

**CONTINUING EDUCATION
COURSE CALENDAR
WINTER 2014**

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Champlain
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*INFORMATION SUBJECT TO CHANGE

FULL-TIME DAY TUITION-FREE PROGRAM

Specialist in Transportation and Logistics (AEC) LCA.CB

PROGRAM OBJECTIVE

Logistics is the universal thread or “pipeline” that plans and coordinates the delivery of products and services to customers all over the world. The goal of this program is to prepare students for employment in positions such as Logistics Coordinator, Fleet Manager, Logistics Dispatcher, and Transport and Export Technician.

This program is designed for adults who do not have prior academic training in the areas of transportation and logistics. It is intended to enable them to begin successful careers and provide a sound foundation for further education and career development in this economic sector.

ADMISSION REQUIREMENTS

Students must have a Quebec Diploma of Secondary Studies or a High School Leaving Certificate or have received instruction deemed sufficient by the College. Students must be functionally bilingual (French and English), particularly in their oral communication skills. Prospective candidates will be asked to submit their curriculum vitae (CV) and may be interviewed prior to admission to the program to verify their qualifications. Potential candidates may be required to take an appropriate remedial course(s).

- Please see admission criteria to an Attestation of Collegial Studies (AEC), page 16 and credit course fees, page 17.

PROGRAM CONTENT

The Specialist in Transportation and Logistics program consists of seventeen (17) credit courses, for a total of 1140 hours.

410-045-LA	Introduction to Transportation, Logistics and Global Geography
410-046-LA	Effective Business Communication for Transportation and Logistics
201-001-LA	Applied Mathematics for Transportation and Logistics
410-006-LA	Accounting Concepts for Logistics
410-044-LA	Customer Service and Sales
602/604-002-LA	Second Language for Transportation and Logistics
420-882-LA	Applied Information Technology for Transportation and Logistics
410-008-LA	Principles of Purchasing Management
410-009-LA	Warehousing and Inventory Management
410-010-LA	North American Transport
410-011-LA	Operations Management for Transportation and Logistics
410-012-LA	Cost Analysis and Pricing for Transportation and Logistics
410-013-LA	International Transportation
410-047-LA	Tariffs, Customs and Legal Issues in Transportation
410-015-LA	Environmental Issues in Transportation
410-016-LA	Supply Chain Management and Logistics
410-017-LA	Internship – Transportation and Logistics

GENERAL INFORMATION

Number of hours/week:	25	<i>In order to ensure that our graduates are competitive in the job market, the College reserves the right to modify portions of this program at any time.</i>
Anticipated Start Date:	February 17, 2014	
Anticipated End Date:	February 6, 2015	

For more information, please call (450) 672-7364.

FULL-TIME EVENING TUITION-FREE PROGRAM

Cisco Certified Network Associate (CCNA) (AEC) LEA.21

PROGRAM OBJECTIVE

The goal of this two-semester program is to prepare students for the **Cisco (CCNA) certification**. The program is based on the CCNA Exploration curriculum (designed for students with advanced problem solving and analytical skills). Students will obtain sought-after skills in networking which are critical for those seeking advancement in careers in the IT sector. The program emphasizes concepts required to design networks, while providing opportunities for practical application and hands-on experience by teaching students how to install, operate, and maintain networks using Cisco equipment.

ADMISSION REQUIREMENTS

Students must have a Quebec Diploma of Secondary Studies or a High School Leaving Certificate or have received instruction deemed sufficient by the College. In addition, students must have previous related work experience or post-secondary studies in the Computer Science field. Prospective candidates will be asked to submit their curriculum vitae (CV) and may be interviewed prior to admission to the program to verify their qualifications.

- Please see admission criteria to an Attestation of Collegial Studies (AEC), page 16 and credit course fees, page 17.

PROGRAM CONTENT

The CCNA program consists of four (4) credit courses, for a total of 360 hours.

420-878-LA	Network Fundamentals
420-879-LA	Routing Protocols and Concepts
420-880-LA	LAN Switching and Wireless
420-881-LA	Accessing the WAN

In order to ensure that our graduates are competitive in the job market, the College reserves the right to modify portions of this program at any time.

GENERAL INFORMATION

This is a full-time, tuition-free, evening program which is given over two semesters and is scheduled on Tuesday and Thursday evenings from 6:30 p.m. - 10:30 p.m., as well as alternating Saturdays from 9:00 a.m. to 3:30 p.m. (Schedule subject to change.)

Anticipated Start and End Dates: Semester 1 – February 11, 2014 to June 5, 2014

Anticipated Start and End Dates: Semester 2 – August 19, 2014 to December 11, 2014

Note: If a student registered in this program withdraws, stops attending or does not succeed in the first course of the semester, the student's status will change from full-time to part-time. Consequently, all fees will be recalculated and the student will be charged the difference.

