

THE CENTRE FOR
**CONTINUING
EDUCATION**

ACADEMIC CALENDAR
2013 · 2014

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CENTRE FOR CONTINUING EDUCATION

The School of Extended Learning provides a wide range of programs and services that are aimed at improving student accessibility to the university. Programs include credit and non-credit course offerings, distance education courses, off-campus courses and programs, designated pre-university and entry-level courses, undergraduate certificate programs, as well as customized training and professional development.

Our Centre for Continuing Education has improved programming to accommodate the demand for both non-credit and diploma programs. As a result our range of courses, certificates, and diplomas are designed to provide a sequence of skill sets and qualifications that are aligned to labour market requirements. These, combined with more than 35 years of experience in providing intensive language proficiency, make us a premier adult education provider. We are confident that the range of courses outlined in this offering will respond to your practical needs for qualification, promotion and work mobility.

In the broader context, the School of Extended Learning aspires to become a portal to the University and its services through community outreach and engagement, as well as, distance and remote delivery of a wide range of programming which would be otherwise inaccessible. In keeping with the spirit and principles of Lifelong Learning, the School is fully committed to the provision of a sustainable future for individuals, the community and society at large.

Dean, School of Extended Learning

OFFICE LOCATION

Centre for Continuing Education
School of Extended Learning
La Tour du Faubourg
1600 Ste-Catherine Street West
Montreal, Quebec
Telephone: 514-848-3600
Fax: 514-848-2806

MAILING ADDRESS

Centre for Continuing Education
School of Extended Learning
Concordia University
1455 De Maisonneuve Blvd West
Montreal, Quebec H3G 1M8

VISIT US ON-LINE!

cce.concordia.ca

OUR PROGRAMS AT A GLANCE

PROFESSIONAL CAREER DIPLOMA AND CERTIFICATE PROGRAMS	Diploma Program (240 course hours)	Certificate Program (80 course hours)	Full-time (in-class)	Part-time	100% on-line	100% in Class	Mix of On-line and In class courses	Page
Computer Aided Design CAD/MCAD	●			●		●		B-03
Creative Writing	●			●		●		A-03
Creative Writing Fundamentals		●		●		●		A-05
Digital Photographic Imaging	●			●		●		D-03
Digital Motion Imaging	●			●		●		D-05
Graphic Applications in Desktop Publishing	●		●	●		●		A-06/A-10
Graphic Design		●		●		●		A-07
Page Layout		●		●		●		A-06
Photoshop		●		●		●		A-06
Web Publications		●		●		●		A-07
Java Applications Development	●			●		●		B-05
Journalism Fundamentals		●		●		●		A-11
Specialized Journalism Topics		●		●		●	●	A-11
Photography	●			●		●		D-07

OUR PROGRAMS AT A GLANCE

PROFESSIONAL CAREER DIPLOMA AND CERTIFICATE PROGRAMS	Diploma Program (240 course hours)	Certificate Program (80 course hours)	Full-time (in-class)	Part-time	100% on-line	100% in Class	Mix of On-line and In class courses	Page
Public Relations	●		●	●		●		A-13/A-16
Public Relations Fundamentals		●		●		●		A-13
Public Relations Digital Presentation		●		●		●		A-13
Public Relations Business Practices		●		●		●		A-14
Visual Studio.NET Applications Development	●			●		●		B-07
Website Creation and Design	●			●		●		B-09
Website Design Basics		●		●		●		B-09
Website Visibility and Interface Design		●		●		●		B-09
WordPress and JavaScript		●		●		●		B-10
Web Programming	●			●		●		B-12
Programming Fundamentals		●		●		●		B-12
Web Development		●		●		●		B-12
PHP and MySQL Web Applications		●		●		●		B-13

OUR PROGRAMS AT A GLANCE

PERSONAL DEVELOPMENT COURSES	Course Hours	Full-time (in-class)	Part-time	Placement Test	100% in Class	100% on-line	Page
Graduate Management Admissions Test (GMAT) Preparation	30		●		●		C-03
English Proficiency Tests Preparation (TOEFL, IELTS)	40		●		●		C-03
Personal Interest Courses			●		●		C-03

PROGRAMS AND COURSES OFFERED BY THE LANGUAGE INSTITUTE	Number of Levels	Course hours per level	Full-time (in-class)	Part-time	Placement Test	100% in Class	100% on-line	Page
English Intensive Program	8	260	●		W●	●		E-05
English Conversation Program	6	40		●	S●	●		E-07
English Writing Workshop Program	5	40		●	W●	●		E-08
English Proficiency Tests Preparation (TOEFL, IELTS)		40		●		●		E-09
Academic English for Graduate Students in Engineering	1	40		●		●		E-10
French Conversation Program	6	40		●	S●	●		E-11
French Written Communication Program	2	40		●	W●	●		E-12

W● Written Test
S● Self Assessment Form

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COURSE SCHEDULE & TUITION FEES	cce.concordia.ca

It is the responsibility of each student to read, understand and abide by the Rules and Procedures printed in this Calendar. The Centre reserves the right to alter the information contained in this Calendar without prior notice.

REGISTRATION PROCEDURES FOR ALL PART-TIME COURSES

- Registration contracts are located in the back of this calendar. You must complete the registration contract and indicate the term/session for which you are registering. A \$25 (non-refundable) registration fee applies to all registration contracts received and processed.
- Self-assessment forms, also located in this calendar, must be completed and submitted for the following courses: English and French conversation courses.
- For English and French writing courses, a written placement test must be taken.
- You may apply by mail, fax, in-person or on-line.
- On-line registration is available for students with a Concordia Netname. The \$25.00 registration fee is waived for students who register on-line.
- You will receive confirmation of your registration by e-mail.
- You can verify the status of your course registration and print your Registration contract on-line via the MyConcordia Portal at www.myconcordia.ca under the Continuing Education Menu link. Please note that if you have not already activated your netname, you will have to do so before logging into the MyConcordia Portal. Activating your netname needs to be done one time only.
- All course fees must be paid in full at the time of registration.
- Payment can be made by debit card, MasterCard, Visa, American Express, certified cheque or money order. Unfortunately, we cannot accept personal cheques or cash. All fees are payable in Canadian funds.
- Students are permitted to register late depending on the availability of courses. An additional \$25 (non-refundable) late registration fee will be charged for those registrations received during the two weeks preceding the start date of the course or received once the course has started. Registrations are NOT accepted after the second scheduled class.

*** Please consult the course schedule on-line at cce.concordia.ca**

WE DON'T WANT TO CANCEL COURSES BUT.....

COURSES ARE CANCELLED IF EVERYONE WAITS UNTIL THE LAST MINUTE TO REGISTER. THE CENTRE FOR CONTINUING EDUCATION MAKES A DECISION FIVE BUSINESS DAYS PRIOR TO THE COURSE START DATE. IF NOT ENOUGH PEOPLE ARE REGISTERED, THE COURSE WILL BE CANCELLED.

CENTRE FOR CONTINUING EDUCATION

REGISTRATION PROCEDURES FOR THE

INTENSIVE PROFESSIONAL CAREER PROGRAMS

- The Professional Career Program Application Contract is located in this calendar. Students may apply on-line, in-person, by mail or by fax by completing the application contract and submitting it to the Centre. A non-refundable deposit of \$625, which is applied to the tuition, must accompany the application. Confirmation of registration will be sent by e-mail.
- The remaining tuition fees must be paid no later than fourteen (14) days prior to the commencement of classes in order to guarantee a student's place in the program.
- Payment may be made by debit card, MasterCard, Visa, American Express, certified cheque, or money order. Unfortunately, we cannot accept personal cheques or cash. All fees are payable in Canadian funds.
- Tuition fees do not include textbooks, dictionaries and supplies required for the courses. A non-refundable late fee of \$200 may be charged to students presenting themselves on or after the first day of class. The University reserves the right to change the fees without notice.
- Attention International Students who wish to enrol in the Intensive Professional Career Programs:
Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards, while living in Quebec. In keeping with government directives, Concordia University has adopted a compulsory health insurance plan that all Concordia international students must have. The cost of the plan will vary depending on the length of your studies. Please note: Exemptions will only be granted to international students who have a valid Quebec Medicare card or international students who receive a scholarship (including health insurance and tuition fees) from a sponsoring organization or government. Consequently, personal health insurance plans are not accepted by the university.
- Concordia University observes Canadian public holidays. Holidays will be announced on the first day of classes.
- All programs have limited enrolment.

INTENSIVE DAY PROFESSIONAL CAREER PROGRAMS 2013-2014

DIPLOMA PROGRAM in Graphic Applications in Desktop Publishing

SESSION		WEEKS	TUITION	PAGE
Fall 2013	16-Sep-2013 to 22-Nov- 2013	10	\$3,830	A-10
Winter 2014	13-Jan-2014 to 21-Mar-2014	10	\$3,830	A-10
Spring 2014	31-Mar-2014 to 06-Jun-2014	10	\$3,830	A-10

DIPLOMA PROGRAM in Public Relations

SESSION		WEEKS	TUITION	PAGE
Fall 2013	16-Sep-2013 to 22-Nov- 2013	10	\$3,410	A-16
Spring 2014	31-Mar-2014 to 06-Jun-2014	10	\$3,410	A-16

REGISTRATION PROCEDURES FOR THE INTENSIVE ENGLISH LANGUAGE PROGRAM

- The Intensive English Language Program Application Contract is located in this calendar.
- Students may apply in-person, by mail, by fax or on-line.
- Tuition fees are \$3,750 for a 10 week course.
- To apply, you must complete the application contract and submit it to the Language Institute. A non-refundable deposit of \$625, which is applied to the tuition fee, must accompany the application. Students will receive confirmation that they have been accepted to the program by e-mail.
- The balance of the fees must be paid, in full, at the time of formal registration and placement testing, held one week prior to the commencement of classes. Should you be unable to arrive in time for your scheduled placement test, please notify us in writing, by fax or e-mail.
- Payments may be made by debit card, MasterCard, Visa, American Express, certified cheque, or money order. Unfortunately, we cannot accept personal cheques or cash. All fees are payable in Canadian funds.
- Tuition fees* include testing, placement and a Student Course Book. A late fee of \$200 will be charged to students presenting themselves after the formal registration and placement testing date, held one week prior to the commencement of classes. The University reserves the right to change the fees without notice.
- Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards, while living in Quebec. In keeping with government directives, Concordia University has adopted a compulsory health insurance plan that all Concordia international students must have. The cost of the plan will vary depending on the length of your studies. Please note: Exemptions will only be granted to international students who have a valid Quebec Medicare card or international students who receive a scholarship (including health insurance and tuition fees) from a sponsoring organization or government. Consequently, personal health insurance plans are not accepted by the university.
- Concordia University observes Canadian public holidays, and there is usually one three-day weekend during each session. Holidays will be announced on the first day of classes.
- This is a limited enrolment program.

INTENSIVE ENGLISH - IMPORTANT DATES BY SESSION

Session	Formal Registration & Placement Testing	Starting	Weeks	Tuition Fees*
Fall 2013	Monday 09-Sep-2013 (13:00 to 16:00)	16-Sep-2013	10	\$3,750
Winter 2014	Monday 06-Jan-2014 (13:00 to 16:00)	13-Jan-2014	10	\$3,750
Spring 2014	Monday 24-Mar-2014 (13:00 to 16:00)	31-Mar-2014	10	\$3,750
Summer 2014	Monday 09-Jun-2014 (13:00 to 16:00)	16-Jun-2014	10	\$3,750

* In addition to the tuition fees, students can expect to pay approximately \$100 for textbooks, dictionaries and supplies.

CENTRE FOR CONTINUING EDUCATION

GENERAL INFORMATION

Courses offered by the Centre for Continuing Education are designated as “non-credit” and may be used to obtain a non-credit diploma or certificate at the Centre. Non-credit courses cannot be counted towards any of the degree, diploma or certificate programs offered by the Faculties of the University. Students are advised that all courses, other than those offered by the Language Institute require an acceptable level of competency in English, even though testing for such competency is not a formal prerequisite for most programs. Students must be at least 18 years of age to study at the Centre for Continuing Education.

CONTINUING EDUCATION GLOSSARY OF TERMS

This glossary explains some of the academic and administrative terms you will come across in the program and course information outlined in this calendar.

Certificate Program (non-credit)

A certificate program consists of two (2) to four (4) courses totaling eighty hours (80) of study in a specific career-related area and results in the awarding of a Continuing Education certificate upon the successful completion of the courses. In some programs, the successful completion of three (3) eighty (80) hour certificates can be ladder into the awarding of a Diploma (240 hrs)

Compulsory Courses

These identified courses must be completed in order to receive a diploma or certificate in a specific program area.

Diploma Program (non-credit)

A Diploma program consists of a number of compulsory and elective courses totaling two hundred and forty hours (240) of study in a specific career-related area.

Elective Courses

Unlike compulsory courses, you can choose from a selected group of courses to complete your diploma or certificate.

Course Exemptions

Students may request to be exempted for certain courses in a program area. These courses do not have to be replaced. See page XV for complete details.

Prerequisite Course

You must pass course x before taking course y. A prerequisite course may be waived if the student demonstrates specific academic/professional experience.

Seminars

These are courses delivered over a short period of time (1 or 2 days) and do not require students to write exams or assignments. These courses cannot be counted towards a diploma or certificate.

GENERAL INFORMATION

OFFICE LOCATION

Centre for Continuing Education
 School of Extended Learning
 La Tour du Faubourg
 1600 Sainte-Catherine Street West
 Montreal, Quebec
 Telephone: (514) 848-3600
 Fax: (514) 848-2806
 e-Mail (general): cce@concordia.ca
 e-Mail (Language Institute): celi@concordia.ca

OFFICE HOURS

ADMINISTRATION

- September to May:
- June to August:

MAILING ADDRESS

Centre for Continuing Education
 School of Extended Learning
 Concordia University
 1455 De Maisonneuve Blvd West
 Montreal, Quebec H3G 1M8

WEB SITE

Visit us on the Web at cce.concordia.ca

09:00 to 16:30 Monday to Friday

09:00 to 16:30 Monday to Thursday
 09:00 to 12:30 Friday

STUDENT SERVICES

09:00 to 21:00 Monday to Friday
 09:00 to 14:00 Saturday

DATES THAT WE'RE CLOSED

- Monday, September 2, 2013
- Monday, October 14, 2013
- Saturday, December 21, 2013 to Sunday, January 5, 2014 (inclusive)
- Friday, February 21, 2014
- Friday, April 18, 2014
- Monday, April 21, 2014
- Monday, May 19, 2014
- Tuesday, June 24, 2014
- Tuesday, July 1, 2014

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CENTRE FOR CONTINUING EDUCATION

GENERAL INFORMATION

SIXTY-PLUS DISCOUNT

The Centre has adopted a special pricing policy for all students sixty years of age and older. New students must present a photo ID with proof of age (driver's license, healthcare card, etc.) when registering for the first time to have the registration and late registration fees waived. In addition, students will receive a 15% reduction on their tuition fees. **Please note that retroactive discounts cannot be applied if proof of age is not presented at the time of registration.** The Sixty-Plus discount is automatically calculated when students register on-line.

ALUMNI DISCOUNT

Concordia University Alumni, based on the information maintained by the Office of the Registrar, are waived from paying registration and late registration fees when registering for courses at the Centre for Continuing Education. In addition, Concordia University Alumni will receive a 10% reduction on their tuition fees. The Alumni discount is automatically calculated when students register on-line.

CLASSROOM LOCATION

Unless otherwise specified, all courses and intensive programs are held at the Centre for Continuing Education, in La Tour du Faubourg, located at 1600 Ste-Catherine Street West (corner Guy Street) or the Continuing Education Annex, 1665 Ste-Catherine Street West. The exact classroom location appears on the student's Registration Contract or a course schedule can be viewed online at MyConcordia.ca. It is also posted on the wall in the reception area at the Centre during the first two weeks of classes. Students are requested to consult these classroom postings or the MyConcordia Portal prior to attending their first class to ensure that there has not been a change of classroom since their registration was processed.

TEXTBOOKS/COURSE PACKS AVAILABILITY

Textbooks and course packs, if required, are available for purchase at the Concordia University Bookstore, or online at <http://web2.concordia.ca/Bookstore/home.buyonline.shtml>. Students are advised to await confirmation of course material by the instructor before making any purchases. The Sir George Williams Campus Concordia Bookstore is located at 1400 De Maisonneuve Blvd West; the telephone number is 848-2424, ext.3615.

CUSTOM TRAINING

The Centre for Continuing Education specializes in developing tailor-made training workshops designed to meet your corporate needs. Our program administrators are ready to discuss with you the customized training that will best improve your organization's performance. For further information regarding Custom Training, contact us by email at cce@concordia.ca.

STUDENT SERVICES

STUDENT ASSISTANCE AND PROBLEM RESOLUTION

Students who require assistance are invited to present themselves at the Student Service desk (FB 117) where a staff member will be more than happy to help them. A staff member will assess their needs and direct them to the appropriate service or department, either within the Centre for Continuing Education or in Concordia University.

For incidents involving a violation of Concordia University Code of Rights and Responsibilities, students are referred to the Office of Rights and Responsibilities (rights.concordia.ca). Students may also consult the Ombuds Office (www.concordia.ca/services/concerns/) for information about existing policies, rules and procedures and advice as to the appropriate channel of redress for any concern or complaint they may have.

UNIVERSITY LIBRARY ACCESS

Fee: \$15. Students registered in Continuing Education courses can elect to pay a fee each term to obtain library privileges. A library card will be issued upon presentation of a student registration contract and personal identification at the Library Circulation Desk. The library card gives access to both of the following libraries:

- Webster Library: Sir George Williams Campus, Library Building, 2nd Floor, 1400 De Maisonneuve Blvd West
- Vanier Library: Loyola Campus, VE Building, 7141 Sherbrooke St. West

Visit the Student Service desk (FB 117) for more information.

COMPUTER AND INTERNET ACCESS

Fee: \$75. For Continuing Education students whose courses do not include computer access, they may apply for computer and Internet access for the term. Visit the Student Service desk (FB 117) for more information.

COMPUTER LAB HOURS*	08:30 to 22:30	Monday to Friday
	10:00 to 15:30	Saturday and Sunday
*Computer Labs are closed between academic terms.		

