

CONTINUING
EDUCATION

FORMATION
CONTINUE

 JOHN
ABBOTT
CEGEP/COLLEGE

WINTER 2018
CENTRE
FOR
CONTINUING
EDUCATION
COURSE
CALENDAR

514-457-5036 | johnabbott.qc.ca/conted

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

ACADEMIC CALENDAR WINTER 2018 — IMPORTANT DATES

Wednesday, January 10	ONLINE Registration Opens at 9:00
Tuesday, January 16.....	WALK-IN Registration Begins at 16:00
Monday, January 22	Classes Begin
Wednesday, February 14.....	17-3 Final Grade Review Deadline
Wednesday, February 14.....	17-3 Grade Change Deadline
Friday, February 16	CREDIT COURSE WITHDRAWAL DEADLINE
Monday, March 5 to Friday, March 9.....	Study Break – No Classes
Friday, March 30	Good Friday – College Closed
Monday, April 2.....	Easter Monday – College Closed
Monday, May 14.....	Credit Classes End
Wednesday, May 16	Ministerial Examination of College English
Tuesday, May 22	Grade Deadline 18-1

QUICK OVERVIEW OF COURSES

CREDIT COURSES Winter 2018

MONDAY

Computerized Accounting:
Sage 50

Introduction to Business
Humanities: World Views
Humanities: Knowledge
Microeconomics
Introduction to Psychology
Crime and Social Control
Computer Graphics: the MAC
Web II

MONDAY and WEDNESDAY

Algebra & Trigonometry
Linear Algebra
Introduction to College English
Literary Genres

TUESDAY

Humanities: Knowledge
Forensic Anthropology
Photoshop for Print and the Web
Web I

TUESDAY, WEDNESDAY, THURSDAY

French – *Mise à niveau*

TUESDAY and THURSDAY

Introduction to College English
Literary Themes
Forms of Discourse
Finance
Calculus I
Cisco I
Cisco II

WEDNESDAY

Accounting I
Marketing
Western Civilization
Introduction to Anthropology
Drawing Software: **Illustrator**
Graphic Design

THURSDAY

Business Law
Macroeconomics
Introduction to Sociology
Mental Health
Humanities: World Views
Page Design: **InDesign**

SATURDAY

Cisco I
Cisco II

PROFESSIONAL DEVELOPMENT AND INTEREST COURSES Winter 2018

MONDAY

French Beginner III
Elementary Italian I

TUESDAY

Elementary Spanish I
Conversational English
Successful Retirement Strategies
Beyond Point & Click: Digital
Photography
Portrait Photography
Team Leadership and Teamwork

WEDNESDAY

French Beginner I Intermediate
English
Golf Fundamentals

THURSDAY

French Beginner II
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
Project Management:
Fundamentals and Practice

REGISTRATION OPTIONS

**ONLINE: STARTING
JANUARY 10, 2018 @ 9:00**

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

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

**IN-PERSON: STARTING
JANUARY 16, 2018 @ 16:00**

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

EXTENDED OFFICE HOURS

January 16, 2018 16:00 – 19:00

ACADEMIC ADVISING

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

Drop in hours:

January 8-12, 2018 10:00 – 16:00
Student Services, Herzberg building (H-148)

January 16, 2018 16:00 – 19:00
Registrar's Office, Herzberg building (H-128)

French and English Language Courses

Placement Testing (for new students)

January 16, 2018 16:00 – 19:00
Registrar's Office, Herzberg building (H-128)

TABLE OF CONTENTS

PROFESSIONAL DEVELOPMENT AND INTEREST COURSES

Course Descriptions	2-4
• Languages: English, French, Italian, Spanish	2
• Team Leadership	3
• Project Management	3
• Finance	3
• Photography	3
• Opera Appreciation	4
• Golf	4
• Shall We Dance	4

How to Register (Professional Development and Interest Courses)

Information	5
Registration Form	5

IT courses funded by *Gouvernement du Québec* 6

CREDIT COURSES AND PROGRAMS

Program Selection / Admission Requirements 7-8

Recognition of Acquired Competencies (RAC) 8

Attestation d'études collégiales (AEC) and Cégep à la carte Course Descriptions 9-10

