibility and freedom to work at your own pace

student support and success services

career-focused options

all online certificate and diploma programs available

financial assistance

Belleville Contact: elab@loyalistc.on.ca
613-969-1913 or 1-888-569-2547 ext. 2497

Bancroft Contact: lwoodcock@loyalistc.on.ca
613-332-1743 or 1-877-309-0317 ext. 237