For more information, please call (450) 672-7364.

FULL-TIME EVENING PROGRAM

Residential Real Estate Brokerage (AEC) EEC.1Y

PROGRAM OBJECTIVE

The Real Estate industry in the province of Quebec went through a major change in terms of the laws that regulate the activities surrounding a real estate transaction. Under the new Real Estate Brokerage Act, Real Estate Agents will become Residential Real Estate Brokers and Real Estate Brokers will become Agencies.

The purpose of the Residential Real Estate Brokerage Program is to train both Real Estate Agents and Real Estate Brokers. The regulatory body that oversees the Real Estate industry, the OACIQ, has established seven (7) competencies which new Residential Real Estate Brokers should have developed and mastered in order to act ethically and responsibly in their real estate brokerage practice. This three-semester program is designed to provide students with the necessary skills and knowledge to demonstrate that they have attained these seven (7) competencies. In order to obtain a license to practice in Quebec, candidates must write an exam* with the OACIQ. The examination has been designed based on this competency framework.

**The OACIQ exam may be written in English or French. Those who choose to write the exam in English will be required to prove, before they are issued their license, French language competency, as per the regulations. OACIQ exam fees are not included.*

PROGRAM CONTENT

The Residential Real Estate Brokerage program consists of eleven (11) credit courses, for a total of 570 hours.

221-001-LA	Introduction to Residential Real Estate Brokerage	221-006-LA	Residential Construction
221-002-LA	Real Estate Property Law	221-007-LA	Real Estate Mathematics
221-003-LA	Real Estate Business Law	221-008-LA	Residential Real Estate Appraisal
221-004-LA	Real Estate Brokerage Act	221-009-LA	Residential Real Estate Brokerage Contracts
221-005-LA	Communication Skills in Real Estate	221-010-LA	The Promise to Purchase
		221-011-LA	Presentation of the Offer to Purchase

GENERAL INFORMATION

This full-time evening program is scheduled 3 evenings per week, between Monday and Thursday, from 6:30 p.m. to 10:30 p.m., as well as alternating weekends (Saturdays and Sundays) from 9:00 a.m. to 4:00 p.m.

Candidates must attend an **information session on Wednesday, January 22, 2014.** *(Please call to reserve your space.)*

Anticipated Start Date: March 2014

For more information, please call (450) 672-7364.

(RAC)**Recognition of Acquired Competencies****What is RAC?**

RAC provides admissible candidates with the **opportunity** to receive **academic credits** for skills and knowledge gained through training, life or workplace experience.

Who is RAC for?

RAC is for adults who have significant experience in a specific field and wish to see their competencies recognized in relation to an official program of study.

Programs of study for which RAC services are currently available:

- Applied Business Development AEC – LCA.E7
- Cisco Certified Network Associate (CCNA) AEC – LEA.21
- Early Childhood Education AEC – JEE.OK
- Information Technology Support Specialist AEC – LEA.1Q
- Special Care Counselling AEC – JNC.1G
- Specialist in Transportation and Logistics AEC – LCA.CB
- Transportation and Logistics Dispatch Specialist AEC – LCA.DZ

Advantages of the RAC process

If you are an adult with significant experience, the RAC process could allow you to:

- Avoid the repetition of training for competencies you already have.
- Be formally evaluated for the competencies included in a chosen program of study.
- Shorten the time it would take you to earn an official diploma, such as an AEC or a DEC.
- Obtain a formal record of your competencies for a given program of study (transcript).
- Have access to partial training targeted to your specific needs (seminars and class activities, online resources, tutoring by phone or in small groups).
- Have access to services offered at variable times (days, evenings, weekends).

How RAC works

If you believe you have the skills and knowledge comparable to those listed for one of Continuing Education's AEC programs (please consult information booklets), contact Continuing Education to find out if RAC services are a good option for you.

If RAC services are offered for your program of choice, you will complete a self-assessment and the College will review your file and analyze all your documents. If your knowledge is considered sufficient, your application for RAC will be accepted and you will be contacted by a RAC Advisor.

RAC requires you to provide proof of your skills and knowledge (certificates, job description, employer letter, video, etc.) for each program competency. You will also be provided with an opportunity to demonstrate your skills and competencies through varied evaluation activities, such as interviews, portfolios, evaluations, projects, workplace demonstrations, etc. Following these evaluation activities, validated competencies will be officially recognized and you will receive a plan outlining any partial training required in order to complete the entire program.

For more information, please call (450) 672-6046 or visit our website at www.champlainrac.com.

SERVICES CURRENTLY OFFERED

Recognition of Acquired Competencies (RAC)

- **Applied Business Development (BUS) AEC – LCA.E7**

Examples of typical profiles for some of our RAC for BUS candidates:

- Business owners or managers with significant experience running a business that wish to have their competencies evaluated and upgraded if necessary;
- Immigrants that were business owners or managers in their country of origin and who wish to have their competencies recognized and adjusted to Quebec standards and practices, if required.