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CENTRE FOR CONTINUING EDUCATION

STUDENT SERVICES

COUNSELLING AND DEVELOPMENT SERVICES

• Career Services • Counselling Services • Student Learning Services • New Student Program

Students registered in Continuing Education Intensive Programs have access to the University's Counselling and Development Services. The Counselling and Development Services office is located at 1455 De Maisonneuve Blvd. W., Room H- 440. Telephone: 848-2424, ext.3545. You can visit them on the web at <http://cdev.concordia.ca/>.

LETTER OF ATTESTATION

Fee \$15. Requests for letters of attestation must be made in writing to the Centre for Continuing Education. Please note that part-time students or students not currently registered in an intensive program of study will be charged a \$15 fee for this service. Requests will be processed within 5 working days. Student request forms are available on-line at cce.concordia.ca.

TRANSCRIPT OF GRADES

Unofficial Transcript: Fee \$10. Students can, at no charge, print their Unofficial Transcript of grades on-line via the MyConcordia portal. Students who wish to have the Centre for Continuing Education mail a copy of their Unofficial Transcript to their residence may do so by completing a Transcript Request Form available on-line at cce.concordia.ca. Requests will be processed within 5 working days.

Official Transcript: Fee \$10. Official transcripts are only sent to educational institutions or official organizations. They are not issued to students. To request that an Official Transcript be sent, students must complete the Transcript Request Form available on-line at cce.concordia.ca. Requests will be processed within 5 working days.

GENERAL RULES AND PROCEDURES

COURSE CHANGE REQUESTS

Fee: \$25. All course or section change requests must be submitted prior to the second scheduled class. The course or section change request applies only to courses or sections within the same academic session. Attendance in a class in which a student is not registered is not permitted and does not constitute grounds for an automatic course change. All requests for course or section changes must be submitted in writing to the Centre for Continuing Education. Visit the Student Service desk (FB 117) for more information.

COURSE EXEMPTIONS

Requests for course exemptions, if permitted, must be made in writing to the Centre for Continuing Education. A maximum of 60 course hours per diploma program or 20 course hours per certificate program can be exempted without having to replace the exempted course(s) with another course from the program. All course exemptions that are granted will appear on the student transcript. Exemption request forms are available on-line at cce.concordia.ca.

Language institute courses: Course exemptions cannot be requested.

Computer institute courses: Fee \$75. Students wishing to be exempted from a Computer Institute course must successfully complete an exam to prove their mastery of the course content.

Other courses: Students must submit a transcript of grades and a course description as proof that a course has been successfully completed at another educational institution in order to be granted an exemption. Students requesting to be exempted from a course based on non-academic experience must successfully complete an exam to prove their mastery of the course content. Students who do not successfully pass the exemption exam must take the course. A \$75 fee applies for the exam.

PREREQUISITE COURSE WAIVERS

Requests for prerequisite course waivers must be made in writing to the Centre for Continuing Education. In order to be granted a diploma or certificate, any compulsory or elective course that has been waived must be replaced by an additional elective course within the program. All course waivers are granted at the student's risk and will not appear on the student transcript.

Language Institute courses: Course waivers cannot be requested.

Other Courses: Students must submit a Course Waiver Request form with appropriate proof of experience in order to be considered for a course waiver.

CANCELLATION OF COURSES AND PROGRAMS

The Centre for Continuing Education reserves the right to cancel any course for which it is deemed there is insufficient registration. In this case, all fees paid will be refunded in full.

CENTRE FOR CONTINUING EDUCATION

GENERAL RULES AND PROCEDURES

GRADING AND EXAMINATION RULES

The passing grade in all courses is 50%, with the exception of the following:

- Computer Institute Courses: The passing grade is 60%.
- Language Institute (Part-time courses): The passing grade is 60%; in order to be promoted to a higher level, students must have attended 80% of the course.
- Language Institute (English Intensive Program): The passing grade is 60%; in order to be promoted to a higher level, students must have attended 90% of the course. In addition, students enrolled in the IESL Program must complete the final evaluation activities to pass the course.

SUPPLEMENTAL EXAMINATIONS (DOES NOT APPLY TO LANGUAGE PROGRAMS)

Fee: \$35. Students who find themselves in one of the two following situations may be entitled to write a supplemental examination:

- 1) Students who were absent from a midterm or final examination and can provide a valid reason* for having missed the examination. (*medical note from physician or other document proof)
- 2) Students who have failed a course by ten (10) marks or less. Students who fail a course by more than ten (10) marks are not entitled to write a supplemental examination.

All requests to write a supplemental examination must be made in writing to the Centre for Continuing Education. The supplemental examination, once approved by the Centre, must be written within one (1) week following the original midterm exam date or within four (4) weeks following the original final examination date. Failure to comply with these regulations will result in a DNW (Did Not Write) notation on the student's transcript.

FINAL GRADE RE-EVALUATIONS

Fee: \$75. The Centre for Continuing Education recognizes the right of students to request the re-evaluation of their final grade. Such requests must meet the criteria for re-evaluation and should be made in writing to the Centre for Continuing Education, within the 30 days following the end of the course. Students will be informed of the criteria, delays and of the procedures to be followed.

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GENERAL RULES AND PROCEDURES

ACADEMIC OFFENSES

Any form of cheating, plagiarism, personation or falsification of a document, as well as any other form of dishonest behavior related to the obtention of academic gain or the avoidance of evaluative exercises committed by a student is an academic offense. Academic offenses will not be tolerated. If an instructor suspects that a student has committed an academic offense, the instructor will inform the appropriate departmental administrator of the suspicion and provide supporting information. The administrator will then meet the student to discuss the matter and make a decision as to the charge and any sanction. The outcome of this process could result in an automatic failure in a course. Academic Offenses include the following:

- a. personation – assuming the identity of another person or having another person assume one's own identity;
- b. plagiarism – the presentation of the work of another person as one's own or without proper acknowledgement;
- c. the contribution of work by one student to another student with the knowledge that the latter may submit the work in part or in whole as his or her own;
- d. multiple submission – the submission of a piece of work for evaluative purposes when that work has been or is currently being submitted for evaluative purposes in another course at the University or in another teaching institution without the knowledge and permission of the instructor or instructors involved;
- e. the obtention by theft or any other means of the questions or answers of an examination or of any other University-related resource that one is not authorized to possess;
- f. the possession or use during an examination of any unauthorized documents or materials or possessing a device allowing access to or use of any unauthorized documents or materials;
- g. the use of another person's examination during an examination;
- h. communication with anyone other than an invigilator during an examination or the obtention of any unauthorized assistance during an examination;
- i. tearing or mutilating an examination booklet, inserting pages into a booklet or taking a booklet from the examination room;
- j. the falsification of a document, in particular a document transmitted to the University or a document of the University, whether transmitted or not to a third party, whatever the circumstances;
- k. the falsification of a fact or research data in a work including a reference to a source which has been fabricated. Falsification shall not include those factors intrinsic to the process of academic research such as honest error, conflicting data or differences in interpretation or judgement of data or of experimental design.

STUDENT EXPULSION FROM A COURSE OR PROGRAM

The Centre for Continuing Education reserves the right to withdraw a student from any program or course at any time should it be determined that the student's conduct has the effect or purpose of interfering with others' work or academic performance or of creating an intimidating or hostile environment for work or study. In addition, the Centre for Continuing Education may refuse admission to a student on the same grounds.

CENTRE FOR CONTINUING EDUCATION

GENERAL RULES AND PROCEDURES

PROGRAM DIPLOMAS, CERTIFICATES & DUPLICATES*

Language Institute Programs: A Certificate of Proficiency is automatically awarded upon successful completion of the highest level within the second language program.

Intensive Professional Career Programs: A Program Diploma is automatically awarded upon successful completion of the program requirements for students registered in an intensive program.

Part-time Professional Career Programs: To receive a Program Diploma or Certificate, part-time professional career students must submit a Diploma or Certificate Application Form, available at the main reception desk. It is suggested that students submit this form while registered in their final course of the program.

Duplicate Diplomas or Certificates (All Programs): Fee \$25 (Certificate), \$35 (Diploma). Students may request a duplicate diploma or certificate at any time. It should be noted that the notation "Duplicate" will appear in the bottom left corner of the document.

* Student request forms are available on-line at cce.concordia.ca

COURSE, SEMINAR OR PROGRAM WITHDRAWALS AND THE TUITION REFUND POLICY

A request to withdraw from a course, seminar or program must be made in writing to the Centre for Continuing Education. Non-attendance of classes or seminars does not constitute withdrawal or grounds for a refund of tuition fees. Students may not withdraw from a course after 70% of the course has elapsed. All registration fees, late registration fees and required tuition deposits are non-refundable and not transferable. Tuition refunds will be granted according to the following policies:

- **Intensive Programs:** Students who withdraw from the program before the first scheduled class will receive a full tuition refund, less the required minimum tuition deposit charged for that program. Students who withdraw within the first week of scheduled classes will receive a refund of 50% of the total tuition. Students who withdraw after the first week of scheduled classes are not eligible for a refund.
- **Part-time Programs:** Students who withdraw from a course before the first scheduled class will receive a full tuition refund, less a \$25 administrative charge per course. The registration fee and the late registration fee are non-refundable. Students who withdraw from a course will be refunded 50% of the course tuition providing not more than 10% of the course hours have elapsed. Students who withdraw from a course after the above noted period are not eligible for a refund.
- **Seminars:** Participants must withdraw in writing 48 hours before a scheduled seminar begins in order to receive a full refund less a \$25 administrative charge per seminar/workshop. Participants who withdraw less than 48 hours preceding the seminar or once the seminar has commenced are not eligible for a refund.

THE CENTRE FOR

CONTINUING EDUCATION

COMMUNICATIONS
& PUBLIC RELATIONS

CCE.CONCORDIA.CA



STUDIES IN COMMUNICATIONS & PUBLIC RELATIONS

PART-TIME DIPLOMA PROGRAMS

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INTENSIVE DAY DIPLOMA PROGRAMS

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PART-TIME CERTIFICATE PROGRAMS

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VISIT cce.concordia.ca for course schedules

e-Mail: cce@concordia.ca

Telephone: 514-848-3600

Fax: 514-848-2806

IMPORTANT

- P** Indicates that the course has a prerequisite.
If the prerequisite was not completed at the Centre, students must prove that they have the prerequisite skills needed to register in the course.
Course prerequisites are indicated in the course description of each course.
- O** Indicates that the course or program is available in an on-line format.
Course codes ending with an "N" indicate they are only available in an on-line format.

PART-TIME DIPLOMA IN CREATIVE WRITING (240 COURSE HOURS)

Find your creative voice through our part-time offerings in creative writing. The courses focus on nourishing and developing each participant's writing skills in a supportive and stimulating environment. Share your writing with others and benefit from our accomplished instructors who are committed to helping you develop and hone your creative expression. Explore your creativity in one course or go for a certificate or diploma. No matter which route you choose, you'll find what you're looking for in our diverse offerings.

To qualify for the Diploma in Creative Writing students must complete the following 12 courses:

	CEJN 116	Creative Writing I	(20 hours)
P	CEJN 118	Writing for Children I	(20 hours)
P	CEJN 120	Writing a Novella I	(20 hours)
P	CEJN 122	Creative Non-fiction I	(20 hours)
	CEJN 124	Poetry	(20 hours)
	CEJN 126	Travel Writing	(20 hours)
	CEJN 134	Writing your Memoir	(20 hours)
	CEJN 136	Screenwriting	(20 hours)
P	CEJN 216	Creative Writing II	(20 hours)
P	CEJN 218	Writing for Children II	(20 hours)
P	CEJN 220	Writing a Novella II	(20 hours)
P	CEJN 222	Creative Non-fiction II	(20 hours)

COURSE DESCRIPTIONS

CEJN 116 Creative Writing I

This course is designed for students who wish to explore the fundamentals of writing fiction. Students will be asked to complete short assignments that focus on various aspects of creative writing in order to further develop individual writing skills. All assignments will be examined and discussed by the class in a round table format.

CEJN 118 Writing for Children I

Prerequisite: CEJN 116

Try your hand at writing children's literature. This course is designed for students who wish to explore the fundamentals of writing for children. It will be conducted in a workshop format where students share their writing and learn the details of writing stories specifically for children. By the end of the course, students will have completed a portion of a picture book or a children's storybook.

CEJN 120 Writing a Novella I

Prerequisite: CEJN 116

Seize the opportunity to try your hand at long-form fiction, and share your stories at weekly workshop sessions. Throughout the course, students will gain practice in various aspects of fiction writing. By the end of the course, students will complete an outline and a portion of their novella or novel.

CEJN 122 Creative Non-Fiction I

Prerequisite: CEJN 116

Explore creative non-fiction, the form employed for such writing as personal essays and reportage. Committed to close observation of real events used to create a narrative, this genre puts an emphasis on exploring the writer's voice and point of view. Students will explore techniques of the genre such as narrative structure, character development, scene-setting and dialogue. This course is held in a seminar format with in-class workshops and assigned readings.

CENTRE FOR CONTINUING EDUCATION

PART-TIME DIPLOMA IN IN CREATIVE WRITING (240 COURSE HOURS)

COURSE DESCRIPTIONS

CEJN 124 Poetry

Find your muse in this introductory course in writing poetry. Learn how to write formal and free verse poetry. Poetic form, metre, imagery and language will be examined and explored. Creative writing exercises will promote the poet from within. Each session will include time for discussion of famous poems and sharing students' own work.

CEJN 126 Travel Writing

Document your travels. This course is designed to introduce students to literary travel writing. Students will be exposed to various types of writing in this specialized genre. In-class workshops will allow students to get feedback on their writing, and by the end of the class, students will have practice in writing short travel pieces.

CEJN 134 Writing your Memoir

Tell your story. This course is designed to introduce memoir writing through writing exercises and workshop sessions. Students will have the opportunity to write about memorable or significant experiences that have happened to them personally or within their family history.

CEJN 136 Screenwriting

Explore writing for the screen. This introductory course will cover the various steps of the writing process including character development, synopsis, treatment, script formatting, and dialogue. Students will complete a short script by the end of the course.

CEJN 216 Creative Writing II

Prerequisite: CEJN 116

This course is a follow-up to Creative Writing I. It will examine how the general principles of prose can be applied specifically to a student's work. Students will be given the opportunity to hone their short stories or works in progress and further develop critiquing skills. The course will be held in an informal seminar format with students submitting samples of their work to the class for round-table discussions.

CEJN 218 Writing for Children II

Prerequisite: CEJN 118

In this follow-up course to Writing for Children I, students will further develop their writing skills in the various genres for children such as picture books, short stories or chapter books. The course is conducted in a workshop format with student participation and sharing encouraged. By the end of the course, students will have the tools to complete a detailed and marketable children's book.

CEJN 220 Writing a Novella II

Prerequisite: CEJN 120

Engage in a deeper exploration of the process of writing long-form fiction (novel or novella), and share your works-in-progress during weekly workshops. Students will complete the course with a selection of completed pages and the tools to continue their long-form fiction.

CEJN 222 Creative Non-Fiction II

Prerequisite: CEJN122

Polish and deepen your work in creative non-fiction. Expanding on the concepts introduced in Creative Non-Fiction I, students will explore various techniques of the genre, including chronology, juxtaposition, retrospection, and suspense. This course will be conducted in seminar format, with round table discussions of students' work. Students will be expected to read widely in the genre, both through assigned readings and on their own.

PART-TIME CERTIFICATE IN CREATIVE WRITING FUNDAMENTALS (80 COURSE HOURS)

This certificate is intended for students who are interested in developing their creative talents in writing. Starting with a course in creative writing fundamentals, students can then explore the genres which most interest them, selecting from a variety of courses.

To qualify for the Certificate in Creative Writing Fundamentals, students must successfully complete 4 courses detailed as follows:

CEJN 116	Creative Writing I	(20 hours)
PLUS 3 OF THE FOLLOWING 11 COURSES		
P CEJN 118	Writing for Children I	(20 hours)
P CEJN 120	Writing a Novella I	(20 hours)
P CEJN 122	Creative Non-fiction I	(20 hours)
CEJN 124	Poetry	(20 hours)
CEJN 126	Travel Writing	(20 hours)
CEJN 134	Writing your Memoir	(20 hours)
CEJN 136	Screenwriting	(20 hours)
P CEJN 216	Creative Writing II	(20 hours)
P CEJN 218	Writing for Children II	(20 hours)
P CEJN 220	Writing a Novella II	(20 hours)
P CEJN 222	Creative Non-fiction II	(20 hours)

COURSE DESCRIPTIONS

For course descriptions please see the Part-time Diploma in Creative Writing on page A-03.

PART-TIME DIPLOMA IN GRAPHIC APPLICATIONS IN DESKTOP PUBLISHING (240 COURSE HOURS)

The Diploma in Graphic Applications in Desktop Publishing is for students interested in acquiring the software skills sought after in today's competitive graphic design industry. Through a hands-on approach, students will acquire the necessary skills to master software such as Adobe Illustrator, Adobe Photoshop, and Adobe InDesign. Students will also learn to apply their acquired software skills to render graphic designs that successfully respond to client requirements.

To qualify for the Diploma in Graphic Applications in Desktop Publishing, students must successfully complete 3 of the following 4 certificate programs:

- Certificate in Photoshop
- Certificate in Page Layout
- Certificate in Graphic Design
- Certificate in Web Publications

CERTIFICATE IN PHOTOSHOP

(80 COURSE HOURS)

Adobe Photoshop is the world's leading software in 2-D imaging manipulation. Photographers, graphic designers, illustrators, advertising agencies, architects, engineers, fashion designers, interior designers, commercial printers, magazines, and newspapers have all adopted Photoshop as the standard in the photographic imaging industry.

Students will be taught clear, concise, inspiring and professional methods to create stunningly enhanced photographic montages and magnificent graphical/ illustrative designs. Students will be able to express their visions and push the limits of digital art to new heights using the highest quality industry standards.

