

CONTINUING  
EDUCATION

FORMATION  
CONTINUE

 JOHN  
ABBOTT  
CEGEP/COLLEGE

**FALL 2017**  
**CENTRE**  
**FOR**  
**CONTINUING**  
**EDUCATION**  
**COURSE**  
**CALENDAR**

**514 457 5036 | [johnabbott.qc.ca/conted](http://johnabbott.qc.ca/conted)**

21 275 Lakeshore Road, Sainte-Anne-de-Bellevue, Québec H9X 3L9

# ACADEMIC CALENDAR FALL 2017 — IMPORTANT DATES

Wednesday, August 16 .....	OMNIVOX Registration Opens
Tuesday, August 22.....	WALK-IN Registration Begins
Monday, August 28 .....	Classes Begin
Monday, September 4.....	Labour Day – College Closed
Monday, September 18.....	17-1, 17-2 Final Grade Review Deadline
Monday, September 18.....	17-1, 17-2- Grade Change Deadline
Friday, September 22.....	CREDIT COURSE WITHDRAWAL DEADLINE
Monday, October 9 .....	Thanksgiving – College Closed
Monday, December 11 .....	Credit Classes End
Tuesday, December 12.....	Make-up day – Monday and Monday/Wednesday classes
Wednesday, December 13 .....	Ministerial Examination of College English
Wednesday, December 20 .....	Grade Deadline 17-3

## QUICK OVERVIEW OF COURSES

### CREDIT COURSES

#### MONDAY

Management Accounting  
Microeconomics  
Humanities: World Views  
Introduction to Psychology  
Diet, Weight & Diseases  
Photo Editing: **Photoshop**

#### MONDAY and WEDNESDAY

Algebra & Trigonometry  
Linear Algebra  
Introduction to College English  
Literary Genres

#### TUESDAY

Introduction to Business  
Computerized Accounting  
History of Western Civilization  
Humanities: Knowledge  
Forensic Anthropology  
Race, Ethnicity and Structured Inequality  
Web I

#### TUESDAY and THURSDAY

Introduction to College English  
Literary Themes

Calculus I

Cisco I  
Cisco II

#### WEDNESDAY

Accounting I  
Marketing  
Introduction to Political Science  
Humanities: World Views  
Introduction to Sociology  
Interaction & Communication  
Introduction to Computers  
Computer Graphics: the **MAC**

#### THURSDAY

Business Law  
Business Communication Skills  
Macroeconomics  
Introduction to Anthropology  
Humanities: Knowledge  
Page Design: **InDesign**  
Publication Design

#### SATURDAY

Cisco I  
Cisco II

### PROFESSIONAL DEVELOPMENT AND INTEREST COURSES

#### MONDAY

French Beginner II  
Elementary Italian I  
English for the Workplace

#### TUESDAY

*Français oral*  
Elementary Spanish I  
Conversational English  
Successful Retirement Strategies  
Beyond Point & Click

#### WEDNESDAY

French Beginner III  
Elementary Italian II  
Intermediate English  
Portrait Photography  
Introduction to Reflexology  
Total Therapy: Foot Reflexology

#### THURSDAY

French Beginner I  
Building a Successful Online Business on **WordPress**  
Investment Principles

#### FRIDAY

Latin and Modern Ballroom Dancing: Level I  
Latin and Modern Ballroom Dancing: Intermediate  
Latin and Modern Ballroom Dancing: Advanced Level

#### SATURDAY

Meet the Met  
3D Printing & Design  
Project Management: Fundamentals and Practice  
Team Leadership and Teamwork

# REGISTRATION OPTIONS

## OMNIVOX ONLINE: STARTING AUGUST 16, 2017 @ 9:00

<http://johnabbott-conted.omnivox.ca>  
(Interac/Visa/MasterCard)

For any questions or problems encountered during online registration, please  
e-mail: [rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca)  
OR call: 514-457-6610, ext. 5266 or 5267

## IN-PERSON: STARTING AUGUST 22, 2017 @ 16:00

Registrar's Office  
Herzberg building (H-128)  
(Cash/Interac/Visa/MasterCard)

### EXTENDED OFFICE HOURS

Tuesday, August 22, 2017 16:00 – 19:00  
(The College is closed on Monday, September 4,  
Labour Day)

### ACADEMIC ADVISING

For questions: e-mail [advisors@johnabbott.qc.ca](mailto:advisors@johnabbott.qc.ca),  
call 514-457-6610 ext. 5290 or drop-in.

### Drop in hours:

August 14-18, 2017 10:00 – 16:00  
Student Services, Herzberg building (H-148)

August 22, 2017 16:00 – 19:00  
Registrar's Office, Herzberg building (H-128)

### French and English Language Courses

Placement Testing (for new students)  
Tuesday, August 22, 2017 17:00 – 19:00  
Registrar's Office, Herzberg building (H-128)

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# PROFESSIONAL DEVELOPMENT AND INTEREST COURSES

## LANGUAGES

**New students must take a placement test before registering for an English or a French non-credit course.**

*Les nouveaux étudiants doivent passer un test de classement avant de s'inscrire à un cours non-crédité d'anglais ou de français langue seconde.*

### English and French placement test

Tuesday, August 22, 2017

17:00-19:00

Herzberg H-128

## ENGLISH

### English for the Workplace

45 hours | 900-A50-00-01 | Tuition: \$285

This course is for students who are proficient in English and who wish to develop language skills to communicate effectively in the workplace. This course will focus on situations related to everyday working life: writing emails, memos and reports, giving presentations, holding meetings, calling customers. Appropriate attention will be given to grammar and vocabulary as required.

**Monday: 19:00 – 22:00**

**Aug. 28 – Dec. 11 (plus make-up class)**

### Intermediate English

45 hours | 900-503-00-01 | Tuition: \$285

For students with a knowledge of English wishing to improve conversational skills. Students learn more advanced patterns of speech, grammar and vocabulary, enabling them to communicate in day-to-day situations and carry on a simple conversation in English.

**Wednesday: 19:00 – 22:00**

**Aug. 30 – Dec. 6**

### Conversational English

45 hours | 900-510-00-01 | Tuition: \$285

For intermediate students, this course emphasizes oral communication. Students are encouraged through discussions, and presentations to communicate in day-to-day situations and comment on various topics. Appropriate attention is given to grammar problems.

**Tuesday: 19:00 – 22:00**

**Aug. 29 – Dec. 5**

## FRENCH

### Beginner French I

45 hours | 900-601-00-01 | Tuition: \$285

For students who have no previous or very little training in French, this course emphasizes practical spoken French. Students are introduced to basic structures and vocabulary necessary for communication in everyday situations.

**Thursday: 19:00 – 22:00**

**Aug. 31 – Dec. 7**

### Beginner French II

45 hours | 900-602-00-01 | Tuition: \$285

For students who have had previous training in French, this course emphasizes oral practical French. Students learn basic structures, vocabulary and grammar, enabling them to converse and make themselves understood in everyday life situations.

**Monday: 19:00 – 22:00**

**Aug. 28 – Dec. 11 (plus make-up class)**

### Beginner French III

45 hours | 900-603-00-01 | Tuition: \$285

For students who have had previous training in French, this course emphasizes oral practical French. Students review basic grammar, and are introduced to more complex sentence structure and vocabulary enabling them to participate in a simple conversation in French.

**Wednesday: 19:00 – 22:00**

**Aug. 30 – Dec. 6**

### Français oral

45 hours | 900-608-00-01 | Tuition: \$285

For intermediate students, this course is mainly oral. Students are encouraged, through role-playing, discussions and presentations, to communicate in day-to-day situations and comment on various topics. Appropriate attention is given to grammar problems as required.

**Tuesday: 19:00 – 22:00**

**Aug. 29 – Dec. 5**

## ITALIAN

### Elementary Italian I

45 hours | 900-301-00-01 | Tuition: \$285

For students who have no previous training in Italian. Students will acquire basic grammar structures and vocabulary with an emphasis on listening, comprehension and oral expression. Upon completion of this course, students should be able to carry on a simple conversation in Italian.

**Monday: 19:00 – 22:00**

**Aug. 28 – Dec. 11 (plus make-up class)**

### Elementary Italian II

45 hours | 900-302-00-01 | Tuition: \$285

For students who have completed Italian I or have a basic knowledge of Italian. This course emphasizes skills in oral communication. Students learn basic grammar structures, build on practical vocabulary and develop conversational skills enabling them to function in everyday life situations.

**Wednesday: 19:00-22:00**

**Aug. 30- Dec. 6**

## SPANISH

### Elementary Spanish I

45 hours | 900-706-00-01 | Tuition: \$285

This beginner course stresses grammar and conversation, focusing on everyday topics and situations. Students learn basic sentence structure, grammar and vocabulary. This course enables students to carry on a simple conversation in Spanish.

**Tuesday: 19:00 – 22:00**

**Aug. 29 – Dec. 5**



**NEW** TEAM LEADERSHIP**Team Leadership and Teamwork**

40 hours | 900-A46-00-01 | Tuition: \$480

Well-trained leaders make a difference for their team and their team results. They are the ones organizations seek to improve performance, quality, customer service, sales and profitability. These leaders bring the results to benefit everyone. They are the ones who are promoted by organizations. This course provides method, structure and tools to build strong cohesive teams.

**Who should attend:**

- Newly promoted leaders, managers and supervisors
- Workers seeking personal career development
- People seeking to improve team dynamic and work satisfaction in their work environment

**What you will learn:**

- Fundamentals of team, team process and teamwork
- Build team around process or project
- Team roles and personal / career growth for you and your team
- Find / define your natural leadership style and the style appropriate for your team
- How to structure a team
- Communication within and around team
- Conflicts resolution in team
- Measuring team results

**Saturday: 9:00 – 13:00****Sept. 23 – Dec. 2 (no class on October 7)**

*Instructor: Alain Gardner P.Eng. ACC, 6SBB, is a seasoned executive manager, entrepreneur and coach. He offers his 25 years of worldwide experience to help people and businesses work together, to grow strong and competitive. He has vast experience making people and business successful even in the toughest markets. "Knowledge feeds perceptions which is the base for attitude. Attitude drives success in every work and life environment."*

## PROJECT MANAGEMENT

**Project Management: Fundamentals & Practice**

30 hours | 900-A45-00-01 | Tuition: \$395

Project management skills are required in any workplace – whatever your profession. Whether you need to understand its fundamentals, intend to choose a career in project management or simply apply it at your work place directly or indirectly.

Nowadays, professionals & independent entrepreneurs face challenges to manage various projects with different magnitudes. These challenges may include managing clients, new research projects, initiating a new employee recruitment campaign, the creation of a new program or a new product launch. Whatever your projects are, they require you to have sound project management skills.

**Who should attend:**

- Independent entrepreneurs leading their own businesses
- Individuals just starting out in a leadership position (or already in a leadership position) and needing to sharpen their understanding of project management fundamentals
- Employees wanting to move ahead in their present company by acquiring project management tools to build their career
- Individuals seeking general knowledge on project management to apply it directly or indirectly in their workplace

**What you will learn:**

- To initiate, plan, and execute a project that meets objectives and satisfies stakeholders.
- To manage time/scope/cost trade-offs,
- To perform risk assessment and planning
- To ensure project quality
- To guarantee effective communications between the involved stakeholders

**Saturday: 9:00 – 13:00 (last class will be****from 9:00 to 16:00)****Oct. 14 – Nov. 25**

*Instructor: Peter Hanna has a Bachelor of Engineering (B. Eng.), a Master in Business Administration (MBA) & credentials in Accounting (CPA, CMA). He has more than 16 years of experience in Project/Program Management, Business Development, Strategic Planning & Product Management in the aerospace and manufacturing industries. In addition, he has experience in teaching Project Management (PM) academically and applying Agile Project Management (using the framework of 'SCRUM') at his work place using various PM tools.*

## BUSINESS

**Building a Successful Online Business on WordPress**

30 hours | 900-B27-00-01 | Tuition: \$399

This innovative 10-week course guides want-to-be entrepreneurs through the process of creating and marketing a website business on the WordPress platform. No previous experience is required. This course simplifies the process of building a WordPress site. It shows you how to go beyond blogging and turn your website into an online business.

