ACADEMIC CALENDAR
WINTER 2015 — IMPORTANT DATES

- Wednesday, January 21: OMNIVOX Registration Opens
- Wednesday, January 21: WALK-IN Registration Begins
- Monday, February 2: Classes Begin
- Monday, February 16: 14-3 Final Grade Review Deadline
- Monday, February 16: 14-3 Grade Change Deadline
- Friday, February 27: CREDIT COURSE WITHDRAWAL DEADLINE
- Monday, March 2 – Friday, March 6: Study Break (No classes)
- Friday, April 3: Good Friday (College closed)
- Monday, April 6: Easter Monday (No classes)
- Wednesday, May 13: Ministerial Exit Exam for D.E.C. Graduates
- Monday, May 18: Victoria Day (No classes)
- Monday, May 25: Credit classes end
- Tuesday, May 26: Make-up day - Monday and Monday/Wednesday Classes
- Tuesday, June 2: Grade Deadline 15-1

QUICK OVERVIEW OF COURSES

CREDIT COURSES

ANTHROPOLOGY
Introduction to Anthropology

BUSINESS ADMINISTRATION
Accounting I
Accounting II
Computerized Accounting
Introduction to Business
Marketing
Business Law

CISCO
Cisco III
Cisco IV

COMPUTER SCIENCE
EXCEL: Organizing Spreadsheet
Information
Introduction to Computers

ECONOMICS
Macroeconomics

ENGLISH
Introduction to College English
Literary Genres
Literary Themes
Forms of Discourse

HISTORY
Western Civilization

HUMANITIES
Humanities: World Views
Humanities: Knowledge

MATHEMATICS
Algebra & Trigonometry
Calculus
Linear Algebra

PSYCHOLOGY
Introduction to Psychology
Interaction and Communication

SOCIOLOGY
Introduction to Sociology
Sociology: Race, Ethnicity and Structured Inequality

PUBLICATION and WEB DESIGN
Computer Graphics: the MAC
Drawing Software: Illustrator
Page Design: InDesign
Web I
Web II
Web III

INTEREST COURSES

LANGUAGES
Intermediate English
Conversational English
Business English
French Beginner I
French Beginner II
French Beginner III
Français oral
Written French I
Elementary German I
Elementary Italian I
Elementary Italian II
Elementary Spanish I
Elementary Spanish II

OPERA APPRECIATION
Meet the MET

LATIN AND MODERN BALLROOM DANCING
Latin and Modern Ballroom Dancing: Level I
Latin and Modern Ballroom Dancing: Level III
Latin and Modern Ballroom Dancing: Advanced

PHOTOGRAPHY
Beyond Point and Click
Real Estate Photography Workshop

VISUAL ARTS
An Introduction to Drawing

SOCIAL MEDIA
Social Media Savvy: Facebook,
Pinterest, Twitter
Social Media Savvy: LinkedIn

ENVIRONMENT
Fruit Nuts and Berries
Organic Gardening 101

GOLF
Golf Fundamentals

BUSINESS
Entrepreneurship Made Simple
Building a Successful Online Business on WordPress

FINANCE
Investment Principles

NURSING
Nursing Exam Preparation
Workshops:
Medicine/Surgery
Gerontology
Psychiatry
Obstetrics
Pediatrics
REGISTRATION OPTIONS

STARTING:
WEDNESDAY, JANUARY 21, 2015

OMNIVOX ONLINE
http://johnabbott-conted.omnivox.ca
(Visa/MasterCard)

MAIL
Registrar’s Office
John Abbott College
21 275 Lakeshore Road,
Sainte-Anne-de-Bellevue, QC H9X 3L9
(Cheque/Money Order)

IN-PERSON
Registrar’s Office
Herzberg Building (H-128)
(Cash/Cheque/Money Order/ Interac/Visa/MasterCard)

OFFICE HOURS
January 21–February 6:
Monday–Thursday 08:30–19:00
February 26:
Thursday 08:30–19:00
(Credit course withdrawal deadline February 27)

ACADEMIC ADVISING
Wednesday, January 21
16:30–19:00
Thursday, January 22
16:30–19:00
Monday, January 26
16:30–19:00
Registrar’s Office, Herzberg Building (H-128)
advisors@johnabbott.qc.ca

French and English Language
Placement Testing (for new students)
Monday, January 26, 2015
17:00 – 19:00
Registrar’s Office, Herzberg Building (H-128)

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**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**

**Intermediate English**
45 hours | 900-503-00-01 | Tuition: $265
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
Feb. 4 – May 20

**Conversational English**
45 hours | 900-510-00-01 | Tuition: $265
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
Feb. 3 – May 19

**Business English**
45 hours | 900-206-00-01 | Tuition: $265
This course is targeted to students who are proficient in English and wish to improve their reading, writing, listening and speaking skills within a professional context. Students will work on tasks they will encounter in the workplace such as: answering and placing phone calls, writing emails and memos, giving presentations, expressing their opinions in business meetings. Appropriate attention is given to grammar and vocabulary problems as required.

Monday: 19:00 – 22:00
Feb. 2 – May 25 (plus make-up class)

**ITALIAN**

**Elementary Italian I**
45 hours | 900-301-00-01 | Tuition: $265
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.

Wednesday: 19:00 – 22:00
Feb. 4 – May 20

**Elementary Italian II**
45 hours | 900-302-00-01 | Tuition: $265
For students who have completed Italian I or have a basic knowledge of Italian. This course emphasizes skills in oral communication. Students learn basic grammar structures, build on practical vocabulary and develop conversational skills enabling them to function in everyday life situations.

Friday: 19:00 – 22:00
Feb. 6 – May 22

**SPANISH**

**Elementary Spanish I**
45 hours | 900-706-00-01 | Tuition: $265
For students who have no previous or very little training in Spanish. It places emphasis on basic grammar and practical spoken Spanish. Upon completion of the course, students should be more confident with simple conversations in Spanish.

Tuesday: 19:00 – 22:00
Feb. 3 – May 19

**Elementary Spanish II**
45 hours | 900-707-00-01 | Tuition: $265
A continuation of Elementary Spanish I, this course is intended for students who have had little previous training in Spanish. It places emphasis on basic grammar and practical spoken Spanish. Upon completion of the course, students should be more confident with simple conversations in Spanish.

Tuesday: 19:00 – 22:00
Feb. 3 – May 19

**GERMAN**

**Elementary German I**
45 hours | 900-701-00-01 | Tuition: $265
In this introductory German course, well balanced attention will be given to all four language skills (listening, speaking, reading, and writing). Vocabulary and grammar will also be studied, enabling students to function in several everyday life situations.

Wednesday: 19:00 – 22:00
Feb. 4 – May 20

**FRENCH**

**Beginner French I**
45 hours | 900-601-00-01 | Tuition: $265
For students who have no previous or very little training in French, this course emphasizes practical spoken French. Students are introduced to basic structures and vocabulary necessary for communication in everyday situations.

Monday: 19:00 – 22:00
Feb. 2 – May 25 (plus make-up class)

**Beginner French II**
45 hours | 900-602-00-01 | Tuition: $265
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.

Tuesday: 19:00 – 22:00
Feb. 3 – May 19

**Beginner French III**
45 hours | 900-603-00-01 | Tuition: $265
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.

Wednesday: 19:00 – 22:00
Feb. 4 – May 20

**Français Oral**
45 hours | 900-608-00-01 | Tuition: $265
For intermediate students, this course is mainly oral. Students are encouraged, through role-playing, discussions and presentations, to communicate in day-to-day situations and comment on various topics. Appropriate attention is given to grammar problems as required.

Monday: 19:00 – 22:00
Feb. 2 – May 25 (plus make-up class)

**Written French I**
45 hours | 900-610-00-01 | Tuition: $265
For advanced students who wish to develop their writing skills, this course reviews the basic rules of grammar, sentence structure and punctuation. Students learn strategies for
generating and organizing ideas, enabling them to produce short written compositions.