To qualify for the Certificate in Photoshop, students must successfully complete the following 2 courses:

CEPH 219	Digital Dimensions I & II - Photoshop	(40 hours)
P CEPH 419	Digital Dimensions III & IV - Photoshop Creative Exploration, Retouching and Image Enhancement	(40 hours)

CERTIFICATE IN PAGE LAYOUT

(80 COURSE HOURS)

This 80 hour certificate introduces students to both theory and practice of the required skills in Page design and Layout. The focus will be on professional level, project-based courses using state-of-the-art equipment. Students will develop learning skills and working methods with powerful tools to create vector based graphic elements and page layout techniques that meet the requirements of industry professionals. Courses are given on the Apple platform using Adobe Creative Suite.

To qualify for the Certificate in Page Layout, students must successfully complete the following 4 courses:

CEDP 150	Adobe InDesign I	(20 hours)
P CEDP 250	Adobe InDesign II	(20 hours)
P CEDP 265	Typography	(20 hours)
P CEDP 360	Creative Design in Advertising and Prepress	(20 hours)

PART-TIME DIPLOMA IN GRAPHIC APPLICATIONS IN DESKTOP PUBLISHING (240 COURSE HOURS)

CERTIFICATE IN GRAPHIC DESIGN

(80 COURSE HOURS)

Prerequisite: Certificate in Photoshop

This 80-hour certificate is a complement to the Page Layout certificate. The focus will be on project-based courses in which both theory and practice of graphic design and visual communication techniques are covered. Students will develop learning skills and working methods using powerful tools to create professional level design projects.

To qualify for the Certificate in Graphic Design, students must successfully complete the following 4 courses:

CEDP 110	Graphic Design I	(20 hours)
CEDP 155	Digital Illustration I - Illustrator	(20 hours)
P CEDP 210	Graphic Design II	(20 hours)
P CEDP 255	Digital Illustration II - Illustrator	(20 hours)

CERTIFICATE IN WEB PUBLICATIONS

(80 COURSE HOURS)

Prerequisite: Certificate in Photoshop and Certificate in Page Layout

This 80-hour certificate allows students to gain the computer skills needed in today's market. Through a hands-on approach, students will be exposed to applications and tools as well as web design techniques that will enable them to create a web page.

To qualify for the Certificate in Web Publications, students must successfully complete the following 4 courses:

CEDP 170	Web Design I on the Mac	(20 hours)
P CEDP 270	Web Design II on the Mac	(20 hours)
P CEDP 365	User Interface Design with Adobe Photoshop	(20 hours)
P CEDP 380	eBook and Digital Publication with Adobe InDesign	(20 hours)

COURSE DESCRIPTIONS

CEDP 110 Graphic Design I

This course is designed for those who wish to become acquainted with fundamentals of graphics in visual communications. It teaches theory and practice of design and layout. Students learn techniques to visualize and develop their ideas, render lettering using the principles of typography, and use colour in layouts. Students will learn how to prepare comprehensive presentations for projects.

CEDP 150 Adobe InDesign I

Adobe software is poised to become a standard in desktop publishing and smoothly integrates Illustrator, Photoshop and Acrobat for creating professional-level page layouts. Adobe has created InDesign to be used as a link between the print and the Web industries. Using a hands-on approach, students will learn the fundamentals of InDesign while producing a variety of documents such as magazine layouts, pamphlets and brochures.

CEDP 155 Digital Illustration I - Illustrator

This hands-on course teaches students how to create illustrations, text effects and line art using Adobe Illustrator. The course covers digital drawing, typography, compound paths, layers and masks, before covering Illustrator's more advanced features. Students will use Adobe Illustrator to create a variety of documents for print or the web.

CENTRE FOR CONTINUING EDUCATION

PART-TIME DIPLOMA IN GRAPHIC APPLICATIONS IN DESKTOP PUBLISHING (240 COURSE HOURS)

COURSE DESCRIPTIONS

CEDP 170 Web Design I on the Mac

This course is designed to teach the concepts of web page design using both codes and applications specifically designed for assembling web pages. Participants will learn HTML (Hyper Text Markup Language), the language used to generate hypertext files that are used to publish documents on the World Wide Web (WWW), before learning how to use Dreamweaver, a WYSIWYG (What You See is What You Get) web editor popular with graphic artists. Students will also learn how to style their pages using CSS. The emphasis will be placed on creating web pages that are visually appealing as well as functional.

CEDP 210 Graphic Design II

Prerequisite: CEDP 110

Students will continue from where they left off in Graphic Design 1. In this course they will expand upon their foundation and begin to explore concepts related to branding, print and web interface layout, and mastering grid techniques. The course will also include an examination of 20th and 21st century graphic design history.

CEDP 250 Adobe InDesign II

Prerequisite: CEDP 150

This course will further develop advanced features and tool combinations to achieve high quality design for the printing industry.

CEDP 255 Digital Illustration II - Illustrator

Prerequisite: CEDP 155

Picking up from where Digital Illustration I left off, this course will further develop advanced features with specific tool combinations for both the printing and the Web industries. The course covers color palettes, brushes, 3D, filters, actions, printing parameters, web optimization, patterns, graphs and infographics, blends and special effects.

CEDP 265 Typography

Prerequisite: CEDP 155

Explore the powerful visual impact of typography through a practical approach based on currently available software. While combining vector and raster techniques to produce design of high caliber, students will be familiarized with the visual impact of the message through a creative type/image relationship that goes beyond theory covered in previous courses. This course will also introduce students to a broad spectrum of textures and effects used in titles and headings, including those most appropriate for corporate signatures. Students will also learn ways by which to enhance the visual impact of the typographic message in order to find their niche as a practitioner in the print and web industries.

CEDP 270 Web Design II on the Mac

Prerequisite: CEDP 170

This course is designed to teach advanced concepts of web page design including cascading style sheets, java script, css3, jQuery, and layout and design for the web versus print. Emphasis will be placed on the theory behind well-designed web pages, using new HTML 5 and CSS3 methods. The course will also explore Dreamweaver's built-in JavaScript tools, and briefly examine methods of introducing simple jQuery to websites.

CEDP 360 Creative Design in Advertising and Prepress

Prerequisites : CEDP 110, CEDP 250

This course will present fundamental notions of branding strategies and practical tools needed in the advertising and communications industries. Through a series of project-based sessions, students will explore the power of branding and the impact of corporate identity applied through a diversity of media. This course will give students the opportunity to experiment with the creative concept and process, from the design brief to media placement, as used by professionals in the field. Students will also examine the roles and responsibilities of the art director and creative director in collaboration with marketing and media teams. In addition to lectures and group discussions, this course will feature unique and stimulating assignments that mimic the context of actual advertising campaigns.

As well, students will develop their technical skills and knowledge in order to prepare ready-to-print material that meets professional level, commercial printing standards. Students will experiment with trapping, registration, image resolution and file formats. They will learn the diverse options offered as digital proofs and printing techniques.

PART-TIME DIPLOMA IN GRAPHIC APPLICATIONS IN DESKTOP PUBLISHING (240 COURSE HOURS)

COURSE DESCRIPTIONS

CEDP 365 User Interface Design with Adobe Photoshop

Prerequisite: CEPH 219

This course will introduce students to the basics of User interface Design (GUI) and User Experience (UX). Students will focus on the use of Photoshop for the preparation of interface design for Website creation and mockups, and for mobile interfaces. Emphasis will be placed on graphic design theory and User Experience. Screen-based image optimization and page layout design techniques will be examined in detail.

CEDP 380 eBook and Digital Publication with Adobe InDesign

Prerequisite: CEDP 250

In this 20-hour course, students will use InDesign to create publications for mobile device units from smartphones to tablets. Students will take advantage of the enhanced Digital Publishing workflow offered in CS6 which focuses on adding interactivity, screen-size reflow, video/audio as well as eBook designing and Interactive PDF solutions for web-clients. This course will build on the foundation of earlier InDesign courses.

CEPH 219 Digital Dimensions I and II - Photoshop

Requirement: Knowledge of the Macintosh operating system (Mac OSX)

Photoshop remains the world's most popular professional digital imaging program. The techniques for modifying photos and graphical illustrations using Adobe Photoshop on the Macintosh platform are explored in this hands-on course. The essentials of Adobe Photoshop are taught to meet the needs of graphic professionals, photographers, as well as web and multimedia designers. After acquiring a deep understanding of the essentials, students will learn how to create special effects using Photoshop's channels and filters to edit images and overlay multiple images into one. The course also covers the use of blend modes to control the manner in which images are combined. In addition, students will be introduced to techniques on creating modern, edgy photographic looks, plus facial retouching on portraits. Theory, in-class exercises, and a final project will contribute in stimulating student creativity.

CEPH 419 Digital Dimensions III & IV- Photoshop

Prerequisite: CEPH 219

This project-based course is a continuation of CEPH 219 Digital Dimensions I and II - Photoshop. In this course the accent will be placed on the integration of the numerous advanced Photoshop tools and the stimulation of student creativity. Channels, layers, advanced photo retouching techniques, creating textures, creating cast shadows, rendering metallic type, and artistic layer compositing are some of the topics that will be covered. In addition, the course focuses on retouching and restoration techniques in a branch of imaging known as Digital Cosmetic Retouching. Emphasis will be put on tonal adjustments for proper exposure and contrast, skin softening, chromatic adjustments to boost dull colors or to alleviate extreme colors, element rebuilding techniques, accentuating features, and some glamour lighting. Theory, in-class exercises and a final project will contribute to stimulating student creativity in this most popular professional digital imaging program.

INTENSIVE DIPLOMA IN GRAPHIC APPLICATIONS IN DESKTOP PUBLISHING (240 COURSE HOURS)

The 240-hour Diploma in Graphic Applications in Desktop Publishing is for students interested in acquiring the software skills sought after in today's competitive graphic design industry. Through a hands-on approach, students will acquire the necessary skills to master software such as Adobe Illustrator, Adobe Photoshop, and InDesign. Students will also learn to apply their acquired software skills to render graphic designs that successfully respond to client requirements.

This program includes an average of 27 hours of classroom time per week, scheduled Monday through Friday, between 9:00 and 18:00 each day. Students should be prepared to invest a minimum of 40 hours per week for class time, study and assignments. A schedule will be provided upon registration.

Important: Course exemptions must be requested in writing at the time of registration in order to receive a pro-rated tuition adjustment. Any exemptions granted after the registration period will not result in tuition reduction.

To qualify for the intensive Diploma in Desktop Publishing students must complete the following 10 courses:

CEDP 110	Graphic Design I	(20 hours)
CEDP 150	Adobe InDesign I	(20 hours)
CEDP 155	Digital Illustration I – Illustrator	(20 hours)
CEDP 170	Web Design I on the Mac	(20 hours)
P CEDP 250	Adobe InDesign II	(20 hours)
P CEDP 255	Digital Illustration II – Illustrator	(20 hours)
P CEDP 270	Web Design II on the Mac	(20 hours)
P CEDP 360	Creative Design in Advertising and Prepress	(20 hours)
P CEPH 219	Digital Dimensions I & II - Photoshop	(40 hours)
P CEPH 419	Digital Dimensions III and IV - Photoshop	(40 hours)

Students can expect to spend approximately \$300-\$450 on textbooks and supplies.

PROGRAM SCHEDULE

Session	Program Code	Tuition	Start Date	End Date
Fall 2013	CEDP 990/AA0	\$3830	16-Sep-2013	22-Nov-2013
Winter 2014	CEDP 990/BB0	\$3830	13-Jan-2014	21-Mar-2014
Spring 2014	CEDP 990/CC0	\$3830	31-Mar-2014	06-Jun-2014

COURSE DESCRIPTIONS

For course descriptions please see the Part-time Diploma in Graphic Applications in Desktop Publishing on page A-o6.

PART-TIME CERTIFICATES IN JOURNALISM

The part-time certificates in Journalism are for students interested in developing the writing skills required in the journalism field. Through practical courses that teach both journalistic practices, as well as allow for the exploration of various genres of journalism, these certificates will prepare students for entry into the field. Throughout these certificate programs, the focus will be on improving students' facility in written expression.

CERTIFICATE IN JOURNALISM FUNDAMENTALS

(80 COURSE HOURS)

This certificate focuses on developing students' writing skills and enhancing their ability to produce text as required in both print and broadcast media. Students interested in pursuing careers in freelance writing will benefit from these practical courses.

To qualify for the Certificate in Journalism Fundamentals, students must successfully complete the following 4 courses:

CEJN 108	News and Feature Writing	(20 hours)
CEJN 110	Basic Editing Practices	(20 hours)
CEJN 112	Writing for Radio and Television	(20 hours)
CEJN 114	Magazine Writing	(20 hours)





CERTIFICATE IN SPECIALIZED JOURNALISM TOPICS

(80 COURSE HOURS)

Prerequisite: Certificate in Journalism Fundamentals

This certificate allows for students with advanced writing skills to further practice their craft while exploring various genres of specialized journalism. Students focus on subjects pertaining to their chosen field of concentration.

To qualify for the Certificate in Specialized Journalism Topics, students must successfully complete 4 of the following 6 courses:

CEJN 130	Medical Writing : Manuscripts	(20 hours)
 CEJN 132N	Medical Writing : Promotional and Continuing Health Education	(20 hours)
CEJN 138	Effective Writing for the Media	(20 hours)
CEJN 144	Writing for the Web	(20 hours)
 CEJN 208	Investigative Journalism	(20 hours)
  CEJN 210N	Technical Writing	(20 hours)

CENTRE FOR CONTINUING EDUCATION

PART-TIME CERTIFICATES IN JOURNALISM

COURSE DESCRIPTIONS

CEJN 108 News and Feature Writing

This course offers training and practice in writing and evaluating news, profiles, commentaries, and features for print media. Students will gain confidence composing economical prose for newspapers, newsletters, and in-house publications. This course is a seminar format and class time will be spent on lectures, student presentations and in-class workshops of student work.

CEJN 110 Basic Editing Practices

This course offers training and practice in editing techniques that are useful for print journalists and technical writers. Students focus on grammar, style, fact-checking and ethics. In addition, students are introduced to visual editing and layout.

CEJN 112 Writing for Radio and Television

This course introduces the basic principles of journalistic writing for radio and television, including how newscasts, breaking news stories, feature stories, commercials and interview programs are structured, researched and written. A willingness to participate in "simulation sessions" in class is essential.

CEJN 114 Magazine Writing

This course offers an analysis of the magazine market. The class will study and analyze various forms of writing common in magazines, and examine techniques that apply to non-fiction writing in general. Students will also have the opportunity to compose query letters, pitches and short articles. This course is a seminar format and class time will be spent on lectures, student presentations and in-class workshops of student work.

CEJN 130 Medical Writing: Manuscripts

Students will learn how to access, understand and evaluate information on medical topics, including primary research articles, review articles, practice guidelines and poster presentations. Also included in the discussion will be literature searches, manuscript preparation, charts and tables, abstracts, and guidelines for publication in medical journals and magazines. This course involves reading scientific publications. College-level English writing and comprehension skills are required.

CEJN 132N Medical Writing: Promotional and Continuing Health Education

In this on-line course, students will get an introduction to medical writing for the pharmaceutical industry in Canada. Topics covered

include pharmaceutical marketing and copywriting, medical education, and patient education. How to access, interpret and use appropriate medical literature when producing material about pharmaceuticals will be discussed briefly. College-level English writing and comprehension skills are recommended. (Note: Medical Writing I CEJN 130 is NOT a prerequisite for this course).

CEJN 138 Effective Writing for the Media

This entry-level course is designed for students who wish to improve their written communication skills. They will learn techniques that enable them to relay announcements, compose brief service stories, and respond to articles on-line or through the print media. The acquired concepts will prove beneficial in journalism, public relations, and corporate communications.

CEJN 144 Writing for the Web

This course is designed for people who want to explore writing for the web. It examines how people read on the web to distinguish why writing for the web is different from print journalism and traditional communications practices. Each student will develop an idea for a blog, on a topic of personal and/or professional interest. These blogs will then be used as a platform for publishing for a series of web-writing exercises in the form of blog posts, in which students will practice fundamentals of writing for the web.

CEJN 208 Investigative Journalism

Prerequisite CEJN 108

This course will involve advanced news and feature writing techniques. Investigative journalists are perceptive, persistent, and prepared to dig beneath the surface of a story. Students will concentrate on interpretive writing and reporting. During the course, we will study examples of investigative reporting and will explore many facets of the genre.

CEJN 210N Technical Writing

Prerequisite: CEJN 110

This introductory on-line course provides an overview of the technical writing process. It is designed to help students recognize and appreciate good technical writing while learning to prepare a technical document or procedure. Topics include idea-generating strategies, technical writing style, knowing your audience, use of simplified English and object versus process.

PART-TIME DIPLOMA IN PUBLIC RELATIONS

(240 COURSE HOURS)

The Diploma in Public Relations is for students interested in acquiring the skills required to become an effective public relations practitioner. The diploma will cover oral and written communication skills within a variety of media while also teaching students the technical skills needed to use the most common software tools in the public relations industry. The diploma will also introduce students to the fundamental business practices and principles of public relations.

To qualify for the Diploma in Public Relations, students must successfully complete the following 3 certificate programs in this recommended sequence:

- Certificate in Public Relations Fundamentals
- Certificate in Public Relations Digital Presentation
- Certificate in Public Relations Business Practices

CERTIFICATE IN PUBLIC RELATIONS FUNDAMENTALS

(80 COURSE HOURS)

Oral and written communication skills are a priority in public relations. Successful practitioners benefit from conveying their ideas effectively, whether dealing with clients, the media or the public. This certificate offers practical courses for students interested in exploring the underlying concepts and techniques of becoming a Public Relations practitioner.

To qualify for the Certificate in Public Relations Fundamentals, students must successfully complete the following 4 courses:

CEPR 105	Techniques of Public Communication	(20 hours)
CEPR 110	Fundamentals of Public Relations	(20 hours)
CEPR 115	Effective Speaking	(20 hours)
CEPR 125	Social Media Fundamentals—one degree of separation	(20 hours)

CERTIFICATE IN PUBLIC RELATIONS DIGITAL PRESENTATION

(80 COURSE HOURS)

Students will gain invaluable hands-on experience from experts in imaging and page layout. Through these hands-on courses, students will develop the necessary technical skills with the visual language applicable to software commonly used in the field of public relations.

