Division of Continuing Education

Non-Credit, Non-Degree Programs 2001-2002

The Division of Continuing Education will shortly be introducing several new courses and certificates. To receive further information on these and existing programs described below contact our office (Room 107, Atkinson) or visit our Web site.

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

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Certificate Programs (Non-degree credit)

Certificate in Dispute Resolution

Sponsored by The School of Social Work, Atkinson and La Marsh Research Centre on Violence and Conflict Resolution, York University. (full and part-time)

The certificate program is designed to provide educational and practical skills training in mediation, negotiation and arbitration for those interested in becoming involved in the growing field of dispute resolution. The program integrates dispute resolution theory and practical skill development. Successful completion of the certificate program will satisfy the education component of the Arbitration and Mediation Institute of Ontario (AMIO) membership requirement and may also assist graduates in obtaining an appointment to the Ministry of the Attorney General's Mediation Roster, Mandatory Mediation Program. Internships are available to program graduates.

Certificate in Working with Children and Families in Distress

Sponsored by The School of Social Work, Atkinson (part-time)

This program is not currently offered and is under review. It will not be offered in the immediate future. Those interested in the subject matter of the certificate may wish to consider a new two day course "Making A Difference: A Coordinated Community Response to Child Abuse and Neglect".

Certificate in Technology-Based Learning

This Certificate in Technology-Based Distributed Learning has been developed by the Distance Education and Technology unit of Continuing Studies in conjunction with the Faculty of Education at UBC. The following Web site gives full details of the program: http://itesm.cstudies.ubc.ca/info/.

Developed by UBC in collaboration with the Monterrey Institute of Technology (ITESM), Mexico, this program is delivered in Canada and internationally via the Internet. It is designed for professionals and UBC graduate students working or studying in distance education who wish to update their teaching skills. The courses will interest those concerned with managing, designing or tutoring technology-based courses such as university teachers, college instructors, instructional designers, program administrators and educational decision makers. Learners can cover the whole program or just those courses that are of particular interest.

ADED 501 Social Issues in Technology-Based Distributed Learning

An examination of selected social issues related to the use of technology-based distributed learning. The impact on the teaching and learning process, the implications for student access, the technological imperative, the role of the private sector and corporate interests, and globalization are some of the issues that will be covered.

EDST 508 Research and Evaluation Issues in Technology-based Distributed Learning

This course will provide not only a review of different methods of researching and analyzing technology-based distributed learning, but will also review findings from recent national studies on cost-benefits, the impact on the lives of adult learners, and the impact on learning of these new methods. Participants will work toward developing their own evaluative frameworks and research methods.

EDST 533 Planning and Managing Distributed Learning

This course is aimed at academics and instructors in postsecondary education, but of particular relevance to Deans, Vice-Presidents and other senior managers. The course content covers the management of technology-based courses and projects, strategies for change needed at an institutional level to support technology-based teaching and system-wide planning requirements at a provincial, state or national level to support and regulate distributed learning.

EDST 561 Selecting and Using Technologies for Distributed Learning

Aimed at academics and instructors in postsecondary education, this course uses the Internet and a CD-ROM to enable participants to analyze and apply criteria for selecting and using educational technologies at both an institutional and a course level.

EDST 565 Developing, Designing and Delivering Technology-Based Distributed Learning

This course introduces participants to three different models of distributed learning, and challenges participants to examine the implicit and explicit assumptions behind the use of new technologies within each of these models. Participants will use both required textbooks and the Internet to research critiques of different approaches to distributed learning. Participants are expected to participate with other students.

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Pre-University Studies

Admission Credential Courses

(13 evening sessions)

CEPH3910 Humanities/CEPS3910 Social Science

These admission credential courses are meant for people who intend to apply as mature students, either to Atkinson for evening studies or to any of the University's day, liberal arts programs.

Prerequisite for AK/MATH 1710 6.0

(26 evening sessions)

CEPM3910 Mathematics

Students already admitted to Atkinson who earn a grade of 'B' or better in this course will gain automatic entrance to AK/MATH 1710 6.0 and will be exempt from taking the preliminary test.

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Professional Examination Preparatory Programs

Aviation Program

Flight Dispatcher Program

(Usually two weeks full-time)

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

Business and Related Programs

Canadian Institute of Chartered Business Valuators (CBV)

(Summer - two full days)

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.

CFA Study Program for Levels I, II, III

(Part-time evening and full-time day sessions available)

This examination preparation program ensures that the candidate is prepared to meet the high standards required to pass the CFA examinations. We utilize the *Schweser Study Guide Notes*.

CMA Entrance Examination

(Admission Examination into the Professional Program of the Society of Management Accountants) (Winter - length varies)

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 examination 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 CA Finalists

(Winter/Spring - full-time, length varies)

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

Our Program includes:

- practice exams - virtually all non-UFE
- analysis of UFE trends in comp and multi-subject questions
- new comp writing course

- sessions on how to apply your technical knowledge in a UFE content
- personal counselling

Securities Preparatory Course

(one weekend)

This course is designed to prepare students for Securities style of exams. You will be provided with a specific approach and feedback on test exams.

Our course will:

- highlight key areas in Securities material,
- identify how grading points were determined and weighted in prior Securities Exams, and
- provide two practice exams.