• Business Administration	9
• Cisco	9
• Economics	10
• Publication & Web Design	10

Part-time Attestation d'études collégiales (AEC) Programs 11

Diplômes d'études collégiales (DEC) Program Course Descriptions 12-14

• Anthropology	12
• Business Administration	12
• Economics	12
• English	12
• French	13
• Graphic & Web Design	13
• History	13
• Humanities	13
• Mathematics	13
• Psychology	14
• Sociology	14

How to Register (Credit)

• Information	15
• Required Documents	16
• Forms	
- Request for Admission Form	17
- Credit Course Registration Form	18
• Fees	19-20

Full-time Attestation d'études collégiales (AEC) Programs 21-25

General Information 26-27

Campus Map 28

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, January 16, 2018 • 16:00-19:00 • Herzberg H-128

ENGLISH

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

Jan. 24 – May 9

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

Jan. 23 – May 8

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 empha-

sizes practical spoken French. Students are introduced to basic structures and vocabulary necessary for communication in everyday situations.

Wednesday: 19:00 – 22:00

Jan. 24 – May 9

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.

Thursday: 19:00 – 22:00

Jan. 25 – May 10

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.

Monday: 19:00 – 22:00

Jan. 22 – May 14

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

Jan. 22 – May 14

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

Jan. 23 – May 8



TEAM LEADERSHIP

Team Leadership and Teamwork

30 hours | 900-A46-00-01 | Tuition: \$395

Team leaders are not born that way, they learned the skills that make a difference for their team and their team results. Organizations seek them to improve performance, quality, customer service, sales and profitability. Such leaders bring results to benefit everyone. They are promoted by organizations. This course provides method, structure and tools to build strong cohesive teams around you.

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 a team, team processes and teamwork
- Build a team around you to master processes or projects
- 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
- Solving problems as a team – Simple problem solving techniques
- Communication within and around a team
- Conflicts resolution in teams
- Measuring team results

Tuesday: 19:00-22:00

Feb. 13 – Apr. 24 (no class on March 6)

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 – 15:30

Mar. 24 – May 26 (no class on Mar. 31 & May 19)

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.

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

Feb. 8 – Apr. 19

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

Jan. 23 – Feb. 6

Instructor: Jean Marier

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

Mar. 13 – May 15

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.

Tuesday : 19:00 – 21:00

Mar. 20 – May 22

Sunday: 11:00 – 13:00

Apr. 8 & 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

Are you staying away from 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, February 3: 10:00-12:00
Donizetti, *L'Elisir d'Amore*

Saturday, February 17: 10:00-12:00
Puccini, *La Bohème*

Saturday, March 3: 10:00-12:00
Rossini, *Semiramide*

Saturday, March 24: 10:00-12:00
Mozart, *Così fan tutte*

Saturday, April 7: 10:00-12:00
Verdi, *Luisa Miller*

Saturday, April 21: 10:00-12:00
Massenet, *Cendrillon*

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.

GOLF

Golf Fundamentals

7.5 hours | 900-211-00-01 | Tuition: \$95

Swing your way into spring by learning the fundamentals of golf, or tuning up for the golf season. Brush up on the basics of the full swing, chipping, pitching, and putting.

Sponge balls will be used for pitching and full swing practice, real balls for chipping and putting. Video analysis is also available. Participants should wear suitable clothing and running shoes. Clubs will be provided for those who need them.

Wednesday: 19:00 - 20:30
March 28 - May 2 (no class on April 18)

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)

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

Feb. 9 – May 11 (no class on Mar. 9 & 30)

Instructor: Carla Ciaramellano

Latin and Modern Ballroom Dancing – Intermediate

12 hours | 900-A00-00-01

Tuition: \$115 (per student)

(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

Feb. 9 – May 11 (no class on Mar. 9 & 30)

Instructor: Robert Falsetti

Latin and Modern Ballroom Dancing – Advanced

12 hours | 900-A06-00-01

Tuition: \$115 (per student)

(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

Feb. 9 – May 11 (no class on Mar. 9 & 30)

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

 \$

COURSE NUMBER

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2 TITLE

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COURSE NUMBER

9	0	0						0	0				
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3 TITLE

 \$

COURSE NUMBER

9	0	0						0	0				
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4 TITLE

 \$

TOTAL AMOUNT ENCLOSED:												
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 \$

PROFESSIONAL DEVELOPMENT AND INTEREST COURSE REGISTRATION

Registration Options (See p. 1 for details)

- Online: starting December 11, 2017
- In person: starting January 11, 2018 at 16:00

Language Placement Test

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

January 16, 2018
(16:00 – 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.