**What you will learn:**

- To create compelling content about a topic that you know and care about
- To attract organic, social and mobile traffic to your website (no advertising)
- To engage your target audience and earn their trust
- To convert website visitors into income generators

**Special features:**

Included in the registration fee is the SBI! For WP plugin, a combination of powerful web-based learning courses and a WordPress plugin that helps your find topics, find customers and focus on your business goals. WordPress builds your site. SBI! delivers everything else you need to build a thriving online business.

**Thursday: 19:00 – 22:00****Sept. 21 – Nov. 23**

Tuition fees include the bizXpress plugin for one full year. Tuition fees exclude the purchase of hosting and a domain name for the WordPress site.

*Instructor: David Edey has worked with entrepreneurs for more than 20 years. In 2005, he developed "Building a Successful Business Using the Internet" college course using the SBI platform. To learn more about the course: mywordpresscourse.com.*

## FINANCE

**Investment Principles**

20 hours | 900-325-00-01 | Tuition: \$195

Well informed investors make better investment decisions. This course provides participants with the knowledge, skills and confidence to demystify the world of financial planning and the stock market.

**Who should attend:**

Individuals who wish to understand the complexities of financial planning, stock markets, and investing. This course aims at empowering participants to become knowledgeable and savvy investors.

**What you will learn:**

- Fundamentals of stocks and bonds
- How to evaluate an investment
- Financial ratios
- Different investment techniques used by famous investors
- Understanding the acronyms: GIC, TFSA, RRSP, RESP, and RRIF

**Thursday: 19:00 – 21:00****Sept. 21 – Nov. 23**

*Instructor: Jean Marier has over 15 years of experience in the Financial Services industry. He received the Fellow of the Canadian Securities Institute (FCSI) in 2000.*

**Successful Retirement Strategies**

6 hours | 900-234-00-01 | Tuition: \$95

Manage your financial resources effectively and achieve a comfortable life style in retirement.

**Who should attend:**

Anyone interested in deriving maximum financial benefit from his or her retirement years.

**What you will learn:**

- To determine your age of retirement
- To look at different sources of income in retirement
- To minimize the chances of running out of money in retirement
- To evaluate government retirement income programs
- To select the right RRSP contribution strategy
- To convert your registered plans into income
- To generate tax-efficient and tax-deferred income

**Tuesday: 19h00 – 21:00****Sept. 19 – Oct. 3***Instructor: Jean Marier*



**NEW** 3D PRINTING & DESIGN

**3D Printing and Design**

25 hours | 900-335-00-01 | Tuition Fee: \$300 (including course materials)

3D printing technology, also known as additive manufacturing, has some people saying that this technology is bigger than the Internet. Not only could it potentially improve manufacturing processes, it could also impact our everyday life, or even our well-being. From printing prototypes, automobile parts, to body tissues, to food, one can see the importance of understanding the principles of 3D technology applications.

This course teaches the fundamentals of 3D printing and design. It will provide students with the right tools and knowledge to apply 3D technology in their future careers or in their everyday life.

**Who should attend:**

- Independent Entrepreneurs who seek to use 3D technology for their business Artists, designers, who would like to use 3D technology for their projects
- Employers who would like to implement 3D printing technology in their work projects
- Employees requiring an understanding of 3D printing technology to further their career
- Curious individuals with any background looking to gain knowledge

**What you will learn:**

- To recognize the various types of 3D printer technologies and their purposes
- To use CAD software and 3D Scanners for to create 3D models
- To understand different design restrictions and requirements for 3D printing
- To choose the appropriate 3D printing technology for particular projects

**Saturday: 09:00-15:00**  
**Sept. 23, Oct. 7, 21, Nov. 4, 18**

*Instructor: Hana Chammas (B. Eng)*

**REFLEXOLOGY**

Reflexology is a natural healing art based on the principle that there are reflexes in the feet and hands that correspond to every part and organ of the body.

**Introduction to Reflexology Total Therapy: Foot Reflexology**

15 hours | 900-249-00-01 | Tuition: \$150

This course will teach you how to locate the entire body on the feet through various reflex points and how to release stress through easy healing touch therapy.

**Who should attend:**

Anyone interested in learning about reflexology. No previous knowledge is required.

**What you will learn:**

- History, anatomy of the foot, bones and structure
- 10 zones, reflex, arc

- Introduction to anatomy of the cell, body and organisms
- Systems of the body I: nervous, endocrine, lymphatic, urinary
- Systems of the body II: digestive, cardio, respiratory, reproductive
- Techniques to treat the body through the feet and hands
- Foot care tips, foot conditions, benefit of reflexology
- Possible side effects
- The healing power of water
- Reflexology and consciousness
- To release stress through reflexology

Participants must purchase the book *Total Reflexology* by Dr. Martine Faure-Alderson prior to the beginning of the course

**Wednesday: 19:00 – 21:30**  
**Sept. 27 – Oct. 18**

**PHOTOGRAPHY**

**Beyond Point and Click: Digital Photography**

20 hours | 900-230-00-01 | Tuition: \$180

Using your personal DSLR digital camera, learn the basic principles of photography and improve the composition of your photos.

**Who should attend:**

Individuals who want to enhance the look of their personal photos.

**What will you learn:**

You will improve your photo-taking skills and learn fundamental techniques for capturing those special moments on your camera.

**Special features include:**

- Hands-on experience using your digital camera and exploring your camera's settings
- Exercises and projects to help solidify learned techniques
- An introduction to **Photoshop**, including basic editing tools

**Tuesday: 19:00 – 21:00**  
**Sept. 19 – Nov. 21**

*Instructor: Avi Charszan holds a Bachelor's degree in Fine Arts (Design) from Concordia University. Full-time photographer, Avi Charszan also works as a freelance graphic designer.*

**Portrait Photography**

20 hours | 900-A42-00-01 | Tuition: \$180

Learn how to observe, pose, light individuals and achieve flattering portraits.

**Who should attend:**

Anyone interested in creating and capturing better portraits of people. You should already have a BASIC understanding of your camera including how to load card, download images and access the menu.

**What will you learn:**

- Camera basics i.e. aperture-priority, shutter –priority and manual modes

- How to see and use available light indoors and outdoors
- How to use reflectors
- Posing techniques
- Effective use of built-in and add-on flashes (direct, bounced) and demo on multiple flashes

Students will be encouraged to practice during class exercises and some assignments will be given. Composition for individuals, couples and groups will also be covered.

**What to bring:**

You **MUST** bring your camera with printed manual, fully charged batteries to every class. Tripod and external flash great but optional.

**Wednesday: 19:00 – 21:00**  
**Sept. 20 – Nov. 22 (no class on Oct. 4 & 25)**

**Sunday: 11:00 – 13:00**  
**October 1 & 29**

The two (2) evening classes will be substituted with Sunday classes to allow for practice with available light.

*Instructor: Jeanie Trubiano is a professional photographer and has the designation of Master of Photographic Arts. She holds Bachelor's degree in Commerce from McGill University.*

**OPERA APPRECIATION**

**Meet the MET**

8 hours | 900-326-00-01 | Tuition: \$120

Have you been intrigued by arias from Operas and stayed away from attending performances due to the high cost of opera tickets? The New York Metropolitan Opera is making opera accessible by broadcasting, in HD video via satellite, to movie theatres around the world. In tandem with the Met broadcasts, this course introduces you to the exciting world of opera. Learn the stories behind the operas: the drama, the intrigue and the larger than life emotions. Gain an appreciation for the history, the composers, the music and styles of this most spectacular form of entertainment.

**Meet you at the Met!**

**Saturday, September 30: 10:00-12:00**  
**Vincenzo Bellini, Norma**

**Saturday, October 7: 10:00-12:00**  
**Amadeus Mozart, Die Zauberflöte (The Magic Flute)**

**Saturday, November 11: 10:00-12:00**  
**Thomas Adès, The Exterminating Angel**

**Saturday, January 20: 10:00-12:00**  
**Giacomo Puccini, Tosca**

*MET performance tickets must be purchased individually.*

*Instructor: Pierre Gallant is a composer whose work have been played internationally. He taught at the Royal Conservatory of Music in Toronto*

## SHALL WE DANCE?

These courses are for couples only but each student must register individually.

### Latin and Modern Ballroom Dancing – Level I

12 hours | 900-A04-00-01

**Tuition: \$115 (per student)**

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**FOR COUPLES ONLY.** Learn to dance in a fun and social environment. This course introduces you to the rhythm and basic steps of both Latin dances (Cha Cha, Rumba, Merengue, Mambo, Samba and Triple Swing) and Ballroom dances (Slow Waltz, Foxtrot and Tango).

**Friday: 18:30 – 19:30**

**Sept. 15 – Dec. 8**

**(no class on Oct. 6)**

*Instructor: Carla Ciaramellano*

### Latin and Modern Ballroom Dancing – Intermediate

12 hours | 900-A00-00-01

**Tuition: \$115 (per student)**

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(Prerequisite: Latin and Modern Ballroom Dancing – Level I or Level II)

**FOR COUPLES ONLY.** A continuation of Latin and Modern Ballroom Dancing – Level I and/or Level II, this course reviews the steps previously introduced and concentrates on more advanced steps.

**Friday: 19:30 – 20:30**

**Sept. 15 – Dec. 8**

**(no class on Oct. 6)**

*Instructor: Robert Falsetti*

### Latin and Modern Ballroom Dancing – Advanced

12 hours | 900-A06-00-01

**Tuition: \$115 (per student)**

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(Prerequisite: Latin and Modern Ballroom Dancing - Level II)

**FOR COUPLES ONLY.** A continuation of Latin and Modern Ballroom Dancing level II, this course allows couples to refine advanced steps and routines and continue improving their overall style and technique on the dance floor.

**Friday: 20:30 – 21:30**

**Sept. 15 – Dec. 8**

**(no class on Oct. 6)**

*Instructor: Robert Falsetti*



# PROFESSIONAL DEVELOPMENT AND INTEREST COURSE REGISTRATION FORM

Date of birth \_\_\_\_\_

JAC student number, if known

Family name at birth \_\_\_\_\_

Given name \_\_\_\_\_ Sex \_\_\_\_\_

Married name, if applicable \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Postal code \_\_\_\_\_

Tel. # (H) \_\_\_\_\_ Bus. # \_\_\_\_\_

E-mail \_\_\_\_\_

## COURSE SELECTION: NON-CREDIT INTEREST COURSES ONLY

COURSE NUMBER

9	0	0						0	0		
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1 TITLE

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COURSE NUMBER

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2 TITLE

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COURSE NUMBER

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3 TITLE

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COURSE NUMBER

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4 TITLE

 \$

<b>TOTAL AMOUNT ENCLOSED:</b>										
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 \$

# PROFESSIONAL DEVELOPMENT AND INTEREST COURSE REGISTRATION

## Registration Options (See p. 1 for details)

- Omnivox Online: starting July 4
- In person: starting August 22

## Language Placement Test

New students registering in a French or English language course must come to the Registrar's Office (H-128) for a placement test on:

**Tuesday, August 22, 2017**  
(17:00 – 19:00)

Returning students may register for the next level without a placement test.

## Fees for Senior Citizens (65 years & over)

Seniors are eligible for a 20% discount on tuition fees for all courses, with the exception of the course *Building a Successful Online Business on Wordpress*.

## Refund Policy

Tuition fees for non-credit courses are refundable upon receipt of written notification as follows:

- Full refund before the first scheduled class
- 50% refund before the second scheduled class
- No refund after the second scheduled class

To request an **official withdrawal** from a course, students may:

- come in person to the Registrar's Office (H-128)
- e-mail: [rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca)
- fax: 514-457-6812

## Course Cancellation

The Centre for Continuing Education reserves the right to cancel any non-credit course due to insufficient registration prior to the start of classes. Students registered in a cancelled class will be contacted and their monies refunded in full.



# SPECIALIZED IT COURSES

## Part-time IT courses for individuals that are working

Visit the webpage: [www.johnabbott.qc.ca/iteq](http://www.johnabbott.qc.ca/iteq) for updated schedules, course descriptions and registration details.



