

X. Division of Continuing Education (DCE)

Room: 107 Atkinson
Telephone: 416-736-5616, Fax: 416-650-8042

Non-Credit, Non-Degree Programs 2003-2004

The Division of Continuing Education continually introduces new courses and certificates. To receive further information on these new offerings and our existing programs described below please 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 to those interested in acquiring knowledge in the growing field of dispute resolution. The program provides core competencies in dispute resolution for those wishing to bring new skills to their existing jobs, and is the first step leading to professional accreditation as a mediator. The program integrates dispute resolution theory and practical skill development opportunities. Successful completion of the certificate program will satisfy the education component of the Alternative Dispute Resolution Institute of Ontario (ADRIO) and the Alternative Dispute Resolution Institute of Canada (ADRIC). Graduates will have the prerequisite for advanced training with the Canadian International Institute of Applied Negotiation (CIAN), leading to the designation of Registered Practitioner in Dispute Resolution, (RPDR). 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.

Advanced Certificate in Dispute Resolution (Launched Spring/Summer 2003)

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.

The non-degree credit Advanced Certificate in Dispute Resolution consists of 98 hours of classroom instruction, dispute resolution observation and supervised mediation practice. The program explores theoretical constructs of conflict, conflict escalation, and modes of dispute resolution; exposure to and critical analysis of best practices in dispute resolution; skill development opportunities; and development of a model for continued self-education in professional practice in dispute resolution. The program is designed for graduates of the division's Certificate in Dispute Resolution Program and other eligible practitioners who are interested in pursuing advanced-level education and training in the field of dispute resolution practice, so that they can confidently and skilfully offer mediation services to the public, in a variety of settings. The program provides students with a direct link to accreditation and the acquisition of professional designation and membership in dispute resolution associations.

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 practical skills to encourage positive parent-infant interactions and promote optimal developmental progress in infants. The program is directed to those interested in working effectively in the field of infant development, prevention and/or early intervention with infants with special needs, and with infants living in high-risk environments.

Certificates in Trauma Response

Co-sponsored with the Department of Psychology, Atkinson Faculty of Liberal and Professional Studies and the Traumatology Institute (Canada) Training and Development Inc.

These non-degree credit certificate programs are designed to provide theoretical knowledge and practical skill-development opportunities for direct-care professionals, para-professionals and volunteers engaged in crisis or emergency trauma response, and longer-term community support and/or therapeutic or clinical intervention. The programs consist of a series of courses that include theoretical constructs, integration of current research, exposure to "best-practices" in trauma response intervention, and skill development opportunities to assist participants to integrate theory/research with trauma intervention skills and activities. Certificate program instructors are trauma response practitioners who have specialized expertise in traumatic stress, trauma response and intervention, and adult education.

Community and Workplace Intervention

This 98-hour certificate program is designed for direct-care professionals, para-professionals and volunteers, including emergency response professionals, front-line community and social service providers, crisis workers, victims' advocates, chaplains and clergy, emergency managers, health care practitioners, human resource staff, funeral directors and others engaged in emergency- and trauma-response work. This practical program will provide participants with essential knowledge and practical skills to work effectively in the field of trauma response with survivors of natural and human-caused disasters or crises. Certificate participants will develop crisis response and support intervention skills to respond to the emotional trauma of survivors, lessen the potential negative impact of crises and to support the survivor to access additional resources to prevent/address longer-term traumatic stress. Participants will also develop an understanding of the meaning, risk factors, warning signs and symptoms of compassion fatigue in the lives of caregivers, and develop strategies to prevent or mitigate the impact of their work on their professional and personal lives.

Clinical Intervention

This 105-hour certificate program is designed for mental health professionals, including psychologists, social workers, mental health counsellors, family therapists, employee assistance professionals, clinical supervisors, and other practitioners who provide psychological treatment and therapeutic intervention for survivors of trauma. This skills-based program will provide participants with a comprehensive framework, grounded in current theory and research, for identification, assessment, and treatment of the specific needs of the trauma survivor. Participants will also develop an in-depth understanding of compassion fatigue and strategies for prevention and enhancement of practitioner resiliency, including how to effectively intervene with care providers who have become "compassion-fatigued" through their trauma response work.

Certificate in Working with Special Populations

(Program will be under redevelopment for 2003. Contact DCE Office for Updates)

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 assist participants to become familiar with a variety of intervention models and to develop holistic, consumer-specific plans of care predicated on respect, empowerment, and choice.

University Preparation - Admission Credential Courses

CEPH3910 Humanities: Aspects of Canadian Culture

CEPS3910 Social Science: Canadian Social Issues

(14 evening sessions)

These admission credential courses are designed for people who intend to apply as mature students to York University for degree-credit study in any of the following programs: arts and sciences, fine arts, environmental studies, Glendon or the Atkinson Faculty of Liberal and Professional Studies. Students who earn a minimum grade of B or better in the pre-University course, will be considered for admission to York University.