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:

- go in person to the Registrar's Office (H-128)
- e-mail: 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.

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We didn't know you wanted it so we cancelled it! Register early to avoid disappointment.

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

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SPECIALIZED IT COURSES

Part-time IT courses for individuals that are working

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

Managing and Processing of Big Data -I	48h	\$96
Managing and Processing of Big Data -II	45h	\$90
Big Data: Reporting and Prediction	45h	\$90
Data Science - Level 1	24h	\$48
Data Science - Level 2	21h	\$42
Data Science - Level 3	21h	\$42
Python - Level 1	24h	\$48
Python - Level 2	24h	\$48
Python - Level 3	30h	\$60
Windows Server 2016	35h	\$70
Exchange Server 2016	35h	\$70
Windows Security –Advanced	30h	\$60
Computer System Security	30h	\$60
ITIL®2011 Foundation	25h	\$50
ITIL®2011 Practitioner	18h	\$36
Managing a Cloud Computing Project	30h	\$60
Microsoft Azure -Fundamental Concepts	45h	\$90
VBA for Access	20h	\$40
VBA for Excel	20h	\$40
SQL - Beginner	24h	\$48
SQL - Intermediate	24h	\$48
SQL - Advanced	24h	\$48
SQL Reporting Services	21h	\$42
SQL Analysis	24h	\$48
SQL Server Integration Services (SSIS)	21h	\$42
SQL Data Quality Services (DQS)	21h	\$42
Java Script	45h	\$90

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



Courses offered on Île-de-Montréal for the working population

Consult the complete course offering at www.montezdeniveau.ca*

* Website in French only

With financial assistance provided by the Gouvernement du Québec

Call 514-457-5036
for further information.

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.

Please refer to pp. 12-14 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. 9-10 for course descriptions and to p. 11 for program requirements.

Hourly tuition fee: \$2.00

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

For information on tuition free full-time Attestation programs, please refer to pp. 21-25 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.

INDEPENDENT STUDIES

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. 9-10 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 ext. 5266 or 5267 or visit our website: 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 visit our website johnabbott.qc.ca/RAC, write to rac@johnabbott.qc.ca or call 514-457-5036.

CÉGEP À LA CARTE & AEC PROGRAMS | COURSES

BUSINESS ADMINISTRATION

Credits may be applied to an Attestation in Finance (LCA.84). See p.11

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.

Monday: 18:30 – 21:30

Jan. 22 – May 14

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: 18:30 – 21:30

Jan. 24 – May 9

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

Jan. 25 – May 10

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

Jan. 24 – May 9

Finance

60 hours, 2.00 credits | 410-B24-AB-80

(Prerequisite: Accounting II, 410-B34)

This course focuses on the acquisition and management of funds. It discusses short-term sources of funds such as bank loans and commercial paper, and long-term sources such as bonds, preferred shares and common shares. Working capital policy and the concept of financial leverage are examined followed by a calculation of the cost of capital.

Tuesday & Thursday: 18:30-20:30

Jan. 23 – May 10

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.

Monday: 18:30 – 22:30

Jan. 22 – May 14

CISCO

The Cisco Network Academy

Credits may be applied to an Attestation in Cisco Networking (LEA.BJ). See p. 11

(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

Jan. 23 – Mar. 15

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

Mar. 20 – May 10 (no class on Mar. 31)

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**Jan. 25 – May 10**

PUBLICATION & WEB DESIGN

Credits may be applied to an Attestation in Publication and Web Design (LCE.0Z). See p. 11

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**.