Managing and Processing of Big Data – I	48h	\$98
Managing and Processing of Big Data – II	45h	\$90
Big Data: Reporting and Prediction	45h	\$90
Windows Server 2016	35h	\$70
Windows Server 2016 – Active Directory	35h	\$70
Windows Operating System	30h	\$60
Windows Security – Introduction	30h	\$60
Linux – Operating System	30h	\$60
Linux Security – Introduction	30h	\$60
Linux Security – Advanced	30h	\$60
ITIL®2011 Foundation	25h	\$50
ITIL®2011 Practitioner	18h	\$50
JavaScript I	45h	\$90
Managing a Cloud Computing Project	30h	\$60
Microsoft Azure -Fundamental Concepts	45h	\$90
Microsoft Access – Advanced	28h	\$56
VBA for Access	20h	\$40
Mobile Apps Development for Android – Beginner	35h	\$70
Mobile Apps Development for iPhone/iPad – Beginner	35h	\$70
Python – Level 1	24h	\$48
Python – Level 2	24h	\$48
Python – Level 3	30h	\$60
SQL – Beginner	24h	\$48
SQL – Intermediate	24h	\$48
SQL – Advanced	24h	\$48
Reporting Services	21h	\$42
SQL Analysis	24h	\$48
SQL Integration Services ( SSIS)	21h	\$42
SQL – Data Quality Services (DQS)	21h	\$42
VBA for Excel	20h	\$40

\*Subsidized rate for eligible participants, \$2 per course hour

**Please call 514-457-5036 for further information.**

Courses funded by Emploi-Québec de l'Île-de-Montréal  
for persons who are employed

See the full description: [montezdeniveau.ca](http://montezdeniveau.ca)

# CREDIT PROGRAMS | PROGRAM SELECTION AND ADMISSION REQUIREMENTS

## DEC PROGRAMS (*Diplômes d'études collégiales*)

Students who meet the admission requirements for a DEC program, are eligible to register on a part-time or full-time basis, in courses pertaining to a DEC program.

Due to limited course offerings, it is not possible to follow an entire DEC program in Continuing Education.

For information on DEC program specific requirements: [www.johnabbott.qc.ca/continuing-education](http://www.johnabbott.qc.ca/continuing-education).

Please refer to pp. 13-15 for course descriptions.

Hourly tuition fee: \$2.00

### ADMISSION

Applicants are eligible to register in a DEC program under the following conditions:

- Have a secondary school diploma **AND**
- Have completed the courses Secondary 5 Language of Instruction, Secondary 5 Second Language, Secondary 4 Science and Technology or Secondary 4 Applied Science and Technology, Secondary 4 History and Citizen Education

**OR**

- Have a Québec Secondary School Vocational Diploma **AND**
- Have completed the courses: Secondary 5 Language of Instruction, Secondary 5 Second Language and Secondary 4 Mathematics

**OR**

- Applicants who have not studied in Québec must have education deemed equivalent by the College

**Please note:** Applicants with a certificate other than a Secondary School Diploma must have completed the secondary school requirements set by their province or country. Specific program requirements and all other requirements particular to John Abbott College must be met.

## AEC PROGRAMS (*Attestation d'études collégiales*)

For students who wish to enroll in a program in order to acquire or upgrade technical or professional skills for the job market, career advancement or career change. Evening AEC programs are offered on a part-time or full-time basis.

Please refer to pp. 10-11 for course descriptions and to p. 12 for program requirements.

Hourly tuition fee: \$2.00

- LEA.BJ – Cisco Networking
- LCE.0Z – Publication and Web Design
- LCA.84 – Finance

For information on tuition free full-time Attestation programs, please refer to pp. 22-26 for program descriptions and specific admission requirements.

### ADMISSION

Applicants are eligible to register in an AEC program under the following conditions:

- Have a Québec Secondary School Diploma **OR** have instruction deemed acceptable by the College **AND**
- Have interrupted their studies for at least two consecutive semesters or one school year

**OR**

- Be covered by an agreement between the College and an employer or government program

**OR**

- Have completed at least one year of post-secondary studies spread over one year or more **AND**
- Be a Canadian citizen or a permanent resident or the holder of a valid student visa and provide photocopied proof of eligibility

**Please note:** Students who do not meet the admission requirements to an AEC program **OR** do not want to register in a program, may select *à la carte* courses. Please see 080.CA - Career Development courses.

**080.CA Career Development Courses — CÉGEP À LA CARTE**

For students who wish to acquire or upgrade technical or/and professional skills for the job market and who are not registered in a diploma (DEC or AEC) program.

Students may select *à la carte* courses in the following areas:

- Business Administration
- Computer Science
- Economics
- Publication and Web Design

Please refer to pp. 10-11 for course descriptions.

Hourly tuition fee: \$2.00

**081.AS Academic Standing**

Former day students that have not fulfilled the conditions of the College's Academic Standing Policy (probation), must select this program

*Please note:* Please refer to your day progression chart and/or see an Academic Advisor for proper course selection

Hourly tuition fee: \$2.00

**080.04 University Prerequisites**

For students registering in courses required to meet admission requirements in a specific university program.

Hourly tuition fee: \$2.00

**080.02 Independent Studies**

For students who do not meet the admission requirements to a program OR for students registering in a credit course without enrolling in a program.

*Please note:* As this is not a program of studies, additional fees are charged to students.

Hourly tuition fee: \$6.00

For general information, please call 514-457-6610 x.5266 or 5267 or visit our website: [www.johnabbott.qc.ca/continuing-education](http://www.johnabbott.qc.ca/continuing-education).

**RAC**

Use RAC to validate your competencies

**Who should attend**

The recognition of acquired competencies (RAC) is a process that allows adults to be evaluated and obtain official recognition (credits) for competencies acquired on the job or through real life experience in relation to a DEC or an AEC program of study.

**Who is RAC for?**

The adult who has gained significant experience in an area related to a college-level program of study.

**RAC services are offered in:**

- Residential Real Estate Brokerage
- General Education
- Internet Programming
- Publication and Web Design
- Office Systems Management

For further information or to discuss your eligibility to **RAC** please contact a RAC Advisor at 514-457-6610 x5278 or [rac@johnabbott.qc.ca](mailto:rac@johnabbott.qc.ca).

# CÉGEP À LA CARTE & AEC PROGRAMS | COURSES

## BUSINESS ADMINISTRATION

*Credits may be applied to an Attestation in Finance (LCA.84). See p.12*

### Introduction to Business

45 hours, 2.00 credits | 410-A03-AB-80

(No prerequisite)

This course introduces the economic system within which business operates and then explores the four functional areas of business such as Finance, Marketing, Personnel and Production. By discussing the vocabulary and practices of each of the segments, students derive an understanding of how the areas function independently and together, as well as the social and economic environments which affect them.

**Tuesday: 19:00 – 22:00**

**Aug. 29 – Dec. 5**

### Marketing

45 hours, 2.00 credits | 410-A13-AB-80

(No prerequisite)

This introductory marketing course provides a general but sound understanding of the principles of marketing, conventional marketing terms and definitions, and the marketing manager's job. Students develop, within a Canadian context, an appreciation of the marketing environment and its relationship to marketing problems and decisions. Consumer behaviour and the "marketing mix" (product, price, promotion, distribution) are the basis for the principles under discussion.

**Wednesday: 19:00 – 22:00**

**Aug. 30 – Dec. 6**

### Business Law

45 hours, 2.00 credits | 410-A23-AB-80

(No prerequisite)

This course gives students an understanding of the legal environment of business. Students become familiar with the legal structures in our society and the function of law in the business community. Specific areas include the structure of the court system, court proceedings in a civil action, elements of contract law, the legal forms of business and property ownership, Constitution Act, 1982, Charter of Human Rights and Freedoms, and court cases. The Civil Code of Québec and the importance of law in the business world are also studied.

**Thursday: 19:00 – 22:00**

**Aug. 31 – Dec. 7**

### Accounting I

60 hours, 2.66 credits | 410-104-AB-80

(No prerequisite)

This introductory course in Accounting outlines the record-keeping and data accumulation aspects of accounting in order to provide the student with a sound knowledge of fundamental accounting techniques. After an introduction to double-entry bookkeeping principles, this course covers recording transactions, adjusting entries, worksheets, preparation of financial statements, use of special journals, as well as topics relating specifically to the accounting treatment of cash, accounts receivable, inventories and fixed assets.

**Wednesday: 18:30 – 22:30**

**Aug. 30 – Dec. 6**

### Management Accounting

60 hours, 2.66 credits | 410-B44-AB-80

(Prerequisite: Accounting II, 410-B34)

This course introduces students to the contribution approach to statement presentation. Students develop operating budgets, cash budgets and forecasted financial statements. They calculate and interpret budget variances and practice communicating budgets and relevant follow-up controls, as well as making proposals for action based on results.

**Monday: 18:30 – 22:30**

**Aug. 28 – Dec. 11 (plus make-up class)**

### Computerized Accounting: SAGE 50 Accounting (formerly Simply Accounting)

60 hours, 2.00 credits | 410-304-AB-80

(Prerequisite: Accounting I, 410-104)

Students learn how to convert manual accounting records into computerized information with **SAGE Accounting®** for Windows software. After introducing computerized accounting principles, hands-on exercises include: preparing a chart of accounts; business transactions (including GST), paying suppliers, and depositing customers' cheques. Students generate financial statements and develop an understanding of the importance of internal control and audit trails.

**Tuesday: 18:30 – 22:30**

**Aug. 29 – Dec. 5**

### Business Communication Skills

45 hours, 2.00 credits | 410-B03-AB-80

(Prerequisite: Knowledge of the Microsoft Office Suite applications: Word & PowerPoint)

This course is designed for students to develop their public speaking, interpersonal and writing skills as professionals. Students prepare for a variety of business writing and pres-

entations. They practice formal and informal business communication including letters, memos and presentations and apply these formats to a variety of purposes and audiences. Students are expected to make use of PowerPoint or other presentation software.

**Thursday: 19:00-22:00**

**Aug. 31- Dec. 7**

## CISCO

### The Cisco Network Academy

*Credits may be applied to an Attestation in Cisco Networking (LEA.BJ). See p. 12*

(Prerequisites: is recommended good knowledge of computer fundamentals).



Networking  
Academy

The Cisco Networking Academy Program teaches students to design, build and maintain computer networks. The curriculum covers a broad range of topics from basic networking skills, such as pulling cables, to more complex concepts applying advanced troubleshooting tools.

The program combines instructor led classroom on-line learning with hands-on laboratory exercises where students apply what they learn in class while working on actual networks. Upon successful completion of the four modules, students are eligible to write the **Cisco Certified Network Associate (CCNA)** examination.

Prerequisites: high school Math 536, or the equivalent, and a good knowledge of computer fundamentals.

### Cisco I

90 hours, 3.00 credits | 420-E46-AB-80

- OSI model and industry standards
- Network topologies
- IP addressing, including subnet masks
- Networking components
- Basic network design
- Troubleshooting

**Tuesday & Thursday: 18:30 – 22:30**

**Saturday: 09:00 – 13:00**

**Sept. 5 – Oct. 28**

### Cisco II

90 hours, 3.00 credits | 420-E76-AB-80

(Prerequisite: Cisco I - no equivalency permitted)

- Router components
- Router configuration
- Router protocols
- Single-Area OSPF
- Multi-Area OSPF

- Switch configuration
- InterVlan Routing
- Access Control Lists
- Network Address Translation  
DHCP

**Tuesday & Thursday: 18:30-22:30**

**Saturday: 09:00-13:00**

**Nov. 8 – Dec. 16**

**(no class from Dec.17, 2017 - to Jan. 8, 2018)**

**Jan. 9- Jan. 18**

**Network Segmentation: Cisco III and Cisco IV will be offered in January 2018**

## COMPUTER SCIENCE

### Introduction to Computers

60 hours, 2.00 credits | 420-A04-AB-80

(No prerequisite – knowledge of Windows is an asset).