Thursday: 19:00 – 22:00
Feb. 5 – May 21

OPERA APPRECIATION

MEET the MET
8 hours | 900-326-00-01 | Tuition: $95

Have you been intrigued by arias from operas you have heard on the soundtrack of movies or on the radio? Have you stayed away from attending opera performances due to the high cost of opera tickets? The New York Metropolitan Opera is making opera accessible to a wider audience by broadcasting, in HD video via satellite, to movie theatres around the world. This course introduces you to the exciting world of opera in tandem with the MET broadcasts. 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 7: 9:00 – 12:00
Tchaikovsky’s Isolanta and Bartok’s Bluebeard’s Castle
Saturday, March 7: 10:00 – 12:00
Rossini’s La Donna del Lago
Saturday, April 11: 09:00 – 12:00
Mascagni’s Cavalleria Rusticana and Leoncavallo’s Pagliacci

MET performance tickets must be purchased individually.
Instructor: Pierre Gallant is a composer whose works have been played internationally. He taught at the Royal Conservatory of Music in Toronto for 25 years, and now lives and works in Montreal.

SHALL WE DANCE?

These courses are for couples only but each student must register individually.

Latin and Modern Ballroom Dancing – Level I
15 hours | 900-A04-00-01
Tuition: $115 (per student)
(Prerequisite: Latin and Modern Ballroom Dancing – Level I)
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: 19:00 – 20:15
Feb. 13 – May 8 (no class on April 3)
Instructor: Carla Ciaramellano

Latin and Modern Ballroom Dancing – Level III
15 hours | 900-A09-00-01
Tuition: $115 (per student)
(Prerequisite: Latin and Modern Ballroom Dancing – Level I)
FOR COUPLES ONLY. A continuation of Latin and Modern Ballroom Dancing - Level I, this course reviews the basic steps previously introduced and concentrates on more advanced steps.
Friday: 19:00 – 20:15
Feb. 13 – May 8 (no class on April 3)
Instructor: Robert Falsetti

Latin and Modern Ballroom Dancing – Advanced
15 hours | 900-A06-00-01
Tuition: $115 (per student)
(Prerequisite: Latin and Modern Ballroom Dancing – Level III)
FOR COUPLES ONLY. A continuation of Latin and Modern Ballroom Dancing level III, this course allows couples to refine advanced steps and routine and continue improving their overall style and technique on the dance floor.
Friday: 20:15 – 21:30
Feb. 13 – May 8 (no class on April 3)
Instructor: Carla Ciaramellano

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 you will 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
Thursday : 19:00 – 21:00
March 12 – May 14
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.

Real Estate Photography Workshop
3.30 hours | 900-166-00-01 | Tuition: $125
3.30 hours | 900-166-00-02 | Tuition: $125
3.30 hours | 900-166-00-03 | Tuition: $125
Targeted to Real Estate Brokers, this course teaches participants how to photograph residential and commercial listings (exterior and interior) in order to make them more attractive to prospective buyers.
Who should attend:
No previous experience is necessary, however participants should know how to use their camera in the automatic mode. This course will help maximize the automatic functions of your camera and help you make your listings stand out. The course will also cover semi-automatic settings for those that have them.
What you will learn:
• To light your interiors with minimal equipment
• To compose your exterior and interior shots to bring out the best in your properties
• To make effective use of zoom, automatic functions and built-in or add-on flashes
• To select the best time of day to shoot and the times to avoid
• To correct distortion and keep verticals parallel using Photoshop Elements
Method: Explanations with samples followed by demonstrations and hands-on shooting exercises.
Materials required:
A digital camera (point and shoot or more sophisticated). Please bring your manual, fully charged batteries as well as a memory card. Tripod is very useful and add-on flash is optional.
Session 01
Saturday, March 7: 13:00 – 16:30
Session 02
Saturday, March 21: 13:00 – 16:30
Session 03
Saturday, April 11: 13:00 – 16:30
Instructor: Jeanie Trubiano is a full-time professional photographer and a member of Professional Photographers of Canada (PPOC) and les Photographes Professionnels du Québec (PPQ). She holds the designation of Master of Photographic Arts and a Bachelor’s degree in Commerce from McGill University.

English and French placement test
Monday, January 26, 2015
17:00-19:00
Herzberg H-128

WINTER 2015 COURSE CALENDAR | 3
INTEREST COURSES (cont.)

VISUAL ARTS

An Introduction to Drawing
30 hours | 900-A37-00-01 | Tuition: $295
This hands-on course explores traditional and contemporary approaches of drawing. Participants will be exposed to a variety of different materials and techniques in order to express line, form, value, contour, composition, and texture. Exploring drawing through observation, memory, and imagination, the course emphasizes drawing as a technology of perception and understanding. Participants are not expected to have a background in drawing, however those with previous experience will also find challenges within the course. Students will leave the course with expanded drawing skills, understanding of materials, and a deeper appreciation for their own creative potential.

Wednesday: 18:30 – 21:30
Feb. 4 – May 20
(Tuition fees include course materials except for a portfolio.)

Instructor: Jamie Macaulay is a practicing visual artist and educator whose work has been exhibited in Canada, the United States, and Europe. He holds a Master of Fine Arts degree and an Advanced Graduate Certificate in Art and Philosophy from Stony Brook University in New York and a Bachelor of Arts in Philosophy from the University of Victoria. He has taught drawing and painting at John Abbott College since 2012.

SOCIAL MEDIA

Social Media Savvy
Maximize your use of the most popular social networks such as Facebook, Twitter, Pinterest and LinkedIn. Acquire practical tips that will enable you to promote yourself, your business, increase your network or simply stay in touch with friends and family.

What you will learn:
• To create, update or enhance your profile
• To identify personal and professional advantages
• To set privacy features that will keep your information safe

Social Media Savvy: Facebook, Twitter, Pinterest
3 hours | 900-337-00-01 | Tuition: $75
Saturday: 9:00 – 12:00
February 7

Social Media Savvy: LinkedIn
3 hours | 900-337-00-02 | Tuition: $75
Saturday: 9:00 – 12:00
March 21
Instructor: Zoe Chee

ENVIRONMENT

Fruits, Nuts and Berries
21 hours | 900-A40-00-01 | Tuition: $150
Given the right conditions, fruit of all types (from dwarf apple trees to indoor citrus) can be grown in Québec. In this course, edible landscaping plants for the urban garden will be discussed. General principles of soil preparation, planting, watering, fertilizing, pruning, disease control, insect monitoring and crop harvesting (storage) will be covered briefly. How to purchase the best trees/plants and how to propagate your own plant material will be detailed. A Saturday field day at a fruit growing orchard will be organized.

Wednesday: 18:30 – 21:30
March 18 – April 15
Saturday: 9:00 – 16:00
April 18

Organic Gardening 101
21 hours | 900-A41-00-01 | Tuition: $150
Learn more about the food you eat. This course will offer a practical approach to the “how” and “why” of organic gardening. It will focus on essential facets such as choosing seeds and plants, soil preparation, fertilizers, planting, seeding, disease control, pruning and winter protection. There will be discussions including: whether certified organic is really organic, where you can find organic food and what varieties of plants are suited to your needs while maximizing your space. The course will end with a hands-on Saturday session.

Wednesday: 18:30 – 21:30
April 22 – May 20
Saturday: 9:00 – 16:00
May 23

Instructors: Ken Taylor, Ph.D., is an organic gardener and orchardist. He has been growing and experiencing with fruits and berries for years. Nick Taylor, B.Sc. Environmental Science and M.Sc. Plant Science works closely with Ken.

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
April 1 – May 6 (no class on April 22)
Instructor: Joel Fitteberg teaches Physical Education at John Abbott College and plays golf competitively at the provincial level.

