

DIVISION OF CONTINUING EDUCATION

NON-CREDIT, NON-DEGREE PROGRAMS 1999/2000

A brochure is available for each program. Brochures can be obtained by contacting our office (Room 122 Atkinson).

Tel: 416-736-5616 Fax: 416-650-8042 E-mail: DCE@yorku.ca. Website: www.atkinson.yorku.ca/~dce

AVIATION PROGRAMS

FLIGHT DISPATCHER PROGRAM

New Canadian Aviation Regulations require all flight dispatchers to be licenced. The purpose of this course is to prepare the candidate for the Transport Canada written examinations. Topics of study are flight operations and meteorology.

PRIVATE AND RECREATIONAL GROUND SCHOOLS

Examines topics related to, and the responsibilities of, the private and recreational pilot. The course will cover air regulations, airframes and engines, theory of flight, flight instruments, meteorology, radio aids, and pilot navigation.

COMMERCIAL PILOT GROUND SCHOOL

Examines the duties and responsibilities of the commercial pilot. Emphasis is placed on air carrier flight operations, instrument flying, and radio navigation.

Prerequisite: private pilot licence

INSTRUMENT RATING GROUND SCHOOL

Instrument flying is a logical extension of visual flight. Students will learn the use of flight instruments, navigation equipment and procedures in order to operate in IMC (instrument meteorological conditions).

Prerequisite: private or commercial pilot licence

AIRLINE TRANSPORT PILOT GROUND SCHOOL

Prepares the professional pilot for the Transport Canada written examinations, and to develop the skills necessary to become an effective crew member within an air carrier team. Emphasis will be placed on large aircraft operations and CRM (cockpit resource management).

Prerequisite: commercial pilot licence

FLIGHT INSTRUCTOR GROUND SCHOOL

Flight instructors are the foundation of aviation, as it is through their guidance and expertise that students become professionals. Students will undergo training in effective teaching techniques and flight instruction.

Prerequisite: commercial pilot licence

PRIVATE, COMMERCIAL HELICOPTER GROUND SCHOOLS

Helicopters have become one of the most valuable tools in the aviation industry. These courses cover the same materials as the private and commercial fixed wing ground schools, with emphasis placed on rotary wing theory and operations.

BUSINESS MATH MADE EASY!

Working in today's financial services industry requires a basic knowledge of math fundamentals. This is a 7-week part-time course, offered by York University in conjunction with The Institute of Canadian Bankers, that is designed to provide a general introduction to simple math concepts and methods that are common in financial applications. There are no examinations or compulsory assignments in this course.

Topics include:

- Arithmetic: fractions, decimals
- Calculating percentages, exchange rates, and return on investments
- Problems involving financial applications
- Using financial formulas
- Functions and graphs (reading and plotting graphs)
- Working with a financial calculator
- The language and use of algebra
- Time value of money (compounding, annuities)
- Probability and basic statistics in financial mathematics

Who Should Attend?

Those who need help to understand basic business math concepts and applications within a financial services context. Those who are preparing to enroll in the Institute of Canadian Banker's Personal Financial Counselling or Personal Financial Planning programs and would like to become acquainted with the minimum math knowledge required for these programs. Those who are currently taking courses in the Institute's Personal Financial Counselling or Planning programs and are experiencing difficulty grasping the math topics listed above.

CERTIFICATE IN DISPUTE RESOLUTION

Sponsored by The School of Social Work, Atkinson College and La Marsh Research Centre on Violence and Conflict Resolution, York University.

The certificate program in Dispute Resolution is designed to begin the educational and practical skills training process for established practitioners and for those who do not have any specific professional background but wish to become part of the growing field of dispute resolution.

Currently, there is no specific regulation of the practice of Alternative Dispute Resolution (ADR) in Ontario and it has been indicated that there are no plans to place restrictions on who can practice as a neutral dispute professional. However, for anyone who plans to mediate civil disputes in the court system, there will be specific considerations in assessing any application to be placed on panels of approved mediators.

Our goal is to deliver a training program that meets the criteria identified by the Ontario government, the Arbitration and Mediation Institute of Ontario, and the American Academy of Family Mediators.