Students are introduced to the fundamental concepts involved in using a modern micro-computer system. This course combines both classroom and laboratory sessions allowing students to apply newly learned skills directly on the computer. The main features of the Windows operating system are covered, as well as the **Microsoft Office 2016** suite of applications: **Word, Excel, Access** and **PowerPoint**.

**Wednesday: 18:30 – 22:30**

**Aug. 30 – Dec. 6**

## ECONOMICS

### Macroeconomics

45 hours, 2.00 credits | 383-920-AB-80

(No prerequisite)

The purpose of this course is to familiarize students with important macroeconomic concepts such as the determination of gross national product, the unemployment rate, the consumer price index, business cycles, the creation of money, and the balance of payments. Fiscal and monetary instruments of economic policy are examined in the context of the Canadian economy. Topics dealing with international trade and finance in relation to the Canadian experience are also discussed.

**Thursday: 19:00 – 22:00**

**Aug. 31 – Dec. 7**

## PUBLICATION & WEB DESIGN

*Credits may be applied to an Attestation in Publication and Web Design (LCE.OZ). See p. 12*

### Computer Graphics: the MAC

60 hours, 2.00 credits | 412-B01-AB-80

(No prerequisite)

A prerequisite to more advanced 412 courses, this course introduces two graphic software applications, covering the basics of Digital Photo Processing and Drawing Software. Students learn to use the **MAC** operating system. They will create logos and simple drawings with **Adobe Illustrator CC**, process, retouch, combine images such as digital photos with **Adobe Photoshop CC**.

**Wednesday: 18:30 – 22:30**

**Aug. 30 – Dec. 6**

### Photo Editing : Photoshop

60 hours, 2.00 credits | 412-B02-AB-80

(Prerequisite: Computer Graphics, 412-B01or Computer Graphics for the Workplace, 412-DCC)

This course is designed to further explore **Adobe Photoshop**, the leading image processing, retouching and manipulation software. Using **Adobe Photoshop CC**, students will learn digital retouching, compositing, calibration and how to create selections for print and web. Students will also become familiar with the advantages and disadvantages of the various file formats used in print and web design. Students will use **Adobe Bridge** for batch processing, digital asset management (DAM), work with RAW camera files as well as learn how to create HDR (High Dynamic Range) images.

**Monday: 18:30 – 22:30**

**Aug. 28 – Dec. 11 (plus make-up class)**

### Page Design: InDesign

60 hours, 2.00 credits | 412-B04-AB-80

(No prerequisite)

Using **Adobe InDesign CC**, students will learn how to customize and create master pages, templates with guides, text, pictures, colours and styles in a variety of page layout applications. They will integrate these features in creative projects, such as posters, flyers, journals and calendars. Layout is the main focus of this course and students will create layouts for various print formats.

**Thursday: 18:30 – 22:30**

**Aug. 31 – Dec. 7**

## Publication Design

60 hours, 2.33 credits | 412-B07-AB-80

(Prerequisite: Page Design, 412-B04 or 412-DCT)

Students will design and produce multipage documents with text, images and artwork. Using page layout, image editing and illustration software such as **Adobe InDesign CC**, **Adobe Photoshop CC** and **Adobe Illustrator CC** students will advance their understanding of mechanical layout and page design that balances form and function. Essential elements of page structure and organization of information that facilitates reader-friendly page layouts will be explored. Projects may include some of the following: brochures, book chapters, CD or DVD packaging, and sample pages from annual reports, newsletters and magazines. In addition to preparing documents for print, students will use and tweak **InDesign** to publish to online formats such as pdfs and ePubs for tablets and mobile phones.

**Thursday: 18:30 – 22:30**

**Aug. 31 – Dec. 7**

## Web I

60 hours, 2.00 credits | 412-B08-AB-80

(No prerequisite)

This course provides students with a thorough grounding in the basics of HTML (structural tags, site hierarchy, links, etc.). As well, they will learn the Cascading Style Sheets (CSS) language allowing them to enhance the appearance of their websites, and produce sophisticated design layouts using typographical effects, color and basic interactivity. Students will create websites that are technically functional, aesthetically pleasing, and marketable.

**Tuesday: 18:30 – 22:30**

**Aug. 29 – Dec. 5**

## ACADEMIC ADVISING

For questions:

**e-mail** [advisors@johnabbott.qc.ca](mailto:advisors@johnabbott.qc.ca),  
**call** 514-457-6610 x.5290 or **drop-in**.

Drop in hours:

August 14-18, 2017

10:00 – 16:00

Student Services, Herzberg building (H-148)

August 22, 2017

16:00 – 19:00

Registrar's Office, Herzberg building (H-128)



# PART-TIME ATTESTATIONS

## CISCO NETWORKING ATTESTATION AEC LEA.BJ

### OBJECTIVE

To teach students to design, build and maintain computer networks. Upon successful completion of the four courses, students are eligible to write the **Cisco Certified Network Associate (CCNA)** examination.

420-E46-AB	Cisco I (F'17)
420-E76-AB	Cisco II (F'17)
420-EA6-AB	Cisco III (W'18)
420-EB6-AB	Cisco IV (W'18)



Networking  
Academy

These courses are also available *à la carte* under the Career Development Program. See page 10.

For further information, please call 514-457-5036.

## PUBLICATION & WEB DESIGN ATTESTATION AEC LCE.OZ

### OBJECTIVE

Using popular industry software such as **Adobe InDesign**, **Adobe Photoshop**, **Adobe Illustrator**, **HTML**, and **Dreamweaver** this program provides students with the skills needed for today's competitive graphic and web design market.

412-B01-AB	Computer Graphics (F,W)
412-B02-AB	Photo Editing (F'17)
412-B03-AB	Drawing Software (W'18)
412-B04-AB	Page Design (F,W)
412-B05-AB	Graphic Design (W'18)
412-B06-AB	Graphics Studio (F'18)
412-B07-AB	Publication Design (F'17)
412-B08-AB	Web I (F,W)
412-B09-AB	Web II (W'18)
412-B10-AB	Web III (F'18)

These courses are also available *à la carte* under the Career Development Program. See page 11.

For further information, please call 514-457-5036.

## FINANCE ATTESTATION AEC LCA.84

### OBJECTIVE

To give students a sound introduction to business administration and financial accounting practices, in preparation for work and/or advancement in the field of finance.

Program Content: Students must complete Accounting I (410-104) before enrolling in other accounting courses and should complete Introduction to Business (410-A03) before enrolling in other business courses.

410-A03-AB	Introduction to Business (F,W)
410-104-AB	Accounting I (F,W)
410-B34-AB	Accounting II (F'18)
410-304-AB	Computerized Accounting (F,W)
410-B44-AB	Management Accounting (F'17)
410-A23-AB	Business Law (F,W)
410-A13-AB	Marketing (F,W)
410-B24-AB	Finance (W'18)
410-624-AB	Tax (W'18)
383-920-AB	Macroeconomics (F,W)

These courses are also available *à la carte* under the Career Development Program. See page 10.

For further information, please call 514-457-5036.

# DEC PROGRAMS | COURSES

## ANTHROPOLOGY

### Introduction to Anthropology

45 hours, 2.00 credits | 381-100-AB-80

(No prerequisite)

Anthropology is the study of all aspects of human life from the distant past to the present and throughout all areas of the world. In this course you will be introduced to the methods and concepts of physical anthropology, archaeology, and cultural anthropology. Through lectures and labs you will learn about human evolution, the prehistory and history of ancient civilizations, and the diversity of cultures in the world today. This introductory course will provide you with general knowledge of anthropology as well as prepare you for more specialized courses in the field.

**Thursday: 18:30 – 21:30**

**Aug. 31 – Dec. 7**

### Forensic Anthropology

45 hours, 2.00 credits | 381-DBE-AB-80

(Complementary course)

Forensic Anthropology is the application of anthropological knowledge, skills, and abilities to the study of human remains in a criminal context. Forensic anthropologists generally deal with partially or fully skeletonized remains and try to answer two basic questions: "Who are you?" and "How did you end up like this?" In this course, you will have an opportunity to learn how anthropologists read the stories that bones tell and to try your own hand at reading real human skeletal remains.

**Tuesday: 18:30 – 21:30**

**Aug. 29 – Dec. 5**

## BUSINESS ADMINISTRATION

### Introduction to Business

45 hours, 2.00 credits | 401-100-AB-80

(No prerequisite)

45 hours, 2.00 credits | 401-DAA-03-80

(Complementary course)

This course introduces the economic system within which business operates and then explores the four functional areas of business such as Finance, Marketing, Personnel and Production. By discussing the vocabulary and practices of each of the segments, students derive an understanding of how the areas function independently and together, as well as the social and economic environments which affect them.

**Tuesday: 19:00 – 22:00**

**Aug. 29 – Dec. 5**

## Marketing

45 hours, 2.00 credits | 401-251-AB-80

(Prerequisite: Introduction to Business, 401-100)

This introductory marketing course provides a general but sound understanding of the principles of marketing, conventional marketing terms and definitions, and the marketing manager's job. Students develop, within a Canadian context, an appreciation of the marketing environment and its relationship to marketing problems and decisions. Consumer behaviour and the "marketing mix" (product, price, promotion, distribution) are the basis for the principles under discussion.

**Wednesday: 19:00 – 22:00**

**Aug. 30 – Dec. 6**

## Business Law

45 hours, 2.00 credits | 401-253-AB-80

(Prerequisite: Introduction to Business, 401-100)

This course gives students an understanding of the legal environment of business. Students become familiar with the legal structures in our society and the function of law in the business community. Specific areas include the structure of the court system, court proceedings in a civil action, elements of contract law, the legal forms of business and property ownership, Constitution Act, 1982, Charter of Human Rights and Freedoms, and court cases. The Civil Code of Québec and the importance of law in the business world are also studied.

**Thursday: 19:00 – 22:00**

**Aug. 31 – Dec. 7**

## ECONOMICS

### Macroeconomics

45 hours, 2.00 credits | 383-920-AB-80

(No prerequisite)

The purpose of this course is to familiarize students with important macroeconomic concepts such as the determination of gross national product, the unemployment rate, the consumer price index, business cycles, the creation of money, and the balance of payments. Fiscal and monetary instruments of economic policy are examined in the context of the Canadian economy. Topics dealing with international trade and finance in relation to the Canadian experience are also discussed.

**Thursday: 19:00 – 22:00**

**Aug. 31 – Dec. 7**

## Microeconomics

45 hours, 2.00 credits | 383-250-AB-80

(Prerequisite: Macroeconomics, 383-920-AB)

This course acquaints students with the basic principles of microeconomics such as consumer theory, demand and supply, elasticity, production and costs, market structure and behaviour, and the determination of factor incomes. Contemporary topics such as the environment, urban issues and government intervention in the market are discussed.

**Monday: 19:00 – 22:00**

**Aug. 28 – Dec. 11 (plus make-up class)**

## HISTORY

### History of Western Civilization

45 hours, 2.00 credits | 330-910-AB-80

(No prerequisite)

The roots of western civilization in Mesopotamia and Egypt are examined. Our Greek and Roman heritage, Christianity, barbarian invasions, the fall of the Roman Empire and the first great, uniquely European civilization which took shape during the Middle Ages are also covered. The course emphasizes the Renaissance, Reformation, Scientific Revolution, Age of Discovery, Enlightenment, French Revolution, Industrialization, Nationalism and the Age of Imperialism.

**Tuesday: 19:00 – 22:00**

**Aug. 29 – Dec. 5**

## ENGLISH

### Introduction to College English

60 hours, 2.33 credits | 603-101-MQ-80

60 hours, 2.33 credits | 603-101-MQ-81

(No prerequisite) **Note:** This course is a prerequisite to more advanced English courses.

This course is intended to bring students to a college level of proficiency in the areas of reading and writing about literature. It emphasizes reading comprehension of a variety of literary works (short stories, plays, poems and/or novels) and structured essays about the works. By the end of the semester, students are expected to produce a 750-word essay that meets specific performance criteria.