To facilitate busy business workers' access to RAC services, evaluations, seminars and partial training sessions are offered at varying times (days, evenings, weekends). Candidates also have access to online resources and to content specialists by phone, by email, or by appointment and a RAC Advisor is available to discuss their progress with them

For more information, please call (450) 672-6046 or visit our website at: www.champlainrac.com/ab/.

- **Cisco Certified Network Associate (CCNA) AEC – LEA.21**

Examples of typical profiles for some of our RAC for CISCO candidates:

- People who have been working in the industry but lack official recognition of their competencies, or would like to prepare for the CISCO-CCNA certification exam, to keep their current job or to obtain a promotion.
- People who have significant networking experience and would like to prepare for the CISCO-CCNA certification exam.

For more information, please call (450) 672-6046 or visit our website at www.champlainrac.com/ci/.

- **Early Childhood Education (ECE) AEC – JEE.OK**

Examples of typical profiles for some of our RAC for ECE candidates:

- People working in a licensed daycare or for daycare services in a school and who want to obtain their certification to be more employable or to keep their current employment.
- People who have been working in a daycare or for daycare services for a school and who wish to obtain an official certificate and/or to upgrade their skills.

To facilitate daycare workers' access to RAC services, evaluations, seminars and partial training sessions are offered at varying times (days, evenings, weekends). Candidates also have access to online resources and to content specialists by phone, by email, or by appointment and a RAC Advisor is available to discuss their progress with them.

For more information, please call Jessica Boyd at (450) 672-7360 ext. 419 or visit: www.champlainrac.com/ec/.

- **Information Technology Support Specialist (ITSS) AEC – LEA.1Q**

Examples of typical profiles for some of our RAC for ITSS candidates:

- People who have been working in the industry and need their certification to keep their current job or to obtain a promotion.
- People who have a lot of Service Desk competencies, but who lack some of the elements of the IT competencies.
- People who have a lot of IT competencies, but who lack Service Desk competencies.

For more information, please call (450) 672-6046 or visit our website at www.champlainrac.com/it/.

SERVICES CURRENTLY OFFERED

Recognition of Acquired Competencies (RAC)

- **Special Care Counselling (SCC) AEC – JNC.1G**

Examples of typical profiles for some of RAC for SCC candidates:

- People working in school settings, group homes, youth centers and/or senior centers and who want to obtain their certification;
- People who work with clients with special needs or who want to upgrade their skills to become more employable;
- Immigrants having worked as special care counsellors in another country and wishing to transition to the Quebec workforce.

To facilitate Special Care Counselling workers' access to RAC services, evaluations, seminars and partial training sessions are offered at varying times (days, evenings, weekends). Candidates also have access to online resources and to content specialists by phone, by email, or by appointment and a RAC Advisor is available to discuss their progress with them.

For more information, please call (450) 672-6046 or visit our website at www.champlainrac.com/sc/.

- **Specialist in Transportation and Logistics (T&L) AEC – LCA.CB**

Examples of typical profiles for some of our RAC for T&L candidates:

- People who have significant experience and competencies in transportation and logistics and who wish to improve their chances of obtaining better employment, a salary increase, or a promotion.
- People who have been working in the industry for several years, but never had an official diploma and now wish to see their competencies recognized and/or to upgrade their skills and knowledge.
- Immigrants who need to convert their transportation and logistics experience to a North American context. Candidates are provided with additional partial training to familiarize them with North American procedures, laws, regulations, etc.

Note: Champlain College has formed partnerships with some **businesses** to make the RAC process easily available to their employees. Our content specialists travel to businesses to evaluate candidates and to provide partial training on-site.

For more information, please call (450) 672-6046 or visit our website at www.champlainrac.com/tl/.

- **Transportation and Logistics Dispatch Specialist (DIS) AEC – LCA.DZ**

Examples of typical profiles for some of RAC for DIS candidates:

- People who have been working in a transportation and logistics environment, who have significant work experience and who wish to become dispatchers;
- Experienced dispatchers who wish to see their competencies recognized and who wish to upgrade their skills and knowledge.

Candidates have access to online resources and to content specialists by phone, by email, or by appointment, and a RAC Advisor is available to discuss their progress with them.

For more information, please call (450) 672-6046 or visit our website at: <http://champlainrac.com/ds/>.

NON-CREDIT COURSES

Introduction to Birdwatching

Attention all prospective birders! Birdwatching or "birding" is probably one of the most cosmopolitan outdoor activities in existence. By all accounts, the ranks of birders are growing. This course will focus on the basics of birdwatching including:

- the origin of birds and birdwatching
- identifying birds by sight and sound
- using field guides and checklists of local species
- choosing and using optics such as binoculars and spotting scopes
- identifying birding habitats and regions in the Montreal area
- attracting and feeding birds at your home
- understanding bird migration, mating and breeding
- getting involved in bird related protection and conservation issues

To complete the course, students will be invited to participate in a novice birdwatching field trip at a prime local birdwatching location.