Students in the certificate program do not need to have any specific professional background. Anyone who is uncertain about their background should contact the Coordinator.

Admission Requirements

Undergraduate or graduate degree

or

Minimum of two years experience as a practitioner in the field of dispute resolution

or

At the discretion of the Program Coordinator.

Program

The program consists of an introductory workshop, two required courses and one elective.

Optional Internship

After undertaking the in-class training, many students have found it difficult to get practical experience and mentoring in dispute resolution, and thus they found it hard to market their services. An optional internship program is available for graduates of the program that will allow them the opportunity to "walk the talk" of dispute resolution and practice their newly acquired skills under the supervision of experienced dispute resolution professionals. Students who successfully complete the optional internship will be awarded an Internship Certificate. Details are described in the optional internship brochure.

CERTIFICATE IN WORKING WITH CHILDREN AND FAMILIES IN DISTRESS

Sponsored by The School of Social Work.

The certificate program is designed to provide social service personnel who have completed or are close to completing academic degrees with essential clinical and practice skills in working with children and families.

Those with practical experience who do not have or are not near to obtaining a degree can also use the certificate program to update their practice skills as well as to ground their experience in current academic understandings of child and family welfare.

The crisis in child welfare has also led to agencies providing related services to seek practitioners who are knowledgeable about child welfare matters, to ensure both a high level of service as well as to avoid any liability issues.

In Ontario the Ontario Association of Children's Aid Societies (OACAS) has responded to these developments in the field by helping to develop a risk assessment instrument that is to be applied to all child protection cases in the province. Training all child protection workers in the province on the use of this instrument is already underway. In addition, for some time OACAS has been delivering comprehensive competency based in service training to all child protection workers. These excellent training initiatives, however, are only available to those working for Children's Aid Societies (CASs). This leaves several gaps in the training available in Ontario. Those wanting to prepare for a career in child protection are afforded few appropriate training opportunities. In addition, those working outside the CAS in the broader children's welfare system, are also afforded few training opportunities in the children's welfare aspects of their work. This means CAS workers do not get training in clinical child welfare intervention until they start work in the field. It also means that social workers and counselors in schools, hospitals, mental health centres and numerous other settings where child welfare issues are addressed, have few training opportunities to help define their responsibilities in dealing with these matters or in identifying current best practice in intervening in these matters.

This certificate program will help fill these training needs. The program will take a broader perspective than the current OACAS training, so that it will complement rather than replicate OACAS training. The broader

perspective will make this training desirable for professionals outside the CAS system whose work involves delivery services to families where there are issues of abuse and neglect.

Admission Requirements

Undergraduate or graduate degree in Social Work

or

Minimum of three years full-time related practice experience with permission of the Chair of the School of Social Work.

Who Should Attend

Even though the focus is child welfare the program will be valuable for social workers practicing in a wide range of areas, the following practitioners will find the course particularly beneficial and relevant to their work:

- Front line child protection workers
- Practitioners - social workers, therapists, child and youth workers providing therapy, counselling or residential services to children and families.
- Practitioners in the education system and in hospitals as these agencies are often the first to come in contact with children experiencing problems.
- School based social workers and guidance counselors.

Program

The program consists of 78 hours of formal instruction. All sessions are required for completion of the certificate along with a comprehensive exam and submission of a major paper addressing a child welfare issue.

COMPLEMENTARY MEDICINE

INTRODUCTION TO MODALITIES

Offered in collaboration with the Homeopathic College of Canada

Several experienced instructors will provide their perspectives as well as brief participants on the rapidly developing field of complementary medicine. Special presentations will be available for those with a particular interest in veterinary, dentistry, midwifery and pharmacy aspects of homeopathy.

PRACTICAL WORKPLACE DISABILITY MANAGEMENT

A COMPREHENSIVE WORKSHOP

Offered in collaboration with Susan A. Kamin Associates

The workshop is designed for people who need up close understanding of key aspects of the Workplace Safety and Insurance Board (WSIB System) as well as a broad view of disability management. It offers practical information and advice on how to set up and run cost-effective workers' compensation management programs.