#### Section 80

**Monday & Wednesday: 19:00 – 21:00**

**Aug. 28 – Dec. 11 (plus make-up class)**

#### Section 81

**Tuesday & Thursday: 19:00 – 21:00**

**Aug. 29 – Dec. 7**

**Literary Genres**

60 hours, 2.33 credits | 603-102-MQ-80

(Prerequisite: Introduction to College English, 603-101)

The main focus of this course is to study the relationship between form and meaning. Students learn to observe and identify such structural elements as plot/character/point of view/scene, symbol, diction and how these interact to produce meaning. The course will focus on helping students recognize the patterns that enrich the works, the themes that these patterns suggest, and the relationships between the significant elements of the work and the themes. Students are expected to write a 1000-word essay that meets specific criteria.

**Monday & Wednesday: 19:00 – 21:00**  
**Aug. 28 – Dec. 11 (plus make-up class)**

**Literary Themes**

60 hours, 2.66 credits | 603-103-MQ-80

(Prerequisite: Introduction to College English, 603-101)

The course examines how literature interprets the human condition. Formal analysis (looking at the organization of a work) provides many insights about a literary work, but we can also ask questions about perspective, attitudes, assumptions and social settings. To this end, students in a thematic course should learn to recognize a work's literary themes, cultural context and value system. To pass this course, students are expected to write a 1000-word essay that meets specific criteria.

**Tuesday & Thursday: 19:00 – 21:00**  
**Aug. 29 – Dec. 7**

**HUMANITIES**

Humanities (Knowledge & World Views) pursue the general goals of: developing logical thought and recognizing its limitations; understanding various ways of acquiring knowledge and how those ways have developed historically; and examining systems of understanding. Knowledge and World Views courses help students understand different views of humanity and of knowledge through the use of a multi-disciplinary approach. This understanding will equip students to analyze, synthesize, and evaluate knowledge claims and world views.

**Humanities: World Views**

45 hours, 2.00 credits | 345-102-MQ-80

45 hours, 2.00 credits | 345-102-MQ-81

(No prerequisite)

World views are understandings of reality shared by groups or societies defined or self-defined on the basis of common geography, economic status, gender, sexual orientation, ideology, history, religion, spirituality, political values, psychology, language, culture, (dis)ability, etc. Course subtitle to be announced on the first evening of class.

**Section 80****Monday: 19:00 – 22:00****Aug. 28 – Dec. 11 (plus make-up class)****Section 81****Wednesday: 19:00 – 22:00****Aug. 30 – Dec. 6****Humanities: Knowledge**

60 hours, 2.00 credits | 345-101-MQ-80

60 hours, 2.00 credits | 345-101-MQ-81

(No prerequisite)

A field of knowledge can be any serious body of knowledge relating to education, law, psychology, creativity, social behaviour, or other disciplines. Humanities approaches each from an interdisciplinary perspective. Course subtitle to be announced on the first evening of class.

**Section 80****Tuesday: 18:30 – 22:30****Aug. 29 – Dec. 5****Section 81****Thursday: 18:30 – 22:30****Aug. 31 – Dec. 7****MATHEMATICS****Algebra & Trigonometry**

90 hours, 3.33 credits | 201-015-50-80

(Prerequisite: Algebra, 201-007 or 201-013 or H.S. Math 426, 436, 526 or Math TS4, SN4).

Does not count as a part of a CEGEP program.

Students learn algebra, radicals, polynomials, rational expressions, factoring, equations and inequalities, functions, graphs, composition of functions, inverses, multiplication, long division, rational functions, parabolas, exponential and logarithmic functions, solving equations, trigonometry, angles, triangle trig, trig functions of any angle, identities, evaluating inverse trig functions and applications.

**Monday & Wednesday: 19:00 – 22:00****Aug. 28 – Dec. 11 (plus make-up class)****Calculus I**

75 hours, 2.66 credits | 201-NYA-05-80

(DEC pre-university Science program)

75 hours, 2.66 credits | 201-103-RE-80

(DEC pre-university Social Science or Commerce program)

(Prerequisite: Algebra &amp; Trigonometry, 201-009 or H.S. Math 536, TS5, SN5)

This course includes a review of algebra, functions, limits, continuity; differentiation of algebraic, trigonometric, exponential and logarithmic functions; related rates, curve sketching, optimization, including word problems, antiderivatives, definite integrals and areas.

**Tuesday & Thursday: 19:00 – 21:30****Aug. 29 – Dec. 7****Linear Algebra**

75 hours, 2.66 credits | 201-NYC-05-80

(DEC pre-university Science program)

75 hours, 2.66 credits | 201-105-RE-80

(DEC pre-university Social Science or Commerce program)

(Prerequisite: Calculus I, 201-NYA or 201-103)

This course covers the solution of systems of linear equations, matrices, determinants; vectors in 2-space and 3-space, dot product, cross product, lines and planes, introduction to concepts of linear combinations, spans, subspaces, linear dependence and independence, basis, dimension, row space, column space, null space and applications.

**Monday & Wednesday: 19:00 – 21:30****Aug. 28 – Dec. 11 (plus make-up class)****NUTRITION****Diet, Weight & Diseases**

45 hours, 2.00 credits | 120-DAB-AB-80

(Complementary course)

This course provides students with the knowledge and skills needed in order to understand the basic concepts of nutrition and health, identify risk factors for degenerative diseases, and apply sound nutritional principles in managing her/his weight and reducing her/his chances of developing nutrition-related diseases.

**Monday: 19:00 – 22:00****Aug. 28 – Dec. 11 (plus make-up class)****POLITICAL SCIENCE****Introduction to Political Science**

45 hours, 2.00 credits | 385-100-AB-80

(No prerequisite)

This course introduces students to political science and how politics, government and political systems work around the world. It provides the concepts, theories and methods that can be used to understand the political events and controversies in many countries such as Canada, United States, Great Britain, France, Germany, Russia and Japan. Topics include the modern state, form of government, political culture, contemporary ideologies, political parties, elections and voting behaviour.

**Wednesday: 19:00-22:00****Aug. 30 – Dec. 6****ACADEMIC ADVISING**

For questions:

**e-mail** advisors@johnabbott.qc.ca,**call** 514-457-6610 x.5290 or **drop-in**.

Drop in hours:

August 14-18, 2017 10:00 – 16:00  
Student Services, Herzberg building (H-148)August 22, 2017 16:00 – 19:00  
Registrar's Office, Herzberg building (H-128)

## PSYCHOLOGY

**Introduction to Psychology**

45 hours, 2.00 credits | 350-102-AB-80

(No prerequisite)

45 hours, 2.00 credits | 350-DAA-03-80

(Complementary course)

This course is the introductory course to the scientific study of human behaviour. Topics include: the major theoretical approaches to the study of psychology; the scientific methods of research in the behavioural sciences; the biological basis of psychology, including the brain and nervous system; sensation and perception; learning and memory, and stress.

**Monday: 19:00 – 22:00****Aug. 28 – Dec. 11 (plus make-up class)****Interaction and Communication**

45 hours, 2.00 credits | 350-251-AB-80

Prerequisite: Intro. to Psychology 350-102

45 hours, 2.00 credits | 350-DBA-03-80

No prerequisite: Complementary course

Communication makes us human: whether at school, work or play we are constantly absorbing information, asking questions and trying to make sense of and share our discoveries. We often take this feature of our experience for granted, not realizing that social interaction and communication are skills which can be studied and improved upon to enhance the quality of our lives. This course exposes students to the patterns of communication and social interaction and helps them appreciate the potential for personal development that may follow. Topics covered in this

course include relevant components of the processes of human Interaction and communication; self-image, self-confidence, and their characteristics; interpersonal perception; verbal and nonverbal communication; obstacles and suggestions for enhancement; decision making and problem solving; work groups; leadership and membership; assertive and compliant behaviours and their consequences.

**Wednesday: 19:00 – 22:00****Aug. 30 – Dec. 6**

## SOCIOLOGY

**Introduction to Sociology**

45 hours, 2.00 credits | 387-100-AB-80

(No prerequisite)

This course is designed to provide an initiation to the sociological perspective. Students will be introduced to the sociological perspective and the sociological imagination; linking the individual to society through historical, economic and social forces. The objectives of this course are to enable you to enjoy the study of Sociology and encourage you to pursue further courses in this discipline, and to provide you with a sociological imagination which broadens your understanding to your everyday life.

**Wednesday: 19:00 – 22:00****Aug. 30 – Dec. 6****Race, Ethnicity and Structured Inequality**

45 hours, 2.00 credits | 387-255-AB-80

(Prerequisite: Intro. to Sociology, 387-100-AB)

This course is designed to provide students with an understanding of Structured inequality in Canada based on race and ethnicity. The course offers a multidimensional analysis of prejudice, discrimination, and racism by discussing how dominant group-values, norms and conflicting ideologies affect the development and maintenance of inequitable social, economic, and cultural systems and structures in Canada. Also, racism is analyzed by looking at how it is manifested in government, education, media, human services, employment, justice, and law enforcement.

**Tuesday: 19:00 – 22:00****Aug. 29 – Dec. 5**



# REGISTRATION INFORMATION

## HOW TO REGISTER

New and returning students registering in a credit course may register online (OMNIVOX) as of August 16 at 09:00, or in person (Walk-in) as of August 22 at 16:00.

### New Student

You are a new student if:

- You have never registered in a **credit course** offered in Continuing Education at John Abbott College OR
- You were last registered in a **credit course** offered in Continuing Education at John Abbott College prior to Fall 2016 OR
- You were last registered in the **080.CA Career Development** program offered in Continuing Education at John Abbott College

### New students must:

- Select a program and verify admission requirements (see pp.8-9)
- Select a course ( see pp.10-11 and pp.13-15)
- Complete the admission and registration forms
- Submit all required documents

### Omnivox Online

- Complete the online application and course registration
- Pay fees using MasterCard / Visa
- E-mail all required documents within 48 hours of your registration to: [rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca) or by fax to: 514-457-6812 (Attention: Records Department/Required documents)

### Walk-in- Registrar's Office- Herzberg building (H-128)

- Complete the Request for Admission form
- Complete the Credit course registration form
- Bring all required documents
- Pay fees : Master Card/Visa/ Interac/ Cash

### Returning Student

You are a returning student if:

- You were registered in a credit course offered in Continuing Education at John Abbott College in Fall 2016 or Winter 2017

### Returning students must:

- Select a program and course
- Complete the credit course registration form

### Omnivox Online

- Select a course and register
- Pay fees: MasterCard/Visa

### Walk-in- Registrar's Office- Herzberg building (H-128)

- Complete the credit course registration form
- Pay fees : Master Card/Visa/ Interac/ Cash

For any questions or problems encountered during online registration, you can reach us by phone at 514-457-6610 x.5266 or 5267 or by e-mail at: [rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca).



## REQUIRED DOCUMENTS

FOR NEW STUDENTS OR STUDENTS LAST REGISTERED IN A CREDIT COURSE PRIOR TO FALL 2016

**IMPORTANT** – You must provide the Registrar’s Office (Herzberg building -128 ) with the required registration documents. These documents must be submitted within 48 hours of your registration. Unless we receive copies of your documents, your application will not be processed and your registration will be cancelled.

You may submit your documents by email to [rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca) or by fax 514- 457- 6812

YOUR SITUATION	DOCUMENTS REQUIRED
You were born in Québec	<ul style="list-style-type: none"> <li>Your valid Québec birth certificate (indicating parent’s names)</li> <li>Statement of Marks (<i>Relevé de notes</i>) issued by MELS proving completion of Secondary V Diploma or equivalent diploma IF applying for a credit (DEC or AEC) program</li> </ul>
You were born in Canada, but not in Québec	<ul style="list-style-type: none"> <li>Your valid birth certificate (indicating parent’s names)</li> <li>One of your parent’s valid Medicare card (if supported by your parents) or your valid Medicare card (if no longer supported by your parents)</li> <li>Statement of Marks (<i>Relevé de notes</i>) issued by MELS proving completion of Secondary V Diploma or equivalent diploma IF applying for a credit (DEC or AEC) program</li> </ul>
You are born outside of Canada, but are a Canadian citizen or Permanent resident	<ul style="list-style-type: none"> <li>Your valid birth certificate (indicating parent’s names) in English or French</li> <li>Canadian citizenship card/paper (both sides) or permanent residency card/paper (both sides)</li> <li>CSQ (<i>Certificat de Sélection</i>) – Primary option if applicable</li> <li>One of your parent’s valid Medicare card (if supported by your parents) or your valid Medicare card (if no longer supported by your parents)</li> <li>Statement of Marks (<i>Relevé de notes</i>) issued by MELS proving completion of Secondary V Diploma or equivalent diploma IF applying for a credit (DEC or AEC) program</li> </ul>

### Confirmation of Québec Resident Status

The rules that apply to the definition of Québec resident status are set by the “*Ministère de l’Éducation et de l’Enseignement Supérieur*”. Students are responsible for confirming their status and providing their educational institutions with the required documents.