To qualify for the Certificate in Public Relations Digital Presentation, students must successfully complete the following 3 courses:

CEDP 150	Adobe InDesign I	(20 hours)
P CEDP 250	Adobe InDesign II	(20 hours)
CEPH 219	Digital Dimensions I and II - Photoshop	(40 hours)

CENTRE FOR CONTINUING EDUCATION

PART-TIME DIPLOMA IN PUBLIC RELATIONS

(240 COURSE HOURS)

CERTIFICATE IN PUBLIC RELATIONS BUSINESS PRACTICES

(80 COURSE HOURS)

Students will learn the principles of marketing, advertising and promotional copywriting. In addition, they will increase their overall knowledge of advanced public relations practices.

To qualify for the Certificate in Public Relations Business Practices, students must successfully complete the following 4 courses:

CEMN 115	Business Communication	(20 hours)
CEPR 130	PR – Understanding Human Behaviour	(20 hours)
CEPR 135	PR – Integrated Marketing Communications	(20 hours)
P CEPR 210	Advanced Public Relations Practices	(20 hours)

COURSE DESCRIPTIONS

CEDP 150 Adobe InDesign I

Adobe software is poised to become a standard in desktop publishing and smoothly integrates Illustrator, Photoshop and Acrobat for creating professional-level page layouts. Adobe has created InDesign to be used as a link between the print and the Web industries. Using a hands-on approach, students will learn the fundamentals of InDesign while producing a variety of documents such as magazine layouts, pamphlets and brochures.

CEDP 250 Adobe InDesign II

Prerequisite: CEDP 150

This course will further develop advanced features and tool combinations to achieve high quality design for the printing industry.

CEMN 115 Business Communication

This course develops an ability to communicate ideas and facts to others, especially in the business setting. It uses workshop techniques to improve communication skills required to write reports and letters, and reviews procedures for properly conducting a business meeting.

CEPH 219 Digital Dimensions I and II - Photoshop

Requirement: Knowledge of the Macintosh operating system (Mac OSX)

Photoshop remains the world's most popular professional digital imaging program. The techniques for modifying photos and graphical illustrations using Adobe Photoshop on the Macintosh platform are explored in this hands-on course. The essentials of Adobe Photoshop are taught to meet the needs of graphic professionals, photographers, as well as web and multimedia designers. After acquiring a deep understanding of the essentials, students will learn how to create special effects using

Photoshop's channels and filters to edit images and overlay multiple images into one. The course also covers the use of blend modes to control the manner in which images are combined. In addition, students will be introduced to techniques on creating modern, edgy photographic looks, plus facial retouching on portraits. Theory, in-class exercises, and a final project will contribute in stimulating student creativity.

CEPR 105 Techniques of Public Communication

This is an entry-level course for students exploring careers in media, advertising or public relations. Students are sensitized to techniques used to inform and influence the public; for example, the role of the journalist, and how promotional material is processed and disseminated. Students learn how standards and ethics are maintained and study various aspects of good corporate citizenship and responsibility.

CEPR 110 Fundamentals of Public Relations

This course is designed for students who want to learn the fundamentals of public relations. It examines the role and contribution of the public relations function in the advertising and communications process. It analyzes the prerequisites of a good campaign and affords the student numerous exercises for developing PR skills. From these various exercises and contemporary work studies, students will cull the best of their work to add to a publicist's portfolio.

PART-TIME DIPLOMA IN PUBLIC RELATIONS

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEPR 115 Effective Speaking

This course is designed for people who want to learn how to speak with confidence before a large or small audience. The course examines the skills that are a prerequisite to public speaking: the development of ideas, the organization of these ideas into a logical structure, the preparation of material to support the presentation, and the rehearsal and delivery of an effective presentation. The course provides students with an opportunity to make several different types of presentations in class for feedback, practice and building confidence.

CEPR 125 Social Media Fundamentals—one degree of separation

Human need for social interaction and nearly universal mobile phone availability has created opportunities for public relations professionals. Social Media Fundamentals is a course for those who desire practical knowledge of consumer-generated media and training in how to use it effectively for public relations. Course participants will concentrate on the tactical differences and relative strengths of a variety of current applications such as Facebook, Twitter, Pinterest, YouTube, blogs, LinkedIn, Digg, and FourSquare—among a growing number of others. Social Media Fundamentals is a platform-based course complementing traditional mass media techniques.

CEPR 130 PR – Understanding Human Behaviour

This course will identify and analyse behavioural characteristics as they pertain to the practice of Public Relations. The course will deal with such topics as persuasion, social influence, communication, motivation, social intelligence and emotional intelligence.

CEPR 135 PR – Integrated Marketing Communications

The marketing communication tools and technology that businesses employ evolve rapidly. This poses a challenge to businesses seeking to integrate the promotional mix so that a consistent and resonant message effectively reaches an organization's target audiences. Integrated Marketing Communications focuses on promotional strategy and execution. Topics covered include: public relations, sales promotion, personal selling, experiential marketing, branding, advertising, creative strategy, media selection, and budgeting.

CEPR 210 Advanced Public Relations Practices

Prerequisite : CEPR 110

This course examines the role of the strategic contribution of the publicist in the communication process. The prerequisites of an effective campaign are analyzed, then students carry out numerous exercises for developing strong PR skills: communication planning, campaign execution, follow up and evaluation. The case study method stimulates student participation. Acting as a PR firm, students learn to pitch and execute one complete media relations campaign.

INTENSIVE DIPLOMA IN PUBLIC RELATIONS

(240 COURSE HOURS)

The Diploma in Public Relations is for students interested in acquiring the skills required to become an effective public relations practitioner. The diploma will cover oral and written communication skills within a variety of media while also teaching students the technical skills needed to use the most common software tools in the public relations industry. The diploma will also introduce students to the fundamental business practices and principles of public relations.

This program includes 28 hours of classroom time per week, scheduled Monday through Friday, between 9:00 and 18:00 each day. Students should be prepared to invest a minimum of 40 hours per week for class time, study and assignments. A schedule will be provided upon registration.

Important: Course exemptions must be requested in writing at the time of registration in order to receive a pro-rated tuition adjustment. Any exemptions granted after the registration period will not result in tuition reduction.

To qualify for the intensive Diploma in Public Relations students must successfully complete the following 11 courses:

	CEDP 150	Adobe InDesign I	(20 hours)
P	CEDP 250	Adobe InDesign II	(20 hours)
	CEMN 115	Business Communication	(20 hours)
	CEPH 219	Digital Dimensions I and II - Photoshop	(40 hours)
	CEPR 105	Techniques of Public Communication	(20 hours)
	CEPR 110	Fundamentals of Public Relations	(20 hours)
	CEPR 115	Effective Speaking	(20 hours)
	CEPR 125	Social Media Fundamentals—one degree of separation	(20 hours)
	CEPR 130	PR – Understanding Human Behaviour	(20 hours)
	CEPR 135	PR – Integrated Marketing Communications	(20 hours)
P	CEPR 210	Advanced Public Relations Practices	(20 hours)

Students can expect to spend approximately \$300 on textbooks and supplies.

PROGRAM SCHEDULE

Session	Program Code	Tuition	Start Date	End Date
Fall 2013	CEPR 990/AA0	\$3,410	16-Sept-2013	22-Nov-2013
Spring 2014	CEPR 990/CC0	\$3,410	31-Mar-2014	06-Jun-2014

COURSE DESCRIPTIONS

For course descriptions please see the Part-time Diploma in Public Relations on page A-13.

THE CENTRE FOR

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THE COMPUTER INSTITUTE

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Looking to advance in the ever-evolving world of IT?

For more than 35 years the Computer Institute has offered a variety of courses to students who wanted to jumpstart or advance a career in the field of information technology. Whether you want to learn the latest CAD software, to create and design websites or to program the code that is hidden behind web pages the computer institute is your first step to becoming an IT professional. Our wide range of courses and programs are designed to help you achieve skills aligned with industry standards. We have the right program for you.

Each certificate program consists of 80 course hours which focus on specific areas within a field of study. The Diplomas consist of a combination of three certificate programs or 240 course hours covering a broader range within a field of study.

These non-credit courses are taught by industry professionals and are designed for individuals interested in acquiring the necessary career skills required to work in these specialized areas.

It's time to connect with the Computer Institute!

PART-TIME DIPLOMA PROGRAMS

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PART-TIME CERTIFICATE PROGRAMS

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Website Visibility and Interface Design	Page B-09
WordPress and Javascript	Page B-10

VISIT cce.concordia.ca for course schedules

e-Mail: cce@concordia.ca

Telephone: 514-848-3600

Fax: 514-848-2806

IMPORTANT

- P** Indicates that the course has a prerequisite.
If the prerequisite was not completed at the Centre, students must prove that they have the prerequisite skills needed to register in the course.
Course prerequisites are indicated in the course description of each course.

PART-TIME DIPLOMA IN COMPUTER AIDED DESIGN - CAD/MCAD

(240 COURSE HOURS)

The Computer Institute offers this hands-on CAD/MCAD diploma program to individuals wishing to complement or improve their competitiveness in engineering, product design, or any field where design and drafting are essential.

Used in small to mid-sized industries, engineering and architectural firms Autodesk's AutoCAD forms the base of this diploma. Its flexibility in building models and prototypes and its ability to produce both simple and complex viewpoints make it an industry standard.

Also offered are introductions to two comprehensive CAD/MCAD parametric solid modelling software packages utilized in today's industrial applications:

Solidworks is currently one of the world's most popular CAD software. Solidworks has a wide-ranging user base including individual users, small to mid-sized businesses and large industries. Through the use of user-centered design, it provides excellent usability, enabling users to work effectively with rapid efficiency. Solidworks has product capabilities that provide comprehensive product development technology for concept and industrial design, detailed design, analysis and manufacturing.

CATIA is utilized throughout North America and Europe as a fundamental computer design, analysis and manufacturing program. CATIA is prevalent in large multinational industrial corporations and is widely utilized in the major aerospace firms and in the automotive industrial sector.

Project work is an integral part of all CAD courses. Students will be required to maintain a printed portfolio of their course work. This portfolio can also provide potential industry employers with a means of evaluating graduates.

To qualify for the Diploma in Computer Aided Design - CAD/MCAD students must successfully complete 6 courses, detailed as follows:

P	CECD 219	AutoCAD - Level I	(40 hours)
P	CECD 319	AutoCAD - Level II	(40 hours)
P	CECD 329	AutoCAD - 3D Modelling	(40 hours)

PLUS 3 OF THE FOLLOWING COURSES

P	CECD 439	CATIA - Level I	(40 hours)
P	CECD 459	Solidworks - Level I	(40 hours)
P	CECD 539	CATIA - Level II	(40 hours)
P	CECD 559	Solidworks - Level II	(40 hours)

COURSE DESCRIPTIONS

CECD 219 AutoCAD - Level I

This course is designed to provide an overall introduction to AutoCAD, including an overview of equipment, operating systems and CAD applications. The course will develop professional skills and techniques utilizing the following AutoCAD concepts: understanding AutoCAD toolbars, the drawing editor, two dimensional drawing commands, drawing set up procedures, basic operating system commands, editing and display commands, object snap and drawing tools, basic plotting/printing techniques, blocks, creating a symbols library, layers, colour and line types, dimensioning, cross-hatching, text commands, and an introduction to 2½D/3D concepts.

CECD 319 AutoCAD - Level II

Prerequisite: CECD 219

This course is designed to develop advanced professional skills and techniques utilizing the more complex capabilities of AutoCAD. The course content will include the following AutoCAD concepts: .XYZ point filters, intermediate usage of blocks and symbols, intermediate dimensional commands, attributes and data extraction, intermediate file management techniques, system variables and settings, intermediate plotting techniques, assembling multiple drawings, script files, creating slide shows, paper space and model space concepts, advanced selection techniques, grips, and external references.

PART-TIME DIPLOMA IN COMPUTER AIDED DESIGN - CAD/MCAD

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CECD 329 AutoCAD - 3D Modelling

Prerequisite: CECD 219

This course is designed to provide a comprehensive understanding of AutoCAD's 3D capabilities utilizing wireframe, surface, and solid modelling techniques for experienced 2D AutoCAD professionals. The course content will include the following AutoCAD concepts: fundamentals of 3D construction, coordinate systems, 3D lines, 3D faces, 3D poly, Pface, .XYZ filters, 3D viewing (VPoint, Dview) commands, surface meshes (rulesurf, tabsurf, edgesurf, revsurf), paper space and model space, 3D wireframe versus 3D solid modelling, solid primitives, composite solids, mass properties, defining material properties (can be utilized for Finite Element Analysis), Boolean operations, shading techniques and an introduction to rendering techniques.

CECD 439 CATIA - Level I

Prerequisite: CECD 329

This course is an introduction to CATIA (Computer Aided Three-dimensional Interactive Application). It will provide the necessary skills training for a student to be able to create a complete 3D solid CAD model and its drawing. Topics will include examining software functionalities, settings, customization, sketching, wireframe, solid modeling and drafting tools. Modeling methodology will be presented throughout the course. Upon completion of this course, the student will be able to create a complete 3D solid CAD model and its drawing, starting from scratch.

CECD 459 Solidworks - Level I

This introductory course will help new users familiarize themselves with the parametric design philosophy of Solidworks; including sketching, part modeling, assembly and detailing. Users will develop an understanding of the basic principles of parametric modeling, including geometric and dimensional constraints. These concepts will be applied to practical part modeling design. The course will develop professional skills and techniques utilizing the following Solidworks features and concepts: the Solidworks user interface with toolbar and icon selection, basic sketching tools and editing, sketch plane view orientations, simple and intermediate solid part modeling techniques including extruding and revolving, introduction to building an assembly and the creation of detail drawings.

CECD 539 CATIA - Level II

Prerequisite: CECD 439

This course develops intermediate skills in CATIA (Computer Aided Three-dimensional Interactive Application). It will provide the necessary skills training for a student to create complex solid models, assemblies, and dynamic animations and analysis. Topics will include standard assembly modeling and drawing techniques, in-context and parametric assembly modeling methodologies, standard formats, parametric design, assembly part constraining, scenes, surface modeling, sheet metal and an introduction to composite design. Upon completion of this course, the student will be able to model more complex parts involving sheet metal, composites and surfaces, as well as assemble mechanism parts and animate the mechanism.

CECD 559 Solidworks - Level II

Prerequisite: CECD 459

This course is designed to develop intermediate professional skills and techniques utilizing Solidworks. This course will allow experienced users to progress to more advanced model creation features. The course content will include the following Solidworks concepts: sketching, parametric geometric and dimensional constraining techniques, 3D solid modeling, 3D surface modeling, 3D sheet metal modeling, mold design, welded structures, project design procedures, multi-part modelling and assemblies, interference checking, and assembly printing/plotting techniques.

PART-TIME DIPLOMA IN JAVA APPLICATIONS DEVELOPMENT

(240 COURSE HOURS)

The Diploma in Java Applications Development is designed for those seeking a strong foundation in enterprise-level software development and as preparation for Oracle Certified Professional certification. This part-time program prepares students from a variety of academic backgrounds to step forward confidently in careers as software developers. Comprised of five courses, the diploma spans a broad spectrum of Java training and equips the student with the skills and tools needed to work productively within the field. Students will master Object Oriented Programming, Web Application Development, Web Service Development, GUI development, programming with open source frameworks as well as other skills necessary to compete in today's market.

NOTE: Certain courses in this diploma carry web programming prerequisites. Please refer to the courses descriptions below for full prerequisite requirements.

To qualify for the Diploma in Java Applications Development students must successfully complete the following 5 courses:

- | | | | |
|----------|----------|---|------------|
| P | CEJV 416 | Java I: Object Oriented Programming with Java | (60 hours) |
| P | CEJV 456 | Java II: Program Design and Data Structures | (60 hours) |
| P | CEJV 539 | Java III: Server Side Programming | (40 hours) |
| P | CEJV 659 | Java IV: Web Services Development | (40 hours) |
| P | CEJV 679 | Java V: Enterprise Development using the Spring Framework | (40 hours) |

COURSE DESCRIPTIONS

CEJV 416 Object Oriented Programming with Java

Prerequisite: CEWP 215 (may be taken concurrently)

This course introduces students to OOP (Object Oriented Programming) using Java. The student will first learn fundamental programming structures including data types, operators, branching and looping structures, user-defined methods, and basic data structures. The student will develop classes that use OOP features such as encapsulation, inheritance, interfaces, overloading, overriding and polymorphism. Skills in basic GUI (Graphical User Interface) programming and database access using JDBC (Java Database Connectivity) will be acquired. Upon completion of this course, the student will be able to design, code, and test functional OOP applications. This course is suitable for students without any programming background.

CEJV 456 Java II: Program Design and Data Structures

Prerequisite: CEJV 416

This course will continue the work done in CEJV 416 with an emphasis on the design and coding of Object Oriented Programming. Students will learn how to develop systems that are composed of presentation, business (domain) and persistence layers. The data structures that make up the Java Collections Framework will be explored and then applied to a range of problems. Additional topics in this course will include concurrent programming using threads, graphical user interfaces using Swing, file access using NIO and the development of Create, Read, Update and Delete (CRUD) applications using JDBC. The primary focus will be on software design and the coding of increasingly more complex programs. Upon completion of this course, the student will have acquired the necessary skills to develop real-world software solutions.

The courses CEJV416 and CEJV456 can be used to prepare the student for the following Oracle certification: Oracle Certified Associate, Java SE 7 Programmer

PART-TIME DIPLOMA IN JAVA APPLICATIONS DEVELOPMENT

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEJV 539 Java III: Server Side Programming

Prerequisites: CEJV 456, CEWP 329

This course focuses on developing JEE 6 (Java Enterprise Edition) web components for dynamic web applications. The primary focus will be on Servlet and JSP (Java Server Pages) components. Students will learn how to use these components to create online shopping carts, validate and persist form data, generate dynamic AJAX-style (Asynchronous JavaScript and XML) content, and create CRUD (Create, Read, Update, Delete) database applications. Topics will include implementing an MVC (Model-View-Controller) design, using EL (Expression Language) and JSTL (Java Standard Tag Library) to generate views, coding custom tags, creating filters, securing web applications, and accessing a database using the JPA (Java Persistence API). The JEE component based MVC framework JSF (Java Server Faces) will be introduced. Upon completion of this course, the student will be able to design, create and deploy robust and secure web applications.