BUSINESS

Entrepreneurship Made Simple
20 hours | 900-B28-00-01 | Tuition: $225
Statistics demonstrate that many new businesses fail in the first years of operation. As a result, taking such a risk as a novice entrepreneur may appear daunting. However, the rules are simple and the payoff could be immensely gratifying. It all starts with an idea, a few basic principles, an organizational checklist, and a business plan a set of tools that helps you build your way to success. This course will help you to beat the odds by explaining the principles and processes behind starting a successful new venture.

Who should attend:
• Individuals who wish to launch a new business, whether a freelance career, a small store, a franchise, or an ambitious start-up
• Small business owners who want to rejuvenate their organization and make it thrive
• Employees who want to get ahead in their present company, using the tools of entrepreneurship to build their career

Monday: 19:00 – 21:00
Feb. 16 – April 27 (no class on April 6)
Instructor: Francis Bellido has participated in several new ventures and has worked with entrepreneurs for 10 years in assisting them to launch and structure new ventures or reposition non performing businesses. In addition to his current practice as a consultant, he teaches entrepreneurial finance at the Université du Québec at Monttréal. He received an MBA and PhD from University of Geneva, Switzerland.

Building a Successful Online Business on WordPress
30 hours | 900-B27-00-01 | Tuition: $399
This innovative 10-week course guides want-to-be entrepreneurs through the process of creating and marketing a website business on the WordPress platform. No previous experience is required. This course simplifies the process of building a WordPress site and shows you how to go beyond blogging and turn your website into an online business.

What you will learn:
• To create compelling content about a topic that you know and care about
• To attract organic, social and mobile traffic to your website (no advertising)
To engage your target audience and earn their trust
To convert website visitors into income generators

Special features:
Included in the registration fee is an easy to install bizXpress plugin, which bundles together an advanced keyword research tool, a step-by-step action guide (text, video and mobile formats), an expansive business-building resource collection and unlimited access to a private forum community.

Wednesday: 19:00 – 22:00
March 25 – May 27
(Tuition fees include the bizXpress plugin for one full year. Tuition fees exclude the purchase of hosting and a domain name for the WordPress site.)

Instructor: David Edey has worked with entrepreneurs for more than 20 years. In 2005, he developed “Building a Successful Business Using the Internet” college course using the SBI platform.

To learn more about the course: mywordpresscourse.com

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**FINANCE**

**Investment Principles**

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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

**OIIQ Prep - Medicine/Surgery**

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**OIIQ Prep - Gerontology**

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**OIIQ Prep - Psychiatry**

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**OIIQ Prep - Obstetrics**

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**OIIQ Prep - Pediatrics**

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<tr>
<td>February 19</td>
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</table>

**Required Material:** OIIQ Professional Examination Preparation Guide

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**Omnivox Online Registration**

http://johnabbott-conted.omnivox.ca

Walk-In Registration

Registrar’s Office, Herzberg 128. See special registration hours on page 1.

Registration Information:

514-457-3063.

For corporate training or special workshop requests, please contact 514-457-6610 x5553.

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**IT Professional Development Courses** funded by Emploi–Québec de l’Île-de-Montréal See page 7.

Parking is free on campus after 16:00.

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**Notes**

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INTEREST COURSES

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
<th>$</th>
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<tbody>
<tr>
<td>900001</td>
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<td>900002</td>
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</tbody>
</table>

TOTAL AMOUNT ENCLOSED: $ ______

Please send or bring cheque or money order to:
Registrar’s Office, John Abbott College
21 275 Lakeshore Road, Sainte-Anne-de-Bellevue, QC H9X 3L9
INTEREST COURSES

If you are currently working and are interested in upgrading your IT competencies, you may be eligible for Emploi-Québec subsidized training. Subsidized participants must be employed in either a full time or part time capacity (certain restrictions apply) and contribute $2 per course hour.

Please note: It is also possible to register for these courses as a non-subsidized participant. In this case, regular tuition fees would apply.

<table>
<thead>
<tr>
<th>Winter 2015 Courses</th>
<th>Hours</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>ITIL®</td>
<td>25 h</td>
<td>$50</td>
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<tr>
<td>Sharepoint</td>
<td>45 h</td>
<td>$90</td>
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<tr>
<td>Javascript</td>
<td>42 h</td>
<td>$84</td>
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<tr>
<td>Javascript (AJAX with jQuery)</td>
<td>42 h</td>
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<tr>
<td>HTML Level 1</td>
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<tr>
<td>Linux</td>
<td>30 h</td>
<td>$60</td>
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<tr>
<td>Linux Shell</td>
<td>30 h</td>
<td>$60</td>
</tr>
<tr>
<td>MS Project Preparation for Project Management Methodology</td>
<td>14 h</td>
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<td>Project Management Methodology for IT</td>
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<tr>
<td>MS Server R2</td>
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<td>$60</td>
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<td>MS Active Directory</td>
<td>30 h</td>
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<tr>
<td>Programming Mobile Applications (IOS) Level 3</td>
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<tr>
<td>Programming Mobile Applications (Android) Level 1</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Programming Mobile Applications (Android) Level 3</td>
<td>35 h</td>
<td>$70</td>
</tr>
</tbody>
</table>

*IT Infrastructure Library® is a Registered Trade Mark of the Office of Government Commerce in the United Kingdom and other countries. ITIL® is delivered in partnership with Qualiti7, which is an APMG Accredited Training Organization with LCS.

For detailed course descriptions, schedule and registration, please refer to: www.johnabbott.qc.ca/iteq or call 514-457-5036.
CREDIT PROGRAMS | PROGRAM SELECTION AND ADMISSION REQUIREMENTS

D.E.C. PROGRAMS (Diploma of Collegial Studies)

Students who meet the admission requirements for a D.E.C. program, are eligible to register, on a part-time or full-time basis, in courses pertaining to a D.E.C. program.

Due to limited course offerings, it is not possible to follow an entire D.E.C. program in Continuing Education.

Please refer to p. 13-15 for course descriptions.
Hourly tuition fee: $2.00

ADMISSION
Applicants are eligible to register in a D.E.C. program under the following conditions:

- Have a Québec Secondary V diploma AND
- Have completed the courses: Secondary V Language of Instruction and Second Language; Secondary IV Mathematics, Physical Science and History of Québec and Canada

OR

- Have a Québec Secondary School Vocational Diploma AND
- Have completed the courses: Secondary V Language of Instruction and Second Language and Secondary IV Mathematics

OR

- Applicants who have not studied in Québec must have scholarship deemed equivalent by the College

Please note: Applicants with a certificate other than a Secondary V diploma must have completed the provincial secondary school requirements set by their province or country. Specific program requirements and all other requirements particular to John Abbott College must be met.

A.E.C. PROGRAMS (Attestation of Collegial Studies)

For students who wish to enroll in a program in order to acquire/or upgrade technical or professional skills for the job market, or career advancement or career change. Evening A.E.C. programs are offered on a part-time basis.

Please refer to p. 10-11 for course descriptions and to p. 12 for program requirements.
Hourly tuition fee: $2.00

- LEA.BJ – Cisco Networking
- LCE.0Z – Publication and Web Design
- LCA.84 – Finance
- CWA.0N – Support and Intervention in Palliative Care

For information on tuition free full-time Attestation programs, please refer to p. 22-27 for program descriptions and specific admission requirements.

ADMISSION
Applicants are eligible to register in an A.E.C. program under the following conditions:

- Have a Québec Secondary V diploma OR have instruction deemed acceptable by the College AND
- Have interrupted their studies for at least two consecutive semesters or one (1) school year

OR

- Be covered by an agreement between the College and an employer or a government program

OR

- Have completed at least one (1) year of post-secondary studies spread over one (1) 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: Some A.E.C. programs may have specific admission requirements.
INDEPENDENT STUDIES

Career Development Courses 080.CA
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 (D.E.C. or A.E.C.) program.