If you do not qualify for Québec resident status or do not provide the required documents upon registration, you must pay the additional tuition fees applicable to students who are not deemed residents in Québec.

Students who do not have Canadian citizen or permanent resident status are subject to International tuition fees. Only students with a valid student visa and C.A.Q. valid until December 15, 2017, and medical insurance are permitted to register in credit courses. Documentation must be presented prior to registration.

Please contact the Registrar’s Office for further information 514-457-6610 x.5584.

# REQUEST FOR ADMISSION CREDIT COURSES ONLY

PROGRAM NUMBER

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CONTINUING EDUCATION

PROGRAM NAME \_\_\_\_\_

## A. PERSONAL INFORMATION

Permanent code	Letters	Numbers	Student number	Sex	M <input type="checkbox"/>	F <input type="checkbox"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>			
Family name at birth	Married name (if applicable)		Date of birth			
<input type="text"/>	<input type="text"/>		Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>			
Usual given name	Mother tongue		Language normally spoken			
<input type="text"/>	FRENCH 1 <input type="checkbox"/> ENGLISH 2 <input type="checkbox"/> OTHER 3 <input type="checkbox"/>		FRENCH 1 <input type="checkbox"/> ENGLISH 2 <input type="checkbox"/> OTHER 3 <input type="checkbox"/>			

## B. PERMANENT ADDRESS

Number	Street/Rural route/P.O. Box	Apartment			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
City/Town	Province	Postal Code (Important)	Area Code	Telephone number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
e-mail	Phone no. at work	Area Code	Telephone number	Local	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## C. OTHER INFORMATION

Place of permanent residence on Jan. 1, 2017			
1 <input type="checkbox"/> Province of Québec	2 <input type="checkbox"/> Elsewhere in Canada	3 <input type="checkbox"/> Outside Canada	
Place of birth: If Canada	City/Town	Province	IF OUTSIDE CANADA: Please specify country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Legal Status of Residence in Canada:		Father's family name (even if deceased)	
<input type="checkbox"/> Canadian Citizen <i>Specify:</i> 1 <input type="checkbox"/> Canadian    2 <input type="checkbox"/> First Nations    3 <input type="checkbox"/> Inuit		<input type="text"/>	
<input type="checkbox"/> Other <i>Specify:</i> 4 <input type="checkbox"/> Permanent resident    7 <input type="checkbox"/> Member of diplomatic family 5 <input type="checkbox"/> Student visa    8 <input type="checkbox"/> Refugee 6 <input type="checkbox"/> Other    9 <input type="checkbox"/> Temporary work permit		Father's given name (even if deceased)	
		<input type="text"/>	
Country of citizenship (if other than Canada):		Mother's maiden name (even if deceased)	
<input type="text"/>		<input type="text"/>	
Official Document		Mother's given name (even if deceased)	
<input type="text"/>		<input type="text"/>	
Your principal occupation during the last six months (check on box only):			
1 <input type="checkbox"/> Studies    2 <input type="checkbox"/> Work    3 <input type="checkbox"/> Other _____			

## D. ACADEMIC BACKGROUND

1. Have you ever taken or are you taking courses in a college-level institution?		1 <input type="checkbox"/> YES	If yes	a) Name of last institution attended:
		2 <input type="checkbox"/> NO		_____
			b) Are you presently attending this institution?	1 <input type="checkbox"/> YES    2 <input type="checkbox"/> NO
2. Last year of studies completed, or now in progress, before entering a college-level institution.				
1 <input type="checkbox"/> Less than Secondary V	4 <input type="checkbox"/> Secondary V DES or DEP	Name of institution: _____		
2 <input type="checkbox"/> Grade 11	Name of the school board (regional): _____			
3 <input type="checkbox"/> Grade 12	5 <input type="checkbox"/> Other, specify: _____			
3. Number of school years completed: _____				

I hereby declare that the information given is correct. I authorize the College to verify the documents or information requested. I officially declare that:

I am taking the first course in the above DEC or AEC program with the specific goal of eventually obtaining a Diploma of College studies or an Attestation of College studies in this program.

**OR**

I have experience in a profession or trade, that I do not intend to obtain a diploma, and that I am enrolling part time only in order to improve my professional status or to enter the job market.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

# CREDIT COURSE REGISTRATION FORM

New students and students registered prior to **Fall 2016**: Select a program and check admission requirements (see pp. 8-9) and select a course (see pp. 10-11 and pp. 13-15).

Program # \_\_\_\_\_ Program name \_\_\_\_\_

Family name at birth \_\_\_\_\_

Given name \_\_\_\_\_

Married name, if applicable \_\_\_\_\_

Tel. # (H) \_\_\_\_\_ Bus. # \_\_\_\_\_

e-mail address \_\_\_\_\_

JAC student number, if known 

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## COURSE SELECTION: CREDIT COURSES ONLY

COURSE NUMBER

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1 TITLE

COURSE NUMBER

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2 TITLE

COURSE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3 TITLE

COURSE NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4 TITLE

For students registering in Career Development (080.CA) *Cégep à la carte* courses:

I officially declare that I have experience in a profession or trade, that I do not intend to obtain a diploma, and that I am enrolling part time only in order to improve my professional status or to enter the job market.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Tuition fees: \_\_\_\_\_ Other fees: \_\_\_\_\_

Total Fees Due: \_\_\_\_\_

# CREDIT COURSE REGISTRATION REMINDERS

## OMNIVOX ONLINE

**Beginning August 16, 2017 @ 09:00**

<http://johnabbott-conted.omnivox.ca>

(Visa/MasterCard)

## IN PERSON

• Come to the Registrar's Office (Herzberg building, H-128) beginning **August 22, 2017 from 16:00**. See special registration hours on page 1.

• Bring the required documents

• Be prepared to pay in full

(Visa/MasterCard/Interac/Cash)

## IMPORTANT

**NEW STUDENTS** and those registered prior to Fall 2016 who were **NOT BORN IN QUÉBEC** must provide documents confirming Québec resident status. See page 15 for information regarding confirmation of residence in Québec. Failure to submit appropriate documents will result in extra tuition fees.

**Make sure you register in the right course.  
See an Academic Advisor.**

## ACADEMIC ADVISING

For questions:

**e-mail** [advisors@johnabbott.qc.ca](mailto:advisors@johnabbott.qc.ca),

**call** 514-457-6610 x.5290 or **drop-in**.

Drop in hours:

August 14-18, 2017 10:00 – 16:00

Student Services, Herzberg building (H-148)

August 22, 2017 16:00 – 19:00

Registrar's Office, Herzberg building (H-128)

# FEES

Type of Fee	Career Development Studies (080.CA)	Part-Time in a DEC or AEC Program	Full-Time in a DEC Program	Full-Time in a AEC Program	Independent Studies (080.02)
<b>Application Fee<sup>1</sup></b>	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
<b>General Fees:</b>					
• Registration Fee <sup>2</sup>	\$5.00/course	\$5.00/course	\$20.00/semester	\$5.00/course	\$5.00/course
• Educational Support Fee	\$6.00/course	\$6.00/course	\$25.00/semester	\$6.00/course	\$6.00/course
• Student Services Fee	\$18.00/course	\$18.00/course	\$72.00/semester	\$18.00/course	\$18.00/course
• Student Association Fee			\$45.00/semester		
<b>Tuition Fees:</b>					
• Québec Resident	\$2.00/course hour	\$2.00/course hour	No tuition	No tuition	\$6.00/course hour
• Non-Québec Resident	\$7.36/course hour	\$7.36/course hour	\$1,508.00/semester	\$1,508.00/semester	\$7.36/course hour
• International <sup>3</sup>	fees vary according to program	fees vary according to program	fees vary according to program	fees vary according to program	fees vary according to program

<sup>1</sup>Application Fee: This is a one-time non-refundable fee that is charged to students who have never taken a credit course at John Abbott College.

<sup>2</sup>Registration Fee: This non-refundable fee covers the costs associated with the registration process and related services.

<sup>3</sup>International Tuition Fees: These vary from \$29.19/course hour to \$45.25/course hour

## PAYMENT METHODS

All fees must be paid in full at the time of registration.

- **Omnivox Online Registration:** Visa/MasterCard
- **In person: Registrar's Office:** Visa/MasterCard/Interac/Cash

## STUDENT STATUS DEFINITIONS FOR STUDENTS ENROLLED IN A DEC OR AEC PROGRAM

- Part-time student: taking less than 180 hours or four courses per semester.
- Full-time student: taking a minimum of 180 hours or four courses **in a program** per semester.
- *Fin de programme* status, i.e. students completing the last semester towards completion of their program, and taking up to three courses and less than 180 hours.

**Note: Full-time students whose attendance is not validated for all courses or who drop a course below the minimum full-time course load, will see their status changed to part-time. Tuition fees will be calculated and charged accordingly.**

## FEES

### EDUCATIONAL SUPPORT FEE

This fee covers the cost for ID cards, Academic Advising and the Academic Success Centre services.

### STUDENT SERVICES FEE

This fee covers the costs of Counselling, Student Employment Centre and Financial Assistance services.

### STUDENT ASSOCIATION FEE

This fee covers the cost of Student Union Services, Clubs, Sports, Activities, Oval Coffee House, Agenda Book and Student Resource Person.

### OUT OF PROVINCE TUITION FEES

Students must qualify for Québec resident status or be subject to non-Québec resident tuition fees.

### OUT OF COUNTRY TUITION FEES

Students who do not have Canadian citizen or permanent resident status are subject to International tuition fees. Only students with a valid student visa and C.A.Q. valid until December 15, 2017, and medical insurance are permitted to register in credit courses. Documentation must be presented prior to registration. For further information, contact the Registrar's Office at 514-457-6610 x5584.

### SENIOR CITIZENS (65 years & over)

Seniors are eligible for a 20% discount on tuition fees for credit courses. This does not include the Application Fee, Foreign Student Fees, Québec Non-Resident Fees or any additional fees listed.

**FEES FOR STAFF**

John Abbott College staff may apply to register for courses at no charge on a “stand-by” basis. For further details, call the Registrar’s Office at x5353.

**SUPPLEMENTARY FEES**

- Credit equivalence fees: Students submitting credits from other institutions (other than CEGEPs) are charged a non-refundable \$10.00 fee per course to defray the administration costs of the evaluation process.
- Additional copies of transcripts: a \$5.00 fee is charged for a copy of an unofficial transcript.
- Declaration of Attendance documents: a \$5.00 fee is charged for a letter of attendance.

**COURSE CANCELLATIONS**

Courses may be cancelled due to insufficient enrolment prior to the start of classes. Students registered in any cancelled course will be contacted and their tuition and registration fees refunded in full.

**COURSE WITHDRAWAL**

Students wishing to withdraw from a credit course must do so by **Friday, September 22, 2017**. Courses that have been dropped on or before this deadline will not show on student transcripts. After the **September 22** deadline, a failure (EC/Echec) will appear on the transcript. Cessation of classes or notification to the instructor only, does not constitute a formal course withdrawal.

**TO OFFICIALLY WITHDRAW FROM A COURSE**, you must provide a **written request** which includes your name, student number and course number **via** one of the following methods:

- By email: [rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca) subject: **Withdrawal**
- In person, bring in your written request to the Registrar’s Office (H-128)
- By fax **514-457-6812** (Attention: Records Department/Withdrawal)

Note: Full-time students who drop a course below the minimum full-time course load or whose attendance is not confirmed will see their status changed to part-time. Tuition fees will be calculated and charged accordingly.