CEJV 659 Java IV: Web Services Development

Prerequisite: CEJV 539

This course focuses on the design and creation of SOAP (Simple Object Access Protocol) and REST (Representational State Transfer) Java web services and the programs that use these services. Web services form the basis of Software as a Service (SaaS) and are now widely used to deliver content to mobile applications. Students will learn how to create web services in a servlet container and as an EJB (Enterprise Java Bean) component. The coding of standalone applications and web clients that consume these services will be covered. The use and coding of XML and JSON will be covered. Upon completion of this course the student will be able to create, deploy and consume web services.

CEJV 679 Java V - Enterprise Development using the Spring Framework

Prerequisites: CEJV 659, CEWP 339

This course will examine the Spring Framework, widely used as an alternative to Enterprise Java Beans, as well as in standalone applications, web components and web services. The goal of Spring is to decouple program logic from the services used to manage the application all within a lightweight container. Students will learn how to use Spring to inject dependencies, manage transactions, configure authentication, and add behaviours with AOP (Aspect Oriented Programming). One of Spring's most important roles is to simplify database access. It does this by integrating with Hibernate, a frame-

work that is used to map Java Classes and database tables using ORM (Object-Relational Mapping) and to replace direct access to databases using JDBC (Java Database Connectivity) with a true object oriented approach. Upon completion of this course, students will be able to use these frameworks to build robust applications.

CEWP 215 SQL Essentials

Structured Query Language (SQL) is an essential tool for database management and access. This course will introduce relational database concepts and techniques. The emphasis in this course is on searching for information using the SQL SELECT statement. In addition, creating tables, inserting new data, updating existing data and deleting data will be covered. Upon completion of this course, students will have acquired the fundamentals of how a database is used with SQL, which will serve them in their later programming courses.

CEWP 329 HTML5 and Cascading Style Sheets

Focusing on current and emerging standards, this course teaches students the essentials of web page creation. Using a hand-coded approach, students will learn how to create online forms, display tabular data, format and position page content, insert multimedia content, and apply microdata. The student will not only be exposed to a comprehensive view of HTML5 and CSS3 but will gain the skills needed to create web pages that are compatible with different browsers, platforms, and devices.

CEWP 339 JavaScript and Ajax

Prerequisite: CEWP 329

This advanced course is intended for students with a strong background in HTML5 and CSS. The course delivers a complete study of JavaScript and AJAX to create Rich Internet Applications (RIA). After mastering JavaScript constructs and syntax, the student will learn how to make server connections with the XMLHttpRequest object, handle XML and JSON data, modify the Document Object Model, update page formatting and content, validate form data, and create simple animation. By the end of the course, students will have the knowledge and skills necessary to design and develop dynamic web pages using JavaScript and AJAX.

PART-TIME DIPLOMA IN VISUAL STUDIO.NET APPLICATIONS DEVELOPMENT

(240 COURSE HOURS)

This diploma is designed for students interested in pursuing software development careers using Visual Studio .NET. The four courses offered in this diploma will give graduates the skills needed to design and develop enterprise-level software solutions. Graduates of this diploma will have been exposed to industry best practices and advanced techniques employed in the creation of Windows, Web, and Cloud-based software solutions.

NOTE: Certain courses in this diploma carry web programing prerequisites. Please refer to the courses descriptions below for full prerequisite requirements.

To qualify for the Diploma in Visual Studio.NET Applications Development students must successfully complete the following 4 courses:

P	CEVS 416	Object Oriented Programming with C#	(60 hours)
P	CEVS 526	Windows Application Development with .NET	(60 hours)
P	CEVS 536	Web Application Development with ASP.NET	(60 hours)
P	CEVS 546	Web Service Development with .NET	(60 hours)

COURSE DESCRIPTIONS

CEVS 416 Object Oriented Programming with C#

Prerequisite: CEWP 215 (may be taken concurrently)

This course introduces students to Object Oriented Programming using C#. Designed for non-programmers, this course takes a step-by-step approach to teaching the fundamental skills needed in all software development. During the course, the student will become familiar with C# and using Microsoft Visual Studio .NET to create software solutions. The student will master C# syntax and object oriented programming features such as polymorphism, inheritance, virtual methods, and interfaces. Collections, Generic types, and Exception handling will also be taught. The course will also introduce fundamental features of SQL Server, which will be used throughout the diploma. Upon completion of this course, students will have mastered C# and have the skills necessary to design, create, and test functional classes and basic Windows-based applications.

CEVS 526 Windows Application Development with .NET

Prerequisites: CEVS 416, CEWP 215

This course teaches the student how to design, develop, and debug Windows-based applications. Students will learn different techniques employed in building user interfaces, how to employ XAML, implementing data binding, customizing controls, creating custom controls, managing state throughout an application's lifecycle, and how to deploy applications. Students will also learn techniques used in testing and debugging applications. Upon completion of this course, students will be able to create advanced Windows applications.

CEVS 536 Web Application Development with ASP.NET

Prerequisites: CEVS 416, CEWP 215, CEWP 329, CEWP 339

This course concentrates on the design, development, and deployment of enterprise-level web applications using ASP.NET. Student will not only learn how to create Active Server Pages but also advanced database-backed e-commerce shopping carts and portals. Course topics include integrating database access with ADO.NET, user and server controls, caching, and managing cookies and session. The course will also introduce report generation using Crystal Reports for the Web, ASP.Net AJAX, jQuery, and implementing a Model-View-Controller pattern with MVC. Upon completion of this course, students will be able to create secure, feature-rich, and efficient web applications.

PART-TIME DIPLOMA IN

VISUAL STUDIO.NET APPLICATIONS DEVELOPMENT

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEVS 546 Web Service Development with .NET

Prerequisites: CEVS 416, CEWP 215

This course focuses on the design and development of distributed applications with Web Services using Windows Communication Foundation. Students will learn the fundamentals of creating and hosting services, defining service contracts, implementing generic message handlers, as well as implementing service routing. The course will also concentrate on creating service consumers using various platforms including Windows and the web. Advanced topics such as securing services, monitoring, and managing transactions will also be covered. Upon completion of this course, students will be able to create web services and service consumers and will have been exposed to industry accepted best practices employed in delivering Software as a Service.

CEWP 215 SQL Essentials

Structured Query Language (SQL) is an essential tool for database management and access. This course will introduce relational database concepts and techniques. The emphasis in this course is on searching for information using the SQL SELECT statement. In addition, creating tables, inserting new data, updating existing data and deleting data will be covered. Upon completion of this course, students will have acquired the fundamentals of how a database is used with SQL that will serve them in their later programming courses.

CEWP 329 HTML5 and Cascading Style Sheets

Focusing on current and emerging standards, this course teaches students the essentials of web page creation. Using a hand-coded approach, students will learn how to create online forms, display tabular data, format and position page content, insert multimedia content, and apply microdata. The student will not only be exposed to a comprehensive view of HTML5 and CSS3 but will gain the skills needed to create web pages that are compatible with different browsers, platforms, and devices.

CEWP 339 JavaScript and Ajax

Prerequisite: CEWP 329

This advanced course is intended for students with a strong background in HTML5 and CSS. The course delivers a complete study of JavaScript and AJAX to create Rich Internet Applications (RIA). After mastering JavaScript constructs and syntax, the student will learn how to make server connections with the XMLHttpRequest object, handle XML and JSON data, modify the Document Object Model, update page formatting and content, validate form data, and create simple animation. By the end of the course, students will have the knowledge and skills necessary to design and develop dynamic web pages using JavaScript and AJAX.

PART-TIME DIPLOMA IN WEBSITE CREATION AND DESIGN

(240 COURSE HOURS)

The Diploma in Website Creation and Design offers a practical non-programmers approach that provides students with the indispensable skills needed to create compelling websites. Web development on a PC platform entails a comprehensive knowledge of tools and aesthetics. This diploma not only focuses on mastering all of the most popular and powerful tools within Adobe Creative Suite for web development, it teaches how to use these tools effectively. Whether authoring a website for business, entertainment or personal reasons, the flexible skill-base gained here will provide the ability to create a vibrant, modern, and exciting web presence.

To qualify for the Diploma in Website Creation and Design students must successfully complete the following 3 certificate programs in this recommended sequence:

- Certificate in Web Design Basics
- Certificate in Website Visibility and Interface Design
- Certificate in WordPress and JavaScript

CERTIFICATE IN WEBSITE DESIGN BASICS

(80 COURSE HOURS)

The Certificate in Web Design Basics focuses on mastering the primary tools used in the creation of websites. This certificate concentrates on the effective use of Dreamweaver, Illustrator, and Photoshop to easily design, develop, and deploy websites.

To qualify for the certificate in Web Design Basics students must successfully complete the following 2 courses:

CEWD 219	Adobe Dreamweaver - Fundamentals	(40 hours)
CEWD 229	Adobe Imaging Basics - (Photoshop and Illustrator)	(40 hours)

CERTIFICATE IN WEBSITE VISIBILITY AND INTERFACE DESIGN

(80 COURSE HOURS)

The Certificate in Website Visibility and Interface Design teaches students how to create websites that generate traffic and implement the best practices of user experience and interface design. Students will learn how to optimize content for users and search engines alike, creating web pages that generate traffic and persuade visitors.

To qualify for the certificate in Website Visibility and Interface Design students must successfully complete the following 3 courses:

CEWD 235	Adobe Flash Basics	(20 hours)
P CEWD 319	Adobe Dreamweaver - Interface Design	(40 hours)
P CEWD 365	Search Engine Optimization	(20 hours)

PART-TIME DIPLOMA IN WEBSITE CREATION AND DESIGN

(240 COURSE HOURS)

CERTIFICATE IN WORDPRESS AND JAVASCRIPT

(80 COURSE HOURS)

This certificate will focus on advanced website creation concepts: managing content and creating Rich Internet Applications. WordPress will be used not only as a content management tool to easily update text and images but also one that allows website owners to monetize traffic. JavaScript and jQuery will be introduced to allow page authors to create dynamic content, validate form data, and engage visitors.

To qualify for the certificate in WordPress and JavaScript students must successfully complete the following 2 courses:

P	CEWD 419	Content Management with WordPress	(40 hours)
P	CEWD 429	JavaScript and jQuery	(40 hours)

COURSE DESCRIPTIONS

CEWD 219 Adobe Dreamweaver - Fundamentals

This 40-hour course familiarizes students with the Dreamweaver interface to enable them to create dynamic websites. Topics include defining a website, formatting with Cascading Style Sheets (CSS), working with graphics, site navigation techniques, defining page layouts with CSS, using Libraries and Templates, creating Forms as well as testing, maintaining and uploading websites. Upon completion of this course, the student will have mastered Dreamweaver and have become familiar with several best practices used in website development.

CEWD 229 Adobe Imaging Basics (Photoshop & Illustrator)

This course teaches students how to create and edit images using Adobe Photoshop and Illustrator. Students will learn how to create raster and vector images, manage layers, use blending modes, apply masks, use different selection tools, and optimize images for different media. Upon completion of this course students will have mastered many of the features available in Photoshop and Illustrator used in the creation and editing of images for print and the web.

CEWD 235 Adobe Flash Basics

This course will concentrate on using Adobe Flash to create animated content. The student will learn how to add elements to the stage, use symbols, apply behaviours to buttons, and work with layers and the drawing tools. Once the student has mastered the Flash interface and creation of animation, the course will then deal with exporting content to HTML5/JavaScript. Upon completion of this course the student will be able to create animated content and publish it to a website.

CEWD 319 Adobe Dreamweaver - Interface Design

Prerequisite: CEWD 219

This course focuses on advanced features of website design using DreamWeaver. Students will learn advanced techniques such as the creation of mobile websites, design patterns, information architecture, and interface design to create vibrant websites that bridge's aesthetics with the user's expectations and context. Upon completion of this course, students will be able to create websites that are accessible from various devices, visually appealing, and useable.

CEWD 365 Search Engine Optimization

Prerequisite: CEWD 219

This course teaches students proven techniques used to increase the number of visitors to a web site. Focusing on search engines and how they index pages and order search results, the course will demonstrate how the use of keyword selection, placement and density, tagging, linking, and social media all play a role in improving the findability of a web page. Students will also learn off-page technologies used in improving and hindering website visits including xml sitemaps, robot files, and PPC. Upon completion of this course, the student will understand how apply tried-and-true techniques to improve website traffic and visibility.

PART-TIME DIPLOMA IN WEBSITE CREATION AND DESIGN

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEWD 419 Content Management with WordPress

Prerequisite: CEWD 219

This course concentrates on the use of WordPress to create websites and manage content. During the course, students will learn how to setup and deploy a WordPress website, apply themes, create custom themes, and tag posts. The course will also deal with the installation of plugins that monetize traffic, display photo galleries, save and retrieve survey data, and add shopping-cart functionality. Upon completion of this course students will have mastered the use of WordPress and several plugins.

CEWD 429 JavaScript and jQuery

Prerequisite: CEWD 319

The objective of this course is to teach non-programmers JavaScript and the jQuery library. After mastering the JavaScript syntax, the student will learn how to validate form data, create simple animation, and update page elements on the fly. The course will then focus on the jQuery library which will be used to add GUI widgets, apply effects, and update CSS elements. The student will also learn the use of different jQuery plugins commonly used in website development. Upon completion of this course, the student will be able to create dynamic web pages using JavaScript and jQuery.

Note: This course cannot be used towards the Diploma in Web Programming.

PART-TIME DIPLOMA IN WEB PROGRAMMING

(240 COURSE HOURS)

The Diploma in Web Programming provides students with indispensable skills needed in professional web development. Each of the three certificates in the diploma progressively builds the student's proficiency and provides a roadmap to best practices used in the field. Graduates of this diploma will have not only the ability to create web applications but to create ones that are secure, efficient, and maintainable.

To qualify for the Diploma in Web Programming students must successfully complete the following 3 certificate programs in this recommended sequence:

- Certificate in Programming Fundamentals
- Certificate in Web Development
- Certificate in PHP/MySQL Applications Development

CERTIFICATE IN PROGRAMMING FUNDAMENTALS

(80 COURSE HOURS)

The Certificate in Programming Fundamentals is designed to give students a solid foundation in all types of application programming. The skills attained in this certificate will be relied on throughout the student's future career as web application developer. The Object Oriented Programming (OOP) in Java course will fully explain object oriented concepts while the SQL course teaches the student how to create efficient databases and queries.

To qualify for the Certificate in Programming Fundamentals students must successfully complete the following 2 courses:

CEWP 215	SQL Essentials	(20 hours)
CEJV 416	Java I: Object Oriented Programming with Java	(60 hours)

CERTIFICATE IN WEB DEVELOPMENT

(80 COURSE HOURS)

The Certificate in Web Development concentrates on creating interactive web pages using HTML5/CSS and JavaScript. Using the latest standards and recommendations, the certificate gives students the skills needed to create visually and functionally rich user experiences which are structurally and semantically sound.

To qualify for the Certificate in Web Development students must successfully complete the following 2 courses:

P	CEWP 329	HTML5 and Cascading Style Sheets	(40 hours)
P	CEWP 339	JavaScript and Ajax	(40 hours)

PART-TIME DIPLOMA IN WEB PROGRAMMING

(240 COURSE HOURS)

CERTIFICATE IN PHP/MYSQL APPLICATIONS DEVELOPMENT

(80 COURSE HOURS)

This certificate is designed for students wanting to learn professional web application development using two of the most popular open source frameworks available today. With an emphasis on sound software and database design principles, this certificate teaches database-driven web application development using PHP and MySQL. Students completing this certificate will have demonstrated highly sought out skills in professional web application development.

To qualify for the Certificate in PHP/MySQL Applications Development students must successfully complete the following 2 courses:

- | | | | |
|----------|----------|---------------------------------------|------------|
| P | CEWP 459 | PHP Programming with MySQL – Level I | (40 hours) |
| P | CEWP 559 | PHP Programming with MySQL – Level II | (40 hours) |

COURSE DESCRIPTIONS

CEJV 416 Java I: Object Oriented Programming with Java

Prerequisite: CEWP 215 (may be taken concurrently)

This course introduces students to OOP (Object Oriented Programming) using Java. The student will first learn fundamental programming structures including data types, operators, branching and looping structures, user-defined methods, and basic data structures. The student will develop classes that use OOP features such as encapsulation, inheritance, interfaces, overloading, overriding and polymorphism. Skills in basic GUI (Graphical User Interface) programming and database access using JDBC (Java Database Connectivity) will be acquired. Upon completion of this course, the student will be able to design, code, and test functional OOP applications. This course is suitable for students without any programming background.

CEWP 215 SQL Essentials

Structured Query Language (SQL) is an essential tool for database management and access. This course will introduce relational database concepts and techniques. The emphasis in this course is on searching for information using the SQL SELECT statement. In addition, creating tables, inserting new data, updating existing data and deleting data will be covered. Upon completion of this course, students will have acquired the fundamentals of how a database is used with SQL that will serve them in their later programming courses.

PART-TIME DIPLOMA IN WEB PROGRAMMING

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEWP 329 HTML5 and Cascading Style Sheets

Focusing on current and emerging standards, this course teaches students the essentials of web page creation. Using a hand-coded approach, students will learn how to create online forms, display tabular data, format and position page content, insert multimedia content, and apply microdata. The student will not only be exposed to a comprehensive view of HTML5 and CSS3 but will gain the skills needed to create web pages that are compatible with different browsers, platforms, and devices.

CEWP 339 JavaScript and Ajax

Prerequisite: CEWP 329

This advanced course is intended for students with a strong background in HTML5 and CSS. The course delivers a complete study of JavaScript and AJAX to create Rich Internet Applications (RIA). After mastering JavaScript constructs and syntax, the student will learn how to make server connections with the XMLHttpRequest object, handle XML and JSON data, modify the Document Object Model, update page formatting and content, validate form data, and create simple animation. By the end of the course, students will have the knowledge and skills necessary to design and develop dynamic web pages using JavaScript and AJAX.

CEWP 459 PHP Programming with MySQL - Level I

Prerequisites: CEWP 215, CEWP 329, CEJV 416

This course teaches database-driven web application development using PHP and MySQL. Students will learn the basics of administering MySQL. Topics in this section of the course include how to create databases and tables, create stored procedures, manage users, create indexes, and replicate tables. The student will also learn object oriented PHP. Topics will include integrating PHP and HTML, regular expressions, handling form data, and accessing a MySQL database. Upon completion of this course, students will be able to create PHP-based web applications that persist and retrieve data from a MySQL database.