Students may select à la carte courses in the following areas:
• Business Administration
• Computer Science
• Economics
• Publication and Web Design

Please refer to p. 10-11 for course descriptions.
Hourly tuition fee: $2.00

Independent Studies 081.AS
For former day students that have not fulfilled the conditions of the College's Academic Standing Policy (probation).
Hourly tuition fee: $2.00

University Prerequisites 080.04
For students registering in courses required to meet Admission requirements in a specific university program.
Hourly tuition fee: $2.00

Students registering in an evening credit course without enrolling in a program – Out of Program 080.02
Hourly tuition fee: $6.00

For general information, please call 514-457-3063 or 514-457-3064 or visit our website: www.johnabbott.qc.ca.

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 D.E.C. or A.E.C. 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
• Business Administration: Finance
• Business Administration: Marketing
• Computerized Financial Management
• Internet Programming
• Publication and Web Design
• Pre-Hospital Emergency Care

For further information or to discuss your eligibility to RAC please contact a RAC Advisor at 514-457-6610 x5278 or rac@johnabbott.qc.ca
### 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.

- **Monday:** 18:30 – 22:30
- **Feb. 2 – May 25 (plus make-up class)**

### Accounting II
60 hours, 2.66 credits | 410-834-AB-80
(Prerequisite: Accounting I, 410-104)

This course builds on the material covered in the course Accounting I. Students learn the relevance and application of accounting principles: how to update accounts when working with inventory, capital assets and long-term liabilities; how to modify the accounts when dealing with partnerships and corporations; how to produce a cash-flow statement.

- **Wednesday:** 18:30 – 22:30
- **Feb. 4 – May 20**

### 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
- **Feb. 2 – May 25 (plus make-up class)**

### The Cisco Network Academy

**The Cisco Network Academy Program**

Credits may be applied to an Attestation in Cisco Networking. See p. 12

**Prerequisites:** High School Math 536, or the equivalent, and a good knowledge of computer fundamentals.

- **February 4 – May 20**
- **Monday & Wednesday:** 18:30 – 22:30
- **Saturday:** 9:00 – 13:00
- **Feb. 11 – March 25**

**Network Segmentation: Cisco III**
75 hours, 2.66 credits | 420-EA5-AB-80
(Prerequisite: Cisco II – no equivalency permitted)

- LAN Redundancy
- Link Aggregation
- Wireless LANS
- Single Area OSPF
- Multi-Area OSPF
- EIGRP
- IOS Licensing

- **Monday & Wednesday:** 18:30 – 22:30
- **Saturday:** 9:00 – 13:00
- **Feb. 11 – March 25**

**Network WANs: Cisco IV**
75 hours, 2.66 credits | 420-EB5-AB-80
(Prerequisite: Cisco III – no equivalency permitted)

- Hierarchical Network Design
- PPP
- Frame Relay
- Broadband Solutions
- Securing Site to Site Connectivity
- Monitoring the Network

- **Monday & Wednesday:** 18:30 – 22:30
- **Saturday:** 9:00 – 13:00
- **March 30 – May 20**
- (no class on April 4 & 6 and May 16 & 18)
COMPUTER SCIENCE

Introduction to Computers
60 hours, 2.00 credits | 420-A04-AB-80
(No prerequisite – Knowledge of Windows is an asset)
Students are introduced to the fundamental concepts involved in using a modern micro-computer system. This course combines both classroom and laboratory sessions allowing students to apply newly learned skills directly on the computer. The main features of the Windows operating system are covered, as well as the Microsoft Office 2013 suite of applications: Word, Excel, Access and PowerPoint.
Wednesday: 18:30 – 22:30
Feb. 4 – May 20

EXCEL: Organizing Spreadsheet Information
60 hours, 2.00 credits | 412-A04-AB-80
(No prerequisite)
Using Microsoft Excel, students will design and modify spreadsheets to perform useful calculations, create budgets, projections and graphs adding graphics, colour and special effects to enhance the readability of their worksheets. They will access real-time data using Web queries, perform what if analysis, link Excel worksheet to Word documents, create templates and work with consolidated workbooks, macros, scenario manager, pivot tables and data maps will also be covered.
Monday: 18:30 – 22:30
Feb. 2 – May 25 (plus make-up class)

ECONOMICS

Macroeconomics
45 hours, 2.00 credits | 383-920-AB-80
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.
Wednesday: 19:00 – 22:00
Feb. 4 – May 20

PUBLICATION & WEB DESIGN

Credits may be applied to an Attestation in Publication and Web Design. See p. 12

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 CS6, process, retouch, combine images such as digital photos with Adobe Photoshop CS6.
Tuesday: 18:30 – 22:30
Feb. 3 – May 19

Drawing Software: Illustrator
60 hours, 2.00 credits | 412-B03-AB-80
(Prerequisite: Computer Graphics, 412-B01-AB)
Using Adobe Illustrator CS6, 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.
Thursday: 18:30 – 22:30
Feb. 5 – May 21

Page Design: InDesign
60 hours, 2.00 credits | 412-B04-AB-80
(No prerequisite)
Using Adobe InDesign CS6, 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.
Monday: 18:30 – 22:30
Feb. 2 – May 25 (plus make-up class)

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.
Wednesday: 18:30 – 22:30
Feb. 4 – May 20

Web II
60 hours, 2.00 credits | 412-B09-AB-80
(Prerequisite: Web I, 412-B08 or Web Design, 412-DCU)
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 CS6. 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
Feb. 2 – May 25 (plus make-up class)

Web III
60 hours, 2.33 credits | 412-B10-AB-800
(Prerequisite Web II, 412-B09-AB)
This advanced web design course introduces the principles of "responsive web design" of CSS. Using Adobe Dreamweaver CS6, students will learn to develop a website that can display its contents properly on any platform and/or screen size: whether it be Mac or PC laptop/desktop, iPad or Android tablet or various smartphones. Students will use CSS3 media queries to target specific screen resolutions so that their website is compatible with the different devices used to view their website.
Tuesday: 18:30 – 22:30
Feb. 3 – May 19

The deadline to officially drop a credit course is Friday, February 27. Refer to page 21 for information on course withdrawal.
PART-TIME ATTESTATIONS

CISCO NETWORKING ATTESTATION
A.E.C. 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.

Prerequisite: High School Mathematics 536 or the equivalent

420-E45-AB  Network Administration – Cisco I (F’15)
420-E75-AB  Network Protocols – Cisco II (F’15)
420-EA5-AB  Network Segmentation – Cisco III (W’15)
420-EB5-AB  Network WAN’s – Cisco IV (W’15)

These courses are also available à la carte under the Career Development Program. See page 10.

For further information, please call 514-457-3063 or 514-457-3064.

FINANCE ATTESTATION A.E.C. 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 (W’15)
410-304-AB  Computerized Accounting (F,W)
410-B44-AB  Management Accounting (F’16)
410-A23-AB  Business Law (W)
410-A13-AB  Marketing (F,W)
410-B24-AB  Finance (F’15)
410-624-AB  Tax (W’16)
383-920-AB  Macroeconomics (F,W)

These courses are also available à la carte under the Career Development Program. See page 10.

For further information, please call 514-457-3063 or 514-457-3064.

SUPPORT AND INTERVENTION IN PALLIATIVE CARE ATTESTATION A.E.C. CWA.0N

OBJECTIVE

This program prepares caregivers, ancillary service personnel and volunteers who are currently working and/or have an interest in health care to:

• Learn and apply intervention techniques with/for clients who have a terminal illness
• Explore the nature of palliative care
• Learn specific skills that will enable them to physically and emotionally support a loved one/family member
• Learn therapeutic communication skills (verbal/non-verbal)

180-Z01-AB  Introduction to Palliative Care
180-Z02-AB  Support for Patients in Palliative Care and Their Loved Ones
180-Z03-AB  Interventions in Palliative Care (for health professionals)

OR

180-Z04-AB  Interventions in Palliative Care (for non-health professionals)
350-Z03-AB  Communication in Palliative Care

This program is taught by specialists from the Palliative Care field. It involves weekly classes and includes a short practicum.

Students must attend an information session prior to joining this program.