Monday: 18:30 – 22:30**Jan. 22 – May 14****Drawing Software: Illustrator**

60 hours, 2.00 credits | 412-B03-AB-80

(Prerequisites: Computer Graphics, 412-B01 or Computer Graphics for the Workplace, 412-DCC)

Using **Adobe Illustrator CC**, students will create drawings on the computer consisting of objects that can be graphic elements and text elements. They will create and trace template layers with the Pen tool (Bezier). They will also use the Reshape tool and Pathfinder to create 2D art. They will create 3D effects using gradient mesh, gradients, blends and 3D effects that extrude objects or give them perspective. Students will also make symbols and design brush strokes. Artwork created will include a tracing project and an illustration with 3D effects.

Wednesday: 18:30 – 22:30**Jan. 24 – May 9****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**Jan. 25 – May 10****Graphic Design**

60 hours, 2.00 credits | 412- B05-AB-80

(Prerequisite: Drawing Software 412-DCS- or 412-B03)

Using **Adobe Illustrator CC** and **Adobe Photoshop CC**, students learn how to apply the principles of graphic design. They learn the principles of efficient layout as well as the secrets behind effective design. Balance, proportion, unity, contrast and typographic harmony will become a part of their design strategy. Basic colour theory will be explored along with the psychological connotations that colour can convey through design.

Wednesday: 18:30 – 22:30**Jan. 24 – May 9****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**Jan. 23 – May 8****Web II**

60 hours, 2.00 credits | 412-B09-AB-80

(Prerequisite: Web I, 412-B08)

Building on the fundamentals of HTML and CSS coding learned in Web I, this second web course offers a practical hands-on approach to creating and managing a live website. Students will further develop their understanding of structural mark-up and CSS design using **Adobe Dreamweaver CC**. They will also learn to manage their website: including getting a domain name and web hosting account, setting up email and SFTP, installing open source web applications such as blogs and learn the basic best practices for search engine optimization.

Monday: 18:30 – 22:30**Jan. 22 – May 14**

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 (W'18)
420-E76-AB	Cisco II (W'18)
420-EA6-AB	Cisco III (TBA)
420-EB6-AB	Cisco IV (TBA)



Networking
Academy

These courses are also available *à la carte* under the Career Development Program. See page 9.

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'18)
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 (W'18)
412-B07-AB	Publication Design (F'18)
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 10.

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'19)
410-A23-AB	Business Law (F,W)
410-A13-AB	Marketing (F,W)
410-B24-AB	Finance (W'18)
410-624-AB	Tax (W'19)
383-920-AB	Macroeconomics (F,W)

These courses are also available *à la carte* under the Career Development Program. See page 9.

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.

Wednesday: 18:30 – 21:30

Jan. 24 – May 9

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

Jan. 23 – May 8

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.

Monday: 18:30 – 21:30

Jan. 22 – May 14

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: 18:30 – 21:30

Jan. 24 – May 9

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

Jan. 25 – May 10

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

Jan. 25 – May 10

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

Jan. 22 – May 14

ENGLISH

Introduction to College English

60 hours, 2.66 credits | 603-101-CL-80

60 hours, 2.66 credits | 603-101-CL-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: 18:30 – 20:30

Jan. 22 – May 14

Section 81

Tuesday & Thursday: 18:30 – 20:30

Jan. 23 – May 10

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/ tone, 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: 18:30 – 20:30

Jan. 22 – May 14

Literary Themes

60 hours, 2.33 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: 18:30 – 20:30**Jan. 23 – May 10****Forms of Discourse**

60 hours, 2.00 credits | 603-200-AB-80

(Prerequisite: Intro. to College English, 603-101)

This course enables students to communicate in forms of discourse appropriate to one or more fields of study. Students learn to recognize appropriate forms and conventions of communication and the organization of various types of discourse. They also learn to develop their own ideas into arguments and theses, and to organize, revise and edit their work. To pass this course students must write a 1000-word essay that meets specific criteria.

Tuesday & Thursday: 18:30 – 20:30**Jan. 23 – May 10****FRENCH****French – *Mise à niveau***

90 hours, 3.33 credits | 602-011-50

Does not count as part of a CEGEP program.

This course is for students who have completed their studies Outside of Québec and have never been exposed to the study of French. It is intended to enable them attain College proficiency in French.