(File #6013)

Animator: Sheldon Harvey

Day: Wednesday

Dates: March 26 to April 30, 2014

Time: 7:00 p.m.-9:00 p.m.

Fee: \$72.00

Sessions: 6 (12 hours)

Sheldon Harvey is a member of the Board of Directors of Bird Protection Quebec.



Standard First Aid and CPR Course Canadian Red Cross

RED CROSS FIRST AID. PREPARE FOR LIFE.

This Canadian Red Cross Standard First Aid course provides comprehensive First Aid and CPR techniques and hands-on practice for those who need training for work requirements or who want more knowledge to respond to emergencies. It includes the latest First Aid and CPR guidelines and meets federal, as well as a variety of provincial/territorial regulations. Topics covered include: The Emergency Medical Services (EMS) system; airway, breathing and circulation emergencies; first aid for respiratory and cardiac arrest; head and spine injuries; bone, muscle and joint injuries; wound care and environmental emergencies. Participants with 100% attendance who complete the written exam with a minimum grade of 75% and succeed the skills demonstration will be awarded the 3-year Canadian Red Cross Certification in Standard First Aid, CPR Level C and Automated External Defibrillator (AED).

(File #6014)

Day: Saturday

Dates: April 5 and April 12

Time: 8:00 a.m. to 5:00 p.m.

Fee: \$120.00*

Sessions: 2 (16 hours)

**An additional fee of \$50.00 (cash only) must be paid to the instructor on the first day of the course. This fee includes the complete Red Cross First Aid & CPR manual (186 pages, with colour inserts) and certification card.*

PROGRAMME DE JOUR À TEMPS COMPLET SANS FRAIS DE SCOLARITÉ

Formation Immersion en Anglais Langue Seconde

OBJECTIF

L'objectif premier du programme est de développer et de maintenir un niveau de compétence en anglais qui facilitera l'intégration de l'individu au monde du travail. L'acquisition soutenue d'une compétence provient de l'incorporation des notions apprises en classes aux activités quotidiennes des individus.

Le Collège Champlain Saint-Lambert est un CEGEP dont le mandat premier est d'offrir une formation de niveau collégiale en anglais. C'est donc dans un univers majoritairement anglophone qu'évolueront les participants.

CRITÈRES D'ADMISSION

Les individus qui participeront à ce programme devront posséder certaines compétences en anglais. Sur cette base, le préalable minimum d'accessibilité au programme est le niveau de compétence débutant. Le niveau de compétence en anglais sera évalué lors d'un test de classification avant le début du programme.

Ce programme de formation s'adresse prioritairement aux résidents de la Montérégie qui sont sans emploi et/ou sans revenu et qui sont admissibles aux mesures d'Emploi-Québec. Nombre limité de participants.

CONTENU DU PROGRAMME

Mise-à-Niveau :	150 heures	Débutant niveau I et II
Session 1 :	225 heures	Débutant niveau III et IV, et Intermédiaire niveau I
Session 2 :	225 heures	Intermédiaire niveau II et III, et Avancé
TOTAL :	600 HEURES	

RENSEIGNEMENTS GÉNÉRAUX

Nombre d'heures/semaine :	25 - 27
Horaire :	lundi au vendredi
Début des cours :	17 février 2014*
Fin des cours :	1 août 2014

**Dates de début des cours variées selon le résultat obtenu au test de classification.*

Pour plus de renseignements, composez le (450) 672-7364.



Cette formation est rendue possible grâce à la participation financière d'Emploi-Québec.

FULL-TIME DAY TUITION-FREE PROGRAM

English Second Language Immersion Program

PROGRAM OBJECTIVE

The main purpose of this program is to help students develop and maintain a level of competency in English that will ease their integration into the workforce. A sustained level of competency is acquired when notions learned in class are incorporated into the students' daily activities.

Champlain College Saint-Lambert is a CEGEP whose mandate is to offer college level courses and programs primarily in English to its clientele. Students registered in this program will, therefore, spend each day in a predominantly English-speaking environment.

ADMISSION REQUIREMENTS

Participants in this program must already have a basic knowledge of English. Eligibility for this program is restricted to students who succeed a placement test at the beginners level of competency or higher.

The level of competency will be confirmed by a placement test given to each candidate before the program begins.

Priority will be given to candidates who live on the South Shore (Montérégie), who are unemployed and/or without income and who are admissible to the programs and services offered to individuals by Emploi-Québec. The number of participants is limited.