For further details and to confirm your attendance at one of the information sessions, please refer to www.johnabbott.qc.ca/spic or call 514-457-6610 x5013.

PUBLICATION & WEB DESIGN ATTESTATION
A.E.C. LCE.0Z

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’15)
412-B03-AB  Drawing Software (W’15)
412-B04-AB  Page Design (F,W)
412-B05-AB  Graphic Design (F’15)
412-B06-AB  Graphics Studio (W’16)
412-B07-AB  Publication Design (F’15)
412-B08-AB  Web I (F,W)
412-B09-AB  Web II (F,W)
412-B10-AB  Web III (W’15)

These courses are also available à la carte under the Career Development Program. See page 11.

For further information, please call 514-457-3063 or 514-457-3064.
D.E.C. 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.
Tuesday: 19:00 – 22:00
Feb. 3 – May 19

BUSINESS ADMINISTRATION

Introduction to Business
45 hours, 2.00 credits | 401-100-AB-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.
Tuesday: 19:00 – 22:00
Feb. 3 – May 19

Marketing
45 hours, 2.00 credits | 401-251-AB-80
(Prerequisite: Intro. 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: 19:00 – 22:00
Feb. 4 – May 20

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
Feb. 5 – May 21

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.
Wednesday: 19:00 – 22:00
Feb. 4 – May 20

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.
Monday: 19:00 – 22:00
Feb. 2 – May 25 (plus make-up class)

ENGLISH

Introduction to College English
60 hours, 2.33 credits | 603-101-MQ-80
(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: 19:00 – 21:00
Feb. 2 – May 25 (plus make-up class)
Section 81
Tuesday & Thursday: 19:00 – 21:00
Feb. 3 – May 21

Literary Genres
60 hours, 2.33 credits | 603-102-MQ-80
(Prerequisite: Intro. 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: 19:00 – 21:00
Feb. 2 – May 25 (plus make-up class)

Literary Themes
60 hours, 2.66 credits | 603-103-MQ-80
(Prerequisite: Intro. 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: 19:00 – 21:00
Feb. 3 – May 21

WINTER 2015 COURSE CALENDAR | 13
ENGLISH (CONT.)

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 1,000-word essay that meets specific criteria.
Tuesday & Thursday: 19:00 – 21:00
Feb. 3 – May 21

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
Feb. 2 – May 25 (plus make-up class)
Section 81
Wednesday: 19:00 – 22:00
Feb. 4 – May 20

Humanities: Knowledge
60 hours, 2.00 credits | 345-101-MQ-80
60 hours, 2.00 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
Thursday: 18:30 – 22:30
Feb. 5 – May 21
Section 81
Tuesday: 18:30 – 22:30
Feb. 3 – May 19

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, SNA)
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.
Tuesday & Thursday: 19:00 – 22:00
Feb. 3 – May 21

Calculus I
75 hours, 2.66 credits | 201-NYA-05-80
(D.E.C. pre-university Science program)
75 hours, 2.66 credits | 201-103-RE-80
(D.E.C. pre-university Social Science or Commerce program)
(Prerequisite: Algebra & Trigonometry, 201-009 or H.S. Math 536, TSS, SNS)
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
Feb. 3 – May 21

Linear Algebra
75 hours, 2.66 credits | 201-NYC-05-80
(D.E.C. pre-university Science program)
75 hours, 2.66 credits | 201-105-RE-80
(D.E.C. 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 – 21:00
Feb. 2 – May 25 (plus make-up class)

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
Feb. 2 – May 25 (plus make-up class)

Interaction and Communication
45 hours, 2.00 credits | 350-251-AB-80
(Prerequisite: Intro. to Psychology 350-102)
45 hours, 2.00 credits | 350-DBA-03-80
(Complementary course)
Communication makes us human: whether at school, work or play we are constantly absorbing information, asking questions and trying to make sense of and share our discoveries. We often take this feature of our experience for granted, not realizing that social interaction and communication are skills which can be studied and improved upon to enhance the quality of our lives. This course exposes students to the patterns of communication and social interaction and helps them appreciate the potential for personal development that may follow. Topics covered in this course include relevant components of the processes of human interaction and communication; self-image, self-confidence, and their characteristics; interpersonal perception; verbal and nonverbal communication; obstacles and suggestions for enhancement; decision making and problem solving; work groups; leadership and membership; assertive and compliant behaviours and their consequences.
Wednesday: 19:00 – 22:00
Feb. 4 – May 20
**SOCILOGY**

**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.  
Monday: 19:00 – 22:00  
Feb. 2 – May 25 (plus make-up class)

**Race, Ethnicity and Structured Inequality**  
45 hours, 2.00 credits | 387-255-AB-80  
(Prerequisite: Intro. to Sociology, 387-100-AB)  
This course is designed to provide students with an understanding of structured inequality in Canada based on race and ethnicity. The course offers a multidimensional analysis of prejudice, discrimination, and racism by discussing how dominant group values, norms and conflicting ideologies affect the development and maintenance of inequitable social, economic, and cultural systems and structures in Canada. Also, racism is analyzed by looking at how it is manifested in government, education, media, human services, employment, justice, and law enforcement.  
Tuesday: 19:00 – 22:00  
Feb. 3 – May 19

The **deadline** to officially drop a credit course is **Monday, February 27**. Refer to [page 21](#) for information on course withdrawal.

Please select **courses related to your program**. Check your program requirements with an **Academic Advisor**.

**Academic Advising** is available from 16:30 to 19:00 on the following dates:  
Wednesday, January 21  
Monday, January 26  
Thursday, January 22

Registrar’s Office, **Herzberg Building** (H-128)

We didn’t know you wanted it so we cancelled it! **Register early to avoid disappointment**. Use OMNIVOX Online.  

**Omnivox Online Registration**  
http://johnabbott-conted.omnivox.ca

**Walk-In Registration**  
Registrar’s Office, Herzberg 128. See special registration hours on page 1.  
**Registration Information:** 514-457-3063.

For **corporate training** or **special workshop requests**, please contact 514-457-6610 x5553.

**IT Professional Development Courses** funded by **Emploi–Québec de l’Île-de-Montréal**. See [page 7](#).

Parking is **free** on campus after 16:00.

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**Notes**

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REGISTRATION INFORMATION

CONFIRMATION OF QUÉBEC RESIDENT STATUS

The rules that apply to the definition of Québec resident status are set by the "Ministère de l'enseignement supérieur, de la recherche, de la science et de la technologie".

Educational institutions are responsible for applying the rules, informing students, invoicing them and collecting supporting documents.

Students are responsible for confirming their status and providing their educational institutions with the required documents. To establish or confirm Québec resident status, please find a summary of the most common situations that may apply to you and to the type of documents that you will be asked to submit.

<table>
<thead>
<tr>
<th>YOUR SITUATION</th>
<th>DOCUMENTS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>You were born in Québec</td>
<td>• Your valid Québec birth certificate</td>
</tr>
<tr>
<td>You were born in Canada, but not in Québec</td>
<td>• Your valid birth certificate (indicating both parents names)</td>
</tr>
<tr>
<td></td>
<td>• Your parent’s valid Medicare card</td>
</tr>
<tr>
<td></td>
<td>• Your valid Medicare card</td>
</tr>
<tr>
<td>You are a Canadian citizen</td>
<td>• Your valid birth certificate (indicating both parents names)</td>
</tr>
<tr>
<td></td>
<td>• Canadian citizenship card or IMM 1000 form</td>
</tr>
<tr>
<td></td>
<td>• CSQ (Certificat de Sélection)</td>
</tr>
<tr>
<td></td>
<td>• Your parent’s valid Medicare card</td>
</tr>
<tr>
<td></td>
<td>• Your valid Medicare card</td>
</tr>
<tr>
<td>You are a permanent resident</td>
<td>• Your valid birth certificate (indicating both parents names)</td>
</tr>
<tr>
<td></td>
<td>• Permanent resident card or IMM 5292 form</td>
</tr>
<tr>
<td></td>
<td>• CSQ (Certificat de Sélection)</td>
</tr>
<tr>
<td></td>
<td>• Your parent’s valid Medicare card</td>
</tr>
<tr>
<td></td>
<td>• Your valid Medicare card</td>
</tr>
</tbody>
</table>

If none of these situations applies to you, you may contact the Registrar’s Office for further information 514-457-6610  x5584.