CEWP 559 PHP Programming with MySQL - Level II

Prerequisite: CEWP 459

This course focuses on advanced topics of PHP web application development. Topics include securing web applications, developing shopping carts, authentication, interacting with the file system and server, generating images, controlling sessions, creating an email service, calling web services, and integrating AJAX. Students will also learn how to properly structure web applications using a Model-View-Controller design pattern. Upon completion of this course, students will have mastered the skills needed to create secure e-commerce web applications using PHP and MySQL.

THE CENTRE FOR

CONTINUING EDUCATION

PERSONAL DEVELOPMENT COURSES

CCE.CONCORDIA.CA



PERSONAL DEVELOPMENT COURSES

Concordia University Centre for Continuing Education is pleased to offer you a series of intellectually exciting and challenging courses on topics of interest open to everyone over 18 years of age, regardless of educational background.

This initiative reflects our commitment to delivering programs and courses for lifelong learning and reinforces the belief that an inquiring and active mind has a long term positive influence on health.

TEST PREPARATION COURSES

CELS 100	GMAT Preparation
CEEN 160	EPT - Preparation for the TOEFL
CEEN 166	EPT - Preparation for the IELTS

PERSONAL INTEREST COURSES

CEDP 110	Graphic Design I
CEJN 116	Creative Writing I
CEJN 124	Poetry
CEJN 126	Travel Writing
CEJN 134	Writing your Memoir
CEJN 136	Screenwriting
CEPH 109	Camera I – Visual Communications
CEWD 219	Adobe Dreamweaver – Fundamentals
CEWP 215	SQL Essentials

VISIT cce.concordia.ca for course schedules

e-Mail: cce@concordia.ca
Telephone: 514-848-3600
Fax: 514-848-2806

PERSONAL DEVELOPMENT COURSES

TEST PREPARATION COURSES

CELS 100 GMAT Preparation (30 hours)

The GMAT (Graduate Management Admissions Test) is a test of certain skills and abilities that have been found to contribute to success in graduate programs in business and management. The Graduate Management Admissions Test is designed to help graduate schools assess the qualifications of applicants for advanced study in business and management. Reasoning skills, analytical writing skills, and problem-solving strategies are the focus of the GMAT Preparation Course. This preparatory course consists of two components: Part A consists of the Quantitative Component and Part B is the Verbal Comprehension component. This course will illustrate and anticipate questions that are likely to appear on the GMAT.

ENGLISH PROFICIENCY TEST (EPT) PREPARATION

The English Proficiency Test Preparation Program consists of test preparation courses to help students prepare for one of the two following language tests: the TOEFL (Test of English as a Foreign Language) and the IELTS (International English Language Testing System). Students are required to have at least a high intermediate level of English to qualify for the test preparation courses. Through participation, students can expect to develop their skills and test-taking strategies. Note that completing the courses is not a guarantee of obtaining successful results on either of the standardized tests.

CEEN 160 EPT- Preparation for the TOEFL (40 hours)

This course is designed for students who want to write the TOEFL iBT and to learn general test-taking techniques and strategies for the four (4) components of the test (listening, speaking, reading, & writing). The materials used in this course will focus on listening comprehension, reading comprehension, speaking from reading/listening, and writing from reading/listening. Registrants must be aware that this is not an ESL Course. A high intermediate to advanced competence in English, in all four language skills, is necessary upon enrolment. Students must also have the computer skills necessary to meet the requirements of the TOEFL iBT.

CEEN 166 EPT- Preparation for the IELTS (40 hours)

The IELTS language proficiency test is comprised of four components: reading, writing, listening and speaking. This course is designed for students of an intermediate level of language proficiency who want to prepare for the academic module of the IELTS test. The course materials and activities are aimed to help students improve and practise the four skills (reading, writing, listening and speaking) and acquire the strategies required for all components of the test. Students will improve their academic skills through a variety of simulated test tasks.

PERSONAL INTEREST COURSES

CEDP 110 Graphic Design I (20 hours)

This course is designed for those who wish to become acquainted with fundamentals of graphics in visual communications. It teaches theory and practice of design and layout. Students learn techniques to visualize and develop their ideas, render lettering using the principles of typography, and use colour in layouts. Students will learn how to prepare comprehensive presentations for projects.

CEJN 116 Creative Writing I (20 hours)

This course is designed for students who wish to explore the fundamentals of writing fiction. Students will be asked to complete short assignments that focus on various aspects of creative writing in order to further develop individual writing skills. All assignments will be examined and discussed by the class in a round table format.

PERSONAL DEVELOPMENT COURSES

PERSONAL INTEREST COURSES

CEJN 124 Poetry (20 hours)

Find your muse in this introductory course in writing poetry. Learn how to write formal and free verse poetry. Poetic form, metre, imagery and language will be examined and explored. Creative writing exercises will promote the poet from within. Each session will include time for discussion of famous poems and sharing students' own work.

CEJN 126 Travel Writing (20 hours)

Document your travels. This course is designed to introduce students to literary travel writing. Students will be exposed to various types of writing in this specialized genre. In-class workshops will allow students to get feedback on their writing, and by the end of the class, students will have practice in writing short travel pieces.

CEJN 134 Writing your Memoir (20 hours)

Tell your story. This course is designed to introduce memoir writing through writing exercises and workshop sessions. Students will have the opportunity to write about memorable or significant experiences that have happened to them personally or within their family history.

CEJN 136 Screenwriting (20 hours)

Explore writing for the screen. This introductory course will cover the various steps of the writing process including character development, synopsis, treatment, script formatting, and dialogue. Students will complete a short script by the end of the course.

CEPH 109 Camera I - Visual Communications (40 hours)

This is a challenging beginner's course which covers the basics of camera operation, exposure, motion, depth of field, choice of lenses and accessories, and analysis of photographs with good composition, interest and impact. Assignments will be given in color or black and white photography; the final project can be in color, black and white, or a combination of color and black and white. Topics such as digital imaging and advertising are also covered in the course.

Students are required to have their own digital single lens reflex, 35mm or medium-format 120 camera, for the course.

CEWD 219 Adobe Dreamweaver - Fundamentals (40 hours)

This 40-hour course familiarizes students with the Dreamweaver interface to enable them to create dynamic websites. Topics include defining a website, formatting with Cascading Style Sheets (CSS), working with graphics, site navigation techniques, defining page layouts with CSS, using Libraries and Templates, creating Forms as well as testing, maintaining and uploading websites. Upon completion of this course, the student will have mastered Dreamweaver and have become familiar with several best practices used in website development.

CEWP 215 SQL Essentials (20 hours)

Structured Query Language (SQL) is an essential tool for database management and access. This course will introduce relational database concepts and techniques. The emphasis in this course is on searching for information using the SQL SELECT statement. In addition, creating tables, inserting new data, updating existing data and deleting data will be covered. Upon completion of this course, students will have acquired the fundamentals of how a database is used with SQL, which will serve them in their later programming courses.

THE CENTRE FOR

CONTINUING EDUCATION

PHOTOGRAPHY & DIGITAL ARTS

CCE.CONCORDIA.CA



STUDIES IN PHOTOGRAPHY AND DIGITAL ARTS

You don't take a photograph, you make it! - Ansel Adams

For more than 35 years students have been choosing to study Photography and Digital Arts at the Centre for Continuing Education. This year we are introducing a new diploma program in Digital Motion Imaging. Whether you're interested in Digital Photographic Imaging, Digital Motion Imaging or Photography as a profession or a pastime, we're focused on developing your expertise. Our graduates pursue careers with ad agencies, professional photo studios, and graphic design companies, and so can you! These non-credit courses are taught by industry professionals and are designed for individuals interested in acquiring the necessary career skills required to work in these specialized areas.

Let us help you sharpen your aim!

PART-TIME DIPLOMA PROGRAMS

Digital Photographic Imaging
Digital Motion Imaging
Photography

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PART-TIME CERTIFICATE PROGRAMS

Photoshop

Page D-09

VISIT cce.concordia.ca for course schedules

e-Mail: cce@concordia.ca
Telephone: 514-848-3600
Fax: 514-848-2806

IMPORTANT

- P** Indicates that the course has a prerequisite.
If the prerequisite was not completed at the Centre, students must prove that they have the prerequisite skills needed to register in the course.
Course prerequisites are indicated in the course description of each course.
- Ⓐ** Indicates that the course or program is available in an on-line format.
Course codes ending with an "N" indicate they are only available in an on-line format.

PART-TIME DIPLOMA IN DIGITAL PHOTOGRAPHIC IMAGING

(240 COURSE HOURS)

Considered the workhorse of advertising agencies, professional photo studios, illustrators and independent graphic designers, Adobe Photoshop has become the world's leading software in professional imaging manipulation, retouching, and compositing. It is the standard by which all other imaging programs are judged. The part-time diploma in Digital Photographic Imaging is for students who understand that there is no magic in the process of creating eye-catching visual projects. It takes time, effort, initiative, and especially in-depth knowledge to put together all the elements that make stunning digital composites and graphics.

To qualify for the Diploma in Digital Photographic Imaging, students must successfully complete the following 8 courses:

CEPH 109	Camera I Visual Communications	(40 hours)
CEPH 219	Digital Dimensions I & II – Photoshop	(40 hours)
P CEPH 249	Light and Subject – Concept Development	(40 hours)
P CEPH 419	Digital Dimensions III & IV– Photoshop	(40 hours)
P CEPH 455	Fine Art Image Effects – Photoshop	(20 hours)
P CEPH 465	Digital Compositing and Creative Effects – Photoshop	(20 hours)
P CEPH 550	Professional Photographic and Lighting Techniques – Photoshop	(20 hours)
P CEPH 555	Black and White Artistry - Photoshop	(20 hours)

COURSE DESCRIPTIONS

CEPH 109 Camera I – Visual Communications

This is a challenging beginner's course which covers the basics of camera operation, exposure, motion, depth of field, choice of lenses and accessories, and analysis of photographs with good composition, interest and impact. Assignments will be given in color or black and white photography; the final project can be in color, black and white, or a combination of color and black and white. Topics such as digital imaging and advertising are also covered in the course.

Students are required to have their own digital single lens reflex, 35mm or medium-format 120 camera, for the course.

CEPH 219 Digital Dimensions I and II – Photoshop

Requirement: Knowledge of the Macintosh operating system (Mac OSX)

Photoshop remains the world's most popular professional digital imaging program. The techniques for modifying photos and graphical illustrations using Adobe Photoshop on the Macintosh platform are explored in this hands-on course. The essentials of Adobe Photoshop are taught to meet the needs of graphic professionals, photographers, as well as web and multimedia designers. After acquiring a deep understanding of the essentials, students will learn how to create special effects using Photoshop's channels and filters to edit images and overlay multiple images into one. The course also covers the use of blend modes to control the manner in which images are combined. In addition, students will be introduced to techniques on creating modern, edgy photographic looks, plus facial retouching on portraits. Theory, in-class exercises, and a final project will contribute in stimulating student creativity.

PART-TIME DIPLOMA IN DIGITAL PHOTOGRAPHIC IMAGING

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEPH 249 Light and Subject - Concept Development

Pre-requisites: CEPH 109, CEPH 419

This advanced photography course will emphasize the use and appreciation of both natural and artificial light in portraiture, studio and product photography as it introduces students to the notion of creating a photograph and not simply shooting one. Other topics will include techniques of creativity, conceptualizing and designing the front and back covers of a music CD or DVD, and the business of photography (pricing, legal aspects and ethics). Given the subject matter, many of the class projects will require not only a thorough understanding of Photography, but also a very good knowledge of Photoshop. The course assignments are designed to expand the students' creative visions and help them conceptualize photographic projects that will involve deep image post-processing using Adobe Photoshop.

CEPH 419 Digital Dimensions III & IV- Photoshop

Prerequisite: CEPH 219

This project-based course is a continuation of CEPH 219 Digital Dimensions I and II - Photoshop. In this course the accent will be placed on the integration of the numerous advanced Photoshop tools and the stimulation of student creativity. Channels, layers, advanced photo retouching techniques, creating textures, creating cast shadows, rendering metallic type, and artistic layer compositing are some of the topics that will be covered. In addition, the course focuses on retouching and restoration techniques in a branch of imaging known as Digital Cosmetic Retouching. Emphasis will be put on tonal adjustments for proper exposure and contrast, skin softening, chromatic adjustments to boost dull colors or to alleviate extreme colors, element rebuilding techniques, accentuating features, and some glamour lighting. Theory, in-class exercises and a final project will contribute to stimulating student creativity in this most popular professional digital imaging program.

CEPH 455 Fine Art Image Effects - Photoshop

Prerequisite: CEPH 419

This course focuses on Fine Art image effects and is for students who want to maximize their creative ability to produce stunning photographic work with a Fine Art flavor. Some of the topics covered will include: the power of the Photoshop Brush engine, advanced methods of generating displacement mapping, line art colorization, gradient maps, angelic/dramatic looks, cross-processing, adding bokeh to backgrounds, movie poster creation and burning edges, among others. Theory and step-by-step real-world projects will help students assimilate the course content.

CEPH 465 Digital Compositing and Creative Effects - Photoshop

Prerequisite: CEPH 419

Digital Compositing is the art of combining photographic images to produce high caliber visual montages by using a computer and professional software such as Adobe Photoshop. To create compelling images of artistic value, students will need to refine the craft of advanced selection methods and some HDR (High Dynamic Range) techniques. Selecting hair and intricate structures such as Gothic cathedrals or fine textures requires an in-depth knowledge of channels, masking techniques, layer-blending modes, refine-edge masking, and a mastery of technical skills. As with previous levels of Adobe Photoshop courses, theory, in-class exercises, and a final project will help students develop the necessary skills to produce stunning creative effects.

CEPH 550 Professional Photographic and Lighting Techniques - Photoshop

Prerequisite: CEPH 419

This course is the continuation of CEPH 419 and will cover more sophisticated techniques that give photos the distinctive professional look seen in high-end magazines. Students will be shown how to artificially add light sources to photos, bring out some detail in specific areas of a photograph, create smooth, flawless skin, use advanced burning and dodging techniques, produce beautiful toning effects in black and white or color photos, and give a glamorous look to a project. Though the course focuses on advanced photographic techniques, graphic designers and illustrators are encouraged to enroll as the topics covered will provide insight on interacting with professional photographers in a real world scenario.

CEPH 555 Black and White Artistry - Photoshop

Prerequisites: CEPH 109, CEPH 419

Creating gallery-quality black and white photography is one of the greatest expressions of fine art. To achieve such a high skill, photographers have to be able to interpret the scene in front of their eyes, properly expose it with their camera, and then choose the appropriate sophisticated digital post-processing technique to render the magnificence of the image. This advanced Photoshop course will teach students all the intricacies behind the art and science of producing stunning black and white photos and montages using monochromatic pre-visualization, multi-channel wizardry, toning techniques, and multi-RAW conversions. The end result will be high-end, breathtaking, black and white photographs that will delight viewers.

PART-TIME DIPLOMA IN DIGITAL MOTION IMAGING

(240 COURSE HOURS)

Photographic cameras such as DSLRs, Point and Shoot, and even smart phones are now widely used for HD video recording. Photoshop CS6 with its new video editing capabilities and Apple Final Cut Pro X are the two software programs that will allow aspiring and practicing professionals to maximize all the possibilities that this new technology offers. Adobe Photoshop™ is the world's leading software in professional imaging manipulation, retouching, and compositing, while Apple's Final Cut Pro X™ is high-end video editing software used in productions targeted for broadcast. The part-time Diploma in Digital Motion Imaging is for students who want to dive into the wonderful world of digital manipulation, video editing, motion effects, animated slideshows, and 3D titling, in order to experience all the intricacies involved in producing cinematic looks in this exciting new direction Photography has taken.

Note: Students will require their own DSLR camera with High-Definition (1920x1080) video shooting capabilities, plus a portable hard drive such as the G-Drive mini, that spins at 7200 rpm and connects with a firewire 800 or USB 2.0/3.0 port. The portable drive will be used in class to store footage in order to follow the course and create the required projects, but students will also use the drive at home to practice the acquired skills.

To qualify for the Diploma in Digital Motion Imaging, students must successfully complete the following 9 courses:

CEPH 109	Camera I Visual Communications	(40 hours)
CEPH 219	Digital Dimensions I & II – Photoshop	(40 hours)
P CEPH 419	Digital Dimensions III & IV– Photoshop	(40 hours)
P CEPH 460	High Tech Design and 3D Imaging – Photoshop	(20 hours)
P CEPH 470	Surrealism Effects – Photoshop	(20 hours)
P CEPH 560	Video Editing in Photoshop	(20 hours)
P CEPH 565	Video Creation with a DSLR	(20 hours)
P CEPH 660	Final Cut Pro X – Level I	(20 hours)
P CEPH 665	Final Cut Pro X – Level II	(20 hours)

COURSE DESCRIPTIONS

CEPH 109 Camera I – Visual Communications

This is a challenging beginner's course which covers the basics of camera operation, exposure, motion, depth of field, choice of lenses and accessories, and analysis of photographs with good composition, interest and impact. Assignments will be given in color or black and white photography; the final project can be in color, black and white, or a combination of color and black and white. Topics such as digital imaging and advertising are also covered in the course.

Students are required to have their own digital single lens reflex, 35mm or medium-format 120 camera, for the course.

CEPH 219 Digital Dimensions I & II – Photoshop

Requirement: Knowledge of the Macintosh operating system (Mac OSX)

Photoshop remains the world's most popular professional digital imaging program. The techniques for modifying photos and graphical illustrations using Adobe Photoshop on the Macintosh platform are explored in this hands-on course. The essentials of Adobe Photoshop are taught to meet the needs of graphic professionals, photographers, as well as web and multimedia designers. After acquiring a deep understanding of the essentials, students will learn how to create special effects using Photoshop's channels and filters to edit images and overlay multiple images into one. The course also covers the use of blend modes to control the manner in which images are combined. In addition, students will be introduced to techniques on creating modern, edgy photographic looks, plus facial retouching on portraits. Theory, in-class exercises, and a final project will contribute in stimulating student creativity.