**COURSE REFUNDS:** Students withdrawing from a credit course **before or no later than Friday, September 22, 2017**, are eligible for refunds as follows:

Type of Fee	Full-Time	Part-Time
Application Fee	NON-REFUNDABLE	
Registration Fee	NON-REFUNDABLE	
Tuition Fee	FULL REFUND before September 22, 2017 NO REFUND after September 22, 2017	
Education Support and Student Services Fee	FULL REFUND before the first scheduled class 50% REFUND before September 22, 2017 NO REFUND after September 22, 2017	
Student Association Fee	FULL REFUND before the first scheduled class 50% REFUND before September 22, 2017 NO REFUND after September 22, 2017	



# FULL-TIME ATTESTATIONS

## INTERNET PROGRAMMING AND DEVELOPMENT A.E.C. LEA.BN – (FINANCED BY MESS)

This intensive program encompasses the major frameworks and software architectures on the Internet today. Graduates of this program will find employment in both small and midsize business as well in larger enterprises. Typically, they will have one of the following job titles: Web Developer, Web Programmer, Web Application Developer, GUI Designer, and Web Designer.

### Prerequisites

- Secondary V Diploma or equivalent
- Knowledge in computer technology and experience with the Internet (tested)
- Aptitude for logic and problem solving and computer application (tested)
- Interview by the admissions committee to evaluate the match between the candidates' learning and career goals and the teaching objectives of the program.
- Working knowledge of French and English
- Fulfill AEC program admission requirements

### Courses

- Introduction to Computers, the Internet, and the Web
- HTML & XML
- Cascading Style Sheets (CSS)
- JavaScript
- Website Design
- Programming I – Introduction to Programming
- Programming II – Object-Oriented Programming
- Programming III – Advanced Java Programming
- Database I
- Database II
- PHP Programming
- Mobile Applications
- .NET Programming Fundamentals
- Visual Basic .NET and C# .NET Windows Development
- Enterprise Java Beans
- Developing ASP .NET Web Applications with ADO .NET
- Developing Web Services
- Work Term

### Program Duration

13 months (includes training in class/lab and a 10-week work-term).

**THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR (MESS).**

**For further information**, please refer to [www.johnabbott.qc.ca/ipd](http://www.johnabbott.qc.ca/ipd) or call 514-457-5036.

**Next Program:** September 5, 2017

## INTERNET PROGRAMMING AND DEVELOPMENT A.E.C. LEA.BN – (FINANCED BY EMPLOI-QUÉBEC)

This intensive program encompasses the major frameworks and software architectures on the Internet today. Graduates of this program will find employment in both small and midsize business as well in larger enterprises. Typically, they will have one of the following job titles: Web Developer, Web Programmer, Web Application Developer, GUI Designer, and Web Designer.

### Prerequisites

- Secondary V Diploma or equivalent
- Knowledge in computer technology and experience with the Internet (tested)
- Aptitude for logic and problem solving and computer application (tested)
- Interview by the admissions committee to evaluate the match between the candidates' learning and career goals and the teaching objectives of the program.
- Working knowledge of French and English
- Fulfill AEC program admission requirements **AND**
- Referral from Emploi-Québec (contract #535656-0)

### Courses

- Introduction to Computers, the Internet, and the Web
- HTML & XML
- Cascading Style Sheets (CSS)
- JavaScript
- Website Design
- Programming I – Introduction to Programming
- Programming II – Object-Oriented Programming
- Programming III – Advanced Java Programming
- Database I
- Database II
- PHP Programming
- Mobile Applications
- .NET Programming Fundamentals
- Visual Basic .NET and C# .NET Windows Development
- Enterprise Java Beans
- Developing ASP .NET Web Applications with ADO .NET
- Developing Web Services
- Work Term

### Program Duration

13 months (includes training in class/lab and a 10-week work-term).

**THIS PROGRAM IS FUNDED BY EMPLOI-QUÉBEC. CONTACT YOUR LOCAL EMPLOYMENT CENTRE (CLE) CONCERNING ELIGIBILITY.**

**For further information**, please refer to [www.johnabbott.qc.ca/ipd](http://www.johnabbott.qc.ca/ipd) or call 514-457-5036.

**Next Program:** September 25, 2017

## NETWORK ADMINISTRATION PROGRAM AEC LEA.80

The objective of this program is to train students to become network professionals. Graduates will be able to work as Network Administrators understanding different network protocols, installing network software, troubleshooting, managing a network and responding to the user's needs.

### Prerequisites

- Secondary V or equivalent diploma
- Math 536 or TS5 or SN5 or equivalent
- Aptitude for problem solving and knowledge of computer fundamentals (tested)
- Interview by the admissions committee to evaluate the match between the candidate's learning and career goals and the teaching objectives of the program
- Personal interview **AND**
- Fulfill AEC program admission requirements

### Courses

- Introduction to Network Administration
- Communication Skills and Job Search
- Windows Client
- PC Workstation
- CISCO I
- CISCO II
- CISCO III
- CISCO IV
- Network Installation and Administration I, II
- Network Operating System: UNIX
- Groupware Systems
- Linux Server
- Network Security
- Work Term

### Features

- Full-time intensive training
- 10-week work term in industry
- Taught by industry trained professionals
- Preparation for Windows, Cisco and Linux certifications

### Program Duration

14 months (includes training in class/lab and a 10-week work term).

**THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR.**

**For further information**, please refer to [www.johnabbott.qc.ca/netadmin](http://www.johnabbott.qc.ca/netadmin) or call 514-457-5036.

**Next Program:** October 16, 2017

## PC TECHNICAL SUPPORT PROGRAM AEC LEA.1S\*

The program's objective is to teach entry-level competencies necessary for effective participation as a PC technical support technician in a business environment. Technical support technicians are expected to assist PC users in solving daily problems relative to applications, web pages, hardware, software and network connections. Upon completion of the program students will be able to:

- Install hardware and software
- Set-up, maintain, troubleshoot and repair a computer work station
- Work with a network administrator and other members of a support team
- Maintain a help desk and provide customized services
- Provide technical assistance in a business environment

### Prerequisites

- Secondary V diploma or equivalent
- Basic knowledge in computer technology and experience with the Internet (tested)
- Aptitude for problem solving (tested)
- Interview by the admissions committee to evaluate the match between the candidates' learning and career goals and the teaching objectives of the program
- Working knowledge of French an asset
- Fulfill AEC program admission requirements **AND**
- Referral from *Emploi-Québec* (contract #535688)

### Courses

- MS Office
- Operating Systems: Windows, Linux
- Hardware
- Introduction to the Internet
- IP Telephony
- Groupware Systems
- Networking I, II & III
- The Art of Technical Support
- Job Search and Presentation Techniques
- Work Term

### Program Duration

11 months (includes training in class/lab and a 10-week work term).

**THIS PROGRAM IS FUNDED BY EMPLOI-QUÉBEC. CONTACT YOUR LOCAL EMPLOYMENT CENTRE (CLE), CONCERNING ELIGIBILITY.**

**For further information**, please refer to [www.johnabbott.qc.ca/tsp](http://www.johnabbott.qc.ca/tsp) or call 514-457-5036.

**Next Program:** November 27, 2017

\*This program is under revision.

## DAMAGE INSURANCE AEC LCA.6A (FINANCED BY MEES)

Damage insurance refers to all types of insurance other than life and health. The objective of this program is to provide participants with the necessary competencies to work in the field in the province of Québec in the roles of agent, broker, and underwriter and claims expert. This A.E.C is the first step in the process after which additional training, exams and certification and the *Autorité des marchés financiers (AMF)* are required.

### Prerequisites

- Secondary V diploma or equivalent
- Personal interview
- Working knowledge of French an asset **AND**
- Fulfill AEC program admission requirements

### Courses

- Concepts of Law in Damage Insurance
- Financial Accounting
- Personal Property and Liability Insurance
- Building Codes and Standards
- Professional Integration in a Computerized Environment
- Automobile Insurance
- Damage Insurance Communications and Sales
- Direct and Indirect Damages and Complementary Products
- Risk Analysis in Personal Lines Insurance
- Commercial Lines Liability Insurance
- Risk Analysis in Commercial- Lines Insurance
- Claims Adjustment
- Career Development

### Features

The program is offered on a full-time basis 3 evenings per week (Tuesday, Wednesday, Thursday 18:00-22:00) and every second Saturday (09:00-17:30)

### Program Duration

15 months

**THIS IS A FULL-TIME TUITION FREE PROGRAM FUNDED BY THE MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR (MEES)**

**For further information**, please refer to [www.johnabbott.qc.ca/di](http://www.johnabbott.qc.ca/di) or call 514 457-5036.

**Next Program:** September 5, 2017

## DAMAGE INSURANCE AEC LCA.6A – (FINANCED BY EMPLOI-QUÉBEC)

Damage insurance refers to all types of insurance other than life and health. The objective of this program is to provide participants with the necessary competencies to work in the field in the province of Québec in the roles of agent, broker, and underwriter and claims expert. This A.E.C is the first step in the process after which additional training, exams and certification and the *Autorité des marchés financiers (AMF)* are required.

### Prerequisites

- Secondary V diploma or equivalent
- Personal interview
- Working knowledge of French **AND**
- Fulfill AEC program admission requirements
- Referral from Emploi-Québec (**contract #498428-0**)

### Courses

- Concepts of Law in Damage Insurance
- Financial Accounting
- Personal Property and Liability Insurance
- Building Codes and Standards
- Professional Integration in a Computerized Environment
- Automobile Insurance
- Damage Insurance Communications and Sales
- Direct and Indirect Damages and Complementary Products
- Risk Analysis in Personal Lines Insurance
- Commercial Lines Liability Insurance
- Risk Analysis in Commercial- Lines Insurance
- Claims Adjustment
- Career Development

### Features

This program is offered on a full time basis during the day, Monday to Friday from 13:00 to 18:30.

### Program Duration

10 months

**THIS PROGRAM IS FUNDED BY EMPLOI-QUÉBEC. CONTACT YOUR LOCAL EMPLOYMENT CENTRE (CLE) CONCERNING ELIGIBILITY.**

**For further information**, please refer to [www.johnabbott.qc.ca/di](http://www.johnabbott.qc.ca/di) or call 514-457-5036.

**Next Program:** January 15, 2018

## COMPUTERIZED FINANCIAL MANAGEMENT AEC LCA.AB

This program trains students as technicians in the field of accounting and finance. The successful graduates will be able to intervene in all stages of the accounting cycle and to provide technical support for all tasks related to accounting.

### Prerequisites

- Secondary V diploma, Math 514 or equivalent
- Working knowledge of French an asset
- Personal interview **AND**
- Fulfill AEC program admission requirements

### Courses

- Introduction to Business
- Business Law
- Customer Service
- Business Communications
- Business Mathematics
- Accounting I, II & III
- Computerized Accounting I & II
- Introduction to Computers
- Business Computer Applications I & II
- Finance I & II
- Management Accounting
- Cost Accounting
- Internal Control
- Tax
- Job Search Techniques
- Work Term

### Program Duration

14 months (includes training in class and an 8-week work term in industry).

**THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE  
MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR.**

**For further information**, please refer to  
[www.johnabbott.qc.ca/cfm](http://www.johnabbott.qc.ca/cfm) or call 514-457-5036.

**Next Program:** September 18, 2017

## RESIDENTIAL REAL ESTATE BROKERAGE AEC EEC.1Y

Upon successful completion of this AEC (*Attestation d'études collégiales*) program students will be required to demonstrate that they have the seven (7) competencies required by the *Organisme d'autoréglementation du courtage immobilier du Québec* (OACIQ) in order to obtain a license to practice. The examination has been designed based on this competency framework. The exam may be written in English or French. Please note that those writing the exam in English will be required to prove French language competency before they will be issued their license.