To be considered as a mature student, student should: be 21 years of age or older as of the first day of enrolment for the expected undergraduate program; have been out of full-time high school studies for at least two years; have attempted less than one full year of studies at an accredited university or college; not have any recent unfavourable academic performance. For greater detail please refer to the York University Office of Admissions at 416-736-5000.

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 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.

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.

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

Preparatory Course for the Joint Graduate Program in Communication and Culture

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

(36 hours)

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. This 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. The Faculty of Graduate Studies may require completion of this course as a condition of admission to the joint graduate program.

University 100 Courses

Co-sponsored with the Atkinson Counselling Centre and the Office of Student and Academic Services.

These courses have been specifically designed to assist students to achieve their academic goals by successfully dealing with the transition to academic study at Atkinson and York University.

University 101

This 21-hour course has been specifically designed for students "new" to Atkinson to assist them to successfully adapt to the university environment. This course will provide "transition assistance" to students entering York directly from high school or from a community college, to mature students who have been away from an academic institution for a number of years, and to international students. This course will also be of particular interest to the younger "double cohort" students who may not have had the opportunity to acquire or hone their academic skills during high school. This course has been designed to assist participants to overcome feelings of being overwhelmed by adapting to being a university student on a campus of over 40,000 students. This practical, "hands-on" course will assist students to: develop strategies for effective listening and note-taking; enhance their study skills; understand their learning style and how to adapt this style to the University environment; and prepare and successfully write various types of exams.

University 102

This 21-hour course has been specifically designed for current Atkinson students who are experiencing difficulty in achieving academic success and are on academic warning and/or who are in danger of failing to maintain program-specific academic requirements. This course will assist participants to understand their specific learning styles and to develop requisite skills for academic success. The course has been designed to provide support to the participants through to the midterm of a semester, and to provide ongoing feedback of their actual classroom experience. The course sessions will be scheduled at intervals throughout the semester, allowing students to implement strategies, as well as to get feedback from course instructors on their performance.

Preparatory Programs for Professional Association Examinations

Aviation Program

Flight Dispatch Program

(Two, five-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.

Professional Development Courses

Advanced Family Mediation Workshop

(Three days)

This advanced-level Workshop is designed to assist mediators to further develop and fine-tune their skills in family mediation. Participants will examine current issues in mediating family and parenting disputes, learn how to develop parenting plans, and address life-style, religious and moral issues. Participants will observe mediation demonstrations by the instructor and participate in role-play mediation sessions (coach/student ratio of 1:5). This Workshop will be of interest to mediators working toward certification by Family Mediation Canada or accreditation by the Ontario Association for Family Mediators.

Advanced Negotiation and Mediation

Co-sponsored with the Canadian International Institute of Applied Negotiation.

(Four days)

This advanced level, four-day workshop is designed to deepen the skills and competencies of dispute resolution practitioners. Participants will tackle the inherent challenges of assisting in more conflicted disputes, including multi-party, multi-issue disputes. Participants will learn to focus on strategy, process design, and micro communication skills to enhance the quality of practice. Completion of this training workshop constitutes an identifiable step toward CIAN's recognized and respected "Registered Practitioner in Dispute Resolution" RPDR designation. Upon completion, participants will receive CIAN's Advanced Certificate in ADR, and be eligible to seek the RPDR designation.

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

(Three days)

This 21-hour workshop is designed to assist mediators to develop theoretical knowledge and practical skills to recognize domestic violence and to determine if and when mediation is appropriate. Participants will integrate theory and current research on power imbalances and domestic violence, and will be introduced to a risk assessment screening instrument to be used prior to and during divorce mediation. This Workshop meets the domestic violence education requirement of Family Mediation Canada and the Ontario Association of Family Mediators.

Dispute Resolution in the Workplace

Co-sponsored with the Canadian International Institute of Applied Negotiation.

(Four days)

This four-day module is designed to focus on negotiation and mediation skills specific to the workplace environment. Participants will learn to effectively use interest-based techniques in collective bargaining, performance management, and human rights/harassment issues in a context of unionized and non-unionized environments. Participants will be introduced to "mediation-arbitration", and learn useful negotiation skills in this paradigm. Completion of this training workshop constitutes an

identifiable step toward CIAN's recognized and respected "Registered Practitioner in Dispute Resolution" RPDR designation. Upon completion, participants will receive CIAN's Workplace Specialist Certificate, and be eligible to seek the RPDR – Workplace Specialist designation.

Fundraising for Non-Profit Organizations

(24 hours)

This course is designed to assist staff and volunteers of non-profits to prepare a fundraising plan for their organization and to become familiar with a range of strategies and tools to be put to immediate use to successfully face the realities of today's financial 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.

Woman Abuse Workshop Series

Co-sponsored with the Woman Abuse Council of Toronto and Education Wife Assault.

These practical, 2 and 3 day "hands-on" workshops are specifically designed to assist front-line staff to develop specialized knowledge and skills to work more effectively in the area of woman abuse intervention.