PROGRAM CONTENT

Refresher:	150 hours	Beginners Level I and II
Session 1:	225 hours	Beginners Level III and IV, and Intermediate Level I
Session 2:	225 hours	Intermediate Level II and III, and Advanced
TOTAL:	600 HOURS	

GENERAL INFORMATION

Number of hours/week:	25 - 27
Schedule:	Monday to Friday
Start Date:	February 17, 2014*
End Date:	August 1, 2014

**Various start dates according to placement test results.*

For more information, please call (450) 672-7364.



Cette formation est rendue possible grâce à la participation financière d'Emploi-Québec.

COURS NON CRÉDITÉS

Cours de Langues Anglais Langue Seconde

Les élèves seront convoqués à un test de classement et par la suite seront avisés par téléphone ou par courriel de leur niveau ainsi que l'horaire correspondant. Les frais de 25 \$ (non-remboursables) pour le test de classement sont inclus dans le coût. Certificat de participation inclus.

<p>Débutant Ce cours s'adresse aux élèves qui possèdent une connaissance de base en anglais et qui désirent améliorer leur capacité de communication orale. L'objectif de ce cours est d'amener les participants à tenir une conversation simple dans une situation de vécu quotidien.</p>	<p>Intermédiaire I Ce cours s'adresse aux élèves qui ont déjà une connaissance fonctionnelle de l'anglais et qui requièrent plus de pratique afin d'améliorer leur communication orale. L'accent sera mis sur les structures grammaticales et le vocabulaire afin de faciliter une conversation plus fluide.</p>
<p>Intermédiaire II Ce cours est une continuité du niveau Intermédiaire I. Les participants y approfondiront leurs connaissances des structures grammaticales et des expressions idiomatiques introduites au niveau précédent.</p>	<p>Avancé Ce cours vise une maîtrise des éléments suivants: compréhension de l'anglais conversationnel; bonne prononciation et structures grammaticales avancées. Les participants auront l'opportunité de faire une présentation orale.</p>

Nombre limité de participant(e)s.

Horaire déterminé selon les résultats des tests de classements.

HORAIRE DES COURS - 1 SOIR PAR SEMAINE

Les cours débiteront la semaine du 10 février 2014.

Niveaux : Débutant, Intermédiaire I,
Intermédiaire II & Avancé

Horaire : lundi, mardi, mercredi **OU** jeudi
18h30 à 21h30

Heures : 36 (12 semaines)

Coût : 190,00 \$

Pour plus d'informations ou pour vous inscrire, signalez le (450) 672-7364.

du 9 décembre au 19 décembre 2013 inclusivement

lundi au vendredi de 9h00 à 16h00

ainsi que mardi les 10 et 17 décembre 2013 de 17h45 à 19h30

ET

du 6 janvier au 24 janvier 2014 inclusivement

du lundi au vendredi de 9h00 à 16h00

ainsi que mardi les 7, 14 et 21 janvier 2014 de 17h45 à 19h30

NON-CREDIT COURSES

Language Courses

English Second Language

Students will be given a placement test and will be advised by telephone or by email as to what level and what evening they will be attending. A non-refundable fee of \$25 for the placement test is included in the cost. Participation certificate included.

<p>Beginners This course is designed for students who have a basic knowledge of English and who wish to improve conversational skills. The objective of this course is to enable the students to communicate in day-to-day situations and carry on a simple conversation in English.</p>	<p>Intermediate I This course is designed for students who already have a functional knowledge of English and who require more practice to improve conversational skills. Emphasis will be on grammatical structures and vocabulary, which will enable students to carry on a more fluent conversation in English.</p>
<p>Intermediate II This course is a continuation of Intermediate I. The students will acquire an in-depth knowledge of grammatical structures and idiomatic expressions introduced in the previous course.</p>	<p>Advanced This course will allow the student to master the following: comprehension of conversational English; pronunciation; and in-depth grammatical structures. Students will be expected to give an oral presentation.</p>

Limited number of participants per class.

Schedule to be confirmed according to results of placement tests.

COURSE SCHEDULE – 1 EVENING PER WEEK

Courses will begin the week of February 10, 2014.

Levels: Beginners, Intermediate I,
Intermediate II & Advanced
Schedule: Monday, Tuesday, Wednesday OR Thursday
6:30 p.m. to 9:30 p.m.
Hours: 36 (12 weeks)
Fee: \$190.00

For more information or to register by telephone, please call (450) 672-7364.

From December 9 to December 19, 2013 inclusively

Monday to Friday: 9:00 a.m. to 4:00 p.m.

As well as Tuesday, December 10 and 17, 2013: 5:45 p.m. to 7:30 p.m.

AND

From January 6 to January 24, 2014 inclusively

Monday to Friday: 9:00 a.m. to 4:00 p.m.

As well as Tuesday, January 7, 14 and 21, 2014: 5:45 p.m. to 7:30 p.m.