The workshop will enable participants to build a team approach to cost containment by linking claim acceptance, rehabilitation, accident costing, assessment liability and risk avoidance.

The workshop will show the actual costs of compensation claims that are charged to businesses.

PROFESSIONAL EXAMINATION PREPARATORY PROGRAMS

CANADIAN INSTITUTE OF CHARTERED BUSINESS VALUATORS PROFESSIONAL EXAMINATION

The program consists of:

- a technical review of the six CICBV correspondence courses
- an approach to both the comprehensive and non-comprehensive papers
- a review of current topics and emerging valuation issues, and
- guidance in preparing an effective study plan.

STUDY PROGRAM SERIES FOR CFA® LEVELS I, II, III

Our complete program is designed for students who require assistance in preparing for the CFA examinations. Schweser Study Guide Notes are used.

CMA ENTRANCE EXAMINATION

(Admission Examination into the Professional Program of the Society of Management Accountants)

This Exam Preparation Program ensures the candidate is prepared to meet the high standards required to pass the CMA Entrance Examination by providing:

- a study plan, complete with technical preparation problems and solutions
- overview of exam writing techniques
- simulated entrance examinations graded by professional markers
- detailed review of written examinations.

The Exam Preparation Program will be offering a Winter Session starting in January and a Spring Session starting in May.

In order to successfully challenge the Entrance Examination, the candidate must have both a high level of technical knowledge, and fine-tuned exam-writing skills. This exam preparation program ensures that the candidate is prepared to meet the high standards required to pass the Entrance Examination and earn admission into the Professional Program of the Society of Management Accountants.

PASS/YORK UFE PREPARATORY PROGRAM FOR C.A. FINALISTS

This exam preparation program ensures that the candidate is prepared to meet the high standards required to pass the Uniform Final Examination.

Courses offered:

- Comprehensive Course
- Study Plan Session
- Case Writing
- Technical Integration
- How to write a Comprehensive Examination
- Pre-Summer School and UFE Core Knowledge/Multiple Choice Course
- Special Personal Counselling Sessions with Michael Levi/Ira Walfish

U.S. CPA RECIPROCITY AND UNIFORM FINAL EXAMINATIONS

There are several advantages to obtaining the American CPA designation. Learning about US law, tax, accounting and auditing adds to a professional accountant's knowledge and as NAFTA is still in its early stages of implementation Canadian and American firms must

adopt more of a global orientation when conducting business. For those in public practice, it enhances your professional credibility, not only when dealing with American clients but also international clients.

Courses offered:

- U.S. CPA Reciprocity Exam candidates (Canadian and Australian CAs)
- 3 and 4.5 intensive days
- U.S. Uniform CPA Exam candidates (Other Professional Accountants and Students)
- 5 intensive days

PRE-UNIVERSITY STUDIES

It is never too late to prepare for university degree studies. You can enhance your preparation for University with our pre-university courses which are designed to help you acquire the background you need for various programs.

ADMISSION CREDENTIAL COURSES

CEPH3910 Humanities OR CEPS3910 Social Science

York University's Pre-University courses are meant for people who intend to apply as mature students, either to Atkinson College for evening studies or to any of the University's day, liberal arts programs. Some people who apply directly for admission to York University, may be referred to a pre-university course by the Admissions Office.

Are You a Mature Student?

A mature student is one who does not hold, in full, the minimum admission requirements of the University. In addition, you must:

- reside in Ontario;
- be a permanent resident in Canada or a Canadian Citizen; and
- be at least 21 years of age by the first day of classes for the session in which you wish to enrol.

Admission Credential

Completion of one or more pre-university courses in which the student earns a grade of B or better will be regarded as an admission credential for students who have not completed high school but who meet the Mature Student regulations of the University.

Students Who Do Not Earn a 'B' Grade on Their First Attempt

Repeat attempts are not permitted but students who wish to improve their grade may take the other course to attempt a result that will qualify as an admission credential.