Tuesday, Wednesday, Thursday: 18:30-20:30**Jan. 23 – May 10****GRAPHIC AND WEB DESIGN****Photoshop for Print and the Web**

45 hours, 2.00 credits | 412-DBC-AB

(Complementary course)

Using **Adobe Photoshop CC**, students will learn to retouch and optimize their digital photos and scanned images for print and web. Students will develop computer skills that include colour correction, cropping, colourization, compositing, selecting, resizing images, masking and layering, changing image formats, using channels, transparency, compression, cloning and painting. In addition, students learn how to take better digital photos and acquire proper scanning techniques.

Tuesday: 19:00 – 22:00**Jan. 23 – May 8****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.

Wednesday: 19:00 – 22:00**Jan. 24 – May 9****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****Jan. 22 – May 14****Section 81****Thursday: 19:00 – 22:00****Jan. 25 – May 10****Humanities: Knowledge**

60 hours, 2.33 credits | 345-101-MQ-80

60 hours, 2.33 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**Monday: 18:30 – 22:30****Jan. 22 – May 14****Section 81****Tuesday: 18:30 – 22:30****Jan. 23 – May 8****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**Jan. 22 – May 14****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 & 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**Jan. 23 – May 10****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**Jan. 22 – May 14**

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**Jan. 22 – May 14****Mental Health**

45 hours, 2.00 credits | 350-252-AB-80

(Prerequisite: Intro. to Psychology, 350-102)

This course is an introduction to abnormal behaviour. Topics include anxiety disorders, emotional disorders, personality disorders, sociopathy and other syndromes. Course content includes the classification of disorders, various theoretical perspectives on etiology and therapy, and relevant research.

Thursday: 19:00 – 22:00**Jan. 25 – May 10**

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.

Thursday: 19:00 – 22:00**Jan. 25 – May 10****Crime and Social Control**

45 hours, 2.00 credits | 387-258-AB-80

(Prerequisite: Intro to Sociology 387-100)

This course provides students with an introduction to the perspective of sociology and its application to the areas of crime, deviance and social control. The course explores a wide range of sociological and criminological theories to help provide a broader understanding of the background of crime, criminals, criminal organizations as well as

the mechanisms of social control that are supposed to help prevent and prohibit crime. Throughout the course, we will explore areas of debate in the criminal justice system, including the classic dichotomy of who makes and who breaks the law, how we measure crime, how we respond to crime, how we prioritize crime, how we punish, who we punish and the effects of these processes on society as a whole. We will rely on current and historical events as key examples to create a context in which to study crime. We will work together to maximize our learning in the discipline of sociology, as well as our ability to think and write critically. The course will be of practical value to students considering a career in sociology, criminology, law, police sciences, social and correctional work.

Monday: 19:00 – 22:00**Jan. 22 – May 14**

REGISTRATION INFORMATION

HOW TO REGISTER

New and returning students registering in a credit course may register **ONLINE** as of January 10, 2018 at 09:00, or **IN PERSON** (Walk-in) as of January 16 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 Winter 2017 **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. 7-8)
- Select a course (see pp. 9-10 and pp. 12-14)
- Complete the admission and registration forms
- Submit all required documents

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 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 Winter 2017 or Fall 2017

Returning students must:

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

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 ext. 5266 or 5267 or by e-mail at: rorecords@johnabbott.qc.ca.

REQUIRED DOCUMENTS

FOR NEW STUDENTS OR STUDENTS LAST REGISTERED IN A CREDIT COURSE PRIOR TO WINTER 2017

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 or by fax 514-457-6812

YOUR SITUATION	DOCUMENTS REQUIRED
You were born in Québec	<ul style="list-style-type: none"> Your valid Québec birth certificate (indicating parent’s names) Statement of Marks (<i>Relevé de notes</i>) proving completion of Secondary Studies if you graduated outside of Quebec or equivalent diploma IF applying for a credit DEC or AEC program
You were born in Canada, but not in Québec	<ul style="list-style-type: none"> Your valid birth certificate (indicating parent’s names) 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) Statement of Marks (<i>Relevé de notes</i>) proving completion of Secondary Studies if you graduated outside of Quebec or equivalent diploma IF applying for a credit DEC or AEC program
You are born outside of Canada, but are a Canadian citizen or Permanent resident	<ul style="list-style-type: none"> Your valid birth certificate (indicating parent’s names) in English or French Canadian citizenship card/paper (both sides) or permanent residency card/paper (both sides) CSQ (<i>Certificat de Sélection</i>) – Primary option if applicable 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) Statement of Marks (<i>Relevé de notes</i>) proving completion of Secondary Studies if you graduated outside of Quebec or equivalent diploma IF applying for a credit DEC or AEC program

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 May 15, 2018, 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 ext. 5584.