NON-CREDIT COURSES

Languages

PLEASE NOTE: All language courses are taught from the English language.

ITALIAN I

This course is designed for students who have little or no knowledge of the Italian language. Students will acquire knowledge of basic structures and vocabulary, with the emphasis on listening, comprehension, oral expression, and reading.

(File #6001)
Day: Wednesday
Dates: February 12 to April 30
Time: 6:30 p.m. to 9:00 p.m.
Fee: \$150.00
Sessions: 12 (30 hours)



ITALIAN II

Pre-requisite: Italian I

Ciao! This course is a continuation of the Italian I course. It is designed for students who have acquired a basic knowledge of the Italian language. Weekly topics will allow students to enhance their communication and writing skills while providing an enriched introduction to Italian culture and life.

(File #6002)
Day: Tuesday
Dates: February 11 to April 29
Time: 6:45 p.m. to 9:15 p.m.
Fee: \$150.00
Sessions: 12 (30 hours)



SPANISH I

This course is designed for students who plan to travel and want to familiarize themselves with a basic working knowledge of the language needed to travel around in a Spanish-speaking environment. The course aims to develop students' communicative skills, chiefly at the level of speaking, and their socio-cultural competence in Spanish. It covers the basic grammar structures and vocabulary that are absolutely necessary for simple oral interactions. Topics will include greetings, information about oneself and his/her family, asking for directions, shopping, etc.

(File #6003)
Day: Monday
Dates: February 10 to May 5
Time: 6:30 p.m. to 9:00 p.m.
Fee: \$150.00
Sessions: 12 (30 hours)
**(No class Monday, April 21)*



SPANISH II

Pre-requisite: Spanish I

This course is for students who have successfully completed a beginner's Spanish course. The main objectives of this second level are to review the basic and important elements of the Spanish language presented in the beginner's course and to develop the students' conversational skills in Spanish through oral interaction amongst students aided by the teacher's demonstrations. Students will participate in simple and routine tasks requiring that they exchange information on familiar topics. In addition to new vocabulary, other useful grammatical points will be covered and practiced.

(File #6004)
Day: Wednesday
Dates*: February 12 to April 30
Time: 6:30 p.m. to 9:00 p.m.
Fee: \$150.00
Sessions: 12 (30 hours)



NON-CREDIT COURSES

Recreational Activity and Fitness

FUN & FUNCTIONAL FITNESS

Results! Beginner/Intermediate exercisers enjoy a strong, toned body.
Enjoy an **open** exercise format – suggested exercise programs change weekly.

- Personal attention = Improved fitness.
- Cardio equipment.
- Strength machines / free weights / optional agility tools.
- Functional training – agility, balance, posture.
- Core/flexibility training (25 minutes).
- Gymstick™/ Stability Ball / BOSU® Trainer.
- Fun!

(File #6005)*

Days: Monday & Wednesday

Dates*: January 13 to May 12

Time: Mon 7:00 p.m. to 8:30 p.m.

Wed 6:30 p.m. to 8:00 p.m.

Fee: \$170.00

Sessions: 34 (51 hours)

**(No classes Monday, April 21)*



WEIGHT TRAINING FITNESS

This course focuses on the muscular and aerobic training and development of all of the major muscle groups. We use a variety of aerobic warm-up methods, and then move into a series of exercises to strengthen and tone muscles using a form of resistance, including hand-held weights, weighted bars, and exercise machines. This class will push your body a little harder and feature more advanced strength and conditioning exercises for a great overall workout. All fitness levels are welcome.

(File #6006)

Days: Tuesday & Thursday

Dates : January 14 to May 1

Time: 7:00 p.m. to 8:30 p.m.

Fee: \$160.00

Sessions: 32 (48 hours)



NON-CREDIT COURSES**Recreational Activity and Fitness****YOGA**

A dynamic yoga practice for all! There is a place for you in this class, whether you are young or young at heart, male or female, new or experienced, or flexibility-challenged! Every yoga practice will focus on safe alignment and flowing postures. Come experience yoga in an inviting environment!

(File #6007)

Day: Monday

Dates: January 27 to March 5

Time: 7:00 p.m. to 8:30 p.m.

Fee: \$95.00

Sessions: 12 (18 hours)**ZUMBA**

Ditch the workout – join the party!!!!

Come join us for this AMAZING, INTENSE, FUN and pretty much OFF THE HOOK, Zumba Party! Zumba is a high-energy dance class that gets you movin' and groovin'. We salsa, rumba, hip hop and shake, shake, shake it to some great, loud and motivating music. So you don't think you can dance? Come prove yourself wrong!!

(File #6008)

Days: Tuesday & Thursday

Dates: January 28 to April 17

Time: 7:00 p.m. to 8:00 p.m.