PART-TIME DIPLOMA IN IN DIGITAL MOTION IMAGING

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEPH 419 Digital Dimensions III & IV- Photoshop

Prerequisite: CEPH 219

This project-based course is a continuation of CEPH 219 Digital Dimensions I and II - Photoshop. In this course the accent will be placed on the integration of the numerous advanced Photoshop tools and the stimulation of student creativity. Channels, layers, advanced photo retouching techniques, creating textures, creating cast shadows, rendering metallic type, and artistic layer compositing are some of the topics that will be covered. In addition, the course focuses on retouching and restoration techniques in a branch of imaging known as Digital Cosmetic Retouching. Emphasis will be put on tonal adjustments for proper exposure and contrast, skin softening, chromatic adjustments to boost dull colors or to alleviate extreme colors, element rebuilding techniques, accentuating features, and some glamour lighting. Theory, in-class exercises and a final project will contribute to stimulating student creativity in this most popular professional digital imaging program.

CEPH 460 High Tech Design and 3D Imaging - Photoshop

Prerequisite: CEPH 419

High-Tech Design is the term used to designate the slick look found in many modern ads published in magazines and catalogues. With Adobe Photoshop as their tool to generate studio-quality digital photographic illustrations, students will learn the tips and tricks involved in producing modern eye-catching visual creations using the Macintosh computer. Some of the topics covered will include: text manipulation and lighting effects, reflective effects, simulations, paths/shapes/layer styles, some illustration techniques to design photo-realistic objects, introduction to 3-D environments and creations, plus sophisticated image blending and compositing.

CEPH 470 Surrealism Effects - Photoshop

Prerequisite: CEPH 419

In a nutshell, surrealism involves the juxtaposition of distant realities in order to produce illogical and startling visual effects. As a movement, Surrealism began in the 1920s and included great artists such as Max Ernst, Salvador Dali, and Man Ray. With the new digital technology giving image-makers the power and freedom to create fantastic and wild visual fantasies, this course will teach students how to use Photoshop and advanced montage techniques in order to produce surreal landscapes and layered compositions for spectacular projects.

CEPH 560 Video Editing in Photoshop

Prerequisite: CEPH 419

An impressive feature in Photoshop CS6 is the ability to edit video footage and animate individual layers on a timeline. This opens up new possibilities because we can now import video clips, music files and layered graphic or photographic files, allowing for the addition of the time dimension to a project. Students will learn how keyframing, video and audio transitions, adjustment layers and blending modes produce fascinating animated visual effects, all within the familiar Photoshop interface.

CEPH 565 Video Creation with a DSLR

Prerequisites: CEPH 109, CEPH 419

An important technological breakthrough back in 2008 was the introduction of video recording capabilities on DSLR cameras. Over the years, this has sparked a tremendous interest amongst video enthusiasts and photographers because the equipment now permits us to shoot full HD quality video with a photographic camera or even a smart phone. This course will familiarize students with their DSLR camera video interface and preferences, proper framing and frame rate, camera manipulation and video techniques, proper lighting on a set, and how to put a good story together in order to maximize impact and grab the viewer's attention.

CEPH 660 Final Cut Pro X - Level I

Prerequisite: CEPH 565

Final Cut Pro has long been a favorite among not only video professionals and independent moviemakers, but also Hollywood producers who have won Academy Awards using this Apple software. The new Final Cut Pro X has the power to edit in 64-bit depth which allows fast rendering and the possibility to work with very high resolution footage due to RAM allocation. In this course, students will learn how to import and organize high-definition video clips, create and fine-tune rough cuts, add video and audio transitions, create titles and use video generators.

CEPH 665 Final Cut Pro X - Level II

Prerequisite: CEPH 660

In this sequel to Final Cut Pro level I, students will dive deeper into the numerous tools and possibilities of this professional software. Topics will include changing the clip speed for re-timing purposes, producing the Ken Burns effect, cropping and transforming the video clip, modifying video effects parameters, advanced audio effects and professional color enhancement. The course will also cover how to export the finished project to DVD, Blu-Ray, and social media.

PART-TIME DIPLOMA IN PHOTOGRAPHY

(240 COURSE HOURS)

This diploma program consists of 5- and 10- week modules offered on a rotating schedule which emphasize the role of photography in the Fine Arts, Commercial, Digital, and Documentary visions. The courses feature regular assignments with critiquing and evaluation in order to explore new techniques and allow for personal experimentation. The Digital Dimensions (Photoshop I, II, III) courses are given in an Apple Macintosh™ lab with a computer assigned to each student. Fashion Photography I, Basic Portraiture and Wedding Photography, and Product Photography, are all hands-on courses in which students will work and explore techniques using professional studio lighting equipment and props, furnished by the Centre for Continuing Education.

(N.B. The equipment is only for in-class use and not for students to take out).

To qualify for the Diploma in Photography, students must successfully complete the following 9 courses:

CEPH 109	Camera I Visual Communications	(40 hours)
P CEPH 125	Photojournalism	(20 hours)
P CEPH 209	Camera II Visual Communications	(40 hours)
P CEPH 210	Fashion Photography	(20 hours)
P CEPH 215	Basic Portraiture and Wedding Photography	(20 hours)
CEPH 219	Digital Dimensions I & II – Photoshop	(40 hours)
P CEPH 220	Product Photography	(20 hours)
P CEPH 230	Sports Photography	(20 hours)
P CEPH 305	The Business of Photography	(20 hours)

COURSE DESCRIPTIONS

CEPH 109 Camera I – Visual Communications

This is a challenging beginner's course which covers the basics of camera operation, exposure, motion, depth of field, choice of lenses and accessories, and analysis of photographs with good composition, interest and impact. Assignments will be given in color or black and white photography; the final project can be in color, black and white, or a combination of color and black and white. Topics such as digital imaging and advertising are also covered in the course.

Students are required to have their own digital single lens reflex, 35mm or medium-format 120 camera, for the course.

CEPH 125 Photojournalism

Prerequisite: CEPH 109

Good writing can evoke strong emotions, but photos can have an impact that is immediate and startling. Photos have the power to make people think, feel and take action. They may horrify, reassure, anger or take the breath away. Because photographs have an impact that words alone cannot express, photojournalism – the photographic documentation of a news event – plays an essential role in news reporting. This course is designed to teach photographers how to capture such images. Topics covered will include information about what images are needed in the production of a newspaper, what to look for in an image and how to get the key shot. This is a hands-on course with assignments.

PART-TIME DIPLOMA IN PHOTOGRAPHY

(240 COURSE HOURS)

COURSE DESCRIPTIONS

CEPH 209 Camera II - Visual Communications

Prerequisite: CEPH 109

A continuation of Camera I, this course covers the special demands and techniques of colour photography along with specific topics such as composition, lighting, night photography, and photojournalism.

The course will feature weekly assignments and in-class critiquing.

CEPH 210 Fashion Photography

Prerequisite: CEPH 109

Express your creativity in the world of fashion. This course is an introduction to the basics of lighting for fashion photography. You will develop the basic technical and professional skills and, through practical assignments, gain a critical understanding of fashion as both an image and cultural product.

CEPH 215 Basic Portraiture and Wedding Photography

Prerequisite: CEPH 109

Develop your skills in this course in portraiture and wedding photography. This hands-on course will explore the basics of lighting for the posed portrait along with the environmental portrait. We will also spend some time discussing the portrait for weddings and other events. Different portraiture lighting techniques will also be examined.

CEPH 219 Digital Dimensions I and II - Photoshop

Requirement: Knowledge of the Macintosh operating system (Mac OSX)

Photoshop remains the world's most popular professional digital imaging program. The techniques for modifying photos and graphical illustrations using Adobe Photoshop on the Macintosh platform are explored in this hands-on course. The essentials of Adobe Photoshop are taught to meet the needs of graphic professionals, photographers, as well as web and multimedia designers. After acquiring a deep understanding of the essentials, students will learn how to create special effects using Photoshop's channels and filters to edit images and overlay multiple images into one. The course also covers the use of blend modes to control the manner in which images are combined. In addition, students will be introduced to techniques on creating modern, edgy photographic looks, plus facial retouching on portraits. Theory, in-class exercises, and a final project will contribute in stimulating student creativity.

CEPH 220 Product Photography

Prerequisite: CEPH 109

On the web and in magazines, brochures, and advertisements, our world is full of images of products for sale. This hand-on course will explore the basics of lighting for tabletop and product photography. This type of photography is critical in today's world of e-commerce, where shopping is done on-line and the image sells the product. Different lighting techniques will be explained for different styles of products.

CEPH 230 Sports Photography

Prerequisite: CEPH 109

We have all, at one time or another, been captivated by the human drama captured in sports images, sharing the victory of the Alouettes hoisting the Grey Cup or the agony of Ralph Branca giving up a pennant-losing homerun to Bobby Thompson. This hands-on course will help you develop the skills to effectively capture action-filled images, whether you are shooting a professional event or your own kids in their moment of sports glory.

Note: This course will take place on location in and around Montreal, so travel will be necessary.

CEPH 305 The Business of Photography

Prerequisite: CEPH 209

A successful photography business is 20% photography, 80% business. This course will provide an introduction to the fundamentals of operating a photography business. Topics covered include accounting, marketing and networking specific to the photography milieu. At the conclusion of the course, students will have the tools to set up or revise their business practices geared to supporting a profitable photography enterprise.

PART-TIME CERTIFICATE IN PHOTOSHOP

(80 COURSE HOURS)

Adobe Photoshop is the world's leading software in 2-D imaging manipulation. Photographers, graphic designers, illustrators, advertising agencies, architects, engineers, fashion designers, interior designers, commercial printers, magazines, and newspapers have all adopted Photoshop as the standard in the photographic imaging industry. Students will be taught clear, concise, inspiring and professional methods to create stunningly enhanced photographic montages and magnificent graphical/illustrative designs. Students will be able to express their visions and push the limits of digital art to new heights using the highest quality industry standards

To qualify for the Certificate in Photoshop, students must successfully complete the following 2 courses:

CEPH 219	Digital Dimensions I & II – Photoshop	(40 hours)
P CEPH 419	Digital Dimensions III & IV– Photoshop	(40 hours)

COURSE DESCRIPTIONS

CEPH 219 Digital Dimensions I & II – Photoshop

Requirement: Knowledge of the Macintosh operating system (Mac OSX)

Photoshop remains the world's most popular professional digital imaging program. The techniques for modifying photos and graphical illustrations using Adobe Photoshop on the Macintosh platform are explored in this hands-on course. The essentials of Adobe Photoshop are taught to meet the needs of graphic professionals, photographers, as well as web and multimedia designers. After acquiring a deep understanding of the essentials, students will learn how to create special effects using Photoshop's channels and filters to edit images and overlay multiple images into one. The course also covers the use of blend modes to control the manner in which images are combined. In addition, students will be introduced to techniques on creating modern, edgy photographic looks, plus facial retouching on portraits. Theory, in-class exercises, and a final project will contribute in stimulating student creativity.

CEPH 419 Digital Dimensions III & IV– Photoshop

Prerequisite: CEPH 219

This project-based course is a continuation of CEPH 219 Digital Dimensions I and II – Photoshop. In this course the accent will be placed on the integration of the numerous advanced Photoshop tools and the stimulation of student creativity. Channels, layers, advanced photo retouching techniques, creating textures, creating cast shadows, rendering metallic type, and artistic layer compositing are some of the topics that will be covered. In addition, the course focuses on retouching and restoration techniques in a branch of imaging known as Digital Cosmetic Retouching. Emphasis will be put on tonal adjustments for proper exposure and contrast, skin softening, chromatic adjustments to boost dull colors or to alleviate extreme colors, element rebuilding techniques, accentuating features, and some glamour lighting. Theory, in-class exercises and a final project will contribute to stimulating student creativity in this most popular professional digital imaging program.

THE CENTRE FOR

CONTINUING EDUCATION

THE LANGUAGE INSTITUTE

CCE.CONCORDIA.CA



THE LANGUAGE INSTITUTE

Learning a language can open doors for the rest of your life!

The Continuing Education Language Institute offers dynamic, student-centered language programs in English and French as a second language. These non-credit courses are designed to meet the needs of adult learners seeking language training for academic, professional, and social purposes.

In addition to the part-time courses offered to students during the day, evening or Saturdays, the Language Institute offers a year-round Intensive English as a Second Language Program. This is a full-time program of study (8 levels, Beginners to Advanced), which integrates the four basic skills of reading, writing, listening, speaking, plus grammar and study skills. Students are placed into the appropriate level according to their language abilities upon entering the program. All course levels offer extensive language practice and specific skills instruction, preparing students for their various language needs.

Language Institute instructors are all university graduates who have a specialization in second language teaching. Each instructor works hard to create a collaborative and supportive learning environment, while utilizing the curriculum, teaching materials and methods which were developed at the Institute.

Placement:

Placing students into the correct course level is important for their success. As such there is a two-stage placement process. First, students complete a self-assessment/placement test at the time of registration. Then, during the first few days of the course, there is a diagnostic evaluation process to ensure that students are placed in the correct level.

Admission:

To be eligible for admission, students must be eighteen (18) years of age or older. Proof of age must be presented at the time of placement testing.

Attention International Students who wish to enrol in the Intensive English Program: Students applying from outside of Canada are advised to begin the application process at least three months in advance, as requirements for obtaining a visa may vary from country to country. Under certain conditions, visitors to Canada may take courses for up to 6 months without a Study Permit or CAQ.

Immigration Quebec regulations require that all international students be covered by a health insurance plan that meets government standards, while living in Quebec. In keeping with government directives, Concordia University has adopted a compulsory health insurance plan that all Concordia international students must have. The cost of the plan will vary depending on the length of your studies. Please note: Exemptions will only be granted to international students who have a valid Quebec Medicare card or international students who receive a scholarship (including health insurance and tuition fees) from a sponsoring organization or government. Consequently, personal health insurance plans are not accepted by the University.

We can help you express yourself with confidence!

Visit cce.concordia.ca for course schedules

e-Mail: celi@concordia.ca

Telephone: 514-848-3600

Fax: 514-848-2806

PROGRAMS OFFERED BY THE LANGUAGE INSTITUTE

ENGLISH INTENSIVE PROGRAM (8 LEVELS)**PAGE E-05**

10 Weeks per level (26 hours per week)

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	MTWJ--- and ---F--	9:00-15:30 9:00-13:00	16-Sep-2013	22-Nov-2013	\$3,750
Winter 2014	MTWJ--- and ---F--	9:00-15:30 9:00-13:00	13-Jan-2014	21-Mar-2014	\$3,750
Spring 2014	MTWJ--- and ---F--	9:00-15:30 9:00-13:00	31-Mar-2014	06-Jun-2014	\$3,750
Summer 2014	MTWJ--- and ---F--	9:00-15:30 9:00-13:00	16-Jun-2014	22-Aug-2014	\$3,750

**ENGLISH CONVERSATION PROGRAM (6 LEVELS)
(40 HOURS PER LEVEL)****PAGE E-07**

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	M-W----	18:00-20:30	16-Sep-2013	11-Nov-2013	\$320
Fall 2013	MTWJF--	9:00-13:00	25-Nov-2013	06-Dec-2013	\$320
Winter 2014	M-W----	18:00-20:30	13-Jan-2014	05-Mar-2014	\$320
Spring 2014	M-W----	18:00-20:30	31-Mar-2014	28-May-2014	\$320
Summer 2014	M-W----	17:45-20:15	23-Jun-2014	13-Aug-2014	\$320

**ENGLISH WRITING WORKSHOP PROGRAM (5 LEVELS)
(40 HOURS PER LEVEL)****PAGE E-08**

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	-T-J--	18:00-20:30	17-Sep-2013	07-Nov-2013	\$320
Winter 2014	-T-J--	18:00-20:30	14-Jan-2014	06-Mar-2014	\$320
Spring 2014	-T-J--	18:00-20:30	01-Apr-2014	22-May-2014	\$320
Summer 2014	-T-J--	17:45-20:15	26-Jun-2014	21-Aug-2014	\$320

PREPARATION FOR TOEFL (40 HOURS)**PAGE E-09**

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	M-W----	18:00-20:30	16-Sep-2013	11-Nov-2013	\$320
Winter 2014	M-W----	18:00-20:30	13-Jan-2014	05-Mar-2014	\$320
Spring 2014	M-W----	18:00-20:30	31-Mar-2014	28-May-2014	\$320
Summer 2014	M-W----	17:45-20:15	23-Jun-2014	13-Aug-2014	\$320

PREPARATION FOR IELTS (40 HOURS)**PAGE E-09**

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	-T-J--	18:00-20:30	17-Sep-2013	07-Nov-2013	\$320
Winter 2014	-T-J--	18:00-20:30	14-Jan-2014	06-Mar-2014	\$320
Spring 2014	-T-J--	18:00-20:30	01-Apr-2014	22-May-2014	\$320
Summer 2014	-T-J--	17:45-20:15	26-Jun-2014	21-Aug-2014	\$320

ACADEMIC ENGLISH FOR GRADUATE STUDENTS IN ENGINEERING (40 HOURS)

PAGE E-10

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Winter 2014	-----S-	10:00-14:30	18-Jan-2014	15-Mar-2014	\$420
Summer 2014	MTWJ---	16:00-18:30	28-Jul-2014	21-Aug-2014	\$420

FRENCH CONVERSATION PROGRAM (6 LEVELS) (40 HOURS PER LEVEL)

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Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	-T-J--	18:00-20:30	17-Sep-2013	07-Nov-2013	\$320
Fall 2013	-----S-	9:30-14:00	21-Sep-2013	16-Nov-2013	\$320
Winter 2014	-T-J--	18:00-20:30	14-Jan-2014	06-Mar-2014	\$320
Winter 2014	-----S-	9:30-14:00	18-Jan-2014	15-Mar-2014	\$320
Spring 2014	-T-J--	18:00-20:30	01-Apr-2014	22-May-2014	\$320
Spring 2014	-----S-	9:30-14:00	05-Apr-2014	31-May-2014	\$320
Summer 2014	-T-J--	17:45-20:15	26-Jun-2014	21-Aug-2014	\$320

FRENCH WRITTEN COMMUNICATION PROGRAM (2 LEVELS) (40 HOURS PER LEVEL)

PAGE E-12

Term	Day(s)	Time	Start Date	End Date	Tuition Fee
Fall 2013	M-W----	18:00-20:30	16-Sep-2013	11-Nov-2013	\$320
Winter 2014	M-W----	18:00-20:30	13-Jan-2014	05-Mar-2014	\$320
Spring 2014	M-W----	18:00-20:30	31-Mar-2014	28-May-2014	\$320
Summer 2014	M-W----	17:45-20:15	23-Jun-2014	13-Aug-2014	\$320

ENGLISH INTENSIVE PROGRAM (260 HOURS PER LEVEL)

The Intensive program (8 levels) is primarily designed to prepare students to enter English language universities or colleges and to offer language training to professionals or business people who require a high level of competency in English. Individuals looking for English for travel, social or other personal reasons will also find this a stimulating and engaging program. In this integrated-skills program, students will practice and develop skills by participating in a variety of learning activities including discussions, oral presentations and debates as well as audio and video listening activities. Students will also learn strategies for reading academic and non-academic texts, and for writing compositions, reports and essays. New technologies are incorporated into the program to enhance learning. Community-based projects and outings are part of every level.