CREDIT COURSE REGISTRATION FORM

New students and students registered prior to **Winter 2017**: Select a program and check admission requirements (see pp. 7-8) and select a course (see pp. 9-10 and pp. 12-14).

Program # _____ Program name _____

Family name at birth _____

Given name _____

Married name, if applicable _____

Tel. # (H) _____ Bus. # _____

e-mail address _____

JAC student number, if known

COURSE SELECTION: CREDIT COURSES ONLY

COURSE NUMBER

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1 TITLE

COURSE NUMBER

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2 TITLE

COURSE NUMBER

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3 TITLE

COURSE NUMBER

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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

ONLINE

Beginning January 10, 2018 @ 09:00

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

(Visa/MasterCard)

IN PERSON

• Go to the Registrar's Office (Herzberg building, H-128) beginning **January 16, 2018 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 Winter 2017 who were **NOT BORN IN QUÉBEC** must provide documents confirming Québec resident status. See page 16 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,

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

Drop in hours:

January 8-12, 2018 10:00 – 16:00

Student Services, Herzberg building (H-148)

January 16, 2018 16:00 – 19:00

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

We didn't know you wanted it
so we cancelled it! Register early to
avoid disappointment.

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

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)
Application Fee¹	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
General Fees:					
• Registration Fee ²	\$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		
Tuition Fees:					
• 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 ³	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

¹Application 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.

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

³International Tuition Fees: These vary from \$29.48/course hour to \$45.70/course hour

PAYMENT METHODS

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

- **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 May 15, 2018, 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 ext. 5584.

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 ext. 5353.

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, February 16, 2018 at 16:30**. Courses that have been dropped on or before this deadline will not show on student transcripts. After the **February 16** 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 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, February 16, 2018, 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 February 16, 2018 NO REFUND after February 16, 2018	
Education Support and Student Services Fee	FULL REFUND before the first scheduled class 50% REFUND before February 16, 2018 NO REFUND after February 16, 2018	
Student Association Fee	FULL REFUND before the first scheduled class 50% REFUND before February 16, 2018 NO REFUND after February 16, 2018	

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 **AND**
- 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 8-week work-term).
Classes are scheduled Monday to Friday 15:00 – 21:00

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 or call 514-457-5036.

Next Program: March 5, 2018

MOBILE APPLICATION DEVELOPMENT LEA.CB – (FINANCED BY MTESS)

The market for mobile application development is constantly growing. An increase in the number of smartphone users has translated into a dramatic surge in the number of apps being used by consumers. This program, leading to an *Attestation d'études collégiales*, provides specialized training to meet the increasing need for labour in this sector. Students will receive hands-on training in the development of mobile apps, establishing the foundation necessary to develop native apps, both on the iOS and Android mobile platforms, and web-based apps.

Prerequisites

- Secondary V Diploma or equivalent
- Knowledge in computer technology and experience with the Internet (tested)
- Aptitude for logic, problem solving and computer application (tested)
- Interview by the admissions committee to ensure the candidates' learning and career goals are compatible with the program objectives
- Working knowledge of French and English
- Fulfill AEC program admission requirements **AND**
- Referral from Emploi-Québec (**contract #552351-0**)

Courses

- Introduction to Programming
- Object-oriented Programming (OOP)
- Multimedia Processing
- Mobile Web Development
- Introduction to Android Mobile Apps
- Advanced Android Applications
- iOS Mobile Apps I
- iOS Mobile Apps II
- Integration Project
- Internship in Business

Program Duration

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

THIS PROGRAM IS FUNDED BY MINISTÈRE DU TRAVAIL, DE L'EMPLOI ET DE LA SOLIDARITÉ SOCIALE (MTESS).