Fee: \$110.00

Sessions: 24 (24 hours)

HOW TO REGISTER

Registration by Telephone

You may register by telephone if:

- You are a Champlain College Saint-Lambert returning student
- OR**
- You are registering for a non-credit course (courses listed on pages 7 - 14)

Before calling you **SHOULD** have the following information available:

- Champlain College Saint-Lambert Student ID number (returning student)
- The listed file number(s) for course(s) you wish to register for

AND

- Your credit card number and expiry date

Please note: If you do not wish to use a credit card you can still register by telephone; however, you will then have 3 working days to come to the Continuing Education office (F-107) to make your payment.

For more information or to register by telephone, please call (450) 672-7364.

From December 9 to December 19, 2013 inclusively

Monday to Friday: 9:00 a.m. to 4:00 p.m.

As well as Tuesday, December 10 and 17, 2013: 5:45 p.m. to 7:30 p.m.

AND

From January 6 to January 24, 2014 inclusively

Monday to Friday: 9:00 a.m. to 4:00 p.m.

As well as Tuesday, January 7, 14 and 21, 2014: 5:45 p.m. to 7:30 p.m.

ADMISSION CRITERIA

Credit Courses

Attestation of Collegial Studies (AEC)

You are eligible to register for an Attestation of Collegial Studies (AEC) program if you are a Canadian Citizen or Permanent Resident or the holder of a valid Student Visa, and if:

You have received instruction deemed acceptable by the College, for example:

- A Diploma of High School Studies

OR

- A College Diploma or a University Degree

OR

- A partial high school program, coupled with a recommendation from a current or former employer that you would benefit from pursuing your education at the post-secondary level.

AND

You meet one of the following three conditions:

- You have not been a full-time student for at least two consecutive terms or one school year within the last 12 months.
- You are part of an agreement between the College and an employer, or you are sponsored within the terms of a government program (For example: CSST, Emploi-Québec).
- You have completed at least one year of post-secondary studies spread over a period of one year or more.

Non-Credit Courses

Participants must be 18 years of age or older to be admissible to take non-credit courses.

FEES

Credit Course Fees

Application Fee

All new students must pay a **\$30.00 application fee** the first time they register for a credit course. This fee is non-refundable.

Québec Residents

Students taking a minimum of 180 course hours per semester are considered full-time students.

Tuition/Registration Fees

(For courses taken within a program of studies)

- **Part-time Students**

Students taking less than 180 course hours per semester must pay **\$2.00 per course hour (Tuition)** and must pay **\$25.00 per course (Registration \$5.00 + Auxiliary Services \$20.00)**.

- **Full-time Students**

Students taking 180 course hours or more per semester must pay **\$105.00 per semester (Registration \$20.00 + Auxiliary Services \$85.00)**.

NOTE: If, in a given semester, your student status changes from full-time to part-time, or from part-time to full-time, all fees will be recalculated. You will either be charged the difference or refunded.

Example:

If, as a result of you withdrawing from a course or failing a course, your status changes to part-time, you will have to pay tuition and registration fees for your remaining courses (\$2.00 per course hour tuition fee and a \$25.00 per course registration fee).

Tuition Fees

(For courses taken outside a program of studies)
\$6.00 per course hour

Foreign Students Fee

Part-time Students

Foreign students must pay \$24.78 per course hour.

Full-time Students

Foreign students must pay \$5,096.00 per semester.

Non-Resident of Québec Fee

Please see the regulations on Page 18.

FEES ARE SUBJECT TO CHANGE

Non-Credit Course Fees

The fees for non-credit courses are listed with each course description. There is a 10% discount on non-credit courses for participants who are 60 years of age and over.

N.B. *The GST and PST are included in the non-credit course fees listed.*

English Second Language courses are exempted from GST and PST.

Fees for the Recognition of Acquired Competencies (RAC)

Application Review and Analysis fee for Recognition of Acquired Competencies (RAC) students: \$45.00 per student, per program.

Fee for the evaluation of a competency: \$40.00 per competency up to a maximum of \$500.00 per student, per program.

If a student's RAC file remains inactive for a period exceeding one year, the student may be required to restart the process for any competencies not already recognized.

A student may be charged \$30.00 if they do not appear for a scheduled validation interview or evaluation appointment.