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.
HOW TO REGISTER

Returning students registered in a credit course in Winter 2014 or Fall 2014 may register by any one of the options indicated on page 1.

New students or students registered in a credit course prior to Winter 2014 must:
- Select a program and verify admission requirements (see p. 8-9)
- Select a course (see p. 10-11 and p. 13-15)

Omnivox Online
- Complete the online application
- Pay fees using MasterCard or Visa
- Send or bring all required documents (as indicated in the Required Documents section on the right) to:
  Registrar’s Office
  John Abbott College
  21 275 Lakeshore Road
  Sainte-Anne-de-Bellevue, QC  H9X 3L9

Mail-in
- Complete the Request for Admission Form (see p. 18)
- Complete the Credit Course Registration Form (see p. 19)
- Enclose a cheque or money order
- Send or bring all required documents (as indicated in the Required Documents section on the right) to:
  Registrar’s Office
  John Abbott College
  21 275 Lakeshore Road
  Sainte-Anne-de-Bellevue, QC  H9X 3L9

Walk-in: Registrar’s Office – Herzberg building (H-128)
- Complete the Request for Admission Form (see p. 18)
- Complete the Credit Course Registration Form (see p. 19)
- Bring required documents (as indicated in the Required Documents section on the right)
- Be prepared to pay in full: Cheque/Cash/Interac/ Money Order/Visa/ MasterCard

REQUIRED DOCUMENTS FOR NEW STUDENTS OR STUDENTS REGISTERED PRIOR TO WINTER 2014

REGISTRATION WILL NOT BE PROCESSED WITHOUT DOCUMENTS. FAILURE TO CONFIRM QUÉBEC RESIDENCY STATUS WILL RESULT IN EXTRA TUITION FEES BEING CHARGED.

Students born in Québec must provide:
- Valid Québec birth certificate AND
- Secondary V diploma or equivalent if applying for a D.E.C. or A.E.C. program

Students born in another province must provide:
- Valid birth certificate (indicating the name of both parents)
- Documents confirming Québec resident status (see p. 16) AND
- Secondary V diploma or equivalent if applying for a D.E.C. or A.E.C. program

Students not born in Canada must provide:
- Valid birth certificate AND
- Canadian citizenship card (both sides) OR
- Permanent residency papers or card AND
- Certificat de Sélection du Québec AND
- Documents confirming Québec resident status (see p. 16) AND
- Secondary V diploma or equivalent if applying for a D.E.C. or A.E.C. program
REQUEST FOR ADMISSION
CREDIT COURSES ONLY
CONTINUING EDUCATION

PROGRAM NUMBER

PROGRAM NAME

A. PERSONAL INFORMATION

Permanent code Letters Numbers

Family name at birth Married name (if applicable)

Usual given name

Student number:

Sex M F

Date of birth Day Month Year

Mother FRENCH ENGLISH OTHER Language normally spoken

FRENCH ENGLISH OTHER

B. PERMANENT ADDRESS

Number Street/Rural route/P.O. Box Apartment

City/Town Province Postal Code (Important)

e-mail ____________________________ Phone No. at work ____________________________

C. OTHER INFORMATION

Place of permanent residence on Jan. 1, 2015

1 Province of Québec 2 Elsewhere in Canada 3 Outside Canada

Place of birth: If Canada

City/Town Province IF OUTSIDE CANADA: Please specify country

Legal Status of Residence in Canada:

Canadian Citizen Specify:

1 Canadian 2 First Nations 3 Inuit

Other Specify:

4 Permanent Resident 7 Member of Diplomatic Family

5 Student Visa 8 Refugee

6 Other 9 Temporary Work Permit

Country of citizenship (if other than Canada): Official Document

Father’s family name (even if deceased)

Father’s given name (even if deceased)

Mother’s maiden name (even if deceased)

Mother’s given name (even if deceased)

Your principal occupation during the last six months (check on box only):

1 Studies 2 Work 3 Other

D. ACADEMIC BACKGROUND

1. Have you ever taken or are you taking courses in a collegial level institution? If yes a) Name of last institution attended:

2. Last year of studies completed, or now in progress, before entering a collegial level institution.

1 Less than Secondary V 4 Secondary V D.E.S. or D.E.P. Name of institution:

2 Grade 11 Name of the school board (regional):

3 Grade 12 5 Other, specify:

3. Number of school years completed: _______

I hereby declare that the information given is correct. I authorize the College to verify the documents or information requested. I officially declare that:

1 I am taking the first course in the above D.E.C. or A.E.C. program with the specific goal of eventually obtaining a Diploma of Collegial studies or an Attestation of Collegial studies in this program.

OR

1 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 ____________________________ Student signature ____________________________
CREDIT COURSE REGISTRATION FORM

New students and students registered prior to Winter 2014 must also complete the Request for Admission Form (see p. 18) and submit supporting documents (see p. 17).

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

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
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</thead>
<tbody>
<tr>
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</tbody>
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<th>COURSE NUMBER</th>
<th>TITLE</th>
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</thead>
<tbody>
<tr>
<td>3</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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: __________________________
# FEES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee¹</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>General Fees:</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>- Registration Fee²</td>
<td>$5.00/course</td>
<td>$5.00/course</td>
<td>$20.00/semester</td>
<td>$5.00/course</td>
</tr>
<tr>
<td>- Educational Support Fee</td>
<td>$6.00/course</td>
<td>$6.00/course</td>
<td>$25.00/semester</td>
<td>$6.00/course</td>
</tr>
<tr>
<td>- Student Services Fee</td>
<td>$13.00/course</td>
<td>$13.00/course</td>
<td>$52.00/semester</td>
<td>$13.00/course</td>
</tr>
<tr>
<td>Tuition Fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Québec Resident</td>
<td>$2.00/course hour</td>
<td>$2.00/course hour</td>
<td>No tuition</td>
<td>$6.00/course hour</td>
</tr>
<tr>
<td>- Non-Québec Resident</td>
<td>$6.76/course hour</td>
<td>$6.76/course hour</td>
<td>fees vary according to program</td>
<td>fees vary according to program</td>
</tr>
<tr>
<td>- International</td>
<td>fees vary according to program</td>
<td>fees vary according to program</td>
<td>fees vary according to program</td>
<td></td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

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.

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**PAYMENT METHODS**

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

- **Omnivox Online Registration**: Visa/MasterCard
- **Mail-In Registration**: Cheque/Money Order. Do not send cash by mail.
- **In-Person: Registrar’s Office**: Cash/Cheque/Money Order/Interac/Visa/MasterCard

**NSF Cheques**: Students with NSF (non-sufficient funds), or other returned or cancelled cheques, will be charged a $15.00 fee. Students will be duly notified to allow re-payment before facing deregistration for non-payment of course fees.

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**STUDENT STATUS DEFINITIONS FOR STUDENTS ENROLLED IN A D.E.C. OR A.E.C. 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, must be confirmed by an Academic Advisor prior to registration.

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 Learning Centre services.

**STUDENT SERVICES FEE**

This fee covers the costs of Counselling, Employment Centre and Financial Assistance services.

**LATE REGISTRATION FEE**

Students who do not register by the last published day for registration will be required to pay this additional fee.

**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 26, 2015, 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 x5584.

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. Regular fees apply to the course Building a Successful Business on WordPress. For further details, call the Registrar’s Office at x5353.