Note: Pre-university courses will not compensate for recent low OAC or CAAT averages. Nor are they normally appropriate for people who have already attended a university.

If you have any doubts about whether you qualify to take a pre-university course as a way of strengthening your application for admission, please contact the York Admissions Office at 416-736-5000 for further information.

CEPH3910 HUMANITIES:

Aspects of Canadian Culture

This course explores how 20th century Canadian writers view Canadian society. It will improve students' ability to express themselves with clarity, precision and conviction; to master analytical thinking, reading and writing; to learn the techniques of essay writing; and to examine individual and societal values.

CEPS3910 SOCIAL SCIENCE:

Canadian Social Issues

This course surveys the social features of life in Canada today and examines the relationship between society and government policy in areas such as the elderly, environmental issues, immigration and urbanization. It emphasizes the development of critical thinking, reading and writing, and the acquisition of basic research skills.

Note: Pre-university courses do not provide English as a Second Language instruction.

For English as a Second Language, contact the York University English Language Institute at 416-736-5353.

PREREQUISITE FOR AK/MATH 1710 6.0

Students already admitted to Atkinson who earn a grade of B or better in CEP3910 Mathematics will gain automatic entrance to this course and will be exempt from taking the preliminary test.

CEPM3910 MATHEMATICS:

Elementary Mathematics

This course is designed to upgrade students' skills in elementary mathematics. It is useful for students who have been away from mathematics for some time and are in need of a refresher course. Topics to be covered include beginning skills in algebra, analytic geometry, Euclidean geometry, and equation solving, as well as an introduction to trigonometry.

Note: Recent Ontario Grade 10 Mathematics, or the equivalent, will provide useful background for this course. This course does not meet OAC mathematics course prerequisites for the Faculties of Pure and Applied Science and the Schulich School of Business.

PREPARATION PROGRAM FOR PRIMARY CERTIFICATE IN RATIONAL EMOTIVE BEHAVIOR THERAPY

A three-day workshop presented by Dr. Sam Klarreich and Dr. Kurt Fuerst, Centre for Rational-Emotive Therapy.

Rational-Emotive Behavior Therapy (REBT) was created in 1955 by Dr. Albert Ellis, a clinical psychologist, a pioneer in cognitive-behavior therapy, and one of the most influential and cited psychotherapists of our time. This highly effective psychotherapeutic approach has rapidly spread around the globe.

REBT is based on the premise that people are not disturbed by events or situations but by their interpretations of them. Such interpretations, resting on unhealthy beliefs and faulty thinking, result in emotional disturbances and ineffective behaviors.

Who Should Attend

- Employee Assistance Program Professionals
- Graduate Students
- Marriage and Family Therapists
- Nurses and Nurse Practitioners
- Physicians
- Psychiatrists
- Psychologists
- Rehabilitation Consultants
- Social Workers

Minimum qualification is a Master's Degree or equivalent in any discipline.

WRITING A PUBLISHABLE BOOK

Presented by John William Yee

Interested in a creative writing course but do not have the time to attend classes that are out of your way or classes that are too long!

Despite your hectic schedule, here is another option: a ten-week correspondence course on "How to Write a Publishable Book".

COURSE IDENTIFICATION

The following symbols are used to identify the Atkinson courses:

AK	Atkinson	LING	Linguistics
ADMS	Administrative Studies	MATH	Mathematics
BIOL	Biology	MODR	Modes of Reasoning
CDNS	Canadian Studies	MUSI	Music
CHEM	Chemistry	NATS	Natural Science
COSC	Computer Science	NURS	Nursing
DANC	Dance	PHIL	Philosophy
ECON	Economics	PHYS	Physics
EN	English	POLS	Political Science
FA	Fine Arts	PSYC	Psychology
FILM	Film	STS	Science and Technology Studies
FR	French	SOSC	Social Science
GEOG	Geography	SOWK	Social Work
GK	Greek	SOCI	Sociology
HIST	History	THEA	Theatre
HUMA	Humanities	URST	Urban Studies
KINE	Kinesiology & Health Science	VISA	Visual Arts
LA	Latin	WMST	Women's Studies