Formations pour les personnes sans emploi

Consultez l'offre de formations au www.emploi.quebec.gouv.qc.ca/FormationsMontreal.

Avec la participation financière de :



For further information, please refer to www.johnabbott.qc.ca/continuing-education/programs-2/mobile-application-development-aec-lea-cb/ or call 514-457-5036.

Next Program: January 15, 2018

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
- 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 or call 514-457-5036.

Next Program: April 10, 2018

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 **AND**
- Fulfill AEC program admission requirements

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 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/tsp or call 514-457-5036.

Next Program: TBA

*This program is under revision.

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
- Letter of intent
- 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 or call 514-457-5036.

Next Program: Spring 2018

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'autorégulation 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
- Interview by Admissions Committee **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 or call 514-457-6610 x5015.

Next Program: May 2018 (evening program)

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 AEC 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
- Interview
- Letter of intent
- 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 (18:00-22:00) and every second Saturday (09:00-16:00)

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 or call 514 457-5036.

Next Program: TBA

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/rrn or call 514-457-6610 ext. 5013.

Next Program: July 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 or call 514-457-6610 ext. 5013.

Next Program: July 2018



GENERAL INFORMATION

ONLINE GENERAL INFORMATION

<http://johnabbott.omnivox.ca> or 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

Academic Success Centre

The Academic Success Centre acts as the effective study skills resource on campus. It is open and relevant to all JAC students and faculty. Students can receive study skills support (time management, note taking, reading academic texts, essay writing) as well as staff tutoring, drop in, peer content tutoring and faculty are able to reserve in-class workshops. The ASC also hosts many student-centric events throughout the academic year, from book clubs to writing contests to volunteer appreciation gatherings. Visit the ASC in H-117, email at: academicssuccesscentre@johnabbott.qc.ca, or MIO at 'academic success'.

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 (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.

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.

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) January 29 – 31, 2018 and February 1, 2018 from 18:00- 19:15.

Library Media Services

The library will be undergoing renovations until December 2018. Services and staff have been relocated on campus. Updates of location are announced 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 January 15, 2018 to December 16, 2018, 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 streaming videos via the library webpage/catalogue. A valid student number is required. For assistance, call the Library Reference Desk during business hours 514-457-6610 ext. 5331.

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 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, January 16, the Registrar's Office has extended hours (See p. 1 for details).

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 ext. 5398, or e-mail at access.centre@johnabbott.qc.ca.

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 ext. 5290 or by e-mail: advisors@johnabbott.qc.ca.

Prior to registration, students can see an Academic Advisor on a drop-in basis.

Drop in hours:

January 8 to January 12, 2018: 10:00 – 16:00

Student Services, Herzberg building (H-148)

January 16, 2018: 16:00 – 19:00

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



JOHN ABBOTT
 CÉGEP
 21 275 Lakeshore Road
 Sainte-Anne-de-Bellevue
 Québec Canada H9X 3L9
johnabbott.qc.ca



MEMORIAL FIELD

MACDONALD
 HIGH SCHOOL

LAIRD HALL

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

JONES (JB)

LIBRARY (L)

HOCHELAGA ANNEX (HA)

HOCHELAGA (HO)

ANNE-MARIE EDWARD (AME)

CASGRAIN (C)

AGORA

REGISTRAR

HOCHELAGA ANNEX (HA)

HOCHELAGA (HO)

ANNE-MARIE EDWARD (AME)

LAIRD HALL

MAPLE AVENUE

ST-GEORGES

HERZBERG (H)

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

ST-GEORGES

BRITAIN HALL (BH)

POOL

AGORA

REGISTRAR

HOCHELAGA ANNEX (HA)

HOCHELAGA (HO)

ANNE-MARIE EDWARD (AME)

LAIRD HALL

JONES (JB)

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JONES (JB)

HOCHELAGA ANNEX (HA)

HOCHELAGA (HO)

ANNE-MARIE EDWARD (AME)

LAIRD HALL

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 35, 44 (CT) La Presqu'île
 335: weekends and holidays (CT) La Presqu'île

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