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 certificate 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 27, 2015. Courses that have been dropped on or before this deadline will not show on student transcripts. After the February 27 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 make your request in writing indicating name, student number and course you wish to drop via one of the following methods:
- In person at the Registrar’s Office
- By mail or fax 514-457-6812 (Attention: Records Department/Withdrawal)
- By email: rerecords@johnabbott.qc.ca subject: 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 27, 2015, are eligible for refunds as follows:

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Full-Time</th>
<th>Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>NON-REFUNDABLE</td>
<td></td>
</tr>
<tr>
<td>Registration Fee</td>
<td>NON-REFUNDABLE</td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td>FULL REFUND before February 27, 2015</td>
<td>NO REFUND after February 27, 2015</td>
</tr>
<tr>
<td>Education Support and Student Services Fee</td>
<td>FULL REFUND before the first scheduled class</td>
<td>50% REFUND before February 27, 2015</td>
</tr>
</tbody>
</table>
FULL-TIME ATTESTATIONS

WEB TECHNOLOGY PROGRAM
A.E.C. NWE.1P

The program’s objective is to teach entry level competencies necessary for effective application of web technology in a business environment. Upon successful completion of the program students will be able to:

• Install and configure a web server for electronic commerce and/or information dissemination
• Apply creative designs to a web page and website using Photoshop and Flash
• Apply web formatting and programming using HTML, JavaScript, PHP and CGI
• Utilize databases for a web application

Prerequisites
• Secondary V diploma or equivalent
• Knowledge in computer technology and experience with the Internet (tested)
• Aptitude for logic, problem solving and computer applications (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

Courses
• Fundamentals of the Internet
• Operating Systems (Linux)
• Programming I & II (PHP and JavaScript)
• Programming III (CGI)
• Graphics Design
• Web Page Publishing & Dynamics
• Web Design (Photoshop) & Animation (Actionsript)
• Dreamweaver CS
• Web Server (Apache) & Security
• Data Base Design & Application
• Job Search and Presentation Techniques
• Work Term

Program Duration
12 months (includes training in class/lab and an 8-week work-term).

INTERNET PROGRAMMING AND DEVELOPMENT
A.E.C. LEA.BN*

This intensive program encompasses the major frameworks and software architectures on the Internet today. Graduates of this program will find employment in small and midsize business as well as in larger enterprises. Typically, they will have one of the following job titles: Web Developer, Web Programmer, Web Application Developer, GUI Designer, 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 applications (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

Courses
• Introduction to Computers, the Internet, and the Web
• Introduction to Object-Oriented Programming
• Extensible Hyper-Text Markup Language (XHTML)
• Cascading Style Sheets (CSS)
• Client-side Scripting with JavaScript and PHP
• Extensible Markup Language
• Website Design with Adobe Dreamweaver
• Adobe Flash with ActionScript
• Object-Oriented Programming Methodology
• SQL Essentials (using Microsoft Access and MySQL)
• Java Programming Fundamentals
• .NET Programming Fundamentals
• Unified Modeling Language (UML)
• Databases for the Web (using Microsoft SQL Server)
• Visual Basic .NET and C# .NET Windows Development
• Enterprise Java Bean and JEE Security
• Developing ASP .NET Web Applications with ADO .NET
• Developing XML Web Services with ADO .NET
• Work Term

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

For further information, please refer to www.johnabbott.qc.ca/ipd or call 514-457-6610 x5015.

Next Program: Fall 2015

*This program is under revision
NETWORK ADMINISTRATION PROGRAM  
A.E.C. LEA.80

Prepares you to become a Network Professional in one year.
The objective of this program is to train individuals to work as Network Administrators. Students will be able to understand different network protocols, install network software, troubleshoot network problems, manage a network, and respond to the users’ needs on the network.

Prerequisites
• Secondary V diploma, Math 536 or equivalent
• Working knowledge of French an asset
• Aptitude test and personal interview

Courses
• MS-Windows Professional and Server
• UNIX and LINUX
• PC Hardware and Technical Support Services
• TCP/IP
• Lotus Notes
• Internet & Network Security
• Introduction to Networks (CISCO I)
• Routing Protocols (CISCO II)
• Network Segmentation (CISCO III)
• WANs (CISCO IV)
• Job Search and Presentation Techniques
• Work Term

Features
• Full-time intensive training
• 10-week work-term in industry
• Classes taught by industry trained professionals
• Preparation for Windows, CISCO & Linux Certifications

THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L’ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE, DE LA SCIENCE ET DE LA TECHNOLOGIE.

For further information, please refer to www.johnabbott.qc.ca/netadmin or call 514-457-5036.

Next Program: May 2015

PC TECHNICAL SUPPORT PROGRAM  
A.E.C. 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 per needs 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

Courses
• MS Office
• Operating Systems: Windows, Linux
• Hardware
• Introduction to the Internet
• IP Telephony
• 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 PROGRAM IS FUNDED BY EMPLOI-QUÉBEC. CONTACT YOUR LOCAL EMPLOYMENT CENTRE (CLE), CONCERNING ELIGIBILITY.

For further information, please refer to www.johnabbott.qc.ca/tsp or call 514-457-6610 x5015.

Next Program: March 2015
FULL-TIME ATTESTATIONS (cont.)

EVENT PLANNING AND MANAGEMENT
A.E.C. LCL.21

This intensive program is designed to provide participants with the competencies required to integrate and advance in the event planning and management industry. Graduates are prepared to design, plan and deliver a range of event types and sizes with the profit, non-profit and public sectors. Industry best practices as well as practical hands on learning are stressed.

Prerequisites
- Secondary V diploma or equivalent
- Working knowledge of French an asset
- Personal interview

Courses
- Principles of Event Planning and Management
- Program Design
- Cost and Budget
- Industry Computer Applications
- Event Systems, Operations and Logistics
- Business Communication in Event Management
- Events Non-Profit, Profit and Public Perspective
- Integration and Professional Development
- Managing Relationships with Human Resources, Clients, Stakeholders and Suppliers
- Internship

Features
- This program is offered 4 afternoons per week
- Small classes taught by industry trained professionals
- Emphasis on networking and industry contacts

Program Duration
12 months (480 hours of in-class training plus a 165 hour internship)

Fees
- Application Fee (non-refundable) $30
- Registration and tuition fees $2,750
- Registration and international tuition fees $10,000

For further information, please refer to www.johnabbott.qc.ca/epm or call 514-457-5036.

Next Program: Fall 2015

COMPUTERIZED FINANCIAL MANAGEMENT
A.E.C. 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
- Personal interview

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 workterm in industry)

This is a full-time tuition-free program funded by the Ministère de l’Enseignement Supérieur, de la Recherche, de la Science et de la Technologie.

For further information, please refer to www.johnabbott.qc.ca/cfm or call 514-457-5036.

Next Program: Spring 2015
DAMAGE INSURANCE  
A.E.C. LCA.6A

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 adjuster. This A.E.C. is the first step in the process after which additional training, exams and certification with the Autorité des marchés financiers (AMF) are required.

Prerequisites
- Secondary V diploma or equivalent
- Personal interview
- Working knowledge of French an asset

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
This program is offered evenings and weekends.

Program Duration
870 hours

THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L’ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE, DE LA SCIENCE ET DE LA TECHNOLOGIE.

For further information, please refer to www.johnabbott.qc.ca/di or call 514-457-5036.

Next Program: January 12, 2015

MOBILE APPLICATIONS DEVELOPMENT  
A.E.C. LEA.C4

Objective: To train programmers who have prior experience in object oriented programming to specialize in the areas of iOS and Android mobile devices. Three main areas of programming will be covered during the 405 hours of course time: Native applications, Web services and Web applications. The programming will be done in a minimum of two languages: Java and Objective C.

Prerequisites
- DEC in Computer Science 420.A0 or
- DEC in a related program or
- Training in object oriented programming deemed appropriate by the College

Courses
- Object Oriented Programming (refresher)
- Programming for Mobile Devices I
- Programming for Mobile Devices II
- The Web and Mobile Devices
- Quality Assurance
- Mobile Application Project

Features
This program is offered evenings and weekends.

