

Division of Continuing Education

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Non-Credit, Non-Degree Programs 2002-2003

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), e-mail: DCE@yorku.ca or visit our Web site: www.atkinson.yorku.ca/~dce/.

Certificate Programs (Non-degree credit)

Certificate in Dispute Resolution

Co-Sponsored with The School of Social Work, Atkinson Faculty of Liberal and Professional Studies and La Marsh Research Centre on Violence and Conflict Resolution, York University.

This 132-hour 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 Alternative Dispute Resolution Institute of Ontario (ADRIO) 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 Dispute Resolution Internship

These optional, 100-hour internships are available to graduates of the Certificate in Dispute Resolution Program who are interested in practising their newly-acquired skills under the supervision of experienced dispute resolution professionals. Internships are available in four areas of dispute resolution practice: community mediation; family mediation; organizational dispute resolution; and bilingual mediation. Interns develop individualized learning plans, in collaboration with the internship provider, which determine the range of activities and specific outcomes for their internship.

Certificate in Infant Mental Health

Co-Sponsored with the Infant Mental Health Promotion Project and the Ontario Association for Infant Development.

This 120-hour certificate program is designed to provide front-line service providers with essential knowledge and applied, practical skills to work effectively in the field of infant development and prevention/ early intervention with infants with special needs and those infants living in high-risk environments. Through the application of theoretical concepts and current research in infant development, attachment, infant-parent relationships and mental health, Certificate participants will develop intervention skills to

encourage positive parent-child interactions and promote optimal developmental progress in infants, enabling them to work more effectively with the populations their organizations serve.

Certificate in Working with Special Populations

Co-Sponsored with the School of Social Work, Atkinson Faculty of Liberal and Professional Studies.

This 119-hour certificate program is designed for service providers working in a variety of practice settings who are interested in developing specialized theoretical knowledge and intervention skills for working with special populations, (including persons with mental health issues and developmental disabilities, and persons with mental health and substance abuse issues). The program will emphasize opportunities for participants to become reflective practitioners through their participation in experiential exercises and skill development activities that are based on an ethical and professional practice framework. Participants will critically examine a variety of intervention models and develop holistic, consumer-specific plans of care which are predicated on respect, empowerment and choice, and optimize the quality of life of the individual.

University Preparation - Admission Credential Courses

CEPH3910 Humanities: Aspects of Canadian Culture

CEPS3910 Social Science: Canadian Social Issues

(13 evening sessions)

These admission credential courses are designed for people who intend to apply as mature students, either to the Atkinson Faculty of Liberal and Professional Studies for evening studies or to any of the University's day, liberal arts programs. Completion of one or more of the pre-university courses in which students earn 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.

Preparatory Course for AK/MATH 1710 6.0

CEPM3910 Mathematics: Elementary Mathematics

(26 evening sessions)

This course is designed to upgrade students' skills in elementary mathematics. It is designed for students who have been away from mathematics for some time and are in need of a refresher course. 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.

Preparatory Course for the Joint Graduate Program in Communication and Culture

AK/CEFG 4000 3.0 Introduction to Theories of Communication and Culture

(12 evening sessions)

This non-credit course is designed to acquaint students entering the Joint Graduate Program in Communication and Culture with the basic streams of research found in the areas of communication and culture. As such, this course mediates the student's relationship with his/her future course work and his/ her chosen area/object of study. Completion of this course or its equivalent may be required or strongly recommended as a condition of admission to the Graduate Program.

Preparatory Programs For Professional Association Examinations

Aviation Program

Flight Dispatch Program

(Two, 5-day components - full-time)

Canadian Aviation Regulations now require all flight dispatchers to be licensed. This intensive, non-degree credit course was designed to assist flight dispatch candidates to prepare for the Transport Canada Certificate Examination. The program will assist Exam candidates to gain knowledge of airline general operations and flight operations, and understand meteorological, logistical and other elements of flight planning.

Business and Related Programs

Canadian Institute of Chartered Business Valuators Membership Entrance Exam Preparatory Program

(Two days)

This two-day program is designed to assist candidates to prepare to write the CICBV Membership Entrance Exam (MEE). The program consists of a technical review of the eight CICBV correspondence courses, an approach to the comprehensive and non-comprehensive papers, a review of current topics and emerging valuation issues, and guidance for preparing an effective study plan.

CMA (Certified Management Accountants) Entrance Examination Entrance Exam Preparatory Program - The Technical Review and Strategic Case Writing Programs

These programs are designed to assist candidates to prepare to meet the high standards required to pass both Part I and II of the CMA Entrance Examination, and earn admission to the Professional Program of the Society of Management Accountants. The Technical Review Program includes five seminars which cover all major topics described in the 2002 CMA Syllabus, as well as multiple-choice exam writing strategies. The Strategic Case Writing Program candidates will learn specific case writing techniques, vital to passing the exam. These techniques are applied to simulated case examinations that are marked by professional markers.

Professional Development Courses

Assessing/Screening for Domestic Violence and Power Imbalances in Family Mediation

(Three days)

This 21-hour 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 to 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

(Four full-days)

This practical course is designed for staff, board members and volunteers who participate in fundraising activities on behalf of nonprofit 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.

Woman Abuse Seminar Series

Co-Sponsored with the Woman Abuse Council of Toronto and Education Wife Assault (Half- and full-day seminars).

These seminars focus on a number of key issues and practice challenges that front-line workers face in their work with survivors of woman abuse. The 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 an intimate relationship. The program will also be of interest to students currently enrolled in a related degree or diploma program.