IMPORTANT DOCUMENTS FOR CREDIT COURSES

Documents You Must Provide

New students must provide:

If you are a new student, you must bring to registration your **Quebec Diploma of Secondary Studies or a High School Leaving Certificate or equivalent and/or College/University transcripts** that you may have, as well as **one of the following documents**:

- Official Quebec Birth Certificate
- Canadian Citizenship Card and valid Quebec Medicare Card
- Permanent Resident Card and valid Certificate of Selection of Quebec (CSQ) if you have one, or valid Quebec Medicare card
- Valid Student Visa

AND

- Curriculum Vitae

Former students must provide:

If you have not registered for a credit course within the last two years (i.e., since the Winter 2012 semester), **you must bring to registration one of the following documents**:

- Official Quebec Birth Certificate
- Canadian Citizenship Card and valid Quebec Medicare Card
- Permanent Resident Card and valid Certificate of Selection of Quebec (CSQ) if you have one, or valid Quebec Medicare Card

AND

- Quebec Diploma of Secondary Studies or a High School Leaving Certificate or equivalent and/or College/University transcripts
- Curriculum Vitae

Applicants Who Were Not Born in Québec

As of the Fall 2000 semester, the Ministry of Education requires that new students, as well as students who are returning to study after an interruption or who have changed their program of study, will have to demonstrate that they are deemed residents of Québec in order to be exempt from new fees that apply only to non-residents of Québec. These new fees are required of non-residents who take any course or courses that are fully or partially subsidized by the government of Québec. The fees for non-residents will be applied according to the following schedule:

Fees for Non-Residents of Québec:

Full-time students \$1,319.00* per semester

Part-time students \$6.44* per course hour

* fees are subject to change

- Students who can provide the **official Birth Certificate from the Province of Québec** are deemed to be residents of Québec for purposes of the regulations. **No further documentation is required.**
- Students born outside the Province of Québec or Canada and who have been living in Québec for the past twelve months or longer can **provide their valid Québec Medicare Card and, if deemed necessary by Continuing Education, a copy of their 2013 "Property Tax Bill" or 2012-2013 and 2013-2014 "Rental Leases"**.

Also considered as Québec residents are individuals who meet other criteria that allow them to be considered as Québec residents for purposes of exemptions from the non-resident fees. The types of acceptable documents vary, and details should be requested in each case by calling the Continuing Education office at (450) 672-7364.

Academic and General Information

Bookstore

There is a bookstore at the College. The telephone number is (450) 923-1056 (Website: www.champlaincollege.bkstr.com). The bookstore is open Monday to Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m.

College Closures

If the College must cancel classes due to inclement weather, etc., an attempt will be made to contact each instructor. Emergency closures of the college (snow storms, hydro cut, etc.) are announced on the following radio stations: **940 AM, CJAD, VIRGIN RADIO 96, CHOM 97.7, CBC Radio 95.1, THE BEAT 92.5, CKOI 96.9, 98.5 FM, CKAC Sports, Info 690, and 940 AM.** The following television stations are contacted as well: **CBC Radio Canada – TV and CTV News Montreal (Canada AM).** A special message is also recorded on the College phone system (450-672-7360).

Course Cancellations

The College reserves the right to cancel courses for administrative reasons such as insufficient enrolment. Students who have registered for a course which has been cancelled will be informed by telephone. They may select another course or have their fees refunded.

Credit Course Withdrawal

Students can officially withdraw from credit courses within the first 20% of the course. *For example: Within the first 9 hours of a 45-hour course, 12 hours of a 60-hour course, etc.* Students will be advised of the official course withdrawal date for each of their credit courses that they are registered for. If, after the official withdrawal date, students stop attending courses in which they are registered, they will receive a failing grade. Courses which have been dropped officially will not appear on the student's transcript. Should a student choose to withdraw from a credit course(s) or fail a course(s) and as a result of this their student status changes, all fees will be recalculated. Students will either be charged the difference or refunded.

Also, withdrawing from a course(s) or failing a course(s) within your Attestation program may make it difficult or impossible for you to continue with your program at that time, it may delay you in the completion of your program, or it may hinder your opportunity to complete the program as the College cannot guarantee that the program will be offered in the future

Fee Payment

Fees must be paid at the time of registration. This can be done by certified cheque, INTERAC, VISA or MASTERCARD.

Grading System

Students receive the marking system from each instructor at the beginning of the course in the course outline. The outline is a guide to the objective of the course, the content, and the methodology and evaluation system. Students must receive **60%** (passing mark) which is the minimum mark for the awarding of credits.

Parking

There is a fee of \$5.00 per day or you can purchase a special parking pass at a reduced rate for the semester. **You must provide your "license plate number" to purchase a parking pass.** Parking passes will be sold at the beginning of classes in the Continuing Education office F-107.

Refund Policy

Non-Credit Course Refund

- 100% for courses cancelled by the College.
- 100% for **withdrawals before the first scheduled class.**
- 50% for **withdrawals before the second class.**

All requests for refunds **must be made in writing** and will be considered effective the date they are received by Continuing Education.

Note: Please allow at least three (3) weeks for the processing of your refund request.

Transcripts

In order to satisfy admission requirements to most universities, students require an official transcript which is sent directly from the College to the University. Request forms are available in the Continuing Education office F-107 and should be completed well in advance of the date by which the transcript is required. Requests for official transcripts may also be made online from the Champlain College website (www.champlainonline.com). There is a charge of \$5.00 for each transcript requested.