A Certificate of Proficiency is awarded upon the successful completion (60%) of the Advanced 2 level. A Certificate of Proficiency with Distinction is awarded to students who obtain a grade of 80% or more upon the completion of the Advanced 2 level.

Students who successfully complete the Advanced 2 level with a final grade of 70% or greater, and who wish to enrol in full-time credentialed studies at Concordia University, will automatically meet the University's English language proficiency requirements for admission.

CEEI 110 - English Beginners 1

This course is for students with no knowledge or very limited knowledge of English. The course is designed to help students acquire the basics of English in order to function in everyday social situations outside of the classroom. The primary goal is to help students gain confidence quickly. Class work includes a variety of listening and speaking tasks, pronunciation, reading, basic grammar and writing.

CEEI 210 - English Beginners 2

This course is designed for students who have very basic knowledge of the English language and are just starting to communicate. The main objective of this course is to help students master essential language and skills to enable them to function more effectively in everyday social situations outside of the classroom. The pacing of the lessons will help the students acquire the ability to deal with natural speech. Class work includes a variety of listening and speaking tasks, pronunciation, reading, basic grammar and writing.

CEEI 310 - English Elementary 1

This course is designed for students who have a basic knowledge of the English language and some ability to communicate. In this course, students continue to develop their ability to function in basic social situations. A variety of listening and speaking tasks helps them build confidence in their ability to communicate. Readings and simplified books on topics of general interest serve to enrich vocabulary and stimulate discussion. Other communicative activities focus on writing, grammar and pronunciation.

CEEI 410 - English Elementary 2

This course is designed for students who have an elementary knowledge of the English language and are able to communicate in basic social situations. At this level, students continue to develop their ability to communicate in everyday situations and can begin to express themselves on topics of general interest. A variety of listening and speaking tasks helps them develop their ability to obtain information, express a personal opinion, report facts, etc. Readings and simplified books on topics of general interest serve to enrich vocabulary and stimulate discussion. Writing, grammar, and pronunciation activities are also integrated into the program.

CEEI 510 - English Intermediate 1

This course is designed for students who are able to understand authentic English texts and can communicate in a variety of situations. Students at this level further develop their speaking skills through group discussions on topics of general interest and activities which require them to explain factual information related to readings and listenings. Short newspaper and magazine articles are introduced. At this level, students work with 10-20 minute video programs which often become the input needed for a writing task. Contextual grammar activities are integrated throughout the course.

Continues on next page

CEEI 610 - English Intermediate 2

This course is designed for students who have a good grounding in the four language skills of listening, speaking, reading and writing and are ready to deal with challenging material. Students engage in activities of an academic nature such as note taking, summarizing, and essay writing. Challenging readings from newspapers and magazines are introduced throughout the course. Emphasis is placed on developing reading speed and comprehension. Discussion activities further develop skill and confidence in expressing thoughts on topics of general interest as well as on more complex topics related to readings and listenings. Listening activities include work with video documentaries and news clips. At this level, grammar problems are dealt with as they present themselves in speaking and writing.

CEEI 710 - English Advanced 1

This course is designed for students with a strong foundation in the four language skills of listening, speaking, reading and writing and who are quite comfortable with challenging topics and material. At this level, students focus on refining skills required to function in a university or professional setting. They take notes, discuss, answer questions, and write summaries based on lectures and video documentaries. They also participate in various types of oral presentations and debates; present reports based on articles from magazines and lead discussion groups. Composition skills are also stressed.

CEEI 810 - English Advanced 2

This course is designed for students who are quite proficient in English, are seeking entrance to university or require a high level of competence for professional purposes. Students who complete this advanced level should have the necessary English language competency to enter university and function effectively in a professional setting. Students explore a range of academic and non-academic reading materials including popular magazines, newspapers, literary texts, and excerpts from textbooks. Challenging 30-60 minute videos, lectures, and radio programs are introduced. Individual and group research projects focus on the integration of skills: note-taking, synthesis of information from several sources, and presentation techniques. Writing tasks include summaries, short term papers, and essay-type exam questions.

ENGLISH CONVERSATION PROGRAM (40 HOURS PER LEVEL)

The English Conversation program (6 levels) is designed to help students improve their speaking and listening skills for social, work-related or educational purposes. Through a wide variety of interactive activities using both listening and reading materials as input, students improve their skills and gain confidence in their ability to communicate effectively and accurately in spoken English.

A Certificate of Proficiency is awarded upon the successful completion (60%) of level 6. A Certificate of Proficiency with Distinction is awarded to students who obtain a grade of 75% or more upon the completion of Level 6.

Registration contracts and self-assessment forms required for all conversation programs are located in the back of this calendar.

CEEN 125 - English Conversation Level 1 - Beginners

This course is for students who have a limited knowledge of English and wish to develop their ability to communicate more naturally in basic social situations. Students will have the opportunity to acquire and practice a range of communicative skills which are relevant and easily transferable to their needs beyond the classroom. Class work includes a variety of listening and speaking tasks, reading and vocabulary development, basic grammar, and pronunciation.

CEEN 225 - English Conversation Level 2 - Elementary

This course is for students who have a basic knowledge of English and wish to acquire the language skills necessary to participate more confidently in everyday social situations outside the classroom. A variety of listening and speaking tasks helps them build confidence in their ability to ask for and give information. Readings and listenings on topics of general interest serve to enrich vocabulary and stimulate discussion. Other communicative activities focus on grammar and/or pronunciation.

CEEN 325 - English Conversation Level 3 - High Elementary

This course is for students who have a functional knowledge of English and wish to further develop their ability to communicate in everyday situations and to express themselves on topics of general interest. A variety of listening and speaking tasks helps them develop their ability to obtain information, express a personal opinion, report facts, etc. Readings on topics of general interest serve to enrich vocabulary and stimulate discussion. Grammar and pronunciation activities are also integrated into the course.

CEEN 425 - English Conversation Level 4 - Intermediate

This course is for students who have a general knowledge of English and wish to improve their ability to communicate in a variety of situations. Class activities include group discussions on topics of general interest and activities which require students to explain factual information and express personal opinions related to readings and listenings. Short newspaper-type articles are used to stimulate discussion and to further explore topics. Contextual grammar activities and pronunciation are integrated throughout the course.

CEEN 525 - English Conversation Level 5 - High Intermediate

This course is for students who have a solid knowledge of English and wish to participate in more extended speaking activities. Discussion activities further develop skills and confidence in expressing ideas on topics of general interest as well as more complex topics related to readings and listenings. Listening activities include work with short video documentaries and news clips. At this level grammar and pronunciation problems are dealt with as they present themselves in speaking.

CEEN 625 - English Conversation Level 6 - Advanced

This course is for students who have a strong knowledge of English and wish to focus on refining their language skills in order to function comfortably in a social or professional setting. They participate in various types of oral presentations and debates; present reports based on articles from magazines; and lead discussion groups. From listening to video documentaries and reading magazine articles, students share information and opinions to further develop their conversational skills and proficiency in English. At this level, grammar and pronunciation problems are dealt with through contextual and interactive activities.

ENGLISH WRITING WORKSHOP PROGRAM (40 HOURS PER LEVEL)

The English Writing Workshop program (5 levels) is designed to help students improve their writing skills by building on the foundations of good English written communication, from short writing tasks to academic/business reports. Using both listening and reading materials as input for writing, students acquire the skills to communicate effectively and accurately in written English. The writing workshop uses a collaborative approach in which students work together to gather information, discuss ideas and improve their proficiency in written English.

At each level, students produce a portfolio of work demonstrating their progress. Students should be at a low intermediate level of general English to qualify for this program.

Registration contracts required for the Writing Workshop Program are located in the back of this calendar. Students are required to complete a written placement test to determine their level of study.

A Certificate of Proficiency is awarded upon the successful completion (60%) of level 5. A Certificate of Proficiency with Distinction is awarded to students who obtain a grade of 75% or more upon completion of Level 5.

CEEN 135 - Writing Workshop 1 - Elementary English Written Communication

This course is for students who have a basic knowledge of English and wish to develop confidence and a greater ease in written English communication. In this course, students are introduced to and work on the basics of elementary written English. Writing activities include short writing tasks related to personal experience, journal writing, and simple business correspondence (emails, memos). Students are encouraged to complete weekly writing tasks outside of class hours. These writing tasks form part of the final grade.

CEEN 235 - Writing Workshop 2 - High-Elementary English Written Communication

This course is for students who have a good knowledge of English and wish to express their ideas more completely and to achieve a greater ease and skill in written English communication. In this course, students work on expanding their writing at a high-elementary level of written English. Activities include writing tasks that progress from one paragraph to short compositions on topics related to personal experience. Students also write a journal, and simple business correspondence such as e-mails and short letters. Group work is an important feature of this course as students work together to gather information, discuss ideas, and help each other improve their writing skills. Students are encouraged to complete weekly writing tasks outside of class hours. These writing tasks form part of the final grade.

CEEN 335 - Writing Workshop 3 - Intermediate English Written Communication

This course is for students who have a solid knowledge of English and wish to develop their ability to support their ideas logically and completely and to improve their competency in written English communication. In this course, students work on refining their ideas into well-organized and developed writing at an intermediate level of written English. Writing activities progress from short to longer compositions on personal and work-related topics, and include more focused journal writing and business communications. Group work is an important feature of this course as students work together to gather information, discuss ideas, and help each other improve their writing skills. Students are encouraged to complete weekly writing tasks outside of class hours. These writing tasks form part of the final grade.

CEEN 435 - Writing Workshop 4 - High-Intermediate English Written Communication

This course is for students who have a strong knowledge of English and wish to produce effective written English communication which is both fluent and accurate. In this course, students work on expanding their writing in the form of essays, simple business reports, business letters and focussed journal writing at a high-intermediate level of English written communication. Writing activities include essays employing effective organizational techniques to explore complex issues. Journal writing tasks respond to ideas raised in class and connect these ideas to personal experiences. Writing tasks also include summarizing short newspaper magazine articles. Students are encouraged to complete weekly writing tasks outside of class hours. These writing tasks form part of the final grade.

CEEN 535 - Writing Workshop 5 - Advanced English Written Communication

This course is for students who are confident in English and wish to produce writing which closely resembles native language standards of good quality written English. In this course, students gain a more sophisticated use of techniques and devices for use in advanced written English communication with particular emphasis on purpose and audience. Writing activities include complex essays, directed journal writing, formal academic and business writing, as well as an individual writing project as the completion of the Writing Workshop Program. Students are strongly encouraged to complete weekly writing tasks outside of class hours. These writing tasks form part of the final grade.

ENGLISH PROFICIENCY TEST (EPT) PREPARATION PROGRAM (TOEFL, IELTS)

The English Proficiency Test Preparation Program consists of test preparation courses to help students prepare for one of the two following language tests: the TOEFL (Test of English as a Foreign Language) and the IELTS (International English Language Testing System). Students are required to have at least a high intermediate level of English to qualify for the test preparation courses. Through participation, students can expect to develop their skills and test-taking strategies. Note that completing the courses is not a guarantee of obtaining successful results on either of the standardized tests.

CEEN 160 - EPT: Preparation for the TOEFL (40 hours)

This course is designed for students who want to write the TOEFL iBT and to learn general test-taking techniques and strategies for the four (4) components of the test (listening, speaking, reading, & writing). The materials used in this course will focus on listening comprehension, reading comprehension, speaking from reading/listening, and writing from reading/listening. Registrants must be aware that this is not an ESL Course. A high intermediate to advanced competence in English, in all four language skills, is necessary upon enrolment. Students must also have the computer skills necessary to meet the requirements of the TOEFL iBT.

CEEN 166 - EPT - Preparation for the IELTS (Academic Module)

The IELTS language proficiency test is comprised of four components: reading, writing, listening and speaking. This course is designed for students of an intermediate level of language proficiency who want to prepare for the academic module of the IELTS test. The course materials and activities are aimed to help students improve and practise the four skills (reading, writing, listening and speaking) and acquire the strategies required for all components of the test. Students will improve their academic skills through a variety of simulated test tasks.

ENGLISH FOR ACADEMIC PURPOSES

The course *Academic English for Graduate Students in Engineering* is designed to help non-native speakers of English manage the demanding tasks of their Engineering graduate studies effectively. Students who have been accepted into graduate studies in Engineering at Concordia University or elsewhere, or who have been advised by their supervisor, or who are completing their undergraduate studies in Engineering can enroll in this course. In small classes, through group work and individual conferences with the instructor, students are active participants in refining the skills required to function in graduate school.

CEEN 850 Academic English for Graduate Students in Engineering

Recommended language proficiency to enrol:

IELTS (Overall 6.5) or ibTOEFL (Overall 85 with min. of 20 per section) or TOEFL Paper-based (563)

This 40-hour course is intended for non-native speakers of English who are pursuing graduate studies in Engineering and wish to develop the written skills and strategies necessary for success in their programs. The course will focus on the demands of academic discourse and cover the use of academic terms, terminology and style. Writing tasks include work on forms pertinent to graduate course work in general and engineering in particular. Revision and editing of all writing will be undertaken. Other areas of specific focus include strategies for reading efficiently and analytically and for integrating material from several academic sources. Attention will be given to paraphrasing, source citation and standards of academic integrity.

FRENCH CONVERSATION PROGRAM (40 HOURS PER LEVEL)

The French Conversation Program invites students to register in one of its 6 levels, according to their proficiency. The program is designed to give students the tools and practice they need in French to encourage and develop their linguistic abilities in their professional and social environment. Through a wide variety of communicative activities, students are encouraged to speak and develop their listening skills in work and social situations. Note: In all levels, written exercises are assigned to reinforce grammar and vocabulary covered in class, and are done outside the classroom setting.

A Certificate of Proficiency is awarded upon the successful completion (60%) of Level 6. A Certificate of Proficiency with Distinction is awarded to students who obtain a grade of 75% or more upon the completion of Level 6.

CEFR 125 - French Conversation Level 1

This course, designed for beginners, is for students with no knowledge (or very limited knowledge) of French. The focus of this course is to help students understand and formulate short utterances and expressions in basic French. Class activities include a variety of semi-controlled small group interactions and listening activities to help the students perform and understand the most basic functions of the French language in everyday situations outside the classroom. The learning of basic grammar and elementary vocabulary as well as an emphasis on pronunciation is also included.

CEFR 225 - French Conversation Level 2

This course is designed for students who have a limited knowledge of French and speak with a very limited vocabulary. The course will help students acquire an elementary knowledge of French in order to enable them to function in basic everyday situations outside the classroom. Class activities include role playing, listening, and speaking activities focused on information exchanges to help students widen their vocabulary and integrate the basic grammar notions of the French language. Emphasis on pronunciation is also included.

CEFR 325 - French Conversation Level 3

This is the second level of elementary French and is designed for students who have a basic knowledge of French and are able to communicate but with some difficulty. Students at this level continue to develop their ability to function in everyday social situations. A variety of oral communication activities help them gain self confidence in French to exchange information, report facts about their lives and develop their ability to participate in small and large group discussions. Other class activities focus on consolidating their knowledge of grammar, expanding their vocabulary and refining their pronunciation.

CEFR 425 - French Conversation Level 4

This is the first level of intermediate French and is designed for students who have a general knowledge of the language and wish to improve their ability to communicate in a variety of situations. Students at this level further develop their speaking skills in everyday situations and on topics of general interest. Reading newspaper and magazine articles and viewing short videos on a variety of topics serve to enrich vocabulary, stimulate class discussions and help the students learn more about the French culture. Grammar and pronunciation are integrated throughout the course.

CEFR 525 - French Conversation Level 5

This is the second level of intermediate French and is designed for students who have good foundational abilities in the language. At this level, students continue to refine their speaking skills through small and large group discussions, debates on more complex subjects and presentations of reports based on articles from newspapers or magazines. Listening activities include work with videos on French culture and new discoveries in science. Grammar is integrated with the conversation themes throughout the course.

CEFR 625 - French Conversation Level 6

This advanced level course is designed for students who have a strong knowledge of the language and can express themselves quite easily in French. The focus of this course is on refining the students' speaking skills to make them feel more at ease in professional and social situations. They participate in various types of oral presentations and debates, present reports based on articles from magazines, and lead discussion groups. From listening to video documentaries and reading magazine articles, students share information and opinions to further develop their conversational skills. At this level, most grammar problems are dealt with through contextual activities.

FRENCH WRITTEN COMMUNICATION PROGRAM (40 HOURS PER LEVEL)

The Language Institute offers written communication courses in the French language. Intended for students who have a good foundation in French, these courses focus on helping students express themselves in writing with greater grammatical accuracy and wider vocabulary use. Students are required to complete a written placement test to determine their level of study.

CEFR 135- Written Communication 1

This course is designed for students who have reached the high intermediate level of fluency in French and who want to improve their writing skills. In a cooperative way, students will acquire the strategies and tools necessary to develop knowledge of basic rules for efficient writing. Students learn how to revise their work for clearer expression of ideas and edit for basic errors in grammar, spelling and punctuation. A small business component is also included.

CEFR 235 - Written Communication 2

Aimed at students who have reached the low advanced level of fluency in French and who want to improve their writing skills, this course emphasizes expressing ideas with clarity by using correct French. In a cooperative environment, students work together to revise and to sharpen their editing skills. A business component is also included, with a focus on business documents such as office correspondence and memoranda.