Program Duration
7 months

THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L’ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE, DE LA SCIENCE ET DE LA TECHNOLOGIE.

For further information, please refer to www.johnabbott.qc.ca/mad or call 514-457-5036.
FULL-TIME ATTESTATIONS (cont.)

REFRESHER PROGRAM FOR REGISTERED NURSES A.E.C. 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.

To be admitted, you must:
• 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.

THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L’ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE, DE LA SCIENCE ET DE LA TECHNOLOGIE.

For further information, please refer to www.johnabbott.qc.ca/rrn or call 514-457-6610 x5013.

Next Program: April 2015

PROFESSIONAL INTEGRATION PROGRAM FOR INTERNATIONALLY EDUCATED NURSES A.E.C. CWA.XX*

A full-time day program designed to prepare you for integration into the Québec workforce.

To be admitted, you must:
• Hold a nursing diploma from your native country
• Hold the decision rendered by the Ordre des infirmières et infirmiers du Québec (OIIQ) Equivalence Committee and the comparative evaluation of studies done by the Ministère de l’Immigration et des Communautés culturelles (MICC)
• 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 an English placement test
• Pass a mathematics assessment test

Courses
• Communicating in Nursing
• Principles of Pharmacotherapy and Clinical Record
• Introduction to Nursing
• 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.

THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L’ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE, DE LA SCIENCE ET DE LA TECHNOLOGIE.

For further information, please refer to www.johnabbott.qc.ca/ien or call 514-457-6610 x5013.

Next Program: April 2015

*This is a new revised program.
PERIOPERATIVE NURSING FOR RN
A.E.C. DE SPÉCIALISATION CWA.0S

This program is targeting nurses (RNs) who wish to gain the skills and knowledge necessary to care for patients in a perioperative setting. Perioperative nursing involves care of patients immediately before, during and after surgery.

Prerequisites
• Hold a Québec license as a Registered Nurse
• Be a Graduate Nurse holding a CPN permit (Candidate to the profession of nursing) and eligibility to write the Québec licensing exam
• Current BLS-C
• Meet the Health and Immunization requirements for hospital practice

Program content
• This program consists of five (5) credit courses, involving theory (classroom lectures), operating room practice and a clinical practicum
• The practicum prepares the RN to function in a perioperative environment at the advanced novice level and ease the transition in the new workplace
• The labs take place in the operating room at the Lakeshore General Hospital
• Clinical placement for the internship will be in teaching and community hospitals
• The ORNAC (Operating Room Nurses Association of Canada) competencies are integrated to this program

Courses
• Introduction to Perioperative Nursing
• Infection Prevention and Control
• Intraoperative Nursing and Surgical Technologies
• Interdisciplinary Approach to Patient Care
• Clinical Integration for RN

Program Duration
This program is offered on evenings and weekends. A significant component of the courses will take place online and require reliable access to a computer with high speed internet service.

THIS IS A FULL-TIME TUITION-FREE PROGRAM FUNDED BY THE MINISTÈRE DE L’ENSEIGNEMENT SUPÉRIEUR, DE LA RECHERCHE, DE LA SCIENCE ET DE LA TECHNOLOGIE.

For further information, please refer to www.johnabbott.qc.ca or call 514-457-6610 x5013.

Next Program: Spring 2015

RESIDENTIAL REAL ESTATE BROKERAGE
A.E.C. EEC.1Y

Upon successful completion of this A.E.C. (Attestation d’études collégiales) program students will be required to demonstrate that they have the seven (7) competencies required by the Organisme d’autoréglementation 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
• Personal interview may be required

Program Content
The program consists of eleven (11) credit courses for a total of 570 hours. Upon the successful completion of all eleven (11) 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

Program Duration
The program is offered in two different formats in the Winter and Spring 2015 semesters: a full-time day group that runs for 24 weeks and a part-time evening and weekend group that runs for approximately 40 weeks.

Fees
• Application fee (non-refundable) $30
• Registration and tuition fees, and some materials $3,750

For further information, please refer to www.johnabbott.qc.ca/reb or call 514-457-6610 x5015.

Next Programs
Day: Spring 2015
Evenings and week-ends: January 2015
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 Registrars 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 MIO's

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.
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 Student Services reception between 08:00 and 16:30 for an appointment at: 514-457-6610 x5290 or by e.mail: advisors@johnabbott.qc.ca.

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 available).

Regular business hours are from 9:00 to 16:00 weekdays. During the second week of the semester, the Bookstore has extended hours: February 9, 10, 11 from 18:00 to 19:30. Visa, MasterCard, Interac and cash are accepted. Located in the Stewart Hall Building, the Bookstore carries all necessary supplies as well as College memorabilia.

Class Cancellations
During the Winter, bad weather may force the closing of the College for a particular evening. If so, the following English and French radio stations are alerted and will broadcast the closure, before 06:30 or between the hours of 16:00 to 18:00: CJFM-FM, CJAD-AM,CHOM-FM, CINF-AM, CFQR-FM, CBME-FM, CINF-AM, CKOI-FM, CKAC-AM, CKMF-FM, CFGL-FM, CITE-FM.

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.

Services for Students Requiring Accommodations
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 x5398 or x5457.

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. I.D. cards are issued or cards from a previous semester are updated in Student Activities Office (Herzberg Building, Room H-159) from February 2-12, 2015 weekdays except Friday, and February 25, 2015 from 18:00 to 19:15.

Food Services
A Tim Hortons® snack-bar is located on the main floor of the Casgrain building, opposite the pool. It is open in the evening until 19:30, Monday to Friday, for the convenience of part-time students. Tim Hortons® is also open on weekends from 08:30 to 15:30. There are vending machines located at various areas throughout the campus, including Brittian Hall.

Library Media Services
You must have a valid I.D. card or course print-out in order to borrow from the Library. The Library entrance is on the main floor of the Herzberg Building. Regular library hours from January 19 – May 12, 2015 are, unless otherwise posted, as follows: Monday to Thursday from 8:00 to 18:00; Friday, 08:00 to 16:00; Saturday & Sunday – Closed. Hours are subject to change when there are no classes. Students have access to the subscription databases provided by the library. In order to use the restricted databases, students must have a valid student number. For problems, call during business hours 514-457-6610 x5531. Students wishing to use library printers, and photocopiers must use a debit card or student I.D card. Media Services are located on the Second Floor of the Library.

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 07:00 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 Thursday, 08:00–17:00 and Friday, 08:00–16:30. From January 21 to February 6, the Registrar’s Office has extended hours (See p. 1 for details).
RECRUIT A STUDENT

WORK-TERM PLACEMENT PROGRAM

WHAT IS THE WORK-TERM PLACEMENT PROGRAM?
This program facilitates the temporary placement of work-term students in business and industry, providing real-world experience before graduation. Our mature students, many of them bilingual, are motivated, have years of experience in a variety of areas and are ready to work hard for your business.

HOW CAN YOUR BUSINESS BENEFIT?
• You will profit from fresh, new ideas and up-to-date skills.
• You will have the opportunity to evaluate potential new employees without long-term commitments.
• You will actively support the retraining of the workforce and may meet Bill 90 requirements.
• Your company may benefit from a tax credit.

THE FOLLOWING FULL-TIME ATTESTATION PROGRAMS INCLUDE A WORK-TERM:
• Computerized Financial Management
• Event Planning and Management
• Internet Programming and Development
• Network Administration
• PC Technical Support
• Web Technology

For further information on this program, visit us at www.johnabbott.qc.ca/continuing-education/business-services/work-term or call 514-457-5036.
TRAINING FOR BUSINESSES AND PROFESSIONALS

COST-EFFECTIVE TRAINING BY EXPERTS IN ADULT LEARNING

• Health Series – Accredited CEU’s for Nurses
• Social Media Series for Companies
• Management Series for Professionals
• Information Technology – New Version Updates
• Languages – Written and Business Communication

For more information: 514-457-6610 x5553
johnabbott.qc.ca/continuing-education