### Prerequisites

- Secondary V diploma or equivalent OR have instruction deemed acceptable by the College
- Personal interview required **AND**
- Fulfill AEC program admission requirements

### Program Content

The program consists of eleven (11) credit courses for a total of 570 hours. Upon the successful completion of all eleven courses, the student is awarded an *Attestation d'études collégiales*.

### Courses

- Introduction to Residential Real Estate Brokerage
- Real Property Law
- Real Estate Business Law
- Real Estate Brokerage Act
- Communication Skills in Real Estate
- Residential Construction
- Real Estate Mathematics
- Residential Real Estate Appraisal
- Residential Real Estate Brokerage Contracts
- The Promise to Purchase
- Presentation of the Offer to Purchase
- Real Estate Exam Preparation Workshop

### Program Duration

The day program is offered on a full-time basis Monday to Friday over two semesters (6 months). The evening program is offered on a full-time basis, three evenings per week and every second Saturday over a period of 10 months.

### Fees

- |   |         |
|---|---------|
| • Application fee (non-refundable)  | \$30    |
| • Registration and tuition fees, course materials and preparatory seminar for OACIQ exams | \$4,245 |

**For further information**, please refer to  
[www.johnabbott.qc.ca/rreb](http://www.johnabbott.qc.ca/rreb) or call 514-457-6610 x5015.

**Next Program:** September 2017 (day program)  
Spring 2018 (evening program)

## REFRESHER PROGRAM FOR REGISTERED NURSES AEC CWA.OD

A full-time day program designed to prepare you for a RETURN TO NURSING after four years or more out of the workplace.

### Prerequisites

- Be a nursing graduate
- Hold a valid eligibility certificate from the *Ordre des infirmières et infirmiers du Québec* (OIIQ)
- Have been away from nursing for four years or more
- Have a working knowledge of French

### Courses

- Fundamentals of Nursing
- Health and Illness I
- Health and Illness II
- Continuum of Care

Students participate in *stages* in clinical settings throughout the Montreal region (day and/or evenings).

**THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR.**

**For further information**, please refer to [www.johnabbott.qc.ca/rrm](http://www.johnabbott.qc.ca/rrm) or call 514-457-6610 x5013.

**Next Program:** January 2018.

## PROFESSIONAL INTEGRATION PROGRAM FOR INTERNATIONALLY EDUCATED NURSES AEC CWA.OK

A full-time day program designed to prepare you for integration into the Québec workforce.

### Prerequisites

- Hold a nursing diploma from your native country
- Hold the decision rendered by the *Ordre des infirmières et infirmiers du Québec* (OIIQ) Equivalence Committee
- Have a Canadian or permanent resident status
- Have up-to-date immunization according to Québec immunization protocol for Health Care workers (forms available on the website)
- Write the John Abbott College English language placement test, no other results (IELTS or other) of tests will be accepted
- Mathematics assessment (dosage calculation)
- Interview (for students with the highest scores in the language and mathematics tests)

### Courses

- Transition to Nursing in Québec
- Fundamentals of Nursing
- Health and Illness I
- Health and Illness II

Students participate in *stages* in clinical settings throughout the Montreal region (days and/or evenings).

**THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L'ÉDUCATION ET DE L'ENSEIGNEMENT SUPÉRIEUR.**

**For further information**, please refer to [www.johnabbott.qc.ca/ien](http://www.johnabbott.qc.ca/ien) or call 514-457-6610 x5013.

**Next Program:** January 2018.



# GENERAL INFORMATION

## ONLINE GENERAL INFORMATION

<http://johnabbott.omnivox.ca> or [www.johnabbott.qc.ca](http://www.johnabbott.qc.ca)  
click on **My JAC Portal**

- Enter the site
- Click on First Use
- Enter your Student I.D. number
- Follow instructions and create your password that you will use each time you access My JAC Portal

## CLICK ON REGISTRAR'S OFFICE TO ACCESS THE FOLLOWING INFORMATION

### Institutional Policy on the Evaluation of Student Achievement (IPESA) that includes:

- Learning Context
- Evaluation
- Student Rights and Responsibilities
- College Role and Responsibilities Concerning the Evaluation of Student Learning
- Awarding of Diplomas and Attestations
- Attendance
- Confidentiality
- Transcripts
- Grade Review
- Cheating and Plagiarism

### General Policies and Procedures that include:

- Attendance Validation
- Course Drops
- Grievance Policy
- Psychological Harassment
- Sexual Harassment

### Student Code of Conduct

### Authorized Absence Forms

## Click on My OMNIVOX Services

### Cancelled Classes

View the most up-to-date class cancellation list

### Document Request

Request an official transcript or letter of attendance

### Information Intended for You

Access documents and messages intended for you

### MIO-Messaging in OMNIVOX

Read and send MIOs

### Online Schedule

Access your schedule

### Parking Decals

Reserve your parking decal

### Personal File

Review and update your personal data, activate the Class Cancellation module, provide your SIN number (needed for tax receipts)

### Results-Final Grades (for credit courses)

Virtual report card

### Tuition Tax Receipts

Obtain your Federal and Provincial education deduction certificates for income tax purposes

**From time to time you may receive an automated message from the College. Should you receive such a message, please listen carefully and respond accordingly.**

**OMNIVOX Services for Students may also be accessed by phone at 514-457-9211.**

# GENERAL INFORMATION

## Student Services Academic Advising

Advisors provide information about program requirements, course selection, change of program, course withdrawal, admission requirements for CEGEP or university, and can assist you in your educational planning. Academic Advising Services are available to students on an appointment basis. Call between 8:00 and 16:30 for an appointment at : 514-457-6610 x5290 or by e.mail: [advisors@johnabbott.qc.ca](mailto:advisors@johnabbott.qc.ca).

## Bookstore

If there is a textbook or specific materials assigned to a course, students are informed by the teacher during the first class. Students are encouraged to purchase their textbooks online at: [bookstore@johnabbott.qc.ca](http://bookstore@johnabbott.qc.ca) (delivery or pick-up options available).

Regular business hours are from 9:00 to 16:00 weekdays. Visa, MasterCard, Interac and cash are accepted in store. Located in the Stewart Hall building, the Bookstore carries all necessary supplies as well as College memorabilia.

## Class Cancellations

If the College has to close due to adverse weather conditions, a message will be posted on the web site. As well, the following English and French television stations : CBC,- CTV ,- Ici Radio Canada Télé ,- TVA ,- Global News - Vtélé , and radios stations : CJAD 800, Radio circulation 730, 690 TSN, 88.5 CBC,92.5 The Beat, 94.3 NRJ, 95.1 Radio Canada, MIX96 (Virgin), 96.9 CKOI, 97.7 CHOM, 98.5 FM Montréal, 105.7 Rythme, 107.3 Rouge will be alerted and broadcast the closure .

## Class Postponements

Occasionally, classes are postponed on short notice if a teacher is ill or an emergency arises. As a service to students, the Centre for Continuing Education endeavours to contact all students. **(It is essential that students provide up-to-date home and/or business telephone numbers on their registration forms.)** Make-up days for postponed classes are arranged by the teacher, in consultation with the class. Students can be informed of class postponements through the OMNIVOX system.

## Counselling

Adult students often ask themselves the following questions: What would be the most successful way for me to juggle family, job and school commitments? Is there a better way to deal with my personal problems? Should I consider making a career change? Talking things over with a qualified professional may help you find the answers. Drop by (H-148) or call 514-457-6610 x5292 to make an appointment to see a psychologist or counsellor. This is a confidential service available to students currently registered in full-time AEC programs or semester-long credit courses at Continuing Education.

## Services for Students Requiring Accommodations: Access Centre

Services for students that require accommodations are coordinated by the **Access Centre**. We offer a variety of services to support students with documented disabilities to pursue academic success. We assist students with learning disabilities, hearing, visual or motor-coordination impairments, and/or chronic medical or mental health conditions that warrant assistance. Services provided include: note-takers, exam invigilation, priority registration, attendant care, specialized equipment and software. For more information, please call the Access Centre at: 514-457-6610 x5398.

## I.D. Cards

You must have a valid student identification card if you wish to borrow books from the College Library. I. D. cards are also used for College security and to obtain reduced admission costs to many College and public functions. Your I.D. card photo can be uploaded via My JAC Portal in your "Personal File" or directly from your smartphone via the Omnivox app. I.D. cards are printed, or cards from a previous semester are updated in the Student Activities office (Herzberg building, Room 159) September 5 – September 7, 2017 and September 11 from 18:00- 19:15.

## Food Services

The Stewart Cafeteria located in Stewart Hall, is open from 7:30 until 16:30 from Monday to Thursday and until 15:30 on Friday. A Tim Hortons® snack-bar located on the main floor of the Casgrain building, opposite the pool, is open in the evening until 18:00, Monday to Thursday and until 15:30 on Friday. There are vending machines located at various areas throughout the campus, including Brittain Hall.

## Library Media Services

The Library will be undergoing renovations starting summer 2017 to December 2018. Services and staff will be relocated on campus. Updates of location will be announced on the Portal or on My Jac Portal. You must have a valid I.D. card or a course print-out in order to borrow from the Library. Library hours from August 21 to December 15, 2017, unless otherwise posted, are as follows: Monday to Friday from 8:00 to 18:00; Saturday & Sunday – closed. Closed legal holidays.

Students have off campus access to databases, journals, eBooks and video streaming via the library webpage/catalogue. A valid student number is required. For assistance, call the Library Reference Desk during business hours 514-457-6610 x5331.

## Parking

Continuing Education students who wish to park on campus between 7:00 and 16:00 must purchase a parking decal through My JAC Portal Omnivox services : <http://johnabbott.omnivox.ca>, using a valid credit card. The charge for parking during the day is \$24.00 per month. **Parking permits must be visible on all cars parked on campus between 7:00 and 16:00.** Owners of cars not displaying a valid parking decal will receive an infraction ticket issued by the MUC police. Visit the College website: [www.johnabbott.qc.ca](http://www.johnabbott.qc.ca) for detailed parking information and restrictions. Parking is free after 16:00.

## Registrar's Office

The Registrar's Office is located in the Herzberg building (H-128). Administrative help is available to assist students with general information, registration, course changes and course withdrawals. Regular business hours are Monday to Friday, 8:00–16:30. On Tuesday, August 22, the Registrar's Office has extended hours (See p. 1 for details).



**JOHN ABBOTT**
  
 COLLEGE
   
 21 275 Lakeshore Road
   
 Sainte-Anne-de-Belleuvre
   
 Québec Canada H9X 3L9
   
[johnabbott.qc.ca](http://johnabbott.qc.ca)



LAIRD HALL

212, 419 (STM)  
7, 44 (CT) La Presqu'île



Terminus Macdonald  
 200, 211, 212, 405, 411 (STM)  
 35, 44 (CT) La Presqu'île  
 335: weekends and holidays (CT) La Presqu'île

CHEMIN LAKESHORE ROAD

	STAIRS
	RAMP
	HANDICAPPED ACCESS
	BICYCLE PARKING
	STAFF PARKING
	CARPPOOLING PARKING
	CAR-CHARGING STATION
	PAY PARKING
	EMERGENCY PHONE



MAPLE AVENUE

ST-GEORGES

MEMORIAL FIELD

FALL 2017

# CENTRE FOR CONTINUING EDUCATION

**COURSE CALENDAR**

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## PHONE

514-457-3063  
514-457-3064  
514-457-5036

## FAX

514-457-6812

## WEBSITE

[johnabbott.qc.ca/conted](http://johnabbott.qc.ca/conted)

## OMNIVOX

<http://johnabbott-conted.omnivox.ca>

## DOCUMENT SUBMISSION

[rorecords@johnabbott.qc.ca](mailto:rorecords@johnabbott.qc.ca)

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## TRAINING FOR BUSINESSES AND PROFESSIONALS

COST-EFFECTIVE TRAINING BY EXPERTS IN ADULT LEARNING

- Health Series – Accredited CEU's for Nurses and LPNs
- Social Media Series
- Information Technology – New Version Updates
- Biopharmaceutical Series
- Languages – Written and Business Communication

For more information: 514-457-6610 x5553

[johnabbott.qc.ca/conted](http://johnabbott.qc.ca/conted)

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