US CPA Preparatory Program

(three, four or four and one half days)

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.

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Information Technology Programs

Information Technology Certification

(Full or part-time: minimum nine weeks)

York University, Atkinson and Productivity Point International have joined together to provide you with the technical foundation for the following certification exams:

- Microsoft Certified Professional + Internet
- Microsoft Certified Systems Engineer
- Microsoft Certified Database Administrator
- Principal Lotus Notes Application Developer
- Web design certification (various)

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ASL Evaluation Training Program

This certificate program will train those who are proficient with American Sign Language to become certified ASL interviewers and/or ASL raters. Students will complete a two-week course followed by a twelve-week internship program.

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Police Qualifying Examination Preparation

Comprehensive Policy Qualifying Examination Preparation Program

(Three month full-time or nine month part-time)

This program is designed for graduates of Universities or Community Colleges who wish to apply to a police service in Ontario and who have not attended a Policy FoundationsTraining Program elsewhere.

Police Qualifying Examination Refresher Program

(Two week full-time)

This program is designed for candidates who have already graduated from a Police Foundations Training Program and who fall into one of the following categories:

- previous training occurred over a longer period of time or several years ago
- wrote and passed the PQE previously and wish to refresh their learning prior to re-writing it
- have significant educational or career experience in a police-related field and wish to write the PQE for personal experience.

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Professional Development Programs

Assessing for Domestic Violence in Family Mediation

(Three days)

This workshop is designed to assist mediators in developing theoretical knowledge and practical skills in recognizing domestic violence and determining when mediation is appropriate. Participants will integrate theory and current research on power imbalances and domestic violence to develop a risk assessment/screening instrument to be used prior and during divorce mediation. Criteria for determining if mediation is appropriate and instruction on how to administer the screening instrument will be presented. This workshop meets the domestic violence education requirement of Family Mediation Canada and the Ontario Association of Family Mediators.

Fundraising for Non-Profit Organizations

(10 evening sessions)

This practical course is designed for staff, board members and volunteers who participate in fundraising activities on behalf of non-profit organizations. The course will help participants to prepare a fundraising plan for their organization and will provide the latest tools/strategies to be used immediately to assist their organization to successfully face the realities of today's funding climate.

Making A Difference: A Coordinated Community Response to Child Abuse and Neglect

(two days)

This course is designed to provide front-line workers with the information necessary to fulfill this legal and moral obligation to report suspected abuse and to effectively support an abused child. This two-day course is based on the Making a Difference curriculum developed by the Toronto Child Abuse Centre. The curriculum was developed out of a collaborative community-based effort to address the issue of child abuse prevention and intervention in the child care community. The course will be presented by the Executive Director of the Toronto Child Abuse Centre.

Mathematics Applied to Financial Services

(Eight sessions)

This course has been designed for those who:

- need help to understand basic business math concepts and applications within a financial services context
- are preparing to enrol 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
- are currently taking courses in the Institutes Personal Financial Counselling or Planning programs and are experiencing difficulty grasping the math topics listed above.

Practical Workers' Compensation Management

(Two days)

The workshop offers practical information and advice on how to set up and run cost-effective workers compensation management programs.

Woman Abuse

Sponsored with Woman Abuse Council of Toronto and Education Wife Assault (13 separate, half-day seminars)

This seminar series is directed to a range of front-line workers, including counsellors, support workers, women's advocates, crisis line workers, shelter workers, health practitioners, child care workers and others who come into contact/work with women who have experienced violence in a relationship. The program will also be of interest to students currently enrolled in a related degree or diploma program.

Seminar topics:

- The Relationship Between Woman Abuse and Mental Health Issues
- Responding to the Needs of Women with Mental Health Issues
- Understanding the Relationship Between Woman Abuse and Substance Use and Addiction
- Suicide Prevention and Intervention
- Navigating with Women Through the Immigration Systems
- Making the Immigration System Work for Abused Women
- The Politics of Self-Care: The Impact of Woman Abuse Work on Practitioners
- The Inter-Connectedness between Child Maltreatment and Woman Abuse
- Understanding and Responding to the Needs of Woman Who Self-Harm
- Women's Violence in Abusive Relationships
- Violence in Lesbian Relationships
- Responding to the Needs of Children Exposed to Woman Abuse
- Record-Keeping

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Course Identification

The following symbols are used to identify the Atkinson courses:

AK	Atkinson	MATH	Mathematics
ADMS	Administrative Studies	MODR	Modes of Reasoning
CDNS	Canadian Studies	MUSI	Music
COSC	Computer Science	NATS	Natural Science
DANC	Dance	NURS	Nursing
ECON	Economics	PHIL	Philosophy
EN	English	POLS	Political Science
FA	Fine Arts	PSYC	Psychology
FILM	Film	RELS	Religious Studies
GEOG	Geography	STS	Science and Technology Studies
GK	Greek	SOSC	Social Science
HIST	History	SOWK	Social Work
HLST	Heath Studies	SOCI	Sociology
HUMA	Humanities	THEA	Theatre
ITEC	Information Technology	URST	Urban Studies
LA	Latin	VISA	Visual Arts
LING	Linguistics	WMST	Women's Studies

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